

PLANNING COMMISSION
RESOLUTION NO. 26-6181

**A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF WEST COVINA, CALIFORNIA,
RECOMMENDING TO THE CITY COUNCIL APPROVAL
OF 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, UPDATING THE LAND USE
TABLE REGARDING HOTEL AND MOTEL
CONVERSIONS, AND ESTABLISHING CRITERIA FOR
THE AUTOMATIC WITHDRAWAL OF INACTIVE OR
INCOMPLETE PLANNING APPLICATIONS**

WHEREAS, on February 20, 2024, the City Council approved Code Amendment No. 23-01, adopting Ordinance No. 2519, known as the “Development Code Update” which amended the City of West Covina Municipal Code including the consolidation of the Subdivision Code (Chapter 20) and the Zoning Code (Chapter 26) into one Development Code (Chapter 26); and

WHEREAS, the City has identified the need to amend Chapter 26 (Zoning) of the West Covina Municipal Code to clarify and establish reasonable development standards for supportive housing and transitional housing, and to update the applicable land use regulations for consistency with State housing law; and

WHEREAS, this proposed Code Amendment is intended to create clear and objective development standards for supportive and transitional housing, while ensuring such uses are regulated in a manner consistent with State law and compatible with surrounding development; and

WHEREAS, the preservation of the City’s lodging and hospitality inventory is essential to the local economy and the availability of transient occupancy tax revenue, and finds it necessary to update the land use tables to prohibit the conversion of hotels and motels to other uses within certain mixed-use zones; and

WHEREAS, establishing clear criteria and procedures for deeming incomplete planning applications withdrawn will promote administrative efficiency, ensure the timely processing of land use entitlements, and prevent the accumulation of inactive project files; and

WHEREAS, on April 28, 2026, the Planning Commission conducted a duly noticed public hearing as prescribed by law to consider the Code Amendments, gave all persons interested therein an opportunity to be heard, and voted to recommend the City Council’s approval and adoption of the Code Amendment; and

WHEREAS, based on review of the State California Environmental Quality Act (CEQA) Guidelines, the Planning Commission finds and determines that the ordinance and Code Amendments are statutorily exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The ordinance would not result in physical change in the environment and does not involve any construction or additions to any existing structures; and

WHEREAS, the Planning Commission has duly considered all information presented to it, including written staff reports and any testimony provided at the public hearing, with all testimony received being made a part of the public record.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION NO. 1: The above recitals are true and correct and are incorporated herein as if set forth herein in full.

SECTION NO. 2: Based on all evidence presented and the findings set forth herein, Code Amendment No. 26-01 is hereby found to be consistent with the West Covina General Plan and the implementation thereof, and that the public necessity, convenience, general welfare, and good zoning practices require Code Amendment No. 26-01.

SECTION NO. 3: Based on all evidence presented and the following findings, the Planning Commission of the City of West Covina hereby recommends to the City Council of the City of West Covina that it approves Code Amendment No. 26-01 as shown on EXHIBIT “A.”

Findings

- (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 proposed amendment establishes a uniform set of standards for supportive and transitional housing, directly implementing the Housing Element of the

General Plan by removing barriers to housing for special needs populations and ensuring compliance with State law (including Government Code Section 65583). Furthermore, by prohibiting the conversion of existing lodging facilities into non-hospitality uses, the amendment protects the Economic Development Element by preserving the City's commercial tax base and transient occupancy tax revenues. The introduction of automatic withdrawal criteria for inactive applications ensures the administrative procedures within Chapter 26 remain streamlined and consistent with the City's goal of efficient governance.

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

The proposed amendment serves the public interest by providing clear, objective development standards for housing that offers essential services, health support, and stability to vulnerable residents. Simultaneously, it protects the community's economic growth by ensuring that hotels and motels, which are vital to local commerce and tourism, are not converted in a manner that degrades the City's hospitality inventory. Additionally, the new criteria for the withdrawal of inactive planning applications protects the public welfare by preventing abandoned projects from congesting the planning system, thereby ensuring that City staff resources are dedicated to active projects that benefit the community.

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

Code Amendment No. 26-01 is statutorily exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed Code Amendments would not result in direct or indirect physical change in the environment and do not involve any construction or additions to any existing structures.

SECTION NO. 4. CEQA. Pursuant to the State California Environmental Quality Act (CEQA) Guidelines, the Planning Commission finds and determines that the ordinance is statutorily exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The ordinance would not result in direct or indirect physical change in the environment and does not involve any construction or additions to any existing structures.

SECTION NO. 5: The Secretary is instructed to forward a copy of this Resolution to the City Council for their attention in the manner as prescribed by law and this Resolution shall go into force and effect upon its adoption.

SECTION NO. 6: Based on all the documents, oral testimony, and other evidence presented in connection with this proceeding and in this Resolution, the Planning Commission recommends that the City Council approve Code Amendment No. 26-01 (Exhibit A).

PASSED, APPROVED, AND ADOPTED this 28th day of April, 2026.

Livier Becerra, Chairperson
Planning Commission

Attest:

Arturo Cervantes, Secretary
Planning Commission

CERTIFICATION

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 28th day of April 2026, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Arturo Cervantes, Secretary
Planning Commission

EXHIBIT A

ORDINANCE NO. _____

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 DEVELOPMENT CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATING THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISHING CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS

WHEREAS, the City has identified the need to amend Chapter 26 (Zoning) of the West Covina Municipal Code to clarify and establish reasonable development standards for supportive housing and transitional housing, and to update the applicable land use regulations for consistency with State housing law; and

WHEREAS, the proposed Code Amendments are intended to create clear and objective development standards for supportive and transitional housing, while ensuring such uses are regulated in a manner consistent with State law and compatible with surrounding development; and

WHEREAS, it has been determined that the preservation of the City's lodging and hospitality inventory is essential to the local economy and the availability of transient occupancy tax revenue, and finds it necessary to update the land use tables to prohibit the conversion of hotels and motels to other uses within certain mixed-use zones; and

WHEREAS, establishing clear criteria and procedures for deeming incomplete planning applications withdrawn will promote administrative efficiency, ensure the timely processing of land use entitlements, and prevent the accumulation of inactive project files; and

WHEREAS, on April 28, 2026, the Planning Commission conducted a duly noticed public hearing as prescribed by law to consider the Code Amendments, gave all persons interested therein an opportunity to be heard, and voted to recommend the City Council's approval and adoption of the Code Amendment; and

WHEREAS, on May __, 2026, the City Council conducted a duly noticed public hearing as prescribed by law on this Ordinance; and

WHEREAS, the Ordinance is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Ordinance would not result in direct or indirect physical changes in the environment and does not involve any construction or additions to any existing structures; and

WHEREAS, the City Council has duly considered all information presented to it, including written staff reports and any testimony provided at the public hearing, with all testimony received being made a part of the public record.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council finds that all facts set forth in the recitals to this Ordinance are true and correct and incorporated herein as findings.

SECTION 2. Record. The findings made in this Ordinance are based upon the information and evidence presented at the hearings and submitted into the record of the proceedings.

SECTION 3. Notice and Opportunity to Comment. The City Council finds that agencies and interested members of the public have been afforded ample notice and opportunity to comment on Code Amendment No. 26-01.

SECTION 4. General Plan Consistency. Based on the evidence presented, Code Amendment No. 26-01 is found to be consistent with the City's General Plan.

SECTION 5. Findings. In accordance with Section 26-292 of Chapter 26 of the West Covina Municipal Code, the City Council makes the following findings regarding Code Amendment No. 26-01:

- (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 proposed amendment establishes a uniform set of standards for supportive and transitional housing, directly implementing the Housing Element of the General Plan by removing barriers to housing for special needs populations and ensuring compliance with State law (including Government Code Section 65583). Furthermore, by prohibiting the conversion of existing lodging facilities into non-hospitality uses, the amendment protects the Economic Development Element by preserving the City's commercial tax base and transient occupancy tax revenues. The introduction of automatic withdrawal criteria for inactive applications ensures

the administrative procedures within Chapter 26 remain streamlined and consistent with the City's goal of efficient governance.

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

The proposed amendment serves the public interest by providing clear, objective development standards for housing that offers essential services, health support, and stability to vulnerable residents. Simultaneously, it protects the community's economic health and "quality of place" by ensuring that hotels and motels, which are vital to local commerce and tourism, are not converted in a manner that degrades the City's hospitality inventory. Additionally, the new criteria for the withdrawal of inactive planning applications protects the public welfare by preventing abandoned projects from congesting the planning system, thereby ensuring that City staff resources are dedicated to active projects that benefit the community.

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

Code Amendment No. 26-01 is statutorily exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Code Amendment would not result in direct or indirect physical change in the environment and does not involve any construction or additions to any existing structures.

SECTION 6. Code Amendment. Section 26-133, "Transitional and Supportive Housing," of the West Covina Development Code is hereby amended to authorize the establishment of eligibility criteria, development standards, operational standards, management plan requirements, and application submittal requirements, as determined by the Community Development Director. Such standards shall be set forth in written administrative guidelines and may be amended from time to time by the Community Development Director. New subsections (e) through (l) are hereby added to Section 26-133, "Transitional and Supportive Housing," to read as follows:

"(e) Eligibility.

- (1) One hundred percent of units (excluding managers' units) are affordable to lower income households and are or will be receiving public funding to ensure affordability of the housing to lower income Californians.
- (2) At least 25% of the units in the development or 12 units, whichever is greater, are restricted to residents in supportive housing who meet criteria of the target population. If the development consists of fewer than 12 units, then 100% of the units, excluding managers' units, shall be restricted to residents in supportive housing.

(3) This amount can be reduced at the request of the project owner if rental assistance or operating subsidy for the supportive housing units is terminated through no fault of the project owner; and: 1) the owner has demonstrated a good-faith effort to find other financial support; 2) the reduction in supportive housing units is the minimum necessary to maintain financial feasibility; and 3) any change in occupancy minimizes tenant disruption and is only made following unit vacancy.

(4) If the project has more than 20 units, 3% of non-residential floor area is for onsite supportive services (including, but not limited to, community rooms, case management offices, computer rooms, and community kitchens). If the project has up to 20 units, at least 90 square feet is for onsite services.

(f) Development standards.

The following standards regarding design, location, and development shall apply to all transitional and supportive housing:

- (1) All such facilities shall maintain a scale, character, and architectural design consistent with buildings in the immediate vicinity to ensure neighborhood integration.
- (2) A single controlled pedestrian entryway is required for routine ingress/egress. This entry must be located adjacent to and in full view of the resident manager's office.
- (3) Exterior lighting must provide 100% coverage for the entire outdoor, common, and parking areas of the property.
- (4) Laundry facilities shall be provided in a location accessible to all residents of the facility. Laundry facilities must be provided in a separate room at the ratio of one washer and one dryer for every 10 units (fractional numbers round up), with at least one washer and dryer per floor. Washers and dryers may be pay-per-use/coin operated.
- (5) Each unit is required to provide a separate full bathroom containing a water closet, lavatory, and bathtub and/or shower.
- (6) Units shall have a minimum size of 150 square feet and a maximum of 400 square feet.
- (7) Each unit shall accommodate a maximum of two (2) persons.
- (8) Each unit must include a kitchen sink, functioning cooking appliance/stovetop, a refrigerator, and a clear working space of not less than 30 inches. Appliances and fixtures shall be maintained in working order at all times.
- (9) The facility and every unit shall comply with all ADA accessibility requirements.
- (10) Each facility shall provide on-site refuse, recycling, and organics storage areas, within enclosures of sufficient size and number to accommodate the solid waste generated by the use, as determined by the Community Development Director and the City's franchised solid waste service provider. Enclosures shall be designed to accommodate the number, size, and type of containers required for collection service and be in compliance with the City's guidelines for trash collection, including WCMC Chapter 12.
- (11) Manager(s) of the transitional or supportive housing facility must reside on-site.

(g) Operational standards.

- (1) A minimum of two pay telephones, or other similar devices acceptable to the Community Development Director, shall be provided in the facility.
- (2) The facility shall provide a twenty-four-hour on-site manager.
- (3) A management plan shall be submitted for review and approval, and shall contain provisions acceptable to the Community Development Director and City Public
 - (i) Childcare facilities, as applicable.
 - (ii) Emergency procedures.
 - (iii) Facility maintenance.
 - (iv) Funding sources.
 - (v) Management policies.
 - (vi) Rental procedures and policies.
 - (vii) Residency requirements and regulations.
 - (viii) Screening of residents to ensure compatibility with services provided at the facility.
 - (ix) Security programs and features.
 - (x) Services, training, counseling, and treatment programs for residents of the facility, including services to assist residents obtain permanent shelter.
 - (xi) Staffing needs.
 - (xii) Staff training.
 - (xiii) Tenant responsibilities.
 - (xiv) Facility rules.

(h) Annual report required.

Each facility shall be subject to annual review by the city, including a review of management services. The permit grantee shall be responsible for filing an annual report to the city which includes the range of monthly rents, average length of tenancy, range of monthly income of residents, occupancy rates, number of families served, the number of vehicles owned by residents, and services provided at the facility.

(i) Changes to the management plan.

Any proposed revisions to the management plan shall be subject to the review and approval of the Community Development Director. Substantive changes to the plan, as defined by the Community Development Director, shall be referred to the Planning Commission for consideration and action.

(j) Application Submittal Requirements

An application for a Supportive or Transitional Housing Permit shall be submitted to the Department of Community Development on forms prescribed by the Community Development Director. The application shall not be deemed complete for processing until all required fees are paid and all items listed in this Section are provided.

(k) General Submittal Requirements (All Applications).

In addition to standard architectural and engineering submittals (including but not limited to site plans, floor plans, elevations, and grading plans), each application shall include:

1. Verification of Site Control: The applicant shall provide written documentation demonstrating legal site control in a form consistent with 25 California Code of Regulations Section 8303.
2. Comprehensive Project Proforma: A multi-year financial proforma demonstrating long-term operational and fiscal viability. The proforma must include:
 - Anticipated revenue based on applicable deeply low, extremely low, or very low-income levels.
 - Projected costs for the designated supportive services provider.
 - Budgeted allocations for ongoing maintenance, security, and capital improvement reserves.
3. Supportive Services and Operations Plan: A detailed narrative outlining the management and service model, including:
 - Identification of the service provider and evidence of applicable state/local licensure or certifications.
 - Minimum qualification standards for on-site staff and case managers.
 - A draft Management Plan detailing the facility's operational standards.

Supplemental Requirements for Hotel and Motel Conversions. Applications filed pursuant to Development Code Section 26-135 (Hotel and Motel Conversions for Affordable Housing) shall, in addition to the requirements in Subsection B, provide the following:

1. Tenant Audit and Relocation Plan: A comprehensive audit of current occupants to identify any individuals or families who have occupied the site for thirty (30) consecutive days or more.
2. Evidence of Relocation Compliance: A formal plan demonstrating compliance with the California Relocation Assistance Act, Tenant Protection Act, and any applicable state and local requirements, including a description of the relocation benefits, advisory services, and assistance to be provided to eligible displaced occupants.
3. Physical Needs Assessment (PNA): For conversions of existing structures, a PNA conducted by a qualified professional identifying required immediate and long-term repairs to ensure the facility meets all residential habitability and ADA standards.

(l) Review Authority and Appeals.

The Community Development Director shall approve an application that complies with the objective development and operational standards of this Chapter through a ministerial process. No discretionary review, public hearing, or CEQA analysis is required, provided the project meets the eligibility criteria of Government Code Section 65650 et seq.

The Community Development Director shall issue a written determination of approval or denial within 60 days of the application being deemed complete. The Community Development Director's decision is final and may only be appealed to the Planning Commission on the limited grounds that the project does not meet the objective standards set forth in this Chapter. In accordance with State law, the appellate body shall not exercise discretion regarding the use, density, or subjective design elements of the project.

SECTION 7. Code Amendment. Section 26-51, Table 2-12 "Uses and Permit Requirements" of the West Covina Development Code shall be amended include Hotels and Motels Conversions to be allowed only in areas zoned as Regional Mixed Use (RMU).

Uses and Permit Requirements for Mixed Use Zones	Zones					Special Regulations
	OPMU	NMU	RMU	SMU	M-1	
Hotel and Motel Conversions			X			Section 26-135

SECTION 8. Code Amendment. Current Section 26-182 "Application forms and materials" of the West Covina Development Code is hereby deleted in its entirety and shall be replaced with a new Section 26-182 "Application forms and materials" to read as follows :

(a) Application Requirements.

The Community Development Director or their designee shall prepare and maintain application forms and submittal requirement checklists specifying the information required for each type of application subject to this Ordinance. The Director may require supporting materials necessary to evaluate the application, including but not limited to statements, photographs, plans, drawings, renderings, models, material samples, contextual drawings, massing diagrams, site history information, and other materials necessary to describe existing conditions, the proposed project, and to determine the appropriate level of environmental review pursuant to the California Environmental Quality Act.

(b) Incomplete Applications; Resubmittal Deadline.

If the City determines that an application is incomplete pursuant to the Permit Streamlining Act, the applicant shall submit the information and materials identified in the City's written determination of incompleteness within one hundred eighty (180) days

from the date of such determination, unless a different time period is specified by the Director.

(c) **Failure to Respond; Application Deemed Withdrawn.**

If the applicant fails to submit the requested materials within the time period specified above, the application shall be deemed withdrawn without further action by the City.

(d) **Extensions.**

The Community Development Director may grant one extension of up to ninety (90) days, upon written request by the applicant submitted prior to the expiration of the resubmittal deadline. The request shall include justification for the extension and an anticipated resubmittal date.

(e) **New Application Required.**

Following withdrawal of an application, any further consideration of the project shall require the submittal of a new application, including applicable fees, plans, and materials, and shall be subject to the regulations in effect at the time of resubmittal.

SECTION 9. CEQA. Pursuant to the California Environmental Quality Act (CEQA) Guidelines, the City Council finds and determines that the ordinance is statutorily exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Ordinance would not result in direct or indirect physical changes in the environment and does not involve any construction or additions to any existing structures.

SECTION 10. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 11. Certification. The City Clerk shall certify passage of this Ordinance and shall cause the same to be published as required by law.

SECTION 12. Effective Date. This Ordinance shall take effect and be in force on the 31st day after the date of its passage.

PASSED, APPROVED AND ADOPTED this ____ day of May 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. ____ was introduced at a regular meeting of the City Council held on the ____ day of _____ 2026, and adopted at a regular meeting of the City Council held on the ____ day of _____ 2026 by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk