

**From:** [Mindy Nguyen](#)  
**Cc:** [Milena Zasadzien](#); [Lambert Giessinger](#); [Hwang, Jin](#); [Kwan, Delon](#); [Cao, Andy](#); [Taylor, Cynthia](#); [Gonzalez, Matthew](#); [Bullum, Steve](#); [Zabukovec, Vincent](#); [Lisa Nosal](#); [Jeffrey Wilson](#); [Jesus Acosta](#); [Yvette Whitaker](#); [Daryl Yoshihashi](#); [Eloy Luna](#); [Gregory Stevens](#); [Robert Duff](#); [William Chun](#); [Craig Bullock](#); [Bhuvan Bajaj](#); [Karen Bowie](#)  
**Subject:** [EXTERNAL] Re: Hollywood Center Project Correspondence Request  
**Date:** Friday, February 14, 2020 4:09:20 PM  
**Attachments:** [Revised Instructions for Gmail Labeling and Archiving.docx](#)

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EXTERNAL EMAIL! This email was generated from a non-LADWP address. If any links exist, do not click/open on them unless you are 100% certain of the associated site or source. ALWAYS hover over the link to preview the actual URL/site and confirm its legitimacy.

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Hello all,

This is a friendly reminder to submit any written or email correspondence you may have relating to the **Hollywood Center Project** by **Tuesday, February 18, 2020**.

1. All **email (digital) correspondence** should be submitted via a single **Dropbox or Google Drive link**. Per the Office of the City Attorney's request, emails shall be submitted in the format outlined in the [instructions attached to this email](#).
2. Any **written (non-digital) correspondence** should be submitted via a scanned PDF file.
3. Any **text messages** should be screenshot and forwarded to your "[lacity.org](#)" email address and compiled based on the [instructions attached to this email](#).

Please **DO NOT** send PDFs of your emails. Instructions for email collection are attached.

At a minimum, please conduct a search using the following key words/phrases:

- *CPC-2018-2114*
- *CPC-2018-2115*
- *ENV-2018-2116*
- *VTT-82152*
- *Tract Map 82152*
- *Hollywood Center Project*
- *Hollywood Center*
- *HCP*
- *Millennium*
- *1720-1770 North Vine Street (any address in the range)*
- *1746-1760 Ivar Avenue (any address in the range)*
- *1733 and 1741 Argyle Avenue (any address in the range)*
- *6236, 6270, and 6334 West Yucca Street (any address in the range)*
- *MCAF Vine LLC*

Thank you in advance for your time and cooperation.

On Tue, Feb 4, 2020 at 12:08 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

    | Hello,

This email is being sent to persons that have been identified as possibly having either email or written correspondence regarding the **Hollywood Center Project**, located at **1720-1770 North Vine Street; 1746-1760 Ivar Avenue; 1733 and 1741 Argyle Avenue; and 6236, 6270, and 6334 West Yucca Street.**

The Department of City Planning is preparing to release a Draft Environmental Impact Report (EIR) for this Project, which has been designated by the State as an Environmental Leadership Development Project (ELDP). As part of this process, the City is required to collect and upload all relevant public records of proceedings regarding the Project at the time the Draft EIR is published, and thereafter, including electronic communications, such as emails (including personal emails) and text messages.

Therefore, we'd like to request that you submit any written or email correspondence either **from, to, or between** any City staff relating to the Hollywood Center Project, dating back **from October 12, 2017 to present.**

1. All **email (digital) correspondence** should be submitted via a single **Dropbox or Google Drive link**. Per the Office of the City Attorney's request, emails shall be submitted in the format outlined in the instructions attached to this email.
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- *MCAF Vine LLC*

Please submit all documents to me no later than **Tuesday, February 18, 2020.**

If you are aware of other City staff who may have worked on this Project but has not been included in this email, please let me know as soon as possible.

Thank you in advance for your time and cooperation.

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