

From: [Hill, Shannon](#)
To: [Downtown West Project](#)
Subject: FW: Downtown West - Notice to extend public comment period instructions
Date: Saturday, November 7, 2020 5:46:20 PM

From: Hawkins, Kara
Sent: Friday, November 6, 2020 12:18 PM
To: Keyon, David <david.keyon@sanjoseca.gov>; Hill, Shannon <Shannon.Hill@sanjoseca.gov>
Cc: Le, Thai-Chau <Thai-Chau.Le@sanjoseca.gov>
Subject: Re: Downtown West - Notice to extend public comment period instructions

Hi David,

Thanks for the detailed instruction. I will work on getting this posted right now.

To clarify, did you want the entirety of the text in your second email to be posted in the new newsflash?

-Kara

From: Keyon, David <david.keyon@sanjoseca.gov>
Sent: Friday, November 6, 2020 11:23 AM
To: Hawkins, Kara; Hill, Shannon
Cc: Downtown West Project; Le, Thai-Chau
Subject: Downtown West - Notice to extend public comment period instructions

Hi Kara and Shannon,

Below are instructions for notifying the public that the public comment period for the Downtown West EIR is being extended.

Kara: Can you update the EIR website at <https://www.sanjoseca.gov/your-government/department-directory/planning-building-code-enforcement/planning-division/environmental-planning/environmental-review/active-eirs/downtown-west-mixed-use-plan> and change the end of the circulation period from November 23rd to December?

The end date is mentioned twice in the same paragraph under "Review Period and Submitting Comments." Also, please add a statement at the top of the page in between the file numbers and the project description stating the following: **"Comment Period Extended to Tuesday, December 8, 2020 at 5:00 p.m."**

Next, please send out a NEW newsflash with the text in the e-mail I am about to send to you.

This should be posed to the Planning list.

Shannon: This afternoon, please send the forthcoming e-mail to everyone on our standard e-mail notification list (Council, HLC, environmental groups, etc.) and the public outreach list for the project. I will coordinate with Lori to have her notify any contacts she has.

Thank you! E-mail forthcoming.

David Keyon

Principal Planner, Environmental Review

City of San Jose

(408) 535-7898 david.keyon@sanjoseca.gov