

# APPLICATION

## 2018 MAIN STREET HISTORIC DISTRICT GRANT PROGRAM

\* Required

Email address \*

laurieharbert@comcast.net

☐ Option 1

PROPERTY 

Historic Name of Property:

You're editing your response. Sharing this URL allows others to also edit your response.

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FORM

Property Address: \*

5650 S Curtice St.

PROPERTY OWNER



Submit the following information:

Name: \*

Laurie Harbert

Mailing Address: \*

6596 S. Kit Carson Street, Centennial, CO 80121

Email Address: \*

laurieharbert@comcast.net

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FORM

Phone Number: \*

303-730-2991

APPLICANT OR CONTACT



Submit the following information if different than the owner

Name: \*

Laurie Harbert

Relationship to the owner (tenant, manager, contractor, etc.): \*

self

Mailing Address: \*

Email Address: \*

Laurieharbert@comcast.net

Phone Number: \*

303-730-2991

## PROPOSED WORK



Submit the following information:

Please provide a description: \*

Restore 12 historic windows on the Spotswood



## PROJECT CATEGORIES



Mark the project category or categories that apply to your application.

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For All Properties: \*

- ☐ Professional Architectural Design Services
- ☐ Facade Work
- ☒ Maintenance
- ☐ New Signage
- ☐ Graffiti Removal

PROJECT COST 

Submit the following information:

Total Estimated Cost of Work: \*

\$33,605

Amount Requested (Up to 80% of Total Cost): \*

\$26,884

APPLICATION PACKET 

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FORM**

Submit the following information by email to [DRT@littletongov.org](mailto:DRT@littletongov.org) by May 7, 2018: \*

- ☒ A detailed written description of the proposed project.
- ☒ Pictures of the existing building and the areas where work is to be completed
- ☐ Historic photographs of the building, including, if possible, the areas where work will be completed
- ☒ Proposed budget
- ☒ Three bids from contractors
- ☒ Proposed time frame for completion of the project
- ☐ Copy of approved COA, if applicable

CONTRACT 

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## SIGNATURES



Complete the following:

Property owner signature (typing your legal name here will qualify as a legal signature) / date \*

Laurie Harbert

Applicant signature, if different than owner (typing your legal name here will qualify as a legal signature) / date

Your answer



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This form was created inside of City of Littleton. Report Abuse - Terms of Service - Additional Terms

Google Forms

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FORM**





Spotswood Residence  
5650 So. Curtice St.



Community Development  
2255 West Berry Avenue  
Littleton, Colorado 80120  
Phone: 303-795-3748  
[www.littletongov.org](http://www.littletongov.org)

## Historic Preservation Application

Form must be complete and accompany  
all submittal materials.  
**Incomplete applications will not be processed.**

APPLICANT/REPRESENTATIVE: <i>Laurie Harbert</i>	ADDRESS: <i>6596 So. Kit Carson St. Centennial, Co. 80121</i> PHONE: <i>303 730-2991</i> CELL: <i>303 919-7314</i> EMAIL: <i>laurieharbert@comcast.net</i>	SIGNATURE: <i>Laurie Harbert</i> NAME: <i>Laurie Harbert</i> TITLE: <i>applicant</i>
OWNER(S) OF RECORD: <i>Laurie Harbert</i>	ADDRESS: <i>6596 So. Kit Carson St. Centennial, Co. 80121</i> PHONE: <i>303 730-2991</i> CELL: <i>303 919-7314</i> EMAIL:	SIGNATURE: <i>Laurie Harbert</i> NAME: <i>Laurie Harbert</i> TITLE: <i>owner</i>
ARCHITECTURAL FIRM (if any):	ADDRESS: <i>NA</i> PHONE: CELL: EMAIL:	CONTACT PERSON:  TITLE:
Property Address: <i>5650 So. Curtice St. Littleton, Co. 80120</i>		
Historic Name of Building: <i>Spotswood Residence</i>		
Related Case Numbers: (COA, SDP, etc.)		
Zoning: <i>Commercial</i>		
Use (Existing and Proposed): <i>art studio</i>		
Project Name: <i>window restoration</i>		
Size of Property:		
Building Square Footage: <i>1,600 sq ft.</i>		
CASE TYPE		
<input type="checkbox"/> Certificate of Historic Appropriateness (COA)	<input type="checkbox"/> Historic District Designation	
<input type="checkbox"/> Historic Landmark Designation (Individual)	<input type="checkbox"/> State Tax Credit	
<input checked="" type="checkbox"/> Other: <i>2018 Main Street Grant Program</i>		
Pre-Application Meeting Date: <i>April 17, 2018</i>		
Pre-Application Meeting Planner: <i>Andrea Mimnaugh</i>		
This application shall be submitted with all submittal requirements. Incomplete applications will <u>not</u> be accepted. Submittal of this application does not establish a vested property right. Processing and review of this application may require the submittal of additional information, subsequent reviews, and/or meetings, as outlined in the City of Littleton Municipal Code and operating standards.		THIS SECTION FOR OFFICE USE ONLY  Date Received:

**Main Street Historic District Grant Program 2018**  
**Acceptance of General Conditions for Grant Assistance**

**Applicant** Laurie Herbert

**Property Address** 5650 S. Curtice St.

**If awarded grant funding, applicant agrees to the following conditions:**

1. The applicant acknowledges that awarded funds are disbursed on a reimbursement basis.
2. The timeline for completion of grants is 18 (eighteen) months, unless the Historical Preservation Board grants an extension for up to an additional 6 (six) months prior to the date of the initial expiration date.
3. The applicant must submit documentation of proof of payment for completed work to the city before reimbursement funds can be released.
4. Funding will not be released until city staff has inspected the completed work for consistency with the approved project.

**Applicant signature**

Laurie Herbert

**Date**

May 11, 2018

May 11, 2018

From: Laurie Harbert  
Spotswood Residence  
5650 S. Curtice St.  
Littleton, Co. 80120

I am submitting for the first time a grant application for the  
Spotswood Residence at 5650 S. Curtice St.  
Littleton, Co. 80120.

There are 12 original windows in the building that we will be restoring . 11 are  
double sash and one is 15 pane with colored glass corners.

Preserving and restoring the original windows will honor the old forest  
wood they were constructed from and the craftsmanship of the era.  
The home was constructed in 1881 and the windows are in need of some  
immediate attention as will be evidenced by the following photographs.

Some of the windows are in danger of the glass falling out.

They no longer are attached to the weights, do not open correctly and the  
locks do not work. There is also substantial rotting in the south windows.

Window restoration is a very specialized craft and few companies  
practice it. Inclosed "methods of procedure " information"

This can cause a lengthy wait to be scheduled in. I have been working with  
them since August of 1017.

We are scheduled in for the fall of 2018.

In my research I found that Heritage Window Restoration was highly  
recommended. Knowing that name was familiar, I remembered going to a  
talk on window restoration at the Littleton Historical Museum presented by  
Heritage Window restoration.

The proposed work will cost \$33,605.00 and take three months to complete.

I have owned the building since April of 1978. Went through the  
historical designation process in 2003

I truly believe in restoring and maintaing as much of our past treasures  
for generations to come.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Laurie Harbert". The ink is dark and the signature is fluid, with a large initial 'L' and a stylized 'H'.



**HERITAGE WINDOW RESTORATION**  
HISTORIC WINDOW, DOOR, & MILLWORK PRESERVATION

5800 East 58<sup>th</sup> Ave, Unit K  
Commerce City, Colorado 80022  
p. 303-482-7532 f. 303-394-3567

**PROPOSAL**

TO:	Lawrie Harbert	FROM:	Greg Connor <a href="mailto:greg@heritagewindowrestoration.com">greg@heritagewindowrestoration.com</a>
ATTN:		PROJECT REF:	Window Restoration
ADDRESS:	5650 South Currice Street, Littleton CO	DATE:	May 4, 2016

We hereby propose to furnish all of the materials and perform all the labor necessary to complete sash restoration for (12) double-hung wood windows.

**Inclusions:**

- Removal of the upper and lower sash and transportation to our facility
- Full restoration of the sash at our facility, including paint and glazing putty removal and structural repairs (replacement glass to be 1/8" clear annealed)
- Removal of loose and flaking paint from the jamb
- Repair of rotted portions of the jamb
- Hardware will be stripped of paint, cleaned, and lubricated
- New sash cords will be installed
- New weatherstripping will be installed
- Window sash will be adjusted for ease of operation and weather tightness

**Exclusions:**

Permits (including general construction and trade specific permits)

Bonding

Any and all work to the interior trim (casing, stool, apron, etc.) on the double hung windows

Compliance with the EPA RRP "Lead Safe" rule. EPA compliance should not be required as this property is not being used as a residence and is not a "Child Occupied Facility"

All material is guaranteed to be as specified and the above work will be completed in a substantial workmanlike manner for the sum of:

**\*\*\* Thirty-Three Thousand Six Hundred Five Dollars \*\*\* \$33,605.00 \*\*\***

With payments to be made as follows: 20% Deposit followed by monthly progress payments

**WORK IS ANTICIPATED TO BEGIN IN THE FALL OF 2016 AND TAKE 3 MONTHS TO COMPLETE**

Any alteration or deviation from the above specifications involving extra cost will be executed only by change order accepted by us, and will become an extra charge over and above the estimate. All agreements contingent upon strikes or accidents beyond our control. Owner to carry fire, vandalism, theft, tornado, and other necessary insurance upon acceptance of above work. Workmen's Compensation and Contractor's General Liability insurance on above work to be taken out by Heritage Window Restoration LLC. This proposal may be withdrawn by us if not accepted in 14 days.

**Respectfully Submitted by: HERITAGE WINDOW RESTORATION LLC**

Per: Phil Barlow Title: Project Manager

**ACCEPTANCE OF PROPOSAL** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

**Accepted by:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**"The information contained herein is confidential and intended solely for the use of the specified recipient(s)"**

# **HERITAGE WINDOW RESTORATION**

## **HISTORIC WINDOW, DOOR, & MILLWORK PRESERVATION**

### **WOOD WINDOW RESTORATION METHOD OF PROCEDURE**

**Informative Version**

**September 30, 2017**

#### **Overview**

Heritage Window Restoration prides itself on strict adherence to Secretary of the Interior Standards for Historic Preservation and we have developed our processes and procedures in accordance with the National Park Service's Preservation Briefs numbers 9 and 10 and associated Preservation Tech Notes. We don't replace if we can preserve, and we always use the gentlest means possible. We assume that lead containing paint and asbestos containing materials will be encountered on every window on every restoration project. We take all necessary precautions to protect our employees and to ensure that the work is being completed in the safest, most cost-effective manner possible. Our means and methods have been designed with these constraints in mind. All our employees are trained in OSHA's safe work practices and are certified to work with lead [29 CFR 1926.62 (OSHA)] and asbestos containing glazing putty and perimeter sealants [29 CFR 1926.1101(k)(9)(v) (OSHA)]. All of our superintendents are also EPA Certified Renovators should a project be mandated by the more stringent EPA RRP rule (40 CFR 745).

#### **Mock-up**

A mock-up is a crucial first step in the restoration process. This is a finished product that represents the completed scope and quality of the work which serves as a benchmark for all the other openings in the building. The mock-up process enables Heritage to identify any items that may not have been anticipated and allows us the opportunity to verify the most appropriate means and methods for a given project. The mock-up also presents the owner and architect opportunity to review a finished product prior to the completion of all openings. The true value of the mock-up is consensus between the owner, architect, and contractor as to the acceptability of the finished product.

#### **Submittals**

Per the contract documents, all materials incorporated into the restoration will be submitted for approval. This includes materials such as primer, paint, putty, and sealant. We believe that our finished product is only as good as the materials employed in the restoration process and so we use products that have been proven to be effective and long lasting.

#### **On-Site Method of Procedure**

##### ***Window Sash Removal:***

- 1.) When required per EPA regulations, place poly-sheeting on the floor at the work area to collect any dust or debris created during the sash removal process. The sheeting will extend 10 feet from the window opening towards the interior of the room and 6 feet on either side of the opening. If these minimum distances cannot be achieved, the sheeting will extend as far as possible into the room as well as side to side in front of the window opening.
- 2.) Remove the lower window sash from the existing opening by scoring and removing the "interior stop" from the existing frame.
- 3.) Remove the upper window sashes, including transoms where present, by scoring and removing the "parting stop."



# **HERITAGE WINDOW RESTORATION**

## **HISTORIC WINDOW, DOOR, & MILLWORK PRESERVATION**

- 4.) When the sash has completed the restoration process in the shop, the original piece of glass will be installed in the same location from which it came.

### ***Sash Restoration:***

*NOTE: The Method of Procedure for the Off-Site Sash Restoration is identical to the On-Site Existing Frame Restoration section, excluding steps 8 and 9, with a few additional steps:*

- 1.) All sashes, after they have been stripped, are re-squared prior to applying epoxy consolidates. This is achieved by clamping the sash and when 90 degree internal angles are achieved, dowels are utilized to maintain the shape.
- 2.) Before the glass is set and bedded, and after the sanding of the epoxy is completed, the glazing rabbit is primed.
- 3.) After sanding the epoxy consolidates, kerfs are cut for future installation of the bulb seal and, when specified, t-rail weather stripping.

### ***Interior Stop Restoration:***

- 1.) This process is like the Existing Frame Restoration section but may include some new fabrication to replace pieces which were damaged beyond repair during the sash removal process.

### ***Parting Stop Fabrication:***

- 1.) All parting stop will be fabricated to match existing and will be prefinished in the shop prior to installation on-site.

### ***Glazing Process:***

- 1.) Dap Glazing compound is applied to the glazing rabbit and the glass is installed using push points when traditional glazing putty is utilized. Push points are not used when glass stops (wood or other) are utilized.
- 2.) The residual Dap compound that "oozes" out is cleaned from the glass and wood sash surfaces.
- 3.) When the Dap has "set-up" Glazing putty or wood glass stop is applied.
- 4.) The sash is then placed vertically in a drying rack.
- 5.) Depending on the type of glazing compound utilized, dry time can range from a little as a few days to 6 weeks.

### ***Painting and Staining Process:***

- 1.) The sashes are masked to protect the glass but still allow the finish paint to extend very slightly beyond the glazing bed to create a seal.
- 2.) They are transferred to painting racks, and the primer and two finish coats are applied with an airless or a HVLV paint sprayer.
- 3.) When the finish coat is dry, the masking is removed, the bulb seal installed, glass cleaned, and the sash delivered to the site for installation.

# **HERITAGE WINDOW RESTORATION**

## **HISTORIC WINDOW, DOOR, & MILLWORK PRESERVATION**

- 4.) Number each sash for each opening per the window schedule using a "Sharpie" to write the corresponding number on the unfinished side of the stile of each sash. Where multiple sashes are present in one opening, a dash (-) followed by a sequential numbering system will be used. For example; a window opening designated 236C has 4 total sashes. There are two upper sashes and two lower sashes. As viewed from the interior, if sash removal will begin in the lower left hand corner of the opening: The lower left hand sash will be labeled 236C-1, the upper left hand sash will be labeled 236C-2, the lower right hand sash will be labeled 236C-3, and the upper right hand sash will be labeled 236C-4. This system will be utilized in the same order where transom windows are present. The interior stop will be labeled with 236C and differentiated by an "L," "C," or "R" to designate its original location (Left, Center, or Right). The parting stop is not typically labeled or restored as it is most often time damaged beyond repair during the removal process and new parting stop will be fabricated to match the existing for every opening.
- 5.) When required per EPA regulations, bag or wrap all components; including sash, interior stop, parting stop and trash in heavy duty poly-sheeting or poly-bags to assure containment of any dust or debris during transport.
- 6.) When required per EPA regulations, cleaning verification will be provided following a thorough cleaning of the area using damp wipes and/or HEPA vacuums; including, but not limited to, all sills, stools, floors, weight pockets, poly-bags and poly-sheeting.

### ***Installation of Temporary Enclosures:***

- 1.) The material selected for use as the temporary enclosure, "Verolite" or similar, will be cut to fit inside the existing opening whenever possible. If not specified, plywood or OSB will be utilized. When required, the perimeter of the Verolite, plywood, or OSB will be wrapped in foam tape to create the most effective weather seal possible. The wood backing for this will be screwed to the existing frame where the interior stop and/or parting stop was located. The screw holes created will be hidden by the interior stop or parting stop upon reinstallation of the restored components and causes little to no damage to the frame. The verolite will then be attached to this backing material utilizing screws.

### ***Existing Frame Restoration:***

- 1.) Loose and Flaking or failed paint is removed following the National Park Service Preservation Brief number 10. A "wet method" utilizing chemical strippers, carbide scrapers, or HEPA approved mechanical sanders (or a combination of all three) will ensure that no lead based paint dust is created. Following the paint stripping process, a thorough visual and tactile examination of the existing wood substrate will be performed.
- 2.) If there are any pieces or components that have shifted or become loose on the frame, counter-sunk coated screws and/or galvanized brad nails will be utilized to restore the integrity of the components.
- 3.) If it is determined that the existing substrate is beyond repair using epoxy, the deteriorated wood will be "cut" out of the existing frame and a replacement piece fabricated to replicate the removed component, commonly referred to as a "Dutchman," will be installed in its place. After all the Dutchmen have been installed, epoxy will be utilized to make any other repairs that are deemed necessary.
- 4.) When the epoxy has dried, it will be sanded to shape. A thorough review by our staff will determine if any additional epoxy consolidate is required.

# **HERITAGE WINDOW RESTORATION**

## **HISTORIC WINDOW, DOOR, & MILLWORK PRESERVATION**

- 5.) All window frame components will then be primed, and an additional review completed to ensure that we have achieved the acceptable criteria set forth by the "Mock-up Review." If more consolidation is deemed necessary, the primer at that location will be removed and steps 5-7 will be repeated.
- 6.) A modified polyurethane sealant will then be applied to all areas that require it. The sealant will either be color matched and/or paintable. It will be a low-modulus elastomeric product.
- 7.) A minimum of two finish coats of paint will then be applied and given ample drying time before the restored sash will be installed.

### ***Sash Installation:***

- 1.) The sash will be delivered pre-finished to site and will be installed per the plans and specifications. Depending on the specifications, "T-Rail" weather stripping will be utilized on both sides of the window opening jamb legs. This will often require adjustment (shimming) to achieve the appropriate fit. Foam glazing tape will be employed for this task. The sashes are installed in a manner which attempts to balance the ease of operation while still maintaining the best possible seal against air infiltration.
- 2.) The hardware will then be installed.
- 3.) All necessary caulking and paint touch up will be preformed after installation to provide a clean and seamless finished product. Please understand that the interface of the interior face of the interior stop and the interior window frame is not typically caulked as this inhibits future access for general maintenance purposes.
- 4.) After the owner and architect have reviewed the finished product, all necessary punch-list items will be corrected.

### **Off-site Method of Procedure**

#### ***Receiving Sash:***

- 1.) When the sashes and interior stop arrive at the "Shop" the window designation numbers are "stamped" into the sash at the same location. This is to ensure that the number is not inadvertently removed during the restoration process.

#### ***Glazing Putty, Glass Removal, and Glass Cleaning:***

- 1.) Steam ovens are utilized to soften the historic glazing putty and all existing putty is removed. This ensures a wet method technique that is non-invasive and is the best method to avoid breakage of the glass during this process.
- 2.) When the glass has been removed, the corresponding sash number is written on a piece of tape and applied to the surface of the glass.
- 3.) This number will be removed temporarily when the glass is cleaned, but will be reattached after the cleaning is complete. Typical glass cleaners such as Windex are utilized. All glass that can be reused will be reused. Existing scratches on the glass that were not created during the removal or cleaning process will not dictate replacement of the glass unless directed by the architect and/or owner.

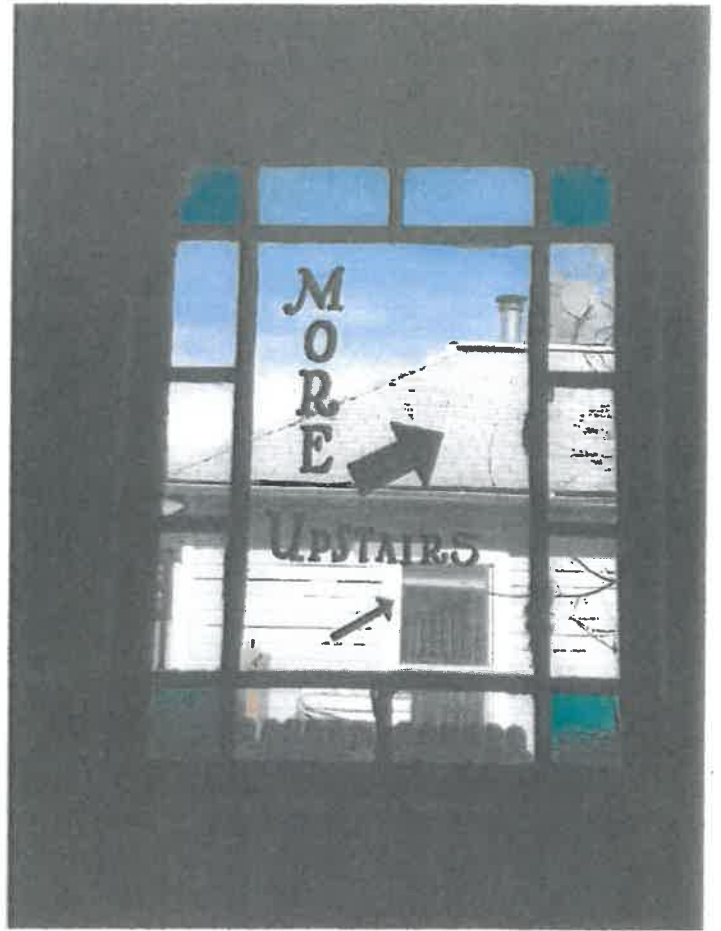


The 11 double sash  
Windows to be restored



The 15 pane  
window with colored  
glass corners.

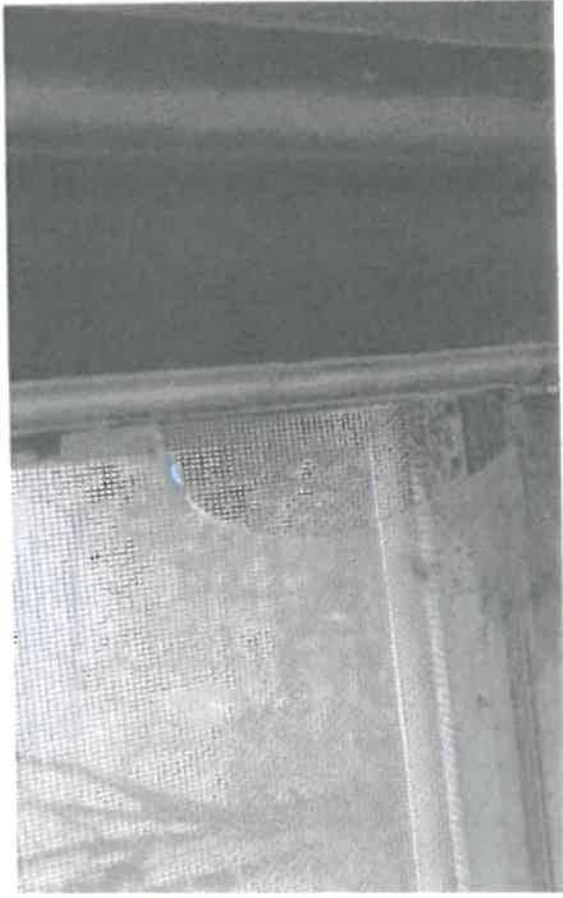
To be restored  
on the north side  
of building.



When I purchased the  
home in 1978 I did  
not know this window  
existed. It was painted  
on the outside the same  
color of the body of the  
house. The inside  
had been paneled over.  
Wonderful surprise!



glass is broken  
or cracked on many  
windows



Window frames  
are rotten.



Locks no longer  
Lock  
wood is rotten.



Window frames  
are warped and  
glass is loose



**These photos represent the condition of the windows in the building. The glass no longer can be secured firmly in the frames due to rotting and warping. Creating an unsafe situation. The windows no longer stay open on there own.**



