



**FOUR SEASONS**  
HOTEL  
SILICON VALLEY AT EAST PALO ALTO

February 8, 2022

Planning Division  
City of East Palo Alto  
1960 Tate Street  
East Palo Alto, CA 94303

Attn: Ms. Michelle Huang

Dear Ms. Huang:

I am submitting this revised operational letter for the proposed synthetic ice rink installation. My understanding is that the Building Department has approved the drawings for this installation.

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 be an extension of our restaurant winter activation, *Après*, which is themed after a mountain snow village. In past years, the restaurant has winter chalet themed décor and menu items. For the 2022/23 festive season, we are looking to expand *Après* into *Après Village*. *Après Village* will extend onto the parking area located near our restaurant. Please see below details regarding the operation of this activation.

- Installation between 8/27/22-9/5/22
- Activation period approximately 9/6/22-2/25/23
- Removal week of 2/27/23
- Installation will include:
  - a synthetic polymer skating rink
  - cedar plank fencing surrounding the skating rink and separating the circular drive to the ice skate chalet
  - 1 cedar chalet 12'x12' for skate rentals
  - 1 cedar chalet 10' x10' for chocolate and sweet sales.
- Capacity of synthetic ice rink is 34 skaters at one time
- 32'x55' synthetic ice (polymer) rink to be installed on a side drive between the hotel and an adjacent office building. The Circle condominium has given its approval for temporary use of this space.
- Typical operating hours of the synthetic skating rink will be 10am to 10pm except for private functions.
- Costs for a hotel guest or patron include skate rental or rink admission.
- All areas where patrons will walk on skates will have a rubberized flooring.
- Installation of the synthetic skating rink 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 of the synthetic skating rink.

- 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 22% occupied Monday-Friday during normal business hours.

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

To honor our community, we intend to have focused events throughout the activation, such as a first responders' day (Menlo Park Fire Dept, East Palo Alto Police Dept) as well as target local schools. We will also have a day where proceeds benefit a local charity – i.e., to purchase food for the local homeless shelter for the holidays.

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](mailto:adora.manalo@fourseasons.com), office: 650.470.2835 and mobile: 310.926.3681.

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



Adora Manalo  
General Manager

Cc: Michelle Goudeaux, General Manager (University Circle)