

August 8, 2023

Public Records Act Request

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City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

RE: Public Records Act Request re: Dominical Valley LLC development proposal

To Whom It May Concern:

Pursuant to the California Public Records Act, Gov. Code § 6250 et seq., I am requesting review and copying of the following documents and records in your possession.

All documents and records dated after January 1, 2020 that refer or relate to any and all communications between the City of San Rafael and the principals, representatives, agents, or assigns of Dominican Valley LLC and any and all communications between the City of San Rafael and administrators, board members, representatives, agents, departments, or assigns of Dominican University, regarding the subject parcel(s) included in, adjacent to, or impacted by the Dominican Valley LLC development proposal for the parcel identified as APN 015-163-03.

Any documents and records that are already posted in the City of San Rafael website are exempted from this request if there location(s)/link(s) are provided.

All plurals, acronyms, permutations, abbreviations, derivations and or equivalents to names and terminology noted shall be included. All names and terms should be treated as case insensitive.

The response should include all records and documents that would be part of the record of proceedings as set in Public Resources Code § 21167.6(e). The documents and records requested should include, but not be limited to, inter and intra-departmental and personal notes, memos, correspondence and email communications. (See Evidence Code § 250.)

"Public records" includes any "writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Gov. Code § 6252(e).

Writing" means "any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation ...regardless of the manner in which the record has been stored." Id. § 6252(g), and in this instance, including but not limited to diagrams, plans, specifications, drawings, illustrations and other such formats.

Also note that per *City of San Jose v. Superior Court (2017) 2 Cal.5th 608* this request **includes any and all responsive records, documents, and communications sent, received, or stored in any individual's personal email accounts, including but not limited to personal emails from or to all parties.**

If we have inaccurately identified any of the written records or documents subject to this request, please be aware that Government Code section 6253.1 requires that you "assist the member of the public to identify records and information that are response to the request or to the purpose of the request."

Please contact me as soon as these documents are available for review and / or copying. See Pub. Res. Code § 21081.6(a)(2). Lead agency shall specify the location and custodian of the documents which constitute the record of proceedings).

Please advise me as to any costs of copying and reproduction prior to making such copies and reproductions. **Electronic copies of the requested documents and records would be preferred as responsive to this request.**

Be advised that under the Code, you are required to respond to this request within 10 calendar days or we will seek a judicial remedy.

Yours truly,



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