



**Historic Preservation Services**  
Community Development & Neighborhood Services  
281 N. College Ave.  
Fort Collins, CO 80524  
970.224.6078  
[preservation@fcgov.com](mailto:preservation@fcgov.com)  
[fcgov.com/historicpreservation](http://fcgov.com/historicpreservation)

**CERTIFICATE OF APPROPRIATENESS**

**ISSUED: July 9, 2025**

**EXPIRATION: July 9, 2026**

Brian Samuel Blanchard  
323 Garfield St.  
Fort Collins, CO 80524

Dear Property Owner:

This letter provides you with confirmation that the proposed changes to your designated historic property at 323 Garfield St. 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 as well as the requirements of Section 5.8.1 of the Land Use Code.

- 1) Replacement of 2 existing basement windows with vinyl in-swing egress windows without widening existing openings

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 [yjones@fcgov.com](mailto:yjones@fcgov.com) or at 970-224-6045.

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 egress window project does not change the residential use of this historic house, and so this Standard is met.</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>This brick bungalow was constructed in 1930 and contributes to the Laurel School Historic District on the National Register of Historic Places.</b></p> <p><b>Although original window material will be removed for this project, wall material loss will be minimized by only digging down for the proposed egress windows. The new egress windows will be painted to match the other windows using a paint that adheres to vinyl material, and so the visual impact of the new material on the character of the home will be lessened.</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 alteration, and do not create a false sense of historical development.</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
SOI #5	<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 two original basement windows will be replaced with egress windows, wall material loss is being minimized by the style of egress window proposed.</b></p>	Y

<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>N/A</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>	<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 archaeological resources will be uncovered during the excavation for the egress window wells, but the applicant/owner should be advised of this Standard and please contact Historic Preservation Services immediately should such resources be found.</b></p>	<b>Y</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 compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i></p> <p><b>The proposed change of these two basement windows to egress windows is a building code-required alteration. Because of the physical constraints this property is subject to (e.g., location of the driveway, height of basement ceilings), and to minimize loss of historic wall material, an inswing window type is necessary. Because inswing egress windows are available only in vinyl material, that material is acceptable, although it is not considered compatible with buildings of this age. This Standard is considered met.</b></p>	<b>Y</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>

**BUILDING PERMIT APPLICATION:****Fenestration (exterior doors & windows)**Check all the apply: **All information on the application must be filled out (as applicable).**

Residential ☒ Commercial ☐  
Single family detached ☐ Duplex/Two-Family ☒ Single Family Attached (Townhome) ☐ Multi-Family (Apartment/Condo) ☐  
Garage ☐ Bank ☐ Bar ☐ Church ☐ Hotel/Motel ☐ Medical Office ☐ Retail ☐ Other ☐:

JOB SITE ADDRESS: 323 Garfield St UNIT#: B**PROPERTY OWNER INFO: (All owner information is required – NOT optional)**

Last Name Blanchard First Name Brian Middle Samuel  
Street Address 323 Garfield St City Fort Collins State CO Zip 80524  
Phone # 765-760-2750 Email samblanchard@live.com

**CONTRACTOR INFO:**

Company Name \_\_\_\_\_  
License Holder Name \_\_\_\_\_ LIC # \_\_\_\_\_ CERT # \_\_\_\_\_

**CONSTRUCTION INFO:**

## 1. Like for like fenestration replacements (non-structural):

	Quantity replaced	Is the fenestration operable? (commercial and more than 3 story multi-family only)	U- factor	SHGC factor	Is % glazing transparency the same (commercial only) Ground floor = 60% glazing (transparency) Upper floors = 40% glazing (transparency)
Windows	<u>2</u>		<u>.25</u>	<u>.33</u>	
Doors					
Skylight					

\*For code requirements see window guide and codes

## 2. Structural Fenestration: New or enlarged openings, new or enlarged basement egress windows (including lowering sill heights in a foundation wall)

2x Enlarge windows by lowering into foundation wall ~25" egress well  
24.5 x 42.5 in-swing egress windows (Denco) net clear: 7.23 ft<sup>2</sup>

VALUE OF CONSTRUCTION (materials and labor): \$ 2778

JOBSITE SUPERVISOR CONTACT INFO: Name \_\_\_\_\_ Phone \_\_\_\_\_

**SUBCONTRACTOR INFO:**

Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_

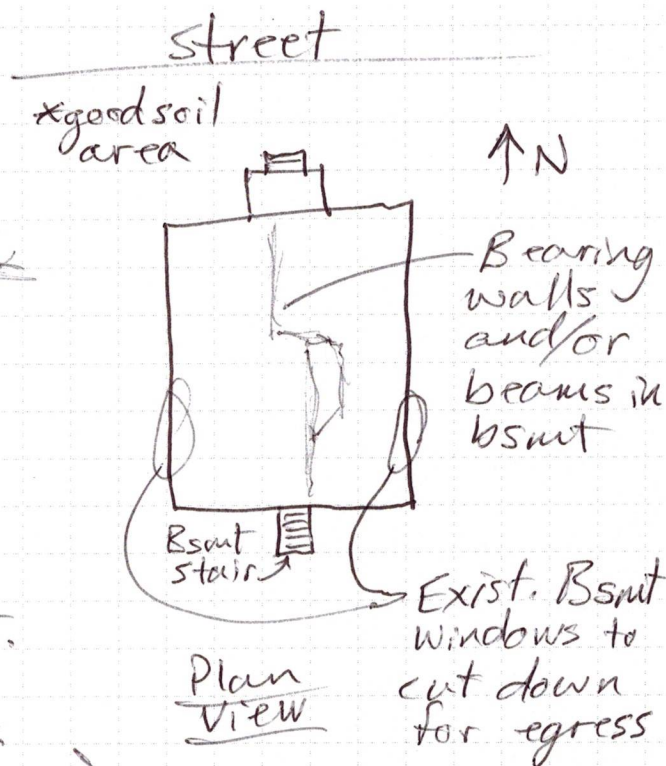
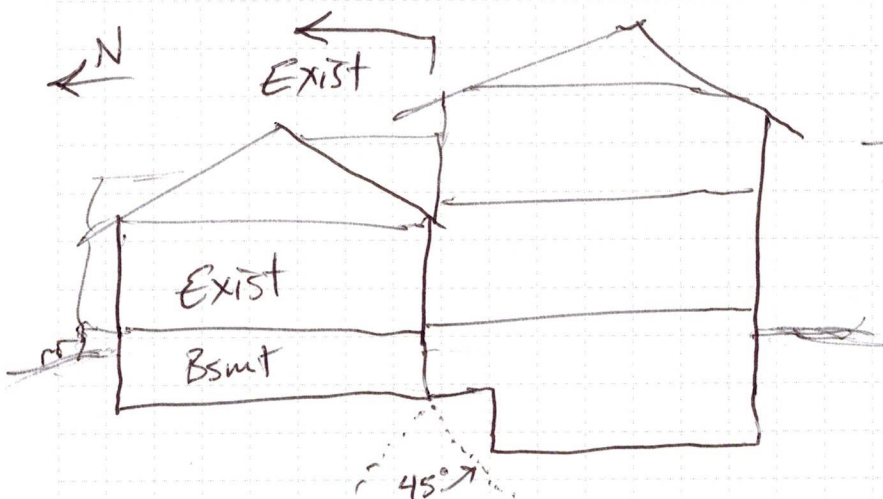
Structural Framing (wood only) \_\_\_\_\_

Applicant: I hereby acknowledge that I have read this application and state that the above information is correct and agree to comply with all requirements contained herein and City of Fort Collins ordinances and state laws regulating building construction.

Applicant Signature BSB Type or Print Name Brian Blanchard  
Phone # 765-760-2750 Email samblanchard@live.com

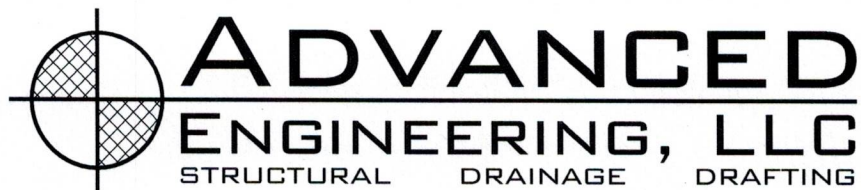
**THIS APPLICATION EXPIRES 180 DAYS FROM APPLICATION DATE**

- Site Obs. & Consulting w/ Brian Blanchard and contractor friend at 323 Garfield St., Ft. Collins



- Talked about future addition. could go deeper but avoid  $45^\circ$  from exist.
- Could pop top on exist. (need to find stair location/room)
- Could remodel bsmt, but not favorable to change center beams/bearing walls.
- Notes to file - he will decide what to do.
- Wants letter now for egress windows.





July 1, 2025

Mr. Brian Blanchard  
323 Garfield Street  
Ft. Collins, CO 80524

RE: 323 Garfield Street, Ft. Collins, Colorado  
Advanced Engineering, LLC Project Number 5065-01-01A

Dear Mr. Blanchard:

On June 25, 2025 we visually observed portions of the above referenced residence. The purpose for this observation was to provide structural consulting related to the modification of several existing basement windows. The basement windows at the east and west sides of the home are to be increased in depth to accommodate egress requirements. You stated that the existing foundation and framing elements above the window openings (as well as the existing brick veneer) will not be removed or altered in any way, and the width of the window will remain unchanged from existing conditions. The concrete wall below the existing window is to be neatly cut to the new window depth. We noted that the existing concrete wall has performed well to date.

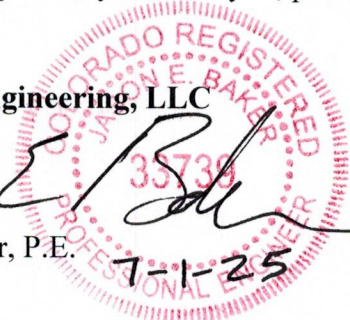
It is our opinion the proposed window modification is acceptable and no structural repairs are required. We feel the existing structure above the window should continue to function well, as it has historically. While we would not anticipate any significant problems, you should be made aware that some minor cracking of the concrete may occur at the bottom corners of the window opening due to the absence of trim steel. However, due to the minimal reinforcing in historic foundation walls of this age, cracking of this nature is possible at any of the basement windows.

The recommendations and conclusions presented in this letter are based solely on a visual review of portions of the described structure and your directions. The engineer's opinions of the described portions of the home are based solely upon information obtained from readily visible elements (i.e., elements which do not require the removal of sheathing, cladding, or covering of any kind) unless specifically noted. Latent structural problems which could not be detected as a result of these limitations may exist. Our review was limited to the items described in this letter, and is not intended to cover other structural, mechanical, electrical, environmental, mold, site grading, or architectural features of the building. Our office has not performed any engineering analysis of the existing framing or foundation elements of the structure or the subsurface soil conditions. Thank you for the opportunity to serve you, please feel free to call if you have any questions.

Sincerely,  
**Advanced Engineering, LLC**



Jason E. Baker, P.E.



**From:** [Sam Blanchard](#)  
**To:** [Yani Jones](#)  
**Subject:** [EXTERNAL] Re: Permit B2505267 - Historic Preservation Review Required  
**Date:** Wednesday, July 9, 2025 3:05:06 PM

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East:



Current east for reference



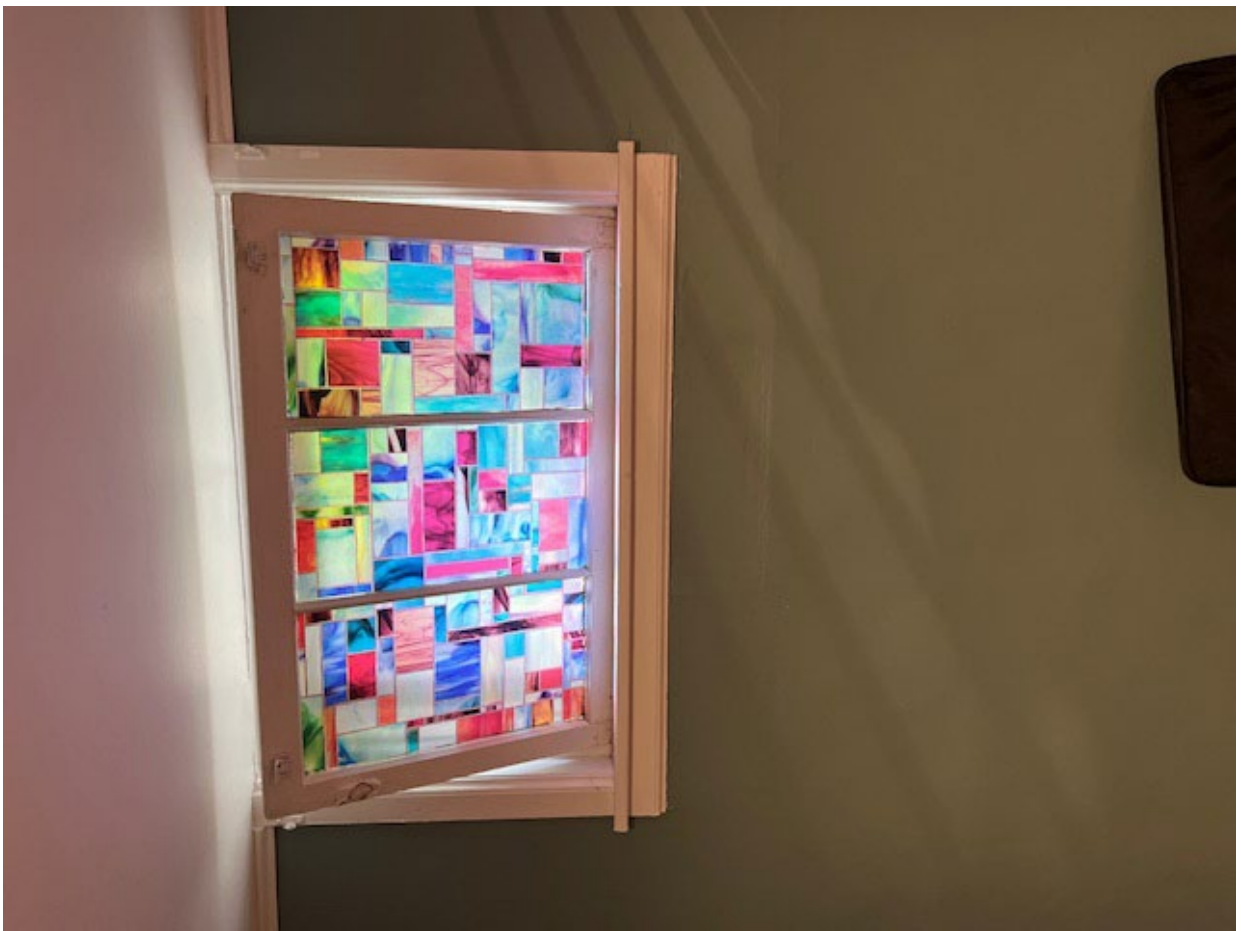


Inside east -stick on pattern





Inside west - stick on color



West outside



New windows are tilt and swing in.





So the windows will swing into the room which reduces the cutting depth.

Sam Blanchard  
Cell: 765-760-2750

On Jul 8, 2025, at 3:15 PM, Yani Jones <yjones@fcgov.com> wrote:

Hi Brian,

This is Yani Jones with the City of Fort Collins Historic Preservation office. I've been routed on the permit review for your egress window project for 323 Garfield St. because this property is in the Laurel School Historic District on the National Register of Historic Places. Additionally, exterior alterations to multiunit and commercial buildings 50+ years old are subject to historic preservation review and compliance under Land Use Code [Sec. 5.8.1](#) (starts p. 5-53, PDF p. 57). I have access to your submitted application, but in order to complete my review, I'll need a little more information – Can you please email over the following?

- Material of the existing windows and the proposed windows - e.g., wood, aluminum, vinyl-clad wood, etc. (for the proposed egress windows, pretty much any material

other than vinyl would be considered compatible with this historic home, and therefore approvable)

- Type of proposed windows - e.g., slider, casement, sash, etc., including any description of divided lites
- Photos of:
  - Each side of the building (please label N, S, E, W)
  - Close up of each window proposed for replacement (please also label them, such as “West Elevation Leftmost Awning Window”)

Thank you! I'll put a “hold” on your permit in the online permitting system so the Building folks know you're working on getting me these things.

I've also attached a Quick Reference sheet for your property, if you'd like to look it over – It includes some summary info on Design Review (what I'm doing for this egress window project) as well as financial support programs that are typically available for historic properties. I noticed that your permit materials included some notes about adding square footage in a few different ways – Please keep these in mind that all building-permitted exterior alterations to historic properties are required by the Land Use Code to comply with the Secretary of the Interior's Standards for Rehabilitation, which are the federal standards used for Historic Preservation Design Review in Fort Collins; adding square-footage is definitely possible within those Standards, but it has to be done in a way that maintains the character of the historic property. I'm typically my office's person who helps folks navigate the Design Review process, so if you'd ever like to meet up either in person or virtually to work through any ideas together, please reach out!

Take care,

Yani

.....  
**YANI JONES**

Pronouns: She/Her ([What's this?](#))

Historic Preservation Planner

City of Fort Collins Historic Preservation Services

(970) 224-6045

<https://www.fcgov.com/historicpreservation/>

*Get monthly historic preservation updates in your inbox by toggling on “Historic Preservation Matters” [here](#), or email [preservation@fcgov.com](mailto:preservation@fcgov.com) to be added to the newsletter mailing list!*

<Historic Property Prospective Buyer Sheet\_323 Garfield St.pdf>