

# DEVELOPMENT OF DESIGN STANDARDS AND OVERLAY ZONES

City of Sopchoppy, Florida  
2022

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# Foreword

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## Acknowledgments

### CITY OF SOPCHOPPY

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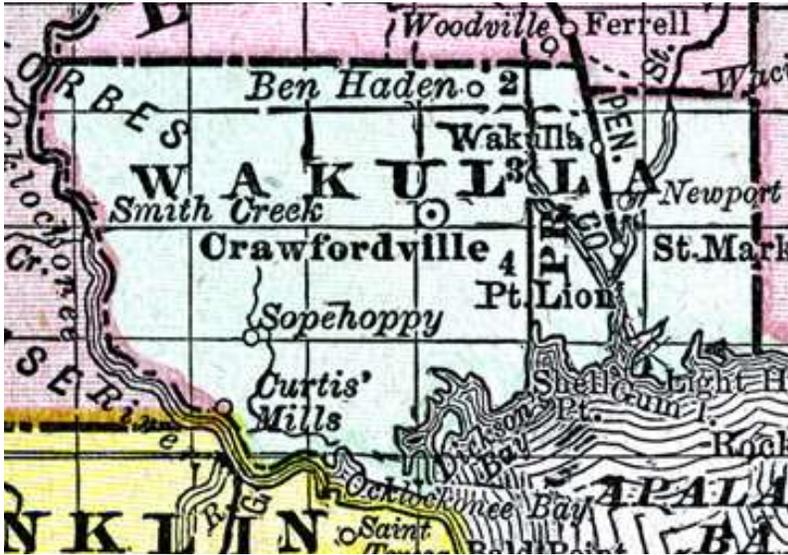
# 1 HISTORY

## Past Perspective

Archeological findings dating back to 12,500 BC give evidence of the presence of humans near the river that today, shares its name with the Town of Sopchoppy. The name, "Sopchoppy" claims several origins. Whether from the Creek pronunciation of "sokhe" and "chapke" translated to mean "twisted" and "long" which aptly describes the river or other interpretations, we may never know. Nor are we able to determine the number of settlements that dotted the region before Columbus set sail towards America.

In the first half of the 19th century, European pioneers settled in northern Florida on small tracks to farm cheaply acquired land. Necessitated by the realities of the era and despite an inhospitable land, searing heat, and semi-tropical storms, these hearty settlers built sustainable, resilient, and energy efficient abodes. The forests provided abundant and durable supplies of yellow and long-leaf pine, cypress, and oak to construct rustic, wood-frame homes.

An enclave of pioneers developed 40-miles south of Tallahassee along the winding, Sopchoppy River. Typical of the era and place, they built their homes with a central hall spanning front to back to act as a natural breezeway, with a room or more on either side. Raised off the ground on pilings of hand-



1888 Wakulla County Map

crafted brick or river rock, air freely circulated in the crawl space below to reduce heat, ground moisture, and mold in the hot and humid rainy season. Windows were strategically placed to provide light as well as to capture cross-breezes. Topped by steeply pitched roofs to shed rain, the high ceilings inside allowed the heat to rise, providing a cooler living environment.

Typically, kitchens were separated from the main house for safety and to keep the heat of cooking fires at bay, while privies were located further afield with sweet-scented bushes planted nearby.

As the settlement matured, the pioneers added deep, overhang porches providing shade for their windows and walls and protection against pounding rain. The add-on, outdoor space also created a cooler place to enjoy passing breezes and to sleep during the heat of summertime. Bricks made of local clay identified the color of a place, and tabby concrete became a traditional building material made of oyster shell, ash, and lime.

### Trade Comes to Sopchoppy

Big change began for the settlers living along the Sopchoppy with the promise of interstate commerce, as two railroads were founded to transport yellow pine and Sumatra leaf tobacco. One railroad headed south originating in Georgia and the other pushed north from Carrabelle, a port city on the Gulf Coast of Florida. In 1891, the Carrabelle line began to construct its railbed, but after less than 12-miles, the project encountered a major obstacle in the Sopchoppy River. Without the financing needed to erect a bridge across the river, the project halted in its tracks. During the next few years, construction of the railroad north continued to flounder until the Clark Syndicate Companies took command with its roots and investors in faraway Scotland, under the charter of the Carrabelle, Tallahassee, and Georgia Railroad Company.

William Clark, president of the Syndicate was also the president and owner of the Clark Thread Works out of Newark, New Jersey. Clark needed an on-going source of yellow pine for his thread spools, as well as a functioning railroad to transport the wood. Vertically integrating business ventures through several, wholly owned companies, the Syndicate purchased 175,000 acres of pine, agricultural lands, sawmills, dry kilns, warehouses, and more along the length of the railroad route between Carrabelle and Tallahassee. Some of the acreage it acquired through its Land and Improvement division eventually became the future towns of Hilliardville, Arran, Lanark, and Sopchoppy.

Soon after it received its railway charter, the Syndicate hired the contractor who had constructed the world-famed, Brooklyn Bridge in New York City to build the more modest Sopchoppy Bridge, and continued to lay its rail, north. Its Land and Improvement division hired Wakulla native, John Calhoun Hodge to survey the land east of the river and region north of Carrabelle. As part of his task, Hodge platted the land, planned and named the streets, while the Land and Improvement company built a depot and sold lots. Syndicate advertisements followed, enticing many throughout the region and beyond to relocate to the newly formed, southern hamlet. By the end of 1894, the Syndicate's railroad spanned Carrabelle through to Tallahassee and located on the east side of the river, the Town of Sopchoppy came into being.

At the southern terminus of its railroad, the Syndicate also owned the Gulf Terminal and Navigation Company in Carrabelle. It operated warehouses and steamboats carrying people and goods to Apalachicola, Pensacola and Mobile, Alabama. From southern Leon County through to the Gulf of Mexico,

the Clark Syndicate had opened the region to industrial centers and large-scale harvesting of forests and farms while controlling a growing network of ground and sea transport with interconnections to all points east, west, north, and south.

Renamed the Georgia, Florida, and Alabama Railroad in 1898, by the early 1900s, the GF & A --nick-named by the locals the Gopher, Frog and Alligator -- extended through to southwest Gorgia with onward connections to the eastern seaboard of the USA.

In 1905, Sopchoppy incorporated as a municipality in the State of Florida. By 1910, it was the largest city in Wakulla County, transformed into a vibrant community supported by a thriving trade in lumber, farming, turpentine, and tupelo honey, as well in cottage industries providing frogs’ legs, oysters, mullet, and sturgeon caviar fished from the Sopchoppy River. The Town soon boasted an opera house, hotel, boarding house, drug store, barber shop, blacksmith, bakery, several churches, and even The Sopchoppy Argosy, a weekly newspaper. Primarily, the GF & A transported freight, but also brought tourists to the town who disembarked at the depot and stayed for a spell to take in nature’s bounty, before continuing their journey to nearby Panacea with its hot springs and resort hotels.

The United States was expanding with an irrepressible belief of an inherent destiny that anyone with a little industry could attain the American Dream. New rail and steamship connections, and accessible worldwide trade with the opening of the Panama Canal kept Sopchoppy bustling through the early 1920s. Still, competition grew tougher as Pensacola and Panama City began to provide even better transport and broader connections. By the mid-1920s, the GF & A began to witness declining traffic each year until its final demise in the mid-1940s. Without the infrastructure to support the one-time boom town, Sopchoppy retreated into a sleepy, southern village on the edge of the Apalachicola Forest in a region now known as Florida’s Forgotten Coast.

### Current Perspective

Despite shifting economic tides, Sopchoppy retains many of the same characteristics as it did when the town was a stop on the GF & A. On the Wakulla County’s tourism website, one finds an artful portrayal:



*“Take a stroll back in time of this town when dogs lazed in the dusty street, men sat on the corner bench and the train pulled into the depot loaded with goods. Sopchoppy, a cozy old Florida community on the southwest edge of Wakulla County reminds visitors of Mayberry and easier times...”*

*- VisitWakulla.com*

Indeed, it is a quaint and charming portrait. Yet does it aptly capture present day Sopchoppy or provide a direction to help inform its future?

Circa 1927: John Calhoun Hodge (1855-1950)  
Photo courtesy of the Florida Memory project

<b>Carrabelle, Tallahassee &amp; Georgia R. R.</b>											
TIME TABLE IN EFFECT JANUARY 2, 1897.											
North Bound—Read down.					South Bound—Read up.						
Miles	No 7	No 5	No 3	No 1	STATIONS		No 2	No 4	No 8	No 6	
0	10 30p	6 30p	5 15p	11 45a	Lv.	Carrabelle	Ar	9 45a	10 00a	4 55p	6 00p
4.5	10 40a	6 40p	5 25p	11 55a		Lanark Shop		9 30a	9 45a	4 45p	5 10p
			5 30p	12 00p							
5.0	10 45a	6 45p	5 35p	12 05p		Lanark		9 35a	9 47a	4 40p	5 15p
11.2		7 0 p	6 10p	12 45p		McIntyre		9 02a	9 25a		5 25p
15.0		7 08p	6 15p	12 51p		Curtis Mill		8 18a	9 20a		5 30p
19.8		7 19p	6 2 p	1 05p		Sopchoppy		8 17a	9 10a		5 10p
21.4		7 25p	6 31a	1 12p		Ashmo e.		8 40a	9 07a		5 07p
29.5		7 45p	6 50p	1 32p		*Iran		8 10a	8 45a		4 45p
31.9		7 50p	6 55p	1 37p		Parker's Mills		8 10a	8 40a		4 40p
37.0		8 10p	7 10p	2 00p		Hilliardville		7 55a	8 0a		4 30p
40.1		8 20p	7 20p	2 10p		Spring Hall		7 45a	8 15a		4 30p
41.9				2 15		Turner		7 30a			
50.0		8 40p	7 40p	2 30p	Ar.	Tallahassee	Lv	7 15a	8 00a		4 00p

Nos. 7 and 8—Lanark Excursions, Sunday only. Nos. 5 and 6—Passenger, Saturday only. Nos. 1 and 2—Daily except Sunday. No. 3—Mail and Express, Sunday only.

Connections: At Tallahassee with trams on F. C. & P. At McIntyre with Ocklocknee river steamers. At Carrabelle with Apalachicola steamers. At Apalachicola with Chattahoochee river steamers. U. S. mail steamer, Crescent City, will leave Apalachicola daily at 7 a. m.; returning leave Carrabelle 12 noon.

S. D. CHITTENDEN, General Manager. G. N. SAUSSY, Passenger Agent.

1897 Time Table: Carrabelle, Tallahassee & Georgia R.R.

On close inspection, much of Sopchoppy's less obvious charms lie hidden within its DNA. The history of Sopchoppy is a tale of sustainability and resiliency reflected in its citizenry, in its lasting building structures -- repurposed and renewed, and in the long and twisting River that gave Sopchoppy its name. Surprisingly untouched as when the Earth was new, it ever flows through a resplendent natural setting of (still) thriving flora and fauna.

Family ties run long and deep; everybody knows everyone living in the vicinity as the population at less than 500 is not much more than it has been in previous decades. The roots that bind the community together have never diminished, not even in the less lively times since the glory days of the GF & A.

Any one of a dozen buildings built throughout the years, reflect the history of Sopchoppy. Consider the brick building at 110 Municipal Avenue opened in 1912. According to a 2010 article in 850 Business Magazine, "housed on the site of the old Sopchoppy Drug Company was a pharmacy, soda fountain, and doctor's office." In the 1950s, "Coryne Hodge opened up a dress shop and sold over-the-counter goods like five and dime items. The first ice cream in the county was served from the location. It also was the site of an Emergency Alert Center during World War II. The historic brick building sat vacant for more than a decade until it was purchased and renovated to become Backwoods Bistro. In 2002, Sopchoppy Outfitters and Backwoods Pizza" opened for business in the Municipal Avenue building.

After 2010, the building became The Sopchoppy Pizza Company. It used tupelo honey to make its special pizza sauce and served, "Cody Bug's Mo' Betta Feta," its home-made salad dressing. In late spring 2021, the Civic Brewing Company opened where the previous eateries had been. With the start-up success of the hand-crafted beer gathering place, a new bakery and café is slated to soon open next door in the 1912 building in the space previously occupied by the Mana Community Mission Food Pantry which served Sopchoppy well for several years. The old railroad depot was restored as the



Circa 1930s, The Sopchoppy Drug Company



Circa 2007, Backwoods Bistro Proprietor, Beno Hodge; Photo courtesy, Florida Memory

Depot Museum in 2010 and the high school and gymnasium are notable as historic places. A grocery store and a shop or two display relics of yore. The small business community spreads out across Sopchoppy with also a bank, a surveying office, a beauty salon and barber shop sporting a helix-striped barber pole to remind us of easier times. A feed and seed store, convenience and gift shops, a café, recording studio and even more have set roots in the historic core. The Sopchoppy Opry showcases live music concerts that draws audiences to the city and a delightful pottery studio, hidden away down a wooded road showcases well-crafted ceramic objects, tiles, sculpture, and tableware.

Encompassing it all is the eternal beauty and abounding nature surrounding Sopchoppy which is readily accessible and enjoyed through trips down the river and across scenic and wilderness trails.

## Future Perspective

The GF&A brought sweeping change to Sopchoppy at the turn of the 20th century that shaped its destiny. Now, more than a hundred years later, change is afoot, again. It is apparent in the marketing acumen of Discover Sopchoppy, with its promotions of retailers, events, festivals, concerts, community markets (Buy Local, Buy Fresh!), and the town's abundance of outdoor, wilderness, and scenic activities. It is seen in the economic development efforts to attract new business and retain successful ventures. It is witnessed as the City Council brings the community together to develop design standards for commercial structures located in the Downtown Overlay and the Highway Commercial Overlay districts.

It is a time of thoughtful thinking and planning for the Town of Sopchoppy to discover its path forward, rather than give sway to outside forces of change. If not from within, those forces of change may possibly determine the opportunities and constraints that could disrupt that unique sense of place that was first forged by town pioneer and lives on in the resiliency of the people who make up Sopchoppy today.

In other ways, little has changed in the nearly 15,000 years since humans first walked the high and narrow lime banks that line both sides of the long and twisting Shopchopy River. Maintaining the character of Sopchoppy is of primary importance for its citizens, as much as it is for retaining and developing new business as well as creating a sustainable vibrancy for those who come to explore its charms and abounding nature.

Emerging from a pandemic winter that has tested all, and evolving into a new era of possibility, Sopchoppy is well poised to take command of its own destiny. By creating a resilient and sustainable community replete with design guidelines for its downtown core and commercial establishments along its highway district, a lively economy, an inherent sense of place, and an elevated quality of life become attainable goals for the community.



2021, The Civic Brewing Co.

# 2 INTRODUCTION

The City of Sopchoppy is a historic community located in southwest Wakulla County. There is a traditional business district subject to an overlay district. The City is also bisected by US Hwy 319 which is predominantly zoned highway commercial. The City Council wishes to develop design standards for commercial structures located in the Downtown Overlay and the Highway Commercial Overlay.

The City requested statements of qualifications from firms with experience developing design standards for inclusion the land development code.

Statements of qualifications and performance data were evaluated at the City Council's January 11, 2021, regular meeting and three firms were selected for presentations at its February 8, 2021, regular meeting.

In determining a firms qualifications, the City considered: (i) the ability of professional personnel; (ii) whether a firm is a certified minority business enterprise; (iii) past performance; (iv) willingness to meet time and budget requirements; (v) location; (vi) recent, current, and projected workloads of the firm; and (vii) the volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

# 3 POTENTIAL CHANGES TO COMPREHENSIVE PLAN

The **City of Sopchoppy Local Government Comprehensive Plan**, adopted in February 2012, is prepared in two volumes. Volume I is Comprehensive Plan Data Inventory and Analysis, while Volume II is Comprehensive Plan Goals, Objectives and Policies.<sup>1</sup> The Comprehensive Plan applies to all properties under the jurisdiction of the City of Sopchoppy. This plan also states, "All ordinances or parts of ordinances of the Code of Ordinances of the City of Sopchoppy, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict."

This chapter examines both volumes of the City of Sopchoppy Comprehensive Plan to determine how they may be impacted by the proposed Design Guidelines that are a part of this project. Each objective in the Comprehensive Plan is evaluated as to whether any part of that section may not to be changed or expanded to be consistent with the Design Guidelines. The document includes Policies for each objective, but those are not included in this report.

## CITY OF SOPCHOPPY, FLORIDA

### LOCAL GOVERNMENT COMPREHENSIVE PLAN

#### VOLUME II

#### Goals, Objectives and Policies

2012

Prepared by the City of Sopchoppy City Council

Technical Assistance by ANDY EASTON & ASSOCIATES

The standards and guidelines contained in all goals, objectives and policies of the Comprehensive Plan shall be in effect upon adoption of the plan amendment and shall apply independently of the land development regulations, including the interim period prior

<sup>1</sup> CITY OF SOPCHOPPY, FLORIDA LOCAL GOVERNMENT COMPREHENSIVE PLAN VOLUME I - Data and Analysis, Support Documents for Adopted EAR Based Plan Amendment, 2012. Prepared by the City of Sopchoppy City Council w/ Technical Assistance by Andy Easton & Associates

## CHAPTER 2 - INTRODUCTION

to adoption of the land development code (or land development code amendments) and subsequent plan amendments. The goals, objectives, and policies of Volume II are regulatory in nature and therefore are adopted by ordinance.

The Comprehensive Plan was adopted in 2012, so it needs to be updated within the next year. Some parts of the Plan, such as goals and objectives, may not change and are unlikely to need updating. Other parts of the Plan, such as data like population, housing density, facilities, economics, and other information need to be updated every couple of years. When the 2012 Plan was completed, it relied on data collected during the late 2000s when the country was going through a recession so much of the data is not what would normally be selected. Data related to Sopchoppy will definitely need to be updated to reflect changes over the last decade. Care must be taken, however, because the pandemic years of 2018 through 2021 were an anomaly and may not accurately changes and trends with the region. The lack of consistency in data makes it difficult to make projections as to how Sopchoppy may grow, develop, and change. It also makes it difficult to project future land use, housing needs, budgets, environmental and economic impacts, and other information about the city.

### INTRODUCTION

The Future Land Use Element sets forth the general land use patterns for Sopchoppy and policies to guide land use development. The current Land Use Element is good through the year 2020. All other elements in the comprehensive plan are extensions of the Future Land Use Element. As such, each element of the plan must contain policy directives consistent with those of the Future Land Use Element. Also contained in this portion of the plan is a Future Land Use Map. All new development must be consistent with the development pattern shown on the Future Land Use Map.

#### FUTURE LAND USE

A low population growth rate combined with abundant undeveloped land will result in few future land use needs for Sopchoppy by the year 2020.

All public facilities can adequately serve City residents for the planning period. Regarding drainage, the ditches, channels and swales now in place provide an adequate level of service, but will require additional maintenance by Sopchoppy and Wakulla County to ensure erosion and flooding remain within controllable levels.

There is also a need to conduct a master drainage plan to provide alternatives for larger scale retrofits to the City's drainage system. This drainage plan should consider sustainable practices such as bioswales and multi-use basins. The recommendations of the drainage study could be implemented as funding permits.

*Bioswales, rain gardens, green infrastructure, and multi-use basins will all have a positive impact on the visual character of the City. These elements should be coordinated with the Design Guidelines to ensure consistency and continuity across the City.*

There are a few inconsistent land uses within the City, especially in platted in flood prone and wetland areas.

*Review. The **Design Guidelines & Overlay Districts** may suggest changes to future land use in selected areas such as the highway corridors traversing the City.*

The current Comprehensive Plan includes a Downtown Overlay District (DOD) that is intended to ensure commercial development occurs in an appropriate manner.

*Review. The **Design Guidelines & Overlay Districts** makes recommendations on changes to the Downtown Overlay District (DOD), including changing the boundaries to create a larger district. The overall goal may not change, but the boundaries and criteria for the DOD are likely to change.*

There are adequate vacant residential lots in already platted residential areas for projected residential needs. Nevertheless, this 2020 Plan changes the designation of several acres of Agriculture land that is located near the city center to Residential. Agriculture activities are more appropriate for areas outside the city limits so changing the land use to Residential is appropriate. In addition, if the City's new central sewer system leads to a higher growth rate than is currently projected, this additional residential land will help to ensure growth occurs in an orderly manner. The following goals, objectives and policies will guide development in the City for the 2020 planning period.

*Review. The Future Land Use Element Goals, Objectives, and Policies Goal Statement is broad enough to encompass most if not all information in the Design Guidelines, so no major changes are expected as a result of the **Design Guidelines & Overlay Districts**.*

**FUTURE LAND USE ELEMENT**

**GOALS, OBJECTIVES, AND POLICIES**

**GOAL STATEMENT**

ENSURE THAT THE CHARACTER AND LOCATION OF LAND USES MAXIMIZE THE POTENTIAL FOR ECONOMIC BENEFIT AND THE ENJOYMENT OF NATURAL AND MAN-MADE RESOURCES BY CITIZENS WHILE MINIMIZING THE THREAT TO HEALTH, SAFETY AND WELFARE POSED BY HAZARDS, NUISANCES, INCOMPATIBLE LAND USES, AND ENVIRONMENTAL DEGRADATION.

OBJECTIVE 1: Future growth and development will be managed through the enforcement of the City's land development regulations.

*Review. There may be some minor changes in the wording of some policies to include and be consistent with the **Design Guidelines & Overlay Districts**, but the intent of this objective is not likely to change. It is recommended that densities in some land uses be reviewed to determine if density is suitable or needs to be adjusted.*

OBJECTIVE 2: Future development and redevelopment activities shall be directed to land use areas as depicted on the Future Land Use Map and as provided for in the Land Development Regulations.

*Review. There may be some minor changes in the wording of some policies to include and be consistent with the **Design Guidelines & Overlay Districts**. The Future Land Use Map needs to be revisit for potential land use changes. Policy 2.3 states ' Commercial uses will be permitted within areas designated for residential development provided these activities are compatible with adjacent land uses.' This should be revisit to ensure it is consist with the future direction of Sopchoppy.*

**OBJECTIVE 3:** Sopchoppy shall protect new development from destroying natural resources including the Sopchoppy River, Wetlands, Flood prone areas and environmentally sensitive natural habitats. These resources will be protected through the implementation of the City's Land Development Regulations.

*Review. Overall, this Objective is not expected to be impacted by the **Design Guidelines & Overlay Districts**, but some policies, such as 3.4 which addresses historic resources, may be impacted. All areas identify as Conservation should be reconsidered for increased requirements that limit development in these areas. Policy 3.2, which addresses designated riverine floodplains, should also be reconsidered for increased requirements that limit development.*

**OBJECTIVE 4:** The economic base shall be increased and broadened through the year 2000 by implementing planning and development activities which attract new business and expand existing businesses while maintaining current silvicultural activities.

*Review, the economic base is not directly addressed in the **Design Guidelines & Overlay Districts**, but criteria in the policies under this objective include densities and land uses may be impacted by the **Design Guidelines & Overlay Districts**. Expanding the economic base may require new construction or major modifications to existing structures, and these additions and changes must follow the Design Guidelines. Consider increasing densities of Residential and Commercial development abutting U.S. 319 or SR 372. This objective specifically addresses U.S. 319 and SR 372, and development along these corridors will be impacted specifically by the proposed **C-3 HCOD Highway Commercial Overlay District**.*

**OBJECTIVE 5:** Development will not occur which degrades existing levels of services for public facilities as discussed in the Infrastructure and Capital Facilities Elements of this Comprehensive Plan.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

**OBJECTIVE 6:** Future land uses which are inconsistent or incompatible with the Future Land Use Plan will not be permitted through the planning period to 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. The statement, 'Any relaxation of buffer standards for incompatible land uses for consideration of unusual circumstance by variance shall require a unanimous vote of the city commission' may need to be reconsidered. Relaxing buffer standards may lead to increased conflict between uses.*

**OBJECTIVE 7:** The City shall improve coordination with affected and appropriate governments and agencies to maximize their input into the development process and mitigate potential adverse impacts of future development and redevelopment activities the planning period.

*Review. There may be changes to densities due to the **Design Guidelines & Overlay Districts**, and if so, Table FLU-1 Future Land Use Density Limitations may need to be revised. One major concern is that increasing regulations on growth within the Sopchoppy City*

*Boundaries may lead to increased growth in unincorporated Wakulla County. This would potentially move undesirable growth to the edge of the City.*

Objective 8: The City hereby creates a Downtown Overlay District (DOD) land use classification to help maintain the traditional central business district as a vital and focal point of the City through continued enhancement of its accessibility, appearance, preservation, utilization, and facilities. The underlying land use classification within the DOD remains commercial or residential as shown on the Future Land Use Map.

*Review. The Downtown Overlay District (DOD) would be impacted by recommendations in the **Design Guidelines & Overlay Districts**. The Design Guidelines prepared as part of this project is intended to apply these standards across the entire City, so some guidelines may be removed from the DOD and incorporated into the City's broader design guidelines. The DOD boundaries are recommended to be expanded. **Table FLU-1 Future Land Use Density Limitations** should be reviewed for possible changes to land use densities. Policy 8.3 encourages flexibility within the DOD, and this should be reviewed to see if other recommendations and requirements would be beneficial.*

*Policy 8.4 refers to DOD architectural guidelines that 'encourage development and redevelopment in a manner that preserves and enhances the existing character of the downtown area. This policy also states, 'The guidelines will provide recommended (non-mandatory) design guidelines for development activities.' This must be modified to say the guidelines in the DOD, and the **Sopchoppy Design Guidelines** are mandatory.*

OBJECTIVE 9: Sopchoppy shall prevent urban sprawl and reduce greenhouse gas emissions by promoting compact development and through the adoption of the following greenhouse gas reduction policies.

*Review. Because this objective includes the Downtown Overlay District (DOD) and addresses development density, it should be reviewed for consistency with the **Design Guidelines & Overlay Districts**. Emphasis should also be on enhancing walkability by providing more sidewalks, trails, and other opportunities for connectivity.*

OBJECTIVE 10: New development shall be buffered from existing development to reduce noise, maintain safety and to ensure protection of the environment.

*Review. Ensure consistency with the **Design Guidelines & Overlay Districts**. Elements to be addressed include design and scale, natural areas, sidewalks, land development, and conservation development.*

## TRAFFIC CIRCULATION ELEMENT

The Traffic Circulation Element is an essential component of the future land use development pattern. Major roadways within Sopchoppy maintain a high level of service. Major roadways in Sopchoppy include U.S. 319 and County Road 375. 40% of local roads are unpaved. Sidewalks are few and are deteriorating.

GOAL STATEMENT: PROVIDE FOR A SAFE, CONVENIENT AND EFFICIENT TRAFFIC CIRCULATION SYSTEM AVAILABLE TO ALL OF SOPCHOPPY'S RESIDENTS.

OBJECTIVE 1: Sopchoppy's transportation system will remain safe, convenient and efficient for motorized and non-motorized traffic through the year 2000.

*Review. The physical design of roads and the road network need to be consistent with proposals in the **Design Guidelines & Overlay Districts**. Policy 1.2 should be modified to say "Sopchoppy shall adopt a "C" level of service **OR BETTER** at peak traffic hours ...."*

OBJECTIVE 2: New building construction will not occur in existing or future rights of way.

*Review. Policy 2.2 addresses access, egress, and parking requirements that are also included in the **Design Guidelines & Overlay Districts**. The **Design Guidelines** also address minimum set back requirements and parking requirements.*

OBJECTIVE 3: The City will coordinate with transportation activities and improvements which impact the City but are implemented by other government agencies through the planning period year 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 4: Sopchoppy shall coordinate the traffic circulation system with the future land use map by prioritizing road improvement projects.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 5: As a part of each Evaluation and Appraisal process, right-of-way needs shall be formally identified and a priority schedule for acquisition or reservation shall be established.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

## HOUSING

Housing in Sopchoppy is typical of that found throughout Wakulla County and the Northwest Florida Region. According to the 2000 Census, 68% of the City's houses were single family compared to 79% in 1980. In 2000, 29% were mobile homes compared to 21% in 1980. A windshield survey conducted in January 2010 found blighted areas in Sopchoppy.

GOAL STATEMENT: PROVIDE DECENT, SAFE AND SANITARY HOUSING IN SUITABLE LOCATIONS AND AT AFFORDABLE PRICES FOR ALL RESIDENTS IN SOPCHOPPY.

OBJECTIVE 1: Assist the private sector and other state, federal or local governments in providing affordable housing to new and existing residents through the planning period.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 2: The City shall continuously work to see that substandard housing shall be eliminated through the use of housing rehabilitation, demolition and conservation activities.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. When substandard housing is removed or repaired, emphasis should be consistent with the overall character of the City of Sopchoppy. The D*

OBJECTIVE 3: There will be adequate sites available in residential areas for group homes, foster homes and other special housing types through the planning period. The Design Guidelines are intended to address Commercial and Mixed Use new construction and significant renovations and do not include residential structures.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 4: Historically significant properties will be identified, preserved and protected.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 5: Uniform and equitable treatment for persons and businesses displaced by the state and federal government programs will be provided consistent with Section 421.55.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 6: Within one year of plan amendment adoption, all of Sopchoppy's citizens residing in substandard housing will be informed about homeowner housing assistance programs for low and moderate income families.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 7: Sopchoppy will coordinate with the Wakulla County to implement housing programs to assist the needs of moderate income, low income and very low income households.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. Policy 7.4, which addresses the consideration of manufactured homes on a poured in place slab to be identical to permitting for a site-built home, should be revisited to ensure this approach is still consistent with the views of the City of Sopchoppy.*

## INFRASTRUCTURE

Sanitary sewer, potable water, solid waste, drainage systems and solid waste facilities are collectively known as a community's infrastructure.

OBJECTIVE 1: Sopchoppy will use a capital facility needs assessment methodology for drainage, water, sewer and solid waste services to ensure adequate planning for future needs.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 2: Sopchoppy will correct drainage problem areas and increase the capacity of its drainage facilities by coordinating with Wakulla County to identify and plan for correcting identified deficiencies.

*Review. Consider sustainable practices for drainage solutions that are consistent with the **Design Guidelines & Overlay Districts**. Bioswales, rain gardens, and other sustainable drainage solutions should be considered.*

OBJECTIVE 3: The City will continue to enforce drainage regulations for new development that provide for the protection of natural drainage features.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. The City may want to consider regulations that promote sustainable drainage systems.*

OBJECTIVE 4: Sopchoppy will coordinate with Wakulla County to provide capital facilities to unincorporated areas in need as identified by the Wakulla County Local Government Comprehensive Plan.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 5: Sopchoppy will not issue procedures that prevent the issuance of a development permit unless adequate capital facility capacity is available or will be available concurrent with the demands of the development.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. TABLE 4.1 LEVEL OF SERVICE STANDARDS includes information on Conveyance Systems and Stormwater Management Systems. These should be revisited to explore ways to reduce peak flow for drainage systems.*

OBJECTIVE 6: Sopchoppy shall maximize the use of existing public facilities and discourage urban sprawl by encouraging future development to occur within the City limits.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 7: Sopchoppy shall coordinate with the North West Florida Water Management District, Florida Department of Environmental Protection, and any other applicable agencies to conserve potable water resources.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 8: Sopchoppy will regulate development in prime natural groundwater recharge areas.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

#### RECREATION/OPEN SPACE SUMMARY STATEMENT

Much of Sopchoppy's recreation opportunities are provided for in the vast stretches of national forests surrounding the City and on the Sopchoppy River. At present, Sopchoppy's only resource based recreation facility is a 35 acre park, located in the southern most portion of the City along the Sopchoppy River.

GOAL STATEMENT: ENSURE THE PROVISION OF SUFFICIENT PARKS, RECREATIONAL FACILITIES, AND OPEN SPACE AREAS AND WATERWAYS TO ALL RESIDENTS AND VISITORS TO SOPCHOPPY.

OBJECTIVE 6.1: Access to City recreation facilities will be maintained through the year 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

**OBJECTIVE 6.2:** Sopchoppy will provide parks and recreation facilities in an adequate and efficient manner.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. Policy 6.2.1 needs to be revisited in terms of park acres per population. Policy 6.2.4 suggests 'low density development in flood plains and Wetland areas as a means to preserve open space.' Eliminated development to that defined by FEMA may be a viable approach.*

**OBJECTIVE 6.3:** Public agencies and private enterprises will be provided an opportunity to donate open space to the City as part of their land development proposals.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

**OBJECTIVE 6.4:** Sopchoppy shall ensure lands designated as open space/recreation will remain accessible to the public and be functionally intact through the year 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. Note: This Objective is incorrectly listed as "Objective 4" in the **Comprehensive Plan**. It is unclear if specific open space definitions were added to land development regulations as recommended here.*

## **CONSERVATION ELEMENT**

One of Sopchoppy's most attractive features is its natural beauty. The Sopchoppy River, surrounding forests, and wetlands offer not only scenic and recreational opportunities, but support sensitive ecological communities as well. It is apparent that future development should proceed in a sound and appropriate manner to ensure these natural resources are protected for both their ecological and recreational value.

The updated Data and Analysis presents future conservation conditions in Sopchoppy including: (1) surface and ground water, (2) wetlands and flood plain areas, (3) minerals and soils, (4) ecological communities and (5) air quality.

**GOAL STATEMENT:** THE NATURAL RESOURCES OF SOPCHOPPY SHALL BE PRESERVED, PROTECTED OR ENHANCED AS THE DEVELOPMENT PROPOSED IN THE FUTURE LAND USE ELEMENT OCCURS.

## **Air Quality Objectives and Policies**

**OBJECTIVE 1:** Point source air pollution will not exceed levels permitted by the Florida Department of Environmental Protection (FDEP).

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

### Ground and Surface Water Objectives and Policies

OBJECTIVE 2: The water quality of the Sopchoppy River, as defined and measured by FDEP'S DER'S, the Florida Department of Environmental Protection (FDEP) shall not be degraded through the year 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 3: The City will include the use of best management practices in its land development regulations to provide for the conservation, appropriate use and protection of the quality and quantity of current and projected water sources, water recharge areas and potable water wells, through the year 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 4: Pollution levels in ground and surface waters caused by point and nonpoint pollution sources shall not increase through the year 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 5: The City shall establish enforce its construction standards which minimize the impacts of manmade structures on adjacent surface waters, wetlands and flood prone areas.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 6: Sopchoppy shall coordinate with Wakulla County to prepare a soil erosion reduction plan in cooperation with the Soil Conservation Service by 1995.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 7: The City shall use and protect native vegetative communities including forests by incorporating use guidelines in land development regulations.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. The status of the land development regulations is unclear and should be revisited.*

OBJECTIVE 8: Development permits will not be issued for proposed development which will destroy sensitive or endangered wildlife or wildlife habitat as identified by the Florida Natural Areas Inventory.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 9: The City's shall prepare a Future Land Use Plan that shall directs high population densities away from wetland areas and high hazard flood prone areas.

*Revisit. A Future Land Use Plan needs to be developed as part of an updated Comprehensive Plan. The **Design Guidelines & Overlay Districts** may influence this Future Land Use Plan.*

OBJECTIVE 10: Sopchoppy shall adopt a hazardous waste management plan to protect the health, safety and welfare of citizens and natural resources. The plan shall specify the proper storage, recycling, collection and disposal of hazardous wastes through the year 2020.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

#### INTERGOVERNMENTAL COORDINATION ELEMENT

Intergovernmental relations in Florida can often be quite intricate and complex. Mechanisms to promote intergovernmental coordination in Sopchoppy were generally adequate, except in terms of promoting safe adequate and affordable housing.

GOAL STATEMENT: SOPCHOPPY WILL ENSURE THE EQUITABLE AND REASONABLE SHARING OF AUTHORITY, RESPONSIBILITY AND RESOURCES AMONG THE DIFFERENT LEVELS OF GOVERNMENT THROUGH THE PROCESS OF INTERGOVERNMENTAL COORDINATION.

OBJECTIVE 1: Sopchoppy will coordinate its Comprehensive Plan with other local governments which provide services to the City but who do not have regulatory authority over the use of the land.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. The Guidelines don't address coordination with other local governments. Continued coordination with Apalachee Regional Planning Council and/or other local organizations will be critical for controlling unwanted growth adjacent to Sopchoppy City Boundaries.*

OBJECTIVE 2: Sopchoppy shall coordinate planning and development regulations with Wakulla County adjacent local governments through 2020 to ensure capital facility levels of services do not deteriorate, the environment is managed effectively, land use conflicts are avoided, and inconsistent and incompatible land use development patterns do not occur.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

OBJECTIVE 3: Sopchoppy shall seek to increase, by 50%, the number of HUD and USDA sponsored houses within the City limits.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. The Guidelines don't address coordination with other counties or local governments regarding capital facilities.*

OBJECTIVE 4: Levels of service standards for capital facilities developed by adjacent local governments will be compatible with the City of Sopchoppy through the process of intergovernmental coordination.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. The Guidelines don't address levels of service standards for capital facilities. Work with Wakulla County Mosquito Control Division and the County Road Department to explore sustainable options for stormwater management.*

OBJECTIVE 5: Sopchoppy shall provide adjacent local governments, including the Wakulla County School Board, the Regional Planning Council, and the Florida Department of

Community Affairs the opportunity to comment on comprehensive plan amendments, except small scale development amendments.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. The ability to offer comments on comprehensive plan amendments will not be limited or changed.*

OBJECTIVE 6: The City of Sopchoppy shall provide evacuation assistance to its residents during local, state and federal disasters. The assistance shall include the provision of information on the sources of help and the mustering of community volunteers for the evacuation process.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

### CAPITAL IMPROVEMENTS ELEMENT

The 1985 Florida Legislature mandated that all local governments ensure the availability of adequate facilities and services for all current and future development. The local government is allowed to develop its own definition of “adequate” based on citizen input, local conditions, and local government financial capabilities. In addition, local governments are required to adopt and implement a five year capital improvements program.

GOAL 1: The City of Sopchoppy adopts the goal of providing adequate public facilities to all residents within the jurisdiction in a timely and efficient manner.

Objective 1 - Capital improvements will be programmed to correct existing deficiencies, accommodate future growth, and replace worn out or obsolete facilities, as indicated in the five-year CIP.

*Review. Ensure capital improvements are consistent with the **Design Guidelines & Overlay Districts**. It is not anticipated that the **Design Guidelines & Overlay Districts** will recommend changes to facility standards such as roadways, recreation and parks, solid waste, potable water, sanitary sewer, and drainage.*

Objective 1.2 - The CIE analysis demonstrates that there are currently no capital facility needs derived from the other plan elements. The adopted land development regulations include adequate public facilities provisions that ensure that all land use decisions are consistent with the adopted level of service standards.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Objective 1.3 - Annual review of the Capital Improvements Element will be coordinated with the City budget review process. The review will ensure that projected revenues will be sufficient to comply with the 5-year schedule of capital improvements.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Objective 1.4 - Future development will bear a proportionate share of the cost of facility improvements necessitated by the development in order to maintain adopted level of service standards.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Objective 1.5 – As provided in the Land Development Regulations development orders will not be issued that result in the degradation of public services below adopted level of service standards.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Goal 2: The City will ensure that adequate public facilities are available to meet the adopted level of service standards.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Objective 2.1: The City will implement the following Capital Improvement Plan:

*Note: several projects are listed. No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Objective 2.2: The City will implement a Ten Year Water Supply Plan.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Objective 2.3: The City will coordinate with Wakulla County to provide essential public facilities within the City's service area.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

Objective 2.4: The City will continue to participate in the county wide schools concurrency management planning process and include relevant provisions related to schools concurrency in its annual CIP update.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

## APPENDIX 1 - MONITORING AND EVALUATION

This appendix contains monitoring and evaluation procedures for the Comprehensive Plan. The role of monitoring and evaluation is vital to the effectiveness of any planning program and particularly for the Capital Improvements Element of this comprehensive plan.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

## APPENDIX 2 - PUBLIC PARTICIPATION PROCEDURES

This appendix contains required and recommended public participation procedures to be followed by City of Sopchoppy as part of the Comprehensive Planning program. During the comprehensive planning process, the local governing body City of Sopchoppy City Commission and the local planning agency shall adopt procedures to provide for and encourage public participation in the planning process, including consideration of amendments to the comprehensive plan and evaluation and appraisal reports.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**. Any changes to the public participation procedures will result from the next comprehensive planning process.*

**APPENDIX 3 - EVALUATION AND APPRAISAL REPORT**

This appendix describes the required procedures for Sopchoppy to follow when evaluating its progress towards fulfilling the intent of this Comprehensive Plan. The continuous, dynamic nature of the comprehensive planning process makes it necessary for local governments to periodically review the plan. This periodic assessment is called the Evaluation and Appraisal Report (EAR). The EAR is used to evaluate how successful the community has been in addressing major community land use planning issues through implementation of its comprehensive plan. Based on this evaluation, the EAR suggests how the plan should be revised to better address community objectives, changing conditions and trends affecting the community, and changes in state requirements. The EAR is an optional activity for local governments. Effective June 2, 2011, local governments no longer need to submit Evaluation and Appraisal Reports to the State Land Planning Agency for a sufficiency determination.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**, but the Evaluation and Appraisal Report (EAR) will need to undergo significant changes the next time it is updated.*

**APPENDIX 4 - PLAN AMENDMENT PROCEDURES FOR SOPCHOPPY'S COMPREHENSIVE PLAN.**

This appendix contains plan amendment procedures for Sopchoppy's Comprehensive Plan. Diagrams describe the procedures for adopting local government comprehensive plan amendments. Two diagrams are presented, one shows the procedure for adopting EAR based plan amendments (State Coordinated Review and Adoption Process) and the other shows the adoption procedure for non-EAR based amendments (Expedited State Review Amendment Process).

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

**APPENDIX 5 - STATEMENT OF INAPPLICABLE CONDITIONS**

This section provides a statement of inapplicable conditions with regard to Sopchoppy's compliance with Chapter 163, F.S.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

**APPENDIX 6 - CONCURRENCY MANAGEMENT SYSTEM**

The purpose of the concurrency management system is to establish an ongoing mechanism which ensures that public facilities and services needed to support development are available concurrent with the impacts of such development.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

#### APPENDIX 7 - FUTURE LAND USE MAP SERIES

*Revisit. The Future Land Use Maps will change, both as a result of the **Design Guidelines & Overlay Districts** and because of the update for the **Sopchoppy Comprehensive Plan**.*

#### APPENDIX 8 - CONSISTENCY OF THE LOCAL COMPREHENSIVE PLAN WITH THE STATE COMPREHENSIVE PLAN AND REGIONAL PLAN

This appendix, entitled “Consistency of the Local Comprehensive Plan with the State Comprehensive Plan and Regional Plan”, contains a listing of which local goals, objectives and policies are consistent with the State and Regional Plans.

*Revisit. This appendix will be modified after the Sopchoppy Comprehensive Plan is updated. The proposed **Design Guidelines & Overlay Districts** will not impact this modification.*

### ADDITIONAL INFORMATION

The following items were included in the Comprehensive Plan, but they were listed as optional activities. They should be reviewed both in terms of context within Sopchoppy and for consistency with the proposed **Design Guidelines & Overlay Districts**.

#### Future Land Use Map (FLUM)

*Review. The Future Land Use Map will need to be modified and updated, and then reviewed by the State Land Planning Agency.*

#### Traffic Circulation Policies

*Review. The Traffic Circulation Policies 6.1 and 6.2 were not adopted because the adoption of a proportional fair share ordinance and the tracking of de minimis development are optional activities.*

#### Public School Facilities Element

*This should be reviewed. The Public School Facilities Element (PSFE) proposed in the current Plan was not adopted because it is optional.*

**CITY OF SOPCHOPPY, FLORIDA**  
**LOCAL GOVERNMENT COMPREHENSIVE PLAN**  
**VOLUME I**  
**Data and Analysis**  
**Support Documents for Adopted EAR Based Plan Amendment**  
**2012**  
Prepared by the City of Sopchoppy City Council  
Technical Assistance by ANDY EASTON & ASSOCIATES

The Local Government Comprehensive Plan of the City of Sopchoppy is prepared in two volumes, with Volume I being a Comprehensive Plan Data Inventory and Analysis. The data and analysis in Volume I contain support documentation for the plan and is approved by the City Commission, but not adopted by ordinance.

**EXISTING CONDITIONS**

This section describes nine generalized land uses in Sopchoppy and the area's natural resources. The following table presents the number of acres for each land use category along with the density or intensity of land use.

**Residential**

Land which is used for permanent housing is classified as residential. Types of residential dwellings include single family, duplex, triplex, and other multi-family structures. There are no seasonal dwellings in Sopchoppy. Approximately 8% or 74.49 acres is used for residential purposes. The Housing Chapter will further analyze residential land use by assessing standard and substandard housing conditions.

**Commercial**

This category includes land which is used for all wholesale and retail trade. Also included are private professional-personal services. Approximately 11.36 acres or 1.2% of the total land area is devoted to commercial land use.

**Industrial**

At present, Sopchoppy has no industrial facilities.

**Recreation/Open Space**

As a rural community, there is abundant open space for Sopchoppy's residents to enjoy. The City is almost entirely surrounded by the Apalachicola National Forest and St. Mark's Wildlife National Wildlife Refuge. Within the city limits, a low density development pattern provides abundant open space opportunities. As for recreation facilities, Sopchoppy has one 35-acre community park which includes a boat ramp located on the Sopchoppy River. The only

other recreation facilities include a school playground and adjacent tennis court. Recreation acreage associated with the school is in the Public/Institutional category. A small portion of the St. Mark's National Wildlife Refuge lies in the southeast portion of the City. This land is classified as open space due to its status as a wildlife refuge.

### **Conservation**

For this report, land lying in flood prone areas is classified as conservation land. Development in flood prone areas is restricted due to various state, local and federal laws and regulations. The Flood Insurance Rate Maps show that most of the flood zone areas in the City is adjacent to the Sopchoppy River. For development in flood prone areas, the City requires all new residential and commercial construction to be elevated above the accepted Flood Insurance Rate Map (FIRM) 100-yr flood elevation. A program to update the maps showing flood prone areas in the County is nearly complete, but as of 2010, the updated maps have not been released to the public.

### **Forested Wetlands**

Land lying on both sides of U.S. 319 in the eastern half of Sopchoppy is comprised of forested wetlands. Development in wetlands is limited by state, local and federal laws. Historically, Sopchoppy has allowed a limited amount of residential and commercial development to occur in forested wetlands. However, since these areas are environmentally sensitive, only low density development should be allowed in the future.

### **Agricultural**

There is no significant row crop farming activities in Sopchoppy. However, there are 245 acres of upland forests which are suitable for timber production and thus are classified as an agricultural land use.

### **Public and Institutional**

This category includes facilities such as the City Hall, the fire station, police department, schools and churches. There are approximately 9 acres of Public/Institutional land representing almost 1% of the total land area.

### **Historical**

The "Old School Gym" located on 1.03 acres of land next to the existing school is of historic importance to Sopchoppy as the old train station that has been converted into a museum. Both of these properties are listed by the state as historic properties and the Old Gym is on the national list of historic sites. Other historic properties are described in the Housing chapter of this plan.

### **Vacant**

Almost 20%, or 179 acres, of the City is vacant land. Most of this land has been platted, but as yet is undeveloped. Also, the majority of this land is contiguous with existing residential and commercial areas. However, some of this vacant land lies in wetland or flood prone areas and is unsuitable for unrestricted development.

**DATA**

Data in this appendix includes, but is not limited to the following:

- Population and population projections
- Economic characteristics
- Facilities and services
- Solid waste
- Sewage
- Drainage
- Transportation
- Aquifer recharge
- Environmental conditions
- Flood plains
- Wetlands
- Soils
- Housing
- Land use
- Future land use
- Density
- Downtown Overlay District
- Recreation and open space
- Agriculture use
- Public facilities
- Historic resources
- Funding
- housing
- Infrastructure
- Potable water
- Schools
- Ecological communities

**VOLUME I - Data and Analysis** will need to be updated for the next City of Sopchoppy Comprehensive Plan to reflect current conditions related to Sopchoppy. Much of the data collected for the 2012 Document was collected from 2008 and 2009 when a recession was impacting the country. 2010 and 2011 also were affected by the recession to some degree. Due in part to these anomalies, analysis for the 2012 Comprehensive Plan was based on inadequate or incomplete information.

Over the last decade, Sopchoppy has gone through changes. Population growth and development has been minimal, and the environmental characteristics of the region had undergone only minimal changes. The changes that have occurred in the City need to be documented and analyzed so that projections can be made for the next decade. **Volume I** will have to be updated to reflect all of these changes.

# 4 POTENTIAL CHANGES TO CODES

The Code for the City of Sopchoppy was adopted June 18, 2012, and it will need to be updated in the near future. When the Code is updated, it needs to take into consideration the new Sopchoppy Design Guidelines and the updated Sopchoppy Comprehensive Plan. The Code was developed before the Design Guidelines were prepared, so it obviously does not currently consider these guidelines.

95% Draft

## CODE OF THE CITY OF SOPCHOPPY, FLORIDA

Published by Order of the City Council

Adopted: June 18, 2012

# municode



Municipal Code Corporation P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com 800.262.2633 www.municode.com

### PREFACE

This Code constitutes a codification of the general and permanent ordinances of the City of Sopchoppy, Florida.

Source materials used in the preparation of the Code were the ordinances adopted by the city council. The source of each section is included in the history note appearing in parentheses at the end thereof. The absence of such a note indicates that the section is new

and was adopted for the first time with the adoption of the Code. By use of the comparative tables appearing in the back of this Code, the reader can locate any ordinance included in the Code.

The chapters of the Code have been conveniently arranged in alphabetical order, and the various sections within each chapter have been catchlined to facilitate usage. Notes which tie related sections of the Code together and which refer to relevant state law have been included. A table listing the state law citations and setting forth their location within the Code is included at the back of this Code.

**CHAPTER AND SECTION NUMBERING SYSTEM**

The chapter and section numbering system used in this Code is the same system used in many state and local government codes. Each section number consists of two parts separated by a dash. The figure before the dash refers to the chapter number, and the figure after the dash refers to the position of the section within the chapter. Thus, the second section of chapter 1 is numbered 1-2, and the first section of chapter 6 is 6-1. Under this system, each section is identified with its chapter, and at the same time new sections can be inserted in their proper place by using the decimal system for amendments. For example, if new material consisting of one section that would logically come between sections 6-1 and 6-2 is desired to be added, such new section would be numbered 6-1.5. New articles and new divisions may be included in the same way or, in the case of articles, may be placed at the end of the chapter embracing the subject, and, in the case of divisions, may be placed at the end of the article embracing the subject. The next successive number shall be assigned to the new article or division. New chapters may be included by using one of the reserved chapter numbers. Care should be taken that the alphabetical arrangement of chapters is maintained when including new chapters.

**Page Numbering System**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Looseleaf Supplements**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Acknowledgments**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Copyright**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**ORDINANCE NO. 2012-02**

AN ORDINANCE ADOPTING AND ENACTING A NEW CODIFICATION OF THE CODE OF ORDINANCES FOR THE CITY OF SOPCHOPPY, FLORIDA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND

PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

THE CITY OF SOPCHOPPY DOES ORDAIN:

*Section 1.* The Codification of the Ordinances of the City of Sopchoppy entitled "Code of the City of Sopchoppy, Florida," ("Code") published by Municipal Code Corporation, consisting of chapters 1 through 119, each inclusive, is adopted.

*Section 2.* All ordinances of a general and permanent nature enacted on or before May 16, 2011, and not included in the Code or recognized and continued in force by reference therein, are repealed.

*Section 3.* The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

*Section 4.* The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the \* may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits. Except as otherwise provided by law or ordinance:

(1) A person convicted of a violation of the Code shall be punished by a fine of not more than \$500.00, imprisonment for a term not exceeding 60 days, or any combination thereof.

(2) With respect to violations of the Code that are continuous with respect to time, each day that the violation continues is a separate offense.

(3) With respect to other violations, each act constitutes a separate offense.

*Section 5.* Additions or amendments to the Code when passed in such form as to indicate an intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

*Section 6.* Ordinances adopted after May 16, 2011, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

*Section 7.* This ordinance shall become effective as provided by law.

Adopted at a duly advertised public hearing at which a quorum was present and a majority voted in favor, this 18th day of June, 2012.

ATTEST:

CITY COMMISSION OF THE CITY OF SOPCHOPPY,  
FLORIDA

\_\_\_\_\_  
Jackie Lawhon, City Clerk

\_\_\_\_\_  
Colleen Skipper, Mayor

**SUPPLEMENT HISTORY TABLE**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**PART I - CHARTER**

CHAPTER 31275

**HOUSE BILL NO. 1523**

AN ACT abolishing the present Town of Sopchoppy and creating and establishing the City of Sopchoppy; providing boundaries; providing for powers, rights and liabilities of said city; providing for city government of elected city council, and mayor; providing for powers, duties and term of office of city council and mayor; providing for registration and qualification of electors; providing for elections; providing for candidacy for office; providing for oath of office; providing for municipal court and jurisdiction; powers, duties, and procedure of said court; prohibiting contracts with city by city officers or employees; providing for tax powers of city council; providing severability clause; providing for Referendum.

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Subpart A - GENERAL ORDINANCES**

**Chapter 1 - GENERAL PROVISIONS**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Chapter 2 - ADMINISTRATION**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Chapter 4 - ALCOHOLIC BEVERAGES**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Chapter 6 - ANIMALS**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Chapter 8 - ELECTIONS**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Chapter 10 - HUMAN RELATIONS**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Chapter 12 - OFFENSES AND MISCELLANEOUS PROVISIONS**

*Information not included for brevity. Refer to the original Ordinance for full text.*

**Chapter 14 - PARKS AND RECREATION**

*Information not included for brevity. Refer to the original Ordinance for full text.*

### Chapter 16 - TAXATION

*Information not included for brevity. Refer to the original Ordinance for full text.*

### Chapter 18 - UTILITIES<sup>[1]</sup>

*Information not included for brevity. Refer to the original Ordinance for full text.*

### Chapter 103 - BUILDINGS AND BUILDING REGULATIONS

*Review. Definition of **Design Guidelines** should be considered for addition to Sec. 103-48. - Definitions. Ensure this chapter is consistent with **Design Guidelines & Overlay Districts**.*

### Chapter 105 - ENVIRONMENT AND NATURAL RESOURCE PROTECTION

*Information not included for brevity. Refer to the original Ordinance for full text.*

### Chapter 107 - FLOODS

*Information not included for brevity. Refer to the original Ordinance for full text.*

### Chapter 109 - HISTORIC PRESERVATION

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts** in terms of historic structures, artifacts, and archeological sites.*

### Chapter 111 - INFRASTRUCTURE

*Information not included for brevity. Refer to the original Ordinance for full text.*

### Chapter 113 - MISCELLANEOUS PROVISIONS

*Information not included for brevity. Refer to the original Ordinance for full text.*

### Chapter 115 - SIGNS

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**. This includes design, construction, location, physical characteristics, and other features. There are likely to be changes to this chapter because of changes associated with creation of the **C-3 HCOD Highway Commercial Overlay District**.*

### Chapter 117 - SUBDIVISIONS

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**, including design standards for streets, blocks, and lots.*

### Chapter 119 - ZONING

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**, including design standards for streets, blocks, and lots. Information included in this chapter include buildings per lot, off-street parking, lot sizes, zoning districts, zoning map, district boundaries, and other features.*

*Each zoning district should be reviewed because specific information for many of the districts will need to be adjusted. This information includes scope and district intent, permitted uses and structures, special exceptions, and development standards.*

*A new zoning district - C-3 HCOD Highway Commercial Overlay District is proposed as part of this study and is incorporated into the Design Guidelines. Much of the C-3 HCOD zone will overlap with the existing C-2 Highway Commercial District.*

*Several changes are proposed for the D-1 Downtown Overlay District (DOD), including a boundary realignment, lot size, set back requirements, height, size, and architectural and aesthetic characteristics. The location and boundaries of the DOD are established as shown on the City of Sopchoppy Official Zoning Map, dated April 14, 2014, so this would need to be amended.*

**Sec. 119-83. - Zoning districts established.**

District Symbol	District
P-1	Public
CON-1	Conservation Overlay
C-1	Commercial
C-2	Highway Commercial
C-3 HCOD	Highway Commercial Overlay District (new category)
R-1	High Density Residential
R-2	Medium Density Residential
R-3	Low Density Residential
R-4	Highway Residential
R-5	Reserved
A-1	Agricultural
DOD-1	Downtown Overlay District
ID-1	Industrial District

Public facilities and infrastructure in the DOD need to be reviewed. Design guidelines for public infrastructure and facilities include streets, parking, sidewalks, bike paths, public art, and open space. Design guidelines for commercial and other non-residential buildings in the DOD include entries/doorways, facade color, awnings and canopies, doors and window design, signs, architectural character, and building materials. Design guidelines for residential buildings include massing, form, and setbacks, roofs, door and window openings, exterior materials, colors, outbuildings, fences ad walls, landscaping, and multi-family housing.

Design guidelines for Planned Unit Development in the DOD include density, conservation, landscaping, open space in residential developments, structure location, streets, parking, pedestrian facilities, and utilities.

Additional design guidelines address swimming pools, mobile homes, off-street and on-street parking, and access drive.

### CODE COMPARATIVE TABLE LAWS OF FLORIDA

This table shows the location in the Code of provisions of the Laws of Florida that assumed ordinance status pursuant to F.S. § 166.021 and their inclusion in the Code.

*Information not included for brevity. Refer to the original Ordinance for full text.*

### CODE COMPARATIVE TABLE ORDINANCES

This is a numerical listing of the ordinances of the city used in this Code.

*Information not included for brevity. Refer to the original Ordinance for full text.*

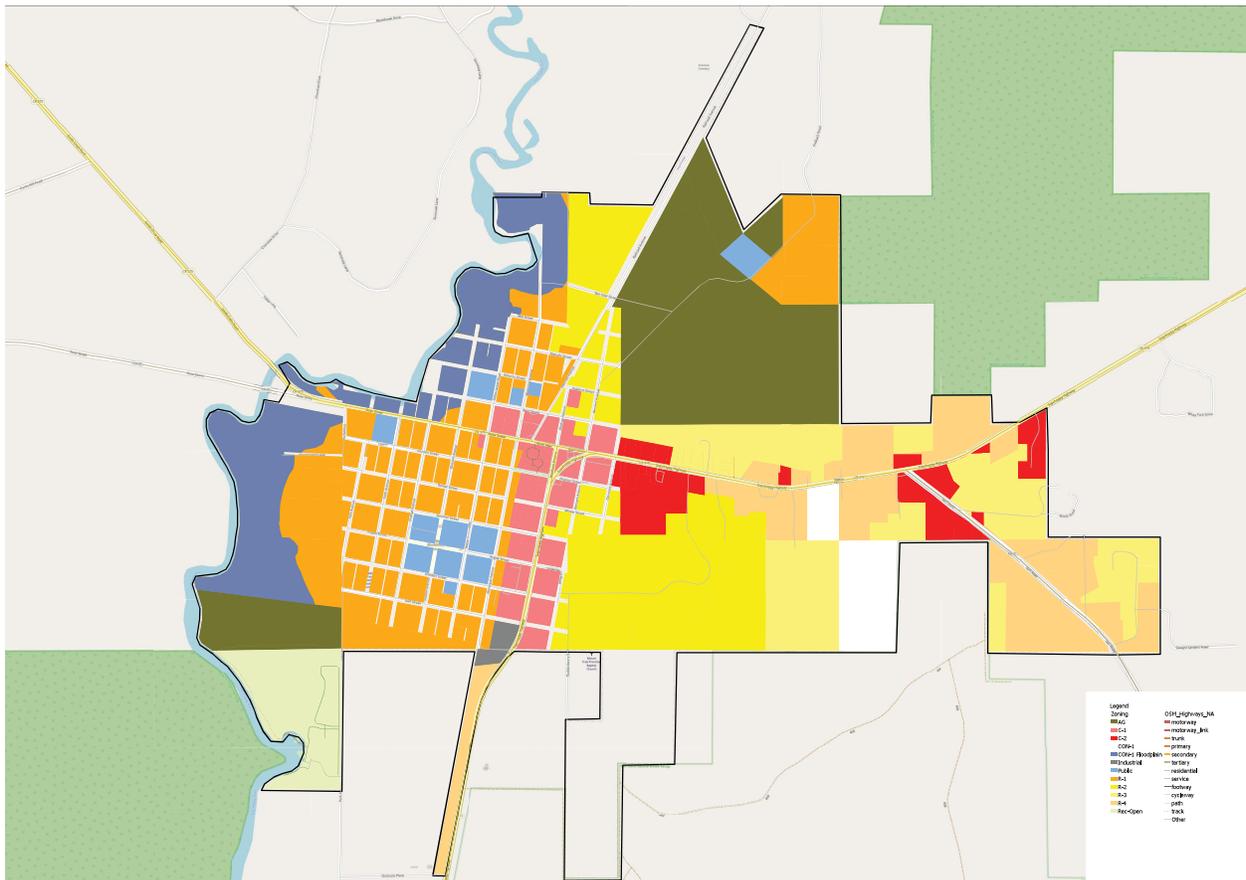


Figure xx. This map shows the existing Zoning Map adopted in the 2012 Comprehensive Plan and Code of the City of Sopchoppy, Florida.

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**STATE LAW REFERENCE TABLE**

*Information not included for brevity. Refer to the original Ordinance for full text.*

The Code of the City of Sopchoppy will need to be updated once the City's Comprehensive Plan is updated. Changes to the Comprehensive Plan will be based in part on the ***Design Guidelines & Overlay Districts***, but also on a review of the City's data and processes that may have changed over the last decade. The Code of the City of Sopchoppy should be updated based on the future updated Sopchoppy Comprehensive Plan, which in term will be impacted by the ***Design Guidelines & Overlay Districts***.

# 5 OVERLAY ZONES

The City of Sopchoppy currently has two Overlay Districts - the **D-1 Downtown Overlay District**, and the **CON-1 Conservation Overlay District**. This project proposes the creation of a third overlay district, the **C-3 HCOD Highway Commercial Overlay District**. The **CON-1 Conservation Overlay District** is not expected to be impacted by the **Design Guidelines & Overlay Districts**, but it should be reviewed like all other components of the Sopchoppy Comprehensive Plan when next updated.

An Overlay District is a zoning district that is super-imposed on one or more other zoning districts and imposes additional restrictions on the underlying districts. The requirements and restrictions associated with the underlying districts are still applicable ... the Overlay District adds additional restricts when applicable. The **C-3 HCOD Highway Commercial Overlay District** encompasses Sopchoppy Highway (U.S. 319) and Surf Road (SR 372) within the Sopchoppy city limits. These two corridors are the most likely to be impacted by future strip development, so the Overlay District establishes regulations and restrictions to ensure development that is consistent in character with the City of Sopchoppy.

## D-1 Downtown Overlay District

Changes are proposed to the D-1 Downtown Overlay District to make it more compatible with the **Sopchoppy Design Guidelines & Overlay Districts** project, and to be consistent with the Sopchoppy Comprehensive Plan and City of Sopchoppy Code. The following information examines sections of the DOD (highlighted in green, with dark blue colored fonts), with comments (indented italicized text directly below the existing DOD text) about how these sections are likely to change.

### 4. Sec. 119-123. D-1 Downtown Overlay District.

The Evaluation and Appraisal Report that was adopted in 2009 discussed the need to maintain the traditional central business district as a vital and focal point of the City. It was felt that progress towards this goal could be met if the City adopted a Downtown Overlay District (DOD) that required new development in the downtown area to be consistent with the current setbacks, layout, streetscape, parking areas and building configurations that already exist there. The DOD will allow more flexibility in the permitting of new development than is currently allowed.

9) Encourage nonresidential uses be oriented toward the pedestrians. Commercial uses in mixed use developments should be encouraged on the ground floor to provide visual interest and promote pedestrian activity. Office and/or residential units should be encouraged above ground floor retail. Review. Move to Design Guidelines.

*No changes anticipated due to the **Design Guidelines & Overlay Districts**.*

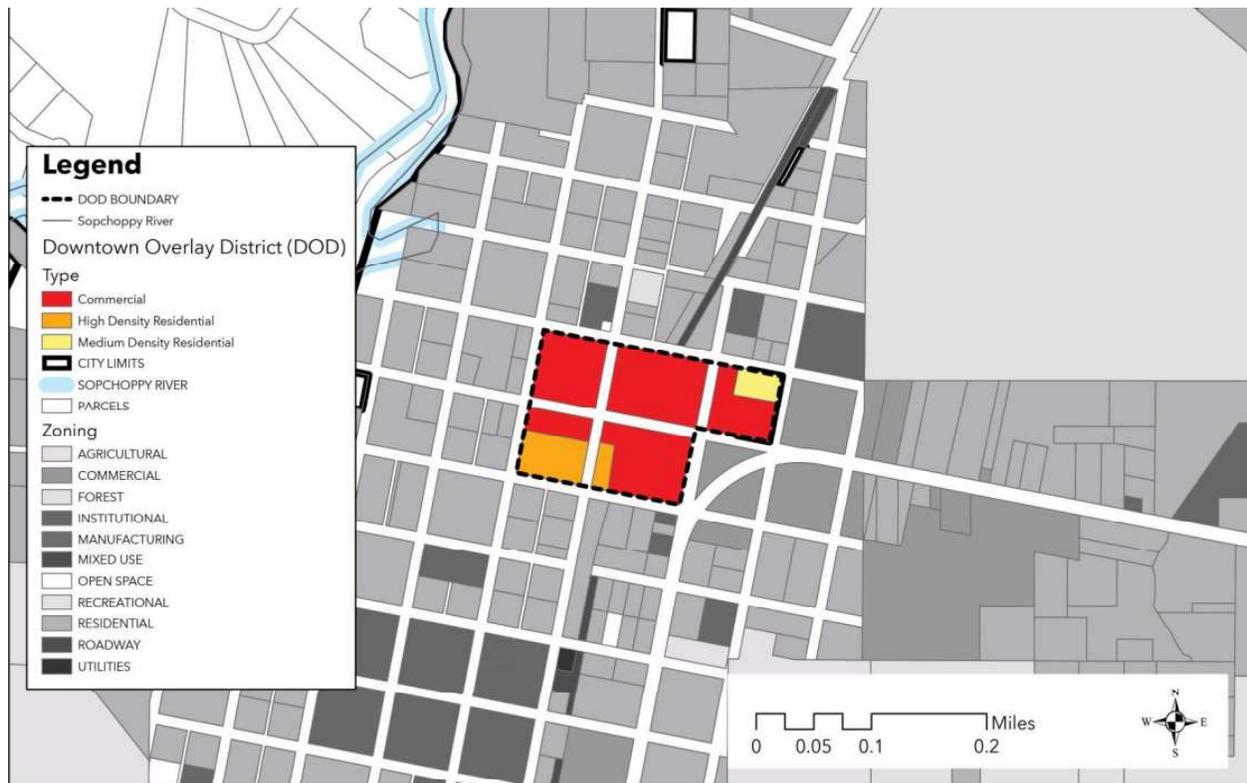


Figure xx. The existing Downtown Overlay District, which was developed in the Sopchoppy Comprehensive Plan of 2012, covers a 5 block area in downtown Sopchoppy.

(c) DOD boundaries. The following boundaries are designated as the Downtown Overlay District (DOD) within the City of Sopchoppy. The DOD is bounded by Byrd St. to the north, Yellow Jacket Road to the west, Dickson Street to the south and Winthrop Avenue and Barnard Avenue to the east. See Figure xx.

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**, which recommends DOD boundaries be expanded to make the downtown district almost twice the size it is now. Figure xx illustrates the recommended boundary adjustments. The boundaries, as shown, are Byrd St. to the north, Orange Avenue to the west, Dickson Street to the south, and Bernard and US 319 to the east, as shown in the map below*

(f) Compliance. The design guidelines of the DOD are non-mandatory. The developer may choose to comply only with the underlying zoning district requirements or propose development that is consistent with the DOD design guidelines. The City encourages development that is consistent with the DOD design guidelines.

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**, which recommends Design Guidelines be mandatory. If the Design Guidelines are not mandatory, it will be up to a developer to determine which part, if any, of the design guidelines are to be applied. The result may be development inconsistent with the desired goals of the City of Sopchoppy.*

(h) Design guidelines: Public facilities and infrastructure. The following provides design guidelines for public infrastructure and facilities such as streets, parking, sidewalks, public art and open space. This section needs to be revised to refer to design guidelines only for the DOD.



Figure xx. This map shows the proposed changes to the Downtown Overlay District (DOD) boundaries. The final alignment of the HCOD will be determined during the future update of the Sopchoppy Comprehensive Plan.

The **Sopchoppy Design Guidelines** cover all the city, so the more general design guidelines should be removed from this section because they have been relocated to the Sopchoppy Design Guidelines. It is important to ensure there is no redundancy or conflicts between the two. Review all sub elements. Ensure this is consistent with **Design Guidelines & Overlay Districts**. Some of this information has been relocated to the **Sopchoppy Design Guidelines**. Recommend streetscape illustration showing relationships among those elements in public realm: travel lanes, parking lane, bike lane, landscape buffer, sidewalks.

d. "Pocket parks" or small courtyards are encouraged along streets, pedestrian pathways and between buildings.

Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**. Pocket parks should be limited to the DOD.

e. Pocket parks should be appropriately sited and arranged to encourage their use. Pocket parks should be visible from the street or pedestrian pathway.

Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**. Pocket parks should be limited to the DOD.

(3) Awnings and canopies.

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**. Some of this information may be applied to the entire City.*

(4) Doors and window design.

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**. Shopfront details / illustration traditional window palette found in vernacular.*

(7) Signs.

*Review. Include more specificity for DOD.*

(i) Design guidelines for residential buildings. New, repaired, and rehabilitated housing should be compatible with the prevailing architectural character of the surrounding area.

*Review. Ensure this is consistent with **Design Guidelines & Overlay Districts**. Some of this information has been relocated to the **Design Guidelines & Overlay Districts**.*

(9) Multi-family housing.

*Move to **Design Guidelines a**. Multi-family housing includes attached townhouses, multi-story condos, and duplex residences. For all new multi-family housing, the residential guidelines provided herein should apply.*

*Review. Could include cottage courts, apartment houses (large SF residential in appearance), triplexes, etc. Missing middle housing to allow adaptability, flexibility, affordability, wealth building, etc.*

### C-3 HCOD HIGHWAY COMMERCIAL OVERLAY DISTRICT

The Design Guidelines assume the definition of a new zoning category called **Sec. C-3 HCOD - C-3 Highway Commercial Overlay District** that shall be incorporated into the updated Sopchoppy Comprehensive Plan and the Sopchoppy Code. These updates should occur in a timely manner to provide legal substance to the Design Guidelines. This proposed section of the Sopchoppy Code is an initial draft and should be revisited and adjusted as needed.

#### C-3 Highway Commercial Overlay District

A. Purpose. The purpose of the C-3 Highway Commercial Overlay District (HCOD) is to promote high quality development along highway corridors consistent with the overall character of the city, as provided for by Policy x.x of the Comprehensive Plan, which states that the city shall:

1. Require that development be consistent with the characteristics of adjacent and nearby development.
2. Encourage the use of existing structures over new construction.
3. Limit substantial modification or alteration of existing building front elevation or site that adversely impacts the character, history and identity of the property and adjacent properties.
4. Preserve and enhance existing buffers where appropriate to reduce the visual and noise impacts to surrounding properties.

## DEVELOPMENT OF DESIGN STANDARDS AND OVERLAY ZONES

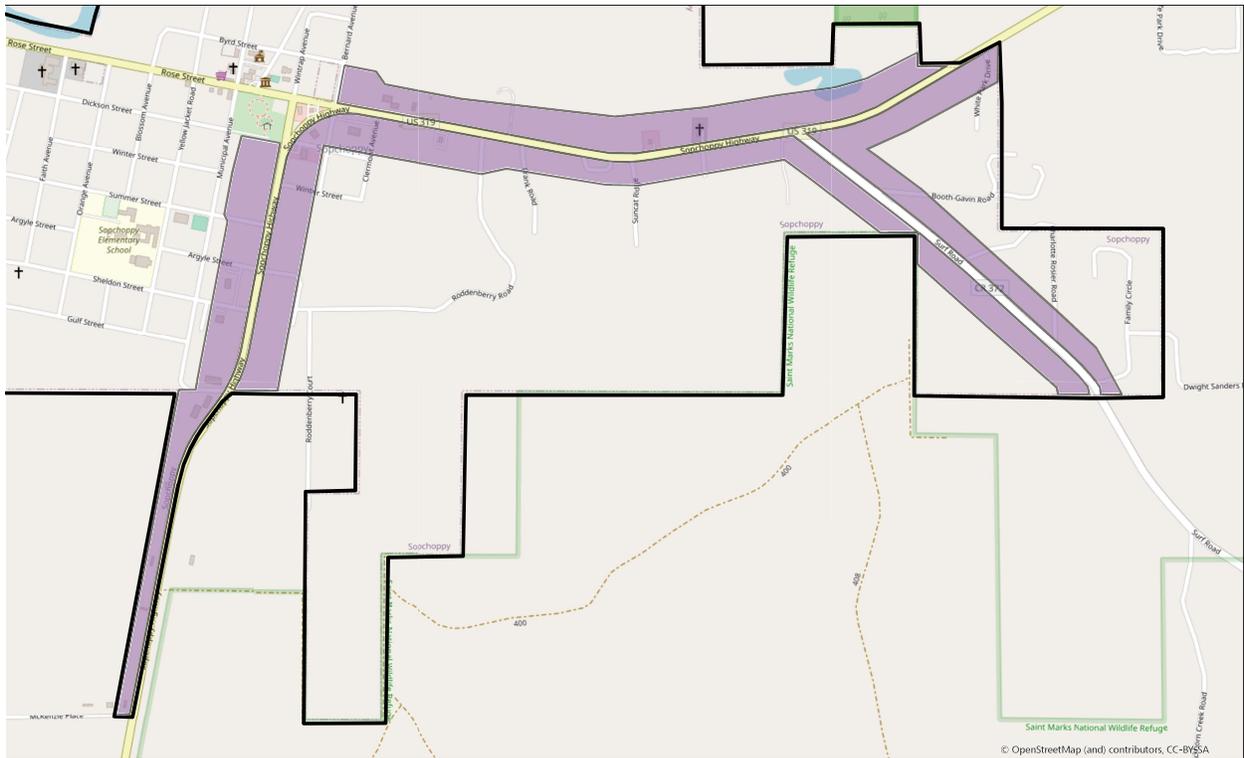


Figure xx. This map shows the Highway Commercial Overlay District (in purple). The final alignment of the HCOD will be determined during the future update of the Sopchoppy Comprehensive Plan.

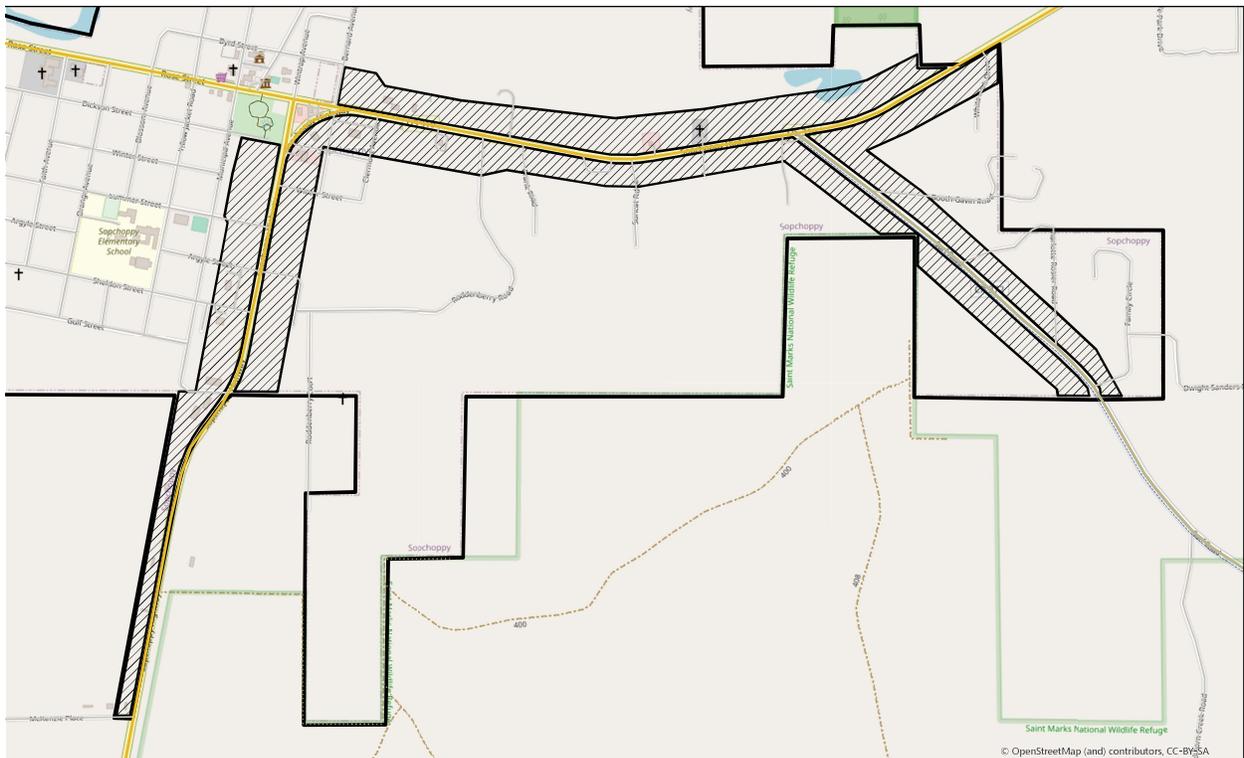


Figure xx. This map shows the Highway Commercial Overlay District (cross-hatched). The final alignment of the HCOD will be determined during the future update of the Sopchoppy Comprehensive Plan.

5. Require that new development/redevelopment retain on-street parking where possible.
6. Allow for flexibility in the number of parking spaces required for new development within the HCOD. The city shall take into consideration that public parking and street parking is available for use within the DOD.
7. Allow for flexibility in the lot size, set back requirements, height size and buffering requirements for development within the DOD. The city shall take into consideration the characteristics of adjacent and nearby development to ensure that new development is appropriate in scale, size, and overall esthetics with existing development

B. HCOD relation to underlying zoning classification. The underlying zoning designation within the HCOD remains highway commercial as shown on the Existing Land Use Map, Future Land Use Map and Official Zoning Map. As an overlay district, the HCOD modifies the land development standards of the underlying base district. Whenever the requirements of the DOD impose a restrictive standard than the provisions of the underlying zoning district stated elsewhere in this ordinance, the requirements of the overlay district shall govern. Modifications to the land development standards of the existing base district for development within the DOD are not variances and the terms are not synonymous.

HCOD boundaries. The boundaries for the C-3 HCOD Highway Commercial Overlay District (DOD) within the City of Sopchoppy encompasses all of SH319 within the City limits, and SH312 from 319 southeast to City limits.

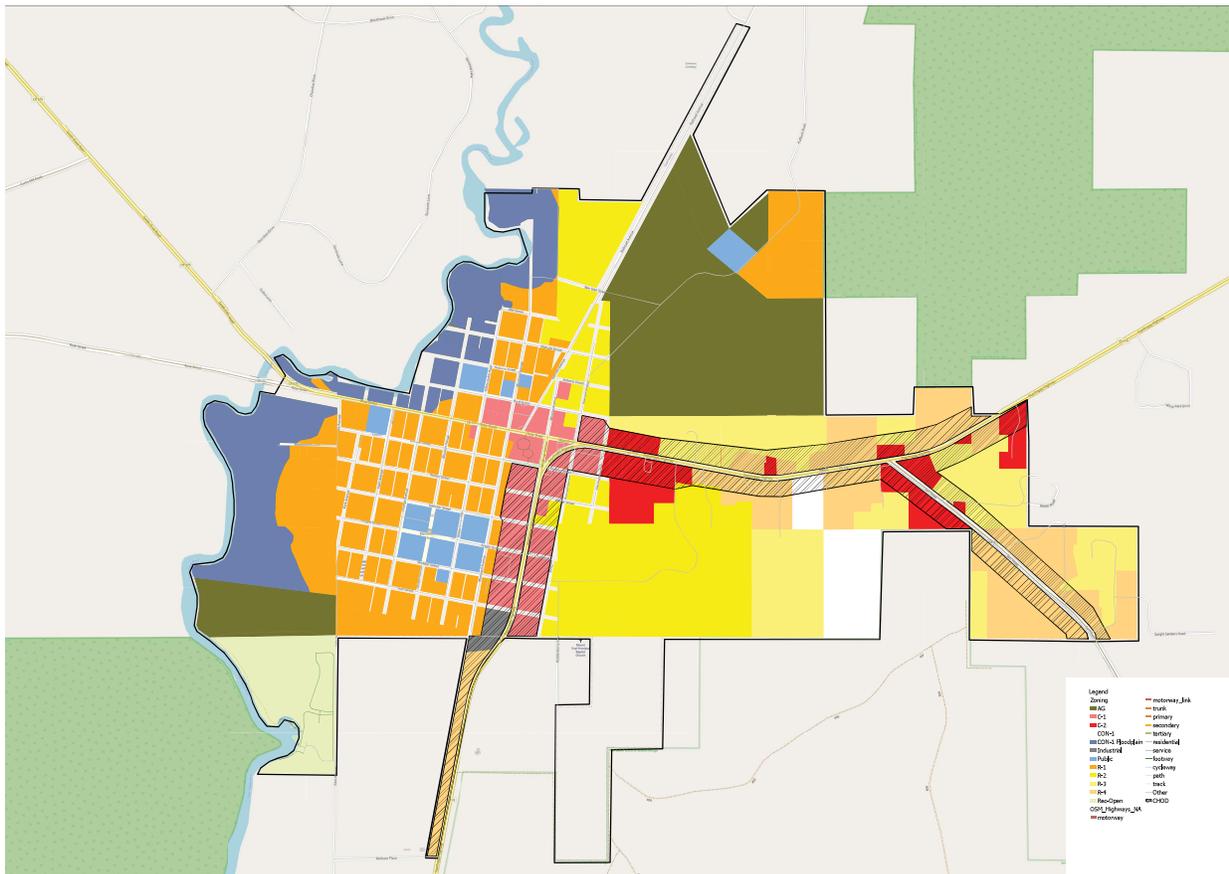


Figure xx. This map shows the Highway Commercial Overlay District (cross-hatched) on top of the Sopchoppy Zoning Plan. The final alignment of the HCOD will be determined during the future update of the Sopchoppy Comprehensive Plan.

D. Application. Commencing on the date of the adoption of this section the overlay district standards will apply to the following:

1. All new construct, buildings, and structures.
2. All exterior building improvements and sign changes for which a building and/or sign permit is required. Overlay district standards are applicable only to changed elements and improvements.
3. All new or reconstructed parking areas.
4. All temporary and permanent signage.

E. Grandfather. Any building, structure, parking area or sign that lawfully exists at the time this ordinance is enacted, which would not otherwise be permitted under may be continued in the same manner as existed before the effective date of the Ordinance, but any future construction, additions, reconstruction, renovation, or sign erection shall be subject to the requirements of this ordinance.

F. Compliance. The design guidelines of the HCOD are mandatory. The City encourages development that is consistent with the City of Sopchoppy Design Guidelines.

G. Guidelines for Public Facilities and Infrastructure. The following provides design guidelines for public infrastructure and facilities such as streets, parking, sidewalks, public art and open space.

5. Sidewalks and bike paths.

a. Provide sidewalks, walkways along both sides of the highway if feasible.

- Provide crosswalks with pedestrian lights at key locations along the corridor to allow safe accessibility to both sides of the highway corridor.

- Provide bike lanes, bike trailheads, and trailheads where appropriate to enhance connectivity and increase pedestrian and cyclist safety.

- Development should be pedestrian-oriented and should complement pedestrian activity by providing bike paths, pedestrian amenities, street furniture, and buildings fronted to the sidewalks with little or no setbacks.

b. Provide continuous pedestrian walking areas — sidewalks, crosswalks, etc. —to create connections to uses within the city.

1. Streets, parking, and circulation.

a. Streets should be well-landscaped, tree-lined corridors designed for both pedestrian and vehicular use. Speed and traffic calming measures would enable on-street parking along highway corridor.

b. Parking areas should be along the sides or backs of buildings. Parking in front of the building that separates the building from the sidewalk and road shall not be allowed. All parking areas shall be landscaped and includes Florida Friendly shade trees.

c. Limit access points via driveways and access roads in to a site.

d. On-street parking (angled or parallel) is discouraged because of traffic speed unless traffic calming measures are included.

- e. Wayfinding signage along streets, sidewalks, bike paths and in parking areas shall be established.
- f. Rapid changes in the cross slope of driveways or ramps (exceeding two percent) are discouraged.

**2. Open space and Streetscape**

- a. Landscape plans addressing shading, visual screening, visual variety, and interest should be prepared and presented with all development proposals.
- b. Walls and fences should be softened with vegetation. Where a new wall or fence would create a continuous surface greater than 20 feet in length, it should also be softened visually with tree, shrub, and vine plantings.
- c. Trees should be provided throughout paved areas and along pedestrian pathways to provide shade and to reduce heat build-up and glare.

**3. Public art.** Decorative banners on light poles are encouraged to help identify entry into the city.

H. Design guidelines: Commercial and other non-residential buildings. Any modifications to existing structures should be compatible with the prevailing architectural character of the surrounding area. Context to be pedestrian oriented, street engaging, human scaled, etc. Compatible designs do not seek to imitate the architectural character found in the area but do reflect their surroundings in terms of design concepts — mass, scale, rhythm, color, materials, and building arrangement. Compatible designs should be in harmony with the surrounding development. The following guidelines should be considered:

**6. Entries/doorways**

- a. Commercial storefront entries are typically recessed and/or sheltered by a covered arcade structure, canopy, or awning. This provides more area for display space, a sheltered transition area to the interior of the store and emphasizes the entrance. Recessed entries should be retained and are strongly encouraged.

**7. Facade color**

- a. Adjacent buildings should be painted different, but complementary colors.
- b. Different window frame and sash colors are encouraged but should complement the main color of the building.
- c. Stripes, polka dots, checkerboard patterns and other distracting paint combinations are discouraged. Examples of distracting paint combinations include: highly-reflective colors that cause glare, large dark buildings or surfaces, large areas of dark glass, unless deeply-recessed, colors so dark or intense as to neutralize shadow patterns, excessively bright colors except for use in small areas.

**8. Awnings and canopies**

- a. Awnings are encouraged and should have a single color or other color combination that is harmonious with adjacent development.
- b. Awning shape should relate to the window or door opening. Barrel shaped awnings should be used to complement arched windows while rectangular awnings should be used on rectangular windows.

- c. All awnings should be well maintained, washed regularly, and replaced when faded or torn.
- d. When there are several businesses in one building, awnings of the same color should be used with simple signs on the valance flap that may vary in type style and color to differentiate the individual businesses within the building.

**9. Architectural character**

- a. New construction and infill buildings should maintain the existing alignment of facades along the street front. Exceptions would be if the setback is pedestrian-oriented and contributes to the quality and character of the streetscape. An example would be outdoor dining.
- b. Building size should maintaining a human building scale, rather than monolithic or oversize scale by avoiding large featureless facade surfaces. Smaller scale buildings and the use of traditionally sized building components help to establish human scale and maintain the character of downtown.
- c. Use of awnings and arcades to provide shade and visual interest are encouraged.
- d. Preserving the historic character of buildings when renovating is highly encouraged.
- e. Buildings that derive their image primarily from applied treatments that express corporate identity are discouraged. Corporate colors or designs should only be used as minor accents.
- f. Exterior trash and storage areas, service yards, loading, areas, heating, and air conditioning units should be screened or camouflaged from view.

**10. Building materials.**

- a. Building materials should be respectful to the architectural style of the building and compatible with nearby and adjacent buildings. Highly reflective, shiny or mirror-like materials that reflect glare into the surrounding environment are discouraged.

**11. Landscaping.**

- a. Excessive use of paving, driveways or walkways that cover traditionally open space is discouraged.

**12. Exterior materials.**

- a. External building materials should be of wood, brick, block, fiber-cement siding or other siding of similar or texture and quality of surrounding residential development.

xx Uses permitted outright.

In a C-3 HCOD zone the following uses shall be permitted outright; provided, that all operations are conducted within an enclosed structure:

- a. General retail.
- b. Service commercial, including barber, banks.
- c. Automobile, truck, marine, motorcycle, appliance and/or parts sales, service, repair, rental, and including custom vehicle assembly; provided, that all operations are conducted within an enclosed structure.
- d. Office, including professional, medical/dental.

- e. Indoor amusement or entertainment and restaurants, including fast food with drive-up window.
  - f. Motel, motor courts, hotel, inns or bed and breakfasts.
  - g. Small engine or equipment repair shop.
  - h. Single-family dwelling units as a secondary or accessory use to commercial.
  - i. Other similar uses as may be approved by the planning commission.
- xx Conditional uses permitted.

In a C-3 HCOD zone the following uses and their accessory uses may be permitted when in accordance with Chapter 18.105 CMC:

- a. Outdoor storage and/or display of merchandise, materials, goods, and equipment, or any other outdoor activity, subject to a Type II review if the outdoor activity complies with principally permitted uses within the zone, otherwise a Type III review is required.
  - b. Government or other similar institutional uses.
  - c. Warehouse or wholesale operation.
  - d. Above ground utility yard and above ground storage tanks.
  - e. Large machinery or farm equipment sales, service or rental.
  - f. Requests to exceed the permitted building height.
  - g. Church and associated church activities.
  - h. Service stations and fuel distribution, provided storage tanks are underground.
  - i. Indoor mini-storage facility.
  - j. Certified child care center.
- xx Development requirements.

1. Lot Size. In a C-3 HCOD zone there is no minimum lot size, save and except that the lot must be large enough to accommodate the proposed use, including all design standards and functional requirements related to the use.

2. Setback Requirements. In a C-3 HCOD zone the following setbacks shall meet the base standard; however, the review body may require a greater or lesser setback based on the design review criteria set forth in this chapter:

- a. The front yard shall be built to range (ex. 0 to 15') instead of front yard requirements.
- b. Parking may be to the side of the building when it cannot be accommodated to the rear of the building, but it shall not extend beyond the primary front façade of the building.
- c. For all properties along the C-3 HCOD zones, there shall be a front yard setback equal to five percent of the average lot depth, but not less than four feet. Screening required (landscape, etc.) when abutting residential use. The minimum property line setback shall be 10 feet.

3. No side yard shall be required, except five feet, when abutting a residential use or zone, and when a side yard abuts a public street, the setback shall be the same as the front yard.

4. No rear yard is required, except five feet when abutting a residential use or zone, and when a side yard abuts a public street, the setback shall be the same as the front yard. Corner lots or properties abutting two public streets shall have built to range 0-15 feet as example.

(C) Height of Building. No building shall exceed a height of 35 feet, unless approved by the planning commission. [Ord. 810, 2000; Code 2000 § 11.20.54; Ord. 2020-05 § 1 (Exh. A), 2020.]

xx Performance standards.

In the HCOD, no land or structure shall be used or occupied unless there is continuing compliance with the following standards:

A. Design Review Approval. All design review requirements and conditions of approval, including all prior attached conditions shall be satisfied.

B. Environmental Standards. All uses shall comply with required air, land, and water quality standards set forth by all state, federal and local jurisdictions (i.e., Department of Environmental Quality, Clean Water Services, and Metro).

C. Heat and Glare.

1. Except for exterior lighting, operations producing heat or glare shall be conducted entirely within an enclosed structure, such that glare is not visible from a public street or adjacent property.

2. Exterior lighting shall be designed such that glare is directed away from public streets or adjacent properties.

D. Insects and Rodents. Materials including wastes shall be managed and stored, and grounds shall be maintained in a manner that will not attract or aid the propagation of insects or rodents or create a health hazard.

E. Outside Storage. Outside storage shall be appropriately screened consistent with Sopchoppy Design Guidelines.

xx Development standards.

In a C-3 HCOD zone no new use or occupation of land or a structure or a new structure and no change of use of land or a structure shall be permitted unless there is continuing compliance with the following standards:

A. Landscape Plan.

1. For all uses in a C-3 HCOD zone, the first five feet of lineal street frontage on the subject site shall be landscaped (exclusive of frontage trees) prior to occupancy, in accordance with the approved site plan and the standards set forth herein.

2. When at maturity, at least 80 percent of the proposed landscape area shall be covered by plant material, lawn, and trees. The remaining area may be covered in nonvegetative ground cover.

3. Street Trees. Street trees shall be required and shall be selected from the approved public works street tree list. The total number of trees shall be determined by referencing

a Florida Friendly guide and let the planting placement be species specific and aim towards performance objectives.

The location of the trees shall be determined through design review, and the trees shall be installed in accordance with Chapter 5 of the adopted public works standards. Tree placement and performance should be based on species and planting intent (i.e. shade coverage at maturity, canopy trees, versus tree groupings, etc.)

4. Installation of required landscaping may be deferred for up to six months; provided, that the owner posts with the city a cash deposit or irrevocable letter of credit assigned to the city for an amount equal to 150 percent of the estimated cost of the landscaping materials and installation by a qualified contractor.

B. Vehicular Access, Internal Circulation and Clear Vision Areas.

1. Where possible, vehicular access to commercial developments shall be from abutting arterial or collector streets and shall be shared with adjacent properties to minimize multiple curb cuts. Access to individual lots from T.V. Highway shall be approved by ODOT with secondary access from adjacent collectors or minor local streets where possible. Except in the case of a multi-building complex, direct lot access to an arterial shall not be permitted, unless there is no viable alternative, and direct access to collector and local streets shall only be allowed as permitted by the review body.

2. The minimum public street width for commercial development shall comply with Complete Street Recommendations that include multi-modal, traffic calming, pedestrian refuge, street trees, on-street parking, and other characteristics.

3. Internal Access. All internal roadways and drives shall be paved and maintained by the owner in accordance with city standards. No entrance or exit shall be located closer than 100 feet to any intersection of a public street, unless there is no reasonable alternative. They shall have the following minimum unobstructed pavement width:

A. Two-way traffic: 24 feet;

B. One-way traffic: 15 feet.

4. Internal sidewalks or pathways shall be provided to ensure safe and convenient pedestrian circulation throughout the development.

5. Clear vision areas shall be provided at all roadway and driveway intersections in accordance with the vision clearance standards set forth in CMC 18.150.070.

C. Access Streets – Sidewalks – Drainage.

1. All streets shall be designed in accordance with Chapter 5 of the adopted public works standards.

2. All driveways for new construction shall have minimum pavement width of 12 feet and shall not be more than 35 feet in width at the curb, unless specifically approved by the review body to meet unusual requirements of a particular use. Each driveway shall have a concrete curb apron designed to comply with public works standards.

3. Cul-de-sacs shall not be allowed.

4. Sidewalks and Improvements.

A. For all new construction, curbs, gutters, and a minimum 5'- wide sidewalk, with eight feet at a bus stop, shall be provided along the entire lot frontage, and shall meet ADA accessibility standards.

B. Site design review. Requests for remodels, alterations and/or additions to an existing building shall require a sidewalk if one does not exist, the driveway apron and paved driveway to be constructed to city standards. Commercial sidewalks shall be curb tight, unless otherwise approved by the review body.

1. Storm drainage shall be managed through a system of underground drainage lines and catch basins, or via bioswales and basins, which convey storm water off the site to a public storm system and shall comply with Clean Water Services (CWS) standards for water quality and quantity.

D. Lighting Streets. Streets and walkways shall be lighted during the hours of darkness in accordance with public works standards.

E. Mailboxes. Except for in-fill partitioning, clustered mailboxes shall be provided, consistent with the locational criteria set by the Postmaster. They shall be of uniform style.

F. Screening.

1. Visual barriers for screening shall be provided for all garbage and trash collection areas, and for any approved outdoor storage, or parking lots abutting a residential development. Such screening shall be six feet in height, and shall consist of a wall of brick, stone, or other substantial material, or a densely planted evergreen hedge and a decorative fence, such as wrought iron, or PVC or polymer covered chain link fencing. Galvanized chain link fencing shall not be permitted on new construction.

2. Visual barriers and/or fencing of parking lots abutting property lines, front yards abutting a public street, or other yards abutting a residential development.

G. Parking and Loading Space.

1. Off-Street Parking. Parking shall be provided as set forth in City of Sopchoppy Design Guidelines.

2. Backup Parking. No 90-degree backup parking into the roadway shall be allowed.

3. Paving and Design. Off-street parking and maneuvering areas shall be paved with asphalt or concrete and designed in accordance with the standards of the off-street parking regulations of this title.

4. Parking Lot Landscaping. There shall be a minimum five-foot landscaped buffer at the perimeter of all parking lot areas. Parking lots shall be designed and landscaped to break up large, paved areas with landscaped islands, at a minimum of every 10 spaces.

## **SIGNS**

Purposes. The purposes of this section on signage are as follows:

A. To promote the public health, safety, and welfare of residents and visitors to Sopchoppy by establishing standards for the design, placement, size and maintenance of all exterior signs and sign structures along the Highway Commercial Overlay District.

B. To implement applicable goals and policies of the comprehensive plan by ensuring that signs are visually appealing, are consistent in size, scale, appearance, and materials, are

complimentary to the respective zoning districts, and comport with the visual qualities of the City of Sopchoppy.

Sign Guidelines

- 1. 1. Signs in the Highway Commercial Overlay District shall be consistent with the City of Sopchoppy sign regulations ordinance.
- 2. 2. Integration with Site Design and Surroundings. The design of signs shall be compatible at the sole discretion of the city, with the overall site design, and surroundings, and not be a separate design statement.
  - a. Signs shall not adversely impact views of public lands and private conservation lands by exceeding the height requirements outlined in this chapter.
  - b. Freestanding signs shall be placed to minimize the potential for conflict with features of the public rights-of-way, including street trees, lighting standards, utility poles and related streetscape improvements.
  - c. Freestanding Signs. The base of freestanding signs shall be visually integrated with grade level. Freestanding signs should also be designed and located to be consistent with City character as defined in the City of Sopchoppy Design Guidelines. Base landscaping, masonry treatment, or other base treatments shall be incorporated as necessary to integrate the sign base with the grade.
- 3. 3. Integration with Building Design. The design of signs, attached or detached, shall reflect the design of the building with which they are associated.
  - a. Signs shall be subordinate to the building;
  - b. Signage shall be compatible with and not obscure or detract from the architecture, scale, materials, and color of associated buildings in the sole opinion of the city.
- 4. 4. Innovative Graphic Design. The use of a creative graphic design approach is encouraged.
  - a. Easily identifiable, nonverbal graphic symbols or icons reflecting the specific type of product or service being provided are preferred.
  - b. Stand-alone raised letters, or channel lettering, is preferred against a facade in contrast to letters on a sign panel that is attached to the facade.
- 5. 1. Quality. Signs shall be of professional quality as determined by the city, in design, materials, construction, graphics, lettering, and installation. "Professional quality" includes artisan-developed signs.
- 6. 2. Illumination. Type and intensity of sign lighting shall be reviewed and approved before installation.
- 7. 3. Graphics/Lettering. The number of letter styles in a sign shall not be limited.
- 8. 4. Color. Sign colors shall be coordinated with and complement each other on a given site and the site building(s).
- 9. 5. Message. For franchise businesses and for all other businesses whose goods and services are clearly reflected by the business name and/or business logo, advertisement of goods and services shall be prohibited on all permanent principal signs (i.e., monument, wall and pole), specifically excluding changeable copy reader-board signs. Limited use of qualifiers to characterize the business by naming the attributes of the type of products or

services provided by the business on the primary sign is allowed; this does not apply to franchise business or other business whose goods and services are clearly reflected by the business name or logo.

Permitted signs and sign standards

Facade Area	Number of Signs*	Maximum Sign Area*	Maximum Height of Sign
0 to 1,000 sf	1	10% of the area of the facade or 50 sf maximum	15'
1,001 to 2,000 sf	1	75 sf	15'
2,001 to 3,000 sf	1	100 sf	18'
More than 3,000 sf	1	125 sf	18'

**Prohibited signs.** The following signs are prohibited in the Highway Commercial Overlay District:

- A. Abandoned signs.
- B. Billboards.
- C. Inconsistent signage
- D. Blinking or flashing lights such as any sign illuminated by or containing blinking, flashing, intermittent, or moving light(s), except the time and temperature portion of a sign.
- E. Changeable image signs, such as electronically controlled or computer-generated images that change shape, size, color, etc.
- F. Illuminated signs that allow unshielded light upon a street, highway, sidewalk, adjoining property, the night sky, or other nuisance-like conditions.
- G. Inflatable objects used for commercial purposes.
- H. Laser lights and search lights, except with a maximum 10-day special events permit.
- I. Signs affixed to or painted on parked vehicles, trailers, or carts used for commercial display.
- J. Posters not associated with movies, plays, theaters or similar public performances scheduled or playing at the time of display.
- K. Pole signs.
- L. Reader-boards.
- M. Roof signs.
- N. Strings of pennants, ribbons, streamers, spinners, Mylar balloons, or other similar moving or fluttering devices of a carnival-like nature.
- O. Traffic hazard or public nuisances created by signs.
- P. P. Off-pre

# 5 OVERVIEW OF DESIGN GUIDELINES

The Design Guidelines prepared for the City of Sopchoppy as part of this project is a stand-alone document and is intended to be referred to by the City's Comprehensive Plan and the Code of the City of Sopchoppy. The Guidelines provide a long-term vision of the City and is not intended to undergo many changes. The Design Guidelines provide the long-term vision while the Comprehensive Plan and City Code both may be updated on a regular basis to reflect trends and changes in Sopchoppy.

The intent of the Design Guidelines is to establish design references to support quality design and to encourage new commercial construction, infill, and significant renovation projects to be consistent with the character and human scale of development in downtown Sopchoppy. Design Guidelines contribute to property value protection by providing a measure of predictability for property owners and occupants about what may be developed on their land or that of their neighbors.

The Design Guidelines apply universally to all areas within the Sopchoppy city limits and are intended to address Commercial and Mixed Use new construction and significant renovations. The guidelines are layered upon the underlining zoning codes, Downtown Overlay District and the Highway Commercial Overlay District. The universal application of the Guidelines helps ensure consistency and continuity throughout the entire city. The result is intended to help define the basic character of the city without being overly restrictive or prescriptive.

The existing architecture in the City of Sopchoppy is reflective of its time, climate and location. A strongly rural, vernacular architecture and its elements echo throughout the downtown. New construction whether a traditional or contemporary interpretation should be complimentary in terms of scale, proportion, character and materials.

# 6 APPENDIX

The Appendix includes all materials associated with public involvement, including Public Meetings and Workshops,

95% Draft

## Media Advertisements

### Press Release City Project to Develop New Design Standards

The City of Sopchoppy is developing design standards to overlay the downtown and the highway commercial corridor. Beginning Tuesday, September 14, a series of public workshops, stakeholder interviews and online meetings will be held to get public input.

The city has hired Sand County Studios, which is led by James Sipes, an award-winning urban designer, environmental planner, landscape architect, and writer with more than thirty years of experience encompassing a wide range of planning, design, research, and communication projects. Partnering on the project is KEITH, a multi-disciplinary firm that offers comprehensive development services. From assisting with entitlements, due diligence and rezoning to site planning, permitting and final certification, KEITH's in-house suite of services allows for an efficient development process.

A public workshop is scheduled 6:30-8:00 p.m., Tuesday, September 14, at City Hall in downtown Sopchoppy, where consultants will present the project approach, ask for feedback about the current development practices and gather input on what guidelines should address.

The presentation will be interactive and will include collaborative exercises to identify current opportunities and challenges. Participants are encouraged to bring photos of design features in Sopchoppy and other cities that they would like to see more of in Sopchoppy.

The overall project's scope includes reviewing existing ordinances, land use maps and the comprehensive plan. The resulting design standards will work in conjunction with these documents. The goal is to create guidelines that preserve and enhance Sopchoppy's character while supporting growth.

The design guidelines will look at items such as building materials, design elements, building setback, parking and how to ensure all developments are pedestrian friendly

### Notice of Workshop City of Sopchoppy

The City Commission of the City of Sopchoppy will be holding a workshop on Tuesday, September 14, 2021, at 6:30 p.m. in the commission chambers located at City Hall, 105 Municipal Avenue, Sopchoppy, FL. The public workshop has the following objectives:

- Project kickoff for the development of design guidelines to overlay the city of Sopchoppy and the highway corridor.
- Presentation by consultant to explain the process and purpose of the project.
- Gather feedback from participants about current development practices
- Engage participants to get input about what should be addressed in the new design guidelines.

Persons wishing to comment may do so in person at the workshop or by writing to the City Commission at P.O. Box 1219, Sopchoppy, Florida 32358. Final action on the guidelines will not be taken at the workshop.

If an individual decides to appeal any decision made by the commission with respect to this meeting, a verbatim transcript may be required. If so, the individual should make provision for a transcript to be made at the meeting, (RE: Florida Statute 286.0105).

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodation to participate in this meeting is asked to advise the city at least 48 hours before the meeting by contacting Ashley Schilling at the above address or 850-962-4611.

Additional information to be added.

**Presentation at Public Workshop #1**



Sopchoppy Public Work... Sopchoppy Public Work... Sopchoppy Public Work... Sopchoppy Public Work... Sopchoppy Public Work...



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Sopchoppy Public Work... Sopchoppy Public Work... Sopchoppy Public Work...

### SOPCHOPPY BUILDINGS VISUAL PREFERENCE SURVEY

What do you like about the buildings?  
What do you NOT like about the buildings?



A. DOLLAR GENERAL



B. POST OFFICE



C. OYSTER BOGS



D. CITY HALL



E. CIVIC BUILDING



F. AGRICULTURAL OR WORKSHOP BUILDINGS

COMMENTS

COMMENTS

COMMENTS

● UNAPPEALING     
 ● NEUTRAL     
 ● STRONGLY APPEALING  
 Rate Each Photo with a Sticker or Add Your Own Comments.

Design Guidelines & Highway Commercial Overlay Project  
 Public Workshop, 8/14/2021  
\*Photos otherwise noted all images were sourced from Google Maps.

### COMMERCIAL DEVELOPMENT VISUAL PREFERENCE SURVEY

BUILDING PLACEMENT	BUILDING DESIGN	PARKING	PEDESTRIAN/ BIKE ACCESS	PUBLIC REALM

● UNAPPEALING     
 ● NEUTRAL     
 ● STRONGLY APPEALING  
 Rate Each Photo with a Sticker or Add Your Own Comments.

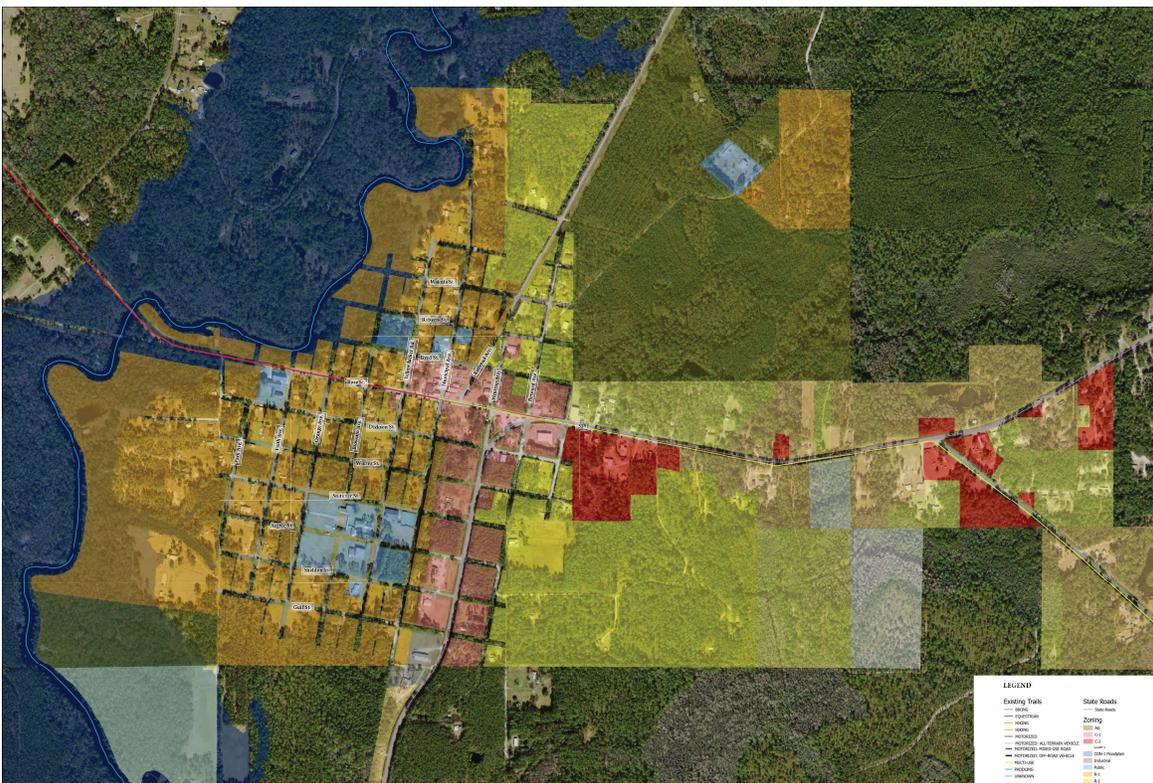
Design Guidelines & Highway Commercial Overlay Project  
 Public Workshop, 8/14/2021  
\*Photos otherwise noted all images were sourced from Google Maps.

COMMERCIAL DEVELOPMENT VISUAL PREFERENCE SURVEY

BUILDING PLACEMENT	BUILDING DESIGN	PARKING	DRIVE THROUGH FACILITIES

● UNAPPEALING     
 ● NEUTRAL     
 ● STRONGLY APPEALING  
 Rate Each Photo with a Sticker or Add Your Own Comments

Design Guidelines & Highway Commercial Overlay Project  
 Public Workshop, 01/4/2021  
\*Unless otherwise noted all images were sourced from Google Maps.



Sopchoppy Design Guidelines and Community Vision



# Presentation at Public Workshop #2

**Development of Design Standards and Overlay Zones**  
City of Sopchoppy, Florida  
July 15, 2021

**Task:**  
Develop design standards for commercial structures located in the Downtown Overlay and the Highway Commercial Overlay.

- Conduct literature review of Sopchoppy
- Review Comprehensive Plan
- Review City Ordinance
- Determine Impacts on Comprehensive Plan and Ordinances
- Determine Changes needed for Comprehensive Plan & Ordinance
- Determine Additional Concerns & Studies Needed

**Schedule:**

Task	Start	End
Task 1	7/15/21	7/15/21
Task 2	7/15/21	7/15/21
Task 3	7/15/21	7/15/21
Task 4	7/15/21	7/15/21
Task 5	7/15/21	7/15/21
Task 6	7/15/21	7/15/21
Task 7	7/15/21	7/15/21
Task 8	7/15/21	7/15/21
Task 9	7/15/21	7/15/21
Task 10	7/15/21	7/15/21
Task 11	7/15/21	7/15/21
Task 12	7/15/21	7/15/21
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Task 96	7/15/21	7/15/21
Task 97	7/15/21	7/15/21
Task 98	7/15/21	7/15/21
Task 99	7/15/21	7/15/21
Task 100	7/15/21	7/15/21

**PROJECT TEAM**

- FLORIDA COUNTY
- KEITH Engineering & Planning

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DEVELOPMENT OF DESIGN STANDARDS AND OVERLAY ZONES



Sopchoppy Public Works...

**Design Guidelines Intent**

- Reference guide applicable to entire city limits.
- Provide a common principles for the development of all building and public infrastructure within Sopchoppy based on the following:
- Complement the existing DTZ and the new CDDO overlay zones.
- Support the human scale and traditional character of downtown.

Sopchoppy Public Works...



**Parking and Circulation**

- Design and construct all new parking areas.
- Design and construct all new circulation infrastructure.

Sopchoppy Public Works...



**Building Design**

- Reference guide to building design and construction.

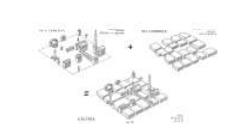
Sopchoppy Public Works...



**Public Realm**

- Reference guide to public realm design and construction.
- Reference guide to public realm design and construction.
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Sopchoppy Public Works...



Sopchoppy Public Works...

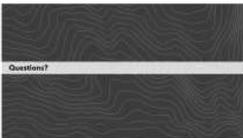
**Signage**

- Reference guide to signage design and construction.

Sopchoppy Public Works...



Sopchoppy Public Works...



Sopchoppy Public Works...

**Presentation at Public Workshop #3**



**Presentation at Public Workshop #4**







07-21-2021

# Sopchoppy Design Guidelines & Overlay Zones

## PROGRESS REPORT - #1

### PREVIOUS 2-WEEK PERIOD

- Completed contracts
- Collected examples of Design Guidelines
- Developed Template for Documents
- Developed Preliminary Schedule
- Conducted Site Visit in Sopchoppy

### NEXT 2 WEEKS

- Finish Schedule
- Coordinate with Sopchoppy on Upcoming Public Meetings
- Review Design Guidelines
- Review City Ordinances
- Provide Progress Report #2



09-19-2021

## Sopchoppy Design Guidelines & Overlay Zones

### PROGRESS REPORT - #2

#### PREVIOUS WORK

- Received signed contract from City of Sopchoppy
- Completed contract with subconsultants
- Worked on Design Guidelines
- Completed Inventory/Analysis for Sopchoppy
- Review Design Guidelines from other communities
- Developed Preliminary Schedule
- Reviewed Design Guidelines
- Reviewed City Ordinances
- Worked on Draft Documents
- Conducted Public Meeting #1 on 9/14/2021. Eleven people signed the sign-in sheet. The consulting team prepared a presentation and graphic display boards.

#### NEXT 2 WEEKS

- Interview Sopchoppy stakeholders
- Coordinate with City of Sopchoppy on upcoming 2<sup>nd</sup> Public Meeting; prepare Meeting Notice for the 2<sup>nd</sup> public meeting; coordinate on expanding meeting notice
- Continue work on Design Guidelines
- Complete review and documentation of Comp Plan and Ordinance
- Continue work on Draft Document
- Provide Progress Report #3



10-5-2021

## Sopchoppy Design Guidelines & Overlay Zones

### PROGRESS REPORT - #3

#### PREVIOUS WORK

- Interviewed Sopchoppy stakeholders
- Coordinated with City of Sopchoppy on date for upcoming 2<sup>nd</sup> Public Meeting
- Continue work on Design Guidelines
- Completed review and documentation of Comp Plan and Ordinance
- Continued work on Draft Document
- Provided Progress Report #3

#### NEXT 2 WEEKS

- Continue Interviewing Sopchoppy stakeholders we missed the first round
- Continue coordinating with City of Sopchoppy on date for upcoming 2<sup>nd</sup> Public Meeting; prepare Meeting Notice for the 2<sup>nd</sup> public meeting; coordinate on expanding meeting notice
- Begin work on Meeting 2 presentation
- Continue work on Design Guidelines
- Continue work on Draft Document
- Provide Progress Report #4



10-19-2021

## Sopchoppy Design Guidelines & Overlay Zones

### PROGRESS REPORT - #4

#### PREVIOUS WORK

- Established date for upcoming 2<sup>nd</sup> Public Meeting
- Worked on presentation for 2<sup>nd</sup> Public Meeting
- Coordinated time with key stakeholders for 2<sup>nd</sup> Public Meeting
- Prepare Meeting Notice for the 2<sup>nd</sup> Public Meeting
- Continued work on Design Guidelines
- Continued work on Draft Document
- Provided Progress Report #4 (this document)

#### NEXT 2 WEEKS

- Conduct 2<sup>nd</sup> Public Meeting
- Complete presentation for 2<sup>nd</sup> Public Meeting
- Finish draft of Design Guidelines
- Finish Draft Document
- Provide Progress Report #5



10-29-2021

## Sopchoppy Design Guidelines & Overlay Zones

### PROGRESS REPORT - #5

#### PREVIOUS WORK

- Prepared Meeting Notice for the 2<sup>nd</sup> Public Meeting
- Conducted 2<sup>nd</sup> Public Meeting
- Submitted presentation for 2<sup>nd</sup> Public Meeting to Client
- Continued work on Design Guidelines
- Continued work on Draft Document
- Provided Progress Report #5 (this document)

#### NEXT 2 WEEKS

- Prepare for 3<sup>rd</sup> Public Meeting
- Complete presentation for 3<sup>rd</sup> Public Meeting
- Submit 95% draft of Design Guidelines
- Submit 95% draft of Final Document
- Provide Progress Report #6
- Prepare Meeting Notice for 3<sup>rd</sup> Public Meeting





