

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION
CITY OF CARMEL-BY-THE-SEA

SEPTEMBER 11, 2012

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commission Members Dixon, Rachel, Parks, Downing
ABSENT:
STAFF PRESENT: Cindi Lopez-Frincke, Community Services Assistant
Heidi Burch, Assistant City Administrator

II. PLEDGE OF ALLEGIANCE

Members of the audience joined Commission Members in the pledge of allegiance.

III. APPEARANCES

None

IV. APPROVAL OF MINUTES

Commissioner DIXON moved **ratification of the minutes from the May 8, 2012, meeting** seconded by Commissioner RACHEL and **carried** by the following roll call vote:

AYES: Dixon, Rachel, Parks Downing
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Commissioner DIXON moved **ratification of the minutes from the June 12, 2012, meeting** seconded by Commissioner DOWNING and **carried** by the following roll call vote:

AYES: Dixon, Rachel, Parks Downing
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

V. ORDERS OF BUSINESS

A. Discussion of Commission Meeting Time (Discuss/Action)

Following discussion to change the start time of the Community Activities & Cultural Commission a motion was mad to keep the meeting start time at 9:30 a.m. The meeting was opened to the public for comment. With no comments made, the motion passed unanimously.

B. Consideration of Amending the Length of Commission Terms (Discuss/Action)

Following discussion to limit the term of office for the Community Activities and Cultural Commission from four years to three years, a motion was made by Commissioner PARKS, and seconded by Commission RACHEL to change the limit terms of office to three (3) years rather than the current four (4) year. The meeting was opened to the public for comment. With no comments made, the motion passed unanimously.

C. Consideration of Amendments to the Rules of Procedure (Discuss/Action)

Following a reading of the Rules of Procedure the Commission DOWNING noted various changes to wording and deleting of various headings. The meeting was opened to the public for comment. With no comments made it was agreed that the changes will be made as noted.

D. Presentation on the Volunteer Program (Discuss/Action)

Following discussion it was agreed that the Commission will do the work to bring together a group of volunteers to be spearheaded by Joanna Tupman to act as Volunteer Coordinator. It was also discussed that Chair Dixon will contact Ms. Tupman to see if she is willing to be a part of this group. The meeting was opened to the public for comment. Barbara Davison from the Sunset Center offered her assistance with setting up the volunteer program. It was agreed that Chair DIXON will come back at the October meeting with her input on the program.

VI. Review and Consider Amendments to the Community Calender (Discuss/Action)

Assistant City Administrator Heidi Burch gave a presentation on the city's website detailing all the current city sponsored and non-city sponsored events on the site. The meeting was opened to the public for comment with no comments made the topic was closed.

VII. ANNOUNCEMENTS FROM THE CHAIR AND/OR COMMISSIONERS

None

VIII. ANNOUNCEMENTS FROM THE ASSISTANT CITY ADMINISTRATOR-RECEIVE AND DISCUSS REPORTS, PROVIDE DIRECTION AS NECESSARY.

None

IX. FUTURE AGENDA ITEMS

A. Election of Vice-Chair

IX. ADJOURNMENT

There being no further business to come before the Commission, Chair Dixon adjourned the meeting at 10:30 a.m.

Respectfully submitted,

Cindi Lopez-Frincke, Community Services Assistant

ATTEST:

Dixie Dixon, Commissioner CA&CC

DRAFT

CITY OF CARMEL-BY-THE-SEA
 COMMUNITY SERVICES
 PO BOX CC
 CARMEL-BY-THE-SEA, CALIFORNIA 93921
 Phone: 831/620.2020 Fax: 831/624.2132
 E-Mail: srana@ci.carmel.ca.us
clopez@ci.carmel.ca.us

SPECIAL EVENT PERMIT

EVENT TITLE: Light Up A Life

DATE OF REQUEST: September 20, 2012

DATE OF EVENT: Saturday, December 8, 2012

TIME OF EVENT: Exact time of event
SET-UP TIME: Estimated set up
TEAR-DOWN TIME: Estimated tear down

SPECIFIC EVENT LOCATION: Devendorf Park

CONTACT PERSON: Patrick Conners, Forbes Ellis???

PHYSICAL ADDRESS: 2511 Garden Road, Suite A-250

CITY, STATE, ZIP Monterey, CA 93940

CELL PHONE/TELEPHONE /FAX:

E-MAIL: (can be Patrick or Forbes)

DAY OF EVENT CONTACT PERSON: If more than one give a list

CELL PHONE:

PLEASE DESCRIBE THE EVENT; PLEASE INCLUDE ALL EQUIPMENT TO BE UTILIZED FOR EVENT (TABLES, CHAIRS, SUNSHADES, ETC.)

ESTIMATED ATTENDANCE:

CONDITIONS OF APPROVAL: Approval contingent upon submittal of appropriate insurance coverage and payment of fees stipulated by the City of Carmel-by-the-Sea (Policy C89-45, C89-47, C95-06).

Insurance Policy:

- Required as stated: Organizer/Organization to be named as additional insured:**
- Other conditions as required:

Fees:

- Processing Fee: \$150 (separate invoice prepared)**
- Damage Deposit: \$350 (refundable if park location is left clean)**
- Call 831/620.2020, for additional fees**
-

Business License Required: Any event requiring the support of professional or service Special business must insure that each business obtain a City Business License.

- Yes - Valid permit must be on file with city hall.
- No

Other conditions as required:

- Prior notification of event to affected area
 - Garbage/Recycling
 - Cups, plates, or any type of food or liquid containers made of **styrofoam** are not permitted

Municipal Code Section: CMC17.40

Signs and displays including those which are visible from exterior areas accessible to pedestrians and which are flashing, self-illuminated, neon, phosphorescent, glossy, incorporate internal lights or movement or that include strings of small lights around doors or windows. Also prohibited are exterior signs, displays, or other installations that include balloons, streamers, or other notice-attracting appendages.

NOTIFICATION TO CITY DEPARTMENTS

NOTIFICATIONS

DATE ADVISED DATE REVISED

CHIEF OF POLICE:

CARMEL FIRE DEPARTMENT:

DEPARTMENT OF PUBLIC WORKS:

FOREST AND BEACH:

PLANNING AND BUILDING:

RISK MANAGER:

CITY COUNCIL READ BOARD:

OUTSIDE AGENCIES:

MST (Monterey Salinas Transit)
WASTE MANAGEMENT (W-M)

APPROVED BY: _____
City Administrator

DATE:

DRAFT

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SPECIAL EVENT PERMIT

EVENT TITLE: Carmel-by-the-Glass

DATE OF REQUEST: September 18, 2012

DATE OF EVENT: Thursday, November 15, 2012

TIME OF EVENT: 4:00 pm – 8:00 pm

SET-UP TIME: 2:00 pm

TEAR-DOWN TIME: 9:00 pm

SPECIFIC EVENT LOCATION: Devendorf Park

CONTACT PERSON: Rich Pepe

DAY OF EVENT CONTACT PERSON: Rich Pepe

PHYSICAL ADDRESS: Corner of 7th & Dolores

CITY, STATE, ZIP: Carmel, CA 93921

CELL PHONE/TELEPHONE /FAX: Cell 831-521-9631 / Fax 831-626-8889

E-MAIL: pepe&pepeinternational.com

PLEASE DESCRIBE THE EVENT; PLEASE INCLUDE ALL EQUIPMENT TO BE UTILIZED FOR EVENT (TABLES, CHAIRS, SUNSHADES, ETC.)

This event brings together the seven wine tasting rooms of Carmel-by-the-Sea. All these tasting rooms currently work together to promote the Wine Walk-by-the-Sea, which is also promoted through the Carmel Chamber of Commerce. This event would have each tasting room have an 8 foot table to have guests taste their wines, then hopefully encourage the guests to visit their wine shops in person and purchase wines for take home purposes.

Guests will sign in and buy a tasting glass and be given a wristband with proof of over 21 required. Non-alcoholic wines will be offered to taste for guests under-21 or designated drivers, etc.

All ABC licenses will be applied for and approved.

Only small bite foods will be offered for guests plus olive oil and bread tasting. This will encourage guests to visit other restaurants after the event is over. A few local restaurants will be asked to participate in the small bite foods offering.
 Carmel-by-the-Glass

Light classical guitar or simple music will be offered, but no dancing or loud music is planned nor asked for.

Tables for vendors, high top cocktail round tables for guests and a few chairs for guests will be brought into the park. Each tasting room will decorate their own table according to their own style of tasting room.

CELL PHONE: 831-521-9631

ESTIMATED ATTENDANCE: 150

CONDITIONS OF APPROVAL: Approval contingent upon submittal of appropriate insurance coverage and payment of fees stipulated by the City of Carmel-by-the-Sea (Policy C89-45, C89-47, C95-06).

Insurance Policy:

- Required as stated: Organizer/Organization to be named as additional insured:**
- Other conditions as required:

Fees:

- Processing Fee: \$400/4 hours plus \$300 extra per hour**
- Damage Deposit: \$350 (refundable if park location is left clean)**
- Call 831/620.2020, for additional fees**
-

Business License Required: Any event requiring the support of professional or service Special business must insure that each business obtain a City Business License.

- Yes - Valid permit must be on file with city hall. YES (please use Vino Napoli license)**
- No

Other conditions as required:

- Prior notification of event to affected area
 - Garbage/Recycling
 - Cups, plates, or any type of food or liquid containers made of **styrofoam** are not permitted

Municipal Code Section: CMC17.40

Signs and displays including those which are visible from exterior areas accessible to pedestrians and which are flashing, self-illuminated, neon, phosphorescent, glossy, incorporate internal lights or movement or that include strings of small lights around doors or windows. Also prohibited are exterior signs, displays, or other installations that include balloons, streamers, or other notice-attracting appendages.

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MST (Monterey Salinas Transit)
WASTE MANAGEMENT (W-M)

APPROVED BY: _____
City Administrator

DATE: