From: Heyne, Colin

To: **Downtown West Project** Subject: Fw: Diridon Engagement update

Date: Monday, September 28, 2020 10:20:11 AM

Attachments: Community Engagement Workplan - Fall 2019 - Working Draft.xlsx

Heyne, Colin has shared a OneDrive for Business file with you. To view it, click the link below.



Community Engagement Workplan - Fall 2019 - Working Draft.xlsx

Colin Heyne

Public Information Manager, <u>Department of Transportation</u>

COVID-19 Response

Emergency Public Information Officer City of San José

mobile: 626-622-8923

From: Severino, Lori <Lori.Severino@sanjoseca.gov>

Sent: Monday, September 21, 2020 2:46 PM

To: Clements, Kristen < Kristen. Clements@sanjoseca.gov>; Rivas, Vanessa

<Vanessa.Rivas@sanjoseca.gov>; Ruano, Jose <Jose.Ruano@sanjoseca.gov>; Han, James

<James.Han@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Mendez, Zacharias

<Zacharias.Mendez@sanjoseca.gov>; Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>; Eidlin, Eric <eric.eidlin@sanjoseca.gov>; Heyne, Colin <Colin.Heyne@sanjoseca.gov>; Wessling, Cheryl <Cheryl.Wessling@sanjoseca.gov>; Handler, Elisabeth <elisabeth.handler@sanjoseca.gov>; Scott, Jeff <Jeff.Scott@sanjoseca.gov>; Tam, Wilson <wilson.tam@sanjoseca.gov>; VanderVeen, Rachel

<Rachel.VanderVeen@sanjoseca.gov>; Breslin, Emily <Emily.Breslin@sanjoseca.gov>; Benabente, Julie < Julie. Benabente@sanjoseca.gov >; Burnham, Nicolle < nicolle.burnham@sanjoseca.gov >

Cc: Rood, Timothy <timothy.rood@sanjoseca.gov>; Zenk, Jessica <Jessica.Zenk@sanjoseca.gov>; Klein, Nanci <Nanci.Klein@sanjoseca.gov>; Walesh, Kim <Kim.Walesh@sanjoseca.gov>; Hughey, Rosalynn <Rosalynn.Hughey@sanjoseca.gov>; Ekern, Bill <Bill.Ekern@sanjoseca.gov>; Manford, Robert < Robert. Manford@sanjoseca.gov>; Morales-Ferrand, Jacky < Jacky. Morales-

Ferrand@sanjoseca.gov>

Subject: Diridon Engagement update

Hi team,

Here is the tracking sheet we reviewed at the engagement meeting this morning. It shows all of the events and major milestones for public engagement on Diridon projects this fall – along with event details and information to help with coordination. Please review and help fill in missing info.

You will see there are still a lot of events to get on the calendar for October and November (approximate dates highlighted in yellow). To help with scheduling, please send me outlook invites for any event that we should avoid, and let's create meeting invites for new Diridon/Downtown/City events as they get scheduled.

Priorities for this week:

- Draft DTW presentation and feedback tools (planning to send around a draft to review this Thursday, for discussion at internal coordination meeting 9/29)
- Scheduling remaining events
- Prepare a draft flyer and outreach plan
- Prepare a draft online survey
- Prepare draft materials for Small Business events

Let me know if you have any questions.

Thanks!

Lori

-----Original Appointment-----

From: Severino, Lori

Sent: Wednesday, August 12, 2020 2:39 PM

To: Kristen Clements (Kristen.Clements@sanjoseca.gov); Diana Benitez; Severino, Lori; Dave Javid; Matthew Raimi; Suhaila Sikand; Rivas, Vanessa; Jose Ruano (Jose.Ruano@sanjoseca.gov); Han, James; Tu, John; Mendez, Zacharias; Sanderfer, Larissa; Eidlin, Eric; Colin Heyne (Colin.Heyne@sanjoseca.gov); Wessling, Cheryl; Handler, Elisabeth; Scott, Jeff; Tam, Wilson; VanderVeen, Rachel; Breslin, Emily; Benabente, Julie

Cc: Burnham, Nicolle; Rood, Timothy; Zenk, Jessica

Subject: Diridon Engagement weekly meeting

When: Monday, September 21, 2020 11:30 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: zoom

Purpose:

- Status updates and coordination on tasks related to community engagement
- Working sessions to strategize, brainstorm, review content, etc.

Participants:

- Required: Project Managers, Vanessa
- Optional/as needed: Communications staff, Raimi/Plan to Place team, anyone else on the City's Diridon team

Zoom info:

- https://zoom.us/j/7743852409
- 1-669-900-6833 (or find your local number: https://zoom.us/u/akVULhT00)
- Meeting ID: 774 385 2409

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Figure 1 and	SANG Regular Meeting	City event		11/1/3130 or	6-E 00 pm	Zoom, post agenda 7 days in advance		Search and			Facilitate: Sole notes	50V1AM2 - 0NH	son 10tD. Flancing	Core team	1) PFW - DA				
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Wave	Start		New info available	
	1	16-Sep	Timeline, DSAP height detail/follow-up, AHIP concepts	
	2	1-Oct	Community Benefit survey	
	3	7-Oct	DTW - DEIR, DSG, resubmittal + feedback form	
	4 Mid October		Draft AHIP	
	5 Late October		Draft DSAP Amendment + feedback form	
	5 Late October		DA update; small biz framework	

Resources

SAAG Sept 16 ppt; Roadshow ppt

DTW presentation HCDC ppt DSAP presentation Nov SAAG presentation

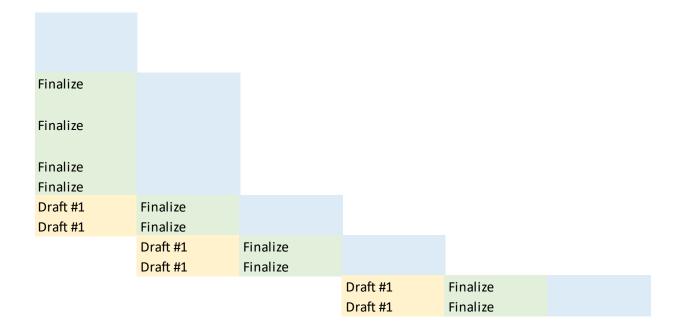
DATES NOT UP TO DATE - for planning purposes only

SAAG ppt 9/16/20 Volunteer Appreciation Event 9/24/20 D6 meeting with DANG - DOT (maybe PRNS) Release flyer; social media blast; public 10/1/20	
D6 meeting with DANG - DOT (maybe 9/24/20 PRNS)	
PRNS)	
Release flyer: social media blast: public 10/1/20	
Total Tyer, Social Interior State, public 10/1/20	
email	
Launch online survey - community benefits 10/1/20	
Small Business - mini sessions 10/5/20	
Presentation for Community Meeting - DTW 10/7/20	
Launch feedback form - DTW 10/7/20	
D6 meeting with DANG - OED 10/8/20	
Community Meeting - DTW 10/15/20	
Launch feedback form - DSA 10/19/20	
Background Presentation for Community 10/19/20	
Meeting - DSA	
Cafecito 10/19/20	
Discussion Group on the Diridon Station 10/19/20	
Area	
Garden Alameda 10/19/20	
DSA Vietnamese Community Meeting 10/21/20	
SJ Arena Authority 10/21/20	
Housing and Community Development Commission Info Session	
Presentation for SAAG Meeting 10/26/20	
DTP/DSA Small Business Focus Group 10/26/20	
Community Meeting - DSA 10/29/20	
SAAG meeting - small group 1 11/2/20	
DSA/DTP Transit Rider Forum/Focus Group 11/2/20	
Historic Landmarks Commission - Public 11/4/20	
Hearing (Informational, DEIR comments)	
Plant 51 11/5/20	
SAAG meeting - small group 2 11/9/20	
D3 event on the DSAP 11/9/20	
City Council Study Session 11/16/20	
Artist Workshop 11/21/20	
Planning Commission Study Session 12/2/20	
Parks and Rec Commission Info Session 12/4/20	

ALUC 12/16/20

14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct
16-Sep					
Draft #1	24-Sep				
	24-Sep				
	Fill in details	Finalize			
	Draft #1	Finalize			
	Draft #1	Finalize	Send to Mimi		
Outline	Draft #1	Finalize	Post 10/7		
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26-Oct 2-Nov 9-Nov 16-Nov 23-Nov 30-Nov



7-Dec 14-Dec 21-Dec

Presentation	Start
1 reserved to 11	6:35
Small group discussions in breakout rooms	7:00
Session 1: DOT staff is in room A,	7:00
Session 2	7:20
Session 3	7:40
Session 4	8:00
Wrap up	8:20
Presentation	Speaker
Logistics	Dave
Welcome	
Intrepreters	
Meeting purpose (focus on DSG; including how we will collect	feedback and what we'll do with input)
Agenda review	
Staff in attendance	
Summary of 10/7 presentation	John/James
Google welcome, key talking points	Alexa?
Responses to questions/comments received since 10/7	Team
Clarify when and how we will talk to public about housing/job	os (Nov 9 SAAG, online survey, Google to
Breakout room instructions	Dave
Ontion 1:	
Option 1: Small Groups by Topic: 3-4 sessions of 15-20 minutes each, peop Land use, design, planning Transportation, Environment, Infrastructure Parks, public space Process, housing, other	le rotate to topic of choice Planning DOT, ESD, PW PRNS
Small Groups by Topic: 3-4 sessions of 15-20 minutes each, peop Land use, design, planning Transportation, Environment, Infrastructure Parks, public space Process, housing, other Option 2: People stay in same breakout room and cover all topics	Planning DOT, ESD, PW
Small Groups by Topic: 3-4 sessions of 15-20 minutes each, peop Land use, design, planning Transportation, Environment, Infrastructure Parks, public space Process, housing, other Option 2:	Planning DOT, ESD, PW
Small Groups by Topic: 3-4 sessions of 15-20 minutes each, peop Land use, design, planning Transportation, Environment, Infrastructure Parks, public space Process, housing, other Option 2: People stay in same breakout room and cover all topics Each room has 4-5 staff covering range of topics Option to allow people to prioritize topics of interest Option 3:	Planning DOT, ESD, PW PRNS
Small Groups by Topic: 3-4 sessions of 15-20 minutes each, peop Land use, design, planning Transportation, Environment, Infrastructure Parks, public space Process, housing, other Option 2: People stay in same breakout room and cover all topics Each room has 4-5 staff covering range of topics Option to allow people to prioritize topics of interest Option 3: People stay in same breakout room and cover all topics	Planning DOT, ESD, PW PRNS Land use, design, planning
Small Groups by Topic: 3-4 sessions of 15-20 minutes each, peop Land use, design, planning Transportation, Environment, Infrastructure Parks, public space Process, housing, other Option 2: People stay in same breakout room and cover all topics Each room has 4-5 staff covering range of topics Option to allow people to prioritize topics of interest Option 3: People stay in same breakout room and cover all topics Staff rotate every 12-15 minutes to cover all 5 topics	Planning DOT, ESD, PW PRNS Land use, design, planning Transportation, Environment,
Small Groups by Topic: 3-4 sessions of 15-20 minutes each, peop Land use, design, planning Transportation, Environment, Infrastructure Parks, public space Process, housing, other Option 2: People stay in same breakout room and cover all topics Each room has 4-5 staff covering range of topics Option to allow people to prioritize topics of interest Option 3: People stay in same breakout room and cover all topics	Planning DOT, ESD, PW PRNS

Do question prompts in order of priority, allowing time in back half for other topics and general question

End		
	7:00	0:25
	8:20	1:20
	7:20	0:20
	7:40	0:20
	8:00	0:20
	8:20	0:20
	8:30	0:10
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wnhall, etc.)		
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	25	

Land Use and Building design Sustainability and District Sytems Open Space Mobility

, Infrastructure

is/comments

Breakout rooms: English (A, B, C, D) Spanish Vietnamese Each room: Facilitator Moderator Note taker Staff experts Google rep(s)
Methods
Screen share a white board for each topic Q&A channel - if we have a lot of participants For Spanish/Vietnamese rooms: staff there in last 15 min to answer questions Have some materials - visual aids (have framework plan up on half of screen) Have feedback prompts and elevator speeches Start each session with 1-2 min of key info
Pros: Need 1-2 staff per topic, plus 5 note-takers
Cons: Lots of switching = opportunity for technical glitches, confusion
Pros: No switching Cons: need a lot of staff (4-5 per department, plus note takers)
Pros: Only staff switches, medium level staffing Cons: Could rush conversations and force people to address topics they are not interested in

Pros:

No switching Medium level staffing

Cons:

May get inbalanced groups

Order	Event/Milestone Name	Event Type	Partner(s)	Date	Time	Interpretation/ other languages
5	Launch feedback form - DTW	Digital tool		10/7/20	N/A	English, Spanish, and Vietnamese
10	DTP Speaker Series: Asian	City/partner event	Chopsticks Alley	10/9/20	12-1:00 pm	English
11	Community Meeting - DTW	City event		10/19/20	6:30-8:30 pm	Spanish and Vietnamese interpretation
12	DTP Speaker Series: Women	City/partner event	Walk San Jose, WTS, Mineta	10/19/20	5:00-6:30 pm	English
14	DSA Vietnamese Community Meeting	Partner event	Catalyze SV and VAR	10/21/20	6:00-8:00 pm	1) Vietnamese 2) English
15	Housing and Community Development Commission Info Session	City event		10/21/20	4:00	Interpretation offered by request 3 days in advance
17	Launch feedback form - DSA	Digital tool		10/22/20	N/A	English, Spanish, Vietnamese
18	DTP/DSA Small Business Focus Group	Partner event	LatinX Circle (Prosperity Labs)	10/26/20		English + Spanish
21	Discussion Group on the Diridon Station Area	Partner event	Trinity Cathedral and/or SOMOS Mayfair	10/29/20		English + Spanish
22	Launch online survey - community benefits	Digital tool		11/4/20	N/A	English, Spanish, Vietnamese
25	Historic Landmarks Commission - Public Hearing (Informational, DEIR comments)	City event		11/4/20	6:30 PM	Interpretation offered by request 3 days in advance
32	Community Meeting - DSA	City event		11/5/20	6-8:00 pm	Spanish and Vietnamese interpretation
33	SAAG Regular Meeting	City event		11/9/20	6-8:00 pm	Spanish and Vietnamese interpretation
29	City Council Study Session	City event		11/16/20	1:00 PM	Spanish and Vietnamese interpretation
30	DTP Speaker Series: LatinX	City/partner event	LatinX Circle (Prosperity Labs)	11/18/20		
35	Planning Commission Study Session	City event		12/2/20		Interpretation offered by request 3 days in advance
37	Airport Land Use Commission	County event		12/16/20		Interpretation offered by request 3 days in advance
36	Parks and Rec Commission Info Session	City event		1/6/21		Interpretation offered by request 3 days in advance
27	D3 event on the DSAP	Stakeholder Meeting	D3 office			
28	Public Workshop	Partner event	San Jose Jazz			English + Spanish

key	
Bold	Scheduled
Highlighted green	Need to schedule
Highlighted yellow	Holding the date - need to confirm
Highlighted orange	Need to schedule - linked to other event
	Proposing to only list events on flyer - not the date or time - refer to webpage for info

Email Rachel and Denisse about getting Mimi a new check Partner meeting - update spreadsheet with event info Email Lori, Cheryl, and Elishabeth Draft emails Deadline Status

1-Oct Complete

1-Oct Complete

2-Oct Complete