



INTEROFFICE MEMORANDUM

TO: PARKING ENFORCEMENT
FROM: ANDREW DALLY, CHIEF OF POLICE
SUBJECT: RESIDENTIAL VACATION PARKING PERMIT PILOT PROGRAM
DATE: JANUARY 23, 2024

The Residential Vacation Parking Permit aims to provide Capitola residents with a convenient solution for residents without off-street parking during vacations. This will ensure that Village and Neighborhood area parking spaces are used effectively. This permit will also assist the police department with identifying vehicles that belong to residents versus abandoned or stored vehicles. The program limits permit usage to two times during a calendar year and for not more than two consecutive weeks for each use. It is not intended for extended guests or visitors.

Only Capitola residents who do not have adequate off-street parking, provide proof of residence, a vehicle registered to a local address, and a valid reason for obtaining a temporary vacation permit (e.g. vacation plans) will be eligible to receive this permit. This program is not intended for recreational vehicles, oversized vehicles, construction trailers, and boat trailers.

Application Process:

Residents can apply for a temporary vacation parking permit through the Capitola Police Department – Parking Division. The applications should include the resident's name, address, contact information, a copy of the registration for the vehicle the permit will be displayed on, dates of the requested permit period, and a statement of vacation plans. Applications should be submitted at least a week in advance to ensure proper processing time.

Permit:

Once the application is approved, residents will receive a temporary vacation parking permit. Village residents will receive a permit that will allow them to park in the Beach and Village Parking Lots located behind City Hall. Permits will indicate the approved dates and must be prominently displayed on the vehicle's dashboard during the permitted period. Each resident is allowed a maximum of two temporary vacation parking permits per year which will be valid for a maximum of two consecutive weeks.

Enforcement:

Parking enforcement personnel will monitor the usage of the temporary vacation parking permits to ensure compliance with the specified dates and limitations. Violations, such as placing a permit on a vehicle it was not designated for may result in penalties or revocation of future permit privileges.

Fee:

A nominal fee may be charged for each temporary vacation parking permit to cover administrative costs.

Renewal:

Residents wishing to renew their temporary vacation parking permit privileges must reapply for each permit. The permit is limited to two permits, two times per residence, and a calendar year.

By implementing this procedure, the Residential Temporary Vacation Parking Permit Program aims to strike a balance between meeting residents' parking needs during vacations and maintaining neighborhood parking integrity.