



**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: January 11, 2024  
EXPIRATION: January 11, 2025**

Noah Shannon & Katie Zaneccchia  
237 West St.  
Fort Collins, CO 80521

Dear Katie and Noah:

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) Two basement egress windows – Replacing two existing basement windows on the north elevation with fiberglass casement units in timber wells

Loan Funding Information

You have been approved for City Landmark Rehabilitation Loan Funding for up to \$5,425 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	<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>This project will not change the residential use of the property.</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>Although basement window material will need to be removed to accommodate these egress windows, this alteration is related to life safety, and the impact of this material removal on the overall Landmark property is insignificant. Because existing window openings are being used, the loss of historic wall material is minimized. For these reasons this Standard is considered met.</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>The new basement egress windows will obviously be non-original due to the fiberglass material and the window well form, and so this Standard is met.</b></p>	Y
SOI #4	<p><i>Changes to a property that have acquired historic significance in their own right will be retained and preserved.</i></p>	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>Again, although some basement window material will be lost in order to install the two new egress windows, this loss is acceptable due to the safety benefits of the egress windows, the relatively small impact such loss will have on the historic resource as a whole, and the use of existing openings.</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>There is not reason to suspect that excavation for the egress windows will reveal any archaeological resources, but the applicant should be aware of this Standard, and, in the event that any archaeological discovery is made, contact Historic Preservation Services immediately at 970-224-6078 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>Because existing window openings are being used, a minimal amount of historic material will be lost to complete this project, and the size and scale of the alteration is also therefore compatible with the existing historic house. The variation of material and window type sufficiently differentiate this alteration as a modern modification.</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>N/A</b></p>



## Landmark Rehabilitation Loan 2024 Program Application

Applications Accepted Until November 17, or Until Funds Depleted

### Applicant Information

Katie Zaneccchia and Noah Shannon	9702222131	
Applicant's Name	Daytime Phone	Evening Phone
237 West Street		co 80521
Mailing Address (for receiving loan-related correspondence)		State Zip Code
noahgallaghershannon@gmail.com		
Email		

### Property Information

As above

Owner's Name(s) (as it appears on the Deed of Trust)	Landmark Property Address
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### Project Description

Total Project Cost:	<u>10,850.00</u>	Project Start Date:	<u>Est. early February</u>
Loan Requested (up to)	<u>5425</u>	Project Completion	<u>two days later</u>
Match (50% or more of total):	<u>5425</u>		

Basement Escapes	519 N Overland Trail	9702183390
Contractor Name	Address	Phone
(if you have additional contractors list them below)		

Check if some of all of work is to be completed by owner

*Provide a summary of your project with the project elements and costs of each element. Project elements should be consistent with the attached Design Review Application.*

Project Element	Project Cost
Install egress window in main part of basement	5425
Install egress window in basement bedroom	5425

## Required Additional information

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

**A completed Design Review Application** for the work being funded (and other work that may not be part of the loan request), including relevant photographs, building plans, and other supporting materials.

**At least one detailed, itemized construction bid for each feature of your project.** Bids must include product details for replacement materials, a basic description of the repair/installation methodology that will be used, and a breakdown of labor and materials costs.

# Assurances

The Owner and Applicant hereby agree and acknowledge that:

- A. Loan recipients agree to supply at least an equal match to the requested loan amount.
- B. Funds received as a result of this application will be expended solely on described projects and must be completed within established timelines and without making unapproved changes to the scope of work or the contractors associated with the loan application.
- C. The subject structure must have local landmark designation or be a contributing structure in a local landmark district.
- D. Loan funds may be spent only for exterior rehabilitation of the structure, except as specifically allowed in the Landmark Rehabilitation Zero-Interest Loan Program Guide (2023).
- E. Matching funds may be spent for exterior rehabilitation/stabilization of the property, interior structural work, and/or the rehabilitation of electrical, heating or plumbing systems, including fire sprinkler systems in commercial buildings.
- F. Neither loan monies nor matching funds may be spent for the installation of or rehabilitation of signage, interior rehabilitation or decorations, building additions, or the addition of architectural or decorative elements which were not part of the original historic structure.
- G. All work must comply with the standards and/or guidelines of the City and the United States Secretary of the Interior for the preservation, reconstruction, restoration or rehabilitation of historic resources.
- H. Loan recipients must submit project for design review by the Historic Preservation Commission or Staff and receive approval for loan funding before construction work is started.
- I. All work approved for loan funding must be completed even if partially funded through the Landmark Rehabilitation Loan Program.
- J. Loan recipients will receive disbursement of loan funds after all work has been completed and approved, receipts documenting the costs of the work have been submitted to the City, and physical inspection has been completed by the City.
- K. Loan recipients agree to place a sign, provided by the City, on the property stating that the rehabilitation of the property was funded in part by the City's Landmark Rehabilitation Loan Program for the duration of the rehabilitation work.
- L. The award and disbursement of this loan shall be governed by the provisions of the ordinance of the Council of the City of Fort Collins establishing the Landmark Rehabilitation Loan Program as an ongoing project of the City.
- M. The owner agrees to maintain the property after rehabilitation work has been completed.
- N. Loans are provided at zero percent interest. Upon successful completion and inspection of the project, loan recipients will be required to sign a Promissory Note and Deed of Trust to secure loan funds. Repayment will be required upon sale or transfer of the property, except for public and non-profit projects which are required to repay the loan within 5 years.
- O. Loans may be subordinated in second position below the property's mortgage. Subordination below second position will require the owner to demonstrate that the equity in the property exceeds its debt.

\_\_\_\_\_  
Signature of Applicant (if different than owner)



\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

January 9th 2024

\_\_\_\_\_  
Date

# Affidavit-Restrictions on Public Benefits

AFFIDAVIT Pursuant to section 24-76.5-103(4)(b), C.R.S.

I Noah G Shannon, Swear or affirm under penalty of perjury under the laws of the State of Colorado that I am (check one of the following):

- A United States citizen;
- A Legal Permanent Resident of the United States; or
- Otherwise lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is by law because I have applied for a public benefit as defined by law. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute §18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received. If I checked the second or third option above, I understand that my lawful presence in the United States will be verified through the Federal Systematic Alien Verification of Entitlement Program (SAVE Program).

Noah Shannon

\_\_\_\_\_  
Printed Name of Legal Owner



\_\_\_\_\_  
Signature of Legal Owner

January 9th 2024

\_\_\_\_\_  
Date





# 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

Katie Zanechia and Noah Shannon		9702222131	
Applicant's Name	Daytime Phone	Evening Phone	
237 West Street		co	80521
Mailing Address (for receiving application-related correspondence)		State	Zip Code
noahgallaghershannon@gmail.com			
Email			

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

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

## Project Description

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

We want to add two egress windows in the basement to the the north side of the house. One is in a bedroom, and the other is in the main room of the basement. The windows will be 30"x48" Fiberglass casement windows and the window well will be constructed from stepped, treated timber and filled with landscape rock.

- 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>	
Describe property feature and its condition:	Describe proposed work on feature: Feature A is an egress window added to the bedroom in the basement. The windows will be 30"x48" Fiberglass casement window and the windowwell will be constructed from stepped, treated timber and filled with landscape rock
<b>Feature B Name:</b>	
Describe property feature and its condition:	Describe proposed work on feature: Feature B is an egress window added to the bedroom in the basement. The window will be 30"x48" Fiberglass casement window and the windowwell will be constructed from stepped, treated timber and filled with landscape rock.

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 Owner

January 9th 2023

\_\_\_\_\_  
Date





**BasementEscape.com**

**BASEMENT ESCAPE**

519 N Overland Trail  
Fort Collins, CO 80521

**Phone (970) 218-3390 Brian**

[Brian@BasementEscape.com](mailto:Brian@BasementEscape.com)

Revised: December 12th 2023

**TO:**

Noah Shannon and or assigns:  
237 West St  
Fort Collins CO 80521  
970-222-2131  
[noahgallaghershannon@gmail.com](mailto:noahgallaghershannon@gmail.com)

**PROJECT ADDRESS:**

Same as above

**PROJECT:**

The project consists of providing labor and materials to install 2 egress windows in the basement at the above address. All work will be completed in accordance with local building codes. Pricing assumes that all work will be done at the same time. Changes in the scope of work can affect time and schedule. Basement Escape anticipates a time frame of 2 Days to complete once started..

**SCOPE OF WORK**

1. Basement Escape to provide site specific engineering report and plans for contemplated scope of work. Purchaser agrees to make application for and obtain at Purchaser's cost all necessary or required permits, and inspections for the scope of work contemplated by this agreement.
2. Purchaser to clear 6'x6' inside work area (centered on new window) of any furniture, belongings etc. Basement Escape to mask off and protect floor coverings with plastic and or moving blankets. Area will be cleaned with a shop vac and or broom. Some drywall dust may escape the work area, all concrete cutting to be done from outside.
3. Basement Escape to cut concrete foundation to accommodate 2 new:
  - 2'-6" x 4'-0" Pella Impervia Low E white fiberglass outswing casement window with insect screen
4. Basement Escape to install engineers specified unpainted aluminum structural frame made from 3"x3"x1/4" angle

5. Basement Escape to excavate 6' down from top of window to leave room for concrete cut out and gravel in window well. Any wood deck, concrete patio or sidewalk that needs to be removed to accommodate new window well to be replaced by others. ***Purchaser to be responsible for any damage to private utility and or irrigation lines not located by utility notification center of Colorado, as well as having any utilities/plumbing pipes/electrical wires etc.. relocated (Inside or Outside) if necessary to accommodate new window and window wells. We will contact UNCC prior to start***
6. Install new windows with custom stepped Timberwells made from 4"x6" treated timbers, any cover or rail by others
7. Basement Escape to install expanding foam insulation around openings
8. Basement Escape to Fill bottom of window wells with landscape rock
9. Basement Escape to install white primed MDF extension jambs and trim inside of window with Purchaser to putty and paint. Exterior requires no paint or trim due to structural frame
10. Basement Escape to haul off excess soil

**Promotional pricing:**

**2 WINDOWS installed per specs above: \$10,850.00**

**OPTIONS:**

- **Omit interior trim and extension Jamb, done by others (\$150.00) ea**

**CHANGES IN SCOPE OF WORK:**

Purchaser agrees to pay Basement Escape, normal selling price for all additions, alterations or deviations to this proposal.

## SITE CONDITIONS:

We will do our best to disturb as little of the property as possible, we will use plywood to cover existing sod that will be tracked on, however due to the nature of the project landscaping will be disturbed and will be the Purchaser's responsibility to restore any landscaping, irrigation and or sod. **Many times during the process of window well installations, underground irrigation lines are damaged.** Our crews will mark any knowingly damaged lines, and turn off the main sprinkler valve, if exposed, however damage sometimes occurs without our knowledge and it is the purchaser's responsibility to test and repair any broken lines, as well as be responsible for any damage that occurs as a result of any irrigation system leaks. Any fence we remove to gain access will be reinstalled to match existing as close as possible. Purchaser to establish and maintain proper grading and roof gutter systems. Basement Escape will do their best to keep dust to a minimum, however under this scope of work some dust contamination is to be expected, and is the owner's responsibility to clean. Basement Escape will perform the work in a timely manner, but cannot be held responsible for time delays beyond our control.

## SOIL CONDITIONS:

*Due to the nature of retrofitting egress window wells, there will be settling around the new window well. We do our best to compact soil, however there is not enough room for mechanical compaction equipment to be effective. We try to leave excess soil so the purchaser can fill in areas that will settle over time. It is the Purchaser's responsibility to maintain positive drainage away from new window wells and home, Purchaser will be responsible for any and all damages as a result of not having and or maintaining proper drainage.*

**Initial acknowledging understanding of soil conditions** \_\_\_\_\_

**WARRANTY:** Basement Escape's warranty shall be limited to defects in workmanship within the scope of work performed, which arise and become known within **ten (10) years** from the date hereof. All said defects arising after ten (10) years and defects in material are not warranted by Basement Escape. Basement Escape hereby assigns to Purchaser all warranties on materials as provided by the manufacturer thereof.

**ADVERTISEMENT:** Purchaser hereby grants Basement Escape the right to display signs and advertise at the building site for up to two weeks after all work is completed and payment in full has been made.

**COST and PAYMENT:**

**Total cost of project is \$10,850.00 + any options** send an email Email confirmation, or send signed proposal to our office to schedule work, Order engineering report, mobilize equipment & order materials. **Balance is due upon window installation unless other terms are agreed to in writing prior to start (paid by cash, credit card or check to on site crew)** If balance is not paid when due, a service charge of \$250.00 plus a delinquency charge of 2% per month (24%) per year will be charged on the unpaid balance. Further, if account is not paid when due, or suit is brought, purchaser agrees to pay all reasonable costs of collection, including but not limited to reasonable attorney’s fees, and or collection agency fees. If proposal is canceled by purchaser after engineering has been ordered, purchaser will be assessed a \$500.00 cancellation charge. Proposal good for 30 days.

**ENTIRE AGREEMENT:**

This agreement contains the entire understanding and agreement between the parties hereto. Both parties specifically acknowledge that neither has made any commitment, representation, warranty, or agreement other than any expressly set forth in this Agreement. Any and all discussions, oral agreements, other commitments that have been made prior to the date of this Agreement shall merge into this Agreement and are terminated and canceled by the specific provisions of this Agreement.

**ACCEPTANCE OF PROPOSAL:**

The above price and conditions are satisfactory and are hereby accepted. Basement Escape is authorized to order materials and proceed with the project. **Purchaser agrees to make full payment in cash, credit card or check upon window installation, to the on site crew.**

\_\_\_\_\_  
Basement Escape

\_\_\_\_\_  
Date

Noah Shannon and or assigns:

Date

**CHECK US OUT ON THE WEB**



Rough Opening: 30" X 48"

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
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30 None Assigned

### Impervia, Casement Left, 29.5 X 47.5, White

			<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$1,397.51	1	\$1,397.51



PK #  
2151

Viewed From Exterior

**1: 3048 Left Casement**

**Frame Size:** 29 1/2 X 47 1/2

**General Information:** Standard, Duracast®, Block, No Foam Insulated, 3 1/4", 1 15/16"

**Exterior Color / Finish:** White

**Interior Color / Finish:** White

**Glass:** Insulated Dual Low-E Advanced Low-E Insulating Glass Argon High Altitude

**Hardware Options:** Standard, Side Pivot Hardware, Fold-Away Crank, White, No Window Opening Control Device, No Limited Opening Hardware

**Screen:** Full Screen, InView™

**Performance Information:** U-Factor 0.28, SHGC 0.26, VLT 0.49, CPD PEL-N-277-00235-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 60, Year Rated 11, Clear Opening Width 24, Clear Opening Height 42.75, Clear Opening Area 7.125, Egress Meets Typical 5.7 sqft (E) (United States Only)

**Grille:** No Grille,

**Wrapping Information:** No Exterior Trim, Pella Recommended Clearance, Perimeter Length = 154".

Rough Opening: 30" X 48"





















































