



City of Sierra Madre

Planning & Community Preservation Department

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

626.355.7138

May 8, 2025

Rosario Munoz
647 Manzanita Ave.
Sierra Madre, CA 91024

RE: Approval of Temporary Use Permit 25-02 (TUP 25-02)

A request to host the Annual June Faire at 647 Manzanita Ave.

Please consider this letter as approval of your request for the subject Temporary Use Permit. The approved permit is for the Annual June Faire at 647 Manzanita Ave. This event will take place on June 7, 2025 between 9:30am and 2:30pm, which includes set up and break down.

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: Jose Reynoso, City Manager
Annulfo Yanez, Public Works Director
Gustavo Barrientos, Police Chief
Brent Bartlett, Fire Chief

Attachments:

1. Temporary Use Permit 25-02 Findings for Approval
2. Temporary Use Permit 25-02 Conditions of Approval

TEMPORARY USE PERMIT 25-02

647 Manzanita Ave.

Annual June Faire

Findings for Approval

Pursuant to Sierra Madre Municipal Code Section 17.88.050(A)(2), 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:

Commercial Use

1. **That the temporary use will not unreasonably overload street parking or public parking facilities nor create a nuisance;** in that the conditions of approval require all parking for the use authorized by this Temporary Use Permit shall be subject to Chapter 10.24 of the Sierra Madre Municipal Code.
2. **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(2), the use may be permitted to occur at the property, located within the central core area, as often as daily during the period of no more than 45 days, inclusive of setup and takedown operations.
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 four times per year and will not change the underlying land use of the site. To date, the location has only applied for one temporary use.

Objective L35: Achieving a mix of uses which accomplishes a healthy balance of local services and visitor attraction while maximizing the City's revenues from property and other taxes.

Policy L35.2: Accommodate a diversity of commercial uses intended to meet the needs of local residents.

4. **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 four 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.
5. **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.
6. **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.
7. **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 as this is the first application filed for The British Home in CA Ltd. at 647 Manzanita

Ave., to host the Annual June Faire within a 24-month period prior the proposed start date of the temporary use.

TEMPORARY USE PERMIT 25-07

647 Manzanita Ave.

Annual June Faire

Conditions of Approval

1. The subject Temporary Use Permit is valid for **Saturday June 7, 2025, between 9:30am and 2:30pm**, 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. 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.
5. The applicant shall conform to all provisions of the Sierra Madre Municipal Code, including general noise regulation pursuant to SMMC 9.32.030.
6. 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.
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)