



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Landmarks Commission

Wednesday, July 6, 2022

6:00 PM

Council Chambers

I. Call to Order

II. Roll Call

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

Absent 1 - Cassandra Rodriguez

III. Public Comment

IV. Approval of Minutes

[ID#22-4386](#) Landmarks Commission Minutes of June 1, 2022

Attachments: [lcmn June 1, 2022](#)

[Sign-In Sheet 6-1-2022](#)

A motion was made by Member Jennifer Wall, seconded by Member Julie 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 Aaron Spencer

Absent: 1 - Cassandra Rodriguez

V. Election of a new Landmarks Commission Chair

A motion was made by Member Jennifer Wall, seconded by Aaron Spencer to nominate Carmen De La Paz for the position of Landmarks Commission Chair. The motion carried by the following vote:

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

Absent: 1 - Cassandra Rodriguez

A motion was made by Marty Larson, seconded by Jennifer Wall, to nominate Cassie Rodriguez for the position of Landmarks Commission Vice-chair. The motion carried by the following vote:

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

Absent: 1 - Cassandra Rodriguez

VI. Landmark's Commission Paint and Repair Grant Funds

V. Old Business

[ID#22-3493](#) Certificate of Appropriateness for 1222 E. Broadway. Review a request to replace windows and siding on attached garage (East Broadway Historic District).

Attachments: [1222 E. Broadway Cover Sheet](#)
[1222 E. Broadway Window Estimate 6-29-22](#)
[COA Approval Letter 1222 E. Broadway. 2-7-22](#)
[COA Approval Letter 1222 E. Broadway. 4-7-22](#)
[LCOA22-00001, 1222 E Broadway](#)
[Window Photos](#)

A motion was made by Member Matt Retzak, seconded by Member Jennifer Wall, 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 Aaron Spencer

Absent: 1 - Cassandra Rodriguez

[ID#22-3522](#) 1222 E Broadway, Paint & Repair Grant

Attachments: [1222 E. Broadway Cover Sheet](#)
[1222 E. Broadway Window Estimate 6-29-22](#)
[COA Approval Letter 1222 E. Broadway. 2-7-22](#)
[COA Approval Letter 1222 E. Broadway. 4-7-22](#)
[LCOA22-00001, 1222 E Broadway](#)
[Window Photos](#)

A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, that this item be denied. The motion carried by the following vote:

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

Absent: 1 - Cassandra Rodriguez

VIII. New Business

[ID#22-4241](#) Landmarks Commission Certificate of Appropriateness for 502 McCall St. Review a request to replace the roof (McCall Street Historic District).

Attachments: [502 McCall St. Cover Sheet](#)
[502 McCall St. estimate](#)
[LC App, 502 McCall](#)

A motion was made by Member Marty Larson, seconded by Aaron Spencer, 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 Aaron Spencer

Absent: 1 - Cassandra Rodriguez

[ID#22-4388](#) Landmarks Commission Paint and Repair Grant for 502 McCall St.

Attachments: [502 McCall St. Cover Sheet](#)
[502 McCall St. estimate](#)
[LC App, 502 McCall](#)

A motion was made by Member Jennifer Wall, seconded by Member Julie Scarpace, to approve a grant in the amount of \$1,278.20 for the project at 502 McCall St., and a grant in the amount of \$1,834.31 for the project at 401 Central Ave. The motion carried by the following vote:

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

Absent: 1 - Cassandra Rodriguez

[ID#22-4271](#) Landmarks Commission Certificate of Appropriateness for 1120 E. Broadway. Review a request to add a new ductless Air Conditioning system with an exterior line running to the attic (East Broadway Historic District).

Attachments: [1120 E. Broadway Cover Sheet](#)
[LC Application - 1120 E Broadway](#)
[Emergency COA - 1120 E. Broadway](#)
[AC Unit and photos](#)

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 Aaron Spencer

Absent: 1 - Cassandra Rodriguez

[ID#22-4387](#) Landmarks Commission Paint and Repair Grant for 1120 E. Broadway.

Attachments: [1120 E. Broadway Cover Sheet](#)
[LC Application - 1120 E Broadway](#)
[Emergency COA - 1120 E. Broadway](#)
[AC Unit and photos](#)

Motion made by Carmen De La Paz, seconded by Julie Scarpace to deny a Paint and Repair Grant for the proposed work.

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

Absent: 1 - Cassandra Rodriguez

[ID#22-4376](#) Landmarks Commission Certificate of Appropriateness for 323 McCall St. Review a request to replace the screen door and windows on the rear porch (McCall Street Historic District).

Attachments: [323 McCall St. Cover Sheet](#)
[LC Application, 323 McCall](#)
[Storm window brochure](#)
[photos - 323 McCall](#)

A motion was made by Member Julie Scarpace, seconded by Member Jennifer Wall, 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 Aaron Spencer

Absent: 1 - Cassandra Rodriguez

[ID#22-4390](#) Landmarks Commission Paint and Repair Grant for 323 McCall St.

Attachments: [323 McCall St. Cover Sheet](#)
[LC Application, 323 McCall](#)
[Storm window brochure](#)
[photos - 323 McCall](#)

The applicant withdrew this request.

[ID#22-4377](#) Landmarks Commission Certificate of Appropriateness for 401 Central Ave. Review a request to replace the front porch (Morris Cutler House).

Attachments: [401 Central Ave. Cover Sheet](#)
[Application - 401 Central Ave](#)
[Repair Proposals - 401 Central Ave](#)

A motion was made by Member Julie Scarpace, 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 Aaron Spencer

Absent: 1 - Cassandra Rodriguez

[ID#22-4389](#) Landmarks Commission Paint and Repair Grant for 401 Central Ave.

Attachments: [401 Central Ave. Cover Sheet](#)
[Application - 401 Central Ave](#)
[Repair Proposals - 401 Central Ave](#)

A motion was made by Member Jennifer Wall, seconded by Member Julie Scarpace, to approve a grant in the amount of \$1,278.20 for the project at 502 McCall St., and a grant in the amount of \$1,834.31 for the project at 401 Central Ave. The motion carried by the following vote:

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

Absent: 1 - Cassandra Rodriguez

IX. Alderman's Report

X. Springs Report

[ID#22-4391](#) Discussion and possible action on the Silurian Spring structural assessment and possible uses of available Historic Springs restoration funds.

motion to request CD to include \$35,000 in a cip request

A motion was made by Member Julie Scarpace, seconded by Member Jennifer Wall, to request that the Community Development Department make a CIP budget request in the amount of \$35,000 for structural repairs to the Silurian Spring basement access. The motion carried by the following vote:

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

Absent: 1 - Cassandra Rodriguez

XI. Communications and Publications

XII. Adjournment