



## ***City of Sierra Madre***

*Planning & Community Preservation Department*

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

*(626)355-7138*

April 8, 2026

Maro Gaboudian  
236 Windwood Lane,  
Sierra Madre, CA 91024

**RE: Approval of Temporary Use Permit TUP 26-01**

A request to host a Graduation Celebration

Please consider this letter as approval of your request for the subject Temporary Use Permit. The approved permit is for the Graduation Celebration to be held at 236 Windwood Lane. This event will take place on Saturday, May 16, 2026, which includes set up and break down, between 6:00pm and 12:00am.

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", written in a cursive style.

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 26-01) Findings for Approval
2. Temporary Use Permit (TUP 26-01) Conditions of Approval

**TEMPORARY USE PERMIT (TUP 26-01)**

236 Windwood Lane  
Graduation Celebration

**Findings for Approval**

Pursuant to Sierra Madre Municipal Code Section 17.88.050(A), 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 permit is compatible with the applicable provisions of this code;** in that the applicant has followed the procedures of the Temporary Use Permit process.
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 land 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 Maro Gaboudian at 236 Windwood Lane, within a 24-month period prior the proposed start date of the temporary use.

**TEMPORARY USE PERMIT (TUP 26-01)**

236 Windwood Lane  
Graduation Celebration

**Conditions of Approval**

1. The subject Temporary Use Permit is valid **May 16, 2026, from 6:00pm to 12:00am**, including setup and break down.
2. Alcohol service shall not be permitted unless the proper Special Events permit is acquired from the Department of Alcoholic Beverage Control (ABC) if required, and approval is granted by the Sierra Madre Police Department.
3. No materials used for the subject event shall be nailed or taped to any street tree or lamppost.
4. At the close of the event, the applicant shall remove and dispose of all materials used or associated with the subject event.
5. Placement and removal of barricades shall be the sole responsibility of the applicant. City will deliver four barricades to be placed at both ends of the event.
6. The applicant shall conform to all provisions of the Sierra Madre Municipal Code, including general noise regulation pursuant to SMMC 9.32.030.
7. All parking for the use authorized by this Temporary Use Permit shall be subject to Chapter 10.24 of the Sierra Madre Municipal Code.
8. 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)