

ARTICLE 19.00

OS-1, OFFICE SERVICE DISTRICT

Section 19.01 -- STATEMENT OF PURPOSE

The intent of the OS-1, Office Service District is to accommodate various types of administrative and professional offices, as well as certain personal service businesses, which can serve as a transitional use between more intensive land uses (such as commercial uses) and less intensive residential uses.

This district is intended to prohibit those types of retail uses and other activities that typically generate large volumes of traffic, traffic congestion, parking problems, and other impacts that could negatively affect the use or enjoyment of surrounding property. Modern low-rise office buildings in landscaped settings with ample parking are considered most appropriate for this district.

Section 19.02 -- PERMITTED USES AND STRUCTURES

A. Principal Uses and Structures

In all areas zoned OS-1, Office Service District, no building shall be erected, used, or structurally altered, nor shall the land or premises be used in whole or in part, except for one or more of the following principal permitted uses:

1. Office buildings for any of the following occupations: administrative services, accounting, clerical, drafting, education, executive, insurance, professional, real estate, research, sales agent, stock broker, technical training, stenographic, or writing.
2. General office buildings and uses, provided that goods are not manufactured, exchanged, or sold on the premises.
3. Medical and dental clinics or offices.
4. Financial institutions, including banks, credit unions, and savings and loan associations.
5. Offices of a municipality or other public entity, including public utility buildings, provided there is no outside storage of materials or vehicles.
6. Electronic data processing and computer centers.
7. Photographic studios.
8. Religious institutions, subject to the provisions in Section 8.02, sub-section Z.
9. Essential services, subject to the provisions in Section 2.16.
10. Other uses similar to the above, subject to the provisions in this Article.
11. Uses and structures accessory to the above, subject to the provisions in Section 2.03.

B. Special Uses

The following uses may be permitted by the Township Board, subject to the conditions specified for each use; review and approval of the site plan by the Planning Commission and Township Board; any special conditions imposed by the Planning Commission or Township Board that are necessary to fulfill the purposes of this Ordinance; and, the procedures and requirements set forth in Section 27.03.

1. Business schools or colleges, vocational training schools, dance schools, music and voice schools, and art studios.
2. Accessory retail uses customarily related to principal office uses permitted in this Section, including but not limited to a pharmacy or apothecary shop, sales of home-health care equipment, optical services, barber shop or beauty salon, or other retail or service business that is intended to serve the occupants and patrons of the principal uses. Such uses may be permitted only under the following conditions:
 - a. There shall be no exterior display or advertising, and
 - b. Any such use shall be an incidental in a building that accommodates a principal office use. The floor space set aside for the interior display and sale of merchandise shall occupy no more than twenty-five percent (25%) of the total usable floor area of the building.
3. Mortuaries, funeral homes, subject to the provisions in Section 8.02, sub-section O.
4. Personal service establishments, including barber shops and beauty salons.
5. Standard restaurants when located within an office building or as a part of a multiple building complex.
6. Medical or dental laboratories, excluding the manufacturing of pharmaceutical or other products for wholesale distribution.
7. Child care centers or day care centers, subject to the provisions in Section 8.02, sub-section AA.
8. Antiques malls located in a single building not exceeding 15,000 square feet in area devoted to the display and sale of antiques. All display and sale of goods must be conducted entirely within the building. (*revised 7/6/04*)

Section 19.03 -- DEVELOPMENT STANDARDS

A. Required Conditions

Unless otherwise noted, buildings and uses in the OS-1 Office Service District shall comply with the following requirements:

1. All permitted retail or service establishments shall deal directly with customers. Manufacturing of products for wholesale distribution off of the premises is not permitted.
2. All business, services, or processing, except off-street parking and loading, shall be conducted within a completely enclosed building. No displays of merchandise or products or signs advertising such merchandise or products shall be visible from the outside.

3. There shall be no outside storage of any goods, inventory, vehicles, or equipment.
4. Commercially used or licensed vehicles with a rated capacity of one (1) ton or more shall not be parked on the site, except for a short duration during normal deliveries.

B. Site Plan Review

Site plan review and approval is required for all uses in accordance with Section 27.02.

C. Area, Height, Bulk, and Placement Requirements

Buildings and uses in the Office Service District are subject to the area, height, bulk, and placement requirements in Article 26.00, Schedule of Regulations.

The following chart summarizes the regulations in Article 26.00, but the user is cautioned to refer to Article 26.00 for more detailed information and explanatory notes.

Minimum Lot Area	20,000 sq. ft.
Minimum Lot Width	100 ft.
Maximum Height	2 stories, 35 feet
Minimum Setbacks	
Front	45 ft.
Side	10 ft.
Rear	20 ft.

D. Planned Development

Planned Development is permitted as a means to achieve the basic intent of this district, in accordance with the guidelines in Section 27.04.