

From: [Hill, Shannon](#)
To: [Downtown West Project](#)
Subject: FW: 1/15/20 Historic Landmarks: Deadlines and Reminders
Date: Sunday, October 18, 2020 6:48:02 PM

From: Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>
Sent: Monday, January 6, 2020 1:32 PM
To: Arroyo, Juliet <Juliet.Arroyo@sanjoseca.gov>
Subject: Re: 1/15/20 Historic Landmarks: Deadlines and Reminders

Hi Juliet,

The template is now created and saved here: O:\HLC Stuff\2020 Agendas and Synopsis\1-15.
Please email me when the agenda is completed.

Also, I had a "note to self" to add Winchester Ranch, Almaden Corner hotel, and New Guidelines for Historic Reports (HLC Feedback) on this agenda. Should I disregard?

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, 3rd Floor Tower | San Jose, CA 95113

From: Arroyo, Juliet <Juliet.Arroyo@sanjoseca.gov>
Sent: Monday, January 6, 2020 11:06 AM
To: Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>
Subject: RE: 1/15/20 Historic Landmarks: Deadlines and Reminders

Hello Jennifer, can you prepare a template for January and I will fill in the small things I have. The only project is Google with some info on the Station Area, I can get that to you today by noon

Thanks Juliet

From: Provedor, Jennifer

Sent: Monday, January 6, 2020 10:08 AM

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

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200 E Santa Clara Street, 3rd Floor Tower | San Jose, CA 95113

From: Provedor, Jennifer

Sent: Thursday, December 19, 2019 11:31 AM

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