

**From:** [Mendez, Zacharias](mailto:Mendez.Zacharias)  
**To:** [Downtown West Project](#)  
**Subject:** Fw: Sept 16th SAAG - game plan  
**Date:** Wednesday, September 2, 2020 12:31:57 PM

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**ZACHARIAS MENDEZ** | Parks Planner  
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***Building Community Through Fun***  
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**From:** Severino, Lori <Lori.Severino@sanjoseca.gov>  
**Sent:** Wednesday, September 2, 2020 10:31 AM  
**To:** Burnham, Nicolle <nicolle.burnham@sanjoseca.gov>; Mendez, Zacharias <Zacharias.Mendez@sanjoseca.gov>; Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>  
**Subject:** RE: Sept 16th SAAG - game plan

Sounds good and thanks! Glad to be back working with the team.

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**From:** Burnham, Nicolle  
**Sent:** Tuesday, September 1, 2020 5:11 PM  
**To:** Severino, Lori <Lori.Severino@sanjoseca.gov>; Mendez, Zacharias <Zacharias.Mendez@sanjoseca.gov>; Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>  
**Subject:** RE: Sept 16th SAAG - game plan

Hi Lori-

It's so great to have you back. I'm super grateful you are here!

We have a special meeting of PRC planned for 10/1 to discuss Downtown West so we're happy to take the night off on the 16<sup>th</sup>. We can talk more tomorrow.

-Nicolle

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**From:** Severino, Lori  
**Sent:** Tuesday, September 1, 2020 5:06 PM  
**To:** Mendez, Zacharias <[Zacharias.Mendez@sanjoseca.gov](mailto:Zacharias.Mendez@sanjoseca.gov)>; Sanderfer, Larissa <[Larissa.Sanderfer@sanjoseca.gov](mailto:Larissa.Sanderfer@sanjoseca.gov)>; Burnham, Nicolle <[nicolle.burnham@sanjoseca.gov](mailto:nicolle.burnham@sanjoseca.gov)>  
**Subject:** RE: Sept 16th SAAG - game plan

Hi team,

I grabbed what looked like an opening on Nicolle's calendar for tomorrow to touch base about the SAAG meeting coming up.

For some context - as mentioned Monday, we are currently thinking that the agenda is pretty full and since the Draft DSGs aren't coming out early this month as hoped, we should not dive into the Parks discussion. And it's 2 weeks ago, so not a lot of time to prepare. But, we want to talk that through with you all.

The topics could be: teeing up for release of the Draft DSAP amendments (essentially a preview of the open space chapter), connecting the DSAP approach to the Downtown West approach (and continuing education on our PIO/PDO), and introducing the idea of a conservancy model. We are also looking for ways to highlight our thinking around equity. Other thoughts?

In addition to the SAAG meeting, we are planning for this fall to involve multiple City-hosted community meetings, partner-hosted events, online tools, and stakeholder meetings (which could include 1-on1's with staff or presentations/discussions with community groups at their regular scheduled meetings). There are also the study sessions with the Parks Commission, City Council, and Planning Commission.

Do you think it will be important to include Parks on this SAAG agenda? How should we utilize the other methods for informing and engaging on Parks topics? Are there other topics you want to highlight?

Thanks!

Lori

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**From:** Severino, Lori <[Lori.Severino@sanjoseca.gov](mailto:Lori.Severino@sanjoseca.gov)>

**Sent:** Wednesday, August 19, 2020 2:16 PM

**To:** Dave Javid <[dave@plantoplace.com](mailto:dave@plantoplace.com)>; Matthew Raimi <[matt@raimiassociates.com](mailto:matt@raimiassociates.com)>; dianab <[diana@raimiassociates.com](mailto:diana@raimiassociates.com)>; Suhaila Sikand <[suhaila@plantoplace.com](mailto:suhaila@plantoplace.com)>; Clements, Kristen <[Kristen.Clements@sanjoseca.gov](mailto:Kristen.Clements@sanjoseca.gov)>; Mendez, Zacharias <[Zacharias.Mendez@sanjoseca.gov](mailto:Zacharias.Mendez@sanjoseca.gov)>; Sanderfer, Larissa <[Larissa.Sanderfer@sanjoseca.gov](mailto:Larissa.Sanderfer@sanjoseca.gov)>; Burnham, Nicolle <[nicolle.burnham@sanjoseca.gov](mailto:nicolle.burnham@sanjoseca.gov)>; Han, James <[James.Han@sanjoseca.gov](mailto:James.Han@sanjoseca.gov)>; Reid, Tara <[Tara.Reid@sanjoseca.gov](mailto:Tara.Reid@sanjoseca.gov)>

**Cc:** Klein, Nanci <[Nanci.Klein@sanjoseca.gov](mailto:Nanci.Klein@sanjoseca.gov)>; Rood, Timothy <[timothy.rood@sanjoseca.gov](mailto:timothy.rood@sanjoseca.gov)>; Tu, John <[john.tu@sanjoseca.gov](mailto:john.tu@sanjoseca.gov)>; Ruano, Jose <[Jose.Ruano@sanjoseca.gov](mailto:Jose.Ruano@sanjoseca.gov)>; Rivas, Vanessa <[Vanessa.Rivas@sanjoseca.gov](mailto:Vanessa.Rivas@sanjoseca.gov)>

**Subject:** Sept 16th SAAG - game plan

Hello,

The SAAG meeting is fast approaching, and I would like to clarify responsibilities and timing.

1. Send draft slides to Lori by COB, August 27 (do not worry about formatting, please include main talking points in notes or separate doc, as well as a few sentences for the agenda)
  - a. **James** – DT West update
  - b. **Kristen** – DSA Affordable Housing
  - c. **Zak/Larissa/Nicolle** – DT West’s Parks proposal
2. Prepare the draft public agenda and email to the SAAG (**Lori**): send draft to team for review by Sept 2
3. Compile the draft powerpoint (**Lori**): send draft to team for review by Sept 4
4. Coordinate logistics for webinar format (**RA/P2P and Tara**)
  - a. Annotated agenda
  - b. Coordinate with Craig
  - c. Interpretation
  - d. Facilitation, note-taking
  - e. Public comment
5. Post agenda to Brown Act (**Lori to send to Tara after getting CAO approval**): Sept 9
6. Post agenda and any other materials sent to SAAG to diridonsj.org (**RA/P2P**): Sept 9
7. Update outlook invite with agenda (**Tara**): Sept 9
8. Email SAAG and public list (**Lori**): Sept 9
9. Dry-run/finalize slides (**all presenters + Directors**): Sept 14
10. Post link to video to diridonsj.org(**RA/P2P**): Sept 15
11. Prepare meeting minutes and send to Lori (**RA/P2P**): Sept 18
  - a. Review and send to **Tara** for posting (**Lori**): Sept 21
12. Draft meeting notes to Lori (**RA/P2P**): Sept 21
  - a. Post meeting notes on diridonsj.org (**Lori**): by Sept 30

Anything else that I’m missing? Questions? Suggestions?

Thanks!

Lori

**Lori Severino**

Diridon Program Manager

(408) 535-3537

[www.diridonsj.org](http://www.diridonsj.org)