3. If the drive-through is part of a shopping center, design the architecture to be compatible with the design of the center.

6.5 Office Guidelines (OFC)

Office Guidelines are intended for all land uses which permit office uses, including Office Mixed Use, Business Parks and Retail Mixed Use areas. One of the primary goals for office buildings areas is to create an office park setting, one that will allow unique designs for individual parcels while at the same time establish unifying elements that complement the overall community.

Additional goals include: 1) creating an office park with quality buildings and landscape that over time will mature into a campus style setting that will enhance the village character of the community, 2) providing pedestrian and vehicular connectivity to the community and, 3) accommodating the needs for functionality in order to be responsive to a broad cross-section of office park developers and tenants.

Refer to the sketches, plans and photographs in Figures 6-12 through 6-14.

Office - Site Planning and Landscape Guidelines

1. In order to create an office park campus atmosphere along Valley Boulevard, locate parking areas on the rear or side areas so only landscaping and walkways will occur between the boulevard and building.

2. In order to facilitate location of the entry and to enhance the architecture, identify primary entries to buildings with a prominent element such as an architectural canopy or deep building recess or other similar element.

3. Link office buildings together with pedestrian walkways. Also, to encourage walking in the community, link office buildings to public sidewalks within the nearest street public right-of-way.

4. Where two or more buildings are located on one lot, provide an outdoor courtyard, plaza or other useable space. Include benches, tables, and / or seat walls plus shade trees.

5. Where parking occurs adjacent to a building, provide a minimum of eight and one half (8.5') feet of perimeter landscape. Include trees, shrubs and ground covers in these landscape areas. Whether trees are equally spaced or in groupings, an average spacing of thirty-five feet (35’) is recommended. The following minimum tree sizes apply for all development: 5% - 36 “ box, 15% - 24” box and 80% -15-gallon.

6. Enhance parking areas with canopy type shade trees.

7. Screen all parking areas from public view through use of landscaped berms, low masonry walls and/ or hedges.

8. Enhance a minimum of one primary vehicular entry area with special paving. Examples of enhanced paving include colored concrete with decorative score lines, colored stamped concrete or stamped AC paving, brick, masonry or other similar materials.

9. Loading docks and service areas shall be to rear of buildings and screened from public view.
10. Locate refuse bins and their enclosures behind buildings and screened with walls and landscape. Provide a planting area around trash enclosures and plant vines along walls.

11. Provide well lit parking areas and parking lots, including cross walks in accordance with City requirements.

12. Design all ingress and egress into office uses to minimize impacts on the surrounding uses while permitting ease of access.

13. Provide accent tree planting at all vehicular access points into the site, except service access points.

**OFFICE - ARCHITECTURE GUIDELINES**

1. For all office building, consider the characteristics of the site and relate designs to the surrounding built environment in scale and character.

2. Coordinate colors, materials and finishes on all exterior elevations of all buildings to achieve continuity of design. Earth tones are encouraged, consistent with the examples shown in Figures 6-12 through 6-14. Avoid bright orange, pink or other intense colors. Materials may be concrete, stone, brick. In the event stone, brick or other similar material is used, manufactured / cultured stone materials shall be permitted. Such materials shall be of high quality and durability.

3. Locate primary entries so they are visible from a public street and accessible to pedestrian walks that link to other parts of the community.

4. Provide an architectural element at primary entries such as an arch, canopy or other similar element to facilitate locating building entries and to create a sense of entry.

5. Incorporating architectural moldings along the roof line of buildings is recommended to occur on buildings to add interest and to create an overall unifying theme to the community.

6. A variety of roof forms are permitted with the office uses. Gable, hip and flat roofs are all acceptable. Flat roofs should be accented or hidden by a parapet wall. Whichever roof form is selected, all roof top equipment shall be screened with a wall material and color complementary to the building material.

7. Refer to Figures 6-7 through 6-9 for additional guidelines. The descriptions provided with each Figure are intended to identify major design elements that are recommended for all office buildings.
1. Along the I-10 Freeway, create a mixed use office, business park and hospitality corridor.

2. Three examples are shown of the high quality 3 to 5 story office building designs. Primary entries are clearly articulated with an arch or other prominent element, vertical and horizontal changes occur in building planes, and there is variety in window forms and placement to create interest.

FIGURE 6-12
OFFICE GUIDELINES
1. For projects with more than one building, provide tree shaded courtyards, patios, and/or plaza forecourts for use by employees and visitors.
Each of the examples shown represents 1 and 2 story quality office designs. Entries to buildings are identified with a prominent architectural element, color accents on building planes and window trim are well coordinated, cornices and moldings provide additional interest.