

**From:** [Hill, Shannon](#)  
**To:** [Downtown West Project](#)  
**Subject:** FW: 1/15/20 Historic Landmarks: Deadlines and Reminders  
**Date:** Sunday, October 18, 2020 6:46:34 PM

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**From:** Shah, Rina <Rina.Shah@sanjoseca.gov>  
**Sent:** Monday, January 6, 2020 5:01 PM  
**To:** Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>  
**Cc:** Arroyo, Juliet <Juliet.Arroyo@sanjoseca.gov>  
**Subject:** RE: 1/15/20 Historic Landmarks: Deadlines and Reminders

Google Project description with attachments is ready in the folder.

Thanks,  
Rina

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**From:** Provedor, Jennifer  
**Sent:** Monday, January 6, 2020 10:08 AM  
**To:** Rood, Timothy <[timothy.rood@sanjoseca.gov](mailto:timothy.rood@sanjoseca.gov)>; Arroyo, Juliet <[Juliet.Arroyo@sanjoseca.gov](mailto:Juliet.Arroyo@sanjoseca.gov)>; Shah, Rina <[Rina.Shah@sanjoseca.gov](mailto:Rina.Shah@sanjoseca.gov)>; Tu, John <[john.tu@sanjoseca.gov](mailto:john.tu@sanjoseca.gov)>; Han, James <[James.Han@sanjoseca.gov](mailto:James.Han@sanjoseca.gov)>  
**Subject:** RE: 1/15/20 Historic Landmarks: Deadlines and Reminders  
**Importance:** High

Good morning,

Please email me your project description for Agenda by Noon today as I need to begin creating the agenda and prep for posting and Brownact.

In addition, please email me your Memos/Attachments by noon today.

Thank you.

Kind Regards,  
**Jennifer Provedor**  
Senior Supervisor, Administration  
Office 408.535.3505  
City of San Jose | Planning, Building, and Code Enforcement  
200 E Santa Clara Street, 3<sup>rd</sup> Floor Tower | San Jose, CA 95113

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**From:** Provedor, Jennifer  
**Sent:** Thursday, December 19, 2019 11:31 AM

**To:** Rood, Timothy <[timothy.rood@sanjoseca.gov](mailto:timothy.rood@sanjoseca.gov)>; Arroyo, Juliet <[Juliet.Arroyo@sanjoseca.gov](mailto:Juliet.Arroyo@sanjoseca.gov)>; Shah, Rina <[Rina.Shah@sanjoseca.gov](mailto:Rina.Shah@sanjoseca.gov)>; Tu, John <[john.tu@sanjoseca.gov](mailto:john.tu@sanjoseca.gov)>; Han, James <[James.Han@sanjoseca.gov](mailto:James.Han@sanjoseca.gov)>

**Subject:** 1/15/20 Historic Landmarks: Deadlines and Reminders

**Importance:** High

Hello,

\*Friendly Reminder\* Your items for the 1/15/20 Historic Landmarks Commission are due

**FRIDAY JANUARY 3, 2020:**

- Staff Reports/Memos
- Attachments
- Plans

1. Please email me the **PATHWAY** where the documents are located
2. Please clearly label which document to use i.e. "FINAL" "Attachment 2" etc.
3. *\*Failure to submit your items to Support Staff by the said due dates will result in the possibility of your item being deferred. Thanks for understanding.*

As always, please let me know if you have any questions.

Thank you!

All projects should follow the timeline review schedule:

- **Historic Preservation permit** - review already completed as of 11/19
- **Division Manager** - review already completed as of 11/22
- **CAO** - review already completed as of 11/27
- **Robert Manford** - review already completed as of 12/6
- **Rosalynn** - review in progress as of 12/13
- **Support Staff** - Due to Support Staff 1/3

Kind Regards,

Jennifer Provedor

Senior Supervisor, Administration

Office 408.535.3505

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