



City of Sierra Madre

Planning & Community Preservation Department

232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

(626)355-7138

April 28, 2026

Rosario Munoz
The British Home
647 Manzanita Ave.
Sierra Madre, CA 91024

RE: Approval of Temporary Use Permit [TUP 26-04]

A request to host the Annual June Faire

Please consider this letter as approval of your request for the subject Temporary Use Permit. The approved permit is for the Annual June Faire to be held at 647 Manzanita Ave. This event will take place Saturday, June 6, 2026, which includes set up and break down, between 9:30a.m. to 2:30p.m.

This Temporary Use Permit is granted pursuant to the application submitted, the findings for approval and the conditions of approval on file with the Planning & Community Preservation Department.

Please call me with any questions (626) 355-7135 regarding this or any other matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Clare Lin".

Clare Lin
Director of Planning & Community Preservation

Cc: Michael Bruckner, City Manager
Brian Dickinson, Public Works Director
Gustavo Barrientos, Police Chief
Brent Bartlett, Fire Chief

Attachments:

1. Temporary Use Permit (TUP 26-04) Findings for Approval
2. Temporary Use Permit (TUP 26-04) Conditions of Approval

TEMPORARY USE PERMIT [TUP 26-04]

647 Manzanita Ave.

June Faire

Findings for Approval

Pursuant to Sierra Madre Municipal Code Section 17.88.050(A)(1), for applications for uses that do not have the purpose of engaging in constitutionally protected expression, temporary use permits may be approved pursuant to the provisions of this chapter only upon the making of the following findings:

Non-Commercial Use

1. **That the temporary use is compatible with the applicable provisions of this code;** in that the applicant has followed the procedures of the Temporary Use Permit process. Pursuant to SMMC 17.88.020.B(1), the use may be permitted to occur at the property, located outside the central core area, for a period not to exceed twenty-four hours, inclusive of setup and takedown operations.
2. **The temporary use is a reasonable use of land given the purposes of the general plan, the land use designation and the zone in which the temporary use would be located;** in that the use is limited to two times per year and will not change the underlying land use of the site. Within the calendar year, the location has not applied for any temporary uses. Additionally, the conditions of approval require compliance with all other provisions of the Municipal Code.
3. **That the temporary use will not impede the reasonable use of the plan or the orderly development of land in the immediate vicinity;** in that the applicant has followed the procedures of the Temporary Use Permit process, including providing notice to neighboring residences, and the conditions of approval require compliance with all other provisions of the Municipal Code.
4. **That the temporary use will not endanger the public health, safety or welfare;** in that the conditions of approval require compliance with all provisions of the Municipal Code with regard to health, safety and welfare.
5. **The applicant has not violated a condition of a prior temporary use permit within a 24-month period;** there are no prior violations of conditions of a prior temporary use permit filed by Rosario Munoz at 647 Manzanita Ave. within a 24-month period prior the proposed start date of the temporary use.

TEMPORARY USE PERMIT [TUP 26-04]

647 Manzanita Ave.

June Faire

Conditions of Approval

1. The subject Temporary Use Permit is valid **June 6, 2026**, from **9:30a.m. to 2:30p.m.** including setup and break down.
2. No materials used for the subject event shall be nailed or taped to any street tree or lamppost.
3. At the close of the event, the applicant shall remove and dispose of all materials used or associated with the subject event.
4. The applicant shall conform to all provisions of the Sierra Madre Municipal Code, including general noise regulation pursuant to SMMC 9.32.030.
5. All parking for the use authorized by this Temporary Use Permit shall be subject to Chapter 10.24 of the Sierra Madre Municipal Code.
6. All lighting in connection with the use authorized by this Temporary Use Permit shall be shielded and directed in such a manner as to not directly impact surrounding properties.

(End of Conditions)