

**ORDINANCE NO. 2525**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 24-01, THE DEVELOPMENT CODE UPDATE CLEAN UP, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE, AND AMENDING THE COMMERCIAL PORTION OF PLANNED COMMUNITY DEVELOPMENT NO. 1 (PCD-1) FOR THE WEST COVINA PORTION OF WOODSIDE VILLAGE**

**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 combination of the Subdivision Code (Chapter 20) and the Zoning Code (Chapter 26) into one Development Code (Chapter 26); and

**WHEREAS**, it is necessary to amend Chapter 26 (Zoning) of the West Covina Municipal Code in order to make corrections and to incorporate updates required by State law; and

**WHEREAS**, it is necessary to amend the "Commercial" portion of the Planned Community Development No. 1 (PCD-1) for the West Covina portion of Woodside Village to make development within the PCD-1 zoning consistent with the current zoning; and

**WHEREAS**, on December 10, 2024, the Planning Commission conducted a duly noticed public hearing as prescribed by law to consider Code Amendment No. 24-01 (Development Code Update Clean Up), gave all persons interested therein an opportunity to be heard, and voted to recommend the City Council's approval and adoption of the Development Code Update Clean up, with exclusions; and

**WHEREAS**, on February 18, 2025, 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 of the 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 that has been presented at the hearings and in 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. 24-01.

**SECTION 4. General Plan Consistency.** Based on the evidence presented, Code Amendment No. 24-01 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. 24-01:

- (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 purpose of the proposed Development Code amendment is to fix errors made in the Development Code Update adoption and to make the Development Code consistent with State law. Therefore, Code Amendment No. 24-01 maintains internal consistency with the goals, policies, and strategies of all elements in the General Plan and will not create any 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. Code Amendment No. 24-01 is designed to improve the welfare of the City by fixing errors made in the Development Code Update adoption and making the revisions necessary to comply with State law.

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

Code Amendment No. 24-01 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.** Amend Subsection E (Commercial) of Section VII (Site Development Standards) of the Planned Community Development No. 1 (PCD-1) for the West Covina portion of Woodside Village to read as follows:

E. Commercial

The site development ~~S~~standards of the West Covina ~~N-C (Neighborhood Commercial)~~ Neighborhood Commercial Mixed Use (NMU) zone shall be used. In addition to the site development standards of the ~~Neighborhood Commercial (N-G) NMU~~ zone, the following shall apply: to auto supply stores that include "installation" and "minor services":

1. Auto supply stores that include "installation" and "minor services"
2. Not less than 40% of structures shall be devoted to retail use.
3. No service bays shall open onto a public right-of-way.
4. Landscaping shall conform to the landscaping requirements of the Master Plan.
5. Exterior of the structures must blend with the surrounding development.

A waiver of one or more of the development ~~S~~standards above for a specific Development Plan may be granted by the Planning Commission, if it finds that there are exceptional physical circumstances applied on the property which substantiate the requested waiver, and that the granting of such waiver will not be materially detrimental to the proposed development or to the surrounding developments. A request for waiver, and the justification, therefore, shall be filed in writing at the time that the application for the specific Development Plan is filed.

**SECTION 7. Code Amendment.** All references to "community development director" within Chapter 26 shall be changed to "Community Development Director."

**SECTION 8. Code Amendment.** All references to "city engineer" within Chapter 26 shall be changed to "City Engineer."

**SECTION 9. Code Amendment.** All references to "planning commission" within Chapter 26 shall be changed to "Planning Commission."

**SECTION 10. Code Amendment.** All references to "city council" within Chapter 26 shall be changed to "City Council."

**SECTION 11. Code Amendment.** The following definitions shall be added to Section 26-38 of Division 4 of Article I of Chapter 26 and shall be arranged in alphabetical order along with the existing definitions:

New Structure. Any building or structure built where no existing buildings are present, or any construction involving the alteration, addition, remodeling, repairing, or renovation of an existing building when fifty percent or more of the exterior wall and roof structures are removed/demolished.

Unclassified Use Permit (UUP). An Unclassified Use Permit shall be considered the same as a Conditional Use Permit (CUP).

**SECTION 12. Code Amendment.** Section 26-45 of Division 1 of Article II of Chapter 26 shall be amended to add new subsection (b) to read as follows:

Any additions or accessory buildings shall maintain architectural consistency with the primary structure in regard to roof profile and pitch, materials, colors, roofing, scale, exterior treatment and details.

**SECTION 13. Code Amendment.** Table 2-3 (Minimum Lot Dimensions and Lot Area for R-A and R-1 Zones) within Section 26-46 of Division 1 of Article II of Chapter 26 shall be amended to read as follows:

Zone	Minimum Lot Width (ft.)	Minimum Lot Depth (ft.)	Minimum Lot Area (sq. ft.)
R-A	--	--	6,000
R-A/R-1-6,000	50	95	6,000
R-A/R-1-7,500	60	105	7,500
R-A/R-1-9,450	70	110	9,450
R-A/R-1-14,400	90	125	14,400
R-A/R-1-20,000	110	--	20,000
R-A/R-1-40,000	130	--	40,000

**SECTION 14. Code Amendment.** Section 26-46 (d) of Division 1 of Article II of Chapter 26 shall be amended to read as follows:

(d) Single-Family Building Height.

(1) No building or structure shall have more than two (2) stories or be more than twenty-five (25) feet above finished grade.

(i) Hillside areas step massing. A maximum overall height of thirty-five (35) feet may be allowed for buildings which in stepping down the slope diminish bulk provided that no point around the perimeter exceeds twenty-five (25) feet and the natural slope is no less than fifteen (15) percent, subject to the approval of

an administrative permit. A building is considered to step down the slope if the line connecting its corresponding components is no steeper than the average of the natural slope adjacent to the entire structure. A topographical survey prepared by a licensed surveyor shall be required as part of the administrative permit submittal. Projects that utilize more than two (2) terracing retaining walls and/or retaining walls greater than four (4) feet in height to create a flat building pad do not qualify for the allowable step massing height increase.

- (2) Chimneys, vents and other such incidental appurtenances shall conform to the standards set forth in 26-65.
- (3) Subterranean garages shall not be included in the measurement of height nor counted as a story.
- (4) Buildings on lots in excess of twenty thousand (20,000) square feet may exceed the maximum height limit stated in subsection (a) by one (1) foot for every five hundred (500) square feet of floor area in excess of twenty-five hundred (2,500) square feet. Such increase in height shall increase the yard requirements on a foot-to-foot ratio, i.e., one (1) foot of additional height requires eleven-foot side yards and twenty-six-foot front and rear yards, five (5) feet of additional height requires fifteen-foot side yards and thirty-foot front and rear yards, however no structure shall exceed two (2) stories and thirty-two (32) feet maximum height.

**SECTION 15. Code Amendment.** Section 26-46 (h) of Division 1 of Article II of Chapter 26 shall be amended to read as follows:

(h) Second-story setbacks regulations for R-A and R-1 Zones.

- (1) *Front Yard:* When the first story of an existing or proposed single-family structure is built within thirty (30) feet or less of the front property line, the front yard setback of any future second story ~~addition~~ or second-floor expansion shall be a minimum of thirty (30) feet, except for lots less than 7,500 square feet in area, where the second story shall be set back a minimum of twenty-five (25) feet.
- (2) *Side Yard:* When the first story of an existing or proposed single-family structure is built within ten (10) feet or less of the side property line, the side yard of any future second story ~~addition~~ or second-floor expansion shall be a minimum of ten (10) feet. The following exception may be allowed, subject to community development director (or their designee) review and the approval of an Administrative Permit, in cases where an existing second-story has a second-story setback that is less than ten (10) feet on an elevation:
  - (i) Said side yard second story setbacks may be the same as the existing second story setback if no portion of a building or structure (existing or

proposed) encroaches through a daylight plane that is projected above each setback line and sloping inwards at a forty-five (45) degree angle measured at a point ten (10) feet above the finished grade level along the side property line toward the opposing side property line.

- (ii) Said side yard second story setback shall not be required along any side yard which abuts property zoned for or developed with a nonresidential use (e.g. schools and parks) or a public right-of-way, flood control channel, or utility easement upon which no residential structures may be developed.
- (iii) As used in this section, second story setback shall also apply to any portion of the first story under a sloped roof with a ridge height greater than sixteen (16) feet and/or an exterior wall height greater than twelve (12) feet above the finished adjacent grade. The gable end of a sloped roof shall not be included in the exterior wall height calculation.
- (iv) The second story setbacks stated in subsections (1) and (2) above on lots of 20,000 square feet or more shall not be required be increased accordingly for developments which utilize the additional height provisions pursuant to section 26-46(d)(4).
- (v) Rooftop decks and/or balconies attached to the primary structure with direct access from the second-floor or stairs leading thereto shall comply with two story setback requirements.

**SECTION 16. Code Amendment.** Table 2-5 within Section 26-48 of Division 1 of Article II of Chapter 26 shall be amended to read as follows:

	MF-8	MF-15	MF-20	MF-45
Minimum Site Size	<del>2 acres</del> 20,000 sq. ft.	<del>1-acre</del> 20,000 sq. ft.	<del>1-acre</del> 20,000 sq. ft.	20,000 sq. ft.
Minimum Width (feet)	150'	150'	150'	100'*
Minimum Average Depth	-	-	-	150'
*At the street line				

**SECTION 17. Code Amendment.** Section 26-49(a)(2) of Division 1 of Article II of Chapter 26 shall be amended to read as follows:

The review and approval process for an eligible Senate Bill 35 (SB35) housing project shall adhere to CGC Section 65913.4, as amended. For eligible SB35 projects, and/or multi-family residential projects providing a minimum of 20-percent of the total dwelling units reserved for lower income households subject to deed restriction, the community development director shall approve or deny the ministerial Precise Plan based on the West Covina Multi-Family Objective Design Standards (2022) adopted by the City. Within 30 days of such action, the

community development director shall prepare a report to the Planning Commission, providing a description of the project and the nature of the approval. Any such Precise Plan approved under SB35 shall be valid for a period of three (3) years, with one (1) additional extension of time in a one-year increment. The Community Development Director or their designee may approve a one-year extension if the project proponent provides documentation that there has been significant progress toward getting the development construction ready, such as, but not limited to, the filing of a building permit application that is kept active.

**SECTION 18. Code Amendment.** The “Emergency shelters (Homeless), up to 30 occupants within City” in the “Residential Uses” category of Table 2-12 of Division 2 of Article II of Chapter 26 shall be amended as follows (“X” designation means the use is allowed “by right”):

Uses and Permit Requirements for Mixed-Use Zones	Zones					Special Regulations
	OPMU	NMU	RMU	SMU	M-1	
Emergency shelters (Homeless), up to 30 occupants within City	CUP	CUP	X	CUP	X	Section 26-118

**SECTION 19. Code Amendment.** Section 26-71 of Division 2 (Accessory Structures) of Article III of Chapter 26 shall be amended to read as follows:

**26-71 Permit Requirements and Exemptions**

- (a) Accessory Certain accessory structures located in single-family zones referenced within this Section (Division 2 - Accessory Structures) and within Section 26-46 as requiring an Administrative Permit, and all accessory structures located in multi-family, mixed-use, commercial and industrial zones shall require an Administrative Permit, pursuant to the procedures and findings outlined in Article VI, division 6.
- (b) The following structures located in the single-family and multi-family zones are exempt from planning entitlements provided they comply with the requirements listed below and standards set forth in section 26-72. Exempt accessory structures may require building permits to maintain conformance with the California Building Code adopted by the City.
  - (1) Accessory structures that are less than 120 square feet in size and no portion of the structure is seven (7) feet or greater in height, provided that no more than two (2) of such structures are located within the same lot or site.
  - (2) A detached structure typically used for decorative or landscape design purposes such as a fountain, water wall, bird bath and similar features that

are less than 120 square feet in size and no portion of the feature is six (6) feet in height or greater.

- (3) Accessory dwelling units and junior accessory dwelling units pursuant to Article IV, Division 2 (Accessory Dwelling Units and Junior Accessory Dwelling Units).
- (4) ~~Urban Dwelling Units pursuant to Article IV, Division 4 (Urban Dwelling Units).~~

**SECTION 20. Code Amendment.** Table 3-1 within Division 2 (Accessory Structures) of Article III of Chapter 26 shall be amended to read as follows:

Type of Accessory Structure	Minimum Setback Requirements				Maximum Lot Coverage	Maximum Height
	Front	Rear	Side	Street Side		
Pools and spas,	Not Permitted*	5 feet	5 feet	Not permitted	n/a	n/a
Pool/spa equipment	Not Permitted*	5 feet	5 feet	Not permitted	n/a	5ft
Detached accessory structures with open or solid roofing.	Not Permitted	4 feet	4 feet	Not permitted	Standard building coverage per Table 2-4 of Section 26-46	16 ft
Temporary, portable shade structures	Not Permitted	4 feet	4 feet	Not permitted	30% of required rear yard area, Standard building coverage per Table 2-4 of Section 26-46	10 ft.
Decks/elevated structures greater than 30" in height and/or greater than 30 square feet in area	Not Permitted	1.5 times standard building setback of the underlying zone per Section 26-46(e)	1.5 times standard building setback of the underlying zone per Section 26-46(e)	1.5 times standard building setback of the underlying zone per Section 26-46(e)	n/a	8 ft
Attached patios, chimneys and fireplaces, and similar structures	Same as required for primary structure					
* May be permitted through an Administrative Permit process per Section 26-68 (R-A/R-1 zones only)						

**SECTION 21. Code Amendment.** Section 26-73 of Division 2 of Article III of Chapter 26 shall be amended to read as follows:

**26-73 Solar Energy Systems**

(a) The purpose of this section is to allow for timely and cost-effective installations of solar energy systems that shall:

(1) Provide for the installation of small to medium solar energy systems to enable the generation of electricity from the sun, for on- and off-site uses.

(2) To minimize potential adverse impacts associated with solar energy systems.

(b) Development Standards

(1) *Ground-mounted solar energy collectors.* Ground-mounted solar energy collectors shall be installed and maintained in accordance with the following requirements:

(i) *Location.* Ground-mounted solar energy collectors are permitted in all zoning districts. In residential zoning districts, solar energy collectors and their mounting framework shall not be located within the front setback and shall not be visible from the public right-of-way adjacent to the front, or side property line. In nonresidential zoning districts, solar energy collectors may be visible from the public right-of-way with approval of an Administrative Permit.

(ii) *Height.* In residential zoning districts, the height of a ground-mounted solar energy collector system shall not exceed twelve (12) feet. The maximum height shall be twenty-five (25) feet when located on a non-residential property not abutting a residential zone. The maximum height of a ground-mounted solar energy collector system shall be fifteen (15) feet when located on a non-residential property abutting a residential zone.

(iii) *Setbacks.* Installations of less than six (6) feet in height may project up to two (2) feet into a required setback. Installations of six (6) feet or more in height shall comply with building setback requirements for patio covers.

—(c)(2) *Roof-mounted solar energy collectors.*

(4) (i) *Location.* It is preferred that photovoltaic solar energy systems in the single-family residential zone on roofs are designed in a way that is flush-mounted and/or are not installed on the portion of the roof that faces the street, and/or are screened from the public right-of-way. If the photovoltaic

solar energy systems on roofs are not flush-mounted and/or installed on the portion of the roof that faces the street, and/or is visible from the street, applicant submittal of additional documentation to the Planning Division is required prior to the first Building Division inspection to receive inspector sign-off. The required documentation shall be a written analysis prepared by a licensed engineer indicating that all options to redesign the photovoltaic system with a flush-mounted design and/or without utilizing the street facing roof will:

(i)a) Increase the installation cost by more than \$1,000; AND

(ii)b) Will cause a drop in energy production by more than 10-percent (10%).

~~(2)~~(ii) *Height.* Photovoltaic solar energy systems on the roof may extend up to five (5) feet above the height limit in the district in which it is located or the roof surface on which they are installed, provided that the height extension is necessary to be within the installation cost and/or energy production thresholds mandated by State law.

~~(3)~~(iii) Solar water or swimming pool heating systems may extend up to seven (7) feet above the height limit in the district in which it is located or the roof surface on which they are installed.

(d) (3) Solar energy collector on carports.

~~(4)~~(i) Photovoltaic equipment, as defined by section 26-36, "Solar Energy Systems," may be installed on the roof of carports for the purpose of collecting, storing, or transferring solar energy as part of a larger solar energy system installed in structure(s) on the same building site without additional discretionary permit.

~~(2)~~(ii) The maximum height of solar energy collector equipment on carport roofs shall not exceed the maximum height of the underlying district.

(c) Reflection Angles and Glare. Reflection angles for solar collectors shall be oriented such that they do not project glare onto adjacent properties. Solar collectors shall be designed such that concentrated solar glare does not project onto nearby structures, roadways, or the public right-of-way. Installation of anti-glare panels and/or anti-glare film is preferred. The property owner shall be responsible for mitigating any glare issues discovered after installation.

**SECTION 22. Code Amendment.** Section 26-85(j) of Division 5 of Article III of Chapter 26 shall be amended with subsections (1) through (9) remaining the same with no changes to read as follows:

*Synthetic Turf.* Synthetic turf may be used as a substitute for natural ~~turf~~turf for the purposes of water conservation. The use of synthetic turf on properties zoned for multi-family residential or non-residential uses shall require an administrative permit, pursuant to Article VI, Division 6. The following standards shall apply to the use and maintenance of synthetic turf.

**SECTION 23. Code Amendment.** Section 26-89(a)(4) of Division 6 of Article III of Chapter 26 shall be amended to read as follows:

(4) Parking of recreational vehicles, recreational equipment and trailers, and utility trailers in the front yard or unscreened street side yard.

(i) Under no circumstance may utility trailers be parked in the front yard or unscreened street side yard.

(ii) Campers and camper shells placed on the ground or otherwise not properly mounted on a pickup or other truck may not be stored in the front yard or unscreened street side yard.

(iii) Vehicles must be registered to the permanent resident of the property and registered to the property address.

(iv) Vehicles shall be maintained in proper condition. Vehicles stored or maintained in one (1) or more of the following conditions shall be deemed to be in violation of this standard:

a) Vehicles with damaged or broken windows or doors, or damaged or torn screens or shades.

b) Vehicles that are covered with tarps or other covers which are deteriorating or torn.

c) Vehicles with damaged or broken parts, including, but not limited to, tow bars, mirrors, light shields, bumpers, tanks, ladders, soft top cover for popups, luggage compartment doors, air handling units, and luggage racks.

d) Vehicles with any peeling, blistering, rusting, or otherwise deteriorating exterior surface.

e) Vehicles with open awnings, open slide-outs, and/or open popups.

(v) In addition to other applicable standards, vehicles may not be parked closer than a distance of five (5) feet from the curb face or the edge of the street pavement, if no curb exists.

(vi) In no case shall the parking of a motor home, accessory recreational vehicle, or recreational equipment and trailer occupy greater than fifty percent (50%) of the width of the primary driveway and/or block access or use of the primary driveway by other vehicles. ~~be in a location other than the primary driveway block the use of the primary driveway or access to the garage or carport by other vehicles.~~

(vii) One (1) motor home or accessory recreational vehicle may be parked on the side pad, circular drive, or ~~other allowed parking areas that are not part of the primary driveway leading directly to a garage or carport~~ without the approval of an administrative permit.

(viii) Motor homes, accessory recreational vehicles, and recreational equipment and trailer, up to an overall total of two (2) such vehicles, may be parked in any allowed parking area, subject to the approval of an administrative permit pursuant to the provisions of section Article VI, Division 6, and further pursuant to the provisions of subsection (e) below. A first motor home or accessory recreational vehicle permitted to be parked pursuant to subsections ~~(8(vi) and (vii))~~ above shall be included in the total of two (2) vehicles.

**SECTION 24. Code Amendment.** Table 3-2 of Section 26-90 of Division 6 of Article III of Chapter 26 shall be amended to read as follows:

Land Use Type	Vehicle
<b>General Business</b>	
All business financial and professional service uses, except uses listed below.	1 space for each 250 sf of gfa of leasable area or as required by <del>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</del>
Automobile, boat, trailer sales or rental; retail nurseries, lumber yards, other open uses	1 space for each 1,000 sf of gfa devoted to display or as required by CUP.
Automobile service stations	1 space for each two employees (minimum of 2 spaces), plus 1 space for each service bay or as required by <del>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</del>
Adult day care services	1 space per employee and 1 additional space per 10 clients or as required by <del>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</del>
Automated teller machines	2 spaces for each machine or as required by <del>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</del>
Bars, taverns, and similar uses	1 space for each 50 sf of gfa seating and waiting areas or as required by <del>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</del>
Billiard parlors	1 space for each billiard table, plus 1 space for each employee or as required by <del>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</del>
Boarding house	1 space for each unit.

Land Use Type	Vehicle
Bowling alley	5 spaces for each alley or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Business, general retail, personal service	1 space for each 250 sf of gfa or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Clubs, fraternal organizations, etc.	1 space for each 2 beds, plus 1 space for each 40 sf of assembly area or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Convalescent homes	1 space for each 2 beds or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Construction and heavy equipment sales, including equipment rental	1 space for each 300 sf of gfa of display area and an additional space for each 1,000 square feet of outdoor display area.
Furniture, appliance / equipment sales.	1 space for each 300 sf of gfa of display area or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Gasoline sales	1 space for each gasoline pump, plus 1 space per employees plus additional parking requirements for each ancillary use.
Hospitals and sanitariums	1.5 spaces for each .75 beds (2 spaces per bed).
Medical and Dental Office	1 space for each 250 sf of gfa, or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Motels and hotels, including B&B inns	1 space for each room or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Mortuaries, funeral home	1 space for each 4 seats in assembly area and 1 space per employee or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Office	1 space for each 300 sf of gfa for buildings under 20,000 sf or 350 sf of gfa for buildings 20,000 sf or more.
Orphanage and rest home	1 space for each 3 beds or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Recreational vehicle, boat, or motor-home sales	1 space per 450 sf of gfa of building area or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Restaurant, greater than 2,500 square feet (permanent seating, drive-in, drive-through) and cocktail lounges	1 space for every 100 square feet of GFA, plus 1 space per 150 square feet of gfa of outdoor customer dining area in excess of 500 square feet. For outdoor customer dining area, no parking spaces are required for the first 500 square feet or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Restaurant, 2,500 square feet or less (permanent seating,) and cocktail lounges <sup>1</sup>	1 space for each 250 sf of gfa of leasable area or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Shopping centers	1 space for each 250 sf of gfa of gross leasable area or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>

Land Use Type	Vehicle
Theaters, skating rinks, other places of public assembly	1 space for every 3 seats, plus 1 space for every 40 sf of assembly area not occupied by seats or as required by <u>CUP, the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Veterinary clinics, including animal boarding and kennels.	1 space for each 350 sf of gfa and 1 additional space for each 1,250 sf of gfa of boarding area or as required by <u>CUP, the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Warehouse	1 space for each 400 sf of gfa or as required by <u>CUP, the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>

Land Use Type	Vehicle
<b>Industrial, Manufacturing and Processing, Wholesale</b>	
Brewery, distillery with or without tasting or tap rooms	1.55 spaces per 1,000 sf of gfa which may include a maximum of 10% office space, plus if the percentages of office space exceed 10% of the gfa, 4 spaces per 1,000 sf of gfa in excess of 10%. Tasting or taprooms and outside patios: 17 spaces per 1,000 sf of gfa.
Computer game/internet access center	1 space for each 5 machines, plus 1 space for each 5 spaces in waiting area or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Industrial, manufacturing / Processing, wholesale uses less than 50,000 sf.	1 space for each 350 sf of gfa, or as determined by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> . Gross floor area may include any ancillary uses including offices or as required by CUP.
Industrial, manufacturing / Processing, wholesale uses greater than 50,000 sf.	1 space for each 700 sf of gfa, or as determined by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> . Gross floor area may include any ancillary uses including offices.
Laboratory, research and development	1 space for each 300 sf of gfa. plus 1 space for each company vehicle.
Recycling facility	1 space for each 1,000 sf of gfa, or as determined by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> . The gfa may include ancillary uses including office space or as required by CUP.
Self-storage facilities	A minimum of 5 parking spaces for customers and 2 additional spaces for on-site management or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> .
Wholesale and warehouse distribution.	1 space for each 1,000 sf of gfa or as determined by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> . The gfa may include ancillary uses including office space or as required by CUP.
Adult entertainment	1 space for each 250 sf of gfa, or as determined by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u>
Commercial recreation facility	1 space for each 250 sf of gfa or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> .
Conference, convention facility	1 space for each 4 seats or 1 space for every 50 sf of gfa. of assembly area or meeting rooms, whichever is greater or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> .
Fitness facility or health club	1 space for each 250 sf of gfa, not including areas devoted to courts, plus 2 spaces for athletic courts or as required by <u>CUP the precise plan, CUP, AP, or other entitlement as approved by the Planning Commission or City Council</u>
Library, museum	1 space for each 300 sf of gfa and 1 space for associated vehicles or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council</u> .
Schools	

Land Use Type	Vehicle
Elementary schools	1 space for each employee or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Junior high	1 space for each employee, plus 1 space for each 20-50 students or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
High school	1 space for each employee, plus 1 space for each 5 students or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Colleges, business schools, trade schools, and similar uses	1 space for each 2 employees, plus 1 for each 2 students or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Sports and entertainment assembly facilities	1 space for each 4 seats or 1 space for every 50 sf of gfa. of assembly area or meeting rooms, whichever is greater or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council..</u>
Studios including art, dance, martial arts, music, educational, etc.	1 space per 200 sf of gfa or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Theatre, auditorium, religious facilities	1 space for each 4 seats or 1 space for every 50 sf of gfa of assembly area or meeting room, whichever is greater or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
<b>Residential Uses</b>	
Child day care centers	1 space per employee, plus 1 additional space per 10 children or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Child day care; large family day care homes.	Same as single-family or multi-family dwelling, or as required by State license or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Child day care -- small day care home	Same as single-family or multi-family dwelling, or as required by State license or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
Condominiums	2 spaces for each unit, plus 1 guest space for each 4 units or as required by CUP.
Emergency shelters	<u>1 space per four beds and/or .5 per bedroom, plus 1 parking space per staff member or as required by CUP; 1 space per staff member</u>
Fraternity, Sorority, dormitory	1 space per bed.
Live/work units	2 spaces, plus 1 guest space for each 2 units.
Multi-family dwelling (non-condominium)	2 spaces for each unit, plus 1 guest space for each 4 units.
Multi-family mixed-use	One (1) covered parking space per studio unit; One and a half (1.5) covered spaces per 1-bedroom unit; Two (2) spaces covered per 2-bedroom or larger unit; and 1 guest space for each 4 units.
Group home / facilities, and other special group residences	<b>Six or fewer residents:</b> See single-family dwelling parking. <b>Seven or more residents:</b> 1 space for each 2 residential units and an additional 1 space for guests and employees.

Land Use Type	Vehicle
Single-family dwelling	Four or fewer bedrooms: 4 spaces, 2 of which shall be enclosed within a garage; Greater than four bedrooms: one additional garage space shall be required for every two additional bedrooms exceeding the fourth bedroom.
Senior housing	(A) 0 to 1 bedroom: 1 onsite parking space. (B) 2 to 3 bedrooms: 1.5 parking spaces. (C) 4 bedrooms or more: 2.5 parking spaces. (D) or as required by <u>CUP the precise plan, CUP, or other entitlement as approved by the Planning Commission or City Council.</u>
<p>Notes:</p> <p><sup>1</sup> Restaurants less than 2,500 square feet in gfa and located within a multi-tenant parking center may provide parking at the general retain parking rate.</p> <p><i>gfa</i> refers to gross floor area.</p>	

**SECTION 25. Code Amendment.** Section 26-90(b)(2) of Division 6 of Article III of Chapter 26 shall be amended to read as follows:

Off-street parking standards for multi-family residential zones (Mf-8, MF-15, MF-20, and MF-45)

(i) Condominiums:

a) Carports shall not be permitted.

~~b) There shall be two (2) parking spaces provided for each dwelling at a minimum size of ten (10) by twenty (20) feet per space. The required parking shall be provided in a garage or garages. The location of parking spaces shall be within sixty (60) feet of the dwelling unit.~~

~~c) Guest parking shall be provided one (1) space for every four (4) dwelling units. The spaces need does not need to be enclosed. The guest parking shall be located within one hundred fifty (150) feet of the units and dispersed throughout the development.~~

(ii) In Multi-Family dwellings (non-condominium)

~~a) There shall be two (2) parking spaces provided for each dwelling unit, at least one (1) of which shall be enclosed on three (3) sides and roofed. An additional ten (10) percent of the required parking spaces shall be provided for guest parking, shall be labeled "Guest Parking Only," and shall be dispersed throughout the development. Covered and uncovered spaces shall be permanently maintained for required parking and guest parking spaces shall not be used for storage of boats, campers, or recreation vehicles.~~

- a) Multi-family dwellings shall provide parking as indicated in Article III, Division 6. At least one (1) parking space per unit shall be enclosed on three (3) sides and roofed. Guest parking shall be labeled "Guest Parking Only," and shall be dispersed throughout the development.
  - b) Each covered parking space shall be at least ten (10) feet wide by twenty (20) feet long except individual garages shall be at least eleven (11) feet wide and twenty (20) feet long. Garage doors shall be at least ten (10) feet wide.
  - c) Parking areas shall be evenly distributed throughout the development and no dwelling unit shall be located more than two hundred (200) feet from its assigned parking area.
  - d) All covered spaces shall be enclosed on three (3) sides. However, if the spaces are built in combinations of two (2) or more, only the rear and the two (2) ends need be enclosed. Design and material shall be architecturally compatible with the main structures.
- (iii) In Multi-Family dwellings (including condominiums):
- a) Each uncovered space shall be at least nine (9) feet wide and twenty (20) feet long.
  - b) Covered or uncovered spaces, when adjacent to walls shall be at least eleven (11) feet wide, twelve (12) feet where the wall extends beyond the space. Three-car garages are exempt from this requirement.
  - c) No off-street parking shall be permitted within any front or side yard setback area when adjacent to a street.
  - d) Garages or carports (carports prohibited in MF-8 zone) may be located within the side or rear yard setbacks except when side or rear yards abut a public street. In no case, however, may a garage or carport be constructed within twenty (20) feet of any side or rear street or twenty-five (25) feet of any front street in MF-8, MF-15 or MF-20 zones and fifteen (15) feet from any street in MF-45 zone.
  - e) No carport or garage shall open directly upon a public street.
  - f) Required parking and guest parking shall be maintained permanently.
  - g) All parking areas shall conform to Planning Commission Resolution No. 2513.

**SECTION 26. Code Amendment.** Section 26-99 (d)(1) of Division 8 of Article III of Chapter 26 shall be amended to read as follows:

The proposed signs do not exceed the standards set forth in sections Article III, Division 8, and are of the minimum size and height necessary to identify the site from a sufficient distance for the purposes of conveniently and ~~safety~~ safely accessing the site;

**SECTION 27. Code Amendment.** Subsection (a) of Section 26-100 (Exempt Signs) of Division 8 of Article III of Chapter 26 shall be amended to read as follows:

~~One (1) temporary~~ Temporary noncommercial signs no larger than thirty-two (32) square feet in area and no longer than eight (8) feet in any dimension, on private residential zoned properties, properties used for residential, and/or institutional uses; review exempt signs must be free from tears, rips, rust, deterioration, or similar condition described within West Covina Municipal Code Section 15-200. No such sign shall be placed on the roof of any structure, City-protected trees, or on the public right-of-way per parcel not exceeding seven (7) square feet in area, and not posted for longer than thirty (30) days within a one (1) year period.

**SECTION 28. Code Amendment.** Subsection (c) of Section 26-100 (Exempt Signs) of Division 8 of Article III of Chapter 26 shall be amended to read as follows:

Directional, warning, or information signs required or authorized, ~~or~~ by federal, state, county, or local government agencies including, but not limited to, traffic control signs, highway route identification signs and construction zone signs.

**SECTION 29. Code Amendment.** Subsection (f) of Section 26-100 (Exempt Signs) of Division 8 of Article III of Chapter 26 shall be amended to read as follows:

Election season signs and posters subject to the following conditions:

(1) No sign shall be erected earlier than ~~sixty (60)~~ ninety (90) days prior to the start of the closest future election date and each sign shall be removed within ten (10) days after that election.

~~(2) No such sign shall be more than sixteen (16) square feet in area. There shall be no more than four (4) signs per parcel and property owner permission shall be obtained prior to the installation of said signs.~~

~~(3) Freestanding signs shall be no more than six (6) feet in height.~~

~~(4)~~ (2) No sign shall be placed within the public right-of-way or on public property.

(3) No such sign shall be placed on private property without the property owner's permission and/or approval.

~~(5)(4)~~ No such sign shall be placed on the roof of any structure.

**SECTION 30. Code Amendment.** Section 26-105 (c) of Division 8 of Article III of Chapter 26 shall be amended with subsections (1), (2), and (3) remaining the same with no changes to read as follows:

*Public nuisance ~~decaled~~ declared by the City Council.* The director may ask the council to declare a sign a public nuisance under the following conditions:

**SECTION 31. Code Amendment.** Section 26-117 of Division 1 of Article IV of Chapter 26 shall be amended to read as follows:

### **26-117 Electric Vehicle Charging Stations and Solar Carports**

This Division sets forth design and development standards for Commercial Electric Vehicle Charging Stations and Solar Carports located within parking lots.

(a) Electric Vehicle Charging Stations. This section shall provide additional development standards in addition to the standards adopted in Article XVIII-Permit Process for Electric Vehicle Charging Stations.

(1) Electric vehicle charging stations may only provide required signage for compliance with accessibility requirements and U.S Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Controls.

(2) Per State law, electric vehicle charging stations and related equipment are required to be counted towards the City's parking standards/ratio. As such, signage preventing non-electric vehicles from being parked on electric vehicle charging station spaces shall be prohibited.

(b) Solar Carports. This section shall provide development standards for Solar Panel Canopies located within parking lots.

(1) Solar carports shall not be located within any required building setback.

(2) Solar carports shall not be located within 100 feet of the front facing portion of buildings.

(3) Solar carports shall not result in a net loss of any required parking.

~~(4) Solar carport shall not result in a net loss of any required parking.~~

~~(5)(4)~~ No signage shall be permitted on the solar carports other than signage required for ADA and identification purposes.

~~(6) No offsite advertising.~~

(c) Electric vehicle charging stations and/or solar carports shall not include any offsite advertisement.

**SECTION 32. Code Amendment.** Section 26-118(a)(5) of Division 1 of Article IV of Chapter 26 shall be amended to read as follows:

~~Bike rack parking~~ Parking shall be provided at the facility as indicated in Section 26-91, at a rate of one space for every four (4) beds.

**SECTION 33. Code Amendment.** Section 26-140(b) of Division 2 (Accessory Dwelling Units and Junior Accessory Dwelling Units) of Article IV of Chapter 26 shall be amended to read as follows:

(b) For single family dwelling lots in residential zones, either:

- (1) One (1) accessory dwelling unit and one (1) junior accessory dwelling unit per lot may be constructed. Each accessory dwelling unit and junior accessory dwelling unit must have exterior access and side and rear setbacks sufficient for fire safety and comply with all other setback requirements. If the unit is a junior accessory dwelling unit, it must also comply with the requirements of Section 26-139(a)(3); ~~or and~~
- (2) One (1) detached, new construction, accessory dwelling unit with setbacks of at least four (4) feet from side and rear setbacks, no more than eight hundred (800) square feet floor area with an existing or proposed single-family dwelling.

**SECTION 34. Code Amendment.** Section 26-140(c) of Division 2 (Accessory Dwelling Units and Junior Accessory Dwelling Units) of Article IV of Chapter 26 shall be amended to read as follows:

(c) On a lot with an existing multi-family residential use:

- (1) Accessory dwelling units may be constructed in areas that are not used as livable space within an existing multi-family dwelling structure (e.g., storage rooms, boiler rooms, passageways, attics, basements, or garages), provided the spaces meet state building standards for dwellings. The number of interior accessory dwelling units permitted on the lot shall not exceed twenty-five (25) percent of the current number of units of the multi-family complex on the lot and at least one (1) such unit shall be allowed; and
- (2) ~~Up to two (2)~~ eight (8) detached accessory dwelling units or one (1) per primary unit, which ever is less, may be constructed, provided they are no taller than sixteen (16) feet, and they have at least four (4) feet of side and rear yard

setbacks. Detached accessory dwelling units constructed pursuant to this subsection (b) shall not exceed one thousand (1,000) square feet in floor area per unit.

**SECTION 35. Code Amendment.** Section 26-162(a) of Division 4 of Article IV of Chapter 26 shall be amended to read as follows:

(a) Number of units: There shall be no more than two (2) ~~urban dwelling~~primary dwelling units per lot where an urban dwelling unit is constructed or proposed. Accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and an ~~The existing primary residential unit and existing/proposed urban dwelling unit~~ will be counted toward the maximum number of units. Each primary unit may have no more than one (1) accessory dwelling unit (ADU) and/or junior accessory dwelling (JADU) unit for a total of four (4) units per lot. When an urban dwelling unit is constructed on a lot, the maximum size new construction detached ADU shall be 800 square feet and/or the maximum size JADU shall be 500 square feet. All other standards within Division 2 of Article IV of Chapter 26 shall be complied with.

(1) When an urban lot split/subdivision is proposed, no more than two (2) units per lot shall be allowed. The existing primary dwelling unit and existing ADU/JADU shall be counted toward the maximum number of units. Construction on lots created through the urban lot split process shall be limited to urban dwelling units.

**SECTION 36. Code Amendment.** Section 26-177(a) of Division 5 of Article V (Nonconforming Uses) of Chapter 26 shall be amended with subsections (1) through (7) remaining the same with no changes to read as follows:

Any nonconforming use ~~within~~ in and/or in conjunction with a conforming structure may be continued and maintained except as otherwise provided in this subchapter, and further provided:

**SECTION 37. Code Amendment.** Section 26-177(b) of Division 5 of Article V (Nonconforming Uses) of Chapter 26 shall be amended with subsections (1) through (4) remaining the same with no changes to read as follows:

Any nonconforming use ~~situated within~~ and/or in conjunction with a nonconforming structure may be continued and maintained, so long as it complies with the provisions of subsection A of this section, and as otherwise provided in this subsection, and further provided:

**SECTION 38. Code Amendment.** Section 26-187 of Division 1 of Article VI (Nonconforming Uses) of Chapter 26 shall be amended to read as follows:

## 26-187 Notices

(a) Notices of public hearing stating the type of application or nature of proposal, general description of property under consideration, and the time and place at which the public hearing is to be held shall be given in the following manner:

(a) (1) ~~For a~~ A reclassification of property from one zone to another, redesignation of a property from one ~~(1)~~ General Plan land use designation to another, amendments to the Development Code, amendments to the General Plan text, or a Development Agreement shall require for ~~a variance (except minor modifications), conditional use permit, precise plan or special exception (Downtown Plan):~~

~~(1) At least thirty (30) days prior to the date of the hearing, a public notice shall be posted at the project site per subsection (e) below.~~

(2) (i) Mailing Radius. A notice of public hearing shall be mailed to the applicant or his/her agent, the owner of the property and owners of all property within a radius of five hundred (500) feet from the property lines of the site under consideration, using for this purpose the name and address of such owners as shown upon the latest available assessment rolls of the county assessor. The notices shall be mailed at least ~~ten~~ (40)twenty (20) days prior to the date of the public hearing. If the number of owners to whom the notices would be mailed is greater than 1,000, or is a Citywide project involving text amendments to the Development Code and/or General plan, in lieu of a mailed notice, the hearing notice shall be posted at City Hall and published at least twenty (20) days prior to the date of the public hearing on the following locations:; and

a) The City's website.

b) Newspaper of general circulation. The advertisement shall be at least one-eighth (1/8) page.

(3) (ii) Agency Notification. Notice of the hearing shall be mailed or delivered at least ~~ten (10)~~ twenty (20) days prior to the hearing to each local agency expected to provide water, sewage, streets, roads, schools, or other essential facilities or services to the project, whose ability to provide those facilities and services may be significantly affected.

(iii) Postings. If the project is applicant driven, at least thirty (30) days prior to the date of the hearing, a public notice shall be posted at the project site per Section 26-187(b), and at two other public places where public meeting agendas are posted. Citywide applications and/or projects, and City initiated zone changes and/or General Plan land use designation changes are exempt from onsite posting requirements. Citywide

applications involve Development Code and General Plan text amendments.

~~(b) For amendments, supplements or changes to the Development Code that do not reclassify any property from one (1) zone to another but do impose, change, or remove any new regulation on the use or development of property and for amendments to the General Plan text:~~

~~(1) — At least ten (10) days prior to the date of the hearing, a public notice shall be published in a newspaper having general circulation in the City.~~

~~(c) Public Utility Facilities, including Wireless Telecommunications facilities, that require approval by the Planning Commission shall require:~~

~~(1) — At least thirty (30) days prior to the date of the hearing, a public notice shall be posted at the project site per subsection (f) below.~~

~~(2) — A notice of public hearing for public utility facilities shall be mailed to the applicant or his/her agent, the owner of the property and owners of all property within a radius of one thousand (1,000) feet from the subject site's property lines, using for this purpose the name and address of such owners as shown upon the latest available assessment rolls of the county assessor. The notices shall be mailed at least ten (10) days prior to the date of the public hearing.~~

~~(d)(2) Entitlement applications for Public Utility Facilities, including Wireless Telecommunications facilities, that require approval by the Planning Commission and/or City Council shall require:~~

~~(1)(i) Onsite and Public Postings. At least thirty (30) days prior to the date of the hearing, a public notice shall be posted at the project site per subsection (f) below Section 26-187(b), and at two other public places where public meeting agendas are posted.~~

~~(2)(ii) Mailing Radius. A notice of public hearing for public utility facilities shall be mailed to the applicant or his/her agent, the owner of the property and owners of all property within a radius of one thousand (1,000) feet from the subject site's property lines, using for this purpose the name and address of such owners as shown upon the latest available assessment rolls of the county assessor. The notices shall be mailed at least ten (10) days prior to the date of the public hearing.~~

~~(iii) City Website. The notice shall be posted on the City's website at least ten (10) days prior to the date of the public hearing.~~

~~(iv) Agency Notification. Notice of the hearing shall be mailed or delivered at least ten (10) days prior to the hearing to each local agency expected to provide water, sewage, streets, roads, schools, or other essential facilities or services to the project, whose ability to provide those facilities and services may be significantly affected.~~

(e)(3) For administrative permits (if public notification and public hearing is required per use or by request):

(4)(i) Mailing. A notice that describes the proposed project and indicates the length of the public review period (including the last date that a request for a public hearing may be given to the planning department) shall be mailed to owners of surrounding property as indicated below. The public review period shall extend for ten (10) days from the date that the initial notice was mailed. If a request for a hearing is received during the specified time, a notice shall be mailed a minimum of ten (10) days prior to the date of the hearing, indicating the date, time, and location of the scheduled public hearing.

\_\_\_\_\_a) Notification Radius.

(2)1) Five-hundred-foot noticing radius: Notices shall be mailed to the property owners of the subject site and owners all properties within a radius of five hundred (500) feet from the property lines of the site under consideration unless otherwise provided for in the sections below.

(3)2) For secondary driveways, notices shall be mailed to the property owners and occupants of the subject site and to the two (2) properties on both sides of the subject site.

(4)3) For sign exception review, outdoor uses within the outdoor uses overlay zone, and canopy structures notices shall be mailed to the property owners and occupants of the subject site and all properties within a radius of one hundred (100) feet from the property lines of the site under consideration.

(5)4) For animal keeping approvals as described in Section 26-111 shall require notices to be mailed to all property owners of the subject site and all property owners or occupants of properties within the overlay zone and any property owners or occupants of properties that are adjacent to the subject site and share a property line for improvements in the lower pad area (the portion of land at the rear of the properties that is at approximately the same elevation as the rear property line and is relatively level).

(6)5) Public notification is not required for the following applications:

- i) Shopping Cart Containment Review
- ii) Trash Enclosure District Review
- iii) Accessory ~~Massage~~ Uses

- iv) Incidental Beer and Wine Service for a Restaurant (Bona Fide Eating Place)
- v) Garage/Storage Shed height increase
- vi) Small Wireless Facilities in the Public Right-of-Way
- vii) Minor non-residential building façade changes and/or minor changes to the site plan/site layout
- viii) Minor multi-family residential building façade changes and/or minor changes to the site plan/site layout

(4) For Non-Public Utility Conditional Use Permits, Precise Plans requiring Planning Commission and/or City Council review, Variances, or Tentative Tract Maps requiring Planning Commission and/or City Council review, including amendments:

(i) Mailing Radius. A notice of public hearing shall be mailed to the applicant or his/her agent, the owner of the property (including mineral rights owner for Tentative Tract Maps) and owners of all property within a radius of five hundred (500) feet from the property lines of the site under consideration, using for this purpose the name and address of such owners as shown upon the latest available assessment rolls of the county assessor. The notices shall be mailed at least ten (10) days prior to the date of the public hearing. If the number of owners to whom the notices would be mailed is greater than 1,000, in lieu of a mailed notice, the hearing notice shall be posted at City Hall and published at least ten (10) days prior to the date of the public hearing on the following locations:

a) The City's website.

b) Newspaper of general circulation. The advertisement shall be at least one-eighth (1/8) page.

(ii) Postings. Unless otherwise required by Section 26-187(a)(4)(iii), at least ten (10) days prior to the public hearing, a printed notice shall be posted at the project site and at two other public places where public meeting agendas are posted. The minimum size of the onsite notice shall be 11-inches by 17-inches written with heading text that is no smaller than 28-point Arial font in red and body text no smaller than 16-point Arial font in black. The required public hearing notice shall be placed/posted in an area readily visible and accessible by the public such as near/at the building entrance. The location of the posting shall be determined by the Community Development Director.

(f) — On-site public notice standards(1)

(iii) Onsite Posting for Large Projects. The following projects require an onsite posting that meet the requirements of Section 26-187(b)(f) ~~(2) through (5)~~:

~~(i) a) Commercial properties - new developments and where the addition of new square footage is equal to or exceeds 10,000 square feet, or greater than 50-percent of the existing building, which ever is less. new square footage is added (Projects with additions of under 10,000 square feet will be at the discretion of the Community Development Director.~~

~~(ii) b) Residential properties for developments with five (5) or more units requiring Planning Commission and/or City Council review~~

~~(iii) c) Freestanding Wireless facilities - any new freestanding wireless towers proposed.~~

~~(iv) d) Tentative Tract Maps requiring Planning Commission and/or City Council review.~~

(iv) Public Area Posting. At least ten (10) days prior to the public hearing, the required public hearing notice shall be placed/posted at two other public places where public meeting agendas are posted.

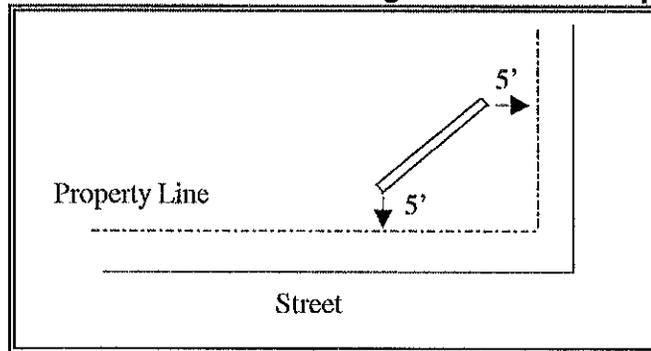
(v) Agency Notification. Notice of the hearing shall be mailed or delivered at least ten (10) days prior to the hearing to each local agency expected to provide water, sewage, streets, roads, schools, or other essential facilities or services to the project, whose ability to provide those facilities and services may be significantly affected.

~~(2) At least thirty (30) days prior to the date of the hearing, a public notice shall be posted at the project site, at the direction of the Planning Department. No public hearing will be scheduled until the notice has been posted on the property. The sign must meet the following standards:~~

(b) Onsite Public Hearing Notice Board Installation Standards

~~(3)(1)~~ \_\_\_\_\_ The sign shall be installed within five (5) feet of the property line. If on a corner, the sign should be posted at an angle so long as the sign is five feet from the property line of both streets.

**Figure 6-1 On-site Notification Sign on Corner Property**



- (4)(2) The sign shall be a minimum of 3 feet in width by 5 feet in height and may be double sided if installed perpendicular to the street. The sign shall be mounted on 4-inch by 4-inch posts. The bottom of the sign shall be at least 2 feet, but no more than 3 feet above the ground level. The required text and format are shown below. The "Public Hearing Notice" text shall be at least 3.5-inches and the remaining text shall be at least 1.25-inches in height.
- (5)(3) The banner area at the top of the Notice shall be in red (with letters in white) and all other text shall be printed in red.

**Figure 6-2 On-site Notification Sign Example**

**PUBLIC HEARING NOTICE**

CASE NO:  
 APPLICANT:  
 PROJECT DESCRIPTION:

A request to

HEARING BODY:  
 HEARING DATE/TIME:  
 HEARING LOCATION: West Covina City Hall, Council Chambers, 1444 West Garvey Avenue South

FOR MORE INFORMATION CONTACT:  
 City of West Covina Planning Department  
 City Hall, Room 208  
 (626) 939-8422

- (6)(4) The sign must contain a general explanation of the proposed project, the applicant's identification and contact information as provided on the application submitted to the City, and contact information for the approval authority.

(c) Whenever a hearing is held regarding a permit for a drive-through facility, or modification of an existing drive-through facility permit, the local agency shall incorporate, where necessary, notice procedures to the blind, aged, and

disabled communities in order to facilitate their participation in any hearing on, or appeal of the denial of, a drive-through facility permit.

**SECTION 39. Code Amendment.** Section 26-212(b) of Division 3 of Article VI (Nonconforming Uses) of Chapter 26 shall be amended to read as follows:

For eligible SB35 projects and/or multi-family residential projects providing a minimum of 20-percent of the total dwelling units reserved for lower income households subject to deed restriction, the Community Development Director shall approve or deny the ministerial Precise Plan based on the West Covina Multi-Family Objective Design Standards (2022) adopted by the City. Within 30 days of such action, the Community Development Director shall prepare a report to the Planning Commission, providing a description of the project and the nature of the approval. Any such Precise Plan approved under SB35 shall be valid for a period of three (3) years, with one (1) additional extension of time in a one-year increment. The Community Development Director or their designee may approve a one-year extension if the project proponent provides documentation that there has been significant progress toward getting the development construction ready, such as, but not limited to, the filing of a building permit application.

**SECTION 40. Code Amendment.** Section 26-270 of Division 12 (Revocation Procedures) of Article VI of Chapter 26 shall be amended to read as follows:

(a) Notice of a revocation hearing for a conditional use permit or variance shall be given as follows:

~~(a) At least ten (10) days prior to the date of the hearing, a public notice shall be posted on-site of subject property; and~~

(1) Notice of the hearing shall be mailed or delivered at least ten (10) days prior to the hearing to each local agency expected to provide water, sewage, streets, roads, schools, or other essential facilities or services to the project, whose ability to provide those facilities and services may be significantly affected.

(2) A notice of public hearing shall be mailed to the permittee or his/her agent, the owner of the property and owners of all property within a radius of five hundred (500) feet of the exterior boundaries of the property under consideration, using for this purpose the name and address of such owners as shown upon the latest available assessment rolls of the county assessor. A 1,000 feet notification radius is required for revocation of public utility entitlements. The notices shall be mailed at least ten (10) days prior to the date of the public hearing.

(3) A public hearing notice shall be posted on the City's website at least ten (10) days prior to the public hearing.

(4) A public hearing notice shall be published in a newspaper of general circulation at least ten (10) days prior to the public hearing. The advertisement shall be at least one-eighth (1/8) page.

(5) The cost of noticing shall be paid by the City.

(6) In addition to the required notification above, a public notice shall be posted on site of the subject property.

(c) Notice of a revocation hearing for an administrative review shall be given as follows:

(1) A notice of public hearing shall be mailed to the permittee or his/her agent, the owner of the property and owners of all property within a radius of five hundred (500) feet of the exterior boundaries of the property under consideration, using for this purpose the name and address of such owners as shown upon the latest available assessment rolls of the county assessor. The notices shall be mailed at least ten (10) days prior to the date of the public hearing.

(2) The cost of noticing shall be paid by the City.

(d) Notice of a revocation hearing for an administrative permit shall be given as follows:

(1) Notices shall be mailed to the permittee, property owners of the subject site, and all owners of properties within a radius of five hundred (500) feet of the exterior boundaries of the subject site. The notices shall be mailed at least ten (10) days prior to the date of the public hearing.

(2) The cost of noticing shall be paid by the City.

**SECTION 41. Code Amendment.** Section 26-287(b) of Division 1 of Article VII of Chapter 26 shall be amended to read as follows:

(b) Amendments, supplements, or changes to this chapter other than the change of property from one zone to another may be initiated by:

(1) Applicant.

(2) Resolution of the City Council.

(3) Resolution of the Planning Commission.

(4) Community Development Director.

(5) City Attorney.

**SECTION 42. Code Amendment.** Section 26-291(a) of Division 1 of Article VII of Chapter 26 shall be amended to read as follows:

(a) After receiving the report from the Planning Commission or a written request from an interested party pursuant to Article VI Division 1, the City Council shall hold a duly-noticed public hearing. ~~At least 10 days before the date of the public hearing, the~~ The Planning Division shall provide notice consistent with Article VI Division 1 Section 26-187. The notice shall include a summary of the Planning Commission recommendation.

**SECTION 43. Code Amendment.** Section 26-298 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended to read as follows:

Whenever any parcel of land is of such size, design, or shape, or subject to such title limitations of records, or is subject to such topographical conditions or such dominating drainage problems that it is impossible, or impractical in the particular case to conform fully to the provisions of this chapter, the city engineer may recommend such deviation as may be necessary or expedient to the proper development of the subject property as allowed by state law. In each case of deviation, the city engineer shall transmit to the Community Development Director or designee with the parcel map and to the Planning Commission with the tentative tract map a written report setting forth each deviation recommended and the reasons therefor.

**SECTION 44. Code Amendment.** Section 26-303 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended to read as follows:

No map shall be disapproved when the failure of the map is solely a result of a technical and inadvertent error which, in the determination of the Community Development Director or designee for tentative parcel maps, Planning Commission for tentative tract maps, and the City Council for final maps, does not materially affect the validity of the map. Upon such a finding, disapproval of the map shall be waived.

**SECTION 45. Code Amendment.** Section 26-304 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended to read as follows:

**26-304 Assignment of Responsibilities upon to Advisory Agency Review**

(a) Community Development Director Action on Tentative Parcel Maps and Urban Lot Splits. The Community Development Director or their designee shall have the following responsibilities in addition to those otherwise assigned responsibilities:

(1) Review and approve tentative parcel maps and urban lot splits in accordance with the provisions of the Subdivision Map Act and this chapter.

- (2) Make findings that tentative parcel maps, together with the provisions for their design and improvement, are consistent with the General Plan and/or any specific plans of the City.
  - (3) Make findings justifying approval or denial of parcel maps as such findings are specified in this chapter.
  - (4) Make findings for parcel maps relating to the waste discharge from proposed subdivisions and the requirements prescribed by a California regional water quality control board as such findings are specified in this chapter.
- (b) City Engineer Action on Lot Line Adjustments, Lot Mergers, and Certificates of Compliance. The City Engineer shall have the following responsibilities in addition to those otherwise assigned responsibilities:
- (1) Review and approve lot line adjustments, lot mergers, and certificates of compliance in accordance with the provisions of the Subdivision Map Act and this chapter.
  - (2) Make findings justifying approval or denial of a certificate of compliance in accordance with the provisions of this chapter.
  - (3) Impose conditions through a conditional certificate of compliance in accordance with the provisions of this chapter.
- (c) Planning Commission Action on Tentative Tract Maps and Appeals. The Planning Commission shall have the following responsibilities in addition to those otherwise assigned responsibilities:
- (1) Make findings that tentative tract maps, together with the provisions for their design and improvement, are consistent with the General Plan and/or any specific plans of the City.
  - (2) Make findings justifying approval or denial of tentative maps as such findings are specified in this chapter and the Subdivision Map Act.
  - (3) Make findings for tentative tract maps relating to the waste discharge from proposed subdivisions and the requirements prescribed by a California regional water quality control board as such findings are specified in this chapter and the Subdivision Map Act.
  - (4) Appeals of the Community Development Director actions on tentative parcel maps.

(d) City Council Action on Final Maps and Appeals. The City Council shall have the following responsibilities in addition to those otherwise assigned responsibilities:

- (1) Make findings justifying approval or denial of final maps, in accordance with the provisions of the Subdivision Map Act and this chapter.
- (2) Grant or deny appeals of actions of the Planning Commission on tentative parcel maps, tentative tract maps, and vesting tentative maps.

**Table 8-1 Assignment of Responsibilities Upon Review**

<u>Type of Application</u>	<u>Assignment of Responsibilities</u>			
	<u>Community Development Director</u>	<u>City Engineer</u>	<u>Planning Commission</u>	<u>City Council</u>
<u>Lot Line Adjustments</u>	<u>Review</u>	<u>Approve</u>		
<u>Lot Mergers</u>	<u>Review</u>	<u>Approve</u>		
<u>Urban Lot Splits (SB9)</u>	<u>Approve</u>	<u>Review</u>		
<u>Parcel Map</u>	<u>Approve</u>	<u>Review</u>	<u>Appeal</u>	<u>Appeal</u>
<u>Tentative Tract Map</u>	<u>Review</u>	<u>Review</u>	<u>Approve</u>	<u>Appeal</u>
<u>Vesting Tentative Map</u>	<u>Review</u>	<u>Review</u>	<u>Approve</u>	<u>Appeal</u>
<u>Final Map</u>		<u>Review</u>		<u>Approve</u>
<u>Certificates of Compliance</u>		<u>Approve</u>		

**SECTION 46. Code Amendment.** Section 26-305 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended to read as follows:

**Appeal of Findings of Advisory Agency by Reviewing Authorities**

Any interested person can appeal the findings specified in this Section section-26-305 (Assignment of Responsibilities to Advisory Agency) to the Planning Commission or City Council in the manner prescribed in the Subdivision Map Act. Appeals shall be accompanied by the fee as set from time to time by resolution of the City Council.

**SECTION 47. Code Amendment.** Section 26-310 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended with subsections (a) through (m) remaining the same with no changes to read as follows:

The Planning Commission, concurrent with its approval or conditional approval of the tentative tract map, or the Community Development Director concurrent with the approval or conditional approval of the tentative parcel map, shall require the

following improvements constructed to the satisfaction of the city engineer unless specific findings are made that construction of said improvements are unnecessary and impractical:

**SECTION 48. Code Amendment.** Section 26-311 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended to read as follows:

The Planning Commission concurrent with its approval or conditional approval of the tentative tract map and the Community Development Director concurrent with the approval or conditional approval of a tentative parcel map shall require the payment of fees or the submittal of an agreement with approved security for planned drainage facilities as shown on the City's side drainage report, master plan of drainage, or other drainage study as it finds necessary and practical. Such fees or agreements shall be applied and administered in accordance with the provisions of the Subdivision Map Act.

The Planning Commission or Community Development Director also shall also require that any required improvements shall contain supplemental size, capacity or number for the benefit of property not within the subdivision as the Planning Commission finds necessary and practical. Such improvements shall be required to be dedicated to the public as the ~~Planning Commission~~ shall be determined.

**SECTION 49. Code Amendment.** Section 26-317 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended to read as follows:

When a subdivision is of a portion of any previously existing lot or lots, the remaining portion or portions of the previously existing lot or lots are remainder parcels and shall be subject to required improvements and dedications as determined by the ~~Planning Commission~~ Review Authority in accordance to Section 26-304 in the same manner as if the remainder parcels were included in the subdivision, including the provisions in this chapter for agreements and security.

**SECTION 50. Code Amendment.** Section 26-318 of Division 2 of Article VIII (Subdivision Regulations) of Chapter 26 shall be amended to read as follows:

~~Parcel maps and final maps~~Maps which have been approved by the ~~City Council~~ shall not be affected by the adoption of this chapter or amendments thereto.~~Tentative maps which have been approved or conditionally approved by the advisory agency or appeal board shall not be affected by the adoption of this chapter or amendments thereto~~ except as follows:

- (a) ~~The parcel maps and final maps~~ for approved or conditionally approved tentative maps shall conform to the current requirements for parcel maps, tract maps, and final maps at the time of ~~City Council~~ approval.

- (b) ~~At the time of consideration by the advisory agency of a request to extend the expiration time for a tentative map, such tentative map shall conform to the current requirements for tentative maps; and the advisory agency~~Community Development Director, Planning Commission, or City Council may revise or add conditions of approval in accordance with the current requirements for tentative maps.

**SECTION 51. Code Amendment.** Section 26-343 of Division 6 of Article VIII (Subdivision Regulations – Tentative Parcel Maps) of Chapter 26 shall be amended to read as follows:

The procedure for processing, approval, conditional approval or disapproval and filing of tentative parcel maps and modifications thereof shall be as provided in this chapter and the Subdivision Map Act for processing, approval, conditional approval, or disapproval and filing of tentative maps and final maps and modifications thereof. The Community Development Director shall review and deny, approve, or conditionally approve the filing of tentative parcel maps and modification.

**SECTION 52. Code Amendment.** Section 26-196 of Division 1 of Article VI (Permit Processing Procedures) of Chapter 26 shall be amended to read as follows:

Notwithstanding any appeal procedures or any other procedures provided by law, ~~two~~ the City Council ~~Members~~ ~~by four-fifths vote~~ may, in writing, call for the review of the following decisions of the Planning Commission within ten (10) days at the ~~City Council meeting immediately following the Planning Commission's meeting where at which~~ the decision was made.:

~~(a) Any conditional use permit for commercial projects;~~

~~(b) Any tentative tract map approval;~~

~~(c) Any variance approval;~~

If called-up for review by the City Council, the item will be heard de novo at a future City Council meeting within 60 days of the initial call-up date, or a later date requested or agreed to by the applicant in writing. If the City Council does not vote, the decision of the Planning Commission shall be final. All provisions for notice and hearing applicable to the Planning Commission for that type of decision shall apply to the City Council in conducting its review; provided, however, that if an item is called-up by the City Council for a de novo hearing, the notices shall be given to owners of properties within a 1,000 foot radius of the subject property.

If an appeal from a decision has been properly filed, the matter shall be conducted as an appeal subject to all applicable requirements for such appeals, rather than a review subject to this section.

**SECTION 53. CEQA.** Pursuant to the California Environmental Quality Act (CEQA) Guidelines, the City Council finds and determines that the Ordinance is statutorily exempt

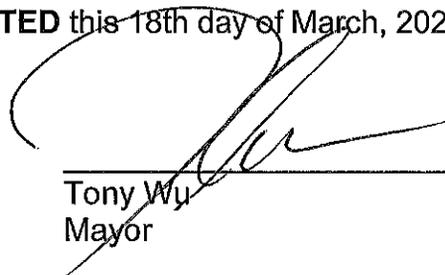
from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Ordinance would not result in direct or indirect physical changes in the environment and does not involve any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

**SECTION 54. 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 55. Certification.** The City Clerk shall certify passage of this Ordinance and shall cause the same to be published as required by law.

**SECTION 56. 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 18th day of March, 2025.



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Tony Wu  
Mayor

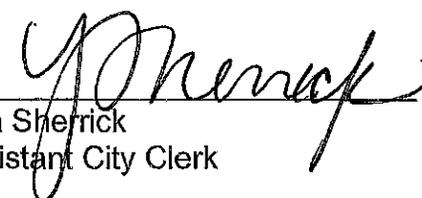
**APPROVED AS TO FORM**



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Thomas P. Duarte  
City Attorney

**ATTEST**



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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. 2525 was introduced at a regular meeting of the City Council held on the 18th day of February, 2025, and adopted at a regular meeting of the City Council held on the 18th day of March, 2025 by the following vote of the City Council:

AYES: Wu, Cantos, Diaz, Gutierrez

NOES:

ABSENT: Lopez-Viado

ABSTAIN:

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Lisa Sherrick  
Assistant City Clerk