

CAPITOLA

ART & CULTURAL COMMISSION

MEETING AGENDA

Tuesday, October 8, 2019

6:30 p.m.

Capitola City Council Chambers

Commission Members

Roy Johnson - Chair

Laura Alioto

Mary Beth Cahalen

Courtney Christiansen

Laurie Hill

Susan McPeak

Kelly Mozumder

Sam Storey

James Wallace

- 1. Call to Order-Roll Call**
- 2. Approval of Agenda-**
- 3. Oral Communications-**
- 4. Approval of Minutes- September 10, 2019**
- 5. General Business –**
 - a. Commissioner Terms**
 - b. Monterey Ave and Wharf Road Railings**
 - c. Village Banner Review**
 - d. Plein Air (Verbal)**
 - e. Battle of the Bands (Verbal)**
 - f. Esplanade and Park Trash Cans (Verbal)**
 - g. Depot Hill Stairs (Verbal)**
- 6. Commissioner Reports-**
- 7. Staff Report-**
- 8. Communications-**
- 9. Future Agenda Items –**
- 10. Adjournment**

Staff Representatives

Kelly Barreto &
Larry Laurent

Notice: The Art and Cultural Commission meets on the second Tuesday at 6:30 PM in the City Council Chambers located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The Art and Cultural Commission Agenda is available on the City's website: www.cityofcapitola.org/ on Friday prior to the Tuesday meeting. If you need additional information please contact the City Hall Department at (831) 475-7300.

Americans with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24-hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

Appeals: Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing and delivered to the City Clerk's Office within ten (10) working days from the time of the boards' decision. The notice of appeal shall set forth appellant's name, phone number, address to which notices may be sent to the appellant, and the grounds upon which the appeal is made.

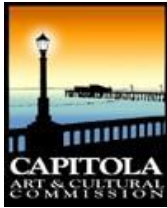
CAPITOLA
ART & CULTURAL COMMISSION
DRAFT MEETING MINUTES

Tuesday, September, 2019 6:30 p.m.

Council Chambers

1. **Call to Order-Roll Call:** Present: Johnson, Storey, Alioto, Wallace, Hill, McPeak, Christiansen, Mozumder
Absent: Cahalen,
2. **Approval of Agenda-** M/S McPeak/Alioto Approved Unanimously
3. **Oral Communications-** Commissioner Wallace asked about Begonia Festival Project
4. **Approval of August 13, 2019 Minutes-** Commissioner Storey noted that item 5f and 5b. Approved unanimously.
5. **General Business-**
 - a. **Summer Events (Verbal)** Staff reported on the concerts. Staff shared the Sunday Art and Music results.
 - b. **Plein Air (Verbal)**: Commissioner Hill reported that the subcommittee had met the previous night and selected 40 artists out of the 55 that applied. 38 have responded. Invoices for sponsorships have gone out. Looking for additional sponsor for the quick draw event. There will be no sales charge at quick draw and purchases will be via silent auction. Three restaurants have provided hospitality. Two rooms have been secured for artists. Marking is similar to last year. Looking at filling volunteer slots. Looking at more opportunities to host artists. Maybe 10-15 need housing. Commissioner McPeak reported that Commissioner Hill and Jill have been doing a great job, everyone is helping out. Commissioner Alioto will look into some housing opportunities
 - c. **Plein Air Chairperson Membership** Staff reported on the item. Commissioner Wallace asked about term limits. Commissioner Hill felt term limits serve a purpose. It is good to look at everyone. Commissioner Mozumder asked about the Plein Air member, Commissioner Hill explained. Commissioner Storey clarified that currently there is no Plein Air Commissioner. Motion to recommend to Council to remove term limits, approved unanimously.
 - d. **Battle of the Bands (Verbal)** Commissioner Wallace reported that they are looking at March 21st. Has spoken with Jim Stewart, music teacher at Soquel High and Dale Aukerman. Haven't figured out how many bands. Commissioner Storey reported that the question regarding fees has not been answered. Has filled out application, but not sure if date is available. Commissioner Wallace reported that he has spoken with Soquel High and the gym may be available. Commissioner Hill asked about auditions. Commissioner Wallace stated they will look for a space for live auditions. Will need to have young people as judges. Commissioner Storey commented that it will need to be brought to council.
 - e. **Esplanade and Park Trash Cans (Verbal)** Commissioner McPeak will discuss with BIA and subcommittee.
 - f. **Depot Hill Stairs (Verbal)** Commissioner Cahalen will report at October meeting.

6. **Commissioner Reports** – Chair Johnson asked that railing on Monterey be brought back to commission. Commissioner McPeak mentioned that was a Silicon Valley town that had artists donate art for rotating art. Commissioner Wallace commented that he had seen in Carbondale, Colorado. Commissioner Hill stated that Beach Festival is 28th and 29th and they have seven floats.
7. **Staff Report**- None
8. **Communications**-
9. **Future Agenda Items** – Commissioner Storey requested Public Art at the Mall be kept on the agenda. .
10. **Adjournment** – 7:40 pm



ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF OCTOBER 8, 2019

FROM: STAFF
DATE: October 3, 2019
SUBJECT: Commissioner Terms

RECOMMENDED ACTION: Receive Report

BACKGROUND

At the September 10, 2019 Art and Cultural Commission meeting, the Commission recommended changes to the Commission Bylaws that would eliminate the three-term limit for commissioners. Staff brought the recommended change to the City Council and they were approved.

Although the term-limits were removed from the bylaws, commissioners must still be re-appointed as commissioners at the end of every two-year term. In addition, the City will open a recruitment for the commission positions when terms expire. Commissioners Cahalen and Wallace have terms expiring in December 2019.

The Capitola Municipal Code requires that the commissioners be appointed by the City Council upon recommendation by the Art & Cultural Commission and shall serve a two-year term. According to the Bylaws, members do not need to be Capitola residents.

FISCAL IMPACT

No fiscal impact

ATTACHMENT

2019 Amended Bylaws

Report Prepared By: Larry Laurent
Assistant to the City Manager

Bylaws
CAPITOLA ART & CULTURAL COMMISSION
City of Capitola, California

ARTICLE I. NAME AND AUTHORITY

Section 1. Name

The name of this organization shall be the CAPITOLA ART & CULTURAL COMMISSION of the City of Capitola, California, hereinafter referred to as the "Commission".

Section 2. Authority

The Commission is established pursuant to the authority of Chapter 2.56 of the City of Capitola Municipal Code.

ARTICLE II. POWERS AND DUTIES

The Capitola Art & Cultural Commission shall have the function and duties set forth in Municipal Code Section 2.56.050 and any amendments thereto. The Municipal Code Section currently provides for the following functions and duties:

- a. Advise the City Council as to the allocation of public funds for the support and encouragement of existing and new programs in the arts, and for the acquisition by purchase, gift or otherwise, of works of art;
- b. Subject to City Council approval, initiate, sponsor or direct special programs which will enhance the artistic and cultural climate of the City;
- c. Establish close liaison with other commissions and civic organizations in order to foster public interest in the arts;
- d. Advise the City Council concerning the interpretation and implementation of the City's established art and cultural policies and practices, including the Art & Cultural Master Plan, as they relate to the Art & Cultural Commission's objectives;
- e. In February of each year, prepare for City Council review an assessment of the Art & Cultural Commission's goals, plans and objectives from the prior fiscal year and recommend for Council approval the Art & Cultural Commission's goals, plans and objectives for the next fiscal year.
- f. Perform such other functions and duties as may be directed by the City Council.

ARTICLE III. MEMBERSHIP AND TERM OF OFFICE

Section 1. Number and Qualifications

The Art & Cultural Commission shall consist of the number and type of members in accordance with Capitola Municipal Code Section 2.56.010.

Members do not need to be a resident of Capitola.

Section 2. Selection and Appointment of Members

Applications for Art & Cultural Commission members will be received by the City and forwarded to the Chairperson of the Art & Cultural Commission. Applicant(s) will attend a minimum of one Commission meeting, conference with the Chair and Commissioner(s) regarding the obligations and duties of being a commissioner prior to receiving approval for appointment. The Chair will forward the Commission's recommendation(s) for approval of applicant(s) to the City Clerk/Mayor.

The Council Member and Planning Commissioner appointees shall be selected by a majority vote of their respective boards. The remaining appointees shall be appointed to the Art & Cultural Commission by a majority vote of the City Council.

Section 3. Term of Office

Except as otherwise provided in Municipal Code Section, 2.56.030 the members shall serve for a term of two (2) years and may be reappointed for successive two-year terms.

Section 4. Removal of Members

As established in Administrative Policy I-5, any member who is absent for three meetings, and who fails to provide an excuse that is determined by the Chair to be reasonable, may be removed by the City Council. All members of the Commission serve at the pleasure of the City Council and therefore may be removed from office, without cause, and at any time, by the affirmative vote of three City Council members.

Section 5. Other Members

The commission will also allow youth members as described in Capitola Administrative Policy I-38.

ARTICLE IV. OFFICERS

Section 1. Selection of Officers

As soon as practicable, following the first day of January of each year, there shall be elected as officers for the Commission a Chairperson and a Vice Chairperson. An election shall be held at the next regular meeting to fill any office that becomes vacant during the calendar year.

Section 2. Chairperson

The Chairperson shall be elected by a majority vote of the members from among their membership. The Chairperson shall preside at all regular meetings and shall call all special meetings. The Chairperson shall use Roberts Rules of Order to conduct the meetings. He or she shall represent the Commission before the Council.

Section 3. Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of the Commission members. He or she shall assume all duties of the Chairperson in the absence of the Chairperson.

Section 4. Staff Representative

The Staff Representative shall be hired by the City Manager. General duties include:

1. Preparing, assembling and mailing meeting packets;
2. Correspondence and communication;

3. Record keeping;
4. Staff reports;
5. Financial reports;
6. Meeting minutes;
7. Liaison to the public;
8. Other tasks as assigned.

ARTICLE V. COMMITTEES

Section 1. Establishment of the Committees

The Art & Cultural Commission may designate specific committees as follows: Public Art, Volunteers, Fundraising, Marketing and any other committee as necessary. Committees shall be composed of no more than (3) commissioners. The committees may include volunteer members as deemed necessary by the Art & Cultural Commission. The committees shall report to the Art & Cultural Commission on no less than a quarterly basis.

Section 2. Membership of Committees

The Chairperson shall make all assignments and appoint the Chairperson of each committee with the consensus of the commission.

ARTICLE VI. MEETINGS

Section 1. Open Meetings

All regular and special meetings of the Commission are subject to the Brown Act and therefore are advertised and open meetings to which the public and the press shall be invited.

Section 2. Regular Meetings

Regular meetings of the Commission shall be held monthly on a day, time and location to be decided upon by the Commission on an annual basis. Any changes to regular meeting day, time and location will be provided to the Office of the City Clerk for calendaring purposes.

Section 3. Special Meetings

A special meeting may be called by the Chairperson of the Commission or by vote of the Commission. Notice of such special meeting shall be given as required by law; and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

Section 4. Quorum

A quorum shall consist of a majority of the members of the Commission in accordance with Capitola Municipal Code Section 2.56.010.

Section 5. Absence of Quorum

In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by any member present. No meeting may be declared adjourned for lack of a quorum until a fifteen (15) minute period after the scheduled time of the meeting has elapsed.

Section 6. Conduct of Meeting

At the time and place established for any meeting, when a quorum is present, the Chairperson shall call the meeting to order. The normal order of business shall include at least the following:

- a. Roll call
- b. Adoption of the Agenda
- c. Oral communications (open to the public items not on the agenda)
- d. Approval of minutes of previous meetings
- e. Discussion of old or unfinished business; review of recommendations and action on same
- f. New business
- g. Commissioner Reports
- h. Staff Reports
- i. Communications
- j. Future Agenda Items
- k. Adjournment

Section 7. Voting

All questions shall be resolved by a majority vote of the members present. The vote shall be taken by roll call vote, voice vote, or by the raising of hands; provided that, at the request of any member, the vote shall be taken by a roll call vote.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended from time to time by a vote of the Commission and approval by the City Council.

ARTICLE VIII. ADOPTION AND EFFECT

Section 1. Adoption

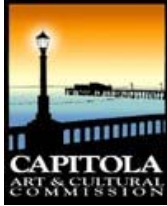
Immediately upon a majority vote of the Commission and approval by the City Council these Bylaws shall be in full force and effect; any and all provisions of previously adopted Bylaws, policies, or procedures which may be totally or partially in conflict herewith are hereby repealed.

Section 2. Effect

These Bylaws shall not be considered or construed as superseding any ordinance or directive of the City Council of the City of Capitola, nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Commission may direct its activities.

Revisions to Art & Cultural Commission Bylaws

01/22/04 Resolution No. 3326 Original Bylaws approved by City Council
05/26/05 Resolution No. 3463 Amended Article VI, Section 2, Regular Meetings
04/26/12 Resolution No. 3915 Amended Article III, Section 1, of the Bylaws
11/26/13 Resolution No. 3971 (Repealed) Amended Exhibit A of Resolution 3463,
Article III, Section 1, of the Bylaws
11/24/15 Resolution No. 4035 Repealed Resolution No. 3971, Article III,
Section 1, of the Bylaws
1/11/18 Resolution No. 4098 Amended Resolution No. 4035 Article III,
Section 1, of the Bylaws, Add Section 5
9/26/19 Resolution No. 4158 Amended Article III, Section 3, Term-limits



Item #: 5.b

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF OCTOBER 8, 2019

FROM: STAFF
DATE: October 3, 2019
SUBJECT: Public Art Railings

Recommended Action: Give Direction

BACKGROUND

At the June 18, 2019 Commission Meeting, Capitola Planning Commissioner Peter Wilk suggested the Commission investigate the possibility of creating a public art project that would replace the existing railings along Wharf Road and Monterey Avenue.

The Commission requested that staff look into the length of the two railing and to get the cost and length of the project on Capitola Ave. Staff presented the information at the July 9, 2019 meeting

The length of the existing railing on Wharf Road is approximately 520 feet and the length of the existing railing on the eastside of Monterey Avenue is approximately 630 feet and the length of the existing railing on the westside of Monterey Avenue is approximately 200 feet. The railing on the westside of Monterey Avenue appears to meet current code for safety while the railings along the eastside of Monterey Avenue and Wharf Road do not appear to meet current codes. Staff would need to verify this information.

The public art railing on Capitola Avenue is about 95 feet long and the cost of the project was \$30,000.

There were no Commissioner that were wanting to lead a subcommittee at the July meeting. At the September 10, 2019 meeting, it was requested that the item be added to a future agenda.

FISCAL IMPACT

Unknown fiscal impact.

ATTACHMENT

Railing Images

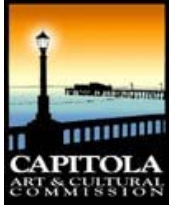
Report Prepared By: Larry Laurent
Assistant to the City Manager



1 Capitola Road Railing



2 Monterey Avenue Railings



Item #: 5.c

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF OCTOBER 8, 2019

FROM: STAFF
DATE: October 3, 2019
SUBJECT: Village Banner Review

RECOMMENDED ACTION: Give direction

BACKGROUND

At the September 12, 2019 City Council meeting, the Council directed staff to bring an item to the Commission requesting input from the Commission on banners in Capitola Village.

The City Council would like to know if the commission wants to review an application for banners by the Business Improvement Association in Capitola Village. At this time, the banners are not being presented, the City Council would like the Commission to decide if it would like to review the banner application.

FISCAL IMPACT

No fiscal impact

ATTACHMENT

Report Prepared By: Larry Laurent
Assistant to the City Manager