

From: [Hill, Shannon](#)
To: [Karen Lancelle](#)
Cc: [Linda S. Peters](#); [Downtown West Project](#)
Subject: RE: AB 900 Admin Record
Date: Friday, September 25, 2020 11:26:30 AM

Hi Karen,

Thanks, Johnny is revising the schedule to meet his needs and is planning on having the admin record reviewed and approved by 10/7.

He is also planning on sending out a reminder to the team today, so I'll have him include your request to process all emails and documents through 9/25 by COB 9/28.

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

From: Karen Lancelle <KLancelle@esassoc.com>
Sent: Thursday, September 24, 2020 12:11 PM
To: Hill, Shannon <Shannon.Hill@sanjoseca.gov>
Cc: Linda S. Peters <lspeters@esassoc.com>; Downtown West Project <downtownwest@esassoc.com>
Subject: RE: AB 900 Admin Record

[External Email]

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 <lspecters@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

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