

**Date : 2/17/2022 2:07:20 PM**  
**From : "James Harris"**  
**To : "Oliver Hou"**  
**Subject : Re: Sunset Wilcox Project Correspondence Request**

Thank you very much  
Hope you have a great rest of your day.  
Jim



**Jim Harris**  
**Major Projects**  
**Los Angeles City Planning**

221 N. Figueroa St., Room 1350

Los Angeles, CA 90012

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On Thu, Feb 17, 2022 at 11:08 AM Oliver Hou <[oliver.hou@lacity.org](mailto:oliver.hou@lacity.org)> wrote:  
Hi Jim,

Please see attached file - thank you,

On Wed, Feb 16, 2022 at 1:30 PM James Harris <[james.harris@lacity.org](mailto:james.harris@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 **Sunset Wilcox Project**, located at **1420-1454 North Wilcox Avenue; 6450- 6462 West Sunset Boulevard; 1413-1447 North Cole Place; and, 6503 West De Longpre Avenue.**

The Department of City Planning is preparing to release a Draft Environmental Impact Report (EIR) for this Project, which 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 a record of proceedings for the Project at the time the Draft EIR is published, and continuously thereafter in concurrence with the administrative process. These records include all Project related documents as well as electronic communications, such as emails (including internal and personal emails) and text messages.

Therefore, we'd like to request that you submit any written or email project correspondence you may have either **from, to, or between** any City staff relating to the Sunset Wilcox Project, dating back **from March 19, 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** (*google take out instructions*).

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)" or "[@lawdp.com](mailto:@lawdp.com)" email address and compiled based on the instructions attached to this email.

Please **DO NOT** send PDFs of your emails. Instructions for mail collection are attached. At a minimum, please conduct a search using the following key words/phrases:

- CPC-2020-1929
- ENV-2020-1930
- 83088
- Sunset Wilcox
- Sunset and Wilcox
- Sunset Wilcox Project
- 6450 Sunset
- 6450-6462 West Sunset
- 1420-1454 North Wilcox
- 1413-1447 North Cole
- 6503 West De Longpre
- 2020120005

Please submit all documents to me no later than **close of business Friday, February 25, 2022**.

If you are aware of other City staff who may have worked on this Project but may have not been included in this email, please let me know as soon as possible.

Thank you in advance for your time and cooperation.

Jim

**Jim Harris**  
**Major Projects**  
**Los Angeles City Planning**  
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**Oliver Hou**

Transportation Engineering Associate III  
Hollywood-Wilshire District Operations

Los Angeles Department of Transportation

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