



**SR-1 – OBJECTIVE STAFF REPORT (03-27-2026)**

*This report, prepared by staff, summarizes the proposed scope of work, the existing conditions at the property, and any factual background information. No PDD/HDC staff analysis/opinion is included.*

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

**MEETING DATE:** 04-08-2026

**APPLICATION NUMBER:** HDC2026-00107

**HISTORIC DISTRICT:** STE. ANNE’S PARISH COMPLEX

**APPLICANT:** HOPKINSBURNS DESIGN STUDIO

**OWNER:** CRI - BASILICA OF STE. ANNE INC.

**ARCHITECT/CONSULTANT:** JESSICA QUIJANO

**DATE OF PROVISIONALLY COMPLETE APPLICATION:** 03-17-2026

**DATE(S) OF STAFF SITE VISIT:** 03/24/2026

**SCOPE PHRASE FOR AGENDA:** DEMOLISH GARAGE, DEMOLISH EXISTING ADDITIONS, ERECT ADDITION, REHABILITATE MULTIPLE BUILDINGS

**PUBLIC HEARING PER 21-2-77:** YES

**SUMMARY OF SCOPE OF WORK:**



Staff-created diagram of buildings and spaces included in the rehabilitation. (Source: Google map with staff labels) The red outline indicates the historic district’s boundary. ●Space 1: plaza in front of the cathedral, outside the historic district/not included in this scope. ●Building 2: Cathedral. ●3: Chapel. ●4: Garage. ●5: Rectory. ●6: Parish Hall. ●7: Former Convent/ current Wellness Center.

*Based on staff review of the submitted documents, the following work is proposed:*

(See page 101 of the application materials for the detailed Scope of Work.)

- **Demolish Garage and Parish Hall additions (enclosed stair at rear and shed addition at northeast corner—see pages 117 and 118 of applicant materials)**
- **Church and Chapel**
  - Stained glass and wood window frame restoration and new storm windows (page 138)

- of applicant materials)
- Basement window infill with recessed masonry or HVAC louvers
- Restore eight historic wood windows
- Replace three historic wood windows in kind
- Restore historic wood doors
- Repair and restore masonry (see color-coded masonry diagrams in applicant materials)
- Replace low-slope asphaltic roof with EPDM, both black (EPDM specs pages 126-137 of applicant materials)
- Replace asphalt chapel roof with slate
- An interior proposal for the chapel was submitted through file sharing software because of file size limitation in the application portal. Staff posted that file on the property page. (Public areas of the church and chapel are included in the historic district designation.)
- **Garage**
  - Demolish garage, create courtyard
  - Improve grading and water management
  - Build sloped walk (per conversation with architect 3/24/26) or similar barrier-free access to rectory
- **Rectory** (begins on page 38 of applicant materials)
  - Infill basement windows with recessed masonry
  - Restore some historic wood windows, replace others in kind replicating brick mold
  - Replace vinyl windows where they exist with new wood windows; wood trim and brick molds will match historic
  - One modified window opening will be restored with new wood window; trim and brick mold to match historic
  - Restore and refinish exterior doors except where door will be returned to a window
  - Clean, repair, repoint masonry
  - Strip paint from painted surfaces, repair surfaces, repaint to match existing color(s)
  - Replace roofs like for like, except where there is built-up asphaltic roofing (replace that with EPDM, see page 141)
  - Clean and repair copper dormer roofs
  - Remove existing copper-lined wood cornice built-in gutters and replace in kind, replace copper downspouts in kind
  - Rebuild/restore three large chimneys, repair one medium chimney, remove one small chimney and roof over
  - Repair and restore all dormers to historic appearance
  - Remove porch infill walls of four east-most bays on south elevation, repair porch surfaces
  - Remove fire escape near northeast corner of main building
- **Parish Hall** (begins on page 64 of materials)
  - Replace all windows with new wood windows, casing and brick mold to match historic, except two windows that are proposed to receive a recessed HVAC louver
  - Restore historic wood doors
  - Clean, repoint, repair masonry
  - Replace asphalt roof in kind (page 141)
  - Replace copper downspouts in kind
  - Rebuild front porch of salvaged (on-site) materials

- Restore porch wood arches and missing columns
- Demolish rear stair enclosure and shed addition near northeast corner.
- Perform cleaning and maintenance at these areas, install utility upgrades where shed addition was, along with a masonry screening wall
- Build new one-story connector to provide barrier-free access to Parish Hall and to connect to Rectory (see page 140 of applicant materials for a drawing of this addition)
- **Former Convent/ Wellness Center** (begins on page 86 of materials)
  - Infill basement window openings/replace existing basement windows with recessed masonry
  - Replace all vinyl windows with either wood sash packs or full wood windows, exterior casing/brickmold to match historic
  - Replace wood window in north-side dormer with wood window
  - Replace one historic wood door with wood door. Other doors will remain as-is.
  - Clean, repoint, repair masonry.
  - Replace existing asphalt roof with like asphalt roof (page 141)
  - Replace copper gutters and downspouts with like copper gutters and downspouts.

**MISSING INFORMATION, CLARIFICATION, OR OTHER ITEMS RELATING TO A COMPLETE SCOPE OF WORK:**

- Photos showing window conditions, as well as replacement window specs, were sent to staff through a file sharing link because of size limitations in the application portal. Staff will post these on the property page.
- Historic photos will be needed for Parish Hall porch rebuild and possibly showing Chapel roof with slate.
- There are interior, public areas of buildings in this complex that are protected as part of the local historic district. Only work on the Chapel interior is shown as included in this scope of work. Other interior work at the Church is planned, however. That interior work will need to be proposed and may be able to be approved administratively by staff on behalf of the Commission.

**EXISTING CONDITIONS:**

- As per the HDAB designation report: “The church is clearly the dominant building of the complex. ...the chapel is connected at the rear [of the church] with its façade facing Ste Anne, and the chapel connects in turn with the rectory at the corner of Ste Anne and Lafayette. In some respects, Ste Anne’s is clearly inspired...by the example of French Gothic....The body of the church is an excellent example of Victorian brickwork...There is extensive stained glass, including the earlier glass, windows contemporary with the building, and glass of the twentieth century.”
- From the designation report: “The chapel, lying directly behind the church, is a simple rectangle; its street façade displays triple lancets below a gable with a single lancet and a stone diaper at the top.”... Between the chapel and the rectory is a two-car garage of tapestry brick with stone trim.”
- From the designation report: “The rectory faces Ste Anne at the corner of Lafayette. Its Victorian character is somewhat diluted by the later addition of a large-scale porch enclosing

both the Ste. Anne and Lafayette sides of the building....The side porch facing Lafayette has been closed in with windows in the upper half of each opening, and siding below. “

- From the HDAB designation report: “The convent, located on the southeast corner of the property on Lafayette, is a symmetrical composition in the Romanesque Revival manner. Its entrance, recessed behind a round arch, is echoed by a recessed porch above, itself behind an arch and fronted by a heavy rail of brickwork....This building of great simplicity once again demonstrates the effective use of brickwork.”
- Still quoting from the HDAB report: “The hall, located between the rectory and convent on Lafayette, demonstrates its later date in the use of the ‘Second Renaissance Revival’ manner. The building is basically a low rectangle beneath a high pitched hip roof. On the front, however, the first floor porch supports a second story with three round arches supported on classical columns, surmounted by a classical pediment.”
- Staff found no records pertaining to the enclosed staircase on the rear of the Parish Hall, or the shed addition near the Parish Hall’s northeast corner.



- Staff photo, north end of the church from the plaza, March 2026.



- Staff photo, south end of the church and the chapel from Ste Ann Street, March 2026.



• Staff photo, Garage from Ste Anne Street, March 2026.



• Staff photo, Rectory from Ste Anne Street, March 2026.



• Staff photo, Parish Hall from W Lafayette, March 2026.



• Staff photo, former convent (now the Wellness Center), March 2026.



• 1000 St Anne, Base Unit Tools.



• 2635 W Lafayette, Base Unit Tools.

#### **BACKGROUND INFORMATION:**

##### **From PDD's Electronic Property File:**

- 2025: New roof on basilica, with some copper gutters and downspouts and some masonry stabilization near upper and lower cornices
- 2022: COA issued for rehabilitating building roof and exterior features (including roof elements, some downspouts, fascia and finial repair, limited masonry repair and repointing, chapel roof asphalt tile repair)
- 2019: COA issued for rehabilitation of the Ste Anne Convent/Wellness Center (work included brick and window repair, new concrete landing, moving a door, add a light fixture, remove a door, added a barrier-free elevator, new HVAC equipment, new walkway)
- From PDD's paper file, a 2001 Shrine project that included some site work near the Chapel and Garage

##### **From Accela (permitting records):**

Accela records show the following permits for 1000 St Anne:

- 2025: Zoning Verification
- 2023: Tower Restoration, Phase 1 (Short notes: In-kind roof replacement and façade restoration of church towers)
- 2002, 2006, 2017, and 2022: Mechanical Permit Issued
- 2017 and 2018: Fire Plan Review
- 2009: Plumbing Maintenance
- 2004: Sign permit
- 2004: Commercial inspection
- 2001: Electrical permit

- There are several temporary use permits issued, likely for Church festivals, in 2020, 2019, 2018, and 2017.

Accela shows the following permits for 2635 W Lafayette:

- 2023: Elevator permit
- 2021: Building permit for Schena Roofing
- 2021: Special inspection, appears to be related to the roof
- 2003: Residential inspection

**DPI (PDD’s software):**

1000 St Anne:

- 2022: Roof, gutter, and steeple rehab.
- No violations are shown in DPI.

2635 W Lafayette:

- 2 permits, 0 violations. Permits are for school renovation (2001) and assorted work related to HVAC and a barrier-free elevator (2019).

**Historic permits, HDAB and BSEED:**

- HDAB has older building permits that are discussed in the HDAB designation report, dating from the late 1800s.
- 1923: Solid brick garage was built
- 1938: A floor was reinforced.
- 1947: Parish house: erect partition in assembly room to make dining room to be used by not more than 8 persons and used for noncommercial work space.
- 1956: Rectory: interior alterations, including new baths, stairs, closets, new windows, and elevator.
- 1963 or 65: Metal and glass telephone booth
- Temporary tent(s) for annual church festival: 1981 through 1986

**DISTRICT INFORMATION/SIGNIFICANCE:**

- The HDAB report implies that the Period of Significance is 1886-1898 when it states, ““The parish complex built there, still intact, is a superb example of a late nineteenth century Catholic parish, complete with church, chapel, rectory, convent, school, and parish hall.” The permits for these buildings were issued between 1886 and 1898.
- However, the HDAB designation report also states, “The proposed district contains five major buildings; the church, rectory, school, convent, and hall; all structures within the boundaries contribute to the historical and/or architectural character of the district.” And the report discusses how the French-speaking community waned by the second and third quarters of the twentieth century and how the parish began its important ministry to the Hispanic community. The report states that Spanish-speaking services were being held in the Chapel by 1944.
- Link to the District’s Elements of Design: [Sec 21-2-165](#)
- Dates of Construction: The following permits were issued:
  - 1886: Church and Chapel
  - 1886: Rectory

- 1887: School
- 1889: Convent
- 1898: Parish Hall
- 1923: Garage

**REPORT PREPARED BY:** et

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