

## ARTICLE 19.00

# OS-1, Office Service District

### ***Section 19.01 Statement of Purpose***

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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 of enjoyment of surrounding property.

### ***Section 19.02 Permitted Uses and Structures***

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#### **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, including software development..
7. Sales facilities, such as call centers and facilities dedicated to internet sales.
8. Photographic studios.
9. Religious institutions, subject to the provisions in Section 8.02, sub-section X.
10. Essential services, subject to the provisions in Section 2.16.
11. Other uses similar to the above, subject to the provisions in this Article.
12. Uses and structures accessory to the above, subject to the provisions in Section 2.03.
13. Temporary real estate auctions, subject to the provisions in Section 8.02, sub-section LL.
14. Temporary general auctions, subject to the provisions in Section 8.02, sub-section LL.

#### **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 29.03.

1. Business schools, 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 M.
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.
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.

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**Section 19.03 Development Standards**

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**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 new construction and expansion of existing buildings, in accordance with Section 29.02.

**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 28.00, Schedule of Regulations.

The following chart summarizes the regulations in Article 28.00, but the user is cautioned to refer to Article 28.00 for more detailed information and explanatory notes.

Regulations	
Minimum Lot Area	20,000 sq. ft.
Minimum Lot Width	100 ft.
Maximum Height	2 stories, 35 ft.
Minimum Front Setback	45 ft.
Minimum Side Setback	10 ft.
Minimum Rear Setback	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 29.04.

**Section 19.04 – Penalties and Enforcements**

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Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed \$100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

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