



CITY OF SIERRA MADRE

COMMISSION REGULAR MEETING AGENDA

**Chair Roxxi Bartlett | Vice Chair Geoffrey Woods
Commissioner Robert Bischoff | Commissioner Janette Ledea
Commissioner Ann Palmer | Student Commissioner Jack Spicer**

Monday, September 21, 2026, 5:30 P.M.

Commission Chambers, 232 W. Sierra Madre Blvd.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 355-7135. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

PUBLIC COMMENT & ACCESS

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to publiccomment@sierramadrecal.gov by 3:00PM on the day of the meeting. Emails will be acknowledged at the Commission meeting, filed into public record, and scanned onto the City website for public review.

If you require special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 355-7135 at least 48 hours prior to the meeting.

CODE OF CONDUCT

The purpose of a Commission meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Commission's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Commission's ability to conduct City business are prohibited. No signs, posters, or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb, or otherwise impede the orderly course of the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Student Commissioner Spicer

3. ROLL CALL OF COMMISSIONERS

Roxxi Bartlett, Chair

Geoffrey Woods, Vice Chair

Robert Bischoff, Commissioner

Janette Ledea, Commissioner

Ann Palmer, Commissioner

Jack Spicer, Student Commissioner

4. PRESENTATION

- a. Eagle Scout Atticus Vincent: Memorial Bench Installation for Charlie's Trail

5. REPORTS FROM COMMISSIONERS OF CITY BUSINESS

6. REPORT FROM COMMUNITY SERVICES MANAGER

7. REPORT FROM COMMUNITY SERVICES STAFF

8. REPORT FROM SIERRA MADRE ART COMMITTEE

9. REPORT FROM SIERRA MADRE HISTORICAL PRESERVATION SOCIETY

10. REPORT FROM FRIENDS OF THE SIERRA MADRE LIBRARY

11. REPORT FROM TRANSPORTATION SUBCOMMITTEE

12. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the Commission is asked to complete a speaker card and provide it to City staff prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person, and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the Commission from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the Commission and entered into public records.

13. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the

Commission requests that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Meeting Minutes of June 20, 2026

CEQA: Not a Project

Recommended Action: Approve

14. DISCUSSION ITEMS

- a. Local Community Mural – Kait Walsh

CEQA: Not a Project

Recommended Action: Receive and File

- b. Sierra Madre Rose Float Association Fee Waiver Request Report

CEQA: Not a Project

Recommended Action: Approve

- c. Review Special Event Permit #26-16 for Sierra Madre Community Foundation Wine Walk Fee Waiver Request Report

CEQA: Not a Project

Recommended Action: Approve

15. ITEMS FOR FUTURE AGENDAS

16. ADJOURNMENT

The Commission, upon approval, will adjourn to its next regular meeting on Monday, October 19, 2026.



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: September 21, 2026

TO: Community Services Commission

FROM: Leila Arciero, Library and Community Services Director
By: Ted Tegart, Community Services Manager

SUBJECT: COMMUNITY SERVICES MANAGER REPORT

RECOMMENDATION

It is recommended that the Community Services Commission receive and file this informational report.

SUMMARY

Staff presents status accounts regarding interest items to Community Services Commission and recommends the board collectively receive and file this update report for September.

DISCUSSION & ANALYSIS

- **Non-Profit Special Events Community Meeting**

Wednesday, October 7 | 6:00 PM | City Council Chambers

The City invites Sierra Madre's non-profit organizations to participate in a community meeting to discuss the special events they host throughout the year. The goal of this meeting is to better understand each event and the City services, resources, and support needed to help make these community traditions successful. This meeting is open to the public.

Discussion will focus on:

- Learning more about the annual special events hosted by local non-profit organizations.
- Understanding what organizations need from the City to successfully host their events.
- Identifying City services and resources commonly needed, such as staffing, street closures, permits, equipment, and other logistical support.
- Discussing opportunities to improve communication and coordination between the City and event organizers.
- Gathering feedback to help inform the City's special events process moving forward.

COMMUNITY SERVICES MANAGER REPORT

September 21, 2026

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Please Note: No decisions will be made at this meeting regarding the designation of events as City Events, City-Sponsored Events, or Applicant-Driven Events. This meeting is intended to gather information and hear directly from our community partners.

If you cannot attend, but would like to submit comments or questions, please email them to: communityservices@sierramadeca.gov

- **Open Special Events Community Meeting**

Wednesday, October 14 | 6:00 PM | City Council Chambers

The City invites all community members to participate in an open discussion about special events in Sierra Madre and the City's Special Events Permit process.

Special events are an important part of Sierra Madre's traditions and community character. Many events receive City support through waived permit fees, staff assistance, and services from multiple City departments. As we look to the future, the City would like community input on how we can continue supporting these events while balancing available resources and other community needs. This meeting will be broadcasted and recorded.

The meeting will include:

- An overview of the current Special Events Permit process.
- Information about the City services and resources that support community events.
- Feedback received from local non-profit organizations and event organizers.
- An opportunity for residents to share their experiences, concerns, and suggestions.
- Discussion about how the City can continue supporting community traditions in a fair and sustainable way.

Please Note: No decisions will be made at this meeting regarding events as City Events, City-Sponsored Events, or Applicant Driven Events. The purpose is to hear directly from the community and gather feedback to help guide future discussions about special events in Sierra Madre.

Following the completion of these meetings, staff will summarize the feedback received and present it to the Community Services Commission in October. The Commission will review the community input and develop recommendations for City Council regarding event classifications, City support, cost recovery, and the proposed policy.

- **Athletic Field Allocation Policy**

Staff is developing an Athletic Field Allocation Policy to establish a clear, consistent, and equitable process for allocating City athletic fields among local youth baseball and softball organizations. The policy will outline eligibility requirements, application procedures, allocation criteria, scheduling responsibilities, and expectations for field use. It will also include an allocation formula that considers residency and standardized team need. Staff plans to meet

COMMUNITY SERVICES MANAGER REPORT

September 21, 2026

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with the local leagues for feedback, then present the draft policy to the Community Services Commission in November for review.

- **Community Garden Update**

After several years with very little turnover, several community garden plots have recently changed hands, creating new opportunities for residents to participate in the program. Three plots are currently available. The Community Garden provides residents with space to grow flowers, fruits, and vegetables while connecting with neighbors and contributing to a shared community space. Staff is working to assign the available plots and welcome new gardeners into the program.

- **Bailey Canyon Estates Park Plans**

Community Services staff met with the Planning Department to discuss the park plans for the Bailey Canyon Estates development. The current concept, which was approved by the Community Services Commission in 2024, is for a passive park with a natural setting rather than an active recreational park. Planning staff will provide an updated presentation to the Commission once the plans are ready for review and feedback.

SAVE THE DATES:

Saturday, October 8, 2026, Community Excursion – CARVED, 4:30 p.m.

Saturday, October 10, 2026, Sierra Madre Community Foundation, Wine Walk, Downtown Area

Saturday, October 10, 2026, Sierra Madre Fire Prevention, 9:00 a.m. – 12:00 p.m., Fire Station

Saturday, October 17, 2026, Sierra Madre Professional Fire Association, Pancake Breakfast, 8:00 a.m. – 11:00 a.m., Fire Station

Friday, October 23, 2026, Halloween Window Painting, 2:30 p.m. – 6:00 p.m., Downtown Area

Saturday, October 24, 2026, Halloween Window Painting, 7:30 a.m. – 10:00 a.m., Downtown Area,

Saturday, October 24, 2026, Sierra Madre Rose Float Bingo Fundraiser, Sierra Madre Room

Saturday, October 31, 2026, Hometown Halloween Festival, 10:00 a.m. -2:00 p.m. Memorial Park

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act (“CEQA”), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action.

COMMUNITY SERVICES MANAGER REPORT

September 21, 2026

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Approved by:



Ted Tegart

Community Services Manager

ATTACHEMENT (2):

1. Non-Profit Special Events Community Meeting Flyer
2. Open Special Events Community Meeting Flyer
3. Community Excursion - CARVED Flyer



Non-Profit Special Events Community Meeting

AT SIERRA MADRE CITY
COUNCIL CHAMBERS
232 W SIERRA MADRE BLVD.



*Let's Discuss the Special
Events Permit*



**Wednesday
October 7
6:00 PM**

We want to learn about
your events in the City.
Not able to attend?
Send your comments or
questions to:
**communityservices
@sierramadrecal.gov**



**CITY COUNCIL CHAMBERS
232 W SIERRA MADRE BLVD.**

Open Special Events

COMMUNITY MEETING



YOUR VOICE MATTERS. YOUR PRESENCE COUNTS.

*We'll discuss the
Special Events
Permit and the
future of City
events.*

*This event will be
broadcasted and
recorded.*

WEDNESDAY

**OCTOBER
14**

**CITY
COUNCIL
CHAMBERS**
232 W SIERRA
MADRE BLVD

6:00PM

Can't Attend?

**SEND IN
QUESTIONS
AND
COMMENTS!**

.....
*communityservices
@sierramadrecal.gov*

**FREE &
OPEN TO
THE PUBLIC**

**For more information:
CALL COMMUNITY SERVICES:
(626) 355-5278**

**HELP SHAPE
FUTURE
EVENTS**



Family Excursion

October 2026



CARVED



Experience a magical evening of art and light at Descanso Gardens, featuring breathtaking carved pumpkin displays and stunning seasonal illuminations.

Includes: Round-trip transportation and admission.

Please Note: Babies under 2 are free but require a ticket (Please ask for ticket). No outside food or drinks are permitted. Restaurants and food & beverage carts will be available for purchase throughout the gardens.

Gates open at 6PM.

Thursday, October 8th

TICKETS: ADULT : \$40 KIDS: \$30 UNDER 2: FREE

Time: Departure: 4:30PM Return: 9:30 PM

Please arrive fifteen minutes early at Memorial Park for boarding.

Registration Open Now!

Walking difficulty: Med

Food: Available for purchase on Site.



(626)355-5278



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: September 21, 2026
TO: Community Services commission
FROM: Ted Tegart, Community Services Manger
By: RyAnn Lopez, recreation Coordinator II
SUBJECT: **Movies in the Park After Action Report**

RECOMMENDATION

It is recommended that the Community Services receive and file.

SUMMARY

Staff present an After Action Report on the 2026 Movies in the Park, providing an overview of the event including attendance, films, and suggestions for improvements.

DISCUSSION & ANALYSIS

The 2026 movies in the park featured a four-movie series held on selected Friday evenings. Screenings took place at the Memorial Park Band Shell, with audiences enjoying the north lawn for seating.

The series was made possible through the generous sponsorship of the Sierra Madre Events Committee, Sierra Madre Rotary Club, and the Sierra Madre Firefighters Association.

Each movie began around 8:00 p.m., or once darkness allowed, displaying popular, family-friendly animated, cartoon, and live-action films. Staff also secured several food trucks, which provided tasty treats for guests throughout most of the series. The event was a great success, attracting more than 2,000 attendees over the summer.

The last selected film was canceled due to the unforeseen heat wave. We have secured this film and will be using it as 2027's movies in the park Kick off.

This event was promoted through the Village View News, local press releases, the Sierra Madre Community Services Instagram, Facebook, big belly trashcans, and the Mountain View News. Additional promotion came from staff posts, with shares from the Sierra Madre Public Library.

ENVIRONMENTAL ANALYSIS

FISCAL IMPACT

The 2026 Movies sponsorship fees helped cover the cost of the movie licensing and on-site staff time.

Approved by:

Ted Tegart
Community Services Manager

Attachment(s):

1. First Attachment
2. Second Attachment
3. Third Attachment



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: September 21, 2026

TO: Community Services commission

FROM: Ted Tegart, Community Services Manager
By: RyAnn Lopez, Recreation Coordinator II

SUBJECT: Summer Concerts in the Park After Action Report

RECOMMENDATION

It is recommended that the Community Services receive and file.

SUMMARY

Staff present an After Action Report on the 2026 Concerts in the Park, providing an overview of the event including attendance, music genre, and suggestions for improvements.

DISCUSSION & ANALYSIS

The Community Services Department proudly presented the Annual Summer Concerts in the Park Series, featuring nine concerts with a variety of musical genres held from mid-June through August. Performances took place at the Memorial Park Band Shell on Sunday evenings from 6:00 p.m. to 8:00 p.m.

Guests enjoyed an exciting lineup of unique bands, including Classical ensembles, 60's/70's Classic Rock, 80's tribute groups, a lively "4 Lads from Liverpool" performance and the always popular "Elvis" performance. The concert series drew an impressive audience of more than 5,000 people over the course of the summer.

This year's series was made possible through the generous sponsorship of the Sierra Madre Community Foundation, Sierra Madre Senior Community Commission, Sierra Madre Fire Foundation, Kensington Sierra Madre, Sierra Madre Music Company, Sierra Madre Friends of the Library, Sierra Madre Civic Club, and the Sierra Madre Community Services Department. The 2026 Summer Concerts Series was promoted through a variety of marketing channels to reach a wide audience. Outreach included the Community Services Calendar of Events, the City of Sierra Madre website, press releases, social media posts, big belly trashcans, and coverage in

the Mountain View News. In addition, The musicians promoted their appearances through their own networks.

ENVIRONMENTAL ANALYSIS

FISCAL IMPACT

The Concerts in the Park Series is funded through direct sponsorships from local philanthropic organizations and businesses. Sponsors may select the band of their choice and are recognized as the exclusive concert sponsor.

They may also sell food and beverages, but must coordinate with City staff to secure a health permit from the Los Angeles County Health Department.

Approved by:

Ted Tegart
Community Services Manager

Attachment(s):

1. First Attachment
2. Second Attachment
3. Third Attachment



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 21, 2026
TO: Community Services Commission
FROM: Ted Tegart, Community Services Manager
By: RyAnn Lopez, Recreation Coordinator II
SUBJECT: **Hometown Halloween Festival Event – Special Event Permit # 26- 19**

RECOMMENDATION

It is recommended that the Community Services Commission receive and file this report regarding the 2026 Hometown Halloween Festival event.

SUMMARY

The 2026 Hometown Halloween Festival will take place on Saturday, October 31, from 10:00 a.m. to 2:00 p.m. at Memorial Park. The event will offer a variety of free, family-friendly Halloween activities, entertainment, and community experiences. This year will also introduce Trunk-or-Treat along Hermosa Avenue, along with food vendors on Mariposa Avenue. The event is supported through partnerships with local businesses and nonprofit organizations.

DISCUSSION AND ANALYSIS

The 2026 Hometown Halloween Festival is scheduled for Saturday, October 31, 2026, from 10:00 a.m. to 2:00 p.m. The event will take place primarily at Memorial Park, with additional activities extending onto Hermosa Avenue for Trunk-or-Treat and Mariposa Avenue for food vendors.

The event will feature live entertainment by The Skinny Ties, performing a selection of classic 1980s hits and Halloween-themed favorites. The entertainment will be sponsored by Christ Church. As part of the event's traditional programming, performers from the Sierra Madre Dance Center will open the entertainment portion of the event with a special performance.

Families and children will be able to enjoy a variety of free activities throughout the event, including a pumpkin patch, face painting, caricature painting, and a themed photo booth. A Kid Spook Zone will also be located on the south side of Memorial Park and will feature inflatable games and bounce houses suitable for children and families.

HOMETOWN HALLOWEEN FESTIVAL SPECIAL EVENT PERMIT 26-19

SEPTEMBER 21, 2026

Page 2 of 2

A new addition to this year's event is Trunk-or-Treat, which will take place along a portion of Hermosa Avenue. This activity will provide children and families with an additional opportunity to participate in Halloween festivities in a safe and organized environment.

The purpose of the Hometown Halloween Festival is to provide the community with a free, family-friendly, and safe celebration of the Halloween season, while creating an opportunity for residents to gather and enjoy entertainment and activities together.

The event is being supported through sponsorships from local nonprofit organizations and businesses, which are helping offset event costs and allowing the City to continue providing free activities for the community.

FISCAL IMPACT

There is no fiscal impact associated with receiving and filing this report. Event costs will be funded through the approved Community Services budget, sponsorships, vendor fees, and other available event revenue. Final costs will depend on the event layout, entertainment, equipment, staffing, and operational requirements.

Approved by:



Ted Tegar
Community Services Manager

CITY OF SIERRA MADRE



HOMETOWN HALLOWEEN FESTIVAL

**SATURDAY
OCTOBER 31, 2026
10:00 AM - 2:00 PM**



PUMPKIN PATCH



TRUNK OR-TREAT



KIDS' SPOOK ZONE



LIVE ENTERTAINMENT



FOOD VENDORS



**SIERRA MADRE
DANCE CENTER**

PERFORMANCE - 10:30 AM

Be sure to
dress up
and join in on
the fun



Memorial Park
222 W Sierra Madre Blvd
Sierra Madre, Ca 91024



FREE FAMILY EVENT

FOR MORE INFORMATION PLEASE CALL 626-355-5278



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: September 21, 2026

TO: Community Services Commission

FROM: Ted Tegart, Community Services Manager
By: Rosemary Garcia, Administrative Assistant

SUBJECT: **SPECIAL EVENT PERMIT 26-17 – SIERRA MADRE FIRE DEPARTMENT FIRE PREVENTION FESTIVAL**

RECOMMENDATION

Staff approve Special Event Permit 26-17 for the Sierra Madre Fire Prevention Festival on Saturday, October 10, 2026. It is recommendation that the Commission receive and file this informational report.

SUMMARY

The Sierra Madre Fire Department Annual Fire Prevention Festival event will feature fire safety demonstrations, interactive activities, community partners, emergency apparatus displays, and a fundraiser with hot dogs and opportunity drawings.

DISCUSSION & ANALYSIS

The Sierra Madre Fire Prevention Festival serves as an important community event that promotes awareness, preparedness, and safety. The festival provides residents with an opportunity to learn about fire prevention while interacting with local firefighters and other emergency personnel. Through demonstrations, educational activities, and safety information, participants can gain a better understanding of how to prevent fires and what actions to take during an emergency.

One of the major strengths of the festival is its focus on community education. Fire safety is not only the responsibility of emergency responders; individuals and families also play an important role in reducing fire risks. The event can encourage residents to practice basic safety measures, such as checking smoke alarms, creating emergency plans, maintaining clear evacuation routes, and learning how to respond appropriately to a fire.

The festival also helps strengthen the relationship between the fire department and the community. Direct interaction with firefighters can make emergency services more approachable and give residents an opportunity to ask questions about fire safety and emergency

preparedness. For children, hands-on activities and demonstrations can make safety information easier to understand and remember.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

This is a City-sponsored event, and no fees will be charged to the Sierra Madre Fire Department for the Special Event Permit, or the Public Works work order.

There is no impact to the General Fund as a result of the recommended action.

Approved by:



Ted Tegart
Community Services Manager

Attachment(s):

1. Special Event Permit 26-17
2. Event Site Map

Special Event Permit



City of Sierra Madre

Community Services Department
222 West Sierra Madre Boulevard
Sierra Madre, California 91024
(626) 355-5278
www.sierramadrecalifornia.gov

APPLICANT'S NAME Sierra Madre Fire Department				
IF ORGANIZATION, PROVIDE CONTACT NAME Amy Hsu				
ADDRESS 242 W. Sierra Madre Blvd.		CITY Sierra Madre	STATE CA	ZIP CODE 91024
PHONE 626-836-0246				
EMAIL ADDRESS ahsu@sierramadrecalifornia.gov				
LOCATION OF EVENT Sierra Madre Fire Department				
DESCRIPTION OF EVENT The 39th Annual Fire Prevention Festival will be held on Saturday, October 10, to promote fire safety and emergency preparedness. The event will feature fire safety demonstrations, interactive activities, community partners, emergency apparatus displays, and a fundraiser with hot dogs and opportunity drawings.				
DATE(S) OF EVENT 10/10/2026		START TIME AND END TIME (Including set up and break down) 8AM-1PM (event: 9AM-12PM)		
HAVE YOU ORGANIZED THIS EVENT WITH THE CITY OF SIERRA MADRE IN THE PAST? I am the event coordinator for the same event in the past 3 years.				
ESTIMATED ATTENDANCE 200		IS THERE SEATING? ☐ Yes ☒ No		IF YES, TYPE (ASSIGNED/FESTIVAL)
CHECK THOSE THAT APPLY. ☐ Selling/Serving Food ☐ Alcohol ☐ Generators ☐ Sound Amplification ☐ Street or Sidewalk Closure ☐ Animals ☒ Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) Specify: educational				
BUSINESS LICENSE		ABC LICENSE ☐ Yes ☐ No (If you marked yes, please include a copy)		
Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.				
PRESENT INSURANCE CARRIER Alliant				
LIMITS OF COVERAGE				
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? Not applicable				
IF SO, EXPLAIN				
PREVIOUS LOSSES Not applicable				
SECURITY AVAILABLE Events involving alcohol must have security present.		TYPE N/A		NUMBER OF GUARDS (Guards must remain unarmed for duration of the event)
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?		☐ Yes ☐ No		

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)
Rescue ambulance and paramedics are on site

EMERGENCY EVACUATION PLAN

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

PA system is available on site for emergency announcement.

Participants can exit from north and south of the fire bay. Exit will be clearly marked.

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)
No

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?
No

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)
20 tables and 40 chairs, 6 trash cans and liners

ATTACHMENTS

- | | |
|---|---|
| <ul style="list-style-type: none">• Fee (or fee waiver request for eligible events)• Insurance Certificate• Additional insured endorsement naming the City• Primary non-contributory endorsement• Waiver of subrogation endorsement• Security Plan• Emergency Evacuation Plan | <ul style="list-style-type: none">▪ Street Map (for street closures)▪ Site/Event Map▪ List of Specific Special Requests |
|---|---|

Insurance Requirements

Applicant agrees to provide General Liability Insurance no less broad than ISO form CG 00 01 with minimum limits of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate. The City of Sierra Madre, its officers, representatives, agents, and employees must be additional insured using an endorsement at least as broad as ISO form 20 26. The insurance provided to the City as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the City at least as broad as ISO CG 20 01. Applicant grants to the City a waiver of any right to subrogation which any insurer of Permittee may acquire against the City. If there is alcohol at the event, liquor liability must also be provided with minimum limits of \$1,000,000 per Occurrence, \$2,000,000 General Aggregate. Please provide information regarding your insurance provider below.

Additional insurance requirements: The City reserves the right to require higher general liability insurance limits and/or additional coverage (for example: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.

REQUIREMENTS NOT LIMITING

Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purpose of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the permittee maintains higher limits than the minimums shown above, the City of Sierra Madre requires and shall be entitled to coverage for the higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sierra Madre.

Will you be having a bounce house at your event? ☐ Yes ☒ No

The City of Sierra Madre requires all parties with inflatable jump houses to provide proof of insurance from the company providing the inflatable jump houses. The insurance should be a General Liability policy in the amount of no less than \$1,000,000 per Occurrence and \$2,000,000 General Aggregate. The policy must also list the City as additional insured and the certificate holder as outlined in the Insurance Requirements listed above.

Applicant hereby agrees to indemnify, defend and hold harmless the City of Sierra Madre and its officers, officials, employees, and volunteer from and against all liability, loss, damage, expense, cost (including without limitation, cost and fees of litigation) of any nature arising out of

Updated: June 3, 2026

or in connection with the applicant's performance of the permit described herein, or it's failure to comply with any of its obligations contained in the permit, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

Other than those City of Sierra Madre employees who are specifically assigned to assist in or monitor this event, it is understood by the City and the applicant that any and all employees and volunteers working on the applicant's event are employees or volunteers of the applicant and not the City of Sierra Madre. Any and all liability associated with activities of the applicant's employees and volunteers, including workers' compensation, are the sole responsibility of the applicant and not the City.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the City Municipal Code § 12.34.030. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions 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 cost and fees that may be incurred by or on behalf of the event to the City. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City.

I, THE UNDERSIGNED, HAVE READ THE PERMIT CONDITIONS AND INSURANCE REQUIREMENTS RELATING TO USE OF FACILITIES AND ACCEPT RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED HEREIN.

SIGNATURE _____ DATE _____

TITLE Administrative Analyst _____ PHONE NUMBER 626-836-0246 _____

COMMUNITY SERVICES DEPARTMENT USE ONLY

DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	

39th Fire Prevention Festival 10/10 Saturday, 9am-12pm

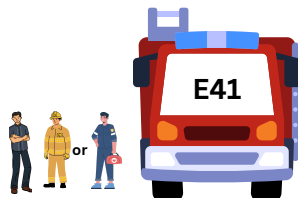
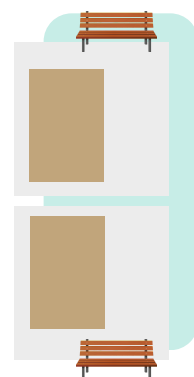
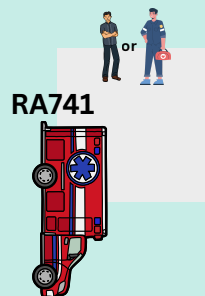
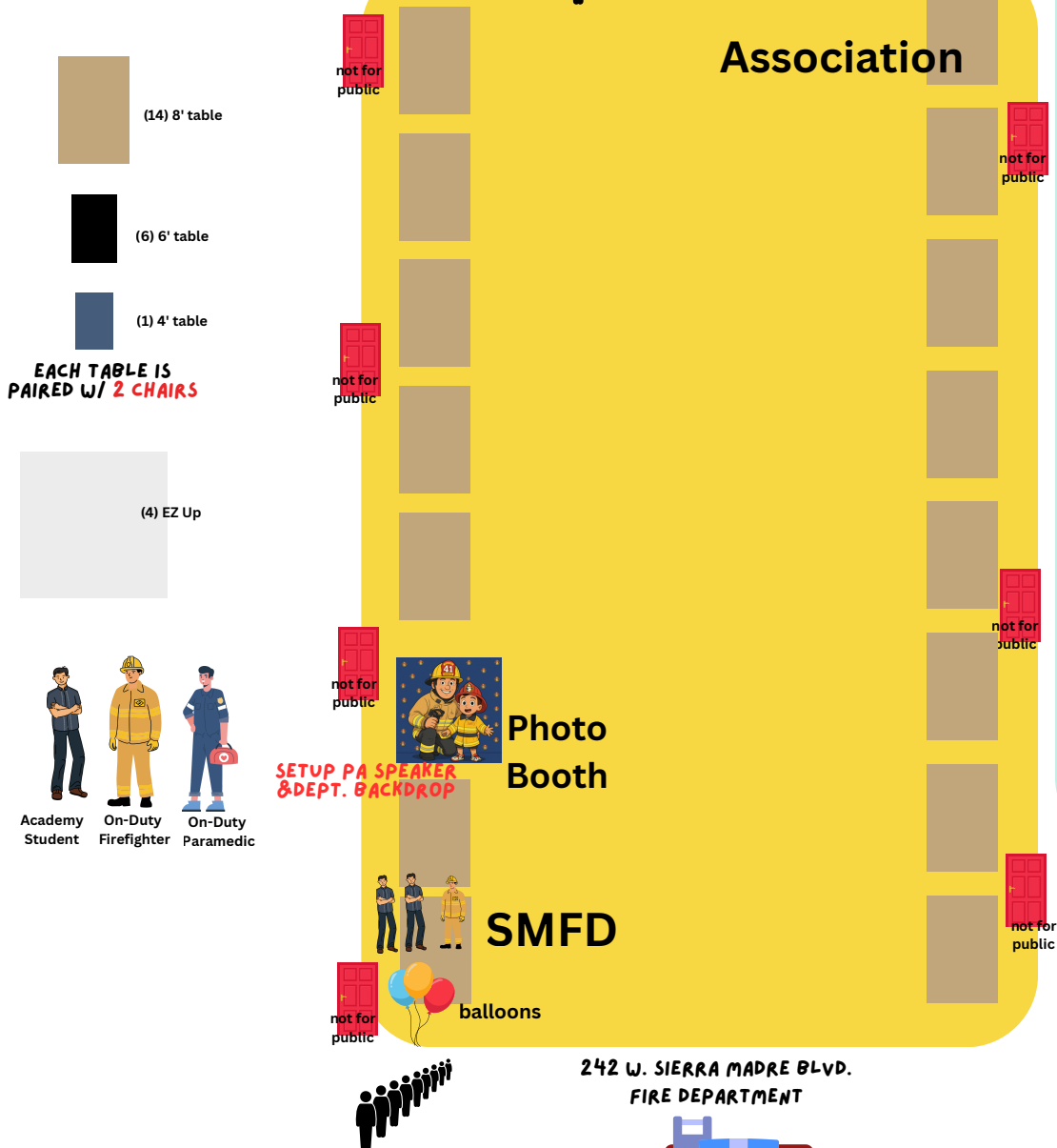
SET UP TABLES & CHAIRS
BY 7:30AM

SET UP EZ UP, FOOD STATION, FIRE
DEMO, PA SYSTEM BY 8:30AM

VENDOR SETUP: 7AM -8:50AM

RAFFLE: 11:00 AM

OUTDOOR



SIERRA MADRE BLVD.



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: September 21, 2026

TO: Community Services Commission

FROM: Ted Tegart, Community Services Manager
By: Rosemary Garcia, Administrative Assistant

SUBJECT: **SPECIAL EVENT PERMIT 26-18 – SIERRA MADRE PROFESSIONAL FIREFIGHTERS ASSOCIATION PANCAKE BREAKFAST AND SIERRA MADRE FIRE DEPARTMENT OPEN HOUSE**

RECOMMENDATION

Staff approve Special Event Permit 26-18 for the Sierra Madre Professional Firefighters Association Pancake Breakfast and Sierra Madre Fire Department Open House on Saturday, October 17, 2026. It is recommendation that the Commission receive and file this informational report.

SUMMARY

In partnership with the Sierra Madre Professional Firefighters Association and the Sierra Madre Fire Department will host its annual Open House, featuring the popular pancake breakfast.

DISCUSSION & ANALYSIS

The Sierra Madre Professional Firefighters Association and the Sierra Madre Fire Department will host a Pancake Breakfast and Open House on Saturday, October 17, 2026, from 8:00 a.m. – 11:00 p.m. at the Sierra Madre Fire Station 41 located at 242 W. Sierra Madre Blvd., to promote public engagement, fire safety education, and community relations. The family-friendly event would include pancakes, coffee, fire engine tours, and activities for all ages. Proceeds support local programs, including the Sierra Madre Firefighters.

The event aligns with the Department's outreach goals of increasing public awareness and strengthening trust between residents and first responders. Historical, similar pancake breakfast events have served both fundraising and community engagement purposes.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

This is a City-sponsored event, and no fees will be charged to the Sierra Madre Professional Firefighters Association Department & Sierra Madre Fire Department for the Special Event Permit, park reservation, or the Public Works work order.

There is no impact to the General Fund as a result of the recommended action.

Approved by:



Ted Tegart
Community Services Manager

Attachment(s):

1. Special Event Permit 26-18
2. Event Site Map

Special Event Permit



City of Sierra Madre

Community Services Department
222 West Sierra Madre Boulevard
Sierra Madre, California 91024
(626) 355-5278
www.sierramadrecalifornia.gov

26-18

APPLICANT'S NAME

Sierra Madre Professional Firefighters's Association and Sierra Madre Fire Department

IF ORGANIZATION, PROVIDE CONTACT NAME

Larry Chu

ADDRESS

80 W. Sierra Madre Blvd #72

CITY

Sierra Madre

STATE

CA

ZIP CODE

91024

PHONE

(714)-609-3974

EMAIL ADDRESS

Lawrence.S.Chu@gmail.com

LOCATION OF EVENT

242 W. Sierra Madre Blvd (Fire Station)

DESCRIPTION OF EVENT

2026 Annual Pancake Breakfast and SMFD Open House

DATE(S) OF EVENT

10/17/2026

START TIME AND END TIME

(Including set up and break down)

0700 - 1200 (Event itself is 0800-1100)

HAVE YOU ORGANIZED THIS EVENT WITH THE CITY OF SIERRA MADRE IN THE PAST?

Yes - 2025

ESTIMATED ATTENDANCE

300 throughout the event

IS THERE SEATING?

☒ Yes ☐ No

IF YES, TYPE (ASSIGNED/FESTIVAL)

Festival

CHECK THOSE THAT APPLY.

☒ Selling/Serving Food

☐ Alcohol

☐ Generators

☒ Sound Amplification

☐ Street or Sidewalk Closure

☐ Animals

☒ Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.)

Specify: cooking griddles, tables, chairs, cold food trailer, beverages table, merchandise booth

BUSINESS LICENSE

No

ABC LICENSE

☐ Yes ☒ No

(If you marked yes, please include a copy)

Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.

PRESENT INSURANCE CARRIER

Farmer's (PolicyNBP1577074)

LIMITS OF COVERAGE

Each Occurrence \$1,000,000

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?

No

IF SO, EXPLAIN

PREVIOUS LOSSES

N/A

SECURITY AVAILABLE

Events involving alcohol must have security present.

TYPE

None

NUMBER OF GUARDS

(Guards must remain unarmed for duration of the event)

DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?

☐ Yes ☐ No

Enclose a copy of security directions as separate attachment.

RECEIVED

SEP 3 2026

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)
Fire Department Property, RA41 and E41 on site

EMERGENCY EVACUATION PLAN

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

SMPD and SMFD will be on site should an emergency occur

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

None

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

No

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

**10 Pop-Up Trash Cans
25 Rectangular Folding Tables**

ATTACHMENTS

- Fee (or fee waiver request for eligible events)
- Insurance Certificate
- Additional insured endorsement naming the City
- Primary non-contributory endorsement
- Waiver of subrogation endorsement
- Security Plan
- Emergency Evacuation Plan

- Street Map (for street closures)
- Site/Event Map
- List of Specific Special Requests

Insurance Requirements

Applicant agrees to provide General Liability Insurance no less broad than ISO form CG 00 01 with minimum limits of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate. The City of Sierra Madre, its officers, representatives, agents, and employees must be additional insured using an endorsement at least as broad as ISO form 20 26. The insurance provided to the City as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the City at least as broad as ISO CG 20 01. Applicant grants to the City a waiver of any right to subrogation which any insurer of Permittee may acquire against the City. If there is alcohol at the event, liquor liability must also be provided with minimum limits of \$1,000,000 per Occurrence, \$2,000,000 General Aggregate. Please provide information regarding your insurance provider below.

Additional insurance requirements: The City reserves the right to require higher general liability insurance limits and/or additional coverage (for example: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.

REQUIREMENTS NOT LIMITING

Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purpose of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the permittee maintains higher limits than the minimums shown above, the City of Sierra Madre requires and shall be entitled to coverage for the higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sierra Madre.

Will you be having a bounce house at your event? ☐ Yes ☐ No

The City of Sierra Madre requires all parties with inflatable jump houses to provide proof of insurance from the company providing the inflatable jump houses. The insurance should be a General Liability policy in the amount of no less than \$1,000,000 per Occurrence and \$2,000,000 General Aggregate. The policy must also list the City as additional insured and the certificate holder as outlined in the Insurance Requirements listed above.

Applicant hereby agrees to indemnify, defend and hold harmless the City of Sierra Madre and its officers, officials, employees, and volunteer from and against all liability, loss, damage, expense, cost (including without limitation, cost and fees of litigation) of any nature arising out of

or in connection with the applicant's performance of the permit described herein, or it's failure to comply with any of its obligations contained in the permit, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

Other than those City of Sierra Madre employees who are specifically assigned to assist in or monitor this event, it is understood by the City and the applicant that any and all employees and volunteers working on the applicant's event are employees or volunteers of the applicant and not the City of Sierra Madre. Any and all liability associated with activities of the applicant's employees and volunteers, including workers' compensation, are the sole responsibility of the applicant and not the City.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the City Municipal Code § 12.34.030. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions 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 cost and fees that may be incurred by or on behalf of the event to the City. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City.

I, THE UNDERSIGNED, HAVE READ THE PERMIT CONDITIONS AND INSURANCE REQUIREMENTS RELATING TO USE OF FACILITIES AND ACCEPT RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED HEREIN.

SIGNATURE



DATE 9/3/2026

TITLE SMPFA Member

PHONE NUMBER (714)-609-3974

COMMUNITY SERVICES DEPARTMENT USE ONLY

DEPARTMENT HEAD SIGNATURE

DATE:

PRINT NAME

SM Boulevard

Driveway

Gate (open)

Cooking Area

Tables + Chairs

Tables + Chairs

Door

Drink Area



CITY OF SIERRA MADRE

COMMISSION REGULAR MEETING MINUTES

**Chair Roxxi Bartlett | Vice Chair Geoffrey Woods
Commissioner Ashley Bonenfant | Commissioner Lisa Carlson
Commissioner Ann Palmer | Student Commissioner Jack Spicer**

Monday, June 15, 2026, 5:30 p.m.

City Council Chambers, 232 W. Sierra Madre Boulevard

1. CALL TO ORDER

Chair Bartlett called the meeting to order at 5:32 p.m.

2. PLEDGE OF ALLEGIANCE:

Vice Chair Woods led the audience in the Pledge of Allegiance.

3. ROLL CALL

Administrative Assistant Garcia called the roll:

Present:

Chair Roxxi Bartlett
Vice Chair Geoffrey Woods
Commissioner Ashley Bonenfant
Commissioner Lisa Carlson
Student Commissioner Jack Spicer

Absent:

Commissioner Ann Palmer

Also Present:

Councilmember Gene Goss
Director of Library & Community Services Leila Regan
Community Services Supervisor Ted Tegart
Administrative Assistant Rosemary Garcia
Recreation Coordinator I Brandon Wilson

4. REPORT FROM COMMISSIONERS ON CITY BUSINESS

Chair Bartlett: Attended the Mount Wilson Trail Race and congratulated the committee and staff on a great job. She also attended the Library Opening Day and commented that it was nice to see so many people in attendance.

Vice Chair Woods: Reported he walked through Memorial Park and noted that it looked good. He also attended the budget sessions and noted that Community Services expenditure had decreased, which he said was great. Vice Chair Woods attended the Library Opening Day as well and commented that it was great.

Commissioner Bonenfant: Attended the Mount Wilson Trail Race but did not participate in the race. She also attended the Library Opening Day and commented that it was beautiful.

Commissioner Carlson: Nothing new to report.

Commissioner Palmer: Absent

Student Commissioner Spicer: Attended the library opening day and participated in a puzzle competition.

5. REPORT FROM COMMUNITY SERVICES SUPERVISOR

Community Services Supervisor Tegart provided updates on upcoming community events and department activities. He announced the Planning Department's upcoming discussion of the Open Space Element of the General Plan and noted that the Community Services Department was invited to attend. He reported that the Mount Wilson Trail Race was full and well attended, with the committee's wrap-up meeting scheduled for that evening.

Supervisor Tegart also announced the upcoming Community Bike Ride, Movies in the Park, Community Yard Sale, and Concerts in the Park series. He reminded Commissioners to notify him if they need name badges. Finally, he announced that Recreation Coordinator I Wilson will be leaving the City of Sierra Madre to join the City of South Pasadena and congratulated him on his new position.

Chair Bartlett inquired whether the Community Yard Sale was full.

Recreation Coordinator II Lopez stated that there were still a couple of spots available.

6. REPORT FROM COMMUNITY SERVICES STAFF

There were no reports from Community Services staff.

7. REPORT FROM FRIENDS OF THE SIERRA MADRE LIBRARY

Director of Library & Community Services Regan stated that Jeanne Martin was unable to attend and that she would be filling in for her. She provided a recap of the Library Opening Day, which was held on Saturday, June 6, 2026. More than 1,000 people attended throughout the day, and more than 1,000 items were checked out. The library also signed up more than 100 people for library cards, approximately 60 of whom were Sierra Madre residents. The Friends of the Library Bookstore generated more than \$700 in sales.

8. REPORT FROM THE YMCA PASADENA-SIERRA MADRE

Executive Director Kurt Knopp provided an update on YMCA programs and activities, including the Summer Day Camp, Community Recreation Swim, and the free Youth Teen Center program for ages 12–18. He also highlighted upcoming swimming events and youth activities. The YMCA will participate in the Fourth of July

Celebration by providing the Kids Fun Zone, supporting the Firecracker Fun Run, and offering free recreational swimming on July 4, 2026.

Vice Chair Woods inquired about how the YMCA programs and facility were doing.

Executive Director Kurt Knopp reported the YMCA is doing well both operationally and with its programs. The building is in good condition, with pool resurfacing and decks improvements planned for later this year. Program participation is strong, with summer day camp averaging 75 children compared to a goal of 72, and swim lessons, morning fitness classes, and yoga classes experiencing high participation or full enrollment.

9. REPORT FROM THE SIERRA MADRE EVENT COMMITTEE

Commissioner Carlson reported that preparations for the Fourth of July celebration and parade are progressing well, with 86 participants registered. Parade packets will be mailed tomorrow, and the Beer Garden is ready. The committee will also sponsor a showing of *Lilo & Stitch* on Friday, June 19, and is seeking volunteers to help staff the Beer Garden. Commissioner Carlson expressed excitement about the upcoming event.

10. REPORT FROM THE SIERRA MADRE ART WALK COMMITTEE

Art Walk Chair Kate Walsh reported that the Art Walk is three days away and preparations are going well. She shared that the event provides local artists an opportunity to showcase their work to the community. Chair Walsh provided event highlights and shared the Art Walk map with the Commission.

11. REPORT FROM THE HISTORICAL PRESERVATION SOCIETY

President Diane Sands reported that the Museum restoration project remains on hold while the City completes the necessary steps following the bidding process. The Society received grants from the Civic Club and Rotary Club for Museum projects and participated in a successful Library Opening Day. Eagle Scout Corwin Carr completed a landscaping and signage improvement project. Eagle Scout Zackary Ward will be working on an additional room at the Richardson House, and Eagle Scout Robert Shema will present his completion of the Memorial Well project this evening.

12. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE

Commissioner Carlson reported that the Sierra Madre Moves (Uber) is now live. Residents can make reservations through the app or by calling the designated reservation number.

13. PRESENTATION

a. Eagle Scout Robert Shema: Old Memorial Well Project Completion

Eagle Scout Robert Shema presented a slideshow on the Old Memorial Well project, outlining the project timeline and completed work. The Commission thanked him for his efforts.

Vice Chair Woods asked how many people assisted with the project.

Mr. Shema stated that approximately 4–5 people helped.

14. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Chair Bartlett opened the meeting for public comments on items not on the agenda.

Community Services Supervisor Tegart noted that the city did receive one public comment speaker card.

Chair Bartlett closed public comment and moved on to Action Items and Reports.

15. Consent Calendar

a. Special Meeting Minutes of April 15, 2026

CEQA: Not a Project

Recommendation Action:

Vice Chair Woods made a motion to approve the minutes as presented.

Commissioner Carlson seconded the motion.

Chair Bartlett called for a vote of the Commission:

Vote Yes: Chair Bartlett, Vice Chair Woods, Commissioner Bonenfant, Commissioner Carlson

Vote No: None

Absent: Commissioner Palmer

Abstain: None

The motion to approve the minutes as presented was approved by unanimous voice vote.

16. DISCUSSION ITEMS

a. Consideration of Cancellation of the Regular August 17, 2026

Community Services Supervisor Tegart delivered the report.

The Commission tabled consideration of canceling the August 17, 2026, meeting until the July meeting, when they will further discuss the meeting schedule and upcoming changes in Commission membership.

b. Review of Special Event Permit #26-11 for a Pickleball Civic Leaders Tournament

Community Services Supervisor Tegart delivered the report.

Chair Bartlett asked the Commission for a motion.

Commissioner Carlson made a motion to approve THE Pickleball Civic Leaders Tournament Event SEP #2611 fee waiver request.

Commissioner Bonenfant seconded the motion.

Vote Yes: Chair Bartlett, Vice Chair Woods, Commissioner Bonenfant, Commissioner Carlson
Vote No: None
Absent: Commissioner Palmer
Abstain: None

The motion was approved for the Pickleball Civic Leaders Tournament Event SEP #26-11 fee waiver request by unanimous voice vote.

17. ITEMS FOR FUTURE AGENDAS

Special Event Permit Policy – Community Services Supervisor Ted Tegart
Goldberg Park Project – Chair Bartlett

18. ADJOURNMENT

Chair Bartlett asked the Commission for a motion to adjourn.

Commissioner Carlson made a motion to adjourn the meeting.

Commissioner Bonenfant seconded the motion.

Chair Bartlett called for a vote of the Commission:

Vote Yes: Chair Bartlett, Vice Chair Woods, Commissioner Bonenfant, Commissioner Carlson,
Vote No: None
Absent: Commissioner Palmer
Abstain: None

The Commission adjourned the meeting at 6:16 p.m. The next regular meeting is scheduled for Monday, July 20, 2026.

Community Services Supervisor Tegart thanked Commissioners Carlson and Bonenfant for their years of service.

Minutes taken and prepared by:

Rosemary Garcia

Rosemary Garcia, Administrative Assistant

Reviewed by:

Ted Tegart

Ted Tegart, Community Services Supervisor



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: September 21, 2026
TO: Community Services commission
FROM: Ted Tegert, Community Services Manager
By: Rosemary Garcia, Administrative Assistant
SUBJECT: SIERRA MADRE ROSE FLOAT ASSOCIATION FEE WAIVER REQUEST

RECOMMENDATION

It is recommended that the Community Services Commission approve the fee waiver request for use of the Sierra Madre Room at the Community Recreation Center for the fundraiser event on Saturday, October 24, 2026.

SUMMARY

Requesting a waiver of the reservation fee by the Sierra Madre Rose Float Association for their Legendary Bingo Event on Saturday, October 24, 2026.

DISCUSSION & ANALYSIS

The Sierra Madre Rose Float Association is representing the City of Sierra Madre in the 2027 Pasadena Tournament of Rose Parade on January 1, 2027.

The Sierra Madre Rose Float Association is requesting a full fee waiver for the use of the Sierra Madre Room in the Community Recreation Center for its Legendary Bingo Fundraiser scheduled for Saturday, October 24, 2026.

All funds generated by the Bingo Fundraisers are directly utilized to purchase building materials for their float construction.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

Community Recreation Center – Sierra Madre Room

Date(s)	Activity	Reservation Fee	Number of Days	Total Fee
October 24, 2026	Bingo Fundraiser	\$586.00	1	\$586.00
			TOTAL	\$586.00

The recommended fee waiver will result in \$586.00 in waived reservation revenue. There is no direct expenditure impact to the General Fund.

Approved by:

Ted Tegart
Community Services Manager

Attachment(s):

1. Fee Waiver Request Letter



August 15, 2026

Community Services Commission
City of Sierra Madre
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

Re: Request for Fee Waiver for Use of the Sierra Madre Room for Fundraiser

Dear Commissioners:

The Sierra Madre Rose Float Association will again be representing our wonderful city in the 2027 Pasadena Tournament of Rose Parade® on January 1st. We are busy constructing our float, ordering flowers, preparing dry materials for use of the float and signing up volunteers online. It's a busy time for us.

We are a 501(c)(3) non-profit organization, using our funds to create an amazing float and to provide an educational scholarship to a deserving student, as part of our nonprofit purpose. We have created a number of award-winning floats and strive to use all funds donated to us as cost effectively as possible, saving money wherever we can.

We are requesting a fee waiver for use of the Sierra Madre Room in the Recreation Center for our Legendary Bingo fundraiser scheduled for Saturday, October 24, 2026. This is a very important and major fundraiser for us and we appreciate your consideration of our fee waiver request. Please feel free to contact Barbie at 626.590.7570 or Michael at 213.999.3413 if you have any questions or concerns. Thank you for your help and your service on the Commission.

Sincerely,
SIERRA MADRE ROSE FLOAT ASSOCIATION

Barbie Bevington, President

Michael Bilbrey, Special Events Chairperson



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: September 21, 2026

TO: Community Services Commission

FROM: Ted Tegart, Community Services Manager
By: Rosemary Garcia, Administrative Assistant

SUBJECT: **SIERRA MADRE COMMUNITY FOUNDATION WINE WALK EVENT– SPECIAL EVENT PERMIT #26-16**

RECOMMENDATION

It is recommended that the Community Services Commission review Special Event Permit #26-16 and consider the fee waiver request for the Sierra Madre Community Foundation Wine Walk event.

SUMMARY

The Sierra Madre Community Foundation is requesting a fee waiver for Special Event Permit (SEP) 26-16, as well as facility reservation and permit fees associated with the Wine Walk Event. The event is scheduled to take place downtown on Saturday, October 10, 2026, from 5:00 p.m. to 8:00 p.m. Event setup will begin at 4:00 p.m., and breakdown will conclude by 9:00 p.m.

DISCUSSION & ANALYSIS

The Wine Walk will feature a festive evening of wine, shopping, and community in the center of Sierra Madre.

The Sierra Madre Community Foundation is dedicated to supporting local events and Businesses. The SMCF supports the Sierra Madre Library, local schools, Halloween happenings, art programs, and the Mt. Wilson Trail Race, the Rose Float, Search and Rescue, Sierra Madre Little League and many more. According to the SMCF, funds raised remain in Sierra Madre, supporting the very things that make Sierra Madre unique.

Estimated attendance is approximately 400 participants.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

Sierra Madre Community Foundation has submitted a request for a fee waiver totaling \$568.00, broken down as follows:

QTY	FEES TO BE WAIVED:	FEE AMOUNT
1	Special Event Permit fee for over 100 participants	\$297.00
1 day	Kersting Court reservation fee for over 100 participants	\$271.00
	TOTAL AMOUNT REQUESTED	\$568.00

Approval of the requested fee waiver will result in a loss of \$568.00 in General Fund revenue. However, the proposed event provides a community benefit by promoting civic engagement and supporting community activities and civic engagement for residents. The fiscal impact is limited to the fees waived, and no additional expenditure are anticipated as a result of the recommended action.

Approved by:



Ted Tegart
Community Services Manager

Attachments:

1. Special Event Permit 26-16
2. Fee Waiver Request Letter
3. Site/Event Map
4. Wine Walk Flyer

Special Event Permit

Services Department 222 West Sierra Madre Boulevard
Sierra Madre, California 91024 (626) 355-5278
www.sierramadeca.gov

26-14



City of Sierra Madre Community

APPLICANT'S NAME

Sierra Madre Community Foundation

IF ORGANIZATION, PROVIDE CONTACT NAME

Ann Palmer

ADDRESS P.O. Box 716

CITY SM

CA

91024

PHONE 626-224-1576

EMAIL ADDRESS

LOCATION OF EVENT Wine Walk check in tables will be located in Kersting Court (need to reserve)

DESCRIPTION OF EVENT The SMCF Wine Walk, "Sip, Shop and Stroll" - Paid participants will receive wristbands and a map of participating merchants and will visit the stores to taste various wines, shop in the establishment and then walk to the next store.

DATE(S) OF EVENT October 10, 2026

START TIME AND END TIME

(Including set up and break down) 4:00pm - 9:00pm

HAVE YOU ORGANIZED THIS EVENT WITH THE CITY OF SIERRA MADRE IN THE PAST? The SMCF is bringing back the wine walk after a hiatus since 2013. In the past, the walk was a fundraiser for the Spiro Foundation. This year, funds raised will be used to help the SMCF fund the grants that are given to community individuals, organizations etc.

ESTIMATED ATTENDANCE 400 (a guesstimate)

IS THERE SEATING?
NO

IF YES, TYPE (ASSIGNED/FESTIVAL)

CHECK THOSE THAT APPLY.

Selling/Serving Food Alcohol Generators Sound Amplification

Street or Sidewalk Closure Animals

Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.)

Specify: * Renting 2 Porta Potties

RECEIVED

AUG 6 2026

BUSINESS LICENSE 501 3C organization EIN 45-1489623	ABC LICENSE No (If you marked yes, please include a copy)	Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.
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PRESENT INSURANCE CARRIER
LIMITS OF COVERAGE

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?
IF SO, EXPLAIN

PREVIOUS LOSSES

SECURITY AVAILABLE Events involving alcohol must have security present.	TYPE	NUMBER OF GUARDS (Guards must remain unarmed for duration of the event)
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?		Yes No

Enclose a copy of security directions as separate attachment.

Updated: June 3, 2026

442153.1

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)	N/A
---	-----

EMERGENCY EVACUATION PLAN In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc. Plan must be attached to application for consideration of approval.
How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet) In case of an emergency, the SMC Co-Presidents will contact public safety personnel. Visitors will follow the city's public evacuation plan.

A

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)	N/A
--	-----

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?
--

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

ATTACHMENTS

- Fee (or fee waiver request for eligible events)
- Insurance Certificate
- Additional insured endorsement naming the City
- Primary non-contributory endorsement
- Waiver of subrogation endorsement
- Security Plan
- Emergency Evacuation Plan

- Street Map (for street closures)
- Site/Event Map
- List of Specific Special Requests

Insurance Requirements

Applicant agrees to provide General Liability Insurance no less broad than ISO form CG 00 01 with minimum limits of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate. The City of Sierra Madre, its officers, representatives, agents, and employees must be additional insured using an endorsement at least as broad as ISO form 20 26. The insurance provided to the City as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the City at least as broad as ISO CG 20 01. Applicant grants to the City a waiver of any right to subrogation which any insurer of Permittee may acquire against the City. If there is alcohol at the event, liquor liability must also be provided with minimum limits of \$1,000,000 per Occurrence, \$2,000,000 General Aggregate. Please provide information regarding your insurance provider below.

Additional insurance requirements: The City reserves the right to require higher general liability insurance limits and/or additional coverage (for example: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.

REQUIREMENTS NOT LIMITING

Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purpose of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the permittee maintains higher limits than the minimums shown above, the City of Sierra Madre requires and shall be entitled to coverage for the higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sierra Madre.

Will you be having a bounce house at your event? ☐ Yes ☒ No

The City of Sierra Madre requires all parties with inflatable jump houses to provide proof of insurance from the company providing the inflatable jump houses. The insurance should be a General Liability policy in the amount of no less than \$1,000,000 per Occurrence and \$2,000,000 General Aggregate. The policy must also list the City as additional insured and the certificate holder as outlined in the Insurance Requirements listed above.

Applicant hereby agrees to indemnify, defend and hold harmless the City of Sierra Madre and its officers, officials, employees, and volunteer from and against all liability, loss, damage, expense, cost (including without limitation, cost and fees of litigation) of any nature arising out of

Updated: June 3, 2026

442153.1
or in connection with the applicant's performance of the permit described herein, or its failure to comply with any of its obligations contained in the permit, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

Other than those City of Sierra Madre employees who are specifically assigned to assist in or monitor this event, it is understood by the City and the applicant that any and all employees and volunteers working on the applicant's event are employees or volunteers of the applicant and not the City of Sierra Madre. Any and all liability associated with activities of the applicant's employees and volunteers, including workers' compensation, are the sole responsibility of the applicant and not the City.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the City Municipal Code § 12.34.030. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions 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 cost and fees that may be incurred by or on behalf of the event to the

City. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City.

I, THE UNDERSIGNED, HAVE READ THE PERMIT CONDITIONS AND INSURANCE REQUIREMENTS RELATING TO USE OF FACILITIES AND ACCEPT RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED HEREIN.

SIGNATURE DATE TITLE PHONE NUMBER

COMMUNITY SERVICES DEPARTMENT USE ONLY	
DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	

★ IT'S BACK! ★

SIERRA MADRE WINE WALK

★ ★

➤ SIP. SHOP. STROLL. ◀

**SATURDAY,
OCTOBER 10, 2026**

— 5:00 – 8:00 PM —

DOWNTOWN SIERRA MADRE



Enjoy wine at
participating businesses



Shop local & discover
something new



Support our community

Bring your friends and make a night of it! ♥



A festive evening of wine, shopping,
and community in the heart of Sierra Madre!

— *come and support the* —
SIERRA MADRE COMMUNITY FOUNDATION

