



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Landmarks Commission

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Wednesday, July 6, 2022

6:00 PM

Council Chambers

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#### 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#22-4386](#) Landmarks Commission Minutes of June 1, 2022

**A motion was made by Member Jennifer Wall, seconded by Member Julie Scarpace, that the minutes be approved. 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

#### V. Election of a new Landmarks Commission Chair

**A motion was made by Member Jennifer Wall, seconded by Aaron Spencer to nominate Carmen De La Paz for the position of Landmarks Commission Chair. 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

**A motion was made by Marty Larson, seconded by Jennifer Wall, to nominate Cassie Rodriguez for the position of Landmarks Commission Vice-chair. 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

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

### V. Old Business

[ID#22-3493](#) Certificate of Appropriateness for 1222 E. Broadway. Review a request to replace windows and siding on attached garage (East Broadway Historic District).

**A motion was made by Member Matt Retzak, seconded by Member Jennifer Wall, that this item be approved. 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#22-3522](#) 1222 E Broadway, Paint & Repair Grant

**A motion was made by Member Jennifer Wall, seconded by Member Carmen De La Paz, that this item be denied. 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. New Business

[ID#22-4241](#) Landmarks Commission Certificate of Appropriateness for 502 McCall St. Review a request to replace the roof (McCall Street Historic District).

**A motion was made by Member Marty Larson, seconded by Aaron Spencer, that this item be approved. 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#22-4388](#) Landmarks Commission Paint and Repair Grant for 502 McCall St.

**A motion was made by Member Jennifer Wall, seconded by Member Julie Scarpace, to approve a grant in the amount of \$1,278.20 for the project at 502 McCall St., and a grant in the amount of \$1,834.31 for the project at 401 Central Ave. 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#22-4271](#) Landmarks Commission Certificate of Appropriateness for 1120 E. Broadway. Review a request to add a new ductless Air Conditioning system with an exterior line running to the attic (East Broadway Historic District).

**A motion was made by Member Jennifer Wall, seconded by Member Matt Retzak, that this item be approved. 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#22-4387](#) Landmarks Commission Paint and Repair Grant for 1120 E. Broadway.

**Motion made by Carmen De La Paz, seconded by Julie Scarpace to deny a Paint and Repair Grant for the proposed work.**

**Aye:** 6 - Marty Larson, Jennifer Wall, Julie Scarpace, Carmen De La Paz, Matt Retzak and Aaron Spencer

**Absent:** 1 - Cassandra Rodriguez

[ID#22-4376](#) Landmarks Commission Certificate of Appropriateness for 323 McCall St. Review a request to replace the screen door and windows on the rear porch (McCall Street Historic District).

**A motion was made by Member Julie Scarpace, seconded by Member Jennifer Wall, that this item be approved. 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#22-4390](#) Landmarks Commission Paint and Repair Grant for 323 McCall St.

**The applicant withdrew this request.**

[ID#22-4377](#) Landmarks Commission Certificate of Appropriateness for 401 Central Ave. Review a request to replace the front porch (Morris Cutler House).

**A motion was made by Member Julie Scarpace, seconded by Member Carmen De La Paz, that this item be approved. 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#22-4389](#) Landmarks Commission Paint and Repair Grant for 401 Central Ave.

**A motion was made by Member Jennifer Wall, seconded by Member Julie Scarpace, to approve a grant in the amount of \$1,278.20 for the project at 502 McCall St., and a grant in the amount of \$1,834.31 for the project at 401 Central Ave. 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

#### IX. Alderman's Report

#### X. Springs Report

[ID#22-4391](#) Discussion and possible action on the Silurian Spring structural assessment and possible uses of available Historic Springs restoration funds.

*motion to request CD to include \$35,000 in a cip request*

**A motion was made by Member Julie Scarpace, seconded by Member Jennifer Wall, to request that the Community Development Department make a CIP budget request in the amount of \$35,000 for structural repairs to the Silurian Spring basement access. 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

#### XI. Communications and Publications

#### XII. Adjournment