



**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)

**REPORT OF ALTERATIONS TO DESIGNATED RESOURCE**  
**Site Number/Address: 830 Mathews St.**  
**Laurel School National Register Historic District**  
**ISSUED: 7/22/2024**

Jill M. Shoemaker  
 c/o Brian Stephenson, Basement Escape  
 519 N. Overland Trl.  
 Fort Collins, CO 80521

Dear Jill Shoemaker:

This report is to document proposed alterations to the D. Normand Residence, at 830 Mathews St., pursuant to Fort Collins Municipal Code Chapter 14, [Article IV](#). A copy of this report may be forwarded to the Colorado Office of Archaeology and Historic Preservation.

The alterations include: Replace one existing basement window with fiberglass casement egress window

Our staff review of the proposed work finds the alterations meet the [SOI Standards for Treatment of Historic Properties](#). A summary is provided below:

<b>Applicable Code Standard</b>	<b>Summary of Code Requirement and Analysis (Rehabilitation)</b>	<b>Standard Met (Y/N)</b>
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 basement egress window project will not impact the residential use of this property.</b></p>	Y

<p><b>SOI #2</b></p>	<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 this alteration is to the front of the house, it impacts a basement window that appears to have already been replaced in the past. The use of a fiberglass casement window will result in a similar appearance from the street, although the window well will be visible as well. However, this is also a safety and code-required alteration for a basement bedroom; there is one other window in this basement bedroom that is on a side elevation, but there are conditions on the site (location of a driveway) that preclude its viability for egress conversion. For these reasons, this Standard is considered met.</b></p>	<p><b>Y</b></p>
<p><b>SOI #3</b></p>	<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>This egress window project will clearly be a modern alteration due to the design and the fiberglass material, and so it will not create a false sense of historical development.</b></p>	<p><b>Y</b></p>
<p><b>SOI #4</b></p>	<p><i>Changes to a property that have acquired historic significance in their own right will be retained and preserved.</i></p>	<p><b>N/A</b></p>
<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>Because this egress window project will be located in an existing basement window opening, it minimizes the loss of historic building material.</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>

<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 needed excavation for this basement egress window project, but should any such resources be revealed, the applicant should be advised of this Standard and should reach out to Historic Preservation Services immediately for assistance (<a href="mailto:preservation@fcgov.com">preservation@fcgov.com</a>; 970-224-6078).</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>	<b>N/A</b>
<b>SOI #10</b>	<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>	<b>N/A</b>

If you have any questions regarding this review, please contact me. I can be reached at [yjones@fcgov.com](mailto:yjones@fcgov.com) or at 970-224-6078.

Sincerely,

Yani Jones  
Historic Preservation Planner



**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:** 830 Matthews Street **UNIT#:** \_\_\_\_\_

**PROPERTY OWNER INFO: (All owner information is required – NOT optional)**

Last Name Shoemaker First Name Jill Middle \_\_\_\_\_  
Street Address 830 Matthews Street City Fort Collins State CO Zip 80524  
Phone # 970-231-3243 Email jms22expandhorizons@gmail.com

**CONTRACTOR INFO:**

Company Name Brian Stephenson  
License Holder Name Brian Stephenson LIC # D815 CERT # 1058-1

**CONSTRUCTION INFO:**

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

	Quantity replaced	Is the fenestration operable? <b>(commercial and more than 3 story multi-family only)</b>	U- factor	SHGC factor	Is % glazing transparency the same <b>(commercial only)</b> Ground floor = 60% glazing (transparency) Upper floors = 40% glazing (transparency)
Windows	1		0.27	0.23	n/a
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)

Install 1 standard 30"x48" fiberglass egress window per IRC and attached engineering.

**VALUE OF CONSTRUCTION (materials and labor):** \$ 5,275

**JOB SITE SUPERVISOR CONTACT INFO:** Name Brian Stephenson Phone 970-218-3390

**SUBCONTRACTOR INFO:**

Electrical n/a Mechanical n/a Plumbing n/a

Structural Framing (wood only) n/a

**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 Type or Print Name Brian Stephenson  
Phone # 970-218-3390 Email basementegresswindows@gmail.com

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

**D. M. FERRIN**  
4336 E. County Road 48  
Fort Collins, Colorado 80524

970-493-9394

P.E. #11585

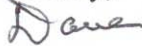
June 14, 2024

Basement Safe  
Attn: Brian Stephenson  
519 N. Overland Trail  
Fort Collins, CO 80521

Site Address: 830 Mathews St.  
Fort Collins, CO 80521

The above site was personally inspected on June 13, 2024. The plans call for one 30" x 48" approved egress window to replace an existing 30" window located (north of the porch) on the West side of this one-story house. The window will be set in a concrete foundation topped by a wooden sill plate and rim joist. The siding above is wood. There will be no disturbance to the existing sill plate or rim joist and using your 3" x 3" x 1/4" aluminum frame is therefore approved for replacement.

Sincerely,

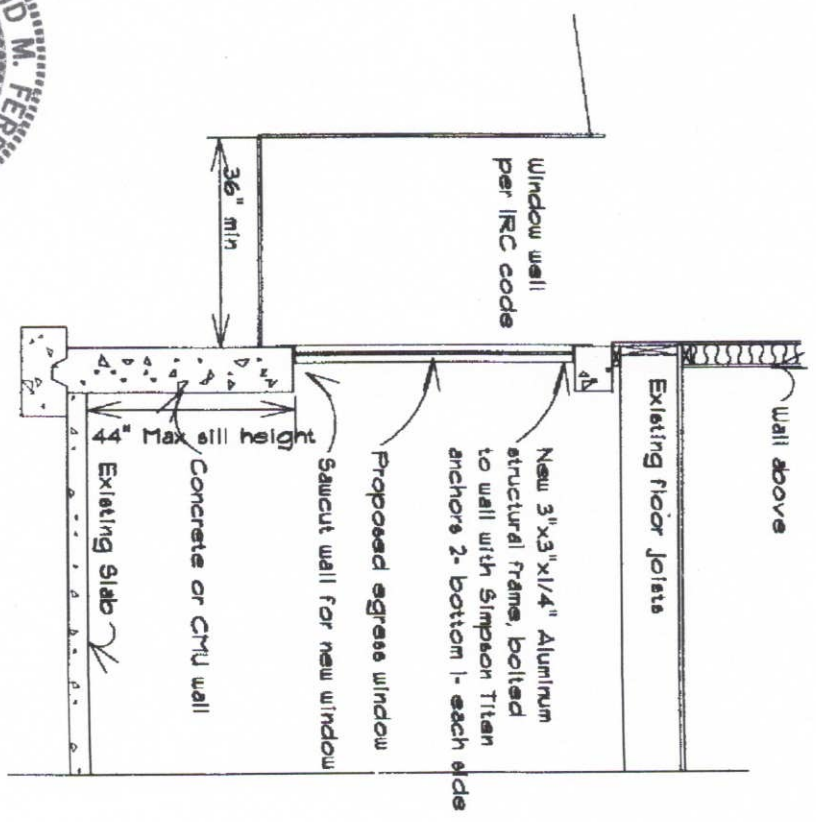
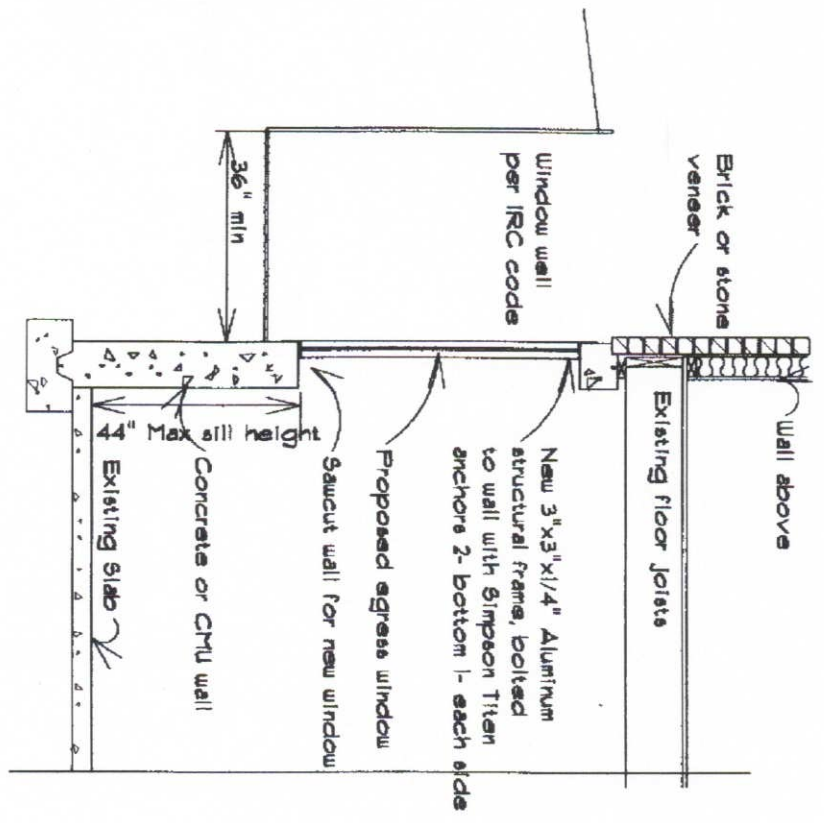


David Ferrin  
P.E. #11585



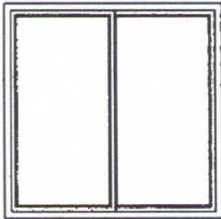
# TYPICAL BASEMENT EGRESS WINDOW INSTALLATION SECTION

NOT TO SCALE



# TYPICAL PLAN VIEW INSTALLATIONS OF THE BASEMENT SAFE EGRESS WINDOW SYSTEM

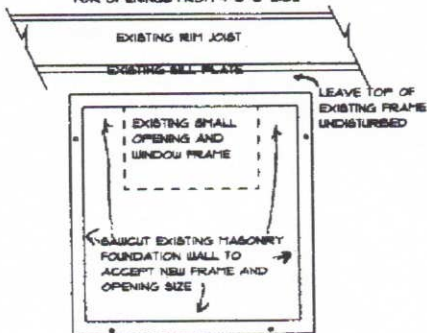
NOT TO SCALE



ALL INSTALLATIONS TO  
HAVE 4'x4' VINYL SLIDING  
WINDOW WITH U FACTOR LESS  
THAN 0.32

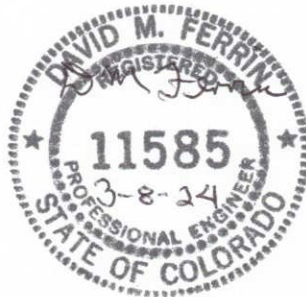


AS LONG AS EXISTING SILL PLATE  
AND RIM JOIST REMAIN UNDISTURBED  
4'x4' ALUMINUM FRAME IS  
DESIGNED TO SUPPORT UP TO  
3 STORIES AND ROOF LOAD.  
FRAME WOULD NEED TO BE  
CONSTRUCTED OF 4'x4' ANGLE  
FOR OPENINGS FROM 4'-6" WIDE

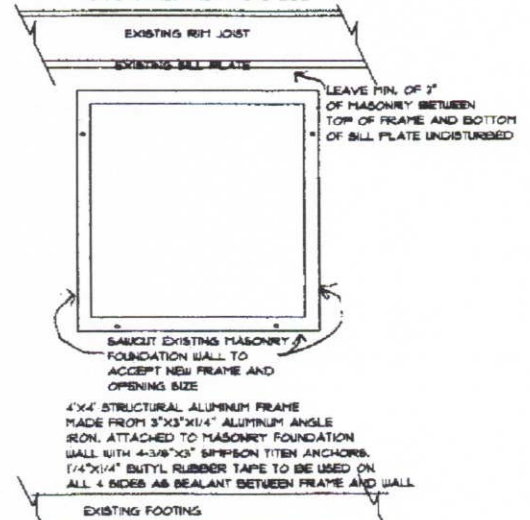


4'x4' STRUCTURAL ALUMINUM FRAME  
MADE FROM 3"x3"x1/4" ALUMINUM ANGLE  
IRON. ATTACHED TO MASONRY FOUNDATION  
WALL WITH 4-3/8"x3" SIMPSON TITEN ANCHORS.  
1/4"x1/4" BUTYL RUBBER TAPE TO BE USED ON  
ALL 4 SIDES AS SEALANT BETWEEN FRAME AND WALL

INSTALLATION CENTERED  
ON EXISTING WINDOW



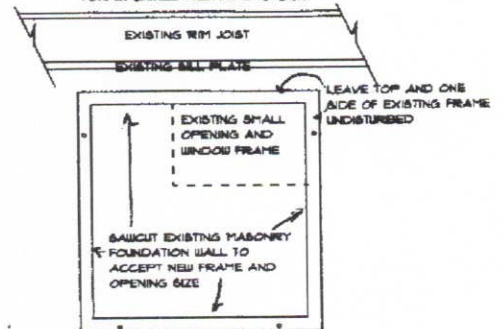
AS LONG AS EXISTING SILL PLATE  
AND RIM JOIST REMAIN UNDISTURBED  
4'x4' ALUMINUM FRAME IS  
DESIGNED TO SUPPORT UP TO  
3 STORIES AND ROOF LOAD.  
FRAME WOULD NEED TO BE  
CONSTRUCTED OF 4'x4' ANGLE  
FOR OPENINGS FROM 4'-6" WIDE



FOUNDATION WALL WITH  
NO EXISTING WINDOW



AS LONG AS EXISTING SILL PLATE  
AND RIM JOIST REMAIN UNDISTURBED  
4'x4' ALUMINUM FRAME IS  
DESIGNED TO SUPPORT UP TO  
3 STORIES AND ROOF LOAD.  
FRAME WOULD NEED TO BE  
CONSTRUCTED OF 4'x4' ANGLE  
FOR OPENINGS FROM 4'-6" WIDE



4'x4' STRUCTURAL ALUMINUM FRAME  
MADE FROM 3"x3"x1/4" ALUMINUM ANGLE  
IRON. ATTACHED TO MASONRY FOUNDATION  
WALL WITH 4-3/8"x3" SIMPSON TITEN ANCHORS.  
1/4"x1/4" BUTYL RUBBER TAPE TO BE USED ON  
ALL 4 SIDES AS SEALANT BETWEEN FRAME AND WALL

INSTALLATION USING ONE  
SIDE OF EXISTING WINDOW

**From:** [Basement Escape](#)  
**To:** [Historic Preservation](#)  
**Cc:** [jms22expandhorizons@gmail.com](mailto:jms22expandhorizons@gmail.com)  
**Subject:** [EXTERNAL] Re: Permit B2405330 - Historic Preservation Review  
**Date:** Friday, July 19, 2024 12:23:48 PM

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Hi Yanni

Yes, it will be a 30"x48" Fiberglass casement like we have installed in the past, so from an elevation view it will look the same as what is there currently, with more window extending below grade, and per your assumption we cant install on the side because it would be in the way of the driveway. Jill can submit photos to you . Let me know if you have any questions

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Thank You,  
Brian Stephenson  
970-227-0789 Office/Text



On Fri, Jul 19, 2024 at 12:10 PM Historic Preservation <[preservation@fcgov.com](mailto:preservation@fcgov.com)> wrote:

Hi Jill and 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 830 Mathews St. Because this single-unit dwelling has a National Register of Historic Places designation as part of the Laurel School Historic District, I'm required to generate a report documenting all exterior alterations for the State Historic Preservation Office. I have access to your submitted permit app materials, but in order to complete that report, I'll need a little more info – Would you please email over the following info/photos?

- Based on the dimensions, I'm assuming this will be a casement window – Is that correct?
- It looks like there may be another window to the same bedroom on the north elevation, but that location would be in conflict with the existing driveway – Is that also correct?
- Photos of:
  - The entire elevation where the proposed window replacement is located
  - Close-up of the existing window proposed for replacement

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.

Take care,

Yani



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**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/>

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**From:** [Jill Shoemaker](#)  
**To:** [Historic Preservation](#)  
**Cc:** [Basement Escape](#)  
**Subject:** [EXTERNAL] Re: Re: Permit B2405330 - Historic Preservation Review  
**Date:** Friday, July 19, 2024 3:55:43 PM

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Please see attached:





On Fri, Jul 19, 2024 at 1:17 PM Historic Preservation <[preservation@fcgov.com](mailto:preservation@fcgov.com)> wrote:

Thanks, Brian! I'll keep an eye out for those photos from Jill.

Have a nice weekend!

Yani

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