



**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  
AND  
LANDMARK REHABILITATION LOAN AWARD NOTICE  
ISSUED: October 27, 2023  
EXPIRATION: October 27, 2024**

Mary Humstone  
c/o Lindsay Burnette  
1316 W. Oak St.  
Fort Collins, CO 80521

Dear Property Owner:

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.

The following work elements have been reviewed and approved, as more particularly described in the analysis table and attached application materials:

- 1) Replacing two existing sliding basement windows on the east side of the house with egress windows, including enlarging window well for egress, as more particularly described in the attached application.

Loan Funding Information

You have been approved for City Landmark Rehabilitation Loan Funding for up to \$5,475 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 can be reached at [preservation@fcgov.com](mailto:preservation@fcgov.com), or 970-224-6078.

Sincerely,

Yani Jones  
Historic Preservation Planner

Applicable Code Standard	Summary of Code Requirement and Analysis (Rehabilitation)	Standard Met (Y/N)
SOI #1	<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>	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>Although some historic material will be lost, this change is required by building code to create a means of egress, and the use of a window with similar type has minimal impact to the historic character of the home.</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>Egress windows are clearly a modern feature that does not create a false sense of historical development.</b></p>	Y
SOI #4	<i>Changes to a property that have acquired historic significance in their own right will be retained and preserved.</i>	N/A

<p><b>SOI #5</b></p>	<p><i>Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.</i></p> <p><b>Although the existing basement windows will need to be removed to accommodate the new egress windows, there will be no impact to the surrounding brick facing.</b></p>	<p><b>Y</b></p>
<p><b>SOI #6</b></p>	<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>N/A</b></p>
<p><b>SOI #7</b></p>	<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>N/A</b></p>
<p><b>SOI #8</b></p>	<p><i>Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.</i></p> <p><b>It is unlikely that excavation for the new egress windows will uncover archaeological resources, but if any should be uncovered, the applicant and owner should contact Historic Preservation Services immediately for assistance.</b></p>	<p><b>Y</b></p>
<p><b>SOI #9</b></p>	<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 compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i></p> <p><b>Although the basement window material being removed is likely historic, its removal does not impact character-defining features of the home, and the alteration supports a necessary life-safety feature.</b></p>	<p><b>Y</b></p>
<p><b>SOI #10</b></p>	<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> <p><b>Because the brick foundation facing will not be impacted by the project, this project could be reversed to bring back the existing window size, although that eventuality is unlikely.</b></p>	<p><b>Y</b></p>