



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 2, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2540 APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS**

RECOMMENDATION:

It is recommended that the City Council conduct a public hearing and introduce the following ordinance:

ORDINANCE NO. 2540 — AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS

BACKGROUND:

On February 20, 2024, the City Council approved Code Amendment No. 23-01, adopting Ordinance No. 2519 (the "Development Code Update"). This action amended the West Covina Municipal Code by merging the Subdivision Code (Chapter 20) and the Zoning Code (Chapter 26) into one unified Development Code. The Development Code is codified in Chapter 26 of the West Covina Municipal Code.

The City of West Covina periodically reviews and updates the Development Code to ensure consistency with State law, implementation of General Plan policies, and the continued effectiveness of local land use regulations. California housing law requires that local jurisdictions regulate supportive housing and transitional housing in a manner consistent with the treatment of other residential uses of the same type in the same zone, while permitting objective standards that address site design, health, safety, and compatibility concerns.

Currently, the Development Code contains limited provisions addressing supportive and transitional

housing and does not identify hotel and motel conversions within the land use tables. Also, the Development Code lacks clear language that states the amount of time inactive Planning applications may remain open, which can result in a backlog of abandoned applications.

Staff has identified the need to amend the Development Code to clarify regulations applicable to supportive and transitional housing and establish objective development standards consistent with State housing law; refine land use regulations related to hotel and motel conversions to ensure compatibility with the City's land use framework; and establish clear and consistent procedures governing application processing, including application requirements, completeness determinations, and resubmittal timelines.

The proposed amendments are intended to codify standards related to the development and operation of supportive and transitional housing, ensure such uses are integrated in a manner consistent with State law, and limit hotel and motel conversions to appropriate zoning districts. Additionally, the amendments establish an efficient application review framework for all Planning applications, which include defined resubmittal deadlines and extension requests.

Planning Commission Review

On April 28, 2026, the Planning Commission held a duly noticed public hearing to consider Code Amendment No. 26-01 and voted to recommend that the City Council approve and adopt the draft ordinance (Attachment No. 1), with a modification to the proposed Land Use Table, changing from allowed to requiring a Conditional Use Permit (CUP) for Hotel or Motel conversions in the Regional Mixed Use (RMU) zone. During the public hearing, no members of the public spoke in favor of or in opposition to Code Amendment No. 26-01.

DISCUSSION:

The following is an overview of the proposed changes to the West Covina Development Code:

Supportive and Transitional Housing Standards

Add to Section 26-133 provisions regarding eligibility criteria, development standards, operational and management standards, management plan requirements, and application submittal requirements, and a provision authorizing the Community Development Director to establish administrative guidelines to implement the provisions of Section 26-133.

Land Use Tables

Amend Section 26-51 (Table 2-12) to designate hotel and motel conversions as conditionally permitted within the Regional Mixed Use (RMU) zone, subject to approval of a Conditional Use Permit (CUP). The amendment also establishes a cross-reference to Section 26-135 for applicable development and operational standards.

This amendment ensures that hotel and motel conversions are limited to areas designated for higher-intensity mixed-use development and are subject to Conditional Use Permit review, supporting consistency with the City's overall land use strategy.

Planning Applications Review Revisions

Amends Section 26-182 to standardize application submittal requirements by authorizing the Community Development Director to establish required forms, checklists, and supporting materials necessary for application review and CEQA evaluation. The amendment establishes a 180-day resubmittal deadline for incomplete applications, provides for deemed withdrawal if no response is received, and allows a one-time extension of up to ninety days (90) upon written request. Withdrawn applications must be submitted as new applications and shall be subject to fees and regulations in effect at that time. This will improve efficiency in processing applications and will reduce the backlog of inactive applications.

Required Finding

Before a Code Amendment is adopted, the following findings are required to be met:

(a) The proposed amendment ensures and maintains internal consistency with the goals, policies, and strategies of all elements of the General Plan, and, in the case of a Zoning Code amendment, will not create any inconsistencies with this Chapter.

The purpose of the proposed code amendment is to establish objective development standards for supportive and transitional housing consistent with State law, promote housing opportunities for special needs populations, preserve the City's lodging inventory by restricting hotel and motel conversions to appropriate zones, and implement procedures for planning applications to improve administrative efficiency. Therefore, Code Amendment No. 26-01 maintains internal consistency with the goals, policies, and strategies of the General Plan and will not create inconsistencies within Chapter 26.

(b) The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare of the City.

The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City. The amendment provides clear standards for supportive and transitional housing consistent with State law, promotes their orderly integration while maintaining health and safety protections, preserves the City's lodging inventory by restricting hotel and motel conversions to appropriate zones, and establishes procedures for planning applications to improve efficiency and prevent the accumulation of inactive and abandoned project files.

(c) The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).

Code Amendment No. 26-01 is exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA applies only to projects with the potential to cause a significant effect on the environment. The proposed code amendment consists solely of text amendments to the Development Code and would not directly result in any physical change to the environment.

GENERAL PLAN CONSISTENCY

The proposed code amendment is consistent with the following General Plan Policies:

Our Prosperous Community Policy P2.1: Maintain and enhance the City's current tax base

Our Prosperous Community Policy P2.6 - Create a diversity of housing options.

Our Well Planned Community Policy P3.3 – New growth will complete, enhance, and reinforce the form and character of the unique West Covina neighborhoods, districts, and corridors.

LEGAL REVIEW:

The City Attorney's Office has reviewed the proposed ordinance and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

Pursuant to the California Environmental Quality Act (CEQA) Guidelines, the ordinance is exempt from CEQA pursuant to Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the ordinance may have a significant effect on the environment. The ordinance consists solely of text amendments to the Development Code and does not authorize or approve any specific development project.

Fiscal Impact**FISCAL IMPACT:**

This is strictly an administrative item; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Ordinance No. 2540

Attachment 2 - Planning Commission Meeting Minutes for April 28, 2026