

From: [Keyon, David](#)
To: [Duba, Ron](#); [Hill, Shannon](#)
Cc: [Le, Thai-Chau](#); [Downtown West Project](#)
Subject: Re: Downtown West (Google): Mail to go Out On Monday (10/5)
Date: Monday, October 5, 2020 9:29:59 AM

Hi Ron,

Just confirming: have the notices Shannon prepared been sent to the mail room yet? They will need to be mailed today.

Thanks!

David Keyon

Principal Planner, Environmental Review
City of San Jose
(408) 535-7898 david.keyon@sanjoseca.gov

From: Duba, Ron <Ron.Duba@sanjoseca.gov>
Sent: Thursday, October 1, 2020 9:02 AM
To: Hill, Shannon <Shannon.Hill@sanjoseca.gov>
Cc: Keyon, David <david.keyon@sanjoseca.gov>; Le, Thai-Chau <Thai-Chau.Le@sanjoseca.gov>;
Downtown West Project <downtownwest@esassoc.com>
Subject: Re: Downtown West (Google): Mail to go Out On Monday (10/5)

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

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

Planning, Building & Code Enforcement | Environmental Review Section

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