



City of Sierra Madre

*Planning & Community Preservation Department
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024
phone 626.355.7138 fax 626.355.2251*

September 28, 2022

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

RE: Approval of Temporary Use Permit 22-16 (TUP 22-16); A request to hold an annual Harvest Festival at St. Rita's School.

Please consider this letter as a conditional approval of your request for the subject Temporary Use Permit. The conditionally approved permit is for an annual Harvest Festival to be held at 322 N. Baldwin Ave. This permit is valid from Friday, October 21, 2022 thru Saturday October 22, 2022. This event will take place on Friday October 21, 2022 between the hours of 6:30 P.M. and 10:00 P.M., and on Saturday October 22, 2022 from 12:30 P.M. to 9:30 P.M. The event will have live and recorded music, the selling and serving of food, as well as game booths, and rides. The City is aware that alcoholic beverages will be served.

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; wherein the property is located within an institutional zone without a master plan therefore is regulated under SMMC 17.88: Temporary Use Permits. 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 authorized by this temporary use permit serves to implement the following General Plan Objectives and Policies:

Objective C23: Maintaining and enhancing opportunities for the pursuit and enjoyment of the arts, culture, education and creative thought.

Policy C23.1: Encourage private cultural organizations (dance, music, acting groups, art galleries, book and reading societies and similar) to continue their activities in the City.

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;** the use authorized by this Temporary Use Permit as a harvest festival is located on the Saint Rita School property. Both uses serve as a point of family-oriented activities that provide a place for community gathering and social unity.
4. **That the temporary use will not impede the reasonable use of land or the orderly development of land in the immediate vicinity;** the harvest festival is a use in harmony with the existing school facility. The harvest festival will act as an extension of Saint Rita's community based philosophy, thereby not unreasonably impeding the orderly development of land. Any noise generated will be subject to Noise regulations.

That the temporary use will not endanger the public health, safety or welfare; in that the harvest festival will be thoroughly inspected by the Building and Fire Department to ensure the public health, safety, and welfare.

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

Conditions of Approval

1. The subject Temporary Use Permit is valid for Friday, October 21, 2022 thru Saturday October 22, 2022.
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. The alcohol service shall be served in distinctive cups (such as by color) in order to differentiate between the service of alcoholic and non-alcoholic beverages;
5. A minimum of one security guard provided by the applicant shall be on duty at all times and present in the area where alcohol is being served; it is also the responsibility of the security guard(s) to ensure that patrons do not leave the designated alcohol service area with any alcoholic beverage in an open container.
6. The security guard(s) provided by the applicant shall be identifiable by marked uniform or dress.
7. Fire extinguishers shall be present at all booths where food is being prepared as well as at the stage.
8. An Electrical Permit will be required for the generator and connections thereto to power the rides.
9. The ride operator shall provide the state identification number of all rides to the Building Official or his designee.
10. The Fire Department and Building Official will conduct an inspection of the event prior to any guest or patron arrival.
11. No materials used for the subject event shall be nailed or taped to any street tree or lamppost.

12. At the close of the event, the applicant shall remove and dispose of all materials used or associated with the subject event.
13. 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.
14. 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.

Please call me with any questions (626) 355-7138 regarding this or any other matter.

Sincerely,



Vincent Gonzalez
Director of Planning & Community Preservation

Cc: Jose Reynoso, City Manager
Chris Cimino, Public Works Director
Henry Amos, Police Chief
Brent Bartlett, Fire Chief