



# City of Waukesha

Waukesha City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Landmarks Commission

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Wednesday, June 4, 2025

6:00 PM

Council Chambers, City Hall

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#### I. Call to Order

#### II. Roll Call

**Present** 4 - Matt Retzak, Mike Chrisien, Marty Larson, and Carmen De La Paz

#### III. Public Comment

#### IV. Approval of Minutes

[ID#25-00804](#) Minutes of May 7, 2025

**A motion was made by Member Marty Larson, seconded by Member Aaron Spencer, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

#### V. Landmark's Commission Paint and Repair Grant Funds

#### VI. Old Business

[ID#25-00794](#) Landmarks Commission Certificate of Appropriateness for 301 Windsor Dr. Review a request to replace the roof and two windows, and to tuckpoint the siding (Caples Park Historic District).

**A motion was made by Member Matt Retzak, seconded by Member Carmen De La Paz, that this item be approved, noting that the roof shingles will be Owens Corning Duration Brownwood, windows as proposed, and new mortar to match the hardness and texture of existing. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

#### VII. New Business

[ID#25-00984](#) Landmarks Commission Consultation for 517 Madison St. Review a proposal to repaint the house (Madison Street Historic District).

**A motion was made by Ald. Mike Chrisien, seconded by Member Aaron Spencer, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

[ID#25-00978](#) Landmarks Commission Paint and Repair Grant for 517 Madison St. Review a request for a grant to repaint the house (Madison Street Historic District).

*Held until applicant can be in attendance.*

[ID#25-00979](#) Landmarks Commission Paint and Repair Grant for 311 McCall St. Review a grant request for previously approved roof replacement work (McCall Street Historic District).

**A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, to approve a grant in the amount of \$2,595.00. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

[ID#25-00980](#) Landmarks Commission Paint and Repair Grant for 242 N. Hartwell Ave. Review a grant request for previously approved gutter replacement work (McCall Street Historic District).

**A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, to approve a grant in the amount of \$3,000.00. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

[ID#25-00805](#) Landmarks Commission Certificate of Appropriateness for 305 McCall St. Review a request to repair several leaks and add a new waterproofing system (McCall Street Historic District).

**A motion was made by Member Marty Larson, seconded by Member Julie Scarpace, that this item be approved. The motion carried by the following vote:**

**Aye:** 5 - Matt Retzak, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

**Nay:** 2 - Aaron Spencer and Mike Chrisien

[ID#25-00981](#) Landmarks Commission Paint and Repair Grant for 305 McCall St. Review a request for a grant for previously approved roof repair work (McCall Street Historic District).

*Held until applicant can be in attendance.*

[ID#25-00943](#) Landmarks Commission Certificate of Appropriateness for 134 West Laflin Ave. Review a request to replace the front and rear porches (Laflin Avenue Historic District).

**A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, to approve this item, with the understanding that the new railings will match the existing rear porch railings as closely as possible and that the front and rear porch railings will match. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

[ID#25-00982](#) Landmarks Commission Paint and Repair Grant for 134 W. Laflin Ave.

**A motion was made by Member Jennifer Wall, seconded by Member Marty Larson, to approve a grant in the amount of \$1,971.00. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

[ID#25-00953](#) Landmarks Commission Certificate of Appropriateness for 202 W. College Ave. Review a request to replace the siding (College Avenue Historic District).

**A motion was made by Member Carmen De La Paz, seconded by Member Julie Scarpace, to approve emergency repairs to prevent further water damage, but to hold approval of the full siding replacement proposal until more details can be provided at a future meeting. The motion carried by the following vote:**

**Aye:** 6 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall and Carmen De La Paz

**Nay:** 1 - Julie Scarpace

[ID#25-00955](#) Landmarks Commission Certificate of Appropriateness for 201 W. Laflin Ave. Review a request to replace storm windows and repair rotten wood sills.

**A motion was made by Member Marty Larson, seconded by Member Aaron Spencer, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

[ID#25-00983](#) Landmarks Commission Paint and Repair Grant for 201 W. Laflin Ave.

**A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, to approve a grant in the amount of \$2,150.00. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

[ID#25-00975](#) Landmarks Commission Certificate of Appropriateness for 507 N. Grand Ave. Review a request to replace third story windows (Andrew Frame House).

**A motion was made by Member Aaron Spencer, seconded by Member Jennifer Wall, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Matt Retzak, Aaron Spencer, Mike Chrisien, Marty Larson, Jennifer Wall, Julie Scarpace and Carmen De La Paz

VIII. Alderman's Report

*Alderman Chrisien noted that the Council approved 2026 CDBG Funds and thanked the Landmarks Commission for their efforts to help applicants with their work.*

IX. Springs Report

*Charlie reported on North High School's volunteer work to clean Hobo and Minniska Springs.*

X. Communications and Publications

*Charlie asked about availability for the July meeting. Carmen thanked Jennifer Wall for her many years of service.*

XI. Adjournment