



## Parks and Recreation Commission Agenda Item

**City Council Meeting Date:** September 9, 2025

**TO:** Parks and Recreation Commission

**FROM:** Mario Guerrero, Jr., Community Development Director  
m\_guerrero@ci.lompoc.ca.us

**SUBJECT:** Parks and Recreation Commission Recommendation to City Council for the Formation of Rules, Fees and Regulations to Govern the City's RV Campgrounds

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### **Recommendation:**

Staff recommends the Commission:

- 1) Accept the staff report and recommend resolution to City Council for the formation of rules, fees and regulations to govern the City's RV Campgrounds, or;
- 2) Provide alternate direction

### **Background:**

The Parks and Recreation Commission approved Resolution 14-01 following rules, regulations, policies and fees are established for operation and management of the River Park Campground, pursuant to Subsection 2.52.020 B. and Section 12.08.040 of the Lompoc Municipal Code, and apply to all camping areas located at River Park and all other City campgrounds established or to be established in the future. This document shall amend existing rules, regulations, policies and fees.

With establishing new policies for the Commission, City Council no longer allows for the adoption of a resolution, but Commission will recommend to City Council for approval. In 2022 City renovated nine RV Spots and currently renovating 25 new spots to open in October 2025. This resolution will establish new rules, fees and regulations to enhance and govern the renovated campgrounds.

### **Discussion:**

### **Fees, Accounting, and Fee Waiver Policy**

A. The River Park Campground provides a stable revenue stream for the Park Maintenance Division and reduces the City General Fund subsidy. The City shall establish appropriate policy and fees to ensure the River Park Campground Fund generates sufficient revenue to meet or exceed the campground budget. Fees shall not exceed the usual and customary charge for similar services within 30 miles. Funds exceeding the operating budget shall be invested as determined by the Finance Director with principal and interest deposited in the River Park Campground Fund. The River Park Campground Fund shall be used for property acquisition debt repayment or capital projects as determined by the Community Development Director.

B. Fee Schedule

Camping fees shall be charged according to the following schedule:

Full-Hookup Site (includes 1 Camping Unit And 1 vehicle)	\$50.00 per day \$325.00 per continuous 7 days
Additional vehicle (whether parked at campsite or in Overflow Parking)	\$10.00 per unit per day
Dump Station (free for registered campers)	\$10.00 per use
Pets (max 2 per site)	FREE
Long-term Camper Deposit	\$650.00
Entire Campground Rental	\$1,000.00 per day plus Long- Term Surcharge (see Section 3)

C. A single Reservation Fee applies to all sites reserved at once.

D. Long-term campers are required to pre-pay every 4 weeks.

E. Long-term camper deposit refunded at check out after inspection for site damage.

F. All revenue shall be deposited in the River Park Campground Fund.

G. No Fee Waiver Policy

The River Park Campground provides a stable revenue stream for the Park Maintenance Division and reduces the City General Fund subsidy. Therefore, it shall be City policy not to grant requests for fee waivers for special events, unless approved by the Parks and Recreation Commission for sponsorship up to \$1,000 for city services.

## **Campground Rules and Regulations**

### **A. General**

1. The rules, regulations, policies and fees contained in this document shall be applied and enforced year-round, including holidays.
2. Reservations, excluding long term campers, can be reserved online at [www.cityoflom poc.com/recreation](http://www.cityoflom poc.com/recreation) no less than 24 hours upon arrival.

Reservations cannot be made for same-day arrivals online and must be reserved in person during normal business hours, Monday through Friday, 9am to 5pm at the Lompoc Parks & Recreation Administrative Offices at 125 West Walnut Avenue, Lompoc, CA, 93436.

3. Check-in is at 1:00pm. Check-out time is 11:00am
4. Minimum stay: 1 day.
5. Maximum stay: 21 continuous days within a 28-day period. Campers are not eligible to return until at least seven days have elapsed since their departure date.
6. Quiet time in the campground area is from 10:00 p.m. until 7:00 a.m. Radio, generators, and other activities distracting to neighboring campers are prohibited during quiet time.
7. Camping is permitted in designated sites only. Tent camping is strictly prohibited. All patrons must use City restroom facilities on site or in their camping units.

### **B. Site Occupancy**

1. A maximum of six (6) people (including children) is allowed per campsite.
2. People under 18 years of age are required to be always accompanied by an adult.
3. A maximum of one Camping Unit plus one extra vehicle is allowed per campsite. Both must be parked at the designated campsite. A Camping Unit is defined as a vehicle or trailer that is specifically designed for camping and offers privacy to the occupants. By definition, a boat is not a camping unit. Likewise, work trucks and vehicles designed for functions other than recreation are not camping units. Park Management reserves the right to use discretion regarding this policy.

4. No parking is allowed on the road shoulders, except for emergencies.
5. Visitors are welcome in the campground between 7:00 a.m. and 10:00 p.m. however, Overflow Parking closes at dusk.

C. River Park Campground Overflow Parking

1. The parking lot north of the campground in River Park, day use area, is designated as River Park Campground Overflow Parking.
2. No camping permitted in River Park Campground Overflow Parking.
3. Campers and visitors are authorized to use River Park Campground Overflow Parking at no charge until River Park, day use area closes at dusk. Vehicles left in River Park Campground Overflow Parking after dusk must be registered at the campground and pay an additional vehicle fee per the current fee schedule.

D. Alcohol

1. Single serving alcoholic beverages are allowed in campground. The registered camper shall ensure compliance with all laws and regulations, including his/her guests.
2. Alcohol is prohibited outside the campground in all areas of River Park.
3. Keg beer and similar containers are prohibited.

E. Fires

1. Fires are permitted in fire rings only. Charcoal fires are permitted in charcoal grills. Open ground fires are prohibited.
2. No fire shall be left unattended at any time.
3. All fires may be prohibited due to seasonal conditions at the discretion of Park Management.
4. Wood gathering is prohibited
5. Fires must be fully extinguished before all the occupants of the campsite retire for the evening.
6. A dumpster is provided for trash disposal. The burning of trash and excess litter is prohibited.

F. Dump Station

1. Dump station is for recreation vehicles only. Commercial use is prohibited.
2. Dumping or disposal of dish/bath water, septic, or other waste matter on the ground is prohibited.

G. Pets

1. Pets must be kept on a leash not to exceed six feet or securely confined in a kennel.
2. The registered camper shall ensure pet waste is picked up and disposed of immediately, including those of his/her guest.
3. Aggressive or unusually noisy animals are prohibited.
4. Horses, mules and other pets over 120 pounds are prohibited.

H. Property and Environmental Damage

1. Any intentional action resulting in damage to property or the environment will be fully prosecuted by the law.

**Long-Term Camping Policy**

A. The campground is intended for guests desiring temporary lodging. The campground shall not be claimed as a place of residence, nor shall a guest be considered a legal tenant. Guests using the campground shall waive all rights to, shall not be eligible for, nor shall file any claim for benefits associated with Local, State, Federal or other housing programs.

B. No Displacement Policy and Long-Term Surcharge

Long-term campers are essential to the financial health of the River Park Campground Fund, historically generating up to half of monthly revenue. Long-term campers desire reliable accommodation and the city risks losing these guests to competing facilities when they are displaced. Therefore, it shall be City policy to not grant requests for displacement of long-term campers for special events, unless approved by the Community Development Director. If a request for displacement of long-term campers is approved, then a surcharge shall be added to the regular camping fees calculated for the special event per the current fee schedule. The surcharge shall be determined by the Community Development Director.

C. Requests to be assigned a long-term site shall be made in writing by submitting an application suitable to Park Management accompanied by a letter describing the

need, along with any supporting documentation Park Management deems necessary. Preference shall be given to out-of-town contractors with proof of short-term local employment. Applications shall be approved by the Community Development Director, or designee, and can be terminated at any time without cause.

- D. Long-term campers may stay up to 52 continuous weeks. Camper desiring to return as a long-term camper shall reapply after vacating the premises for a minimum of fourteen days.
- E. Long-term sites shall be selected by Park Management. A maximum of 50% of the campground can be used for long-term camping, unless approved by the Community Development Director, or designee.
- F. Dogs shall have proof of registration and rabies vaccination.
- G. Long-term campers shall keep the site orderly, clean, and free of litter and debris.
- H. Without the express written permission of Park Management, no modifications to the site are allowed, that cannot be removed within 24 hours.
- I. Long-term campers will be assigned limited landscape duties (watering, weeding, etc.) within their assigned site as determined by Park Management.
- J. Chairs, tables, awnings and any other items determined by Park Management shall be removed when requested for campsite maintenance.

### **Campground Violation Policy**

A. The rules, regulations and policies in this document were created to protect the campground for the good of the community and encourage a safe and enjoyable visit for all guests. When violations of the rules, regulations or policies are identified, Park Management shall use these procedures when considering the appropriate response. The City reserves the right to discipline or evict campers at its sole discretion. This policy creates no contractual rights for the violator.

#### **B. Minor Violations**

1. Each minor violation shall be handled with progressive discipline using the following guidelines. Each minor violation by any guest of a registered camper will be applied to both the guest and the registered camper. We reserve the right to bypass or repeat any of these violations as the situation warrants. The minor violation counts cumulative and does not reset with each new visit.

Violation 1: Verbal Warning.

Violation 2: Written Warning.  
Violation 4\*: Eviction from the campground.

\* Each subsequent minor violation shall also result in eviction.

2. Minor violations are determined by Park Management and include, but are not limited to the following:
  - i. Not following written or posted campground rules and regulations.
  - ii. Nonpayment, incomplete payment, or late payment of campground fee.
  - iii. Vehicle not registered.
  - iv. Pet off leash or not under control.
  - v. Violation of quiet time.
  - vi. Litter and debris in campsite.
  - vii. Exceeding speed limit.
  - viii. Wood gathering within park or cutting standing trees.
  - ix. Fires left unattended or not fully extinguished.
  - x. Swimming or wading in River Park Lake.
  - xi. Fishing without a license.
  - xii. Golfing.
  - xiii. Horseback riding within improved park areas.
  - xiv. Vehicle maintenance or repair (oil changes, engine work, brake work, etc.)
  - xv. Children that are left without adult supervision.
  - xvi. Using paintball, airsoft or similar guns.

### C. Major Violations

1. Each major violation will result in a written citation with a fine not to exceed \$500.00 and immediate eviction from the campground. Each major violation will be determined by Park Management and include, but are not limited to, the following:
  - i. Law Enforcement response (disturbing the peace, drugs and alcohol, warrants or other violations by campers and their guests)
  - ii. Park damage (destruction of City property)
  - iii. Harassment or verbal threats of City employees, Park Host, Park Ranger, or other customers and guests.
  - iv. Fighting.
  - v. Using fireworks.
  - vi. Using BB guns, pellet guns, bow and arrows or other firearms.
  - vii. Theft.
  - viii. Dog bite.

**D. NO RETURN LIST**

1. Each time a violation results in eviction, whether Minor or Major Violation, that action shall be documented in a written report and forwarded to the Community Development Director, or designee, by Park Management for the violator's possible placement on the "No Return List".
2. Everyone on the "No Return List" shall be banned from use of the campground for 3 to 5 years, as determined by the Community Development Director, or designee based on the severity of the violation and whether the individual is a repeat violator.

**E. Appeals**

1. The determination of a major or minor violation and any fine imposed shall be final, unless the violator, within 10 calendar days after being given notice of that decision, files a written appeal and deposits any fine imposed with the Community Development Director. The Community Development Director will hear the appeal at the earliest date and at a time convenient to the appellant and Director. The Director's determination regarding the appeal will be provided, in writing, to the appellant within 10 business days after the appeal is heard. The decision of the Director is final. If the appeal is upheld, then, within 30 days after the Director provides the appellant with his/her decision to uphold the appeal, the City will reimburse the appellant for the deposited fine.
2. The decision whether a violator is to be placed on the "No Return List" and the time length of the ban shall be final, unless that violator, within 10 calendar days after being given notice of that decision, files a written appeal with the City Clerk and pays a fee of \$100.00 to cover the administrative costs for processing that appeal. That appeal will then be scheduled for a public meeting before the City Council at the earliest date convenient to the appellant, City Council and City staff. The City Council shall make its determination at the conclusion of the public meeting and that determination shall be provided, in writing, to the appellant within 10 City-business days after it is made. The decision of the City Council is final.

**Implementation**

- A. City staff is directed to revise all campground flyers, signs, website and other materials as necessary to reflect these changes.

**Fiscal Impact:**

No Fiscal Impact – Rules, Fees and Regulation Update

**Conclusion:**

The rules, regulations and policies in this document were created to protect the campground for the good of the community and encourage a safe and enjoyable visit for all guests. The River Park Campground provides a stable revenue stream for the Park Maintenance Division and reduces the City General Fund subsidy. Staff recommends Commission recommends the Resolution to City Council with any changes.

Respectfully submitted,

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Mario Guerrero, Jr., Community Development Director

Attachments: 1) Resolution \_\_\_\_ (25)