



## 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)

HISTORIC MITCHELL STREET

ADDRESS OF PROPERTY:

637 W. MITCHELL ST.

2. NAME AND ADDRESS OF OWNER:

Name(s): DR. STELLA MORENO

Address: 100 E. CHEROKEE CIRCLE

City: FOX POINT

State: WI

ZIP: 53217

Email: atomhammer@hotmail.com

Telephone number (area code & number) Daytime: 414.467.7687 Evening: 414.467.7687

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

Name(s): JOSÉ FERNANDO MORENO

Address: 100 4154 N. PROSPECT AVE.

City: SHOREWOOD

State: WI

ZIP Code: 53211

Email: atomhammer@hotmail.com

Telephone number (area code & number) Daytime: 414.467.7687 Evening: 414.467.7687

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

A. REQUIRED FOR MAJOR PROJECTS:

Photographs of affected areas & all sides of the building (annotated photos recommended)

Sketches and Elevation Drawings (1 full size and 1 reduced to 11" x 17" or 8 1/2" x 11")  
A digital copy of the photos and drawings is also requested.

Material and Design Specifications (see next page)

B. NEW CONSTRUCTION ALSO REQUIRES:

Floor Plans (1 full size and 1 reduced to a maximum of 11" x 17")

Site Plan showing location of project and adjoining structures and fences

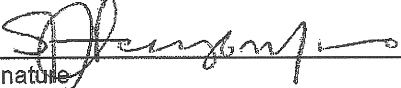
**PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED UNLESS  
BOTH PAGES OF THIS FORM ARE PROPERLY COMPLETED  
AND SIGNED.**

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.

PLEASE REFER TO THE WORD DOCUMENT AND SCREENSHOTS OF THE PROPERTY THAT WERE ATTACHED TO THE EMAIL ACCOMPANYING THESE DOCUMENTS.

6. SIGNATURE OF APPLICANT:

  
Signature

JOSÉ FERNANDO MORENO  
Please print or type name

31 JULY 2015  
Date

This form and all supporting documentation **MUST** arrive by 12:00 noon 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.

Hand Deliver or Mail Form to:  
Historic Preservation Commission  
City Clerk's Office  
200 E. Wells St. Room B-4  
Milwaukee, WI 53202

PHONE: (414) 286-5722

FAX: (414) 286-3004

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

Or click the **SUBMIT** button to automatically email this form for submission.

**SUBMIT**

## **Certificate of Appropriateness Application Addendum:**

The Moreno family has owned this structure and property since 1982. The first floor serves primarily as a private family medical clinic, while the second floor has been vacant for nearly this entire period. Mr. Moreno passed away two years ago, and his wife, Dr. Stella Moreno, approaches retirement. Dr. Moreno's son and daughters have commenced work to bring the structure into compliance with city codes, and to rehabilitate the upper floors with the eventual aim of creating future rental income for Mrs. Moreno once she retires.

The project can be considered to include two main phases. The first phase consists of the work that will be needed to bring the structure into compliance with City of Milwaukee guidelines, given recent code violations identified by the Department of Neighborhood Services. The second phase will incorporate the work needed to make the upper floor capable of generating rental income again.

### **Phase 1:**

The Department of Neighborhood Services identified seven code violations that we must remedy, before commencing work on anything else. The violations were numbered in terms of their location on the two screenshots attached to this email message. The first violation identified by DNS referred to the entire property in general. The second, third, and fourth violations referred to the northern side of the structure, and the fifth, sixth, and seventh violations referred to the western side of the structure. They are re-listed below, along with a statement of our plans to address each violation. To assist in visualizing the violations and our solutions, we took two screenshots of the property's northern and western facades, and numbered areas of concern with red, bold numbers.

### **Code Violations:**

#### **"General":**

**#1. (275-32-3-a):**"Protect all wood trim with paint or other approved coating applied in a workmanlike manner."

Referring to the western screenshot, we have decided to repaint windows (#7 & #8), and decided to repaint a door (#21) as well. Attachment "IMG\_9915" is a close-up photograph of these two windows.

We have also decided to replace the plywood covering (#20) that has deteriorated significantly, and replace it with new plywood that we will re-paint as well. Attachment "IMG\_9929" is a photograph of the current plywood covering.)

### **"North Side":**

#### **#2. (275-32-4-a): "Replace broken window pane."**

We removed loose glass in window #26. We plan to replace damaged frames and loose putty in windows #26. We also plan to replace the damaged wooden frames in windows #24 and #25 with wooden frames of the same design as well.

The aluminum storm windows will be replaced for windows #23-#26. We understand that we are not to deviate from the design, color, or form used previously for the storm windows.

#### **#3. "Restore foundation to a safe and sound condition"**

The DNS inspector pointed out a section of the northern façade, near the ground, that was crumbling. We intend to remove the crumbling material and extend the flat concrete face with a skim coating procedure. This part of the structure is identified by #28 on the northern screenshot. Attachment "IMG\_9923" is a close-up of this area that will be repaired.

The DNS inspector also pointed out glass blocks that were cracked, along the ground line on the western wall (#1-#6 on the western screenshot). We have decided to replace these glass blocks with new ones entirely, instead of simply replacing individual glass blocks.

#### **#4. "Replace broken window pane. Second Floor"**

(Refer to #2)

### **"West Side":**

#### **#5. (275-32-4-a): "Replace broken window pane. 2nd FLOOR."**



We will replace the window frames for windows #17, #18, and #19, with wooden frames of the same design to maintain consistency with historical standards.

**#6. (275-32-4-a):** "Replace missing window panes and putty. 2nd FLOOR."

We will replace the window frames for windows #17, #18, and #19, with wooden frames to maintain consistency with historical standards.

### **"West First Floor Perch"**

**#7. (275-32-3-h):** "Handrails required on open sides of porch steps. Install missing handrails."

Last year we corresponded with Mr. Jakubovich, agreeing upon a design for the handrails. Early in 2015, we installed two black handrails on both sides of the porch steps, utilizing a design advertised by Joe Wilde, of New Berlin. Their location flanks the two people sitting on the perch near the #10, on the western facade screenshot.

These plans are the result of consultations made with Historical Preservation Commission staff and members of the Mitchell Street Business Improvement District. We are anxious to comply with municipal codes and the design standards of this great historic district, but also operate with a severely limited budget and no current rental income or immediate access to grants or serious capital of any kind. Please take this into consideration as you review these plans. We are happy to answer any questions you may have and I (Fernando Moreno) have provided my contact information below in case anyone wishes to ask me questions of any kind at any time. Thank you for your time and consideration.

Sincerely,

Fernando Moreno  
Zoning & Planning Specialist  
Community Services Department  
Village of Brown Deer  
Cell: 414.467.7687  
Email: atomhammer@hotmail.com






  
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 View - Oct 2014

Eric Mitchell Street  

  
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 Administration



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