

**From:** [Provedor, Jennifer](#)  
**To:** [Keyon, David](#)  
**Cc:** [Hill, Shannon](#); [Downtown West Project](#); [Han, James](#); [Piozet, Jennifer](#); [Tu, John](#); [Canales-Mora, Elizabeth](#)  
**Subject:** RE: Mailed Notices for the release of the Draft EIR for the Downtown West (Google) Project  
**Date:** Wednesday, September 23, 2020 12:05:46 PM

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Hi David,

Below are my responses:

Can the same mailing addresses used for the November/December meetings be used?

**Yes, James Han confirmed the map used in Nov/Dec remains the same therefore, we will use the same mailing list.**

Also, how soon do we need to give you the postcard notice?

**The hearing notice will be given to us by tomorrow 9/24. Hannah will be printing the notices by Friday and mailing by Monday the latest.**

Finally, given the size of the mailing, should a third party vendor be engaged?

**If the notice will be postcard size, we can do this in-house. The third party vendor requires a 5-business day processing time. If we provide them with this request by tomorrow, it may not be mailed until October 2. Which means this notice will not be mailed on time following the policy.**

On a related topic, we will also be preparing the Notice of Availability, with certified mail, for mailing prior to the 10/7 public circulation date. We will prepare these next week, but would like to leave them in the support staff area for mailing on Monday 10/5 or Tuesday 10/6 (the goal is to have them delivered by the 10/7 circulation date). Are these days support staff would be in the office?

**Ron is in office and can assist you with this. Can you please coordinate with him on the logistics on this?**

Please let me know if you have any questions.

Thank you.

Kind Regards,

**Jennifer Provedor**

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**From:** Keyon, David

**Sent:** Wednesday, September 23, 2020 11:42 AM

**To:** Canales-Mora, Elizabeth <Elizabeth.Canales-Mora@sanjoseca.gov>

**Cc:** Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>; Hill, Shannon <Shannon.Hill@sanjoseca.gov>; Downtown West Project <downtownwest@esassoc.com>; Han, James <James.Han@sanjoseca.gov>; Piozet, Jennifer <Jennifer.Piozet@sanjoseca.gov>

**Subject:** Mailed Notices for the release of the Draft EIR for the Downtown West (Google) Project

Hi Elizabeth,

We are currently planning on publishing the Draft EIR for the Downtown West/Goole project on Wednesday, 10/7. We will be preparing a postcard similar to the one prepared for the Scoping and Community meetings back in November and December 2019, which should be mailed to the same addresses in the radius of the previous mailing (I think 1,000 feet).

Can the same mailing addresses used for the November/December meetings be used? Also, how soon do we need to give you the postcard notice?

Finally, given the size of the mailing, should a third party vendor be engaged?

On a related topic, we will also be preparing the Notice of Availability, with certified mail, for mailing prior to the 10/7 public circulation date. We will prepare these next week, but would like to leave them in the support staff area for mailing on Monday 10/5 or Tuesday 10/6 (the goal is to have them delivered by the 10/7 circulation date). Are these days support staff would be in the office?

Thank you!

**David Keyon**

Principal Planner, Environmental Review

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