



OFFICE OF CAMPUS PLANNING & OPERATIONS

ARCHITECTURAL REVIEW BOARD MEETING NOTIFICATION

October 1st 2025

Dear Chautauquan,

The owners of 16 North Terrace, Linda & David Shaffer, and Erica & Brian Hunt, are requesting to come before the Architectural Review Board for the scope of work for the renovation work to renovate the rear yard, installing a garden and a new driveway at the rear of the property off Whitfield Ave. The scope of landscaping work being proposed includes a non-compliant private parking space. Therefore, this project requires an Architectural Review Board review for the following consideration.

Variances/Requests being considered:

1. Variance for a non-compliant private parking space in the new driveway (Architectural and Land Use Regulations Section 5.11.3.8)

You are receiving this notification because your property is approximately within 150' of the proposed project site. Plans for this project's scope of work may be reviewed online at the Architecture Review Board (ARB) News and Notes Page at the following link: www.chq.org/ARB

The Architectural Review Board will meet on **November 6th 2025 at 12:00pm Noon in the Turner Community Center Conference Room**. Please submit any comments that you may have in writing for the Architectural Review Board's consideration. E-mails are preferred and may be submitted to the Administrator of Architectural and Land Use Regulations at arb@chq.org until 12:00pm noon the day before on November 5th 2025 at 12:00pm Noon.

Respectfully,



Ryan B. Boughton, Assoc. AIA

Administrator of Architectural and Land Use Regulations

rboughton@chq.org | o: 716.357.6245

PO Box 28 • Chautauqua, NY 14722
716.357.6245 • 716.357.9014 (fax)
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Linda & David Shaffer
Erica & Brian Hunt
1435 Montero Avenue
Burlingame, CA 94010
lindashaffersf@gmail.com | 415-652-2420

September 24, 2025

Ryan Boughton
Administrator, Architectural and Land Use Regulations
Chautauqua Institution
1 Ames Avenue
Chautauqua, NY 14722

RE: Compliance Certificate and ARB Variance Request – 16 North Terrace Avenue

Dear Ryan,

Enclosed please find our completed **Architectural and Land Use Compliance Certificate Application** and supporting documentation for proposed improvements at **16 North Terrace Avenue**. Our request seeks approval for:

- Installation of one permeable parking space accessed from Whitfield Avenue
- Associated garden and landscaping improvements

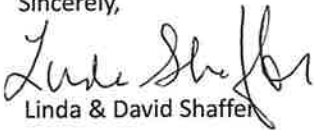
As detailed in the submission, the project complies with all applicable regulations except for narrow variances requested under Articles 5.11.3.8 and 5.11.4.1, which are necessitated by the property's unique dual-street configuration and limited side yard width. The proposal preserves the spirit and intent of the regulations by maintaining concealment behind the porch line, minimizing visibility, and integrating extensive landscaping and permeable materials.

We have reviewed a similar driveway project at 1 Irving Avenue, which was granted under Administrator approval in September 2023. Please let us know if you believe our project warrants similar treatment. We believe in any case you will recommend Architectural Review Board consideration, and we have included payment of the appropriate fees and materials in preparation for that review (\$35 Compliance Certificate Review Fee + \$310 ARB Review Fee).

If required, we respectfully request that this application be placed on the ARB October, 2025 agenda for review and approval. Please don't hesitate to contact us with any questions or to request additional materials. Please note that this package was also sent via e-mail.

Thank you for your time and consideration.

Sincerely,


Linda & David Shaffer
Erica & Brian Hunt

cc:

John Shedd, Vice President, Campus Planning & Operations
Jennifer Majewski, Administrative Assistant, Campus Planning

16 North Terrace Avenue, Chautauqua NY

Application for Parking Space and Garden Improvements

Project Address: 16 North Terrace Avenue, Chautauqua, NY 14722

Prepared by: Linda & David Shaffer, Erica & Brian Hunt

Date: September 24, 2025

Application Type: Parking Space and Landscaping Improvements

Executive Summary

We request approval for one landscaped parking space and a small outdoor garden/seating area at 16 North Terrace Avenue. This modest improvement will:

- **Enhance property aesthetics** with high-quality landscaping and permeable surfaces
- **Preserve open character** while providing practical utility
- **Comply with all ALU regulations** except for a variance request under 5.11.3.8 and 5.11.4.1, necessitated by the property's unique dual-street configuration

The improvements are entirely within property boundaries, involve no tree removal, and include neighbor support. Details and justification are provided in the Variance Request section.

Property Overview and Context

Unique Property Characteristics



Figure 1: Aerial Map Showing Dual Street Access and Combined Lot.

16 North Terrace Avenue represents a unique property configuration within the Mixed-Use Core District:

- **Dual Street Access:** Only property in the area with frontage on both North Terrace Avenue and Whitfield Avenue
- **Combined Lots:** Two lots under single ownership with one tax bill, appearing as single parcel on county GIS
- **Historical Context:** Property originally accommodated 4 parking spaces; 2 on North Terrace and 2 in the space on Whitfield. Current space could accommodate 2 spaces; we are requesting approval for only 1 space.
- **Flat Topography:** Level grade facilitates accessibility and drainage management

Current Site Conditions



- We confirm that no tree disturbance will occur within the dripline of any tree greater than 5" DBH. No removals are required, and existing canopy will remain unaffected
- No impact to trees or landscaping on adjacent properties
- Existing flat, unused area behind main residence
- Access already established from Whitfield Avenue

Proposed Improvements

The envisioned improvements at 16 North Terrace are designed to balance functionality with aesthetics while fully respecting the character of the Mixed-Use Core District. The rendering below (Figure 2) illustrates the proposed configuration: a single permeable parking space integrated into a landscaped garden setting with native plantings and decorative buffers. This design demonstrates how the improvement will appear once completed, emphasizing minimal visual impact, environmental responsibility, and alignment with the Institution's architectural and land use standards.



Figure 2: Envisioned parking and garden space showing permeable parking surface and landscaped buffers.

The following subsections detail the proposed improvements:

1. Parking Area Specifications

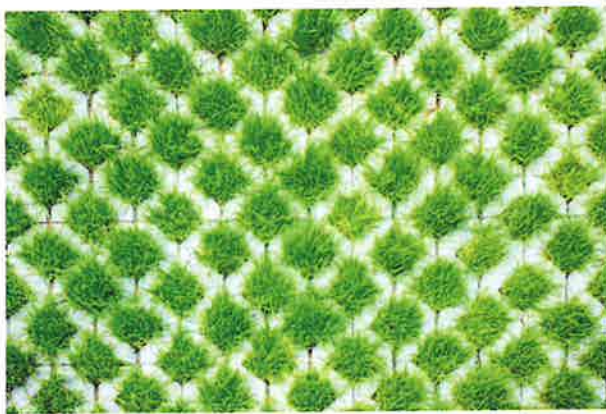
- **Size:** 9' x 20" (conforms within minimum 8'6" x 20' requirement)
- **Location:** Southeast corner of property, accessed from Whitfield Avenue
- **Orientation:** Perpendicular to Whitfield Avenue for safe ingress/egress
- **Setbacks:** Well over 18" from all property lines with landscaped buffers. Does not encroach on lot lines or adjacent properties.

2. Surface Options

We propose two alternative surface options:

Option A - Grass Pavers (Preferred due to durability)

- Reinforced grass surface with structural grid system or stone or concrete pavers with grass joints between units
- Significant grass coverage for natural appearance
- Load-bearing capacity for vehicles while maintaining permeability
- Enhanced drainage and root protection



Option B - All Grass Surface

- Natural grass surface with reinforced subgrade
- Seasonal use considerations
- Maximum permeability and natural appearance

3. Garden and Landscaping Improvements

Planting Plan:

- Native and adapted species: Includes wild bergamot, sugartina summersweet, hydrangeas, and hebes (existing on property), Landscape buffers flanking parking area for visual softening
- Compliant materials only (no plastic or vinyl)
- Professional installation
- See Appendix A for additional planting details

Hardscape Elements:

- Semi-permeable walkways connecting to existing paths
- Small outdoor seating area using permeable materials
- Consistent with Article 5 Architectural and Land Use Regulations

4. Drainage and Environmental Management

- **No Grade Changes:** Preserves existing site drainage patterns
- **Neutral Impact:** No additional runoff to neighboring properties
- **Engineered Subbase:** Proper base preparation for chosen surface option
- **Infiltration Design:** All surfaces designed to meet permeability requirements

Regulatory Compliance Matrix

Article 5.11.3 - General Parking Requirements

Regulation	Requirement	Our Compliance
5.11.3.1	Located entirely on private property with approval	✓ COMPLIANT - Entirely on private property
5.11.3.2	18" setback from structures/property lines with landscaping	✓ COMPLIANT - Well over 18" setback with landscape buffers
5.11.3.3	Minimize grade changes, no cutting/filling >12"	✓ COMPLIANT - No grade changes proposed
5.11.3.4	Approval required for driveways under tree canopy >5" diameter	✓ NOT APPLICABLE - No trees on lot
5.11.3.5	Drainage pipe required where crossing drainage swale	✓ NOT APPLICABLE - No drainage swale crossing
5.11.3.6	Semi-permeable/porous materials conforming to ISR requirements	✓ COMPLIANT - All proposed surfaces meet requirements
5.11.3.7	No parking on standalone properties without primary residence	✓ COMPLIANT - Associated with primary residence at 16 North Terrace

5.11.3.8

Minimum 8'-6" x 20', behind front porch line, not beyond rear building line

▲ **VARIANCE REQUESTED** – The proposed space measures 8'-6" x 30' and is fully concealed behind the North Terrace porch line with landscaped buffers. Because the lot fronts on both North Terrace and Whitfield, it is geometrically impossible to provide a space that is both "behind the porch line" and "not beyond the rear building line." The dual-frontage configuration creates this unique hardship.

Regulatory intent (concealment behind porch, minimal visibility, limited to one space, landscaped integration) is fully preserved.

Article 5.11.4.1 - Mixed Use Core District Requirements

Regulation	Requirement	Our Compliance
Driveway Width	Single width driveways	✓ COMPLIANT - Single width access
Alignment	Align with side of building	⚠ VARIANCE REQUESTED - Alignment with side of building not feasible due to dual-street access and combined-lot geometry. Proposed design still maintains single width, behind porch line, and one-space limit. See variance justification.
Position	Behind front porch line	✓ COMPLIANT - Positioned behind front porch line
Garage Prohibition	No garages allowed	✓ COMPLIANT - No structures proposed
Space Limitation	Maximum one parking space per lot	✓ COMPLIANT - Requesting only one space

Variance Request - Article 5.11.4.1 Alignment Requirement

Variance Details

We respectfully request a variance from the **Article 5.11.4.1 requirement that parking spaces align with the side of the building**. Strict compliance is not possible because the **available side yard width is insufficient to accommodate the minimum 8'-6" x 20' parking dimension required under 5.11.3.8**. The property's unique dual-street frontage and combined-lot geometry create conditions not foreseen in the Mixed-Use Core District regulations. While strict side alignment would render the space unusable, the proposed design preserves the spirit and intent of the regulations by maintaining concealment behind the porch line, limiting the improvement to one space, and minimizing visibility through landscaping.

Supporting Factors

1. Unique Property Configuration

- Only property in the district with dual street access (North Terrace and Whitfield).
- Combined lot structure creates atypical geometric constraints.
- Insufficient side yard width makes it physically impossible to provide a compliant space aligned with the building.

2. Regulatory Intent Maintained

- Parking fully behind the front porch line.
 - Limited to a single space, consistent with regulation.
- Visual impact minimized through permeable surface and landscaped buffers.

3. Precedent Property

1 Irving Place received approval in September 2023 for a non-side-aligned parking configuration with dual frontage for two vehicles parked in tandem in front of the front building facade. (Located in the Neighborhood Traditional District.)

- Demonstrates the Institution's flexibility for unique property conditions where strict alignment is infeasible but regulatory intent is preserved.

4. Superior Alternative Design

- Provides safer ingress/egress from Whitfield Avenue.
- Better integration with planned landscape design.
- Maintains open neighborhood character more effectively than a strict side-aligned location.

Site Plan Evidence

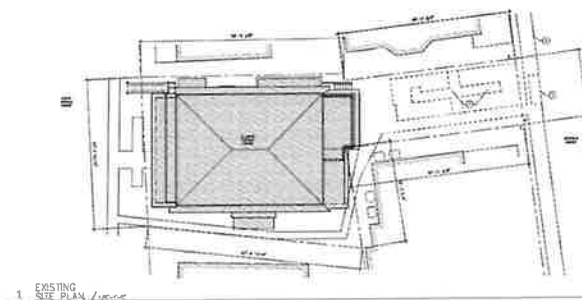
The accompanying site plan (Appendix A) illustrates these alignment constraints. As shown, the side yard width is insufficient to accommodate a regulation-compliant parking space. Attempting strict side alignment would either extend beyond the rear building line, obstruct Whitfield access, or require removal of landscaped buffers. The proposed Whitfield-facing configuration, while requiring variance relief, achieves the regulation's goals of concealment, landscaping integration, and safe circulation.

Consistency with Variance Criteria (Article 6.10)

This request satisfies the variance standards set forth in Article 6.10 of the Architectural and Land Use Regulations:

1. **Practical Difficulty** – The property's dual-street frontage and combined-lot geometry make it physically impossible to locate a conforming space aligned with the side of the building. The available side yard width is insufficient to accommodate the required 8'-6" x 20' dimension.
2. **Spirit and Intent Preserved** – The proposed parking space is fully behind the front porch line, limited to a single space, screened by landscaping, and designed with permeable materials. These measures uphold the regulation's goals of minimizing visual impact, preserving neighborhood character, and ensuring environmental responsibility.
3. **No Adverse Impact** – The proposed improvement does not encroach on property lines, does not alter existing drainage patterns, and does not remove or disturb trees. Neighbor support confirms that the design is compatible with surrounding properties and will not negatively affect the character or use of the district.

Accordingly, the variance relief sought here is consistent with the regulatory framework and merits approval.



11. Which of the following is not a function of the skeletal system?
12. Which of the following is not a function of the skeletal system?
13. Which of the following is not a function of the skeletal system?
14. Which of the following is not a function of the skeletal system?
15. Which of the following is not a function of the skeletal system?
16. Which of the following is not a function of the skeletal system?
17. Which of the following is not a function of the skeletal system?
18. Which of the following is not a function of the skeletal system?
19. Which of the following is not a function of the skeletal system?
20. Which of the following is not a function of the skeletal system?

A1 OP



Impervious Surface Ratio Worksheet (Per ALU 5.8.3.1)

Existing Conditions

- **Existing Impervious Surface:** 2504 sq ft
- **Proposed ISR:** 67%
- **Compliance Status:** Within allowable limits

Impervious Surface Ratio (ISR) – Worksheet

Existing or Proposed	<u>Existing</u>		
Site Address	<u>16 North Terrace</u>		
Total Lot Area	<u>3,738</u> square feet		
<u>Impervious Surfaces:</u>			
Total building footprint	<u>1,689</u> sf	X <u>100%</u> =	<u>1,689</u> sf
Total porches, decks, stairs, steps	<u>211</u> sf	X <u>100%</u> =	<u>211</u> sf
Total concrete or asphalt walks & drives	<u>374</u> sf	X <u>100%</u> =	<u>374</u> sf
Total gravel walks & drives	<u>0</u> sf	X <u>90%</u> =	<u>0</u> sf
Total crushed or washed stone walks & drives	<u>0</u> sf	X <u>10%</u> =	<u>0</u> sf
Total brick, pavers or flagstone set in min. sand or gravel base	<u>255</u> sf	X <u>90%</u> =	<u>230</u> sf
Total brick, pavers or flagstone set in permeable bed	<u>0</u> sf	X <u>10%</u> =	<u>0</u> sf
Other	<u>0</u> sf	X <u>0%</u> =	<u>0</u> sf
<u>Total Impervious Surface Area:</u>			<u>2,504</u> sf
<u>2,504</u>	/	<u>3,738</u>	= <u>67%</u>
Total Impervious Surface Area	divided by	Total Lot <u>Area</u>	= ISR

Proposed Conditions

The new design has a total reduction in impervious surface.

- **New Impervious Surface:** 2404 sq ft
- **Proposed ISR:** 64%
- **Compliance Status:** Within allowable limits

Impervious Surface Ratio (ISR) – Worksheet

Existing or Proposed Proposed
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Total brick, pavers or flagstone set in permeable bed	<u>0</u> sf	X <u>10%</u> =	<u>0</u> sf
Other "Turfstone"	<u>280</u> sf	X <u>10%</u> =	<u>28</u> sf

Total Impervious Surface Area: 2,404 sf

2,404 / 3,738 = 64%

Total Impervious Surface Area divided by Total Lot Area = ISR

Community Impact and Support

Neighbor Consultation

We have shared detailed site plans with surrounding neighbors and received positive feedback. The following neighbors have indicated support for the project; support letters are forthcoming.

Supporting neighbors:

- Steve & Sandy Laserson, 10 North Terrace Ave
- Bea Blumenthal, 15 North Terrace
- Sheila Schroeder & Jason Cooper, 8-10 Whitfield Ave
- Willie and Julie Heflin, 12 Whitfield Avenue
- Barb & Adrian Pynenburg, 25 Whitfield Ave
- Toby Welles & Mary Bailey, 25-29 Whitfield Ave
- Lynette & Sean Caplice, 20 Miller Park

Community Benefits

- **Aesthetic Improvement:** Enhanced landscaping and organized parking
- **Traffic Safety:** Improved vehicle circulation with designated parking
- **Environmental Responsibility:** Permeable surfaces and native plantings
- **Precedent Setting:** Thoughtful approach to unique property challenges

Implementation and Management

Construction Management

- **Professional Installation:** Licensed contractors familiar with Institution requirements
- **Timeline:** April-June, 2026, or earlier as weather permits.
- **Access:** All construction via Whitfield Avenue to minimize North Terrace disruption

Operational Management

- **Guest Education:** Clear parking guidelines provided to all guests
- **Enforcement Mechanism:** Property owner responsibility with Institution support if needed
- **Maintenance Plan:** Regular upkeep of landscaping and permeable surfaces

Landscape Plans

- **Replacement Policy:** Dead or failing plants replaced
- **Maintenance Standards:** Ongoing care to maintain appearance and function

Project Classification and Historic Preservation

Preservation Framework Compliance

- **Classification:** Rehabilitation under Institution's historic preservation guidelines
- **Existing Structure Preservation:** All existing structures maintained unchanged
- **Character Compatibility:** Improvements enhance rather than detract from neighborhood character
- **Material Selection:** All materials consistent with historic district standards

Conclusion

This application represents a thoughtful approach to improving a unique property while fully respecting Chautauqua Institution's architectural and environmental standards. The requested improvements will:

- Minimize overall parking impact while preserving the character of the Mixed-Use Core District
- Enhance property aesthetics through professional landscaping
- Demonstrate environmental responsibility through permeable surfaces
- Establish a sound precedent for addressing unique property configurations within existing regulations

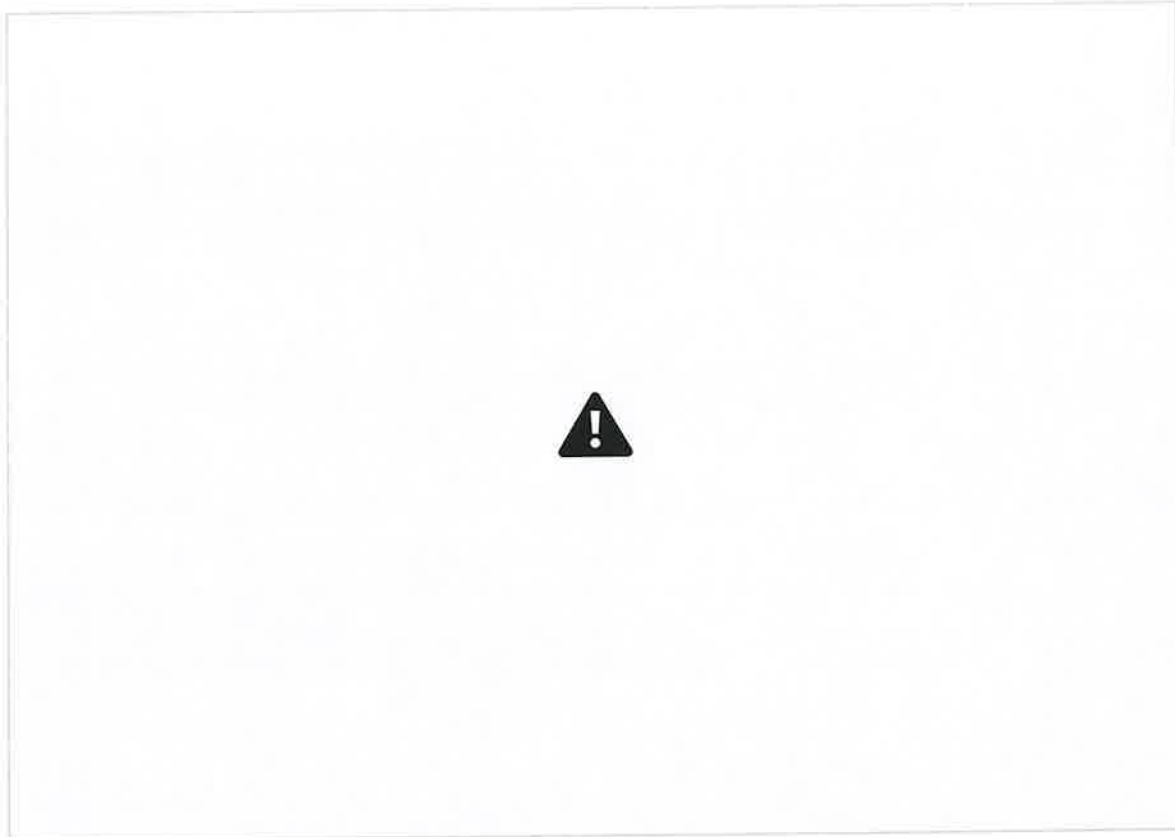
The variance requested is narrow, satisfies Article 6.10 standards (practical difficulty, spirit and intent preserved, no adverse impact), and is supported by neighbors. We respectfully request ARB approval of this application and the associated variances under Articles 5.11.3.8 and 5.11.4.1.

Appendices

Appendix A: Site Plans and Drawings

- Proposed site plan with dimensions
- Landscape planting plan

Appendix A1. Proposed Site Plan



Appendix A2. Landscape Plan

Below details show the planned landscape. We will use native plantings, combined with permeable hardscape elements to soften the visual impact of the parking space and enhance the garden character of the property. Landscape buffers are positioned to screen the parking area from both North Terrace and Whitfield, ensuring the improvement complements surrounding properties and aligns with ALU environmental objectives.



A2. 1. Proposed planting elements (or similar)



Wild Bergamot



Little Bluestem



Sugartina Summersweet



Hastas



Mophead Hydrangeas



Dappled Willow



Turf-type Tall
Fescue (*Festuca
arundinacea*)

Or Perennial
Ryegrass (*Lolium
perenne*)

Appendix B: Precedent Property Documentation (1 Irving Place)

This Appendix includes precedent property documentation from 1 Irving Place, a similar dual-frontage property within Chautauqua Institution (1 Irving Place and 3 Irving Place under common ownership). In September 2023, the Administrator approved a parking configuration that did not meet strict side-alignment requirements. This precedent demonstrates the Institution's willingness to consider variances for unique property conditions where regulatory intent is preserved. This supports the requested variance for 16 North Terrace by showing consistency with prior Administrator decisions.



Current Driveway at 1 Irving /3 Irving Place (similar dual lot property)



Aerial view of 1 Irving Place and 3 Irving Place (Prior to driveway installation)

This application is submitted in accordance with Chautauqua Institution Architectural and Land Use Regulations and respectfully requests timely review and approval.

Submitted by:

Erica & Brian Hunt
Linda & David Shaffer
September 24, 2025

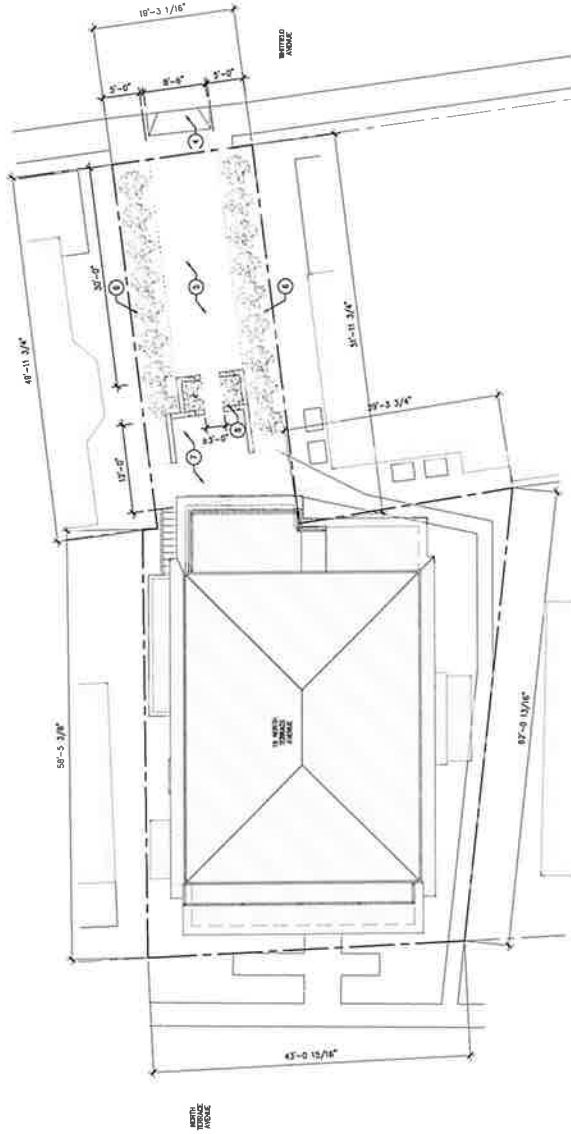
GENERAL NOTES

DRAWING LEGEND

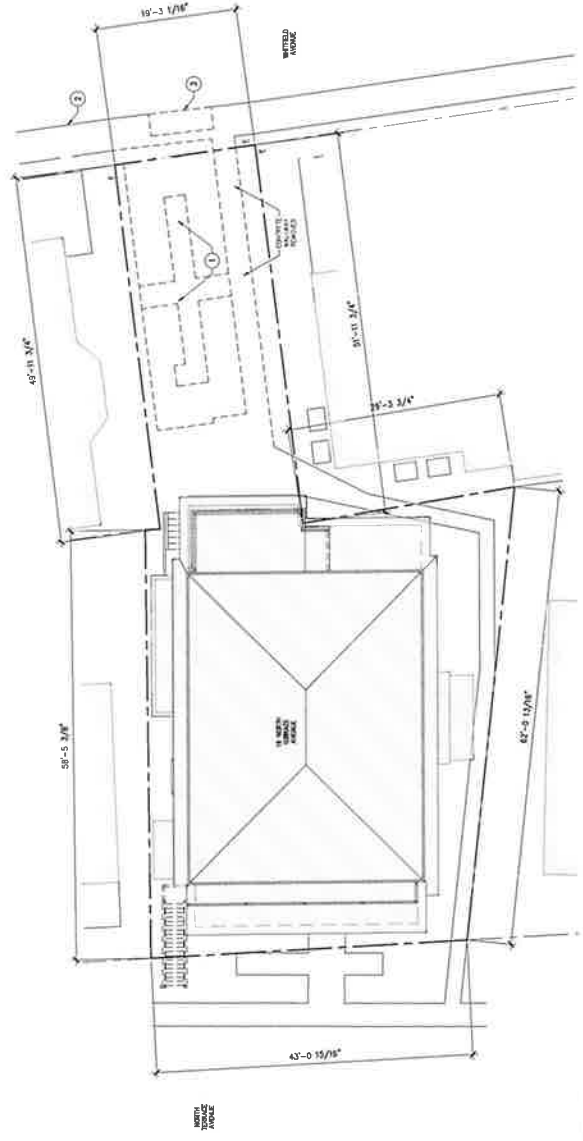
- (E) DENOTES EXISTING FIXTURE TO REMAIN
(X) DENOTES EXISTING FIXTURE TO BE REMOVED
(SI) SIDE SETBACK PER CHAUTAUQUE INSTITUTION ARCHITECTURE AND LAND USE REGULATIONS 4.3.6

KEYNOTES

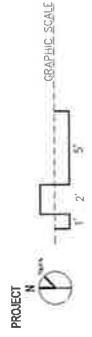
- 1 (C) CONCRETE/BRICK PAVING TO BE REMOVED
- 2 (C) SIDEWALK TO REMAIN U.O.N.
- 3 SECTMENT OF (C) SIDEWALK TO BE REMOVED
- 4 (N) CONCRETE CURB CUT
- 5 (N) CAR PARKING SPACE, 14'-0" X 30'-0", FINISHABLE SURFACE
- 6 (N) PLANTING AREA, MIN. 60" WIDE AT PROPERTY LINES
- 7 (N) STONE PAVING AT OUTDOOR SEATING AREA
- 8 (N) SEASONAL GARDEN



2 PROPOSED SITE PLAN / 1/8" = 1'-0"



1 EXISTING
SITE PLAN / 1/8" = 1'-0"



Impervious Surface Ratio (ISR) – Worksheet

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Office Use ONLY

Application Received: In Person ____ By Mail ____ By Email ____ Date ____
Request Investigated by ____ Date ____
Permit Approved: () YES () NO Date ____
Recommend to ARB: () YES () NO Date ____
ARB Approval: () YES () NO Date ____
Permit Issued By ____ Permit Number ____ Date ____
Other Notes

Website link: www.chq.org/construction-resources



ARCHITECTURAL AND LAND USE COMPLIANCE CERTIFICATE APPLICATION

Chautauqua Institution has specific regulations for ALL construction, landscaping, and use of properties on the grounds. **All construction work** (except routine maintenance; non-structural interior alteration or finishes; minor interior mechanical systems modifications; exterior painting) **must first be reviewed and approved by the Administrator of Architectural and Land Use Regulations prior to starting work on-site.** (See Compliance Process Matrix 6.3 in the Architectural and Land Use Regulations). A current, valid Compliance Certificate issued by Chautauqua Institution's Office of Campus Planning **MUST BE POSTED** on the site for the duration of the approved project work.

PLEASE FILL IN THE FOLLOWING INFORMATION:

- A) Property Owner's Name Linda & David Shaffer, Erica & Brian Hunt
Chautauqua Address 16 North Terrace Avenue, Chautauqua NY 14722
Permanent Address 1435 Montero Avenue, Burlingame CA 94010
Owner's Phone # 415-652-2420 (Linda Shaffer) Owner's Cell # 415-652-2420 (Linda Shaffer)
Owner's E-mail LindaShafferSF@gmail.com
- B) Construction Site House Number 16 Unit # _____
- C) CHQ District of Construction Site: (x) Mixed Use Core () Neighborhood Traditional
() Neighborhood Suburban () Miller Park () Highlands
() Garden District () Woodlands () Suburban Multi-Family
- D) Prime Contractor Contact / Construction Manager (Names, Phone Numbers, E-mail address)
Brian Hunt, 415-377-4090, 28brian@gmail.com
Contractor Authorization Certificate - Company Name _____
Subcontractor (Manager Names & Contact Information) _____
Contractor Authorization Certificate - Company Name _____
Subcontractor (Manager Names & Contact Information) _____
Contractor Authorization Certificate - Company Name _____
- E.1) Type(s) of Work To Be Performed: () Interior Structural Alterations () Foundations
(x) Driveways/Walks/Patios () Window changes/replacements () New Awning
() Demolition () Renovation () Reconstruction () Garage () Additions
() New Construction () Exterior HVAC/ Mechanical Units () Roofs
() Porches/Decks/Patios/Pergolas/Balconies () Site Features or Change of Grade
() Other _____

E.2) Description of Work (Attach additional sheets and/or drawings if available):

We propose to create one landscaped, permeable parking space with associated garden improvements at 16 North Terrace Avenue. The 9' x 20" space will be accessed from Whitfield Avenue, constructed with permeable materials (grass pavers or reinforced grass) to preserve drainage and environmental standards. The parking area will be screened with native landscaping and integrated with a small permeable walkway and seating area. No trees will be removed or disturbed (>5" DBH), and all work will remain within property boundaries, enhancing functionality while maintaining the character of the Mixed-Use Core District.

F) Date Work Is Expected To Begin April 2026 To Finish By June 2026

G) Selected historic preservation classification: (See 4.12 in Regulations)

() Preservation () Reconstruction (X) Rehabilitation () Restoration

H) Proposed Materials: (plastic, vinyl are prohibited) Permeable/grass pavers, natural stone or concrete pavers with grass joints, and native landscaping (no plastic or vinyl).

I) Identify the industry recognized architectural style: Chautauqua Cottage / Victorian Vernacular — compatible with and not alter the historic character of the residence.

J) Identify tree disturbances (within canopy) and/or proposed removals: None

K) Describe how site drainage during construction and after construction will be managed in compliance with Regulations (attach drawings if applicable): No grade changes; all permeable surfaces with engineered subbase will preserve existing drainage and prevent runoff to neighboring properties.

L) Describe how you will manage legal off-street parking on the project site: One landscaped, permeable parking space on-site, maintained by owners for guest use.

M) THE INSTITUTION STAFF CANNOT GRANT SPECIAL EXCEPTIONS TO, OR VARIANCES FROM, THE ARCHITECTURAL AND LAND USE REGULATIONS. PLEASE INDICATE BELOW IF THE WORK IS SUCH THAT ACTION FROM THE ARCHITECTURAL REVIEW BOARD (ARB) IS REQUIRED.

Variance Is Being Requested X YES NO
Special Exception is Requested YES NO

Describe Variances/Exception Requested Variances from Articles 5.11.3.8 (parking dimension/location behind porch line) and 5.11.4.1 (alignment with side of building). Due to the property's dual-street frontage and narrow side yard width, strict compliance is physically impossible. Proposed design maintains intent by limiting to one space, placing it behind the porch line, and screening with landscaping.

N) Lot Size, Intensity, Impervious Surface Ratio: (See Regulations for definitions)

Lot Width: Lot Area: 3738 Floor/Area Ratio: 1689

Impervious Surface Ratio: 64% (Proposed), 67% (Existing) [See attached worksheet]

O) Height to Eave: N/A Height to Highest Ridge/Point: N/A

- P) I agree to reimburse Chautauqua Institution for all costs, repairs and/or construction to any road surface and/or right-of-way resulting from construction activities
x YES NO
- Q) I agree to abide by the Rules & Regulations of Chautauqua Institution and Chautauqua Institution's Architectural and Land Use Regulations: x YES NO
- R) I understand that financial penalties apply for violations of the Architectural and Land Use Regulations and I agree to pay such fines if violations occur: x YES NO

For information regarding penalties, refer to the Chautauqua Institution Architectural and Land Use Regulations as well as the Chautauqua Institution Rules and Regulations.

Liens will be placed upon properties for unpaid penalties.

Repeat or obstinate offenders will be placed on a list and banned from any future eligibility for Contractor Certification.

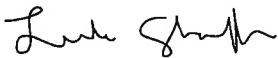

Compliance Certificate Review Fees :

All exterior or interior projects	\$35
Additions to existing buildings	\$90
New construction and substantial rehabilitation	\$200
All cases going to the ARB	\$310

Fees and Penalties are reviewed annually by the Board of Trustees and may change without notice.

Acknowledgement:

I understand that by signing this document I agree to abide by the Rules and Regulations of Chautauqua Institution and the Architectural and Land Use Regulations. I also certify that the above information is true and correct to the best of my knowledge and that I understand and agree to pay the applicable penalties in the instance of a violation(s) of the Rules and Regulations and/or Architectural and Land Use Regulations of Chautauqua Institution:

	Linda Shaffer	09/24/25
Property Owner's Signature		Date
	Brian Hunt	09/24/25
Prime Contractor / CM's Signature		Date

NOTE: ALL CONTRACTORS MUST HAVE A CERTIFICATE OF AUTHORIZATION ISSUED BY CHAUTAUQUA INSTITUTION PRIOR TO PERFORMING CONSTRUCTION ON THE GROUNDS OF CHAUTAUQUA INSTITUTION.

No changes shall be made in such work that deviate from that submitted without the prior approval of the Institution. The issuance of a Compliance Certificate is in addition to and not in substitution for required permits issued by appropriate governmental authorities, and authority having jurisdictions, such as the Town of Chautauqua and the Chautauqua Utility District.