



## **CITY OF CARMEL-BY-THE-SEA COMMUNITY ACTIVITIES COMMISSION**

Commissioners Donna Jett, Ellen Martin, and Chair  
John Micek

Contact: 831.620.2000 [www.ci.carmel.ca.us/carmel](http://www.ci.carmel.ca.us/carmel)

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

### **REGULAR MEETING Tuesday, September 12, 2023**

**9:30 AM**

**THIS MEETING WILL BE HELD IN PERSON AND VIA TELECONFERENCE.** 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 watch the Youtube Live Stream at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>, or use the link below to view or listen to the meeting via Zoom teleconference:

<https://ci-carmel-ca-us.zoom.us/j/83509910598>; Meeting ID: 835 0991 0598 Passcode: 161857 Dial in: 1 669 444 9171

**HOW TO OFFER PUBLIC COMMENT:** Public comment may be given in person at the meeting, or using 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](mailto:lsfenton@ci.carmel.ca.us). Comments must be received 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.

The COVID-19 Community Level for Monterey County as of the date of this agenda posting is [LOW/MEDIUM] (mask wearing not required). Seating will be limited and available on a first come first served basis.

#### **CALL TO ORDER AND ROLL CALL**

#### **PLEDGE OF ALLEGIANCE**

#### **ANNOUNCEMENTS**

- A.** Announcements from Commissioners
- B.** 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. Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

## **ORDERS OF BUSINESS**

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

1. Approval of the minutes for the May 9, 2023 Regular Meeting
2. Receive an after action report on the July 4th Monterey POPS! concert.
3. Receive an after action report on Car Week 2023.
4. Receive updates on the 2023 special events calendar for the City of Carmel-by-the-Sea and potential new events and discuss.
5. Receive an update on the Farmers' Market and discuss.

## **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 Community Activities Commission 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).

**REGULAR MEETING  
Tuesday, May 9, 2023**

**VIDEO  
9:30 AM**

**THIS MEETING WILL BE HELD IN PERSON IN THE COUNCIL CHAMBERS AND VIA TELECONFERENCE.** This meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenues. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser):

**Zoom Link <https://ci-carmel-ca-us.zoom.us/j/88438875368>, Meeting ID: 884 3887 5368  
Passcode: 794467 Dial in: (669) 444-9171**

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on May 5, 2023, is **LOW OR MEDIUM** (mask wearing not required). Seating will be limited and available on a first come first served basis.

The public can also email comments to [lsfenton@ci.carmel.ca.us](mailto:lsfenton@ci.carmel.ca.us). Comments must be received 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 added to the agenda and made part of the record.

**CALL TO ORDER AND ROLL CALL**

**PRESENT:** Calafiore, Jett, Martin, Micek, Refuerzo  
**ABSENT:** None  
**STAFF PRESENT:** Ashlee Wright, Library & Community Activities Director  
Leslie Fenton, Executive Assistant

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC APPEARANCES**

Nancy Twomey

**ANNOUNCEMENTS**

**Item A:** Announcements from Commissioners

Chair Micek thanked outgoing Commissioners Linda Calafiore and Judy Refuerzo for the years of service to the Community Activities Commission.

Commissioner Calafiore thanked Commission members for all they do for the community and her appreciation of the members.

Commissioner Jett thanked Judy and Linda and invited everyone to 3<sup>rd</sup> Thursday to hear her the B Keepers.

Commissioner Martin thanked Judy and Linda.

**Item B:** Announcements from Staff

Library & Community Activities Director Wright thanked Commissioners Calafiore and Refuerzo for their service to the Commission and the Carmel community. Also, thanked Margi Perotti who retired at the end of March for all her work at the Community Activities Department and all she did to make events fun and special.

**ORDERS OF BUSINESS**

**Item 3:** Approval of the minutes for the February 14, 2023 Regular Meeting

Commissioner Jett moved to approve the minutes for the February 14, 2023 Regular Meeting, seconded by Chair Micek and carried by the following roll call vote:

AYES: Jett, Martin, Refuerzo, Micek  
 NOES: None  
 ABSENT: None  
 ABSTAIN: Calafiore

**Item 4:** Receive updates on the 2023 special events calendar for the City of Carmel-by-the-Sea and potential new events and discuss.

Library & Community Activities Director Wright announced the following:

- New event calendar ad in next Pine Cone
- Discussing an event in April for Volunteer Appreciation Week
- Looking at dates for another Community Fair next year
- Working on getting word out for event season

Public Appearances  
 None

**Item 5:** Receive an update on the Farmers' Market and discuss.

Library & Community Activities Director Wright presented the report.

- Vendors are returning after the winter season break

- Community group participation is still strong and due to returning vendors and space available there will be a limit of two (2) community groups per market

Public Appearances

Nancy Twomey

Wanda Vollmer

**Item 6:** Discuss 2021-2024 Community Activities Commission Strategic Plan and future of Commission.

Library & Community Activities Director Wright presented the report.

Chair Micek – Commission is empowered to help City and community groups, vibrant community culture, staff execute commission's visions, support of commission shouldn't be an afterthought, and success depends on teach and staff given. Commission represents the community, need people to help/participate in events, and community needs to see Commission relevant.

Commissioner Calafiore – Commission initially focused on adding program not shifted to improving programs, farmers market, and other events. Should publicize other events around town.

Commissioner Martin – Staff are doing an amazing job, City staff need to acknowledge/support events, outreach to other groups/organizations, need one place that community/residents, visitors can look at for events, and send posters/images to partners for engagement.

Commission Jett – Collection of community volunteers who enhance the City, role will change of go away, need one calendar for all events, collaborate with non-profits to enhance experiences of people, and send City staff to other events in community.

Public Appearances

Nancy Twomey

Wanda Vollmer

## **FUTURE AGENDA ITEMS**

- Strategic Plan
- Budget

## **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 10:16 am. The next Regular Meeting is scheduled for Tuesday, June 13, 2023.

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Respectfully submitted,  
Leslie Fenton, Executive Assistant

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John Micek, Chair  
Community Activities and Cultural Commission



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

September 12, 2023  
ORDERS OF BUSINESS

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Ashlee Wright, Library and Community Activities Director

**SUBJECT:** Receive an after action report on the July 4th Monterey POPS! concert.

### RECOMMENDATION:

Receive an after action report on the July 4th Monterey POPS! concert.

### BACKGROUND/SUMMARY:

Monterey Pops! returned to Devendorf Park for their 3rd Annual 4th of July concert. Set up began at 9:00 am, open rehearsal was 10:30 am - noon, the Monterey Peninsula Cypressaires entertained at 1:00 pm, and the Monterey Pops! performed at 2:00 pm.

Also, this year Monterey County author Robert Walton delivered Lincoln's immortal Gettysburg Address, the french horn section led by Salinas native Eliodoro Vallecillo performed Leroy Anderson's "Horn Players Holiday", honoring the arrival of the new Artistic Director and Principal Conductor of the Carmel Bach Festival, Grete Pedersen, with a performance of the Norwegian March "Valdres.", and the world premier of "Yosemite Overture" by local composer and horn player with MCP!, Jackie Orzel. Access Monterey Peninsula (AMP) once again livestreamed the event.

This year the Carmel Host Lions Club set up their food booth on 6th Avenue and sold hotdog and brautwurst meal deals. They had their first customers around 10:00 am and did a steady business until they sold out of everything around 2:00 pm. The Lions deemed this first time event a success and hope to be back next year.

- Staff for the event was Community Activities (1) and Public Works (2)
- Once again, Monterey Pops! coordinated the porta potties.
- Parking in the Park Branch lot and Mission between Ocean & 6th was reserved for Monterey Pops! VIPs, musicians and staff.
- MST was notified and rerouted to Junipero (the Thursday Farmers' Market route).
- The City shared in the cost of the advertising and placed posters around town and announced the event in the Friday Letter and during the Community Corner radio spot.

The crowd started slow, but there were plenty of people who came down early to stake out their spots and

as the main event drew near the crowd grew and the park was completely full. Monterey Pops! has already said that they will be back next year.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with receiving a report on this item.

#### **ATTACHMENTS:**



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

September 12, 2023  
ORDERS OF BUSINESS

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Ashlee Wright, Library and Community Activities Director

**SUBJECT:** Receive an after action report on Car Week 2023.

### RECOMMENDATION:

Receive an after action report on Car Week 2023.

### BACKGROUND/SUMMARY:

There were four permitted events in Carmel-by-the-Sea this year:

- Tuesday, August 15 Acura in the Park
- Wednesday, August 16 Concours for a Cause
- Thursday, August 17 Prancing Ponies
- Thursday, August 17 Ferrari Owners' Club Concours Carmel

Overall, each event ran very smoothly and there were no major issues to report.

Staff has issued a survey to the community to gather feedback about Car Week in Carmel, including the events. That feedback, along with staff's observations, will be incorporated into a comprehensive after action of all aspects of Car Week, including events, traffic control, traffic impacts, parking stall rentals, etc. that will be presented to the City Council for consideration at the October 3 Council meeting. Thusly this staff report is only focused on the events, as that is in the purview of the Community Activities Commission.

#### *Acura in the Park*

The Acura in the Park event, held on Tuesday, August 15, 2023 in Devendorf Park from 9:00 a.m. to 4:00 p.m., was previously a part of the larger Concours on the Avenue (COTA) event. COTA did not move forward this year due to the untimely passing of event organizer Doug Freedman. As previously stated this event was held in Devendorf Park. Ocean Avenue from Junipero Street to Mission Street, as well as Mission Street between Ocean and Sixth Avenues, were temporarily closed for event set-up which began at 12:00 a.m. Mission Street between Ocean and Sixth Avenues remained closed during the event. Because of an increase in event participants near the end of the event the event organizer requested an additional hour and this was granted by staff. Breakdown began promptly at 5:00 p.m. and there were no issues, safety or otherwise, overall with this event.

### Concours for a Cause

The Concours for a Cause event was held Wednesday, August 16, 2023 in Devendorf Park from 11:00 a.m. to 4:00 p.m. The event was held on Mission Street between Ocean and Sixth Avenue, Sixth Avenue between Mission and Junipero Streets, and the parking stalls on Ocean between Junipero and Mission. Event set-up began at 12:00 a.m. and event breakdown was completed by 6:00 p.m. This was the first year for this event in Carmel-by-the-Sea and it featured electric vehicles of all types, in addition to classic cars, some of which were previous participants and award winners at past Concours on the Avenue events. In addition there were local artisans creating car centric artwork, as well as music and seating for a respite after walking the village. There were no issues with safety or the load-in/load-out of the event.

### *Prancing Ponies All Woman Car Show*

The Prancing Ponies event was held Thursday, August 17, 2023 from 11:00 a.m. to 3:30 p.m. This is the 5th year this event was held in the City. Previously the event was held on Sixth Avenue between San Carlos and Lincoln Streets and Dolores Street from Ocean Avenue to the driveway of the Post Office. Because of the absence of the Tour d'Elegance - another large Ocean Avenue event, staff worked with the event organizer to move the event to Ocean Avenue for additional event visibility during Car Week. Ocean Avenue was closed from Junipero to San Carlos Street. Mission Street was also closed between Red Eagle Lane and Sixth Avenue. Event set-up began at 4:00 a.m. and event breakdown began at 3:30 p.m. and was completed by 6:00 p.m.

This year, overall, the event ran smoothly and items of note from last year's after action (issues with load-in) were corrected and improved upon.

### *Ferrari Owners Club Concours Carmel*

This was another new event to Carmel this year. Concours Carmel was held on Thursday, August 17, 2023 from 9:00 a.m. to 4:30 p.m. The event was held on Dolores Street between Ocean and Seventh Avenues. Event set-up began at 1:00 a.m. and break down was completed by 6:00 p.m. This judged event featured curated vintage and modern Ferraris and Italian motorcycles, music, interviews with car owners and an award ceremony. There were no issues with safety or the load-in/load-out of the event.

### Parking Stall Permits

In addition Community Activities staff also processed 8 permits for the rental of parking stalls from business owners throughout the commercial district (a total of 64 parking stalls) during Car Week.

## **FISCAL IMPACT:**

There is no fiscal impact associated with receiving a report on this item.

## **ATTACHMENTS:**

**City of Carmel-by-the-Sea**

# UPCOMING EVENTS 2023

## SEPTEMBER

Sept. 16, Sat. Sandcastle Contest  
Sept. 21, Thurs. Farmers' Market 3rd Thursday  
Sept. 22 Carmel High School Homecoming Parade  
Sept. 23-30 Good Neighbors Week  
Sept. 30 Community Day

## OCTOBER

Oct. 14, Sat. Meet the Makers  
Oct. 15, Sun. Challenged Athletes  
Oct. 19, Thurs. Farmers' Market 3rd Thursday  
Oct. 28, Sat. Pumpkin Roll  
Oct. 31, Tues. Halloween Parade

## NOVEMBER DECEMBER

Nov. 11, Sat. Veterans' Day Ceremony  
Nov. 18, Sat. 52nd Annual Homecrafters'  
Marketplace  
Dec. 1, Fri. Annual Holiday Celebration - Tree and  
Menorah Lighting

**For more info go to [ci.carmel.ca.us/upcoming-events](https://ci.carmel.ca.us/upcoming-events)  
or call (831) 620-2020**



# Good Neighbor Week

September 23-30, 2023

## Start with Hello

Sit in front of your house and greet neighbors, ask how you can help, meet a neighbor for coffee or share your favorite treat.



## Wander the Village

Stroll through downtown and buy something locally made, visit the Farmer's Market or take your neighbor to a performance at Sunset Center or Forest Theater.



## Enjoy nature

Take your neighbor to picnic at Devendorf Park or the beach, or volunteer to pick-up litter or help with beautification projects.



## Visit the Library

Join in the puzzle exchange, reserve the meeting room for a neighbors book club and stop by the Kid's Library on Fri. Sept. 29, 2023 for Cider, Coffee and Coloring

## Join us for Community Day!

Sat., Sept. 30, 2023 in Devendorf Park to meet your community groups to learn about ways to connect with others and about volunteer opportunities.



For more info and ideas for Good Neighbor Week  
visit [ci.carmel.ca.us/community](https://ci.carmel.ca.us/community)



COMMUNITY GROUPS - 2023

|                    |                                |                                        |            |
|--------------------|--------------------------------|----------------------------------------|------------|
| June 29, 2023      | Carmel Cares                   | Janice Bradner janicebradner@yahoo.com | outreach   |
|                    |                                |                                        |            |
|                    |                                |                                        |            |
| <b>JULY</b>        |                                |                                        |            |
| July 6, 2023       | Friends of the Library         | Susan Murphy                           | book sale  |
| July 13, 2023      |                                |                                        |            |
| July 20, 2023      | Village preservation Committee |                                        |            |
| July 20, 2023      | Friends of the Library         | Susan Murphy                           | book sale  |
| July 27, 2023      | CRA                            | Nancy Twomey                           |            |
| July 27, 2023      | Carmel Cares                   | Dale Bryne                             | outreach   |
| July 27, 2023      | Friends of the Library         | Susan Murphy (Joan)                    | book sale  |
|                    |                                |                                        |            |
| <b>AUGUST</b>      |                                |                                        |            |
| August 3, 2023     | My Museum                      | Lauren Cohen                           | Fundraiser |
| August 3, 2023     | Friends of the Library         | Susan Murphy                           | book sale  |
| August 10, 2023    | Friends of the Library         | Susan Murphy                           | book sale  |
| August 17, 2023    | CAR WEEK                       |                                        |            |
| August 24, 2023    | Village preservation Committee |                                        |            |
| August 24, 2023    | Monterey Symphony              | Virginia Marine                        | Outreach   |
| August 31, 2023    | CRA                            | Nancy Twomey                           |            |
| August 31, 2023    | Monterey Symphony              | Virginia Marine                        | Outreach   |
|                    |                                |                                        |            |
| <b>SEPTEMBER</b>   |                                |                                        |            |
| September 7, 2023  | CERT                           | Wanda Vollmer                          |            |
| September 7, 2023  | Friends of the Library         | Susan Murphy                           | book sale  |
| September 14, 2023 | Friends of the Library         | Susan Murphy                           | book sale  |
| September 14, 2023 |                                |                                        |            |
| September 21, 2023 | Village preservation Committee |                                        |            |
| September 21, 2023 | Friends of the Library         | Susan Murphy                           | book sale  |
| September 28, 2023 | CRA                            | Nancy Twomey                           |            |

COMMUNITY GROUPS - 2023

|                    |                                |                |          |
|--------------------|--------------------------------|----------------|----------|
| September 28, 2023 |                                |                |          |
|                    |                                |                |          |
| <b>OCTOBER</b>     |                                |                |          |
| October 5, 2023    |                                |                |          |
| October 12, 2023   | VIP's                          | Deanna Dickman | outreach |
| October 19, 2023   | Village preservation Committee |                |          |
| October 26, 2023   | CRA                            | Nancy Twomey   |          |
| October 26, 2023   |                                |                |          |
|                    |                                |                |          |
| <b>NOVEMBER</b>    |                                |                |          |
| November 2, 2023   |                                |                |          |
| November 9, 2023   |                                |                |          |
| November 16, 2023  | Village preservation Committee |                |          |
| November 23, 2023  | THANKSGIVING                   |                |          |
| November 30, 2023  |                                |                |          |
|                    |                                |                |          |
| <b>DECEMBER</b>    |                                |                |          |
| December 7, 2023   |                                |                |          |
| December 14, 2023  |                                |                |          |
| December 21, 2023  | Village preservation Committee |                |          |
| December 28, 2023  |                                |                |          |