



# EAST PALO ALTO DIRECTOR'S LEVEL READING REGULAR SESSION AGENDA

Thursday, November 7, 2024, 4:00 PM  
EPA Government Center  
2415 University Ave, First Floor  
East Palo Alto, CA 94303

---

## THIS MEETING WILL BE VIRTUALLY CONDUCTED

This Director's Hearing on November 5, 2024 at 4:00 PM will be conducted virtually via video conference with no physical meeting location available to the public.

Members of the public may participate in the Director's Hearing with this link <http://eastpaloalto.iqm2.com/Citizen/Calendar.aspx> 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](mailto:ajen@cityofepa.org)

Please click this URL to join

Join Zoom Meeting

<https://us06web.zoom.us/j/6077127197?omn=86111921364>

Meeting ID: 607 712 7197

---

One tap mobile

+16699006833,,6077127197# US (San Jose)

+16694449171,,6077127197# US

---

Dial by your location

+1 669 900 6833 US (San Jose)

+1 669 444 9171 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

Meeting ID: 607 712 7197

Find your local number: <https://us06web.zoom.us/u/kcMmMbm5j>

---

1. PUBLIC HEARINGS

**2050 University Avenue Major Temporary Use Permit TUP24-018**

**Recommendation:**

1. Approve a Major Temporary Use Permit (TUP24-018) 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 23, 2024 through January 7, 2025; 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 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](http://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: November 4, 2024

ATTEST:

Alvin Jen

Alvin Jen  
Associate Planner



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

One - Pre-Fabricated Dome

Up to 5 person seating

### Description

---

Diameter: 3m  
Base area: 7.069m<sup>2</sup>  
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



Four - Pre-Fabricated Gazebos – 10'X12' CEDAR (3 Sides, back and left and right sides to be enclosed)  
6-8 person seating

Brand ABCCANOPY  
 Material Double Roof  
 Style Double Roof  
 Product Dimensions 132"L x 132"W x 117.6"H  
 Item Weight 413.37 Pounds  
 Frame Material Cedar Wood  
 Water Resistance Level Water Resistant  
 Shape Square  
 Ultraviolet Light Protection Yes  
 Assembly Required Yes



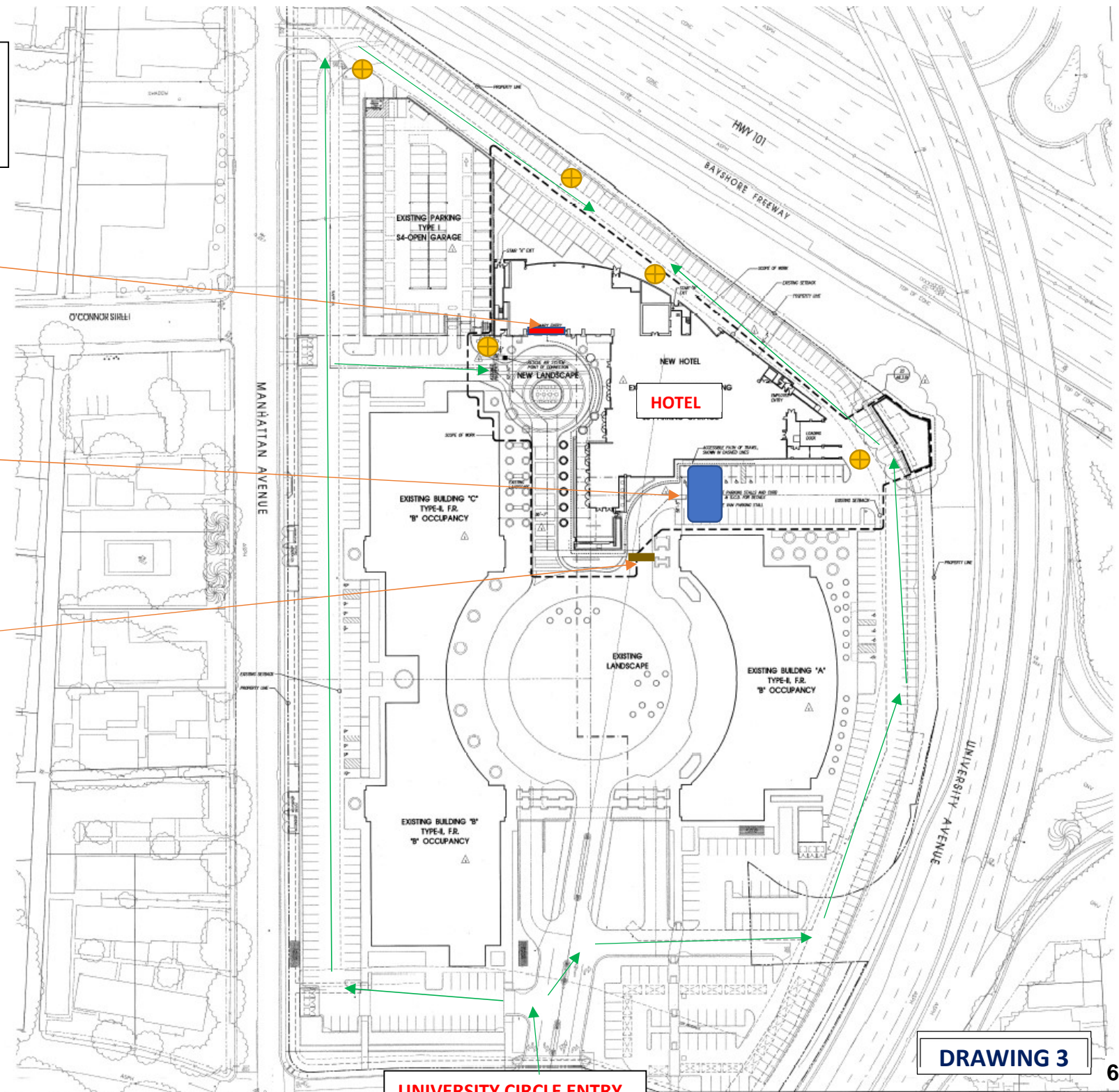
**EMERGENCY VEHICLE ACCESS ROUTE  
(NO CHANGE TO CURRENT)**

**HOTEL ENTRY**

**FIRE DEPT CONNECTIONS**

**ACTIVATION AREA**

**TRAFFIC BARRIER**



**UNIVERSITY CIRCLE ENTRY**

**DRAWING 3**

HOTEL ENTRY

FESTIVE FAUX TREE



CEDAR CHALET

TRAFFIC BARRIER

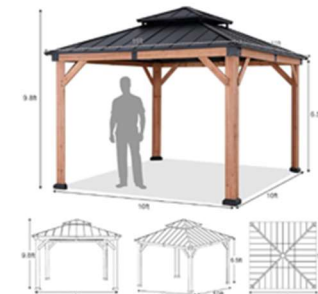
HOTEL

ACTIVATION AREA

DOME

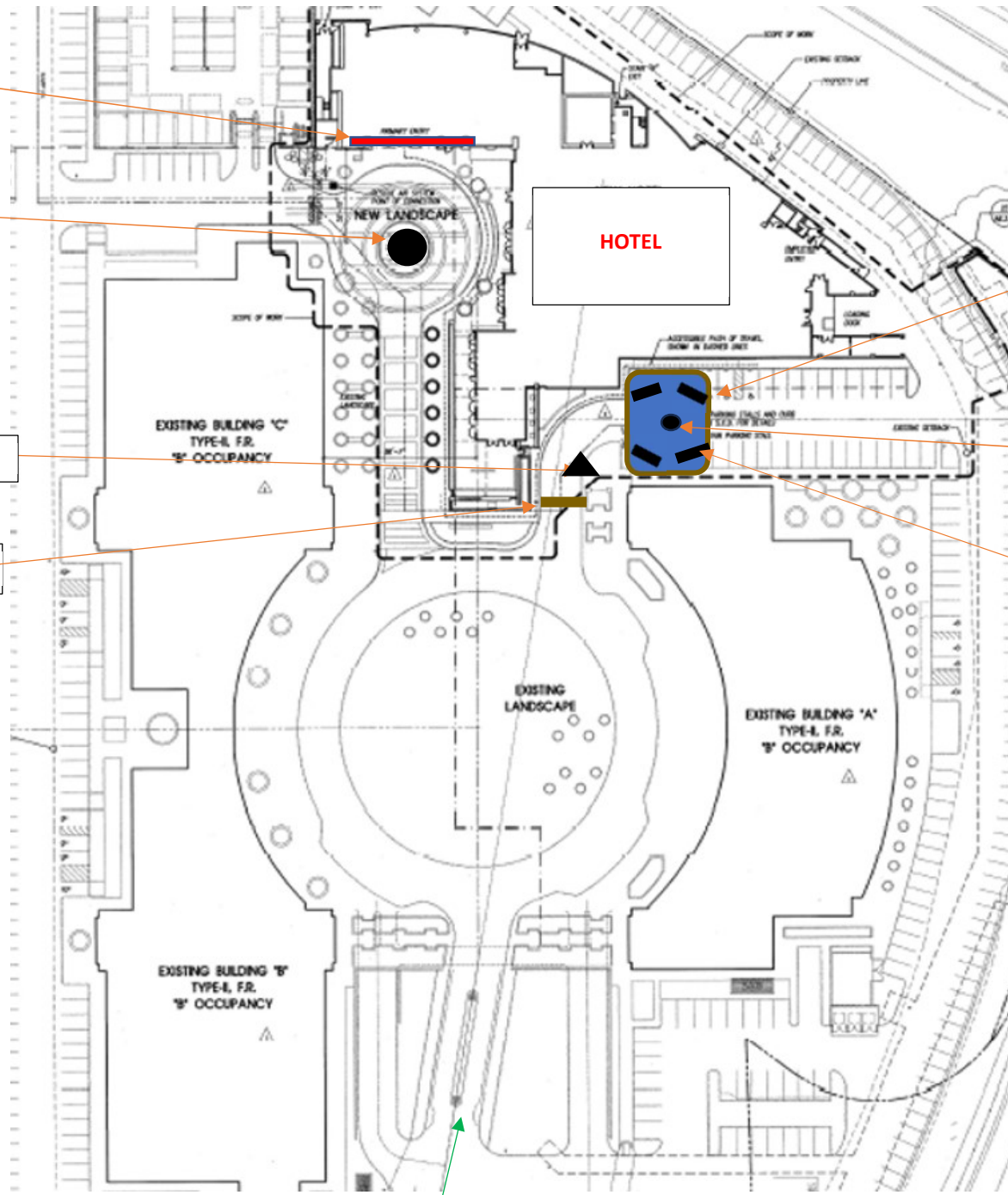


3 Sided Gazebos



UNIVERSITY CIRCLE ENTRY

DRAWING 4





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

October 7, 2024

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 the 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 11/17/24 (actual date pending permit issuance)
- Activation period approximately 11/29/24-1/5/25 (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 5.
- 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 areas where patrons
- 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 22% 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](mailto: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](mailto:michelle.goudeaux@columbia.reit))  
Elena Lee, East Palo Alto Planning Office ([elee@cityofepa.org](mailto:elee@cityofepa.org))