



EAST PALO ALTO DIRECTOR'S LEVEL READING REGULAR SESSION AGENDA

**Thursday, July 2, 2026, 4:00 PM
EPA Government Center
2415 University Ave, First Floor
East Palo Alto, CA 94303**

NOTICE

This meeting will be held virtually conducted on Thursday, July 2, 2026 at 4:00 PM via virtually with no physical meeting location available to the public. Members of the public may participate in the Director's Hearing with this link <https://www.cityofepa.org/citycouncil/page/agenda-and-minutes> and provide comments by attending the meeting live via Zoom and using the "RAISE HAND" feature when the Director calls for public comment. Community members may provide comments by emailing ajen@cityofepa.org

You are invited to a Zoom webinar!

When: Jul 2, 2026 04:00 PM Pacific Time (US and Canada)

Topic: Directors Hearing

Join from PC, Mac, iPad, or Android:
<https://us06web.zoom.us/j/87375567942>

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Webinar ID: 873 7556 7942
International numbers available: <https://us06web.zoom.us/j/87375567942>

1. PUBLIC HEARINGS

1.1 Major Temporary Use Permit (TUP26-013) renewal for a food truck for a period of one year.

Recommendation:

1. Approve a Major Temporary Use Permit to allow the use related to a food truck for a period of one year or 365 days under the same operator.
2. Find that the project is Categorically Exempt from the California Environmental Quality Act (CEQA) under Section 15304(e) - Minor Temporary Use of Land

2. ADJOURNMENT

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

This Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the City Council will be available for public inspection at the City Clerk's Office, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the East Palo Alto website www.cityofepa.org subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3100.

The City Council meeting packet may be reviewed by the public in the Library or the City Clerk's Office. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the City Clerk's Office, 2ND Floor, City Hall, 2415 University Avenue, East Palo Alto, California 94303 during normal business hours. Information distributed to the Council at the Council meeting becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office at (650) 853-3127 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

DECLARATION OF POSTING

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

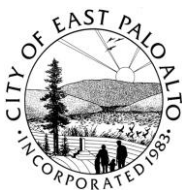
POSTED: 6/26/26

ATTEST:

Alvin Jen

Alvin Jen

Associate Planner



CITY OF EAST PALO ALTO

Planning Division

1960 Tate Street • East Palo Alto, CA 94303

Tel: (650) 853-3185 • Fax: (650) 853-3179

Temporary Use Permit

Application #: TUP 26-013
Date: July 2, 2026
Issued By: Planning Division
Project Planner: Alvin Jen

I. Property Information:

Applicant/Owner:	Maria Hilda Soto-Vargas(Applicant)/ Marshall Johnson (Property Owner)
Location/ APN:	660 Donohoe Street/063-312-440, 063- 312-450, 063-312-460
General Plan Designation:	General Commercial
Zoning:	Commercial Neighborhood (C-N)
Flood Zone:	N/A
Existing Use:	Mortuary
CEQA Status:	Exempt, CEQA Categorical Exemption Section 15301 - Existing Facilities and 15304 (e) - Minor Temporary Use of Land
Public Notification:	Provided a radius mailing of owners within 300 feet of the subject sites on 6/22/2026

II. Project Description:

The applicant is requesting approval of a Temporary Use Permit to allow the operation of a food truck for a period of one year (365 days) under the same operator. The proposal would allow the Las Michoacanas food truck to operate within the eastern parking lot of the property located at 660 Donohoe Avenue. The proposed hours of operation are Tuesday through Saturday from 11:30 a.m. to 5:00 p.m.

A Temporary Use Permit has been approved for this use since 2025. The most recent approval, Temporary Use Permit, TUP25-011, granted this use for up to 365 days, with the current permit set to expire on July 12, 2026. Approval of the proposed permit would allow the operation to continue for another year, or up to 365 days.

III. Findings and Decisions for Temporary Use:

According to the City of East Palo Alto Municipal Code (EPAMC) Section 18.94.070 (3), a Major Temporary Use Permit may be approved after notice to adjacent property owners and hearing by the Director.

Section 18.94.080 of the EPAMC requires the following findings to be made in order to approve a Temporary Use Permit:

1. The operation of the requested temporary use at the location proposed and within the time period specified will not endanger, jeopardize, or otherwise constitute a menace to the public convenience, health, safety, or general welfare;

The proposed operation would utilize a portion of the eastern parking lot at 660 Donohoe Street for the sale of food from one (1) food truck. The proposed hours of operation are Tuesdays through Sundays from 11:30 a.m. to 5:00 p.m.

The proposed use would not generate any significant noise above current background levels. No high-noise generation equipment is proposed.

Compliance with the conditions of approval and all applicable requirements of the City of East Palo Alto Planning, Building, and Public Works Engineering Divisions, the Menlo Park Fire Protection District, and the City of East Palo Alto Police Department will ensure that the proposed operation does not jeopardize the public convenience, health, safety, or general welfare.

2. The operation of the requested temporary use will not be detrimental to adjoining properties through the creation of excessive dust, light, noise, odor, or other objectionable characteristics.

The eastern portion of the parking lot at the subject site would be used for the sale of food from a single food truck. The applicant proposes one (1) food truck and no additional tables, chairs, canopies, or ancillary equipment as part of this application. The food truck, measuring approximately 22 feet in length, would occupy three (3) parking spaces closest to Donohoe Avenue. The primary use of the site is Jones Mortuary, which does not have regular funeral service hours. The applicant has stated that the proposed food truck operating hours will not coincide with any scheduled funeral services. The subject site is located within an area designated for a variety of businesses, office, professional, retail, service-oriented, and community-serving uses. Operations would occur during normal business hours, and any noise generated by the proposed use would comply with Chapter 8.52 (Noise Control) of the City of East Palo Alto Municipal Code.

The operation of the requested temporary use would not be detrimental to adjoining properties through the creation of excessive dust, light, noise, odor, or other objectionable impacts. No exterior lighting, ground disturbance, or other activities with the potential to create nuisance conditions are proposed.

3. The proposed parcel is adequate in size and shape to accommodate the temporary use without detriment to the enjoyment of other properties located adjacent to and in the vicinity of the subject parcel;

The subject site is adequate in size and shape to accommodate the proposed temporary use as it is large enough for a food truck and patrons of this use. The eastern parking lot contains a total of 32 parking spaces. The food truck would occupy three (3) parking spaces, leaving 29 parking spaces available for patrons and site users. Each parking space measures 9 feet wide by 18 feet long. Additionally, the entire site is fully paved and capable of accommodating the proposed operation without affecting adjacent properties. As such, the project would not be detrimental to the enjoyment of neighboring properties or those located in the vicinity of the subject parcel.

4. The proposed parcel is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably be expected to generate;

The subject site is served by Donohoe Street, which is adequately improved to support the proposed temporary use. The site is of adequate size to accommodate the anticipated vehicle and pedestrian traffic associated with the operation. The temporary use will be conducted on the eastern portion of the property, which is more than sufficient to accommodate customer access, circulation, and operation of the food truck.

5. Adequate temporary parking to accommodate vehicular traffic to be generated by the use will be available either on-site or at alternate locations acceptable to the Director;

All parking and circulation required for the temporary use would be accommodated on-site within the eastern parking area and is not expected to spill over into the public right-of-way. The applicant estimates a maximum of 25 customers at any given time, in addition to three (3) employees operating the food truck. The east parking area of the subject site can accommodate up to 29 vehicles; therefore, parking will not be an issue.

6. The applicant agrees in writing to comply with any and all of the conditions imposed by the Review Authority in the approval of the Temporary Use Permit.

As a condition of approval, the applicant is required to provide, in writing, an acknowledgment of, and agreement to comply with all conditions of approval associated with the Temporary Use Permit.

IV. Director's Hearing:

As required by the City of East Palo Alto Municipal Code Section 18.94.070, a public hearing was held for this item on June 29, 2026. Notices were mailed and posted in compliance with the Municipal Code.

V. Conditions of Approval:

PLANNING DIVISION:

1. This temporary use permit approval is valid for a period of one (1) year (365 days) and will lapse on July 12, 2027.
2. Approval of TUP 26-013 (hereinafter “this permit”) is granted for approved plans submitted June 10, 2026, in Attachment-B “Use and operations plans” on file with the Planning Division. Operations of the project shall conform to the plans, except as otherwise specified in these conditions. Any future adjustment or modification to the plans shall be considered by the Planning Manager, may require separate discretionary approval, and shall conform to all City, State, and Federal requirements, including subsequent City Code requirements or policies adopted by City Council.
3. Minor modifications to the approved plans or proposed uses may be approved administratively by the Planning Manager. Any major changes, as determined by the Planning Manager, shall require review and approval from the Planning Manager at a new public hearing.
4. Failure to appeal this decision in a timely manner, or commencement of any activity related to the project, is understood to clarify the Applicant’s acceptance of all conditions and obligations imposed by this permit and waiving any challenge to the validity of the conditions and obligations stated therein.
5. If the Applicant fails to comply with any of the conditions of this permit, the Applicant, owner, or tenant shall be subject to permit revocation or enforcement actions pursuant to the City Code. All costs associated with any such actions shall be the responsibility of the Developer, owner, or tenant.
6. Applicant shall obtain necessary permits prior to initiating any new construction or modifications authorized under this approval, including but not limited to encroachment permits and clearances from any State or local environmental agencies. Applicant shall pay all requisite fees in effect at the time of plan submittal and/or issuance, as applicable.
7. This approval is valid for a period of 365 consecutive days and will lapse on July 11, 2026. No operations shall be performed on the subject site after July 11, 2026, unless this permit is renewed, extended or a separate permit is approved by Planning Division. All costs associated with the renewed, extended, or new permit shall be the responsibility of Developer.
8. Applicant shall defend, indemnify, and hold harmless the city, its officers, agents, and employees from any liability or claims for damages due to the

injury of any person, loss of life, or damage to property caused by, or arising out of activities permitted by Temporary Use Permit TUP26-013.

9. Applicant shall comply with the requirements of the East Palo Alto Building Division, East Palo Alto Engineering Division, the Menlo Park Fire Protection District, and the East Palo Alto Police Department.
10. Applicant shall acknowledge in writing all of the conditions of approval and must accept these conditions with full awareness of the responsibilities associated with each requirement prior to site usage.
11. The operational hours shall be from 11:30 AM to 5:00 PM, Tuesday through Saturday.
12. The temporary use shall be performed on the subject site.
13. Applicant shall maintain any permits required by the County of San Mateo Environmental Health Services.
14. Applicant shall maintain a City of East Palo Alto Business license.
15. No permanent construction or lighting installation is allowed for the temporary use. Any modifications to the approved plans shall be approved by the Planning Division under subsequent permits with associated permit fees.
16. The site shall have adequate trash and recycling service bins. Any trash related to the use must be collected and any waste including recycling must be collected on-site daily.
17. In the event of any type of emergency event impacting the site, the Applicant shall cease operation immediately and may only continue operation after an assessment of the site has deemed safe for site usage by the Community Development Director or his/ her designee.
18. The site shall be maintained for the life of the project including but not limited to the removal of on-site debris, weeds, and graffiti.

BUILDING DIVISION:

19. Applicant has not proposed any additional tents, canopies, or external generators as part of this Temporary Use Permit. If the applicant wishes to include any accessory structures or generators, a building permit shall be required.

ENGINEERING DIVISION:

No comments from the Engineering Division

EAST PALO ALTO POLICE DEPARTMENT:

No comments from East Palo Alto Police Department

MENLO PARK FIRE PROTECTION DISTRICT:

No comments from Menlo Park Fire

APPROVED _____

DENIED _____

By:

Alvin Jen
Associate Planner

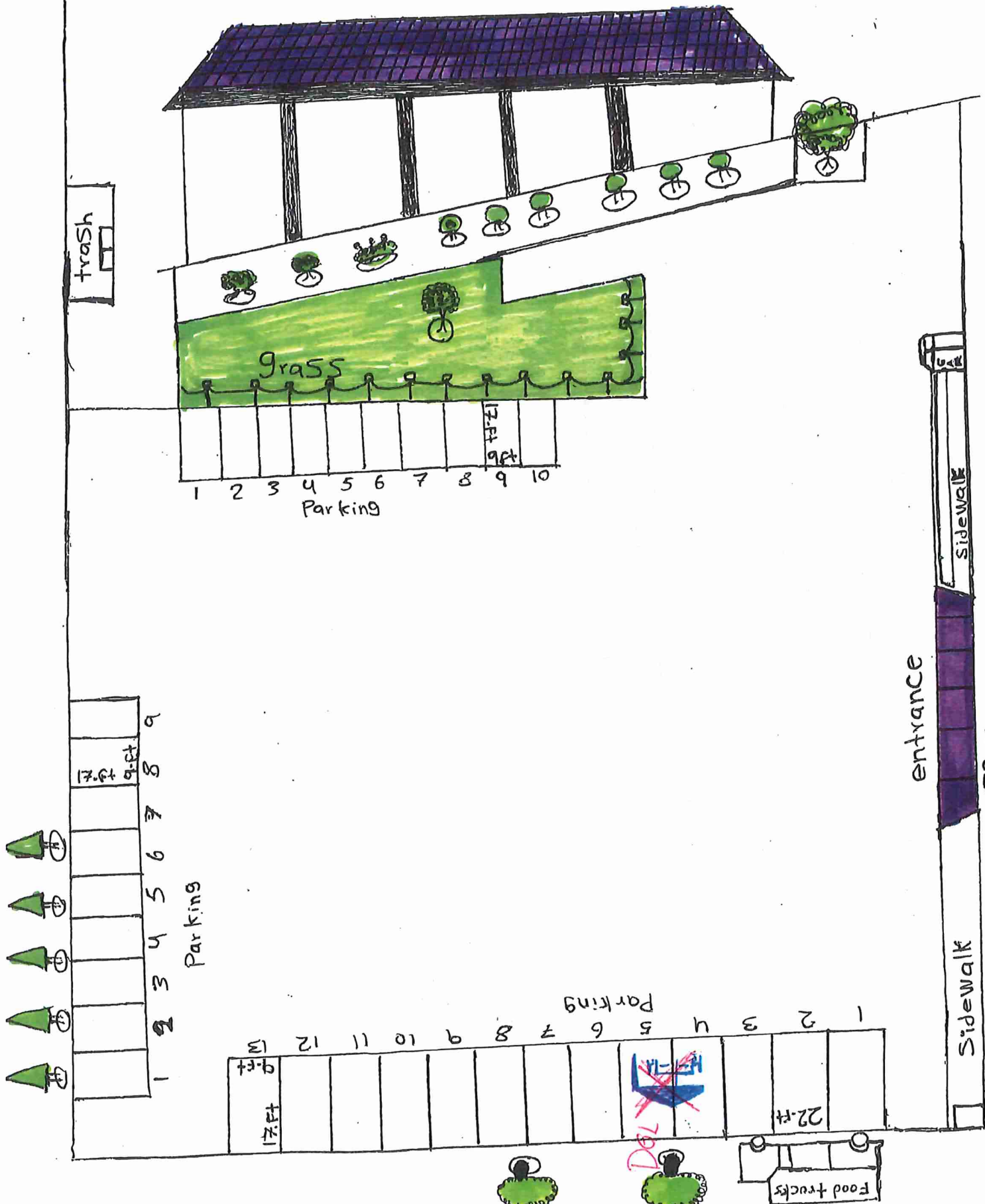
cc'd
Elena Lee
Planning Manager

ACKNOWLEDGEMENT OF CONDITIONS

I have reviewed the conditions of approval and acknowledge to comply with all of the conditions imposed by the City of East Palo Alto Planning Division in the approval of the Temporary Use Permit.

Marshall Johnson, Jones Mortuary
Property Owner or Designee

Maria Hilda Soto-Vargas
Las Michoacanitas



32-ft

entrance

Sidewalk

Sidewalk

Food trucks

DOL

22-ft

Parking

Parking

Parking

grass

trash

Las michoacanitas

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

Maria H Soto Vargas
Las Michoacanitas
1991 Manhattan Ave Apt F
East Palo Alto, CA 94303
650-290-4065

6/10/2026

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 Michoacanas



Daniel Leon Lopez