

# Capitola City Council

## Agenda Report



**Meeting:** September 14, 2023

**From:** Public Works Department

**Subject:** Designation of Loading Zone for the Capitola Hotel

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**Recommended Action:** Adopt a resolution establishing a loading zone adjacent to the frontage of 210 Esplanade (Capitola Hotel).

**Background:** The Capitola Hotel, situated at 210 Esplanade, offers ten rooms for overnight accommodation. Following the January 2023 storms, parking along the Esplanade adjacent to the hotel was closed due to construction at adjacent business, limiting guest access to the hotel. To address this issue, the City established a temporary loading zone for hotel patrons to park, allowing for quick drop-off and pick-up of guests, as well as convenient loading and unloading of baggage.

Construction parking has since been eliminated and the spaces reestablished as public metered parking, but staff allowed the temporary loading zone to remain in place. Recently, the hotel has requested this loading zone become permanent. The hotel has observed the loading zone provides clear benefits to their customers,

Pursuant to Capitola Municipal Code Section 10.36.310, loading zones can be established by City Council resolution, and these passenger loading zones should be indicated by white curb paint. A white curb indicates that vehicles may only stop for the purpose of loading or unloading passengers or depositing mail, and this should be done within the minimal time necessary to complete the loading or unloading process. The City Code does not specify a time restriction for loading; however, vehicles may not be left unattended while in a white zone.

**Discussion:** The temporary loading zone is currently located in public parking spot number 181 (Figure 1). If the permanent loading zone is approved by the City Council, staff will issue a revokable encroachment permit, remove the public parking space designation, paint the curb white, and install permanent signage for the loading zone.



Figure 1: Location of proposed loading zone (meter parking space 181)



Figure 2: Location of proposed loading zone

Staff recommends the City Council adopt a resolution authorizing the loading zone for the Capitola Hotel to be established. Staff will then issue a revocable encroachment permit and assess an annual fee of \$3,400, which is the fee for a Village Parking Space Encroachment Permit that is utilized by the parklet program. This fee reflects the fact that the loading zone removes a parking space from public use for the benefit of the hotel business. The hotel will be required to continue paying the fee to maintain the loading zone permit; otherwise, the space will be reverted to public parking. Any use of the loading zone by the hotel that is not in compliance with its intended use may result in the revocation of the permit.

Fiscal Impact: If the Council adopts the recommended resolution, and staff issues an encroachment permit, the Capitola Hotel will be charged an annual fee as established in the City's fee schedule, currently \$3,400. The hotel has already paid the application fee for a revocable encroachment permit and made a deposit for the staff time required for painting the curb and installing signage. This fee equals the average revenue Village parking spaces generate from parking meters.

Attachments:

1. Resolution

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Moss, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager