



## Planning, Development & Transportation

### Community Development & Neighborhood Services

281 North College Avenue  
P.O. Box 580  
Fort Collins, CO 80522.0580

**970.416.2740**  
970.224.6134- fax  
[fcgov.com](http://fcgov.com)

## **CERTIFICATE OF APPROPRIATENESS**

**ISSUED: November 7, 2019**

**EXPIRATION: November 7, 2020**

Ridgen Farm Master Association  
ATTN: Tara Tate, Community Association Manager  
2902 Ridgen Parkway  
Fort Collins, CO 80525

Dear Property Owner:

This letter provides you with confirmation that the proposed changes to your designated Fort Collins landmark property have been approved by the City's Historic Preservation Division because the proposed work meets the criteria and standards in Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

- 1) Replacement of broken glass panes in basement windows, partial replacement of wood muntins and framing where pieces have deteriorated.
  - a. *Condition: If muntins or wood framing is damaged or discovered to be too deteriorated to reinstall during repair, damaged/deteriorated pieces shall be replaced in-kind (matching material and exact dimensions) and with emphasis to a dutchman or other partial replacement method rather than wholesale replacement of the window unit.*

Notice of the approved application has been provided to building and zoning staff to facilitate the processing of any permits that are needed for the work.

Please note that all ensuing work must conform to the approved plans. Any non-conforming alterations are subject to stop-work orders, denial of Certificate of Occupancy, and restoration requirements and penalties.

If the approved work is not completed prior to the expiration date noted above, you may apply for an extension by contacting staff at least 30 days prior to expiration. Extensions may be granted for up to 12 additional months, based on a satisfactory staff review of the extension request.

Property owners can appeal staff design review decisions by filing a written notice of appeal to the Director of Community Development & Neighborhood Services within fourteen (14) days of this decision. If you have any questions regarding this approval, or if I may be of any assistance, please do not hesitate to contact me. I may be reached at [jbertolini@fcgov.com](mailto:jbertolini@fcgov.com) or 970-416-4250.



Sincerely,

Jim Bertolini  
Historic Preservation Planner

<b>Applicable Code Standard</b>	<b>Summary of Code Requirement and Analysis (Rehabilitation)</b>	<b>Standard Met (Y/N)</b>
<b>SOI #1</b>	<i>A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;</i>  <b>No change in building use is occurring.</b>	<b>N/A</b>
<b>SOI #2</b>	<i>The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.</i>  <b>Project will replace glass and repair window frames rather than replace, with limited/partial replacement of wood components as necessary and in-kind.</b>	<b>Y</b>
<b>SOI #3</b>	<i>Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.</i>	<b>N/A</b>
<b>SOI #4</b>	<i>Changes to a property that have acquired historic significance in their own right will be retained and preserved.</i>	<b>N/A</b>
<b>SOI #5</b>	<i>Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.</i>  <b>Basement lighting, while secondary, can be a character-defining feature. In this case, the wood, multi-light windows are being retained/repared with limited/partial replacement of wood components as necessary and in-kind.</b>	<b>Y</b>
<b>SOI #6</b>	<i>Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.</i>  <b>Basement windows are being retained/repared with limited/partial replacement of wood components as necessary and in-kind (both materials and exact dimensions).</b>	<b>Y</b>



<b>SOI #7</b>	<i>Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.</i>	<b>N/A</b>
<b>SOI #8</b>	<i>Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.</i>	<b>N/A</b>
<b>SOI #9</b>	<i>New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i>	<b>N/A</b>
<b>SOI #10</b>	<i>New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.</i>	<b>N/A</b>





## Design Review Application Historic Preservation Division

Fill this form out for all applications regarding designated historic buildings within the city limits of the City of Fort Collins. Review is required for these properties under Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

### Applicant Information

Applicant's Name	Daytime Phone	Evening Phone
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Mailing Address (for receiving application-related correspondence)	State	Zip Code
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Email

**Property Information** (put N/A if owner is applicant)

Owner's Name	Daytime Phone	Evening Phone
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Mailing Address (for receiving application-related correspondence)	State	Zip Code
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Email

### Project Description

Provide an overview of your project. Summarize work elements, schedule of completion, why the project needs funding, sources of funding and other information as necessary to explain your project.

#### The following attachments are REQUIRED:

- ☐ Complete Application for Design Review
- ☐ Detailed Scope of Work (and project plans, if available)
- ☐ Color photos of existing conditions

#### Reminders:

Complete application would need all of checklist items as well as both pages of this document.

Detailed scope of work should include measurements of existing and proposed.

*Please note: if the proposal includes partial or full demolition of an existing building or structure, a separate demolition application will need to be approved.*

*Additional documentation may be required to adequately depict the project, such as plans, elevations, window study, or mortar analysis. If there is insufficient documentation on the property, the applicant may be required to submit an intensive-level survey form (at the applicant's expense).*



**Detail of Proposed Rehabilitation Work (\*Required)**

If your project includes multiple features (e.g. roof repair and foundation repair), you must describe each feature separately and provide individual costs for each feature.

Feature A Name:	
Describe property feature and its condition:	Describe proposed work on feature:

  

Feature B Name:	
Describe property feature and its condition:	Describe proposed work on feature:

Use Additional Worksheets as needed.



## Required Additional information

The following items must be submitted with this completed application. Digital submittals preferred for photographs, and for other items where possible.

- ☐ At least one current photo for each side of the house. Photo files or prints shall be named/labeled with applicant name and elevation. For example, smitheast.jpg, smithwest.jpg, etc. If submitted as prints, photos shall be labeled
- ☐ Photos for each feature as described in the section "Detail of Proposed Rehabilitation Work". Photo files or prints shall be named or labeled with applicant name and feature letter. For example, smitha1.jpg, smitha2.jpg, smithb.jpg, smithc.jpg, etc.

Depending on the nature of the project, one or more of the following items shall be submitted. Your contractor should provide these items to you for attachment to this loan application.

- ☐ Drawing with dimensions.
- ☐ Product specification sheet(s).
- ☐ Description of materials included in the proposed work.
- ☐ Color sample(s) or chip(s) of all proposed paint colors.

☐ **Partial or full demolition** is part of this project.

Partial demolition could include scopes such as taking off existing rear porches to create space for a new addition or removing an existing wall or demolishing a roof. If you are taking away pieces of the existing residence, you are likely undergoing some partial demolition.

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Signature of Applicant

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Date





## Jim Bertolini

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**From:** Shaun Forbis <shaun.forbis@reconexp.com>  
**Sent:** Thursday, November 7, 2019 9:30 AM  
**To:** Jim Bertolini  
**Subject:** RE: Design Review App - Jessup-Cal Johnson Farms - 2902 Rigden Parkway  
**Attachments:** IMG\_0966.JPG; IMG\_0967.JPG; IMG\_0968.JPG; IMG\_0969.JPG; IMG\_0970.JPG

Jim,

I could not get to all 5 windows because of snow and that they are boarded up at this Time. These photos show the condition of the wood and Glass seen at all 5 locations.

As far as process goes. We are removing the wood Nailers. My guys will attempt to remove everything carefully. The wood is very brittle. If they break because they are old we have matching paint and wood replacements. The guys will be cutting them to an exact replacement. The wood that does not break will be cleaned and reinstalled with new putty.. Measurements have been taken to ensure that any replacements meet the same look as the old pieces. Some of the wood was pulled off before we got to the project and we will ensure that it is replaced and properly fixed before we leave.



**Shaun Forbis**  
Project Manager  
5310 Vivian Street  
Arvada, CO 80002  
tel 303.783.2562  
cel 720.926.3326  
fax 303.783.2563  
[www.reconstructionexperts.net](http://www.reconstructionexperts.net)

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**From:** Jim Bertolini <jbertolini@fcgov.com>  
**Sent:** Friday, October 25, 2019 12:54 PM  
**To:** Shaun Forbis <shaun.forbis@reconexp.com>  
**Subject:** RE: Design Review App - Jessup-Cal Johnson Farms - 2902 Rigden Parkway

Shaun,

Thanks for getting this in – this seems like a straightforward repair. Before I wrap up the Certificate of Appropriateness, could you provide the following:

- A labeled photo of each of the five basement windows to document existing conditions.
- A bit more description about your pane-replacement process. As noted to Grant, we review projects under the [Secretary of the Interior's Standards for Rehabilitation](#), and specifically would evaluate projects like this using NPS [Preservation Brief 9](#) on repairing historic windows. Replacing glass panes is common, but it is important that the wood window components are carefully removed, cleaned & sanded, and reinstalled around the new pane with fresh putty.

A simple e-mail response is fine, with additional photos attached. Let me know if you have questions, about this or upcoming work. Thanks!



**JIM BERTOLINI**

Pronouns: he/him/his  
Historic Preservation Planner  
Community Development & Neighborhood Services  
281 North College Avenue  
970-416-4250 office  
[jbertolini@fcgov.com](mailto:jbertolini@fcgov.com)

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**From:** Shaun Forbis <[shaun.forbis@reconexp.com](mailto:shaun.forbis@reconexp.com)>

**Sent:** Thursday, October 24, 2019 3:32 PM

**To:** Jim Bertolini <[jbertolini@fcgov.com](mailto:jbertolini@fcgov.com)>

**Subject:** Design Review App - Jessup-Cal Johnson Farms - 2902 Rigden Parkway

Jim,

I am the PM assigned to this project. Attached are photos and the application for the replacement of 5 windows that were damaged during a storm. The 5 W's in the photo are the windows we are replacing. Please let me know if you need anything else. Right now this is all we are replacing we are still developing the rest of the project. These windows are cracked and we need to replace them quickly.



**Shaun Forbis**

Project Manager

[5310 Vivian Street](mailto:shaun.forbis@reconexp.com)

[Arvada, CO 80002](mailto:shaun.forbis@reconexp.com)

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