



**PLANNING AND  
DEVELOPMENT DEPARTMENT**

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**SR-2 – ADVISORY STAFF REPORT (05-08-2026)**

*This advisory report, prepared by staff, represents the opinion and advice of professional staff, and does not represent nor direct the separate review and decision of the Historic District Commission. This report serves as an addendum to SR-1, an objective staff summary of the proposal and property.*

**ADDRESS:** 1000 ST. ANNE AND 2635 W LAFAYETTE

**MEETING DATE:** 05-13-2026

**APPLICATION NUMBER:** HDC2026-00195

**ADVISORY STAFF REPORT PREPARED BY: J ROSS**

**STAFF OBJECTIONS TO APPROVAL:**

*This first section describes itemized conclusions/concerns, which, in staff's professional opinion, would prevent the issue of an unconditional Certificate of Appropriateness (COA). "None" means staff has no objections and believes a COA is warranted, with no conditions. The Historic District Commission is not required to accept staff opinions or recommendations.*

1. The masonry foundations at the Rectory and Basilica/church building are character defining as they extend above grade to represent a significant element of each of the building's facades. The addition of opaque infill within window openings at these locations will detract from the distinctive, character-defining expression of each of the building's historic fenestration openings within the foundation wall.
2. The application does not present documentation of the condition of the historic brickmould which exists beneath the aluminum panning of the Wellness Center/Convent's windows. As such, it is unclear if the removal/replacement of this historic feature would be merited.
3. The application does not present final shop drawings/specifications for the new windows proposed to replace the three distinctive, historic character-defining windows at the basilicas/church's sacristy area
4. With respect to the connector and screen wall addition proposed for the Parish Hall and approved by the Commission via COA# HDC#2026-00107, additional information/dimensioned drawings and product cutsheets are needed to determine the compatibility of this work item. Specifically, the staff notes that the approved proposal for this work was lacking in details re: the dimensions, materials and footprint of the new wall and addition. Also, it is also not clear how the addition and wall will interact with Parish Hall and the Rectory building

**STAFF ANALYSIS AND DISCUSSION:**

*This second section expands on the reasoning and analysis leading to staff's conclusions given in the first section above. The Historic District Commission is not required to accept staff opinions or recommendations.*

- The Ste. Anne's Parish Complex is the subject of a multi-year, multi-million dollar, campus-wide rehabilitation project, to include work at five buildings within the local historic district

boundaries and the non-historic age plaza to the north of/outside of the district boundaries. See the below annotated aerial map which indicates the boundaries of the Ste. Anne’s Parish Complex Historic District, the buildings and spaces which are the subject of the current application, and the location of the complex’s plaza which is to the north of/outside of the district boundaries



- 1: Plaza in front of the cathedral, outside the historic district/not included in this application’s scope
- 2: Basilica/Church & 3: Chapel – Erected in 1886
- 4: Garage – Erected in 1923
- 5: Rectory – Erected in 1886
- 6: Parish Hall – Erected in 1898
- 7: Former Convent/ current Wellness Center – Erected in 1889

Staff-created diagram of buildings and spaces included in the current application. (Source: Google map with staff labels) The red outline indicates the historic district’s boundary.

- As noted above, the applicant is seeking to undertake an expansive rehabilitation project at the site, to include five buildings within the district’s boundaries. An application for the project (HDC#2026-00107) was therefore initially submitted to the Commission for review at their April 8, 2026 regular meeting. The Commission issued a COA for the majority of the project scope, while denying a smaller number of the proposed work items.
- Please see the posted documents [HDC2026-00107 HDC Decision Documents for 100.pdf](#) for a full accounting of the Commission’s decisions re: HDC#2026-00107
- Note the following with respect to the current application’s proposed scope of work:

**Parish Hall – Revise/remove conditions associated with COA HDC#2026-00107**

- Please note that COA HDC#2026-00107, issued at the April 8, 2026 regular meeting, included the following two conditions with respect to work proposed for the Parish Hall Building:
  - *The applicant shall submit drawings to HDC staff which outline details re: the dimensions, materials and footprint of the new Parish Hall connector and screen wall addition for review and approval prior to the issuance of the permit. The drawings must clearly indicate the dimensions, materials and footprint of the new wall and addition. Also, clearly indicate how the addition and wall will interact with Parish Hall and the Rectory building.*
  - *HDC staff shall be afforded the opportunity to review product cutsheets for the replacement columns proposed at the Parish Hall building’s second story front façade porch prior to the issuance of the project’s permit*
- Staff notes that the above-listed two conditions, which are associated with a single building/the Parish Hall, are required to be met **before the applicant can pull a permit for the entire project/the approved work items at the property’s other three buildings and the site**. The applicant is therefore seeking a modification of COA HDC#2026-00107, to include the removal of the two conditions which are associated with the Parish Hall, for the following

reasons:

- “...work directly related to this specific building is currently paused/deferred scope until additional funds are secured. The project team is requesting that the HDC modify/remove these two conditions. We do not intend to apply for a building permit for this building at this time; thus, this future scope of work should not hold up/delay other already approved work. It is the project team’s full intent to submit the items specified by the referenced conditions to the HDC for review and approval prior to applying for any building permits pertaining to work at the Parish Hall Building
- Staff does note that the Commission added the conditions to the COA to allow for an approval of the addition of a new connector wing and wall at the rear of the Parish Hall (a scope item which requires a public hearing) and the installation of new columns at the façade’s second story despite the lack of a full description of the work. As these items have been approved and final details remain outstanding, staff does recommend that the Commission *revise* the conditions to allow for the project’s unrelated approved scope to move forward to permitting, rather than remove the conditions. Specifically, staff recommends the following revisions to the conditions placed on COA# HDC#2026-00107:
  - *Prior to the issuance of the building permit pertaining to work at the property’s Parish Hall, the applicant shall provide drawings which outline details re: the dimensions, materials and footprint of the proposed rear wall connector and screen wall addition, to HDC staff for review and approval. The drawings must clearly indicate the dimensions, materials and footprint of the new wall and addition. The drawings must also clearly depict how the addition and wall will interact with Parish Hall and the Rectory building.*
  - *Prior to the issuance of the building permit pertaining to work at the property’s Parish Hall, the applicant shall provide product cutsheets for the proposed replacement columns for the building’s façade, second story, to HDC staff for review and approval*

**Ste. Anne Basilica/Church – Replace three wood windows at the sacristy**

- The April 8, 2026 application (HDC#2026-00107) proposed to replace three wood windows at the building’s sacristy/west wall. The Commission denied the work item because the April 2026 submission did not include the level of documentation necessary to substantiate that the three distinctive, historic character-defining wood windows at the second floor, 2-story portion of basilica (sacristy) which were proposed for replacement were deteriorated beyond repair. Specifically, the application only provided three photos of the windows. Also, the application did not provide the level of documentation necessary to determine if the proposed replacement windows would adequately match the original/existing historic windows.
- With the current submission, the applicant has provided a number of photos to document the condition of the windows. Furthermore, HDC staff visited the site on April 27, 2026 and assessed the condition of the windows in situ. After a review of the submitted photos and the windows in situ, HDC staff determined that the windows were deteriorated beyond repair.
- The application proposes to custom make new wood windows which will replicate the existing. Specifically, per the current application “ ...the proposed custom replacement wood windows will match the historic wood windows in design (size, pane configuration, trim details, planar and reflective qualities), color, and materials. The dimensions of the custom replacement wood window components (the rails, stiles, and muntins) will match the dimensions of the original window components...Where sound/intact, existing historic glass panes will be retained and reused/reinstalled as part of the replacement window unit. Where sound/intact, existing historic brickmold will be retained and reused/reinstalled as part of the replacement window unit.”

- The applicant does not currently have specifications for the replacement windows because they will be ascertained upon the removal of the windows.
- Staff recommends approval of this work item on condition that staff be afforded the opportunity to review and approve the final specifications/shop drawings for the new windows prior to their installation to ensure that the units match the windows proposed for replacement.



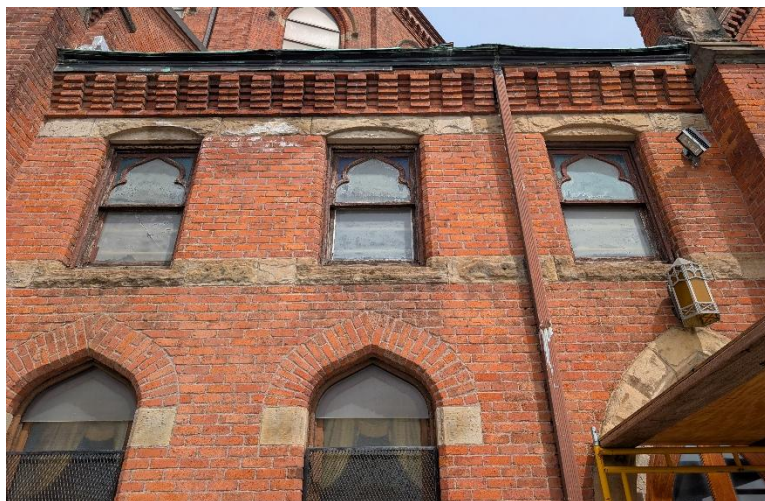
Three windows at basilica proposed for replacement, outlined in yellow. Staff photo taken 4/27/2



Photos of three sacristy windows provided for replacement/replication. Provided by the applicant



Sacristy windows proposed for replacement, photos by staff 4/27/2026



Sacristy windows proposed for replacement, photos by staff 4/27/2026

### **Former Convent/ Wellness Center – Replace original/historic brickmoulds**

- All windows at the first, second, and third stories include incompatible, non-historic vinyl sashes and the original historic brickmolds, frames, and sills which are covered with aluminum panning/coilstock. The application submitted to the Commission for approval at the April 8, 2026 regular meeting (HDC#2026-00107) proposed the following with respect to these windows:
  - Replace the vinyl sashes with wood sash packs, if possible/if the existing frames can receive new sashes. This proposal would leave the historic brickmolds, frames, sills and the non-historic aluminum panning in place. Staff supports this proposal as it seeks to replace the non-historic vinyl sashes with new compatible wood sashes. It also will result in the retaining of the existing historic brickmould which remains beneath the existing aluminum panning.
  - If the frames **cannot** accept the sash packs, the application proposes an alternate treatment, which includes the removal of the windows to the rough opening and the installation of new wood windows with new exterior casing **and brickmold** to match the historic. Staff does not recommend this scope item as it proposes the replacement of historic character-defining brickmould, which likely is in repairable condition beneath the current aluminum panning.
- The Commission approved the replacement of the existing vinyl sashes with wood sash packs via the issuance of COA HDC#2026-00107. However, the Commission denied the replacement of historic brickmould (currently covered with aluminum panning) at these windows because the application did not present documentation of the condition of the historic brickmould which exists beneath the aluminum panning of the Wellness Center/Convent’s windows. As such, it was unclear if the removal/replacement of this historic feature would be merited.
- The current application proposes the same scope re: the brickmould that was denied by the Commission at the April 8, 2026 meeting. Specifically, the current application states the following:
  - Further investigation is necessary to assess the condition of the existing brickmould which remains concealed by the existing aluminum panning. Our intent for providing new replacement, in-kind wood brickmould to match the existing historic profiles is to provide a “50 year”/long-term restoration effort. Where it is found to be sound and able to be carefully removed intact, existing historic brickmold will be retained and reused/reinstalled as part of the restoration and replacement window treatments. Salvaged historic brickmold will be used for repairs at existing historic brickmold. New in-kind brickmold that matches existing historic brickmold in design (size and profile), color, and material will be used where additional material is needed. We will continue to work with HDC staff to refine this proposed work once more information is learned about the existing brickmold conditions
- The current application does not provide additional documentation or a revised scope with respect to the proposed brickmould replacement that was denied by the Commission at the April 8, 2026 regular meeting. As such, per the Commission’s Rules of Procedure, this scope item cannot be presented to the Commission for consideration for a full calendar year/until April 2027. However, the Commission can suspend the Rules of Procedure to reconsider the scope item if they wish. If the body does determine that it will reconsider this work item, staff does support this work item under the following condition:
  - The applicant shall provide photo documentation of the brickmould for each window proposed for new sashes to HDC staff upon the removal of the aluminum panning/prior to the installation of the new sashes. Staff shall be afforded the opportunity to review

the condition of the brickmould and shall approve its replacement with new wood brickmould that matches the original if they determine that historic brickmould does not exist or if historic brickmould exists but is deteriorated beyond repair. If the documentation indicates that the historic brickmould remains beneath the current aluminum panning and staff determines that it is not deteriorated beyond repair, it shall be retained and repaired in kind where necessary.

**Former Convent/ Current Wellness Center – Replace two wood windows at the dormer windows with new wood windows**

- This work item was presented to the Commission for review and approval at the April 8, 2026 regular meeting. However, the Commission denied this item because the application did not provide the level of documentation necessary to establish the significance and condition of the two historic wood dormer windows at the Wellness Center/Convent’s roof which were proposed for replacement.
- The current application proposes to replace these windows, but has included a number of new photos of the windows to depict their current condition. Staff has reviewed these photos and determined that the windows are deteriorated beyond repair. Staff therefore supports their replacement with the proposed new wood windows.

**Rectory – Replace two wood windows at the south façade with new wood windows**

- This work item was presented to the Commission for review and approval at the April 8, 2026 regular meeting. However, the Commission denied this item because the application did not provide the level of documentation necessary to establish that the windows were deteriorated beyond repair.
- The current application proposes to replace these windows, but has included a number of new photos of the windows in order to depict their current condition. Staff notes the following with respect to this scope item:
  - The application proposes to repair all the windows at the building with the exception of the these two windows.
  - Staff reviewed the submitted window condition assessment and visited the property on 4/27/2026 to assess the condition of the windows in situ. As a result, staff determined that the two subject windows are deteriorated to an extent which merits their replacement. As the proposed new windows do present an adequate match to the existing, staff recommends that the Commission approve this work item.

**Install masonry infill at basilica/church and rectory foundations**

- The current application is seeking to infill basement window openings at the basilica/church and rectory building per the following:
  - *Infill of basement masonry openings with new masonry infill that is recessed from the plane of the surrounding foundation wall. The integrity and visual reading of original M.O. will be maintained. The new infill masonry will be recessed from the plane of the surrounding foundation wall to maintain the visual “frame” / relief of the original opening; the face of new masonry infill will be recessed to the face of existing/former window frame. The new face material proposed is compatible with the historic masonry in terms of composition, color, texture, and size/ joint courses.*
- Note that the applicant submitted a similar proposal to the Commission for review at the April 8, 2026 regular meeting (HDC#2026-00107). Specifically, the April 8, 2026 application proposed to install the masonry at a uniform 1” inset within all basement windows targeted for

infill versus the current application, which is seeking to recess the infill to the face of existing/former window frame within each targeted basement window opening.

- Staff notes that the Commission denied the basement window infill proposal which was submitted for their review at the April 8, 2026 regular meeting (HDC#2026-00107) because they determined that it would detract from the distinctive, character-defining expression of the historic fenestration openings within the targeted buildings foundation walls.
- With respect to the current application, staff does note that both the basilica/church and the rectory building display a character-defining, elaborately rusticated stone foundation wall which extends above grade. Staff does maintain that the addition of an opaque material within the basement window openings will detract from the distinctive character-defining expression of the building’s historic fenestration openings within the foundation wall. Also, per Element of Design #8. *Relationships of Texture*, “the glazing on all buildings, especially the church, provides a contrasting smooth surface.” Staff therefore does not support this proposed work item. Staff recommends that metal bars at the basement window openings might be a more appropriate solution if security is a concern.

### **STAFF RECOMMENDATION**

*This third and final section takes staff’s itemized “objections” identified in the first section, and presents them in the form of “conditions” in support of a proposed approval recommendation or “reasons” in support of a proposed denial recommendation, in the form required by Section 21-2-78 of the City Code. The Historic District Commission is not required to accept staff opinions or recommendations.*

### Section 21-2-78, Determinations of Historic District Commission

### **Recommendation 1 of 3, Denial: Infill basement window openings at Basilica/Church and Rectory**

Staff recommends that above work item will be inappropriate according to the Secretary of the Interior’s Standards for Rehabilitation and the Ste Anne’s Parish Complex Historic District’s Elements of Design, specifically:

- *Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*

&

- Elements of Design #8

For the following reasons;

1. The proposed infill of basement window openings at the Rectory and Basilica/church building will detract from the distinctive, character-defining expression the historic fenestration openings within each building’s foundation wall.

**Recommendation 2 of 3, Certificate of Appropriateness: Remaining work items**

Staff recommends that the remaining proposed work will be appropriate according to the Secretary of the Interior's Standards for Rehabilitation and the Ste. Anne's Parish Complex Historic District's Elements of Design, with the conditions that:

- With respect to the three windows proposed for replacement at the basilica/church's sacristy area, staff be afforded the opportunity to review and approve the final specifications and shop drawings for the new windows prior to their installation
- With respect to the replacement of brickmould at the rectory building, the applicant shall provide photo documentation of the brickmould for each window proposed for new sashes to HDC staff upon the removal of the aluminum panning/prior to the installation of the new sashes. Staff shall be afforded the opportunity to review the condition of the brickmould and shall approve its replacement with new wood brickmould that matches the original if they determine that historic brickmould does not exist or if historic brickmould exists but is deteriorated beyond repair. If the documentation indicates that the historic brickmould remains beneath the current aluminum panning and staff determines that it is not deteriorated beyond repair, it shall be retained and repaired in kind where necessary.

**Recommendation 3 of 3, Revision of Conditions Issued for Certificate of Appropriateness # HDC#2026-00107:**

Staff recommends that the proposed work approved by COA HDC#2026-00107 will be appropriate according to the Secretary of the Interior's Standards for Rehabilitation and the Ste. Anne's Parish Complex Historic District's Elements of Design, with the conditions that:

- Prior to the issuance of the building permit pertaining to work at the property's Parish Hall, the applicant shall provide drawings which outline details re: the dimensions, materials and footprint of the proposed rear wall connector and screen wall addition to HDC staff for review and approval. The drawings must clearly indicate the dimensions, materials and footprint of the new wall and addition. The drawings must also clearly depict how the addition and wall will interact with Parish Hall and the Rectory building.
- Prior to the issuance of the building permit pertaining to work at the property's Parish Hall, the applicant shall provide product cutsheets for the proposed replacement columns for the building's façade, second story, to HDC staff for review and approval