

§ 151.049 OS, OFFICE SERVICE DISTRICT.

(A) *Purpose.* This district is designed primarily for the convenience of persons residing in the village by providing office, limited retail, and business service uses that serve the adjacent and surrounding neighborhoods. The district shall be characterized by uses that generally operate during normal business hours; are a compatible transitional use between commercial and residential areas and/or between thoroughfares and residential areas; and are located in buildings that are architecturally compatible with the residential community. It is the purpose of these regulations to permit development of the enumerated functions in a manner that is compatible with uses in the surrounding area. To these ends, certain uses are excluded that would function more effectively in other districts.

(B) *Permitted uses.*

- (1) Office buildings for the use of any of the following occupations: executive, administrative, professional, accounting, writing, clerical, stenographic, drafting, and sales;
- (2) Medical and dental office, including clinics and medical laboratories;
- (3) Banks, credit unions, savings and loan associations;
- (4) Publicly owned buildings, public utility transformer stations and substations, telephone exchanges, and public utility offices;
- (5) Photographic studios;
- (6) Retail office supply, computer and business machine sales;
- (7) Business service establishments, such as printing and photocopying services, mail and packaging services, and typing and secretarial services;
- (8) Florist shops;
- (9) Personal service establishments, such as barber and beauty shops; watch, clothing, and shoe repair; locksmith; and similar establishments;
- (10) Outdoor display of products or materials for retail sale or rental when accessory to a principal permitted use subject to the requirements of § 151.082;
- (11) A single-family dwelling and any use, building, or structure accessory thereto, established and existing at the time of adoption of this chapter;
- (12) Office buildings of architects, engineers, surveyors, community planners and other professions of similar nature;
- (13) Theaters and studios for professional work;
- (14) Governmental offices;
- (15) Training and/or educational centers where such centers are designed and intended to provide training at the business, technical, and/or professional level; and
- (16) *Employee services.* Employee services, such as a cafeteria, snack bar or exercise gym, may be permitted as an accessory use to a permitted or conditional land use in the Office Service District, provided such services are contained wholly within the principal structure and are offered to employees only.

(C) *Conditional uses.*

- (1) Private service clubs, social organizations, and lodge halls;
- (2) Funeral homes;
- (3) Multiple-family housing and/or apartment dwelling second floor and above;
- (4) Veterinary offices and hospitals, including accessory boarding, provided no outdoor exercise runs or pens are permitted; and
- (5) Bed and breakfast establishments subject to the provisions of §151.084.

(D) *Architectural standards.* The architectural standards contained in this section are intended to integrate the OS District into the existing fabric of the village, contributing to the cohesive historic identity of Manchester. Because of the planned lower density of development along the corridor, structures shall possess architectural quality and variety to establish its own identity and create a positive image for the village's OS District.

Development in the OS District, including new buildings, additions and renovations, shall be designed to preserve or complement the intended design character of corridor development, provide visual harmony, and protect the investment of adjacent landowners. These structures shall be reviewed by the Planning Commission under the following criteria:

(1) *Building orientation.* The intent of the OS District is to contribute to the desirability of pedestrian activity within the district and adjacent land uses, and to encourage connectivity to the streetscape. Entranceway orientation and proposed flow of pedestrians will contribute towards the desired pedestrian activity and scale described in this section. The following

shall be considered:

(a) Buildings shall front towards and have their primary pedestrian entrance facing onto a public street or onto a major internal drive within a planned shopping center. The Planning Commission may permit buildings that face towards a side yard; provided that defined pedestrian access routes are provided to the public street, and features such as those described above are provided along walls that face the public street.

(b) Blank walls may not face a public street, and buildings must have windows and architectural features commonly associated with the front facade of a building, such as awnings, cornice work, edge detailing or other decorative finish materials, on walls that face the public street.

(2) *Building scale.* The intent is to create development that is similar in scale with the older buildings in the village by encouraging narrow facades, and discouraging single, large scale buildings.

(a) Building facades shall be subdivided, through the location of architectural treatments and the arrangement of openings (doors and windows) compatible in size and scale to the surrounding buildings.

(b) 1. The height-to-width ratio of these subdivided facades of single-story buildings shall not exceed 1:2.

2. The height-to-width ratio of these subdivided facades of two-story buildings shall not exceed 1:1.

(3) *Defined streetscape.* Buildings that are to be located along a public road shall be designed to create a defined streetscape along the corridor, utilizing the following guidelines. The Planning Commission may require a perspective drawing or a scale model of the proposed structure.

(a) Proper relationship to existing structures in the area shall be maintained through building mass, proportion, scale, roofline shapes, windows, and doors.

(b) All new development, additions, or renovations shall provide sidewalk connections to adjacent properties and/or development.

(4) *Building materials and design.* The applicant must demonstrate the proposed buildings possess architectural quality and variety that create a distinct and harmonious character for the corridor. This shall be accomplished by the following:

(a) Variety in building design shall be provided by architectural features, details and ornaments such as archways, colonnades, towers, cornices or peaked rooflines.

(b) Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture, and color; and provide a sense of place.

(c) Roof shape and materials shall be architecturally compatible with the district and enhance the predominant streetscape and surrounding developments. Gable, hip and gambrel roofs are encouraged as the predominant shapes along the corridor.

(d) The predominating surface plane of all building walls over 40 feet in length shall be varied through the use of architectural treatments, such as varying building lines, entrance accents, and windows.

(e) Where the side or rear facade(s) of a building will be visible from a residential zoning district or public land, such a facade shall be constructed to a finished quality comparable to the front facade. Otherwise, decorative block, such as split-faced or single-scored with an integral color, may be used for these facades. Painted block is prohibited.

(f) A building located on a corner lot shall provide distinct and prominent architectural features or site elements, which reflect the importance of the building's corner location and create a positive visual landmark. An entry feature or site landmark shall be required at the discretion of the Planning Commission.

(g) All mechanical equipment shall be shielded from public view.

(h) Exterior building materials and treatment shall maintain a consistent overall appearance within the OS District. Any side of a principal building, at least 50% of the facade shall be constructed of, or covered with, 1 or more of the following materials:

1. Brick: smooth and hard in form; red, dark-red, or brown in color;
2. Cut stone: carved and smooth-finish limestone;
3. Siding: wood clapboard or shingle siding, or high quality vinyl;
4. Glass windows and/or doors: non-reflective, clear or slightly tinted; and
5. Other materials similar to the above as determined by the Planning Commission.

(i) The first floor of front facade(s) for nonresidential structures shall include at least 30% non-reflective windows (clear or slightly tinted). The approximate size, shape, orientation and spacing shall match that of nonresidential buildings on adjacent lots.

(5) *Other site elements.* Signs, landscaping, walls, lighting and other site elements shall be coordinated and compatible with the building design, as well as harmonious with the intended character of the district.

(E) *Parking requirements.*

- (1) OS District uses shall provide parking and loading in accordance with the provisions set forth in §§151.165*et seq.*
- (2) Off-street parking shall be located in the side or rear yard, and in no case shall be located in the required front yard. On lots where parking requirements can not be met in the side and rear yards, the Planning Commission may permit off-street parking in a portion of the non-required front yard.
- (3) Planning Commission may approve a reduction in parking requirements of up to 25%, if the applicant can demonstrate the use would be sufficiently served by the proposed amount of parking. Applicant shall demonstrate that the required parking could be accommodated on-site by delineation on the site plan. This parking would be banked for future utilization if the parking needs of the use were to change.
- (4) Where off-street parking is visible from the public right-of-way, screening shall be provided within the required greenbelt area between the parking lot and the public right-of-way, and shall be accompanied by 1 of the following options:

<i>Parking Area Screening Options</i>	<i>Minimum Buffer Width</i>	<i>Minimum Landscaping Requirements</i>
Landscape strip	5 feet	10 shrubs per 30 feet
Three-foot-high, decorative metal fence	5 feet	5 shrubs per 30 feet
Three-foot-high wall	5 feet	5 shrubs per 30 feet

- (a) A minimum 5-foot buffer area between the off-street parking and/or vehicular use area and the street right-of-way line, including plantings of at least 10 shrubs for every 30 feet, or fraction thereof, of street frontage of parking lot.
- (b) A minimum 5-foot buffer area between the parking lot and the right-of-way, including a 36-inch-high, decorative metal fence (i.e., wrought iron). The fencing shall contain 4-inch spacing between metal pickets, with masonry pilasters spaced 24 feet apart, capped, and at least 16 inches to 21 inches wide. The minimum landscaping required in conjunction with the metal fence is 5 shrubs for every 30 feet, or fraction thereof, of street frontage of parking lot.
- (c) A minimum-5-foot buffer area between the parking lot and the right-of-way, including a 36-inch-high, masonry screening wall in conjunction with the minimum landscaping requirement of 5 shrubs for every 30 feet, or fraction thereof, of street frontage of the parking lot. The wall shall be constructed of brick or masonry block, and shall also include a concrete, stone, or masonry cap.

(F) *Access management.*

- (1) *Statement of purpose.* The purpose of this section is to provide access standards that will facilitate through-traffic operations, ensure public safety along roadways, and protect the public investment in the street system; while providing property owners with reasonable, though not always direct, access. The standards are specifically designed for streets whose primary function is the movement of through traffic, as opposed to local streets whose primary function is access to adjacent properties.
- (2) *Commercial driveway definition.* For the purposes of this section, a **COMMERCIAL DRIVEWAY** is defined as any vehicular access except those serving 1 or 2 dwelling units, or serving just an essential public service structure.
- (3) *Application of standards.*
 - (a) The standards of this section shall be applied to the Office Service (OS) District.
 - (b) The access standards contained herein shall be required in addition to, and, where permissible, shall supersede the requirements of the Washtenaw County Road Commission.
 - (c) The standards contained in this section shall apply to all uses.
 - (d) For expansion and/or redevelopment of existing sites where the Planning Commission determines that compliance with all standards of this section is unreasonable, the standards shall be applied to the maximum extent possible. In such situation, suitable alternatives that substantially achieve the purpose of this section may be accepted by the Planning Commission, provided that the applicant demonstrates all of the following apply:
 1. Size of the parcel is insufficient to meet the dimensional standards.
 2. The spacing of existing, adjacent driveways or environmental constraints prohibit adherence to the access standards at a reasonable cost.
 3. The use will generate less than 500 total vehicle trips per day or less than 75 total vehicle trips in the peak hour of travel on the adjacent street, based on rates developed by the Institute of Transportation Engineers.
 4. There is no other reasonable means of access.
- (4) *General standards for driveway location.*

(a) Driveways shall be located so as to minimize interference with the free movement of traffic, to provide adequate sight distance, and to provide the most favorable driveway grade to be determined at engineering review.

(b) Driveways, including the radii or tapered approach, but not including right-turn lanes, passing lanes and tapers, shall be located entirely within the right-of-way frontage, unless otherwise approved by the Village Engineer, and upon written certification (such as an easement) from the adjacent property owner agreeing to such encroachment.

(5) *Standards for the number of commercial driveways.* The number of commercial driveways shall be the minimum necessary to provide reasonable access for regular traffic and emergency vehicles, while preserving traffic operations and safety along the public roadway. A single means of direct or indirect access shall be provided for each separately owned parcel. Where possible, this access shall be via a shared driveway or a service drive. Where it is not possible to provide shared access, this access may be by a single commercial driveway. Additional commercial driveways may be permitted, at the discretion of the Planning Commission, only under 1 of the following circumstances:

(a) Two 2-way entrances are required on the major highway. Additional entrances for purposes of a service drive or access to secondary frontages may be approved in the site plan.

(b) Additional commercial driveways may be justified due to the amount of traffic generated by the use without compromising traffic operations along the public street, based upon a traffic impact study submitted by the applicant.

(6) *Driveway spacing standards.*

(a) *Between driveways.* The minimum spacing between 2 commercial driveways on the same side of the road shall be 185 feet.

(b) *Offsets.* To reduce left-turn conflicts, new commercial driveways should be aligned with driveways or streets on the opposite side of the roadway where possible. If alignment is not possible, driveways should be offset a minimum of 250 feet along M-52 and 150 feet along other roadways. Longer offsets may be required, depending on the expected inbound left-turn volumes of the driveways, or sight-distance limitations.

(7) *Commercial driveway design.*

(a) All commercial driveways shall be designed according to the Village of Manchester Engineering Standards or the requirements of the Washtenaw County Road Commission, as appropriate.

(b) For high-traffic generators, or for commercial driveways along roadways experiencing or expected to experience congestion, the Planning Commission may require 2 clearly marked egress lanes.

(c) The edge of commercial driveways shall be setback at least 4 feet from the side or rear property line. This setback is intended to help control stormwater runoff, and permit snow storage on site, and provide an adequate area for any necessary on-site landscaping.

(8) *Service road design standards.*

(a) *Location.* Service roads shall generally be parallel or perpendicular to the rear property line, may be located either adjacent to or behind principal buildings, and shall not be permitted in front of the principal building. In considering the most appropriate alignment for a service road, the

Planning Commission shall consider the setbacks of existing buildings and anticipated traffic flow for the site.

(b) *Access easement.* The service road shall be within an access easement permitting traffic circulation between properties. This easement shall be 60 feet wide. The required width shall remain free and clear of obstructions, unless otherwise approved by the Planning Commission.

(c) *Construction and materials.* Service roads shall have a base, pavement and curb with gutter in accordance with the Village of Manchester Engineering Standards for public streets, except the width of the service road shall have a minimum pavement width of 18 feet face-to-face of curb.

(d) *Parking.* The service road is intended to be used exclusively for circulation, not as a parking-maneuvering aisle. The Planning Commission may require the posting of "no parking" signs along the service road. In reviewing the site plan, the Planning Commission may permit temporary parking in the easement area where a continuous service road is not yet available, provided that the layout allows removal of the parking in the future to allow extension of the service road.

(e) *Access to service road.* The Planning Commission shall approve the location of all accesses to the service road, based on the driveway spacing standards of this section.

(f) *Elevation.* The site plan shall indicate the proposed elevation of the service road at the right-of-way line, and the village shall maintain a record of all service road elevations so that their grades can be coordinated.

(9) *Modification of standards for special situations.* The Planning Commission shall have the authority to modify the standards of this section upon consideration of the following:

(a) The standards of this section would prevent reasonable access to the site.

(b) Access via a shared driveway or service road is not possible due to the presence of existing buildings or topographic conditions.

(c) Roadway improvements (such as the addition of a traffic signal, a center turn lane or bypass lane) will be made to improve overall traffic operations prior to project completion, or occupancy of the building.

(d) The use involves the redesign of an existing development or a new use that will generate less traffic than the previous use.

(e) The proposed location and design is supported by the Village Engineer as an acceptable design under the existing site conditions. The Planning Commission may also request the applicant provide a traffic impact study to support the requested access design.

(f) The modification shall be of the minimum amount necessary, but in no case shall spacing to another full-access driveway be less than 60 feet, measured centerline to centerline.

(g) Where there is a change in use or expansion at a site that does not comply with standards herein, the Planning Commission shall determine the amount of upgrade needed in consideration of the existing and expected traffic pattern, and the capability to meet the standards herein to the extent practical.

(G) *Additional requirements.* All permitted and conditional land uses in the OS District shall comply with all applicable provisions of this Zoning Ordinance.

(Ord. 239, passed 3-5-2001, § 4.4.7; Am. Ord. 263, passed 8-20-2007) Penalty, see § 151.999