



UNIVERSAL PLANNING APPLICATION  
COMMUNITY AND ECONOMIC DEVELOPMENT  
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189  
planning@cityofepa.org www.cityofepa.org/planning

<b>PROJECT INFORMATION</b>	
Project Address 660 Donohoe St. East Palo Alto, CA 94303	Assessor's Parcel Number (APN) 94303
Project Description Major Temporary Use Permit	
<b>APPLICANT INFORMATION</b>	
Name Maria Hildu Soto-Vargas	Address 1411 Manhattan Ave Apt F East Palo Alto, CA 94303
Phone (650) 814-3474	Email Soto Hildu Soto@gmail.com
<b>OWNER INFORMATION</b>	
Name Marshall Johnson	Address 660 Donohoe St. East Palo Alto, CA 94303
Phone (650) 323-2481	Email
<b>ARCHITECT/DESIGNER INFORMATION</b>	
Name	Address
Phone	Email
<b>ENGINEER INFORMATION</b>	
Name	Address
Phone	Email
<b>APPLICATION TYPE – PART 1 (check boxes that apply)</b>	
<input type="checkbox"/> Administrative Design Review (Single story addition, new Single-family home, New guest house, <u>medium projects with staff level approval</u> , <u>small projects</u> )	<input type="checkbox"/> Sign Permit
<input type="checkbox"/> Design Review with public hearing ( <u>medium project with public hearing</u> , <u>major project</u> )	<input type="checkbox"/> Tree Removal Permit
<input checked="" type="checkbox"/> Use Permit ( <u>Administrative</u> , Conditional, Special, <u>Temporary</u> )	<input checked="" type="checkbox"/> Variance
<input type="checkbox"/> Mitigated or Negative Declaration (CEQA)	<input type="checkbox"/> CEQA-Environment Impact report (EIR)
<input type="checkbox"/> Subdivision – lot line adjustment or merger	<input type="checkbox"/> Planned Development Permit
<input type="checkbox"/> Subdivision – Tentative Parcel Map (4 or fewer)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Subdivision – Tentative Tract Map (5 or more lots)	<input type="checkbox"/> Final Map
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Specific Plan Amendment
<input type="checkbox"/> Zone Designation Change	<input type="checkbox"/> Zone Text Amendment
<input type="checkbox"/> Streamlined Review (SB35)	<input type="checkbox"/> Preliminary Review (SB330)

FOR STAFF USE ONLY

PERMIT NUMBER

DATE RECEIVED COMPLETE PACKET



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## APPLICATION TYPE – PART 2 (check the box that applies, include sq. ft. under applicable category)

Residential*	Commercial	Industrial	Mixed-Use	Retail	Other / Special Project **
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\*See Housing requirement on page-3 checklist

\*\*Detail of Other / Special project, specify type of project (Additional information may be required, See Stormwater Management)

Gas Station	Automotive	Restaurant	Parking Lot (>5,000 sq. ft.)
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### STORMWATER MANAGEMENT

1. Is combined area (existing + proposed) of impervious surface between 0-4,999 sq. ft.?	
Yes	No
2. Is the combined area of uncovered parking lot, impervious surface 'equal to' or "greater than" 5,000 sq. ft. and less than 9,999 sq. ft.?	
Yes	No
3. Is total proposed impervious surface is equal to or greater than 10,000 sq. ft.?	
Yes	No
4. Does your project include uses such as gas station, automotive, restaurant, parking lot (over 5,000 sq. ft.)?	
Yes	No

Additional information may be required if deemed necessary in the review process.

### ADDITIONAL QUESTIONS

#### Does this Property currently have an Active Code Case?

Yes Specify Code number:	No	Not Sure
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Properties with active code cases will need to comply with all requirements set forth by Code Enforcement. This includes scheduling 30-day inspections.

#### Does this project qualify for streamlining per Senate Bill SB35 (SB35)?

Yes Submit Checklist	No
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Please complete the [SB35 Eligibility Checklist](#) and review supplemental submittal requirements.

### SERVICE AREA COMPLIANCE

**Note: Approval by these agencies may be required prior to the issuance of planning and building permits.**

**SEWER:** The undersigned shall contact the East Palo Alto Sanitary Sewer District (EPASD) at (650) 325-9021 ([epasd.com](http://epasd.com)) or the West Bay Sanitary District at (650) 321-0384 ([westbaysanitary.org](http://westbaysanitary.org)) to determine the service purveyor. Prior to connecting sewer lines, the undersigned will contact underground service alert at [www.usanorth811.org](http://www.usanorth811.org)

**WATER:** The undersigned shall contact Palo Alto Mutual Water Company at (650) 322-6903, the O'Conner Tract Cooperative Water Company at (650) 321-2723 or the American Water at (650) 322-2083 to comply with any submittal requirements. Prior to connecting water lines, the undersigned will contact underground service alert listed above.

**FIRE:** Upon building submittal, two(2) additional plan sets will be provided directly to the Menlo Park Fire Prevention District (MPFPD) [Menlo Fire Online Permit Center](#)

**SCHOOL:** The undersigned acknowledges that payment of school impact fees may be required and will be paid upon issuance of Building or Public Works permit. Contact the Sequoia High School District to verify the amount of school fees.

**FLOOD INSURANCE RATE MAP:** The undersigned certifies that the property ☐ is NOT ☐ is in the Special Flood Hazard Area, if known, per FEMA.

Acknowledgement (initial)	<input type="text"/>
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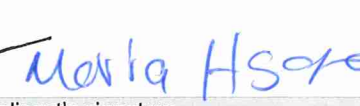


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**AFFIDAVIT OF OWNERSHIP**


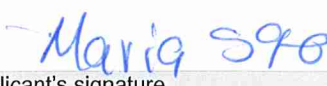
I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually or jointly assume full responsibility for all costs incurred by the City in processing this application. By signing below, the property owner consents that all information is true and accurate and to the processing of the application by the applicant and authorizes the applicant to comply with the requirements places on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. Please sign this affidavit to acknowledge compliance with all requirements set forth.

	4/29/25		4-29-25
Property owner's signature	Date	Applicant's signature	Date

**INDEMNIFICATION AGREEMENT**

As part of the application, the applicant and/or property owner agree to defend, indemnify, and hold harmless the City of East Palo Alto, its agents, officers, council members, employees, boards, commissions and Commission from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval.

This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect. The City of East Palo Alto shall have the right to appear and defend its interest in any litigation arising from the approval of the application or any related decision through its City Attorney or outside counsel selected by the City Attorney. The applicant shall be required to reimburse the City for attorney's fees incurred by the City in connection with the litigation. I have read and agree with all the above.

	4/29/25		4-29-25
Property owner's signature	Date	Applicant's signature	Date



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### ARCHITECTURAL DRAWINGS COPYRIGHT STATEMENT

Under California State Government Code Section §65103.5 (State Law), official copies of architectural drawings submitted to the City of East Palo Alto Community and Economic Development Department (Department) may contain protected information under federal copyright law. State Law nevertheless allows the City of East Palo Alto to maintain official copies of architectural drawings. Such drawings may be subject to public inspection or review on the Department's premises, the City's planning agency. Copies, however, may be made for internal review, provided to various governing bodies, including the Planning Commission and City Council, or otherwise made public as part of a development application during a public hearing.

Except otherwise provided for under State Law, the City will ensure the drawings are made available to the public in a way that does not facilitate duplication, including that they are not to be copied or posted to the internet by the Department.

Pursuant to State Law, the City hereby requests that the undersigned provide a site plan or a massing diagram for posting online or for distribution to the public. If, however, such site plan and/or massing diagram is not submitted, permission is deemed granted to the Community Development and Economic Department to post online the architectural drawings without the restrictions that would otherwise apply.

### BASED ON THE FOREGOING, THE UNDERSIGNED ATTESTS AS FOLLOWS:

I, the design professional, or owner of the copyright if different from the design professional, acknowledge that the City of East Palo Alto Community and Economic Development Department has formally requested a "site plan" and/or "massing diagram" to accompany this application for posting online or for distribution to the public. If I fail to submit a "site plan" or "massing diagram" for online posting or for distribution to the public, then permission is deemed granted to post online or to provide to the public (if requested) copies of the architectural drawings without the restrictions that would otherwise apply.

If the design professional, or owner of the copyright if different than the design professional, does not consent to the posting of only certain selected drawings, please draft a letter stating that authorization has not been granted to the City of East Palo Alto Community and Development Department to post those particular drawings, and provide any details that may help in locating the drawings in question.

Please include a physical or digital signature on the letter mailed to:  
City of East Palo Alto Community and Economic Development Department  
1960 Tate Street  
East Palo Alto, CA 94303

Or by email to: [planning@cityofepa.org](mailto:planning@cityofepa.org)

Property owner's signature	Date	Applicant's signature	Date



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Exhibit A. Site Plan and Watermark Example (not to scale, only for demonstration purposes only)

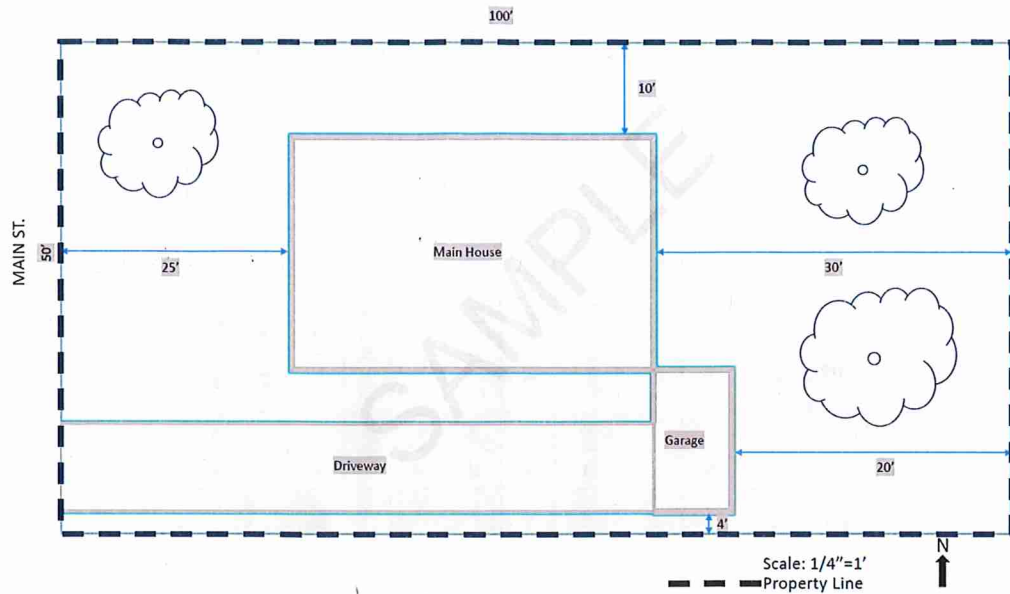
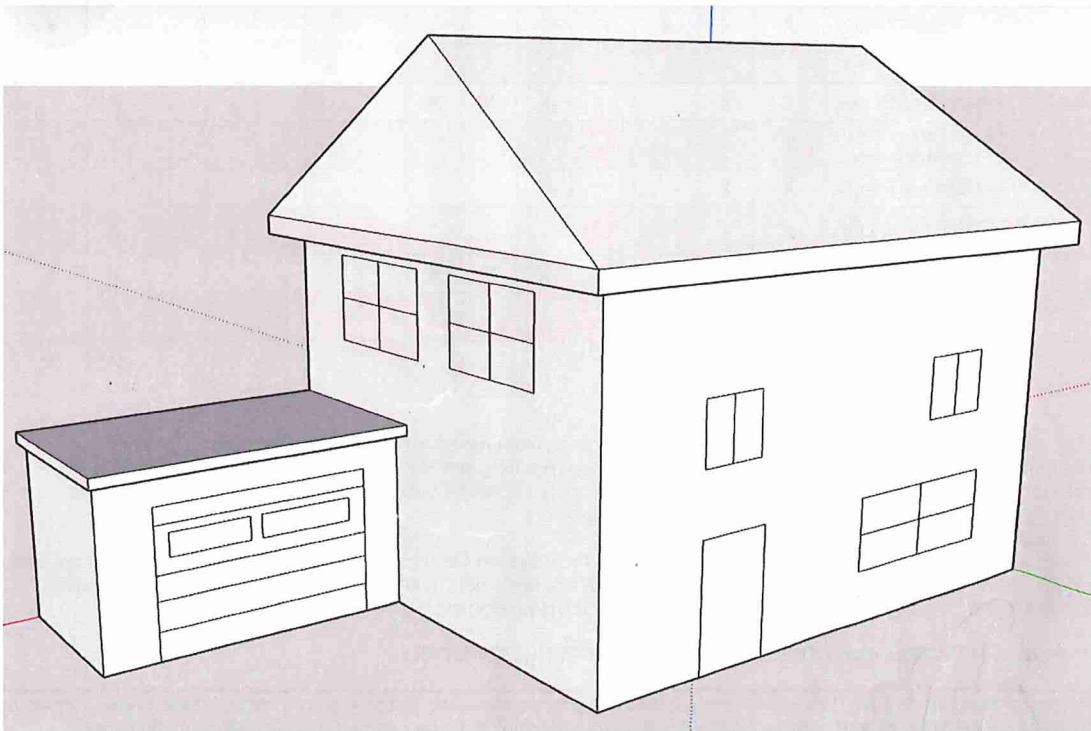


Exhibit B. Massing Diagram Example





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## CHECKLIST

This chart serves as a tool for applicant to understand the general requirements for each application type. Please note that this is not an all-inclusive list of submittal items required as every project will vary case by case. If you have any questions or concerns, please contact the Planning Division.

**All Projects require a Title Page and Digital Copy of Submittal Material  
(Additional material may be required, depending on the specifics of project.)**

Application Type	Operational Letter / Project Description	Site Plan	Grading and Drainage Plan	Impervious Surface Form	Building Elevations	Context Photos	Floor Plan	Landscape Plan	Lighting Plan	Tentative Map Plan	Plat Map (8.5 11)	Inclusionary Housing Plan Requirement*	Public Notice Package **	Additional Items ***
Administrative Use Permit	X			X	X	X	X	X	X		X			X
Conditional Use Permit	X	X		X	X	X	X	X	X		X		X	X
Administrative Design Review	X	X	X	X	X	X	X	X	X		X	X	X	X
Planning Commission Design Review	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lot Line Adjustment / Parcel Merger		X				X				X	X			X
Single Story Addition / conversion		X		X	X	X	X	X			X	X		X
Planned Development Permit	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Zone Change	X	X	X	X									X	X
Sign Permit		X			X	X			X					
Special Use Permit	X	X			X	X	X						X	
General Plan Amendment Specific Plan Amendment	X	X											X	X
Tree Removal Permit	X	X											X	X
Tentative Map, Parcel Map, Final Map	X	X								X	X		X	
Variance	X	X			X	X	X						X	X
Zoning Text Amendment Zoning Map Change	X	X											X	X
Appeal	X	X											X	X

Note: \*(For residential projects only) All residential projects creating new dwelling units are required to provide, at a minimum, an Inclusionary Housing Plan and associated Fair Housing and Marketing Plan to comply with the City's Inclusionary Housing Program. Please refer to the Inclusionary Housing Guidelines on the City's website:

<https://www.cityofepa.org/housing/page/inclusionary-housing>

\*\* Depends on the scale of the project. See below.

\*\*\* Additional information may include, but not limited to: An Elevation Certificate (if property is in a Flood Zone), appraisal reports, estimate of construction costs (materials + labor), shadow study, material board, arborist reports, fiscal impact analysis report, housing needs assessment, material for online posting etc.

## \*\* PUBLIC NOTICING AND COMMUNITY OUTREACH REQUIREMENTS.

Projects are subject to East Palo Alto's Community Outreach requirements. Applications for certain project types require a public notice package as part of the submittal for the purpose of notifying the nearby property owners of the project.

The level of outreach is based on the scale of the project. Please see the link [Community Outreach Policy](#) for more details.

**Maria H Soto Vargas**

Las Michoacalitas

1991 Manhattan Ave Apt F

East Palo Alto, CA 94303

650-290-4065

May 2, 2025

Planning Division

City of East Palo Alto

1960 Tate Street

East Palo Alto, CA 94303

**Subject:** Letter of Operation for Temporary Use Permit Application

**Property Address:** 660 Donohoe Street, East Palo Alto, CA

Dear Planning Division,

I am submitting this Letter of Operation as part of our application for a Temporary Use Permit (TUP) to operate a lunch food truck at 660 Donohoe Street, East Palo Alto. Below are the details of the proposed temporary use:

**1. Project Description:**

We request a one-year major temporary permit to operate a lunch food truck measuring 9 feet by 22 feet, occupying three (3) parking spaces. The food truck will be driven in daily. The property at 660 Donohoe Street is currently occupied by Jones Mortuary Inc., with typical hours of operation 9am to 11am and 5pm to 9pm. A table with six (6) chairs will be provided under a detached canopy (dimensions ~~5ft by 5ft~~), which will occupy two (2) parking spaces, for customer seating. DAL or 10' by 10'

**2. License Numbers:**

- Country Certificate Number: 25-176
- City of East Palo Alto Business License: 18300039

**3. Operational Dates and Times:**

- Operating Days: Tuesday through Saturday



- Operating Hours: 11:30 AM – 5:00 PM

#### **4. Expected Employees:**

- Total Number of Employees: 3
- Maximum Number of Employees on Site at Any Given Time: 3

#### **5. Expected Attendance:**

- Estimated Number of Attendees: 10
- Maximum Number of Attendees at Any Given Time: 25

#### **6. Current Site Conditions and Use:**

The property at 660 Donohoe Street is currently occupied by Jones Mortuary Inc., with typical hours of operation 9am to 11am and 5pm to 9pm. The food truck will park in the existing parking lot, utilizing three (3) parking spaces. A table with six (6) chairs will be set up under a detached canopy (dimensions 5ft by 5ft), which will occupy two (2) parking spaces, for customer seating.

#### **7. Recycling and Trash Management:**

Trash and recycling will be collected daily and disposed of at an offsite location. We will ensure that waste management practices comply with city regulations.

#### **8. Additional Information:**

We are committed to adhering to all city regulations and ensuring that the operation runs smoothly and safely. We will coordinate with the Menlo Fire District for any necessary permits and will obtain the required San Mateo County sticker for food handling.

Please find attached the completed Universal Planning Application, site plans, lighting plans, parking plans, and any other necessary documents as per the TUP application guidelines. Should you require any further information or clarification, please do not hesitate to contact me at 650-290-4065.



Thank you for your consideration.

Sincerely,

Maria H Soto Vargas  
Las Michoacanitas





  SAN MATEO COUNTY HEALTH  
**ENVIRONMENTAL  
HEALTH SERVICES**

Environmental Health Services  
Food Program  
2000 Alameda de las Pulgas, Suite #100  
San Mateo, CA 94403  
Phone: (650) 271-6344 / Fax: (650) 637-6594


# PASS

FACILITY NAME: **Los Michoacanos**  
ADDRESS: **2373 University Ave EPA**

This facility was inspected by County of San Mateo Environmental Health Services in accordance with the California Retail Food Code and has successfully PASSED.

INSPECTED BY: **X Quintero** ON: **3-4-25**  
ENVIRONMENTAL HEALTH SPECIALIST DATE

PREVIOUS INSPECTION RESULT ON: **2-27-24**  
☒ PASS ☐ CONDITIONAL PASS ☐ FAILURE DATE

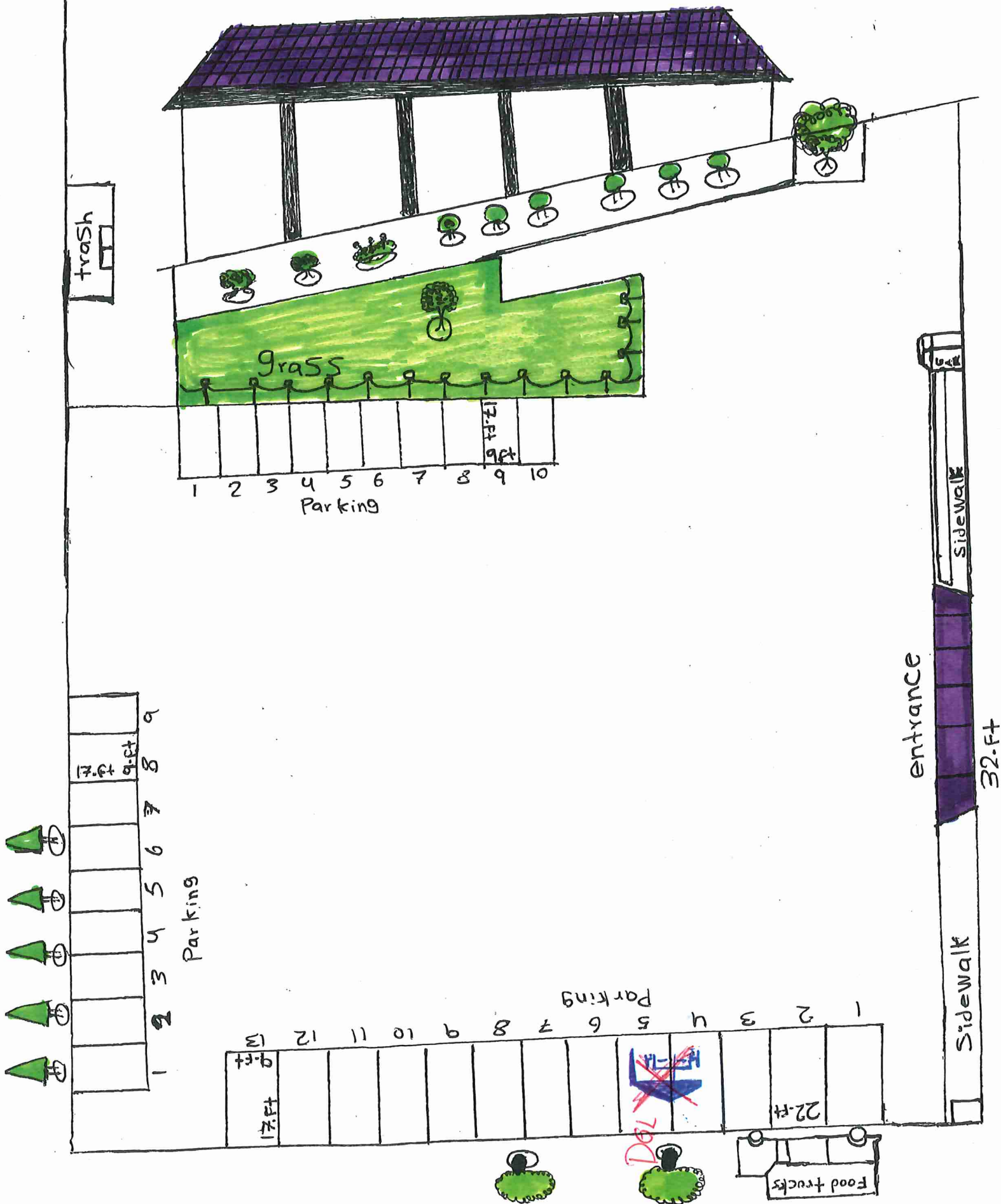


*Heather Fordham*  
Heather Fordham, MS, RDMS  
Director, Environmental Health Services  
COUNTY OF SAN MATEO

Visit [smchealth.org/foodinspections](http://smchealth.org/foodinspections) for inspection results. A copy of the most recent inspection report is available at this location upon request.

THIS PLACARD IS THE PROPERTY OF COUNTY OF SAN MATEO ENVIRONMENTAL HEALTH SERVICES AND SHALL NOT BE REMOVED, COPIED OR ALTERED IN ANY WAY.  
San Mateo County Ordinance Code Section 4.04.075







las michoacanas

### 32 Parking

Cada Parking mide de largo - 17. ft de largo y - 9. ft ancho  
Y la casita y la meza y sillas Solo agarran un  
Parking una meza y 6 sillas



CITY OF EAST PALO ALTO  
BUSINESS LICENSE

License Period January 01, 2025 to December 31, 2025

License Number 18300039

Business Type PEDDLER

Owner Name MARIA H SOTO VARGAS

Business Location 1991 MANHATTAN AVE APT F  
EAST PALO ALTO, CA 94303-2220



LAS MICHOCANITAS  
1991 MANHATTAN AVE APT F  
EAST PALO ALTO, CA 94303-2220

This License evidence that the person(s), firm corporation named herein has paid the applicable tax required by the City of East Palo Alto Code for the period indicated above. No License issues under the provisions of the City of East Palo Alto Ordinance shall be construed as authorizing the conduct or continuance of any illegal or unlawful operation in violation of the and City Ordinance relating thereto.

For all inquiries regarding this license, contact HSL Business Support Center at (650) 223-7740.

TO BE POSTED IN A CONSPICUOUS PLACE  
AND  
NOT TRANSFERABLE OR ASSIGNABLE.

LAS MICHOCANITAS :

Thank you for your payment on your City of East Palo Alto Business License. **ALL LICENSES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business license, contact the Business Support Center via email at: [EastPaloAlto@hslgov.com](mailto:EastPaloAlto@hslgov.com) or by telephone at: **(650) 223-7740**.

Keep this portion for your certificate separate in case you need a replacement for any lost, stolen, or destroyed certificate.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>

NOTE: Licenses expire December 31st yearly and payable till February 1st, unless otherwise provided by Ordinance. For failure to pay a license fee when due, the license administrator shall add a penalty of 10% per month of the unpaid balance due up to 100% of the total tax due.



BUSINESS SUPPORT CENTER  
8839 N CEDAR AVE #212  
FRESNO, CA 93720-1832



City of East Palo Alto  
BUSINESS LICENSE

