

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: **BOB Jeffrey**

- A) Property Owner's Name ON TOP OF THE HILL CONDO. MANAGING PARTNER
 Chautauqua Address 19 PALESTINE. 19 PALESTINE TOP TO BOTTOM LLC.
 Permanent Address 2302 1ST AVE N. ST. PETE FL. 33713
 Owner's Phone # _____ Owner's Cell # (727) 542-4780
 Owner's E-mail SLIMPUSTER@AOL.COM.
- B) Construction Site House Number 19 PALESTINE Unit # 1 # 2A.
- C) CHQ District of Construction Site: 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 CARLSON 716 485 8094.
 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
 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):
REPLACE 14 DETERIORATED WOOD WINDOWS
TO MATCH 18 VINYL WINDOWS THAT
WERE REPLACED DURING PREVIOUS
RENOVATIONS
SEE ATTACHED NARRATIVE & PHOTOS & DIAGRAMS.
- F) Date Work Is Expected To Begin MAY 2026 To Finish By SPRING 2027.
- G) Selected historic preservation classification: (See 4.12 in Regulations)
 () Preservation () Reconstruction (X) Rehabilitation () Restoration
- H) Proposed Materials: (plastic, vinyl are prohibited) VINYL WINDOWS
ETCHED & PAINTED TO MATCH BUILDING'S COLOR
- I) Identify the industry recognized architectural style: VERNACULAR 1980'S
- J) Identify tree disturbances (within canopy) and/or proposed removals: NA.
- K) Describe how site drainage during construction and after construction will be managed in compliance with Regulations (attach drawings if applicable): NA.
- L) Describe how you will manage legal off-street parking on the project site: SINGLE CONSTRUCTION TRUCK PARKED ON PALESTINE IN OFF SEASON.
- 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 YES NO
 Special Exception is Requested YES NO
- Describe Variances/Exception Requested NA.
- N) Lot Size, Intensity, Impervious Surface Ratio: (See Regulations for definitions)
 Lot Width: _____ Lot Area: _____ Floor/Area Ratio: _____
 Impervious Surface Ratio: _____ NO CHANGES TO FAR / ISR / HEIGHT.
- O) Height to Eave: _____ Height to Highest Ridge/Point: _____

- 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
 YES NO
- Q) I agree to abide by the Rules & Regulations of Chautauqua Institution and Chautauqua Institution's Architectural and Land Use Regulations: 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: 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	<u>\$310</u>

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:



 Property Owner's Signature

3.16.26

 Date

 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.

NARRATIVE TO APPLICATION TO CHANGE OUT WINDOWS AT 19 PALESTINE

Good morning Chair and members of the ARB. The residents of 19 Palestine wish to replace the remaining deteriorated wood windows with high quality vinyl windows to match consistently with what has already been changed to vinyl over time.

JUSTIFICATION:

1. More than 1/2 of the windows have already been replaced with Vinyl. There are a total of 50 windows and doors in the building. 18 are aluminum clad wood windows by Pella that are casement or fixed panels. These will remain as they are in good condition. 18 windows have been changed to high quality vinyl. There are 14 original Pella wooden windows which are proposed to be replaced with vinyl.
2. While all buildings in CHQ contribute to our National Register District, this building was demolished and completely rebuilt in the mid 1980's. The materials used at the time were that of the period. Vinyl siding, aluminum trim work, aluminum clad doors etc.
3. 32 Pella wood windows were used in the original building. They consisted of 1 or over 1 double hung windows. 18 casement and fixed panel aluminum clad wood windows were utilized in bathrooms, kitchens and the bay window on the East side of the building.
4. 18 of the original Pella double hung windows were replaced with vinyl in a previous renovation of the 2nd and 3rd floor due to deterioration of the wood and failure of the spring mechanical systems. (Please see attached diagram).
5. The window glass being replaced is insulated glass from the mid 1980's. It is not seeded nor antique glass.
6. The windows proposed to be replaced are located on the two side elevations. No changes will occur to the front (primary) facade. no changes are proposed on the rear facade which connects to the Disciples of Christ building on the rise and second floor. Clarestory windows located on the 3rd floor will not be changed.
7. The windows proposed for replacement are operating on a spring system. Many are not functional and replacement springs and hardware are difficult to source.
8. There will be no change in window configuration or sizing and location. All openings will be matched identically.
9. The window brand selected will be a high quality vinyl that matches the manufacturer of the windows that have already been replaced. I should know which manufacturer this is by the time of the meeting. As I am not currently in CHQ. But will provide this information upon my arrival.
10. The window sash will be etched and painted to match the historic burgundy color scheme of the building.
11. Buildings adjacent to the structure are two story located approximately 10 feet apart. Visibility of these windows is very limited due to the close proximity of adjacent structures.
12. Deterioration. Over the past several seasons the ownership group has proactively been repairing rot to the windows, window frames and window sills. However this deterioration has lead to water intrusion within the wall system which was addressed with a COA last fall.
13. Last fall we filled the first floor windows with Bondo and painted the sash to prevent further water intrusion. However we determined at this time that additional patching of the windows was not feasible, it was time for replacement.
14. A number of the inoperable windows are located in 3 bedrooms making egress during an emergency a safety issue

JUSTIFICATION FOR THE USE OF ALTERNATIVE MATERIALS:

<https://www.nps.gov/orgs/1739/upload/preservation-brief-16-substitute-materials-2023.pdf>

We have included Preservation Brief by the Secretary of Interior regarding the use of Alternative building Materials. While it is a best practice to replace materials in kind, it is also recognized that products such as wood is much softer today than virgin hard wood of the past.

Their recommendation is to allow replacement with alternative materials based on the following criteria:

1. The original material is beyond reasonable repair
2. the replacement material matches the appearance of the original material
3. Difference should be given to performance of the replacement material over time.

Response: The windows, window frames and window sills are deteriorated. Treated lumber will be used to repair the frames and sills as needed. All materials will be painted to match the building's color scheme.

The windows sash have been filled with BONDOLITE a numbers times and continue to deteriorate.

Modern wood is not as strong as old growth lumber and utilizing old growth lumber to custom build sash would be cost prohibitive.

It is difficult to find original spring loaded parts and clips that operate these 1980's windows.

Replacement of the 14 windows to match the 18 that have already been replaced will give a wholistic and complete look to the building.

IN CLOSING:

All of the owners at 19 Palestine feel strongly about preserving the character and charm of our vernacular building. If wooden sash was a viable option we would most likely choose that approach. However as a professional preservationist I have used replacement wooden windows in many of my projects and it simply does not hold up for the long run. We have chosen an alternative material (vinyl) that will not only match the windows that have been replaced, but will provide a durable functional material which will replicate the look and feel of the windows being replaced.

Thank you for your consideration

Bob Jeffrey
Managing Partner, 19 Palestine, Top to Bottom LLC



Photo from Secretary of Interior Preservation Brief 16 showing how new wood is much less dense than old growth lumber.



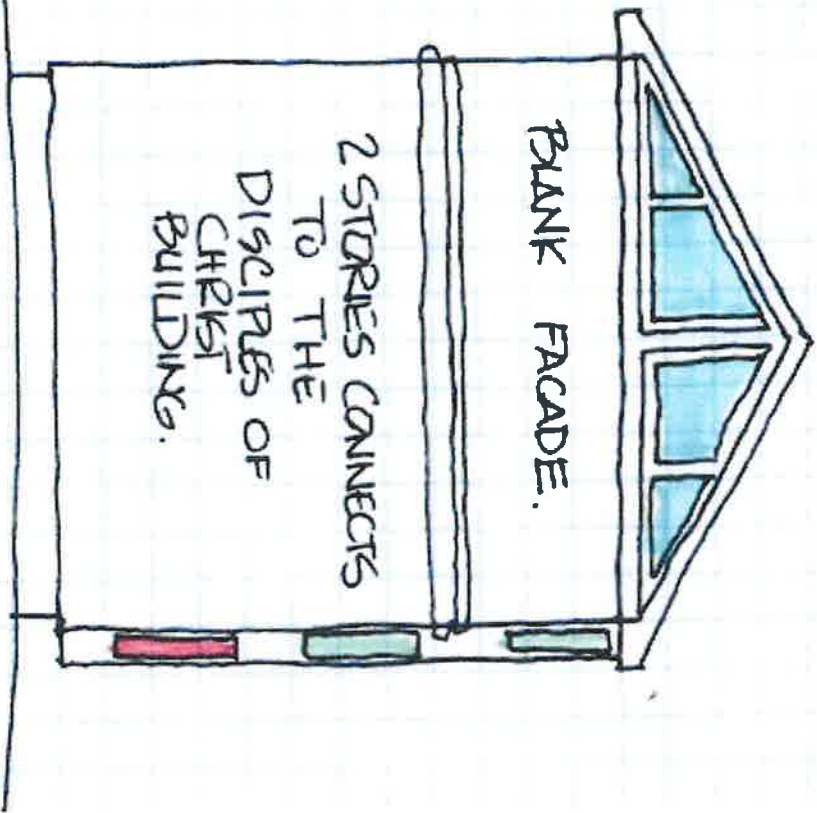
Typical window condition showing deteriorated sills and interior wall damage that was addressed last fall with a certificate of appropriateness. Window sash was filled with bond and painted to prevent additional wall damage till windows could be replaced.



West side of building



East side of building.



SOUTH/REAR FACADE

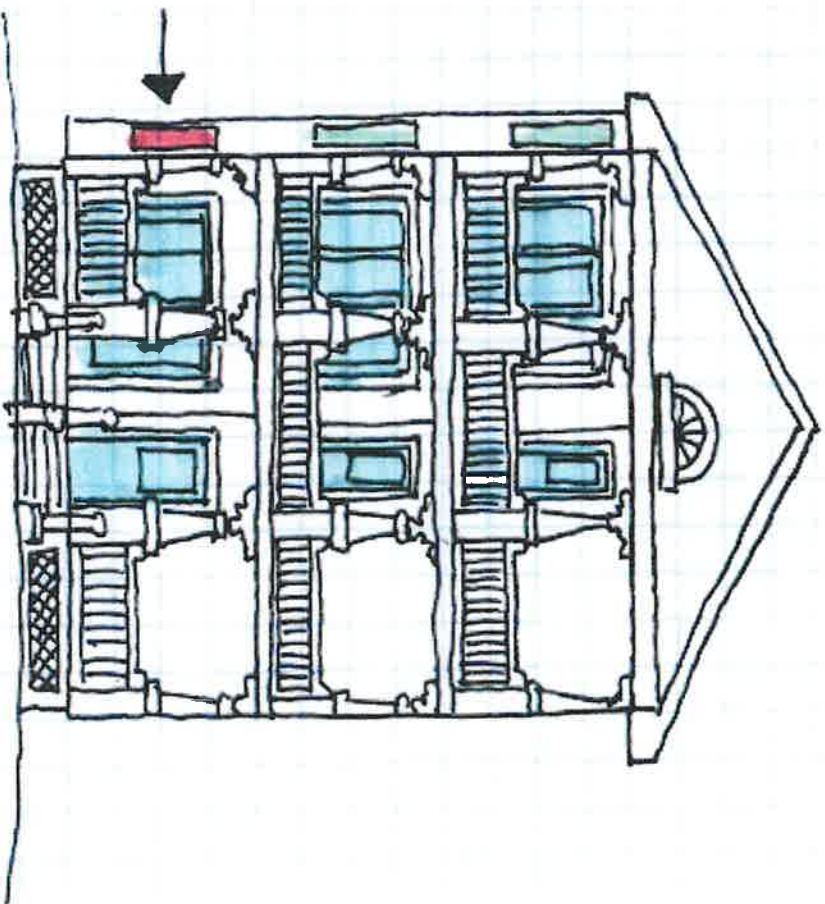
N/D CHANGES

BAY IS 25' FROM REAR FACADE.

WINDOWS PREVIOUSLY CHANGED

PROPOSED CHANGE TO VINYL

ORIGINAL ALUMINUM CLAD.



NORTH/FRONT FACADE.

BAY IS 20' BACK FROM PORCH.

LOWER BAY WINDOW

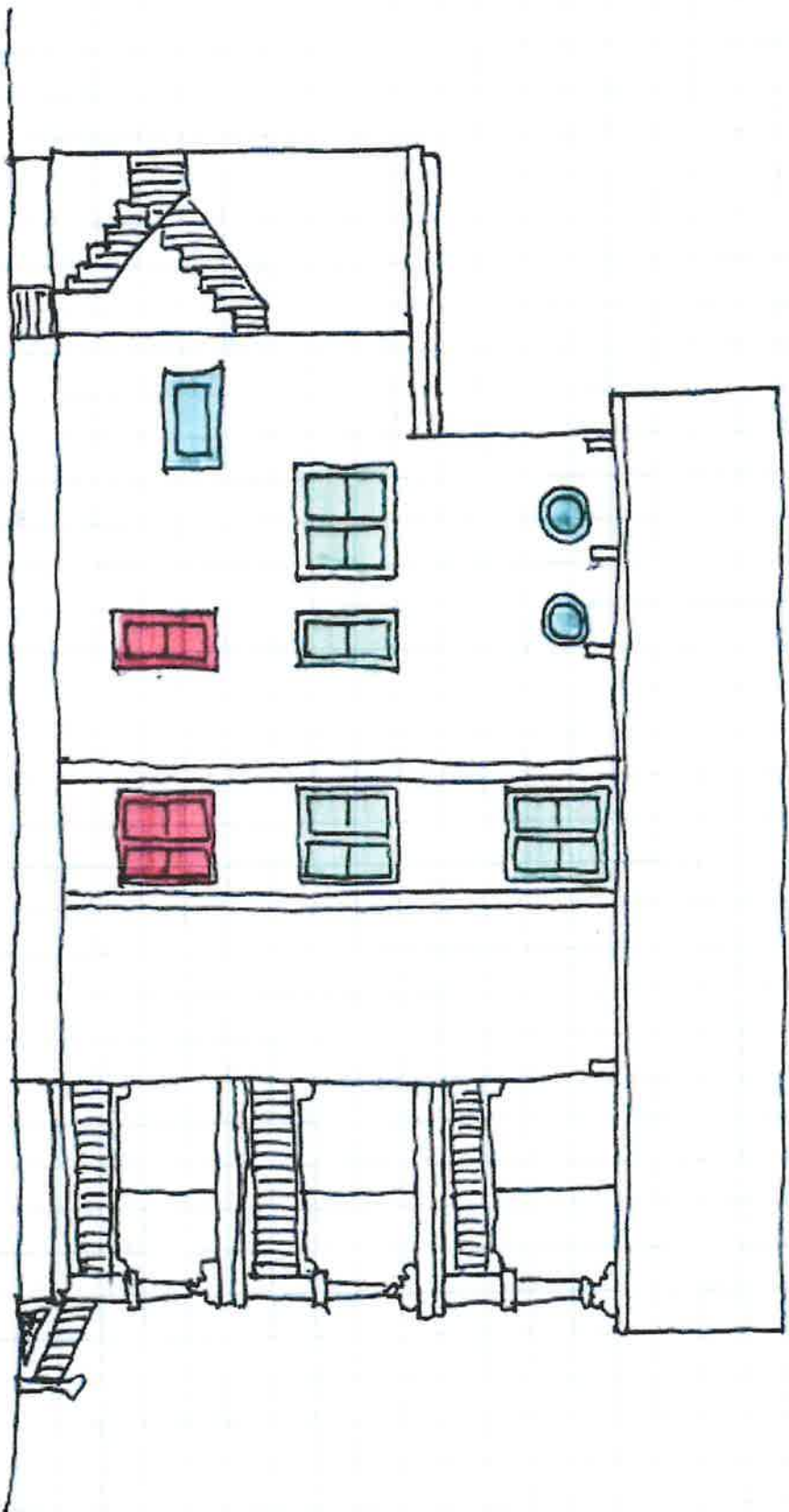
CHANGED TO MATCH

UPPER BAY WINDOWS




WINDOWS PREVIOUSLY CHANGED

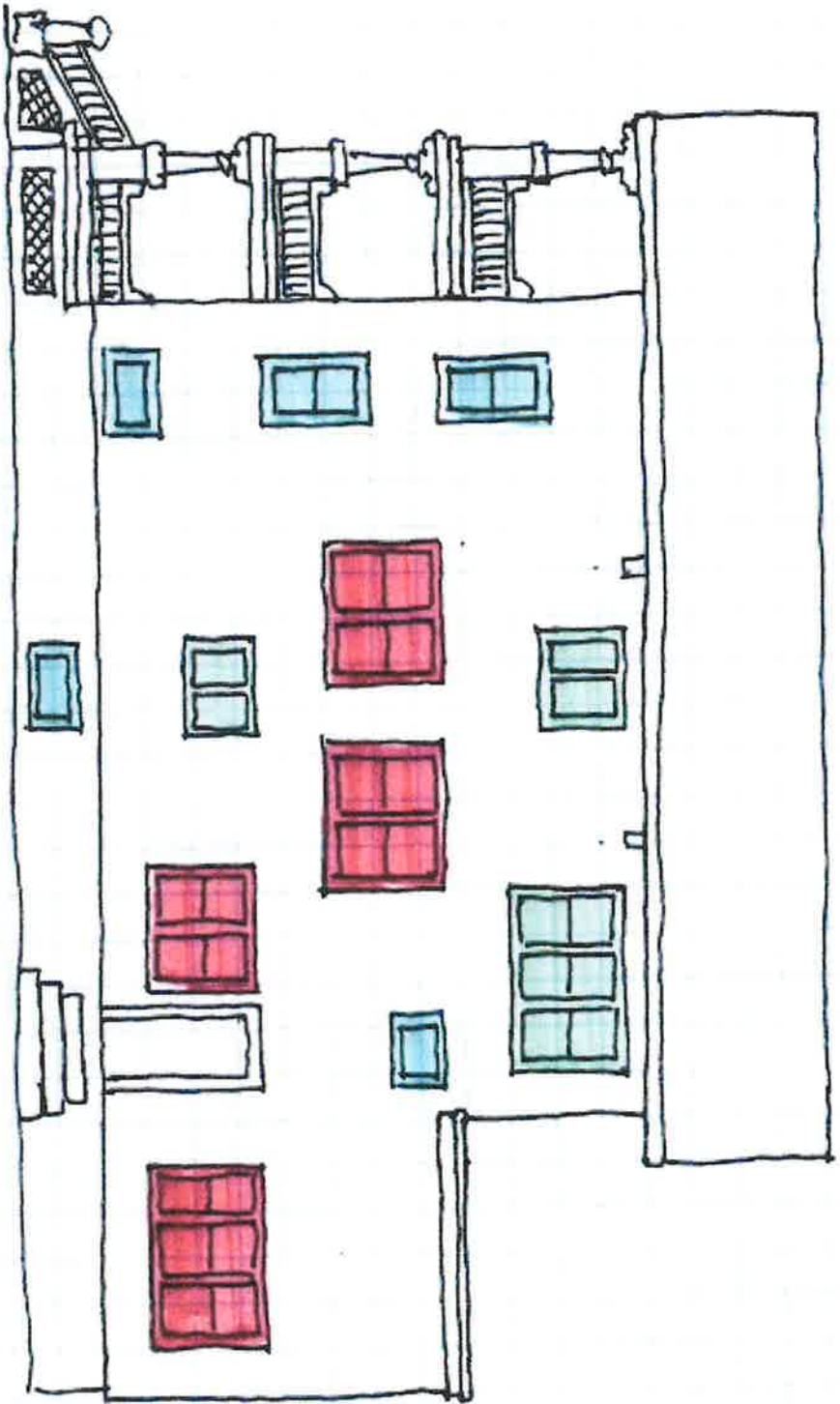
PROPOSED CHANGE TO VINYL

ORIGINAL ALUMINUM CLAD.



EAST/SIDE FACADE.

-  WINDOWS PREVIOUSLY CHANGED TO VINYL.
-  WINDOWS PROPOSED TO BE CHANGED.
-  ORIGINAL ALUMINUM CLAD TO REMAIN.



WEST/SIDE FACADE.

□ WINDOWS PREVIOUSLY CHANGED TO VINYL

□ WINDOWS PROPOSED TO BE CHANGED.

□ ORIGINAL ALUMINUM CLAD TO REMAIN.