



## Historic Preservation Services

### Community Development & Neighborhood Services

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

970.416.4250

[preservation@fcgov.com](mailto:preservation@fcgov.com)

[fcgov.com/historicpreservation](http://fcgov.com/historicpreservation)

**CERTIFICATE OF APPROPRIATENESS  
AND  
LANDMARK REHABILITATION LOAN AWARD NOTICE  
ISSUED: March 12, 2021  
EXPIRATION: March 12, 2022**

Brian Cooke  
424 W. Olive Street  
Fort Collins, CO 80521

Dear Mr. Cooke:

Congratulations! We are pleased to inform you that your proposed project for which you applied for Landmark Rehabilitation Loan funding has been approved and awarded. This letter provides you with confirmation of Loan funding and 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) Rehabilitation of basement windows for flood protection, to include construction of window wells, repair and thermal upgrade of historic windows, and potential screen/storm addition.

#### Loan Funding Information

You have been approved for City Landmark Rehabilitation Loan Funding for up to \$5,969.45 to support the qualified work items included in your application for the program related to this Certificate. Historic Preservation staff will follow up with you for any additional necessary details about project timeline, signing loan documents, or loan closing.

#### Project Approval

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

Applicable Code Standard	Summary of Code Requirement and Analysis (Rehabilitation)	Standard Met (Y/N)
SOI #1	<p><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></p> <p><b>The property will remain in residential use.</b></p>	Y
SOI #2	<p><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></p> <p><b>The property is a distinctive Foursquare style, with symmetrical window patterns throughout. While basement windows are a secondary historic feature, they are distinctive and their preservation is encouraged where possible. The project will retain and rehabilitate the existing basement windows, construct window wells, and improve water channeling to prevent moisture and flood damage. The property sits along a High Risk floodplain (along W. Olive Street) making exterior flood protection improvements for flood mitigation important to avoid serious long-term moisture damage to the building's wood framing or foundation. The character of the property will be preserved with the work as proposed.</b></p>	Y
SOI #3	<p><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></p> <p><b>Project is repair-focused. Expansion of window wells for improved water channeling is recognizable as a new modification. Generally, window wells for residential single-family basements are a modern/post 1940s modification motivated by shifting homes to duplex use or expanding bedrooms space.</b></p>	Y

<b>SOI #4</b>	<p><i>Changes to a property that have acquired historic significance in their own right will be retained and preserved.</i></p> <p><b>Project is repair-focused on character-defining features.</b></p>	<b>N/A</b>
<b>SOI #5</b>	<p><i>Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.</i></p> <p><b>Project is repairing/rehabilitating the historic wood basement windows and storms and screens. The attached scope from the contractor details that the work is consistent with National Park Service Preservation Brief #9, <i>The Repair of Historic Wooden Windows</i>.</b></p> <p><a href="https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm">https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm</a></p>	<b>Y</b>
<b>SOI #6</b>	<p><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></p> <p><b>As noted in the included June 4, 2020 letter from the selected contractor, the condition of the windows varies and window units will require varying levels of repair, restoration, and/or part replacement. This is consistent with the national guidelines regarding historic window treatment.</b></p>	<b>Y</b>
<b>SOI #7</b>	<p><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></p> <p><b>Repainting the windows upon reinstallation is part of the window rehabilitation scope outlined in the application and appears consistent with the Standards regarding wood treatment and repainting, whether this is completed by the selected contractor or a different contractor. If using a separate contractor to repaint wood windows, work will need to be approved by the Historic Preservation Services division and be consistent with federal guidelines on painting wood historic features (NPS Preservation Brief 10)</b></p>	<b>Y</b>
<b>SOI #8</b>	<p><i>Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.</i></p>	<b>N/A</b>
<b>SOI #9</b>	<p><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</i></p>	<b>Y</b>

	<p><i>compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i></p> <p><b>Expansion of the window wells for improved water channeling appears to be compatible with the overall historic property. The wells will remain small in dimensions, and are located on side and rear elevations.</b></p>	
<b>SOI #10</b>	<p><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></p>	<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

Brian Cooke	970 817 3869	970 817 3869
Applicant's Name	Daytime Phone	Evening Phone
424 W Olive St, Fort Collins		CO 80521
Mailing Address (for receiving application-related correspondence)	State	Zip Code
bricocolorado@gmail.com		
Email		

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

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

### Project Description

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

Renovate and restore basement windows for aesthetics, energy efficiency and flood protection (walls).  
Work will also require gas meter relocation by Xcel Energy, as current gas meter is too close to one window.  
Work to be done in spring/summer 2021.

### 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 photographs and other information on each feature.

<b>Feature A Name:</b>	
<p>Describe property feature and its condition:</p> <p>Three basement windows and one boarded up window opening, in varying conditions (please see photos)</p>	<p>Describe proposed work on feature:</p> <p>Repair, rebuild and/or replace windows/frames as needed, painted to match existing house colors and design. Install external window wells to minimize potential flood damage. For additional details please see Colorado Sash &amp; Door document: 060420 Letter on Repairs and Work.pdf.</p>
<b>Feature B Name:</b>	
<p>Describe property feature and its condition:</p>	<p>Describe proposed work on feature:</p>

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.

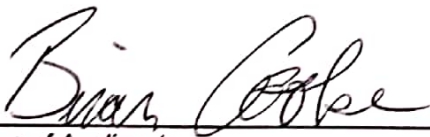
- ☒ At least one current photo for each side of the house. Photo files or prints shall be named/labeled with applicant name and elevation. For example, smitheast.jpg, smithwest.jpg, etc. If submitted as prints, photos shall be labeled
- ☒ Photos for each feature as described in the section "Detail of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



Signature of Applicant

3/12/21

Date



