

PLANNING DIVISION STAFF REPORT

June 8, 2026

PREPARED FOR THE LANDMARKS COMMISSION



Project Name & Address: 1717 Chadbourne Avenue

Application Type(s): Certificate of Approval for an addition

Legistar File ID # [93073](#)

Prepared By: Heather Bailey, Preservation Planner, Planning Division

Date Prepared: June 4, 2026

Summary

Project Applicant/Contact: Sam Snellings, Architectural Building Arts

Requested Action: The Applicant is requesting that the Landmarks Commission approve a Certificate of Approval for an addition

Background Information

Parcel Location/Information: The subject property is located within the University Heights local historic district

Relevant Ordinance Sections:

41.18 STANDARDS FOR GRANTING A CERTIFICATE OF APPROVAL

A Certificate of Approval shall be granted only if the proposed project complies with this chapter, including all of the following standards that apply.

- (1) New Construction or Exterior Alteration. The Landmarks Commission shall approve a Certificate of Approval for exterior alteration or construction only if:
 - (a) In the case of exterior alteration to a designated landmark, the proposed work would meet the Secretary of the Interior's Standards for Rehabilitation.
 - (b) In the case of exterior alteration or construction of a structure on a landmark site, the proposed work would meet the Secretary of the Interior's Standards for Rehabilitation.
 - (c) In the case of exterior alteration or construction on any property located in a historic district, the proposed exterior alteration or construction meets the adopted standards and guidelines for that district.
 - (d) In the case of any exterior alteration or construction for which a Certificate of Approval is required, the proposed work will not frustrate the public interest expressed in this ordinance for protecting, promoting, conserving, and using the City's historic resources.

41.26 STANDARDS FOR ADDITIONS.

- (1) General.
 - (a) General.
 1. New additions on the front of the principal structure are prohibited, except for restoring or reconstructing missing historic features that can be documented.
 2. A new addition shall be designed to be subordinate and compatible with the character of the structure.
 3. The addition shall be visually separated from the principal building.
 4. The alignment, rhythm, and size of the window and door openings of the new addition shall be similar to those of the historic building.

(b) Materials and Features.

1. A new addition shall be constructed on a secondary or non-character defining elevation so that historic materials and features are not obscured, damaged or destroyed.
2. New additions that destroy significant historic materials or character-defining features are prohibited.

(2) Building Site.

(a) General.

1. Exterior additions to historic buildings shall be designed to be compatible with the historic character of historic resources within two hundred (200) feet and to maintain the pattern of the district.

(3) Exterior Walls.

(a) General.

1. Materials used for exterior walls of the addition shall be similar in design, scale, architectural appearance, and other visual qualities of the historic building, but differentiated enough so that it is not confused as historic or original to the building.

(4) Roofs.

(a) General.

1. The form and pitch of the addition roof shall be similar to and compatible with the existing roof form and pitch.

(b) Materials.

1. Visible roof materials shall be similar to the historic roof materials on the structure.
2. Any roofing materials shall be permitted on flat or slightly sloped roofs not visible from the developed public right-of-way.

(c) Skylights.

1. Skylights not visible from the developed public right-of-way shall be permitted.

(e) Vents.

1. Roof vents shall be minimally visible and as unobtrusive as possible.

(5) Windows and Doors.

(a) General.

1. Openings and the windows or doors in them shall be compatible with the overall design of the historic building.
2. The new openings shall have similar dimensions, operation, components, and finish as the historic windows or doors of the structure.

(b) Windows and Storm Windows.

1. Simulated divided lights are permitted with window grids on the exterior and interior with spacer bars between the panes of glass.

(c) Entrance Doors and Storm Doors.

1. Doors shall be compatible with the overall design of the building.
2. New door openings shall have a similar height to width ratio, components, and finish as the historic doors of the structure.

(6) Entrances, Porches, Balconies and Decks.

(a) Porch Elements.

1. The style of porch posts, balusters and rails shall be compatible with the overall design of the historic porch but, in most cases, not duplicate the historic features.
2. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, masonry, or other openwork design.
3. All wood on exterior porches shall be painted or opaquely stained.

(7) Building Systems.

(a) Mechanical Systems.

3. Grilles, vents, equipment, and meters shall be placed in a location on an elevation not visible from the developed public right-of-way or on the roof. Grilles, vents, equipment, and meters on elevations visible from the developed public right-of-way are prohibited, unless technically infeasible. Grilles, vents, equipment, and meters shall be finished or painted to match adjacent materials.

(c) Lighting and Electrical Systems.

1. Decorative light fixtures shall be compatible in style and location with the overall design of the building.

Analysis and Conclusion

The proposed project is to replace an existing screened porch on the rear of the historic house and construct a new two-story addition with an attached carport. The historic house on the property is a simple single-family house constructed in 1916 and designed by architect Philip Homer. The building has wider clapboard siding on the first floor and narrower clapboard on the second floor. The cross-gabled building has simple Arts and Crafts details, including a flared gable for the porch roof.

The new addition would be visually separated from the historic portion of the house by extending past the side wall plane of the structure and would be clad in the narrow clapboard style of the upper story on the historic building. The windows on the addition will replicate the Craftsman muntin design found on the historic windows on the building. The attached carport is of a simple style that borrows from the Arts and Crafts architectural vocabulary of the historic resource.

A discussion of relevant standards follows:

41.26 STANDARDS FOR ADDITIONS.

(1) General.

(a) General.

1. There are no changes proposed for the front of the building.
2. The new addition will be subordinate to the main house with the siting on the back and changes to the wall plane and roof lines.
3. The addition will be visually separated from the historic house with the changes to the wall plane and the differentiation of the roof edges for the addition to help separate it from the historic house.
4. The alignment, rhythm, and size of the window and door openings of the new addition appear to be similar to those of the historic building.

(b) Materials and Features.

1. A new addition would be constructed on a secondary or non-character defining elevation and no significant features will be destroyed.
2. No significant historic materials will be destroyed by this addition.

(2) Building Site.

(a) General.

1. The rear addition appears to be compatible with the historic character of historic resources within two hundred (200) feet, maintaining the pattern of the district.

(3) Exterior Walls.

(a) General.

1. The wood clapboard proposed will be similar in design, scale, architectural appearance, and other visual qualities of the historic building, but differentiated with the slightly different reveal from the adjacent so that it is not confused as historic or original to the building.

(4) Roofs.

(a) General.

1. The gabled roofs of the addition roof will be similar to and compatible with the existing roof form and pitch.

(b) Materials.

1. The existing roof is architectural shingles and they are proposing to use the same material for the roof on the addition. Visible roof materials shall be similar to the historic roof materials on the structure.
2. Any roofing materials are permitted on the flat roof of the carport.

(c) Skylights.

1. The skylights on the addition are nested back behind the wall plane on the historic house, reducing their visibility from the developed public right-of-way.

(e) Vents.

1. There is no information on the roof venting, which will need to be either a low-profile ridge vent or soffit vents.

(5) Windows and Doors.

(a) General.

1. The openings and the windows or doors in them appear to be compatible with the overall design of the historic building, using similar Arts and Crafts design to that found on the historic house.
2. The new openings would have similar dimensions, operation, components, and finish as the historic windows or doors of the structure.

(b) Windows and Storm Windows.

1. The cut sheet for the windows and door show that they will have simulated divided lights with window grids on the exterior and interior with spacer bars between the panes of glass.

(c) Entrance Doors and Storm Doors.

1. The proposed new rear entrance doors appear to be compatible with the overall design of the building.
2. The new door openings would have a similar height to width ratio, components, and finish as the historic doors of the structure.

(6) Entrances, Porches, Balconies and Decks.

(a) Porch Elements.

1. The style of porch posts, balusters and rails appear to be compatible with the overall design of the historic porch and do not duplicate historic features with its simple design.
2. The space beneath the rear porch/deck is proposed to be screened.
3. All wood on exterior porches will be painted or opaquely stained.

(7) Building Systems.

(a) Mechanical Systems.

3. There is information on where the new HVAC unit will be located. It is the most feasible place for the new unit, and it is significantly stepped back from the public right-of-way so that it will be minimally visible. A separate Certificate of Approval will be required when those details are finalized on what the new unit will look like.

(c) Lighting and Electrical Systems.

1. There is no information on exterior lighting, which will need a separate CoA before it is installed.

Recommendation

Staff believes that the standards for granting a Certificate of Approval are met and recommends the Landmarks Commission approve the project with the following conditions:

1. Roof venting will need to be a low-profile ridge vent or soffit vents that are colored to match adjacent trim
2. Final exterior lighting and HVAC equipment will need to secure a separate CoA