

## 16.11 Office Districts

Sections:

**16.11.010 Purpose.**

**16.11.020 Office Districts General Development Standards**

**16.11.030 Office Districts Design Standards**

### 16.11.010 Purpose.

This chapter provides regulations applicable to development and land uses in the Office and Office Research Park Districts established by 16.06.010 (Zoning Districts Established). The purposes of the individual Office and Office Research Park zoning districts and the manner in which they are applied are as follows:

**A. Office (O) District.** The Office zoning district is applied to areas appropriate primarily for office uses with commercial uses (financial, hotel, personal services, restaurant, etc.) oriented to serve the customers and employees of the office uses, and limited community services to serve the residents of the city. The Office zoning district is consistent with the Office and Research Park land use designation of the general plan; and

**B. Office Research Park (ORP) District.** The ORP zoning district is applied to areas appropriate primarily for office, medical, business campuses with associate research and development facilities. Commercial uses (financial, hotel, retail, personal service, and restaurant, etc.) are intended as accessory or support uses for the employees and customers of the office, business, and medical uses with their associate and research and development operations. The ORP zoning district is consistent with the Office and Research Park land use designation of the general plan.

TABLE 16.11-1			
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR OFFICE DISTRICTS			
Symbol	Applicable Process		See Chapter
P	Permitted Land Use - Compliance with development standards and zoning clearance required		16.74
C	Conditional Use - Conditional use permit required		16.52
"Blank"	Land use not allowed		
Land Use <sup>(1) (2) (3) (4) (5) (6)</sup>	O	ORP	See Standards in Section
Billboards subject to a relocation agreement	C	C	16.38.150
Short-Term Vacation Rentals (STVRs) - Hosted			
Short-Term Vacation Rentals (STVRs) - Non-Hosted			
<b>Communication Facilities</b>			

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<b>Communication Facilities</b>			
Broadcast Studio/Recording Studio	C	C	
Satellite Dishes/Antennas	P		16.44.170A
Wireless Communication Facilities	C	C	16.44.170B
<b>Education, Public Assembly and Recreation</b>			
Auditoriums, Meeting Halls and Conference Facilities	C	C	
Bingo	C		16.44.210
Churches/Places of Worship	C	C	
Health and Fitness Centers	P	P	
Residential Recreational Facilities, Private	P		
Schools, Specialized Education and Training	P	C	See Definition
Schools, College and University	C	C	
Schools, K - 12	C		
Studios, Professional	P	P	See Definition
<b>Manufacturing and Processing</b>			
Bio Medical Manufacturing		P	
Cabinet Shop Chemical Products		P	
Design/Innovation Technology	P	P	
Electrical and Electronic Equipment and Instruments		P	
Green Technologies		P	
Information Technologies	P	P	
Laboratories		P	
Pharmaceutical Manufacturing	P	P	
Printing and Publishing	P	P	
<b>Medical, Office, and Research and Development Uses</b>			
Medical Services - Office, Clinics and Laboratories	P	P	
Medical Services - Hospital	C	C	
Offices	P	P	16.44.110
Research and Development	P	P	
Skilled Nursing - Short Term	C	C	See Definition
<b>Support Services</b>			
Assisted Living/Skilled Nursing	C		See Definition
Automatic Teller Machines (ATMs)	P	P	
Banks and Financial Services	P	P	
Bars	C <sup>(7)</sup>	C <sup>(7)</sup>	16.44.030
Business Support Services	P		
Child Day-Care Centers	C	C <sup>(7)</sup>	15.63, 16.34, 16.44.115
Convenience Stores	P		16.44.030
Design/Innovation Technology Firms	P	P	
Eating and Drinking Establishments Services	P	P	16.44.030
Eating and Drinking Establishments Services, with Drive-Through Facilities	P		16.44.030
Hotels	P	P	16.44.090
Laundry and Dry Cleaning, Drop-off Only	P	P	
Marijuana Cultivation, Delivery, Dispensary, and Processing			
Medical Marijuana Dispensary			
Medical Marijuana Dispensary, Mobile			
Personal Services (Limited)	P <sup>(10)</sup> (11)(12)	P <sup>(10)</sup> (12)	See Definition 5.18, 16.44.270

Public Safety and Utility Facilities	P	P	
Retail/General Merchandise	P		
Service Station	P		
<b>Transportation</b>			
Alternative Fuels and Recharging	P	P	
Electric Vehicle Charging Stations <sup>(9)</sup>	P	P	215.63, 16.34, 16.44.115
Parking Facilities	C		See Definition
Transit Stations and Terminals	C	C	
Heliport/Helipad associated with a Hospital	C	C	
<p>(1) See Section 16.04.020 regarding uses not listed.</p> <p>(2) See Chapter 16.110 for definitions of land uses listed.</p> <p>(3) A development permit may also be required ( Chapter 16.56 Development Plan Permits).</p> <p>(4) Permanent and/or temporary outdoor storage of materials in conjunction with an on-site primary use requires approval of a conditional use permit (Chapter 16.52 Conditional Use Permits).</p> <p>(5) Storage of hazardous materials in excess of threshold established by the Uniform Building Code requires approval of a minor conditional use permit (Chapter 16.62 Conditional Use Permits) and compliance with Section 16.18.070 Hazardous Materials Storage.</p> <p>(6) Conversion or reuse of an existing residential structure may be allowed with approval of a conditional use permit (Section 16.32.030 B.3).</p> <p>(7) Use shall be integrated as an accessory use of a primary office and/or research use and such use shall be incorporated within the primary use's structure. Use shall not be located in a stand-alone building.</p> <p>(8) Non-conforming single family residential uses are allowed limited additional development subject to Section 16.32.030, Restriction on Nonconforming Uses and Structures.</p> <p>(9) For EVCS - Subject to the Minor Conditional Use Permit appeal provisions for identified Public Health and Safety issues as described in Section 15.63.</p> <p>(10) Limited to a Massage Accessory Use with establishment of the following primary uses: Health and Fitness Centers, Hotels, Medical Services – Offices, Clinics and Laboratories, Medical Services – Hospital, Skilled Nursing – Short Term. Refer to Section 16.44.270.B.3 (Massage Accessory Use) and Chapter 5.18 (Massage Businesses and Massage Therapists) for additional details.</p> <p>(11) Limited to a Massage Accessory Use with establishment of the following primary uses: Assisted Living/Skilled Nursing. Refer to Section 16.44.270.B.3 (Massage Accessory Use) and Chapter 5.18 (Massage Businesses and Massage Therapists) for additional details.</p> <p>(12) Refer to Section 5.18.150 (Exemptions) for the types of "Professions and Services" which shall not be classified as a Massage Establishment.</p>			

(Ord. 587, Exhibit A (part), 2022; Ord. 565-21, Exhibit B (part), 2021; Ord. 561-20, Exhibit B (part), 2020; Ord. 556 § 6, 2020; Ord. 538, Exhibit A (part), 2018; Ord. 507 § 4 (part), 2016; Ord. 492 Exhibit 6, 2014)

**16.11.020 Office Districts General Development Standards.**

New land uses and structures, and alterations to existing uses or structures shall be designed, constructed, and/or established in compliance with the building setback and height, on-site landscaping requirements in Table 16.11-2, Office Districts General Development Standards, site and building Design Standards in Section 16.11.030, and applicable development standards (e.g. landscaping, parking, and loading, etc.) in Article III, Site Planning and General Development Standards.

Note: Click to view a printer-friendly PDF of [Table 16.11-2](#)

TABLE 16.11-2		
OFFICE DISTRICTS GENERAL DEVELOPMENT STANDARDS <sup>(1) (2)</sup>		
Development Feature	Office	ORP
<b>Required Building Setbacks</b>		
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OFFICE DISTRICTS GENERAL DEVELOPMENT STANDARDS <sup>(1) (2)</sup>		
Development Feature	Office	ORP
<b>Required Building Setbacks</b>		
Street Side	25 feet	25 feet
Interior	25 feet	25 feet
Interior (adjacent to residential zoned properties)	Twice Building Height	Twice Building Height

Interior (adjacent to a freeway)	25 feet minimum	25 feet minimum
<b>Building Height</b>		
Maximum Building Height <sup>(3)</sup>	90 feet	150 feet
<b>Accessory Structures</b>	Consistent with Section 16.44.150	
<b>Landscaping</b>		
Minimum On-site Landscaping <sup>(4)</sup>	20 percent	20 percent
Minimum Parking Area Landscaping Based on Parking Lot Size <sup>(5)</sup>		
5 - 24 spaces	5 percent	5 percent
25 - 49 spaces	7.5 percent	7.5 percent
50 spaces plus	10 percent	10 percent
<b>Parking Requirements</b>		
See Chapter 16.34, Off-Street Parking and Loading Standards		
<p>(1) Portions of a site may be developed prior to development of the entire site, if it can be demonstrated that the portion does not compromise the overall comprehensive development of the site.</p> <p>(2) Development standards may vary for mixed use projects and projects over ten acres in size when comprehensively planned in compliance with Chapter 16.64, Master Development Plans, or Chapter 16.66, Specific Plans.</p> <p>(3) For structures greater than fifty (50) feet in building height and within 500 feet of existing residential homes, a public hearing shall be required, and the review shall include an evaluation of view sheds to maintain views for residential homes and a shadow survey to avoid buildings casting shadows on residential homes.</p> <p>(4) See Chapter 16.28, Landscaping Standards and Water Efficient Landscaping.</p> <p>(5) Minimum required parking lot landscaping area is included in required minimum on-site landscaping area.</p>		

(Ord. 538, Exhibit A (part), 2018; Ord. 492 Exhibit 6, 2014)

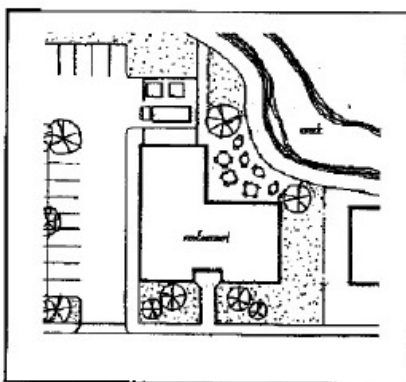
### 16.11.030 Office Districts Design Standards.

The following standards and design features are provided to ensure a level of quality development. Standards are mandatory requirements for all developments in areas zoned O and ORP. Design features are provided to allow flexibility by providing options for implementing specific standards. In order to meet a certain standard, one or a combination of design features shall be incorporate in the project's design.

#### A. Site Planning.

##### 1. Site Character.

a. **Standard:** Natural amenities (e.g., views, mature trees, creeks, riparian corridors, and topographic features) unique to the site shall be preserved and incorporated into the project's design whenever possible.



*Site Plan incorporating natural amenity, e.g. restaurant actively oriented to creek*

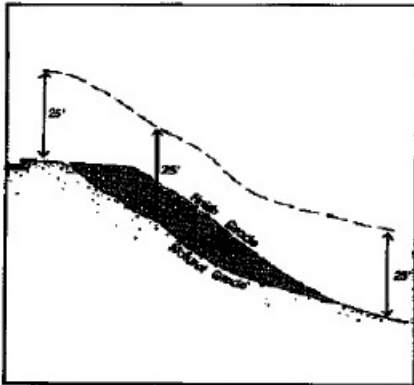
b. **Standard:** Structures that are historic or are otherwise distinctive because of their rural appearance, age, cultural significance, or unique architectural style as determined by the council shall be preserved and incorporated into development proposals.

c. **Standard:** Structures shall not face their back side or loading areas onto existing or planned amenities (e.g. parks, open space, and water features).

d. **Standard:** Frontage roads or drives shall be provided adjacent to open space areas unless the office or research park project is designed to provide direct pedestrian access to the open space and the road or drive is not otherwise necessary.

e. **Standard:** Development on sloped properties shall generally follow the natural contours of the land by use of at least one of the following design features:

- 1) Use terraced parking lots.
- 2) Provide stepped building foundations and retaining walls.
- 3) Incorporate larger setbacks to preserve natural landforms.

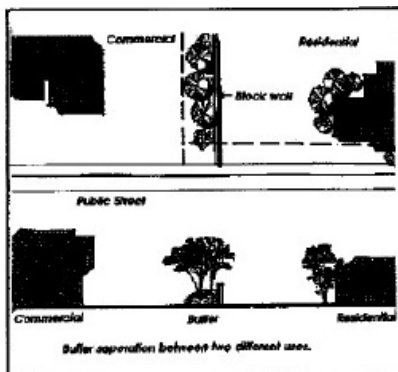


*Finish grades should follow natural grades as much as possible*

## 2. Land Use Buffering.

a. **Standard:** Noise, traffic, or odor-generating activities shall be located adjacent to similar activities on adjacent properties whenever possible. Buffering between different land uses shall be in compliance with Section 16.18.120 (Screening and Buffering).

b. **Standard:** Loading areas, access and circulation driveways, trash enclosures, and mechanical equipment shall be located as-far-as possible from any adjacent residences.



*Required Commercial/Residential Buffer*

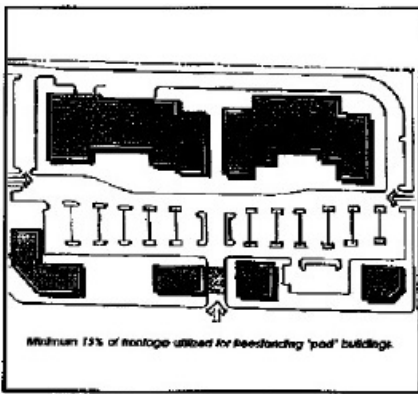
c. **Standard:** When adjoining residential and office uses can mutually benefit from connection rather than separation appropriate connective elements (e.g., walkways, common landscape areas, building orientation, and unfenced property lines) shall be provided between the uses.

d. **Standard:** Window orientation in nonresidential buildings shall preclude a direct line of sight into adjacent residential units and private open spaces located within one-hundred feet of the shared property line.

e. **Standard:** When office buildings back-up to open space areas of residential projects, the rear setback area shall be landscaped with evergreen trees planted a minimum of thirty (30) feet on center to screen parking lots and large building walls. Tree planting may be spaced closer subject to tree species used.

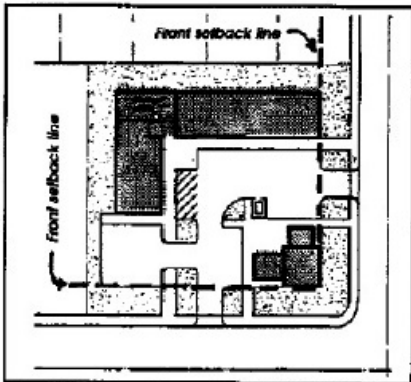
## 3. Building Placement.

a. **Standard:** Developments containing multi-tenant buildings shall place a minimum 15% building frontage adjacent to the front setback line. The city planner may waive or reduce this standard for projects where implementation of this standard may not be feasible.



*Provide Buildings at Street Edge*

**b. Standard:** Corner buildings shall provide a strong tie to the setback lines of each street. The primary mass of the building shall be placed at an angle to the corner. This does not preclude angled or sculpted building corners, or an open plaza at the corner.

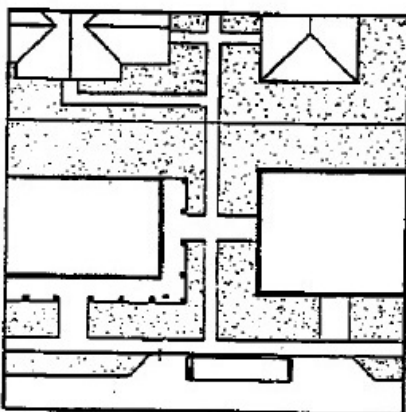


*Building edges at front setback line*

**c. Standard:** Multiple buildings in a single project shall provide a functional relationship with one-another to achieve a "village" scale by use of at least two of the following features:

- 1) Cluster buildings around open plaza areas, not parking lots.
- 2) Provide courtyards with landscaping and other pedestrian amenities.
- 3) Provide convenient pedestrian circulation between buildings and between parking areas and buildings using enhanced paving materials.
- 4) Link buildings together visually using trellis structures, arcades, and enhanced paving.
- 5) Avoid dated L-shaped shopping centers with parking located adjacent to the street.

**d. Standard:** Whenever possible, buildings shall have their entrances oriented towards transit stops for convenient access.



*Orient building access to transit stops*

**4. Trash/Loading/Storage Areas.**

**a. Standard:** All trash and garbage bins shall be stored in approved enclosures in compliance with Section 16.18.150

(Solid Waste and Recyclable Materials).

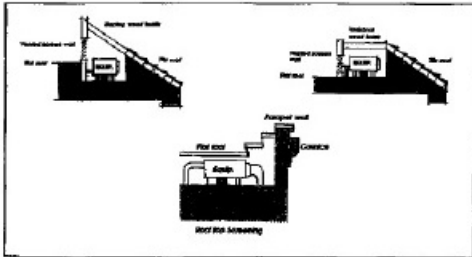


*Decorative masonry and metal mixed with wood elements create pleasant trash enclosure*

- b. The location of trash enclosures shall allow convenient access for each tenant.
- c. Trash enclosures shall be located as far away from adjacent residential uses as possible.
- d. Loading facilities shall not be located at the front of buildings where it is difficult to adequately screen them from view. These facilities are more appropriate at the rear of the site.
- e. Loading facilities shall be fully screened from view from all adjacent public streets and freeways.
- f. Screening of load areas shall be accomplished with architectural elements or landscaping, or a combination of both.

### 5. Utility and Mechanical Equipment.

a. **Standard:** All mechanical equipment (e.g., compressors, air conditioners, heating and ventilating equipment, chillers, stand pipes, solar collectors, etc.) shall be concealed from view in compliance with Section 16.18.120 (B) (Screening and Buffering). Screening devices shall be compatible with the architectural and color of the adjacent buildings.



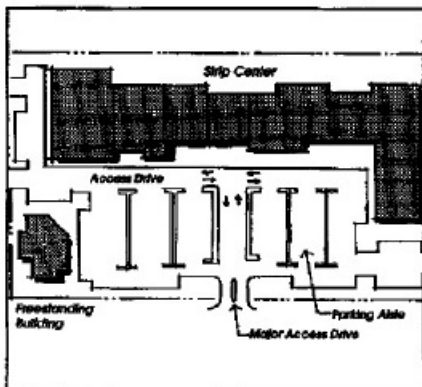
*Various methods of screening roof top equipment.*

- b. **Standard:** Mechanical equipment shall not be located on the roof of a structure unless the equipment can be screened by building elements that are designed for that purpose and that are an integral part of the building design.
- c. **Standard:** Utility equipment (e.g., electric and gas meters, electrical panels, and junction boxes) shall be located in utility rooms within the structure or utility cabinets with exterior access.

### B. Parking and Circulation.

#### 1. General.

a. **Standard:** Parking lot spaces shall be designed with a clear hierarchy of circulation: major access drives with no parking; major circulation drives with little or no parking; and parking aisles for direct access to parking spaces.



*Parking lot designed with hierarchy of circulation*

b. Parking lots shall be separated from buildings by a raised walkway, landscape strip, or combination of such a minimum six (6) feet in width, with a minimum three (3) foot wide walkway. Mow strips are not required in this situation. Parking aisles and/or parking spaces shall not directly abut a building.

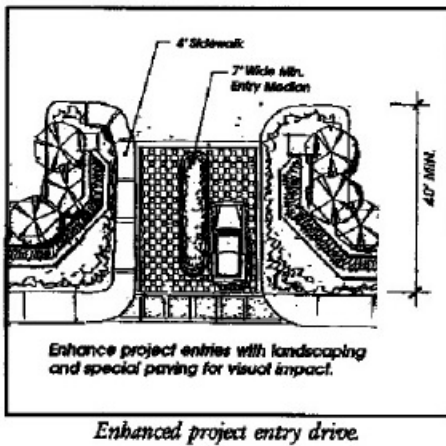
c. No more than five (5) percent of the required parking shall be located in the rear services area of a project site.

## 2. Project Entry.

a. **Standard:** Parking lots with over one hundred (100) parking stalls shall provide a main entry drive from the public street for a minimum distance of forty (40) feet and shall include a minimum four (4) foot-wide sidewalk from the street to the first cross aisle on at least one side, and at least one of the following features:

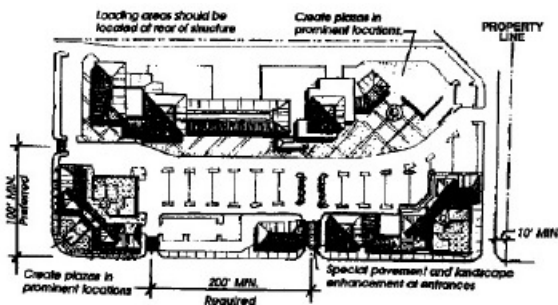
1) A minimum seven foot wide landscaped enter median from the public street to the first cross aisle.

2) Two seven (7) foot-wide landscaped parkways flanking the main entry drive. The parkway that abuts the sidewalk may be reduced in width to four (4) feet.



b. **Standard:** The first aisle juncture that intersects the main entry drive shall be placed at least forty (40) feet back from the public street right-of-way to provide adequate queuing distance off the street.

c. **Standard:** Entry drives shall be located a minimum of two hundred (200) feet apart and at least one hundred (100) feet from any street intersection property line to driveway centerline. Also, access drives shall be located a minimum of twenty (20) feet from side property lines unless a shared drive is provided.



## 3. Site Access.

a. **Standard:** Developments with more than one hundred (100) parking stalls that are located on an arterial or larger road shall coordinate access points with median openings and existing driveways on the opposite side of the roadway. Final locations shall be subject to review and approval by the city.

b. **Standard:** Developments with more than two-hundred (200) parking stalls that are located on an arterial or a larger street shall provide deceleration lanes adjacent to their major entry per city standards.

c. **Standard:** Whenever possible, located access drives on side streets to maintain efficient traffic flow on major roadways.

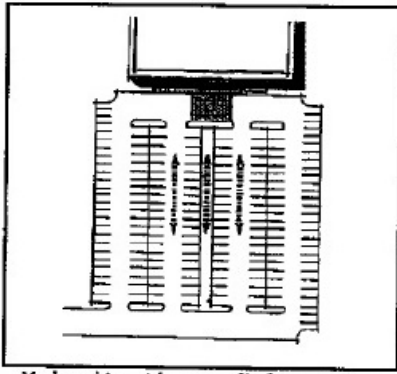
d. **Standard:** All driveway radii shall be per city standards.

## 4. Pedestrian Access.

a. **Standard:** Drop-off points (i.e., wider aisles) shall be located near major building entries and plaza areas for projects over fifty-thousand (50,000) square feet of building area.

b. **Standard:** Parking areas shall be designed so that pedestrians walk parallel to moving cars in parking aisles. Minimize the need for pedestrians to cross parking aisles and landscape islands to reach building entries.





*Mark parking aisles perpendicular to primary structure.*

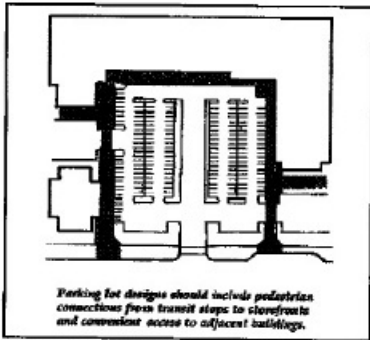
**c. Standard:** Clearly defined pedestrian access shall be provided from transit/bus stops to primary building entrances. In projects with more than one-hundred (100) parking stalls, pedestrian walkways shall be provided through the parking areas from transit/bus-stops.

**d. Standard:** All projects shall provide a connection of the on-site pedestrian circulation system to the off-site public sidewalk.

**e. Standard:** Meandering sidewalks shall be provided in all commercial zoning districts when required by the director.

**f. Standard:** Parking lots with over one-hundred (100) stalls shall provide a separate pedestrian walkway from the public sidewalk to the on-site walkways. At a minimum, this main entry sidewalk shall provide the following:

- 1) Be located on one side of the main entry drive aisle.
- 2) Be a minimum of four feet (4) wide.
- 3) Be raised and protected from the drive aisle by a six (6) inch high curb.
- 4) Be constructed of concrete or an interlocking paving system. Asphalt sidewalks are not allowed.



*Parking lot designs should include pedestrian connections from transit stops to storefronts and convenient access to adjacent buildings.  
Provide pedestrian connections to the street.*

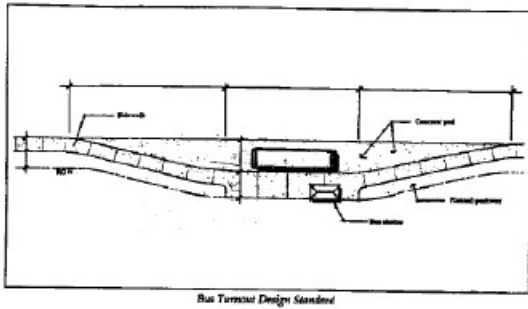
**g. Standard:** Emphasis at pedestrian crossings of driveways and major circulation aisles shall be accentuated at building entries by extending the sidewalk to the back edge of the parking spaces.

## 5. Bus Turnouts.

**a. Standard:** Bus turnouts may be required wherever the potential for auto/bus conflicts warrants separation of transit and passenger vehicles. Bus turnouts shall be considered by the city engineer when at least two of the following conditions apply:

- 1) Bus parking in the curb land is prohibited;
- 2) Traffic in the curb lane exceeds two-hundred and fifty (250) vehicles during peak hour;
- 3) Passenger volumes exceed twenty persons boarding an hour;
- 4) Traffic speed is greater than forty-five (45) miles per hour; and
- 5) Accident patterns are recurrent.

**b. Standard:** Bus turnouts shall be designed in compliance with city standards.



## C. Architectural Design.

### 1. Architectural Style.

**a. Standard:** No specific architectural style or design theme shall be required. A variety of architectural characteristics shall be considered to add to the city's overall image. However, while variety in design is generally encouraged, compatibility of new projects with their surroundings shall be a priority.

### 2. Design Consistency.

**a. Standard:** Designs shall demonstrate a consistent use of colors, materials, and detailing through-out all elevations of a building and throughout all buildings of a multi-building project. A multi-building project may have multiple ownerships, but shall be integrated with a common circulation system.

**b. Standard:** Elevations that do not directly face a street shall not be ignored or receive only minimal architectural treatment.

**c. Standard:** Each facade shall be designed for public view and shall be appropriately landscaped in compliance with the landscaping standards in Chapter 16.28 (Landscape Standards).

### 3. Form and Mass.

**a. Standard:** Designs shall be provide a sense of human scale and proportion. Structures shall be designed to avoid a "box-like," impersonal appearance by use of at least two of the following design features:

- 1) Provide horizontal and vertical wall articulation through the use of arcades, towers, wall recesses and projections, and setting back upper floors. Facades should incorporate wall plane projects and recesses having a depth of at least three percent of the length of the facade and extending at least twenty (20) percent of the length of the facade.
- 2) Provide architectural detail through the use of columns, three-dimensional decorative cornice bands, recessed entries and windows, and awnings and canopies.
- 3) Provide full roofs with substantial overhangs.
- 4) Incorporate decorative parapets where roof overhangs are not provided.
- 5) Use different, but compatible, building materials with varying textures and colors.

**b. Standard:** Entries shall be protected from the elements and shall create a focus and sense of entry for the building by use of at least two of the following design features:

- 1) Provide wall recesses.
- 2) Use roof overhangs.
- 3) Incorporate canopies and awnings.
- 4) Include arcades.
- 5) Install pedestrian oriented signs.

### 4. Roofs.

**a. Standard:** Variations in roof lines shall be used to add interest to, and reduce the massive scale of large commercial buildings. Roofs shall incorporate at least two of the following features:

- 1) Parapets concealing flat roofs and rooftop equipment. The average height of a parapet shall not exceed fifteen (15) percent of the height of the supporting wall and parapets shall not at any point exceed one-third the height of the supporting wall. Parapets shall incorporate a three-dimensional cornice.
- 2) Overhanging eaves, extending at least three feet past the supporting walls.
- 3) Sloping roofs that do not exceed the average height of the supporting walls with an average slope greater than or equal to one-foot for vertical rise for every three feet of horizontal run and less than or equal to one-foot of vertical rise for every one-foot of horizontal run.

4) Three or more roof slope planes.

**b. Standard:** Parapet walls shall be treated as an integral part of the structure design.

**c. Standard:** Parapet walls should receive architectural detailing consistent with the rest of the facade design and should not appear as unrelated elements intended only to screen the roof behind.

**d. Standard:** Where a mansard roof is incorporated into the parapet design, views from above the structure should also be considered relative to any visible structural support elements.

#### **5. Building Materials.**

**a. Standard:** False or decorated facade treatments, wherein one or more unrelated materials appear to be "stuck on" a building, shall be avoided.

**b. Standard:** Fake products that attempt to imitate real materials (e.g., wood, stone, brick, etc.) are not allowed.

**c. Standard:** The composition of materials shall avoid giving the impression of thinness and artificiality.

**d. Standard:** Veneers shall turn corners, avoiding exposed edges.

**e. Standard:** Stock, "off-the-shelf" metal buildings are prohibited as primary structures.

#### **6. Colors.**

**a. Standard:** Facade colors shall be low reflective, subtle, neutral or earth tone colors. The use of high-intensity colors, metallic colors, black, or fluorescent colors is prohibited.

**b. Standard:** Building trim and accent areas may feature brighter colors, including primary colors, but neon tubing shall not be an acceptable feature for building trim or accent areas except for movie theatres.

**c. Standard:** The transition between base and accent colors shall relate to changes in building materials or the change of building surface planes. Colors should not meet or change without some physical change or definition to the surface plane.

#### **7. Additions to Existing Structures.**

**a. Standard:** The design of an addition to an existing structure shall follow the general scale, proportion, massing, and detailing of the original structure. The addition shall be harmonious with the original structure, not a stark contrast.

**b. Standard:** Additions shall be an interpretation of the existing building wherein the main characteristics of the existing structure are incorporated into the design of the addition by use of at least two of the following design features:

1) Repeat window and door spacing;

2) Use harmonizing colors and materials; and/or

3) Include similar, yet distinct, architectural details (e.g., window/door trim, lighting fixtures, tile/brick decoration, etc.).

(Ord. 538, Exhibit A (part), 2018; Ord. 492 Exhibit 6, 2014)