

**Date** : 5/31/2017 5:52:56 PM  
**From** : "Tina Martella"  
**To** : "William Lamborn"  
**Cc** : "Brad Napientek"  
**Subject** : RE: Hollywood & Wilcox - NOP Distribution (Federal Express called about another package being returned)  
**Attachment** : image001.jpg;image002.png;image003.png;image005.png;

Hi Will: we will send out a new Certified Mail notice to the Hollywood Heritage, Inc. PO Box address listed below.  
I'll wait to hear from you regarding the Fire Dept. package.  
(The Fed Ex tracking number for the Fire Dept package is: 7792-0988-0601) just in case you want it.  
Like I said, Fed Ex tried to deliver it stating, Floor 15, and they also re-attempted delivery to Suite 1500 – neither worked.  
The driver states that the Fire Dept is no longer in that building. Maybe he or she is incorrect? I'm trying research at my end as well.  
-Tina

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**From:** William Lamborn [mailto:william.lamborn@lacity.org]  
**Sent:** Wednesday, May 31, 2017 5:19 PM  
**To:** Tina Martella  
**Cc:** Brad Napientek  
**Subject:** Re: Hollywood & Wilcox - NOP Distribution (Federal Express called about another package being returned)

Hi Tina,  
For Hollywood Heritage, please attempt delivery to the following PO Box:

Hollywood Heritage, Inc.  
PO Box 2586  
Los Angeles, CA 90078

For the LAFD, that address is what we have listed on our current agency mailing list. I'll see what I can find out and will get back to you shortly.

Thanks,  
Will

On Wed, May 31, 2017 at 4:52 PM, Tina Martella <[t.martella@eyestonecir.com](mailto:t.martella@eyestonecir.com)> wrote:

Hi Will: Federal Express just called again (and left me a voice mail, I was in another person's office when the call came in) regarding the address shown below (from the Agency List) for the Hollywood & Wilcox mailing

[Hollywood Heritage Inc.](#)  
[2100 N. Highland Ave.](#)  
[Hollywood, CA 90068-3241](#)

According to Fed Ex, they have attempted delivery 3 times; however, according to the website, I believe this is for the Hollywood Heritage Museum.

They are only open 12 Noon to 4 pm on Saturdays and Sundays only.

Therefore, we need to re-attempt delivery to a PO Box, or I can call Federal Express, and see if they will deliver on Saturday.

What do you wish to do?

Please advise.  
Thanks.  
-Tina

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**From:** Tina Martella  
**Sent:** Wednesday, May 31, 2017 2:01 PM  
**To:** 'William Lamborn'  
**Cc:** Brad Napientek  
**Subject:** Hollywood & Wilcox - NOP Distribution (1 Fed Ex envelope needs updated address info)

Hi Will: Federal Express just called me regarding the address shown below (from the Agency List) for the Hollywood & Wilcox NOP mailing

[City of Los Angeles Fire Department](#)  
[Technical Section](#)  
[221 N. Figueroa St., Fl. 15](#)  
[Los Angeles, CA 90012-2639](#)

I believe this was the building that had a fire a while back?  
Federal Express has attempted delivery with the address stating Floor 15.  
They also re-attempted delivery with the address stating Suite 1500.  
Federal Express just called me, and stated that the Fire Dept is not in that building.

I can get the package re-routed, but need the updated address.  
Please advise.  
Thanks.

-Tina

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**From:** Tina Martella  
**Sent:** Thursday, May 25, 2017 1:28 PM  
**To:** 'William Lamborn'  
**Cc:** [christina.toy-lee@lacity.org](mailto:christina.toy-lee@lacity.org); Stephanie Eyestone-Jones; Brad Napientek; Laura Rodriguez  
**Subject:** RE: Hollywood & Wilcox - NOP Distribution

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](mailto: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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Email [tmartella@eyestoneEIR.com](mailto:tmartella@eyestoneEIR.com)

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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,

I've looked over the final PDF proof check of the Initial Study and it looks good. 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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