



CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION SPECIAL MEETING

A G E N D A
THURSDAY, SEPTEMBER 3, 2026, AT 6:30 P.M.

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030

South Pasadena Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Community Services Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 824 1689 5308**
Passcode: 547050
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to msnyder@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/82416895308?pwd=0VfsfiZWN1WUhhYY3PSJMpbwVaXZDGB.1>

CALL TO ORDER:	Chair	Anthony W. Lai
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ROLL CALL:	Chair	Anthony W. Lai
	Vice Chair	Anne Bagasao
	Commissioner	Leslie Albe Field
	Commissioner	Tessa Petrich
	Commissioner	Stephen L. Plotkin
	Commissioner	Bryan Samuels
	Commissioner	Lauren Weinberger

PLEDGE OF ALLEGIANCE:	Commissioner	Stephen L. Plotkin
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PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate **by one of the following options**:

Option 1:

Participate in-person at the Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Commission, however, the Chair and Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to msnyder@southpasadenaca.gov

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC COMMENT**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

CHANGES TO THE AGENDA**2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****PRESENTATIONS****3. STAFF INTRODUCTIONS**

Community Services Director Snyder will introduce new staff.

CONSENT CALENDAR**OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Commission requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

4. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION SPECIAL MEETING MINUTES FOR MAY 11, 2026Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Special Meeting on May 11, 2026.

5. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION SPECIAL MEETING MINUTES FOR JULY 13, 2026Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Special Meeting on July 13, 2026.

ACTION/DISCUSSION**6. REVIEW AND CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR HOLY FAMILY CATHOLIC SCHOOL**Recommendation

It is recommended that the Community Services Commission review and consider approval of the field use request for Holy Family Catholic School.

7. REVIEW AND CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR AMERICAN YOUTH SOCCER ORGANIZATIONRecommendation

It is recommended that the Community Services Commission review and consider approval of the field use request for American Youth Soccer Organization.

8. DISCUSSION AND RECOMMENDATION REGARDING COURT USE AT GARFIELD AND ORANGE GROVE PARKSRecommendation

It is recommended that the Community Services Commission consider providing a recommendation to the City Council:

1. Recommend establishing public court hours of 7:00 a.m. to 9:00 p.m. at Garfield Park and Orange Grove Park for all court activities;
2. Recommend maintaining a first-come, first-served access for ordinary public use while establishing a limited reservation and permit process for organized and structured activities;

3. Recommend maintaining the existing court striping configuration and resurfacing the courts on a like-for-like basis, with both Garfield Park courts remaining tennis-only and both Orange Grove Park courts retaining multi-purpose tennis/pickleball striping; and
4. Recommend that the City Council authorize a six-month Court Use Pilot Program and Enforcement Model substantially in the form included as Attachment No. 3, and direct staff to refine temporary signage for City Council consideration, subject to final Council direction and City Attorney review as appropriate, with a report back to the Community Services Commission and City Council following the six-month pilot.

COMMUNICATIONS

9. CITY COUNCIL LIAISON COMMUNICATIONS

10. COMMISSIONER COMMUNICATIONS

11. STAFF LIAISON COMMUNICATIONS

PUBLIC COMMENT – CONTINUED

12. CONTINUED PUBLIC COMMENT – GENERAL

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE COMMUNITY SERVICES COMMISSION MEETINGS

OCTOBER 12, 2026	COMMISSION MEETING	6:30 P.M.
DECEMBER 14, 2026	COMMISSION MEETING	6:30 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 3, 2026**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

09/02/2026 /S/

Date Melissa Snyder, Community Services Director

ATTACHMENT 1

Item No. 4 – Draft Community Services Commission
May 11, 2026 Special Meeting Minutes



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION SPECIAL MEETING**

MINUTES
MONDAY, MAY 11, 2026, AT 6:30 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena Community Services Commission was called to order by Chair Lai on Monday, May 11, 2026, at 6:31 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Anthony Lai
Commissioner	Leslie Albe Field
Commissioner	Teresa Petrich
Commissioner	Stephen L. Plotkin
Commissioner	Lauren Weinberger

ABSENT

Vice Chair	Anne Bagasao
Commissioner	Bryan Samuels
Mayor	Sheila Rossi

Melissa Snyder, Community Services Director, announced a quorum.

CITY STAFF PRESENT:

Melissa Snyder, Community Services Director; Katrina Faulmino, Community Services Supervisor were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Commissioner Petrich.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

None

CHANGES TO THE AGENDA

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None

CONSENT CALENDAR**3. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR APRIL 13, 2026**Recommendation

It is recommended that the Community Services Commission consider the approval of the minutes for the Community Services Commission Meeting for April 13, 2026.

COMMISSION ACTION AND MOTION

A motion was made to recommend the approval of the minutes by Commissioner Weinberger, seconded by Commissioner Plotkin, and approved by roll call vote to approve Item No. 3. The motion carried 5-0-2-0 with the following vote:

AYES: Lai, Field, Petrich, Plotkin, Weinberger

NOES: None

ABSENT: Bagasao, Samuels

ABSTAINED: None

ACTION/DISCUSSION**4. REVIEW AND PROVIDE FEEDBACK ON EAGLE SCOUT PROJECT AT EDDIE PARK**

Community Services Director Snyder introduced Eagle Scout Ethan Vetrone to introduce this item.

Recommendation

It is recommended that the Community Services Commission:

1. Review and consider the proposed Eagle Scout project by Ethan Vetrone; and
2. Provide feedback and consider a recommendation regarding the installation location of a bench at Eddie Park.

COMMISSION ACTION AND MOTION

A motion was made to recommend the approval of the bench installation at Location #1 by Chair Lai, seconded by Commissioner Petrich, and approved by roll call vote to approve Item No. 4. The motion carried 5-0-2-0 with the following vote:

AYES: Lai, Field, Petrich, Plotkin, Weinberger

NOES: None

ABSENT: Bagasao, Samuels

ABSTAINED: None

5. REVIEW THE CAMP MED AFTER SCHOOL PROGRAM ANALYSIS

Community Services Director Snyder presented this item. For the record,

Recommendation

It is recommended that the Community Services Commission:

1. Review the Camp Med After School Program analysis; and

2. Consider providing a recommendation to the City Council regarding the future of the program.

For the record, although Commissioner Samuels was absent, Director Snyder read into the record remarks that had been submitted by Commissioner Samuels via email.

COMMISSION ACTION AND MOTION

A motion was made to consider providing a recommendation to the City Council by Chair Lai, seconded by Commissioner Petrich to discontinue the Camp Med After School program following an appropriate transition period and explore reallocating resources and school break programming, and approved by roll call vote to approve Item No. 5. The motion carried 5-0-2-0 with the following vote:

AYES: Lai, Field, Petrich, Plotkin, Weinberger

NOES: None

ABSENT: Bagasao, Samuels

ABSTAINED: None

6. RECEIVE AND PROVIDE FEEDBACK ON THE 2026 SPRING EGGSTRAVAGANZA EVENT SUMMARY

Community Services Director Snyder presented this item.

Recommendation

It is recommended that the Community Services Commission:

1. Receive the 2026 Spring Eggstravaganza Event summary; and
2. Provide feedback regarding event operations, attendance, community engagement, and planning considerations for future events.

COMMISSION ACTION AND MOTION

A motion was made to receive and file the 2026 Spring Eggstravaganza Event summary by Chair Lai, seconded by Commissioner Albe-Field, and approved by roll call vote to approve Item No. 6. Staff will also provide the survey results via memorandum and explore the possibility of adjusting the event time to an earlier timeframe of 10:00 a.m. to 12:00 p.m. The motion carried 5-0-2-0 with the following vote:

AYES: Lai, Field, Petrich, Plotkin, Weinberger

NOES: None

ABSENT: Bagasao, Samuels

ABSTAINED: None

COMMUNICATIONS

7. CITY COUNCIL LIAISON COMMUNICATIONS

None

8. COMMISSIONER COMMUNICATIONS

Commissioner Albe-Field inquired about the structure of the fee study. Chair Lai reported on playgrounds and gazebos, noting that the City's gazebo rental rates remain competitive.

Commissioner Weinberger commented on the condition of the dying grass and the availability of dog waste bags Grevelia Pocket Park. Commissioner Plotkin inquired about the potential appointment of a youth representative and requested an update on the youth gap analysis survey. Commissioner Petrich shared information regarding the use of goats to assist with wildfire mitigation efforts.

9. STAFF LIAISON COMMUNICATIONS

Community Services Director Snyder reported on the following upcoming programs and events: Summer camp registration, Fourth of July parade applications; Healthy Aging Fair; Memorial Day Ceremony; Soccer Watch Party; Concerts in the Park and Fourth of July festivities.

PUBLIC COMMENT- CONTINUED

10. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Lai adjourned the meeting of the Community Services Commission at 7:46 P.M. to the next Regular Community Services Commission meeting scheduled for August 10, 2026.

Respectfully submitted:

Lucy Hakobian
Senior Management Analyst

APPROVED:

Anthony Lai
Chair

ATTEST:

Melissa Snyder
Community Services Director

Approved at Community Services Commission Meeting: August 10, 2026

ATTACHMENT 1

Item No. 5 – Draft Community Services Commission
July 13, 2026, Special Meeting Minutes



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION SPECIAL MEETING**

MINUTES
MONDAY, JULY 13, 2026, AT 6:30 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena Community Services Commission was called to order by Chair Lai on Monday, July 13, 2026, at 6:31 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Anthony Lai
Vice Chair	Anne Bagasao
Commissioner	Leslie Albe Field
Commissioner	Stephen L. Plotkin (On Zoom)
Commissioner	Bryan Samuels

ABSENT

Commissioner	Teresa Petrich
Commissioner	Lauren Weinberger
Mayor	Sheila Rossi

Melissa Snyder, Community Services Director, announced a quorum.

CITY STAFF PRESENT:

Melissa Snyder, Community Services Director was present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Commissioner Field.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

None

CHANGES TO THE AGENDA

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None

INFORMATIONAL REPORT**3. INFROMATIONAL REPORT REGARDING THE ESTABLISHMENT OF THE PARKS AND FACILITIES DIVISION WITHIN THE COMMUNITY SERVICES DEPARTMENT**Recommendation

It is recommended that the Community Services Commission receive and file the information report regarding the establishment of the Parks and Facilities Division within the Community Services Department.

ACTION/DISCUSSION**4. REVIEW AND CONSIDER APPROVAL OF THE ARROYO SOUTH FIELD TEMPORARY CLOSURE**

Community Services Director Snyder presented this item. Follow up items discussed included evaluating the installation of new sod, exploring the feasibility of permanent fencing with potential financial assistance from AYSO, and improving better signage for user awareness.

Recommendation

It is recommended that the Community Services Commission approve the temporary closure of Arroyo Park South from July 14, 2026, through September 1, 2026.

COMMISSION ACTION AND MOTION

A motion was made to recommend the approval of the Arroyo South Field temporary closure by Vice Chair Bagasao, seconded by Commissioner Plotkin and approved by roll call vote to approve Item No. 4. The motion carried 5-0-2-0 with the following vote:

AYES: Lai, Bagasao, Field, Plotkin, Samuels

NOES: None

ABSENT: Petrich, Weinberger

ABSTAINED: None

5. REVIEW AND CONSIDER A RECOMMENDATION TO THE CITY COUNCIL OF A POLICY FOR USE OF MEMORANDA OF UNDERSTANDING AND PARTNERSHIP AGREEMENTS FOR USE OF CITY FACILITIES, INCLUDING PARKS, PROGRAMS AND PUBLIC SPACES

Community Services Director Snyder presented this item, followed by a robust discussion among the Commission. As a result of the discussion, staff will further refine the policy by clearly defining the terms “community groups” and “non-profit organizations” to ensure consistent interpretation and application.

Recommendation

It is recommended that the Community Services Commission:

1. Review and provide feedback on the proposed Policy for Use of Memoranda of Understanding and Partnership Agreements (“Policy”); and
2. Consider a recommendation to the City Council to consider approval of the Policy to provide staff with a consistent framework for evaluating future partnership arrangements with outside organizations.

COMMISSION ACTION AND MOTION

A motion was made to consider providing a recommendation to the City Council by Commissioner Field, seconded by Commissioner Samuels to approve the Policy to provide staff with a consistent framework for evaluating future partnership arrangements with outside organizations, and approved by roll call vote to approve Item No. 5. The motion carried 5-0-2-0 with the following vote:

AYES: Lai, Bagasao, Field, Plotkin, Samuels

NOES: None

ABSENT: Petrich, Weinberger

ABSTAINED: None

COMMUNICATIONS**6. CITY COUNCIL LIAISON COMMUNICATIONS**

None

7. COMMISSIONER COMMUNICATIONS

Chair Lai thanked neighboring residents for their patience as city continues to host numerous community events in the area.

Vice Chair Bagasao complimented staff on the successful Fourth of July festivities, praising the graphics promoting the City's summer events, and noted that Garfield Park has been exceptionally well maintained. She emphasized the need for improved park regulations and thanked staff for their continued hard work.

Commissioner Plotkin inquired about the parking conditions at the San Pascual Stables and requested an updated on the Youth Services Gap survey. He also thanked staff for Director Snyder's efforts and is impressed with her work.

Commissioner Field expressed appreciation to staff for their continued commitment and efforts in delivering high-quality programs to the community.

8. STAFF LIAISON COMMUNICATIONS

Community Services Director Snyder reported on the following: Two International Soccer Watch Parties; 4th of July; first movie and concert in the park; New Coordinator Brandon Wilson; Commissioner Convening on July 22; Calls made to parents of Camp Med to inform them of the discontinued program.

PUBLIC COMMENT- CONTINUED**9. CONTINUED PUBLIC COMMENT-GENERAL**

None

ADJOURNMENT

There being no further matters, Chair Lai adjourned the meeting of the Community Services Commission at 7:27 P.M. to the next Regular Community Services Commission meeting scheduled for August 10, 2026.

Respectfully submitted:

Lucy Hakobian
Senior Management Analyst

APPROVED:

Anthony Lai
Chair

ATTEST:

Melissa Snyder
Community Services Director

Approved at Community Services Commission Meeting: August 10, 2026



Community Services Commission Agenda Report

ITEM NO. 6

DATE: September 3, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Nathalie Wilcox, Community Services Supervisor
Lucy Hakobian, Senior Management Analyst

SUBJECT: **CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR HOLY FAMILY CATHOLIC SCHOOL**

Recommendation

It is recommended that the Community Services Commission review and consider approval of the Field Use Request for Holy Family Catholic School, with the following condition:

- South Pasadena Little League (SPLL) and AYSO Region 214 has been notified of the request and has agreed to adjust its field use schedule to accommodate Holy Family's use of Orange Grove Park.
- Field not available for annual Spooktacular event scheduled for October 23, 2026.

Background

To streamline the approval process, the Community Services Commission reviews field permit allocations. Holy Family Catholic School is a long-standing partner of the City, providing youth sports opportunities to the South Pasadena community. The organization meets the City's requirement that at least 50% of participants live, work, or attend school in South Pasadena.

Analysis

Holy Family Catholic School is requesting use of Orange Grove Field for its Summer, Fall and Winter 2026, and Spring 2027 seasons during the following days and times:

Summer Session

- **Dates:** August 18 – August 31, 2026
- **Days/Times:**
 - Monday through Thursday: 3:30 p.m. to 5:00 p.m.

Fall Session

- **Dates:** September 1 – November 30, 2026
- **Days/Times:**
 - Monday through Thursday: 3:30 p.m. to 5:00 p.m.

Winter Session

- **Dates:** December 1 – December 23, 2026
- **Days/Times:**
 - Monday through Thursday: 3:30 p.m. to 5:00 p.m.

Spring Session

- **Dates:** March 1, 2027 – May 30, 2027
- **Days/Times:**
 - Monday through Thursday: 3:30 p.m. to 5:00 p.m.

There are currently no scheduled field closures that would conflict with this request. Staff have coordinated with SPLP and AYSO, and adjustments to the field schedule have been agreed upon to accommodate this use.

Holy Family Catholic School meets the criteria for a qualifying user group under the City's guidelines, and the request is consistent with prior field use approvals.

Next Steps

Upon Commission approval, staff will proceed with issuing Holy Family Catholic School's 2026-2027 Field Permits and coordinate scheduling with SPLP and AYSO.

Fiscal Impact

In alignment with the City Council's direction to support community-based organizations that provide youth recreational opportunities, a fee waiver has been approved for Holy Family Catholic School.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment:

Attachment No. 1 – Field Use Request for Holy Family Catholic School

ATTACHMENT 1

Item No. 6 – Field Use Request Holy Family Catholic
School

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name:	Holy Family School				
Contact Person Name:	Nancy Tinkham, AD and Marie Lopez (Admin Assistant)				
Street Address:			City:		Zip Code:
Home Phone:			Work Phone:		Fax:
Email:					

FIELD USE

PARK	☒ Orange Grove	☐ Arroyo North	☐ Arroyo South
SPORT/ACTIVITY	☐ Baseball	☐ Soccer	☐ Other _____
FIELD/BASEBALL	☐ Clarich	☐ Burke	☐ Nelson
FIELD/SOCCER	☐ Arroyo North	☐ Field (1)	☐ Field (2)
REASON FOR REQUEST	We need the field for Flag football and Cross Country		
Will spectator be present?	☐ Yes	☐ No	Will picnic area be required?
Will admission be charged?	☐ Yes	☐ No	☐ Yes ☐ No
▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.			

INSURANCE INFORMATION

Insurance Policy:	
Policy Holder:	
Policy Number:	

Required endorsement language to be listed as additional insured: ***"City of South Pasadena, its officials, employees and agents."***

OFFICE USE ONLY

Approved by: _____	Date: _____	☐ Coordinator	☐ Supervisor	☐ Director
Sportsman: _____	Insurance: _____	☐ Approved	☐ Denied	
Notes: _____				

DATES OF USE

WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES	December 1-23 2026		

SPRING

	MARCH	APRIL	MAY
DATES	March 1-31 2027	April 1-30 2027	May 1-30 2027

SUMMER

	JUNE	JULY	AUGUST
DATES			August 18-31 2026

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES	September 1-30 2026	October 1-31 2026	November 1-30 2026

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	3:30-5:00	3:30-5:00	3:30-5:00	3:30-5:00			

FEES

FIELD USE		LIGHT USE	
HOURS PER DAY		HOURS PER DAY	
×		×	
TOTAL DAYS		TOTAL DAYS	
×		×	
NUMBER OF FIELDS REQUESTED		NUMBER OF FIELDS REQUESTED	
+		+	
FIELD USE FEES (\$)	0	LIGHT USE FEES (\$)	
=		=	
FIELD USE SUBTOTAL (\$)	0	LIGHT USE SUBTOTAL (\$)	
		TOTAL DUE (\$)	0

Note: As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a [credit card fee](#) per transaction) or checks for payment.

DISCLAIMER AND RELEASE OF LIABILITY

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. **Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.**

I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

Signature of User: 

Date: 6/10/2026

OFFICE USE ONLY

Balance Paid: \$ _____ Date: _____

☐ Cash ☐ Check ☐ Credit Card

Receipt # _____ Till # _____ Initials _____



Community Services Commission Agenda Report

ITEM NO. 7

DATE: September 3, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Nathalie Wilcox, Community Services Supervisor
Lucy Hakobian, Senior Management Analyst

SUBJECT: **CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR
AMERICAN YOUTH SOCCER ORGANIZATION REGION 214**

Recommendation

It is recommended that the Commission review and consider approval of the Field Use Request for American Youth Soccer Organization (AYSO) Region 214, with the following conditions:

- AYSO Region 214 has been notified of Holy Family's request and has agreed to adjust its field use schedule to accommodate use of Orange Grove Park.
- Orange Grove Park not available for annual Spooktacular event scheduled for October 23, 2026.

Background

To streamline the approval process, the Community Services Commission reviews field permit allocations. AYSO is a long-standing partner of the City and provides youth soccer opportunities to the South Pasadena community. In addition to utilizing City fields for their programs, AYSO meets the requirement of having at least 50% of their participants live, work, or attend school in the City of South Pasadena.

Analysis

AYSO is requesting use of the Orange Grove Field, as well as the Arroyo North and South Fields, for both the fall and winter sessions during the following days and times:

Fall Session

- **September 1, 2026, to November 30, 2026**
Arroyo Fields:
 - Monday through Friday: 5:00 p.m. to 9:00 p.m.
 - Saturday and Sunday: 8:00 a.m. to 5:00 p.m.**Orange Grove Park:**
 - Monday through Friday: 5:00 p.m. to 9:00 p.m.
 - Saturday and Sunday: 8:00 a.m. to 5:00 p.m.
- Orange Grove Park will be unavailable on Friday, October 23, due to a City event

Winter Session

- **December 1, 2026, to February 28, 2027**

Arroyo Fields:

- Monday through Friday: 5:00 p.m. to 9:00 p.m.
- Saturday and Sunday: 8:00 a.m. to 5:00 p.m.

Orange Grove Park:

- Monday through Thursday: 5:00 p.m. to 9:00 p.m.
- Saturday and Sunday: 8:00 a.m. to 5:00 p.m.

Next Steps

Upon Commission approval, staff will proceed with issuing AYSO's 2026-2027 Field Permit with the above considerations.

Fiscal Impact

In alignment with the City Council's direction to support community-based organizations that provide youth recreational opportunities, a fee waiver has been approved for AYSO.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment:

Attachment No. 1 – Field Use Request for AYSO Region 214

ATTACHMENT 1

Item No. 7 – Field Use Request for American Youth
Soccer Organization Region 214

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name:	AYSO Region 214				
Contact Person Name:	Betsy De Leon				
Street Address:		City:	South Pasadena	Zip Code:	91030
Home Phone:		Work Phone:		Fax:	
Email:					

FIELD USE

PARK	☒ Orange Grove	☒ Arroyo North	☒ Arroyo South
SPORT/ACTIVITY	☐ Baseball	☒ Soccer	☐ Other _____
FIELD/BASEBALL	☐ Clarich	☐ Burke	☐ Nelson
FIELD/SOCCER	☒ Arroyo North	☒ Field (1)	☒ Field (2)
REASON FOR REQUEST	AYSO Practices and games		
Will spectator be present?	☒ Yes	☐ No	Will picnic area be required?
Will admission be charged?	☐ Yes	☒ No	☐ Yes ☒ No
▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.			

INSURANCE INFORMATION

Insurance Policy:	On file
Policy Holder:	
Policy Number:	

Required endorsement language to be listed as additional insured: **"City of South Pasadena, its officials, employees and agents."**

OFFICE USE ONLY

Approved by: _____	Date: _____	☐ Coordinator	☐ Supervisor	☐ Director
Sportsman: _____	Insurance: _____	☐ Approved	☐ Denied	
Notes: _____				

DATES OF USE

WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES	12/1/2026-12/31/2027	1/1/2027-1/31/2027	2/1/2027-2/28/2027

SPRING

	MARCH	APRIL	MAY
DATES			

SUMMER

	JUNE	JULY	AUGUST
DATES			

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES	9/1/2026-9/30/2026	10/1/2026-10/31/2026	11/1/2026-11/30/2026

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	5pm-9pm	5pm-9pm	5pm-9pm	5pm-9pm	5pm-9pm	8am-5pm	8am-5pm

FEES

FIELD USE		LIGHT USE	
HOURS PER DAY		HOURS PER DAY	
×		×	
TOTAL DAYS		TOTAL DAYS	
×		×	
NUMBER OF FIELDS REQUESTED		NUMBER OF FIELDS REQUESTED	
+		+	
FIELD USE FEES (\$)	0	LIGHT USE FEES (\$)	
=		=	
FIELD USE SUBTOTAL (\$)	0	LIGHT USE SUBTOTAL (\$)	
		TOTAL DUE (\$)	0

Note: As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a [credit card fee](#) per transaction) or checks for payment.

DISCLAIMER AND RELEASE OF LIABILITY

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. **Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.**

I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

Signature of User: _____

Date: _____

OFFICE USE ONLY

Balance Paid: \$ _____ **Date:** _____

☐ Cash ☐ Check ☐ Credit Card

Receipt # _____ **Till #** _____ **Initials** _____



Community Services Commission Agenda Report

ITEM NO. 8

DATE: September 3, 2026

FROM: Melissa Snyder, Community Services Director

SUBJECT: **DISCUSSION AND RECOMMENDATION REGARDING COURT
USE AT GARFIELD AND ORANGE GROVE PARKS**

Recommendation

It is recommended that the Community Services Commission consider providing a recommendation to the City Council:

1. Recommend establishing public court hours of 7:00 a.m. to 9:00 p.m. at Garfield Park and Orange Grove Park for all court activities;
2. Recommend maintaining a first-come, first-served access for ordinary public use while establishing a limited reservation and permit process for organized and structured activities;
3. Recommend maintaining the existing court striping configuration and resurfacing the courts on a like-for-like basis, with both Garfield Park courts remaining tennis-only and both Orange Grove Park courts retaining multi-purpose tennis/pickleball striping; and
4. Recommend that the City Council authorize a six-month Court Use Pilot Program and Enforcement Model substantially in the form included as Attachment No. 3, and direct staff to refine temporary signage for City Council consideration, subject to final Council direction and City Attorney review as appropriate, with a report back to the Community Services Commission and City Council following the six-month pilot.

Executive Summary

At its August 5, 2026, meeting, the City Council directed the Community Services Commission to provide recommendations regarding court operations at Garfield Park and Orange Grove Park, including hours of operation, a reservation and permit framework, and court striping. The Commission's recommendations will be forwarded to the City Council for consideration and final direction.

Staff recommends establishing uniform court hours of 7:00 a.m. to 9:00 p.m., maintaining first-come, first-served access while allowing limited reservations and requiring permits for organized activities, maintaining the existing like-for-like court striping configuration, and implementing a six-month pilot program to evaluate court utilization, community

feedback, and operational impacts. The Commission may recommend different approaches or a combination of the options presented in the report.

Background

In October 2025, the Community Services Commission reviewed proposed amendments addressing the use of public courts for tennis, pickleball, and other paddle sports. The discussion included extending existing tennis-court access and relinquishment provisions for other court activities.

On November 10, 2025, the Commission continued its discussion of court-use policies and voted 5-0 to recommend that staff prepare a proposed policy for City Council consideration that would limit court activity to 8:00 a.m. to 8:00 p.m., update postings for reservation and use of the courts, and research sound-reduction equipment for pickleball.

On August 5, 2026, the City Council authorized staff to proceed with court restriping and directed that the Community Services Commission provide recommendations regarding a reservation system and court striping at both Garfield Park and Orange Grove Park. The Council also tentatively directed staff to explore adding pickleball striping at Garfield Park.

Accordingly, the Commission's recommendation regarding court hours, reservations and permits, and the number and location of pickleball lines will be presented to the City Council as part of the broader court-use policy discussion. The City Council will determine the final policy framework and striping direction before implementation.

Analysis

Existing Court Conditions and City Framework

Orange Grove Park has two lighted, full-size tennis courts with permanent pickleball striping. The City does not furnish pickleball nets; pickleball users bring, set up, and remove their own portable nets. Garfield Park also has two lighted tennis-only courts and is included in the approved resurfacing project.

South Pasadena Municipal Code (SPMC) Section 21.22 currently establishes first-come, first-served tennis access, priority for City programs, time limits when others are waiting, prohibitions against holding courts, restrictions on unauthorized professional instruction, and permit requirements for tournaments and special events (Attachment No. 1). SPMC Section 21.2 separately prohibits persons from remaining in public parks between 10:00 p.m. and 5:00 a.m. without written permission

These provisions provide an existing framework that can be adapted to address tennis and pickleball activity. Any new court-specific hours, reservation requirements, or enforcement provisions should be incorporated through the appropriate City Council action and reflected in posted court rules, with City Attorney review as appropriate.

Staff surveyed 22 comparison cities regarding court inventory, reservations, permits, fees, operating hours, tournaments, and priority of use (Attachment No. 2). Seventeen cities reported that public play is generally first-come, first-served; two cities, La Cañada Flintridge and Sierra Madre, reported online reservation systems; and three did not provide applicable reservation information.

Staff also conducted a more detailed review of La Cañada Flintridge and Sierra Madre to better understand the practical operation of reservation and permit systems.

1. Court Hours of Operation

The Commission is being asked to recommend hours of operation for the public courts and whether those hours should apply uniformly to tennis and pickleball or whether pickleball should have separate hours of play.

The municipal survey included applicable court or facility hours for 19 of the 22 comparison cities. Because the responses generally reported overall court or facility hours rather than a consistent definition of pickleball-only hours, the information is best used as a comparative reference. The survey shows the following general patterns:

Operating Hours Pattern	Result	Percentage
Opening at dawn/sunrise or by 7:00 a.m.	16 of 19 reporting cities	84%
Opening after 7:00 a.m.	3 of 19 reporting cities	16%
Closing at 10:00 p.m. or later	13 of 19 reporting cities	68.5%
Closing at 9:00 p.m.	2 of 19 reporting cities	10.5%
Closing at 8:00 p.m.	1 of 19 reporting cities	5.3%
Closing at dusk/sunset	3 of 19 reporting cities	15.8%

Sixteen of the 19 reporting jurisdictions (84%) open courts at dawn, sunrise, or by 7:00 a.m., while only three reported opening after 7:00 a.m. More than two-thirds reported closing at 10:00 p.m. or later. Pasadena and Whittier reported a 9:00 p.m. closing, and supplemental 2026 Sierra Madre materials identify current pickleball court hours ending at 9:00 p.m.

South Pasadena's Municipal Code prohibits persons from remaining in public parks between 10:00 p.m. and 5:00 a.m. The proposed court hours would establish a more specific operating schedule for the courts while providing a one-hour buffer before the general park closure.

A 7:00 a.m. opening is supported by the comparative survey and would provide a clear and consistent start time that is less likely to generate early-morning neighborhood impacts than an earlier opening. A 9:00 p.m. closing would provide a defined operational

cutoff and would be consistent with the 9:00 p.m. closing reported by Pasadena, Whittier, and Sierra Madre for comparable court activity.

Applying the same hours to tennis and pickleball would also provide a simpler enforcement model than establishing sports-specific hours on the same lighted courts.

Staff Recommendation for Hours of Operation

Staff recommends establishing uniform 7:00 a.m. to 9:00 p.m. hours for all court activity at Garfield Park and Orange Grove Park as part of the six-month pilot. A 7:00 a.m. opening is generally consistent with the comparative survey while reducing the potential for early-morning impacts on surrounding neighborhoods

Although the Commission previously recommended hours of 8:00 a.m. to 8:00 p.m., staff recommends testing 7:00 a.m. to 9:00 p.m. during the six-month pilot based on the comparative municipal research, the availability of court lighting, and the opportunity to evaluate actual use and neighborhood impacts before a permanent schedule is adopted.

Under the proposed pilot, court entrance signs would identify the 7:00 a.m. to 9:00 p.m. operating hours and court lights would be programmed to turn off at 9:00 p.m. During regular Community Services staffing periods, compliance would be monitored as part of normal staff operations. Outside of regular staffed periods, Recreation Leaders may be scheduled for targeted evening, weekend, or morning observations based on utilization, complaints, and recurring enforcement needs rather than providing continuous coverage. The first 30 days would emphasize education and voluntary compliance, followed by documented complaint response and progressive enforcement through the City's applicable processes.

2. Court Reservation and Permit Model

The Commission is also being asked to recommend whether public courts should remain primarily first-come, first-served or whether the City should introduce reservations for some or all recreational use.

The municipal survey indicates that first-come, first-served access remains the predominant model. Of the 22 jurisdictions surveyed, 17 (77.3%) reported first-come, first-served access for ordinary public play, two (9.1%) reported online reservation systems, and three did not provide applicable reservation information. To better understand the two reservation examples, staff reviewed La Cañada Flintridge and Sierra Madre in greater detail.

La Cañada Flintridge

La Cañada Flintridge generally makes selected recreational facilities available for reservation through ActiveLCF while other facilities remain available on a first-come, first-served basis. Organized team play requires a permit.

The City's current recreation guidance provides that one-time resident organized-use requests be submitted at least 72 hours in advance and recurring resident requests at least 30 business days in advance; non-resident organized-use requests require greater advance notice. The current master fee schedule lists recreational court rentals at \$10 per hour, with liability insurance charged at direct cost. This model maintains walk-on access while providing a permit process for organized or exclusive use.

Sierra Madre

Sierra Madre introduced eight dedicated pickleball courts in October 2025 using a hybrid model with both reservable and first-come, first-served courts. In a March 30, 2026 staff report, Sierra Madre reported 68 reservations since implementation, generating \$3,998.49. Staff also reported that reservable courts could remain underutilized when not claimed while other users waited for first-come, first-served courts.

Sierra Madre presented four access models for Commission consideration: maintaining the hybrid model; limiting reservations to selected days or off-peak periods; converting all courts to first-come, first-served use; or maintaining first-come, first-served public access while allowing optional permits for limited structured activities such as instruction, clinics, or programs. The municipal survey identified a Sierra Madre court reservation rate of \$21 per hour per court.

Sierra Madre's experience provides a useful operational comparison for South Pasadena. At Orange Grove Park and Garfield Park, each location contains only two full-size tennis courts. If one full-size court was reserved, one-half of the available tennis-court capacity at that park would be unavailable to walk-on users during the reservation period.

The comparative research also highlights the importance of court inventory when evaluating reservations. At Orange Grove Park and Garfield Park, each location contains only two full-size tennis courts. Reserving one full-size court would therefore remove 50% of the available tennis-court capacity at that park from walk-on use during the reservation period.

Staff Recommendation for Reservations and Permits

Staff recommends maintaining first-come, first-served access for ordinary public use while establishing a limited reservation and permit process for organized and structured activities.

Optional court reservations would be available for one-time recreational use, subject to established duration, frequency, and availability limits. Permits would be required for organized, recurring, instructional, commercial, tournament, special-event, or other uses that materially affect public access.

Reservations or permits would be required for:

- Groups of 25 or more participants;

- Leagues;
- Tournaments;
- Special events;
- Approved instruction or clinics;
- Recurring organized activities; and
- Other organized activities that require dedicated or exclusive court space.

City-sponsored programs would receive scheduling priority and would be reflected on the court-use calendar. Non-City organized activities would require a reservation or permit as applicable.

A permit would be required for leagues, tournaments, instruction, clinics, recurring organized activities, commercial activity, or exclusive use regardless of group size. Informal groups of 25 or more would also require a permit.

For purposes of this framework, ordinary recreational play by individuals or informal groups that does not require exclusive or dedicated court use would remain first-come, first-served. These users would not be required to obtain a reservation; however, they may elect to reserve court space in advance if they wish to secure priority use during a specific time period.

The proposed pilot framework is as follows:

- Maximum reservation: 60 minutes
- No-show release: 10 or 15 minutes after the start time
- Routine reservations limited to one full-size court
- Both courts available only for approved tournaments, City programs, or special events
- Reservation confirmation retained electronically or in print
- Reservation schedule visible online

One-time reservation requests would be submitted at least 72 hours in advance, while recurring reservation or organized-use requests would be submitted at least 30 business days in advance.

The same advance-notice requirements would apply regardless of applicant residency. Staff would not adopt La Cañada Flintridge's longer nonresident lead-time requirement because applicable grant funding does not permit the City to distinguish between resident and nonresident applicants at this time.

Any reservation or permit fees, insurance requirements, and charges associated with a reservation are established by the Master Fee Schedule (Attachment No. 3). Staff would identify proposed fees and administrative costs before implementation of the pilot.

Reservation and Permit Administration

During an approved reservation period, the permit or reservation holder would have priority for the court space identified in the approval and would be required to retain proof of approval for staff verification.

At all other times, including when no approved reservation is in effect, courts would remain first-come, first-served, and users would continue to follow the existing relinquishment and no-holding provisions in SPMC Section 21.22.

Routine non-City reservations would be limited to one full-size court at each park at any given time. This approach would preserve walk-on access to at least one court while still providing an opportunity for individuals, groups, and organized activities to secure court time in advance.

The pilot would include a no-show release provision so that an unclaimed reservation does not leave a court unused while walk-on users are waiting. The specific grace period would be established administratively before the pilot begins.

Staff would track:

- Number and frequency of reservations;
- Reservation utilization;
- No-shows;
- Conflicts between reserved and walk-on users;
- Unpermitted organized activities;
- Administrative workload; and
- Enforcement issues.

The results would be used to determine whether the reservation model should be continued, modified, expanded, or discontinued following the pilot.

3. Court Striping Configuration

As part of its August 5, 2026, action, the City Council requested a recommendation from the Community Services Commission regarding the court striping configuration at both Garfield Park and Orange Grove Park. The Council also tentatively directed staff to update the resurfacing contract to include pickleball striping at Garfield Park, subject to further consideration following the Commission's recommendation.

Orange Grove Park currently has two tennis courts with multi-purpose tennis and pickleball striping, while Garfield Park currently contains two tennis-only courts. The resurfacing project, as originally scoped, provides for a like-for-like replacement of the existing court configurations, with Garfield Park remaining tennis-only and Orange Grove Park retaining multi-purpose tennis and pickleball striping.

For purposes of this discussion, multi-purpose striping refers to an existing tennis court that also includes pickleball playing lines and accommodates pickleball through the use

of portable nets. The options presented in this report do not contemplate converting any existing tennis court into a dedicated pickleball court. A dedicated pickleball court conversion would require improvements beyond the scope of the current resurfacing project, including installation of permanent pickleball net posts and related court infrastructure and potentially other site modifications. Such improvements would require separate evaluation, design, funding, and City Council authorization.

Striping Options

The Commission may consider the following striping configurations:

- Retain the existing configuration at each location, with tennis-only striping on both courts at Garfield Park and multi-purpose tennis/pickleball striping on both courts at Orange Grove Park;
- Add multi-purpose tennis/pickleball striping to one court at Garfield Park while retaining the second Garfield Park court as tennis-only, with both Orange Grove Park courts remaining multi-purpose;
- Establish one tennis-only court and one multi-purpose tennis/pickleball court at each park, resulting in two tennis-only courts and two multi-purpose courts citywide;
- Add multi-purpose tennis/pickleball striping to both Garfield Park courts, resulting in all four courts at Garfield Park and Orange Grove Park being multi-purpose; or
- Recommend another striping configuration for consideration by the City Council.

In evaluating these options, considerations may include the distribution of tennis and pickleball opportunities between the two parks, preservation of tennis-only court space, observed and anticipated demand for each activity, visual impacts associated with multiple playing lines, portable-net use, neighborhood considerations, and the ability to modify the configuration in the future.

Retaining the existing configuration would preserve two tennis-only courts at Garfield Park and two multi-purpose courts at Orange Grove Park. It would also allow the resurfacing work to proceed on a like-for-like basis while maintaining the current distribution of court uses.

Adding multi-purpose striping to one Garfield Park court would introduce pickleball opportunities at Garfield Park while retaining one tennis-only court at that location. Establishing one tennis-only and one multi-purpose court at each park would provide the same mix of court types at both facilities. Adding multi-purpose striping to both Garfield Park courts would maximize the number of courts capable of accommodating either tennis or pickleball, although it would eliminate tennis-only court striping citywide.

The resurfacing of a tennis-only court would not preclude the City from adding pickleball lines in the future. If future utilization data, user demand, or community feedback indicate a need for additional pickleball capacity, multi-purpose striping could be added to one or both Garfield Park courts at a later date. Conversely, removing pickleball lines after installation may require additional surface treatment and expense.

Staff Recommendation on Court Restriping

Staff recommends maintaining the striping configuration included in the original resurfacing project scope and resurfacing the courts on a like-for-like basis. Under this approach, both Garfield Park courts would remain tennis-only, while both Orange Grove Park courts would retain their existing multi-purpose tennis/pickleball striping.

This approach maintains the existing distribution of court uses and allows the City to continue evaluating tennis and pickleball utilization, user demand, conflicts between activities, and community feedback before making additional changes to the court configuration.

No dedicated pickleball courts or permanent pickleball net infrastructure are proposed as part of the current resurfacing project.

Pilot Program, Utilization Assessment, and Next Steps

Following the Commission meeting, staff will present the Commission's recommendations on court hours, reservations, and striping, together with the comparative municipal research, to the City Council in Fall 2026. The City Council will determine the final policy framework and striping direction. Any change to the approved striping scope would be addressed through the appropriate contract process before implementation.

Following City Council direction, staff would prepare the corresponding implementation and enforcement plan and initiate a pilot program. The pilot would incorporate the Council-approved changes and may include revised court-use and relinquishment limits, portable-net requirements, reservation procedures, optional courtesy paddle racks for voluntarily shared nets, signage, lighting controls, permit conditions, and progressive enforcement procedures, as applicable.

As part of the pilot evaluation, staff would conduct a court utilization assessment over several representative weeks. Staff would observe court use hourly from 7:30 a.m. to 6:00 p.m., Monday through Friday, and may schedule Recreation Leader coverage for selected evening observations from 7:00 p.m. to 9:00 p.m. and selected weekend periods. The assessment would document tennis and pickleball users, court occupancy, waiting users, portable-net use, peak-use periods, recurring conflicts, and- if reservations are implemented- reservation utilization and no-shows.

At the conclusion of the pilot, staff would summarize utilization data, public feedback, complaints, operational and enforcement issues, and any recommended revisions. The findings would be presented to both the Community Services Commission and City Council for further consideration.

Alternatives

The Community Services Commission may recommend an approach that differs from the staff recommendation for any of the components presented in this report. This may

include recommending different court hours of operation, an alternative reservation or permit model, a different court striping configuration, or other modifications the Commission determines appropriate.

The Commission may also recommend a combination of the options presented in the report. Any recommendations made by the Commission would be forwarded to the City Council for consideration as part of the proposed court-use framework and resurfacing project.

Fiscal Impact

There is no direct fiscal impact associated with the Community Services Commission's review and recommendation of the policy options presented in this report.

Any fiscal impact would depend on the final direction provided by the City Council. Potential costs associated with implementation, include signage, reservation system modifications, staffing, enforcement, court striping changes, or other operational adjustments, would be identified and presented to the City Council as appropriate.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

Attachment No. 1 – Comparative Municipal Research Summary

Attachment No. 2 – SPMC Section 21.22 – Special Provisions Relative to Tennis Courts

Attachment No. 3 – Master Fee Schedule

Attachment No. 4 – Court Use Pilot Program and Enforcement Model

ATTACHMENT 1

Item No. 8 – Comparative Municipal Research Summary

Comparative Municipal Research Summary

Tennis and Pickleball Court Access, Reservations, Hours, and Permits

Purpose: This attachment summarizes comparative research conducted by City staff regarding public tennis and pickleball court operations in 22 nearby jurisdictions. The survey addressed court inventory, reservation practices, special events and tournaments, fees, operating hours, and related policies. The survey is a point-in-time comparison; supplemental official materials were reviewed for La Cañada Flintridge and Sierra Madre to better understand their reservation models and recent operating experience.

Survey Snapshot

Jurisdictions Surveyed	First-Come, First-Served	Online Reservation System	No Pickleball Courts	Operating Hours Reported
22	17 (77.3%)	2 (9.1%)	3 (13.6%)	19 (86.4%)

Reservation finding: The survey found that public play is generally first-come, first-served in 17 of 22 jurisdictions. La Cañada Flintridge and Sierra Madre were the two jurisdictions reporting online reservation systems, and three jurisdictions did not provide applicable reservation information.

Operating Hours - Survey Summary

Of the 19 jurisdictions that reported applicable operating hours, the survey responses grouped as follows. Percentages are based on those 19 jurisdictions and reflect the original survey responses.

Reported Closing Time / Condition	Cities	Count	Percentage
10:00 p.m. or later	Alhambra, Arcadia, Azusa, Diamond Bar, Duarte, El Monte, Glendora, Monrovia, Monterey Park, Rosemead, San Gabriel, Sierra Madre, South El Monte	13	68.5%
9:00 p.m.	Pasadena, Whittier	2	10.5%
8:00 p.m.	Montebello	1	5.3%
Dusk / sunset	La Cañada Flintridge, Temple City, Walnut	3	15.8%

Updated Sierra Madre note. The original survey listed Sierra Madre hours as 6:00 a.m.-10:00 p.m. A March 30, 2026 Sierra Madre staff report states that current pickleball court hours are 6:00 a.m.-9:00 p.m. The city-by-city table below preserves the original survey response and the supplemental case study identifies the later official information.

City-by-City Survey Results

Abbreviations: “dedicated” = pickleball-specific court; “combo” = multi-use court striped for pickleball and another court sport. Information has been condensed for readability while retaining the substance of the staff survey.

City	Court Inventory	General Public Access / Reservations	Reported Hours	Special Event, Tournament & Fee Notes
Alhambra	3 dedicated; no combo	First-come, first-served	5:00 a.m.-10:30 p.m.	No special-event or tournament reservations. Historical reservation rate noted: \$20/hr resident; \$25/hr nonresident; \$50 refundable deposit.
Arcadia	4 dedicated; 8 combo	First-come, first-served	7:00 a.m.-10:00 p.m.	No special-event or tournament reservations reported.
Azusa	4 dedicated; 5 combo	First-come, first-served	6:00 a.m.-10:00 p.m.	Special events and tournaments allowed with special event permit.
Diamond Bar	4 dedicated; no combo	First-come, first-served	Sunrise-10:00 p.m.	No special-event or tournament reservations reported.
Duarte	2 dedicated; 1 combo	First-come, first-served	Sunrise-10:00 p.m.	Special events/tournaments allowed. Survey notes \$40/hr/court; resident \$25/hr/court; nonprofit free; \$100 refundable deposit.
El Monte	2 dedicated; no combo	First-come, first-served	7:30 a.m.-10:00 p.m.	No special-event or tournament reservations reported.
Glendora	8 dedicated; no combo	First-come, first-served	7:00 a.m.-9:00 p.m.	No special-event or tournament reservations reported.
La Cañada Flintridge	3 dedicated (joint-use); 1 combo	Online permit/reservation system (ActiveLCF); otherwise first-come, first-served	9:30 a.m.-dusk	Special events and large-scale tournaments may require permits. Survey notes \$10/hr/court plus insurance.
Monrovia	No dedicated; 4 combo	First-come, first-served	Sunrise-10:00 p.m.	No special-event or tournament reservations reported.
Montebello	4 dedicated	First-come, first-served	8:00 a.m.-8:00 p.m.	No special-event or tournament reservations reported.
Monterey Park	7 dedicated	First-come, first-served	6:00 a.m.-10:30 p.m.	Special events and tournaments allowed with special event permit.
Pasadena	2 dedicated; multiple combo courts	First-come, first-served	Sunrise-9:00 p.m.	No special-event or tournament reservations reported.
Rosemead	No dedicated; 8 combo	First-come, first-served; City places nets on a designated schedule	7:00 a.m.-10:00 p.m.	Pickleball schedule: Mon/Wed/Fri/Sun 5:00-9:30 p.m.; Tue/Thu/Sat 8:00 a.m.-1:00 p.m.
San Dimas	No dedicated; pickleball conversion project noted	N/A	N/A	No applicable reservation information reported.
San Gabriel	8 dedicated; 1 combo	First-come, first-served; combo court has designated tennis/pickleball priority schedule	7:00 a.m.-10:00 p.m.	No special-event or tournament reservations reported.
San Marino	No pickleball courts	N/A	N/A	No applicable reservation information reported.
Sierra Madre	Survey: 2 combo; 4 dedicated under construction	Online reservation system (ActiveNet)	6:00 a.m.-10:00 p.m. (survey)	Special events/tournaments allowed. Survey rate: \$21/hr/court. Supplemental 2026 materials provide updated operating information; see case study below.
South El Monte	2 combo	First-come, first-served	7:00 a.m.-11:00 p.m.	Special events allowed with special event permit; tournaments not reported.
Temple City	8 dedicated	First-come, first-served	Sunrise-sunset	No special-event or tournament reservations reported.
Walnut	2 dedicated	First-come, first-served	Dawn-dusk	No special-event or tournament reservations reported.
West Covina	No pickleball courts	N/A	N/A	No applicable reservation information reported.
Whittier	4 dedicated	First-come, first-served	Dawn-9:00 p.m.	Special events allowed with special event permit; tournaments not reported.

Supplemental Reservation-System Review

La Cañada Flintridge

General model. La Cañada Flintridge makes selected facilities reservable through ActiveLCF while otherwise maintaining first-come, first-served access. Its municipal code requires permits for organized team play and establishes a process for exclusive reservations. Permitted use receives priority during the approved period.

Hours and fees. The City currently posts Cornishon Pickleball Court hours of 9:30 a.m. to dusk Monday-Friday and 7:00 a.m. to dusk Saturday-Sunday, with summer weekday hours beginning at 8:00 a.m. The current master fee schedule lists tennis/basketball court rentals at \$10 per hour.

Sierra Madre

Hybrid model and operating experience. Sierra Madre introduced dedicated pickleball courts in October 2025 using a hybrid model with both reservable and first-come, first-served courts. In a March 30, 2026 staff report, Sierra Madre reported 68 reservations totaling \$3,998.49 in revenue. The same report noted that reservable courts could remain underutilized while users waited for first-come, first-served courts.

Options considered. The March staff report presented four access models: maintain the hybrid model; modify the hybrid model by limiting reservations to selected/off-peak periods; make all courts first-come, first-served; or use first-come, first-served access with optional permits for limited structured activities such as instruction, clinics, or programs.

Commission discussion. Minutes included in the May 18, 2026 agenda packet reflect Commission discussion favoring no reservations for routine social play, while allowing permits for instructors, schools, birthday parties, special events, and similar structured uses, particularly outside peak periods.

Hours and event pricing. The March 2026 staff report states that current pickleball court hours are 6:00 a.m.-9:00 p.m. A June 2026 tournament staff report calculated facility charges using eight courts at \$21 per court per hour and a \$288 special event permit fee for an event exceeding 100 participants.

Sources and Research Notes

Primary survey source: City of South Pasadena staff, "Pickleball Reservations Research" workbook, 22-jurisdiction comparative survey. The city-by-city matrix and survey percentages above are derived from this source.

- [La Cañada Flintridge - Recreation & Facilities \(court hours and first-come/first-served facility information\)](#)
- [La Cañada Flintridge - ActiveLCF \(online permit system\)](#)
- [La Cañada Flintridge Municipal Code, Chapter 5.24 \(organized team play permits and reservation procedures\)](#)
- [La Cañada Flintridge - Master Fee Schedule \(\\$10/hour tennis/basketball court rental\)](#)
- [Sierra Madre - Community Services Commission agendas and packets](#)
- [Sierra Madre - March 30, 2026 Special Community Services Commission Agenda Packet, Pickleball Courts Review Report](#)
- [Sierra Madre - May 18, 2026 Community Services Commission Agenda Packet \(includes March 30 Commission minutes and reservation discussion\)](#)
- [Sierra Madre - June 2026 Community Services Commission Agenda Packet, Pickleball Civic Leaders Tournament fee analysis](#)

ATTACHMENT 2

Item No. 8 – SPMC Section 21.22 – Special Provisions
Relative to Tennis Courts

21.22 SPECIAL PROVISIONS RELATIVE TO TENNIS COURTS

21.22 Special provisions relative to tennis courts.

It is unlawful for any person to violate any of hereinafter specified rules for the use of tennis courts in any park:

- (a) City of South Pasadena sponsored tennis programs and events have priority over any other use.
- (b) Tennis shoes are required to play upon any tennis court.
- (c) The use of roller skates, roller blades, skateboards, bikes, roller/hockey, or any other wheel toys prohibited on the tennis courts.
- (d) Unauthorized professional instruction is prohibited unless authorization is obtained from the community services director and posted at tennis courts. South Pasadena public tennis courts may not be used for private tennis lessons without authorization.
- (e) Tennis courts are available on first-come, first-served basis, at all times regardless of age of participants.
- (f) Pets are not allowed on the tennis courts.
- (g) It is unlawful to cut, break, deface or disturb nets, fencing or any park related equipment.
- (h) When all courts are occupied and there are individuals who are waiting to use the courts, the following rules apply for relinquishment of the courts:
 - (1) An individual using the backboard, serving alone, or using a ball machine may play for one half hour.
 - (2) Singles or doubles may play for one hour or one set, whichever is the shortest time.
 - (3) Warm-up before a set shall not exceed five minutes.
 - (4) A court cannot be held.
- (i) Use for Special Events. To use any tennis court for tennis tournaments or other special events of any kind, a permit must first be obtained from the community services director. (Ord. No. 2206, § 2, 2010.)

ATTACHMENT 3

Item No. 8 – Master Fee Schedule

City of South Pasadena
Schedule of Fees - Fiscal Year 2026-2027

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE (\$)
CITY CLERK		
1	Duplication - FPPC Regulations	0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	17.00
3	Duplication - Photocopy	0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	25.00
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	200.00
6	Notary Services	15.00
COMMUNITY SERVICES		
Camp Med Fees:		
7	Camp Med - Five Day Rate - 1st Child - Resident	180.00
8	Camp Med - Five Day Rate - Each Additional Child - Resident	170.00
9	Camp Med - Five Day Rate - 1st Child - Non-Resident	200.00
10	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	190.00
11	Camp Med - Extended Care - 1st Child (AM & PM)	45.00
12	Camp Med - Extended Care - Each Additional Child (AM & PM)	40.00
13	Camp Med - One Day Rate - 1st Child - Resident	36.00
14	Camp Med - One Day Rate - Each Additional Child - Resident	34.00
15	Camp Med - One Day Rate - 1st Child - Non-Resident	40.00
16	Camp Med - One Day Rate - Each Additional Child - Non-Resident	38.00
17	Camp Med After School - Five Day Rate - 1st Child	106.00
18	Camp Med After School - Five Day Rate - Each Additional Child	101.00
19	Camp Med After School - One Day Rate - 1st Child	25.00
20	Camp Med After School - One Day Rate - Each Additional Child	24.00
21	Camp Med - Late Fee After First 5 Minutes - per minute	3.50
22	Camp Med - T-Shirt	10.00
Field and Open Space Rental Fees:		
23	Sport Fields -- Non-Profit (per hr.)	55.00
24	Sport Fields - Resident (per hr.)	47.00
25	Sports Field - Non-Resident (per hr.)	62.00
26	Sports Field - Commercial	75.00
27	Sports Field - Lights (per hr.)	25.00
28	Gazebo Rental - Resident (4 hr. block)	95.00
29	Gazebo Rental - Non-Resident (4 hr. block)	140.00
30	Open Space - Groups < 50 Persons - Resident	25.00
31	Open Space - Groups < 50 Persons - Non-Resident	40.00
32	Arroyo Park Amphitheater	25.00
33	Multi-Use Courts - OG & Garfield Parks - Resident (per hr.)	30.00
34	Multi-Use Courts - OG & Garfield Parks - Non-Resident (per hr.)	38.00
35	Multi-Use Courts - OG & Garfield Parks - Non-Profit (per hr.)	34.00
36	Multi-Use Courts - OG & Garfield Parks - Commercial (per hr.)	45.00
37	Multi-Use Courts - Tournament Fee	150.00
OG Rec Center Rental Fees:		

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE (\$)
38	Security Deposit	300.00
39	Non-Profit (per hr.)	35.00
40	Resident (per hr.)	35.00
41	Non-Resident (per hr.)	50.00
42	Girl & Boy Scouts - local (up to 2 hrs.)	15.00
Eddie Park House Rental Fees:		
43	Security Deposit	300.00
44	Non-Profit (per hr.)	110.00
45	Resident (per hr.)	100.00
46	Non-Resident (per hr.)	120.00
47	Girl & Boy Scouts - local (up to 2 hrs.)	15.00
Garfield Youth House Rental Fees:		
48	Security Deposit	300.00
49	Non-Profit (per hr.)	85.00
50	Resident (per hr.)	75.00
51	Non-Resident (per hr.)	120.00
52	Event (4 hr. block) Resident Only	200.00
53	Girl & Boy Scouts - local (up to 2 hrs.)	15.00
War Memorial Rental Fees:		
54	Security Deposit	600.00
55	War Memorial - Non-Profits	210.00
56	War Memorial - Resident / Local Business (per hr.)	195.00
57	War Memorial - Non-Resident (per hr.)	235.00
58	War Memorial - Lower Floor - Non-Profits (per hr.)	100.00
59	War Memorial - Lower Floor - Resident (per hr.)	90.00
60	War Memorial - Lower Floor - Non-Resident (per hr.)	120.00
61	War Memorial - Kitchen Use (per event / use)	180.00
62	War Memorial - AV/Sound System (per event / use)	150.00
Senior Center Rental Fees:		
63	Security Deposit	300.00
64	Main Room - Non-Profits (per hr.)	110.00
65	Main Room - Resident (per hr.)	100.00
66	Main Room - Non-Resident (per hr.)	120.00
67	Activity Room - Non- Profits (per hr.)	35.00
68	Activity Room - Resident / Local Business (per hr.)	35.00
69	Activity Room - Non-Resident (per hr.)	50.00
70	Patio (per event / use)	35.00
71	Kitchen Use (per event / use)	60.00
72	AV/Sound System (per event / use)	50.00
Senior Center Programs:		
73	Hot Meals - Senior 55 & Over / Disabled Persons	3.00
74	Hot Meals - Persons Under 55	5.00
75	Home Delivered Meals - Senior 55 & Over / Disabled Persons	3.50
76	Senior Center Membership - Single Person Over 55	25.00
77	Senior Center Membership - Couples Over 55	35.00

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE (\$)
78	Computer Lab Printing (Black Ink)	0.25
79	Computer Lab Printing (Color Ink)	0.50
80	Leisure Classes - Seniors	Varies
81	Coffee	0.50
82	Excursions	Varies
Dial-A-Ride Fees:		
83	Senior Resident (Registered) 55>	0.50
84	Disabled Resident (Registered)	0.50
85	Caregiver	-
Miscellaneous Fees:		
86	Breakfast with Santa Event	25.00
87	Spring Family Event - Presale	10.00
88	Spring Family Event - Day of Event	15.00
89	Fourth of July Sky Show - Pre Sale	15.00
90	Fourth of July Sky Show - Day Of Event	20.00
91	Booth Rental - All Facilities - per booth	59.00
92	Event -Vendor/Catering Booth - per vendor/ booth	118.00
93	Leisure Classes	Varies
94	Refund Processing Fee	22.00
95	Special Events Applications	250.00
96	Facility/Event Staff (Supervision)	50.00
97	Facility/Event Staff (Alcohol)	50.00
Mission Meridian Village Parking Fees		
98	Mission Meridian Village Parking	5.00
99	Mission Meridian Village Parking (Monthly)	70.00
100	Mission Meridian Village Parking (Monthly Senior)	16.00
COMMUNITY DEVELOPMENT		
Building Fees:		
101	Building Permit & Plan Check	See LA County Fee Schedule
Use Permits:		
102	Administrative Use Permit	6,467.00
103	Conditional Use Permit	15,051.00
104	CUP Modification	9,462.00
105	Parking Use Permit	9,635.00
106	Temporary Use Permit (non-profit)	1,000.00
107	Temporary Use Permit	1,500.00
108	Variance- First	9,470.50
109	Variance - Each Add	3,542.50
Maps:		
110	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	3,211.50
111	Tentative Parcel Map	13,670.00
112	Tentative Tract Map	16,804.00
Design Review:		
113	ADU Review - Ministerial	633.00

ATTACHMENT 4

Item No. 8 – Court Use Pilot and Enforcement Model

Court Use Pilot Program and Enforcement Model

Garfield Park and Orange Grove Park

Purpose: This attachment translates the staff-recommended court policy into an operational six-month pilot. The model is designed to test whether court

Implementation Sequence

Phase	Timing	Actions	Purpose
Pre-Launch	Approximately 2-4 weeks before effective date	Confirm legal/administrative vehicle for court-specific rules; complete City Attorney review as appropriate; confirm final striping configuration and any necessary contract update; install temporary pilot signs; program lights for a 9:00 p.m. shutoff; establish reservation/permit procedures using a minimum 72-hour advance-notice requirement for one-time organized use and 30 business days for recurring organized use, applied uniformly regardless of residency; establish a no-show release rule; confirm whether court gates can be included in the nightly restroom lock-up procedure and, if so, establish the morning unlock procedure for the 7:00 a.m. opening; update website and permit materials; brief Community Services staff.	Ensure the rules are clear, visible, and administratively enforceable before the pilot begins.
Education Period	Days 1-30	Use signage, website notices, direct education, and verbal reminders. Staff documents recurring issues but emphasizes voluntary compliance. Conduct selected morning, evening, and weekend observations to identify predictable conflict periods and evaluate the 7:00 a.m. opening and 9:00 p.m. closing, including the reliability of any gate-locking/unlocking procedure.	Give users reasonable notice of new rules and establish a baseline before escalation.
Active Pilot	Days 31-180	Apply the adopted rules through signage, lighting controls, reservation/permit verification, complaint response, existing staff observations during normal operations, targeted Recreation Leader coverage outside regular staffed periods, and progressive enforcement. Increase targeted coverage only where data show persistent noncompliance.	Test whether the policy can operate without continuous on-site staffing and identify actual enforcement workload.
Interim Review	Approximately Day 60	Review complaints, observation data, reservation utilization/no-shows, staff contacts, after-9:00 p.m. activity, 7:00-8:00 a.m. utilization, gate-opening reliability if applicable, and any repeated violations. Make minor administrative adjustments to signs, communication, observation schedules, and reservation procedures without changing substantive policy.	Correct implementation issues early while preserving the policy adopted by City Council.
Final Evaluation	End of six-month pilot	Analyze utilization, compliance, public feedback, enforcement workload, operational costs, and recurring conflicts. Prepare report back to the Commission and City Council.	Determine whether each policy element should be retained, modified, or discontinued.

Progressive Enforcement Model

The pilot should be designed to be primarily self-enforcing through clear rules, scheduled lighting controls, visible reservation/permit procedures, and targeted staff presence. Existing Community Services staff would monitor compliance during regular staffed periods. Recreation Leaders may be scheduled for selected evening, weekend, morning, or post-closing observations when data or complaints demonstrate a need. Continuous court staffing is not recommended at launch. Enforcement actions requiring citations or other formal penalties would only be used if authorized by the applicable Municipal Code and City enforcement protocols. Staff will also evaluate whether court gates can be incorporated into the nightly park restroom lock-up procedure before City Council consideration and, if implemented, establish a reliable morning unlock procedure for the 7:00 a.m. opening.

Issue	Initial Response	Repeated / Persistent Issue	Documentation
Use after 9:00 p.m.	Verbal education/request to conclude play; confirm posted hours and lighting schedule. If a gate-locking procedure is implemented, advise users of the nightly closure process.	Targeted Recreation Leader follow-up during documented problem periods; referral through the City's applicable enforcement process if voluntary compliance is unsuccessful.	Date, time, park, activity, number of users, staff contact, complaint source if applicable.
Court holding / failure to relinquish	Explain applicable SPMC 21.22 limits and request compliance.	Document pattern; targeted observation; escalate through applicable court-rule enforcement procedures.	Observed occupancy, waiting parties, time of contact, resolution.
Unpermitted structured use / group of 25 or more	Advise organizer of the reservation/permit requirement and the applicable advance-notice standard for future use: at least 72 hours for one-time organized use or 30 business days for recurring organized use. Direct future requests through Community Services.	Require cessation of unauthorized exclusive/organized use where appropriate and/or condition future authorization on compliance, consistent with City rules.	Organizer/contact if available, activity type, date/time, prior contacts.
Conflict between permit holder and walk-on users	Verify reservation/permit; explain permitted priority for the approved period; assist walk-on users in identifying unreserved court access.	Document recurring conflicts, no-shows, or misuse and adjust communication, scheduling, conditions, or administrative procedures as appropriate.	Permit number, approved time, conflict type, resolution.
Portable net / equipment issue	Request removal or repositioning consistent with posted rules and safe court use.	Document repeat conduct and address under applicable facility rules or permit conditions.	Equipment issue, safety impact, staff contact, resolution.

Observation and Data Collection Plan

Staff should collect data at both parks across representative weekday morning, evening, and weekend periods rather than relying only on complaints. Particular attention should be given to the 7:00-8:00 a.m. opening period, the 8:00-9:00 p.m. period, and the period immediately after the 9:00 p.m. court closure. If overnight gate locking is implemented, staff should also track whether the courts are consistently unlocked and available by 7:00 a.m. The observation schedule may be adjusted during the pilot to focus on periods with the highest use, recurring conflicts, or reported noncompliance.

Data Category	What Staff Records	Why It Matters
Utilization	Primary sport in use; number of full-size courts occupied; approximate number of players; time of observation.	Shows whether tennis and pickleball demand differs by park, day, and time.
Waiting / Turnover	Waiting parties; approximate wait; whether users relinquish courts consistent with posted rules.	Tests whether first-come, first-served access remains workable and whether relinquishment rules are sufficient.
Hours Compliance	Activity during the 7:00-8:00 a.m. opening period; activity before 7:00 a.m. if observed; activity at or after 9:00 p.m.; whether lights shut off as programmed; whether any gate-locking/unlocking procedure occurs as scheduled; complaints and staff contacts.	Tests utilization at the recommended opening time, neighborhood impacts, and the enforceability and operational reliability of the 7:00 a.m. opening and 9:00 p.m. closure.
Reservations / Permitted Use	Number and type of reservations/permits; group size; court/time allocation; compliance with the 72-hour one-time and 30-business-day recurring advance-notice standards; no-shows; conflicts with walk-on users; cancellations when known.	Tests whether limited reservations for larger groups and structured uses can coexist with first-come, first-served public access.
Portable Nets / Shared-Court Operations	Use of the multi-purpose court versus the tennis-only court at each park; net setup/removal; placement issues; conflicts between tennis and pickleball; waiting for a particular court type; observed unused capacity.	Evaluates whether one multi-purpose court per park is sufficient during the pilot and whether local demand supports adding additional pickleball lines.
Public Feedback and Complaints	Topic, park, date/time, repeat issue, resolution, and whether complaint was verified by observation.	Separates recurring operational patterns from isolated concerns and supports evidence-based adjustments.
Staffing / Enforcement Workload	Observation hours; complaint-response time; number/type of staff contacts; reservation-administration time; Recreation Leader hours used for evening/weekend/morning coverage; staff time associated with any gate-locking/unlocking procedure.	Identifies whether the policy can be administered within existing resources or requires recurring additional staffing.

Public Communication

- Install concise temporary court-entry signage showing the 7:00 a.m. to 9:00 p.m. operating hours, first-come/first-served access when no reservation is in effect, reservation/permit priority, relinquishment limits, group/structured-use requirements, portable-net expectations, and the pilot court configuration.
- Post the pilot rules and effective date on the City's website and provide a single Community Services contact for questions or recurring concerns.
- Where practical, include a QR code or short web address on signs directing users to the complete rules and a method for reporting recurring problems.
- Use the first 30 days as an education period so regular users have notice before formal escalation.

Pilot Report Back

At the end of the six-month pilot, staff should provide the Community Services Commission and City Council with a consolidated evaluation addressing: (1) utilization by sport, park, and time of day, including use during the 7:00-8:00 a.m. opening period; (2) waiting and relinquishment patterns; (3) compliance with the 9:00 p.m. closure; (4) reservation/permit utilization, no-shows, and conflicts; (5) complaints and public feedback; (6) enforcement workload and cost, including Recreation Leader coverage; (7) the feasibility and effectiveness of any gate-locking and morning-unlocking procedure; and (8) the performance of the phased striping configuration, including whether demand supports adding pickleball lines to additional courts. The report should identify which elements staff recommends retaining, modifying, expanding, or discontinuing.

Research Sources

- City of South Pasadena staff, Comparative Municipal Research Summary - Tennis and Pickleball Court Access, Reservations, Hours, and Permits (Attachment No. 1).
- South Pasadena Municipal Code, Chapter 21, including Sections 21.2 and 21.22.
- City of South Pasadena Community Services Commission Minutes, November 10, 2025.
- City of La Cañada Flintridge, Recreation & Facilities / ActiveLCF materials and Municipal Code Chapter 5.24.
- City of Sierra Madre, March 30, 2026 and May 18, 2026 Community Services Commission materials regarding pickleball reservations and operating experience.