

UNIVERSITY *of* WEST FLORIDA

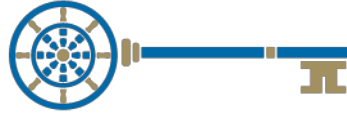
# HISTORIC TRUST

BRINGING HISTORY TO LIFE

**Monday**

**May 22, 2023**

**MEETING OF THE  
BOARD OF DIRECTORS**



UNIVERSITY *of* WEST FLORIDA  
**HISTORIC TRUST**

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**AGENDA**

May 22, 2023 - Noon

1. Opening of Meeting/Introductions
  - a. Attendance Roll
2. Public Comments
3. Approval of Minutes
  - a. Board of Directors Meeting: March 27, 2023
4. Additions to the Agenda
5. Adoption of the Agenda
6. Advancement Report – Mr. Howard Reddy
7. Executive Director’s Report – Mr. Robert Overton
8. Treasurer’s Report – Mr. Charlie Switzer
  - a. Approval of 2023-2024 Annual Operating Budget\*
9. Committee Reports and Recommendation
  - a. PMA Board Report - Mr. Chris Heaney and Mr. Nick Croghan
  - b. PoP Mural Committee - Mr. Scott Barrow
  - c. Property and Collections Committee – Mr. Dave Luttrell
10. Old Business
11. New Business
  - a. Financial Policy Update\*
12. Chair’s Comments
  - a. End of board member terms
13. Adjournment
  - a. Next meeting: July 24, 2023

## Minutes of the Meeting of March 27th, 2023

**DIRECTORS PRESENT:** Mr. Collier Merrill, Mr. Scott Barrow, Dr. Della Scott-Ireton, Mr. Charlie Switzer, Mrs. Teri Levin, Mrs. Suzanne Lewis, Mr. Chris Heaney, Mr. David Luttrell, Dr. Amy Mitchell-Cook, Mr. Edward Tisdale, Dr. Lornetta Epps and Mrs. Pam Schwartz.

**DIRECTORS ABSENT:** Brooke Proffitt

**STAFF PRESENT:** Mr. Robert Overton, Mr. Howard Reddy, Mr. Nicholas Croghan, Ms. Jess Cragg, Ms. Claire Stewart, Mrs. Wendi Davis, and Ms. Amy Eve.

**INVITED GUESTS PRESENT:** Jessica Scholl.

**PUBLIC PRESENT:** Claudine Kriss.

1. **Opening of Meeting:** Mr. Barrow called the meeting to order at 12:03 p.m. After opening the floor to guests and presenting the minutes, he turned the meeting over to Mr. Merrill to chair.
2. **Public Comments / Questions:** Mrs. Kriss commented on how nice the annual dinner was and applauded the staff on making it such a great event.
3. **Approval of Minutes:** The board reviewed the minutes from the meeting on January 23, 2023. No corrections were noted and they were approved unanimously. As there was no quorum at the January meeting, the actions were ratified and this included the minutes from the November 28th meeting as well.
4. **Additions to the Agenda:** None
5. **Adoption of the Agenda:** The amended agenda was adopted unanimously.
6. **Advancement Update:** VP Howard Reddy shared informational highlights. He shared Dr. Saunders regrets missing the meeting. He reported on the status of the Annual fund and the Capital Campaign. He was pleased to share that the Norwood Construction program has been established and noted the positive momentum on major gifts which was at just over 7.6 million thus far. We had also received over 19k to support the PMA from the Lewis Bear Jr. memorial fund and around 100k from the McMillan's to support the TR Miller train covering.
7. **Executive Director Report:** Mr. Robert Overton shared his report. Bella Magazine featured a four page spread on our Bootleg Ball. He noted the ongoing work being done to the exterior of the Bowden building which includes painting and lighting under the balcony to highlight window images that will be updated. We also are making improvements to the catering room at MOC as well as interior updates to facilitate smaller meetings at the Barkley House. The Dorr House window and Porch restoration project, funded by DHR is ongoing and work continues on new wayfinding signage. Mr.

Overton updated the board on Premium Parking's assumption of management of the Fountain Park parking lot. The other lots will come on line in the next few weeks. Mr. Merrill added that he and Rob met with the mayor and the city's parking official on Friday about parking. We told them we were open to better city wide parking but we have been pleased with Premium. Mr. Overton added that the FP lot is \$2 per hour and \$20 per day. This is cheaper than many other downtown lots. The Pensacola Historical Society's 87th Annual Dinner. Joe Vinson was the speaker for the night and his presentation Pensacola's Three Mayor Day was well received. We applied for a Sunday's Child Grant to upgrade the restrooms at the Pensacola Museum of History. Our Spring Break visitation is up 20% percent compared to last year's spring break and store sales were up a total of 8.5 percent from last year. We are getting great reviews on our volunteer tour guides. Our Annual Volunteer Appreciation Luncheon will be on April 17th at Voices. Overall site visitation up 59 percent. March up 40 percent from last year.

8. Treasurer's Report: Mr. Charlie Switzer shared the Treasurer's Report. February Financial Reports for the UWF Historic Trust. Total Income February: \$90,469.98 Total Expense February: \$ 142,129.87 The UWFHT had a monthly expense over income of \$51,659.89 and a year to date income over expense of \$43,527.65. In February we processed payments for the Dorr House project and the new HVAC for Old Christ Church so these two are what put us expense over income. We do expect a reimbursement from the Division of Historical Resources grant estimated at 50k for much of the Dorr House costs. Our admissions and education programs have continued to bring in increased incomes so we are overall pleased with the numbers. Mr. Switzer made a motion to accept the Treasurer's report, Mr. Heaney seconded, and it passed unanimously.
9. Committee Reports and Recommendations:
  - a. PMA Board Report: PMA board chair Chris Heaney reported to the board recent PMA activity. He shared that the PMA Board had applauded Nick and Caitlin for how they're handling operations. He shared visitation numbers and highlighted current exhibitions including the Member's Show and the STEAM exhibition. This summer we will be installing our permanent collections exhibit. We are happy to report that our summer camps are all full at this point.
  - b. PoP Murals Committee: Mr. Barrow shared a presentation on the current murals installed across town. This included an overview of the committee, its progress, and the location and images used. He added that more potential locations are being considered and the committee is reaching out to gauge additional interest. Also looking at creating sponsorship packages and what events we can create around this initiative.
  - c. Property and Collections Committee (PCC) Report: Mr. Luttrell and Mr. Overton shared updates on recent PCC Committee actions. The Gift and Loans were presented for approval. Mr. Switzer made a motion and Mrs. Schwartz seconded, and the actions were approved with unanimous approval, including the transfer of the items on loan to the West Florida Railroad Museum. Mr. Overton also shared updates on recent ARB activity for Mr. Pristera who could not attend today, highlighting that the train covering project is going up for review.
10. Chair's Comments: Mr. Merrill shared that the next meeting is May 22, 2023.
11. Adjournment: The meeting was adjourned at 1:11 p.m.

## Visitation Report

**April, 2023**

<b>Historic Pensacola</b>	<b>Current Month April 2023</b>	<b>YTD 2021/22</b>	<b>YTD 2022/23</b>
Schoolchildren	583	1863	4499
Birthday Parties Attendees	125	495	1350
Special Programs Attendees	50	1242	440
Private Tour Attendees	0	44	123
Special Event Attendees	26549	82,791	127062
Admissions ONSITE sales	3773	29,087	41858
<b>TOTAL</b>	<b>31080</b>	<b>115522</b>	<b>175332</b>
<b>Online Admissions Total</b>			
	<b>335</b>	<b>2621</b>	<b>3176</b>
<b>Pensacola Museum of Art</b>			
Schoolchildren	114	349	2,420
Birthday Parties Attendees	25	0	25
Special Programs Attendees	449	1556	2,021
Special Event Attendees	155	1095	3089
Admissions ONSITE SALES	549	6,544	7939
<b>TOTAL</b>	<b>1292</b>	<b>9544</b>	<b>15,494</b>
<b>Arcadia Mill</b>			
Scheduled Tour Attendees	0	53	0
Site Visitors (Mill & Homestead)	0	10,099	0
Special Program Attendees	0	106	0
Tickets Sold	62	664	610
<b>TOTAL</b>	<b>62</b>	<b>10,922</b>	<b>610</b>
<b>GRAND TOTAL</b>			
	<b>32769</b>	<b>138,609</b>	<b>194,612</b>

# Treasurer's Report

## MEMORANDUM

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**TO:** UWF Historic Trust Board of Directors

**FROM:** Charlie Switzer, Treasurer

**SUBJ:** Treasurer's Report

**DATE:** May 22, 2023

Following this Memo are the April Financial Reports for the UWF Historic Trust.

Total Income April: \$71,680.79  
Total Expense April: \$67,970.64

The UWFHT had a monthly income over expense of \$3,710.15 and a year to date income over expense of \$42,789.72. In April, we see the higher income received from the new parking agreement and admissions holding strong. We also received a disbursement for our Escambia County School contract. Some expenses of note include final costs for the PMA elevator and design costs for the PMA façade improvement project.

We are also presenting the 2023-2024 Annual Operating Budget for review and approval. It is included in this report.

UWF Historic Trust  
**Balance Sheet**  
 April 30, 2023 and 2022

	Apr 30, 23	Apr 30, 22
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
102000 · CASH/MUSEUM CHANGE FUND	1,385.00	1,385.00
103000 · OPERATING ACCOUNT - REGIONS	394,729.30	356,503.74
103100 · SAVINGS/RESERVES - REGIONS	200,731.91	50,498.17
103300 · PMA TEMP RESTRICTED - REGIONS	33,996.61	33,996.61
103700 · ST. MICHAEL'S - REGIONS	14,248.92	5,845.11
106200 · HANCOCK BANK CD/OCC REPAIRS	140,873.07	140,732.28
106601 · PNC CD/VEAL AWARD	38,782.20	38,774.44
108000 · FOUNDATION INVSTMT ACCNT-EN...	1,035,445.65	1,280,022.65
108249 · PMA Collections Endowment - UWF	50,000.00	50,000.00
<b>Total Checking/Savings</b>	<b>1,910,192.66</b>	<b>1,957,758.00</b>
<b>Accounts Receivable</b>		
11000 · ACCOUNTS RECEIVABLE	-130.00	980.00
11001 · AR - Short Term Rentals	-13,728.22	31,286.74
117000 · ACCOUNTS RECEIVABLE-INTEREST	111.09	131.25
<b>Total Accounts Receivable</b>	<b>-13,747.13</b>	<b>32,397.99</b>
<b>Other Current Assets</b>		
112000 · DUE FROM UNIVERSITY	0.00	50,386.00
113001 · DUE FROM UWF FDN DONOR/MEMB...	0.00	-95.00
113008 · Due from Arcadia Mill	-28.13	-160.00
113009 · Due from UWF FDN - PMA Member	-60.00	25.00
116000 · OTHER RECEIVABLE-NAI HALFORD	12,139.88	15,227.08
118000 · PRE-PAID INSURANCE	11,773.82	11,306.64
122000 · INVENTORY - ARCADIA MILL	1,960.75	2,277.81
125000 · INVENTORY OF STORES (HPV)	66,295.10	97,982.63
129000 · INVENTORY - PMA	7,230.45	6,219.08
<b>Total Other Current Assets</b>	<b>99,311.87</b>	<b>183,169.24</b>
<b>Total Current Assets</b>	<b>1,995,757.40</b>	<b>2,173,325.23</b>
<b>Fixed Assets</b>		
130000 · LAND	1,010,660.00	1,010,660.00
131000 · BUILDINGS	5,222,917.59	5,222,917.59
132000 · FURNITURE AND EQUIPMENT	418,461.47	419,139.80
133000 · FURNITURE, FIXTURES & EQUIP-PHS	9,085.00	9,085.00
134000 · FURNITURE & EQUIPMENT/TTW	4,921.61	8,011.48
134500 · FURNITURE & EQUIPMENT-BARKLEY	17,488.92	17,488.92
134900 · FURNITURE, FIXTURES & EQUIP-PMA	63,973.79	63,973.79
135000 · ACCUMULATED DEPRECIATION	-2,937,624.62	-2,614,034.42
<b>Total Fixed Assets</b>	<b>3,809,883.76</b>	<b>4,137,242.16</b>
<b>Other Assets</b>		
141000 · HISTORICAL PROP/ANTIQUES	125,247.59	125,247.59
149000 · PMA Collection	123,966.27	123,966.27
151000 · Utilities Deposits	834.47	834.47
<b>Total Other Assets</b>	<b>250,048.33</b>	<b>250,048.33</b>
<b>TOTAL ASSETS</b>	<b>6,055,689.49</b>	<b>6,560,615.72</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
110003 · Regions Credit Card	9,827.63	2,643.94
<b>Total Credit Cards</b>	<b>9,827.63</b>	<b>2,643.94</b>

UWF Historic Trust  
**Balance Sheet**  
 April 30, 2023 and 2022

	Apr 30, 23	Apr 30, 22
<b>Other Current Liabilities</b>		
201500 · DEFERRED GRANT	0.00	10,000.00
201551 · Holding - AME Zion Mag Cem	4,515.69	3,115.69
201560 · Due to - Cemeteries Spc Prjcts	12,000.00	12,000.00
201700 · SALES TAX PAYABLE	3,979.03	7,601.17
216100 · PPP Loan	0.00	278,690.00
221000 · RENTAL DEPOSITS	89,216.50	79,500.63
221200 · Deposit - Parties and Tours	1,600.00	-200.00
221500 · RENTAL DEPOSITS-LONG-TERM L...	14,457.28	15,654.42
<b>Total Other Current Liabilities</b>	<b>125,768.50</b>	<b>406,361.91</b>
<b>Total Current Liabilities</b>	<b>135,596.13</b>	<b>409,005.85</b>
<b>Total Liabilities</b>	<b>135,596.13</b>	<b>409,005.85</b>
<b>Equity</b>		
Opening Bal Equity	199,222.40	199,222.40
Retained Earnings	2,746,059.86	2,854,172.75
296000 · FUND BALANCE/UNRESTRICTED	2,697,402.35	2,671,237.35
297000 · FUND BALANCE/TEMP. RESTRICTED	151,929.00	143,788.00
297550 · Fund Balance/Temp Rest/PMA Acc	0.00	24,872.00
298000 · Fund Balance/Perm Restricted	57,500.00	57,500.00
299550 · Fund Balance/Brd Des/PMA Collec	33,996.00	43,430.00
Net Income	33,983.75	157,387.37
<b>Total Equity</b>	<b>5,920,093.36</b>	<b>6,151,609.87</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,055,689.49</b>	<b>6,560,615.72</b>



UWF Historic Trust  
**Profit & Loss**  
For the twelve months ended April 30, 2023 and 2022

	Jul '22 - Apr 23	Jul '21 - Apr 22	% Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
3005 · ADMISSIONS	330,997.73	231,416.26	43.0%
3006 · BIRTHDAY PARTIES	9,646.00	5,112.00	88.7%
3200 · EDUCATION PROGRAMS	44,187.00	15,433.50	186.3%
3300 · CITY/COUNTY FUNDING	18,482.95	53,396.26	-65.4%
3310 · ESC COUNTY SCHOOL FUNDS	10,000.00	10,000.00	0.0%
3320 · Special Programs	45,491.75	32,163.78	41.4%
3350 · GRANTS	48,704.40	83,895.39	-42.0%
3380 · PARKING	52,679.85	26,734.21	97.1%
3400 · MUSEUM STORE	39,955.04	38,764.73	3.1%
3500 · LEASE/BUILDINGS	138,105.52	154,023.87	-10.3%
3510 · RENTALS/SHORT-TERM	158,657.99	223,880.63	-29.1%
3560 · DONATIONS	8,488.55	21,434.70	-60.4%
3600 · EARNED INTEREST	232.88	4.18	5,471.3%
3800 · SHORTAGE/OVERAGE	-15.06	-6.68	-125.5%
<b>Total Income</b>	<b>905,614.60</b>	<b>896,252.83</b>	<b>1.0%</b>
<b>Gross Profit</b>	<b>905,614.60</b>	<b>896,252.83</b>	<b>1.0%</b>
<b>Expense</b>			
4110 · CONSULTING SERVICE	7,320.25	6,202.00	18.0%
4113 · Payroll and Benefits	49,000.00	47,549.99	3.1%
4115 · MUSEUM-STAFF	31,178.75	26,392.00	18.1%
4120 · AUTO EXPENSE ALLOWANCE	6,000.00	5,000.00	20.0%
4130 · INSURANCE & SURETY BONDS	13,490.98	19,818.69	-31.9%
4133 · PROPERTY MGMT	7,053.67	10,901.47	-35.3%
4135 · AUDITING	13,200.00	13,000.00	1.5%
4136 · PROPERTY TAX	5,534.87	0.00	100.0%
4155 · POSTAGE/FREIGHT/EXP.MAIL	4,375.14	4,567.34	-4.2%
4160 · PRINTING & DUPLICATING	23,929.62	11,498.95	108.1%
4175 · DUES/SUBSCRIPTIONS	7,894.95	6,067.76	30.1%
4176 · MEMORIALS	0.00	442.45	-100.0%

UWF Historic Trust  
**Profit & Loss**  
For the twelve months ended April 30, 2023 and 2022

	Jul '22 - Apr 23	Jul '21 - Apr 22	% Change
4180 · ADVERTISING/MRKTNG	37,043.90	43,273.71	-14.4%
4200 · EDUCATION PROGRAMS-SUPPLIES	28,773.80	14,758.76	95.0%
4210 · Museum Store Purchases	22,507.84	12,080.42	86.3%
4215 · Special Programs Expenses	6,349.38	6,874.93	-7.6%
4225 · AWARDS/OTHER	3,009.90	2,759.06	9.1%
4250 · TELEPHONE	2,366.77	2,183.20	8.4%
4253 · WATER	2,080.52	1,747.73	19.0%
4275 · UTILITIES	87,412.92	155,147.45	-43.7%
5000 · TRAVEL EXPENSE	5,532.45	3,081.78	79.5%
5100 · OFFICE / ADMIN EXPENSES	25,540.45	28,616.71	-10.8%
5250 · SPECIAL EVENTS	18,091.95	10,889.79	66.1%
6000 · EXHIBITS/COLLECTIONS/CURATOR...	57,346.01	59,243.36	-3.2%
6100 · BLDG/MATERIALS & SUPPLIES	87,116.01	46,938.01	85.6%
6135 · LANDSCAPING/GROUNDS	52,229.24	62,129.19	-15.9%
6175 · INDEPENDENT CONTRACTOR	161,830.78	86,277.85	87.6%
7800 · OCO/OTHER CAPITAL OUTLAY	10,417.00	329.99	3,056.8%
7900 · Grant Expenses	86,197.73	12,312.50	600.1%
<b>Total Expense</b>	<b>862,824.88</b>	<b>700,085.09</b>	<b>23.3%</b>
<b>Net Ordinary Income</b>	<b>42,789.72</b>	<b>196,167.74</b>	<b>-78.2%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
3950 · Other Grants	30,000.00	30,000.00	0.0%
3951 · Other Projects	0.00	9,000.00	-100.0%
<b>Total Other Income</b>	<b>30,000.00</b>	<b>39,000.00</b>	<b>-23.1%</b>
<b>Other Expense</b>			
5100.20 · 200th Anniversary Celebration	10,124.40	50,512.21	-80.0%
5100.21 · Bruce Beach Project	0.00	3,000.00	-100.0%
6135.11 · Landscaping/Grounds Mtnc-SMC	28,681.57	24,268.16	18.2%
<b>Total Other Expense</b>	<b>38,805.97</b>	<b>77,780.37</b>	<b>-50.1%</b>
<b>Net Other Income</b>	<b>-8,805.97</b>	<b>-38,780.37</b>	<b>77.3%</b>
<b>Net Income</b>	<b>33,983.75</b>	<b>157,387.37</b>	<b>-78.4%</b>

UWF Historic Trust  
**Schedule I - Profit & Loss**  
For the one month ended April 30, 2023 and 2022

	Apr 23	Apr 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
3005 · ADMISSIONS	27,334.00	27,007.00	327.00
3006 · BIRTHDAY PARTIES	1,150.00	437.50	712.50
3200 · EDUCATION PROGRAMS	3,638.00	1,381.00	2,257.00
3310 · ESC COUNTY SCHOOL FUNDS	10,000.00	0.00	10,000.00
3320 · Special Programs	0.00	580.00	-580.00
3350 · GRANTS	0.00	200.00	-200.00
3380 · PARKING	12,879.85	5,134.21	7,745.64
3400 · MUSEUM STORE	3,135.19	3,404.57	-269.38
3500 · LEASE/BUILDINGS	6,743.14	12,096.20	-5,353.06
3510 · RENTALS/SHORT-TERM	6,781.00	25,310.00	-18,529.00
3560 · DONATIONS	19.61	200.67	-181.06
3600 · EARNED INTEREST	0.00	0.40	-0.40
3800 · SHORTAGE/OVERAGE	0.00	-0.88	0.88
<b>Total Income</b>	<u>71,680.79</u>	<u>75,750.67</u>	<u>-4,069.88</u>
<b>Gross Profit</b>	71,680.79	75,750.67	-4,069.88
<b>Expense</b>			
4110 · CONSULTING SERVICE	0.00	420.00	-420.00
4113 · Payroll and Benefits	7,000.00	7,500.00	-500.00
4115 · MUSEUM-STAFF	2,592.50	2,250.00	342.50
4120 · AUTO EXPENSE ALLOWANCE	600.00	500.00	100.00
4130 · INSURANCE & SURETY BONDS	2,874.00	7,470.69	-4,596.69
4133 · PROPERTY MGMT	1,019.94	901.19	118.75
4155 · POSTAGE/FREIGHT/EXP.MAIL	810.99	0.00	810.99
4160 · PRINTING & DUPLICATING	758.00	3,130.80	-2,372.80
4175 · DUES/SUBSCRIPTIONS	210.00	979.07	-769.07
4180 · ADVERTISING/MRKTNG	823.05	1,690.60	-867.55

UWF Historic Trust  
**Schedule I - Profit & Loss**  
For the one month ended April 30, 2023 and 2022

	Apr 23	Apr 22	\$ Change
4200 · EDUCATION PROGRAMS-SUPPLIES	2,288.25	440.27	1,847.98
4210 · Museum Store Purchases	1,958.46	1,250.69	707.77
4215 · Special Programs Expenses	0.00	1,512.59	-1,512.59
4225 · AWARDS/OTHER	0.00	84.06	-84.06
4250 · TELEPHONE	155.94	165.46	-9.52
4253 · WATER	396.00	5.37	390.63
4275 · UTILITIES	7,735.32	17,155.77	-9,420.45
5000 · TRAVEL EXPENSE	0.00	327.08	-327.08
5100 · OFFICE / ADMIN EXPENSES	1,169.52	3,307.35	-2,137.83
5250 · SPECIAL EVENTS	2,390.24	3,384.32	-994.08
6000 · EXHIBITS/COLLECTIONS/CURATO...	1,190.04	5,122.83	-3,932.79
6100 · BLDG/MATERIALS & SUPPLIES	6,177.21	3,165.99	3,011.22
6135 · LANDSCAPING/GROUNDS	8,245.25	9,905.63	-1,660.38
6175 · INDEPENDENT CONTRACTOR	17,875.93	13,225.37	4,650.56
7900 · Grant Expenses	1,700.00	1,991.97	-291.97
<b>Total Expense</b>	<b>67,970.64</b>	<b>85,887.10</b>	<b>-17,916.46</b>
<b>Net Ordinary Income</b>	<b>3,710.15</b>	<b>-10,136.43</b>	<b>13,846.58</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
5100.20 · 200th Anniversary Celebration	0.00	2,070.57	-2,070.57
6135.11 · Landscaping/Grounds Mtnc-SMC	492.27	4,255.58	-3,763.31
<b>Total Other Expense</b>	<b>492.27</b>	<b>6,326.15</b>	<b>-5,833.88</b>
<b>Net Other Income</b>	<b>-492.27</b>	<b>-6,326.15</b>	<b>5,833.88</b>
<b>Net Income</b>	<b>3,217.88</b>	<b>-16,462.58</b>	<b>19,680.46</b>

UWF Historic Trust  
**Schedule II - Profit & Loss Budget Performance**

For the one month and twelve months ended April 30, 2023

	Apr 23	Budget	\$ Over Budget	Jul '22 - Apr 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
3005 · ADMISSIONS	27,334.00	20,000.00	7,334.00	330,997.73	200,000.00	130,997.73	240,000.00
3006 · BIRTHDAY PARTIES	1,150.00	416.67	733.33	9,646.00	4,150.03	5,495.97	5,600.00
3200 · EDUCATION PROGRAMS	3,638.00	3,833.33	-195.33	44,187.00	38,833.34	5,353.66	46,500.00
3300 · CITY/COUNTY FUNDING	0.00	22,500.00	-22,500.00	18,482.95	157,400.00	-138,917.05	202,400.00
3310 · ESC COUNTY SCHOOL FUNDS	10,000.00	0.00	10,000.00	10,000.00	17,000.00	-7,000.00	17,000.00
3320 · Special Programs	0.00	1,000.00	-1,000.00	45,491.75	31,000.00	14,491.75	35,000.00
3350 · GRANTS	0.00	0.00	0.00	48,704.40	23,500.00	25,204.40	31,000.00
3380 · PARKING	12,879.85	5,500.00	7,379.85	52,679.85	49,000.00	3,679.85	60,000.00
3400 · MUSEUM STORE	3,135.19	3,750.00	-614.81	39,955.04	37,500.00	2,455.04	45,000.00
3500 · LEASE/BUILDINGS	6,743.14	13,083.33	-6,340.19	138,105.52	130,833.34	7,272.18	157,000.00
3510 · RENTALS/SHORT-TERM	6,781.00	17,500.00	-10,719.00	158,657.99	175,000.00	-16,342.01	210,000.00
3560 · DONATIONS	19.61	2,500.00	-2,480.39	8,488.55	15,000.00	-6,511.45	20,000.00
3570 · RESTRICTED GIFTS	0.00	0.00	0.00	0.00	8,000.00	-8,000.00	8,000.00
3590 · Restricted Interest	0.00	0.00	0.00	0.00	0.00	0.00	225.00
3600 · EARNED INTEREST	0.00	0.00	0.00	232.88	0.00	232.88	100.00
3800 · SHORTAGE/OVERAGE	0.00			-15.06	0.00	-15.06	0.00
<b>Total Income</b>	<b>71,680.79</b>	<b>90,083.33</b>	<b>-18,402.54</b>	<b>905,614.60</b>	<b>887,216.71</b>	<b>18,397.89</b>	<b>1,077,825.00</b>
<b>Gross Profit</b>	<b>71,680.79</b>	<b>90,083.33</b>	<b>-18,402.54</b>	<b>905,614.60</b>	<b>887,216.71</b>	<b>18,397.89</b>	<b>1,077,825.00</b>
Expense							
4110 · CONSULTING SERVICE	0.00	2,041.67	-2,041.67	7,320.25	20,416.66	-13,096.41	24,500.00
4113 · Payroll and Benefits	7,000.00	7,000.00	0.00	49,000.00	70,000.00	-21,000.00	84,000.00
4115 · MUSEUM-STAFF	2,592.50	3,350.00	-757.50	31,178.75	33,300.00	-2,121.25	40,000.00
4120 · AUTO EXPENSE ALLOWANCE	600.00	600.00	0.00	6,000.00	6,000.00	0.00	7,200.00
4130 · INSURANCE & SURETY BONDS	2,874.00	6,500.00	-3,626.00	13,490.98	20,000.00	-6,509.02	20,000.00
4133 · PROPERTY MGMT	1,019.94	750.00	269.94	7,053.67	7,500.00	-446.33	12,000.00
4135 · AUDITING	0.00	0.00	0.00	13,200.00	13,000.00	200.00	13,000.00
4136 · PROPERTY TAX	0.00	0.00	0.00	5,534.87	7,800.00	-2,265.13	7,800.00
4155 · POSTAGE/FREIGHT/EXP.MAIL	810.99	416.67	394.32	4,375.14	4,166.66	208.48	5,000.00
4160 · PRINTING & DUPLICATING	758.00	1,833.33	-1,075.33	23,929.62	18,333.34	5,596.28	22,000.00
4175 · DUES/SUBSCRIPTIONS	210.00	1,625.00	-1,415.00	7,894.95	16,250.00	-8,355.05	19,500.00

UWF Historic Trust  
**Schedule II - Profit & Loss Budget Performance**

For the one month and twelve months ended April 30, 2023

	Apr 23	Budget	\$ Over Budget	Jul '22 - Apr 23	YTD Budget	\$ Over Budget	Annual Budget
4176 · MEMORIALS	0.00	0.00	0.00	0.00	250.00	-250.00	500.00
4180 · ADVERTISING/MRKTNG	823.05	5,000.00	-4,176.95	37,043.90	50,000.00	-12,956.10	60,000.00
4200 · EDUCATION PROGRAMS-SUPPLIES	2,288.25	3,085.00	-796.75	28,773.80	36,650.00	-7,876.20	42,850.00
4210 · Museum Store Purchases	1,958.46	1,875.00	83.46	22,507.84	18,750.00	3,757.84	22,500.00
4215 · Special Programs Expenses	0.00	875.00	-875.00	6,349.38	34,000.00	-27,650.62	35,750.00
4225 · AWARDS/OTHER	0.00	0.00	0.00	3,009.90	3,500.00	-490.10	3,500.00
4250 · TELEPHONE	155.94	333.33	-177.39	2,366.77	3,333.34	-966.57	4,000.00
4253 · WATER	396.00	250.00	146.00	2,080.52	2,500.00	-419.48	3,000.00
4275 · UTILITIES	7,735.32	10,166.67	-2,431.35	87,412.92	79,666.70	7,746.22	100,000.00
5000 · TRAVEL EXPENSE	0.00	2,250.00	-2,250.00	5,532.45	22,500.00	-16,967.55	27,000.00
5100 · OFFICE / ADMIN EXPENSES	1,169.52	1,916.67	-747.15	25,540.45	19,166.66	6,373.79	23,000.00
5250 · SPECIAL EVENTS	2,390.24	1,975.00	415.24	18,091.95	19,550.00	-1,458.05	23,500.00
6000 · EXHIBITS/COLLECTIONS/CURATORIAL	1,190.04	10,000.00	-8,809.96	57,346.01	105,000.00	-47,653.99	130,000.00
6100 · BLDG/MATERIALS & SUPPLIES	6,177.21	3,875.00	2,302.21	87,116.01	40,250.00	46,866.01	48,000.00
6135 · LANDSCAPING/GROUNDS	8,245.25	7,000.00	1,245.25	52,229.24	56,000.00	-3,770.76	70,000.00
6175 · INDEPENDENT CONTRACTOR	17,875.93	12,395.07	5,480.86	161,830.78	139,263.90	22,566.88	164,054.00
7800 · OCO/OTHER CAPITAL OUTLAY	0.00	1,000.00	-1,000.00	10,417.00	18,000.00	-7,583.00	20,000.00
7900 · Grant Expenses	1,700.00	0.00	1,700.00	86,197.73	45,171.00	41,026.73	45,171.00
<b>Total Expense</b>	<b>67,970.64</b>	<b>86,113.41</b>	<b>-18,142.77</b>	<b>862,824.88</b>	<b>910,318.26</b>	<b>-47,493.38</b>	<b>1,077,825.00</b>
<b>Net Ordinary Income</b>	<b>3,710.15</b>	<b>3,969.92</b>	<b>-259.77</b>	<b>42,789.72</b>	<b>-23,101.55</b>	<b>65,891.27</b>	<b>0.00</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
3950 · Other Grants	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>
<b>Other Expense</b>							
5100.20 · 200th Anniversary Celebration	0.00	0.00	0.00	10,124.40	0.00	10,124.40	0.00
6135.11 · Landscaping/Grounds Mtn-SMC	492.27	0.00	492.27	28,681.57	0.00	28,681.57	0.00
<b>Total Other Expense</b>	<b>492.27</b>	<b>0.00</b>	<b>492.27</b>	<b>38,805.97</b>	<b>0.00</b>	<b>38,805.97</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-492.27</b>	<b>0.00</b>	<b>-492.27</b>	<b>-8,805.97</b>	<b>0.00</b>	<b>-8,805.97</b>	<b>0.00</b>
<b>Net Income</b>	<b>3,217.88</b>	<b>3,969.92</b>	<b>-752.04</b>	<b>33,983.75</b>	<b>-23,101.55</b>	<b>57,085.30</b>	<b>0.00</b>

**UWF Historic Trust**  
**Revenue/General Operations**  
**FY July 1, 2023 to June 30, 2024**

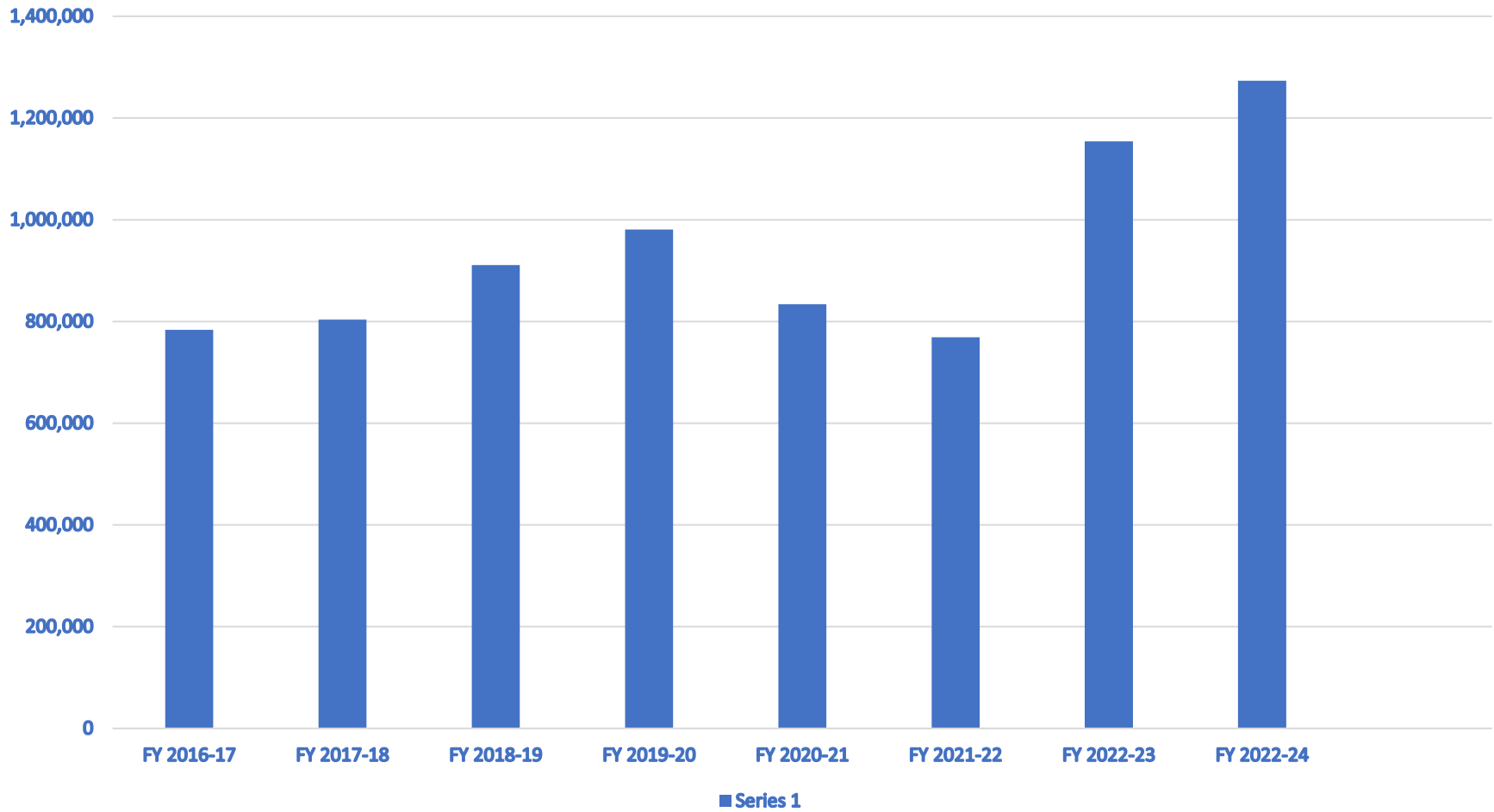
REVENUE												GRANTS	
		1	2	3	4	5	6	7	8	9		11	
Number	Account Description	Director's Office	Business Office	Memberships	Maintenance	Museum Operations	Museum Stores	Events Program	Arcadia	PMA	Total Operating Revenue	SMC	Total Rev & Grants
3005	Admissions		0.00			360,000.00			0.00	0.00	360,000.00		360,000.00
3005	Birthday Parties					9,000.00				1,000.00	10,000.00		10,000.00
3200	Education Programs					27,000.00			500.00	19,000.00	46,500.00		46,500.00
3300	City/County Funding		202,400.00							0.00	202,400.00		202,400.00
3310	Escambia County Schools					10,000.00				10,000.00	20,000.00		20,000.00
3320	Special Programs / Events	15,000.00				4,500.00	17,500.00		1,000.00	7,000.00	45,000.00		45,000.00
3350	Grants/Other									1,000.00	1,000.00	30,000.00	31,000.00
3380	Parking Revenue		125,000.00							0.00	125,000.00		125,000.00
3400	Museum Store Sales						41,000.00			7,000.00	48,000.00		48,000.00
3500	Lease/Buildings		160,000.00							0.00	160,000.00		160,000.00
3510	Short-Term Rentals							210,000.00		0.00	210,000.00		210,000.00
3560	Donations / Giving	7,500.00								2,500.00	10,000.00		10,000.00
3570	Restricted Gifts	2,500.00				0.00				2,500.00	5,000.00		5,000.00
3590	Restricted Gift/Veal		225.00							0.00	225.00		225.00
3600	Earned Interest		100.00							0.00	100.00		100.00
3800	Overage/Shortage									0.00	0.00		0.00
	<b>REVENUES</b>	<b>25,000.00</b>	<b>487,725.00</b>	<b>0.00</b>	<b>0.00</b>	<b>410,500.00</b>	<b>58,500.00</b>	<b>210,000.00</b>	<b>1,500.00</b>	<b>50,000.00</b>	<b>1,243,225.00</b>	<b>30,000.00</b>	<b>\$1,273,225.00</b>

\*Grants awarded mid-year will be added to budget reporting





### UWF Historic Trust Budgets



**Pensacola Museum of Art**  
Board of Directors Meeting  
April 20, 2023  
Minutes

**Board Members Present:** Mr. Chris Heaney, Mrs. Betty Roberts, Mr. John Markowitz, Mr. Edward Tisdale, Mrs. Tonya Zimmern, and Ms. Connie Crosby.

**Board Members Absent:** Mr. David Earle, Mrs. Kathi Gordon, Mr. Andrew Spencer, Mrs. Teri Levin, Mrs. Teresa Dos Santos, Mrs. Adrienne Maygarden, Dr. Patrick Rowe, and Mrs. Sue Sue Sherrill.

**Staff Members Present:** Mr. Robert Overton, Mr. Nicholas Croghan, Ms. Caitlin Rhea, and Ms. Amy Eve.

**Public Present:** None

**Opening of Meeting:** Mr. Chris Heaney called the meeting to order at 4:03 p.m. and noted that there was a quorum present.

**Review of Minutes:** Mr. Heaney presented the meeting minutes from February 16, 2023. No corrections were noted and they were accepted with unanimous consent.

**Historic Trust's Executive Directors Report:** Last Sunday the Trust participated in Fred Levin Fest. The festival used Museum Plaza for a children's area. We opened the PMA, PMH, and PCM for free from 10-3. 7500 people participated in the festival. UWF held its annual donor appreciation dinner last Thursday April 13<sup>th</sup>. It was great to see many people who have donated to the museums in attendance as well as a number of PMA board members. For the second year in a row Museum Plaza was used by Covenant Care for their Art of Fashion fundraiser. This year's event sold 1000 tickets. The event organizers made the Plaza look amazing. We received some additional donations to the Lewis Bear Memorial fund. As of today, \$22,242 has been donated. A memorial fund for Stephanie Kress was established by her friends and family as of today \$4,725.00 has been donated to the PMA in her memory. We made our virtual presentation to Sunday's Child for our grant application. Our grant seeks to create updated gender-neutral restrooms at the Pensacola Children's Museum. The reviewing committee seemed to like our presentation. Now we wait. Overall YTD Site visitation up 56% over the same period from last year.

**PMA Directors Report:** Mr. Croghan shared the Director's report. He reported positive visitation numbers and gave updates on upcoming events. We currently have the *69th Annual Member's Show*, the *House 309 2022 Artist in Residency Showcase*, and *SynTHESIS*: is opening Friday! This summer we will show photographs from the Permanent Collection including Walker

Evans, Elliot Erwitt, Yousuf Karsh (Georgia O'Keeffe), Paul Strand, and work from the Museum Project. We've secured an additional venue for fall 2023 for our traveling exhibit *Seance: Photographs by Shannon Taggart*. This will be for 6 weeks at Russell Sage College in Albany, NY for a prorated \$5,000. Beth, our partner on this and the Curator and Head of Special Collections and Gallery at the University of Maryland, Baltimore County will calculate the shipping costs and subtract those from rental fee and then we'll split the remaining profit. Regarding our education programming, we have been pleased with camp and program attendance. We have our summer camp open for registration and some workshops scheduled for summer as well.

**Treasurer's Report:** Ms. Eve shared the Treasurer's report. The total income for March was \$94,292.24 and the total expense was \$ 99,349.70. The UWFHT had a monthly expense over income of \$5,057.46 and a year to date income over expense of \$37,692.71. Admissions are tracking higher than we expected and we are very pleased. There is nothing really out of the ordinary this month, and the largest expense we incurred as the HVAC at Old Christ Church which put us expense over income. We should be receiving a reimbursement from the county next month so we expect this to balance out by year end.

#### **Committee Reports**

- **Collections Committee Report:** n/a
- **Executive Committee Report:** Mr. Heaney reviewed the minutes from the March meeting that were included in the materials. There were no actions taken that needed further attention. The Nominating committee will need to meet next month to review board terms. Mrs. Crosby will work with staff to coordinate a meeting.

**New Business:** No New Business

**Chair's comments:** Mr. Heaney thanked the board members for their support and the staff for their hard work.

**Adjournment:** The meeting was adjourned at 4:49 pm. The next meeting is June 15th, 2023.

## MINUTES

### Meeting of UWF Historic Trust Property & Collections Committee

April 24, 2023

3:00 - 4:00 p.m.

Attendance: Rob Overton, Ross Pristera, Jessie Cragg, Gregg Harding, Anna Lochas, Lori McDuffie, Dave Luttrell, Aaron Bercovitch (new member)

1. Opening of Meeting
  - a. Public Comment - none
  - b. Review and Approval of Minutes from Previous Meeting: 03/20/2023
    - i. GH motions to approve, JC second - all approved
2. Reports
  - a. Collections Report
    - i. Gifts and Loans - Lori
      1. TC 885 -
        - a. 4 Pensacola High School Yearbooks dates we don't have
        - b. 4 additional yearbooks from local citizens, not local schools
      2. 886 -
        - a. 3 Runyan paintings, framed, from Gonzalez Estate in Maryland
      3. 888 -
        - a. Modern electronics from volunteer; gifted for World's Fair exhibit and fits into collection
      4. 890 -
        - a. Woodham high school yearbook for years we do not have
      5. GH motions approve, RO second, all approved
      6. Loans -
        - a. Incoming from UWF Archaeology Institute and from NHHC for 2 upcoming exhibits
    - ii. Exhibits Report - Jess
      1. Voices Display: Jazz Music display opened week of March 6th in time for JazzFest
      2. MOH
        - a. GGAF gallery closed; loans have been returned, switch over to World's Fair June 15th
        - b. 3rd floor 2000 Men closing in May, switching to Black Lives Matter mural from campus for a few months
        - c. Photo History gallery will be closed in June and switched to Quarantine Station & Maritime Medicine exhibit
  - b. Arcadia Report - Anna
    - i. FDOT replaced highway signs that were missing

- ii. Milton High school group came through for tour; Hobbs Middle School arrived for tour
      - iii. Social media reviews are positive, getting busier as weather gets warmer
      - iv. Budget request for \$275,000 into state; not vetoed yet
    - c. Archives Report - Jess
      - i. Research requests have dropped off
      - ii. Margaret completed her reorganization of the reference books; total of 1920 books, not including historic reports and property records
      - iii. Redoing our PastPerfect Online website to have only records that have images and complete information
      - iv. Photo folders are almost complete; preparing to migrate data into Past Perfect
    - d. Historic Preservation/Facilities Report
      - i. Facilities Report
        - 1. Maintenance - Ross
          - a. Bowden building is almost complete; fluid is making frames for window openings, lighting is waiting on last few to ship, new doors are arriving in May
          - b. Dorr House window restoration contract signed, project manager assigned, working to schedule start of work likely in summer
            - i. Windows will be pulled and shipped to Orlando facility; temp infill with plywood
          - c. PMA donation from Bear family to redo south facade; Wescon submitted quote with 3 alternates depending on money
            - i. Alternate 1 addresses windows and brackets, fix handrails and painting in alcove
      - ii. ARB Report - Ross/Gregg
        - 1. Bus station demo stop: ARB did not approve demo, church appealed to city council, will have decision in May
          - a. Inspector determined it was being demolished by neglect and was unsafe
        - 2. Mostly residential projects; Adrienne Walker is now point person for applications through City
3. Old Business
  - a. Train Covering Update - Ross
    - i. Meeting again with architect SMP to revise & clarify parts of construction
    - ii. Opening it up for more contractor bids to make sure price is equitable
      - 1. Wescon - received, still too high
      - 2. Greenhut
      - 3. Morette
    - iii. Archaeology report completed; recommendation is monitoring during construction and footings only impact ground 1 foot

4. New Business

- a. 1 more Table Talk lunch lecture series; summer break and then restart in September
- b. City of Mobile looking to hire a city archaeologist; going to be working with GH and Adrienne Walker to determine job description and duties

5. Adjournment

- a. Next meeting scheduled for June 26, 2023



## **MINUTES OF THE ARCHITECTURAL REVIEW BOARD**

**March 16, 2023**

**MEMBERS PRESENT:** Chairperson Salter, Board Member Mead, Board Member Courtney, Board Member Yee, Advisor Pristera

**MEMBERS ABSENT:** Board Member McCorvey, Board Member Fogarty, Board Member Ramos

**STAFF PRESENT:** Assistant Planning & Zoning Division Manager Harding, Digital Media Specialist Russo, Cultural Resources Coordinator Walker, Deputy City Administrator Forte, Assistant City Attorney Lindsay

**STAFF VIRTUAL:** Development Services Director Morris, Planning and Zoning Division Manager Cannon, CRA Urban Design Planner Bennett, Development Services Coordinator Statler

**OTHERS PRESENT:** Christi Colabianchi, Alana Rawlings, Robert Van Slyke, George Sitton, Phil Partington, Beverly Perry, Brian Spencer, David and Terri Davidson, Paul Ritz

### **CALL TO ORDER / QUORUM PRESENT**

Chairperson Salter called the meeting to order at 2:00 p.m. with a quorum present.

### **APPROVAL OF MINUTES**

Assistant Planning & Zoning Division Manager Harding asked the board to approve a typo and the addition of letters presented to the board by individual speakers during the quasi-judicial hearing of 255 W. Brainerd Street before the final draft of the minutes are signed and published to the online calendar. The board was agreeable.

**Board Member Mead made a motion to approve the February 16, 2023, minutes, seconded by Board Member Yee, and it carried 4-0.**

### **OPEN FORUM**

### **NEW BUSINESS**

**Item 2                      426 E. Government Street                      PHD / Zone HC-1, City Council District 6**  
**Replacement of Windows at a Contributing Structure**

**Action Taken: Approved as presented**

David and Terri Davidson are requesting approval to replace ten windows at a contributing structure. The existing windows are wood and the proposed new windows will be JELD-WEN series W-5500 clad-wood, double hung and three over one with high profile simulated divided lites. The three over one pattern is representative of the existing upstairs windows.

Mr. Davidson presented to the board. Board Member Mead asked for the age of the building and Advisor Pristera answered around the 1880s. The windows in question, however, appeared to be from a later addition and were probably installed in the 1930s. Board Member Mead made the comment that windows such as these are repairable and are meant to be repaired every 20-30 years. However, these are not original windows and are replacements. The original windows at the front of the building will not be replaced. The second-floor windows were leaking and were causing additional damage elsewhere. Board Member Mead understood the concern and recognized that the proposed product was a high quality, being fully wood except for the cladding. Board Member Courtney agreed with Board Member Mead in that historic windows are meant to be maintained and she hoped that additional training would take place locally to assist homeowners with maintaining windows. The house was well maintained, and she appreciated that the front windows would be maintained. Mr. Davidson remarked that the proposed windows to be replaced were an inferior product and were not original. The proposed window was a good product and would help protect the home further. Advisor Pristera has some initial concerns, but with the additional information he was satisfied with the project, especially since these were not on the main body of the house and were probably replacements anyway. Board Member Mead asked if the product was consistent with the historic district ordinance, and staff (along with Chairman Salter) agreed that the window was high quality and met the intent of the ordinance for alterations to contributing structures.

**Board Member Mead made the motion to approve as presented. Board Member Courtney seconded the motion and it carried 4-0.**

**Item 3                      301 N. Baylen Street                      PHBD / Zone C2-A, City Council District 6**  
**Demolition of a Contributing Structure**

**Action Taken: Denied**

Immanuel Lutheran Church is seeking approval to demolish a contributing structure known as the Trailways Bus Station. This request is due to the structure being in a state of disrepair and the safety liability since the parcel is currently being used as overflow parking for the church.

If approved, the applicant is also requesting that the board waive the requirements for replacement plans due to extreme, unusual, and compelling circumstances, as well as public safety purposes per Sec. 12-3-10(1)i.3.iii. This would allow the applicant to apply for a demolition permit. The plan is to demolish the building to justify the cost to hire a civil engineering firm to reorient the property for overflow parking, storm water drainage, buffers, and landscaping that meets City of Pensacola Development Code.

Board Member Courtney and Board Member Mead asked the applicant if there were structural reports or documentation of the structure's condition that could be provided. Ms. Colabianchi, the applicant's representative, provided an outline of the application. Only a letter from Rev. Randy Blankschaen has been added to the application packet and copies were handed out to the board. Ms. Colabianchi continued her presentation to the board.

Board Member Mead asked if staff recalled any past rehabilitation work to this structure. Advisor Pristera answered that an Eagle Scout project took place in 2012. About 5 months, 75 volunteers,



1100 estimated hours, and \$9,000 went into the work so that the building could be reused by the church. Unfortunately, it doesn't appear that the building was used afterwards. Board Member Mead noted that, despite some damage to the building, there wasn't anything that appeared irreparable and that could not be fixed. Most of the damage appeared to be related to Hurricane Sally damage that had never been repaired. Advisor Pristera came to the same assessment. There were roof leaks in 2012, but those had been fixed. It was an old roof system, but it could be easily repaired. Board Member Mead asked the Ms. Colabianchi if the church had explored alternative uses for the property. Board Member Mead had a strong reaction against creating more blank parking lots which was opposite of what the board was supposed to encourage. There were many uses that could occur here without the need to demolish the structure. Staff confirmed the zoning as commercial which could accommodate many uses. Board Member Mead didn't think alternative uses for the property not involving demolition had been explored. Ms. Colabianchi had asked the church such questions and the church's response was that they wanted to repurpose the property for parking. Ms. Colabianchi read sections of Rev. Blankschaen's letter. The church had issues with homeless people trespassing on the property. Ms. Colabianchi mentioned issues with homeless people using the property as a bathroom and which were occurring elsewhere in the immediate area. There have been issues with graffiti and skateboarders. These issues were costly and unwanted and caused liabilities since the existing parking is used regularly by the church, other churches, and by those attending downtown events. Ms. Colabianchi stated that the church understands the responsibility and value of maintaining historic structures since their main facility was built in 1885. Ms. Colabianchi has personal experiences with dealing with homeless people on this site and it is quite intimidating. The bus station building serves as a shelter and hideaway for people to participate in illegal activities and it's been a continual problem for the church. Ms. Colabianchi continued with her reading of Rev. Blankschaen's letter. After reading sections of the letter, Ms. Colabianchi was confident they could redesign the parking to be attractive.

Mr. Paul Ritz addressed the board. He was against the demolition of the building. The bus station was a part of the historic fabric of the city. He remembered visiting the building as a child. Regarding the comments on homelessness, that issue was not specific to this building and it occurred elsewhere in the downtown area. Mr. Ritz offered that when someone or a group purchases a historic structure, it's a societal responsibility to maintain that structure if they can. If citizens purchased structures only to let them be demolished by neglect, it would be a great disservice to the city. As a family member who owned a significant historic structure, Mr. Ritz realizes that even when the property is not producing a substantial amount of money, they are still invested in the fabric of the city, and they owe it to the citizens because they made the choice to buy a historic property. This building has a position in the fabric of the city and in the neighborhood.

Mr. Brian Spencer addressed the board. This type of architecture was Mr. Spencer's favorite. He recalled visiting the Trailways bus station as a child. He was involved with the Eagle Scout project, it was a great project with a great result. That a volunteer took the time and effort to preserve this building was a great service. Mr. Spencer mentioned that this type of building and architecture is protected in other cities such as Sarasota, Florida. He suggested that with additional media coverage of this project, he hoped that local architects could come together to volunteer their time and efforts for ideas of adaptive reuse of the property. There are so many surface parking lots in this area, he offered that the church would be better suited to purchase a street-legal golf cart to assist with any parking issues.

Mr. Phil Partington addressed the board. Mr. Partington also recalled this building and that it was an excellent example of mid-century modern architecture. He was against the demolition and hoped that the church could find an alternative to demolition. He agreed with Mr. Spencer and welcomed the opportunity to help find another way.

Mr. Bob VanSlyke addressed the board. Mr. VanSlyke is a neighbor and has lived in the area for 20 years. He has experienced what has happened to this property and wanted to make sure that the property is cleaned up. It is a mess. And it has been for most of the 20 years. There was an effort to clean it up, but the church has not done an adequate job of keeping it up, so there's no reason to believe it will be kept up if redeveloped. Repurposing of this property would be a wonderful alternative. He would be happy to contribute in any way possible.

Ms. Colabianchi appreciated the speakers and will take the comments back to the church. She wanted to be clear that the intent was not for the church to sell or repurpose the building. It was not a historic building until 2012, when it achieved 50 years in age.

Board Member Courtney asked if the intent was to fence off the property if the building is demolished. Ms. Colabianchi had not gotten into the redesign yet. They needed to know if demolition was feasible before they moved on to design.

Advisor Pristera stated that the church has created the situation it's in. An abandoned building that is not being taken care of will encourage unwanted activity. The best way to prevent this from happening is to populate the site with people and to activate the space. The best thing to happen would be for the building to be reused. The church hasn't maintained this structure for 30 years. And with the exception of the Boy Scout project, the church has been a bad steward of this property and what is happening is demolition by neglect. The building has reached the 50-year mark, and based on its architecture and history, it's likely eligible for listing on the National Register of Historic Places. It has a lot of its original character and is unique to the area. The building has a lot of potential. Leasing the building, like what the Historic Trust does with other historic buildings, can diversify the church's revenue and help the organization continue. A tenant could fix the structure for the benefit of the church and community. The church appears to be demolishing this building by neglect which is not right. Board Member Mead asked what the conditions for demolition approval are. Staff answered that the demolition of contributing buildings essentially requires two requests – demolition of the building and then approval of replacement plans. In this case, the applicant is asking for the board to waive the second. For the first, the applicant needs to demonstrate economic hardship or unusual or compelling circumstances. The applicant is requesting the board to review the application according to the second criterion – unusual or compelling circumstances. In this case, the board is to be guided in its review by six criteria listed in 12-3-10(1)i.2.,

- i. The historic or architectural significance of the structure;
- ii. The importance of the structure to the integrity of the historic district;
- iii. The difficulty or the impossibility of reproducing such a structure because of its design, texture, material, detail, or unique location;
- iv. Whether the structure is one of the last remaining examples of its kind in the historic district;
- v. Whether there are definite plans for reuse of the property if the proposed demolition is carried out and what effect such plans will have on the architectural, cultural, historical, archaeological, social, aesthetic, or environmental character of the surrounding area, as well as the economic impact of the new development; and
- vi. Whether reasonable measures can be taken to save the structure from further deterioration, collapse, arson, vandalism or neglect.

Per 12-3-10(1)i.3.iii., following recommendation for approval of demolition, the applicant must seek approval of replacement plans prior to receiving a demolition permit and other building permits. Replacement plans for this purpose shall include, but shall not be restricted to, project concept, preliminary elevations and site plans, and adequate working drawings for at least the foundation plan that will enable the applicant to receive a permit for foundation construction. The board may waive the requirements for replacement plans under extreme, unusual and compelling circumstances or public

safety purposes.

Chairperson Salter echoed Advisor Pristera's comments. It appears that all special circumstances were due to the action, or inaction, of the property owner. There's been nothing presented by the applicant that meets criteria for the building to be considered for demolition. The building is architecturally significant. It is unique to the city. It is probably the last remaining example of this type of architecture locally. It will never be reproduced. To lose it would be a drastic loss to the historic district. Pensacola is a destination for historic architecture, and this is a building that people notice. Its loss would be tragic. Based on the code and in his opinion that ARB is required to enforce, there has not been anything presented which would allow the board to approve demolition. And it is in fact being demolished by neglect which is against the city code. Chairperson Salter pointed out that Rev. Blankschaen's letter states that, "The church is simply trying to do the right thing". In his opinion, the right thing is to properly maintain the building, which is the church's responsibility.

**Based on the understanding that the applicant is not moving on the basis of economic hardship, Board Member Mead made a motion to deny the application since there are not unusual or compelling circumstances to justify the demolition; specifically because the building is historically and architecturally significant; it is important to the integrity of the district both as a modern tie to a historic area that connects it to the world in terms of its status as a bus station and at a time when that was an important link to the world; it is exactly a structure that is unable (and unlikely) to be reproduced in current terms; it is the last of its kind in the area; that reuse plans and the proposed impact would be a detriment to the area, by replacing a structure that if maintained would be nice to look at as opposed to a parking lot which would not solve the complaints of homelessness due to its disuse; and lastly that measures to preserve the property are not impossible. If put to reuse, the property would probably pay for itself and earn money for the church. The application does not meet the ordinance requirements in Sec. 12-3-10(1)i.2.** Board Member Mead added the comment that because it is a church, Jesus didn't just meet people in churches and synagogues. He met them in taverns and in the forum, and outside of the temple. Matthew 25 speaks to the maintenance of structures. You don't just bury them in the ground. You put it to use and make it useful for people. That's what we're required to do as stewards of property, and stewards of things that we're given that we can't take with us. Board Member Mead encouraged the church to take a different view of this property and look at how they could use it to serve their mission and in a way that's not just extra square feet of asphalt. **Board Member Courtney second the motion and it carried 4-0.**

Before moving to the next item, Chairperson Salter addressed the board's attention to Sec. 12-3-10(1)i.4.ii. which states, "The board, on its own initiative, may file a petition with the building official requesting that he or she proceed to require correction of defects or repairs to any structure covered by subsection (1)i.4.i of this section so that such structure shall be preserved and protected in accordance with the purposes of this section and the public safety and housing ordinance".

**Chairperson Salter proposed that the board discuss making such petition to the building official. Board Member Mead made a motion for petition.** Chairperson Salter stated that based on the discussion already had, there appeared to be support among the board. **Board Member Courtney seconded the motion and it carried 4-0.** The board asked Assistant City Attorney Lindsay if all was in order for the board to make such a request and that the board could hear further public comment if so desired. No further comments were provided.

**Item 4                      1401 N. 20th Avenue                      East Hill / Zone R-1AAA, City Council District 7**  
**Historic Structure Demolition Review**

**Action Taken: Delayed 60 days (until May 16, 2023)**

Per the City of Pensacola’s Historic Building Demolition Review Ordinance, the referenced structure has been found to be potentially significant in regards to its location and the historic development of the East Hill neighborhood. Per the ordinance, the Board is tasked with determining whether or not this structure meets the criteria for listing in the National Register of Historic Places. If eligible and deemed historically significant by those criteria, the Board must also determine if the building is subject to a demolition delay of no more than 60 days. To determine that a historically significant building is subject to a demolition delay, the Board must find that in the interest of the public it is preferable that the building be preserved or rehabilitated rather than demolished.

Assistant Planning & Zoning Division Manager Harding provided an outline of the historic structures demolition ordinance and introduced the item. Advisor Pristera provided an historic overview of the property and that it may have been part of the 1920s initial development of the area when T. L. Gant investment company began selling lots in the neighborhood along Bayview Park. The house was built around 1928 and it is a good example of the Craftsman-Bungalow style. It is a prominent structure. The original owners were in the insurance business and involved in local education. They played a large part in the development of the city during that time. From a historical significance standpoint, there was a human connection in how the original owners contributed to the city, an architectural significance with the structure’s uniqueness and prominence, and it played a role in the neighborhood’s early development. Board Member Courtney commented on the uniqueness of the home and that it was a very attractive historic structure and in very good condition. Mr. Sitton commented that he was demolishing it to rebuild a home for a client. The original intent was to not tear it down, but to subdivide the original lot and keep the home. However, after advertising the property for a time, a client purchased the property with intent to demolish and rebuild. Board Member Mead asked if the new subdivided lot was being built on and the answer was yes. Staff was asked to read the criteria for determining significance:

- i. The building is associated with events that have made a significant contribution to the broad patterns of our national, regional or local history;
- ii. The building is associated with the lives of persons significant in our national, regional or local past;
- iii. The building embodies the distinctive characteristics of a type, period or method of construction, or that represents the work of a master, or that possess high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
- iv. The building has yielded, or may be likely to yield, information important in national, regional or local history.

Based on the board’s discussion, the house met all four criteria.

**Board Member Mead made a motion that the board determine that all four criteria for architectural and historic significance were met, and that preservation was warranted and that it is in the public interested that it be preserved and rehabilitated rather than demolished and that the board place a 60-day moratorium for a demolition permit in hopes that it could be saved. Board Member Courtney seconded the motion and it carried 4-0.**

**Item 5        702 N. 'E' Street    Westside Garden District / Zone R-1AA, City Council District 6  
Historic Structure Demolition Review**

**Action Taken: Delayed 60 days (until May 16, 2023)**

Assistant Planning & Zoning Division Manager Harding provided an outline of the historic structures demolition ordinance and introduced the item. Alana Rawling presented to the board. The original intention was to restore the property which was once owned by a pastor. However, 3 different contractors provided quotes showing it to be more financially feasible to demolish rather than rehabilitate. Advisor Pristera provided a historic overview of the structure. It is unique in that it is larger than all the surrounding structures. It has more architectural detail, although simple. Looking further, it dated to around 1914 (older than what the application says) and the first owner was E. E. Harper who was in law enforcement for 41 years. He lived in the house and served two terms as City Commissioner and was also the Chief of Police and in the Fire Department. He played a significant role in the city and played multiple roles in local government. There are accounts of him being shot and attacked several times during his job. He died in 1951 and the house probably was sold several times. The house is in rough shape, but there are key components that could be saved. It has a uniqueness that other houses in the neighborhood do not have.

Board Member Courtney mentioned that her house in Old East Hill was not in much better condition when it was bought. A lot of blood, sweat, and tears went into hers. The overall structure didn't look too terrible and there were a lot of existing elements that appeared to be intact – windows, porch railings, etc. It is a lovely house, and she would love to see it restored.

Ms. Rawlings agreed, but there were holes in the floor and issues with the foundation and wood rot. Her contractor's foot went through the floor when touring the property. There were also issues with vagrants. There were hidden costs that were not realized when the property was bought and she was afraid that they wouldn't be able to finish restoring the house due to costs. The rear-most portion was determined to be a nonoriginal addition.

Board Member Mead echoed Board Member Courtney's comments. The house he rehabilitated in North Hill was in a similar state. This house has a lot of potential and the pier foundation issues could be handled on a spot-treatment basis. These old houses will take a lot of abuse and can usually be brought back. This is a nice structure on a nice property, and he recommended exploring all options. The house was lovely. Ms. Rawlings stated that a quote for foundation repairs would be \$25,000 minimum. There were concerns about the fireplaces and taking the home down to the studs. Board Member Mead agreed that a lot of work would need to take place, but some of it could be done without tremendous costs.

Board Member Yee appreciated the situation, and the cost of construction was unfortunate. The applicants had done their due diligence. It doesn't make the board's job any easier and this one was a little different than the past two. He asked about any grant opportunities.

Staff mentioned the CRA façade grant which this building would be eligible. Staff offered to provide more information to the applicant after the meeting. If it was helpful to the applicant, Board Member Mead stated that ARB could also express a view of eligibility in the terms of historic significance. Assistant City Attorney also thought there was a forgivable loan program which may be up to \$100,000.00. Advisor Pristera also mentioned an ad valorem tax program for improvements to historically significant homes. Ms. Rawlings stated that she would be open to any options, and she'd be happy to look into opportunities more.

**Board Member Mead made a motion that the board determine that criteria i. and ii. (a. and b.) for significance are met and that preservation was warranted and that it is in the public interest that it be preserved and rehabilitated rather than demolished and that the board place a 60-day moratorium for a demolition permit with encouragement to the applicant to seek out opportunities through the City and other means; and that if application to the CRA**

**façade grant program is made, that ARB make recommendation for approval for the reasons expressed here. This would be a feasible and important project for the neighborhood. Board Member Yee seconded the motion and it carried 4-0.**

**Board Member Mead also made the recommendation to ask staff to communicate to the applicant of the N. 20<sup>th</sup> Avenue item to also seek out similar opportunities. Board Member Courtney seconded, and it carried 4-0.**

There was a discussion on the National Register of Historic Places program, the designation of new historic districts, and continued development west of the historic districts.

### **ADJOURNMENT**

With no further business, the meeting adjourned at 3:51 p.m.

Respectfully Submitted,



Assistant Planning & Zoning Division Manager Harding  
Secretary to the Board



**IMMANUEL LUTHERAN CHURCH  
LCMS**

**Rev. Randy M. Blankschaen  
Pastor**

24 W Wright St  
P O Box 12912  
Pensacola FL 32591-2912  
Phone: (850) 438-8138  
E-mail: office@immlu.com

Dear governing authorities,

My name is Rev. Randy Blankschaen. I have served as Pastor of Immanuel Lutheran Church since 2010. I served previously as a Vicar at this institution in 2005-2006. In my capacity as pastor, I do not oversee property or building matters. Instead, I oversee the spiritual affairs of the congregation, that is, worship, prayer, and spiritual care. Thus, I share my concerns as a citizen who spends much time at Immanuel Lutheran Church's 24 W. Wright St. building in close proximity to the building under review.

That building (at the NW corner of Baylen and W. Wright) has been a problem issue for Immanuel Lutheran Church and our immediate neighbors for decades. I have witnessed many times persons urinating inconspicuously on the building. These events happened with the public library a mere block away (during its open hours). These events happened on the highly trafficked Baylen Street in plain view, which could have been witnessed by the children of Episcopal Day School. Neighbors have complained of witnessing people defecating around this structure. It is common to see trash – including many empty alcoholic beverage containers. It is disgustingly common to see human feces on this property.

There have been several instances of graffiti – inappropriate in nature – on said structure. This incurs cost and gives offense to our community.

The structure is a haven for skateboarders. While I have no problem with youth exploring sport, I nevertheless note that doing so on this property creates a liability for the church. Moreover, the current ceiling could collapse at any time, which could cause injury.

Many persons find shelter under this structure and, at times, have set up encampments. We understand their desire to avoid rain – especially since the nearby bus stop provides no shelter. Thus, we are sympathetic, but again, this is at Immanuel's expense. It creates another liability for the church and a potentially dangerous situation for the person. Representatives of the church, myself included, have had many confrontations asking trespassers to stop trespassing. In some instances, the Pensacola Police Department has been called. Even when kindly asking squatters to move on, I have been regularly met with profanities and threats against my person or our historic church building. The presence of the building provides a harbor to trespassers. It has invited risks and threats.

The ceiling of the overhang is in disrepair and a portion of it has collapsed. Many folks who are not affiliated with our congregation park on this property, especially during events held for Christ Church, Episcopal Day School, the Farmers' Market, or parades. It is only a matter of time before one trespassing has his vehicle or self injured by the further collapse of the ceiling. In addition, the exterior roof does not have functional lighting, which is a significant safety concern when anyone is on that property at night.

The interior of this building is nowhere near feasible to repair. I am not a mold expert, but the odor and current state of the building has made it unavailable for any functional use. The church cannot use this building for storage. Functionally, its only use is a statue which has become a longtime eyesore and danger for us and our neighbors.

Please hear this! The church is simply trying to do the right thing. At this time, I believe the best path forward is to remove this building as a further danger and blight. This would make our downtown community more attractive, remedy multiple safety concerns, and improve our historic downtown landscape.

In love of God and my neighbors,

Rev. Randy M. Blankschaen



## **MINUTES OF THE ARCHITECTURAL REVIEW BOARD**

**April 20, 2023**

**MEMBERS PRESENT:** Chairperson Salter, Board Member Mead, Board Member Courtney, Board Member Yee (late), Board Member McCorvey, Board Member Fogarty, Board Member Ramos

**MEMBERS ABSENT:** Advisor Pristera

**STAFF PRESENT:** Assistant Planning & Zoning Division Manager Harding, Digital Media Specialist Russo, Cultural Resources Coordinator Walker, Assistant City Attorney Lindsay

**STAFF VIRTUAL:** Development Services Director Morris, Planning and Zoning Division Manager Cannon, Development Services Coordinator Statler

**OTHERS PRESENT:** Carla Nolen, Todd Alford, JJ Zielinski, Jon Shell, Ben Townes, Michael Hayse, Mackenzie Brown, Robyn Tice

### **CALL TO ORDER / QUORUM PRESENT**

Chairperson Salter called the meeting to order at 2:00 p.m. with a quorum present.

### **APPROVAL OF MINUTES**

Board Member Mead made a motion to approve the March 16, 2023, minutes, seconded by Board Member McCorvey, and it carried 6-0.

### **OPEN FORUM**

### **NEW BUSINESS**

**Item 2                      30 S. Spring Street                      PHBD / Zone C-2A, City Council District 6**  
**Change of Windows at a Non-Contributing Structure**  
**Action Taken: Approved with comments.**

Arcadia ICR Group, LLC is requesting approval to replace thirteen windows at a non-contributing structure. The existing windows are wood and the proposed new windows will be Andersen 400



series clad-wood, double hung, two over two with simulated divided lites (non-operable).

Todd Alford with Arcadia ICR presented to the board. Mr. Alford noted the goal is to have a standardized unit to use in the future since there is currently a variety of window brands in use. Board Member Mead asked for clarification on which historic district the building is located in, Cultural Resources Coordinator Walker stated Palafox Historic Business District. Board Member Mead asked if this type of window has been approved in this district before, Cultural Resources Coordinator Walker answered yes. Board Member Mead asked if the windows will be simulated divided lites with applied muntins or if they are actual divided lites. Mr. Alford stated they are not true divided lites, but they can do simulated with the divider space or do without the divider space. Most of the units that are currently installed do have a divided spacer bar, but he can show examples of units without it. Chairperson Salter noted that window manufacturers are modifying the terms for simulated divided lite. In looking at the sheet in the application for the grille options, Andersen categorizes the simulated divided lite as just the applied without the spacer. Traditionally, a simulated divided lite is closer to what Andersen calls a full divided lite which has the spacer in the middle because it translates the shadow line. Chairperson Salter asked if it was possible to achieve what he mentioned previously on this project. Mr. Alford noted yes and that would be more in line with what is existing. Chairperson Salter noted this is a non-contributing structure but was built to resemble something that contributes to the district. In this case, if the applicant is open to it, using what is defined as a full divided lite in Andersen's brochure, which is the applied interior and exterior with the separator bar, would be more appropriate. Mr. Alford noted he can adjust his application to reflect that choice and reconfigure the template.

**Board Member Mead made the motion to approve the application as submitted with specification that we have the full divided lites with the applied muntin bars and the internal spacer bar as noted in the Chair's comments. Board Member Fogarty seconded the motion and it carried 6-0.**

**Item 3                      119 W. Gadsden Street                      NHPD / Zone PR-2, City Council District 6**  
**Addition of a Side Deck and Door on a Contributing Structure**  
**Action Taken: Approved as submitted.**

Carla Nolen is requesting approval for the addition of a side deck made of composite decking and the removal of one window to be replaced with a clad wood, outswing double door with full pane glass. The applicant is also requesting to amend her application to include approval for the replacement of four wood windows with Andersen 400 series Tilt-Wash double-hung insert windows with single pane impact glass, to match the existing windows. The exterior will be white and the interior will be unfinished pine with no interior pulls and stone-colored locking hardware.

North Hill Preservation District provided comments with no objections but did inquire about the location of the existing electric meter and other utilities and that the homeowner stated they had been relocated. Chairperson Salter noted that given the location, it is appropriate for the board to hear the amended request. Mrs. and Mr. Nolen presented to the board. Chairperson Salter asked the applicant if the proposed new windows are a single pane over a single pane of glass. Mrs. Nolen noted yes, many of the windows are cracking and have wood rot. They will be an exact replica using a clad window with a wood interior. Board Member Mead asked for clarification about the door with the rail and if it originally went to a deck. Mrs. Nolan noted that they don't know its origin. Board Member Mead asked for details on skirting material. Mrs. Nolan noted they chose not to have skirting because of the crawl space access point below the home and they would prefer to not have skirting but are

open to it. Board Member Mead asked if there was evidence of a foundation where the steps would have been. Mr. Nolen answered no. Board Member Fogarty asked if North Hill Preservation District have any requirements about composite materials on contributing structures. Assistant Planning and Zoning Division Manager noted that if an existing feature is being replaced, in kind materials should be used but it is up to the board's discretion. With this being an addition that can be easily removed, the board may use that as part of the justification if it were to be approved. Board Member Mead noted that a pvc product had been approved previously and had an authentic wood look. Mrs. Nolen noted that it is the highest end Trex product that looks like wood as depicted in the application. Board Member Mead noted darker colored composite products have a high heat capacity. Chairperson Salter stated the windows and doors of high quality, and he has no issue with the lack of skirting. The composite decking will not be visible from the street since it is in the rear and is appropriate in this application. Board Member Ramos asked if the structure is located on a corner lot and is the deck in the side yard. Mrs. Nolen stated no, it is not a corner lot but the deck is in the rear and partially the side yard. Board Member Ramos asked if the deck will connect to the steps when it turns the corner. Mrs. Nolen stated yes. Board Member Ramos asked for clarification on which windows will be replaced. Mrs. Nolen described the location of the four rear windows.

**Board Member Fogarty made the motion to approve the application as submitted. Board Member Ramos seconded the motion and it carried 6-0.**

**Item 4                      105 W. Jackson Street      NHPD / Zone PR-2, City Council District 6**  
**Exterior Addition and Backyard Landscape Improvements at a Contributing Structure**  
**Action Taken: Approved as submitted.**

Dalrymple Sallis Architecture is requesting final approval for exterior backyard landscape improvements at a contributing structure including the addition of a bathroom to the existing garage and renovate and extend the existing rear porch covering, leaving the existing lattice and columns in place. Exterior landscaping includes the addition of a pool, patio, outdoor kitchen, and water fountain feature. The wood framed porch covering will be constructed with columns to match the existing and all siding, trim, and the door of the bathroom addition will match existing adjacent finishes.

North Hill Preservation District provided comments with no objection. Scott Sallis presented to the board. Mr. Sallis noted that the structural system had changed since the application was submitted which changed the look and feel, and it is reflected in the rendering that was passed out to the board. Chairperson Salter asked if the rear trellis is existing, and the new pavilion is being constructed around it. Mr. Sallis answered yes, there is a low slope shed roof over the columns surrounded by a pergola on either side that is being removed for the new, extended open gable structure. Chairperson Salter asked if the new brick would match the existing brick on the chimney. Mr. Sallis answered yes.

**Board Member Ramos made a motion to approve the application as submitted. Board Member Courtney seconded the motion and it carried 6-0.**

**Item 5                      18 W. Wright Street                      NHPD / PHBD / Zone C-2A, City Council District 6**  
**Final Approval for Alterations and Additions to a Contributing Structure**  
**Action Taken: Approved as submitted.**

Townes Plus Architects are requesting final approval for alterations and additions to the Christ Episcopal Church facility including a rectangular addition with a low slope roof and parapet walls around the exterior which will house a new kitchen, a new porte cochere is proposed for the north parking lot that will protect a new accessible ramp, and the enclosure of the arcade at the south

cloister utilizing a storefront window system. All materials are to match the existing including Spanish tile roofing, matching gutters and downspouts, exposed aggregate stucco, and cast stone details.

North Hill Preservation District provided comments with no objections. Ben Townes and Michael Hayse presented to the board. Mr. Townes handed out updated plans indicating slight changes since the application submission. The porte cochere is slightly smaller and the ramp changed slightly than initially submitted. The south cloister will have a very narrow profile steel in between the columns and the stucco will not have to be cut very deep, the window system will be  $\frac{3}{4}$ " in profile when embedded in the stucco. The new stucco will match the texture on the additions, a washed exposed aggregate finish versus the main structure that is heavy pebble dash stucco. The finishes on the enclosed cloister and the ramp will be exposed concrete with washed aggregate to match existing conditions. Surrounds will be cast stone to match existing, handrails will match existing. Chairperson Salter noted the final application is refined with attention to detail and the window system is very appropriate for enclosing the arches. Board Member Mead asked about the arch forms in the porte cochere, with the semicircular arcade on the back façade that is not being carried forward. The segmental arch is a departure from the other things that are seen. Mr. Townes noted that to achieve a semicircular arch, the porte cochere would have to be so tall that it would be of very little value for weather protection. It pays homage without absolutely matching. Board Member Mead asked if an elliptical profile could be used to soften the corners of the arch to be more consistent since it is a primary façade. Mr. Townes noted that all areas under the porte cochere will be as flat as possible for accessibility which meant a few steps were removed. Because the grade was increased, the ramp became more diminished with more walking room around it. Board Member Mead asked if elements could be pulled from the façade of the roof projection/parapet on the gable, pull the bracket form to finish the corner of the arch on either side that will relate back to existing elements. Mr. Townes noted that the church would need to review the suggestion, but it is important to be as minimal as possible to avoid taking away from the strong architecture of the church structure. Chairperson Salter noted that he understands what Board Member Mead is saying, but from his perspective he agrees with Mr. Townes that the proposed structure is simplified and the added detail could draw more attention which is not the intent. The back area is intentionally simplified and what is proposed works with that intent.

**Board Member Ramos made a motion to approve the application with the original porte cochere design as submitted. Board Member Courtney seconded the motion and it carried 6-0.**

**Item 6          524 N. Hayne Street          OEHPD / Zone OEHC-1, City Council District 6**  
**Renovation of Contributing Structures for Retail/Coffee Shop and Office**  
**Action Taken: Approved with comments.**

JJ Zielinski is requesting final approval for the renovation of two adjoining contributing structures and an associated garage. The Malamo Brothers Grocery will be renovated into a retail and coffee shop, the Nick Malamo House (cottage) will be renovated into an office, and the garage will be renovated into a studio. The scope of work includes exterior repairs to match existing materials; exterior painting of all three structures; minor hardscaping and landscaping; roof replacement for the shop and cottage; and renovation of the shop will include installation of storefront doors and windows, deck repairs and addition of an ADA ramp, and awning replacement.

Old East Hill Property Owners Association provided comments that were distributed to the board. They are in support of the project but ask that the board carefully review the request to use r-panel metal roofing on the awnings. Jon Shell and JJ Zielinski presented to the board. Board Member Courtney noted that she and the neighborhood appreciate Mr. Shell's compassion with the death of

11-year-old Avery Stark recently. Mr. Shell stated it was a devastating loss for everyone. Board Member Courtney noted she is excited about the unique characteristics that are being retained from the grocery store and cottage. Board Member Courtney asked for clarification about painting the brick. Mr. Shell noted that the south side and rear of the building are CMU with a variety of colors. Mr. Zielinski noted the intent was to have a monolithic look and address the inconsistent brick coursing and transitions to CMU. Board Member Mead asked if it is double brick wide wall. Mr. Zielinski noted there is CMU behind the brick. Board Member Mead asked if there is evidence of water intrusion in the masonry that would be assisted by the painted. Mr. Zielinski noted yes on the Jackson Street side where the brick is. Board Member Mead asked for clarification on the office space and its use. Mr. Shell noted it is up in the air and it doesn't necessarily relate to the use of the attached structure in terms of external approaches. Board Member Ramos asked if the brick piers of the cottage were already painted, and the proposal is to paint them to match the taupe color. Mr. Zielinski answered yes.

Board Member Mead asked for a description of the overhangs. Mr. Zielinski noted that historically the structure had an awning which is why it is being proposed in addition to a small overhang over the door on the Jackson Street side. The original architectural elements were matched as close as possible. The underside treatment is clear coat tongue and groove cypress. Assistant Planning and Zoning Division Manager Harding noted that a minor LTU will be required for the overhangs. Chairperson Salter asked if there were construction details in the application for the awnings. Mr. Zielinski answered no but they are cantilevered awnings similar to what is currently on Palafox Street. The r-panel will not be visible with the low slope of the roof and height of the awning. Chairperson Salter noted it is a simple canopy that slopes out to the edge and drains so the panel will be exposed and hang over, which is why he requested a detail for visibility of the r-panel. The historic photograph indicates the original panel had thicker ribs like a commercial structure would have. Chairperson Salter is typically not a proponent of painting brick but in this situation the brick was not meant as an architectural feature but more a veneer or plain finish. It could have been painted originally and in this case, architecturally nothing would be lost by painting the brick. The only concern is the roofing profile, but the historic photograph does resemble the proposed panel. Chairperson Salter would like to see final detail on how it will be used and the intent is to be as accurate to the photograph as possible. Mr. Shell asked for clarification about the panel and the recommendations. Chairperson Salter noted that what is proposed looks very close to what is depicted in the historic photograph which justifies the use but final detail of the canopy is needed for the record, such as a section cut of the eave and that can be submitted via abbreviated review. Assistant Planning and Zoning Division Manager Harding noted that the use of r-panel in the past has been the source of several ARB appeals and it is viewed more stringently when proposed. The times r-panel has been proposed, or put on incorrectly, or put on without a permit, have been for residential capacity. R-panel was introduced for industrial and commercial use which is probably why it may have been used on the grocery and why it is ok to be considered for this application. R-panel is not strictly prohibited by the code but the code does require the ARB to review applications according to the theme and character of the district, which is why the board has consistently required the use of standing seam or 5v crimp. Chairperson Salter noted that if the historic photograph did not exist, the board would not consider the use of r-panel but the photograph gives evidence that something very similar to r-panel was used on this building. Assistant Planning and Zoning Division Manager Harding noted that this is a good example of the code providing black and white standards, but the grey area between the black and white is the board's responsibility to provide guidance on subjective items like this.

Board Member Mead asked about the material that is proposed for the screen wall on the studio. Mr.

Zielinski answered it is a solid brick product and architecturally it is intended to mimic the painted CMU. It is solid, natural color precast concrete that will be sealed. Board Member Ramos asked about the existing roof profile on the accessory dwelling unit. Mr. Zielinski answered it is a metal roof with an indeterminate profile type. Board Member Mead asked about the intended color of the metal roof. Mr. Zielinski answered galvalume gray. Board Member Mead asked if the intent was to be a dwelling unit. Mr. Zielinski and Mr. Shell answered yes. Cultural Resources Coordinator Walker noted that the signage will be handled through a separate abbreviated review process.

**Board Member Ramos made a motion to approve the application as submitted with the condition that the applicant submit a detail of the awning for abbreviated review. Board Member Courtney seconded the motion and it carried 6-0.**

Mr. Shell requested to have any extra copies of his application package. Assistant Planning and Zoning Division Manager Harding noted that the board previously required fifteen copies that was reduced to fourteen and is currently ten required hard copies. The ten copies are distributed to staff, the historic trust archives, legal, North Hill, and one kept as an extra.

## **ADJOURNMENT**

With no further business, the meeting adjourned at 3:26 p.m.

Respectfully Submitted,



Cultural Resources Coordinator Walker  
Secretary to the Board



## Financial Policies

- **Payment/Check Requisitions**
  - All check requests and purchases require a completed and approved Purchase Requisition, attached to a quote or invoice, including approval from supervisor and Executive Director, prior to production of check.
- **Funds Receipting** shall be assigned and reviewed according to attached chart. Verification of receipting documentation will be as follows:
  - **Stores:**
    - General income received in point of sale system (currently Doubleknot). Visitor Experience Manager ensures proper closing of stores and verifies cash and reports to Business Manager daily through end-of-day report, who verifies income and prepares for deposit. End-of-day report handed off to Office Administrator/Fiscal Assistant to complete data entry into Quickbooks.
      - End-of-day report includes income collected through Museum Store, admissions, membership, donations, special events, rental income, tour income, camps/educational classes, city/county funding, grants, and sponsorships.
  - **Rental Incomes:** Special Events Coordinator: Rental Receipting processed in POS and verified by Business Manager.
    - Event Rental Cancellations require documentation in writing (email, letter, or fax). Cancellation documentation attached to refund requisition.
  - **Tour/Field Trip Incomes:** Education Coordinator processes tour income via POS system.
  - **Miscellaneous Incomes:** Business Manager: city/county funding, property management and misc. income receipted in POS back office and verified by Administrative assistant.
  - **Refunds:** Event refunds, party refunds, and educational refunds are processed via POS and entered into Quickbooks. They are submitted to the Executive Director on a requisition or refund check preparation. In some cases refunds may be processed via credit card refund as well.
- **Money-Bag Storage:**
  - Visitor Experience Manager maintains “change bag” of \$200 in assorted denomination and coins. Change money-bag is stored in administrative safe.
  - Business Manager and Executive Director have access to safe.
  - Petty cash locked in administrative safe. Executive Director will provide backup to Business Manager for Petty Cash.
- **Deposits**

- Business manager will prepare deposits from all sources.
- The Executive Director or his staff designee will deliver deposits to the bank.
- Deposits will be weekly unless cash collected is above \$2,000 or checks collected total greater than \$10,000.
- Deposit slips will be returned to Business Manager for filing.
  - Contracted CPA verifies all income and deposits via bank statements and reconciles with Quickbooks data entries.
  - Contracted CPA responsible for Statement/Bank Reconciliation will record monthly/annual interest received for Certificates of Deposit or Business Banking accounts.
- **Petty Cash**
  - Business Manager will maintain petty cash.
  - A receipt is required for all petty cash requests (typically items of \$15-\$20 or less).
  - Staff member signs receipt book slip acknowledging receipt of funds. The actual dollar amount is updated when receipts verifying the purchase are received.
  - Business Manager will reconcile petty cash quarterly (or earlier if significant depletion of funds require replenishment). As part of approval process, Executive Director reviews/approves requisition.
- **Change/Drawer Total:** (Current as of May 2023 but subject to change based on variable needs)
 

• Tivoli Register	\$150.00
• TTW Register	\$150.00
• Voices register	\$150.00
• PCM Register	\$150.00
• Resource Center	\$35.00
• PMA Register	\$200.00
• PMA Change bag	\$200.00
• HT Change bag	\$300.00
• Petty cash	\$100.00
• Arcadia Register	\$100.00
• Arcadia Petty cash	<u>\$100.00</u>
	\$1,635.00
- **Mail:**
  - A member of the staff, other than the Business Manager, will retrieve, sort, date-stamp, and distribute all incoming mail. Mail identified as “confidential” will be date-stamped on the envelope and the envelope will be attached by the recipient.
  - Administrative Manager responsible for Quickbooks entry will deliver all mail to the USPS (United States Post Office).

- **Checks**
  - Business Manager will register and create all checks in Quickbooks.
  - Internal procedure requires that checks have two signatures. Signatories are: Executive Director and two other senior directors, as well as the CFO of UWF Foundation. In extenuating circumstances, one signature will be accepted if the dollar amount of the checks is less than \$2,000.
  - Executive Director and Business Manager will have access to online banking.
  - Business Manager verifies check amounts and Office Administrator processes for outgoing mail.
  
- **Bank Reconciliations**
  - Contracted CPA will record any monthly bank service charges for all accounts as part of Quickbooks reconciliation.
  - Contracted CPA will perform bank reconciliations for all accounts, meeting with staff for review and completion each quarter.
  
- **Inventory**
  - Manager of Stores will have inventory for store/physical count manually completed annually and submit to Business Manager for adjustments in Quickbooks.

*Approved - March 2010  
Draft Updated and Approved - May 22, 2023*





# Escambia Sun Press

PUBLISHED WEEKLY SINCE 1948  
(Warrington) Pensacola, Escambia County, Florida

## STATE OF FLORIDA

County of Escambia

Before the undersigned authority personally appeared Michael P. Driver who is personally known to me and who on oath says that he is Publisher of The Escambia Sun Press, a weekly newspaper published at (Warrington) Pensacola in Escambia County, Florida; that the attached copy of advertisement, being a

NOTICE in the matter of MEETING

DATE 05-22-2023 - BOARD OF DIRECTORS

in the Court

was published in said newspaper in the issues of

MAY 18, 2023

Affiant further says that the said Escambia Sun-Press is a newspaper published at (Warrington) Pensacola, in said Escambia County, Florida, and that the said newspaper has heretofore been continuously published in said Escambia County, Florida each week and has been entered as second class mail matter at the post office in Pensacola, in said Escambia and Santa Rosa Counties, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Digitally signed by Michael P Driver  
DN: c=US, o=The Escambia Sun Press LLC,  
dnQualifier=A01410D00000181FD1A68F30006C09B, cn=Michael P  
Driver  
Date: 2023.05.18 15:54:26 -05'00'

PUBLISHER

Sworn to and subscribed before me this 18TH day of MAY  
A.D., 2023

Digitally signed by Heather Tuttle  
DN: c=US, o=The Escambia Sun Press LLC,  
dnQualifier=A01410D00000181F3C90F20000659C7, cn=Heather Tuttle  
Date: 2023.05.18 16:17:39 -05'00'

HEATHER TUTTLE  
NOTARY PUBLIC



HEATHER TUTTLE  
Notary Public, State of Florida  
My Comm. Expires June 24, 2024  
Commission No. HH4627

### PUBLIC NOTICE OF MEETING UWF Historic Trust Board Meeting

UWF Historic Trust announces the following public meeting to which all persons are invited.

DATE & TIME: Monday, May 22, 2023 at Noon  
PLACE: Bowden Building, Classroom 1 - 120 Church Street Pensacola, FL 32502  
PURPOSE: Regular meeting for the Board of Directors of UWF Historic Trust

For additional information or a copy of the agenda prior to the meeting, contact Amy Eve at 850-595-5985 or email [aeve@uwf.edu](mailto:aeve@uwf.edu).

Pursuant to the provisions of the Americans with Disabilities Act, any persons requiring special accommodations to attend these meetings is requested to advise UWF by contacting the UWF ADA Office at 1-850-857-6114 (TTY) at least 48 hours before each meeting.

oaw-1w-05-18-2023