

INDOOR RECREATIONAL FACILITY REQUIREMENTS

WHAT IS AN INDOOR RECREATIONAL FACILITY?

An Indoor Recreational Facility is defined in the Dublin Zoning Ordinance as an establishment that provides amusement, entertainment, or physical fitness services that typically occur indoors for a fee or admission charge. Indoor Recreational Facilities include arcades, bowling alleys, laser tag, ice skating, roller skating, art/dance/exercise studio, drama/voice/instrument instructional studio, indoor play center (rock climbing or inflatable party place), health club/fitness center, martial arts studio, tennis, handball, badminton, racquetball, indoor archery, shooting range, indoor soccer or hockey facility, swimming pool, or other indoor sports activity.



WHERE ARE INDOOR RECREATIONAL FACILITIES PERMITTED?

Indoor Recreational Facilities are permitted in the C-1, C-2, M-P, M-1, and M-2 Zoning Districts with either a Zoning Clearance or Minor Use Permit. They are also permitted in Planned Development (PD) Zoning Districts as long as the PD does not prohibit them, and as long as the PD has a commercial or industrial General Plan land use designation.

WHAT KIND OF PERMIT DO I NEED?

Indoor Recreational Facilities are permitted with approval of either a Zoning Clearance or a Minor Use Permit from the Community Development Director through the Planning Division. A Building Permit may also be required for physical improvements to the site or building.

Zoning Clearance

An Indoor Recreational Facility can be permitted through a Zoning Clearance if the use:

1. Can comply with all development

standards and regulations for the zoning district in which it is located;

2. The hours of operation are no earlier than 6:00 a.m. and no later than 10:00 p.m. daily;
3. The facility meets the parking requirement for the use type in accordance with the requirements of the Off Street Parking and Loading Chapter of the Zoning Ordinance (Chapter 8.76) without any adjustments, reductions or variances; and
4. The facility qualifies for an exemption for environmental review under the California Environmental Quality Act (CEQA).

The Zoning Clearance process is completed at the Staff level and typically takes about two weeks from initial application to project approval.

Minor Use Permit

If an Indoor Recreational Facility operates outside of the hours listed above, does not meet the parking requirements for the

use type, is proposing a shared parking arrangement, or is not exempt from review under CEQA, then a Minor Use Permit will be required. A Planning Application and Minor Use Permit submittal checklist should be obtained from the Planning Division.

The Minor Use permit process is completed at the Staff level and typically takes 8-12 weeks from initial application to project approval. If your Indoor Recreational Facility use type requires a parking exception or other parking-related discretionary approval, you will also need a Conditional Use Permit for parking.

Please speak to a Planner to confirm the correct application type for the proposed Indoor Recreational Facility use.

WHAT OTHER APPROVALS DO I NEED FROM THE CITY?

In addition to securing the proper planning approval to establish the Indoor Recreational Facility, it is also the



responsibility of the Applicant/Business Owner to obtain Building Permits and approvals before making any changes to a building or structure. These changes may require plans to be prepared by a licensed professional. Certain changes to the building and site may be required for your use to operate within the building and these improvements may have a substantial cost associated with them. Health clubs and other similar facilities used to provide physical activities will be required by the Fire Prevention Bureau to provide an Automatic External Defibrillator (AED).

WHAT FEES WILL I NEED TO PAY?

Fees may apply depending on your project. The following are some actions where fee collection occurs:

- Business License
- Zoning Clearance
- Conditional Use Permit or Minor Use Permit
- Building permit (external/interior improvements)
- Connection fees for water/sewer (DSRSD)

When contemplating a business in Dublin, please check with the various departments and agencies regarding applicable fees.

I WANT TO OPEN AN INDOOR RECREATION USE IN DUBLIN, HOW DO I GET STARTED? WHAT ADVICE CAN YOU PROVIDE? (CHECKLIST COURTESY OF THE CITY'S ECONOMIC DEVELOPMENT DEPARTMENT)

- Contact the City's Planning Division at (925) 833-6610, or visit the front counter at City Hall to determine if the use is allowed and, if yes, what process you will need to go through. You can also contact the City's Economic Development Department at (925) 833-6650 to learn more about space options for your use.
- Make sure that your prospective landlord understands how you will be using the space and your hours of operation. Advice: Do not sign a lease until you have a zoning clearance or permit approval by the City.
- Consider the level of tenant improvements that may be needed. In some cases, the older industrial buildings will require significant building upgrades to accommodate your business (disabled

access improvements, fire sprinklers or HVAC system additions/improvements). Please talk with the Building Division staff about what may be required (before signing a lease).

- Expect it to always take longer and cost more than planned. While the City strives to make the process simple, each and every request has its own unique set of circumstances that may require additional evaluation and related costs.

