



EAST PALO ALTO DIRECTOR'S LEVEL READING REGULAR SESSION AGENDA

Thursday, July 10, 2025, 4:00 PM
EPA Government Center
2415 University Ave, First Floor
East Palo Alto, CA 94303

NOTICE

This meeting will be held virtually. The virtual portion of this Directors Hearing will be conducted in accordance with City of East Palo Alto Resolution adopted pursuant to Assembly Bill 361.

The public may participate in the Directors Hearing via Zoom Meeting may provide comments by emailing ajen@cityyofepa.org, submitting a speaker card at the meeting, or using the **RAISE HAND** feature when the Director calls for public comment. Emailed comments should include the specific agenda item on which you are commenting.

Please click this URL to join

<https://us06web.zoom.us/j/6077127197?omn=84985127773>

Meeting ID: 607 712 7197

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or
+ 1 346 248 7799 or
+ 1 253 215 8782 or
+ 1 312 626 6799 or
+ 1 929 205 6099 or
+ 1 301 715 8592

Meeting ID: 607 712 7197

International numbers available: <https://zoom.us/u/aMWYF4KT>

1. PUBLIC HEARINGS

1.1 Major Temporary Use Permit to allow for the operation of an outdoor winter themed event with the installation of six (6) temporary structures for outdoor dining in a specified area of the parking lot in front of the Four Seasons Hotel

Recommendation:

1. Approve a Major Temporary Use Permit (TUP25-012) to allow for the operation of an outdoor winter themed event with the installation of six (6) temporary structures for outdoor dining in a specified area of the parking lot in front of the Four Seasons Hotel from November 20, 2025 through January 7, 2026; and
2. Find that the project is categorically exempt pursuant to Section 15304(e) – Minor Temporary Use of Land of the California Environmental Quality Act (CEQA) guidelines.

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 this Directors Hearing which are not exempt from disclosure pursuant to the Public Records Act, that are distributed 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 Planning Director. 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 Directors Hearing packet may be reviewed by the public at the Tate Street Office. Any writings or documents pertaining to an open session item provided to the Director less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the Tate Street Office, 1960 Tate Street, East Palo Alto, California 94303 during normal business hours. Information distributed to the Director the Directors Hearing becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

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: 7/7/25

ATTEST:

Alvin Jen
Associate Planner



Temporary Use Permit

Application #: TUP 25 - 012
Date: July 10, 2025
Issued By: Planning Division
Project Planner: Alvin Jen

Recommendation:

1. Approve a Major Temporary Use Permit (TUP25-012) to allow for the operation of an outdoor winter themed event with the installation of six temporary structures for outdoor dining in a specified area of the parking lot in front of the Four Seasons Hotel from November 20, 2025 through January 7, 2026; and
2. Find that the project is categorically exempt pursuant to Section 15304(e) – Minor Temporary Use of Land of the California Environmental Quality Act (CEQA) guidelines.

Property Information:

Project Site:	2050 University Ave.
Parcel No:	063-680-150
Applicant:	Adora Manalo on behalf of SHR Palo Alto, LLC.
Property Owner(s):	SHR Palo Alto, LLC
General Plan	Office
Designation:	
Zoning:	Commercial Office (C-O)
CEQA Status:	Categorical Exemption, Section 15304(e) - Minor Temporary Use of Land

Project Description:

The applicant is requesting a Temporary Use Permit (TUP) to allow for the operation of a winter themed outdoor event with the installation of six temporary structures for outdoor dining and one (1) traffic barrier for no longer than fifty (50) days at the western end of the 37-space parking lot between the hotel at 2050 University Avenue and the HGCC office building at 1950 University Avenue from November 20, 2025 through January 7, 2026. The proposed temporary use would occupy eight parking spaces. The temporary structures are comprised of one 76-square foot (sqft) prefabricated dome that can seat up to five persons approximately 5-foot and 10-inch in height, one 144-sqft prefabricated cedar chalet for outdoor dining storage approximately 9-feet in height, and four prefabricated, 120-square foot gazebos that

can seat up to 8 persons per structure approximately 9-feet and 10-inches in height. Five of the six structures are located in the parking lot with the Cedar Chalet in the driveway to the west. The proposed operational use for outdoor dining is November 23, 2025 through January 3, 2026, Monday through Sunday from 4:00 PM to 10:00 PM. The anticipated maximum total number of guests and staff would be 45 at any given time.

Findings and Decisions for Temporary Use:

The City of East Palo Alto Municipal Code (EPAMC) Section 18.94.080 requires the following findings to be made for 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 temporary use permit is to allow for the operation of an outdoor winter themed event with the installation of six temporary structures for outdoor dining in a specified area of the parking lot in front of the Four Seasons Hotel at 2050 University Avenue. The temporary use, including setup, would start on November 20, 2025 and breakdown, including restoration of the subject site to its original condition, would occur no later than January 7, 2026. Operating hours for this winter themed event would be from November 24, 2025 until January 3, 2026 from 4:00 PM to 10:00 PM daily except for private events that could occur on any day but no later than 11:00 PM. Eight hotel staff members are anticipated onsite each day to facilitate the outdoor dining and provide assistance for potential traffic flow. The City of East Palo Alto (EPA) Planning Division, Building Division, Engineering Division, Police Department and Menlo Park Fire District have reviewed the proposed temporary use, and conditions have been recommended, where appropriate, to ensure that the proposed events would not have an adverse effect on public health, safety, and 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 proposed event would be located on the parking lot directly adjacent (south) to the Four Seasons Hotel at 2050 University Avenue. The subject site has previously hosted winter themed events of similar scale; therefore, based on previous operations, the proposed temporary use would not be incompatible with the primary use. The uses surrounding the subject site are commercial. The site is paved and developed, and as such the temporary use would not cause excessive dust. The EPA Planning Division has reviewed the proposed temporary use, and conditions have been recommended to ensure and enforce that the temporary use would not be

detrimental to the adjoining properties through the potential creation of dust, intrusive light, noise, and odor. The applicant has utilized the site for the same operation in previous years with no complaints from the adjoining uses.

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 proposed temporary outdoor winter themed event would be in operation beginning November 20, 2025, through January 7, 2026, for a total of no more than 50 days. The proposed structures would occupy approximately eight parking spaces in the parking lot area adjacent to (south of) the Four Seasons Hotel. The proposed event would temporarily occupy three American Disability Accessible (ADA)-compliant spaces; however, the applicant is proposing to convert three regular spaces into three temporary ADA-compliant spaces directly across the aisle (south) for the duration of this temporary use permit. The surrounding parking area includes approximately 400 parking spaces, including eight ADA spaces directly adjacent to the event space, and would adequately accommodate this temporary event and typical normal business activity. The subject site has been utilized for similar temporary uses in previous years with no complaints reported to the City. The site is large enough to accommodate the temporary use without unduly compromising the circulation pattern, or displacing any additional onsite ADA parking spaces.

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 existing parcel is located in a fully developed area of the City and is adequately served by streets with sufficient width and improvements to accommodate the potential traffic flow that the temporary use is anticipated to generate.

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.

The Four Seasons Hotel has operated a temporary winter themed event at the same location in the past several years. The temporary use would occupy approximately eight parking spaces with enough parking remaining in the surrounding area to adequately accommodate the potential parking and vehicular traffic circulation needs of normal business activity. While three of the spaces are ADA stalls, three stalls directly across the aisle would be converted to ADA stalls to provide compliance. In addition, hotel staff would be onsite during operational hours to address and respond to any issues that may come up regarding parking or circulation. The site has hosted various temporary events and given the size of the overall property, adequate onsite parking has been and would continue to be provided in support of those events.

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.

The applicant has been apprised of all the conditions of approval and has pledged to abide by the letter and spirit of those conditions and has communicated that in writing.

Director's Hearing:

As required by the EPAMC Section 18.94.070, a public hearing was held for this item on July 10, 2025. Notices were mailed and posted in compliance with the Municipal Code.

Any discretionary decisions and the following conditions of approval are subject to appeal to the Planning Commission pursuant to EPAMC 18.94.110.

Conditions of Approval:

PLANNING DIVISION:

1. The use shall be in substantial compliance with the application materials submitted as part of East Palo Alto planning application for TUP25-012 dated May 29, 2025.
2. This Temporary Use Permit shall be effective beginning November 20, 2025 and expire on January 7, 2026.
3. The 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 authorized by Temporary Use Permit (TUP25-012).
4. All trash and debris from the site shall be removed at the conclusion of each day. Complete removal of all material and equipment related to this temporary use permit must occur by 9:00 PM, January 7, 2026.
5. Minor modifications to the approved plans or proposed uses which are generally consistent with this approval 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 Commission at a new public hearing.
6. Failure to appeal this decision in a timely manner, or commencement of any activity related to this temporary use permit, is understood acceptance of all conditions and obligations imposed by this permit and waiving any challenge to the validity of the conditions and obligations stated therein.

7. 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 of East Palo Alto Municipal Code. All costs associated with any such actions shall be the responsibility of the applicant, owner, or tenant.
8. The applicant shall contact and obtain necessary permits from the Building Division, Engineering Division, Police Department and Menlo Fire prior to initiating new construction or modification authorized under this approval, including but not limited to encroachment permits and clearances from any State or local environmental agencies. The applicant shall confirm if other requirements/coordination are needed.
9. Graffiti from any building or wall surface visible from the public street shall be removed within 72 hours of discovery in a manner that retains the existing color and texture of the building or wall surface as most practically feasible. Building materials amenable to graffiti removal shall be used to the extent feasible.
10. A building permit is required for all electrical installations and accessory structure(s) of more than 120 square feet. Please check with the Building Division for building permits prior to the site operation.
11. Temporary structures and uses shall conform to the structural strength, fire safety, means of ingress and egress, light, ventilation, and sanitary requirements to ensure the public health, safety, and general welfare.
12. The applicant shall coordinate with the property owner to ensure that on-site parking demand shall be adequately addressed and have parking attendants on the day of the event to ensure overflow parking does not impact the surrounding neighborhood.
13. The site must have ADA access compliance at all times. The applicant shall provide a pedestrian access point as well as vehicular access. The access and temporary ADA stalls shall be reviewed and approved by the Chief Building Official prior to the issuance of building permits or operation, or whichever occurs first.
14. This permit shall be kept onsite and available for inspection upon request by municipal staff and the general public during the entire duration of the event.
15. The applicant shall ensure that all protocols included in the operational letter submitted with the permit application are fully implemented.
16. This approval is valid for a period for a period of November 20, 2025 until January 7, 2026. No operations shall be performed on the subject site after January 7, 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.

17. 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 TUP25-012.
18. Applicant shall maintain any permits required by the County of San Mateo Environmental Health Services.
19. Applicant shall maintain a City of East Palo Alto Business license.
20. 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.
21. 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.
22. Modifications or revocations of this temporary use permit are subject to Chapter 18.112 of the Development Code.
23. All appeals of discretionary decisions required as part of these conditions of approval are required to be appealed to the Planning Commission per the Development Code Regulations.
24. Countersign this Temporary Use Permit acknowledging the conditions and that the applicant will comply as stated in the Conditions of Approval.

BUILDING DIVISION:
AT PERMIT SUBMITTAL

25. This project shall be designed to meet the applicable California Building Standards Code that is in effect at the time of building permit application. CBC 1.1.9.
26. Imprint the Conditions of Approval on the plans submitted for building permits.

PRIOR TO THE ISSUANCE OF THE PERMIT:

27. Approval of this TUP does not relieve the Applicant from the applicable requirements of subsequent permits and approvals, including but not limited to the following as may be applicable:
 - a) Building Permit
 - b) Fire Permit
 - c) Security and/or police coordination

28. The applicant/event sponsor shall submit a waste management plan to the Building and Safety Division.
29. A SITE PLAN will be required for the event requiring a building permit. SITE PLAN shall include the location of any stages, tents, booths, generators, public restrooms, temporary lighting, entrances, exits, parking, accessible parking, etc.
30. Site Plans shall be SUBMITTED to the building division a minimum of 15 business days prior to the event. The SUBMITTAL shall include a brief description of the event, days and hours of the event, predicted occupancy throughout the day(s), security measures being provided, etc.
31. INSPECTIONS will be required for each event requiring a building permit. INSPECTIONS are required to be requested PRIOR to the opening of the event. CORRECTION NOTICES generated by the inspection(s) are required to be completed PRIOR to the opening of the event. As some of these events may be on the weekend or after hours, overtime rates may be required. These will be charged per the City of East Palo Alto Comprehensive Fee Schedule.
32. Engineering calculations will be required for the anchorage of the proposed structures.
33. Add a traffic barrier at the location of the redlined site plan.

If you have any questions regarding the above comments, please contact me via email or phone below.

Joe Rossbach, MCP, CBO
Interim Assistant Building Official/Plans Examiner
City of East Palo Alto CEDD, Building Services
Tel: (650) 853-5908
Email: jrossbach@cityofepa.org

ENGINEERING DIVISION

34. ENGINEERING FEES:
All review and inspection fees per the City's Comprehensive Fee Schedule shall be paid prior to the issuance of any permits.
35. ENCROACHMENT PERMIT:
The developer shall obtain an encroachment permit from the Engineering Division prior to performing any work in the public right-of-way. See the link below for an application.
<https://www.cityofepa.org/publicworks/page/encroachment-permit>
36. CONSTRUCTION VEHICLES, EQUIPMENT, AND MATERIALS:

All construction related vehicles, equipment, and materials shall be managed on-site. At no time shall such items be parked or stored in the public right-of-way without an encroachment permit or written approval by the City Engineer.

37. TRAFFIC CONTROL:

Activities that require temporary closures of sidewalks, vehicle and/or bike lanes, or other public paths shall require review and approval by the Engineering Division through an encroachment permit.

38. Ensure a proper barrier is placed between the rink and the parking lot.

39. CONSTRUCTION BEST MANAGEMENT PRACTICES:

This project is required to implement stormwater best management practices (BMP) as described by the San Mateo Countywide Water Pollution Prevention Program. The following sheet in the link below shall be included in the plans.

<https://www.flowstobay.org/wp-content/uploads/2020/04/Countywide-Program-BMP-Plan-Sheet-June-2014-Update.pdf>

MENLO FIRE PROTECTION DISTRICT

Refer the attached conditions of approval dated October 29, 2025

APPROVED X

DENIED

By:

Alvin Jen
Associate Planner

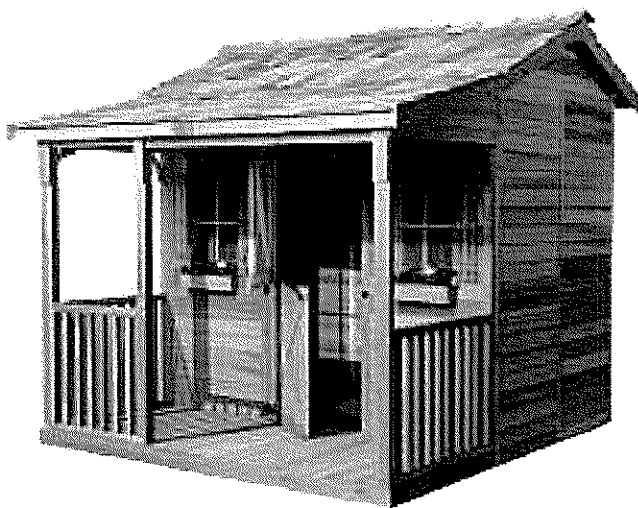
CC'd: Elena Lee, Planning Manager

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.

SHR Palo Alto, LLC.
Property Owner or Designee

Adora Manalo
Four Seasons Hotel



One - Pre-Fabricated Chalet – 12'X12' CEDAR
(Storage)

One - Pre-Fabricated Dome

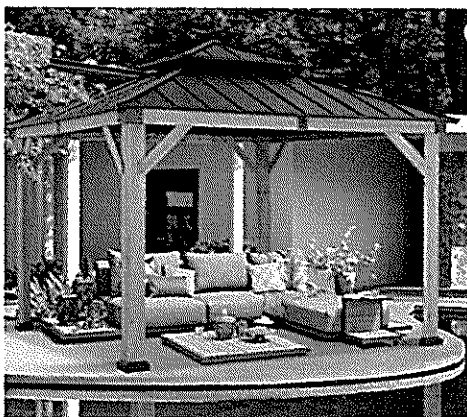
Up to 5 person seating

Description

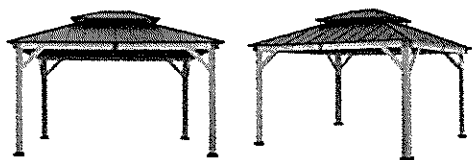
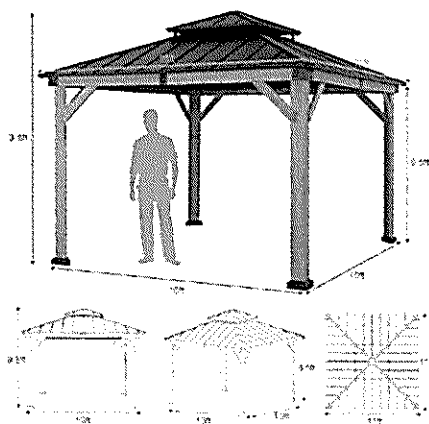


Diameter: 3m
 Base area: 7.069m²
 Entrance: 180cm High x 200cm Width
 Max height: 250cm
 Wind resistant up to 100km/h
 Weighs approx. 400kg
 Temperature can withstand -30°C +70°C
 Flame Retardant
 Self-Cleaning - Unique hydrophobic coating reduces surface tension
 Waterproof, moisture proof
 UV Proof and pressure resistant
 Will not discolour over time
 Lasts for 15 years
 Transparent tough polycarbonate shell with built in window roof vent and polycarbonate sliding door.

DRAWING 1



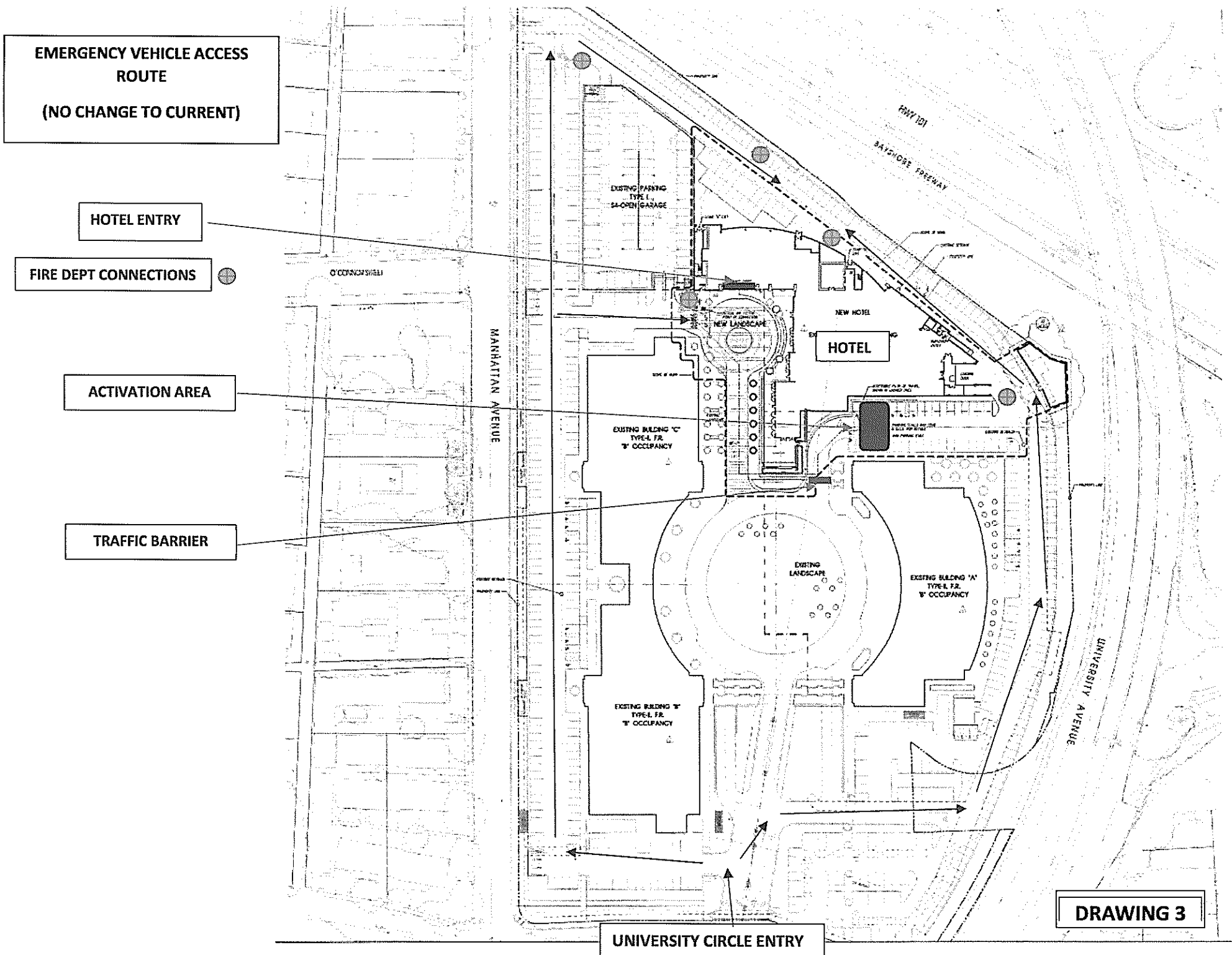
Brand ABC CANOPY
 Material Double Roof
 Style Double Roof
 Product Dimensions 132"L x 132"W x 117.6"H
 Item Weight 415.37 Pounds
 Frame Material Cedar Wood
 Water Resistance Level Water Resistant
 Shape Square
 Ultraviolet Light Protection Yes
 Assembly Required Yes

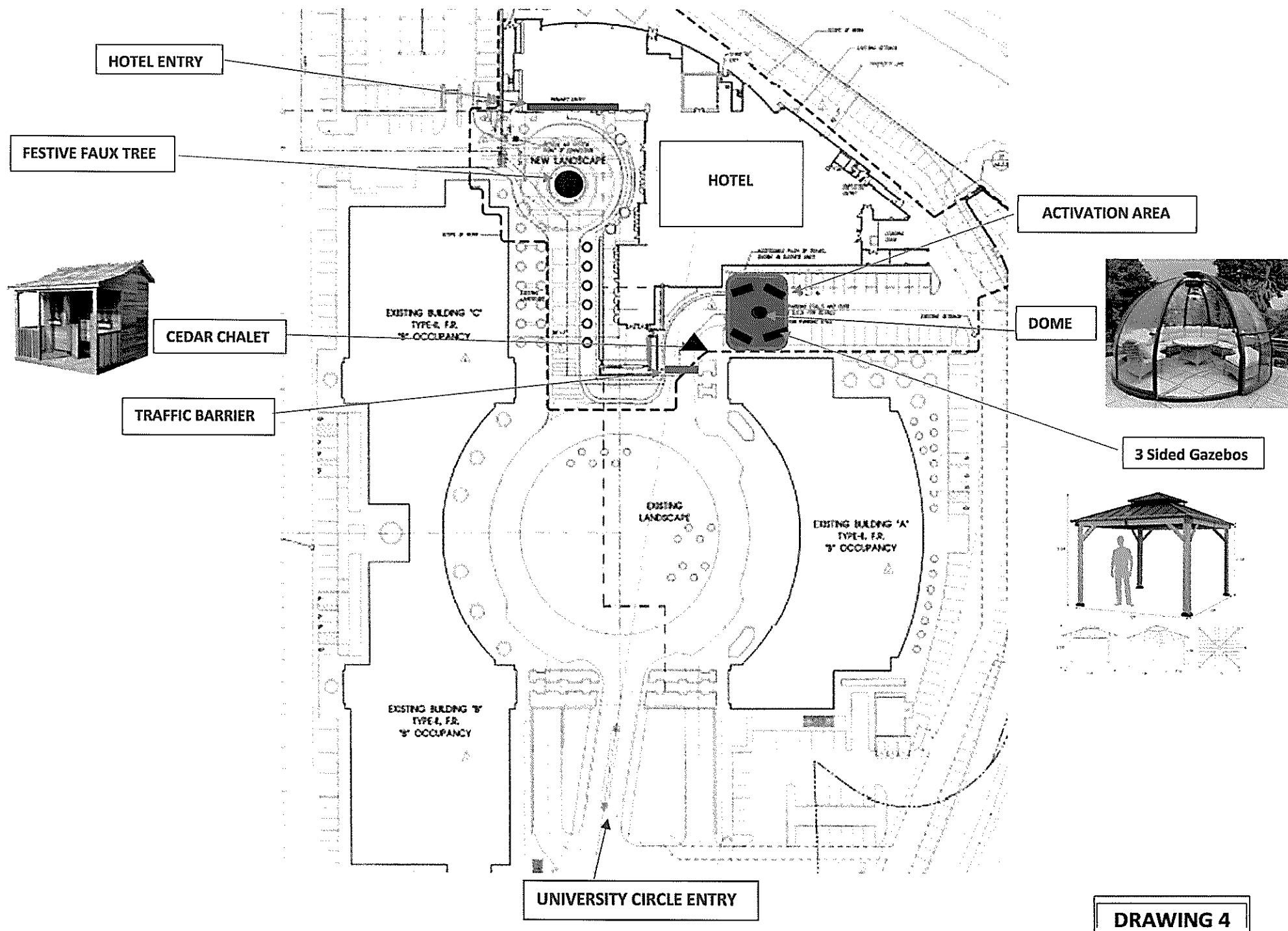


Four - Pre-Fabricated Gazebos – 10'X12' CEDAR (3 Sides, back and left and right sides to be enclosed)

6-8 person seating

DRAWING 2







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.



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)