

City of Prescott  
**Prescott Preservation Commission**



March 13, 2026 | 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 **March 13, 2026**. 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. Approval of the January 9, 2026 Prescott Preservation Commission Meeting Minutes.

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

B. **HP26-001:** A Request for Approval for Upgrades to Ken Lindley Field & Park. Location: 702 E. Gurley Street, APN 114-04-044. Owner: City of Prescott. Applicant: Kimley Horn and Associates Inc.

**Recommended Action: MOVE to approve or deny HP26-001**

C. **HP26-002:** A Request for Approval for Upgrades at the City's Parks & Recreation Administrative Offices. Location: 125 N Arizona Avenue, APN 114-04-047. Applicant: City of Prescott Facilities.

**Recommended Action: MOVE to approve or deny HP26-002**

D. **LDC26-003:** An Amendment to the City of Prescott Land Development Code Appendices by Replacing the Former Prescott Preservation Commission (PPC) Bylaws with the Newly Amended PPC Bylaws. Applicant: City of Prescott - Planning & Zoning Division.

**Recommended Action: MOVE to approve/deny LDC26-003 with or without changes**

**4. 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 3/5/26 at 11:00 a.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: March 13 Prescott Preservation Commission  
DATE: March 13, 2026  
DEPT: Community Development  
ITEM #: 3.A  
SUBJECT: Approval of the January 9, 2026 Prescott Preservation Commission Meeting Minutes.

## ITEM SUMMARY

This item is for the approval of the January 9, 2026 Prescott Preservation Commission meeting minutes. Staff recommends approval of the minutes as presented.

## BACKGROUND

None.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to approve the minutes as presented

## ATTACHMENTS

1. January 9, 2026 PPC Minutes



# City of Prescott

## Prescott Preservation Commission

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January 9, 2026 | 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  
Mike King, Member  
Rick Kimery, Member

#### 3. DISCUSSION & ACTION ITEMS

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

**MOTION BY VICE CHAIR TRAVIS TO APPROVE THE NOVEMBER 14, 2025 PRESERVATION COMMISSION MEETING MINUTES; SECONDED BY COMMISSIONER KING: PASSED (6-0).**

B. **HP25-009:** A Request for Approval for Construction of a New Detached Garage & Workshop. Address: 230 S Mount Vernon Ave. Owner: Del Mar Trust. Applicant: Erin Raisley.

Planning Admin Jacob Lund presented on the proposed detached garage and workshop at 230 S Mt Vernon Ave, located within the Southeast Prescott Local Historic Preservation District. He noted that although the property is within the East Prescott National Historic District, it is a non-contributor and is no longer listed on the National Register of Historic Places due to substantial changes to the siding material of the primary residence. Mr. Lund outlined the specifications for the proposed structures, including square footage, design, and location. Mr. Lund said staff has reviewed the proposed structure against the Prescott Historic Preservation Master Plan chapter for the East Prescott Historic District, City Ordinance Guidelines, Secretary of the Interior Standards, and the National Park Service's guidelines for "New Construction," deeming it compatible except for the encouragement of double-hung windows, as the proposed structure would have horizontally-oriented sliding windows.

Commissioner McCarver asked where the AC unit will be relocated.

Applicant Erin Raisley said this is to be determined.

Commissioner McCarver asked if it would be moved to the east side where it can be seen from the street.

Mr. Raisley said he would like to keep the unit in the general area it is currently in, but the final location of the unit is to be determined.

Commissioner McCarver asked what the overhang on the roof is.

Mr. Raisley said it is the same as the guest house, 12 inches.

Commissioner McCarver asked if there were any plans to complete the white picket fence in the front as previously approved.

Mr. Raisley said his client is a new owner, and that the fence approval came through the previous owner.

Commissioner McCarver asked if there were any awnings on the doors or skylights.

Mr. Raisley confirmed there are no plans for awnings or skylights.

Commissioner McCarver said the horizontally-oriented windows are not consistent with the recommendations of the East Prescott Historic District Master Plan.

Mr. Raisley answered that the shop area will have tools and work benches, justifying higher windows, and that houses to the north and south have the same high windows.

Commissioner King asked if the cement pad is the same size as the proposed garage.

Mr. Raisley said the garage and workshop will extend beyond existing slab and that the front of the shop wall is roughly 125 feet from the street.

Commissioner King noted that many of the windows on the street are horizontal and that the windows on the garage will not be highly visible from the street view or the alley. The Commissioner said that the city's intent is to protect the streetscape, so although the property is nonconforming the horizontal windows may be acceptable. The commissioner noted that the ordinance recommends and emphasizes vertical windows but does not require them.

Mr. Lund said the city has no issue with the windows, especially as the property is a noncontributing property in the district.

Commissioner McCarver read the window recommendations from the Master Plan.

Commissioner King noted that the excerpt uses the verbiage "should" not "shall."

Planner Alex Bramlette said the city is primarily invested in preserving the structure's exterior view from Mt Vernon St.

Commissioner Johnson asked if the proposed structure would push the lot coverage over the maximum allowed lot coverage.

Mr. Lund replied that based on rough calculations the structure would fall within the maximum allowed lot coverage allowance.

**MOTION BY VICE CHAIR TRAVIS TO APPROVE HP25-009 AS WRITTEN;  
SECONDED BY COMMISSIONER KING: PASSED (5-1). COMMISSIONER  
MCCARVER DISSENTING.**

**4. STAFF UPDATES**

Ms. Bramlette reminded commissioners of applications to reapply for those with expiring terms. She provided updates on the status of the 402 and 410 E Goodwin property owned by Chris Todd. She said wood siding was added to the existing front fence as requested and that the CMU caps were removed. Ms. Bramlette presented a request by the applicant to add brick caps to the fence.

Commissioner Johnson asked if the existing cap was a flat concrete cap.

Ms. Bramlette confirmed.

Chair Sprain asked if the brick was an acceptable material for the area.

Ms. Bramlette answered that brick is an acceptable material.

Chair Sprain said he does not recall anywhere else in the City with brick caps.

Commissioner Johnson noted that brick does not appear anywhere else on the property.

Ms. Bramlette said she will bring this feedback to the property owner.

Commissioner King asked if there is a substitute material that could be used.

Vice Chair Travis said there are many concrete caps in her neighborhood.

Commissioner Johnson asked why the existing concrete caps were denied.

Commissioner McCarver asked if there are any City requirements regarding fence caps.

Ms. Bramlette answered that City Code does not have any guidelines for fence caps, only the Master Plan does.

Ms. Bramlette reminded commissioners that there is no PPC meeting scheduled for February.

Commissioner King asked who the staff liaison is for the Prescott Preservation Commission.

Ms. Bramlette replied that Mary Frederickson is the liaison.

Commissioner King noted that the removal of the planters near Doc's BBQ improved the appearance of the street. Commissioner Johnson agreed.

**5. ADJOURNMENT**

There being no further business to discuss, Chairman Sprain adjourned the meeting at 9:31 a.m.

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RICHARD SPRAIN, Chairman

ATTEST:

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Recording Secretary

Date



TO: MAYOR AND CITY COUNCIL  
AGENDA: March 13 Prescott Preservation Commission  
DATE: March 13, 2026  
DEPT: Community Development  
ITEM #: 3.B  
SUBJECT: **HP26-001:** A Request for Approval for Upgrades to Ken Lindley Field & Park. Location: 702 E. Gurley Street, APN 114-04-044. Owner: City of Prescott. Applicant: Kimley Horn and Associates Inc.

## ITEM SUMMARY

This item is for review of HP26-001. The applicant proposes the following (more information provided in attached evaluation from third-party reviewer):

- Grandstand Alterations
- Digital Signs and Advertising
  - 2 new digital signs along Gurley Street to advertise events
  - Existing scoreboard sign to be converted to digital sign
  - New digital scoreboard along western park boundary
- Park Site Alterations

## BACKGROUND

In October 2025, City Council approved a contract with OJB FC for multiple amenity improvements at the City-Owned Ken Lindley Field. The Recreation Services Director has reviewed the proposed improvements and confirmed that they fit within the contract scope.

Relative to the Historic Preservation review, a more formal analysis has been completed by a third-party reviewer and is included in your packet.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to approve or deny HP26-001

## ATTACHMENTS

1. HP26-001 Project Overview
2. Broadbent Review\_Ken Lindley Park\_2026-01-09
3. ARMORY - CC - Ordinances - 3279 - 11\_8\_1994
4. HP26-001 Presentation

## Project Narrative

To: City of Prescott

From: Andrew Baird, Kimley-Horn and Associates, Inc.

Date: February 5, 2026

Subject: ***Ken Lindley Park Improvements – Prescott Preservation Commission***

### **EXISTING CONDITIONS**

Ken Lindley Park, located on the northeast corner of Gurley Street and Washington Avenue, was originally constructed in the 1930's with additions and renovations over the years. The park includes multiuse fields (primarily soccer), playground, skate park, ramada and restrooms. Primary seating is on the east side of the field with primary access from Willis Street and Arizona Avenue and secondary access from Washington Avenue.

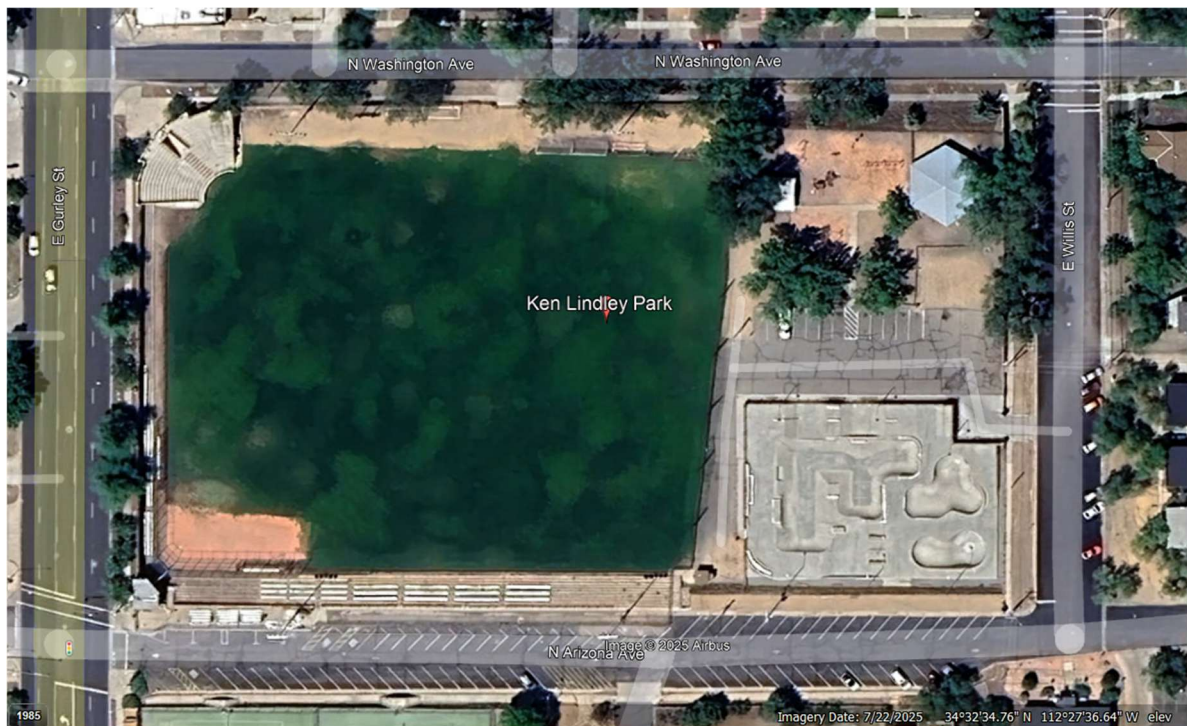


Figure 1 - Existing Ken Lindley Park

### **PROPOSED IMPROVEMENTS**

The document outlines a comprehensive plan for the historic preservation of development and renovation of a youth soccer facility at Ken Lindley Park. It covers digital signage and existing facility improvements. Additionally, the submittal packet includes an overall site plan and project visuals.

## DIGITAL SIGNAGE AND ADVERTISING

The plan includes refurbishing the existing scoreboard into a digital advertising display. Two marquee digital displays with frontage on Gurley Street are also planned to show upcoming events and games.

Component	Description
Marquee Digital Signs	Two signs on Gurley Street frontage for event display
Refurbished Existing Scoreboard	Converted to digital advertising
New Scoreboard	New Digital Display



Figure 2 – New Digital Sign at Gurley & Washington Street



Figure 3 - New Digital Sign at Gurley and Arizona



Figure 4 - New and Refurbished Scoreboards



Figure 5 – Location of HVAC Mini Split at the Locker Rooms

## NETTING

Ball control safety netting (20' tall) is proposed along the south side of the field.

## FACILITY RENOVATIONS

Renovations include updating existing men's locker room and converting the current storage area into a women's locker room with lockers, commercial washers/dryers, paint, HVAC mini split system, and large screen TVs. Offices will be renovated or built as needed. The press box will be remodeled for dual use as a press and coaches' office, with new HVAC mini split system, paint, larger windows, and a Daktronics broadcasting/PA system. Additional portable restrooms near the press box are proposed for spectator safety (approximately 17' long by 8' wide), especially for elderly attendees.



February 13, 2026

Re: Design Review of Ken Lindley Field and Park at 702 E. Gurley Street (APN 114-04-044), City of Prescott, Yavapai County, Arizona.

## **BACKGROUND INFORMATION**

Ken Lindley Field and Park (“Park”) is located on the north side of E. Gurley Street between W. Washington Avenue and N. Arizona Avenue, with the tennis courts and associated administrative offices located at the northeast corner of E. Gurley Street and N. Arizona Avenue. The site had been used for recreational purposes since 1908, eventually being named City Park and Athletic Field. The Park and surrounding area (making up the Prescott Armory Historic District) was deeded to the City in 1925. Construction of the Park began in 1930 with a small structure consisting of a grandstand and bleachers on the northeast corner of E. Gurley Street and N. Washington Street. The grandstand was completed in 1931. Native stone was brought from Granite Creek and other areas nearby for the construction of the retaining walls, perimeter walls, bleachers, tennis courts and a residence that now serves as administrative offices for the City.

The Park was renamed Ken Lindley Field in 1971. Various alterations have occurred to the Park since it was originally constructed, including the addition of a two-story press box at the southeast corner of the Park between 1968 and 1972; the construction of a shaded group picnic area, restroom building, and playground at the northwest corner of the Park; and the addition of a paved parking lot at the northeast corner of the Park, both between 1992 and 2003. In 2004, a skate park was constructed, replacing the paved parking area (PPC No. HP04-017). In 2012, a 220-foot long section of historic wall along the east side of N. Washington Street (west of the group picnic area) was removed and replaced with a sloped berm covered in native stone (PPC No. HP11-023). Additionally, the original tennis courts have been renovated multiple times (surfaces only).

The Park is listed in the National Register of Historic Places (“National Register”) as a contributing resource of the Prescott Armory Historic District (94000829). The period of significance is defined as 1930 – 1939. Per Chapter 11.3.4 of the City’s Historic Preservation Master Plan, the Prescott Armory Historic District is significant under Criterion A for its association with the Depression era in Prescott and the impact of various public relief efforts, both public and private; and under Criterion C because it presents a cohesive group of projects that represent a style and technique common during the Depression era. The Ken Lindley Field is considered a contributing resource within the District, and the press box is considered a non-contributing resource within the District.

## **DESCRIPTION OF PROPOSED WORK**

Per the project narrative submitted by Kimley-Horn on November 13, 2025, the proposed project includes development and renovation of a youth soccer facility at the Park, including safety features, digital signage, lighting, and facility improvements. A complete list of proposed Park improvements with images is provided in the submittal documents. Below are items included in the applicant’s submittal. Please note that alterations proposed to the press box were not evaluated for compliance with the District guidelines as the structure is considered non-contributing to the District.

1. Grandstand Alterations
  - Remove existing overhead garage door and fill with a single-leaf entry and siding/trim. Siding will be 4” tall to match existing board-formed concrete dimensions.



- Repair broken and damaged concrete where necessary.
- 2. Digital Signs and Advertising
  - a. One vertical digital sign in landscape buffer to the right (southeast) of the main grandstand entry on E Gurley Street and N Washington Avenue, and one at the southeast corner of E Gurley Street and N Arizona Avenue, to advertise events.
    - Digital signs are identical and consist of a 7' by 5'1" display set atop a 4' by 5'1" base.
    - The depth of the sign is estimated to be between 14" and 20", depending upon existing underground conditions and exact location approvals.
    - The base material is aluminum painted to match the color of the existing historic grandstand.
  - b. Existing scoreboard at western Park boundary will be converted to digital advertising.
  - c. New digital scoreboard to be erected north of existing scoreboard along western Park boundary. Scoreboard dimensions are 25.76' by 27.57' with a total height of 34.96'.
- 3. Park Site Alterations
  - a. Install four, small, bronze sculptures in front of the northeast façade of the grandstand.
  - b. Construct a five-foot-wide concrete border in front of the bleachers along the south and east Park boundaries. The concrete border serves as both an ADA accessible pedestrian path along the field level and to anchor the proposed turf/playing surface. The border will also serve to route surface water from the field to the outfall point on the north end of the field. Over time, water will undermine flagstone and create maintenance and safety issues.
  - c. Install a 70' long by 10' tall concrete technique wall with netting on top along the east boundary of the soccer fields (between the field and the children's play area).
  - d. Host a portable restroom at the southeast corner of the Park, north of the press box.

## SUMMARY OF FINDINGS

### Prescott Armory Historic District Design Guidelines

The National Register district shares an identical boundary with the local Prescott Armory Historic Preservation District (PAHD). As such, the property is subject to historic preservation standards as provided in Ordinance No. 3279, adopted in 1994, and the PAHD "Specific District Recommendations," contained within Chapter 11.1 of the City's Historic Preservation Master Plan, adopted in 1998. Ordinance 3279 provides "Design Components and Criteria" that defers to the physical descriptions of each structure as contained within the PAHD National Register nomination. The descriptions provide the character-defining features for the District, while the PAHD Historic Preservation Master Plan provides useful design guidelines.

It should be noted that the overhead door on the north façade of the grandstand is not included in the description from 1994, nor is it clearly visible in the images provided with the National Register nomination, suggesting that the overhead door is not original to the grandstand.

Broadbent evaluated the proposed porch roof addition to the Administrative Offices building using the PAHD Historic Preservation Master Plan's Specific District Recommendations and finds that the proposed project meets all applicable Ordinance guidelines provided below. See tables beginning on the following page for detailed evaluation of each category. Notes with further explanation of findings are included where appropriate.



<b>Evaluation of Compliance with Design Guidelines: A) SITING</b>		
<b>Design Guideline</b>	<b>Complies Y/N</b>	<b>Notes</b>
1. Retain historic layout and design integrity of existing structures, including buildings and stone walls.	Y	No changes to the historic layout and design integrity are proposed.
2. Maintain the district for its current (and historic) use.	Y	No changes in use are proposed.
3. Maintain historic siting, use and design of new construction of additions.	Y	Proposed changes are compatible with the historic recreational use.

<b>Evaluation of Compliance with Design Guidelines: B) STREETScape/LANDSCAPE</b>		
<b>Design Guideline</b>	<b>Complies Y/N</b>	<b>Notes</b>
1. Maintain existing parkways on Gurley, Washington and Willis Streets (including street trees) to provide a "soft" edge to the district; do not allow impermeable materials or automobile parking in the parkways.	Y	No changes to the parkways are proposed.
2. Maintain existing lawn areas.	Y	No changes to the existing lawn area are proposed.
3. Preserve stone walls throughout the district.	Y	No changes to the historic stone walls are proposed.

<b>Evaluation of Compliance with Design Guidelines: C) DOORS/WINDOWS</b>		
<b>Design Guideline</b>	<b>Complies Y/N</b>	<b>Notes</b>
1. Use replacement doors consistent with the historic pattern.	Y	Replacement door for north (side) façade of grandstand will match existing.  The infill of the non-historic garage door with wood siding is considered a compatible replacement treatment as the new



**Evaluation of Compliance with Design Guidelines: C) DOORS/WINDOWS**

Design Guideline	Complies Y/N	Notes
		materials do not distract from the board-formed concrete walls of the grandstand and are differentiated from the historic materials.

**Evaluation of Compliance with Design Guidelines: D) MATERIALS**

Design Guideline	Complies Y/N	Notes
1. Preserve stone on existing buildings and walls; do not allow stucco or sheathing of any type to cover the exposed stonework.	Y	No changes to the historic stone walls are proposed.
2. Discourage stucco, metal, vinyl, or exposed block (with the possible exception of split-faced block) as primary materials.	Y	No stucco, metal, vinyl, or exposed block is proposed.

**Evaluation of Compliance with Design Guidelines: E) OPEN SPACE**

Design Guideline	Complies Y/N	Notes
1. Maintain park atmosphere, boundaries, buffers and mature landscaping throughout the district.	Y	No changes to the park atmosphere, boundaries, buffers and mature landscaping are proposed.

**Evaluation of Compliance with Design Guidelines: F) MISCELLANEOUS ELEMENTS**

Design Guideline	Complies Y/N	Notes
1. Preserve historic cast iron streetlamps on Washington Street.	Y	No changes to the historic cast iron streetlamps are proposed.
2. Light and fly US and Arizona flags 24 hours a day.	Y	
3. Encourage use of flagstone walks where appropriate.	N	5' concrete "border" is proposed for south and east sides of Park (see Description of Proposed



**Evaluation of Compliance with Design Guidelines: F) MISCELLANEOUS ELEMENTS**

Design Guideline	Complies Y/N	Notes
		Work 3. Park Site Alterations)
4. Improve treatment of facilities required by ADA.	Y	The portable restroom will be located on N. Arizona Avenue for improved accessibility from the street level / bleachers as opposed to the restroom in the existing concrete bleachers and the restroom near the Park.

**Evaluation of Compliance with Design Guidelines: G) FUTURE PROJECTS**

Design Guideline	Complies Y/N	Notes
1. Work with the City Public Works Department to ensure that any public improvements are compatible with the historic district.	Y	Applicant coordinated closely with Planning & Zoning and other applicable City departments on the development of this application.

**Evaluation of Compliance with Design Guidelines: H) ZONING**

Design Guideline	Complies Y/N	Notes
1. Disallow incompatible uses in the historic district.	Y	The proposed recreational use is compatible with the historic use of Ken Lindley Field ("Park").

**Evaluation of Compliance with Design Guidelines: I) DISTRICT OPPORTUNITIES**

Design Guideline	Complies Y/N	Notes
1. Promote continued use of the District as a public park edged by compatible and non-intrusive residential and commercial development.	Y	The proposed alterations will allow the continued



Evaluation of Compliance with Design Guidelines: I) DISTRICT OPPORTUNITIES		
Design Guideline	Complies Y/N	Notes
		use of the District as a public park.

PUBLISHED IN THE  
PRESCOTT COURIER ON

11/16/94 & 11/23/94

**INDEXED &  
MICROFILMED**



INSTRUMENT # 9470838  
OFFICIAL RECORDS OF  
YAVAPAI COUNTY  
MARGO W. CARSON

REQUEST OF:

CITY OF PRESCOTT

DATE: 12/08/94 TIME: 10:15

FEE: 7.50 SC: PT:

BOOK 2939 PAGE 363 PAGES: 013

BK	FEE
	7.50
MAP	\$4
PCL	\$5
	\$1
\$7.50	

### ORDINANCE NO. 3279

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, PROVIDING FOR AN OVERLAY ZONE DESIGNATING THE PRESCOTT ARMORY HISTORIC PRESERVATION DISTRICT, REGULATING THE USE OF CERTAIN PROPERTY THEREIN, AND AMENDING THE ZONING MAP OF THE CITY OF PRESCOTT.

WHEREAS, the City of Prescott is empowered to establish districts of historical significance pursuant to ARS Section 9-462.01(A)(10); and

WHEREAS, the City of Prescott Preservation Commission has determined that certain property within the City limits meets the requirements of ARS Section 9-462.01 (A)(10) and Prescott City Code Section 3-9-1; and

WHEREAS, the City Council of the City of Prescott has determined that the foregoing property meets the requirements of ARS Section 9-462.01(A)(10) and Prescott City Code Section 3-9-1; and

WHEREAS, the City of Prescott has complied with the provisions of ARS Section 9-462.01 et seq. and Prescott City Code Section 3-9-1.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1. THAT, there is hereby established the Prescott Armory Historic Preservation District, the boundaries of which are more particularly set forth in the attached Exhibit "A".

SECTION 2. THAT, in addition to those requirements as set forth in Prescott City Code Section 3-9-1, those properties within the Prescott Armory Historic Preservation District shall comply with those standards necessary to preserve the historical character of said property, as more particularly set forth in the attached Exhibit "B".

SECTION 3. THAT, at least three (3) copies of the Zoning Map of the City of Prescott as adopted pursuant to Title X, Chapter 1 of the City Code, and as subsequently amended, including the amendments herein, shall be filed immediately in the Office of the City Clerk of the City of Prescott and shall be available for public use and inspection.

BOOK 2939 PAGE 363

Ordinance No. 3279 - continued:

PASSED, APPROVED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 8<sup>th</sup> day of NOVEMBER, 1994.

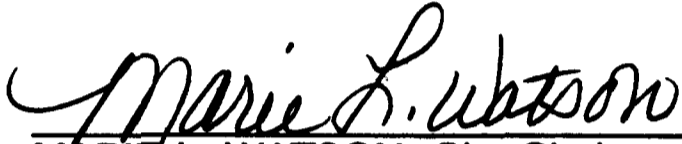
**SEAL**



\_\_\_\_\_  
DAITON RUTKOWSKI, Mayor

ATTEST:

APPROVED AS TO FORM:

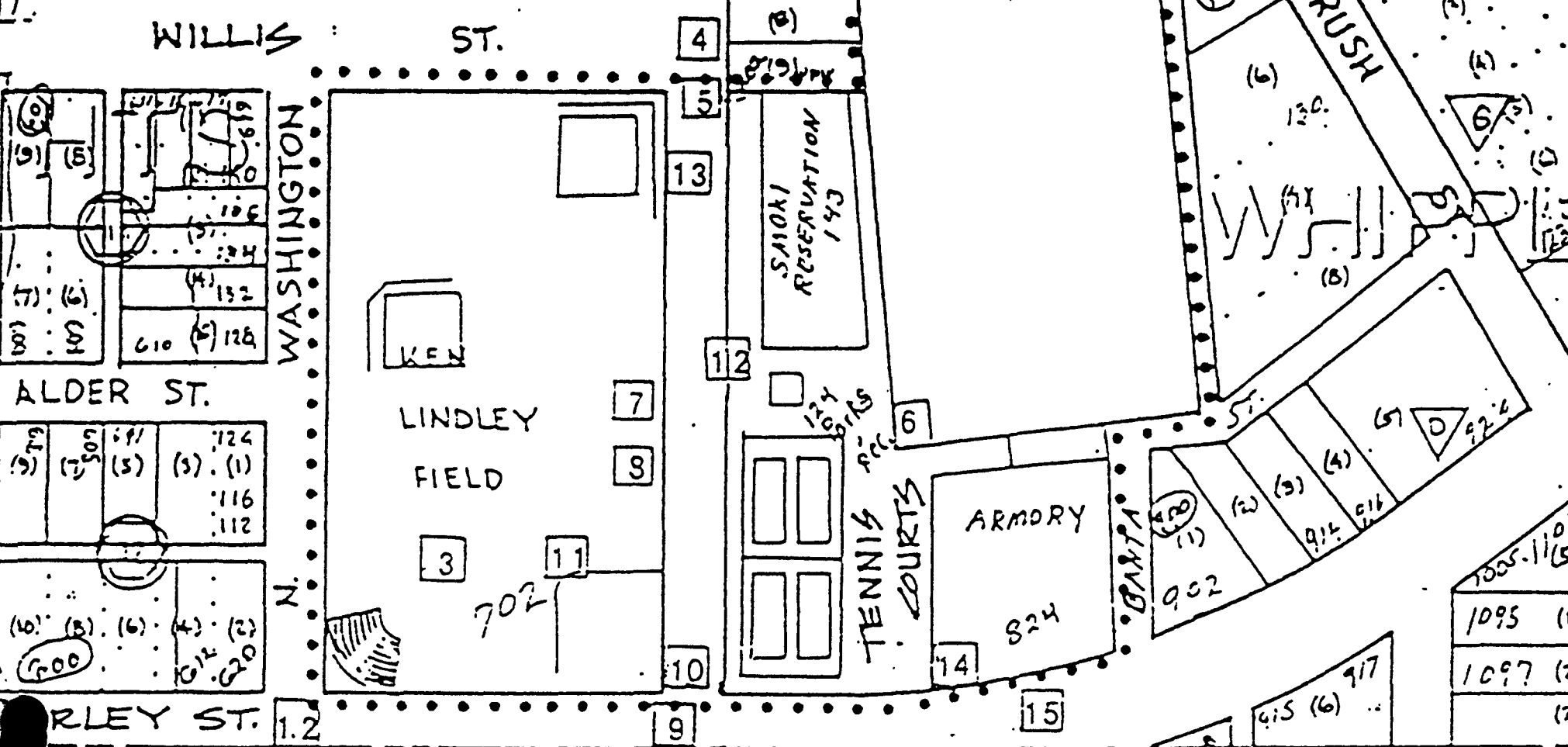
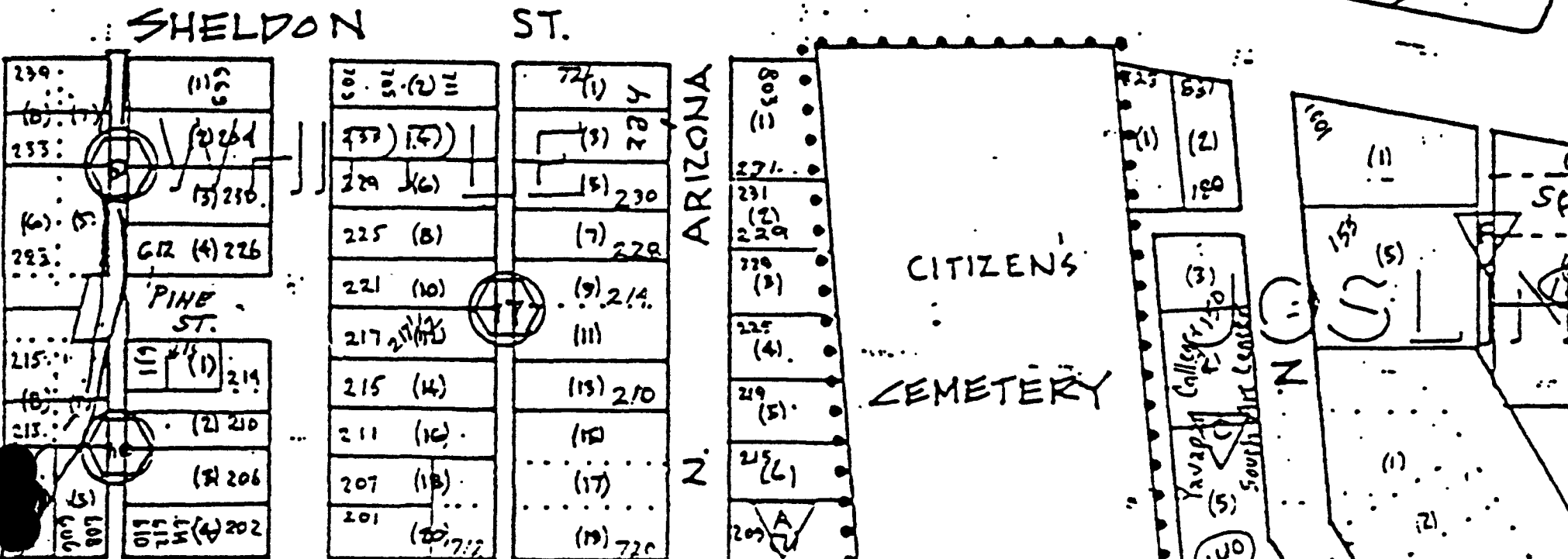
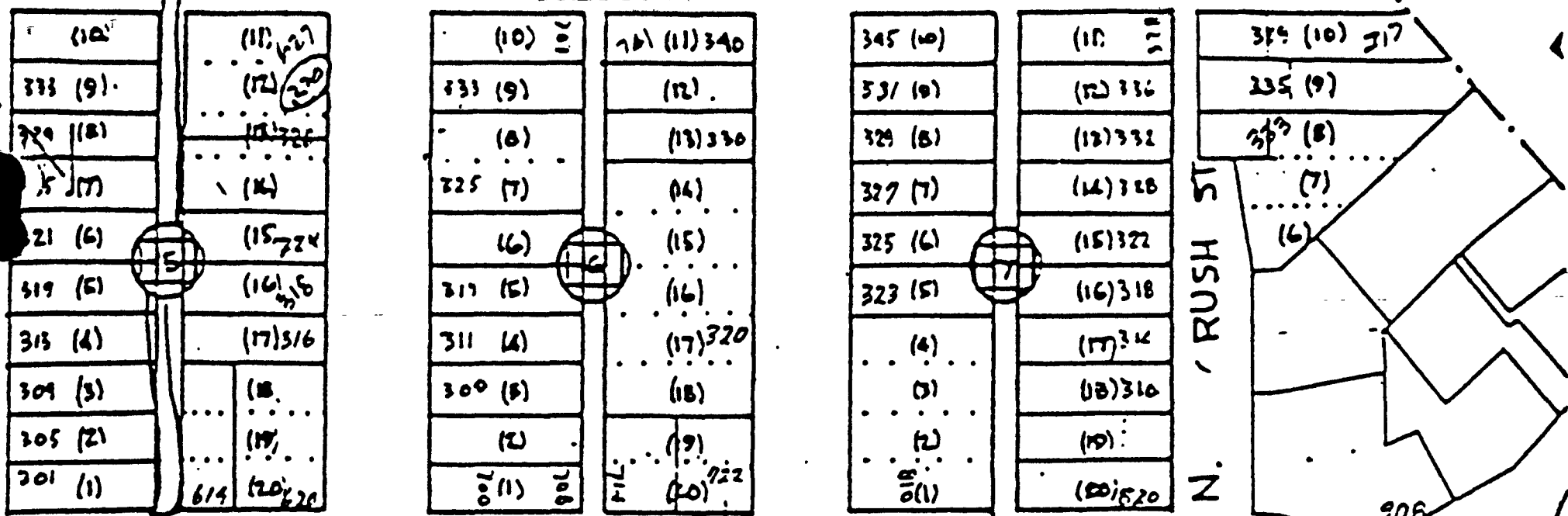


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MARIE L. WATSON, City Clerk



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JOHN R. MOFFITT, City Attorney

PRESCOTT ARMORY HISTORIC DISTRICT



District Boundary .....  
 Photo Sketch Map Key

EXHIBIT A-2

A part of Lots Ten and Eleven, Block A, Joslin subdivision to the City of Prescott according to the official map or plat of record in the office of the County Recorder, Yavapai County, Arizona, and particularly described as follows, to-wit:

BEGINNING at the Northeast corner of Lot Ten, Block A, Joslin subdivision, thence Southerly 75.03 feet along the West line of alley in said Block A, thence in a Westerly direction through the center of said Lot Eleven, Block A for a distance of 98.21 feet, thence in a Northerly direction parallel to and 26.35 feet distant from the West line of said Block A for a distance of 75.0 feet, thence in an Easterly direction for a distance of 91.15 feet to the point of beginning.

TOGETHER with the improvements thereon, which said improvements are a part and a part only of the public archaeological, anthropological and ethnological museum now maintained by the parties of the second part on said premises, and the premises adjacent thereto.

EXHIBIT A-3

That certain tract of land located within the amended Plat of the Joslin Subdivision of Whipple Heights Addition to the City of Prescott, as recorded in the official records of the County of Yavapai, State of Arizona, said tract being described as follows:

Beginning at a point, N.  $39^{\circ}50'$  E. a distance of 9.50 feet, and S  $5^{\circ}39'$  E a distance of 20.40 feet, from the point of intersection of the centerline of Arizona Avenue to the north and the centerline of Sheldon Street, said beginning point being the Northwest corner of the Citizens Cemetery; thence S  $5^{\circ}39'$  E along the West line of the Citizens Cemetery for a distance of 19.78 feet, being a point 40 feet distant at right angles from the established center line of Sheldon Street, thence N  $89^{\circ}50'$  E 40 feet distant and parallel to the established center line of Sheldon Street, for a distance of 303.30 feet, to a point on the East line of the Citizens Cemetery; thence N  $5^{\circ}50'$  W. a distance of 19.58 feet to the Northeast corner of the Citizens Cemetery, thence S  $89^{\circ}52'$  W for a distance of 303.23 feet to the point of beginning.

Except the following:

Beginning at a point, N.  $89^{\circ}50'$  E. a distance of 9.50 feet, and S.  $5^{\circ}39'$  E. a distance of 20.40 feet, from the point of intersection of the centerline of Arizona Avenue to the north and the centerline of Sheldon Street, said beginning point being the Northwest corner of the Citizens Cemetery; thence S.  $5^{\circ}39'$  E. along the West line of the Citizens Cemetery for a distance of 19.78 feet, being a point 40 feet distance at right angles from the established center line of Sheldon Street, thence N.  $89^{\circ}50'$  E. 40 foot distance and parallel to the established center line of Sheldon Street, for a distance of 303.30 feet, to a point on the East line of the Citizens Cemetery, thence N.  $5^{\circ}50'$  W. a distance of 19.58 feet to the North East corner of the Citizens Cemetery, thence S.  $89^{\circ}52'$  W. for a distance of 303.23 feet to the point of beginning.

EXHIBIT A-4

Lots Nos. 1 to 21 inclusive in Block 18, in Whipple Heights, Yavapai County, Arizona, according to the map or plat thereof now on record in the Office of the County Recorder of Yavapai County, Arizona.

EXHIBIT A-5

The East one-half (E½) of Lot Four (4), and Lot Five (5), Block B, Joslin's subdivision of Whipple Heights addition to the City of Prescott, as shown on the map or plat thereof in Book 3 of Plats, Page 11, official records in the office of the County Recorder of said County and State, including that portion of said premises closed for street purposes by Ordinance No. 273 of the City of Prescott; and Lots Six (6) and Seven (7), Block B, Joslin's Amended Subdivision of Whipple Heights Addition to the City of Prescott, as shown on the map or plat thereof in Book 3 of Plats, page 88, official records in the said office of said County Recorder.

EXHIBIT A-6

Beginning at a point on the North line of Lot (6), Block (B), Joslin Subdivision, 11.0 feet East of the Northwest corner of said Lot (6); thence Northerly at right angles for thirty (30.0) feet to the North line of the Alley; thence Easterly along the North line of the Alley for ninety-eight (98.0) feet; thence Southerly at right angles for thirty (30.0) feet to a point on the South line of said Alley; thence Westerly along the North line of Lots (6) and (7) of said Block (B) for ninety-eight (98.0) feet to the place of beginning.

## EXHIBIT "B"

### PRESCOTT ARMORY HISTORIC DISTRICT

#### DESIGN GUIDELINES

##### SUMMARY:

The Prescott Armory Historic District comprises a group of adjacent properties which are all associated with Depression Era construction between 1929 and 1939. The property with the oldest context in the community is the Citizen's Cemetery, which began in 1864 but was enclosed by a stone perimeter wall in 1934. The City Park and Ball Field in its present form dates from 1931, the Smoki Pueblo and Museum from 1931 and 1935 respectively and the Prescott National Guard Armory from 1939. All properties include Depression Era stone structures. There are four contributing buildings, two contributing structures and three non-contributing buildings.

##### SETTING AND APPEARANCE:

The Prescott Armory Historic District is an "L" shaped tract of land which was part of a tract of patented land totaling 163.72 acres granted to Virginia Koch in 1876. Lying approximately one-quarter mile east of the original townsite, it was originally a fairly flat area at the foot of rolling hills which rise to the east and north. The District includes five Assessor's parcels totaling approximately 12 acres and is bounded on the south by Gurley Street, on the west by Washington Street and Arizona Avenue, on the north by Sheldon Street and on the east by privately owned property.

Citizen's Cemetery was in use as a cemetery beginning in 1864 and was deeded to Yavapai County in 1884. The remainder of the land which is now included in the District became part of the Whipple Heights Addition in 1908, then the Joslin Subdivision in 1924, the Amended Joslin Subdivision in 1926 and the Joslin-Whipple Subdivision in 1935. The land was annexed into the City of Prescott in September 1925. Charles T. and Ada M. Joslin deeded property including the City Park and Athletic Field (now known as Ken Lindley Field) to the City of Prescott in 1922. On January 5, 1931, after Mrs. Joslin's death, the City carried out her request to deed a portion of that land to the Smoki People for the purposes of building "a home thereon where they can preserve their literature, relics and traditions and pursue their work". In 1936 the City of Prescott also donated a portion of the land received from Mrs. Joslin for the construction of the Arizona National Guard Armory. Construction of the Armory was started March 5, 1936 and completed November 4, 1939. See Map, Exhibit "A-1".

The Prescott Armory Historic District is located on land which has, for the most part, been leveled and landscaped for various public uses. A few native type trees remain around the Smoki Pueblo and Museum, and there are native trees and shrubs within the boundaries of the cemetery. Native grasses and flowers are also common in the cemetery. Soils are native decomposed granite plus fill. The use of native stone for the wall around the cemetery, the bleachers and tennis courts, the Smoki buildings and the Armory gives the District a consistent appearance through the use of similar materials, color, craftsmanship and architectural style.

#### **ARCHITECTURAL DESCRIPTION:**

##### Citizen's Cemetery

The cemetery dates to 1864 and contains the graves of many of Prescott's pioneer settlers. There are no freestanding structures within the boundaries of the cemetery. The cemetery includes a variety of gravestones and monuments. Some areas are fenced with wooden or iron fences. The cemetery is poorly kept and many of the stones are missing, misplaced or in need of repair and resetting. A combined project was proposed to the Civil Works Administration (C.W.A.) which would result in the construction of bleachers for the athletic field, tennis courts and a wall completely encircling the cemetery. The entrance to the cemetery was to be on Sheldon Street, on the north end of the cemetery, and a cattle guard was to be installed to keep cattle from grazing in the cemetery. Curbs and gutters were to be installed along Gurley Street and Arizona Avenue. East Willis Street was to be extended and improved.

This C.W.A. project resulted in the construction in late 1933 and early 1934 of an uncoursed fieldstone and concrete rubble masonry wall laid in a mosaic or polygonal pattern three to five feet high and approximately 18 inches thick around the perimeter of the Citizen's Cemetery (originally approximately 2,400 feet in total length). Stone pillars with pyramidal caps are located at the corners and at varying intervals along the length of the wall. On the east side, the wall tapers down and ends; for approximately 50 feet there is a drainage swale and then the wall resumes, tapering back up to a height of approximately three feet. The stones for the wall were brought from Pine Dells, Granite Creek and the foothills nearby. The construction of this wall clearly defined the perimeter of the cemetery, setting the cemetery apart from the other properties in the area and yet tying it to them by the use of the native stone for the wall. It provided much needed protection for the cemetery, created a new location for the entrance, which now led into the already existing U-shaped driveway running most of the length of the cemetery from north to south, and evidenced a community interest in protecting, enhancing and preserving this very important pioneer cemetery.

Around 1960 Sheldon Street was widened and improved by the Arizona Department of Transportation, resulting in the removal of the north section of the wall and the loss of approximately 15 feet of the cemetery for use as right-of-way. The stone wall was demolished and replaced by a chain link fence with chain link gates at the entrance. There was no longer a need for the cattle guard and so it was removed and not replaced. The remainder of the wall on the east, south and north remains intact (a total of approximately 2,100 lineal feet), though there are several areas which have been damaged and are in need of repair.

#### City of Prescott Park and Athletic Field

This park was originally a fairly flat area of land used for various outdoor activities starting in approximately 1908. Due to its use for the very popular sport of baseball, the City constructed a small (approximately 50 X 110 feet overall) grandstand on the northeast corner of East Gurley Street and North Washington Street. Begun in November 1930, it was completed in 1931. This structure is of a vernacular style and is based on a regular plan. It is constructed of reinforced concrete; however, it does exhibit a slight Art Deco influence in the decorative features, including a smooth wall surface, vertical projections and stylized geometric motifs. It is constructed on a curve, with the outside of the curve facing the outside of the corner of Gurley and Washington Streets. It has a central entrance corridor with doors on each end for entrance and egress. The grandstand has a stepped parapet wall on the outer facade which is 14 feet high at its highest point over the entrance. There are pairs of square openings without windows along the outer facade. They are currently covered with wire mesh screening but are original. The grandstand has rows of bleachers on the inside curve which originally faced home plate (it has since been moved for safety reasons).

In 1934 the area surrounding the baseball field was defined for the construction of bleachers and a portion of land to the east of the ball field was set aside for tennis courts. The bleachers and tennis courts, along with a small residence, were constructed as a C.W.A./Works Progress Administration (W.P.A.) project in conjunction with the construction of the Smoki Museum and the wall around the Citizen's Cemetery. Native stone was brought from Granite Creek and other areas nearby for the construction of the retaining walls, perimeter walls, bleachers, tennis courts and residence. The tennis courts were completed first, then the retaining walls and bleachers for the athletic field and last, the residence. All were constructed of native fieldstone rubble masonry. The bleachers and retaining walls around the ball field are laid in a mosaic or polygonal type, both coursed and uncoursed.

The tennis courts are laid in an uncoursed, rubble style except for the steps, which are mosaic type coursed rubble. The tennis courts were fenced with chain link.

#### Smoki Pueblo

Immediately after acquiring land from the City of Prescott in January 1931, the Smoki People began construction of a "pueblo" designed by Prescott architect Chris Totten, who was a member of the Smoki People. It was patterned on an irregular plan after early Native American pueblo structures and was to be used as a gathering place and artifact repository for the Smoki People. Completed by April 1931, old logs from an early Prescott building were used as window frames. Logs from the surrounding forest were cut and peeled for beams. Very soon thereafter, a 23 foot wide wing was added for the storage of "archaeological relics". This building is definitely a vernacular style featuring elements taken from prehistoric and historic Native American structures common in the Southwest. With its flat roof, parapet walls, vigas, small windows surrounded by log framing and covered by wooden shutters, rough, uncoursed rubble stone construction with hidden mortar joints, massive chimney and compound plan, this building does indeed "give the appearance of great age from a short distance", one of the goals of the design and construction techniques of the Smoki Pueblo.

#### Smoki Public Museum

Begun in 1934 by the C.W.A., the Smoki Museum was completed by the Emergency Relief Administration (E.R.A.) of Arizona and dedicated on May 29, 1935. The museum building is an irregular plan constructed of uncoursed native fieldstone and flagstone rubble masonry with hidden mortar. There is a band of coursed stone above the top of the window level. Stones above the windows are set on edge to form a flat arch lintel. Many of the windows are fixed pane wood frame, some with a single pane of glass and others multi-paned. Many of the windows have been replaced with steel awning and casement windows. The fenestration has not been changed. The exterior walls end in a parapet, and the roof is essentially flat and is built up.

#### The Prescott National Guard Armory

Prescott was one of the first towns in Arizona to have a National Guard unit. The land upon which a new Armory was to be constructed was donated to the State of Arizona by the City of Prescott in January 1936. The new Armory was to be located due south of the Citizen's Cemetery and adjacent to the City Park, facing Gurley Street. Construction was started on March 5, 1936. The Armory was completed and dedicated on November 4, 1939.

The Prescott National Guard Armory is a vernacular structure with elements of Richardsonian Romanesque style apparent in the decorative detailing. It was constructed with reinforced concrete footings and foundation and concrete walls with coursed, cut native granite stone facing. The structure consists of a three-story main drill hall with two-story wings on each side. It has 29,188 square feet of usable floor space. A lamella truss system over the drill hall supports the main roof of the structure. The building, described as "fortress-like" is regular in plan, ample in size and substantial in appearance with a masterful handling of oversized and heavily scaled stone masonry. Lower windows are small and deeply set, with sandstone lintels and sills. Windows on the upper level of the main structure are multi-paned rectangular units set in Romanesque arches. All windows are steel framed and most are multi-paned casement type. The centrally located oversized entry is topped by a huge sandstone flat arch with double wooden doors. These doors are topped by a decorative metal gate which is reminiscent of the portcullis of a Medieval castle and appears as if it would drop down over the doors to bar entry. Above the main entrance is the seal of the State of Arizona set into a stone circle. The original carved doors are no longer in place and have been replaced. The main structure has gabled parapet walls on the south (front) and north (rear) flanked by stone piers which wrap around the corners of the main structure. The rear of the structure and the sides of the second story of the main structure are not faced with stone, exposing the concrete structural wall. The two-story wings each have buttresses topped with triangular sandstone caps. The broad front stairs are concrete with stone retaining walls capped with sandstone on each side. The rear of the Armory has three large garage type doors which provide access to the basement, which originally contained a pistol and rifle range, heating and ventilating systems and a truck garage. A concrete block building has been constructed to the rear and east side of the Armory which provides extra garage and storage space.

**INTEGRITY:**

The buildings within the boundaries of the Prescott Armory Historic District represent the combined efforts of many agencies and individuals in Prescott to provide community relief from the hardships imposed by the Great Depression. Using concrete and native materials in a variety of styles and techniques, the men of Prescott, both skilled and unskilled, constructed an impressive complex of public buildings which provided them with a means to earn a salary and provided the community with a sense of pride and accomplishment. These buildings and structures remain essentially unchanged, considering the development pressures exerted in the community in the last fifty years. The District possesses integrity of location, design, setting, materials, workmanship, feeling and association.

Design Components and Criteria

A physical description of each structure appears in The Prescott Armory Historic District National Register Nomination. These descriptions will serve as the design components and criteria for the district. It will be apparent that the descriptions are general in nature and do not refer to exact dimensions, colors and setbacks. It is the intent of these design criteria that the owners of the structures be encouraged to preserve and restore their structures in harmony with the original intent of the builder if changes are to be made. The Prescott Preservation Commission will then use its judgment to determine if the changes are in keeping with the architectural styles represented.

# HP26-001 Ken Lindley Park Improvements

TAMMY DEWITT  
COMMUNITY PLANNER

March 13, 2026  
Prescott Preservation Commission







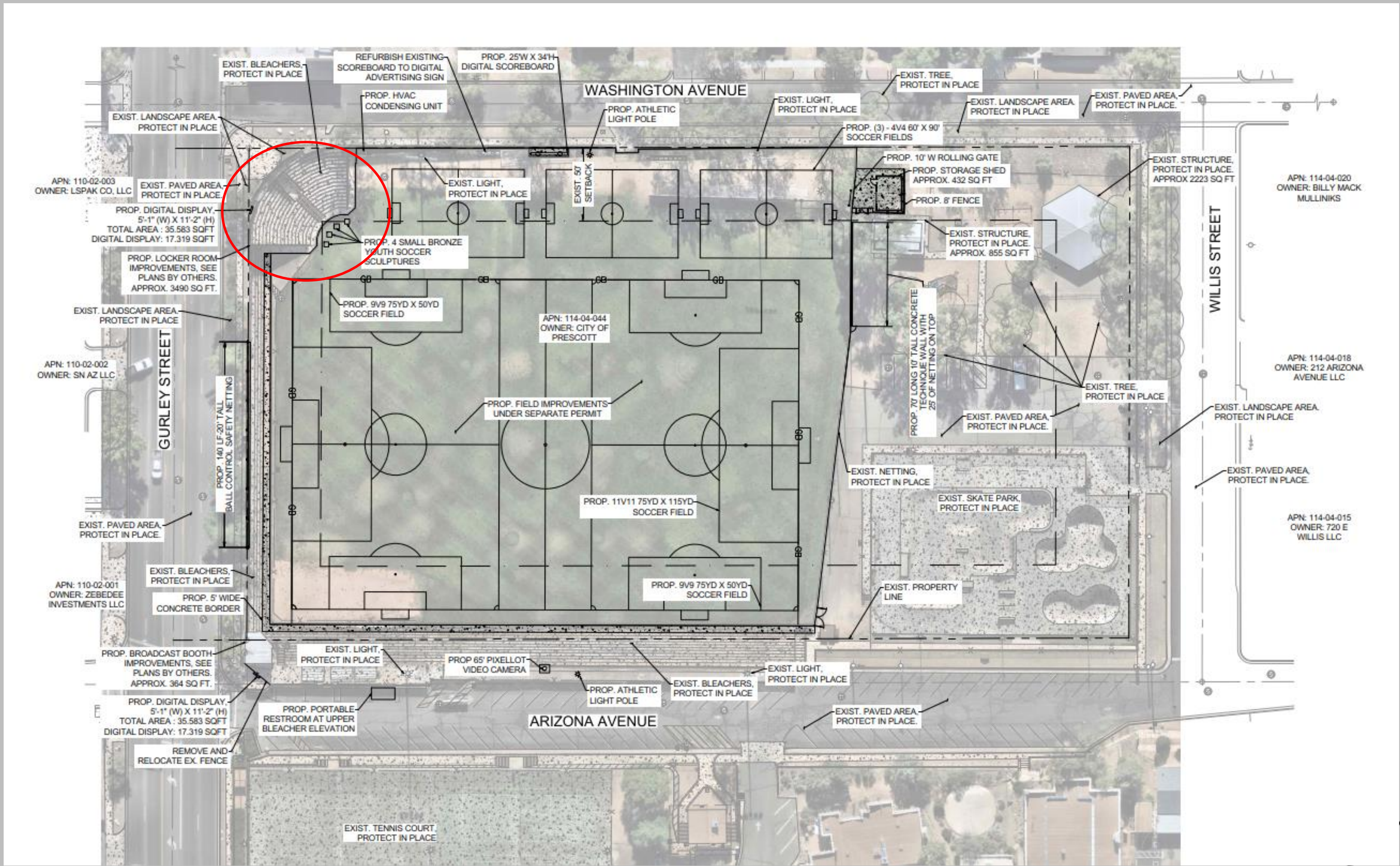
# Overview



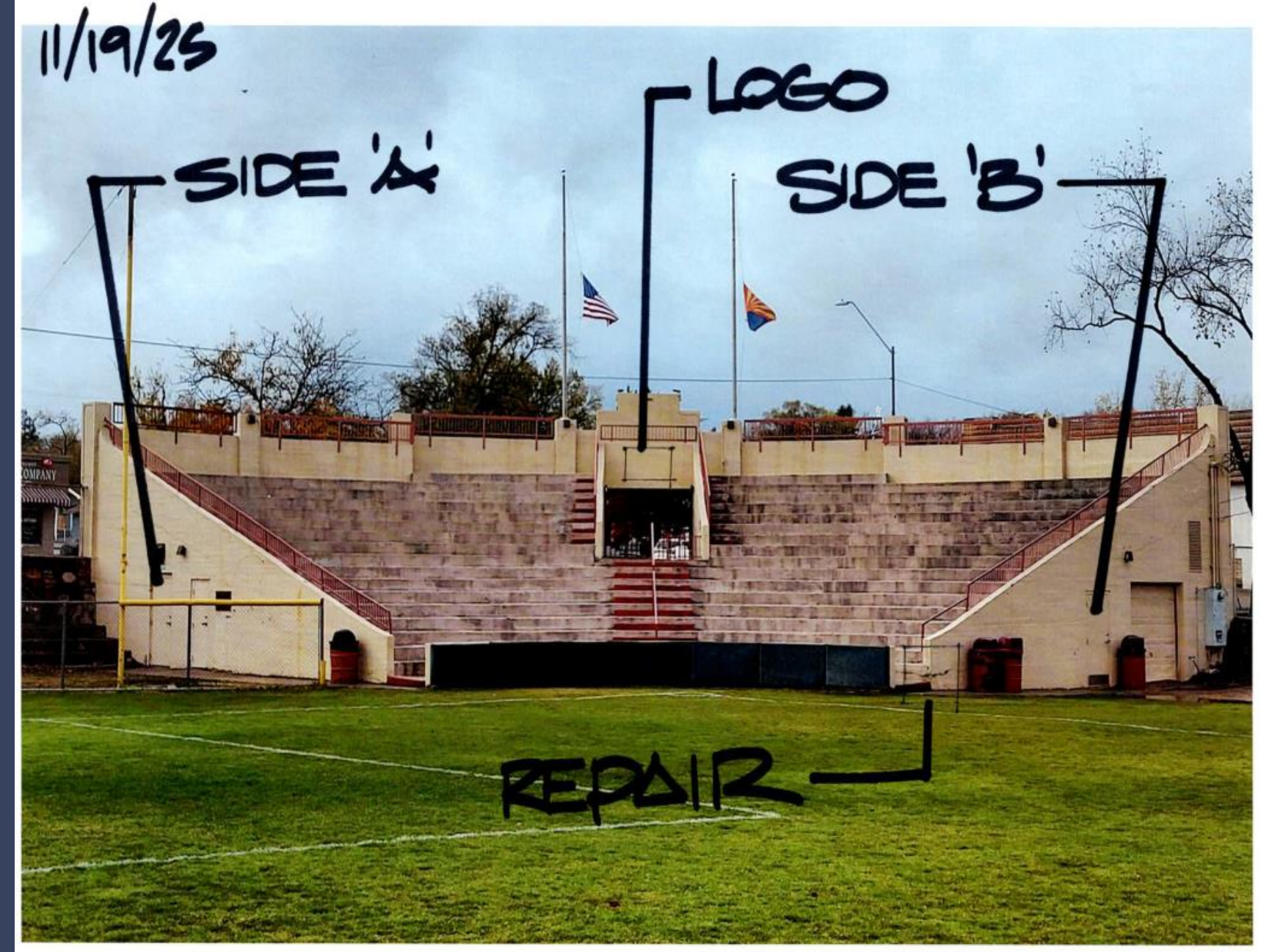
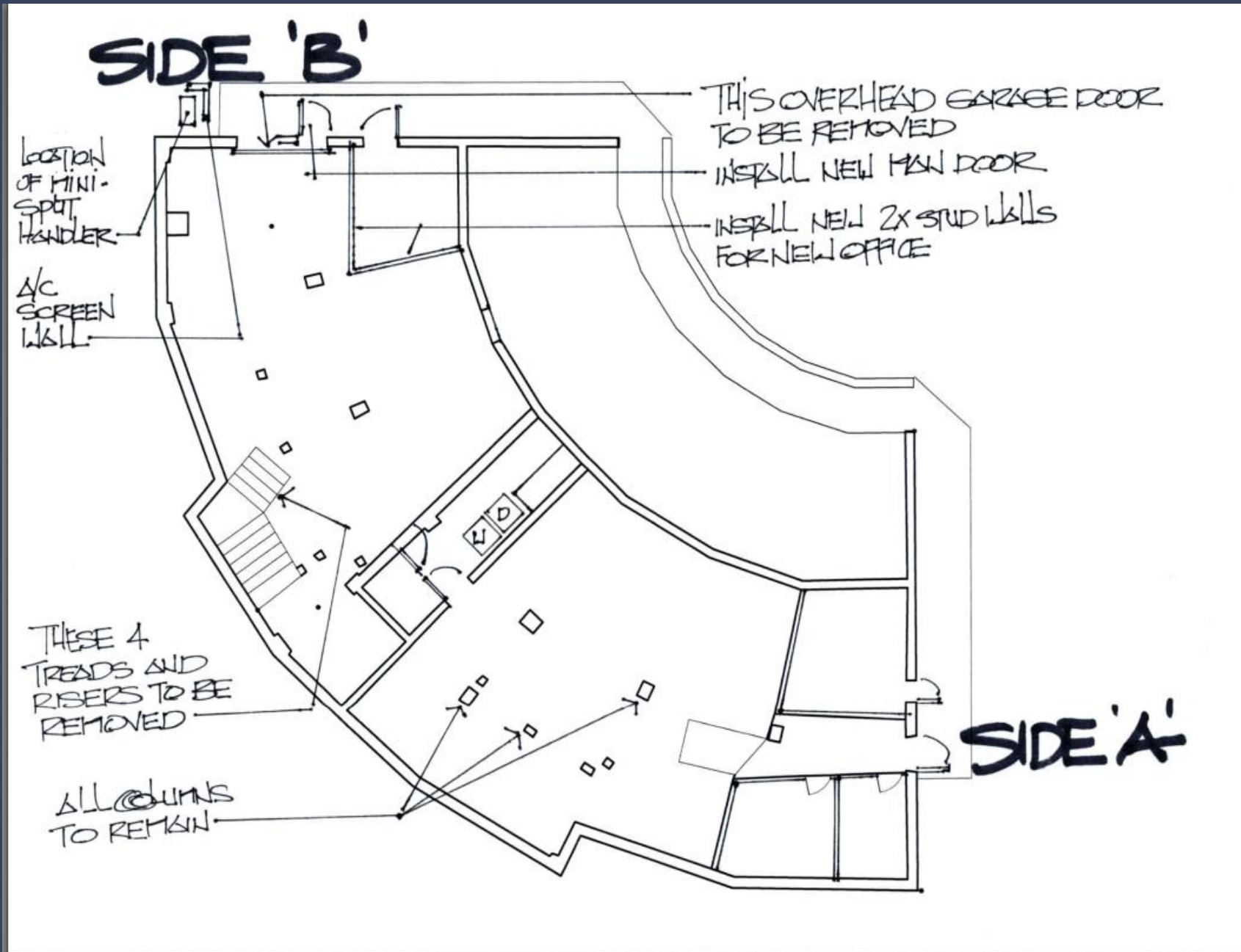
Applicant proposes to install signage that includes:

- A new illuminated sign that will be mounted on the 45-degree angle facet of the front façade- facing northeast, towards the Plaza.
- The proposed sign measures a total of 20.53 square feet.
- The proposed letters will be white with the text “Doc’s BBQ & Whiskey” in large font with amber halo illumination.

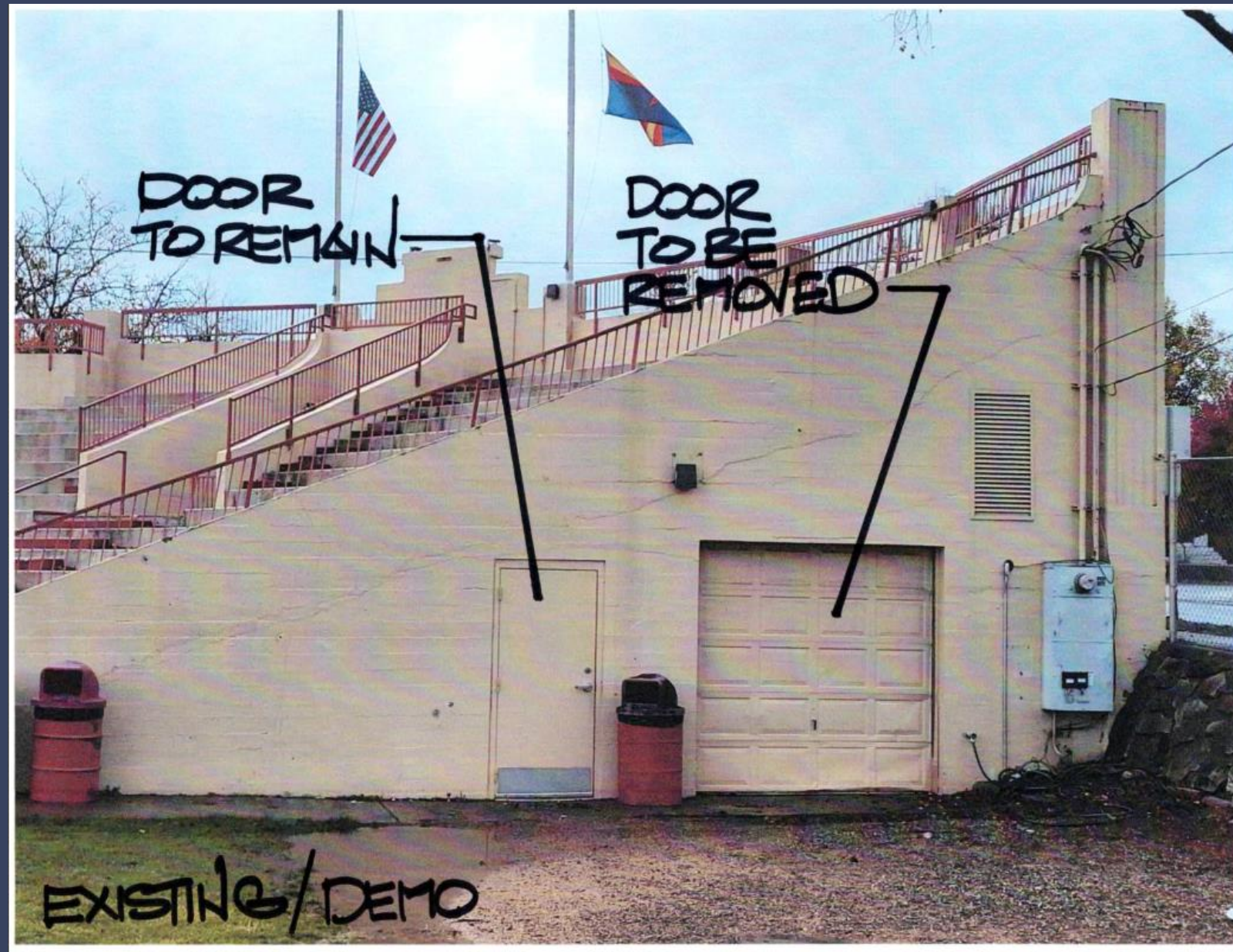


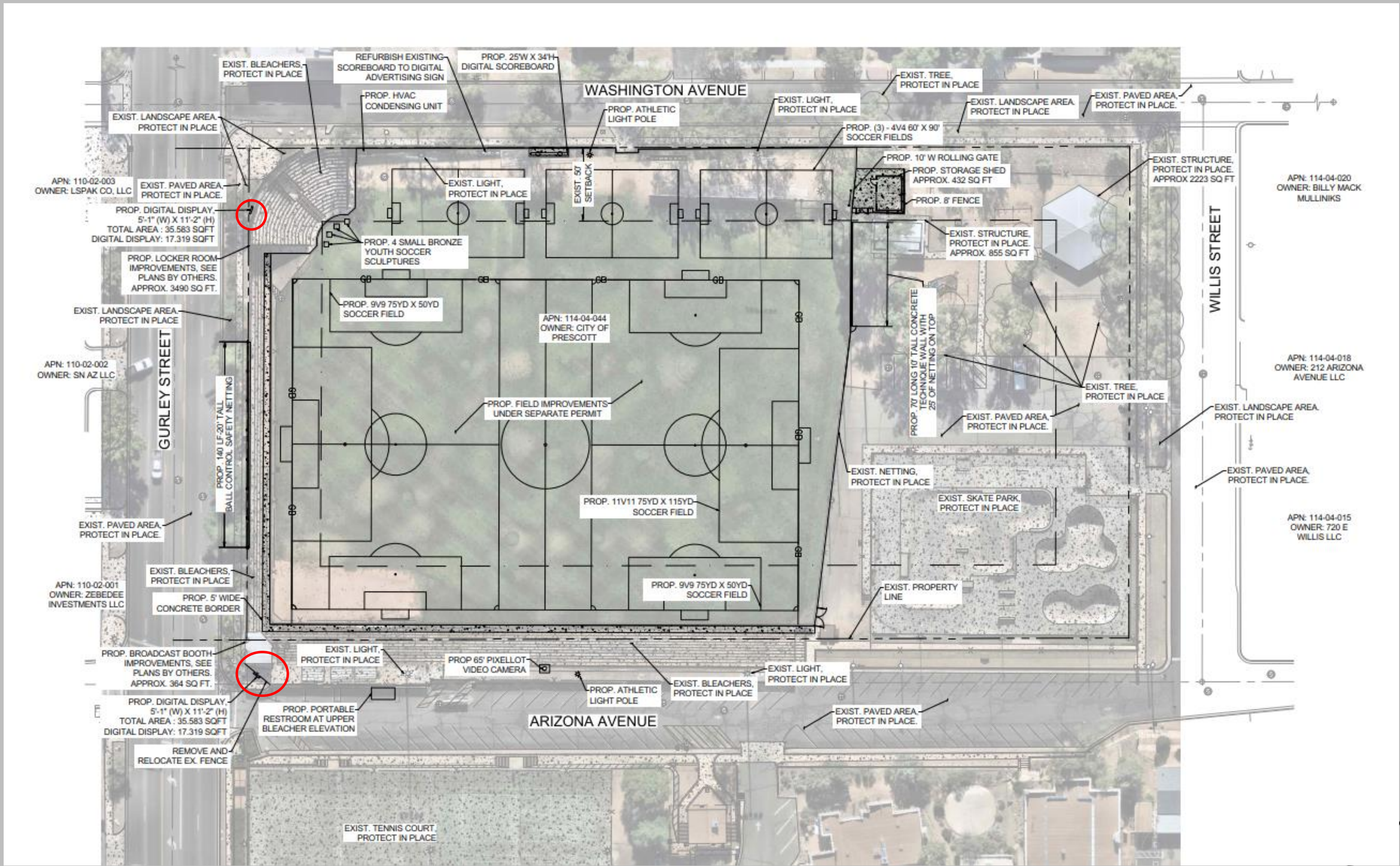


# Grandstand Alterations



# Grandstand Alterations





# Digital Signs and Advertising

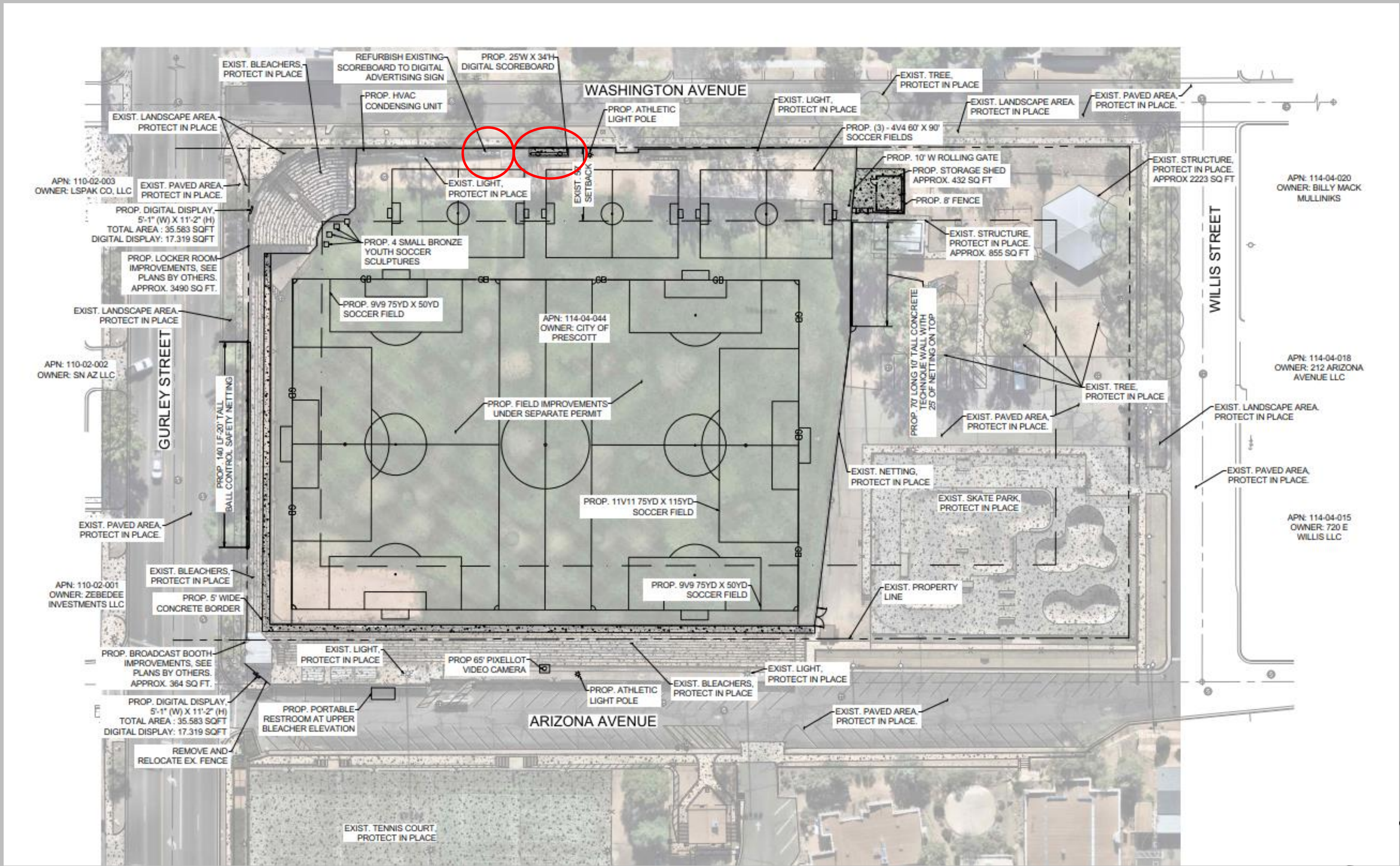
Proposed Digital Signs along Gurley Street to advertise events.



# Digital Signs and Advertising

Proposed Digital Signs along Gurley Street to advertise events.





# Digital Signs and Advertising

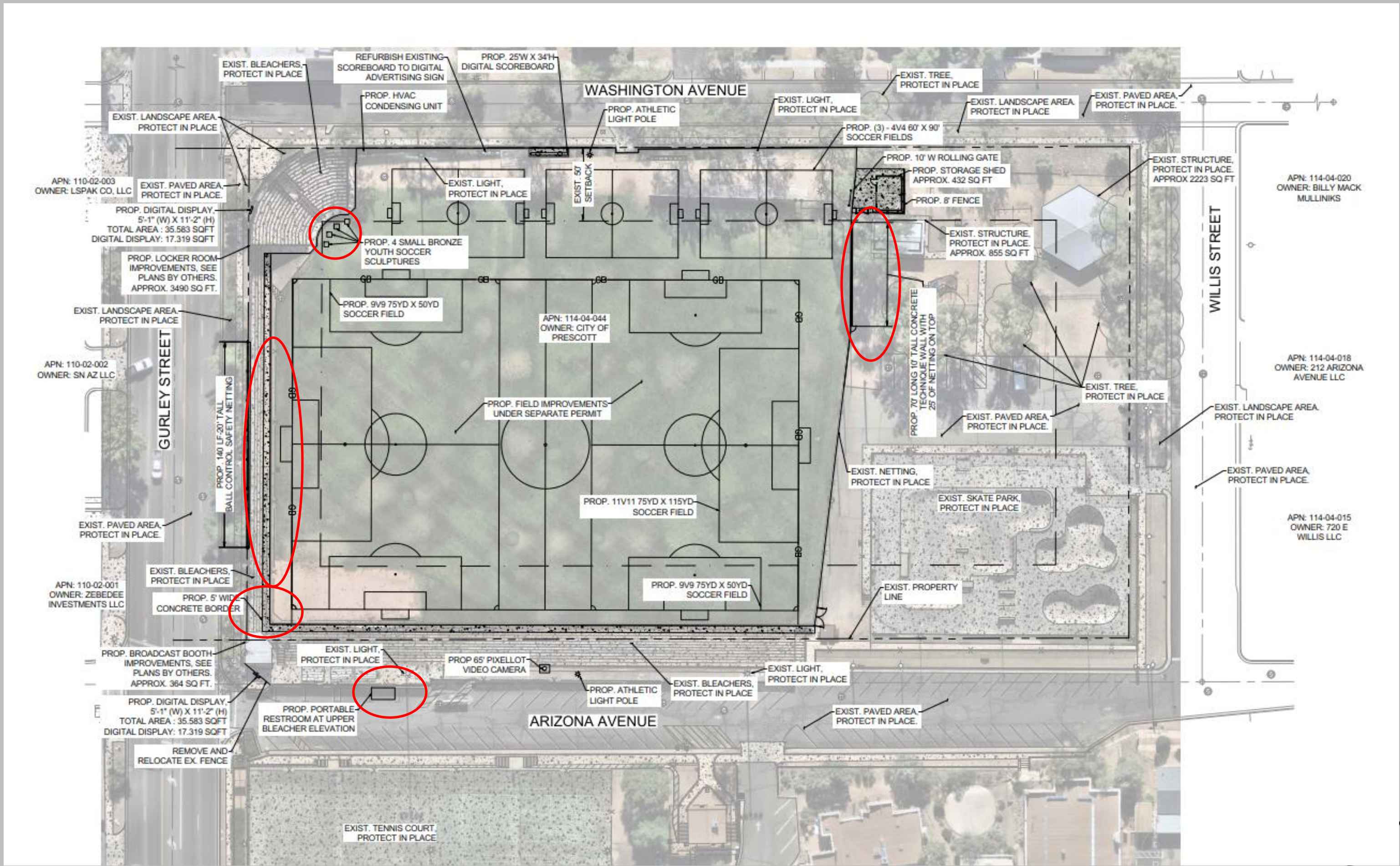
Proposed existing scoreboard to digital and new digital scoreboard sign



# Park Site Alterations

## Park Site Alterations

- a. Install four, small, bronze sculptures in front of the northeast façade of the grandstand.
- b. Construct a five-foot-wide concrete border in front of the bleachers along the south and east Park boundaries. The concrete border serves as both an ADA accessible pedestrian path along the field level and to anchor the proposed turf/playing surface. The border will also serve to route surface water from the field to the outfall point on the north end of the field. Over time, water will undermine flagstone and create maintenance and safety issues.
- c. Install a 70' long by 10' tall concrete technique wall with netting on top along the east boundary of the soccer fields (between the field and the children's play area).
- d. Host a portable restroom at the southeast corner of the Park, north of the press box.



# Compatibility Review

In part, the Amory Preservation Master Plan chapter for the Courthouse Plaza Historic District states:

## Design Components and Criteria

A physical description of each structure appears in The Prescott Armory Historic District National Register Nomination. These descriptions will serve as the design components and criteria for the district. It will be apparent that the descriptions are general in nature and do not refer to exact dimensions, colors and setbacks. It is the intent of these design criteria that the owners of the structures be encouraged to preserve and restore their structures in harmony with the original intent of the builder if changes are to be made. The Prescott Preservation Commission will then use its judgment to determine if the changes are in keeping with the architectural styles represented.



## Recommended Action

**MOVE to Approve or Deny HP26-001 for the proposed Ken Lindley Park improvements.**



TO: MAYOR AND CITY COUNCIL  
AGENDA: March 13 Prescott Preservation Commission  
DATE: March 13, 2026  
DEPT: Community Development  
ITEM #: 3.C  
SUBJECT: **HP26-002:** A Request for Approval for Upgrades at the City's Parks & Recreation Administrative Offices. Location: 125 N Arizona Avenue, APN 114-04-047. Applicant: City of Prescott Facilities.

## ITEM SUMMARY

This item is for review of HP26-002. The proposed project includes the construction of a gabled porch roof with wood support posts over the main (east) entry. Currently, the hipped porch roof wraps around from the south to the east façade. In order to comply with the Americans with Disabilities Act (ADA), the City must provide a concrete landing in front of the entrance. The current porch roof does not have sufficient head clearance with the introduction of the ramp, requiring the gabled porch roof as proposed.

## BACKGROUND

The proposed addition has been evaluated by Broadbent & Associates who concluded that the proposed project meets all applicable Ordinance guidelines. The formal analysis is included in your packet.

## FINANCIAL IMPACT

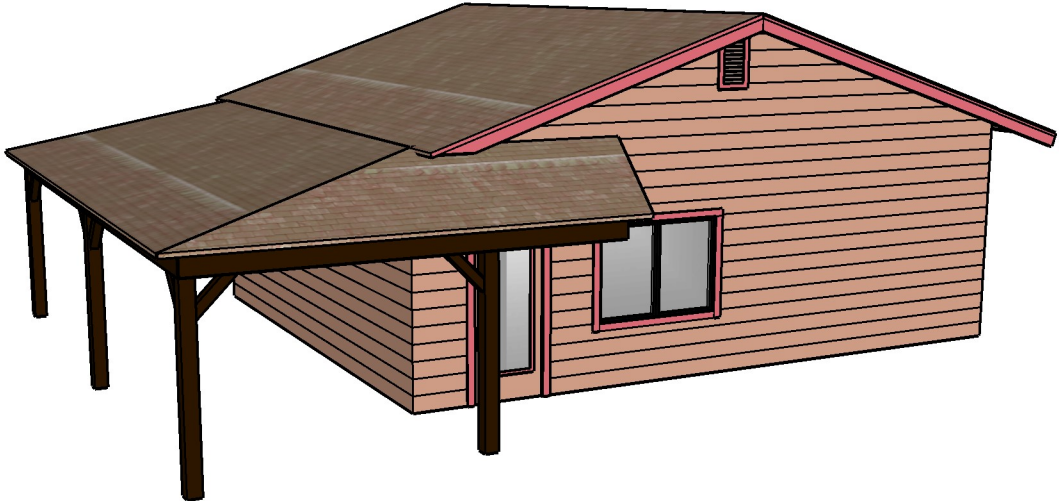
There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to approve or deny HP26-002

## ATTACHMENTS

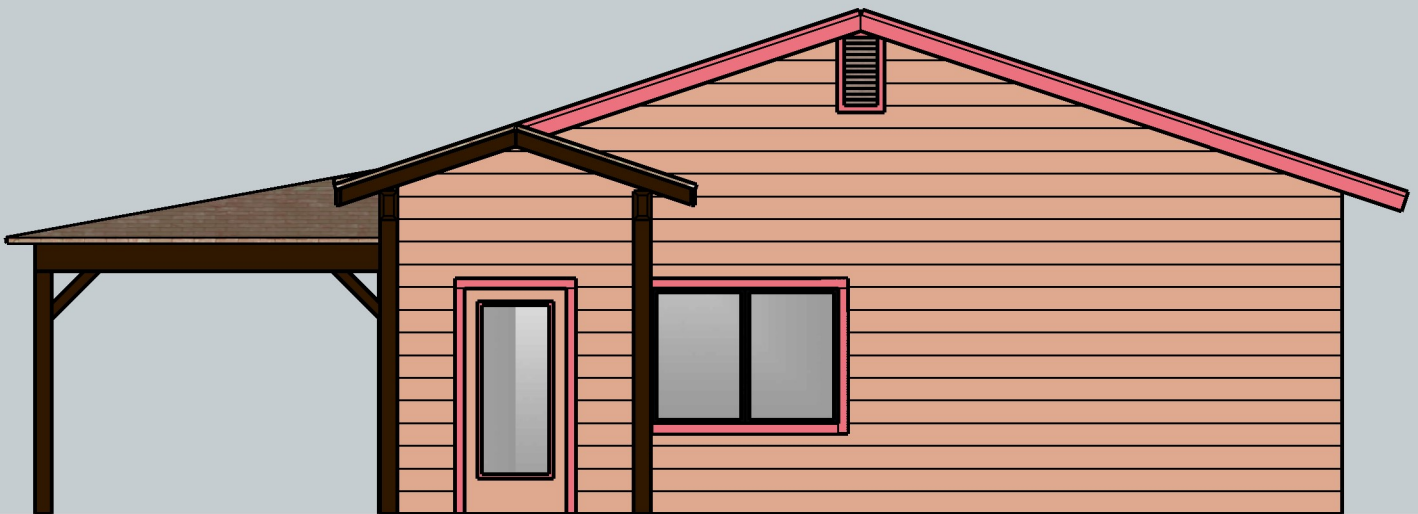
1. HP26-002 Facilities Office Drawings
2. Broadbent Review\_Armory Admin Bldg\_2026-02-10
3. HP26-002 Presentation



Existing - East facing office  
entrance

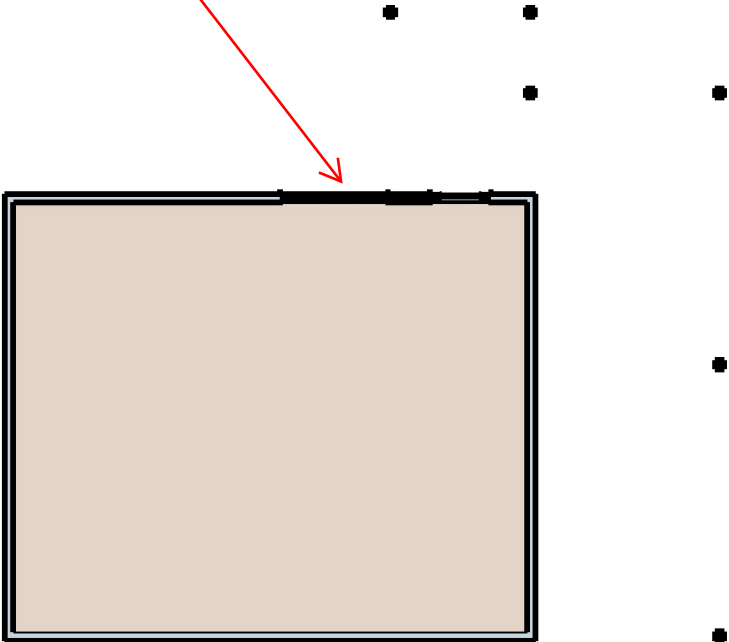


Proposed - East facing office  
entrance

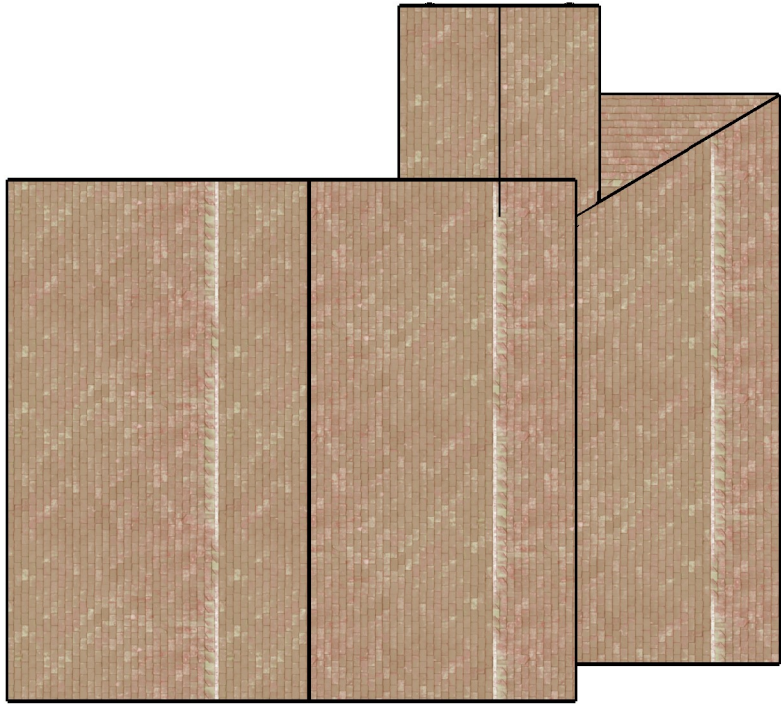


Proposed - East facing office entrance

East office entrance



Proposed - Overhang post placement



Proposed roof - top-down view



February 10, 2026

Re: Design Review of City of Prescott Administrative Offices, 125 N. Arizona Avenue (APN 114-04-047), City of Prescott, Yavapai County, Arizona.

## **BACKGROUND INFORMATION**

The City of Prescott (“City”) Administrative Offices building is located on the east side of N. Arizona Avenue between E. Gurley and E. Willis streets. The building was constructed in the early 1930s as part of a larger improvement project that included bleachers and tennis courts, a wall encircling the Citizens Cemetery, and a small, one-story residence (now the Administrative Offices building). The building was constructed with a wood frame with uncoursed, rubble fieldstone veneer and log windows and lintels. A second story was added between 1992 and 1994. The second story is wood frame with a gabled roof and wraparound, hipped porch roof.

The Administrative Offices building is listed in the National Register of Historic Places (“National Register”) as a non-contributing resource of the Prescott Armory Historic District (“District”)(94000829) due to the significant alterations occurring outside of the District’s period of significance (1930 – 1939). Per Chapter 11.3.4 of the City’s Historic Preservation Master Plan, the Prescott Armory Historic District is significant under National Register Criterion A for its association with the Depression era in Prescott and the impact of various public relief efforts, both public and private; and under Criterion C because it presents a cohesive group of projects that represent a style and technique common during the Depression era. The Administrative Offices building is considered a non-contributing resource as it is no longer able to convey its significance under Criteria A and C.

## **DESCRIPTION OF PROPOSED WORK**

The proposed project includes the construction of a gabled porch roof with wood support posts over the main (east) entry. Currently, the hipped porch roof wraps around from the south to the east façade. In order to comply with the Americans with Disabilities Act (ADA), the City must provide a concrete landing in front of the entrance. The current porch roof does not have sufficient head clearance with the introduction of the ramp, requiring the gabled porch roof as proposed.

## **SUMMARY OF FINDINGS**

### Prescott Armory Historic District Design Guidelines

The National Register district shares an identical boundary with the local Prescott Armory Historic Preservation District (PAHD). As such, the property is subject to historic preservation standards as provided in Ordinance No. 3279, adopted in 1994, and the PAHD “Specific District Recommendations,” contained within Chapter 11.1 of the City’s Historic Preservation Master Plan, adopted in 1998. Ordinance 3279 provides “Design Components and Criteria” that defers to the physical descriptions of each structure as contained within the PAHD National Register nomination. The descriptions provide the character-defining features for the District, while the PAHD Historic Preservation Master Plan provides useful design guidelines.

Broadbent evaluated the proposed porch roof addition to the Administrative Offices building using the PAHD Historic Preservation Master Plan’s Specific District Recommendations and finds that the proposed project meets all applicable Ordinance guidelines under A) SITING; B) BUILDING SIZE/SCALE; C)



MATERIALS; D) OPEN SPACE; E) MISCELLANEOUS ELEMENTS; AND F) DISTRICT OPPORTUNITIES. See tables below for a detailed evaluation of the proposed porch roof addition. Notes with further explanation of findings are included where appropriate.

<b>Evaluation of Compliance with Design Guidelines: A) SITING</b>		
<b>Design Guideline</b>	<b>Complies Y/N</b>	<b>Notes</b>
1. Maintain historic siting, use, and design of new construction of additions.	Y	Proposed changes are minor and compatible with the District.

<b>Evaluation of Compliance with Design Guidelines: B) BUILDING SIZE/SCALE</b>		
<b>Design Guideline</b>	<b>Complies Y/N</b>	<b>Notes</b>
1. Encourage scale consistent with existing structures and styles.	Y	Scale of addition is consistent with existing structures and styles.
2. Use flat roofs with parapets consistent with historic pattern.	N/A	
3. Additions to existing buildings should be to the rear of the property to maintain the front facade.	Y	The proposed addition faces Citizens Cemetery.

<b>Evaluation of Compliance with Design Guidelines: C) MATERIALS</b>		
<b>Design Guideline</b>	<b>Complies Y/N</b>	<b>Notes</b>
1. Preserve stone on existing buildings and walls; do not allow stucco or sheathing of any type to cover the exposed stonework.	Y	No changes to the historic stone walls are proposed.
2. Discourage stucco, metal, vinyl, or exposed block (with the possible exception of split-faced block) as primary materials.	Y	The proposed porch roof addition will be constructed of wood.

<b>Evaluation of Compliance with Design Guidelines: D) OPEN SPACE</b>		
<b>Design Guideline</b>	<b>Complies Y/N</b>	<b>Notes</b>
1. Maintain park atmosphere, boundaries, buffers and mature landscaping throughout the district.	Y	No changes to the park atmosphere, boundaries, buffers and mature landscaping are proposed.



**Evaluation of Compliance with Design Guidelines: E) MISCELLANEOUS ELEMENTS**

Design Guideline	Complies Y/N	Notes
1. Improve treatment of facilities required by ADA.	Y	The proposed porch roof addition will meet ADA requirements by providing a concrete landing in front of the entry.

**Evaluation of Compliance with Design Guidelines: F) DISTRICT OPPORTUNITIES**

Design Guideline	Complies Y/N	Notes
1. Promote continued use of the District as a public park edged by compatible and non-intrusive residential and commercial development.	Y	The proposed alterations will allow the continued use of the District as a public park.



# HP26-002 Parks and Recreation Office

TAMMY DEWITT  
COMMUNITY PLANNER

March 13, 2026  
Prescott Preservation Commission



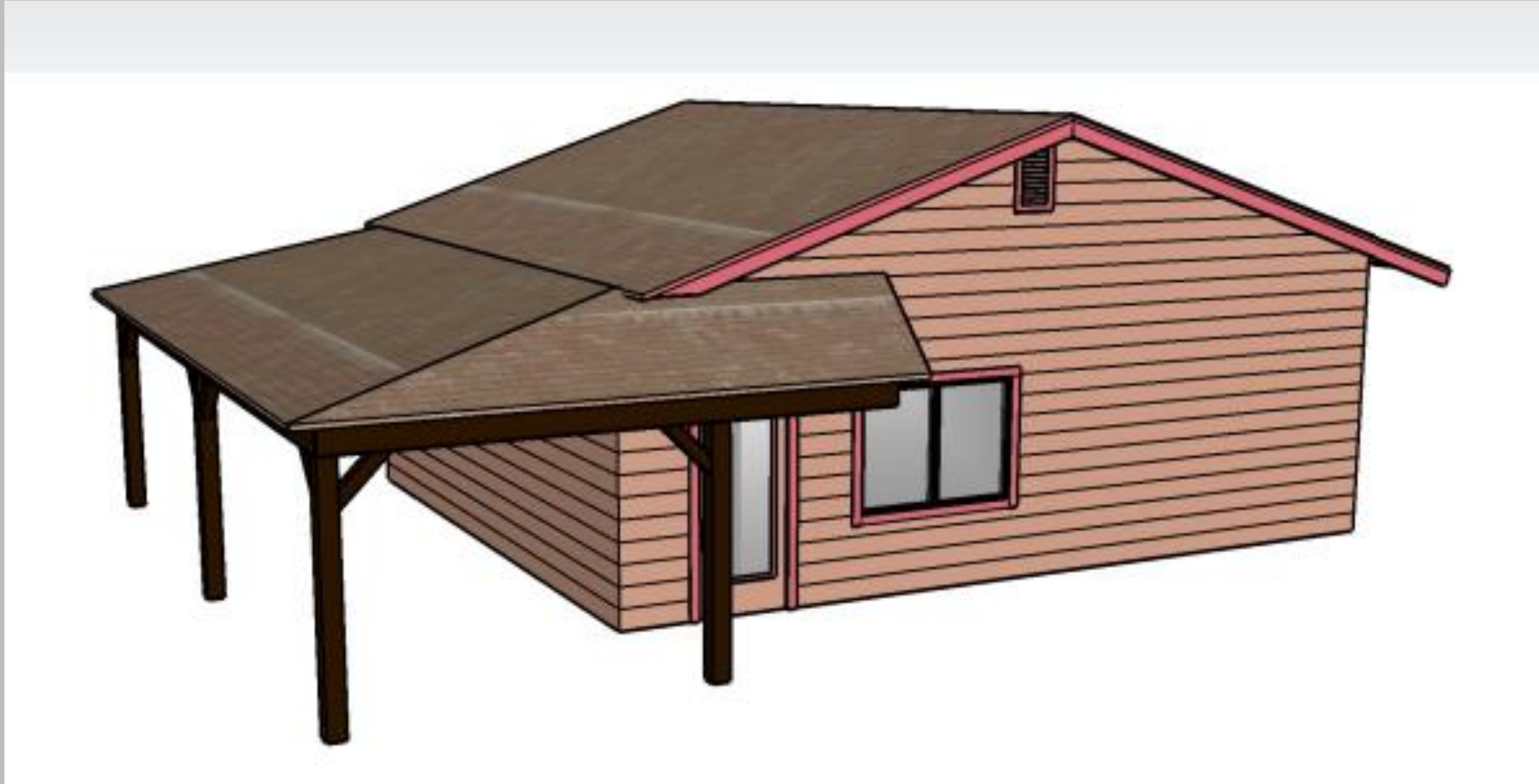
# Overview

Applicant proposes the following changes to the exterior of the building:

The proposed project includes the construction of a gabled porch roof with wood support posts over the main (east) entry to comply with ADA requirements. The City must provide a concrete landing in front of the entrance, and the current roof does not have sufficient head clearance.



# Current Roof



# Proposed Roof



# Compatibility Review

In part, the Amory Preservation Master Plan chapter for the Courthouse Plaza Historic District states:

Design Components and Criteria

A physical description of each structure appears in The Prescott Armory Historic District National Register Nomination. These descriptions will serve as the design components and criteria for the district. It will be apparent that the descriptions are general in nature and do not refer to exact dimensions, colors and setbacks. It is the intent of these design criteria that the owners of the structures be encouraged to preserve and restore their structures in harmony with the original intent of the builder if changes are to be made. The Prescott Preservation Commission will then use its judgment to determine if the changes are in keeping with the architectural styles represented.



## Recommended Action

MOVE to approve or deny HP25-008.



TO: MAYOR AND CITY COUNCIL  
AGENDA: March 13 Prescott Preservation Commission  
DATE: March 13, 2026  
DEPT: Community Development  
ITEM #: 3.D  
SUBJECT: **LDC26-003:** An Amendment to the City of Prescott Land Development Code Appendices by Replacing the Former Prescott Preservation Commission (PPC) Bylaws with the Newly Amended PPC Bylaws. Applicant: City of Prescott - Planning & Zoning Division.

## ITEM SUMMARY

This item is for discussion regarding LDC26-003. At their February 10th, 2026, meeting, the City Council voted to approve an Ordinance to amend the City Code, Repealing Chapter 1-22 (Prescott Preservation Commission) in its entirety and replacing it with new language to update, clarify, and standardize language in the City of Prescott's Boards, Committees, and Commissions forming documents. In the approved Ordinance, it stated that the Prescott Preservation Commission bylaws are to be amended to be consistent with the changes to City Code.

## BACKGROUND

The City Clerk's Office reviewed all forming documents related to Boards, Committees, and Commissions and revised them in order to ensure that common language can be found in all of them with regard to member terms, attendance requirements, and their ability to elect their own chair and vice chair on an annual basis. These updates will consolidate and simplify the annual recruitment process, as previously, not all Boards, Committees, and Commissions had terms that expired in March. Additionally, these updates will also allow all BCCs more autonomy with regard to chair and vice chair selection, and establish uniform standards and procedures.

Attached is both the approved Ordinance revising the City Code, Title 1, Chapter 22 (Prescott Preservation Commission) and the proposed changes to the Land Development Code for the Prescott Preservation Commission Bylaws. Strikethroughs represent text to be deleted and bold underlined represent text to be inserted.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to approve/deny LDC26-003 with or without changes

## ATTACHMENTS

1. Ordinance No. 2026-1932\_Prescott Preservation Commission (Repealing Chapter 1-22)
2. Prescott Preservation Commission Amended Bylaws
3. LDC26-003 PPC Bylaws Update Presentation

**ORDINANCE NO. 2026-1932**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT (“CITY”), YAVAPAI COUNTY, ARIZONA, REPEALING IN ITS ENTIRETY THE PRESCOTT CITY CODE, TITLE 1, CHAPTER 22 (PRESCOTT PRESERVATION COMMISSION) OF THE PRESCOTT CITY CODE; AND REPLACING IT WITH LANGUAGE INCLUDED IN EXHIBIT “A” ATTACHED HERETO; AND DIRECTING THE PRESCOTT PRESERVATION COMMISSION TO UPDATE ITS BYLAWS TO BE CONSISTENT WITH THE NEWLY ADOPTED CHAPTER 1-22 OF THE CITY CODE**

**RECITALS:**

WHEREAS, Chapter 1-13 of the Prescott City Code authorizes the Mayor and Council to form Standing Committees of the City to act in an advisory role to the Mayor and Council; and,

WHEREAS, The Mayor and City Council wish to update Code language with respect to the Prescott Preservation Commission; and,

WHEREAS, the Mayor and City Council wish to replace said language by repealing Chapter 1-22 and several associated ordinances in their entirety and replace Chapter 1-22 with the attached document listed as Exhibit “A”.

**ENACTMENTS:**

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT Title 1, Chapter 22, “*Prescott Preservation Commission*” is hereby repealed in its entirety to include the repeal of Ordinance No. 1461, Ordinance No. 1668, Ordinance No. 3236, and Ordinance No. 4739-1036.

Section 2. THAT the language in Title 1, Chapter 22 “*Prescott Preservation Commission*” shall be replaced with the language included in Exhibit “A” titled “CHAPTER 1-22 PRESCOTT PRESERVATION COMMISSION” and attached hereto.

Section 3. THAT the Prescott Preservation Commission is directed to amend its bylaws to be consistent with the changes to Chapter 1-22 and the amended bylaws shall be placed in the appendices of the City of Prescott Land Development Code.

PASSED AND ADOPTED by the Mayor and Council of the City of Prescott this 10<sup>th</sup> day of February 2026.

\_\_\_\_\_  
CATHEY RUSING, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
SARAH M. THORNHILL  
City Clerk

\_\_\_\_\_  
JOSEPH D. YOUNG  
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA )  
County of Yavapai ) ss.

I, the undersigned Sarah M. Thornhill, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Ordinance No. 2026-1932 is a true, correct and accurate copy of Ordinance No. 2026-1932, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, at which a quorum was present and, by a \_\_\_\_\_ vote, \_\_\_\_\_ voted in favor of said resolution.

Given under my hand and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Seal

\_\_\_\_\_  
City Clerk

Exhibit "A"

**CHAPTER 1-22 PRESCOTT PRESERVATION COMMISSION**

**SECTIONS:**

- 1-22-1: CREATION:
- 1-22-2: COMMISSION MEMBERS:
- 1-22-3: DUTIES:
- 1-22-4: ORGANIZATION:
- 1-22-5: MEETINGS:
- 1-22-6: AUTHORITY TO REMOVE MEMBERS:

**1-22-1 CREATION:**

There is hereby created a Prescott Preservation Commission which shall consist of seven (7) members appointed by the council, who shall be residents of the City of Prescott. During the review process, one member from the district property owners' committee as outlined in section 8.3 of the Prescott land development code within an established Prescott preservation district shall serve on the commission as a voting member. Members may continue to serve until their successors are duly appointed.

**1-22-2 COMMISSION MEMBERS:**

(A) Members: Seven (7) members shall be appointed by the mayor and city council. The members of the commission shall serve staggered terms of three (3) years, with terms to expire in March of the respective year.

All members of the commission shall have a demonstrated interest, experience or knowledge in at least one of the following: history, architectural history, architecture, historic interiors, historic architecture, planning, archaeology, historic archaeology, real estate, historic preservation, law, or another historic preservation related field. To the extent available in the community, at least two (2) members of the commission should be professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or related historic preservation disciplines such as cultural geography or cultural anthropology.

(B) Compensation: Commission members shall serve without compensation.

(C) Absences: If any member shall be absent from more than three meetings without prior notice to the Chairman, City Clerk or Staff Liaison, he or she shall upon notification by the Chairman to City Council, and by a majority vote of the Council, cease to hold office. Exceptions will be made in emergency situations.

**1-22-3 DUTIES:**

It shall be the duty of the Prescott preservation commission to:

(A) Review applications to establish Prescott preservation districts and forward a recommendation to the city council.

(B) Review and approve, approve with conditions or disapprove plans to remodel, demolish, move or change the exterior appearance of any existing building within an established district

and review plans to construct any new building, structure or sign in an established district. The design criteria of the district shall be used as a guideline for decisions.

(C) Engage professional architects, designers and/or planners as needed with approval of the city council.

(D) Advise property owners in a proposed district or from an established district of preservation methods and techniques.

(E) Perform other preservation functions as the city council may provide. (Ord. 1461, 8-11-1980)

**1-22-4 ORGANIZATION:**

At the first meeting following April 1<sup>st</sup> of each calendar year, the Commission shall elect from its membership, a chair and vice chair.

**1-22-5 MEETINGS:**

Meetings of the Prescott preservation commission shall be held at least once each month, provided, however, that special meetings may be called at any time by the chairman or by four (4) members of the said commission.

**1-22-6 AUTHORITY TO REMOVE MEMBERS:**

The council by a majority vote shall have the authority to remove any member of the Prescott preservation commission from office whenever, in its discretion, the best interest of the city shall be served thereby. This authority to remove members shall not apply to the member from the district property owners' committee.

## **F. Prescott Preservation Commission Amended By-Laws**

### **ARTICLE I**

#### **Name**

A. The name of this organization shall be: PRESCOTT PRESERVATION COMMISSION, City of Prescott, Arizona.

### **ARTICLE II**

#### **Purpose**

A. The Commission is responsible for acting in accordance with the provisions of the City Code: Title I, Chapter 22, Title III, Chapter 9 and Title X, and in accordance with City Council policies as adopted by the City Council, for the purpose of taking action on all matters which properly come within the purview of the Commission. (Amended: March 14, 1997, January 23, 2004).

### **ARTICLE III**

#### **Membership**

A. Members shall be appointed by the Mayor and City Council in accordance with Title I, Chapter 22 of the City Code. Members may continue to serve until their successors are duly appointed. (Ord. 4449, 1-11-2005; amd. Ord. 4739-1036, eff. 04-13-2010).

B. The Commission shall consist of seven (7) members who shall be residents of the City of Prescott. The members of the Commission shall serve staggered terms of three (3) years, with terms to expire in March of the respective year. All members of the Commission shall have a demonstrated interest, experience or knowledge in at least one of the following: history, architectural history, architecture, historic interiors, historic architecture, planning, archaeology, historic archaeology, real estate, historic preservation, law, or another historic preservation related field. To the extent available in the community, at least two (2) members of the Commission should be professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or related historic preservation disciplines such as cultural geography or cultural anthropology. (Amended September 14, 2001).

C. Members shall serve without compensation.

~~D. Absences: if any member shall be absent for more than two (2) consecutive meetings without notifying the chairman or the Community Development Director or shall be absent for more than thirty percent (30%) of all meetings during any one 12-month period for any reason, he or she shall thereupon automatically cease to hold membership on the Prescott Preservation Commission, without any further action being taken by either the Commission or the City Council. It shall be the responsibility of the Chairman of the Commission to so notify the City Council immediately upon the creation of a vacancy pursuant to this section. Meetings~~

as used in this section shall include all regular and special meetings, study sessions and field inspections. (Ord. 4072, 1-23-2001; amd. Ord 4739-1036, eff. 04-13-2010). **If any member shall be absent from more than three meetings without prior notice to the Chairman, City Clerk or Staff Liaison, he or she shall upon notification by the Chairman to City Council, and by a majority vote of the Council, cease to hold office. Exceptions will be made in emergency situations.**

#### **ARTICLE IV Vacancies**

- A. Commission members may resign from their appointed post for any reason. It is suggested that thirty (30) days written notice be given.
- B. Members must comply with the requirements of Council policy as set forth. Amended by Ordinance 4739-1036, eff. 04-13-2010).
- C. The Council, by a majority vote, shall have the authority to remove any member of the Prescott Preservation Commission from office whenever, in its discretion, the best interest of the City shall be served thereby. This authority to remove members shall not apply to the member from the district property owners' committee. (Ord. 1461, 8-11-1980).

#### **ARTICLE V Duties of Officers**

- A. ~~The City Council shall appoint a chairman and vice-chairman in March of each year and shall prescribe their duties. (Ord. 1461, 8-11-1980; amd. Ord. 4739, eff. 04-13-2010).~~ **At the first meeting following April 1<sup>st</sup> of each calendar year, the Commission shall elect from its membership, a chair and vice chair.**
- B. The Chairman shall
  - (1) Preside at all meetings
  - (2) Coordinate agenda with Planning and Zoning Office
  - (3) Coordinate with Community Development Director to provide current information on preservation regulations, City Council actions and Planning and Zoning policies. (Amended March 14, 1997).
- C. The Vice-Chairman shall act for the Chairman in his/her absence.
- D. The Secretary, who shall be appointed by the Community Development Director, shall keep a record of proceedings of all meetings, send out all meeting notices required, compile agenda, records, files, indexes and shall perform the clerical work of the Commission. (Amended March 14, 1997).

E. The City Attorney shall be legal counsel.

**ARTICLE VI**  
**Meetings**

A. All meetings and hearings of the Commission shall be subject to the Arizona Open Meeting Law. Roberts Rules of Order Newly Revised will prevail. Meetings of the Prescott Preservation Commission shall be held at least once each month, provided, however, that special meetings may be called at any time by the chairman or by four (4) members of the said commission. (Ord. 1668, 2-27-1984).

B. *Regular meetings* will be held on the second Friday of every month at 8:00 A.M. The day and time of the meeting may be changed by a majority vote of the Commission.

(Amended March 14, 1997 and December 14, 2003).

C. Special meetings may be called by the chairman or vice-chairman and one (1) other Commission member. (Amended September 14, 2001).

D. A Quorum will consist of four (4) members. (Amended September 14, 2001).

E. Agenda format (Amended March 14, 1997).

- (1) Call to order
- (2) Recording of members present/absent and staff attendance
- (3) Approval of minutes
- (4) Design review applications
- (5) Establishment of districts
- (6) Other agenda items
- (7) Recent communications
- (8) Adjournment

**ARTICLE VII**  
**Amendments**

A. Amendments to these by-laws may be made by a majority vote of the full Commission except that articles of these by-laws which are established by ordinance or resolution may not be changed unless authorized by City Council action.

**ARTICLE VIII**

A. Prescott Preservation Commission members occupy positions of public trust. Commission members shall strictly adhere to both the letter and the spirit of the laws of the State of Arizona pertaining to conflicts of interest and open meetings.

B. Commission members shall comply with the provisions of Title 38, Chapter 3, Article 8 of the Arizona Revised Statutes. (Amended March 14, 1997).

Approved on the 9th day of July, 2010, by a Quorum of the Prescott Preservation Commissioners.

\_\_\_\_\_  
Elisabeth Ruffner, **Rick Sprain**, Chairman

Prescott Preservation Commission

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Thomas A. Guice **Chelsea Walton**  
Community Development Director

\_\_\_\_\_  
Gary D. Kidd **Joseph D. Young**  
City Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# LDC26-003

# Prescott Preservation

# Commission Bylaws

**Tammy DeWitt**  
Planner

March 13, 2026  
Prescott Preservation Commission

~~D. Absences: if any member shall be absent for more than two (2) consecutive meetings without notifying the chairman or the Community Development Director or shall be absent for more than thirty percent (30%) of all meetings during any one 12-month period for any reason, he or she shall thereupon automatically cease to hold membership on the Prescott Preservation Commission, without any further action being taken by either the Commission or the City Council. It shall be the responsibility of the Chairman of the Commission to so notify the City Council immediately upon the creation of a vacancy pursuant to this section. Meetings~~

~~as used in this section shall include all regular and special meetings, study sessions and field inspections. (Ord. 4072, 1-23-2001; amd. Ord 4739-1036, eff. 04-13-2010).~~ **If any member shall be absent from more than three meetings without prior notice to the Chairman, City Clerk or Staff Liaison, he or she shall upon notification by the Chairman to City Council, and by a majority vote of the Council, cease to hold office. Exceptions will be made in emergency situations.**

**ARTICLE V**  
**Duties of Officers**

A. ~~The City Council shall appoint a chairman and vice-chairman in March of each year and shall prescribe their duties. (Ord. 1461, 8-11-1980; amd. Ord. 4739, eff. 04-13-2010).~~ **At the first meeting following April 1<sup>st</sup> of each calendar year, the Commission shall elect from its membership, a chair and vice chair.**

## *Recommended Action*

MOVE to approve/deny LDC26-003,  
Prescott Preservation Commission Bylaws  
with or without changes.

