



City of Sierra Madre

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

October 20, 2025

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

RE: Approval of Temporary Use Permit (TUP 25-05)

A request to hold the "Annual Beer, Brats, and Bingo" event

Please consider this letter as approval of your request for the subject Temporary Use Permit. The approved permit is for the "Annual Beer, Brats, and Bingo" event to be held at St. Rita East Campus (322 N. Baldwin Ave.). This event will take place on Friday, October 24, 2025, setup beginning at 12:00PM and breakdown ending at 9:00PM. The City is aware that alcoholic beverages will be served.

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 take special note that this temporary use permit is approved on certain conditions that may affect approval of any subsequent temporary use permit(s).

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
Arnulfo Yanez, Public Works Director
Gustavo Barrientos, Police Chief
Brent Bartlett, Fire Chief

Attachments:

1. Temporary Use Permit 25-05 Findings for Approval
2. Temporary Use Permit 25-05 Conditions of Approval

TEMPORARY USE PERMIT 25-05
St. Rita's Annual Beer, Brats, and Bingo Event

Findings for Approval

Pursuant to Sierra Madre Municipal Code Section 17.88.050(A)(1), for applications for uses that do not have the purpose of engaging in constitutionally protected expression, non-commercial 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 17.88.040(E) the late submittal of the application will meet criteria where conditions of approval for this temporary use permit.

The subject temporary use permit is being approved on the condition that compliance with ordinance no. 1470 be adhered for all future events conducted by St. Rita Parish and School at its east and west sites.
- 2. The temporary use will not conflict with the general plan;** in that the temporary use occurs on a single day and will not change the underlying land use of the site. Because the subject site is within the institutional zone, the applicant at any time may file application for Master Plan and Conditional Use Permit to request rights of use of its property superseding certain provisions of the temporary use permit ordinance, as stipulated by codified exemptions for institutional uses under SMMC 17.88.020(D)(6).
- 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 nature of the event is a school fundraiser intended for an adult audience which is aligned with the annual events of prior years that were held on the same day as the St. Rita Harvest festival. Furthermore, the fundraiser event is intended to supplement the ongoing activities of the school.
- 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 use will take place within an existing building on the east campus and will utilize parking and access that already exists within the site. The event takes place on a single day and is temporary in nature wherein the site of the event will be returned to its regular condition at the conclusion of the event.
- 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;** in that there are no prior violations of conditions of a prior temporary use permit filed by St. Rita School within a 24-month period prior the proposed start date of the temporary use. The applicant is encouraged to adhere to updated and revised regulation through the conditions imposed by the approval of this temporary use permit for all future events to take place.

TEMPORARY USE PERMIT 25-05

St. Rita's Annual Beer, Brats, and Bingo Event

Conditions of Approval

1. The subject Temporary Use Permit is valid for **Friday, October 24, 2025 between 12:00PM and 9:00PM.**
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. No materials used for the subject event shall be nailed or taped to any street tree or lamppost.
5. At the close of the event, the applicant shall remove and dispose of all materials used or associated with the subject event.
6. 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.
7. 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.
8. **On or prior to October 24, 2025, the applicant shall execute and deliver to the City's Department of Planning & Community Preservation an Affidavit of Acceptance of Conditions on a form to be provided by such Department. This approval shall not be effective for any purpose until the Applicant complies with this condition.**
9. **In the 2025 calendar year, no more than two (2) temporary use permits shall be approved for the St. Rita west campus and shall not take place on dates that are less than 14 days apart. This condition may be rendered null and void with the approval of a comprehensive Master Plan and Conditional Use Permit.**
10. **In the 2025 calendar year, no more than two (2) temporary use permits shall be approved for the St. Rita east campus and shall not take place on dates that are less than 14 days apart. This condition may be rendered null and void with the approval of a comprehensive Master Plan and Conditional Use Permit.**
11. **All subsequent applications for temporary use permit shall be submitted to the City no less than forty-five (45) days prior to the date of the event and shall be supplied with mailing labels prefilled with the mailing addresses of all residents within a 300-foot radius of the east and west campuses.**
12. **Within the next three (3) months or 60 days prior to the submittal of the next Temporary Use Permit, whichever occurs first, the applicant and responsible representatives of the St. Rita Parish and School shall meet with the Planning and Community Preservation Department to discuss requirements and expectations.**

(End of Conditions)