

**Date** : 5/25/2017 1:28:14 PM  
**From** : "Tina Martella"  
**To** : "William Lamborn"  
**Cc** : "christina.toy-lee@lacity.org" , "Stephanie Eyestone-Jones" , "Brad Napientek" , "Laura Rodriguez"  
**Subject** : RE: Hollywood & Wilcox - NOP Distribution  
**Attachment** : image002.jpg;image003.png;image004.png;

Thanks Will...I'll follow up with affidavits of mailing, proof of delivery (once tracked), and proof of county clerk filing.  
-Tina

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**From:** William Lamborn [mailto:william.lamborn@lacity.org]  
**Sent:** Thursday, May 25, 2017 1:26 PM  
**To:** Tina Martella  
**Cc:** christina.toy-lee@lacity.org; Stephanie Eyestone-Jones; Brad Napientek; Laura Rodriguez  
**Subject:** Re: Hollywood & Wilcox - NOP Distribution

Thanks, Tina. I've received the hard copy.

Best,  
Will

On Thu, May 25, 2017 at 11:20 AM, Tina Martella <[t.martella@eyestoneeir.com](mailto:t.martella@eyestoneeir.com)> wrote:  
Hi Will – just wanted to let you know that the mailing house (Pacific Rim Printers and Mailers) is mailing out the “NOP” notices today (the excel lists of addresses, and the interested parties list).  
Eyestone is shipping all of the Fed Ex and Certified Mail (addresses on the Agency List)  
I will follow up with all the “Affidavits of Mailing”.

Just wanted to let you know that I'm sending you the hard copy of the Initial Study and appendices you requested (via messenger service) today.  
I've called Santa Monica Express to come pick up the documents (which will be delivered to you sometime today).  
We will be sending someone from our office to file the original wet signature NOP with the county clerk tomorrow (Friday, 5/26/2017).  
Thank you.  
-Tina

**Tina Marie Martella**  
Office Manager/Accounting Manager/Human Resources Manager



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**From:** William Lamborn [mailto:william.lamborn@lacity.org]  
**Sent:** Monday, May 22, 2017 10:51 AM  
**To:** Stephanie Eyestone-Jones; Brad Napientek  
**Cc:** Christina Toy  
**Subject:** Hollywood Wilcox Final NOP

Hi Stephanie and Brad,  
[REDACTED] Per Brad's email from Friday, we will go for a 5/26 release date.  
I have uploaded a final NOP and NOC to Dropbox reflecting these dates.

Please provide me with a final, web-ready PDF by tomorrow so I can submit it to our web team for upload to the City's website. Please provide one PDF of the Initial Study, and separate PDFs for each appendix. Please provide me with a hard copy of IS and appendices on Thursday.

I've also uploaded a sample mailing affidavit to Dropbox. Please complete a similar affidavit once the mailing goes out and provide it to me for the case file, and also provide a copy of the stamped 'original filed' NOP once filed with the County Clerk.

Thanks,

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William Lamborn  
Major Projects  
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200 N. Spring Street, Rm 750  
Ph: [213.978.1470](tel:213.978.1470)

Please note that I am out of the office every other Friday.

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