

City of Prescott  
**Prescott Preservation Commission**



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September 12, 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 **September 12, 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. **SUP25-001:** A Request for a Special Use Permit for a Remodel Adding 50% or More to the Value of Existing Structures Relative to the Pre-Remodel Values. A Special Use Permit is Required by Land Development Code Section 4.9.4.A.1. Address: 130 N. Cortez Street. Owner: 130 CORTEZ LLC. Applicant: Michael Taylor Architects Inc.

**Recommended Action: MOVE to recommend approval of SUP25-001 with or without the recommended condition that the applicant shall submit exterior buildings materials for review & approval by the Historic Preservation Specialist prior to building permit approval**

**4. 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 9/5/25 at 2:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

*Sarah M. Thornhill*

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Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: September 12 Prescott Preservation Commission  
DATE: September 12, 2025  
DEPT: Community Development  
ITEM #: 3.A  
SUBJECT: **SUP25-001:** A Request for a Special Use Permit for a Remodel Adding 50% or More to the Value of Existing Structures Relative to the Pre-Remodel Values. A Special Use Permit is Required by Land Development Code Section 4.9.4.A.1. Address: 130 N. Cortez Street. Owner: 130 CORTEZ LLC. Applicant: Michael Taylor Architects Inc.

## ITEM SUMMARY

This item is for discussion regarding a Special Use Permit which is required by the Land Development Code 4.9.4.A.1. for any proposed building doing a remodel that adds 50 percent or more to the value of existing structures relative to the pre-model values in the Downtown Business District (DTB). This process includes a courtesy review by the Preservation Commission.

## BACKGROUND

The DTB covers a large area of downtown Prescott. Within the DTB there are several historic preservation districts. Most of these districts are National Register districts that do not require a formal review and approval by the Prescott Preservation Commission (PPC). This project is in the North Prescott National Register district, but the structure was previously evaluated and determined not to be a contributor to the district.

The DTB specifically intends to protect the historic character of downtown Prescott by including a courtesy review requirement by the PPC for any remodel of a building that adds 50 percent or more to the value of existing structures relative to pre-model values.

The PPC's role is to evaluate the proposed building design based on the Compatibility Review Guidelines for a Special Use Permit. Without prescribing particular architectural designs or materials, compatibility review shall consider the architectural context of any proposed projects with the goal of achieving development that complements the immediate and surrounding areas.

1. Construction and exterior building materials shall be high quality and long lasting.

On the front, rear and south elevation of the building, the original brick was stuccoed and cannot be removed. The north elevation has the original Prescott brick, which will be maintained. All other materials will be reviewed prior to Building Permit submittal.

2. Structures shall demonstrate the general principles of good design including but not limited to those dealing with form, mass, scale, height, texture and color. Specific consideration shall be given to compatibility with other like structures in the vicinity where such structures are substantially in compliance with this LDC.

The proposal includes the addition of a fourth story that will be setback 10'6" from the front of the

building. In comparison, the fourth story on 122 N Cortez is setback approximately 35' from the front.

The stucco on the front, rear, and south elevations is consistent with other buildings in the vicinity that covered the original Prescott brick. On the north elevation, the original Prescott brick will be maintained with the "Prescott Hotel" signage.

Along this portion of Cortez Street, the colors and materials on the buildings vary. The proposed color appears to blend with adjacent buildings. A new front street elevation will be designed with an early 1900's theme with a new fabric awning.

3. The architectural design of structures and their materials and colors shall be visually harmonious with the overall appearance, history and cultural heritage of downtown Prescott. Generous use of architectural interest elements is encouraged.

The key architectural elements of the structure, above the first story, will be maintained. Interior renovations will be done but will not affect the exterior elements of the building.

The architectural style of the fourth floor blends with the existing building.

4. All mechanical equipment shall be screened from view in accordance with the requirements of Sec. 6.5.8.E.

The elevator shaft and any other equipment will be concealed within the construction of the new fourth story.

## **FINANCIAL IMPACT**

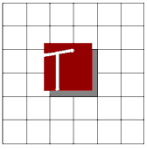
There is no fiscal impact associated with this item.

## **RECOMMENDED ACTION**

MOVE to recommend approval of SUP25-001 with or without the recommended condition that the applicant shall submit exterior buildings materials for review & approval by the Historic Preservation Specialist prior to building permit approval

## **ATTACHMENTS**

1. NARRATIVE
2. SUP25-001 Presentation



July 9, 2025

## Special Use Permit Application

### Project Narrative

#### 130 North Cortez Street

THIS PROJECT IS THE ADAPTIVE RESTORATION OF THE PROPERTY. THE EXISTING BUILDING SHELL WAS ORIGINALLY BUILT AROUND 1893. IN 1977 THE STRUCTURE WENT THROUGH A SIGNIFICANT REMODELING THAT INCLUDED STRENGTHENING OF THE EXTERIOR WALLS. THE INTENT IS TO KEEP THE STRUCTURAL IMPROVEMENTS IN PLACE AND IMPROVE ON THEM AS PART OF THE RESTORATION. THE CURRENT STATE OF THE BUILDING INCLUDES FULL DEMOLITION OF THE INTERIOR WALLS, AND THE 1st (GROUND), 2<sup>nd</sup> AND 3<sup>rd</sup> FLOOR STRUCTURES.

THE PROPERTY IS INTENDED TO BE RESTORED INCLUDING:

- A NEW 1<sup>st</sup> FLOOR INCLUDING NEW INFRASTRUCTURE, AN ELEVATOR SHAFT, NEW INTERIOR STAIRS, A NEW REAR EGRESS STAIR, AND NEW (EARLY 1900'S THEME) FRONT STREET ELEVATION. (INCLUDING A NEW FABRIC AWNING.)
- THE 2<sup>nd</sup> AND 3<sup>rd</sup> FLOORS WILL BE REPLACED FOR THE USE OF APARTMENTS. THIS RESTORATION WILL INCLUDE CONTINUATION OF THE VERTICAL CIRCULATION MEANS. M/P/E AND STRUCTURAL INFRASTRUCTURE WILL BE INSTALLED. THE 2<sup>ND</sup> FLOOR WOULD ALSO HAVE THE ADDITION OF A NEW DECK STRUCTURE ON THE WEST SIDE.
- THE EXISTING ROOF STRUCTURE WILL BE REMOVED IN PREPARATION FOR THE CONSTRUCTION OF A NEW 4<sup>th</sup> FLOOR. THE 4<sup>th</sup> FLOOR WILL BE A RESIDENCE (RESPECTING THE HEIGHT LIMITS, AND HISTORICAL REQUIREMENTS OF NOT MODIFYING THE FRONT ELEVATION).

THOUGH THE STUCCO CANNOT BE EFFECTIVELY AND SAFELY REMOVED FROM THE EAST (CORTEZ STREET) ELEVATION, THE INTENT IS TO ADAPT THE FAÇADE TO REFLECT THE EARLY HISTORIC CHARACTER, THROUGH A NEW EMPHASIS OF THE ORIGINAL CORBELS BY REMOVING THE STUCCO 'SMOOTHED' OVER THE OLD CORBELS AND APPLYING A THIN COAT OF NEW FINISH.

# SUP25-001

# 130 N Cortez

# Street

TAMMY DEWITT  
COMMUNITY PLANNER

September 12, 2025  
Prescott Preservation Commission



# Overview



A Special Use Permit is required by the Land Development Code 4.9.4.A.1. for any proposed building doing a remodel that adds 50 percent or more to the value of existing structures relative to the pre-model values in the Downtown Business District (DTB).

Located in the North Prescott National Register District.

Includes courtesy review by PPC before going to Planning and Zoning Commission and then City Council.

# Compatibility Review

1. Construction and exterior building materials shall be high quality and long lasting.
2. Structures shall demonstrate the general principles of good design including but not limited to those dealing with form, mass, scale, height, texture and color. Specific consideration shall be given to compatibility with other like structures in the vicinity where such structures are substantially in compliance with this LDC.
3. The architectural design of structures and their materials and colors shall be visually harmonious with the overall appearance, history and cultural heritage of downtown Prescott. Generous use of architectural interest elements is encouraged.
4. All mechanical equipment shall be screened from view in accordance with the requirements of Sec. 6.5.8.E.

Building under review





Provided by applicant



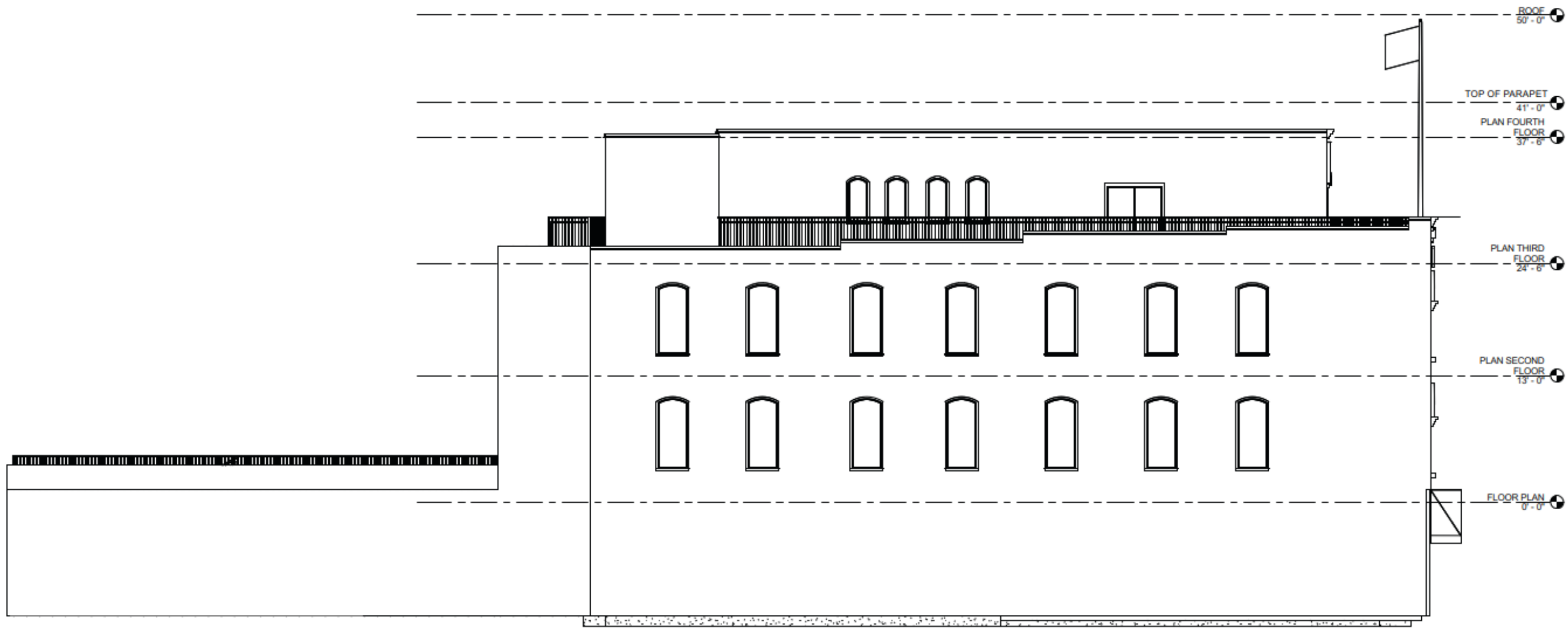
Provided by applicant



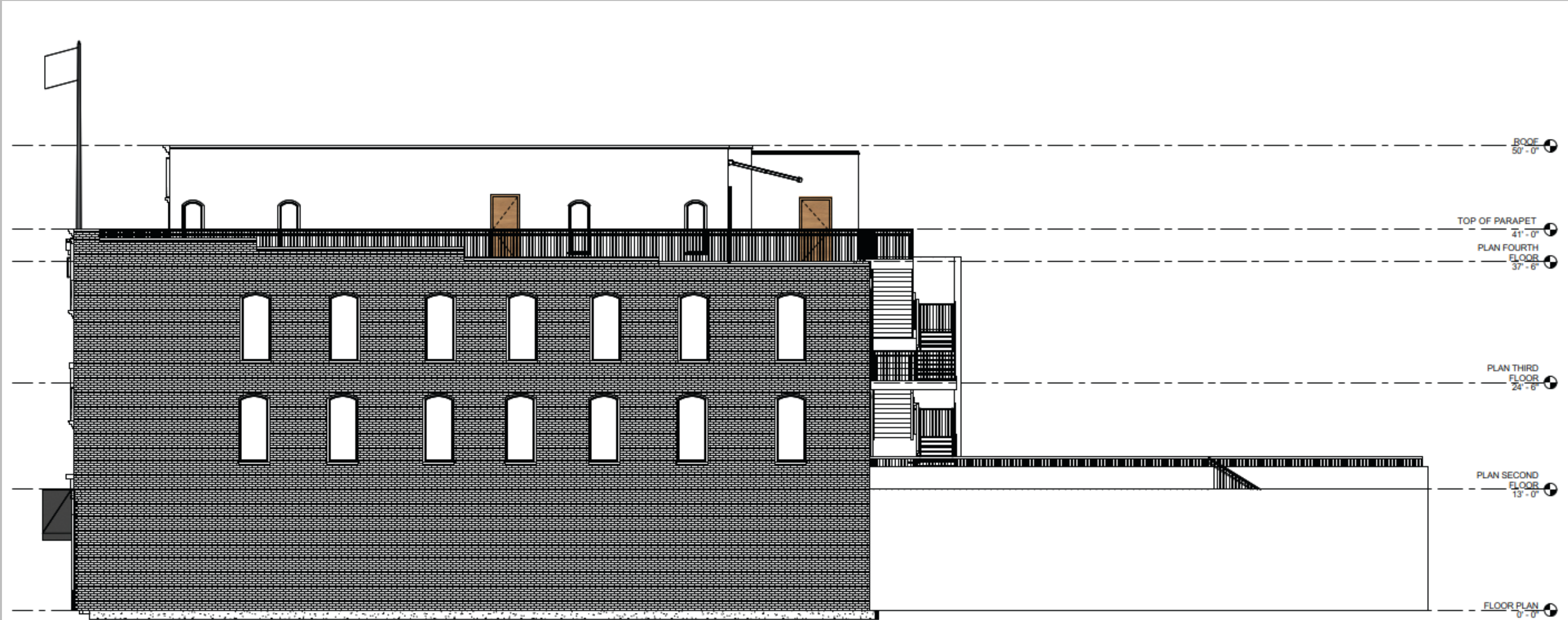


Proposed changes:

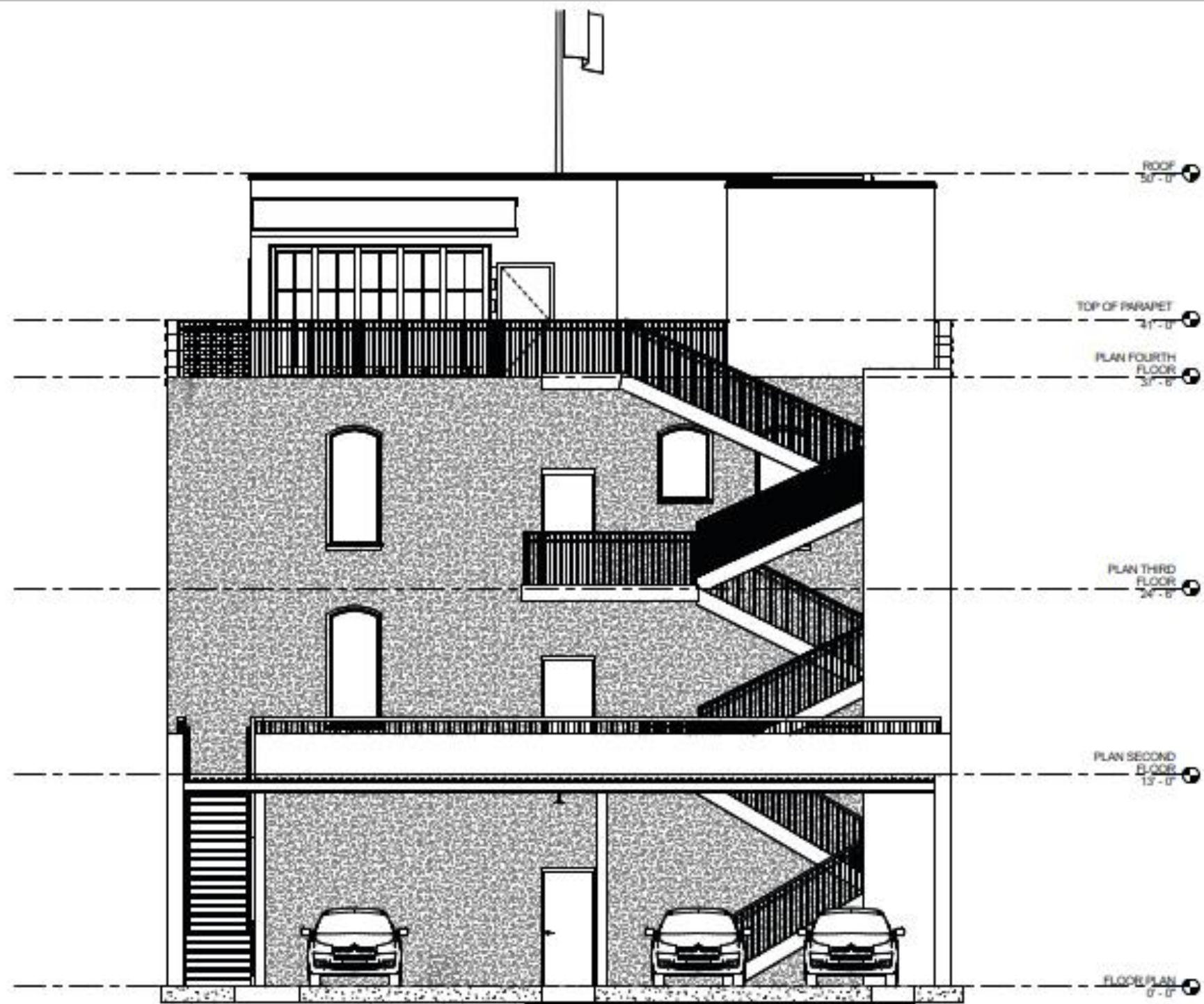
- New first floor area with new fabric awning
- Install an elevator
- 2<sup>nd</sup> and 3<sup>rd</sup> floors converted to apartments
- Addition of recessed 4<sup>th</sup> floor for a new residence



① SOUTH ELEVATION



1 NORTH ELEVATION



Providing 8 parking spaces for the residential use in the back.

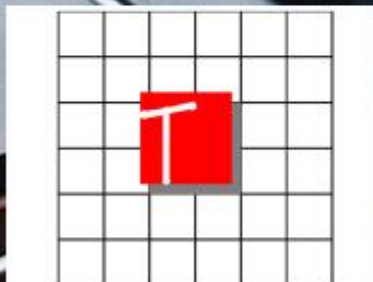
1 WEST ELEVATION



“Prescott Hotel” Sign on this side of building will remain but not shown on this rendering.

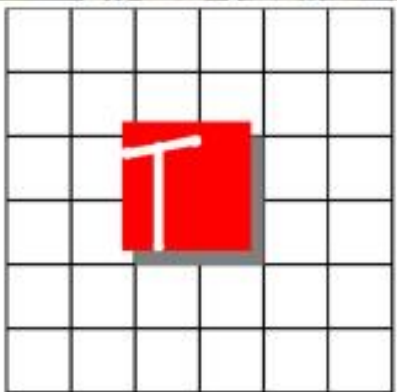






Michael Taylor  
Architects, Inc.





Michael Taylor  
Architects, Inc.



## Recommended Action

MOVE to recommend approval of SUP25-001 with or without conditions.

Recommended Condition 1. The applicant shall submit exterior buildings materials for review and approval by the Historic Preservation Specialist prior to building permit approval.

