



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Landmarks Commission

Wednesday, March 6, 2024

6:00 PM

Council Chambers, City Hall

I. Call to Order

II. Roll Call

Present 5 - Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer, and Cassandra Rodriguez

Absent 2 - Marty Larson, and Jennifer Wall

III. Public Comment

IV. Approval of Minutes

[ID#24-8933](#) Minutes of January 10, 2024

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

Aye: 5 - Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer and Cassandra Rodriguez

Absent: 2 - Marty Larson and Jennifer Wall

V. Landmark's Commission Paint and Repair Grant Funds

VI. New Business

[ID#24-9115](#) Landmarks Commission Certificate of Appropriateness for 1307 E. Broadway. Review a request to replace the roof (East Broadway Historic District).

A motion was made by Member Julie Scarpace, seconded by Member Matt Retzak, to approve a Certificate of Appropriateness for the already completed roof and gutter replacement, as well as the proposed chimney replacement at 1307 E. Broadway, with the condition that replacement brick and Lannon stone must match existing as closely as possible. The motion carried by the following vote:

Aye: 5 - Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer and Cassandra Rodriguez

Absent: 2 - Marty Larson and Jennifer Wall

[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 Carmen De La Paz, seconded by Member Cassandra Rodriguez, to hold this item due to the absence of the applicant, with the note that the applicant may send a representative to a future meeting, but somebody needs to be in attendance. The motion carried by the following vote:

Aye: 5 - Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer and Cassandra Rodriguez

Absent: 2 - Marty Larson and Jennifer Wall

[ID#24-8943](#) Discussion and possible action on updates to the Landmarks Commission Design Guidelines..

Charlie presented the current design guidelines and the Landmarks Commission discussed potential changes and reorganization to make it more user friendly.

VII. Alderman's Report

VIII. Springs Report

Charlie reported on the completion of the new light at Acme Spring. Julie asked about the timeline for removal of tree roots that are damaging the stairs at Hobo Spring.

IX. Communications and Publications

[ID#24-9150](#) Letter of Support for Ethnos 360 Capital Campaign

Charlie reported on a letter of support from the Landmarks Commission for the Ethnos 360 Capital Campaign, Waukesha Unlocked, the Landmarks Commission's display case in the Council Chamber, and the upcoming public input campaign for the City's zoning code update.

X. Adjournment