



**Historic Preservation Services**  
Community Development & Neighborhood Services  
281 North College Avenue  
P.O. Box 580  
Fort Collins, CO 80522.0580  
**970.224.6078**  
[preservation@fcgov.com](mailto:preservation@fcgov.com)  
[fcgov.com/historicpreservation](http://fcgov.com/historicpreservation)

**CERTIFICATE OF APPROPRIATENESS – Minor Alteration**

**ISSUED: September 14, 2023**

**EXPIRATION: September 14, 2024**

Helix Property Management  
c/o Kellie Gunn (5 Star Roofing – 5 Star Home Improvement, Inc.)  
3612 W. Eisenhower Rd.  
Loveland, CO 80537

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property, the Garnick House at 516 S. Meldrum St., has been approved by the City's Historic Preservation Division (HPD) because the proposed work appears to be routine in nature with minimal effects to the historic resource, and meets the requirements of Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

The alterations reviewed include:

- In-kind reroofing (asphalt shingles)

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 work beyond that indicated in your permit application/correspondence requires additional approval. Items requiring further approval include, but are not limited to, the following activities:

- Work affecting, or repair of, a chimney;
- Repair or replacement of historic decorative or functional features on or near the roof, such as fascia, purlins, brackets, eaves, gutters, and dormers;
- Installation of roof insulation above the sheathing that will result in more than a 4-inch increase in the roof height; (note: uncovered portions at the eave should be covered with plain fascia or drip edge);
- Addition of new rooftop features including skylights, dormers, and large new vents (note: no further review is needed to install standard edge, ridge, or "turtle" vents required for meeting ventilation standards on new roofs).

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.

If you have any questions regarding this approval, or if I may be of any assistance, please do not hesitate to contact me. I can be reached at [yjones@fcgov.com](mailto:yjones@fcgov.com) or at (970) 224-6045.

Sincerely,

Yani Jones, Historic Preservation Planner

# Fast Track Permits

## 3.

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**1. Job site address:**

516 S Meldrum St

**2. Property owner name:**

Helix Property Management

**3. Property owner address:**

Street Address: : PO Box 711

City: : Fort Collins

State: : CO

Zip: : 80526

**4. Property owner phone number:**

Please enter phone number in XXX-XXX-XXXX format.

303-381-2508

**5. Project type:**

Residential

**6. What type of residential?**

Single Family Detached

**7. Value of work (Labor and Materials)(\$):**

4200.00

**8. Type of permit:**

Roofing

*Please note: each individual appliance requires a separate application and permit.*

*Please note: each individual lot requires a separate application and permit.*

**Any project requiring more than one trade/license type requires an alteration permit. Stop work orders will be issued and existing permits withdrawn if permit application does not reflect the full scope of work. Please exit the survey and visit [our website](#) for instructions on submitting an alteration permit. Water heaters, furnaces, and air conditioners are exempt from this requirement.**

## 5. Gas/Wood Burning Appliances

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**New installations and conversions from wood-fired to gas-burning appliances are considered alteration permits. Please ensure you provide proper subcontractor information for your scope of work.**

## 10. Roofing

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**9. Manufacturer of materials:**

Owens Corning

**10. Number of squares:**

14

**11. Number of stories:**

1

**12. What type of material is being removed?**

Asphalt

**13. Which landfill will the material likely be disposed in?**

Larimer County Landfill

**14. How many layers are being removed?**

1

**15. Is it a flat roof (less than 2:12 pitch)?**

No

**16. Check one:**

Roof Repair 50% or more of roof area. Class 4 shingle is required.

**17. Contractor company name:**

5 Star Home Improvement

**18. Contractor company address:**

3612 W Eisenhower Blvd

**19. Contractor phone number:**

970-663-0110

**20. Contractor company email:**

kellie@5starroofingco.com

**21. License number:**

R-1969

**22. Certificate number:**

2643-R

**23. Work performed by:**

License/Certificate Holder

**Previously used calculation: Material values: for Asphalt Shingles, 292 lbs per square; for Wood Shake, 228 lbs per square; and for Metal 190 lbs per square. Formula: # squares (q. 80) x Material (q. 82) x layers (q. 84).**

**New calculation: Weight (Total Lbs.) = X\*(496.93e(-.015X)**

**X = number of squares**

**\*Layers don't matter. Removed this question.**

## 11. Review

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25. I hereby acknowledge that I have read this application and state that the above information is complete and correct. I agree to comply with all requirements contained herein and city ordinances and state laws regulating building construction. I know that a permit is not valid until it has been paid and issued

A handwritten signature in black ink that reads "Kellie Guinn". The signature is written in a cursive, flowing style.

Signature of: Kellie Guinn

**Date Signed:**

09/13/2023

**26. Please include an email address to receive a confirmation and a copy of your answers.**

kellie@5starroofingco.com

## **12. Thank You!**

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Thank you for submitting. Please note that this process may take up to 72 hours to complete.

To submit another over the counter application, click [here](#).