



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Landmarks Commission

Wednesday, September 6, 2023

6:00 PM

Council Chambers, Floor City Hall

I. Call to Order

II. Roll Call

Present 7 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer, and Cassandra Rodriguez

III. Public Comment

IV. Approval of Minutes

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

Aye: 7 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer and Cassandra Rodriguez

[ID#23-7498](#) Landmarks Commission Minutes of August 2, 2023

V. Landmark's Commission Paint and Repair Grant Funds

VI. Old Business

[ID#23-7196](#) Landmarks Commission Paint and Repair Grant for 119 Randall Street.

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

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

Nay: 1 - Jennifer Wall

VII. New Business

[ID#23-7489](#) Landmarks Commission Certificate of Appropriateness for 349 W. Broadway. Review a request to add an awning (Five Points Downtown Historic District).

A motion was made by member Jennifer Wall, seconded by Marty Larson, to approve this item subject to the applicant acquiring a building permit. The motion carried by the following vote:

Aye: 7 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer and Cassandra Rodriguez

[ID#23-7496](#) Discussion and possible action on potential changes to Landmarks Paint and Repair Grant award amount standards for 2024.

A motion was made by Member Aaron Spencer, seconded by Member Jennifer Wall, to approve changes to the Paint and Repair Grant guidelines for 2024 to a grant amount of up to 15% of total project cost, to a maximum of \$3,000.00, at the discretion of the Landmarks Commission, with funds to be awarded only within the calendar year they are applied for. The motion carried by the following vote:

Aye: 7 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer and Cassandra Rodriguez

A motion was made by Member Carmen De La Paz, seconded by Member Cassandra Rodriguez, to take into account income level as submitted on an application. After discussion the motion was withdrawn with no vote.

Absent: 7 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak, Aaron Spencer and Cassandra Rodriguez

VIII. Alderman's Report

[ID#23-7497](#) Discussion of the enforcement process for work that is done without Landmarks Commission approval.

IX. Springs Report

Ms. Scarpace recommends the Donations Community Fund be used for Springs projects, with help from the Parks Dept. Hobo Springs in Frame Park needs a new stone step, and boulders. Outer floor basin has sunk, causing drainage issues, needs to be addressed. Perimeter wall needs to be rebuilt.

X. Communications and Publications

XI. Adjournment