



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Landmarks Commission

Wednesday, April 3, 2024

6:00 PM

Council Chambers, City Hall

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#24-9388](#) Minutes of the March 6, 2024 Landmarks Commission

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

Aye: 4 - Julie Scarpace, Carmen De La Paz, Matt Retzak and Aaron Spencer

Absent: 1 - Cassandra Rodriguez

Abstain: 2 - Marty Larson and Jennifer Wall

V. Landmark's Commission Paint and Repair Grant Funds

VI. Old Business

VII. New Business

[ID#24-9386](#) Landmarks Commission Certificate of Appropriateness for 318 W. Broadway. Review a request to add a new awning (Five Points Downtown Historic District)

A motion was made by Member Carmen De La Paz, seconded by Member Julie Scarpace, that this item be approved with the condition that glass will be added to the transom section above the storefront entrance to match the windows on either side, and that a diagram showing the new glass must be approved by staff prior to issuance of a building permit. 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#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 Jennifer Wall, to table this item until the applicant can be present, with a note that the applicant has failed to attend all scheduled meetings since December of 2023. 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#24-9387](#) Discussion and Action on 2024 Landmarks Awards

A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, to award Landmarks Commission Certificates of Merit to Brian Flood, the owner of the Cahill House at 301 Windsor Dr., Zachary Pape, the owner of the Henry Nickels House at 513 McCall St., and the Tower Hill Neighborhood Association. 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. Alderman's Report

IX. Springs Report

Julie asked Charlie for an update from Melissa Lipska in the Parks Department about Hobo Spring. Aaron gave an update on the bench near Hobo Spring.

X. Communications and Publications

Charlie gave an update on potential options for the Springs Cleanup, the Wisconsin Association of Historic Preservation Commissions conference, and the Community Workshop for the city Zoning Code update.

XI. Adjournment