



Office of the City Clerk

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November 10, 2025

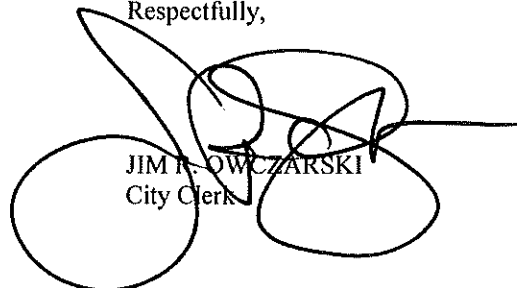
**RE: Substitute resolution granting permanent historic designation to the Edanside Apartments at 3131 W. Wells Street, in the Fourth Aldermanic District.**

Dear Interested Parties:

At the November 4th Common Council meeting, the above property was unanimously granted permanent historic designation. The owner will need to obtain Certificates of Appropriateness for any exterior or landscaping work prior to beginning work. I have attached a certified copy of the resolution and how to obtain a certificate of appropriateness.

Information regarding the Historic Preservation Commission is available online at <http://city.milwaukee.gov/hpc>. If you have questions, please contact Tim Askin of the Historic Preservation staff at (414) 286-5712.

Respectfully,

  
JIM OW CZARSKI  
City Clerk

Enclosure



# PRESERVATION TOPICS 2

Historic Preservation Commission

City of Milwaukee

## HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS FOR A HISTORIC SITE OR STRUCTURE IN MILWAUKEE

### The Milwaukee Historic Preservation Ordinance

The historic preservation ordinance, adopted as Section 308-81 (now 320-21) of the Milwaukee Code in June of 1981, provided certain kinds of legal protection for buildings or sites the Common Council of the City of Milwaukee has declared "Historic Structures" or "Historic Sites." The purpose of this ordinance is to preserve Milwaukee's heritage, history, and its superb collection of period architecture. A seven-member Historic Preservation Commission appointed by the Mayor administers the ordinance. The commissioners are dedicated citizens, architects, historians, and other experts selected for their interest and skills in historic preservation. The Commission and its staff are ready to assist the public in any appropriate way to meet these goals.

A complete explanation of the provisions of the ordinance can be obtained by contacting the Historic Preservation Commission staff. In brief, the ordinance provides that any individual or group may nominate a building or place for designation as a Historic Structure, Historic Site, or Historic District. The Historic Preservation Commission reviews the applications and makes a recommendation to the Common Council that a structure or site should be declared "Historic." The Council then acts upon the Commission's recommendation.

Once the structure, site, or district has been designated as locally historic by the Common Council, the structure, site or district is under the protection of the ordinance, and no changes may be made to the exterior unless the owner first obtains a "Certificate of Appropriateness" from the Historic Preservation Commission. This certificate is the Commission's written affirmation that a proposed change is sympathetic to the historic character of the property and is consistent with the intent of the ordinance. When a permit is applied for, the Development Center plan examiner will check to see if the property in question is a designated historic structure, historic site or within a historic district. If it is, the applicant is required to obtain a Certificate of Appropriateness.

### Obtaining Certificates of Appropriateness

To obtain a Certificate of Appropriateness, the owner of the building files an application with the Historic Preservation Commission as outlined below.

Some certificates for simple projects are issued by staff within a few days of application. Certificate requests for larger or higher impact projects are reviewed by the Commission at a public meeting. The Commission hears opinions and evidence on the proposed changes, and then exercises its best collective judgment as to whether or not the proposed alteration or demolition is compatible with the intent of the ordinance and public interest. If the judgment is favorable, the Commission will direct staff to issue a Certificate of Appropriateness directly to the owner and submit a copy to the Development Center. The owner may then obtain the necessary building permit in the normal way. The Commission may also issue a Certificate conditioned upon the applicant's written agreement to make specified changes in the project necessary to bring it into conformance with the intent of the designation.

In the event that the Historic Preservation Commission finds that the proposed alteration is not consistent with the historic character of the site, structure, or district, and no compromise can be reached immediately, they will refuse to issue a Certificate. Should this happen, a building or demolition permit would not be issued by the Development Center.

Obtaining a Certificate of Appropriateness (COA) is not difficult, but does require some time. Owners are advised to begin the process well in advance, since procedural regulations and the requirements of the ordinance do not permit hasty action on the part of the Commission. The following steps are required:

#### 1. Historic Guidelines

Read the guidelines for the structure or district to determine if your project complies. Most guidelines are found on the Historic Preservation website, [www.city.milwaukee.gov/hpc](http://www.city.milwaukee.gov/hpc) or call the office at 414-286-5712 or 286-5722 to obtain a copy.

## **2. Apply for a Building Permit**

Apply at Development Center, on the 1<sup>st</sup> floor of 809 North Broadway, in the usual way. When the property is identified as a designated historic structure or a within a historic district, you will then be given an application for a Certificate of Appropriateness or directed to see the Historic Preservation Commission staff. Please note: If you wish to seek the advice of the Historic Preservation staff or apply for a Certificate of Appropriateness before you apply for a building permit, you may do so.

## **3. Complete the Application**

Questions should be addressed to the Historic Preservation Commission staff located in City Hall Room B-4. Call 414-286-5712 or email [HistoricPreservation@milwaukee.gov](mailto:HistoricPreservation@milwaukee.gov).

## **4. Prepare Presentation Materials**

Certain drawings may be required for review by the Development Center before a building permit can be issued. A set of these same drawings should accompany your application for a Certificate of Appropriateness. You should, in addition, include sketches, drawings, photographs, or any other material that you feel will help the Historic Preservation Commission understand the proposed changes to the structure. The quality of the presentation materials will be an important factor in enabling the Commission to fully understand what you intend to do. The presentation materials will be filed and retained by the Commission, so be sure to make copies for your own records.

## **5. File the Application and Presentation Materials**

Mail or hand-deliver the application with accompanying photographs, drawings and materials samples to the Historic Preservation Commission staff. In most cases HPC staff will be able to approve the work outlined in the application and issue a COA in approximately seven days. If the proposed work cannot be approved by staff, the application will be heard at the next scheduled Commission meeting provided that the application is received at least 12 working days prior to that meeting. Staff is available to meet with you to review your project at any time during the COA application process. Applicants are encouraged to attend the hearing / meeting in order to answer questions. If you have an architect or professional consultant, it may help if he or she is also available to answer questions. At the meeting, the Commission may approve the application, give approval conditioned on the owner's willingness to make specified changes, or refuse the request.

## **6. Public Hearings on Refused Applications**

If your application is refused or you do not agree with the Commission recommendations, a public hearing will be scheduled on all refused applications within thirty days of the original review. At that time, the owner may present further cause as to why compliance with the ordinance may not be feasible or may present other relevant evidence. The Commission will issue a final decision on whether or not to grant a Certificate of Appropriateness not more than fifteen days after the public hearing. If the Commission refuses the application, construction or demolition cannot legally proceed. The applicant has the right to waive the public hearing if he or she wishes to file an appeal with the Common Council.

## **7. Appeal of Refused Applications**

Owners denied a Certificate of Appropriateness by the Historic Preservation Commission may appeal the decision to the Common Council provided that such appeal is made within twenty days of the public hearing cited in step #5.

## **8. Begin Construction**

Construction can proceed legally only after issuance of a Certificate of Appropriateness and obtaining a permit for the project. Work done without a Certificate of Appropriateness is a violation of Section 320-21, Milwaukee Code of Ordinances and is subject to correction orders or citations outlined in s. 12-14 of the Milwaukee Code. The progress of the construction will be monitored to assure compliance with approved plans.

## **9. Changes During Construction Require Approval**

Changes made during the construction that affect the exterior of a building or site are not permitted unless they have been approved by the Historic Preservation Commission or Commission staff in accordance with the procedures outlined previously. The Development Center may suspend an issued permit to prevent unapproved changes from being carried forward.

If you have questions or need further information on any preservation-related topic, please contact the Commission staff:

**Historic Preservation Commission**  
Office of the City Clerk  
200 E. Wells Street, Room B-4  
Milwaukee, WI 53202  
Phone 414/286-5712 / 286-5722  
FAX 414/286-3004  
[HistoricPreservation@milwaukee.gov](mailto:HistoricPreservation@milwaukee.gov)

# City of Milwaukee

Office of the City Clerk

200 E. Wells Street  
Milwaukee, Wisconsin 53202

Certified Copy of Resolution

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**FILE NO: 250830**

**Title:**

**Substitute resolution granting permanent historic designation to the Edanside Apartments at 3131 W. Wells Street, in the Fourth Aldermanic District.**

**Body:**

Whereas, The Milwaukee Historic Preservation Ordinance, s. 320-21 of the Code of Ordinances, provides that historic sites, structures and districts may be designated by the Common Council upon the recommendation of the Historic Preservation Commission; and

Whereas, The Historic Preservation Commission, at its October 6th, 2025 meeting, by unanimous vote, recommended historic designation of the Edanside Apartments at 3131 W. Wells Street.; and

Whereas, This building fulfills the following criterion set forth in s. 320-21-3:

f-5. Its embodiment of distinguishing characteristics of an architectural type or specimen.

f-6. Its identification as the work of an artist, architect, craftsman or master builder whose individual works have influenced the development of the city.

; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the Edanside Apartments at 3131 W. Wells Street., further described as:

ASSESSMENT SUBD NO 50 ETC IN NE 1/4 SEC 25-7-21 BLOCK 1 LOT 5 & W 43' OF N  
75' OF LOT 4 & PERMANENT 10' DRIVEWAY EASEMENT PAR & AGL N 75' OF E LI OF  
W 43' LOT 4 BID #10

be designated as a Milwaukee historic site. The Preservation Guidelines pursuant to the Historic Designation Study Report, a copy of which is attached to this file, shall apply to this site and is adopted by the Common Council as part of this file.

**Analysis:**

This resolution grants permanent historic designation to the Edanside Apartments at 3131 W. Wells Street, in the Fourth Aldermanic District.



I, James R. Owczarski, City Clerk, do hereby certify that the foregoing is a true and correct copy of a(n) Resolution Passed by the COMMON COUNCIL of the City of Milwaukee, Wisconsin on November 4, 2025.

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James R. Owczarski

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November 10, 2025

Date Certified