

CITY OF PENSACOLA ARCHITECTURAL REVIEW BOARD

RULES AND PROCEDURES

AUTHORITY

The Architectural Review Board is established pursuant to Section 12-13-3 of the code of the City of Pensacola, Florida. The Board has the authority to approve or disapprove plans for the exterior work within its jurisdiction and thereby control the erection, alteration, addition, repair, removal, or demolition of new and existing buildings, signs, structures, and any such facilities or appurtenances thereto.

PURPOSE

The purpose of the Architectural Review Board is to preserve and protect buildings of historic and architectural value and, by its counsel and decisions, maintain and enhance the distinctive characteristics of the City of Pensacola historic and preservation districts.

ORGANIZATION

The Board shall consist of seven (7) members as qualified by the Code. The Board shall elect from among its members a Chairman and a Vice Chairman. Elections shall be held annually and at the regularly scheduled November meeting of the Board. At least thirty days prior to the meeting, the Secretary shall notify the members of the election. The Chairman and Vice Chairman are eligible to succeed themselves in office at the pleasure of the Board.

ATTENDANCE

Faithful and prompt attendance at all meetings of the Board and conscientious performance of the duties required of members shall be a prerequisite to continuous membership on the Board. Should a member fail to attend three (3) consecutive regular meetings of the Board, and should there be no adequate excuse for such absences, or if a member misses more than six (6) meetings in a period of one year, the Chairman, with the concurrence of a majority of the entire Board, shall recommend to the city Council that the member be removed and that the vacated position be filled.

BOARD NOTIFICATION

ARCHITECTURAL REVIEW BOARD

RULES AND PROCEDURES

Page 2 of 7

The Board's agenda shall be published and distributed no later than seven (7) calendar days prior to a regular scheduled Board meeting. The form of the agenda shall be approved by the Board and shall contain the following paragraphs:

"Applicants are hereby notified to be present or to have an authorized agent attend the meeting. Any discussions and/or presentations made by an authorized agent shall be binding. Failure to attend will prevent consideration of the application. Persons having an interest in the above are invited to attend.

If any person decides to appeal any decision made with respect to any matter considered at this meeting or public hearing, such person may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based."

If it is determined that an item on the ARB agenda requires the granting of a zoning variance, the petitioner shall be required to purchase a sign to be posted on the property to which the zoning variance request pertains. The sign shall be posted no later than seven (7) days prior to the scheduled ARB meeting.

MEETINGS/BOARD DECISIONS

Regularly scheduled meetings shall be held at 2:00 p.m. at City Hall, or other location as needed, on the third Thursday of each month. Special meetings may be called at the Chairman's discretion, but shall allow time for a minimum notice of three (3) working days to designate the place and time. All meetings shall be open to the public.

A quorum shall consist of four (4) members of the Board. All decisions may be rendered by a simple majority of the Board members present and voting. No letters of proxies from absent Board members shall be read or considered. No Board member shall take part in the consideration of any case in which he/she is a party or has a financial interest.

The Board may at its discretion adopt resolutions deemed beneficial in addressing its intentions or deliberative processes. The Secretary will maintain a record of those resolutions.

Roberts' Rules of Order are hereby adopted for use at all meetings of the Architectural Review Board.

ABBREVIATED REVIEW PROCEDURES

ARCHITECTURAL REVIEW BOARD

RULES AND PROCEDURES

Page 3 of 7

In the interest of expediting an applicant's request through the architectural review process, the Architectural Review Board will consider for abbreviated review and approval of the following requests: paint colors; minor "board for board" repairs; emergency "board for board" repairs; minor deviations to projects already approved by the Board; emergency repairs to existing signs; and exact replacement of roofing materials. These requests will originate with the Board Secretary who will deliver those requests on a rotational basis to one of the Board's architects. In addition to review and approval by a Board architect, the review and unanimous approval will require the signature of either the Downtown Improvement Board Director or the advisor from West Florida Historic Preservation.

The petitioner must schedule his/her request for review at the next regularly scheduled full ARB meeting in those instances when a unanimous approval cannot be secured. The Board or City staff has the right to reject paint colors or repairs to signs which may be deemed to be controversial and will refer those requests for review at a regularly scheduled meeting of the ARB.

These Rules and Procedures were adopted by the Architectural Review Board of the City of Pensacola, Florida, on February 16, 2006.

ARCHITECTURAL REVIEW BOARD

RULES AND PROCEDURES

Page 4 of 7

RESOLUTION OF THE ARCHITECTURAL REVIEW BOARD

The use of transparent solar insulation (film) is approved by the Architectural Review Board with the stipulation that it must be in the bronze tinted range with 40% reflection or under. The use of mirror type film is prohibited. Motion on this resolution was made by Mr. Parks, seconded by Mr. DeVries and which carried unanimously.

RESOLUTION ADOPTED: August 18, 1983

RESOLUTION
TO BE ENTITLED:
A RESOLUTION OF THE CITY OF PENSACOLA
ARCHITECTURAL REVIEW BOARD RECOGNIZING AND
SUPPORTING THE INSPECTIONS DEPARTMENT OF
THE CITY OF PENSACOLA IN THE ENFORCEMENT OF
THE RULES AND DETERMINATIONS OF THE
ARCHITECTURAL REVIEW BOARD

Whereas, the City of Pensacola Architectural Review Board is an agency created and maintained pursuant to the authority of Florida Statute 266.107; and

Whereas, the purpose of the Architectural Review Board is to preserve and protect buildings of historic and architectural value and by its counsel and decisions maintain and enhance the distinctive characteristics of the Pensacola Historic District, the North Hill Preservation District, the Palafox Historic Business District, and the Governmental Center District; and

Whereas, the Board has the authority to approve or disapprove plans for exterior work within its jurisdiction and thereby control the erection, alteration, addition, repair, removal, or demolition of new and existing buildings, signs, structures and any such facilities or appurtenances thereto; NOW THEREFORE,

BE IT RESOLVED BY THE CITY OF PENSACOLA ARCHITECTURAL REVIEW BOARD:

The Architectural Review Board recognizes the Inspection Department of the City of Pensacola as the governing agency responsible for enforcing the policies and decisions of the Board and hereby supports and encourages that Department's efforts toward ensuring compliance with the determinations of the board.

APPROVED: April 16, 1992

CITY OF PENSACOLA
ARCHITECTURAL REVIEW BOARD

POLICY ON THE USE OF VINYL, ALUMINUM,
OR ARTIFICIAL SIDING IN
PENSACOLA HISTORIC DISTRICTS

This policy is adopted by the Architectural Review Board [herein “ARB” or “Board”] and supersedes all previous policies concerning the use of vinyl, aluminum, or other artificial siding that previously have been adopted by the ARB.

- 1) Any request for application of any siding to any building in the Pensacola historic districts shall be brought before the ARB prior to proceeding with the work.

- 2) The ARB believes that the use of vinyl, aluminum, or other artificial siding on any “contributing” structure in any historic district is inappropriate; therefore, in virtually all circumstances, a request for permission to use non-historic materials will be denied. The ARB will consider requests for using artificial materials on a case by case basis, and the Board will approve a request only if the individual project is highly unique which distinctively would justify such consideration and approval. The ARB will require extensive documentation by the applicant to substantiate all claims of unique conditions and/or financial hardship to justify consideration of non-historic materials by the Board. If a project receives ARB approval, the ARB will limit the use of artificial materials, and the Board will closely monitor installation to insure correct application of materials. Typically, artificial siding material will be allowed to cover only existing areas of siding; ad artificial material will not be allowed to cover any ~~facias~~ fascias, soffits, cornice boards, handrails, or any ornamental trim on the building. The ARB will direct how the siding will be applied and trimmed out wherever such siding abuts trim or ornamental areas of the building.

- 3) Additionally, in order to maintain the character and ambiance of the historic districts, the ARB believes that it is inappropriate to use vinyl, aluminum, or other artificial siding material on structure that are considered “non-contributing” within the districts. Consequently, the ARB also will strongly discourage the use of non-historic or artificial materials on “non-contributing”

ARCHITECTURAL REVIEW BOARD

RULES AND PROCEDURES

Page 7 of 7

structures. The ARB also will strongly discourage the use of non-historic or artificial materials on “non-contributing” structures. The ARB will consider applications for permission to use such building materials on “non-contributing” structures on a case by case basis utilizing the same guidelines as noted in Item 2 above.

This policy was adopted by the Architectural Review Board of the City of Pensacola, Florida, on December 14, 1995.

CITY OF PENSACOLA
ARCHITECTURAL REVIEW BOARD

POLICY ON THE REVIEW OF SOLAR ENERGY SYSTEMS
IN PENSACOLA HISTORIC DISTRICTS

This policy is adopted by the Architectural Review Board [herein “ARB” or “Board”] and supersedes all previous policies concerning the review and installation of miscellaneous mechanical equipment as it pertains to solar energy systems.

The Board acknowledges the City of Pensacola’s efforts to encourage environmental sustainability, including the use of solar energy systems. The Board also acknowledges Florida’s Solar Rights Law (Florida Statute - Section 163.04) which prohibits governing bodies from proposing certain restrictions on the installation of solar collectors on roofs. Under Florida’s Solar Rights Law, however, the Board may still review the placement of solar energy systems, so long as the installation is within the area required for its effective operation, that is, south, or east or west of due south. The Board may also prescribe requirements for screening solutions so long as the result does not impair the efficiency of the system.

- 1) Any request for application of solar energy systems in the Pensacola historic districts may be reviewed by abbreviated review.
- 2) All applications shall be reviewed on a case-by-case basis to ensure that the historical appearance, architectural integrity, and character-defining features of the subject property are preserved as much as possible during and after the installation of equipment. Appropriate installations should not damage historic roof materials, require the removal of historic roof materials, or require any architectural features to be altered.
- 3) Submission materials for abbreviated review should include (but not be limited to) an abbreviated review application and fee, a site plan showing the layout and position of all equipment (including any equipment placed on exterior walls), product details and specifications on all materials and equipment, and photographs of the project areas.
- 4) Any equipment mounted on exterior walls shall be in side yards or rear yards only. No equipment shall be installed in a front yard. Visual screening consisting of ornamental fencing or landscaping shall be installed around any equipment installed on an exterior wall to conceal it from view from any adjacent street.

This policy was adopted by the Architectural Review Board of the City of Pensacola, Florida, on June 17, 2021.

UWF HISTORIC TRUST RECOMMENDATIONS TO ARB REGARDING THE USE OF ALTERNATIVE BUILDING MATERIALS

These recommendations, if approved by the ARB, should supersede all previous policies concerning the use of vinyl, aluminum, fiber cement, or other artificial materials that previously have been adopted by the ARB.

It has been the general practice of the Architectural Review Board [herein "ARB" or "Board"] to duplicate documented building materials, types, styles, and construction methods when making repairs, alterations, and/or additions to contributing structures. However, the Board may consider any variances from the original materials, styles, etc. if circumstances unique to each project are found to warrant such variances. In reviewing such variances, the Board shall refer to the Secretary of the Interior's Standards for Rehabilitation.

The Board acknowledges that the quality of non-traditional materials have greatly improved since the adoption of the City of Pensacola's historic and preservation land use districts and that the quality of some traditional materials have declined and may no longer match the properties of original material. In regards to fiber cement siding, the Board shall consider the U.S. Secretary of the Interior's Standard #6: "Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials." Giving the increasing popularity of fiber cement products, continued requests for its use, and conditional approval by the National Park Service the following policy is proposed:

- 1) Any request for application of any siding to any building in the Pensacola historic districts shall be brought before the ARB prior to proceeding with the work.
- 2) Smooth finish fiber cement siding with lap exposure typically found on historic buildings in historic and preservation districts may be considered for:
 - new infill construction
 - new construction designed to match historical designs
 - new structures behind existing contributing structures new additions to existing contributing structures
 - elevations where fire-rated materials are required to meet code requirements.

Smooth finish fiber cement siding matching existing historic siding in design, lap exposure, profile, and dimensions may be considered for:

- historic corner property side and rear elevations not highly visible from the public street – on an elevation-by-elevation basis if the existing historic wood siding cannot be retained and repaired, as confirmed by UWF Historic Trust staff pending review of photographs and/or site visit as applicable
- historic mid-block property side elevations not highly visible from the public street and all rear elevations on an elevation-by-elevation basis if the existing historic wood siding cannot be retained and repaired, as confirmed by UWF Historic Trust staff pending review of photographs and/or site visit as applicable.

An application to use fiber cement siding shall include the following (though not limited to):

- supplemental illustrations, images, or photographs of proposed siding
- proposed texture
- profile details, dimensions, and thickness
- photographs and details of existing siding
- photographs of building elevations where proposed siding is to be used

3) The use of composite materials (mixture of wood and fibrous materials), polyurethane, PVC, or fiber cement materials for decking, railings, and other architectural details will be considered on a case-by-case basis for both contributing and non-contributing buildings, along with new construction. The ARB will require extensive documentation by the applicant to substantiate all claims of unique conditions and/or financial hardship to justify consideration of non-historic materials by the Board. Details, textures, profiles, and material properties shall closely match traditional building materials; samples and product information are required at the time of review; and documentation of current materials and building conditions shall be provided to the Board. If a project receives ARB approval, the ARB will limit the use of artificial materials, and the Board will closely monitor installation to insure correct application of materials.

4) The use of vinyl and aluminum siding on any “contributing” structure in any historic district is inappropriate; therefore, in virtually all circumstances, a request for permission to use non-historic materials will be denied. In order to maintain the character and ambiance of the historic districts, the ARB believes that it is inappropriate to use vinyl and aluminum siding material on structure that are considered “non-contributing” within the districts. Consequently, the ARB also will strongly discourage the use of these materials on “non-contributing” structures.

5) The continued research and consideration of non-traditional building materials in the Pensacola historic districts will be evaluated yearly by the UWF Historic Trust. If the review of a new material or change to an existing policy is deemed necessary, the UWF Historic Trust staff

will make a recommendation to the UWF Historic Trust Property and Collection Committee for review. If the Committee approves staff recommendations, the request will go before the UWF Historic Trust Board of Directors, with the final review going before the ARB.

This policy was adopted by the Architectural Review Board of the City of Pensacola, Florida, on June 17, 2021.