



# 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.

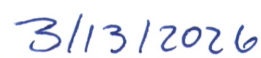
**5. ADJOURNMENT**

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

  
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Date