



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Landmarks Commission

Wednesday, June 5, 2024

6:00 PM

Council Chambers, City Hall

I. Call to Order

II. Roll Call

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

Absent 1 - Jennifer Wall

III. Public Comment

IV. Approval of Minutes

[ID#24-9855](#) Landmarks Commission Minutes of May 1, 2024

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

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

Absent: 1 - Jennifer Wall

V. 2024 Landmarks Commission Awards Presentation for 301 Windsor Drive

VI. Landmark's Commission Paint and Repair Grant Funds

VII. Old Business

[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 Carmen De La Paz, that this item be approved with the revisions presented. The motion carried by the following vote:

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

Absent: 1 - Jennifer Wall

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

A motion was made by Member Marty Larson, seconded by Member Aaron Spencer, to approve a grant in the amount of \$2,250.00. The motion carried by the following vote:

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

Absent: 1 - Jennifer Wall

VIII. New Business

[ID#24-9856](#) Landmarks Commission Certificate of Appropriateness for 245 N. Barstow St. Review a request by Carroll University to demolish the non-historic Physical Therapy building at 245 N. Barstow St. and replace it with a new business school building (College Avenue Historic District).

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

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

Absent: 1 - Jennifer Wall

[ID#24-9857](#) Landmarks Commission Certificate of Appropriateness for 212 N. Charles St. Review a request to replace the siding, roof and gutters (McCall Street Historic District).

A motion was made by member Cassie Rodriguez, seconded by member Aaron Spencer, to approve roof and gutter replacement with the condition that existing half-round gutters would be replaced with new half-round gutters, and to hold approval of siding replacement until the applicant can provide evidence of the condition of siding layers, if any, underneath the asbestos siding. The motion carried by the following vote:

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

Absent: 1 - Jennifer Wall

[ID#24-9858](#) Landmarks Commission Paint and Repair Grant - 212 N. Charles Street

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

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

Absent: 1 - Jennifer Wall

[ID#24-9860](#) Landmarks Commission Certificate of Appropriateness for 414-416 McCall St. Review a request to paint the wood exterior (McCall Street Historic District).

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

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

Absent: 1 - Jennifer Wall

[ID#24-9859](#) Landmarks Commission Paint and Repair Grant for 414-416 McCall Street

A motion was made by member Cassie Rodriguez, seconded by member Aaron Spencer, to approve a grant in the amount of \$1,000.00. The motion carried by the following vote:

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

Absent: 1 - Jennifer Wall

[ID#24-9889](#) Landmarks Commission Certificate of Appropriateness for 116 McCall St. Review a request to add a new porch awning (McCall Street Historic District).

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

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

Absent: 1 - Jennifer Wall

[ID#24-9893](#) Landmarks Commission Paint and Repair Grant for 116 McCall Street

A motion was made by member Marty Larson, seconded by member Cassie Rodriguez, to approve a grant in the amount of \$350.00. The motion carried by the following vote:

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

Absent: 1 - Jennifer Wall

[ID#24-9892](#) Landmarks Commission Certificate of Appropriateness for 208 Wright St. Review a request to repaint the siding and repair the chimney (McCall Street Historic District).

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

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

Absent: 1 - Jennifer Wall

[ID#24-9881](#) 2024 Landmarks Commission Awards - Discussion and possible action on a correction and clarification to the wording on the Certificate of Merit for the Tower Hill Neighborhood Association.

A motion was made by Member Carmen De La Paz, seconded by Member Cassie Rodriguez, to correct the wording of the Certificate of Merit for the Tower Hill Neighborhood Association to say, "For Installation of the Historic Marker at Park View Park." The motion carried by the following vote:

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

Absent: 1 - Jennifer Wall

IX. Alderman's Report

X. Springs Report

Julie asked for a motion to allocate the remainder of the Springs Restoration Fund to restoring the bench near Hobo Spring to be added to the agenda for the July meeting. Aaron requested an update on moisture and electrical at Silurian Spring. Jeff explained the process for applying for more CDBG funds.

XI. Communications and Publications

Jeff mentioned the Springs Cleanup at Minniska on Friday June 7th, and that the date of the July meeting is Wednesday July 10th.

XII. Adjournment