

City of Prescott  
**Prescott Preservation Commission**



July 11, 2025 | 9:00 AM  
201 N. Montezuma Street  
Council Chambers, 1st Floor  
Prescott, AZ 86301

**AGENDA**

The following Agenda will be considered by the **Prescott Preservation Commission** at their meeting to be held **July 11, 2025**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. DISCUSSION & ACTION ITEMS**

A. Discussion & Possible Action Regarding Appointment of a Chair and Vice Chair for the Prescott Preservation Commission.

**Recommended Action: MOVE to appoint a Chair and Vice Chair for the Commission**

B. Approval of June 13, 2025 Prescott Preservation Commission Meeting Minutes.

**Recommended Action: MOVE to approve the minutes as presented**

C. **HP25-003:** A Request for a New Three (3) Square Foot Illuminated Wall-Mounted Sign Over Stairwell & Face Change for Existing 26 Square Foot Wall-Mounted Cabinet Sign for Fire & Sword Speakeasy and Hotel St. Michael. Preservation Districts: Courthouse Plaza Local & National. Zoning: DTB (Downtown Business). Property Owner: Prescott Hotel SO LLC. Applicant: Morgan Sign Co. Location: APN 109-02-009, 207 W Gurley Street.

**Recommended Action: MOVE to approve or approve with modifications HP25-003**

**4. STAFF UPDATES**

**5. ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding

contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));

(5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));

(6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));

(7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

### **CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 7/3/25 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

*Sarah M. Siep*

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Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 11 Prescott Preservation Commission Meeting  
DATE: July 11, 2025  
DEPT: Community Development  
ITEM #: 3.A  
SUBJECT: Discussion & Possible Action Regarding Appointment of a Chair and Vice Chair for the Prescott Preservation Commission.

## ITEM SUMMARY

This item is for the appointment of a Chair and Vice Chair for the Commission.

## BACKGROUND

The former Chair of the Prescott Preservation Commission has resigned from the Commission leaving a vacancy in the position. The establishing document for the Commission, Ordinance No. 4739-1036, states that the body will appoint their own Chair and Vice Chair and this action will accomplish that.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to appoint a Chair and Vice Chair for the Commission

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 11 Prescott Preservation Commission Meeting  
DATE: July 11, 2025  
DEPT: Community Development  
ITEM #: 3.B  
SUBJECT: Approval of June 13, 2025 Prescott Preservation Commission Meeting Minutes.

## ITEM SUMMARY

This item is for the approval of the June 13, 2025 Prescott Preservation Commission meeting minutes. Staff recommends approval of the minutes as presented.

## BACKGROUND

None.

## FINANCIAL IMPACT

None.

## RECOMMENDED ACTION

MOVE to approve the minutes as presented

## ATTACHMENTS

1. June 13, 2025 PPC Minutes



# City of Prescott

## Prescott Preservation Commission

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June 13, 2025 | 9:00 AM  
201 N Montezuma Street  
Council Chambers, 3rd Floor  
Prescott, AZ 86301

### MINUTES

#### 1. CALL TO ORDER

Vice Chair Sprain called the meeting to order at 9:00 a.m.

#### 2. ROLL CALL

Michael Mirco, Chair  
Richard Sprain, Vice Chair  
Rob Johnson, Member (Excused)  
James McCarver, Member  
Rick Kimery, Member  
Genelle Volhontseff, Member  
Diane Travis, Member

#### 3. DISCUSSION & ACTION ITEMS

A. Approval of March 14, 2025, Prescott Preservation Commission Meeting Minutes.

**MOTION BY COMMISSIONER TRAVIS TO APPROVE THE MARCH 14, 2025 MINUTES AS PRESENTED; SECONDED BY COMMISSIONER MCCARVER: PASSED (5-0)**

B. **HP24-012:** A Request for Approval for After-the-Fact Stucco & Metal Perimeter Fencing with Proposed Modifications and Two (2) After-the-Fact 9' D x 10' W x 10' H Ramadas. Zoning: MF-M (Multifamily Medium). Historic Districts: Southeast Prescott Local & East Prescott National. Property Owner: Kenterew Family Rev. Trust. Applicant: Chris Todd. Location: APN 110-01-021A, 402 & 410 E Goodwin St.

Kaylee Nunez Community Planner gave a presentation regarding HP24-012 and provided history of the project located at 402 & 410 E. Goodwin Street. The property owner installed 2 ramadas and perimeter fencing in the spring of 2023 without permits and was determined to need the Preservation Commission approval prior to permitting. Project was originally denied by the Preservation Commission in November 2023 and the commission requested alternative fence designs. Staff analysis determined that the fence and ramadas are appropriate for the district, however the location of the structures is not. Staff recommends moving to approve with stipulations or deny HP24-012.

Commissioner Travis said it appears this is the exact same submittal as the previous submittal that was denied in November 2023 and asked if there were any changes.

Chris Todd Property Owner stated that prior to construction of the gazebos he met with previous Chief Building Official Ryan Greene and was told that he did not need permits for the gazebos but did put the fence in without a permit.

Commissioner McCarver asked if Mr. Greene he left any records indicating his site visit to inspect the gazebos.

Ms. Nunez said he did not.

Commissioner McCarver asked if there was an addition to the East side of the original structure.

Mr. Todd stated there was not and only enclosed the breezeway near the garage with a permit.

Commissioner McCarver asked if the original house was not as large as the structure they are seeing now.

Mr. Todd stated they did not add any exterior square footage to the home, but did add a shed to the west side of the property for a mechanical room.

Vice Chair Sprain stated at the previous commission meeting in November 2023 the fence was not completed yet on the 402 E. Goodwin property and asked if they had done anything to mitigate bringing the fence into compliance by using wood versus metal.

Ms. Nunez said that commission approval was needed for the fence modification.

Vice Chair Sprain stated the commission denied the modification.

Ms. Nunez said it was unclear, and the commission wanted an alternative brought forward.

Vice Chair Sprain stated the commission originally denied the ramadas and the fence in November 2023 and wanted the ramadas moved back to come into compliance. Additionally, he added that the fence was not on the original submittal.

Ms. Nunez clarified that the original submittal had expired, and this was a new proposal with new materials to be reviewed.

Mr. Todd stated there are similar fence styles in front of the library in proximity to this property.

Ms. Nunez explained that the library is not in this historic district.

Mr. Todd said they were using neighboring fence designs to come up with the idea of their fence.

Vice Chair Sprain stated that it does not mean it is in the specs of the historic preservation.

Mr. Todd said he is willing to do whatever it takes to bring the fence into compliance.

Commissioner Travis asked if the applicant would be okay with removing the CMU capping and adding wood planks to meet the ranch style fencing.

Mr. Todd said yes.

Commissioner Travis has concerns with changes made to the property that were not brought before the Preservation Commission.

Ms. Nunez asked if the windows that were replaced were roll-up windows.

Candy Todd Property Owner said all the windows have been replaced and were permitted.

Mr. Todd clarified that all the existing window sizes were not changed.

Commissioner Travis expressed that trust is being undermined by changes being made without the Preservation Commission's approval.

Mr. Todd disagreed and stated that all the changes were approved through the permitting process.

Ms. Nunez stated these changes does create another level of complication.

Commissioner Travis said that she would be okay with CMU caps being removed and wood planking added so the fence appears to be ranch style but has concerns about the ramada.

Vice Chair Sprain asked if the alternative for the ramadas is to move them back 2 feet closer to the house.

Ms. Nunez stated if the ramadas are setback an additional 2 feet, the desired separation for the fire department would not be met.

Vice Chair Sprain stated the ramadas look like a structure that should have been in the backyard.

Ms. Nunez said yes, the materials were appropriate, but the site location was not.

Commissioner McCarver asked if the original plating of the lot considered the location of the ramadas as the south side of the home.

Ms. Nunez said it would be considered the side and the front would be along South Pleasant Street.

**MOTION BY COMMISSIONER TRAVIS TO APPROVE HP24-012 WITH AMENDMENTS TO THE FENCE (REMOVE CMU CAPS AND ADD WOOD PLANKS) AND APPROVED RAMADAS; SECONDED BY COMMISSIONER VOLHONTSEFF: (PASSED 4-1)**

#### **4. STAFF UPDATES**

- 1) Ms. Nunez informed the Preservation Commission that Chair Michael Mirco has stepped down and the commission votes on the new chair and vice chair and this will be on the agenda for the next meeting.
- 2) The State and National preservation scape stated all funding is frozen at the federal level and the draft bill seeks to zero out the preservation fund starting next year and push preservation to a local level only. She advised the commission to write elected officials and contact the League of AZ Cities and Towns.
- 3) The Historic Preservation Master Plan is making progress.

#### **5. ADJOURNMENT**

There being no further business to discuss, Vice Chair Sprain adjourned the meeting at 9:42 a.m.

\_\_\_\_\_  
RICHARD SPRAIN, Vice Chair

ATTEST:

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 11 Prescott Preservation Commission Meeting  
DATE: July 11, 2025  
DEPT: Community Development  
ITEM #: 3.C  
SUBJECT: **HP25-003:** A Request for a New Three (3) Square Foot Illuminated Wall-Mounted Sign Over Stairwell & Face Change for Existing 26 Square Foot Wall-Mounted Cabinet Sign for Fire & Sword Speakeasy and Hotel St. Michael. Preservation Districts: Courthouse Plaza Local & National. Zoning: DTB (Downtown Business). Property Owner: Prescott Hotel SO LLC. Applicant: Morgan Sign Co. Location: APN 109-02-009, 207 W Gurley Street.

## ITEM SUMMARY

This item is for the review and approval of HP25-003. The applicant proposes to install a new, 3 sq ft aluminum lighted cabinet above the stairwell to the basement level speakeasy and a new, 55 sq ft polycarbonate face for existing wall-mounted cabinet on the northeast corner of the building for Hotel St. Michael and Fire & Sword Speakeasy. The stairwell sign will have a dark grey background and ivory lettering with white LED backlighting as well as red halo lighting. The new face has a brick pattern background to match the building with ivory lettering. The applicant is proposing an option to backlight the face with LEDs, which will have a 'black-out' effect at night.

The staff analysis and recommendation are based on a review of the request's consistency with Chapter 8 of Prescott's Historic Preservation Master Plan (Courthouse Plaza District).

## BACKGROUND

The Hotel St. Michael was built in 1901, in the immediate aftermath of the Great Whiskey Row Fire of 1900. Designed by D.W. Millard & Son, a prominent territorial design firm from Phoenix, it is a unique example of a Second Renaissance Revival Design. The Hotel St. Michael retains a high degree of exterior [and interior] historical integrity and is a landmark for both locals and visitors. The proposed sign styles are in conformance with [Historic] district standards as well as being compatible with signage of surrounding business. In part, the City's Preservation Master Plan chapter for the Courthouse Plaza Historic District states:

- Use only integral and natural colors of a neutral tone, compatible with the building and the district.
- Promote continued use of the Courthouse Plaza Historic District as a cornerstone commercial and business area with historically consistent and compatible development district.

The LED retrofit is not in conformance with the district standards, which state:

- Lighting for applied signage shall be by incandescent fixtures only...box type or cabinet signs are not acceptable.

In this case, the box style is grandfathered in. Backlighting, though discouraged by the code, is utilized by other businesses around the Courthouse Plaza.

### **FINANCIAL IMPACT**

There is no fiscal impact associated with this item.

### **RECOMMENDED ACTION**

MOVE to approve or approve with modifications HP25-003

### **ATTACHMENTS**

1. HP25-003 APPLICATION PACKAGE
2. 07.11.25 Prescott Preservation Commission Presentation

12"x36" LED lighted sign

3/4" push through white acrylic letters

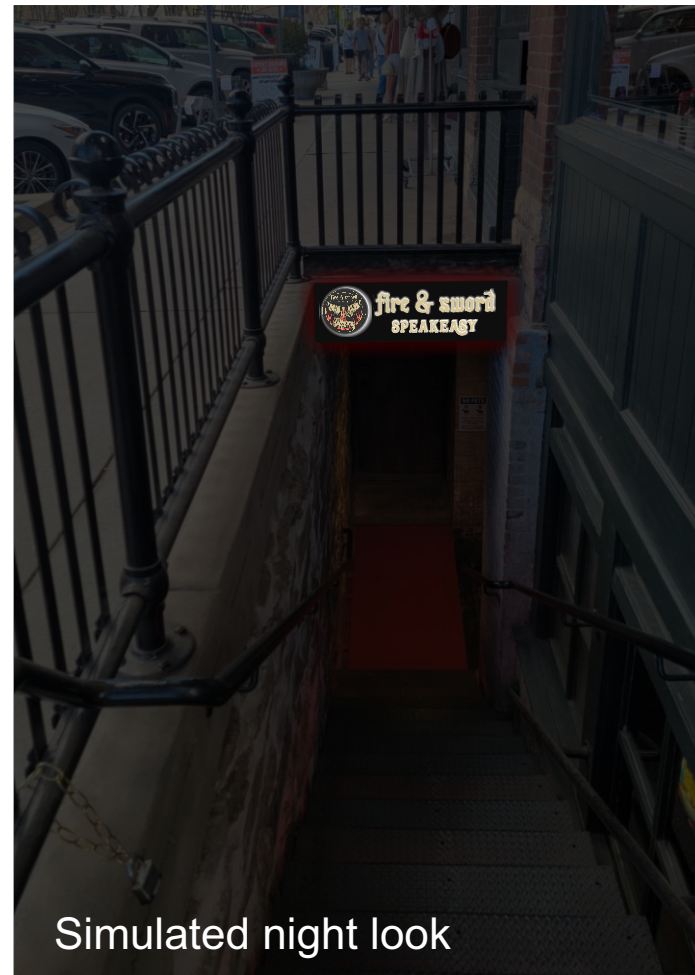
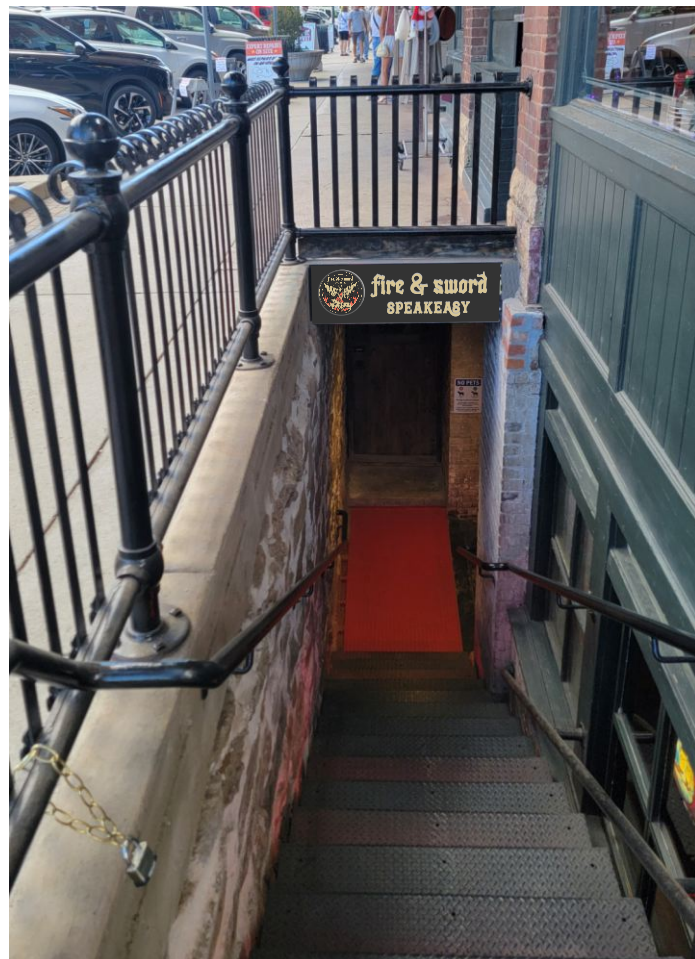
1/8" routed aluminum lighted cabinet  
painted dark metallic gray



Translucent printed graphic

Translucent ivory vinyl

Red halo lighting



Simulated night look

Client Approval: \_\_\_\_\_

DATE: \_\_\_\_\_ SCALE: NTS DRAWN BY: RMM



MORGAN SIGN COMPANY  
IS A REGISTERED TRADE NAME IN THE STATE OF ARIZONA

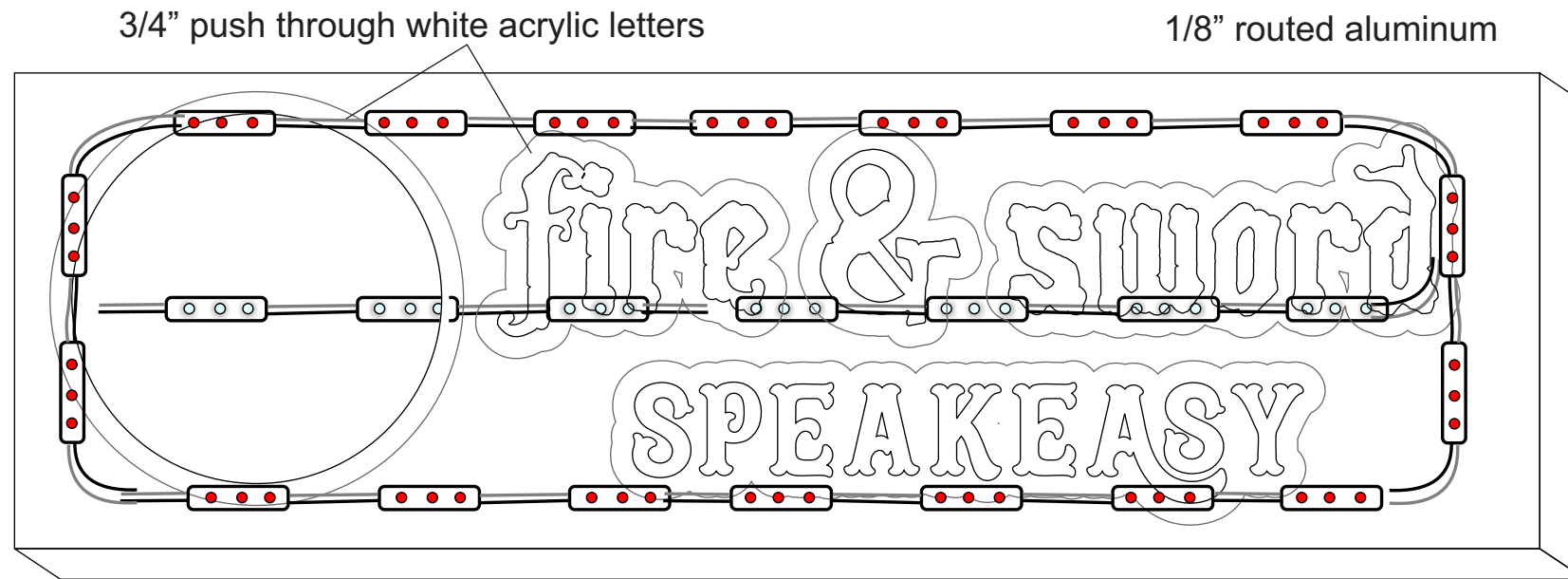
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THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NEC AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

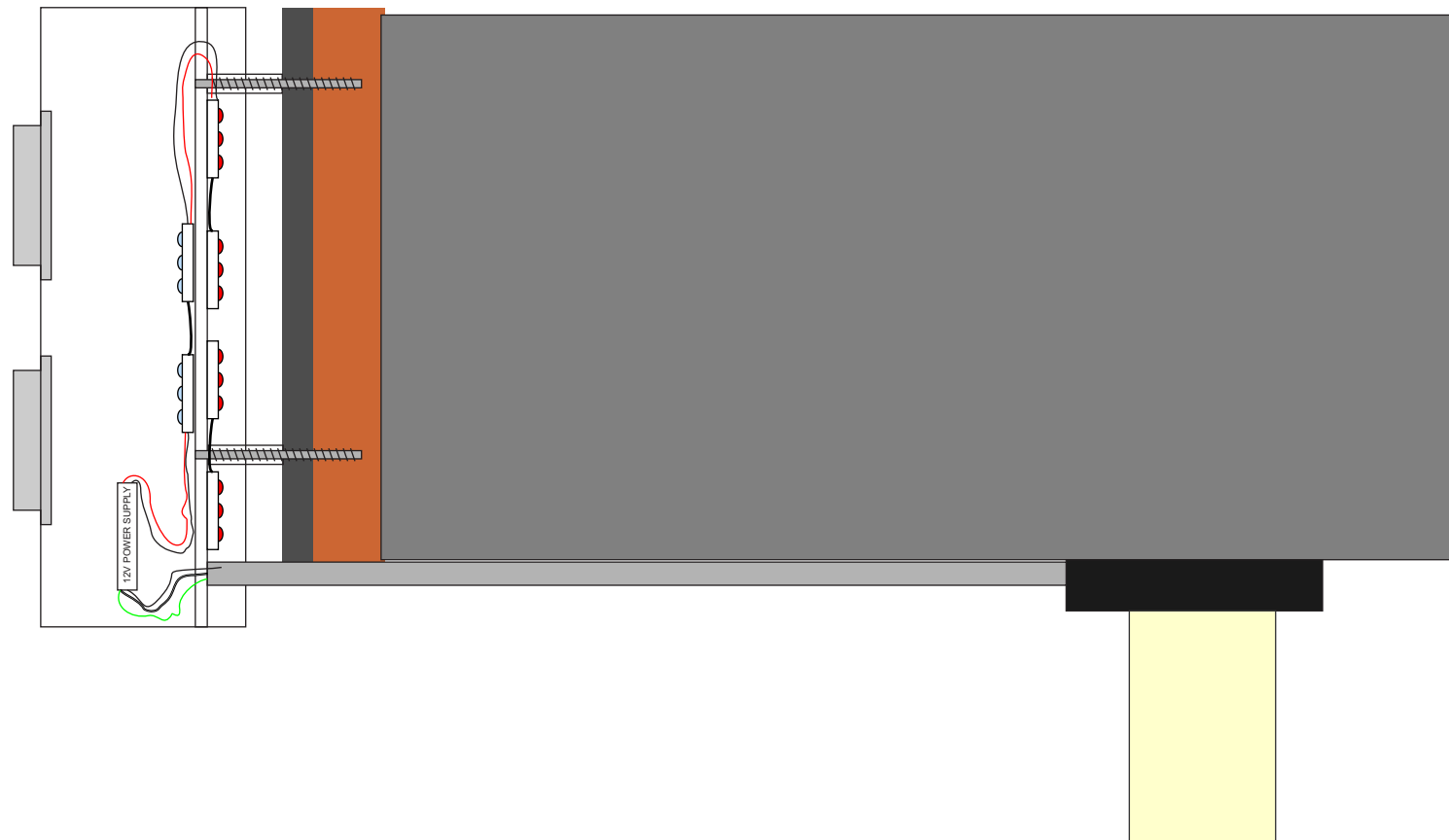
THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A)(1) OF THE NATIONAL ELECTRICAL CODE.

12"x36" LED lighted sign

Front View



Side View



704 Moeller st. Prescott, AZ 86301  
1-928-778-6336 morgansign@gmail.com

morgansign.com

Client Approval: \_\_\_\_\_

DATE: \_\_\_\_\_ SCALE: NTS DRAWN BY: RMM

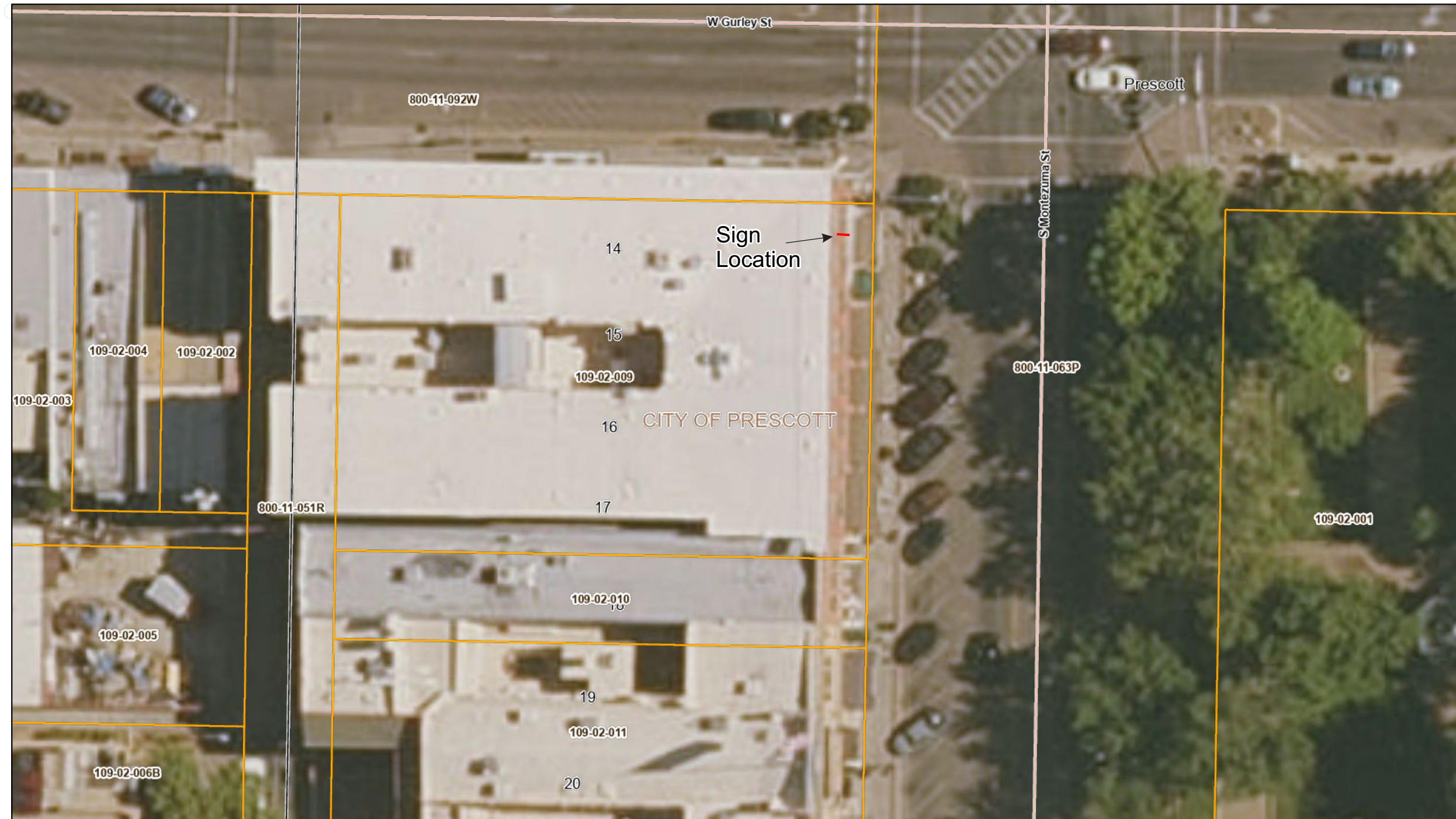


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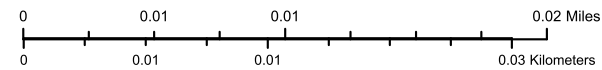
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1:374

Map Created 4/22/2025



704 Moeller st. Prescott, AZ 86301  
 1-928-778-6336 morgansign@gmail.com

morgansign.com

Client Approval: \_\_\_\_\_

DATE: \_\_\_\_\_ SCALE: NTS DRAWN BY: RMM



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31"x264" New Polycarbonate face for existing cabinet

31"



264"



Remove banner and old sign face

Client Approval: \_\_\_\_\_

DATE: \_\_\_\_\_ SCALE: NTS DRAWN BY: RMM



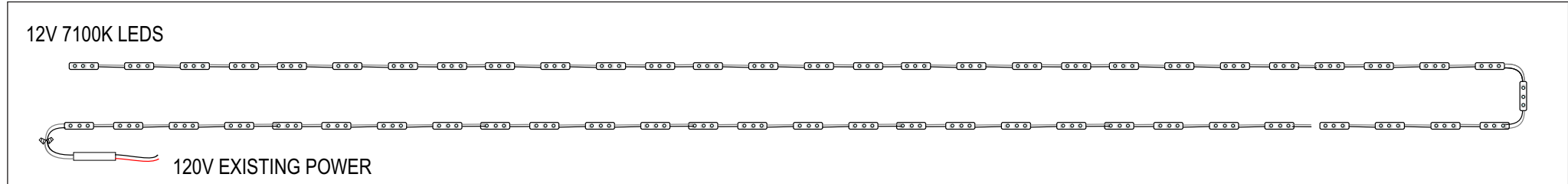
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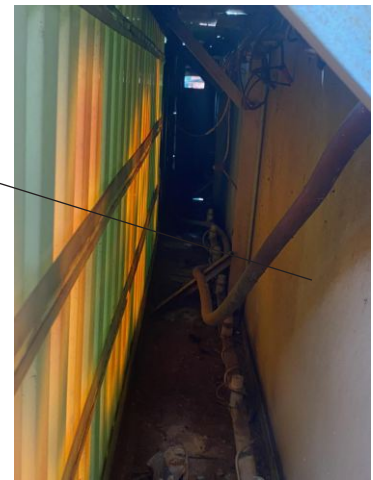
THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A)(1) OF THE NATIONAL ELECTRICAL CODE.

# LED retrofit option



.150 white polycarbonate w/ printed translucent and uv clearshield graphics

ATTACH LEADS TO BACK OF CABINET



Black out cut vinyl



Client Approval: \_\_\_\_\_

DATE: \_\_\_\_\_ SCALE: NTS DRAWN BY: RMM



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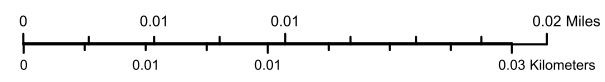
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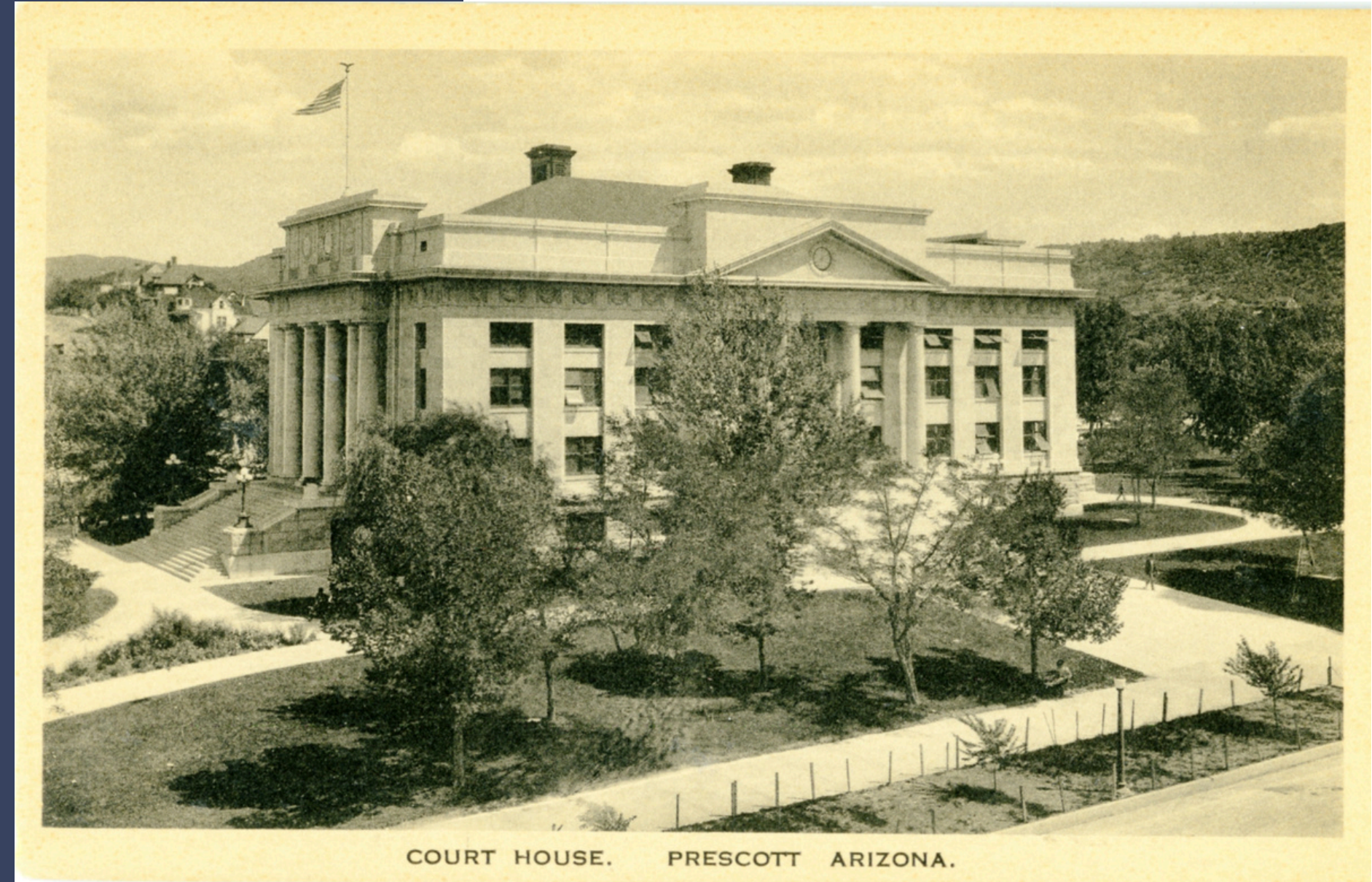
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July 11<sup>th</sup>, 2025  
Prescott  
Preservation  
Commission  
Meeting



KAYLEE NUNEZ- CITY OF PRESCOTT HISTORIC  
PRESERVATION SPECIALIST

207 W Gurley St.  
(HP25-003)



# Location

HP25-003 207 W Gurley St.

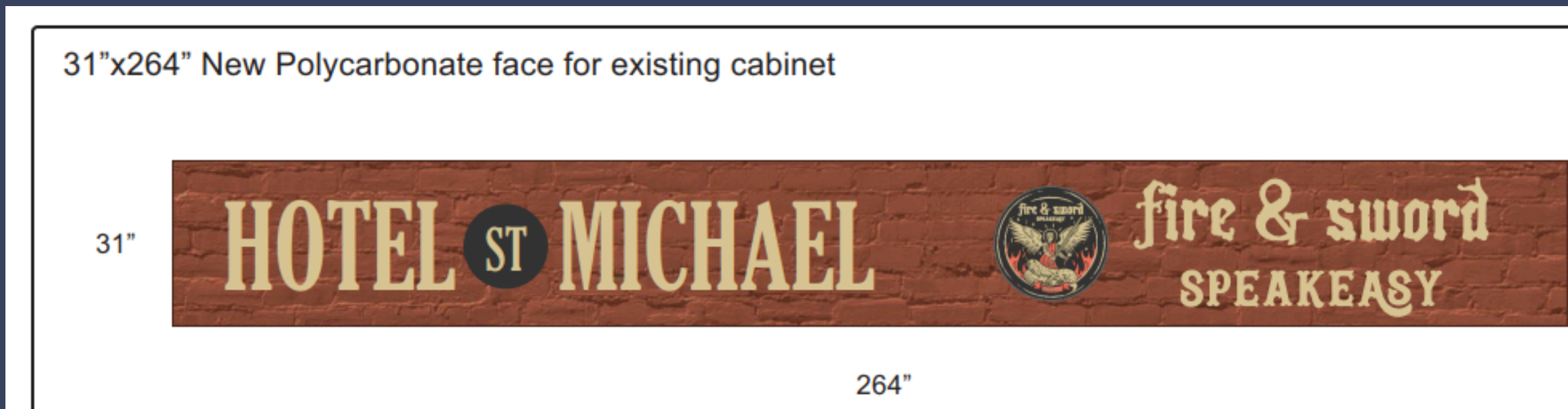


# Proposal

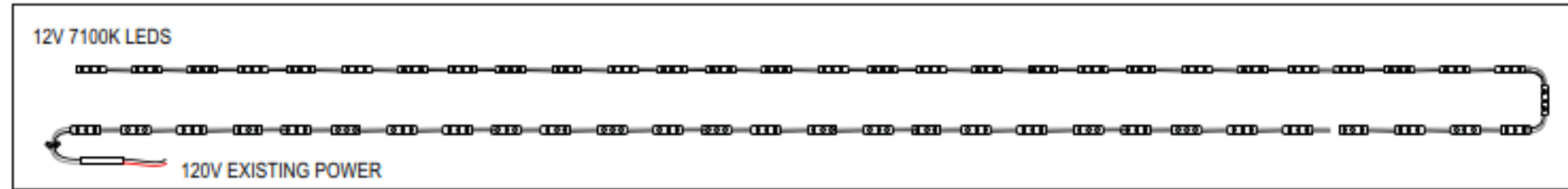
HP25-003 207 W Gurley St.



- Install new 3 sq ft illuminated sign over eastern stairwell to basement
- Change face on existing 26 sq ft cabinet sign on northeast corner
- Option to add LED backlight to existing cabinet sign (will have 'blackout effect' at night)
- Sign above stairwell to be constructed of aluminum, new face for cabinet sign to be polycarbonate



## LED retrofit option



12V POWER SUPPLY

.150 white polycarbonate w/ printed translucent and uv clearshield graphics

ATTACH LEDS TO BACK OF CABINET



Black out cut vinyl



# Analysis

HP25-003 207 W Gurley St.

Design Reviewed against Chapter 8 (Courthouse Plaza National & Local Historic Districts) of The Historic Preservation Master Plan.

Ch. 8, in part, states:

- Use only integral & natural colors of a neutral tone, compatible with the building & the District.
- Promote continued use of the Courthouse Plaza Historic District as a cornerstone commercial and business area with historically consistent and compatible development district.
- Lighting shall be by incandescent fixtures only...box type of cabinet signs are not acceptable.

The proposed signage will not adversely impact the historic status of the building nor the [Historic] Districts.



**Recommended Action: MOVE to Approve  
HP25-003 with or without LED retrofit for  
cabinet sign**

**Questions & comments?**

