

From: [Karen Lancelle](#)
To: [Hill, Shannon](#)
Cc: [Linda S. Peters](#); [Downtown West Project](#)
Subject: RE: AB 900 Admin Record
Date: Thursday, September 24, 2020 12:11:25 PM

Hi Shannon,

Do you mean for providing emails/materials to be included on the website? I think we would need to confirm with Joan and Johnny, but it might need to be midday on 10/6 (and hopefully be limited to emails generated 10/5 and 10/6). Joan and Johnny would need to review prior to upload, and would need to send us approval by midday 10/7. We can then upload those particular items by end of day 10/7 (and still be compliant).

If the team could be sure to provide all of their materials up through to 9/25 to us on 9/28, then we would know that the volume of emails for us to process/review would be low enough to turn around relatively quickly as we approach publication.

Thanks,

Karen Lancelle

ESA | [Environmental Science Associates](#)

Working from home – Please text/call me on my mobile at 415.203.6313 (temporarily changed)

klancelle@esassoc.com

From: Hill, Shannon <Shannon.Hill@sanjoseca.gov>
Sent: Wednesday, September 23, 2020 5:15 PM
To: Karen Lancelle <KLancelle@esassoc.com>
Cc: Linda S. Peters <lpeters@esassoc.com>; [Downtown West Project](#) <downtownwest@esassoc.com>
Subject: AB 900 Admin Record
Importance: High

Hi Karen,

I am revising the processing instructions for the admin record, and I'm wondering is there a cutoff time on 10/6 to post the admin record on 10/7?

Thanks!

Shannon Hill, Planner

Planning, Building & Code Enforcement | Environmental Review Section

City of San José | 200 East Santa Clara Street

Shannon.Hill@sanjoseca.gov | (408) 535 - 7872