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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 ~~5'4" by 5'11"~~), 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