



EAST PALO ALTO DIRECTOR'S LEVEL READING REGULAR SESSION AGENDA

Thursday, October 22, 2026, 4:00 PM
Virtually via Zoom

NOTICE

This meeting will be held virtually on Thursday, October 22, 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: Oct 22, 2026 04:00 PM Pacific Time (US and Canada)

Topic: Directors Hearing TUP26-016

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/86782479002>

Phone one-tap:

+16694449171,,86782479002# US

+16699006833,,86782479002# US (San Jose)

Join via audio:

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 305 224 1968 US

+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

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Webinar ID: 867 8247 9002

International numbers available: <https://us06web.zoom.us/j/kcPzmboSh0>

Major Temporary Use Permit (TUP26-013) Winter Activation

Recommendation:

1. Approve a Major Temporary Use Permit (TUP26-016) 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 15, 2026 through January 2, 2027; 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.

1. PUBLIC HEARINGS

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 Directors Hearing 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.

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DECLARATION OF POSTING

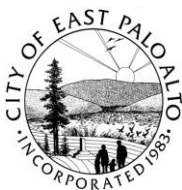
This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

POSTED: 10/12/26

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 - 016
Date: October 15, 2026
Issued By: Planning Division
Project Planner: Alvin Jen

Recommendation:

1. Approve a Major Temporary Use Permit (TUP26-016) to allow the operation of an outdoor winter-themed event, including the installation of six (6) temporary structures for outdoor dining within a specified area of the parking lot in front of 2050 University Avenue (Four Seasons Hotel), from November 15, 2026 through January 2, 2027; 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:	Georges Safi on behalf of DTRS Palo Alto, LLC.
Property Owner(s):	DTRS 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 operation of a winter-themed outdoor event, including the installation of six (6) temporary structures for outdoor dining and one (1) traffic barrier, for a period of no longer than forty-nine (49) days at the western end of the 37-space parking lot between the hotel and the HGCC office building. The temporary use is proposed to operate from November 15, 2026 through January 2, 2027. The proposed temporary use would occupy approximately eight parking spaces. The temporary structures consist of the following:

- One (1) 76.08-square foot (sqft) prefabricated dome that can accommodate up to five (5) persons,

- One (1) 144-sqft pre-fabricated chalet for outdoor dining storage, and
- Four (4) pre-fabricated, 120-square foot gazebos, each capable of accomodating up to eight (8) persons.

Five of the six structures would be located within the parking lot with the Cedar Chalet located in the driveway to the west. The proposed operational period for the outdoor dining use is November 15, 2026, through January 2, 2027, Monday through Sunday, from 4:00 p.m. to 10:00 p.m. The anticipated maximum number of guests and staff onsite at any given time is 45 persons. A Temporary Use Permit for the same installation and configuration was previously approved in 2025 under TUP 25-012.

Findings and Decision for Temporary Use:

The City of East Palo Alto (EPA) Development Code 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 would allow the operation of an outdoor winter-themed event, including the installation of six (6) temporary structures for outdoor dining within 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 15, 2026. Breakdown and removal of the temporary structures and restoration of the subject site to its original condition would occur no later than January 2, 2027. The operating hours for the winter-themed event would be from 4:00 p.m. to 10:00 p.m. daily, except for private events. Approximately eight (8) hotel staff members are anticipated to be onsite to help with outdoor dining operations and provide assistance with potential traffic flow. The City of East Palo Alto Planning Division, Building Division, Engineering Division, Police Department and Menlo Fire Protection District have reviewed the proposed temporary use. Conditions of approval have been recommended, where appropriate, to ensure that the proposed use does not adversely affect public 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 proposed event would be located in the parking lot directly adjacent to and south of the Four Seasons Hotel at 2050 University Avenue. The subject site has previously hosted winter-themed events; therefore, based on previous operations, the proposed temporary use would not be incompatible with the primary use of the property. The

uses surrounding the subject site are primarily commercial. The site is paved and developed, and as such the temporary use is not anticipated to result in excessive dust. The EPA Planning Division has reviewed the proposed temporary use and has recommended conditions of approval to ensure that the temporary use does not adversely affect adjoining properties through excessive dust, light, noise, odor, or other objectionable characteristics. The applicant has utilized the site for the same or substantially similar operation in previous years without complaints from adjoining properties being reported to the City.

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 operate from November 15, 2026, through January 2, 2027, inclusive of setup and breakdown, for a total period of 49 days. The proposed structures would occupy approximately eight (8) parking spaces in the parking lot area adjacent to and south of the Four Seasons Hotel. The proposed event would temporarily occupy three (3) ADA-compliant parking spaces; To maintain accessible parking capacity, the applicant proposes to convert three regular parking spaces directly across the aisle, to the south, into temporary ADA-compliant spaces for the duration of the Temporary Use Permit. The surrounding parking area includes approximately 400 parking spaces, including eight (8) ADA (American Disability Accessible) compliant spaces directly adjacent to the event area, and is adequately sized to accommodate the temporary event while continuing to support normal business activity. The subject site has been utilized for similar temporary uses in previous years with no complaints being reported to the City. The site is sufficiently large to accommodate the proposed temporary use without unduly compromising vehicular or pedestrian circulation or resulting in a net loss of required accessible parking.

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 parcel is located within a fully developed area of the City and is adequately served by existing streets with sufficient width and improvements to accommodate the vehicular and pedestrian traffic that the temporary use is reasonably 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 previous years. The proposed temporary use would occupy approximately eight (8) parking spaces, leaving sufficient parking in the surrounding area to

accommodate the anticipated parking demand and vehicular circulation needs associated with normal business activity. While three of the spaces occupied by the event are ADA compliant parking spaces, three regular parking spaces directly across the aisle would be converted to ADA-compliant spaces for duration of the temporary use to maintain accessible parking availability, consistent with applicable state and local laws. In addition, hotel staff would be onsite during operational hours to address and respond to any issues related to parking or circulation. The site has hosted various temporary events in the past, and adequate onsite parking has been 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 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 City of East Palo Alto Municipal Code Section 18.94.070, a public hearing was held for this item on October 15, 2026. Notices were mailed and posted in compliance with the Municipal Code.

Conditions of Approval:

1. The use shall be in substantial compliance with the application materials submitted as part of East Palo Alto planning application for TUP26-016 dated September 16, 2026.
2. This Temporary Use Permit shall be effective beginning November 15, 2026 and expire on January 2, 2027.
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 Permi (TUP26-016).
4. All trash and debris from the site shall be removed at the conclusion of each day. Complete removal of all associated material and equipment related to this temporary use permit must occur by 9:00 PM, January 2, 2027.
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.

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 condition of this permit, the applicant, property 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 such actions shall be the responsibility of the applicant, property owner, or tenant.
8. The applicant shall contact and obtain all necessary permits and approvals from the Building Division, Engineering Division, Police Department and Menlo Fire Protection District prior to initiating any new construction or modification authorized under this approval, including but not limited to encroachment permits and clearances from any applicable 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 to 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. The applicant shall provide a pedestrian access point as well as vehicular access.
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. Countersign this Temporary Use Permit acknowledging the conditions and that the applicant would comply as stated in the Conditions of Approval.

BUILDING DIVISION:

AT PERMIT SUBMITTAL

17. 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.
18. Imprint the Conditions of Approval on the plans submitted for building permits.

PRIOR TO THE ISSUANCE OF THE PERMIT:

19. 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
20. The applicant/event sponsor shall submit a waste management plan to the Building and Safety Division.
21. A SITE PLAN will be required for each event requiring a building permit. SITE PLAN shall include the location of any stages, tents, booths, generators, public restrooms, temporary lighting, food trucks, entrances, exits, parking, accessible parking, etc.
22. Site Plans shall be SUBMITTED to the building department 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.
23. 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 EPA Fee Schedule.
24. The applicant shall contact and secure permits from the City of East Palo Alto Building Division for any structural installation, or electrical and plumbing connections.

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

Don Jeppson

Chief Building Official
City of East Palo Alto CEDD, Building Services
Tel: (650) 853-3189
Email: djeppson@cityofepa.org

ENGINEERING DIVISON

25. No public streets or right of ways shall be blocked prior to or during the proposed events. If an event requires closure of a public street or right of way, an encroachment permit from the Public Works Department shall be secured prior to the event.
26. The site shall have adequate trash and recycling service bins. Trash storage areas (including recycling or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Litter and waste must be collected on-site daily.

MENLO FIRE PROTECTION DISTRICT

Refer the attached conditions of approval dated October XX, 2026

APPROVED X

DENIED

By:

Alvin Jen
Associate Planner

CC'd: Salifu Yakubu, Interim 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

Georges Safi
Four Seasons Hotel



September 15, 2026

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 11/16/26 (actual date pending permit issuance)
- Activation period approximately 11/20/26-12/30/26
- 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.

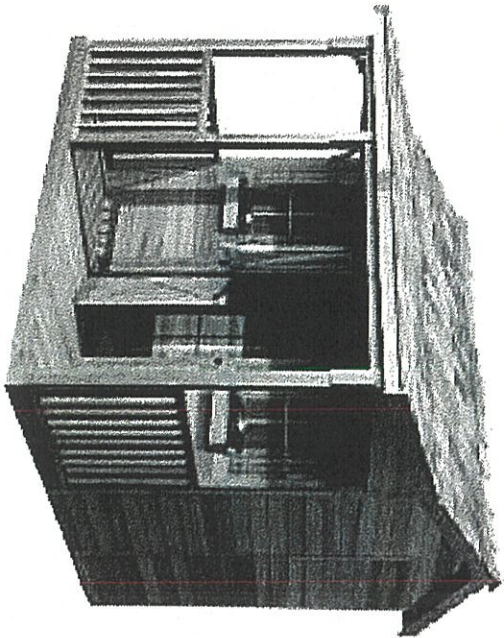
Please let me know if you have any questions or concerns during your review. I may be reached via email at george.safi@fourseasons.com and mobile: 650.313.9215.

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



Georges Safi
General Manager

Cc: Michelle Goudeaux, General Manager University Circle (mgoudeaux@lbarealty.com)
Elena Lee, East Palo Alto Planning Office (elee@cityofepa.org)



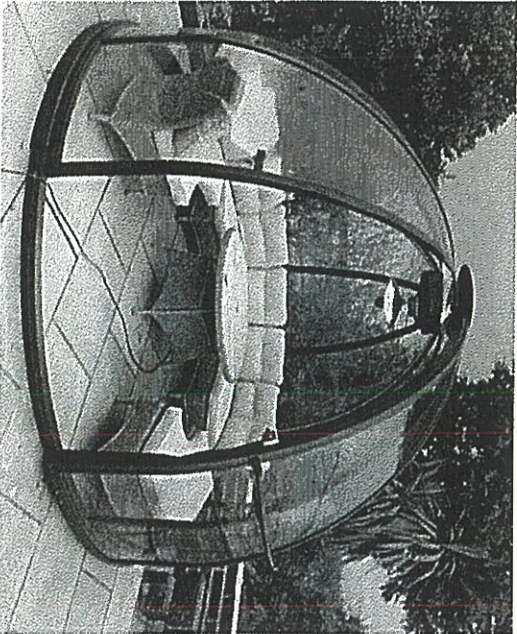
One - Pre-Fabricated Chalet – 12'X12' CEDAR
(Storage)

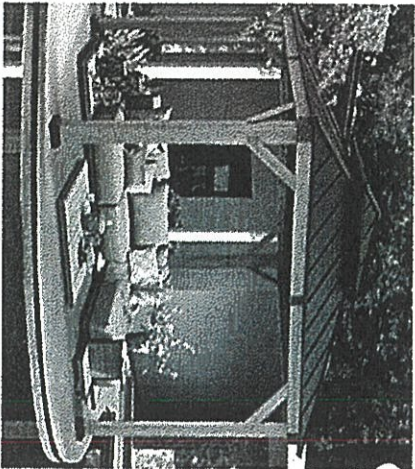
One - Pre-Fabricated Dome

Up to 5 person seating

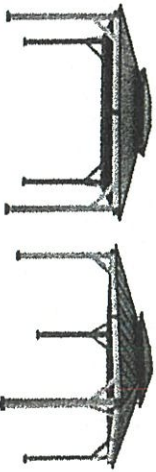
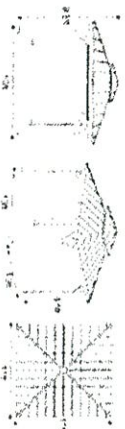
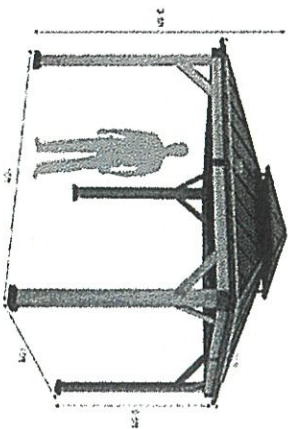
Description

Diameter: 3m
Base area: 7.069m²
Entrance: 180cm High x 200cm Width
Max height: 250cm
Wind resistant up to 100km/h
Weights 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.





Brand	ARCCANOY
Material	Double Roof
Style	Double Roof
Product Dimensions	132"L x 132"W x 117.6"H
Item Weight	413.31 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

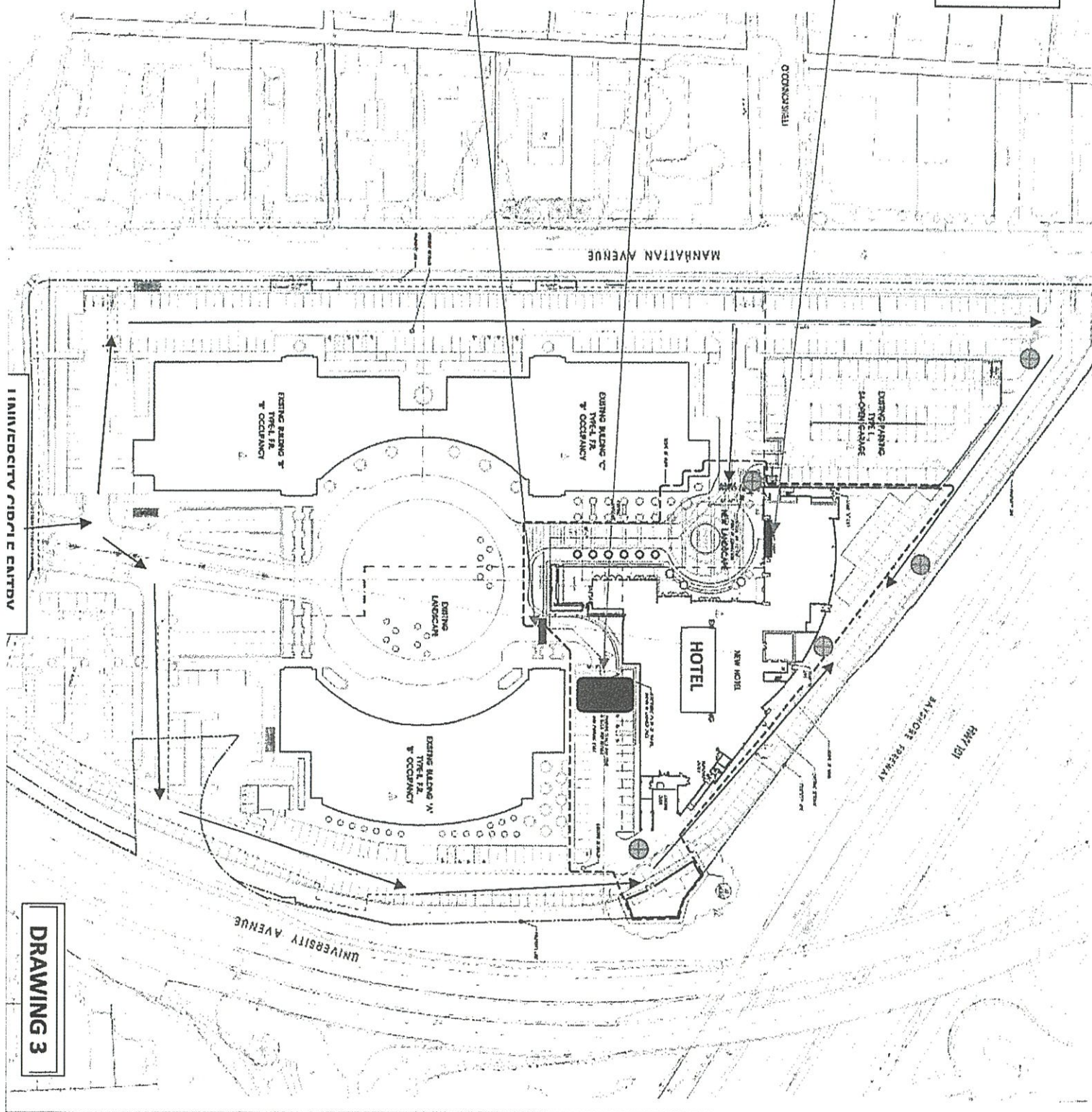
EMERGENCY VEHICLE ACCESS
ROUTE
(NO CHANGE TO CURRENT)

HOTEL ENTRY

FIRE DEPT CONNECTIONS

ACTIVATION AREA

TRAFFIC BARRIER



DRAWING 3

