



CITY OF CARMEL-BY-THE-SEA ACTIVITIES COMMISSION AGENDA

Commissioners Kati Enea, Jeff Meacham, Ellen
Martin,
Judy Refuerzo, and Maria Ruess

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

Regular Meeting
Tuesday, May 12, 2026
9:30 AM

HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

<https://ci-carmel-ca-us.zoom.us/j/86385883557>
Webinar ID: 863 8588 3557
Passcode: 125299
Dial in: (669) 444-9171

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or use the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to lsfenton@ci.carmel.ca.us. Comments must be received at least 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

- 1) Announcements from Commissioners
- 2) Announcements from Staff

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 Chair. While stating your name is optional, it helps to identify speakers in the meeting minutes. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item, and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

ORDERS OF BUSINESS

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

- 3) Approve the Minutes for the April 14, 2026, Special Meeting.
- 4) "Carmel By the Glass" Wine Tasting Event on Carmel Beach on Saturday, September 19, 2026, and consideration of recommendation to withdraw approval of the Special Event Application
- 5) Review past events
- 6) Discuss upcoming events
- 7) Consideration of the appointment of two Ad Hoc Committees to work with staff on the City's 110th Birthday Celebration and the Holiday Celebration

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Board of Trustees regarding any item on this agenda, received after the posting of the agenda will be available

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 831-620-2000 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).



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

May 12, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Approve the Minutes for the April 14, 2026, Special Meeting.

RECOMMENDATION:

Approve the Minutes for the April 14, 2026, Special Meeting.

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. Regular Meeting Minutes - April 14, 2026

**CARMEL-BY-THE-SEA
ACTIVITIES COMMISSION**

REGULAR MEETING MINUTES

Tuesday, April 14, 2026

CALL TO ORDER AND ROLL CALL

PRESENT: Meacham, Martin, Refuerzo, Ruess

ABSENT: Enea

STAFF PRESENT: Leslie Fenton, Admin. Analyst

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

1) Announcements from Commissioners

Commissioner Martin invited everyone to attend the Third Thursday event this Thursday.

Commissioner Ruess announced that on her recent trip to Spain, she visited a town that has an interest in becoming a Sister City with Carmel-by-the-Sea.

2) Announcements from Staff

None

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 Chair. While stating your name is optional, it helps to identify speakers in the meeting minutes. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item, and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

Dan Troyan

ORDERS OF BUSINESS

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

3) Approve the Minutes for the March 3, 2026, Special Meeting.

Commissioner Meacham moved to approve the Minutes for the March 3, 2026, Special Meeting, seconded by Commissioner Martin, and carried by the following roll call vote:

AYES: Meacham, Martin, Refuerzo, Ruess

NOES: None
ABSENT: Enea
ABSTAIN: None

4) Receive an update on the Car Week Managed Parking Pilot Program

The Commission received an update on the Car Week Managed Parking Pilot Program from Chief Trayer.

Public Appearances
Rich Pepe
Shirley Moon

5) Car Week 2026 – Proposed Revocable License Agreement for Parking Management by Good Roots Inc

City Attorney Brian Pierik presented the staff report.

Chair Ruess moved to forward the Commission's recommendations to the City Council, seconded by Commissioner Refuerzo, and carried by the following roll call vote:

AYES: Meacham, Martin, Refuerzo, Ruess
NOES: None
ABSENT: Enea
ABSTAIN: None

6) Receive a presentation from Jack Galante of Galante Family Vineyards for a "Carmel By The Glass" wine tasting event on Carmel Beach on Saturday, September 19, 2026.

The Commission received a presentation from Jack Galante of Galante Family Vineyards for a "Carmel By The Glass" wine tasting event on Carmel Beach on Saturday, September 19, 2026.

Public Appearances
None

Commissioner Refuerzo moved to approve the "Carmel By The Glass" wine tasting event on Carmel Beach on Saturday, September 19, 2026, seconded by Commissioner Meacham, and carried by the following roll call vote:

AYES: Meacham, Martin, Refuerzo, Ruess
NOES: None
ABSENT: Enea
ABSTAIN: None

7) Review past events

Admin. Analyst Fenton reviewed the Earth + Arbor Day event.

8) Discuss upcoming events

This item was continued to a future meeting.

9) Consideration of the appointment of two Ad Hoc Committees to work with staff on the City's 110th Birthday Celebration and the Holiday Celebration

Admin. Analyst Fenton asked the Commissioners to email her with their interest in being appointed to either the City's 110th Birthday Celebration or the Holiday Celebration Ad Hoc Committee.

FUTURE AGENDA ITEMS

- Ad Hoc Committee appointments

ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 11:28 a.m.

The next Regular Meeting is scheduled for Tuesday, May 12, 2026.

APPROVED:

ATTEST:

Maria Ruess, Commission Chair

Leslie Fenton, Commission Clerk



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

May 12, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Brian Pierik, City Attorney

SUBJECT: “Carmel By the Glass” Wine Tasting Event on Carmel Beach on Saturday, September 19, 2026, and consideration of recommendation to withdraw approval of the Special Event Application

RECOMMENDATION:

Motion to withdraw the April 14, 2026, approval by the Community Activities Commission of the Carmel by the Glass Event on Carmel Beach.

BACKGROUND / SUMMARY:

I. OVERVIEW

On April 14, 2026, the Community Activities Commission considered a Special Event Permit Application (“Application”) submitted by Jack Galante (Galante Family Vineyard for an event (“Event”) described as “Carmel by the Glass”. Attachment 1 is the Staff Report and the Application.

According to the Application, the Event would take place on September 19, 2026 on Carmel Beach, near Scenic and 13th Avenue. The anticipated event attendance is 300 – 350. Tickets would be purchased in advance and there would be no onsite ticket sales.

During the meeting on April 14, 2026, Jack Galante stated that the proceeds from the Event would be donated to Set Free Monterey Bay.

At the conclusion of the Commission meeting on this item, the Commission voted to approve the Event.

II. DISCUSSION

A. Special Events Ordinance

The City's Special Events Ordinance is in Title 12 (Streets, Sidewalks and Public Places), Chapter 12.48 (Special Events Ordinance) which is Attachment 2.

The "reviewing authority" under this Ordinance is the Community Activities Director. Section 12.48.030.

Marisa Bermudez is now the Acting Community Activities Director in addition to her position as the Acting Assistant City Administrator.

A special event includes any organized assemblage of 75 or more persons at any public place, public property or public facility which is to gather for a common purpose under the direction or control of a person. Section 12.48.030.

Any person who wishes to sponsor a special event must first obtain a permit for the event from the City. Section 12.48.040 A.

Applications for special events must be submitted to the Community Activities Director as the reviewing authority. Section 12.48.060.

The Community Activities Director shall review and act on the special event permit application based upon the procedures set forth in Section 12.48.060 E.

A special event permit application shall be denied by the Community Activities Director if the special event is in conflict with applicable provisions of any Federal, State and/or local laws. Section 12.48.060 E 3 e.

The Community Activities Director may submit a special event permit application to the Community Activities Commission for review and comment.

B. Community Activities Commission

The Community Activities Commission was created and established by Title 2 (Administration and Personnel), Chapter 2.28 (Community Activities Commission).

Section § 2.28.060 (Duties, Responsibilities and Authority) provides:

"The Community Activities Commission's mission is to encourage and support the interaction of neighbors, friends, families and visitors through the shared experience of special events, programs, and gatherings which bring the community together virtually on the City's streets and in its parks by creating opportunities to interact, celebrate, enrich people's lives, and promote inclusiveness."

The duties, responsibilities and authority of the Community Activities Commission do not include approval of Special Event Permit Applications as that authority lies with the Community Activities Director based upon Chapter 12.28 (Special Events Ordinance) as described above.

C. Prohibition of conducting sales or undertaking commercial activity on Carmel Beach, bluff and Del Mar parking area west of Scenic Road.

Title 17 (Zoning), Article IV (Beach and Riparian Overlay District) include Section 17.20.200 (Regulations Incorporated from Other Titles) which provides regulations that apply in the beach overlay district.

Section 17.20.200 reads as follows:

“§ 17.20.200 Regulations Incorporated from Other Titles.

The following regulations apply in the beach overlay district.

...

L. Commercial Activity Prohibited on Carmel Beach Lands. It is unlawful to conduct sales or undertake commercial activities on Carmel Beach, along the bluff, or in Del Mar parking area west of Scenic Road.”

If the Event will conduct sales or undertake commercial activities, then the Event is not allowed based upon Section 17.20.200 L. The Carmel by the Glass event would both conduct sales and undertake commercial activities for the reasons described below.

1. Sales

In regard to “sales”, as noted, the tickets for this event would be sold in advance and would not be sold at the event itself. However, selling the tickets in advance of the Event is still as sale in that money is being paid and, in return, the person attending the event take that ticket to Carmel Beach and receive wine and some pre-prepared food.

There is no exception in the City Municipal Code for events at Carmel Beach which sell ticket in advance and have no onsite ticket sales.

There is also no exception in the City Municipal Code if the event sponsor donates the proceeds from the sale of tickets to a charity or a non-profit.

2. Commercial Activities

In regard to “commercial activities”, the word “commercial” is not defined in the City Municipal Code. Therefore, under the law (including the Municipal Code and court decisions), reference must be made to plain meaning of the word.

City Municipal Code Section 1.04.030 (Interpretation of Language) reads:

“All words and phrases shall be construed according to the common and approved usage of the language, but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according

to such peculiar and appropriate meaning.”

In addition, courts have held that when a code uses a term which is not defined in the code, then the term will be interpreted based on its plain meaning including the dictionary definition.

Wasatch Property Management v. Degrate (2005) 35 Cal. 4th 1111, 1121-1122:

“The principal question, then, is whether the word “terminate,” as used in section 1954.535, encompasses situations in which the owner indirectly terminates the HAP contract by terminating the tenancy agreement. When attempting to ascertain the ordinary, usual meaning of a word, **courts appropriately refer to the dictionary definition of that word.** (People v. Leal (2004) 33 Cal.4th 999, 1009, 16 Cal.Rptr.3d 869, 94 P.3d 1071; see, e.g., Hammond v. Agran (1999) 76 Cal.App.4th 1181, 1189, 90 Cal.Rptr.2d 876; Scott v. Continental Ins. Co. (1996) 44 Cal.App.4th 24, 28–30, 51 Cal.Rptr.2d 566.) The Oxford English Dictionary defines “terminate” as meaning, among other things, “[t]o bring to an end, put an end to, cause to cease; to end.” (17 Oxford English Dict. (2d ed.1989) p. 804.) This definition encompasses both directly ending something and indirectly causing it to end.” (Emphasis added).

According to the Oxford English Dictionary, the word “commercial” means relating to or engaged in the buying and selling of goods and services; intended or likely to make a financial profit.

The Event described in the Application would meet the definition of “commercial activities” which are prohibited under Section 17.20.200 L. There would be a buying and selling of goods (wine/food) and services (serving of the wine/food).

In regard to making a financial profit (revenue less expenses), the fact that the Event sponsor plans to donate the profit (if any) to Set Free Monterey Bay does not change the fact that this Event meets the definition of commercial activities. As noted above, there is no exception in the City Municipal Code for events which donate proceeds to a charity or a non-profit organization.

III. CONCLUSION

The recommendation is that the Commission approve a Motion to withdraw the April 14, 2026 approval by the Community Activities Commission of the Carmel by the Sea Event. This recommendation is based upon the following three reasons:

1. The Event would conflict with City Municipal Code Section 17.20.200 L because the Event would conduct sales.
2. The Event would conflict with City Municipal Code Section 17.20.200 L because the Event would undertake commercial activities.
3. Commission did not have the authority under the City Municipal Code to approve the Application.

The Community Activities Director will need to make a decision whether to approve or deny the Application for the Carmel by the Sea Event.

If the Applicant wishes to appeal the decision of the Community Activities Director, City Municipal Code Section 12.48.060 contains the rules with regard to appeals.

PRIOR CAC ACTION

April 14, 2026, motion to approve Special Event Permit Application for Carmel by the Glass

FISCAL IMPACT:

None

ATTACHMENTS:

- 1. Attachment 1 - Staff Report 4.14.26 to CAC re Carmel by the Glass Event
- 2. Attachment 2 - Chapter 12.48 Special Events Ordinance



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

April 14, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Receive a presentation from Jack Galante of Galante Family Vineyards for a "Carmel By The Glass" wine tasting event on Carmel Beach on Saturday, September 19, 2026.

RECOMMENDATION:

Receive a presentation from Jack Galante of Galante Family Vineyards for a "Carmel By The Glass" wine tasting event on Carmel Beach on Saturday, September 19, 2026.

BACKGROUND / SUMMARY:

Carmel By The Glass, organized by Richard Pepe, took place in Devendorf Park in 2012, 2013, and 2014, to highlight local Carmel wine tasting rooms. The event was well attended and very successful.

Jack Galante of Galante Family Vineyards has submitted a Special Event Permit Application (Attached) to revive Carmel By The Glass. The event organizers are proposing to hold the event on Saturday, September 19, 2026, from 2:00 p.m. - 5:00 p.m. on Carmel Beach at Scenic and Thirteenth. They anticipate 300-350 guests.

As proposed, the event will feature tastings from Carmel's boutique wineries and the opportunity to engage with the winemakers. No food will be served. In accordance with the Department of Alcohol Beverage Control regulations, attendees must be 21 years of age. Tickets to the event must be purchased in advance; there will be no ticket sales on site the day of the event. The organizers will have volunteers checking for tickets, IDs, and wristbands.

Alcohol is allowed on the beach, not on the pathway above. The organizers will monitor that attendees do not leave the event area and proceed to the pathway above with alcohol. The organizers have been notified that they will need to provide portable restrooms due to the number of attendees.

The date of Carmel By The Glass coincides with the 63rd Great Sandcastle Contest. The Sandcastle Contest takes place on the beach between Tenth and Twelfth Avenues and is over by approximately 1:00 p.m. Staff does not anticipate any conflict between the two events, as they are scheduled at different times. This event does not require City Council approval since alcohol is permitted on the beach, there are no road closures, and tents are not being erected on public property.. Carmel By The Glass qualifies as a temporary event, exempt from a Coastal Development Permit.

FISCAL IMPACT:

NA

ATTACHMENTS:

1. Carmel By The Glass Special Event Permit Application



Applicant Information

Event Title: Carmel By The Glass

Event Date: 09/19/2026

Applicant Name: Jack Galante

Organization: Galante Family Vineyards

Phone: (415) 860-8637_

Email Address: jack@galantevineyards.com

Mailing Address: Dolores St. between Ocean Avenue & 7th Avenue Carmel-by-the-Sea, CA 93921

Day-of-Event Contact: Louise Bristow

Day-of-Event Phone: (818) 398-8091

Event Information

Provide a detailed description of your event, the sequence and types of activities the event will include, event attendees, etc.

Carmel by the Glass is a proposed one-day wine tasting event that will bring together every Carmel tasting room in a singular celebration of local culture, hospitality, and the town's renowned and unique sense of place. This event has been held before, in Devendorf Park, but to position this event as something truly unique, Carmel by the Glass will take place on the beach – something that has never been done before, and something that no other California destination could pull off in the same impactful way. Carmel Beach epitomizes the town's natural beauty and enhances the visitor experience. During the three-hour afternoon event (2-5pm), guests will enjoy curated tastings from Carmel's boutique wineries and the unique opportunity to engage directly with winemakers. By showcasing Carmel as a premier wine and lifestyle destination, Carmel by the Glass will support local businesses, attract responsible visitors, and generate positive media attention, all while remaining in harmony with Carmel's traditions and values.

We anticipate 300 - 350 guests.

Type of Event

Community Event

What is the anticipated event attendance, including attendees, volunteers, vendors, etc.?

300 - 350

Will the event be open to the public?

Yes, but tickets must be purchased in advance. There will be no onsite ticket sales.

Where will your event be held?



On Carmel Beach, near Scenic and 13th.

Event Timeline

Actual Event Date : 09/19/2026

When do you plan to start setting up for your event?

9am on 19th September

When will you be finished breaking down your event?

7pm on 19th September

Street Closures

Will this event require any City streets to be closed?

No

If yes, how do you plan to manage the traffic control?

What street(s) are you requesting to be closed? (Be specific on exactly where the closures will occur)

Why do you need the requested street(s) closed and what will you be doing on them?

Provide the date and time the street(s) will be closed.

Provide the date and time the street(s) will be reopened.

Parking

Does your event require reservation of parking stalls for loading/unloading, equipment, valet parking, etc.?

Yes

List the location(s) of and how many parking stall(s) you wish to reserve.

Two parking stalls at the intersection of 13th and Scenic

Will you be erecting any structures (stanchions, etc.) or placing any objects such as carpeting in the parking stall?

No

If yes, per Carmel Municipal Code 12.08.030, a temporary encroachment permit, which will be issued in conjunction with your special event permit is required. Describe in detail all structures/objects and their placement in the road.



Safety and Security

Do you have a security plan for your event?

Yes

Please describe your security plan including crowd control, internal security and venue safety, or attach the plan to this application.

Volunteers will handle security upon entry to the event to ensure only ticketed guests with wristbands can participate in the wine tasting activities.

Do you have a medical plan for your event?

Yes

Describe your medical plan. Include the communications plan, the number and certification levels (MD, RD, Paramedic, EMT), and types of resources that will be at your event and the manner in which they will be managed and deployed.

We will have trained first aiders present as part of our volunteer crew. Local PD and Fire Crews will be notified of the event.

Accessibility Plan

These questions are intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may attach more detailed information if necessary.

Have you developed a disabled parking and/or transportation plan for your event?

Yes

If yes, please describe.

Four accessible parking spaces are located at the base of Ocean Avenue.

If an information center is provided at your event will customer services representatives be available to assist disabled individuals?

Not applicable

If all areas of your event venue cannot be made accessible, will maps, programs, or information be made available to show the location of accessible restrooms, parking, and first aid stations?

Not applicable

Sanitation and Recycling

All events must work with the City's waste management provider (Green Waste) to address recycling and waste diversion. The plan must indicate sufficient staff to handle event cleanup and sufficient equipment placed in effective locations. In the case of a street event, streets will remain closed to allow for adequate cleanup. Post-event cleanup must commence immediately after the end of the event. Litter and trash control shall include the event site and a one-block radius around the event site.

Per Municipal Code Section 8.74, the use of single-use carryout plastic bags is prohibited at any special event. Cups, plates or any type of food or liquid containers made of Styrofoam are not permitted. Only compostable service ware may be used.



Describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event, including the number of dumpsters, trash cans, recycling containers, and a plan for waste stream diversion.

Eco-Friendly Glassware: Shatterproof crystal-clear polycarbonate wine glasses to eliminate risk of broken glass on the beach.

Waste Management: Zero-trace policy with wineries to remove waste, composting/recycling stations, and partnership with local waste services.

All waste will be removed from the beach by event staff and volunteers at the conclusion of the event.

All winery partners participating will remove their own bottles at the conclusion of the event.

Portable Toilets

Per City Policy, all event organizers shall be responsible for providing portable toilets at their events. The number of portable toilets will be based on a formula of at least one for every 250 people, or in the case of large-scale events, as determined by a City Staff Committee. City facilities will not be substituted for the requirement and shall not be included in the formula. Ten percent of the total number of toilets shall be ADA/handicapped accessible. All toilets must have secondary containment. The goal is to have at least one wheelchair accessible toilet in each grouping of portable restrooms.

Per City policy, will your event require portable toilets?

Yes

If yes, how many portable toilets will you be providing?

Per the City's stated requirements, we will add as many additional toilets as needed.

Provide the date and time that the portable toilets will be delivered.

Provide the date and time that the portable toilets will be removed.

Will a minimum of 10% of portable restrooms at your event be accessible?

Yes

If no, please describe why.

We will meet all stated City requirements

Amplified Sound and/or Entertainment

Will your event require amplified sound?

No

If yes, please describe type and locations of amplified sound equipment, as well as performers, locations of stages, etc.



How will the amplified sound be powered? Please describe.

Food and Alcohol

If you plan to serve food at your event you will need to obtain a Temporary Food Facility (TFF) permit from the Monterey County Department of Health. More information and the online application can be found on their website <https://www.co.monterey.ca.us/government/departments-a-h/health/environmental-health/consumer-health-protection/special-events>. Please submit a copy of your health department permit along with your application materials.

If you plan to serve alcohol at your event your alcohol provider/pourer will need to provide a copy of their Alcoholic Beverage Control (ABC) license as an attachment to the permit application. For more information on ABC licensing please visit <https://www.abc.ca.gov/licensing/>

Will you provide food at your event (e.g. catered, food concessions, etc.)? If yes, please describe.

No

If yes, please describe.

Four accessible parking spaces are located at the base of Ocean Avenue.

Will alcoholic beverages be served at your event?

Yes

If yes, please describe your security plan to ensure the safe sales or distribution of alcohol at your event.

Uniformed staff managing access points, check-in, ID verification, wrist band allocations, and crowd control.

Responsible Pouring: All winery staff trained in safe alcohol service (LEAD certified).

Event Notification

An event can change the normal flow of residential and business activity, potentially causing a negative impact to the community. In such cases the Staff Committee may determine that public notice to the surrounding neighborhood is required prior to reaching a decision. The applicant shall be responsible for distributing such notice.

If an event involves a street closure, amplified sound (more than announcements), the sale of alcohol, or more than 200 anticipated attendees, the applicant will be required to notify, in writing, all residents and businesses within 300 feet of the event venue and/or route at least two weeks prior to the Community Activities Commission or City Council meeting at which the event will be considered. The notification must include the following information:

- Name of event.
- Description of the event, including anticipated number of attendees.
- Name of person(s) or organization(s) sponsoring the event, with contact information including phone and e-mail.
- Proposed date, time and duration of the event, including setup and tear down.
- Proposed street closure(s) and alternative route(s), if applicable.
- Use of amplified sound, if applicable.
- Sale or serving of alcohol, if applicable.



- City staff contact information.
- Date, time and location of the public meeting(s) at which the event request will be considered.

The notification may be distributed door-to-door or mailed to the impacted area. A distribution list may be obtained from the Community Planning and Building Department. The applicant must also notice the proposed event in the local newspaper, and is encouraged to use other appropriate means of distribution such as e-mail blasts, and posting the notification on community or shared boards and at the Carmel Chamber of Commerce.

Insurance

The City of Carmel-by-the-Sea requires liability coverage of a minimum of One Million Dollars (or minimum \$2,000,000 for large-scale events) for all special events.

ALL property and locations that are to be utilized/insured must be listed and reflect the City's interest in the insured property.

The policy must read as follows: The City of Carmel-by-the-Sea , its public officials, officers, agents, and employees are names as additionally insured in respect to <EVENT> on <DATE>.This information is typed in the "Description of Operations/Locations /Vehicles/Exclusions Added by Endorsement/Special Provisions.

- A separate "Additionally Insured" endorsement page, with the same wording as above, is also required.
- If applicable, Proof of Workers Compensation is also required.
- If applicable, Alcohol Liability Insurance is required.

The policy must specify commencement and expiration dates for coverage of the event. NAME/ADDRESS OF INSURED must read: City of Carmel-by-the-Sea, PO Box CC, Carmel, CA 93921. The name of the insurance company writing the policy, policy number, address phone and fax must be included.

The Insurance Company must be a company doing business in California and must be rated A+ or better. The rating of the company must be attached to the Certificate of Liability/additionally insured Endorsement.

Attachments

If applicable please provide the following attachments via email to communityactivities@ci.carmel.ca.us. Make sure to include the name of your event in the file name.

- Comprehensive event site plan, including but not limited to requested parking stalls, traffic safety barricades, amplified sound/stages, generator locations, food/drink concessions, first aid stations, information booths, trash/recycling, portable toilets, tents, etc.
- A list of all service providers (caterers, fencing, rentals, security, etc.) including business name, address, phone, email, and City of Carmel-by-the-Sea business license number.
- Sanitation and Recycling Plan with Green Waste Recovery.



- Sample of your notice for distributions to businesses, residents, and other entities that may be impacted by your event.
- Parking and or valet and/or shuttle plan.
- Temporary Food Facility permit from the Monterey County Department of Health
- ABC license
- Insurance certificate

Affidavit of Applicant

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Carmel-by-the-Sea Municipal Code.

I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the City Administrator's designee.

I agree to comply with any other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the conduct of the Event.

I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Carmel-by-the-Sea.

I understand the insurance documents must be submitted 45 days prior to the event.

I understand that submitting this application acts as a request not a guarantee.

Applicant Name

Jack Galante

Organization

Galante Family Vineyards

Date

03/14/2026

Chapter 12.48 SPECIAL EVENTS ORDINANCE

§ 12.48.010 Title.

This chapter shall be known as the City of Carmel-by-the-Sea "Special Events Ordinance."
(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.020 Purpose and Intent.

To provide regulations allowing for special events while mitigating impacts on residents, visitors and businesses, maintaining traffic circulation, and ensuring public safety.

It is not the intent of this chapter to prohibit conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas which are protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution, but to provide for reasonable time, place, and manner restrictions related to the same in order to protect public safety.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.030 Definitions.

"Applicant"

means any person who seeks a permit under this chapter to organize a special event.

"Attendance"

means the number of attendees anticipated to attend or who participate in a special event, whichever number is greater.

"Attendee"

means any person anticipated to attend or participate or who actually does participate in a special event.

"City"

means the City of Carmel-by-the-Sea.

"City Administrator"

means the City Administrator of the City of Carmel-by-the-Sea.

"City Council" or "Council"

means the City Council of the City of Carmel-by-the-Sea.

"City property"

means all real property and improvements owned, operated or controlled by the City within the City's jurisdiction. City property includes, but is not limited to, City Hall, police and fire facilities, recreational facilities, parks, beaches, libraries, and streets and sidewalks.

"Concert"

shall mean any concert or performance of nonrecorded or recorded musical selections which is open to the general public, whether or not for charge. The term shall not include the presentation of nonrecorded or recorded musical selections in connection with any public gathering where the presentation of such musical selection is only incidental to such public gathering and not a primary purpose thereof.

"Expressive activity"

means conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas. "Expressive activity" includes, but is not limited to, public oratory and the distribution of literature.

“Organize”

means to organize, operate, manage, stage, promote, sponsor or carry on a special event.

“Organizer”

means the person who organizes, operates, manages, stages, promotes, sponsors or carries on a special event.

“Outdoor(s)”

means any place other than in a permanent building. Outdoor(s) shall include tents, canopies and temporary structures.

“Permittee”

shall mean any person that has been issued a permit to organize a special event in accordance with this chapter.

“Person”

means and includes an individual, corporation, partnership, trust, nonprofit organization, association, group or other business entity or organization.

“Public property”

for the purposes of this chapter means any publicly owned property within the City, and shall include all parks, beaches, and streets.

“Reviewing authority”

means the Community Activities Director, or such other person as may be designated by the City Administrator, who is authorized under the provisions of this chapter to review and act upon a special event application.

“Special event”

means any of the following:

1. Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the City which does not comply with applicable traffic regulations, laws or controls; or
2. Any organized assemblage of 75 or more persons at any public place, public property or public facility which is to gather for a common purpose under the direction or control of a person, and any organized assemblage of 25 or more persons at Forest Hill Park or Piccadilly Park.
3. Any other organized activity conducted by a person for a common or collective use, purpose, or benefit which shall require the use of City public services for street closure, erecting barriers, or traffic control, or that will interfere with normal use and operation of public rights-of-way for vehicular travel.

For illustrative purposes, examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, on the water activities (such as boat races) with spectators on public land, mass participation sports (such as marathons and other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights-of-way.

“Special event venue”

means that area for which a special event permit has been issued.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.040 **General Provisions.**

- A. Permit Required. Except as provided by the terms of a permit, lease or contract which has been specifically authorized by the City Council, no person shall operate any special event regulated

by this chapter without first obtaining a permit in accordance with the provisions of this chapter, unless exempt as set forth below.

- B. Exempt Activities.** The following activities are specifically exempt from the provisions of this chapter:
1. Commercial filming regulated by Chapter 5.28 CMC.
 2. Activities conducted by a governmental agency acting within the scope of its authority, including events organized by the City.
 3. Activities or events authorized under a conditional use permit under CMC Title 17.
 4. Funeral processions by a licensed mortuary or funeral home.
 5. Expressive activity; provided, that the expressive activity will abide by all applicable traffic regulations, laws or controls, and does not require any street closures, traffic or pedestrian barriers or traffic control. If practicable, the organizers should give notice to the City's reviewing authority at least four hours prior to the event informing the City of the date and time of the event and provide an estimate of the approximate number of persons who will be participating.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.050 Standards and Requirements.

- A. Event Venue and Hours of Operation.** Special event activities shall be limited to the venue area so designated in the permit approval. Special events shall not be conducted between the hours of 10:00 p.m. and 7:00 a.m. unless the reviewing authority determines that such hours of operation will not result in conditions materially detrimental to nearby property owners, residents, or businesses, or to public health or safety.
- B. Prohibited Locations.** Permits will not be issued for the closure of the following streets and thoroughfares: San Antonio Street, Junipero Avenue, Carpenter Street, Santa Lucia Avenue, or streets with designated bus or truck routes. Permits for special events will not be issued for the use of the Mission Trail Nature Preserve, nor the North Dunes or Del Mar Dunes areas as identified in the Del Mar Master Plan and the North Dunes and Del Mar Dunes Habitat Restoration Plan.
- C. Other Requirements.** In addition to the requirements set out in this section, the reviewing authority may also impose reasonable conditions of approval as is necessary to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, ensure accessibility for event attendees and the general public, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the venue; provided, that such requirements shall not be imposed in a manner that will unreasonably restrict expressive or other activity protected by the California or United States Constitutions. These conditions may include conditions relating to waste management and restoration of the special event venue, environmental protection, conditions to ensure safe accommodation of an event's pedestrian and vehicular traffic, including restricting events to City sidewalks, portions of a City street, or other public right-of-way, and reasonable designation of alternate sites, times, dates, or modes for exercising expressive activity.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.060 Permit Review Procedures and Fees.

- A. Application Filing.** Applications for special events shall be made in advance of the start of the special event. Applications shall be submitted to the reviewing authority. Applications shall be

processed in the order of receipt and shall be processed within 14 days, unless, by written notice to the applicant, the reviewing authority determines to extend the period for an additional 14 days.

If an application for a special event is submitted for a date less than 28 days before the proposed event, the reviewing authority shall determine if there is sufficient time remaining for proper review of the application under the provisions of this chapter. If the reviewing authority determines that there is sufficient time for review, the reviewing authority shall process the application. If the reviewing authority determines that there is not sufficient time, the applicant shall be given the option of rescheduling the special event, or withdrawal of the application, or denial of the application. If the application is withdrawn prior to processing, the applicant would be given a full refund of fees.

- B. Submission Requirements.** Applications for special events shall be completed in their entirety on forms supplied by the reviewing authority, and shall include information such as the Applicant, a description of the special event, a site plan or route plan, and any other information deemed necessary by the reviewing authority to complete review of the proposal. If the special event is proposed to be operated with another person different than the applicant, the application shall include the name, address and telephone number of each person who will operate the special event. Any person who applies for a permit as an authorized agent of the applicant shall provide written authorization of such agency.
- C. Application Fees.** Applications shall be accompanied by a fee established by resolution of the City Council. The fee shall be established at a rate to cover the City's actual costs of review and processing of the application.
- D. Use and Service Fees.** Where a special event requires street closure, barriers, or other infrastructure, the applicant shall pay such fees as may be established by resolution of the City Council for traffic control and related municipal expenses. Additionally, use of City buildings or facilities shall be subject to any use or rental fees established by the City which shall be deposited by the applicant prior to use.
- E. Review Process.** The reviewing authority shall review and act on complete permit applications in accordance with the procedures set out below.
 - 1. Filing.** Applications shall undergo initial staff review. Within 10 business days of filing, the reviewing authority shall cause the applicant to be notified in writing whether the application is complete. If an application is determined to be incomplete, the notification shall identify those parts of the application that are incomplete and shall indicate the manner in which they can be made complete. The Director may reject the application if the applicant fails to complete the application after having been notified of the additional information request.
 - 2. Action by Reviewing Authority.** After determination that the application is complete, the reviewing authority shall conduct an appropriate investigation, including consultation with other departments and site visits as deemed necessary. The reviewing authority shall then approve a special event permit, with or without conditions, upon finding that:
 - a.** The proposed use of the property is not governed by or subject to any other permit procedures provided elsewhere in this code or other applicable laws, rules or regulations;
 - b.** The event will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its location;
 - c.** The event will not conflict with construction or development in the public right-of-way or on public property;
 - d.** The event will not require the diversion of public safety or other City employees from their normal duties so as to unreasonably reduce adequate levels of service to any

other portion of the City, and the event will not adversely affect the City's ability to reasonably perform municipal functions or furnish City services;

- e. The concentration of persons, animals or vehicles will not unreasonably interfere with the movement of police, fire, ambulance, and other public safety or emergency vehicles on the streets;
 - f. The event will not unreasonably interfere with any other special event for which a permit has already been granted or with the provision of City services in support of other scheduled events or scheduled government functions;
 - g. The proposed use, event or activity will not have a significant adverse environmental impact; and
 - h. The event will not have an unmitigatable adverse impact upon residential or business access and traffic circulation in the same general venue area.
3. Denial or Revocation by Reviewing Authority. The reviewing authority shall deny, and may revoke an issued permit, if the reviewing authority finds that:
- a. The special event will unreasonably disrupt traffic or create an unreasonable danger to the health or safety of the applicant, spectators, City employees, or members of the public, which may not be adequately remedied by reasonable traffic control and other safety measures;
 - b. The special event is scheduled to occur at a location and time in conflict with another special event permitted or that will be permitted to a prior applicant;
 - c. The special event will unreasonably interfere with access to police or fire stations, or other public safety facilities, or will require the diversion of so many public employees that allowing the event would create inadequate levels of service to the remainder of the City;
 - d. The location of the special event is reasonably likely to substantially interfere with any construction or maintenance work scheduled to take place upon or along the City streets, or a previously granted encroachment permit;
 - e. The special event is in conflict with applicable provisions of any Federal, State and/or local laws;
 - f. Information in the application or supplemental information is found to be incomplete, materially false or misleading;
 - g. The applicant fails to comply with all terms of this chapter including failure to remit all fees and deposits, or fails to provide proof of insurance and/or an indemnification agreement as required by this chapter; or
 - h. The proposed area for the special event or for the set up or dispersal of the special event could not physically accommodate the number of participants expected to participate in the special event.

Nothing herein authorizes denial of a permit because of the need to protect participants from the conduct of others, if reasonable permit conditions can be imposed to allow for adequate protection of special event participants with the number of police officers available to police the special event.

4. Permit Issuance. If the permit is approved, the Director shall cause the permit to be issued subject to confirmation that all information and documents required by this chapter have been filed, all required fees and deposits have been paid or posted, and all conditions of approval have been provided for.

F. Appeals.

1. Within 10 days of the date of written notification of action by the reviewing authority, an applicant for a permit may appeal any denial of the application or any condition of approval to the City Administrator or designee. The City Administrator or designee shall hear appeals within 10 days following filing of the appeal. Such appeal shall set forth, with particularity, the facts upon which the appeal is being made. On appeal, the City Administrator or designee shall approve the application unless he or she makes one or more of the findings for denial set out in subsection (E) of this section, in which case the City Administrator may deny the application. In approving a special event permit, the City Administrator or designee may exercise the authority of the reviewing authority to impose conditions of approval.
2. The City Administrator or designee's determination to grant or deny the appeal shall be the final decision of the City, unless timely appealed by the applicant to the City Council by filing a notice of appeal with the City Clerk within 10 days of the decision of the City Administrator. The City Council shall consider any such timely appeal at the next regularly scheduled council meeting, unless the appeal is filed within 10 days of the next regularly scheduled council meeting, in which case such appeal shall be heard at the subsequent regular meeting. On appeal, the City Council shall consider the application de novo and shall approve the application unless the Council makes one or more of the findings for denial set out in subsection (E) of this section and shall exercise the authority of the reviewing authority to impose conditions of approval in accordance with this chapter.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.070 Deposits for Special Events.

- A. Deposit. For special events using barriers or structures, displaying or using horses or other large animals, operation of water stations, food distribution or sales, beverage distribution or sales, and/or sale of other goods or services, the applicant shall provide a deposit prior to the issuance of a special event permit. The amount of the deposit shall be the amount established in the most recent fee schedule adopted by City Council resolution.
- B. Refund of Deposit. The deposit shall be refunded after the special event when the reviewing authority determines that the area used for the permitted special event has been cleaned and structures and personal property removed, such that the property is restored to the same condition as existed prior to the special event.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.080 Indemnification and Insurance.

- A. Indemnification. Each permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless the City against losses and liabilities incurred from the willful or negligent acts or omissions of the permittee or its officers, employees, and agents. Nothing in this provision shall require a permittee to indemnify the City from claims or losses occasioned by the reaction of third parties to expressive activity at the permittee's event.
- B. Except as otherwise prohibited by law, the permittee shall procure and maintain in full force and effect during the term of the permit a policy of insurance from a reliable insurance company authorized to do business in the State, which policy includes the City, its boards, officers, agents, employees, and volunteers as either named insureds or additional named insureds and which provides the coverage that the reviewing authority determines to be commercially reasonable and adequate under the circumstances. The reviewing authority shall maintain a list of applicable insurance limits and coverages required that is determined solely on the size of the event, the use of vehicles, and the nature of the facilities involved. If the reviewing authority determines that a particular use, event, or activity which is for a permit period of no more than one day does not present a substantial or significant public liability or property damage

exposure for the City or its officers, agents, employees, or volunteers, the reviewing authority may give a written waiver of the insurance requirements of this section.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.090 **Interference with Special Events.**

It is unlawful for any person to obstruct, impede or interfere with any authorized assembly, person, vehicle or animal participating in a special event for which a special event permit has been issued.

(Ord. 2021-02 § 3 (Att. A), 2021)

§ 12.48.100 **Penalties.**

Any person willfully violating any provision of this chapter shall be deemed guilty of a misdemeanor, and shall be subject to penalty in accordance with Chapter 1.16 CMC.

(Ord. 2021-02 § 3 (Att. A), 2021)



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

May 12, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Review past events

RECOMMENDATION:

Review past events

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

None



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

May 12, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Discuss upcoming events

RECOMMENDATION:

Discuss upcoming events

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. 2026 EVENTS

2026 EVENTS

(Subject to change)

January

- ~~Saturday, January 10 - Girls on the Run 5K~~

February

- ~~Monday, February 9 - Sunday, February 15 - Pebble Beach Pro Am~~
- ~~Tuesday, February 10 - Carmel Chamber of Commerce Putts for Paws mini-golf tournament~~

April

- ~~Saturday, April 4 - Carmel Host Lions Club Breakfast with the Bunny~~
- ~~Thursday, April 16 - Farmers' Market Third Thursday~~
- ~~Saturday, April 18 - Earth + Arbor Day~~

May

- Friday, May 15 - Sunday, May 17 - Carmel Art Festival
- Thursday, May 21 - Farmers' Market Third Thursday
- Monday, May 25 - Annual Memorial Day Ceremony
- Saturday, May 30 - Sunday, May 31 - Carmel Surfabout
- Saturday, May 30 - City-wide evacuation drill and Safety Day

June

- Friday, June 5 - Saturday, June 13 - Carmel Culinary Week
- Thursday, June 18 - Farmers' Market Third Thursday

July

- Saturday, July 4 - Monterey Pops! Independence Day Concert
- Thursday, July 16 - Farmers' Market Third Thursday

August

- Friday, August 7 - Sunday, August 16 - Monterey Peninsula Car Week
- Tuesday, August 11 - Concours for a Cause
- Wednesday, August 12 - Astons on the Avenue
- Thursday, August 13 - Ferrari Owners Club Concours Carmel
- Wednesday, August 26 - 55th Homecrafters' Jury

September

- Thursday, September 17 - Farmers' Market Third Thursday
- Saturday, September 19 - 63rd Great Sandcastle Contest

October

- Saturday, October 10 - Meet the Makers
- Thursday, October 15 - Farmers' Market Third Thursday
- Saturday, October 24 - 11th Annual Pumpkin Roll
- TBD - Halloween Parade
- Saturday, October 31 - City's 110th Birthday Celebration

November

- Wednesday, November 11 - Annual Veterans Day Ceremony
- Saturday, November 21 - 55th Homecrafters' Marketplace

December

- Friday, December 4 - Annual Holiday Celebration



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

May 12, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Consideration of the appointment of two Ad Hoc Committees to work with staff on the City's 110th Birthday Celebration and the Holiday Celebration

RECOMMENDATION:

Appoint two commissioners to each of the following ad hoc committees: the City's 110th Birthday Celebration and the Holiday Celebration.

BACKGROUND / SUMMARY:

This year, the City is celebrating its 110th birthday. The Commission has decided it wants to incorporate this milestone into upcoming events, culminating in a big celebration on the City's birthday, October 31, 2026. The Commission Chair would like to appoint an ad hoc committee to work with staff on ways to celebrate the City's birthday and encourage our community partners to participate.

The Chair would also like to appoint an ad hoc committee to work with staff on the City's Holiday Celebration that takes place on the first Friday of December. The Holiday Celebration includes the Menorah and Tree lighting ceremonies, and is a popular event to kick off the holiday season. The Commission would like to review the overall program and consider whether any updates, changes, or additions may be appropriate.

FISCAL IMPACT:

There is no fiscal impact in appointing an ad hoc committee.

ATTACHMENTS:

None