

From: [Hill, Shannon](#)
To: [Downtown West Project](#)
Subject: FW: Downtown West: Plan for City Review of 2nd ADEIR
Date: Sunday, October 18, 2020 6:32:04 PM
Attachments: [Preliminary Plan for 2nd ADEIR Review - 012320.pdf](#)

From: Keyon, David <david.keyon@sanjoseca.gov>
Sent: Wednesday, January 29, 2020 10:20 AM
To: Severino, Lori <Lori.Severino@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>; Hill, Shannon <Shannon.Hill@sanjoseca.gov>; Han, James <James.Han@sanjoseca.gov>; Ruano, Jose <Jose.Ruano@sanjoseca.gov>; Phan, Johnny <Johnny.Phan@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Hart, Jared <Jared.Hart@sanjoseca.gov>; Arroyo, Juliet <Juliet.Arroyo@sanjoseca.gov>; Banwait, Manjit <Manjit.Banwait@sanjoseca.gov>; Do, Ryan <ryan.do@sanjoseca.gov>; Madou, Ramses <ramses.madou@sanjoseca.gov>
Cc: Manford, Robert <Robert.Manford@sanjoseca.gov>; Hughey, Rosalynn <Rosalynn.Hughey@sanjoseca.gov>
Subject: Downtown West: Plan for City Review of 2nd ADEIR

Hello Downtown West Team,

Attached is our game plan for the review of the 2nd Administrative Draft EIR for City Departments. The 2nd ADEIR will be in on February 10 and we have to submit combined City comments to the environmental consultant (ESA) by February 28. This is a very quick turnaround and will require significant dedicated, uninterrupted time for review.

We will have dedicated meetings on February 19 – 21 with the environmental consultant, if needed, the applicant to ask clarifying questions prior to finalizing comments. Invites for these meetings will be sent out separately.

To aide us in this quick review period, please have each Department must nominate a team member to coordinate, collect, and enter Department comments from all team members in track changes in a Word document (to be provided). This team member will then submit the combined comments to Shannon and I by **February 25** at the latest. Comments submitted after this date will not be incorporated into the City's combined comments.

After City comments are submitted, we will have several meetings with the environmental consultant for clarification. Some Departments (i.e. PRNS, DOT/DPW, and Housing) will be invited to attend a portion of this meeting to help the environmental consultant address the comments. Currently, this meeting is planned around **March 4** (may be spread over several days).

Lori: Can you please send to the extended DSA Team?

Thank you!

David Keyon

City of San Jose PBCE
Principal Planner Environmental Review
(408) 535-7898

PRELIMINARY WORKING DRAFT

Plan for Review of 2nd ADEIR and LTA for Downtown West

1/23/2020

February 10 - 2nd ADEIR Submitted to City

Task	Responsibility	Approximate Time (Hours)
1) Post 2nd ADEIR and Appendices to Intranet and send notification to reviewer:	PBCE (S. Hill, D. Keyon)	2
2) Send Word documents of each 2nd ADEIR section to appropriate reviewer:	PBCE (S. Hill, D. Keyon)	1

February 11 - 18 - Internal Review of 2nd ADEIR (Focus Review Time)

Task	Responsibility	Approximate Time
1) Planning Review of 2nd ADEIR		
a) Project Description (including Project Objectives)	PBCE (S. Hill, D. Keyon, J. Han) + Citywide (T. Rood, J. Ruano)	8
b) Air Quality (ADEIR Section and Report)	PBCE (D. Keyon, S. Hill)	10
c) GHG	PBCE (D. Keyon, S. Hill)	4
d) Noise/Vibration	PBCE (S. Hill, D. Keyon)	8
e) Alternatives	PBCE (S. Hill, D. Keyon)	8
f) Review changes to sections included in 1st ADEIR	PBCE (S. Hill)	6
2) DPW Transportation Team & DOT Review of TA and Transportation EIR Section	DPW (M. Banwait), DOT (W. Tam, F. Lapustea, E. Eidlin), PBCE (S. Hill, D. Keyon)	30 - 40
3) Planning and HPO Review Historic Report and Historic Section of EIF	PBCE (S. Hill, J. Arroyo, D. Keyon, J. Han)	30 - 40
4) PRNS & Planning Review of Recreation and other related EIR Sections	PRNS (Z. Mendez, R. Ross), PBCE (S. Hill, D. Keyon, J. Han)	10
5) ESD Review of Hazardous Materials Section and Phase I/II ESA	ESD (J. Donald, G. Blair)	10
6) Housing & Planning Review Population & Housing Section	Housing (K. Clements), PBCE (S. Hill, D. Keyon, J. Han?, J. Ruano)	5
7) DPW/ESD/Community Energy Review Energy & Utilities Sections	DPW (V. Tom), ESD (J. Benabente, J. Sinclair, P. Horning, J. Provenzano), Community Energy (J. Benabente, K. O'Connor), PBCE (S. Hill, D. Keyon, J. Han)	10
* Departments must work w/ staff to dedicate time for undistracted work*		

February 19 - 21 - Focus Meetings w/ ESA and Applicant by Topic Area

Meeting Topic	City Attendees	Date (Tentative) & Time
1) Meeting w/ PRNS & PBCE RE: Recreation and related sections	PRNS (Z. Mendez, R. Ross), PBCE (S. Hill, J. Ruano?)	2
2) Meeting w/ ESD & PBCE RE: Hazardous Materials	ESD (J. Donald, G. Blair)	1
3) Meeting w/ Housing & PBCE RE: Population and Housing, Project Description	Housing (K. Clements), PBCE (S. Hill, D. Keyon, J. Han?, J. Ruano)	1
4) Meeting w/ DPW/ESD/Community Energy RE: Energy & Utilities	DPW (V. Tom), ESD (J. Benabente, J. Sinclair, P. Horning, J. Provenzano), Community Energy (J. Benabente, K. O'Connor), PBCE (S. Hill, D. Keyon, J. Han)	2-3 hrs
5) Meeting w/ DPW/DOT & Planning RE: Transportation (VMT, DISC, LTA Approach)	DPW (M. Banwait), DOT (W. Tam, F. Lapustea, E. Eidlin), PBCE (S. Hill, D. Keyon)	3-4 hrs
6) Meeting w/ PBCE Staff RE: Project Description & Alternatives	PBCE (S. Hill, D. Keyon, J. Han) + Citywide (T. Rood, J. Ruano)	2-3 hrs
7) Meeting w/ PBCE Staff RE: Historic Report and Historic Section of ADEIR	PBCE (S. Hill, J. Arroyo, D. Keyon, J. Han)	2

February 24 - 25 - Departments consolidate and send final 2nd ADEIR comments to Planning

Task	Responsibility	Approximate Time
1) Each Department sends comments to Department Project Representative, who consolidates comments in track changes in Word	All Departments	Varies (1 - 4 hrs/Dept)

February 26 - 28 - Planning compile all comments into one document in track changes to send to ESA on February 28

Task	Responsibility	Approximate Time
1) Review and insert combined Department comments into one Word document	PBCE (S. Hill)	12
2) Review and finalize comments before sending to ESA	PBCE (S. Hill, D. Keyon)	5

March 4 (+) - 2nd ADEIR Roundtable with ESA and Applicant

Task	Responsibility	Approximate Time
1) Off-site, all-day roundtable to review comments on 1st ADEIR, may need 2 days	PBCE (S. Hill, D. Keyon) for entire meeting, other Depts as needed	8 - 16 hrs

February 28 - March 13 - DPW Review 1st Admin. Draft LTA

Task	Responsibility	Approximate Time
1) DPW and DOT review Admin Draft LTA, PBCE review for consistency w/ EIR	DPW (M. Banwait), DOT (W. Tam, F. Lapustea, E. Eidlin), PBCE (S. Hill, D. Keyon)	40 (?)

March 20 - Screencheck DEIR with draft notices, TA, and revised LTA to City

Task	Responsibility	Approximate Time
1) Review Screencheck.	DPW (M. Banwait), DOT (W. Tam, F. Lapustea, E. Eidlin), PBCE (S. Hill, D. Keyon), and any other Departments w/ significant comments	40

April 1 - Screencheck DEIR Round Table with ESA and Applicant

Task	Responsibility	Approximate Time
1) Off-site, all-day roundtable to review comments on Screencheck ADEIF	PBCE (S. Hill, D. Keyon) for entire meeting, other Depts as needed	8 hrs