



# City of Waukesha

Waukesha City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Landmarks Commission

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Wednesday, February 5, 2025

6:00 PM

Council Chambers, City Hall

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#### I. Call to Order

#### II. Roll Call

**Present** 5 - Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak, and Aaron Spencer

**Absent** 2 - Marty Larson, and Elizabeth Moltzan

#### III. Public Comment

#### IV. Approval of Minutes

[ID#25-00041](#) Minutes of January 8, 2025

**A motion was made by Member Spencer, seconded by Member De La Paz, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 3 - Carmen De La Paz, Matt Retzak and Aaron Spencer

**Absent:** 2 - Marty Larson and Elizabeth Moltzan

**Abstain:** 2 - Jennifer Wall and Julie Scarpace

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

#### VI. New Business

[ID#25-00060](#) Landmarks Commission Certificate of Appropriateness for 402 Wisconsin Avenue. Review a request to add structural support beams for the fire escape (Madison Street Historic District).

**A motion was made by member Jennifer Wall, seconded by member Aaron Spencer, to approve this item with the condition that the applicant consider adding a veneer or a concrete stamp to the base of the supports, to match the foundation of the building, to be approved by staff. The motion carried by the following vote:**

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

**Absent:** 2 - Marty Larson and Elizabeth Moltzan

## VII. Old Business

[ID#24-11523](#) Discussion and possible action on the pending application to adjust the boundaries of the individual National Register listing for the Senator William and Henrietta Blair House, and on the Landmarks Commission's draft response letter.

**A motion was made by member Carmen De La Paz, seconded by member Aaron Spencer, to approve the letter as written by Jennifer Wall, with Carmen's signature. The motion carried by the following vote:**

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

**Absent:** 2 - Marty Larson and Elizabeth Moltzan

## VIII. Alderman's Report

## IX. Springs Report

*Julie mentioned the possibility of having high school students help volunteer with Springs cleanups.*

## X. Communications and Publications

*Charlie mentioned Multi-factor authentication of City emails, the 2025 Landmarks Commission awards, and updated applications and fees.*

## XI. Adjournment