



City of Prescott

Prescott Preservation Commission

March 14, 2025 | 9:00 AM
201 N Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chairman Mirco called the meeting to order at 9:00 a.m.

2. ROLL CALL

Michael Mirco, Chair
Mike King, Vice Chair
Rob Johnson, Member
James McCarver, Member
Richard Sprain, Member
Mary Ann Suttles, Member
Diane Travis, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of November 8, 2024, Prescott Preservation Commission Meeting Minutes.

MOTION BY COMMISSIONER SUTTLES TO APPROVE THE NOVEMBER 8, 2024 MINUTES AS PRESENTED; SECONDED BY COMMISSIONER TRAVIS: PASSED (7-0)

- B. **HP25-002:** A Request for Approval of a New Canvas Fabric with Lettering on an Existing Awning Frame for "Prescott Sweet Treats." Zoning: DTB (Downtown Business); Historic Districts: Courthouse Plaza Local & National; Property Owner: Prescott Historic Properties; Applicant: Kevin J & Cynthia L; Location: APN 109-02-018; 156 S. Montezuma St. Unit A.

Kaylee Nunez Community Planner gave a presentation and provided aerial maps and photos of the proposal. She said this was reviewed against Chapter 8 (Courthouse Plaza District) historic preservation guidelines and the awning will not negatively impact the historic status of the building. Staff recommendation is to approve HP25-002.

Commissioner McCarver asked if the colors fall under the neutral color recommendations.

Ms. Nunez stated that it does and that it is not a bright red color.


Commissioner McCarver asked if there are suggestions on the size of the lettering allowed on the awning.

There being no further business to discuss, Chairman Mirco adjourned the meeting at 10:24 a.m.



~~MICHAEL MIRCO, Chairman~~
Richard Sprain, vice chair

ATTEST:



Recording Secretary

6/13/2025

Date

Ms. Nunez explained that per the current sign code they are at the maximum allowance and the new lettering will not be larger than the existing lettering.

Commissioner McCarver asked if there were any restrictions to having lettering on the awning and front of the building.

Ms. Nunez said there are restrictions related to square footage allowances.

Applicants presented a color sample of the proposed awning to the Commissioners.

MOTION BY COMMISSIONER TRAVIS TO APPROVE HP25-002; SECONDED BY COMMISSIONER SUTTLES: PASSED (7-0).

Prescott Sweet Treats owner Caleb Chunglo introduced himself to the commission and stated that he wants to work closely with the Preservation Commission.

- C. Presentation & Discussion Regarding Evaluation of Preservation Projects Using Core Principles and National & Local Guidelines with Arianna Urban M.S. HP-AZ State Historic Preservation Office Certified Local (CLG) Coordinator.

Ms. Nunez Introduced Arianna Urban Certified Local Government Coordinator (CLG) from State Preservation Office.

Ms. Urban gave a presentation and training on historic preservation design review. She stated that historic design is meant to protect the integrity of historic resources. She referred to the duties of the Preservation Commission and design criteria from the Land Development Code (LDC).

- D. Presentation, Discussion & Update Regarding the 2025 Historic Preservation Master Plan.

Ms. Nunez gave a presentation on the Historic Preservation Master Plan provided a timeline for implementation. She stated that staff will take sections of the Master Plan to review to the Preservation Commission and the overall completion date goal is the Spring of 2026.

4. STAFF UPDATES

Ms. Nunez thanked Mike King and Mary Ann Suttles for their contributions to the Preservation Commission and informed the Commissioners that this would be Mr. King and Ms. Suttles' last meeting.

Commissioner Suttles gave her appreciation to the Commissioners and thanked them for her time served on the commission.

Commissioner King stated he is honored and privileged to have been able to serve on the Preservation Commission.

Commissioner Johnson stated that both Mr. King and Ms. Suttles will be greatly missed.

Commissioner McCarver provided an update that the 2025 Prescott General Plan will be going to council for a voting session soon.

Chelsea Walton Community Development Director stated that the General Plan will go to Council on March 25th with the hope of approval by City Council. If approved, it will be placed on the ballot in August or November.

5. ADJOURNMENT