

**From:** [Keyon, David](#)  
**To:** [Downtown West Project](#)  
**Subject:** Fw: Downtown West 2nd ADEIR Game Plan  
**Date:** Wednesday, August 19, 2020 5:49:30 PM

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## David Keyon

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**From:** Keyon, David  
**Sent:** Wednesday, January 8, 2020 10:20 AM  
**To:** Hill, Shannon <[Shannon.Hill@sanjoseca.gov](mailto:Shannon.Hill@sanjoseca.gov)>  
**Subject:** Downtown West 2nd ADEIR Game Plan

Hi Shannon,

Here is my draft game plan for the review of the 2<sup>nd</sup> ADEIR for Downtown West/Google. Please make any changes as you see fit. Then we will send over to Rosalynn so she can communicate this to other Departments and the City Attorney's Office.

### **February 10:** 2<sup>nd</sup> ADEIR Submitted to City

- Post to Intranet and circulate to internal City Departments, including all DSA Team contacts

### **February 11 – 18:** Internal Review of 2<sup>nd</sup> ADEIR – Focus Review Time

- Each Department dedicate 10 – 20 hours of uninterrupted review time to review 2<sup>nd</sup> ADEIR and Technical Reports
- DPW Transportation Team/DOT dedicate 20 – 40 hours to review draft TA/LTA, and Transportation section of 2<sup>nd</sup> ADEIR
- Planning dedicate 40 hours of uninterrupted review time (offsite?)

### **February 19 – 21:** Focus Meetings w/ ESA and Applicant by Topic Area

- Schedule Focus Meetings with Department Representatives by Topic Area. Topic Areas include:
  - PRNS to discuss Recreation Section (2 hours)
  - ESD to discuss Hazardous Materials and Utilities/Energy (1 hour?)
  - Housing to discuss Population/Housing (1 hour)
  - DPW Utilities – to discuss Utilities and Public Services (1 – 2 hours)
  - DPW Transportation/DOT to Discuss Transportation, including LTA and relationship with DISC (3 – 4 hours or more, may need more than one meeting)
  - Internal Planning Staff (Citywide and Implementation) to discuss Project Description and Land Use (2 – 3 hours)
  - Any others (Fire? Police?)
- Outcome will be to clarify issues and concerns with ESA and applicant as well as address

conflicts prior to preparation of comments

**February 24 – 25:** Departments send final 2<sup>nd</sup> ADEIR comments to Planning

- Department representatives combine internal comments into one document to send to Planning

**February 26 – 28:** Planning compile all comments into one document in track changes and send to ESA on February 28

- Shannon will need uninterrupted time to review and enter comments (offsite?)

**March 4:** 2<sup>nd</sup> ADEIR Roundtable (may need 2 days)

Mayor, Council, OED, and all Department Heads must be notified that staff will need to dedicate significant time to the review of the 2<sup>nd</sup> ADEIR and technical reports. Other priorities will need to be placed on hold temporarily.

Thank you,

**David Keyon**

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