



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

**CERTIFICATE OF APPROPRIATENESS – Minor Alteration**  
**ISSUED: August 23, 2024**  
**EXPIRATION: August 23, 2025**

Annette M. Bierbower and Travis T. Kauffman  
100 First St.  
Fort Collins, CO 80424

Dear Annie and Travis:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property, the Maneval/Mason/Sauer Property at 100 First St., 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:

- Replacement of non-historic, sliding, vinyl window on south elevation west side with another sliding, vinyl window with same grid pattern and no changes to the opening size, including related lead hazard containment

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 work beyond that indicated in your permit application/correspondence requires additional approval.

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.

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

**From:** [Annie Bierbower](#)  
**To:** [Yani Jones](#)  
**Subject:** [EXTERNAL] Re: Re: Re: Siding Project Pieces  
**Date:** Friday, August 23, 2024 2:06:36 PM  
**Attachments:** [South - 100 1st.HEIC](#)

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Hi Yani,

Thanks so much for the followup and the information. I was gone last week so sorry for the delay.

You, and everyone at your office, have always been incredibly helpful, quick, and great to work with so it is not that at all. It just seems almost absurd (for both of us) that there has to be a historic review for a low quality window that was for sure placed less than 10 years ago. I just really can't see the logic in that. It just seems like there should be a list of items that need to be reviewed and maybe even a list of items that don't and are only subject to normal permits. Thank you for putting together the character defining feature document. I will be sure to take a look and hopefully that will help.

- I have attached a photo of the window (the large one on the left/west side)
- The size of the window opening will not change
- Here is the information about the window:
  - Replacement Window Installation - INCLUDES LEAD CONTAINMENT 720.00  
Gerkin Replacement Window - White Vinyl - Nail Fin Frame - Single Slider XO - Low E 366 / i89 Insulated Glass Grids Between Panes 2V, 3H - 1 @ BLOCK 60 x 48 - South Facing

Thank you!

Sincerely,

Annie Bierbower  
[bierboweram@gmail.com](mailto:bierboweram@gmail.com)  
402-369-6174

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On Fri, Aug 23, 2024 at 11:53 AM Yani Jones <[yjones@fcgov.com](mailto:yjones@fcgov.com)> wrote:

Hi Annie,

I wanted to follow-up on my last message and share the Character-Defining Features Worksheet my team and I completed for your property – I hope it helps to shed some light on design review for your property! As I said, although design review is still required for all exterior alterations, review of proposed work that doesn't impact character-defining features will typically be very simple and quick.



