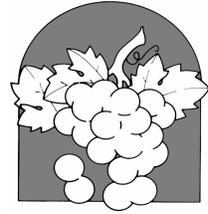


INDUSTRIAL TENANT IMPROVEMENTS

City of Rancho Cucamonga
Community Development Department
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Many developers thinking of establishing businesses in the industrial areas frequently ask what processes the City requires for new activities. In response to these inquiries, City staff has produced this informational handout for the business owner to help in determining the appropriateness of individual site and new intended use. We have tailored this handout to explain the most significant issues that can effect the establishment of new businesses in the industrial areas. Should you need additional information, please feel free to talk to our staff at the Building and Safety and Planning Counters, or phone us at the numbers listed above.

Why is it important to be informed about tenant improvements regulations in Rancho Cucamonga?

The zoning authority for specific uses depends on each complex being able to satisfy development standards that govern individual business activities. Before the City can approve of any business license, City staff is obligated to ensure that the specific site one might be considering for their business complies with the required development provisions (use restrictions, parking accommodations, building occupancy rating, etc.) as stipulated in the City Codes. If all development standards are not satisfied, then the proposed business cannot be authorized for a specific location unless modifications that may be authorized and permitted are completed.

What issues should the business owner investigate during the site selection process?

Because many of the industrial buildings in the community have been "speculatively developed" (not built for a specific user/company) the developers have generally built the largest, simplest type of building allowed -- namely warehouses. Such buildings, which are designed solely for storage purposes, generally do not meet the development standards of other activities such as offices, manufacturing activities, retail commercial stores, etc. The following issues, among others, most often affect the ability of an industrial site to accommodate specific uses/activities:

- 1. Development Districts (zoning):** The industrial area is divided into 19 subareas with four general zoning classifications (Industrial Park, General Industrial, Minimum Impact Heavy Industrial, and Heavy Industrial). These zoning districts have been established to predetermine which uses/activities will be compatible in different areas of the community. While same classification subareas allow for similar uses, the range of those uses is not identical. During the establishment of the industrial zoning, the City "fine-tuned" the districts to better reflect land use intensity considerations. There are small differences in similarly zoned districts. Not all uses allowed in one industrial park subarea are necessarily permitted in another industrial park area.

Types of Permitted Uses: Each zone has certain uses which are permitted without question (i.e., "permitted by right"). However, the authorization for permitted uses is still dependent on each development providing the required development standards for each

use. There are also other uses, called "conditional uses," which may be allowed after public notice and public hearing if it is determined that the use is compatible with existing activities in the area.

Those uses which are conditionally permitted require Planning Commission review and approval of a Conditional Use Permit (CUP). The CUP is a discretionary permit that may be granted for a specific use on a specific property. The impacts of the proposed use on neighborhood character, noise, traffic, and parking are carefully considered. Through the CUP process, the Planning Commission would impose conditions to ensure compatibility with the surrounding neighborhood. If the Planning Commission determines that the proposed size and intensity of the activity are inappropriate for the specific location, the CUP can be denied. Also, the location of a certain type of conditionally permitted use in a specific area or complex does not infer that additional uses of that type will necessarily be approved. An industrial center may be able to adequately handle the activities of, say, one private trade school, but the addition of a second may cause unacceptable impacts (parking, etc.) to the neighboring businesses.

Finally, if a use is not listed as "permitted" or "conditionally permitted" (CUP), or the type of activity is not listed at all, then it cannot be considered for any approval.

2. **Parking:** Each type of activities within a building has specific parking requirements. Generally the parking requirements in the industrial area are as follows: Office = 1 parking space per 250 square feet of gross floor area; research and development = 1 space/350 square feet; manufacturing = 1 space/500 square feet and warehousing = 1 space/1,000 square feet. The Code does allow for some minor gross floor area adjustments for stairwells, etc. Additionally, Development Code Section 17.12 provides additional parking allocation requirements for a large number of special uses/activities. When investigating whether a site satisfies the City's parking requirements, one should analyze the interior use requirements (by square footage) and add up the total parking space requirements and compare the total required with the amount provided on the site. In such an analysis, the parking requirements of all existing businesses within a complex must also be considered. If the total parking space requirement cannot be satisfied, then the proposed use cannot be approved for the site.
3. **Building Occupancy:** Aside from satisfying the zoning requirements, each building must be constructed to satisfy adopted Building and Fire Codes. Commercial and industrial buildings are designed to meet certain occupancy ratings. How a building is designed determines what activities and substances can be allowed within the building. As an example, if a building is constructed solely as a storage warehouse, it may have an occupancy rating of "S-2", but the same building would be required to be designed to one of the "A" occupancy standards if its use was going to include group assemblies (gymnasiums, banquet halls, etc.). If the existing occupancy rating does not match that which is required by the Building Code, then the building cannot be used for the intended purpose until the structure is physically improved to qualify for the required rating. Building plans for changing a building occupancy rating can only be submitted for approval by a licensed architect or engineer. The plans and building modifications for the occupancy change are the responsibility of the project proponent.

What approvals from Rancho Cucamonga do I need to modify a building for my use?

All improvement projects requiring a permit must be approved by the Building and Safety, Planning, and Engineering Departments. Accurate construction plans must be submitted for review for all building, heating ventilation, electrical, and plumbing work.

If your use requires a CUP, the application forms and checklists of required application materials are available at the Planning Department public counter. If the use proposal is limited to interior improvements and very limited exterior changes, the process can be a "non-construction" CUP. The time processing a Non-Construction CUP can run between 2 ½ to 4 months, depending on the complexity of the development proposal. NOTE: Building construction plans will not be accepted for plan check review until formal approval of the CUP is granted by the City.