



## CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Incomplete applications will not be processed for Commission review.

Please print legibly.

**1. HISTORIC NAME OF PROPERTY OR HISTORIC DISTRICT: (if known)**

Garden Homes Historic District

**ADDRESS OF PROPERTY:**

4383 N 25th St

**2. NAME AND ADDRESS OF OWNER:**

Name(s): Starlight Homes LLC

Address: PO Box 20618

City: Greenfield

State: WI

ZIP: 53220-0618

Email: collin@starpropertymgmt.com

Telephone number (area code & number) Daytime: 414-539-6255 Evening: 414-539-6255

**3. APPLICANT, AGENT OR CONTRACTOR: (if different from owner)**

Name(s): Second Time Around Realty Inc

Address: PO Box 20618

City: Greenfield

State: WI

ZIP Code: 53220-0618

Email: collin@starpropertymgmt.com

Telephone number (area code & number) Daytime: 414-539-6255 Evening: 414-539-6255

**4. ATTACHMENTS:** (Because projects can vary in size and scope, please call the HPC Office at 414-286-5712 or 414-286-5722 for submittal requirements)

**A. REQUIRED FOR MAJOR PROJECTS:**

\_\_\_\_\_ Digital photographs of affected areas & all sides of the building

\_\_\_\_\_ Sketches and Elevation Drawings in PDF form. New construction, major storefront remodels, etc., must provide one set of D or E size drawings and sections

\_\_\_\_\_ Material and Design Specifications (please attach)

**B. NEW CONSTRUCTION ALSO REQUIRES:**

\_\_\_\_\_ Floor Plans (show fenestration and approximate wall locations, final floor plans are not required)

\_\_\_\_\_ Site Plan showing location of project and adjoining structures and fences

**PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED UNLESS BOTH PAGES OF THIS FORM ARE PROPERLY COMPLETED.**

**5. DESCRIPTION OF PROJECT:**

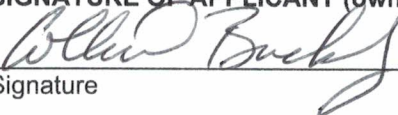
Tell us what you want to do. Describe all proposed work including materials, design, and dimensions. Additional pages may be attached via email.

To address Department of Neighborhood Services Order # 25-05260 (attached), the 17 exterior vinyl windows will be replaced with white Anderson Fibrex windows with exterior grids (6 per pane) to match the windows on the other half of this townhome as closely as possible.

The entry door will be replaced with steel door, without windows. See attached for an image of the proposed door.

The handrail requirement on the order has been abated. A COA was obtained (attached) for work recently done.

**6. SIGNATURE OF APPLICANT (owner signature required for demolition):**

  
Signature

Collin Buckley

Please print or type name

5/28/2025

Date

This form and all supporting documentation MUST arrive by 4:00 pm (11:59 pm via email) on the deadline date established to be considered at the next Historic Preservation Commission Meeting. Any information not provided to staff in advance of the meeting will not be considered by the Commission during their deliberation. Please call if you have any questions and staff will assist you.

**Email Form to:** [hpc@milwaukee.gov](mailto:hpc@milwaukee.gov)

Historic Preservation Commission  
841 N. Broadway, Rm. B1  
Milwaukee, WI 53202

**PHONE: (414) 286-5712 or 286-5722**

[www.milwaukee.gov/hpc](http://www.milwaukee.gov/hpc)

**Or click the SUBMIT button to automatically email this form, if using an app such as Outlook or Apple Mail. The submit button does not work with web-based email interfaces.**

**SUBMIT**





**Department of Neighborhood Services**  
**Enforcement Section**  
**841 N. Broadway**  
**Milwaukee, WI 53202**

Inspection Date  
04/23/2025  
ORD-25-05260

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**INSPECTION REPORT AND ORDER TO CORRECT CONDITION**

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STARLIGHT HOMES LLC  
PO BOX 20618  
GREENFIELD WI 53220

**Re: 4383 N 25TH ST**

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**THIS PROPERTY IS DESIGNATED AS A HISTORIC BUILDING UNDER THE CITY'S HISTORIC PRESERVATION ORDINANCE. PRIOR TO MAKING ANY REPAIRS YOU MUST CONTACT THE HISTORIC PRESERVATION COMMISSION AT 286-5712 TO DETERMINE WHETHER ANY SPECIAL CONDITIONS APPLY.**

Taxkey #: 231-0038-000

A recent inspection of the premises at the above address revealed conditions that violate the Milwaukee Code of Ordinances. You are hereby ordered to correct each violation listed below by date indicated.

**Correct By Date: 06/24/2025**

1 ) 320-21-11.a Certificate required. No person or entity shall alter, reconstruct, or rehabilitate any part of the exterior of a historic structure or structure or improvement on a historic site or within a historic district, construct any improvement on a historic site, on a parcel that contains a historic structure, or on a parcel within a historic district, including a parcel which is to be rendered vacant or partially vacant by reason of partial or complete demolition of a structure within a historic site or district, or partially or wholly demolish any historic structure or structure within a historic site or district, or partially or wholly demolish any historic structure or structure or improvement on a historic site or within a historic district, or permit any of these activities to occur unless a Certificate of Appropriateness has been issued by the Historic Preservation Commission.

\*\*\* You are hereby ordered to obtain a Certificate of Appropriateness for alterations or construction. Contact the Historic Preservation Commission at 286-5712 for information on how to obtain a Certificate of Appropriateness.

(VINYL WINDOWS, ENTRY DOOR, AND HANDRAILS)

For any additional information, please phone Inspector **Jason Rusnak** at **414-286-2817** or **jrusna@milwaukee.gov** between the hours of **8:00 a.m. to 10:00 a.m. Monday through Friday**. Violations can also be viewed on our website at [www.milwaukee.gov/lms](http://www.milwaukee.gov/lms).

Per Commissioner of Neighborhood Services By -

*Jason Rusnak*  
Inspector

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**OFFICIAL NOTICE OF VIOLATION**

*The City of Milwaukee - Department of Neighborhood Services*

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**Recipients:**

STARLIGHT HOMES LLC, MARK ROEKER (RA) 15350 W NATIONAL AVE, STE 212, NEW BERLIN, WI 53151  
STARLIGHT HOMES LLC, PO BOX 20618, GREENFIELD, WI 53220

**FAILURE TO COMPLY**

Failure to correct the violations noted herein within the time set, or failure to comply with the order as modified by an appellant board and maintain compliance, may subject you to prosecution and to daily penalties of \$150.00 to \$10,000 in the manner provided in Section 200-19.

Also, any infraction of this order may result in a citation under Section 200-12-5 of the Milwaukee Code of Ordinances Volume II.

**RIGHT TO APPEAL**

You may file an appeal within 20 days. The Milwaukee Code of Ordinances requires that a written appeal of this order be received within 20 days of service of this order. If service of this order is made by mail, the appeal shall be received within 30 days or by the compliance date plus 5 days not to exceed 30 days. There is a fee for filing this appeal.

**Violations (excluding zoning violations - Chapter 295) must be appealed to the Code Appeals Secretary, Municipal Building, 1st Floor, 841 N. Broadway, Milwaukee, Wisconsin 53202, phone 414 286-2543.**

Violations of Chapter 295 of the Milwaukee Code of Ordinances must be appealed to the Board of Zoning Appeals, 809 N. Broadway, 1st floor, Milwaukee, Wisconsin 53202, phone 414-286-2501. All appeal applications must include the required information outlined in sec. 295-311-6.

**If an appeal is pursued, it is your responsibility, as the recipient of this order, to file with the appropriate department. Please contact the inspector that issued this order if you are unclear on this issue. Filing an appeal with the incorrect department may render your appeal null and void.**

**TENANT RENT WITHHOLDING**

Uncorrected violations on properties may allow tenants to deposit their rent in an escrow account in the Department of Neighborhood Services under Section 200-22. The Commissioner may withdraw monies from such escrow accounts to make repairs to protect the health, safety and welfare of tenants.

**REINSPECTION FEES**

In accordance with Section 200-33-48, a fee may be charged for any reinspection, except no fee shall be charged for the final reinspection when compliance is recorded. **The fee is \$254.00 for the first reinspection, \$508.00 for the second and all subsequent reinspections. These fees include a 1.6% training and technology surcharge.**

**Reinspection fees shall be a lien upon the real estate where the reinspections were made and shall be assessed and collected as a special tax.** If you wish to contest the assessment of a reinspection fee, contact the inspector, and, if necessary, the inspector's supervisor. If no agreement is reached, an appeal form will be mailed to you, which you can complete and send to the City's Administrative Review Appeals Board. Any question regarding the actual appeal process, please contact the Administrative Review Appeals Board at (414) 286-2221. Please be aware that there is a fee required when filing an appeal.

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**OFFICIAL NOTICE OF VIOLATION**

*The City of Milwaukee - Department of Neighborhood Services*

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TRADUCCION EN ESPAÑOL Si Ud, necesite ayuda para la traducción, de esta información, comuníquese con el 'Centro Hispano' Council for the Spanish Speaking, Inc., 614 W. National Avenue, Milwaukee, WI 53204. Teléfono: (414) 928-1600 o Community Advocates, 728 James Lovell Street., Milwaukee WI, 53233, Teléfono: (414) 449-4777

LUS HMOOBYog koj xav tau kev pab txhais cov lus no, thov hu mus rau koomhaum Hmong/American Friendship Association, 3824 West Vliet Street, Milwaukee, WI 53208, xovtooj yog (414) 344-6575.

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**OFFICIAL NOTICE OF VIOLATION**

*The City of Milwaukee - Department of Neighborhood Services*

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## Collin Buckley

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**From:** Rusnak, Jason <jrusna@milwaukee.gov>  
**Sent:** Thursday, May 8, 2025 1:31 PM  
**To:** Collin Buckley  
**Subject:** RE: 4383 N 25th St Cert of Appropriateness

Thank you for the COA. The handrail reference on the order has been abated.

### Jason Rusnak

Special Enforcement Inspector  
4001 S. 6th Street, 2nd floor, Milwaukee, WI 53221  
P: (414) 286-2817 F: (414) 286-0918



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**From:** Collin Buckley  
<collin@starpropertymgmt.com>  
**Sent:** Thursday, May 8, 2025 1:27 PM  
**To:** Rusnak, Jason <jrusna@milwaukee.gov>  
**Subject:** 4383 N 25th St Cert of Appropriateness

Hello Jason,

With regards to Order # 25-05260, attached is the Certificate of Appropriateness that was issued on 2/28/2025. Installation of the two

handrails was approved. The image was from Home Depot to illustrate what handrails would be used. It was provided along with the application and was incorporated into the Certificate. I believe that this negates the need to obtain a COA for the handrails on Order # 25-05260.

Please confirm.

Regards,  
Collin



**Collin Buckley**  
**Second Time Around Realty Inc**  
PO Box 20618 | Greenfield, WI 53220  
[Collin@starpropertymgmt.com](mailto:Collin@starpropertymgmt.com)  
O: 414-539-6255 (x105) F: 414-755-0792  
[www.secondtimearoundrealty.com](http://www.secondtimearoundrealty.com)

The City of Milwaukee is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City of Milwaukee e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements.





# Certificate of Appropriateness

Milwaukee Historic Preservation Commission/841 N Broadway/Milwaukee, WI 53202/phone 414-286-5722

## Property Description of work

### 4383 N. 25<sup>th</sup> St., Garden homes Historic District

Repair existing vinyl siding in-kind. Replace damaged or missing slats on existing wooden dog-eared fence in-kind. Removal of plywood over a window on the north façade. Installation of two handrails at the front entrance with the design provided below.

## Date issued

2/28/2025

In accordance with the provisions of Section 320-21 (11) and (12) of the Milwaukee Code of Ordinances, the Milwaukee Historic Preservation Commission has issued a certificate of appropriateness for the work listed above. The work was found to be consistent with preservation guidelines. The following conditions apply to this certificate of appropriateness:

N/A

All work must be done in a craftsman-like manner. Staff must approve any changes or additions to this certificate before work begins. Work that is not completed in accordance with this certificate may be subject to correction orders or citations. If you require technical assistance, please contact Historic Preservation staff as follows: Phone: (414) 286-5722 E-mail: [hpc@milwaukee.gov](mailto:hpc@milwaukee.gov).

## Permits and timeline

You are responsible for determining if permits are required and obtaining them prior to commencing work. Consult the Development Center on the web or by telephone for details: [www.milwaukee.gov/lms](http://www.milwaukee.gov/lms) - (414) 286-8210. If permits are not required, work must be completed within one year of the date this certificate was issued. If permits are required, permits must be obtained within one year of the date this certificate was issued.

City of Milwaukee Historic Preservation

Copies to: Development Center



Karl home

## Transitional Handrail Stair Railing Fits 1-Step Iron Rail Kit

★★★★★ (331) ∨ Questions & Answers (102)



Hover Image to Zoom

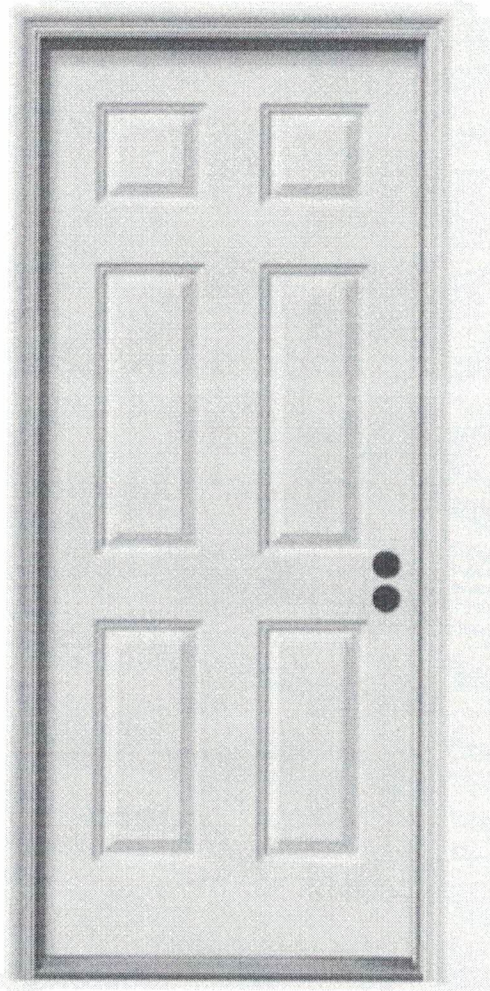
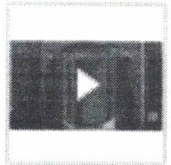
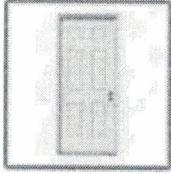
Handrail design for front entry



JELD-WEN

## 36 in. x 80 in. 6-Panel Primed Steel Prehung Left-Hand Inswing Front Door w/Brickmould

★★★★★ (949) ✓ Questions & Answers (225)



Hover Image to Zoom