



May 29, 2025

Mr. Alvin Jen, Associate Planner
Planning Division
City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303

RE: Application for 45 Day Temp Use Permit

Dear Mr. Jen:

I am submitting this operational letter for proposed 5 additional outdoor covered dining areas.

The Four Seasons Hotel Silicon Valley at East Palo Alto is seeking a temporary special use permit for a winter activation on the private condominium property within the University Circle. This winter activation will include 5 temporary structures for outdoor dining. This will be an extension of our restaurant winter activation, *Après*, which is themed after a mountain snow village. This theme will extend onto the parking area located near our restaurant. Please see below details regarding the operation of this activation.

- Installation Week of 11/20/25 (actual date pending permit issuance)
- Activation period approximately 11/24/25-1/3/26 (actual dates pending permit issuance)
- Installation and activation to reach maximum 45 days
- Installation will include:
 - Four 10 x 12 wooden prefabricated gazebos
 - One prefabricated dome with polycarbonate panels.
 - One prefabricated cedar chalet 12'x12' to store items (This is the same chalet used in our skate rink activation in 2022 & 2023 and was used to store skates)
- Capacity of each prefabricated gazebo is maximum is 8 and prefabricated dome is 6.
- Typical operating hours of the additional outdoor dining areas will be 4pm to 10pm except for private functions.
- Costs for a hotel guest or patron will be the specific menu pricing
- Installation of the additional outdoor dining areas does not impede on normal emergency vehicle access to the hotel. Emergency vehicles take a side route to the hotel towards the rear.
- All sidewalk areas remain ADA accessible.
- Festive lighting will be placed around the area.
- Festive décor throughout the hotel entry as usual.
- Festive lighted tree will be placed atop the hotel fountain area.
- *Après Village* will be open to hotel guests and local patrons.
- The Hotel has 400 dedicated parking spaces.

- 3 adjacent office buildings are currently 35% occupied Monday-Friday during normal business hours.

Our overall goal is to continue to bring a unique festive experience like no other in East Palo Alto for the local community and hotel guests.

Please let me know if you have any questions or concerns during your review. I may be reached via email at adora.manalo@fourseasons.com, office: 650.470.2835 and mobile: 310.926.3681.

Thank you in advance for your continued support and consideration of our festive activation.

A handwritten signature in black ink, appearing to read "Adora Manalo", with a stylized flourish at the end.

Adora Manalo
General Manager

Cc: Michelle Goudeaux, General Manager University Circle (michelle.goudeaux@columbia.reit)
Elena Lee, East Palo Alto Planning Office (elee@cityofepa.org)