

From: [Tu, John](#)
To: [Downtown West Project](#)
Subject: Fw: 12/9 Downtown West Study Session Applicant information and instructions
Date: Wednesday, December 9, 2020 9:20:55 AM

Best,
Tong (John) Tu

Planner IV (Supervising Planner) | Planning Division | PBCE
City of San José | 200 East Santa Clara Street
Email: john.tu@sanjoseca.gov | Phone: (408)-535-6818
For More Information Please Visit: <http://www.sanjoseca.gov/planning>

From: Canales-Mora, Elizabeth <Elizabeth.Canales-Mora@sanjoseca.gov>
Sent: Wednesday, December 9, 2020 9:19 AM
To: Tu, John <john.tu@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>
Cc: Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>
Subject: RE: 12/9 Downtown West Study Session Applicant information and instructions

Hi John,

Thank you for your email. I have added the applicants contact information to the 12/9 Study Session speaker list.

Kind Regards,

Elizabeth Canales

Senior Office Specialist
City of San Jose, PBCE
200 E. Santa Clara St, T3
San Jose, CA 95113
|(408) 535-7902 | * elizabeth.canales-mora@sanjoseca.gov

From: Tu, John
Sent: Wednesday, December 9, 2020 8:38 AM
To: Canales-Mora, Elizabeth <Elizabeth.Canales-Mora@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>
Cc: Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>
Subject: Re: 12/9 Downtown West Study Session Applicant information and instructions

Elizabeth,

For the study session, here are the applicant's info

Ricardo Benavidez
Sheela Jivan
Bhavesh Parikh
Laura Crescimano
Alexa Arena
Javier Gonzalez
Daniel Vasini

From: Canales-Mora, Elizabeth <Elizabeth.Canales-Mora@sanjoseca.gov>
Sent: Thursday, December 3, 2020 2:56 PM
To: Tu, John <john.tu@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>
Cc: Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>
Subject: 12/9 Downtown West Study Session Applicant information and instructions

Hello Planners,

If your applicant is planning to join the Zoom **Downtown West Mixed-Use Plan Proposal Planning Commission Study Session on 12/9** please provide me the following information by 12/9 at 12:00pm:

1. Item #
2. Name of Applicant (that they'll be using for Zoom)
3. Phone Number for Applicant (the phone number they'll be calling in from, either planned or back-up option)

They will join as a Zoom Attendee which means they will not have the ability to unmute themselves. We need the above information to identify who we should unmute during the meeting.

In addition, please provide the below instructions to your applicant. Feel free to modify it as you would like:

The **Downtown West Mixed-Use Plan Proposal Planning Commission Study Session on 12/9** will take place over Zoom Conference Call. If you are able and would like to join we recommend that you join via this [link https://sanjoseca.zoom.us/j/95268509512](https://sanjoseca.zoom.us/j/95268509512) **on 12/9 at 4:30 pm**. You don't need to download any software but please make sure your device has audio (input and output) capabilities. You may also call into the meeting at +1 213

338 8477 or +1 408 638 0968 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free). Insert Meeting ID: 952 6850 9512

If you've never used Zoom before, here is a [link](#) to some videos with instructions (this [one is an introduction about how to join](#) a Zoom Conference Call).

You will be muted during the session until the **Planning Commission** cues you up to speak, if appropriate. To enable this, we need to know prior to the meeting: (1) the Zoom "name" you'll use when signing into the Zoom Conference Call (your first and last name is fine) and (2) your phone number you'll use to call into the call (even if you plan to use your laptop, we need to know your phone as a back-up in case your audio on your computer fails).

Thank you for your patience and flexibility as we transition these meetings to comply with the State directive regarding COVID-19 safety. Please let me know if you have any questions.