

JACKSONVILLE DESIGN GUIDELINES AND BEST PRACTICES CHECKLIST

Within the KingSoutel Crossing Community Redevelopment Area ("KSC CRA"), all commercial structures and development shall be designed in conformance with the **Jacksonville Design Guidelines and Best Practices Handbook**. These guidelines and standards apply to any commercial infill, redevelopment, and major rehabilitation project that occurs within the KSC CRA.

The Handbook is on file with the Planning and Development Department. This checklist should accompany all submissions for non-residential development and redevelopment of real property located within the KSC CRA. Each checklist item contains the corresponding Handbook section and page number. The Handbook contains a glossary of terms on pages 153-168.

Master Site Development Plan requirements are listed in Section 1.1.2a. A completed checklist must accompany all development submissions considered by the KingSoutel Crossing CRA Advisory Board.

Building Massing and Placement (Pages 9-10)	Yes	No	N/A
Buildings foster efficient functioning and pedestrian/vehicular interconnectivity [1.1.3h]			
Outparcel buildings screen large areas of parking from public view [1.1.3i]			
No more than 40% of parcel frontage is open to parking or dry stormwater ponds [1.1.3j]			
Multiple vehicle ingress and egress points [1.1.3k]			
Variety of square footages (multiple retail tenants only) [1.1.3l]			
Variety of elevations to reduce visual monotony on strip shopping center [1.1.3m]			

General Development Guidelines (Pages 10-14)	Yes	No	N/A
Cluster more than 1 "Big Box" retailer rather than building surrounded by parking [1.1.7]			
At least 2 customer entrances for retailer exceeding 75,000 square feet [1.1.8]			
Building do not exceed 300 linear feet w/o physical break or pedestrian accessway [1.1.9]			
Visually accentuate corner buildings at primary entrances designed [1.1.13]			
Buildings at roadway intersections designed to address intersection [1.1.14]			

Stormwater Retention Design and Placement (Pages 16-21)	Yes	No	N/A
Pond(s) designed as visual site amenity at sufficient slopes not requiring fencing [1.1.16a]			
Curvilinear pond(s), not square or rectangular in appearance [1.1.16b]			
Pond(s) designed for consistent appearance (no radical fluctuations in water level) [1.1.16c]			
Min. 30% of pond edge perimeter contains littoral plantings [1.1.16d]			
Development plan minimizes the number of small "pocket" ponds [1.1.16e]			
Outparcel stormwater to be collected and treated as part of the master system [1.1.16f]			
No trench ponds (swales) located along perimeter adjacent to public ROW [1.1.16g]			
Maintenance berms located outside of required landscape buffers [1.1.16h]			
Pond(s) located away from project entrance or pedestrian activity area [1.1.16i]			
Ponds within public view are landscaped with trees, shrubs, and plants [1.1.16j]			
If sod prevented from being grown, 80% coverage by littoral planting instead [1.1.16j]			
Wetland bioswales utilized within parking areas [1.1.16k]			
Pipes and headwalls entering ponds are located out of public view [1.1.16l]			
Out-flow structures located to minimize public view [1.1.16m]			

OFFICE OF ECONOMIC DEVELOPMENT

Pedestrian Environments (Pages 33-50)	Yes	No	N/A
Pedestrian walkway w/in landscaped median through parking areas to front of building [1.3.2]			
Pedestrian site furnishings constructed of durable permanent material [1.3.9 – 1.3.12]			
Clearly defined paved pedestrian crosswalks and traffic calming devices [1.3.15]			
Utility meters and switch boxes located inside screened areas not visible to public [1.3.19]			
Valves and underground valve boxes not located in landscaped areas [1.3.21]			
Group above ground valves concealed by vegetative screen, solid masonry, or combo [1.3.24]			
Pedestrian zone with min. 5'-wide sidewalk and min. 10' wide planters in ROW [1.3.32]			

Commercial Signage (Pages 51-71)	Yes	No	N/A
Master Signage Program including location and hierarchy and text areas [1.4.1 – 1.4.2, 1.4.4]			
No prohibited signs [1.4.3]			
Sign lighting utilizes indirect sources [1.4.5b]			
Detached lighting has vertical cut-off capabilities [1.4.5c]			
Internally cabinet lit signs [1.4.5d]			
Internally illuminated letters/logos on non-reflective background of signage face [1.4.5c]			
Light source shielded to prevent glare towards ROW and adjacent properties [1.4.5f]			
No excessively bright colors or over-scaled letters, symbols, icons [1.4.6a]			
Exterior materials, finishes and colors are complimentary to building façade [1.4.6d]			

Landscape and Buffering Design Principles (Pages 73-82)	Yes	No	N/A
Large canopy trees set back at least 20' from overhead utility wires [1.5.4]			
Min. 25'-wide buffer to ROW exclusive of utility easements [1.5.5]			
Vegetative screen provided along parking abutting ROW buffer [1.5.7 and 1.5.20]			
ROW buffer with min. 1 canopy tree per 40' of frontage [1.5.9]			
ROW buffer with min. 3 understory trees per 80' of frontage [1.5.9]			
Pines do not exceed 50% of required understory trees [1.5.9]			
Pines and palms w/in ROW buffer planted in groupings of at least 3 [1.5.10]			
Pine groupings staggered heights, min. pine height of at least 8' [1.5.11 and 1.5.17]			
Palm groupings staggered heights, min. clear trunk height of at least 8' [1.5.11]			
ROW buffer canopy trees are min. 14' in height, min. 4" caliper [1.5.11]			
ROW buffer understory trees are min. 8' in height, min. 2" caliper [1.5.11]			
ROW buffer multi-trunk understory trees with min. 3 primary trunks, min. caliper 2" [1.5.11]			
Min. 10'-wide perimeter buffer between commercial and industrial uses [1.5.12]			
Min. 7'-wide perimeter buffer between commercial and underground utility easements [1.5.13]			
Vegetative screen provided along parking abutting internal perimeter buffer [1.5.14]			
Pines and palms w/in internal perimeter buffers planted in groupings of at least 3 [1.5.16]			
Internal perimeter buffer canopy trees are min. 12' in height, min. 3" caliper [1.5.17]			
Internal perimeter buffer understory trees are min. 10' in height, min. 2" caliper [1.5.17]			
Int. per. buffer multi-trunk understory trees min. 3 primary trunks, min. caliper 1.25" [1.5.17]			

Landscape and Buffering Design Principles (Pages 73-82)	Yes	No	N/A
Min. 25'-wide residential perimeters abutting overhead utility easements [1.5.18]			
Min. 20'-wide residential perimeters abutting underground utility easements [1.5.19]			
Residential perimeter buffer with min. 1 canopy tree per 40' of frontage [1.5.21]			
Res. perimeter buffer with min. 3 understory trees, pines or palms per 40' of frontage [1.5.21]			
50% of required understory trees w/in residential buffer are evergreen species [1.5.21]			
Pines and palms w/in residential perimeter buffer planted in groupings of at least 3 [1.5.22]			

Entry Drive Landscape Guidelines (Pages 82-83)	Yes	No	N/A
Min. 10'-wide landscape buffer between access drive and adjacent parking/buildings [1.5.24]			
Min. 36" high opaque shrub material within landscape entry buffer [1.5.26]			
Combination of canopy trees, palms, understory trees, shrubs and groundcovers [1.5.26]			
Pedestrian access parallel to entry drive separated by 15'-wide landscape buffer [1.5.27]			

Parking Area Landscape Guidelines (Pages 83-90)	Yes	No	N/A
All parking aisles terminated by a terminal landscape island [1.5.28]			
Terminal islands are min. 15' wide [1.5.29]			
Interior parking islands are min. 10' wide [1.5.30]			
Interior parking islands provided every 10 spaces [1.5.31]			
Parking spaces abutting terminal or interior parking islands are at least 10' wide [1.5.32]			
Min. 10'-wide median dividers provided between every third aisle of parking [1.5.34]			
Min. 20'-wide median dividers if contain pedestrian walkway contained within it [1.5.35]			
Terminal and interior islands landscaped with plant material from approved plant list [1.5.36]			
Min. one 12' high canopy shade tree (per parking row) w/in interior planter islands [1.5.37]			
Min. one 12' high canopy shade tree (per parking row) w/in terminal planter islands [1.5.38]			
Min. one 10' high understory tree or palm cluster (per parking row) w/in term. islands [1.5.38]			
Max. 36" height of all shrub material in terminal planter islands [1.5.39]			
Max. 24" height of all plant materials w/in 24" of terminal planter island edge [1.5.40]			
All parking islands and terminal end islands backfilled and crowned to 9" above curb [1.5.42]			

Screening, Noise and Odor Abatement Guidelines (Pages 97-104)	Yes	No	N/A
Service areas/loading docks not adjacent to external roads unless completely enclosed [1.6.1]			
Service areas directed away from adjacent residential property [1.6.2]			
Refuse/dumpster enclosure area screening materials min. 6' high [1.6.3]			
Service loading area screening materials min. 8' high [1.6.3]			
Service area has 100% opaque gate equal in height to masonry screen structure [1.6.5]			
No chain link fence or barbed wire fence used to screen service areas [1.6.6]			
All refuse receptacles and exterior equipment completely enclosed w/in masonry wall [1.6.7]			
Dense plant material provided around all service areas [1.6.12]			
No temporary or permanent outdoor storage or "for sale" products [1.6.16, 1.6.17, and 1.6.21]			
No permanent storage of shopping carts (temporary daytime storage only) [1.6.18]			

Screening, Noise and Odor Abatement Guidelines (Pages 97-104)	Yes	No	N/A
All cart corrals fully screened w/48" wall w/ decorative cap [1.6.19]			
Cart corrals located between 2 parking planter islands [1.6.19]			
No outdoor vending machines or newspaper dispensers unless fully screened [1.6.20]			

Commercial Lighting Guidelines (Pages 105-112)	Yes	No	N/A
All lighting and electrical connections are underground [1.7.1]			
All lighting designed to provide wall or ground wash only, or up light only [1.7.4]			
Parking next to residential, illumination levels at property lines do not exceed 0.5 f.c. [1.7.7]			
Parking next to non-resid., illumination levels at property lines do not exceed 1.0 f.c. [1.7.7]			
Light poles within parking areas do not exceed 30' in height [1.7.13]			
Light poles within pedestrian areas do not exceed 15' in height [1.7.14]			
Pedestrian lighting plan incorporates pole, bollards, and landscape accent lighting [1.7.15]			

Preservation of Existing Vegetation (Pages 119-129)	Yes	No	N/A
Master Tree Protection Plan to protect and preserve natural strands of vegetation [1.9.1]			
Historic trees included within preservation areas without condition [1.9.2]			
Utilize relocated material from on-site to infill perimeter buffers [1.9.3]			
Zone A (Perimeter Buffer Zone) [1.9.4]			
Zone B (Parking Field Zone) [1.9.4]			
Zone C (Primary Building Zone) [1.9.4]			
Rare native plant communities present on site [1.9.5]			
Protective barriers installed during construction [1.9.6]			
Plywood clad boarding or plastic web snow fencing tree barriers/protectors [1.9.7]			
Vegetative preservation area(s) delineated [1.9.8]			
Field survey of all trees 6" in caliper and greater [1.9.9]			
No heavy machinery, equipment, storage, debris or dumping in Critical Root Zone [1.9.10]			
No machine trenching within vegetation preservation areas or through CRZ [1.9.11]			
New utility lines do not encroach into vegetation preservation areas [1.9.12]			
Removal of preserved tree overseen by a licensed arborist or qualified professional [1.9.13]			
Manual excavation around protected trees [1.9.14]			
Existing grade maintained extending out to trunk of preserved tree and drip line [1.9.15]			
No stormwater discharged into a preservation area [1.9.16]			

Parking Design and Principles and Guidelines (Pages 131-145)	Yes	No	N/A
Primary entrance drives do not directly intersect a frontage drive [1.10.21]			
Min. 10'-wide landscape median separates entrance drives from abutting parking [1.10.22]			
Large parking areas divided into "sub-lots" (max. 360 spaces each) [1.10.23]			
"Sub-lots" separated by landscaped pedestrian accessways no less than 22' wide [1.10.23]			
Wheel stops provided where parking spaces abut pedestrian accessways [1.10.23]			
Secondary access routes are provided in expansive parking fields [1.10.24]			

Parking Design and Principles and Guidelines (Pages 131-145)	Yes	No	N/A
Min. 15'-wide landscape median separates internal secondary routes [1.10.24]			
Parking lot has at least 2 vehicular ingress and egress points [1.10.25]			
Frontage drives do not run the entire length of a large commercial parcel [1.10.26]			
Speed tables are provided with pedestrian crosswalks, wherever possible [1.10.26]			
Pedestrian routes are clearly delineated [1.10.27]			
Primary vehicular entrances delineated by specialty paving or textured concrete [1.10.28]			
Secondary drives or parking ROW does not intersect first 150' of primary access [1.10.29]			
Outparcels do not directly access first 150' of primary access [1.10.30]			
Primary access drives separated by at least 425' from one another [1.10.31]			
Secondary access drives separated by at least 200' from one another [1.10.32]			
25% of required "Big Box" parking located behind or to side of primary storefront [1.10.33]			
Min. 15% of required "Big Box" parking located behind primary storefront [1.10.33]			
Pedestrian access provided to primary business for both employees and public [1.10.33]			
Parking calculations based upon ratios listed in Handbook Appendix E [1.10.36]			

General Parking Standards (Pages 146-151)	Yes	No	N/A
Parking does not back directly into a primary or secondary access drive [1.10.34]			
Terminal parking planter islands are at least 12' wide [1.10.37]			
Interior parking planter islands at least 10' wide provided every 10 parking spaces [1.10.38]			
Parking spaces that abut parking islands are at least 10' wide [1.10.39]			
Landscape areas protected from parking by wheel stops [1.10.40]			
All terminal islands and interior islands next to landscaped areas are curbed [1.10.41]			
Curbing and bollard provided around buffer screen walls and dumpster enclosure [1.10.42]			
Max. 10% required parking constructed as on-street parking [1.10.43]			
2' clear paved step-out zone provided for all parallel parking spaces [1.10.48]			
Defined pedestrian access route provided [1.10.49]			

Gas Station and Service Station Design Guidelines (Pages 187-193)	Yes	No	N/A
If adjacent to residential, provide min. 8' high, 90% opaque screening [D.1.1]			
5'-wide planter strip along building façade open to view from public ROW [D.1.2]			
5'-wide landscape buffer on sides of ancillary buildings, excluding doorways and bays [D.1.3]			
Service bay doors not located facing towards public ROW or residential land [D.1.4]			
Service areas, refuse receptacles and car wash bays visually screened from ROW [D.1.5]			
Car washes and vacuums not located within 100' of any residential area [D.1.7]			
No prefabricated metal structures [D.1.9]			
Signage on car wash deducted from allowable wall signage of primary structure [D.1.10b]			
Landscape buffers incorporate shade trees [D.1.11]			
Overhead canopy lighting fully shielded and recessed [D.1.12a]			
Pole lighting does not exceed 15' high [D.1.12b]			
Pedestrian access connecting convenience store to gas station [D.1.13]			

Gas Station and Service Station Design Guidelines (Pages 187-193)	Yes	No	N/A
Min. 6'-wide concrete sidewalk surrounds building [D.1.16]			
Bike racks located within 20' of main entrance [D.1.17]			
Gas station canopies do not exceed 15' high [D.1.19]			
No snipe signage or commercial displays located on or in pump islands [D.1.26]			
Overhead canopy signage does not comprise more than 50% of canopy face height [D.1.31]			

Mini-Storage Facilities Design Guidelines (Pages 195-197)	Yes	No	N/A
No prefabricated metal structures [D.2.1]			
Storage space doors not visible from public areas [D.2.2]			
No entrance gates within 100' of ROW [D.2.3]			
Fully screened to 100% opacity min. 6' high structural and vegetative screening [D.2.5]			
Min. 25'-wide landscape buffer along all public ROW [D.2.6]			
Landscape buffer with min. 1 understory tree per 20' of frontage [D.2.6a]			
Landscape buffer understory trees are min. 8' in height, min. 6' spread [D.2.6a]			
Continuous screen hedge between parking areas and ROW [D.2.6b]			
ROW screen hedge contains plants min. 30" high planted max. 24" apart [D.2.6b]			
ROW screen contains min. 1 shade tree min. 20' high, min. 8' spread, 30' on center [D.2.7]			
Not located within 300' of any residential land use [D.2.11]			
Clear and safe path provided to all buildings [D.2.14]			

Automobile Dealerships Design Guidelines (Pages 199-201)	Yes	No	N/A
Not located within 300' of any residential land use [D.3.1]			
Max. 10% of inventory displayed between ROW and main structure [D.3.2]			
Service and storage areas do not front or dominate the site [D.3.4]			
Fully screened to 100% opacity min. 6' high structural and vegetative screening [D.3.5]			
No chain link fencing unless screened with vegetation [D.3.6]			
Landscape buffer along all sides and abutting parking areas [D.3.9]			
Min. 25'-wide ROW buffer contains 1 shade tree per 40' [D.3.10]			
ROW buffer contains trees min. 20' high, min. 8' spread, 30' on center [D.3.11]			
Min. 25'-wide ROW buffer contains 1 understory tree per 20', min. 8' high, 6' spread [D.3.12]			
Parking areas contain continuous hedge screen, min. 30" high, max. 24" apart [D.3.13]			