

## **Section 27. P-O Professional Office District Regulations**

**PURPOSE:** The P-O Professional Office District is established to create a restrictive district for low intensity office or professional uses which may be located close to all types of residential uses, with appropriate buffer and landscaping so as not to create a blighting effect on adjacent residential area.

**USES GENERALLY:** In a P-O Professional Office District no land shall be used and no building shall be erected for or converted to any use other than as hereinafter provided.

**A. PERMITTED USES:** The following uses shall be permitted as principal uses.

1. Administrative, executive and editorial offices for business, professional or industrial organizations.
2. Financial offices such as banks, savings and loan associations, mortgage bankers and insurance offices.
3. Governmental office buildings and uses.
4. Prescription pharmacy.
5. Medical and dental clinics.
6. Medical and dental laboratories, but not including the manufacture of pharmaceutical or other products for general sale or distribution.
7. Professional offices for the conduct of the following professional and semiprofessional occupations: Accountant, architect, attorney, dentist, engineer, insurance agent, real estate agent, personal or family counselor, chiropractor, physical therapist, physician, public secretary, surgeon, or any other office or profession which is the same general character as the foregoing, but excluding animal grooming salons, dog kennels, funeral homes, veterinarian and veterinary hospitals.
8. RESERVED FOR FUTURE USE.
9. Schools and studios for art, dancing, drama, music, photography, interior decorating or reducing.
10. Permanent cosmetic application—with approval of a Tattoo Studio License from the Texas Department of Health and licensure from the Texas Cosmetology Commission

B. ACCESSORY USES: The following uses shall be permitted as accessory uses, provided that such use shall be located not less than twenty (20) feet from any street right-of-way:

1. Mechanical equipment located within 120-feet of any residentially zoned district must meet the standards established for noise regulation as stated in Section 55. Performance Standards.
2. Screened garbage storage on a concrete pad and no nearer than fifty (50) feet to a residentially zoned district and not located between the front of the building and any street right-of-way.
3. Parking of automobiles, provided that such facilities are within sixty (60) feet of a residentially zoned district be separated from said lot by a blind fence or wall at least six (6) feet high.
4. Parking garage.
5. Signs advertising uses on the premises in accordance with Section 60 of this Ordinance.

C. CONDITIONAL USES:

1. Restaurants, including alcoholic beverage sales provided a special permit is issued in accordance with Section 42.B. of the Ordinance. Drive-in and drive-through restaurants shall not be allowed.
2. Funeral homes and mortuaries.
3. Assisted Living Facilities
4. Any use allowed within this district with drive-in or drive-through service.
5. Planned Professional Office Centers
6. Owner or caretaker residential facilities having accommodations for and occupied by only one family within a single professional office building.
7. Call Centers.
8. Public institutions and nonprofit institutions of any educational, religious or cultural type, including private and charter schools, but excluding corrective institutions and hospitals.
9. Any use allowed within this district with outdoor speakers.

10. Master Site Development Plan.

D. LIMITATIONS OF USES: None specified.

E. PLAN REQUIREMENTS: No application for a building permit for construction of a principal building shall be approved unless:

1. A Plat, meeting all requirements of the City of Grapevine has been approved by the City Council and recorded in the official records of Tarrant County.
2. A Site Plan, meeting the requirements of Section 47, has been approved.
3. A Landscape Plan, meeting the requirements of Section 53, has been approved.

F. DENSITY REQUIREMENTS: The following bulk and intensity of use requirements shall apply:

1. MAXIMUM DENSITY: The maximum density within a P-O District shall not exceed a floor area ratio of 1.0.
2. MINIMUM LOT SIZE: The minimum lot size in a P-O District shall be ten thousand (10,000) square feet. Planned Professional Office Centers, approved as a conditional use permit, shall be a minimum of two (2) acres.
3. MINIMUM OPEN SPACE: At least twenty (20) percent of the total lot area shall be devoted to non-vehicular open space. (Non-vehicular open space is any area not devoted to buildings, parking, loading, storage or vehicular use.)
  - a. Landscaping in excess of the required minimum open space that is located in the rear yard of the site shall not be used to meet the minimum open space requirements for the site.
4. MAXIMUM BUILDING COVERAGE: The combined area occupied by all main and accessory structures shall not exceed sixty (60) percent of the total lot area.
5. MAXIMUM IMPERVIOUS SURFACE: The combined area occupied by all main and accessory structures, parking, storage, loading and other paved areas shall not exceed eighty (80) percent of the total lot area.

G. AREA REGULATIONS: The following minimum standards shall be required:

1. LOT WIDTH: Every lot shall have minimum width of eighty (80) feet.

2. LOT DEPTH: Every lot shall have minimum depth of not less than one hundred (100) feet.
  3. FRONT YARD: Every lot shall have a front yard of not less than twenty-five (25) feet which shall be utilized as a landscaped setback area. Front yards shall not be used for any buildings, structure, fence, wall or storage area, except that signs may be permitted in this area. Front yards shall be landscaped with grass, shrubbery, vines, or trees and no part shall be paved or surfaced except for minimum access, driveways and sidewalks.
  4. SIDE YARDS: Every lot shall have two (2) side yards, each of which shall be not less than ten (10) feet in width.
  5. REAR YARD: Every lot shall have a rear yard of not less than twenty-five (25) feet in depth.
  6. DISTANCE BETWEEN BUILDINGS: The minimum distance between detached principal or accessory buildings on the same lot shall be not less than twenty (20) feet.
- H. BUFFER AREA REGULATIONS: Whenever a P-O District abuts a Residential District, an appropriate buffer screen shall be provided in accordance with the provisions of Section 53 of this ordinance. In addition, no building or structure shall be located nearer to any residentially zoned property than a distance equal to two (2) times the height of such building or structure or twenty-five (25) feet, whichever is greater.
- I. HEIGHT:
1. No principal structure shall be erected or altered to a height exceeding two (2) stories or thirty (30) feet. Principal structures located contiguous to a R-20, R-12.5, or R-7.5 District shall not exceed one (1) floor level and twenty (20) feet in height, however an increase up to five (5) feet to the above stated height requirements may be granted upon approval of a conditional use permit by the City Council.
  2. No accessory structure shall be erected or altered to a height exceeding fifteen (15) feet.
- J. LANDSCAPING REQUIREMENTS: Landscaping shall be required in accordance with Section 53 of this ordinance. Planned Professional Office Centers permitted as conditional use shall meet the requirements of Sections 27.N.3.
- K. OFF-STREET PARKING: Off-street parking shall be provided in accordance with

the provisions of Section 56 and 58 and shall be landscaped in accordance with Section 53 of this Ordinance.

- L. OFF-STREET LOADING: Off-street loading shall be provided in accordance with the provisions of Section 57 of this Ordinance.
  
- M. DESIGN REQUIREMENTS: The following design requirements shall apply in the P-O District:
  - 1. No outdoor storage, except for refuse disposal, shall be permitted. Refuse disposal areas shall be landscaped and screened from view.
  - 2. Mechanical and electrical equipment, including air conditioning units, shall be designed, installed and operated to minimize noise impact on surrounding property. All such equipment shall be screened from public view.
  - 3. Lighting shall be designed to reflect away from any adjacent residential area.
  - 4. Whenever a P-O District is adjacent to any residentially zoned district, a buffer strip, at least twenty (20) in width shall be provided between the two (2) districts. A wall, fence or berm shall be erected to effectively screen the P-O District from the residential area.
  - 5. The masonry requirements of Section 54 shall be met.
  - 6. ADDITIONAL BUFFERING, SCREENING, FENCING, & LANDSCAPING. The Planning and Zoning Commission may recommend and the City Council may require buffering, screening, fencing and landscaping requirements on any zone change, conditional use or special use case or concept plan in addition to or in lieu of screening or fencing requirements set out specifically in each use district when the nature and character of surrounding or adjacent property dictate a need to require such methods in order to protect such property and to further provide protection for the general health, welfare and morals of the community in general.
  
- N. PLANNED PROFESSIONAL OFFICE CENTER DESIGN REQUIREMENTS: Each lot or parcel of land created within a Planned Commercial Center shall comply with the following requirements:
  - 1. MINIMUM YARD REQUIREMENTS OF PLANNED PROFESSIONAL OFFICE CENTERS: The front yard requirements contained in Section 25.G.3. shall be applicable to each lot or parcel of land within a Planned Professional Office Center. A minimum ten (10) foot side and a minimum twenty-five (25) foot rear yard shall be required around the outside perimeter

of a Planned Professional Office Center. Minimum side and rear yard requirements of interior lots may be required if deemed necessary by City Council in order to meet the provisions of Section 48. Perimeter lots in a Planned Professional Office Center shall have a minimum twenty (20) feet of frontage on a public right-of-way. Interior lots in a Planned Business Park that have no frontage on a public right-of-way must have a minimum twenty-five (25) foot dedicated public access easement connecting to a public right-of-way.

2. **LANDSCAPING REQUIREMENTS OF PLANNED PROFESSIONAL OFFICE CENTERS:** The minimum landscaping requirements of Section 53.H.2(b) shall be applicable around the outside perimeter of a Planned Professional Office Center. For interior lots the minimum landscaping requirements of Section 53.H.2.(b) may be required if deemed necessary by City Council in order to meet the provisions of Section 48.
  3. **MINIMUM OPEN SPACE REQUIREMENTS OF PLANNED PROFESSIONAL OFFICE CENTERS:** At least twenty (20) percent of the total site area of the Planned Professional Office Center shall be devoted to non-vehicular open space (Non-vehicular open space is any area not devoted to buildings, parking, loading, storage, or vehicular use.)
  4. **BUILDING SEPARATION REQUIREMENTS OF PLANNED PROFESSIONAL OFFICE CENTERS:** The minimum distance between principal or accessory buildings on the same lot required by Section 25.G.6 may be modified if deemed necessary by City Council to accommodate for accessory structures.
  5. **BUILDING ELEVATIONS OF PROPOSED STRUCTURES SHALL BE SUBMITTED WITH THE SITE PLAN REQUIRED BY SECTION 48.D.7.**
- O. **MASTER SITE DEVELOPMENT PLAN REQUIREMENTS:** Each lot or parcel of land created within a Master Site Development Plan shall comply with the following requirements:
1. **PURPOSE:** The purpose of the Master Site Development Plan is to encourage thoughtful, efficient, and purposeful utilization of land that promotes a mixture of uses that blends retail, commercial, office and/or residential functions whereby those functions are physically and functionally integrated, with appropriate vehicular and pedestrian connectivity. The Master Site Development Plan also allows the Planning and Zoning Commission and the City Council the ability to consider these multiple uses, including conditional uses, special uses, and planned development overlays

upon one or more parcels of land, five acres in size or greater, through one application process.

2. **ADDITIONAL USES ALLOWED:** Given the elements that can be incorporated within a Master Site Development Plan in an effort to achieve a successful, multifaceted development, additional uses may be considered by the Planning and Zoning Commission and City Council that are not normally considered as individual elements allowed as permitted, conditional, or special uses within the zoning district. The following uses may be considered in conjunction with at least one other permitted or conditional uses allowed in the "PO" Professional Officeal District:

- (a) Any uses allowed within Section 16, "R-5.0" Zero Lot Line District
- (b) Any uses allowed within Section 17, "R-3.5" Two Family District
- (c) Any uses allowed within Section 18, "R-3.75" Three and Four Family District
- (d) Any uses allowed within Section 20, "R-TH" Townhouse District
- (e) Any uses allowed within Section 22, "R-MF" Multifamily District

3. **REQUEST FOR A MASTER SITE DEVELOPMENT PLAN/APPLICATION PROCESS:** The procedure to follow to establish a Master Site Development Plan shall be the same process as that required to establish, amend, or alter a development as specified under Section 48, Conditional Uses.

4. **SITE PLAN REQUIREMENTS:** No application for a building permit for construction of the principal building shall be approved without the following:

- (a) A Plat meeting all the requirements of the City of Grapevine has been approved by the City Council and recorded in the official records of Tarrant and/or Dallas Counties.
- (b) A site plan meeting the requirements of Section 47, Site Plan Review of the Zoning Ordinance has been approved as specified under Section 48, Conditional Uses. Recognizing the scale and scope of a large multifaceted development has many components, each component, in an effort to provide clarity and ease of understanding, may consist of its own individual site plan as part of the overall Master Site Development Plan.

Developments planned to be conducted in phases may submit a site plan as required per Section 47, Site Plan Review for the phase(s) of the project to be initially developed, along with a concept

plan for the remaining phase(s); however, development of the remaining phases of the project shall require approval of a site plan in accordance with Section 47.

(c) A Landscape Plan meeting the requirements of Section 53, Landscaping Regulations.

5. MASTER SITE DEVELOPMENT PLAN DESIGN REQUIREMENTS: In addition to the requirements already established in Section 27, "PO" Professional Office District, each lot or parcel of land created within a Master Site Development Plan shall also comply with the criteria established in paragraph N. Planned Commercial Center Design Requirements. For individual components of a Master Site Development Plan that have clearly defined boundaries between uses relative to Paragraph 2 above, the development criteria for that particular district shall apply.
6. PERIOD OF VALIDITY: No Site Plan in conjunction with a Master Site Development Plan shall be valid for a period longer than one year from the date on which the City Council grants approval, unless within such one year period: (a) a Building Permit is obtained and the erection or alteration of a structure is started, or (b) an Occupancy Permit is obtained and a use commenced. The City Council may grant one additional extension not exceeding one year, upon written application, without notice or hearing. No additional extension shall be granted without complying with the notice and hearing requirements for an initial application as required in Section 67, Amendments. It should be recognized that the establishment of a Master Site Development Plan is contractual in nature and upon expiration of a Site Plan approved in conjunction with a Master Site Development Plan, the property will revert to the underlying zoning district designation and all uses and the general development guidelines as stated in the underlying district shall apply. There shall be no vested right(s) associated with an expired site plan approved in conjunction with a Master Site Development Plan. All property that has received approval as part of a Master Site Development Plan shall be eligible for the provisions of this ordinance provided that the application for a Master Site Development Plan has not expired.