



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Landmarks Commission

Wednesday, May 1, 2024

6:00 PM

Council Chambers, City Hall

I. Call to Order

II. Roll Call

Present 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak, and Cassandra Rodriguez

Absent 1 - Aaron Spencer

III. Public Comment

IV. Approval of Minutes

[ID#24-9592](#) Landmarks Commission Meeting Minutes - April 3, 2024

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

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

V. Landmark's Commission Paint and Repair Grant Funds

VI. New Business

[ID#23-8230](#) Landmarks Commission Certificate of Appropriateness for 408 McCall St. Review a request to replace the roof, gutters, downspouts, garage siding, front porch lattices, and a window (McCall Street Historic District).

A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, to approve siding replacement provided that the dimensions will match the existing house and that it will be smooth sided without a false wood texture to be approved by staff, to approve roof replacement to match roof on the garage, to approve replacement of gutters and downspouts provided the gutters are half-round to match the existing gutters, and to approve replacement of porch lattices provided any replacement wood matches the dimensions of the existing wood. The motion carried by the following vote:

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

Nay: 1 - Cassandra Rodriguez

Absent: 1 - Aaron Spencer

A motion was made by member Cassandra Rodriguez, seconded by member Marty Larson, to deny approval of the replacement of the picture window with two windows, to require that it be returned to a single window matching the original dimension, to require that the stained glass window above remains intact and a header is placed properly on the new window, noting that the window replacement was not consistent with the Secretary of the Interior's standards. The motion carried by the following vote:

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

A motion was made by member Cassandra Rodriguez, seconded by Member Julie Scarpace, to require that the window restoration be completed by August 1st, 2024. The motion carried by the following vote:

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

[ID#24-9576](#) Landmarks Commission Certificate of Appropriateness for 1101 Buckley St. Review a request to repair/replace the front and side porches. (Patrick J. Buckley House)

A motion was made by member Carmen De La Paz, seconded by member Jennifer Wall, to approve the repair or the front and side porches, with any replacement wood to match the dimensions of existing as closely as possible, maintaining the same color palette and architectural, noting that railing height can match the existing height. The motion carried by the following vote:

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

[ID#24-9597](#) Landmarks Commission Paint and Repair Grant for 1101 Buckley Street

Held at the request of the applicant.

[ID#24-9567](#) Landmarks Commission Certificate of Appropriateness for 1202 E. Broadway. Review a request to paint exterior trim and repair or replace storm windows (East Broadway Historic District).

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

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

[ID#24-9595](#) Landmarks Commission Paint and Repair Grant for 1202 E. Broadway

A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, to approve a grant in the amount of \$2,500.00. The motion carried by the following vote:

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

[ID#24-9575](#) Landmarks Commission Certificate of Appropriateness for 242 N Hartwell Avenue. Review a request to add new gutters and downspouts (McCall Street Historic District).

A motion was made by Member Matt Retzak, seconded by Member Cassandra Rodriguez, to table this item until the applicant can provide more information and a section drawing of the proposal details for further visual review. The motion carried by the following vote

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

[ID#24-9596](#) Landmarks Commission Paint and Repair Grant for 242 N. Hartwell Avenue

Grant tabled until COA is approved. No vote.

[ID#24-9590](#) Landmarks Commission Certificate of Appropriateness for 513 McCall St. Review a request to repair six windows (McCall Street Historic District).

A motion was made by Member Marty Larson, seconded by Member Carmen De La Paz, that this item be approved. The motion carried by the following vote:

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

[ID#24-9594](#) Landmarks Commission Paint and Repair Grant for 513 McCall Street

A motion was made by member Cassie Rodriguez, seconded by Member Matt Retzak, to approve a grant in the amount of \$1,200.00. The motion carried by the following vote:

Aye: 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Cassandra Rodriguez

Absent: 1 - Aaron Spencer

VII. Alderman's Report

VIII. Springs Report

Charlie gave updates from the Parks Department on Hobo Spring maintenance issues.

VIII. Communications and Publications

Charlie gave an update on work to find a volunteer group to do a Springs Cleanup project.

X. Adjournment