



CITY OF CARMEL-BY-THE-SEA

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Chair Judy Refuerzo, Commissioners Linda Califore,
Donna Jett, Grace Lee,
and Stacey Meheen

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

REGULAR MEETING

9/13/2016

9:30 a.m.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

- A. Proclamations, special recognitions, election or appointment of chair, etc.

PUBLIC APPEARANCES Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Commission. Matters not appearing on Commission's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names so that they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

- A. Announcements from Chair and Commissioners

CONSENT AGENDA Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission or the public may ask that any items be considered individually for purposes of Commission discussion and/or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. Approval of the minutes for the 7/19/2016 meeting.

ORDERS OF BUSINESS Orders of Business are agenda items that require Commission discussion, debate, direction to staff, and/or action.

2. Discuss Community Activities and Cultural Commission participation in the Centennial Parade on Saturday, October 29, 2016; appoint an ad hoc committee; and provide direction as necessary.

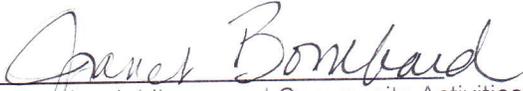
REPORTS FROM THE STAFF Receive and discuss reports, provide direction as necessary.

3. Review of Car Week
4. Upcoming events

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7th Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 9/9/2016 in accordance with the applicable legal requirements.



Janet Bombard, Library and Community Activities Director

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Community Activities and Cultural Commission members regarding any item on this agenda, received after the posting of the agenda will be available for public review in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2007 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative decision made by the City of Carmel-by-the-Sea is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-judicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Carmel-by-the-Sea, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION
CITY OF CARMEL-BY-THE-SEA
REGULAR MEETING, JULY 26, 2016

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commissioners: Calafiore, Jett, Meheen, Lee, Refuerzo
ABSENT: None
STAFF PRESENT: Janet Bombard, Library and Community Activities Director
Margi Perotti, Community Activities Coordinator
Lori Aiello, Community Activities Coordinator

II. PLEDGE OF ALLEGIANCE

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

III. APPEARANCES

No appearances.

IV. CONSENT AGENDA

1. Approve the minutes of the June 14, 2016 regular meeting.

It was moved by Calafiore and seconded by Meheen to approve the minutes of the June 14, 2016 meeting as submitted. The motion carried by the following roll call vote:

AYES: Calafiore, Jett, Meheen, Lee, Refuerzo
NOES: None
ABSENT: None
ABSTAIN: None

V. ORDERS OF BUSINESS – NEW BUSINESS

1. Discuss Community Activities and Cultural Commission participation in the Centennial Parade on Saturday, October 29, 2016 and provide direction.

Staff Member Bombard provided the staff report and addressed questions of the Commission.

Chairperson Refuerzo opened the public hearing. Tom Brocato appeared and addressed questions of the Commission. No other appearances.

Following discussion, it was moved by Jett and seconded by Refuerzo to ride in convertible in the parade, and dress in a uniform theme. The motion carried by the following roll call vote:

AYES: Calafiore, Jett, Meheen, Lee, Refuerzo
NOES: None
ABSENT: None
ABSTAIN: None

2. Review draft community promotions fund grant overview and application, provide direction as necessary and make a recommendation to the City Council.

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

Chair Refuerzo opened the public hearing, no appearances.

Following discussion, it was moved by Meheen and seconded by Lee to forward a recommendation to the City Council to approve the grant application with the condition that there be only one grant cycle per year. The motion passed by the following roll call vote:

AYES: Calafiore, Jett, Meheen, Lee, Refuerzo
NOES: None
ABSENT: None
ABSTAIN: None

3. Review draft special event planning guide brochure, provide direction as necessary and make a recommendation to the City Council

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

Following discussion, it was moved by Meheen and seconded by Jett to forward the brochure to the City Council with corrections. The motion carried by the following roll call vote:

AYES: Calafiore, Jett, Meheen, Lee, Refuerzo
NOES: None
ABSENT: None
ABSTAIN: None

VI. OLD BUSINESS

1. Review and discuss the Community Activities and Cultural Commission plans for a cultural event in Devendorf Park to be held in conjunction with the 2016 Centennial celebrations, provide direction as necessary.

Commissioner Meheen recommended that they do not have a cultural event in Devendorf Park. Commissioner Calafiore and Chair Refuerzo concurred with Meheen's recommendation. No other action taken.

VII. REPORTS FROM THE CHAIR AND COMMISSIONERS

Commissioner Meheen provided an update regarding the Centennial's Farmer Market efforts in selling items at for sale.

Commissioner Meheen also asked that the Commission keep the victims of the Sobrantes fire in mind.

VIII REPORTS FROM STAFF

Staff member Perotti gave a verbal report on past Special Events and upcoming events on the calendar.

Staff member Bombard gave an update on City Council approval of the Forest Theater Use Agreement, the Vista Lobos Use Policy, and the Special Event Policy and addressed questions from the Commission.

X. ADJOURNMENT

There being no further business to come before the Commission the meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Margi Perotti, Community Activities Coordinator

Approved by:

Donna Jett, Acting Chair



CITY OF CARMEL-BY-THE-SEA

Community Activities and Cultural Commission Staff Report

September 13, 2016

TO: Community Activities and Cultural Commissioners

FROM: Janet Bombard, Community Activities Director

SUBJECT: Discuss Community Activities and Cultural Commission participation in the Centennial Parade on Saturday, October 29, 2016; appoint an ad hoc committee; and provide direction as necessary

BACKGROUND / SUMMARY

At the July 26, 2016 meeting, the Community Activities and Cultural Commission (CA&CC) discussed various elements involved in the Commission's participation in the Centennial parade. Commissioners agreed to defer the issue of costumes they will wear to the next meeting.

Due to Brown Act constraints, the Commission will want to appoint an ad hoc committee consisting of two Commissioners to act as liaisons to the Centennial Committee parade organizer(s) and costumer.

Carmel-by-the-Sea 2016 Calendar Traditional/Annual Special Events

Carmel Centennial Launch, Friday, Jan. 8, 2016. Ribbon Cutting at Memorial Arch located at Ocean and San Carlos – 3:00 p.m. For more information call 831-620-2020

20th Annual Breakfast with the Bunny: Sat., March 26, 2016. Annual spring celebration held in Devendorf Park, sponsored by the Carmel Host Lions Club. Breakfast and entertainment provided. For information call 831-620-2020

Monterey Co. Vintners & Growers Assoc. 23rd Annual Winemakers' Celebration-Sat., May 7, 2016, 1-5 p.m., Dolores btwn Ocean & 7th; and On 7th btwn Dolores and San Carlos. For more information call 831/375.9400

36th Annual Surf-About: Fri, Sat., & Sun., May 13 - 15, 2016. Annual Surf Contest held at Carmel Beach. For more information contact Sunshine Freestyle at 831/375.5015.

23rd Annual Carmel Art Festival. Thurs. – Sun., May 12-15, 2016. Annual Plein Air painting event.. For more information contact Carmel Art Festival at 831/646.4000 or go to www.carmelartfestival.org.

Memorial Day Ceremony: Mon., May 30, 2016, 11 AM. Ceremony held at Devendorf Park, sponsored by the Carmel-by-the-Sea Chapter of the American Legion. For more information contact 831/624.9941.

6th Annual Run in the Name of Love, Sun., June 19, 2016, 8 AM Sunset Center, San Carlos & 9th , 2K/5K Walk-Run. Susan Love, Organizer. For more information go to www.run4love.org

14th Annual 4th of July Celebration: Monday, July 4, 2016, 12:00 PM -4 PM Entertainment, food and games. Held in Devendorf Park. For more information contact Carmel Community Activities at 831/620.2020

10th Annual Carmel-by-the-Sea Concours on the Avenue, Tues., Aug. 16, 2016. Automobile show presenting antique “marqued” vehicles for display. For more information contact 404/237.2633 or go to www.carmelconcours.com

19th Annual Tour d’Elegance Vintage Car Parade and Display, Thurs., Aug. 18, 2016, 11:30 AM. Parade and car display held on Ocean Avenue. For more information contact 831/622.1700 or go to www.pebblebeachconcours.net

2nd Annual Pumpkin Roll, Saturday, October 1

8th Annual Carmel International Film Festival, Wed. – Sun., Oct. 19-22, 2016, held at Sunset Center and various venues around town. For more information contact carmelfilmfest.com.

Carmel High School Homecoming Parade, Fri., Oct. 21, 2016, 3:00 p.m. Parade held on Ocean Avenue.

56th Annual Sand Castle Contest: Sun. October 23, 2016 at 8:00 AM; Judging from 12 Noon to 2:00 PM. Annual Sandcastle contest held on Carmel Beach, Scenic south of 10th. For more information contact Carmel Community Activities at 831/620.2020 or go to www.ci.carmel.ca.us or www.aiamontereybay.org , Monterey Bay Chapter of the AIA

100th City Birthday Party, Parade, and Street Dance: Sat., Oct. 29, 2016, 11:00 AM Parade/12 Noon Lunch, 5 PM Street Dance. City's annual birthday celebration. *For more information call Carmel Community Activities at 831/620-2020*

2nd Annual Pumpkin Roll, Saturday, October 1, 2016, 1:00 – 3:00 PM, Ocean Avenue

Veteran's Day Ceremony, Fri., Nov. 11, 2016, 11:00 AM. Ceremony held in Devendorf Park honoring our veterans, *sponsored by the Carmel-by-the-Sea Chapter of the American Legion. 831/624.9941.*

46th Annual Homecrafters' Marketplace: Sat., Nov. 19, 2016, 9:00 AM-3:00 PM. Annual craft fair held at Sunset Center north parking lot. *For more information call Carmel Community Activities at 831/620-2020*

Tree Lighting: Fri., Dec. 2, 2016, 3:00 – 5:45 PM. Annual celebration, tree lighting and entertainment held on Ocean Avenue and in Devendorf Park. Tree will be lit between 5:30 and 5:45. *For more information call Carmel Community Activities at 831/620-2020*