



Historic Preservation Services
Community Development & Neighborhood Services
281 N. College Ave.
Fort Collins, CO 80524
970.224.6078
preservation@fcgov.com
fcgov.com/historicpreservation

CERTIFICATE OF APPROPRIATENESS – Minor Alteration

ISSUED: October 27, 2025

EXPIRATION: October 27, 2026

Archdiocese of Denver
c/o James Clay
101 N. Howes St.
Fort Collins, CO 80521

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property, the St. Joseph's Catholic Church, Convent, and School, 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:

- Reroofing flat-roof areas of church (see application) using TPO or coating intact membrane with ASC Silicone rolled at 3 gal./sq. ft. as reroofing at r e p r t i s s i (see permit app)
- Re-flashing sloped roof areas

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 consider National Park Service Brief #4, [Roofing for Historic Buildings](#) as you complete this project.

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;
- Addition of new rooftop features including skylights, dormers, and large new vents

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 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 or at (970) 224-6045.

Sincerely,

Yani Jones, Historic Preservation Planner

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

St Josephs Catholic Church	9704818415	
Applicant's Name	Daytime Phone	Evening Phone
300 West Mountain Ave		CO 80521
Mailing Address (for receiving application-related correspondence)	State	Zip Code
jclay@advancetank.com		
Email		

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

N/A		
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.

Repair/Replacement of flat portions of the church roof which are currently failing. Also replacement of flashing on sloped portion of the church roofs where flashing was originally installed incorrectly.

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 may 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.

Feature A Name:	
Describe property feature and its condition: Flat Portions of Church Roof	Describe proposed work on feature: Existing failed roof sections will be removed and new membrane will be installed. Where membrane is still intact a coating will be applied to those surfaces to bring them up to new condition. See attached schematic for locations where flat sections will be repaired/replaced.
Feature B Name:	
Describe property feature and its condition:	Describe proposed work on feature:

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 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.

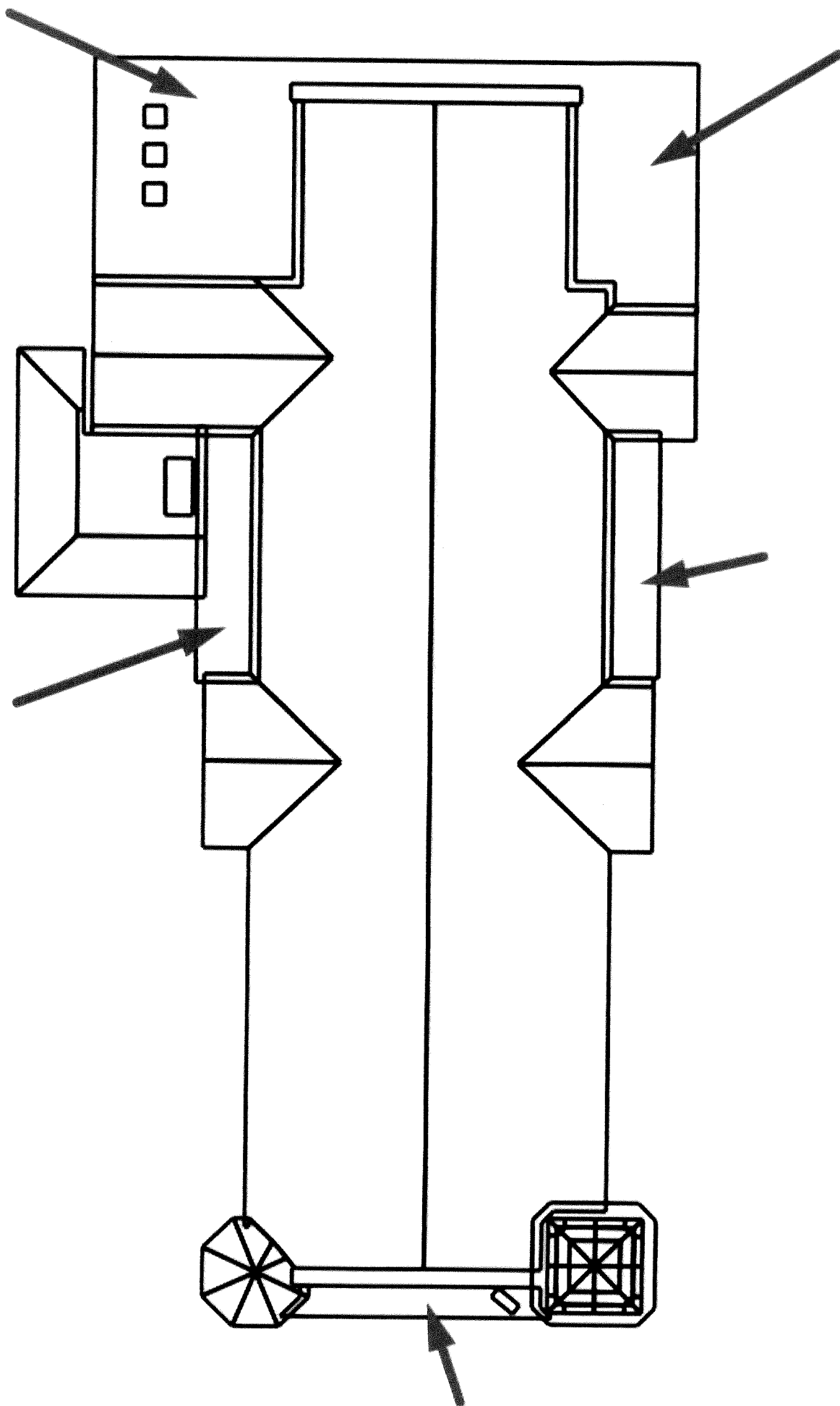


Signature of Owner

10/20/25

Date





Fast Track Permits

3.

Beginning on Monday, October 9th, you have the option to pull one permit for multiple appliances of the same kind.

Multiple furnaces and air conditioners can be included on one mechanical permit.

Multiple water heaters can be included on one water heater permit.

Water heaters and furnaces may NOT be included on the same permit.

A \$65 fee per appliance will be assessed.

1. Job site address:

~~314 W Mountain Ave~~ 101 N Howes Ave. Fort Collins CO.

2. Property owner name:

archdiocese of denver

3. Property owner address:

Street Address: : 1300 S Steele

City: : Denver

State: : CO

Zip: : 80210

4. Property owner phone number:

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

(303) 722-4687

5. Project type:

Commercial

6. What type of commercial?

Church

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

100000

8. Type of permit:

Roofing

As of October 9th, 2023 multiple appliances of the same type (ex: furnaces, air conditioners or multiple water heaters) can be installed on the same permit. A \$65 per appliance fee will still be assessed.

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

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.

11. (untitled)

Include all contractors necessary for your scope of work. Applications without proper contractors listed will be rejected.

12. Roofing

9. Manufacturer of materials:

Mule Hide

10. Number of squares:

76

11. Number of stories:

2

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

Yes

13. What new roofing materials are being installed?

Mule Hide EPDM

14. How many layers are being removed?

1

15. What type of material is being removed?

Other

16. Which landfill will the material likely be disposed in?

Larimer County Landfill

17. Are you tearing off existing roofing materials to the decking?

Yes

18. How many layers are there?

1

19. Is there existing insulation?

Yes

20. Will any insulation be removed/replaced?

Yes

21. Contractor company name:

Colorado Family Roofing

22. Contractor company address:

2530 Abarr Dr #120A, Loveland, CO 80537

23. Contractor phone number:

970-501-8125

24. Contractor company email:

admin@myfamilyroofer.com

25. License number:

R-5394

26. Certificate number:

5169-R

27. 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.) = $X \cdot (496.93e^{-.015X})$

X = number of squares

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

13. Review

29. 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, appearing to read 'Brian Barnes', with a stylized, cursive-like script.

Signature of: Brian Barnes

Date Signed:

10/21/2025

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

admin@myfamilyroofer.com

14. Thank You!

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](#).

From: [James Clay](#)
To: [Yani Jones](#)
Subject: [EXTERNAL] Re: St Joes Church - Roof
Date: Tuesday, October 21, 2025 11:46:41 AM
Attachments: [image001.png](#)
[Outlook-5vxeyvsy.png](#)

See my answers below in red. I will send pictures on Thursday.

Thanks

James Clay

970-568-3444

970-481-8415 Mobile

jclay@advancetank.com



From: Yani Jones <yjones@fcgov.com>
Sent: Monday, October 20, 2025 3:44 PM
To: James Clay <jclay@advancetank.com>
Subject: RE: St Joes Church - Roof

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Jim,

Would you please respond to or send the following to supplement what you've already sent with your Design Review app?

- What type of membrane are you using? (e.g., TPO, EPDM, etc)
- **TPO will be used on replacement areas.**
- What is the coating that will be used over existing intact membrane?
- **ASC Silicone will be rolled on at a rate of 3 gal per square foot.**
- In your project description, it mentions replacing flashing, but that's not included on Page 2 – Is

that within the scope of this project?

- If so, is all flashing on the sloped roof portions to be replaced, or just some areas? (if just some, please identify which areas)
- All flashing will be replaced within this scope. All sloped portions of the roof that currently have flashing will have the new flashing installed. They will score the stone on put in a flashing that creates a proper seal at those areas.
- Photos showing each side of the building
- Photos to follow.

If you haven't already done so, you're welcome to apply for your building permit while I'm working on this Design Review/Certificate of Appropriateness – I'll also be routed on the permit app review.

- American Family Roofing will be applying for any permits required. We are also doing work on the new part of the school which isn't under the historical designation so the permit may show more scope than has been listed here.

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 to be added to the newsletter mailing list!

From: Jim Bertolini <jbertolini@fcgov.com>

Sent: Monday, October 20, 2025 2:43 PM

To: jclay@advancetank.com

Cc: Yani Jones <yjones@fcgov.com>

Subject: FW: St Joes Church - Roof

James,

Thanks for getting in touch! Yani is our point person for City Landmark design review so I'm forwarding to her and she'll get you squared away.

For future reference, please feel free to use our general inbox at preservation@fcgov.com. We have someone on our team keeping tabs on that throughout the day and they can get requests forwarded

to the correct person quickly. Cheers!

JIM BERTOLINI

Pronouns: he/him/his

Senior Historic Preservation Planner

Community Development & Neighborhood Services

281 North College Avenue

970-416-4250 office

jbertolini@fcgov.com

From: James Clay <jclay@advancetank.com>

Sent: Monday, October 20, 2025 2:24 PM

To: Jim Bertolini <jbertolini@fcgov.com>

Subject: [EXTERNAL] St Joes Church

Hi Jim.

I didn't know if I should send this to you or Yani so I defaulted to you. We are doing some repairs to the flat surfaces of the roof of the church so I filled out the form and have attached that to this note.

I hope I did this correctly but please let me know if I have overlooked anything or if there is something else I'm supposed to do.

Thanks

James Clay

970-568-3444

970-481-8415 Mobile

jclay@advancetank.com



From: scans@advancetank.com <scans@advancetank.com>

Sent: Monday, October 20, 2025 2:00 PM

To: James Clay <jclay@advancetank.com>

Subject: Message from "RNP5838795A800C"

This E-mail was sent from "RNP5838795A800C" (IM 4000).

Scan Date: 10.20.2025 14:00:09 (-0600)

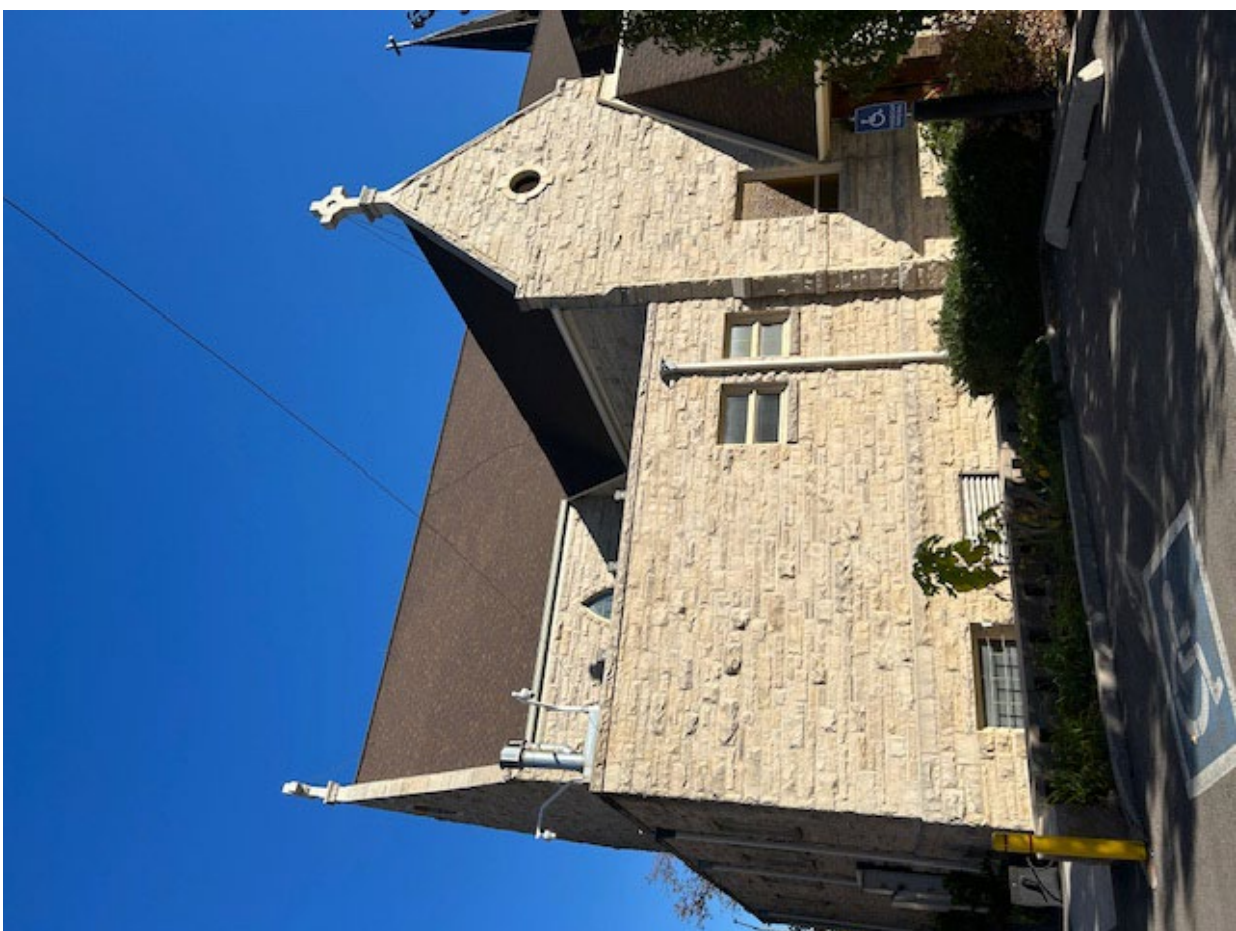
Queries to: scans@advancetank.com

From: [James Clay](#)
To: [Yani Jones](#)
Subject: [EXTERNAL] St Joes roof work
Date: Monday, October 27, 2025 4:48:36 PM

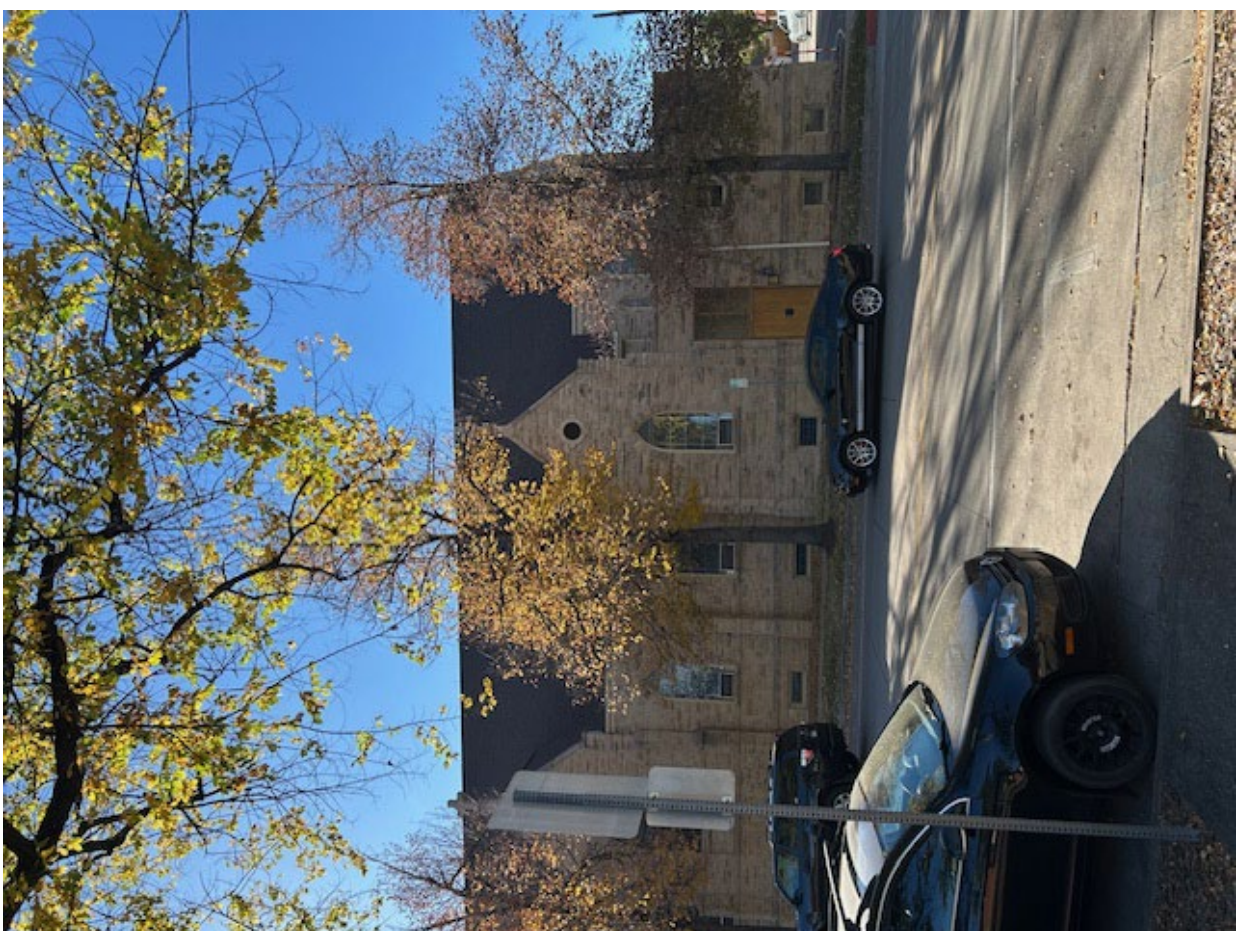
Yani. See photos. You can't see any of the roofs we are working on because they are flat and don't show from the street. Please release the permit or let me know what else you require from me so I can keep the project on schedule.

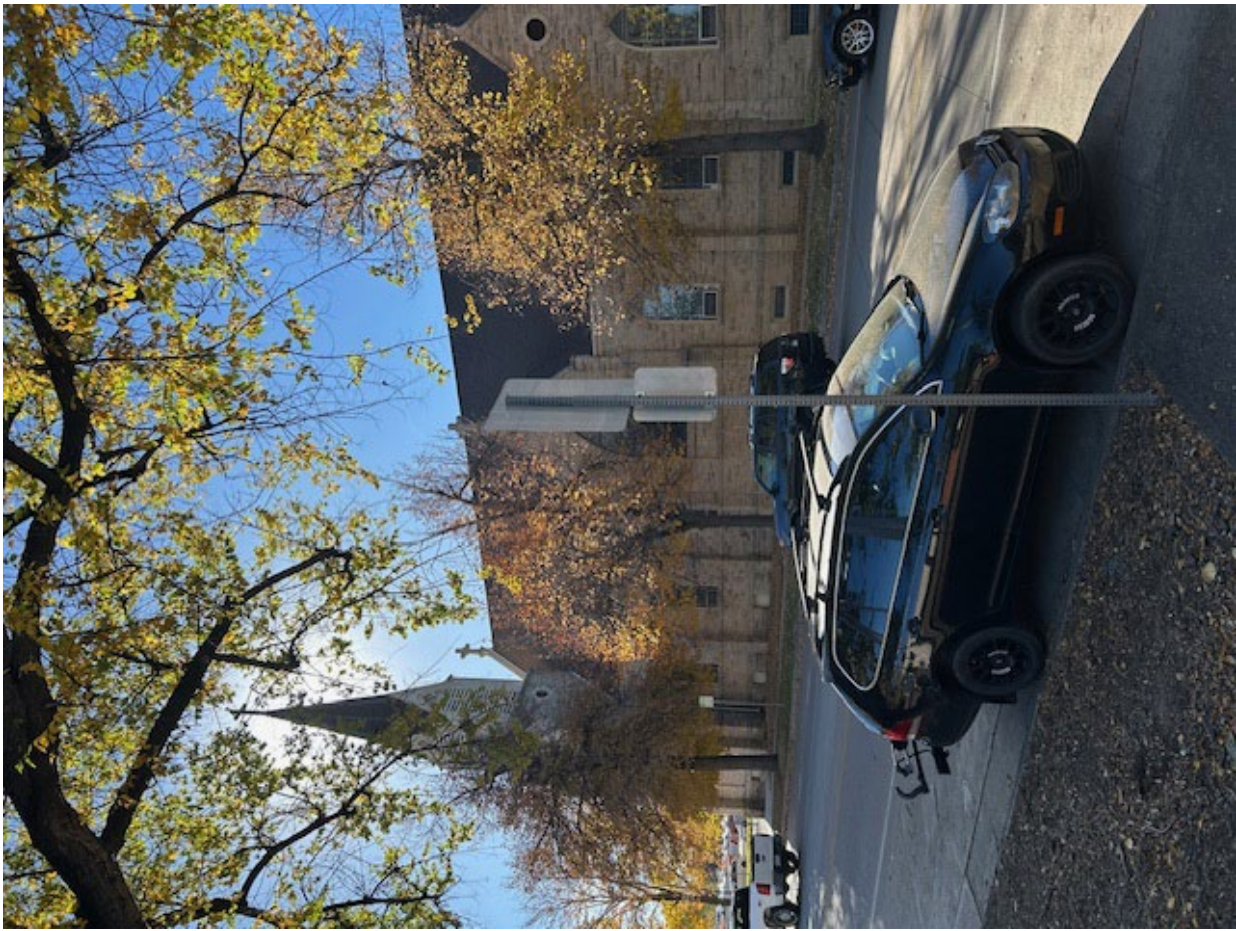
Thanks

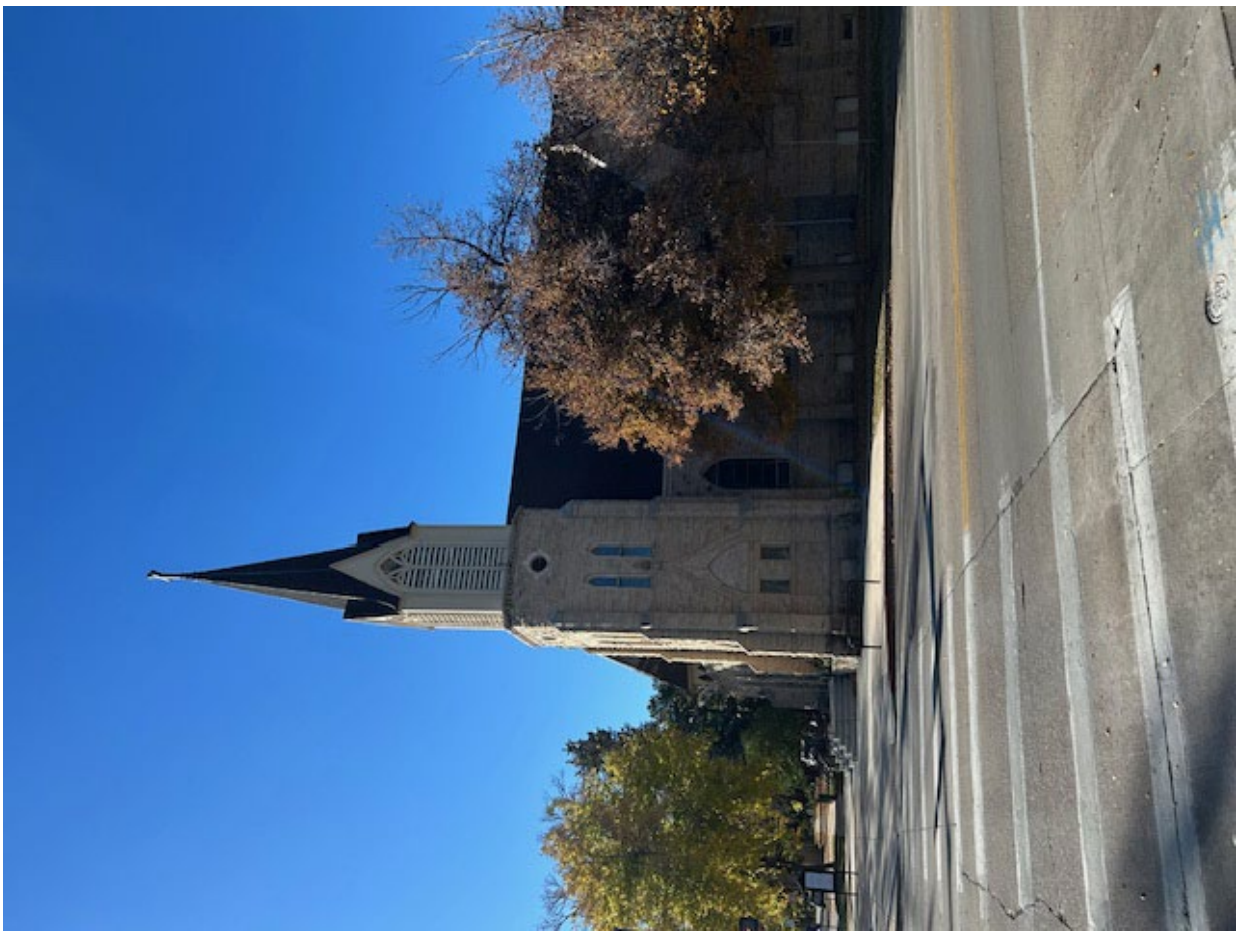
















Sent from my iPhone