

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
SINGLE ROOM OCCUPANCY (SRO) UNITS/ EFFICIENCY UNIT DEVELOPMENTS	500-05	9.1.91 REVISED 08.31.21	1 of 4

BACKGROUND

Title 13 of the Costa Mesa Municipal Code (CMMC) establishes what uses are allowed by right and with conditional use permits in various zones. Single Room Occupancy (SRO) residential hotels/Efficiency Unit Developments are not mentioned in the Code. The City can decide what similar uses can be considered with a conditional use permit in the commercial zones.

PURPOSE

It is the purpose of this policy to:

Allow SRO residential hotels/Efficiency Unit Developments to be considered with a conditional use permit in all commercial zones where hotels are allowed with a conditional use permit.

Establish guidelines to assist the City in the future review of SRO/Efficiency Unit Developments proposals.

Provide the means for establishing housing available to citizens of Costa Mesa within the low and very low income segments of the population recognizing that there is a portion of the labor force within the business community that is these lower income levels. Traditional housing in Costa Mesa is simply not affordable to this segment. SROs/Efficiency Unit Developments should provide a new source of housing for this segment of the employment population of Costa Mesa.

POLICY

1. Process

SRO residential hotels/Efficiency Units may be considered with a conditional use permit in any zone where hotels are allowed.

Proposed SRO/Efficiency Unit Developments will require approval by the Planning Commission and may first require a pre-application screening before Planning Commission to allow initial feedback to be incorporated into the Applicant's submittal.

2. Location

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SRO residential hotels/Efficiency Unit developments shall be located within proximity (1,000 ft.) to transit stops or within proximity to major employment areas. Ideally, SROs/Efficiency Unit developments shall also be located within proximity to grocery stores, retail stores, and services.

3. Room Sizes and Occupancy Limits

The following limits shall apply to new SRO developments.

Minimum size for single occupancy	175 sq.ft.
Minimum size for double occupancy	220 sq.ft.
Maximum size	450 sq.ft.
Maximum percent double occupancy	10%

Average unit size shall not exceed 300 sq.ft. The maximum unit size of 450 sq.ft. should only be considered for conversion projects or SROs designed exclusively for senior citizens.

4. Unit Requirements

Each unit shall have a kitchen or kitchenette and fully enclosed bathroom.

5. Parking

SRO hotels/Efficiency Unit developments shall be parked at 0.5 space per single occupancy guest room. Parking shall increase to a minimum of 0.8 space per unit for single occupancy guest rooms that are larger than the minimum room size standard. Parking shall be further increased to 1 space per unit for any rooms that are at the maximum size limit, unless the units are restricted to senior citizens. Double occupancy units shall have double the parking requirement of single occupancy rooms based on the proceeding formula.

Secure bicycle parking shall also be provided.

6. Management and Security

A complete management plan shall be submitted with each project. The plan shall address day to-day operations and management of the project including: tenant selection and income/rent verification and reporting procedures; property maintenance standards and repairs, property improvements and maintenance schedules; insurance requirements; tenant

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services or amenities; access control and security, and project staffing including a 24-hour live-in manager, desk clerk, security, and janitorial service/maintenance staff. The plan shall discuss both internal and exterior security including controlled entry and exit, guest sign-in and regulations for guests, and video camera monitoring of common use areas including parking and open space.

7. Rental Term

SRO rooms/Efficiency units may be rented on a monthly or annual basis. The SRO room/Efficiency unit shall be the primary residence for the tenant.

8. Rental Rates

All SRO/Efficiency units shall be rented at 50% Area Median Income (AMI) for Orange County or lower (with the exception of the manager's unit). Affordability requirements may be established on a case-by-case basis through the Conditional Use Permit process and as documented in a form approved by the City Attorney. The affordability requirements shall remain in perpetuity.

9. Common Areas

Common areas shall be provided as follows:

400 sq.ft. minimum.

If the project exceeds 30 units, the common areas shall be increased by 10 sq.ft. per unit above 30 units. The common area shall be divided between interior and exterior areas with neither having less than 40% of the total.

10. Storage Areas

Each unit shall be provided with a closet and/or storage area of at least 40 cu.ft. and a locker of at least 10 cu.ft. shall be provided for each unit.

11. Transient Occupancy Tax

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SROs/Efficiency units processed in accordance with this policy shall be exempt from the City's Transient Occupancy Tax.

12. Laundry Facilities

Laundry facilities (coin operated washers and dryers) shall be provided near the common indoor open space area.

13. Additional Standards

The applicable provisions of the California Construction and Fire Codes as adopted by CMMC Titles 5 and 7 shall apply to SROs/Efficiency units.