

**From:** [Burnham, Nicolle](#)  
**To:** [Downtown West Project](#)  
**Subject:** FW: November 18, 2020 PRC Special Meeting Agenda  
**Date:** Tuesday, November 17, 2020 4:40:57 PM  
**Attachments:** [image001.png](#)

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**From:** Burnham, Nicolle  
**Sent:** Tuesday, November 17, 2020 3:54 PM  
**To:** Parks and Recreation Commission 3 <[PRC3@sanjoseca.gov](mailto:PRC3@sanjoseca.gov)>; Parks and Recreation Commission 1 <[PRC1@sanjoseca.gov](mailto:PRC1@sanjoseca.gov)>  
**Subject:** RE: November 18, 2020 PRC Special Meeting Agenda

Thank you for the note and the thoughts. I'll request some clarification from our attorney's in an effort to provide guidance at tomorrow's meeting.

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**From:** Parks and Recreation Commission 3 <[PRC3@sanjoseca.gov](mailto:PRC3@sanjoseca.gov)>  
**Sent:** Tuesday, November 17, 2020 3:10 PM  
**To:** Parks and Recreation Commission 1 <[PRC1@sanjoseca.gov](mailto:PRC1@sanjoseca.gov)>  
**Cc:** Burnham, Nicolle <[nicolle.burnham@sanjoseca.gov](mailto:nicolle.burnham@sanjoseca.gov)>  
**Subject:** Fw: November 18, 2020 PRC Special Meeting Agenda

Hi, Daphna,

I'm looking forward to tomorrow's discussion on Downtown West.

I note that the items is agendized as

"Recommendation: Accept the informational report on the Downtown West open space plan and provide feedback"

I believe that the phrase "provide feedback" can include having the Commission sending a formal letter to Council, and might involve the Commission authorizing the setting up of an ad-hoc subcommittee to work on wordsmithing the final version based on Commission action.

I'm writing you now in case you need to check to see if there are any practices and protocols that may impact such a process. Some specific questions:

- \* Who can be on a subcmte? Less than a quorum of the Cmsn, but can it also include interested members of the public, either formally or in an advisory role?
- \* What are the logistics of meeting in this Covid age? Can staff help facilitate a Zoom meeting?
- \* Can the letter be "pre-approved" by the Cmsn, so that the final draft can be signed by you and sent to Council in a timely manner without having to wait for a subsequent Cmsn meeting for final approval? And are there any other steps, such as, for example, review by Legal?

Looking forward to tomorrow!

~Larry

cc: Nicolle Burnham  
(and no one else, to avoid Brown-Act impacts.)

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**From:** Hurley, Melrose <[Melrose.Hurley@sanjoseca.gov](mailto:Melrose.Hurley@sanjoseca.gov)>  
**Sent:** Friday, November 6, 2020 12:55 PM  
**To:** Parks and Recreation Commission 1 <[PRC1@sanjoseca.gov](mailto:PRC1@sanjoseca.gov)>; Parks and Recreation Commission 2 <[PRC2@sanjoseca.gov](mailto:PRC2@sanjoseca.gov)>; Parks and Recreation Commission 3 <[PRC3@sanjoseca.gov](mailto:PRC3@sanjoseca.gov)>; Parks and Recreation Commission 4 <[PRC4@sanjoseca.gov](mailto:PRC4@sanjoseca.gov)>; Parks and Recreation Commission 6 <[PRC6@sanjoseca.gov](mailto:PRC6@sanjoseca.gov)>; Parks and Recreation Commission 7 <[PRC7@sanjoseca.gov](mailto:PRC7@sanjoseca.gov)>; Parks and Recreation Commission 9 <[PRC9@sanjoseca.gov](mailto:PRC9@sanjoseca.gov)>; Parks and Recreation Commission CW <[PRCCW@sanjoseca.gov](mailto:PRCCW@sanjoseca.gov)>  
**Subject:** November 18, 2020 PRC Special Meeting Agenda

Greetings Commissioners,

Please find attached the special meeting agenda for November 18, 2020.

Note that the meeting will begin at **6:00 pm** rather than our regular time of 5:30 pm.

Hope you have a wonderful weekend!

Best,

Melrose Hurley | Recording Secretary  
**Parks, Recreation and Neighborhood Services**  
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*Building Community Through Fun*

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