

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION
CITY OF CARMEL-BY-THE-SEA
SPECIAL MEETING, APRIL 15, 2016

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commissioners: Jett, Lee, Refuerzo, Richards
ABSENT: Meheen
STAFF PRESENT: Janet Bombard, Library and Community Activities Director
Lori Aiello, Community Activities Coordinator
Don Freeman, City Attorney

II. PLEDGE OF ALLEGIANCE

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

III. APPEARANCES

No appearances.

IV. ORDERS OF BUSINESS

Chairperson Richards made a statement that he has no financial gain and no ex parte communications or reasons to excuse himself from the Concours on the Avenue item.

1. Consider a request for a waiver of special event permit fees for the Concours on the Avenue and forward a recommendation to the City Council.

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

Chairperson Richards opened the public hearing. Jill Sheffield is supportive of the event and of the fee waiver request. Carolyn Hardy stated the request is under the old policy and that we are putting the cart before the horse. Monta Potter is supportive of the event and of the request for fee waivers.

It was moved by Jett and seconded by Richards to send a recommendation to the City Council to fully support the event. The motion carried the following roll call vote.

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

An additional motion was made by Refuerzo and seconded by Lee to ensure all financial and all required documents are submitted prior to going to the City Council for consideration. The motion carried by the following roll call vote:

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

2. Consider a request for a waiver of special event permit fees for the Pebble Beach Tour d'Elegance and forward a recommendation to the City Council.

Staff member Bombard presented the staff report and addressed questions of the Commission. City Attorney, Don Freeman addressed questions of the Commission.

Chairperson Richards opened the public hearing. Nellie O'Such and Dennis Comma from Pebble Beach Company spoke to the fee waiver request.

It was moved by Jett and seconded by Richards to send a recommendation to the City Council to support the fee waiver in the amount of \$5,000 subject to the event organizer providing all financial and required documents prior to going to the City Council for consideration.

The motion carried by the following roll call vote:

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

The Commission returned to item #1. See amended motion.

3. Receive an hoc committee report, review and discuss draft Special Event Policy, and forward a recommendation to the City Council.

City Attorney, Don Freeman gave an overview of the Special Event Policy and addressed questions of the Commission.

Staff member Bombard presented the staff report.

Chairperson Richards opened the public hearing. Carolyn Hardy and Monta Potter from the Ad Hoc committee appeared before the Commission. There being no further appearances the public hearing was closed.

It was moved Richards and seconded by Jett to forward the following recommendations to the City Council for consideration:

All applications will be hand stamped with time and date received.
Responses to applicant will be no less than 30 days.
All new events must meet with the City no less than 90 days in advance, returning events must meet no less than 60 days in advance.

Change the sale of merchandise to be allowed at the Scout House, Vista Lobos and the Forest Theater by user groups.

Funds available for large events will be limited to 40% of available funds and for small events it will be limited to 60% of available funds.

By general consensus the Commission approve the motion.

It was moved by Richards to change the eligibility to allow a for profit event organizer to apply for a grant as long as there is a nonprofit component that benefits the City of Carmel-by-the-Sea. The motion failed due to a lack of a second.

V. ORDERS OF BUSINESS

Review and discuss CA&CC plans for a cultural event in Devendorf Park to be held in conjunction with 2016 Centennial celebrations, provide direction as necessary.

VI. OLD BUSINESS –continued to the next regularly scheduled meeting.

X. ADJOURNMENT

Due to time constraints all remaining business on the agenda was continued to the next regularly scheduled meeting. Chair Richards adjourned the meeting at 1:55 p.m.

Respectfully submitted,

Lori Aiello, Community Activities Assistant

Approved by:

Bobby Richards, Chair