

CHAPTER 3.11

PROFESSIONAL AND ADMINISTRATIVE OFFICE (P-AO) ZONE

Section 3.11.10 - PURPOSE

The Professional and Administrative Office (P-AO) Zone implements the Professional Office Comprehensive Plan designation. The P-AO Zone is intended to establish suitable urban areas for diversified office uses in concentrated centers and in appropriate isolated locations. Purposes of this zone also include the following:

- a. Accommodate location of intermediate uses between residential zones and areas of more intense development;
- b. Afford opportunities for employment and for business and professional services in close proximity to residential neighborhoods and transportation facilities;
- c. Provide a range of compatible and supportive uses;
- d. Promote user convenience and the conservation of energy; and
- e. Establish development standards that ensure consistency with the Comprehensive Plan.

Section 3.11.20 - PERMITTED USES

3.11.20.01 - Ministerial Development

a. Prior Established Uses Permitted

1. Uses existing prior to and in compliance (e.g. not a Nonconforming Use Type) with the Code on December 31, 2006.
2. Uses permitted by the Code at the time of approval of a Conceptual or Detailed Development Plan overlying the subject property.

b. Primary Uses Permitted Outright

1. Civic Use Types -
 - a) Administrative Services
 - b) Parking Services

- c) Postal Services - Customer
- d) Public Safety Services

2. Commercial Use Types -

- a) Business Support Services
- b) Finance, Insurance, Real Estate Services
- c) Medical Services
- d) Professional and Administrative Services
- e) Research Services
- f) Temporary Outdoor Markets

c. Accessory Use Types Permitted Outright

- 1. Day Care, Commercial Facility
- 2. Day Care, Family
- 3. Essential Services
- 4. Home Business - applicable to residential units, and as defined in Chapter 1.6 - Definitions
- 5. Required off-street parking in accordance with Chapter 4.1 - Parking, Loading, and Access Requirements
- 6. Other development customarily incidental to the Primary Uses in accordance with Chapter 4.3 - Accessory Development Regulations
- 7. Colocated/attached Wireless Telecommunication Facilities on multi-family residential structures, three or more stories and that do not increase the height of the existing structures by more than 17 ft. for whip antennas, including mounting, or by 10 ft. for all other antennas, subject to the standards in Chapter 4.9 - Additional Provisions

8. Colocated/attached Wireless Telecommunication Facilities on nonresidential structures that do not increase the height of the existing structures by more than 17 ft. for whip antennas, including mounting, or by 10 ft. for all other antennas, subject to the standards in Chapter 4.9 - Additional Provisions

3.11.20.02 - Special Development

Conditional Development - Subject to review in accordance with Chapter 2.3 - Conditional Development, and all other applicable provisions of this Code.

- a. Animal Sales and Services
 1. Veterinary - Small Animals
 2. Grooming
- b. Major Services and Utilities
- c. Participant Sports and Recreation - Indoor
- d. Freestanding Wireless Telecommunication Facilities greater than 75 ft. in height, subject to the standards in Chapter 4.9 - Additional Provisions
- e. Freestanding Wireless Telecommunication Facilities that do not meet the setback or spacing standard requirements of Sections 4.9.60.02.b and 4.9.60.02.c of Chapter 4.9 - Additional Provisions
- f. Colocated/attached Wireless Telecommunication Facilities on multi-family residential structures, three or more stories and that increase the height of the existing structures by more than 17 ft. for whip antennas, including mounting, or by 10 ft. for all other antennas, subject to the standards in Chapter 4.9 - Additional Provisions
- g. Colocated/attached Wireless Telecommunication Facilities on nonresidential structures that increase the height of the existing structures by more than 17 ft. for whip antennas, including mounting, or by 10 ft. for all other antennas, subject to the standards in Chapter 4.9 - Additional Provisions

3.11.20.03 - General Development

Plan Compatibility Review - Subject to review in accordance with Chapter 2.13 - Plan Compatibility Review and all other applicable provisions of this Code.

- a. Drive-through Facilities accessory to a Permitted Use, such as financial institutions
- b. Minor Utilities, subject to standards in Chapter 4.9 - Additional Provisions
- c. Projections such as chimneys, spires, domes and towers not used for human occupancy and exceeding 55 ft. in height in accordance with Section 4.9.50 of Chapter 4.9 - Additional Provisions. If adjacent to an RS-3.5, RS-5, RS-6, RS-9 or RS-9(U), the threshold is 20 ft. above the height of the structure or 55 ft. in height, whichever is less. Note: Flagpoles are subject to height requirements of Section 4.7.70.b in Chapter 4.7 - Sign Regulations.
- d. Residential Use Types permitted in the RS-20 Zone, which shall be developed either simultaneously with or following development of Primary and Accessory Uses permitted outright. Residences shall be arranged and located for principal service to the employees or users of one or more Primary Uses on the same development site or in the immediate vicinity, subject to the regulations of Sections 3.11.30 through 3.11.60.
- e. Freestanding Wireless Telecommunication Facilities up to 75 ft. in height, subject to the standards in Chapter 4.9 - Additional Provisions.

Section 3.11.30 - DEVELOPMENT STANDARDS

3.11.30.01 - Dimensional Requirements

Lot size permitted or authorized in this zone shall be adequate to fulfill the applicable minimum lot coverage, development criteria, and parking requirements of the zone.

3.11.30.02 - Setbacks

Setbacks from lot lines abutting the following:

- a. Residential Zones - Shall be equal to the most restrictive setback required in the abutting subject yards. This area shall be established and maintained as a landscaped buffer area in accordance with the applicable standards of Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting. No parking or loading areas or driveways shall occupy the landscaped buffer area.

- b. Streets - Minimum of 15 ft. from all street rights-of-way.
- c. All Other Zones - None.
- d. There are no requirements for separation between buildings or setbacks from any created interior lot lines other than those specified in the Building Code.

3.11.30.03 - Height of Structures

- a. Structures in the P-AO Zone shall not exceed a height of 45 ft., or three stories, whichever is less.
- b. Where the P-AO Zone abuts an RS-3.5, RS-5, RS-6, RS-9 or RS-9(U) Zone, the height of structures within the P-AO Zone shall be limited to a maximum of 30 ft. in height (generally two stories) within the first 50 ft. of the property line; and a maximum of 45 ft. in height when more than 50 ft. from contiguous residentially zoned property.

3.11.30.04 - Lot Coverage

Lot Coverage shall not exceed 65 percent of the site area. See also Section 3.11.40.02.a for minimum Green Area requirements.

Section 3.11.40 - DEVELOPMENT CRITERIA AND REQUIREMENTS LIST

The goals used in developing the following criteria were intended to make the criteria specific and quantifiable, and allow for flexibility in design. The elements of the list are grouped into three categories: General Design Requirements, Additional Site Design Requirements, and Additional Structure Design Requirements. Each element contains several criteria that are often interdependent or have strong causal relationships between each other.

3.11.40.01 - General Design Requirements

- a. Applicable requirements include all of the provisions in Article IV of this Code, unless more restrictive provisions are established in this Chapter.
- b. Except for Sections 4.10.70.02.d, 4.10.70.04.d, 4.10.70.05.a.1, and 4.10.70.05.b.6, the requirements in Chapter 4.10 - Pedestrian Oriented Design Standards shall apply to the following types of development in the P-AO Zone:

1. All new buildings or structures for which a valid permit application has been submitted after December 31, 2006;
2. Developments subject to Conditional Development and/or Planned Development approval, as required by a Condition(s) of Approval(s); and
3. Independent or cumulative expansion of a commercial or civic structure in existence and in compliance with the Code on December 31, 2006, or constructed after December 31, 2006 pursuant to a valid Conceptual or Detailed Development Plan approved on or before December 31, 2006, shall comply with the pedestrian requirements of Chapter 4.10 - Pedestrian Oriented Design Standards as outlined in Section 4.10.70.01.

3.11.40.02 - Additional Site Design Requirements

The site design shall mitigate negative effects through the most effective arrangement of structures, parking areas, walks, entries, and landscaping.

- a. **Green Area and Landscaping** - A minimum of 35 percent of the total lot area shall be retained as Green Area, landscaped with a mixture of vertical elements such as trees, tall shrubs, and hedges; and horizontal elements such as grass, ground cover, etc. Courtyards, decks, sidewalks, and other features such as bike paths, areas of congregation, etc. can be included in the Green Area requirement, except that a minimum of 10 percent of the lot area shall be landscaping or preserved vegetation.
- b. **Design Menu** - A minimum of five of the following menu options shall apply:
 1. Underground parking for all required parking;
 2. Parking arranged in small clusters of not more than 16 spaces in one cluster;
 3. Covered parking above grade for all of the required parking;
 4. Increase in landscaped area to 15 percent of the lot area.
 5. Provide trees on the site greater than 1.5-in. caliper as measured four ft. above finished grade;

6. Provide shrubs greater than the size typically found in gallon containers upon installation;
 7. Provide either dedicated open space or quasi-public open space protected through scenic or view easements, deed restrictions, special setback requirements, and restriction of tree cutting, etc., of 20 percent greater than that already provided through the 35 percent requirement in “a,” above; and/or
 8. Provide at least 15 percent more bicycle parking facilities than that required in Chapter 4.1 - Parking, Loading, and Access Requirements. This may be achieved by providing more spaces and/or increasing the covered area.
- c. Incorporate Natural Resource, Natural Hazard, and Minimum Assured Development Area (MADA) elements required by Section 3.11.60, as applicable.

3.11.40.03 - Additional Structure Design Requirements

- a. **Ground-floor Windows and Doors** - A minimum of 30 percent of the length and 25 percent of the first 12 ft. in height from the adjacent grade of any street-facing facade shall contain windows and/or glass doors. Additional requirements for windows shall include the following:
1. General - Ground-floor windows shall be framed by bulkheads, piers, or sills where applicable, such as a recessed window, with a Top Treatment such as a hood, awning or a storefront cornice separating the ground floor from the second story. The Base Treatment standards in Section 4.10.70.05.b.7.d and the Top Treatment standards in Section 4.10.70.05.b.7.e of Chapter 4.10 - Pedestrian Oriented Design Standards, shall be used as a guide for providing bulkheads and cornices that meet this standard. Alternatively, all ground-floor windows shall provide a minimum three-in. trim or three-in. recession.
 2. Window Type - Ground-floor windows used to comply with this Section shall meet all of the following standards:
 - a) Opacity of greater than 60 percent is prohibited for any required window; and

- b) Ground-floor windows shall allow views from adjacent sidewalks into working areas or lobbies, pedestrian entrances, or display windows set into the wall. Display cases attached to the outside wall do not qualify. The bottom of windows shall be no more than four ft. above the adjacent exterior grade.
- b. Windows on Commercial Stories above Ground Floors** - Each facade on commercial stories above the ground floor and that face a street or other public area accessible to the public shall include at least 20 percent window coverage.
- c. Structural Design Menu** - A minimum of two of the following menu options shall apply:
 - 1. Pitched roofs - minimum 4:12 pitch;
 - 2. Transitional elements between public areas and structures such as landings, fences, foyers, patios, and gates;
 - 3. Inner courtyard or atrium; and/or
 - 4. Development that visually complements a residential neighborhood environment by using similar architectural style elements, such as vertical windows, and porches.

Section 3.11.50 - OFF-STREET PARKING FACILITIES

Off-street parking facilities shall be provided on the site of each use as described in Chapter 4.1 - Parking, Loading, and Access Requirements.

Section 3.11.60 - LANDSCAPING, NATURAL HAZARDS, MINIMUM ASSURED DEVELOPMENT AREA (MADA), AND NATURAL RESOURCES

Landscaping, Natural Hazards, Minimum Assured Development Area (MADA), and Natural Resources shall be addressed in accordance with Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting, Chapter 4.5 - Natural Hazard and Hillside Development Provisions, Chapter 4.11 - Minimum Assured Development Area (MADA), Chapter 4.12 - Significant Vegetation Protection Provisions, and Chapter 4.13 - Riparian Corridor and Wetland Provisions.

Section 3.11.70 - VARIATIONS

Except as limited by provisions within the chapters listed in Section 3.11.60, variations from development and design standards, such as standards in this Chapter and other chapters of this Code that discuss parking, landscaping, public improvements, and Pedestrian Oriented Design Standards, may be allowed through the processes outlined in Chapter 2.5 - Planned Development and Chapter 2.12 - Lot Development Option.