



# City of Waukesha

Waukesha City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Landmarks Commission

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Wednesday, May 7, 2025

6:00 PM

Council Chambers, City Hall

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#### I. Call to Order

#### II. Roll Call

**Present** 6 - Marty Larson, Jennifer Wall, Carmen De La Paz, Matt Retzak, Aaron Spencer, and Mike Chrisien

**Absent** 1 - Julie Scarpace

#### III. Public Comment

#### IV. Approval of Minutes

[ID#25-00793](#) Minutes of April 2, 2025

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

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

**Absent:** 1 - Julie Scarpace

**Abstain:** 1 - Mike Chrisien

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

#### VI. New Business

[ID#25-00794](#) Landmarks Commission Certificate of Appropriateness for 301 Windsor Dr. Review a request to replace the roof and two windows, and to tuckpoint the siding (Caples Park Historic District).

**A motion was made by Member Marty Larson, seconded by Member Aaron Spencer, to hold this item and request additional information from the applicant. The motion carried by the following vote:**

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

**Absent:** 1 - Julie Scarpace

[ID#25-00798](#) Review and possible comment on the Architecture/History Investigation of the Waukesha Water Utility facilities at 1430 S. East Ave., 2320 W. Sunset Dr., and 223 S. West Ave.

*The Landmarks Commission chose not to make any comment.*

[ID#25-00795](#) Update and possible action on the application to adjust the boundaries for the individual National Register listing for the Senator William and Henrietta Blair House.

*The Landmarks Commission chose not to take any further action.*

## VII. Alderman's Report

## VIII. Springs Report

*Charlie provided an update on the springs cleanups.*

## IX. Communications and Publications

*Marty asked if the City or the Landmarks Commission has any guidance for signs and historic markers on historic buildings. Carmen volunteered to put together a style guide. Charlie noted that City award plaques have been added to the Landmarks Commission display case in lieu of another display.*

## X. Adjournment