

# Capitola City Council

## Agenda Report



**Meeting:** January 30, 2025  
**From:** Community Services and Recreation Department  
**Subject:** Park Reservation Permit Review

**Recommended Action:** Receive a six-month progress report on Administrative Policy V-21: Park Reservation Permit Use Policy.

**Background:** On March 28, 2024, the City Council adopted an ordinance repealing and replacing Capitola Municipal Code Chapter 12.40, Park Regulations, creating a process for the public to reserve areas of City parks for “non-expressive activity” exclusive use for small, personal events (such as birthday or graduation parties) as well as establishing a transparent structure for regulating activities in City parks. If the event requesting exclusive use of one of the City’s parks were considered “expressive activity,” it would instead be subject to the City’s special events permitting requirements.

At the May 23, 2024, meeting, City Council adopted Resolution No. 4374, approving Administrative Policy V-21, a Park Space Reservation Policy, and requested a review of the program after six months of operation. The City Council adopted Resolution No. 4382 approving fees related to the reservation of park spaces at a duly noticed public hearing held on June 13, 2024.

**Discussion:** The Park Reservation Permit Use Policy (“Park Reservation Policy”) provides the public with additional clarity on the spaces available for reservation, capacity for each reservable park space, and expectations about information that will be communicated to the public during the reservation process. The benefit of the Park Reservation Policy is that it allows staff to make administrative changes to the park reservation use permit process in response to the changing landscape of parks or unforeseeable issues without a formal amendment of the Municipal Code.

Since the development of the policy, the Community Services & Recreation Department processed a total of 151 Park Space Reservation Permits. A summary of space usage is below. None of the issued permits included Bounce House, Structures, or BBQ in addition to the reservation.

Park	# of Reservation Permits Issued
Monterey Park	1
Jade Street Park (Recurring Use)	143
Jade Street Park	7

The Park Reservation Permit Use Policy has been a successful program. The public has greatly appreciated a system for small group gatherings that they can plan for and rely on. To date, staff has only experienced one event that prompted a change to the review and approval of reservation permits. In that event, a member of the public reserved both halves of the Jade Street Park Soccer Field. Each of these spaces has a 74-person capacity; by reserving both of the spaces, the capacity of the group gathering hit the threshold for a Minor Special Event Permit. Staff contacted the permit holder and assisted them with obtaining the correct permit for the planned event. The ability to reserve both spaces has since been disabled within the reservation system.

**Fiscal Impact:** The six-month revenue for Park Reservation Permits is \$309.

Report Prepared By: Nikki Bryant, Community Services and Recreation Director

Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager