



City of Sierra Madre

Planning & Community Preservation Department
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024
626.355.7138

September 2, 2026

St. Rita's School
322 N. Baldwin Ave.
Sierra Madre, CA 91024

RE: Approval of Temporary Use Permit [TUP 26-08]

A request to host the annual Harvest Festival to be held at 322 N. Baldwin Ave. (West Campus)

Please consider this letter as approval of your request for the subject Temporary Use Permit. The approved permit is for the annual Harvest Festival to be held at 322 N. Baldwin Ave (West Campus). This event will take place on September 26, 2026, which includes set up and break down, between 8:00AM and 9:30PM.

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,

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 26-08) Findings for Approval
2. Temporary Use Permit (TUP 26-08) Conditions of Approval

TEMPORARY USE PERMIT [TUP 26-08]
322 N. Baldwin Ave. (West Campus)
St. Rita's Harvest Festival

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:

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. Pursuant to SMMC 17.88.020.C(1) Carnivals, circuses and similar events may be permitted for a period of up to ten days within any calendar year, and no such activity shall be conducted for longer than five consecutive days at one time.
2. **The temporary use will not conflict with the general plan;** in that the use is limited to two times per year and will not change the underlying land use of the site. Approval of this temporary use permit constitutes the first within the prior 12 months at the West campus.
3. **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. Additionally, the conditions of approval require compliance with all other provisions of the Municipal Code.
4. **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.
5. **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.
6. **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 St. Rita's School at 322 N. Baldwin Ave., for annual Harvest Festival within a 24-month period prior the proposed start date of the temporary use.

TEMPORARY USE PERMIT [TUP 26-08]

322 N. Baldwin Ave. (West Campus)
St. Rita's Harvest Festival

Conditions of Approval

1. The subject Temporary Use Permit is valid for **Saturday, September 27, 2025 between 8:00AM and 9:30PM.**
2. The applicant shall conform to all provisions of the Sierra Madre Municipal Code.
3. Alcohol service shall not be permitted unless the proper Special Events permit is acquired from the Department of Alcoholic Beverage Control (ABC), and approval is granted by the Sierra Madre Police Department.
4. Fire extinguishers shall be present at all booths where food is being prepared as well as at the stage.
5. An Electrical Permit will be required for the generator and connections thereto to power the rides.
6. The ride operator shall provide the state identification number of all rides to the Building Official or his designee.
7. The Fire Department and Building Official will conduct an inspection of the event prior to any guest or patron arrival.
8. No materials used for the subject event shall be nailed or taped to any street tree or lamppost.
9. At the close of the event, the applicant shall remove and dispose of all materials used or associated with the subject event.
10. Any encroachment on public property, including the placement of signs or related merchandise, requires approval by the Public Works Department in conjunction with the Department of Planning & Community Preservation.
11. A requirement to have an event monitor on-site for the duration of the event. Event monitor will serve as the liaison between the applicant, the city, residents, and businesses on the day of the event and will confirm that the applicant is abiding by the terms of this temporary use permit and municipal code including noise regulation pursuant to SMMC 9.32.100.

(End of Conditions)