



# 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)

ADDRESS OF PROPERTY:

2017 N. Terrace Ave

2. NAME AND ADDRESS OF OWNER:

Name(s):

Jim + Nanna Otzko

Address:

4322 Gulfstream Pkwy

City:

Cape Coral

State:

FL

ZIP:

33993

Email:

maotzko@aol.com

Telephone number (area code & number) Daytime:

239-898-7415

Evening:

same

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

Name(s):

Address:

City:

State:

ZIP Code:

Email:

Telephone number (area code & number) Daytime:

Evening:

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:

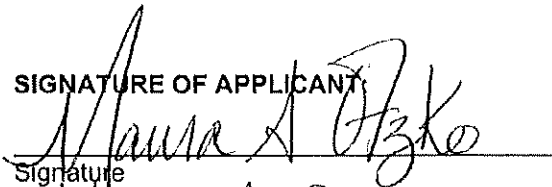
Tell us what you want to do. Describe all proposed work including materials, design, and dimensions. Additional pages may be attached via email.

SEE ATTACHED

Balcony Jump Porch...

DIMENSIONS APPROX 12 x 13 to stay within building codes. Porch will not go beyond windows on either side of the door, nor will this area be a carpet because of the pillars and stoop.

6. SIGNATURE OF APPLICANT:

  
Signature

MAURA A. OTZKO  
Please print or type name

March 2, 2022  
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.

Mail or Email Form to:  
Historic Preservation Commission  
City Clerk's Office  
841 N. Broadway, Rm. B1  
Milwaukee, WI 53202

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

[hpc@milwaukee.gov](mailto:hpc@milwaukee.gov)

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

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

**SUBMIT**



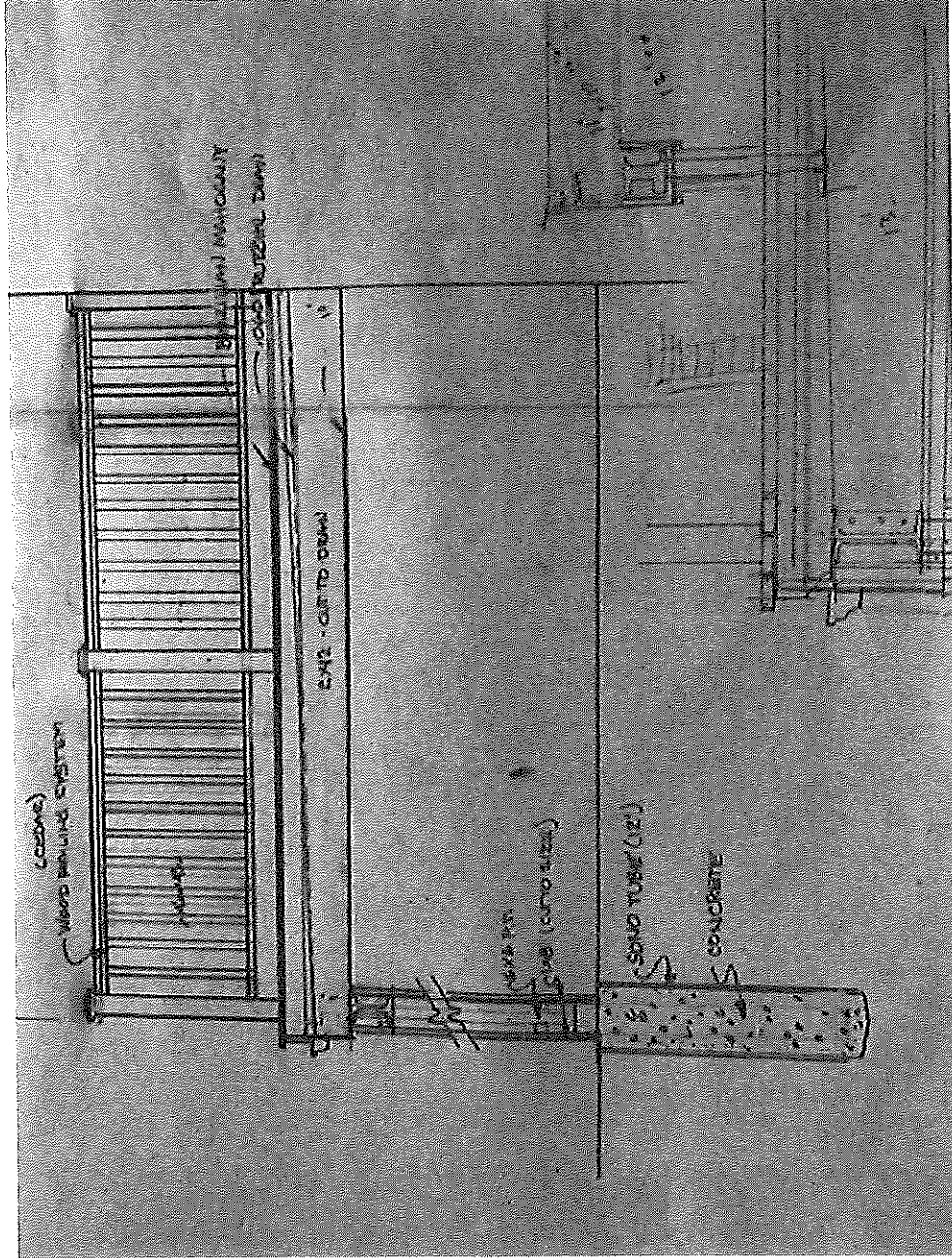
**C.J. Holmes Company, LLC**  
1860 Churchview Dr.  
Elm Grove, WI 53005

**Jim & Maura Otzko 414-839-1134 email:**  
2017 N. Terrace Ave.  
Milwaukee, WI 53202  
December 23, 2021

**CONSTRUCT A 11'-8" x 13' SECOND FLOOR BALCONY:**

1. Remove existing rotten airing porch from east side of home.
2. Excavate two 16" round footings, 48" deep (below grade). Install two 16" Sono tubes, filled with concrete to create a footing for new balcony support columns, as per plan. Install "Simpson" masonry post anchors to attach 3" iron support post to new concrete footings. Install an engineered 13' long x 8" high "I" beam designed to carry balcony load, as per building code.
3. Construct a 11'-8" x 13' wide floor system, with 2x12 pressure treated floor joist, 12" O.C. Cut 2x12 floor joist from 11-1/4" at house wall to 8" over the steel beam. Install a 3/4" plywood over new angle cut 2x12's to create floor drain slopping to outside wall of new balcony floor. Tie floor system into existing house structure, anchor outside floor joist to interior wood framing of house.
4. Install aluminum flashing between existing house and new balcony, as per plan.
5. Install .060 rubber roofing over sloped plywood floor joist. Install new pressure treated 2x8 floor joist, cut an angle to match angle of 2x12 below. Set 2x8 upper floor joist system directly over rubber roof and 2x12 joist below to create a level surface for floor decking above.
5. Install 5/4 x 6 "IPE" decking to over floor framing, space decking 1x8" apart to allow for water drainage.
6. Install select cedar trim boards over iron post 6"x 6", frame around steel beam and at perimeter of floor system, as per plan.
7. Install a beadboard ceiling under balcony frame,
8. Install a gutter and downspout along the outside edge of the balcony, as per plan.
9. Install a seven newel posts with railing system at perimeter of new balcony, as per building code. Railing system to have 2"x 2" cedar balusters, 4" on center with top and bottom rails, as per plan. *Option: Install a metal railing system selected by owner and approved by the design review board.*
10. Furnish scaled drawings of new balcony as required to obtain a building permit from by the City of Milwaukee Building Department. The building department requires a survey with the scale drawing of new balcony on survey. Owner to get approval by

SIDE VIEW  
OF DECK  
(JUMP FORCH)



Jump Porch  
will stay within  
windows on either  
side of the door.

