

**CHAPTER 8**

**(PO) PROFESSIONAL OFFICE ZONE**

- 14-8-101 PURPOSE AND OBJECTIVES**
- 14-8-102 AREA OF ZONE**
- 14-8-103 PERMITTED, CONDITIONAL, AND PROHIBITED USES**
- 14-8-104 MINIMUM LOT STANDARDS**
- 14-8-105 YARD REQUIREMENTS**
- 14-8-106 PROJECTIONS INTO YARDS**
- 14-8-107 BUILDING HEIGHT**
- 14-8-108 DISTANCE BETWEEN BUILDINGS**
- 14-8-109 LANDSCAPING**
- 14-8-110 PARKING, LOADING, AND ACCESS**
- 14-8-111 SITE PLAN APPROVAL**
- 14-8-112 OTHER REQUIREMENTS**

**14-8-101 PURPOSE AND OBJECTIVES**

The Professional Office Zone (PO) and the Professional Office Neighborhood Subzone (PO-N) are established to provide areas with a variety of general office uses in an attractive office environment. The zones may be used in buffer or transition areas separating commercial/industrial uses from residential uses or may be assigned to areas of existing professional office areas which are not attached to any large commercial zones. Any property within the (PO-N) Subzone shall meet the requirements of the PO Zone unless specifically stated otherwise.

**14-8-102 AREA OF ZONE**

Each area of Professional Office zoning shall meet the following minimum criteria:

**Table 14-8-102**

<u>Min. Zone Area (Acres)</u>
0.25 – if not adjacent to any residential zone
0.50 – if adjacent to any residential zone

**14-8-103 PERMITTED, CONDITIONAL, AND PROHIBITED USES**

Subject to the provisions and restrictions of this Title, the following principal uses and structures, and no others, are allowed either as a permitted use (P) or by Conditional Use Permit (C) in the Professional Office zone. Some uses may be expressly prohibited (N) in this zone. Any use not listed herein is also expressly prohibited.

**Table 14-8-103**

<u>Use</u>	<u>PO</u>	<u>PO - N</u>
Banks, Credit Unions	P	N
Bar, Tavern, Drinking Establishment	N	N
Beauty Salon, Nail Salon	N	N

Use	PO	PO - N
Chiropractor, Massage Therapy	P	P
Construction/Contracting – Office only	P	N
Daycare/Preschool	N	N
Mail Order/Online Distribution office w/ onsite storage	C	N
Medical/Dental Laboratory	P	N
Medical/Dental Office	P	N
Motorized and/or Non-Motorized Recreation	N	N
Municipal Facility	P	P
Non-Depository Financial Institutions (Check cashing/advance)	N	N
Optometrist with Ancillary Retail Sales	P	P
Pawnbroker, Bail Bonds, Tattoo Parlor, Second Hand Merchandise	N	N
Pharmacy with Ancillary Retail Sales	C	N
Private School (Pre-K through 12 <sup>th</sup> Grade)	N	N
Professional Office	P	P
Professional Services	P	N
Public/Private Assembly	C	C
Residential – New	N	N
Residential Duplex and Multi-family – Existing only	P	P
Residential Single Family – Existing only	P	P
Security Services – Office only	P	C
Sexually Oriented Business, Escort Service	N	N
Tutoring and Educational Services	P	C
Utility Lines	P	P
Utility Substations and Control Facilities	P	P

Accessory uses and structures shall be permitted in the Professional Office Zone provided they are incidental to and do not substantially alter the character of the permitted principal use of a main structure. An accessory structure shall be lower in height and smaller in size than any primary structure(s) on the site. Such permitted accessory uses and structures include, but are not limited to, the following:

- A. Accessory structures such as garages, carports, equipment storage buildings and supply storage buildings which are customarily used in conjunction with and incidental to a principal use or structure permitted in the (PO) Zone.
- B. Storage of materials used for the construction of a building, including a contractor's temporary office, provided that such use be located on the building site or immediately adjacent thereto, and provided further that such use shall be permitted only during the construction period and thirty (30) days thereafter.

#### **14-8-104 MINIMUM LOT STANDARDS**

The minimum area and street frontage for any lot or parcel in the Professional Office Zone shall be as follows:

**Table 14-8-104**

<u>Min. Lot Size (Acres)</u>	<u>Min. Frontage and Width</u>
0.25	70

Corner lots shall meet the minimum frontage and width requirements along both streets.

**14-8-105 YARD REQUIREMENTS**

The following minimum yard requirements shall apply in the (PO) Zone, except that the minimum front, rear, and side yards listed below shall be increased by one (1) foot for each one (1) foot in height the structure extends above twenty-five (25) feet. Required setbacks, except for front and street yards, may be reduced during the site approval process at the discretion of the City, but only if the setback is not adjacent to a residential property and the approving authority determines that the full setback is not necessary to allow for access, landscaping, light and air or for aesthetic reasons. No building or structure shall be constructed closer to a property line or to another structure than allowed by the IBC (International Building Code) or any other adopted codes.

- A. Front and Street Yards. Any lot or parcel within the (PO) Zone or (PO-N) Subzone shall have a minimum building setback of twenty (20) feet from any front property line and/or any property line abutting a public street.
- B. Side Yard. Except as provided otherwise in this chapter, any lot or parcel in the (PO) Zone shall have a minimum building setback of ten (10) feet from a side property line, and each lot or parcel in the (PO-N) Subzone shall have a minimum building setback of eight (8) feet from a side property line.
- C. Rear Yard. Except as provided otherwise in this chapter, any lot or parcel in the (PO) Zone shall have a minimum building setback of ten (10) feet from a rear property line, and any lot or parcel in the (PO-N) Subzone shall have a minimum building setback of twenty (20) feet from a rear property line.
- D. Yard Abutting Residential Lots. Where a property in the (PO) Zone abuts a residential lot or residential zone designation, the minimum rear yard building setback shall be at least twenty (20) feet on the abutting side.
- E. Accessory Building. An accessory structure shall meet all of the setback requirements of a principal structure. An accessory structure that does not require a building permit, according to the International Building Code (IBC), may be located in a side or rear setback area only if all of the following conditions are met:
  - 1. The accessory structure is not within a front or street yard setback and is located more than ten (10) feet from any main building on the same or adjacent property.
  - 2. The accessory structure has no openings on the side which is contiguous with the property line, and the walls of said building which are adjacent to the property line have a fire retardant rating as specified by the IBC.
  - 3. The accessory structure is designed such that all roof drainage is discharged onto the lot or parcel on which it is erected.

- F. Any existing residential structure constructed prior to October 20, 1982, that does not meet the setback and separation standards of this Title may be converted to a use allowed in this zone as long as the other requirements of this Title are met.

#### **14-8-106 PROJECTIONS INTO YARDS**

- A. The following structures may be erected on or project into any required yard, except that they shall not obstruct a required driveway or pedestrian access:
1. A fence or wall in conformance with this Code.
  2. Landscape elements, including: trees, shrubs, and other plants.
  3. Necessary appurtenances for utility service.
- B. The structures listed below may project into a minimum front or rear yard not more than five (5) feet, and into a minimum side yard not more than two (2) feet, except that they may not obstruct a required driveway or pedestrian access:
1. Cornices, eaves, belt courses, sills, buttresses or other similar architectural features.
  2. Stairways, balconies, door stoops, fire escapes and awnings.
  3. Planter boxes or masonry planters not exceeding twenty-four (24) inches in height.
  4. A covered entry or porch, including the pillars, used for the protection of pedestrians entering or leaving a building, provided said structure is not more than one story in height and is entirely open on at least three (3) sides.

#### **14-8-107 STRUCTURE HEIGHT**

No structure in the (PO) Zone shall exceed three (3) stories or forty-five (45) feet in height as measured at the average finished grade, and no building or structure in the (PO-N) Zone shall exceed twenty-five (25) feet in height as measured at the average finished grade. Chimneys, flagpoles, church towers, and similar accessory elements not used for human occupancy and that are less than thirty-six (36) square feet in horizontal surface area, are excluded in determining height. However, the City may limit the height of any protrusion that is found by the City Council to be a public nuisance.

#### **14-8-108 DISTANCE BETWEEN STRUCTURES**

The minimum separation between structures shall be sixteen (16) feet or as required by the International Building Code, whichever is greater.

#### **14-8-109 LANDSCAPING**

The following landscaping provisions, in addition to other requirements of this Title, shall apply in the (PO) Zone.

1. Approved landscaping shall cover a minimum of fifteen (15) percent of the development site and does not include required landscaping within public rights-of-way or any other location not within the property boundaries.
2. All landscaping shall be sprinkled and planted with substantial live plant material for the purpose of buffering, screening, and beautifying the site. At plant maturity, the landscaping should represent, as a minimum standard, compatibility with surrounding developed properties and uses and shall be permanently maintained by the owner or occupants.
3. In the PO zone, a minimum ten (10) feet wide landscape buffer shall be required along all frontage areas not occupied by approved drive accesses. In the PO-N subzone, the entire minimum front yard setback shall be landscaped, except for the area occupied by approved drive accesses and/or walkways.
4. A minimum ten (10) feet wide landscape buffer shall be established adjacent to any residential property, except for approved parking, loading and drive areas.
5. All parking, loading, and drive areas shall have a minimum five (5) feet wide landscape buffer when located adjacent to a side or rear property line.
6. Parking areas shall be landscaped as set forth in this Code.
7. Landscaping shall be installed in all parkstrips to the same standards as other on-site landscaping. Asphalt, concrete, bricks, pavers, railroad ties, rocks, gravel and other non-vegetative material are not allowed in the parkstrip area between the curb and sidewalk.
8. Any area that is not landscaped shall be improved consistent with uses permitted in this zone.

#### **14-8-110      PARKING, LOADING, AND ACCESS**

Each lot or parcel in the (PO) Zone shall have vehicle parking, loading, and access designed to meet the requirements of this Code. In the (PO-N) Subzone, the following shall apply:

- A. Parking areas shall be located in the rear of the lot.
- B. Parking may be shared between adjacent properties as long as the minimum required number of stalls for all properties collectively is met.
- C. Cross access between parking areas on the same or adjacent properties may be required anytime a project requires site plan approval or anytime the vehicle circulation or parking pattern is modified.

#### **14-8-111      SITE PLAN APPROVAL**

Site plan approval shall be required for all uses in the (PO) Zone.

## 14-8-112 OTHER REQUIREMENTS

- A. Signs. Any sign erected in the (PO) Zone shall be in conformance with the sign provisions of this Title.
- B. The following permanent signs, and no others, are allowed within the PO-N subzone:
1. One (1) sign of up to ten (10) square feet shall be allowed on each structure. Such sign shall be illuminated only by exterior, floodlight-style fixtures, shall be attached to the primary structure, and shall not protrude above the roof eave line. Neon lights, interior sign lights, and other similar methods of lighting are expressly prohibited. The design and color of the sign shall be consistent with the *Architectural Design* provisions of this Chapter.
  2. A maximum of one (1) monument sign per street frontage shall be allowed. The sign structure shall not exceed four (4) feet in height as measured at the highest point of the structure to the average finished grade. The width of the sign structure shall not exceed six (6) feet as measured at the widest point of the sign structure. The sign depth shall not exceed one (1) foot at the deepest point of the sign structure. The sign shall be located at least five (5) feet from any property line and shall not be located within a clear-view area. The sign shall be illuminated only by exterior, floodlight-style fixtures. Neon lights, interior sign lights, and other similar methods of lighting are expressly prohibited. The design and color of the sign shall be consistent with the design provisions of this Chapter.
- C. Address Marker. For the purposes of public safety, an address marker, three (3) feet in height and between one (1) and (2) feet in width, shall be placed in front of every principal structure. Said marker shall be located between five (5) and ten (10) feet behind the sidewalk or front property line if there is no sidewalk, and between ten (10) and twenty (20) feet of the principal driveway entrance to the property. The numeric characters shall be between eight (8) and ten (10) inches in size and shall be colored in high contrast to the remainder of the marker. The design and color of the address marker shall be consistent with the *Architectural Design* provisions of this Chapter. No other characters or images are permitted on an address marker. An address marker is not required if the address is included on a monument sign and meets the height and size requirements of this section.
- D. Uses Within Buildings. All uses permitted in the (PO) Zone shall be conducted entirely within a fully enclosed building.
- E. Trash Storage. No trash, used materials, wrecked or abandoned vehicles or equipment shall be stored in an open area. Each development in the (PO) Zone shall be required to have adequate, on-site, screened refuse containers maintained in a location approved as part of the site plan.
- F. Fences. Chain-link fencing material is not permitted.
- G. Building Scale and Size. All structures shall be constructed of a size and scale similar to the typical single family homes in the area and shall be oriented toward the public street. The maximum width of a structure shall be sixty (60) feet, and the minimum width shall be thirty (30) feet. The maximum footprint of a structure shall be two-thousand (2,000) square feet.

A series of two or more structures meeting these criteria may be linked by a common corridor or interior connection forming a structure greater than (60) feet in width, but only if the approval authority determines that such structure will meet the intent of the *Architectural Design* criteria set forth in this Chapter.

- H. Architectural Design. In the PO-N subzone, any structure shall be designed to appear as a single-family dwelling or as an accessory element of a single-family dwelling. The approving authority shall compare any proposed development with the style and appearance of surrounding residential properties, and shall not approve any design that is not consistent with the general design and style of the area. The following standards and/or design features are considered typical of the area and are required elements of any project:
1. There shall be a covered front porch on any main structure.
  2. The minimum roof pitch of any structure shall be 5/12.
  3. There shall be brick and/or stone exterior treatments on any structure.
  4. Any exterior building surface shall be constructed of natural wood, fibrous cement board, brick or stone. Vinyl siding, aluminum siding, T-111, and similar materials are not allowed, except for aluminum soffit, fascia and rain gutters.
  5. Any roof shall be covered with architectural asphalt shingles or cement/slate shingles.
  6. There shall be no flat, gambrel, mansard, or “barn-style” roof on any structure.
  7. The roof on any main structure shall be gabled.
  8. All exterior mechanical equipment shall be screened and located at grade.
  9. Exterior building colors shall be muted earth tones, with no pink, purple or derivative shades allowed anywhere.
  10. Window trim, soffets, fascias and other exterior details may be painted with bold earth tones.
  11. The color black shall not be permitted on any exterior surface except shingles, signs and wrought iron fences.