

From: [Dave Javid](#)
Subject: San Jose Diridon Station Area - June 17th SAAG Meeting Confirmation
Date: Wednesday, June 3, 2020 4:54:42 PM
Attachments: [ZOOM-How-To-Guide_PLANtoPLACE_.pdf](#)

[External Email]

Hi SAAG Members,

I hope you all are well. I am reaching out to confirm our **next SAAG Meeting on Wednesday, June 17th from 6:00-8:30pm (please plan to log on by 5:40pm if possible to confirm access)**. As we all safely continue to shelter in place, we plan to use the City's Zoom Webinar platform to hold the meeting virtually. Please expect a meeting invitation tomorrow from Jennifer Provedor at the City, with a customized link that will allow you to log on to the meeting as a panelist. Please plan to have only one member of your organization logged on as a panelist.

The meeting agenda will be posted to the project website (diridonsj.org) on the SAAG page (<https://www.diridonsj.org/saag>) on June 10th. At this informational meeting we plan to cover the following topics:

- Planning Update and Next Steps related to the Diridon Station Area Plan (DSAP), Google Project and Civic Engagement Plan
- Results from the Spring Outreach Online Survey and related Comments
- SAAG Discussion and Public Comment

I'm sure we've all been getting some good practice navigating the Zoom platform, but for your reference I have also attached a *How To* guide as a resource (please note for this meeting we will not be using the Chat feature, but simply using the Hand Raise feature for the SAAG discussion). While it is not necessary to download any software to log on to the meeting, please check the *How To* guide to make sure your device has adequate video and audio capabilities. Please let me know if you would like to check in about accessing the Zoom platform.

Take care, and as always feel free to reach out with any questions.

DAVE JAVID, AICP, LEED AP
Founder + Principal

We moved to a new office, please note the updated address below.



On Fri, May 8, 2020 at 10:34 AM Dave Javid <dave@plantoplace.com> wrote:

Hi SAAG Members,

Hope you all are well. We're emailing to inform you that we are extending the **ONLINE SURVEY** window related to the Diridon Station Area **Spring 2020 Outreach (Primavera 2020 Alcance)** through **Sunday, May 24th** to allow more opportunity to collect your input.

If you haven't had the chance to do so, please have one representative from your organization **complete this short **ONLINE SURVEY** for the SAAG by May 24th (password: SAAGDSAP2020).**

It is very important to the project team that we hear from members of the SAAG, and we plan to reach out to each of you individually to ask for your input and answer any questions.

Thank you again for your time, stay well.

DAVE JAVID, AICP, LEED AP
Founder + Principal

We moved to a new office, please note the updated address below.



On Tue, Apr 28, 2020 at 10:05 AM Dave Javid <dave@plantoplace.com> wrote:

Hi SAAG Members,

I hope you all are well. I'm emailing you with a couple Diridon Station Area updates, following up on Lori's email below.

1. Spring 2020 Outreach Materials are now available in Spanish

- Please note that the [Spring 2020 Outreach](#) page on the project website (diridonsj.org), and all related materials (presentations, survey and flyers) have all been translated in Spanish and can be found on a new page at: [Primavera 2020 Alcance](#). Please help spread the word about the materials and [Online Survey in Spanish](#).

2. Online Survey extended through May 10, 2020

- If you have not had the opportunity to visit the [Spring 2020 Outreach](#) page to

view the informational videos and take the online survey please do so soon. **Please have one representative from your organization complete this [ONLINE SURVEY](#) for the SAAG by May 10th (password: SAAGDSAP2020).** We look forward to receiving your valuable input both through the online survey and comment forms.

Please be in touch with any questions.

Take care,

DAVE JAVID, AICP, LEED AP
Founder + Principal

We moved to a new office, please note the updated address below.



On Tue, Apr 14, 2020 at 10:40 AM Severino, Lori <Lori.Severino@sanjoseca.gov> wrote:

Hi SAAG members,

I hope this email finds you well. As you can imagine, we at the City have had to make a lot of adjustments to respond to the coronavirus pandemic, continue to provide essential services to businesses and residents, and balance family obligations (see the [City's emergency notifications page](#) for more info). While we have had to slow down, work on key planning and development projects is moving forward via telecommuting.

Given the circumstances, we are adjusting the target for City Council consideration of Google's Downtown West Mixed-use Plan from end of 2020 to early 2021. For the City-initiated amendments to the Diridon Station Area Plan (DSAP), the goal is to release a Draft Amended Plan this fall. We acknowledge, however, that the situation is constantly evolving and that ongoing emergency response or recovery work could further affect these timelines.

The City's commitment to ongoing and extensive community engagement on Diridon projects continues. For outreach this spring, we have had to adjust our mechanisms for sharing information and getting public input, moving towards online tools. **In place of the March 18th SAAG meeting and other planned public events, we have posted three recorded presentations, a Project Status Memo, and other information on the project website here:**

www.diridonsj.org/spring2020. The presentations share staff's current thinking on potential DSAP amendments, organized by the following topics:

- Boundary, land use, height limits, and future capacity for new development

- Transportation
- Parks, recreation, and open space

We have prepared an online survey to get your reactions to the preliminary concepts under consideration and your feedback on how to balance trade-offs and get to a mix of investments that will most benefit the people of San Jose. **Please have one representative from your organization complete this [online survey](#) for the SAAG by May 1st** (password: SAAGDSAP2020).

The same survey is also open to the public using the link on the [Spring 2020 page](#). The survey results will help inform the City's work on the Google project, as well as broader policy changes that would apply to the entire Diridon Station Area. The project team will post online the survey results from the SAAG and public, as well as any comments submitted through the website. **Please use this [flyer](#) or the public email to help us spread awareness of the new information and feedback opportunity.** We plan to post a Spanish version of the survey and flyer shortly as well.

When possible, the City intends to resume a similar engagement process as described in the process [handout](#) from fall 2019, but with shifted milestones reflecting the revised targets. The next regular SAAG meeting on June 17 is still on the calendar, but we may need to cancel, postpone, or shift to a virtual format. We are exploring online tools for other public engagement events as well.

Lastly, I will be going on maternity leave starting next week, and Dave Javid with the consultant team (Plan to Place and Raimi + Associates) will be the main point of contact for the SAAG until I return. Please reach out to him with any questions, and the consultant team will work with City staff to respond as soon as possible.

The team will continue to keep you updated, but please also visit the project website (www.diridonsj.org) for the latest updates.

Thanks!
Lori

Lori Severino

Diridon Program Manager

(408) 535-3537

www.diridonsj.org

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VIRTUAL (ZOOM) MEETING | HOW-TO-GUIDE

PRIOR TO THE MEETING

Step 1: Download Software

1. Download Zoom's desktop client at <https://www.zoom.us/download>.
2. Make sure you are using the latest version by checking for updates once the application is installed. Click the User Icon on the top right and find "Check for Updates". If an update is available, a pop up will allow you to install it.

Step 2: Confirm Basic Needs

For things to run smoothly during the meeting, please confirm you have the following materials:

- Stable internet connection (wi-fi or broadband).
- Camera (using your laptops or an external webcam).
- Microphone (if you have a headset, it will likely noise-cancel better than your computer's built in microphone).
- A reliable phone (either as your main connection or to supplement your computer connection). Learn more about phones in the During the Meeting section of this guide.

Please Test Your Equipment Before Joining the Meeting:

- Please [join a test meeting](#) (*this text is hyperlinked to that resource*) to test your connection and computer video and audio capabilities; and/or
- [Watch tutorials](#) (*this text is hyperlinked to that resource*) to familiarize yourself with Zoom.

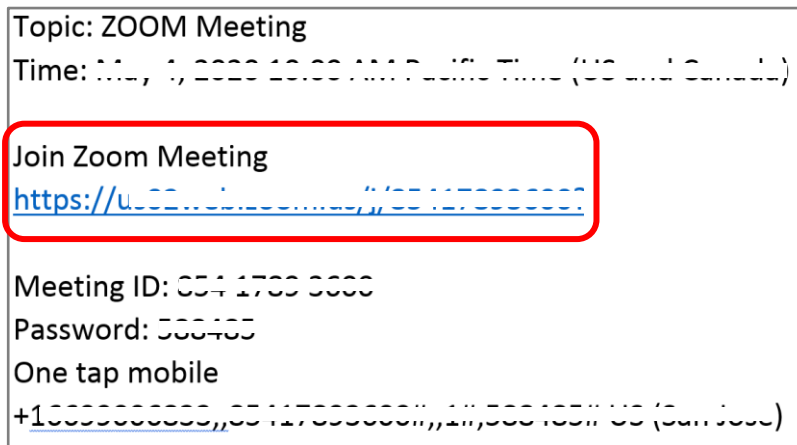
Have Questions?

Please email Dave Javid at Plan to Place (dave@plantoplace.com) with any additional questions about the platform or the specific meeting being held. For further technical assistance, visit the [Zoom help center](#) (*this text is hyperlinked to that resource*).

JOINING THE MEETING

Step 1: Launch the Meeting via Your Computer

1. Click the **join link in your email or calendar invitation**. You will then be prompted to either download or launch Zoom. In some cases, you may also be asked to enter a Meeting ID and Password which you will find in the meeting invite.
2. You'll be prompted to select which audio method you'll join by (computer mic or phone).



Step 2: Join by Phone (if needed)

1. On your phone, dial the teleconferencing number provided in your invite.
2. Enter the **Meeting ID** when prompted using your phone's dial pad (it's a 10-digit number)
3. Enter the **Meeting Password** when prompted using your phone's dial pad (it's typically a 6-digit number)
4. Enter your **2-digit participant ID** when prompted (*Please Note: not all meetings require a Participant ID*). This will sync your phone to your video. Follow this step if you are planning to use a computer to join the meeting concurrently. Otherwise, you can join via phone only. Please remember to mute your computer microphone if you are joining the meeting through your computer, but calling in using your phone.

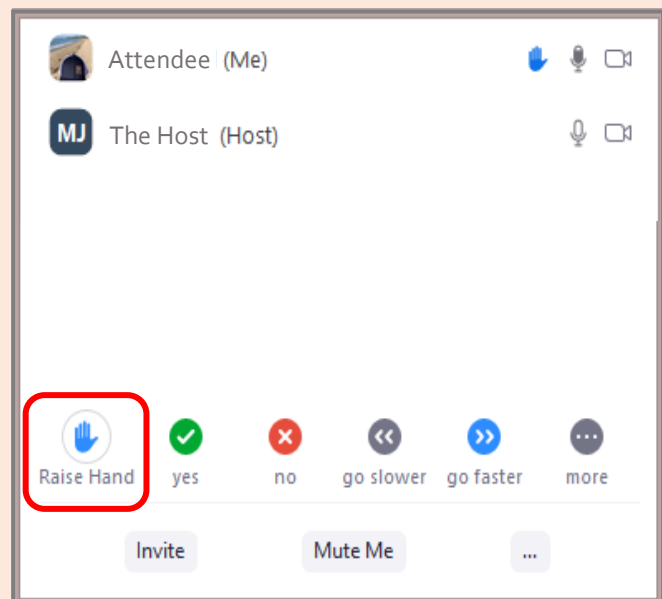
DURING THE MEETING

The following features will be used to access the meeting and contribute during the meeting.

- **CONNECTION** – **Turn off non-essential software that may be using the internet** and silence audible/visible notifications while in the meeting. If you're using a Mac computer, you can use the "Do Not Disturb" function found in system preferences.
- **MICROPHONE** - Make sure you are **muted** when you are not contributing to reduce background noise. In most cases the meeting host will mute all mics and use the features noted below to facilitate an efficient meeting
- **PHONE** - If you've joined by phone, **please turn off your computer microphone** to prevent any echoes or feedback noise.
- **CAMERA** - If you are comfortable doing so (and have the technical and internet connection to support it), please **turn your camera on** and have your camera at eye level. If your internet connection becomes unstable, disable your webcam and enable it only when contributing.
Note: In some cases the host may disable all cameras to keep the communication efficient, and only the presenters cameras will be on.
- **QUESTIONS/COMMENTS/MESSAGING** – Use the **CHAT feature to send a written message to the entire group or a selected participant privately**. Chat messaging can also be used to alert the meeting host about a question or comment, that can be shared with the group.

If you have a verbal comment or question, please use the **raise your hand feature to ask a question** in real time or respond to discussion prompts. Please wait to be called on before speaking (*your mic may be muted by the host, and will be unmuted when you are called upon*). The raise your hand feature can be accessed at the base of the participants window, or by dialing *9 if you called in by phone.

Image credit: Zoom.us



Meeting Features

Once you are in the Zoom meeting, there are quite a few buttons and features that can be confusing. The following section will help you navigate the essential features.

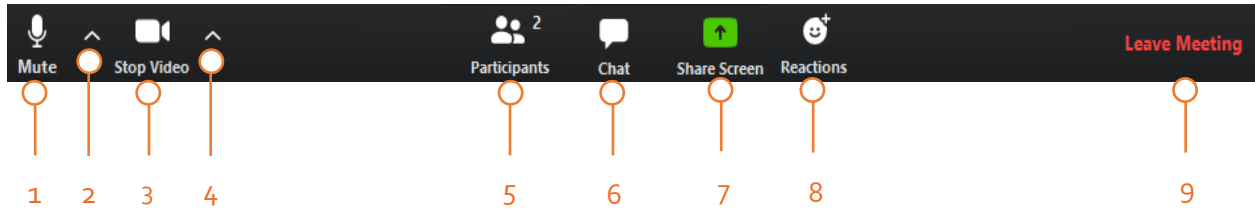


Image credit: Zoom.us

Main Menu Bar

1. Microphone - Mute/unmute your microphone
2. Microphone settings - Choose your microphone settings
3. Camera - Start/Stop your video camera
4. Camera settings- Select video settings
5. Participants - View a list of meeting participants
6. Chat - Send a chat message to one person (private chat) or to all participants (that can be viewed by the meeting host to help facilitate a discussion or Q+A)
7. Screen Share - Share your screen or select a specific application to share (*note: the meeting host may restrict access to this feature*)
8. Reactions - Use additional feedback icons and reactions to engage with presenters and other participants (nonverbal feedback icons allow you to communicate with the host and others without interrupting the meeting, and respond quickly to questions or prompts from the host. Nonverbal feedback icons include a thumbs up or down, clapping, and others.
9. Leave Meeting - Leave or end the video meeting

Muting/Unmuting Mic and Video

To mute, click the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam video on and off.

** Note: If you have dialed in by phone, your computer audio should always be muted.*

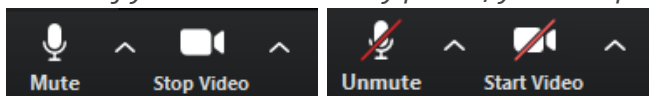


Image credit: Zoom.us