



OFFICE OF CAMPUS PLANNING & OPERATIONS

ARCHITECTURAL REVIEW BOARD MEETING NOTIFICATION

May 25th 2026

Dear Chautauquan,

The owners of 48 Cookman, Michele and Andrew Sokolski, are proposing plans for the renovation of their existing home, and the proposal of an addition to the home. This plan proposes a 12'-0" by 28'-0" addition to the southwest side of their home, as well as the renovation of the existing home, including the replacement of all of the 22 existing windows and doors for the building. Therefore, this project requires an Architectural Review Board review for the following considerations required as a part of this proposal's scope of work.

Variances/Requests being considered:

1. Request to construct the proposed addition crossing a lot line for two lots in common ownership (Chautauqua Institution Architectural and Land Use Regulations Section 5.4.3)
2. Variance for the removal of the building's 22 existing doors and windows of varying condition, and the replacement in the same locations with ALU compliant aluminum clad wooden windows (Chautauqua Institution Architectural and Land Use Regulations Section 4.2.2.3.4)

You are receiving this notification because your property is within approximately 150' of the proposed project site. Additional information regarding 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 **June 25th 2026 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 June 24th 2026 at 12:00pm Noon. Thank you for your time!

Respectfully,

A handwritten signature in blue ink, appearing to read 'Ryan B. Boughton', with a stylized, cursive script.

Ryan B. Boughton, Assoc. AIA

Administrator of Architectural and Land Use Regulations

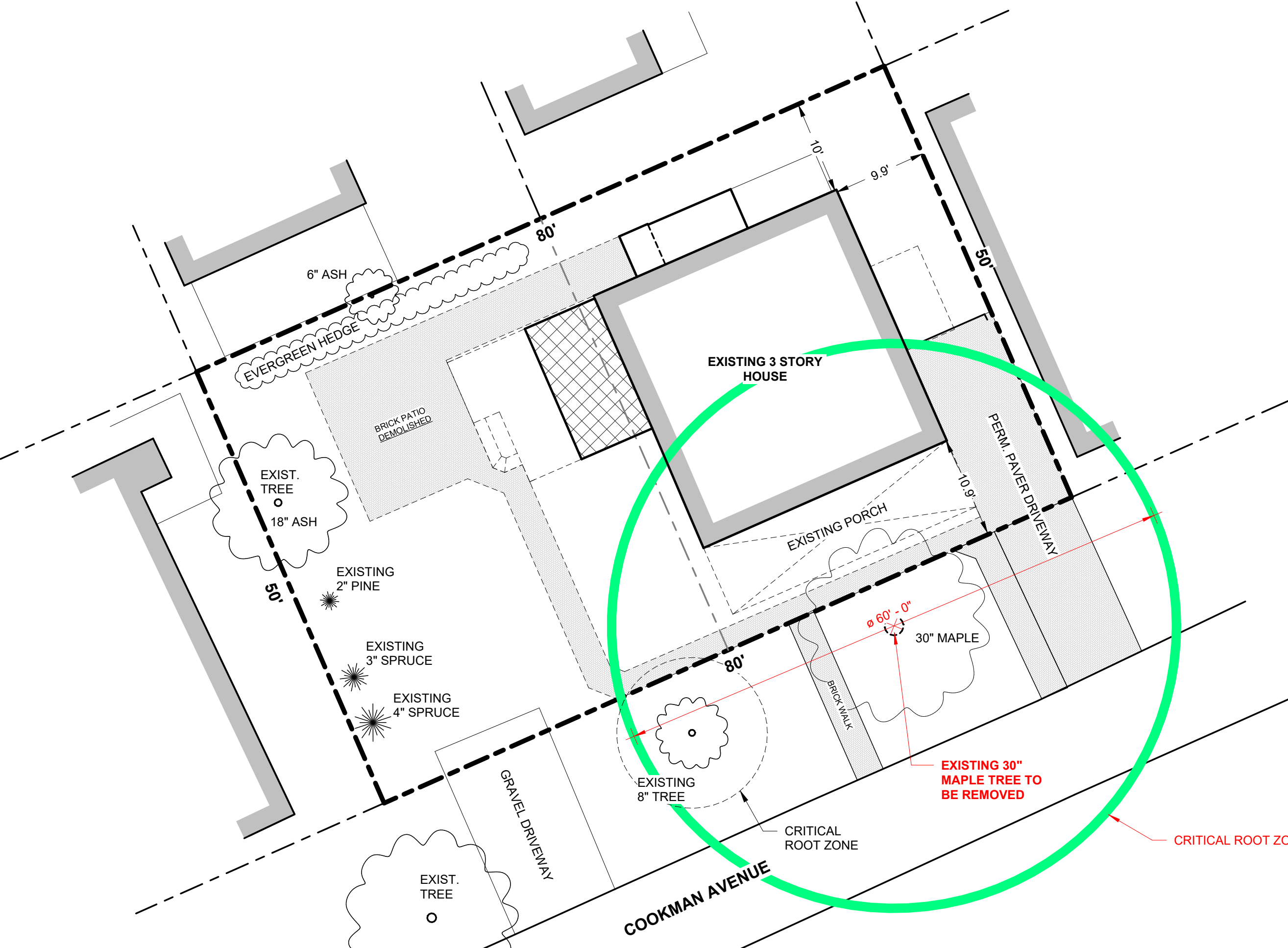
rboughton@chq.org | o: 716.357.6245

GENERAL NOTES:
 DRAWINGS PRODUCED BY CHRISTOPHER J. COOKE ARCHITECTURE, P.C. ARE PRELIMINARY. SUCH DRAWINGS, PLANS, ARCHITECTURAL DRAWINGS AND WORK SHALL BE USED FOR INFORMATION ONLY. REPRODUCE, DISCLOSE, AND/OR REUSE IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF CHRISTOPHER J. COOKE ARCHITECTURE, P.C. SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO ANY CLAIM ON THE PART OF THE OWNER OR BUILDER.

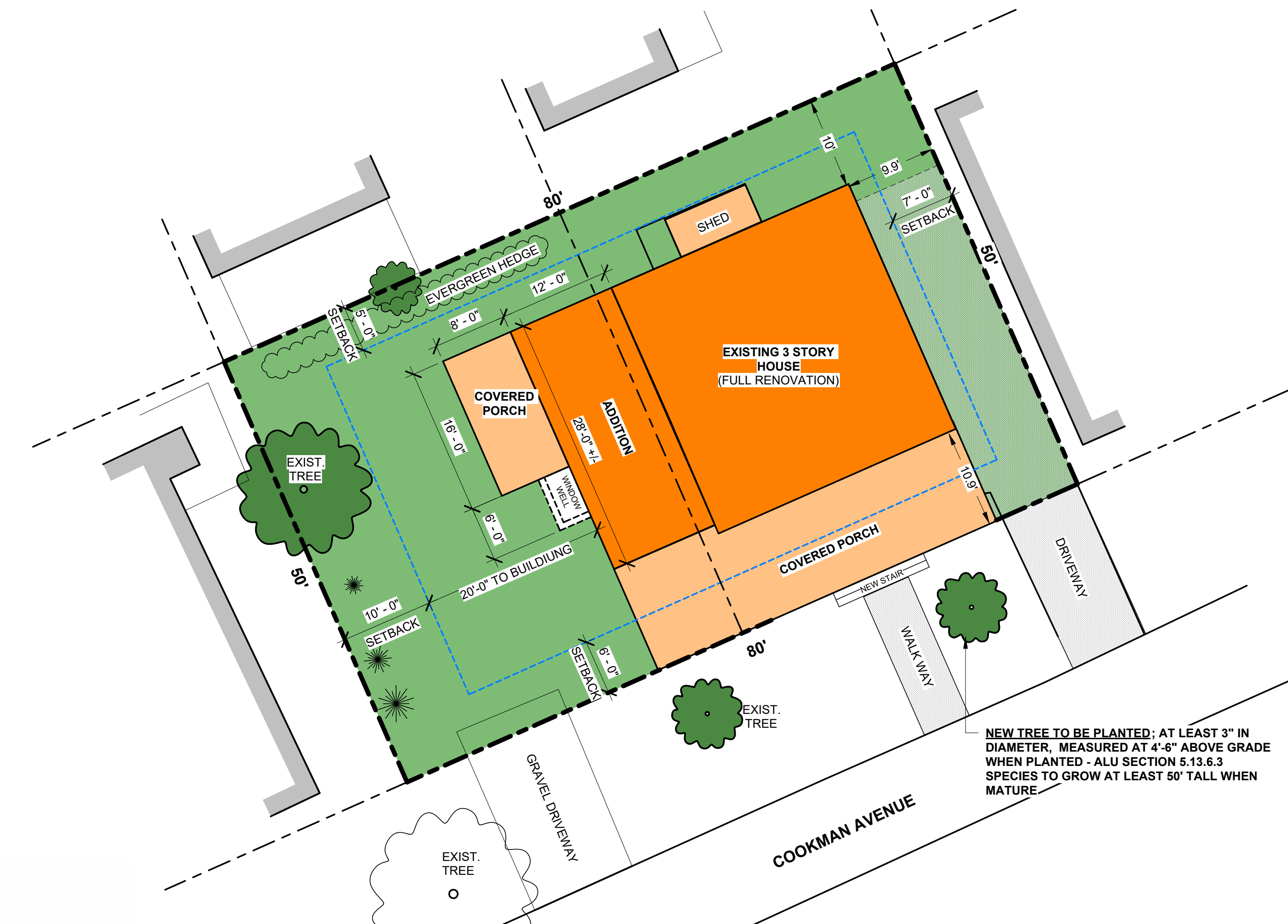
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48 COOKMAN AVE
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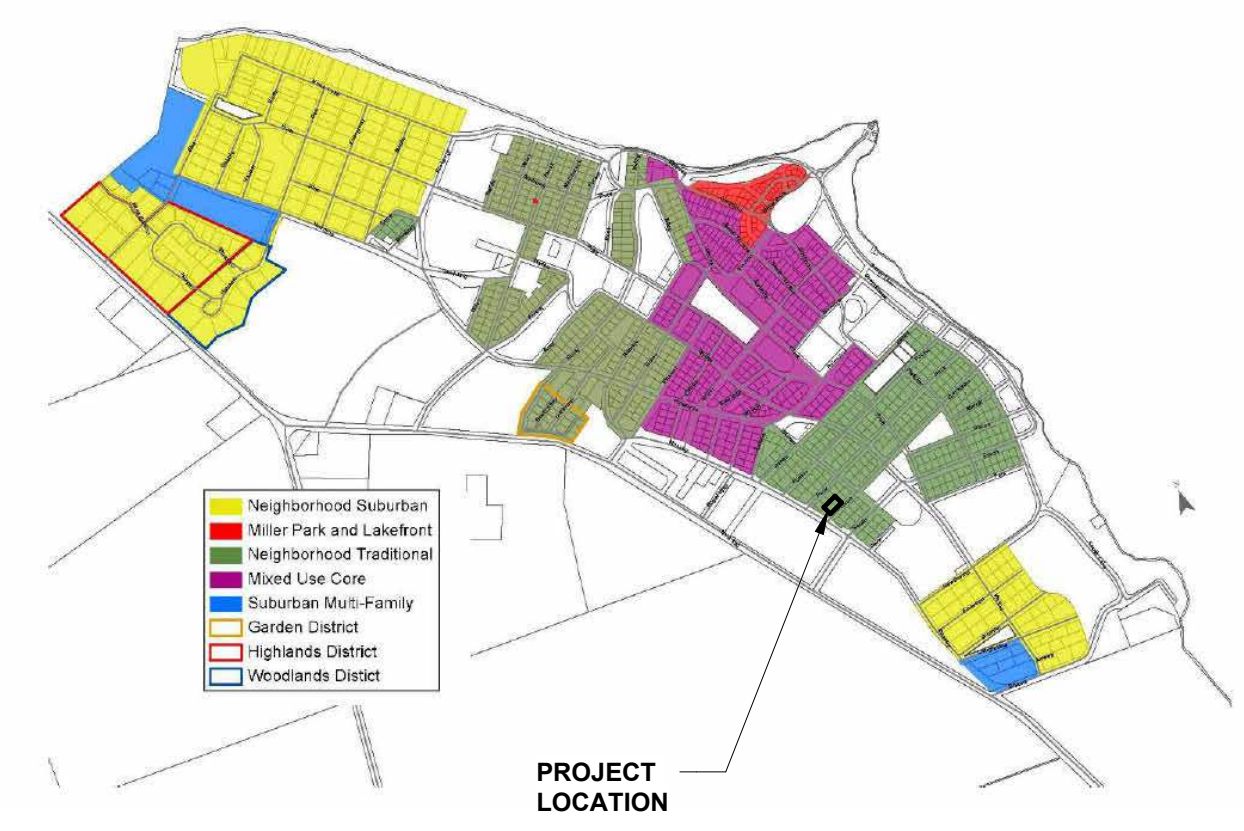
SCALE: As indicated
 DATE: 5/18/2026
 DRAWN BY: JN
 PROJECT NUMBER: 25-155
 SHEET NUMBER: **ARB-2**



1 SITE PLAN EXISTING
 1" = 10'-0"



2 SITE PLAN PROPOSED
 1" = 10'-0"



PROJECT LOCATION

ZONING INFO:

DISTRICT: NEIGHBORHOOD TRADITIONAL DISTRICT

MIN. LOT WIDTH: 40'
 MIN. LOT AREA: 2,000 S.F.
 MAX. FAR: 1.0

FAR CALCULATION

NEW BASEMENT = 1,290 SF (THE WINDOW WELLS DO NOT FACE THE PRIMARY STREET & THE FIRST FLOOR IS 18" OFF GRADE - BASEMENT IS NOT INCLUDED IN FAR CALC.)

EXISTING	NEW PROPOSED CALC.
FIRST FLOOR + PORCH = 1,157 SF (824 SF + 126 SF (DEMOLISHED ADD) + 207 SF)	FIRST FLOOR + PORCH(ES) = 1,734 SF (1,162 + 444 + 128)
SECOND FLOOR + PORCH = 1,031 SF (824 SF + 207 SF)	SECOND FLOOR + PORCH = 1,465 SF (1,162 + 303)
THIRD FLOOR = 752 SF - 65% OF F.F. AREA	THIRD FLOOR + PORCH(ES) = 1,126 SF - 65% OF F.F. AREA (755 + 68 + 303)
TOTAL AREA FOR FAR CALC. = 2,188 SF (1,157 + 1,031)	TOTAL AREA FOR FAR CALC. = 3,199 SF (1,734 + 1,465)
TOTAL LOT AREA = 4,000 SF	TOTAL LOT AREA = 4,000 SF
EXISTING FAR = (2,188 / 4,000) = .55	NEW PROPOSED FAR = (3,199 / 4,000) = .80
ALLOWABLE FAR = 1.0	ALLOWABLE FAR = 1.0

MAXIMUM BUILDING HEIGHT

EAVE LINE: 24'
 HIGHEST POINT OF ROOF: 36'

4.4.6. Building Setbacks

Building Setbacks	Reconstruction, Rehabilitation, Renovation, or Restoration of Existing Structure	New Construction	Additions and Alterations
Front Yard	Stoop Steps: 0'	0'	0'
	First and Second Floor Open Porch: existing*	existing*	0'
	Third Floor Open Porch. If less than 40% of wall plane/greater than 40% wall plane: existing*	existing*	2'-6"
	Building up to 24 feet of height: existing*	existing*	6"
	Building Above 24 feet of height (requires Variance): existing*	existing*	10"
Street Side Yard	Zero side below 24'/above 24': existing*	existing*	3'-5"
	10 foot side, below 24'/above 24': existing*	existing*	10'-12"
	Not specified below 24'/above 24': existing*	existing*	5'-7"
Interior Side Yard	Zero Side, below 24'/above 24': existing*	existing*	3'-5"
	10 foot side, below 24'/above 24': existing*	existing*	10'-12"
	Not specified, below 24'/above 24': existing*	existing*	5'-7"
Rear Yard	Zero rear, below 24'/above 24': existing*	existing*	0'-4"
	10 foot side, below 24'/above 24': existing*	existing*	10'-14"
	Not Specified, below 24'/above 24': existing*	existing*	5'-9"

2.1.86. STRUCTURE. Anything constructed or erected (other than moveable landscape features), the use of which requires a permanent location on the Land or attachment to something having a permanent location on the Land, including but not limited to Buildings, Porches, Decks, Steps, Stairs, Awnings, Carports, Swimming Pools, Tanks, Sheds and Signs. Exterior basement stairs and window wells (and their associated guardrails or coverings) that start at grade and descend to a point below grade are not considered structures as applied to building setback requirements. Refer to ALU Regulations 5.3.

Chautauqua Institution Architectural And Land Use Regulations FINAL 11/6/21 Page 20 of 147

5.3. BASEMENT ENTRY WELLS AND WINDOW WELLS

5.3.1. Applicability This Article 5.3 applies to New Construction and Building Projects on or after the effective date of these Regulations that involve the creation or relocation of wells that provide access or natural light to below-grade space located in Basements of Structures, including Accessory Units, spaces used for storage or utilities, or any other type of occupied or unoccupied space.

5.3.2. Purpose and Intent The Buildings in the Chautauqua Institution, especially in the older areas, typically did not have the visual appearance of occupied Basements. With the addition of Basement space and the need for light, ventilation and egress, wells and stairs have been added to some Buildings. To preserve the character and historic appearance, limitations have been placed on the allowable locations for Basement entry wells and window wells.

5.3.3. Design Criteria

5.3.3.1. Window wells and Basement entry wells created or relocated on or after the effective date of these Regulations, whether through New Construction, a Building Project or otherwise, shall be located in the Interior Side Yard and/or the Rear Yard and shall be a minimum of 5 feet from any property line.

5.3.3.2. A Variance from the ARB is required if a window well or a Basement entry well that is created or relocated on or after the effective date of these Regulations is to face a Front Yard or a Street Side Yard. The request for such a Variance shall be determined based on the criteria established in Article 6.10. and, if granted, shall require that the tops of the windows not be visible from the street (whether by placing windows below grade or requiring adequate plantings to conceal the windows) and may carry such other conditions as the ARB may elect to impose.

4.4.3. Maximum Lot Size, Intensity, and ISR

Regulation	Neighborhood Traditional
Minimum Lot Width	40 feet
Minimum Lot Area	2,000 Square Feet
Maximum FAR	1.0 (See exemptions below)
Maximum ISR	
Single Lot	Single Lots: 75% total site area including all surfaces of driveways, parking lots, walkways, window wells, patios etc. 25% of site area must remain green and pervious
Multiple Lots	Multiple Lots: 65% total site area including all surfaces of driveways, parking lots, walkways, window wells, patios etc. 35% of site area must remain green and pervious

Impervious Surface Ratio (ISR) - Worksheet

Existing or Proposed	PROPOSED
Site Address	48 COOKMAN
Total Lot Area	4,000 square feet
Impervious Surfaces:	
Total building footprint	1,206 sf X 100% = 1,206 sf
Total porches, decks, stairs, steps	572 sf X 100% = 572 sf
Total concrete or asphalt walks & drives	0 sf X 100% = 0 sf
Total gravel walks & drives	302 sf X 90% = 272 sf
Total crushed or washed stone walks & drives	0 sf X 10% = 0 sf
Total brick, pavers or flagstone set in min. sand or gravel base	0 sf X 90% = 0 sf
Total brick, pavers or flagstone set in permeable bed	--- sf X 10% = --- sf
Other	21 sf X 100% = 21 sf
BASEMENT WINDOW WELLS	
Total Impervious Surface Area:	100 sf
2,071 / 4,000 = .52	
Total Impervious Surface Area divided by Total Lot Area = ISR	

ARB SUBMISSION

