

**From:** Cecilia Lamas <cecilia.lamas@lacity.org>  
**Sent time:** 09/24/2020 09:10:55 AM  
**To:** Mindy Nguyen <Mindy.Nguyen@lacity.org>  
**Cc:** Raoul Mendoza <raoul.mendoza@lacity.org>  
**Subject:** Re: \*Notices/ Info Due for CPC Special Meeting- October 15, 2020

Good morning Mindy,

When you are ready, can you please submit a formal request with a day sheet and all required documents for your related VTT case. Thank you in advance.



**Cecilia Lamas**  
Commission Executive Assistant  
**Los Angeles City Planning**  
200 N. Spring St., Room 272  
Los Angeles, CA. 90012  
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On Mon, Sep 21, 2020 at 1:31 PM Cecilia Lamas <[cecilia.lamas@lacity.org](mailto:cecilia.lamas@lacity.org)> wrote:

Good afternoon Planners,

Your Hearing Notice/ Courtesy Notice/ Information is **due Wednesday, September 23, 2020 at 10:00 a.m.** for the City Planning Commission special meeting scheduled for **October 15, 2020.**

Please ensure the most recent notice is saved in the meeting dates folder to avoid any discrepancies. If you are currently working on your notice, please advise. Please be responsive and contact me with any questions or concerns you may have.

**\*\*Planners please notify me if there is a related VTT case that has been appealed and needs to be on the advance calendar. Appropriate request must be made\*\***

Please place the notice/ info for your case in this folder:

[P:\PLN\\_NEW\StaffRpt\CPC Agenda\2020 DATES\DTLA\10-15-20 Special Mtg](P:\PLN_NEW\StaffRpt\CPC Agenda\2020 DATES\DTLA\10-15-20 Special Mtg)

**Please make sure that PCTS has been updated with the "last day to act". Especially, if your case has been granted an extension of time, provide a copy of the extension of time.**

If you did not hold a hearing for your case please email me and "cc" **Irene Gonzalez** the following information:

- Proposed Project / Ordinance Description
- Requested actions (For proposed ordinances, Recommended Actions)
- Case/ENV
- Last Day to act
- Project Site (this has to match the address or site in your reports)
- Applicant and/or Appellant

If your item can be placed on **Consent Calendar**, please let us know.

**Please make sure that PCTS is updated with the expiration date for your case.**

Thank you,



LOS ANGELES  
CITY PLANNING

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