

CHAPTER 5

OFFICE DISTRICTS

- 500. Purpose
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SECTION 500. PURPOSE

A. General Purposes

The Office Districts are designed to preserve and promote the development of efficient office facilities and to maximize the compatibility with other land uses by:

1. Establishing bulk and area controls;
2. Requiring off-street parking and loading facilities;
3. Establishing the several districts necessary to meet the need for a variety of office types;
4. Controlling the number, area, location, and types of signs; and
5. Achieve the office objectives of the Comprehensive Plan.

B. Purposes of the OL Office Low Intensity District

The OL District is designed to facilitate the development and preservation of low intensity office development.

C. Purposes of the OM Office Medium Intensity District

The OM District is designed to provide areas for offices, together with certain community facilities normally compatible with primary office uses. It is designed to preserve existing medium intensity office development and to facilitate the development of new medium intensity office areas.

D. Purposes of the OH Office High Intensity District

The OH District is designed to provide for multi-story office development in areas that have been designated as a High Intensity Office District or Special District by the Comprehensive Plan.

SECTION 501. PRINCIPAL USES

The principal uses permitted in Office Districts are designated by Use Units as set forth in Chapter 15 of this Ordinance. The Use Units are groupings of individual uses and are fully described, including their respective off-street parking, loading, and screening requirements and other use conditions in Chapter 15. The Use Units permitted in Office Districts are set forth below in Table 5-1.

TABLE 5 -1
USE UNITS PERMITTED IN OFFICE DISTRICTS¹

Use Units		Districts		
No.	Name	OL	OM	OH
1.	Area-Wide Uses	X	X	X
2.	Area-Wide Special Exception Uses	E	E	E
4.	Public Protection and Utility Facilities	E ²	E ²	E ²
5.	Single Family Dwelling	E	E	E
6.	Duplex Dwelling	E	E	E
7.	Townhouse Dwelling	E	E	X
8.	Multi-family Dwelling and Similar Uses	E ³	E ³	X
10.	Off-street Parking Areas	X	X	X
11.	Offices, Studios and Support Services	X ⁴	X	X
12.	Eating Establishments Other than Drive-Ins			X
17.	Mini-Storage	E	E	E
20.	Hotel, Motel and Recreational Facilities			E ⁵

¹ X Use by Right.

E Special Exception (see Section 503)

² Antennas and Antenna Support Structures are not permitted as a principal use by Special Exception.

³ Community group home, convent, monastery and novitiate are the only uses within Use Unit 8 permitted by Special Exception in the OL and OM Districts.

⁴ Drive-in bank facilities, whether a principal or accessory uses, require Board of Adjustment approval as a Special Exception in OL Districts.

⁵ Limited to Hotel and Motel.

SECTION 502. ACCESSORY USES**A. Accessory Uses Permitted**

Accessory uses customarily incidental to a principal use permitted in Office Districts are permitted in such Districts. In addition, the uses set forth in Table 5-2 are permitted as accessory uses.

TABLE 5 - 2**ACCESSORY USES PERMITTED IN OFFICE DISTRICTS**

Uses	Districts
Business Signs	All Districts
Barber and Beauty Shops	OL ¹ OM OH
Construction Sign	All Districts
Convenience Goods and Services and Shopping Goods and Services	OL ¹ OM OH
Eating Establishments, other than Drive-Ins	OL OM OH
Private Clubs ²	OH ²
Real Estate Signs	All Districts
Accessory Antennas and Antenna Support Structures	All Districts

¹ By Special Exception requiring Board of Adjustment approval, subject to the requirements set forth in Section 504.

² Private Club as used in this Chapter is defined in Chapter 21, Definitions, and is subject to the provisions set forth herein and any other applicable local or state law.

B. Accessory Use Conditions**1. General Conditions**

- a. Accessory buildings shall meet the minimum building setback lines of the applicable District.
- b. An accessory building erected as an integral part of the principal building shall be made structurally a part thereof, shall have a common wall therewith and shall comply with the requirements applicable to the principal building.

2. Convenience Goods and Services and Shopping Goods and Services
 - a. Permitted Convenience Goods and Services and Shopping Goods and Services in an OH District or any Office District with a PUD Supplemental District are limited to the uses included in Use Units 12 and 14.
 - b. Convenience Goods and Services and Shopping Goods and Services in an OM and OH District or any Office District with a PUD Supplemental District shall be located entirely within the principal building.
 - c. Convenience Goods and Services and Shopping Goods and Services in an OM and OH District or any Office District with a PUD Supplemental District shall not occupy more than 15% of the gross floor area of the building in which located.
 - d. For Convenience Goods and Services permitted in the OL District, see (see Section 503.C).

3. Eating Establishments Other Than Drive-Ins

- a. Permitted accessory eating establishments are limited to the uses included in Use Unit 12, designed and located for the convenience of the occupants of the principal building.
- b. Eating establishments shall be located entirely within the principal building.
- c. Eating establishments shall not occupy more than 5% of the gross floor area of the building in which located.

4. Accessory Signs

See Table 5 - 2 for business signs which are permitted accessory uses. For additional information on accessory business signs in Office Districts, see Chapter 11, Signs.

5. Private Clubs - OH Districts Only

- a. Within the OH District the private club shall be located entirely within principal the building and shall not occupy more than 5% of the gross floor area of the building in which located.

- b. Within the OH District the principal office structure may include an eating place occupying a maximum of 5% of the gross floor area, a private club occupying a maximum of 5% of the gross floor area and facilities for convenience goods and services and shopping goods and services occupying a maximum of 15% of the gross floor area with a total of not more than 25% of the principal structure being devoted to uses other than offices and studios.
 - c. The floor area of an eating place, private club, and accessory convenience goods and services and shopping goods and services shall not be permitted to exceed the maximum allowable area for each individual use.
6. Accessory Antenna and Antenna Supporting Structures
- a. Antennas and Antenna Supporting Structures which are accessory to an office use are permitted to be mounted on an office building or a customary accessory building provided:
 - 1) That it shall not exceed 65 feet in height measured from the average ground elevation at the office building to the highest horizontal point of the Antenna and Antenna Supporting Structure;
 - 2) That the surface area of all such mounted Antennas shall not exceed ten (10) square feet. Only one (1) side having the largest surface area is to be calculated; and
 - 3) These provisions do not apply to principal use Antennas or to Antennas which are accessory to uses requiring Board of Adjustment approval.
 - b. Structures other than an office building or customary accessory building which are used to support Accessory Antennas (including guy lines) shall:
 - 1) Be located in the rear yard only, and be limited to one such structure;
 - 2) Not exceed 65 feet in height, measured from the average ground elevation at the office building to the highest point of the Antenna and Antenna Supporting Structure;
 - 3) Not encroach upon the land or airspace of any abutting property; and
 - 4) Not exceed 24 inches in width above 25 feet in height, exclusive of guy lines.

SECTION 503. REQUIREMENTS FOR SPECIAL EXCEPTION USE

The Special Exception Uses, permitted in the Office Districts, as designated in Table 5-1 and Table 5-2, are subject to the minimum requirements set out below and such additional safeguards and conditions as may be imposed by the Board of Adjustment.

- A. The accessory use provisions of the Office Districts pertaining to signs apply to signs which are accessory to uses permitted by Special Exception; provided, that each sign permitted shall primarily identify the principal building. Identification of permitted accessory goods and services shall be secondary.
- B. Multi-family use in the OL and OM Districts, as specified in Table 5-1, shall comply with the bulk and area requirements of the RM-4 District. Multifamily use in the OH District shall comply with the bulk and area requirements of the RM-6 District.
- C. Convenience Goods and Services and Shopping Goods and Services in the OL District shall comply with the following requirements:
 1. No Convenience Goods and Services and Shopping Goods and Services shall be permitted unless the principal building shall contain a minimum of 25,000 square feet.
 2. Permitted Convenience Goods and Services and Shopping Goods and Services listed below shall be located entirely within the principal building and shall have no exterior pedestrian access except through the general building entrances.
 3. Permitted Convenience Goods and Services and Shopping Goods and Services are limited to the following uses and use groupings:

<ol style="list-style-type: none"> a. Barber shop and beauty shop b. Book store c. Florist d. Gifts, Novelty and Souvenir shop e. Liquor store 	<ol style="list-style-type: none"> f. Newsstand g. Medical, Dental, Optical and Orthopedic supplies (prescription services only) h. Stationery and Office supplies i. Tobacco, candy and nut store
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 4. The permitted Convenience Goods and Services and Shopping Goods and Services listed above shall not occupy more than 10% of the gross floor area of the building in which located. Each use or use grouping shall be limited to a maximum of 2,000 square feet of floor area. If a restaurant and/or private club is requested or existing, the total amount for all accessory uses, including restaurants and private clubs, shall not exceed 12.5% of the gross floor area of the principal building.

5. Each accessory use shall be limited to a maximum of 2,000 square feet of floor area per specific use grouping listed above.
- D. Private clubs in the OH District shall comply with the following requirements:
1. The private club shall be located entirely within the principal building.
 2. The private club shall not occupy more than 5% of the gross floor area of the building in which located and shall not exceed 2,000 square feet of floor area.
 3. Exterior business signs identifying the private club are prohibited.
- E. Except as provided in Section 211, Public Protection and Utility Facilities, a minimum lot frontage of 100 feet is required for all Special Exception uses unless the Use Unit requirements are more restrictive, in which case the more restrictive shall control.
- F. Barber and beauty shops may be permitted as either accessory or principal uses in an OL, OM, or OH District by Special Exception.
- G. Special housing facilities in Use Unit 8 shall meet applicable spacing requirements, whether permitted by Right or Special Exception, in the Use Conditions, and the Off-Street Parking and Loading Requirements as provided in Chapter 15.
- H. Mini-storage facilities located in Office Districts shall comply with the following requirements:
1. The building height is limited to 12 feet; however, if the facilities contain an accessory dwelling to be used for management and security purposes, the height of the dwelling shall not exceed 35 feet.
 2. The minimum building setback from the centerline of an adjacent arterial street or freeway service road shall be a minimum distance of one-half (1/2) the right-of-way designated on the Major Street Plan plus 50 feet. The minimum building setback from an adjacent nonarterial street shall be 35 feet. The minimum building setback from a freeway and all other boundaries shall be ten (10) feet. However, the Board of Adjustment may allow less building setback in these instances if the wall of the building is also to be used to meet the screening requirement. In no event shall such setback be less than five (5) feet.

3. Building walls on the exterior of the development shall consist of masonry construction using brick, stone, stucco or concrete tilt-up panels. Metal or standard (smooth) concrete block exterior walls are not permitted on such exterior.
4. The floor area ratio (FAR) shall not exceed 0.5.
5. Access doors to storage units shall not be visible at ground level from an abutting AR, RS, RST or RT District and shall not be visible from an abutting public street.
6. No hazardous, toxic or explosive materials are permitted to be stored in such facilities.
7. Open air storage is prohibited.
8. The development site shall have frontage on and access to an arterial street unless otherwise provided by the Board of Adjustment.
9. Only one (1) ground sign shall be permitted and the location, size and height of such sign shall be determined by the Board of Adjustment; however, the sign shall not exceed 20 feet in height and 32 square feet of display surface area. Illumination, if any, shall be by constant light.
10. A screening fence or masonry wall (as required by the Board of Adjustment) a minimum of eight (8) feet in height is required along the lot line or lot lines in common within an AR, RS, RST or RT District. The wall of the buildings may be used to comply with this screening requirement with the Board of Adjustment approval and in such case open spaces between perimeter buildings shall be screened with an eight (8) foot masonry wall.

SECTION 504. BULK AND AREA REQUIREMENTS

Every permitted use in an Office District shall be subject to the requirements set forth in Table 5-3 and to such other modifications set forth herein.

TABLE 5 - 3**BULK AND AREA REQUIREMENTS IN THE OFFICE DISTRICTS**

	Districts		
	OL	OM ¹	OH ¹
LOT AREA (Minimum SF)	NA	NA	10,000
FRONTAGE (Minimum Feet)			
Arterial or Freeway Service Road	75	75	100
Not an Arterial or Freeway Service Road	50	50	50
FLOOR AREA RATIO (Maximum)	0.25 ²	0.50	2.00
SETBACK FROM CENTERLINE OF ABUTTING STREET (Minimum Feet)			
Measured from centerline of abutting street; add, to the distance designated in the column to the right, 1/2 of the right-of-way designated on the Major Street Plan or 25 feet if the street is not designated on the Major Street Plan.			
Arterial or Freeway Service Road	50	50	50
Not an Arterial or Freeway Service Road	25	25	25
SETBACK FROM ABUTTING AR, RS, RST or RT			
District Boundary Lines (Minimum Feet)	10 ³	10 ³	10 ³
Building Height (Maximum Feet)	18	NA	NA

¹In the OM and OH District, residential buildings and the residential portions of mixed use buildings shall be subject to the minimum lot area per dwelling unit requirement of the applicable R District.

²The Board of Adjustment may allow by Special Exception a maximum floor area ratio (FAR) of 0.40.

³Plus 2 feet of setback for each 1-foot of building height exceeding 15 feet if the abutting property is within an AR, RS, RST or RT District.