

**From:** Mindy Nguyen <Mindy.Nguyen@lacity.org>  
**Sent time:** 09/14/2020 12:01:22 PM  
**To:** Lisa Nosal <Lisa.Nosal@lacity.org>  
**Subject:** Re: Hollywood Center Project Correspondence Request

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Hi Lisa,

Meghan was included in the list of recipients.

Thank you!

On Mon, Sep 14, 2020 at 11:04 AM Lisa Nosal <[Lisa.Nosal@lacity.org](mailto:Lisa.Nosal@lacity.org)> wrote:

Please be sure to forward this request to Meghan Luera who heads our Park Fee program. Thank you.

On Mon, Sep 14, 2020 at 11:01 AM 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; 1746-1764 Ivar Avenue; 1733-1741 Argyle Avenue; and 6236, 6270, and 6334 West Yucca Street.**

The Project 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 February 4, 2020 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](#).
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](mailto: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*

Please submit all documents to me no later than **Monday, September 21, 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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**Mindy Nguyen**  
City Planner  
**Los Angeles City Planning**

221 N. Figueroa St., Suite 1350  
Los Angeles, CA 90012  
Planning4LA.org  
T: (213) 847-3674



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City Planner  
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