

CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE DATA SHEET

Policy/Procedure No.: C95-08 Department of Origin: Forest, Parks and Beach

Effective Date: 9 November 1995 Authority: Resolution No. 95-150

Revision Date(s): November 2, 2010; April 3, 2012

SUBJECT: Holiday Lights

RESPONSIBLE PARTY: Director of Forest, Parks and Beach

PURPOSE: To allow and regulate the installation of lights in the public right-of-way and those displayed on commercial property visible from public property.

POLICY/PROCEDURE: As fully set forth in the policy document, attached.

RESCINDED: (Date)

CITY ADMINISTRATOR APPROVAL OF DEPARTMENTAL POLICIES:

Date: _____ Initial: _____

CITY OF CARMEL-BY-THE-SEA

POLICY NO. C95-08

BOLIDAY·LIGHTS

The City of Carmel-by-the-Sea allows the placement of lights on trees in the public right-of-way and in or on commercial property on a temporary basis during the holiday season. The "holiday season is defined as the period beginning with the third Wednesday in November and continuing until the second Wednesday in January.

This Policy applies to the public rights-of-way and private properties in the CC and SC zones and to commercial enterprises in the residential district.

The following guidelines shall be followed:

1. **With the exception of the City's Ocean Avenue median lights, which shall be illuminated year-round,** as of the second Wednesday in January, all holiday lighting must be removed from businesses and from City-owned trees.
2. All lights and extension cords used outdoors shall be "exterior type" UL listed.
3. Lighting shall be secured, not loose or dangling, and well out of the public's way. Electrical cords shall be installed at a minimum of eight (8) feet above the public right-of-way.
4. Lights are not permitted on trees which have a trunk diameter of less than three (3) inches, measured four and one-half (4 1/2) feet above the ground.
5. Lights must be hung in a manner that will not damage a tree or other public property. Nothing that will cause holes in trees -- such as nails, pushpins, or staples -- may be used.
6. Lights shall be removed if, in the opinion of the Forest, Parks and Beach Director, they are damaging a tree.
7. Tracer or flashing lights are not permitted.
8. Permanent exterior lighting changes are permissible only through Planning Commission approval of an exterior design change application for which may be made at the Community Planning and Building Department.
9. Only lights may be installed on public trees. No other form of decoration -- such as ornaments, ribbons, tinsel, artificial snow or coloring -- shall be permitted.