

From: [Wessling, Cheryl](#)
To: [Hill, Shannon](#); [Severino, Lori](#); [Phan, Johnny](#); [Handler, Elisabeth](#); [Kuhlmann, Dylan](#); [Dave Javid](#); [Suhaila Sikand](#); [Han, James](#); [Tu, John](#); [Keyon, David](#)
Cc: [Rood, Timothy](#); [Manford, Robert](#)
Subject: RE: make DTW docs/websites live - UPDATED TABLE OF ACTIONS
Date: Friday, October 2, 2020 10:42:45 AM
Importance: High

All – Review your role on this table which outlines who/what/when – I’ve captured recent emails from Shannon/David on this. Please address questions pertaining to you. What exactly we are posting and when affects content of the news release, which must be prepared in advance, so your attention to this today/Monday is appreciated:

To be done before or by roughly 12pm Wed-Oct 7 (if 12pm isn’t possible, let us know!):

<i>Documents to Post + Items to Coordinate</i>	<i>Who gives and receives the documents</i>	<i>Who posts documents and any related content</i>	<i>Webpages that house links to the document</i>	<i>Confirm the date/ time this can be ready to post</i>
1. Video – Google’s presentation showing/discussing the project submittal + Feedback Form 2. Video – Planning staff presentation of Project Review & EIR Process	Applicant sends video to Lori Severino James Han sends video to Lori Severino	Lori’s consultant will post; Lori or consultant to write short paragraph preceding the links to give context to the links.	Videos to embed at www.diridonsj.org Video links will appear at: <ul style="list-style-type: none"> • www.sanjoseca.gov/GoogleProject • http://bit.ly/DowntownWestEIR (Dylan/Cheryl to handle task)	Lori – please confirm what day/time these will post.
3. Google Application Resubmittal 4. Design Standards & Guidelines 5. General Plan Amendment 6. DSAP Amendment <i>Confirm: 4 separate docs? Or is DSG included in the Resubmittal as a package?</i>	Applicant submits docs to John Tu, James Han <i>Is submittal scheduled for a certain time and does this process through AMANDA; if yes, all docs are then available at SJPermits.org?</i>	Dylan Kuhlmann will post. John/James to provide content explaining the four document links (can be short and reference the video).	Post docs at www.sanjoseca.gov/GoogleProject Mention docs with links at www.diridonsj.org (Lori/consultant to handle task)	John Tu – please confirm, can this happen at Noon?
7. DEIR	ESA sends DEIR to Shannon Hill/David Keyon	David K. will post. There should be some content explaining the documents and the public input process for DEIR. Can be short and reference/show link to the video.	Post docs at: http://bit.ly/DowntownWestEIR Mention docs with links at <ul style="list-style-type: none"> • www.sanjoseca.gov/GoogleProject (Cheryl to handle task) • www.diridonsj.org (Lori/consultant to handle task) 	David says he will post DEIR on Tuesday afternoon.

8. AB900 Administrative Record	Johnny Phan signals ESA to post.	ESA will post Admin Record – where will they post it??	Mention Admin Record with link at http://bit.ly/DowntownWestEIR (David K. or Shannon to handle)	Shannon/David can you give us the time they will post it? And where?
9. News Release - To post upon Merc News (has embargo rights) publishing article	Cheryl drafts for Elisabeth/Lori input on 10/2; final draft reviewed by Rosalynn and Kim. Elisabeth shows to applicant on Mon. Oct. 5.	Matt Opsal/Andrew Boyce to post – Cheryl will give them heads up to time with Merc News publishing.	Posts at City News webpage . This generates an auto-email to Council, Media, and all subscribers.	Time will depend on the time that the Merc News article publishes.
10. Social Media posts	Cheryl/Dylan will draft; review by Elisabeth/Cheryl. Have at the ready for Wed. afternoon.	Dylan/PBCE posts on PBCE platforms and on Nextdoor. <ul style="list-style-type: none"> • OED reposts – Elisabeth • CMO reposts – Trevor • Housing reposts – Alli • DOT reposts - Colin • PRNS reposts - Carolina 		Any time after the documents and news release post
11. Email to SAAG and partners	Lori drafts and sends.			Any time after documents post is okay
12. OED Constant Contact list	Elisabeth/Lori draft.			Any time after documents post is okay
13. PBCE Constant Contact list	Cheryl drafts as letter from Rosalynn (mimic OEDs, maybe Planning emphasis).			

--Cheryl

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From: Hill, Shannon

Sent: Friday, October 2, 2020 10:08 AM

To: Severino, Lori <Lori.Severino@sanjoseca.gov>

Cc: Wessling, Cheryl <Cheryl.Wessling@sanjoseca.gov>; Handler, Elisabeth <elisabeth.handler@sanjoseca.gov>; Kuhlmann, Dylan <dylan.kuhlmann@sanjoseca.gov>; Dave Javid <dave@plantoplace.com>; Suhaila Sikand <suhaila@plantoplace.com>; Han, James <James.Han@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Keyon, David <david.keyon@sanjoseca.gov>; Phan, Johnny <Johnny.Phan@sanjoseca.gov>

Subject: RE: make DTW docs/websites live

Hi Lori,

To clarify, Johnny will not be posting the admin record. However, he will give the final "OK" to ESA to post, so we will coordinate with ESA on timing to post the links.

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: Hill, Shannon

Sent: Friday, October 2, 2020 10:01 AM

To: Phan, Johnny <Johnny.Phan@sanjoseca.gov>

Cc: Severino, Lori <Lori.Severino@sanjoseca.gov>; Wessling, Cheryl <Cheryl.Wessling@sanjoseca.gov>; Handler, Elisabeth <elisabeth.handler@sanjoseca.gov>; Kuhlmann, Dylan <dylan.kuhlmann@sanjoseca.gov>; Dave Javid <dave@plantoplace.com>; Suhaila Sikand <suhaila@plantoplace.com>; Han, James <James.Han@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Keyon, David <david.keyon@sanjoseca.gov>

Subject: RE: make DTW docs/websites live

Hi Johnny,

Do you have an idea what time on Wednesday you'll be ready to post the admin record?

If you have a time in mind, let us now, or maybe you or Joan can email the group when you and ESA are done and ready to post, so we can add the link to the websites.

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

-----Original Appointment-----

From: Severino, Lori

Sent: Thursday, October 1, 2020 4:30 PM

To: Wessling, Cheryl; Handler, Elisabeth; Kuhlmann, Dylan; Dave Javid; Suhaila Sikand; Han, James; Tu, John; Hill,

Shannon; Keyon, David

Subject: make DTW docs/websites live

When: Wednesday, October 7, 2020 12:00 PM-12:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: the interwebs

Please confirm that this is the time that we should all go live with these things. Or were we thinking end of day? We need clarity on how to orchestrate this...

- www.sanjoseca.gov/GoogleProject
- City's environmental page (DEIR)
- ESA's admin record page
- www.diridonsj.org (embed presentation and link to Google's, feedback form)
- News release

Sequence:

1. By Tuesday at noon: Get ESA admin record link and Google presentation link, text and graphics ready to go, diridonsj.org/fall2020 ready to go
2. Wednesday AM: get docs from ESA/Google team
3. Post docs to City's pages, along with other text updates
4. Make diridonsj.org live
5. Send out news release