

From: [Galzote, Hannah](#)
To: [Keyon, David](#)
Cc: [Provedor, Jennifer](#); [Hill, Shannon](#); [Downtown West Project](#); [Han, James](#); [Piozet, Jennifer](#); [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 12:41:03 PM

Hi David,

We can use lists that were created at least 6 months ago. Any time beyond 6 months, the list would need to be remade due to possible address updates.

As for the notice, we can receive the notice as soon as possible, but the latest would be by 10/6.

In regards to a third party vendor being engaged due to the size of mailing, support staff would need to notify the vendor at most 7 days prior to mailing.

Also, support staff may be in the office on Monday 10/7 or Tuesday 10/8 to assist with the mailing.

Please let me know if you have additional questions.

Hannah Galzote

Senior Office Specialist | Planning, Building, and Code Enforcement
200 E Santa Clara, 3rd Floor Tower | San Jose, CA 95113
Office 408.535.8108

From: Canales-Mora, Elizabeth
Sent: Wednesday, September 23, 2020 11:45 AM
To: Galzote, Hannah <Hannah.Galzote@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>; Keyon, David <david.keyon@sanjoseca.gov>
Subject: RE: Mailed Notices for the release of the Draft EIR for the Downtown West (Google) Project

Hi Hannah,

David has some questions pertaining to the notices that will be mailed for Downtown West/Google project (see email below). Can you please respond to his email?

Thank you,

Elizabeth Canales

Senior Office Specialist
City of San Jose, PBCE

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|(408) 535-7902 | * elizabeth.canales-mora@sanjoseca.gov

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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