

**From:** [Duba, Ron](#)  
**To:** [Hill, Shannon](#)  
**Cc:** [Keyon, David](#); [Le, Thai-Chau](#); [Downtown West Project](#)  
**Subject:** Re: Downtown West (Google): Mail to go Out On Monday (10/5)  
**Date:** Thursday, October 1, 2020 9:02:59 AM

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Hi Shannon,

OK, great, I'll get those to the mail room this morning.

Take Care & Be Safe! {";+)

Ron

PBCE - Administration  
City Hall, Tower Bldg. - 3rd Floor  
Lobby Reception Desk: (408) 535-7806

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**From:** Hill, Shannon <Shannon.Hill@sanjoseca.gov>  
**Sent:** Wednesday, September 30, 2020 7:30 PM  
**To:** Duba, Ron <Ron.Duba@sanjoseca.gov>  
**Cc:** Keyon, David <david.keyon@sanjoseca.gov>; Le, Thai-Chau <Thai-Chau.Le@sanjoseca.gov>;  
Downtown West Project <downtownwest@esassoc.com>  
**Subject:** Downtown West (Google): Mail to go Out On Monday (10/5)

Hello Ron,

I'm on my way out of the office, and I left a stack of mail to be sent on Monday morning (10/5). This is a Notice of Availability for CEQA compliance, which requires that notices be mailed by a certain date, so the timing is important.

I also put a note on top of the stack as a reminder .

Thanks!

Shannon Hill, Planner  
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City of San José | 200 East Santa Clara Street  
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