



City of Pensacola

Zoning Board of Adjustments

Agenda

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

December 17, 2025, 3:00 PM

Hagler-Mason Conference Room, 2nd Floor

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER / QUORUM

APPROVAL OF MINUTES

1. 25-1636 NOVEMBER 19, 2025 MINUTES

Recommendation:

Sponsors:

Attachments: 11.19.25 Minutes

REQUESTS

2. 25-1637 ZBA 2025-026
1790 E ANDERSON STREET
R-1AAA

Attachments: Complete Packet

3. 25-1638 ZBA 2025-027
1603 N 12TH AVENUE
R-1AA

Attachments: Complete Packet

ADJOURNMENT

ADDITIONAL INFORMATION:

SUBSEQUENT APPLICATION(S): If denied a variance by the Board, that request for a variance cannot be heard again for a period of one (1) year.

JUDICIAL REVIEW OF DECISION OF BOARD OF ADJUSTMENT:

Per section 12-12-2 (D) of the City of Pensacola Land Development Code, any person or persons, jointly or severally, aggrieved by any decision of the board, or the city, upon approval by the city council, may apply to the circuit court of the First Judicial Circuit of Florida within

thirty {30} days after rendition of the decision by the board. Review in the circuit court shall be by petition for writ of certiorari or such other procedure as may be authorized by law.

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

If a Notice of Appeal has not been received within thirty-five {35} days of the date of the meeting the variance was denied, the petitioner shall be notified by the Building Official that they have ten {10} days to remove or correct the violation.

ADA Statement:

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 850-435-1670 (or TDD 850-435-1666) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 850-435-1606 (or TDD 850-435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



Zoning Board of Adjustment

MINUTES OF THE ZONING BOARD OF ADJUSTMENT

November 19, 2025

MEMBERS' PRESENT: Chairperson White, Board Member Price, Board Member Stepherson, Board Member Shelley, Board Member Chandler

MEMBERS ABSENT: Board Member Sebold, Board Member Fortune, Board Member Dittmar, Vice-Chairperson Weeks

STAFF PRESENT: Planner Hargett, Assistant Planning & Zoning Division Manager Harding, Leslie Statler, Kia Goldsmith, Network Engineer Russo, Network Engineer Johnston

STAFF VIRTUAL:

OTHERS PRESENT: Jennifer Stadden, Jamie and Leigh DeBole, Wesley Odom

1) CALL TO ORDER/QUORUM PRESENT

Chairperson White called the meeting to order at 3:01 PM with a quorum present.

Chairperson White then read the ZBA rules and instructions and explained the procedures of the Board meeting.

Chairperson White then motioned to approve last month's meeting minutes without objection.

2) APPROVAL OF MINUTES

The ZBA October 15, 2025, minutes were approved without objection by the Board.

Assistant City Attorney Kia Goldsmith swore in city staff for testimony.

ZBA 2025- 024

2001 E Yonge Street

R-1AAA

Applicant and property owner Jennifer Stadden is requesting a variance to reduce the side yard setback from 7.5 feet to 3 feet to accommodate the construction of a 10 x 16 shed.

Applicant Jennifer Stadden states her name and address for the record and then Assistant City Attorney Goldsmith swore in the applicant.

Ms. Stadden explains her request is to place the shed within the side yard and that the 3-foot setback would keep the shed away from the kid's bedroom and off the existing sidewalk. She also stated the neighbor's garage was adjacent and would not be impacted by the shed.

The applicant continued stating the existing shed which was in poor shape would be torn down in order to make room for a play area.

Board Member Chandler asked why it would need to be in the side yard and not the rear yard. Ms. Stadden responded the area in the back yard would be for expanding the play area and trying to tuck the shed in a corner where kids can't play.

Board Member Shelley asked applicant why the shed could not be closer to the house, Ms. Stadden clarified because of the sidewalk and the kids bedroom window.

Chairperson White asked if there were any additional questions for the applicant. Assistant City Attorney Goldsmith reminded the Board when they make a motion it is important to address each of the criteria in the motions. She recommended another review of the criteria before moving on from the questions to make sure there isn't additional questions for this applicant.

Chairperson White reads the criteria again.

Board Member Price then asked the applicant to explain the hardship. Ms. Stadden stated it would be near the front door for easier access to bicycles, strollers, etc. for storage.

Board Member Shelley asked staff if the applicant could still place the shed within the back corner and be 3 feet off property line.

Staff responded and clarified if the shed could be placed within the rear yard and there was not a rear yard coverage issue, however this rear yard coverage would need to be provided to staff as a calculation.

Board Member Shelley stated this request was self-created and if the existing old shed was torn down there would be enough space to place the new shed within the rear yard, and he could not vote for this request.

Staff further clarified the rear yard as defined by the 30-foot setback and an accessory could be placed within 3 feet of the property line if it was in the rear yard completely but if proposed within the buildable area then the principle dwelling unit's setback, in this case is 7.5 feet for the R-1AAA zoning.

Chairperson White asked for a motion. Board Member Shelley stated the request did not meet the criteria and there are choices for the shed's placement.

Board Member Shelley made the motion to deny, Board Member Price seconded the motion, and it carried unanimously. The variance was denied.

ZBA 2025- 025

890 South F Street

R-1AA

Applicant and property owners Jamie and Leigh DeBole are requesting a variance to reduce the rear yard setback from 30 feet to 4 feet to accommodate the construction of an attached garage and children's bedrooms.

It should be noted that in keeping with the existing configuration, staff is treating Pensacola Bay as the primary front, which allows F Street to be considered as the secondary side yard (SSY).

The applicants stated their names and address for the record, then Assistant City Attorney Goldsmith swore in the applicant.

Mrs. DeBole read the request and explained why they needed the variance. There were letters of support that the applicant provided and those are recorded into record.

Board Member Shelley stated the lot is different in that it sits situated on the water and the typical front is not the front yard.

The applicants stated the neighbor was in support and the proposed addition would actually have a better view for that neighbor decreasing a visibility issue. The board discussed the request. Board Member Chandler stated the special circumstances were presented, with flood zones and coastal control lines.

The applicants stated they talked to staff many times and they are trying to keeping the same development to minimize any multiple requests.

Chairperson White asked if there was anyone in the audience that would like to speak to the Board. Assistant City Attorney Goldsmith swore Mr. Wesley Odom and he stated his name and address for the record.

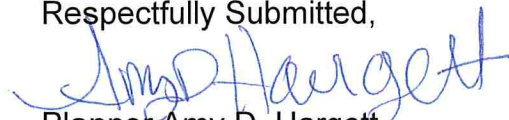
Mr. Odom stated he was in support of the request and further stated he though the land development code should reflect a different front setback other than the required 30 feet. Staff member, Assistant Planning and Zoning Division Manager clarified workshops for the rewrite of the land development code would be available to the public.

Board Member Chandler made the motion to approve, Board Member Price seconded the motion, and it carried unanimously.

ADJOURNMENT –

There being no further business, the meeting adjourned at 3:40 PM.

Respectfully Submitted,


Planner Amy D. Hargett
Secretary to the Board



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 25-1637

Zoning Board of Adjustments

12/17/2025

ACTION ITEM

SUBJECT:

ZBA 2025-026
1790 E Anderson Street
R-1AAA

SUMMARY:

Mr. Randy Maxwell, on behalf of the homeowner, is requesting the following variances.

1. Variance to increase the required rear yard coverage from 25% to 36.7% to accommodate a new accessory dwelling unit.
2. Variance to reduce the secondary side yard setback from 15 feet to 1 foot to accommodate a new accessory dwelling unit.
3. Variance to reduce the front yard setback from 30 feet to 27.5 feet to accommodate a new front porch

Supporting documentation has been provided for your review.

ATTACHMENTS:

1. Complete Packet



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ZBA 2025-026

- ☒ **Zoning Board of Adjustment**
☐ **Architectural Review Board**
☐ **Planning Board**
☐ **Gateway Review Board**

VARIANCE APPLICATION

A COMPLETE APPLICATION SHALL INCLUDE THE FOLLOWING:

- A. One (1) copy of this completed application form. *(Please type or print in ink.)*
- B. Site plan and/or survey showing the following details:*
 - 1. Abutting street(s)
 - 2. Lot dimensions and yard requirements (setbacks)
 - 3. Location and dimensions of all existing structures
 - 4. Location and dimensions of all proposed structures and/or additions
 - 5. Dimension(s) of requested variance(s)
- C. Other supporting documentation (drawings, photographs, etc) to support request(s).*
- D. A non-refundable application fee of **\$500.00**.

** The Applicant must provide fourteen (14) copies of any documents larger than 8½ x 11 or in color.
Maximum page size for all submitted material should be 11" x 17" to allow for processing and distribution.*

(To be Completed by Staff)

Provision(s) of Zoning Ordinance from which the variance(s) is/are being requested:

Section(s)/ Tables(s) 12-3-3 / T.12-3.1 / 12-3-81 Zoning R1A1A1A

(To be Completed by Applicant)

The Applicant requests consideration of the following variance request(s):

Property Address: 1790 East Anderson Street
 Current use of property: single family residence

1. Describe the requested variance(s): _____

Three variances are requested. Two related to a proposed ADU in the rear yard and one related to proposed modifications to the exterior of the existing house.

See attached narrative for descriptions of the variance requests.

2. Describe the special condition(s) existing on this property which create(s) the need for the variance(s), but which are not applicable to other properties in the same district and which are not the results of the applicant's actions:

See attached narrative

3. Explain why the requested variance(s) is/are necessary to permit the property owner to obtain the right commonly enjoyed by other property owners in the same district:

See attached narrative

4. Explain why the requested variance(s) is/are not detrimental to the general welfare or to property rights of others in the vicinity:

See attached narrative

5. Explain what other condition(s) may justify the proposed variance(s):

Application Date: 11/24/25

Applicant: Randy Maxwell

Applicant's Address: 205 E Intendencia Street

Email: max1357@mail.com

Phone: 850-206-5036

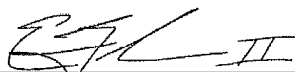
Applicant's Signature: 

Property Owner: Ernie Henderson

Property Owner's Address: 1790 East Anderson Street

Email: ntk53s@gmail.com

Phone: (850) 313-6041

Property Owner's Signature: 

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable modifications for access to City Services, programs, and activities. Please call 435-1600 for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

Variance Application

VARIANCE GRANTED BY THE BOARD OF ADJUSTMENT: The petitioner must secure a building permit and commence work within one hundred-eighty (180) days of the date of the granting of the variance, unless additional time is granted by the Board at that particular meeting.

JUDICIAL REVIEW OF DECISION OF THE BOARD OF ADJUSTMENT: If denied a variance by the Board, that request for a variance cannot be heard again for one year. The petitioner has thirty (30) days from the date of the meeting to appeal the decision according to Section 12-12-2 of the Land Development Code. Any person or persons, jointly or severally aggrieved by a decision of the Board may apply to the Circuit Court of the First Judicial Court of Florida. The Board, Building Inspector, or Attorney of the City of Pensacola must be notified of an appeal within five (5) days of the application being made to the Circuit Court. If a Notice of Appeal has not been received within thirty-five (35) days of the date of the meeting the variance was denied, the petitioner shall be notified by the Building Inspector that they have ten (10) days to remove or correct the violation.

VARIANCE APPLICATION NARRATIVE

for

1790 East Anderson Street

Pensacola, FL 32503

Variance #1

A variance is requested to allow an increase to the rear yard structure coverage. Per previous discussion with the City Zoning Department, a total of 562.5 square footage is allowed. The Owner desires to construct an ADU, comprised of a two-car garage on the lower level and a small apartment on the upper level. The proposed ADU footprint would be 24'x24' = 576 square feet. There is an existing storage shed in the rear yard that is 250 square feet. The total of these would be 826 square feet. The request is to allow an additional 263.5 square feet of coverage in the rear yard.

24'x24' is the minimum functional size for a two-car garage. The Owner's options to meet the 562.5 square foot requirement would be to downsize the ADU and remove the existing storage shed. A hardship is requested to allow the Owner to retain the only outside storage available on the property and provide a Garage/ADU that is a functional size.

Variance #2

Currently, the vehicular access onto the property is by a single car driveway from East Anderson Street. The Owner must back onto Anderson to exit. The proximity of the driveway to the Anderson Street – 18th Avenue intersection presents a hazardous condition. Visibility to see traffic on 18th Avenue is limited by existing vegetation and the incline of 18th north to south. In order for a vehicle to back out and proceed west on Anderson, it projects partially into 18th and oncoming traffic.

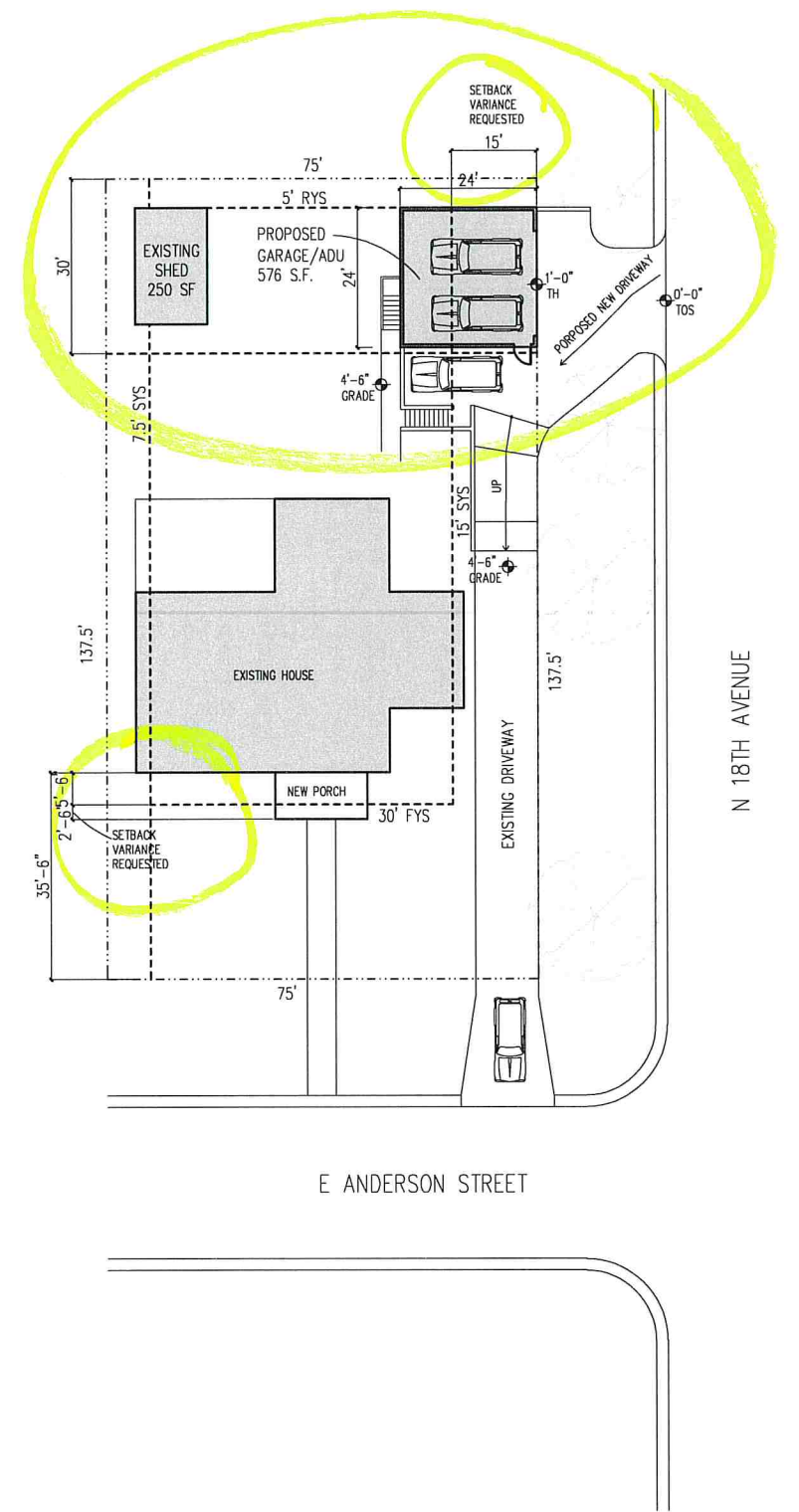
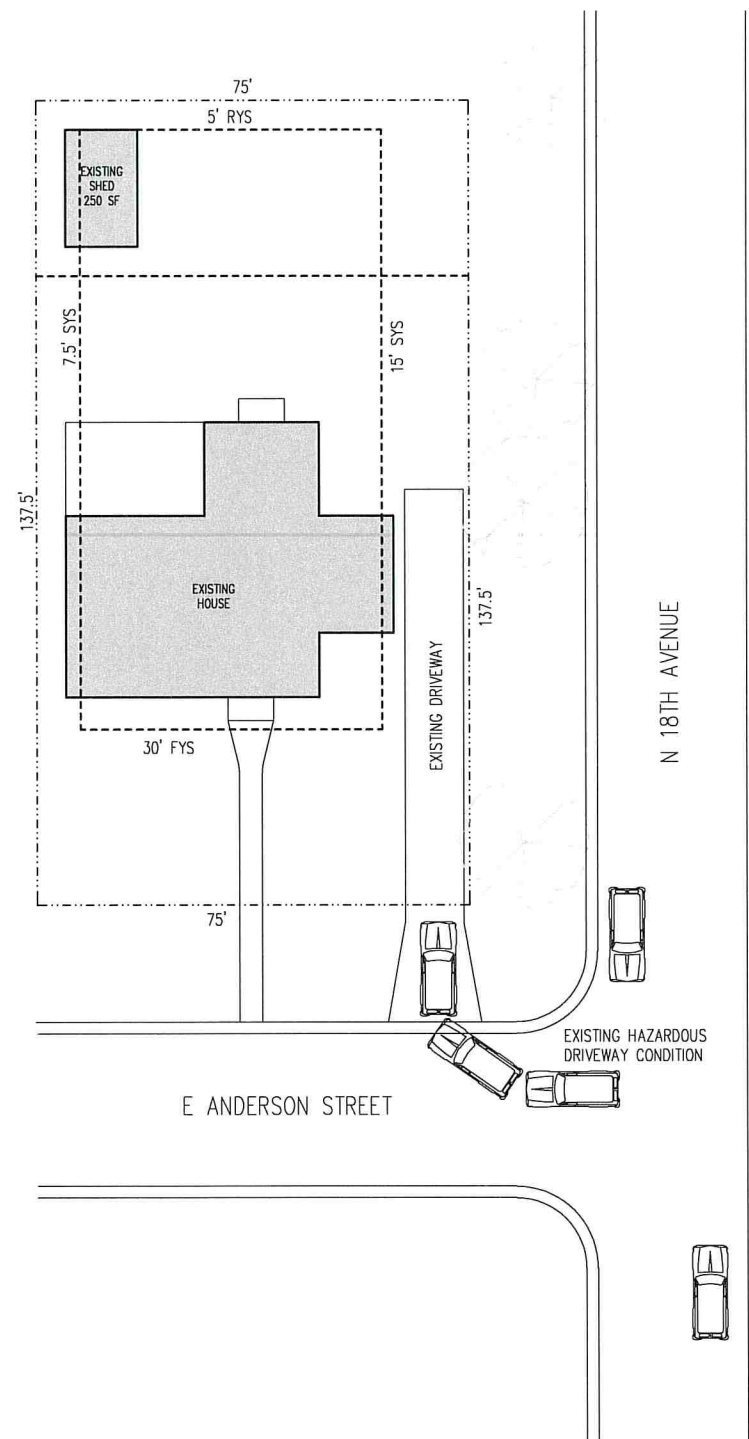
The variance request proposes to create a new driveway entrance from 18th Avenue near the northeast corner of the property's rear yard as the ingress and connect it to the existing driveway as egress. The existing right-of-way from 18th to the subject east property has a significant slope. An inclined driveway, level with the existing grades, would be too steep. The variance request would be to allow the future ADU to shift east over the setback line and adjacent to the property line. The ADU would be partially subgrade to allow the driveway to have a slight slope up to the garage entrance. This would also lessen the visual height of the two story ADU when viewed from 18th Avenue. A separate required parking

space for the ADU occupant would be provided adjacent to the ADU. This configuration would allow the homeowner to enter the garage and the ADU resident to pull into its space. All vehicles could then exit by way of the connection to the existing driveway onto Anderson Street. This variance is requested on the basis that it would eliminate the current hazardous driveway condition and allow vehicles of the Owner and ADU resident to safely enter and exit the property.

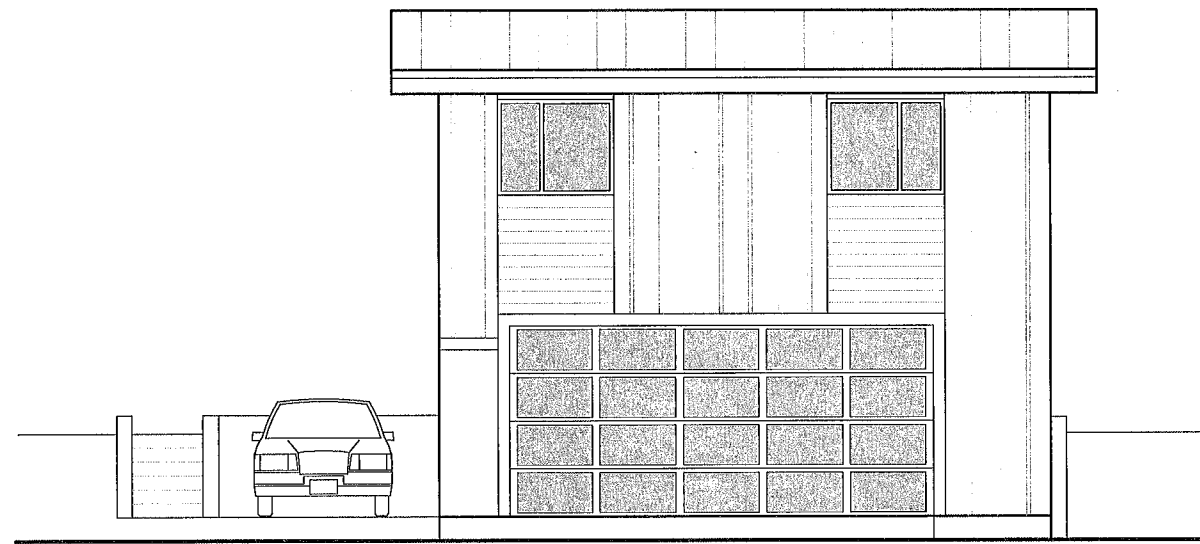
Variance #3

The Owner plans to renovate the exterior of the existing house. Renderings included in this variance package show the design intent for this work. It also shows how the proposed ADU design would complement the house renovation.

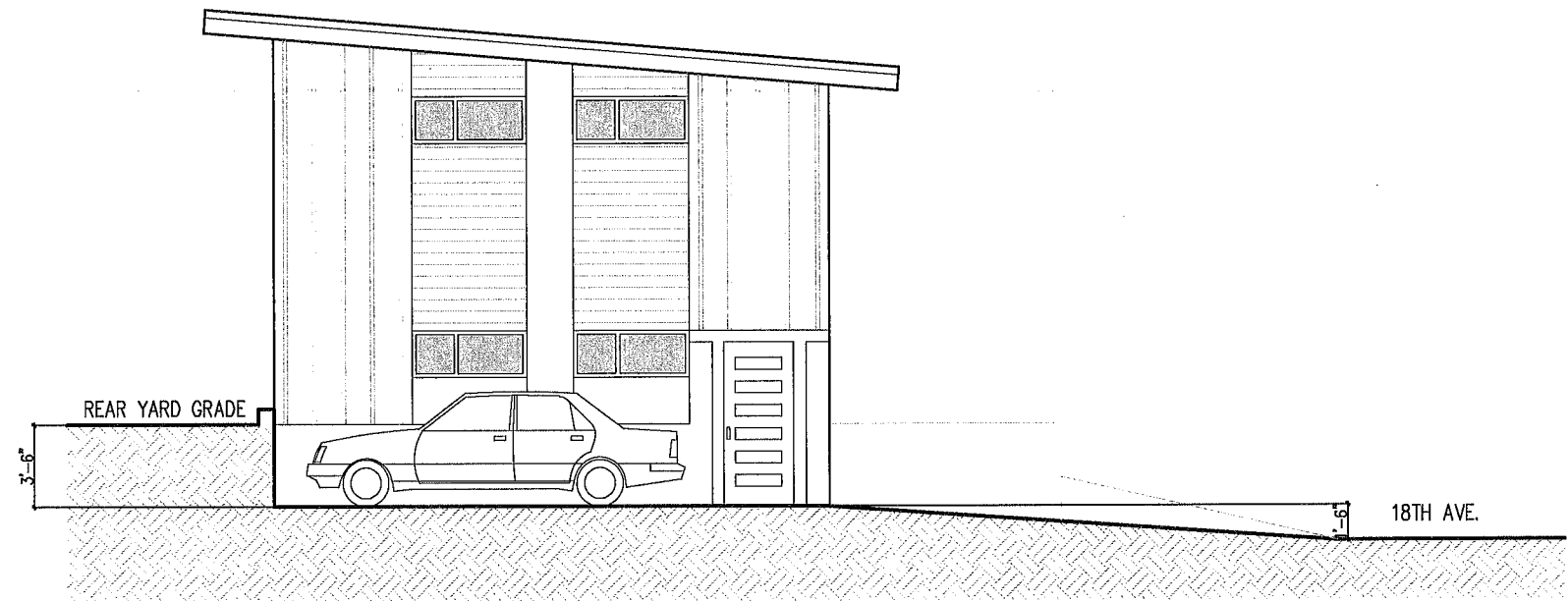
One aspect of the house renovation would be to create a new front porch. The existing porch has only a small landing. The new porch would be wider and deeper to allow it to be used functionally for seating. To provide an 8 foot deep porch, which would allow a comfortable seating group, the porch would need to extend 30 inches into the front yard setback. This variance request is to allow the creation of a usable front porch.



1790 EAST ANDERSON STREET



PROPOSED ADU – EAST ELEVATION FROM 18TH



PROPOSED ADU – SOUTH ELEVATION

1790 EAST ANDERSON STREET



EXISTING HOUSE FROM ANDERSON STREET



PROPOSED HOUSE REMODEL FROM ANDERSON STREET

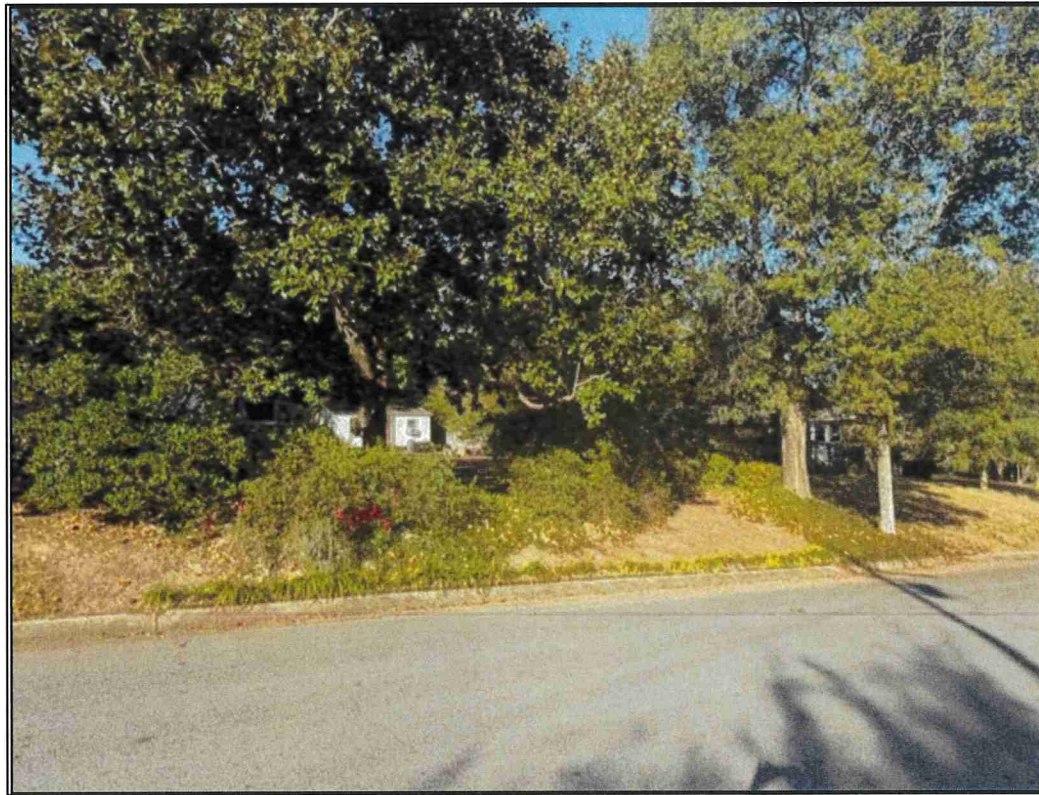


EXISTING HOUSE FROM ANDERSON & 18TH



PROPOSED HOUSE REMODEL FROM ANDERSON & 18TH

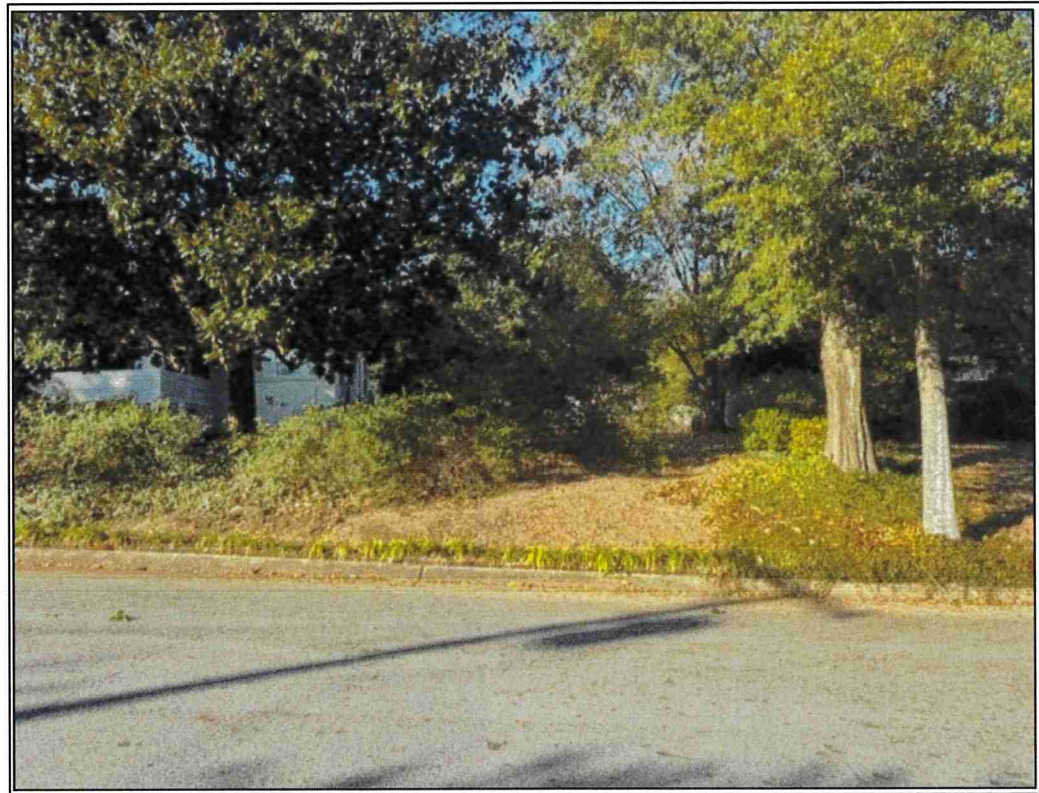
1790 EAST ANDERSON STREET



EXISTING EAST PROPERTY VIEW FROM 18TH AVENUE



EAST VIEW FROM 18TH AVENUE WITH PROPOSED ADU



EXISTING EAST PROPERTY VIEW FROM 18TH AVENUE



EAST VIEW FROM 18TH AVENUE WITH PROPOSED ADU

1790 EAST ANDERSON STREET



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 25-1638

Zoning Board of Adjustments

12/17/2025

ACTION ITEM

SUBJECT:

ZBA 2025-027
1603 N 12TH Avenue
R-1AA

SUMMARY:

Mr. Philip Partington, on behalf of Sacred Heart Cathedral School, is requesting a variance to increase the allowed lot coverage from 30% to 60.1% to accommodate the proposed expansion of the Cathedral School. The project includes additional classrooms and on-street parking with a drop-off queue.

Supporting documentation has been provided for your review.

ATTACHMENTS:

1. Complete Packet



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ZBA-2025-027



- ☒ **Zoning Board of Adjustment**
☐ **Architectural Review Board**
☐ **Planning Board**
☐ **Gateway Review Board**

VARIANCE APPLICATION

A COMPLETE APPLICATION SHALL INCLUDE THE FOLLOWING:

- A. One (1) copy of this completed application form. *(Please type or print in ink.)*
- B. Site plan and/or survey showing the following details:
 - 1. Abutting street(s)
 - 2. Lot dimensions and yard requirements (setbacks)
 - 3. Location and dimensions of all existing structures
 - 4. Location and dimensions of all proposed structures and/or additions
 - 5. Dimension(s) of requested variance(s)
- C. Other supporting documentation (drawings, photographs, etc) to support request(s).*
- D. A non-refundable application fee of **\$500.00**.

** The Applicant must provide fourteen (14) copies of any documents larger than 8½ x 11 or in color.
 Maximum page size for all submitted material should be 11" x 17" to allow for processing and distribution.*

(To be Completed by Staff)

Provision(s) of Zoning Ordinance from which the variance(s) is/are being requested:

Section(s)/ Tables(s) 12-3-94 (6) Zoning R-1AA

(To be Completed by Applicant)

The Applicant requests consideration of the following variance request(s):

Property Address: 1603 N. 12th AV (1601 N 12th)

Current use of property: Elementary and Middle School

1. Describe the requested variance(s): The variance Request is to increase the lot coverage to 60.1%

2. Describe the special condition(s) existing on this property which create(s) the need for the variance(s), but which are not applicable to other properties in the same district and which are not the results of the applicant's actions:

The school seeks the same consideration for increasing the lot coverage that the city provided to NB Cook Elementary. In addition the City Vacated the 13th street right of way for NB Cook and the School recognizes that such a request for 12th avenue is not an option due to its arterial nature.

3. Explain why the requested variance(s) is/are necessary to permit the property owner to obtain the right commonly enjoyed by other property owners in the same district:

The School wishes to expand to provide two classrooms for each grade.
NB Cook enjoys the ability to have at least two class rooms per grade.

4. Explain why the requested variance(s) is/are not detrimental to the general welfare or to property rights of others in the vicinity:

Sacred Heart School occupies an entire block and would not be detrimental to the general welfare of any abutting property owners.

5. Explain what other condition(s) may justify the proposed variance(s):

Sacred Heart has been an integral part of East Hill for Generations.
It would be a great loss to the neighborhood if it was forced to relocate to in order to meet its mission of educating children.

Application Date: 11/26/25

Applicant: Philip Partington, A.I.A.

Applicant's Address: 205 E. Intendencia

Email: Philip@smp-arch.com Phone: 850-712-5765

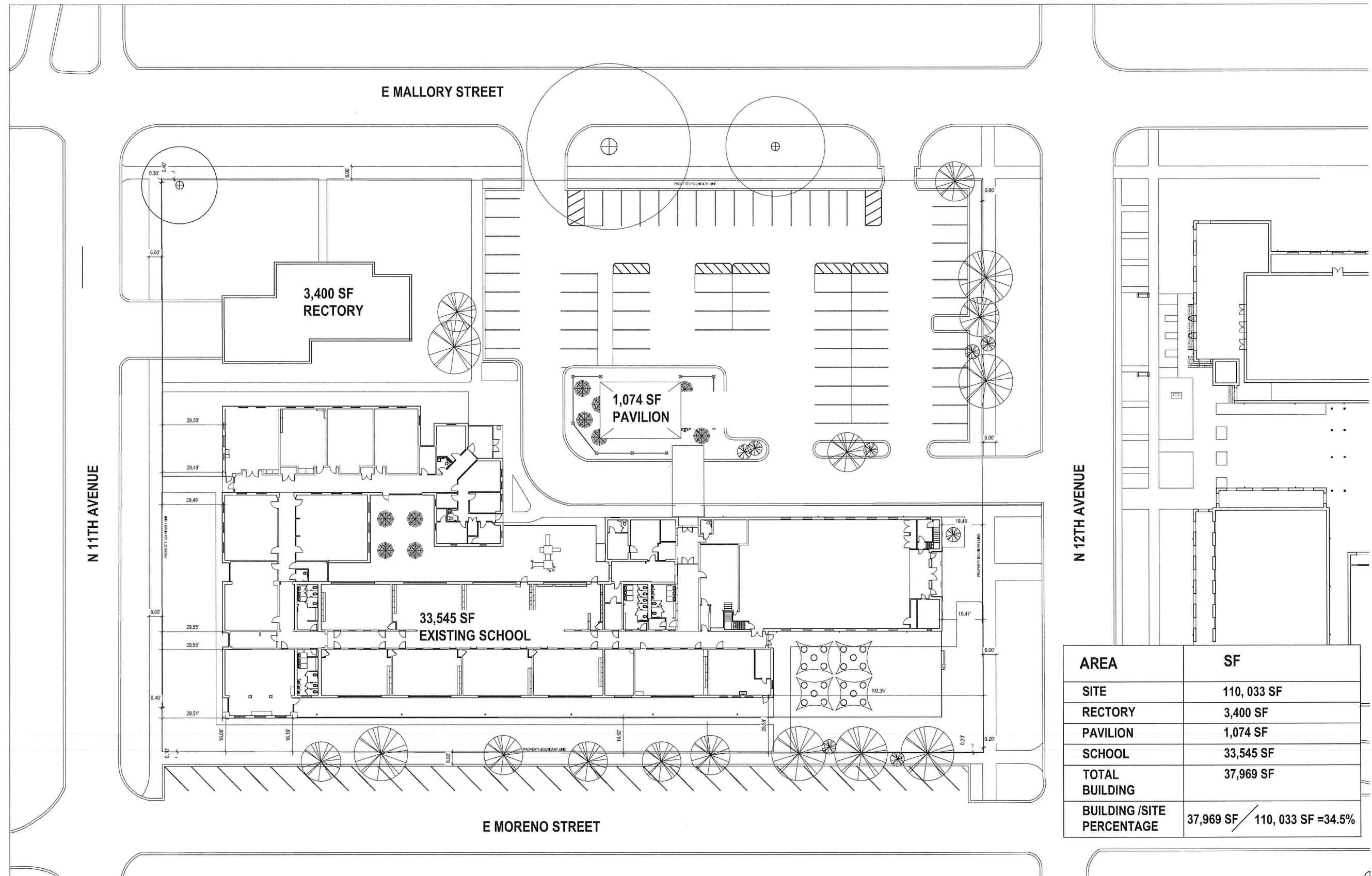
Applicant's Signature: 
Property Owner: William A. Wack, as Bishop of the Diocese of Pensacola-Tallahassee, a corporation sole

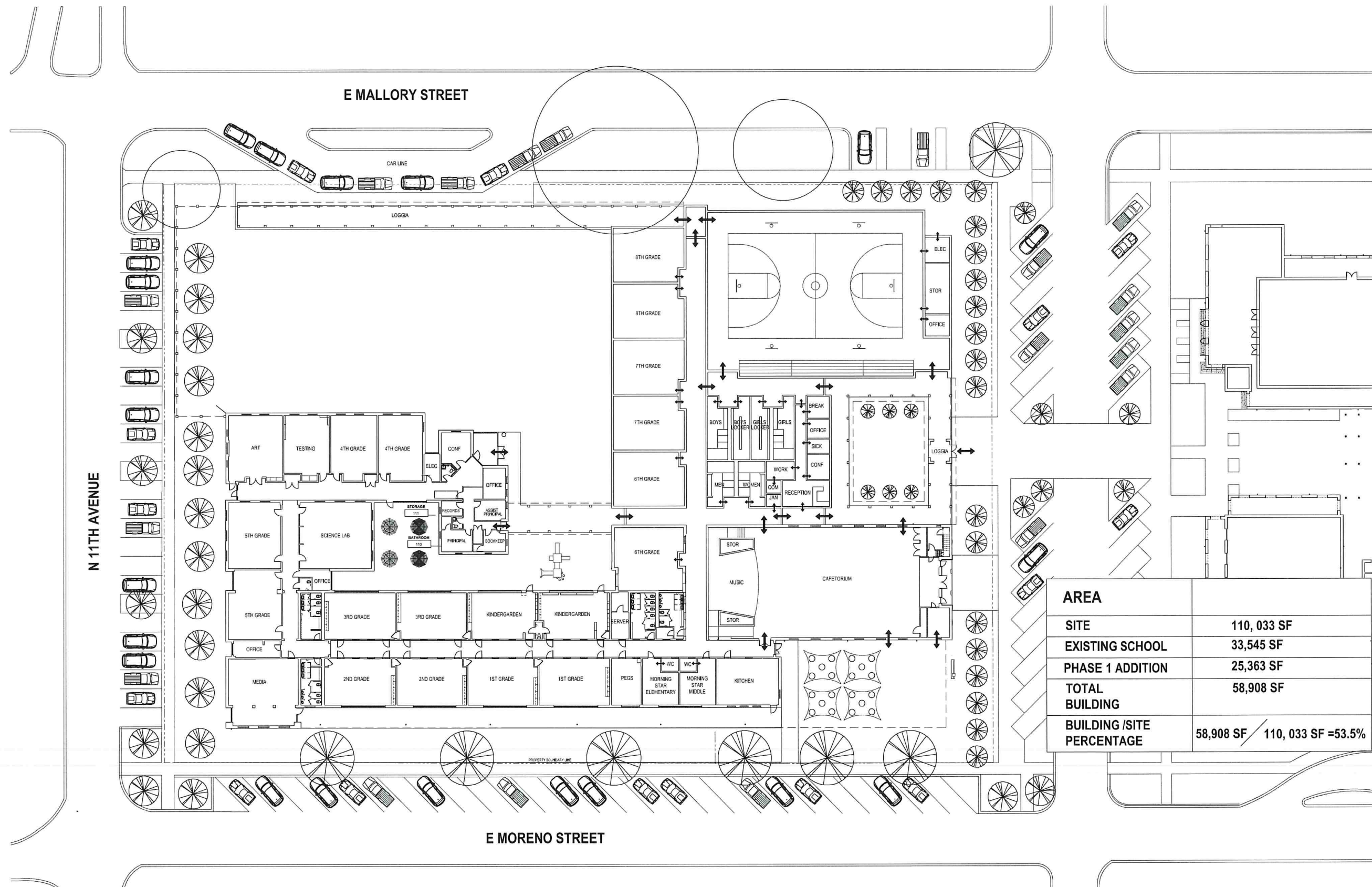
Property Owner's Address: 11 North B Street Pensacola, FL 32502

Email: bennetttr@ptdiocese.org Phone: 850-435-3500

Property Owner's Signature: William A. Wack

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AREA	
SITE	110, 033 SF
EXISTING SCHOOL	33,545 SF
PHASE 1 ADDITION	25,363 SF
TOTAL BUILDING	58,908 SF
BUILDING /SITE PERCENTAGE	58,908 SF / 110, 033 SF =53.5%

