

**From:** Hwang, Jin <Jin.Hwang@ladwp.com>  
**Sent time:** 09/15/2020 03:20:01 PM  
**To:** Mindy Nguyen <Mindy.Nguyen@lacity.org>  
**Subject:** RE: [EXTERNAL] Hollywood Center Project Correspondence Request  
**Attachments:** CPRA Records Request Form 060319.pdf

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Hello Mindy,

I hope you're doing well and staying healthy.

Can you please fill out the attached form and send it to [CPRA@ladwp.com](mailto:CPRA@ladwp.com)?

We will not be responding to your request by September 21, 2020, but wait for you CPRA request to LADWP.

Can you please also let me know who else at LADWP was sent this request yesterday, September 14?

Thank you, and please let me know if you have any questions.

Jin Hwang  
Civil Engineering Associate  
Los Angeles Department of Water and Power  
Water Resources Division  
111 N. Hope St. Room 308  
Los Angeles, CA 90012  
213-367-4845

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**From:** Mindy Nguyen [mailto:Mindy.Nguyen@lacity.org]  
**Sent:** Monday, September 14, 2020 11:01 AM  
**Subject:** [EXTERNAL] Hollywood Center Project Correspondence Request

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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,

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



-----Confidentiality Notice-----

This electronic message transmission contains information from the Los Angeles Department of Water and Power, which may be confidential. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify us immediately by e-mail and delete the original message and any attachment without reading or saving in any manner.



**CALIFORNIA PUBLIC RECORDS ACT  
RECORDS REQUEST FORM**

**Requestor Information:**

**Name:** \_\_\_\_\_

**Organization/Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

**Fax Number (if available):** \_\_\_\_\_

**Email Address (if available):** \_\_\_\_\_

**Request Information:**

**Today's Date:** \_\_\_\_\_

**Records Requested (Please describe in detail):**

**Dates involved in requested documentation:** \_\_\_\_\_

\_\_\_\_\_

**Record Number (e.g., provide Contract, Case, or Board Resolution number if available):** \_\_\_\_\_

*The information requested, while not required, will assist in our response to your CPRA request.*

## General Information

### Requests:

- Requests may be submitted by regular mail, electronic mail, or facsimile to:

Los Angeles Department of Water and Power  
CPRA Clearinghouse  
Communications, Media, and Community  
Affairs Division  
P. O. Box 51111, Room 1520  
Los Angeles, CA 90051-5700  
Email: [CPRA@ladwp.com](mailto:CPRA@ladwp.com)

FAX: (213) 367-1434

- Requestors are encouraged to provide a detailed written description of the records being requested. Clear and specific descriptions make it easier to determine if responsive records are in the possession of the LADWP.
- Requestors are encouraged to check LADWP.com before submitting a CPRA request, as the records sought may be posted at the LADWP Internet site.

### Responses:

- Allow up to ten calendar days to receive a response to your request. A typical response letter may state that records are available for review, that additional time is required to search for records, or that no responsive records were found.
- Responsive records may be viewed at LADWP's downtown Los Angeles headquarters by scheduling a review session. Details regarding how to schedule a review session are included in the response letter.
- Some records are exempt from disclosure under the Public Records Act and other legal reasons may prevent records from being disclosed to the public.

### Fees and Payments:

- There is no fee for the records review session. However, there are fees associated with duplication of records.
  - The duplication fee is \$0.10 per page for standard-sized documents (8 ½" x 11" or 8 ½" x 14" white paper with black ink) and \$0.25 per page for large-sized documents (11" x 17" inch white paper with black ink.)
  - Additional costs may apply for postage (e.g., first class U.S. Mail or expedited delivery), photographs, color reproductions, over-sized drawings, or special programming associated with electronic records.
- All payments are due at the time copies of records are requested. Checks should be made payable in U.S. funds to the Los Angeles Department of Water and Power.
  - For in-person payments, either cash (exact change) or check is accepted.
  - For mail-in payments, requestors are encouraged to send checks (not cash) in order to ensure payments reach the CPRA Clearinghouse.