



# City of Prescott

## Prescott Preservation Commission

---

September 12, 2025 | 9:00 AM  
201 N Montezuma Street  
Council Chambers, 3rd Floor  
Prescott, AZ 86301

### MINUTES

#### 1. CALL TO ORDER

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

#### 2. ROLL CALL

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

#### 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 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.

Tammy DeWitt Community Planner provided a presentation to the commission regarding a Special Use Permit located at 130 N. Cortez Street. She stated that the property is not in a local historic district but is in a national historic district and requires a courtesy review by the Preservation Commission before being reviewed by the Planning & Zoning Commission and City Council. She presented the compatibility review criteria, imagery maps, historical photos of the building, and elevations for the proposal. Additionally, she stated that the proposal was provided to the State Historic Preservation Office (SHPO) for review and it was determined that this meets the secretary of the interior standards review criteria. Staff recommended approval of SUP25-001 with or without the recommended conditions for the applicant to submit exterior building materials for review and approval by the Historic Preservation Specialist prior to building permit approval.

Commissioner Johnson asked what the 4<sup>th</sup> floor of the adjacent building is used for.

Ms. DeWitt responded that it is used for equipment storage.

Commissioner Johnson asked where the equipment storage for this building will be located.

Ms. DeWitt stated that the elevator shaft will be incorporated into the 4<sup>th</sup> story and will be screened.

Commissioner Johnson asked if the state has height requirements.

Ms. DeWitt replied no but the City Land Development Code (LDC) allows heights up to 50ft in the Downtown Business District (DTB).

Chair Sprain mentioned that SHPO discourages buildings over 3 stories and asked if the building would be a contender for the historic register.

Ms. DeWitt responded no due to alterations made in previous years.

Chair Sprain asked if the adjacent building is the only other building with a 4<sup>th</sup> floor.

Ms. DeWitt confirmed.

Chair Sprain believes the 4<sup>th</sup> floor will stand out from the street view.

Ms. DeWitt clarified that the 4<sup>th</sup> floor will be recessed back and not be as visible from the street.

Chair Sprain voiced concerns about the 4<sup>th</sup> floor addition.

Ms. DeWitt said engineering will be required to show the structure can withstand the weight of the 4<sup>th</sup> story.

Commissioner McCarver stated this sets a bad precedent allowing a 4<sup>th</sup> floor and is not in favor of the addition. Additionally, he has concerns about the window openings at the street level, potentially exceeding 75% of the entire opening.

Chair Sprain clarified that the 75% rule for windows applies to The Courthouse Plaza guidelines and not to this project.

Ms. DeWitt reiterated that this is not in The Courthouse Plaza, and the guidelines cannot be applied to the proposal.

Chair Sprain stated removing the stucco could harm the building and understands that it needs to stay.

Commissioner McCarver stated that the building needs to blend in with the character of adjacent buildings.

Commissioner Travis shared the national historic guidelines for the North Prescott District.

Ms. DeWitt stated that SHPO recommends the rooftop addition being setback.

Alex Bramlette Planning Manager said that staff is relying on SHPO recommendations.

Chair Sprain asked what the storefront at the street level looks like today.

Ms. DeWitt said there is no storefront currently, it was demolished with a demo permit.

Chair Sprain asked what staff wanted from the commission.

Ms. DeWitt stated that a recommendation is needed from the commission.

Colin Lovdahl, applicant from Michael Taylor Architects, stated that he is available to answer any questions.

Chair Sprain expressed concerns for the 4<sup>th</sup> floor.

Mr. Lovdahl stated that a small area of brick was removed to confirm the attachment details. Additionally, he stated that the 4<sup>th</sup> floor was setback as far as it can be without constricting the usable area.

Chair Sprain asked what the rear portion of the building is for.

Mr. Lovdahl said it will be a patio coming off the second floor and it will cover the parking on the first floor.

Chair Sprain asked if they could add something behind the building instead of a 4<sup>th</sup> floor.

Mr. Lovdahl responded no due to the requirement for 3 parking spaces.

Commissioner Johnson asked how many apartments will be in the building.

Mr. Lovdahl confirmed 6 in total with 3 units on the second & third floor.

Commissioner McCarver asked if the mechanical equipment will be incorporated inside the 4<sup>th</sup> floor.

Mr. Lovdahl confirmed and stated that a metal structure will be built into the stairway to allow clearance to use the stairs and conceal the condensing units.

**MOTION BY VICE CHAIR TRAVIS TO RECOMMEND TO APPROVE SUP25-001 WITH THE CONDITION OF EXTERIOR BUILDING MATERIALS FOR REVIEW AND APPROVAL BY THE HISTORIC PRESERVATION SPECIALIST; SECONDED BY COMMISSIONER KIMERY (PASSED 3-2) COMMISSIONER SPRAIN AND COMMISSIONER MCCARVER DISSENTING.**

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

Ms. Bramlette informed the commission that Mike King was approved by the subcommittee and will be returning to the Prescott Preservation Commission.

Commissioner McCarver asked if there was a date for the State Historic Society Meeting.

Ms. Bramlette said she will find out and update the commission.

Ms. Bramlette informed the commission that there will be a Special Preservation Commission Meeting on October 20<sup>th</sup>, 2025, for the Plaza Hotel at 140 S. Montezuma Street.


Chair Sprain asked for an update about a prior Historic Preservation Commission Project located on Goodwin Street.

Commissioner Johnson stated the applicant was supposed to make changes to the fence and the Historic Preservation Specialist was to review the changes.

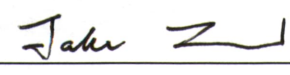
Ms. DeWitt clarified that staff would verify the changes to the fence have been made and follow up with the commission at a later date.

#### **5. ADJOURNMENT**

There being no further business to discuss, Chairman Sprain adjourned the meeting at 9:35am.

  
\_\_\_\_\_  
RICHARD SPRAIN, Chairman

ATTEST:

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

10/20/2025  
\_\_\_\_\_  
Date