

**ARTICLE 13A**  
**O – OFFICE DISTRICT**  
Updated 5-4-13

**Section 13A.01 DESCRIPTION AND PURPOSE.**

- A. This zone is intended to:
  - 1. Provide suitable locations for professional and business office uses.
  - 2. Provide a transition zone between more intensive commercial uses and residential districts.
  - 3. Only permit those types of office uses which do not create a necessity for a large amount of customer, employee, or visitor parking.

- 3. Photographers studios and travel agencies.
- 4. Medical, dental and optical offices, clinics and laboratories.
- 5. Miscellaneous business service establishments, including business consulting services, mailing and duplicating services, stenographic-secretarial services, and data processing centers.
- 6. Health and fitness centers.
- 7. Permitted accessory uses. – see Sec. 3.11.

**Section 13A.02 PERMITTED USES.**

- A. Land or buildings in the Office District may be used for the following purposes only:
  - 1. Offices for the following professions and occupations: executive, administrative, scientific, scholarly, artistic, architectural, engineering, insurance, accounting, law, secretarial services, drafting, designing, real estate and sales representatives.
  - 2. Offices of banks, savings and loans, credit unions, mortgage lenders and other financial services, not having drive through facilities.

**Section 13A.03 USES REQUIRING SPECIAL APPROVAL.**

- A. The following uses may be authorized by the Planning Commission subject to compliance with the procedures and standards established in Article 20 of this ordinance:
  - 1. Offices of banks, savings and loans, credit unions, mortgage lenders and other financial services having drive-through facilities, providing the following requirements are met. – Also see Sec. 23.04.C.
    - a. No portion of a drive-through facility, including roof canopy, service island, or access driveway,

shall be located nearer than one hundred (100) feet to any residential, agricultural or rural estate zoned property.

- b. Landscaping, earth berms or fences shall be installed to assure that adjoining properties are not affected by headlight glare from vehicles using the drive-through facilities.
- 2. Child day care centers, provided the following minimum requirements are met: - Also see Sec. 23.11.b.
  - a. Adequate fencing is provided for the safety of the children. – see Sec. 3.05.c.
  - b. Off street parking for all employees of the facility and off street pickup and drop off areas shall be provided.
- 3. Single family dwellings.
- 4. Government office buildings.
- 5. Libraries.
- 6. Funeral homes.

**Section 13A.04 HEIGHT REGULATIONS.** No building or structure shall exceed thirty (30) feet in height.

**Section 13A.05 AREA REGULATIONS.**

- A. All buildings, structures or additions thereto shall comply with the following requirements.

**1. LOT AREA AND WIDTH.**

- a. The minimum lot area shall not be less than fifteen thousand (15,000) square feet and the width of a lot at the front setback line shall not be less than one hundred (100) feet.

**2. FRONT YARD SETBACK.**

- a. All building or structures on property adjacent to a public road shall have a setback of not less than twenty-five (25) feet from the edge of the road right-of-way, or the proposed property line (if further public road dedication is required), whichever is greater, except that this required setback shall be thirty (30) feet when adjacent to a primary street or major arterial street.
- b. Uses permitted in any front yard setback shall be limited to pedestrian walks, vehicular access drives, meter pits and manholes, signs as regulated in Article 22, and utility poles. No parking shall be permitted in the front yard setback. The front yard shall be landscaped and maintained.

**3. SIDE YARD.**

- a. Where the side of a lot in the O Zone abuts upon the side of a lot in any R, RE or AG Zone, there shall be a side yard of not less than fifteen (15) feet. No parking shall be allowed in this area.
- b. There shall be a side yard of not less than twenty-five (25) feet on the street side of a corner lot.

c. In other cases a side yard for an office building shall not be required.

**4. REAR YARD.**

a. Where the rear of a lot in the O Zone abuts upon the side of a lot in R, RE or AG Zone, there shall be a rear yard of not less than twenty-five (25) feet.

b. In all other cases, there shall be a rear yard of not less than five (5) feet.

**Section 13A.07 ADDITIONAL REGULATIONS.**

A. All accessory structures shall match the primary building in material and color. Accessory structures are not permitted on the street side of a corner lot. No accessory structure shall be constructed closer than (15) fifteen feet to any side or rear property line.

B. All business, activity shall be conducted wholly within a completely enclosed building, except for automobile parking and/or off-street loading.

C. Landscaping shall be provided in accordance with Article 21A herein.

D. Parking and Loading Area - see Article 21.

E. Signs - see Article 22.

F. Site Plan Review Requirements – see Article 24.

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