

# **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**

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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**

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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.

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”

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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.