



## HISTORIC PRESERVATION COMMISSION REGULAR MEETING

July 14, 2021, 5:45 P.M.

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### MINUTES

#### **A. CALL TO ORDER**

Ms. Zuckweiler called the meeting to order at 5:45 pm

1. Roll Call

Board members in attendance:

Jean Zuckweiler  
Ruth Brunner  
Cheryl Snigg Cordova  
Melanie Starck  
ToniRae Andres

Absent:

Also in attendance:

Paul Hornbeck, Senior Planner  
Caitlin Heusser, Museum Curator  
Laura Browarny, Culture Supervisor

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board.

There were no changes to the agenda.

#### **B. CONSENT CALENDAR**

Upon a motion duly made and seconded, the consent calendar was approved by a vote of 5-0.

1. Approval of the minutes of April 14, 2021

2. Approval of the minutes of June 9, 2021

### C. BOARD ACTION

1. Application for Alteration Certificate – Dickey Farmhouse.

Mr. Hornbeck presented the staff report:

The applicant Ms. Laura Browarny, has submitted an application for an Alteration Certificate on behalf of the property owner the Town of Windsor, for the Dickey Farmhouse. Municipal Code Section 15-6-90(a) requires that an Alteration Certificate be approved prior to any alterations to designated landmark site:

*No person shall carry out or permit to be carried out on a designated landmark site or in a designated historic district any new construction, alteration, removal or demolition of a building or other designated feature without first obtaining a landmark alteration certificate for the proposed work under this Section, as well as any other permits required by this Code or other ordinances of the Town.*

The major alterations proposed to the Dickey Farmhouse are summarized as follows, with more detail available beginning on page 64 of the enclosed Condition Assessment:

#### A. Building Exterior

Demolition, deconstruction, and/or removal of the following:

1. Site: East stairs, and entry platform and south ramp, and entry platform
2. Building: East porch, walls.
3. Building: South porch in entirety.
4. Building: West shed roof porch, per demolition plan, partial removal.

#### B. Chimneys/Vents

1. Repair West chimney.
2. Reconstruct East chimney from roof level up to match historic photograph.

#### C. Roofing

1. Main roof, replace with asphalt shingles.
2. Northwest addition, replace with asphalt shingles.
3. West Addition, shed roof potential replacement based on field condition
4. Bay window roof, South, replace asphalt shingles with sheet metal.
5. East Porch Roof, replace asphalt shingles with sheet metal.

#### D. Roof Flashing - Repair as indicated in assessment

*E. Gutters and Downspouts*

1. Replace the existing gutters and downspouts with half round Galvalume Plus galvanized metal gutters: 6 inch, 24 gauge, soldered seams, and with matching accessories.
2. At ground level provide splash blocks at each outlet, minimum dimension of 20-inch extension by 10 inches in width, constructed from concrete.

*F. Repair and reinforce structural components of roof*

*G. Stone Foundation: Units, Paint, and Mortar*

1. Remove brownish red paint by pressure wash and evaluate.
2. Pointing of masonry to approximately 15% of total length of joints.
3. Repair and replace as needed and paint if desired by owner
4. After repairs, Owner may opt to paint the stone foundation's exterior surface.

*H. Walls, Siding*

1. Remove sheet good coverings over clapboard siding to reveal and replace as needed.
2. Remove asbestos shingle siding to reveal clapboard siding and replace/repair as needed; **or**
3. Retain the asbestos shingles as siding, with repair and replacement in-kind from salvage if available.
4. Once the south sun room porch addition has been removed, there may be a need for
5. clapboards to repair existing walls, or replace walls where the connection between the
6. kitchen and the sun porch was previously widened.
7. Wood shingles of the east upper elevation, gable end, some will require replacement in-kind. Restore and paint.

*I. Wood Moldings*

1. Remove paint, sand, and repaint wood moldings.
2. If any moldings are missing or have an inconsistent replacement—does not match—then additions or correct replacements of in-kind moldings are required.

*J. Wall Flashings Around Openings and at Foundation*

1. Assess flashing with potential new installation in required locations.

*K. Windows*

1. The objectives of the window repairs are to: retain maximum historic fabric, increase energy efficiency, and make the windows fully functional and easy to operate. Additional details are provided in the Assessment.

*L. Doors*

1. Renew finish on doors.
2. Rehang what is believed to be the original east entry door now located leaning against a wall in the living room.
3. Other exterior doors are not originals and will be replaced based on door to the basement serving as a guide to stylistic configurations.

M. ADA Accessibility

1. New ramp at west side of building

**Review Criteria**

Section 15-16-130 of the Municipal Code includes review criteria for issuing a certificate of alteration. It states an alteration certificate shall only be issued if:

*...the Commission determines that the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation. The Commission must find that a proposed development is visually **compatible** with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.*

Compatible is defined as follows:

*Consistent with, harmonious with and/or enhances the mixture of complementary architectural styles, either of the architecture of an individual structure or the character of the surrounding structures.*

The following criteria are provided to determine compatibility:

- (1) *The effect upon the general historical and architectural character of the structure and property.*
- (2) *The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures.*
- (3) *The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site.*
- (4) *The compatibility of accessory structures and fences with the main structure on the site, and with other structures.*
- (5) *The effects of the proposed work in creating, changing, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.*
- (6) *The condition of existing improvements and whether they are a hazard to public health and safety.*
- (7) *The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property.*
- (8) *Compliance with the Secretary of the Interior's Standards for Rehabilitation as listed below:*

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- c. Each property shall 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 architectural elements from other buildings, shall not be undertaken.*

Upon a motion duly made and seconded, the HPC voted 5-0 to approve the alteration certificate with the following findings of fact:

- 1. The proposed work will not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation*
- 2. The proposed development is visually compatible with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.*

## 2. Application for Alteration Certificate – Halfway House

Mr. Hornbeck presented the staff report:

The applicant Ms. Laura Browarny, has submitted an application for an Alteration Certificate on behalf of the property owner the Town of Windsor, for the Halfway House. Municipal Code Section 15-6-90(a) requires that an Alteration Certificate be approved prior to any alterations to designated landmark site:

*No person shall carry out or permit to be carried out on a designated landmark site or in a designated historic district any new construction, alteration, removal or demolition of a building or other designated feature without first obtaining a landmark alteration certificate for the proposed work under this Section, as well as any other permits required by this Code or other ordinances of the Town.*

The major alterations proposed to the Dickey Farmhouse are summarized as follows, with more detail available beginning on page 64 of the enclosed Condition Assessment:

*A. Foundation:*

1. lift the building and temporarily move to construct new concrete foundation

*B. Walls, Studs/Plates:*

1. Assess condition of bottom of all studs when building is lifted and determine treatment.

*C. Walls, Clapboards:*

1. The west elevation is to receive all new clapboards to match the other three elevations in species, bevel, exposure, and attachment. The underlayment for this and all other elements shall be field confirmed.
2. North, East, and South elevations: remove clapboards, install underlayment, replace sound clapboards. Install new to match existing.

*D. Windows:*

1. Remove cracked panes and replace with new glass of the same thickness.
2. Repair windows to full operability:

*E. Doors:*

1. Remove hinges and strip paint. Apply a black oxide finish or black enamel as found after overlay paint has been removed.
2. Replace rim lockset in kind, in black enamel.
3. Replace in kind the entry screen door.

*F. Wood Moldings:*

1. Replacement of all exterior wood moldings, casement, fascia, corner boards.

*G. Exterior Paint:*

1. Repair and repaint based on selected from the paint analysis results.

**Review Criteria**

Section 15-16-130 of the Municipal Code includes review criteria for issuing a certificate of alteration. It states an alteration certificate shall only be issued if:

*...the Commission determines that the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation. The Commission must find that a proposed development is visually **compatible** with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.*

Compatible is defined as follows:

*Consistent with, harmonious with and/or enhances the mixture of complementary architectural styles, either of the architecture of an individual structure or the character of the surrounding structures.*

The following criteria are provided to determine compatibility:

- (1) The effect upon the general historical and architectural character of the structure and property.*
- (2) The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures.*
- (3) The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site.*
- (4) The compatibility of accessory structures and fences with the main structure on the site, and with other structures.*
- (5) The effects of the proposed work in creating, changing, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.*
- (6) The condition of existing improvements and whether they are a hazard to public health and safety.*
- (7) The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property.*
- (8) Compliance with the Secretary of the Interior's Standards for Rehabilitation as listed below:*
  - a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
  - b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
  - c. Each property shall 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 architectural elements from other buildings, shall not be undertaken.*

Upon a motion duly made and seconded, the HPC voted 5-0 to approve the alteration certificate with the following findings of fact:

- 1. The proposed work will not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation*

*2. The proposed development is visually compatible with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.*

#### **D. DISCUSSION**

1. Meeting length expectations/ schedule  
HPC discussed the expected length of HPC meetings and agreed meetings should typically be around one hour.
2. Outreach Opportunities.  
HPC members agreed to staff the July 22 concert in the park tent to provide information about the commission
3. Poudre Valley Cemetery  
HPC discussed outreach to the property owner regarding designation
4. Downtown tour revisions  
HPC discussed revisions to the downtown tour should include historic images of buildings

#### **E. ADJOURN**

Upon a motion duly made, the meeting was adjourned at 7:10 p.m.



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Paul Hornbeck, Senior Planner