

Regular Meeting
City Hall Council Chambers
East side of Monte Verde
between Ocean & 7th

Tuesday
October 13, 2015
9:30 a.m.

Donna Jett, Chair
Stacy Meheen
Judy Refuerzo
Bobby Richards

Call to Order and Roll Call

Pledge of Allegiance

Appearances

Thank you for attending the meeting. Anyone wishing to address the Commission on matters not on the agenda, but within the jurisdiction of the Commission, may do so now. Please state the matter on which you wish to speak. Matters not appearing on the Commission's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Presentations will be limited to three minutes, or as established by the Commission. Persons are not required to give their name or address, but it is helpful for speakers to state their name in order that the Secretary may identify them.

Consent Agenda

1. Approval of Minutes of the September 15, 2015 Rescheduled Meeting (pp. 1 - 3)

Orders of Business

2. Consideration of Community Activities and Cultural Commission participation in the 2016 City Centennial (pp. 4-8)
3. Discuss possible cancellation of the December Community Activities and Cultural Commission meeting and provide direction (p. 9)

Reports from the Chair and Commissioners

Reports from the staff – receive and discuss reports, provide direction as necessary

4. Verbal report on the Scout House
5. Verbal report on Vista Lobos
6. Verbal report on Council decision regarding the Sunset Center Gala
7. Verbal report on the Community Activities and Cultural Commission appointment
8. Verbal review of 2015 Special Event Permits
 - 19th Annual Breakfast with the Bunny and Bunnyland, Saturday, April 4, Devendorf Park
 - Monterey Vintners Winemakers' Celebration, Saturday, May 2, Dolores between Ocean and 7th Avenues
 - 35th Annual Surfabout Contest, May 2 & 3, 2015, Carmel Beach
 - 22nd Annual Carmel Art Festival, May 14-17, 2015 – Mission between Ocean and 6th
 - Memorial Day Ceremony, Monday, May 25, 2015 11:00 am, Devendorf Park
 - 5th Annual Run in the Name of Love, Sunday, June 21, 2015, 8:00 am, Race Start on San Carlos Street – Finish at Del Mar.
 - 13th Annual 4th of July Celebration, Saturday, July 4, 2015, 12:00 pm, Devendorf Park

- 9th Annual Concours on the Avenue, Tuesday, August 11, 2015, various locations and Devendorf Park
- 18th Annual Pebble Beach Tour d'Elegance, Thursday, August 13, 2015 11:30 am - Ocean Avenue and Devendorf Park
- Carmel Chamber of Commerce Refreshment Lounge, Thursday, August 13, 2015
- Carmel High School Homecoming Parade, Friday, October 2, 2015 - **Review**
- 55th Annual Sandcastle Contest, Sunday, October 4, 2015, Carmel Beach - **Review**
- 7th Annual Carmel International Film Festival , Wednesday -Sunday, October 21-25, 2015 – various locations
- 100 Year Anniversary of the Carmel Fire Department, Saturday, October, 24, 2015, 11:00 am. 6th Street between Mission and San Carlos, in front of the Fire Station –
- 99th City Birthday Party and Parade, Saturday, October 31, 2015, 11:00 Parade, 12:00 Lunch, 3:00 Pumpkin Roll Veterans Day Ceremony, Wednesday, November 11, 2015, Devendorf Park
- 45th Annual Homecrafters' Marketplace., Saturday, November 21, 2015, 9:00 am to 3:00 pm – Sunset Center
- Holiday Tree Lighting, Friday, December 4, 2015 4:30 pm – Ocean Avenue and Devendorf Park.

10. Future Agenda Items

11. Adjournment

AFFIDAVIT OF POSTING

I, Janet Bombard, Library and Community Activities Director for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea City Hall bulletin board, posted at the Harrison Memorial Library on Ocean and Lincoln Avenues and the Carmel Post Office and distributed to members of the media on October 9, 2015.

Dated this 9th day of October, 2015, at the hour of 12:30 p.m.

Janet Bombard
Library and Community Activities Director

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION
CITY OF CARMEL-BY-THE-SEA
REGULAR MEETING, September 15, 2015

I. **CALL TO ORDER AND ROLL CALL**

PRESENT: Commissioners: Downing, Jett, Meheen, Richards, Refuerzo
ABSENT: None
STAFF PRESENT: Janet Bombard, Library and Community Activities Director
Margi Perotti, Community Activities Coordinator

II. **PLEDGE OF ALLEGIANCE**

Members of the audience joined Commission Members in the Pledge of Allegiance.

III. **APPEARANCES**

Yvonne Bowen from the Forest Theater Guild and Steven Moorer from Pac Rep appeared and wanted to present tentative schedules to the CA&CC for approval, and asked that they then be forwarded to the City Council for approval.

IV. **APPROVAL OF MINUTES OF THE JUNE 9, 2015 REGULAR MEETING.**

It was moved by Meheen and seconded by Refuerzo to approve the minutes as written.

AYES: Jett, Meheen, Richards, Refuerzo
NOES: None
ABSENT: Downing
ABSTAIN: None

V. **ORDERS OF BUSINESS**

A. Consider a request from Sunset Center to close the Sunset Center north parking lot from Friday, May 13, 2016 through Sunday May 15, 2016 for the Sunset Center Annual Gala, provide direction and forward a recommendation(s) to the City Council.

Staff member Bombard presented the staff report, and answered commissioners' questions.

Chairperson Jett opened the public hearing. Christine Sandin from the Sunset Center gave background information as to why they wanted to hold the Gala at the north parking lot. Barbara Davison, also from the Sunset Center, spoke to the issue and distributed a diagram showing ingress and egress at the San Carlos ramp. There being no other appearances, the public hearing was closed.

Following discussion, it was moved by Commissioner Richards and seconded by Commissioner Meheen to send a recommendation to City Council supporting the event. The motion carried by the following roll call vote:

AYES: Downing, Meheen, Richards, Refuerzo, Jett
NOES: None
ABSENT: None
ABSTAIN: None

B. Discuss viability, potential cost, and additional enhancements of the proposed Community Activities and Cultural Commission 2016 Centennial birthday parade float and make recommendations.

Tom Brocato appeared and addressed questions from the Commission regarding the parade. He stated the low-end cost for a float is approximately \$8,000. The Centennial Committee will be looking for sponsorship for several floats; however all other groups will need to self-sponsor. The application and design will need to be submitted to the Committee for approval, then sent to the float designers. Brocato informed the commission that the Centennial Committee has hired a parade company along with the float company to help with the celebration.

Sue McCloud informed the Commission that there are other ways besides the parade to participate in the year-long celebration.

There being no other appearances, the public hearing was closed.

It was moved by Commissioner Meheen and seconded by Commissioner Refuerzo to continue the item to the next regular meeting. The motion carried by the following roll call vote:

AYES: Downing, Meheen, Richards, Refuerzo, Jett
NOES: None
ABSENT: None
ABSTAIN: None

VI. ANNOUNCEMENTS FROM CHAIR AND COMMISSIONERS.

Commissioner Downing stated this would be her last meeting on the Commission as her term is expiring. She stated she had enjoyed working with the Commission.

Commissioner Richards stated there was a great turnout, and he has received positive feedback regarding the Concurs on the Avenue event, and car week in general.

VII. ANNOUNCEMENTS FROM STAFF – receive and discuss reports, provide direction as necessary.

A. Request for a volunteer from the Community Activities and Cultural Commission to serve as a judge for the 55th Annual Sandcastle Contest on Sunday, October 4, 2015 from 11:00 am to 3:00 p.m.

Commissioner Richards volunteer to be a judge for the event.

B. New Farmers' Market vendor.

Staff member Bombard gave a short verbal report and addressed questions from the Commission.

C. Review of 2015 Special Event Permits

Staff members Perotti and Bombard reviewed the special events and addressed questions from the Commission.

VIII. FUTURE AGENDA ITEMS

A. Add the Homecoming Parade to the Calendar.

ADJOURNMENT

There being no further business to come before the Commission, Chair Jett adjourned the meeting at 10:12 a.m.

Respectfully submitted,

Margi Perotti, Community Activities Coordinator

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

October 13, 2015

To: Community Activities and Cultural Commissioners
From: Janet Bombard, Community Activities Director
Subject: Consideration of Community Activities and Cultural Commission participation in the 2016 City Centennial

SUMMARY: At the October 15, 2015 meeting, commissioners discussed entering a float in the City's 2016 Centennial Celebration Birthday Parade.

Due to the costs associated with the float, the commission decided to continue the item to the October meeting in order to further discuss whether a float is feasible, and if not, to talk about other possible ways in which it might wish to participate in the Centennial celebrations.

ATTACHMENTS:

- Attachment 1: List of Events from the Centennial Celebration website
- Attachment 2: Minutes of the May 12, 2015 regular meeting listing commission ideas for the Centennial (Item C)



ATTACHMENT 1

EVENTS

The following is a preliminary list of Special Events that are being scheduled in 2016 for the Carmel-by-the-Sea Centennial Celebration. This list will be updated on a regular basis to highlight all of the magnificent events that are being planned as part of our Celebration. Please advise of any functions you would like added (info@carmelcentennial.com) and check back regularly for more information including the specific day and time of each event ...

IN 2016... (AS OF OCTOBER 2, 2015)

JANUARY EVENTS...

- Date TBD -- Ribbon Cutting Ceremony to launch the Year-Long Celebration
- Date TBD - Centennial Series, "Reliving our History" - Jack Galante on Frank Devendorf (Carmel Residents Association)

FEBRUARY EVENTS...

- Fri., Feb 19 thru Sun., Feb 21 Robinson Jeffers Association conference titled "Jeffers, 1916, A Defining Year" (Tor House)
- Sat., Feb 20 and Sun., Feb 21 - Monterey Symphony Guest Conductor Farkhad Khudiyev and clarinetist Emil Khudiyev (Sunset Center)

MARCH EVENTS...

- Sat., Mar 20 and Sun., Mar 21 - Monterey Symphony Concerts with mezzo-soprano Jennifer Johnson Cano and the Cabrillo College Choir (Sunset Center)
- Sat., Mar 26 -- Breakfast With the Bunny (Carmel Host Lions Club) (Devendorf Park)
- Date TBD - Centennial Series - "Reliving our History" - Erin Gafill on the Frank Powers Family (Carmel Residents Association)

APRIL EVENTS...

- Sat., Apr 23 and Sun., Apr 24 - Monterey Symphony Concerts with Van Cliburn and gold medal winning pianist Vadym Kholodenko (Sunset Center)
- Fri., Apr 29 - Arbor Day Celebration (Time and location TBD)

MAY EVENTS...

- Date TBD -- Sunshine Freestyle Surfabout (Carmel Beach)
- Date TBD -- Carmel Art Festival (Mission St and Devendorf Park)
- Sat., May 7 -- Annual Winemaker's Celebration (Dolores Street -- between Ocean & 7th)
- Sat., May 21 and Sun., May 22 - Monterey Symphony Concerts featuring "Capriccios" with violinist Anne Akiko Meyers (Sunset Center)
- Mon., May 30 -- Memorial Day Program (Devendorf Park)

JUNE EVENTS...

- Date TBD -- Run in the Name of Love (Begins at Sunset Center)
- Preview, Thurs., Jun 23; Opens Fri., Jun 24 thru Sun., Jun 26 -- Forest Theatre Guild presents an original work "The Borrowers-The Musical" (Forest Theatre)

JULY EVENTS...

- Fri., Jul 1 thru Sun., Jul 3; Fri., Jul 8 thru Sun., Jul 10; and, Thurs., Jul 14 thru Sun., Jul 17 -- Forest Theatre Guild presents an original work "The Borrowers--The Musical" (Forest Theatre)
- Mon., Jul 4 -- Jul 4th Picnic in the Park (Devendorf Park)
- Sat., Jul 16 thru Sat., Jul 30 - Bach Festival (Various locations)

AUGUST EVENTS...

- Tues., Aug 9 -- Concours on the Avenue (Ocean Avenue between Junipero and Monte Verde)

- Thurs., Aug 11 -- Concours d'Elegance 2016 (Ocean Avenue and Devendorf Park)
- Thurs., Aug 18 thru Sun., Aug 25 -- PacRep's "The Wizard of Oz" (Forest Theatre) - Performances Thurs. thru Sundays Only

SEPTEMBER EVENTS...

- Thurs., Sept 1 thru Sun., Sept 25 -- PacRep's "The Wizard of Oz" (Forest Theatre) - Performances Thurs. thru Sundays Only
- Mon., Sept 5 -- Labor Day -- Live performance of "Abalone" (Cherry Center)
- Date TBD - Centennial Series, "Reliving our History" - Speaker TBD (Carmel Residents Association)
- Fri., Sept 30 thru Sun., Oct 2 -- Robinson Jeffers Tor House Fall Festival (Tor House)

OCTOBER EVENTS...

- Sat., Oct 1 thru Sun., Oct 2 -- Robinson Jeffers Tor House Fall Festival (Tor House)
- Sat., Oct 1 thru Sat., Oct 15 -- Carmel Heritage exhibit of Carmel Mayors -- (Marjorie Evans Gallery at Sunset Center)
- Sat., Oct 1, 2, 6-9, 13-16 PacRep's Carmel Shakespeare Festival "Twelfth Night" (Forest Theatre)
- Week of Oct 10 -- Fire Awareness Safety Week & and Celebration of the 100th year of the Carmel-by-the-Sea Fire Department.
- Sun., Oct 16 thru Sat., Oct 31 -- Historical Photo exhibit and Jo Mora exhibit -- (Marjorie Evans Gallery at Sunset Center)
- Mon., Oct 17 at 2 PM -- Carmel Women's Club celebrates "Our Story" 91 years in Carmel with Historical Retrospective and displays (Carmel Women's Club)
- Wed., Oct 19 thru Sat., Oct 22 -- Carmel International Film Festival (Sunset Center)
- Thurs., Oct 20 thru Sun., Oct 30 -- PacRep's Carmel "Second Production" (Name TBD) Shakespeare Festival (Circle Theatre)
- Sat., Oct 22 and Sun., Oct 23 -- Monterey Symphony Concerts featuring commissioned work inspired by Robinson Jeffers and composed by John Wineglass in honor of the Centennial Celebration (Sunset Center)
- Sat., Oct 22 -- Sand Castle Contest (Carmel Beach)
- Sun., Oct 23 -- Forest Theatre Program (Forest Theatre)
- Sat., Oct 29 at 11 AM -- City Parade (Ocean Avenue) & Celebratory Luncheon (Sunset Center)
- Sat., Oct 29 at 8 PM -- Carmel Music Society celebrates 90th season with Saint-Martin-in-the-Fields Chamber Ensemble (Sunset Center)
- Sun., Oct 30 -- Carmel Mission Ecumenical Service (Carmel Mission)

WHAT THE CARMEL-BY-THE-SEA CENTENNIAL PARADE WILL BE ON OCT. 29

- A Celebration of our 100 Years and Carmel-by-the-Sea History
- Charming
- Musical
- High-energy and spirited
- Has a sense of community and is locally supported
- Artistic
- Colorful
- Visually exciting
- Have elements of surprise
- Something that must be seen and is highly anticipated by everyone

NOVEMBER EVENTS...

- Fri., Nov 11 -- Veterans Day Program (Devendorf Park)
- Sat., Nov 19 -- Homecrafters' Marketplace (Sunset Center)
- Sat., Nov 19 and Sun., Nov 20 - Monterey Symphony Concerts presenting Mendelssohn's Midsummer Night's Dream (Sunset Center)
- Date TBD - Centennial Series, "Reliving our History" - Les and Rowan Rowntree on Lester Rowntree (Carmel Residents Association)
- Thurs., Nov 24 -- Thanksgiving

DECEMBER EVENTS...

- Fri., Dec 2 -- Tree Lighting (Ocean Avenue at Devendorf Park)
- Sun., Dec 25 -- Christmas
- Sat., Dec 31 -- New Years Eve
- Date TBD -- Closing Centennial Ceremony

Email: info@carmelcentennial.com

Call: (831) 250-1214

Mail: P.O. Box CC, Carmel-by-the-Sea, CA 93921



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B. Receive Draft J.O. Lumberyard/Vista Lobos Facility Guidelines and Use Fees, Provide direction to staff and make recommendation to the City Council.

Staff member Bombard presented the staff report.

Chair Jett opened the public hearing, there being no appearances the public hearing was closed.

The following changes are to be made to the updated Facility Use Guidelines:

- Energy Conservation: remove the comment regarding heating, as there is a programmable thermostat that has been installed.
- Use of the Barbeque area – time of use, change from 10:00 a.m. to ½ hour after sunset.
- Page 41, should simply state: no candles – no open flames allowed.
- Policy should state staff is not on the premises.

Following discussion, it was moved by Meheen and seconded by Richards to make a recommendation to the City council to approve the updated guidelines with the corrections as noted above. The motion carried by the following roll call vote:

AYES:	Downing, Meheen, Richards, Refuerzo, Jett
NOES:	None
ABSENT:	None
ABSTAIN:	None

C. Discuss Community Activities and Cultural Commission participation in the 2016 Centennial, develop ideas for projects and appoint a Commissioner to represent the CA&CC at a City Council workshop on Monday, July 6, 2015.

Staff member Bombard presented the staff report.

Chair Jett appointed Commissioner Richards as the representative for the Community Activities and Cultural Commission.

Ideas presented by Commissioner Refuerzo:

- * Showcase Carmel - voted the most romantic city – Valentine’s Day poetry in the park on Valentines Day weekend, with music in the background.
- * Picnics in the park on Thursdays with music.
- * Movies on Monday at either the High School, Carl Cherry Foundation or at the Youth Center.
- * Dog friendly – calendar: “Dogs in Carmel”. Charge \$50 and get your dog in the calendar. Pup Parade.
- * Photo contest of why you love Carmel/painting contest of Carmel

Ideas presented by Downing

- * Horse drawn carriages downtown
- * Valentines Day weekend show – poetry and photo contest, then sell paintings and possibly make a book with all the poetry and paintings.

Ideas presented by Jett

- * Have a float in the parade representing community events: surfers, kites, bunny, Run in the Name of Love, Carmel art – artist, sand box, miniature car, music, etc.

- * Jett stated Tanimura and Antle has 100 year old tractors that they would be willing to bring to the parade.

Ideas presented by Meheen

- * Have one of the events on the deck at First Murphy, showcasing the First Murphy House.

General comments:

- * Look at dates for the 4th Thursday in the park
- * Possibly do eight (8) cultural events in the park.

Continued to the next regular meeting in order to bring more ideas and to discuss the events.
No other action taken.

D. Discuss letter from North Monterey County High School band Director D.L. Johnson regarding an offer to present a band program and provide policy direction.

Jett opened and closed the public hearing. Staff will follow up with the band director to see if they are interested in participating in City Events.

E. Consider appointment of a Community Activities and Cultural Commission representative(s) to serve on an ad hoc committee for the Forest Theater Master Plan.

Chair Jett opened and closed the public hearing. Chair Jett volunteered to be the representative for the ad hoc committee.

VI. ANNOUNCEMENTS FROM CHAIR AND COMMISSIONERS.

Commissioner Refuerzo announced no notices were given for road work that the City had contracted to do and she could not get out of her driveway.

VII. ANNOUNCEMENTS FROM STAFF – receive and discuss reports, provide direction as necessary.

- A. Action taken by the City Council at its April 6, 2015 meeting regarding Community Activities and Cultural Commission and staff recommendations regarding directives issued by the City Council at its September 9, 2014 meeting discussion of Car Week.

Staff member Bombard presented her report and addressed questions of the Commission.

- B. Action taken by the City Council at its May 4, 2015 meeting regarding Community Activities and Cultural Commission and staff recommendations regarding fee waivers for Run in the Name of Love and Concur on the Avenue.

Staff member Bombard presented her report and addressed question of the Commission.

- C. Review of Special Event Permits 2015.

Staff member Perotti gave a verbal report on Special Events and addressed questions of the Commission.

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

October 13, 2015

To: Community Activities and Cultural Commissioners
From: Janet Bombard, Community Activities Director
Subject: Discuss possible cancellation of the December Community Activities and Cultural Commission meeting and provide direction

SUMMARY: Historically, the commission has not held a December meeting unless there is timely business to conduct.

At this time there are no anticipated agenda items for the month of December; however there is always a possibility that items of business that would necessitate a meeting will arise in the interim.

Staff is requesting direction from the commission regarding cancellation of the December meeting. Options for the commission's consideration include:

- Reschedule the meeting for an earlier date in December
- Cancel the meeting altogether
- Cancel the meeting with the proviso that should timely business arise, the commission will meet on its regularly scheduled date, or a date that is convenient to the majority of the commissioners