

**From:** [Wessling, Cheryl](#)  
**To:** [Downtown West Project](#)  
**Subject:** FW: Nov 7 Scoping Meeting  
**Date:** Tuesday, September 8, 2020 12:57:24 PM

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Re AB900 – Google Project Outreach:

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**From:** Severino, Lori  
**Sent:** Thursday, October 10, 2019 9:39 AM  
**To:** Keyon, David <david.keyon@sanjoseca.gov>  
**Cc:** Reid, Tara <Tara.Reid@sanjoseca.gov>; Wessling, Cheryl <Cheryl.Wessling@sanjoseca.gov>  
**Subject:** RE: Nov 7 Scoping Meeting

Sorry for the confusion. The public email that Tara is referring to is the Info Memo that will go to City Council (and anyone else on the email distribution to receive such memos). Rosalynn included the Scoping Meeting details in that memo. I would talk to Robert about your suggestion.

I am planning to update diridonsj.org next week – including the new info from this week, community engagement information, and the Scoping meeting basics (noting when we plan to post the NOP). Once we have the other public meeting dates set, I'll then send an email to my distribution list. I'll coordinate with you and the team on the details.

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**From:** Keyon, David  
**Sent:** Thursday, October 10, 2019 8:04 AM  
**To:** Severino, Lori <[Lori.Severino@sanjoseca.gov](mailto:Lori.Severino@sanjoseca.gov)>; Event Services <[Event.Services@sanjoseca.gov](mailto:Event.Services@sanjoseca.gov)>  
**Cc:** Reid, Tara <[Tara.Reid@sanjoseca.gov](mailto:Tara.Reid@sanjoseca.gov)>; Wessling, Cheryl <[Cheryl.Wessling@sanjoseca.gov](mailto:Cheryl.Wessling@sanjoseca.gov)>  
**Subject:** RE: Nov 7 Scoping Meeting

Hi Lori,

You are planning on sending an e-mail about the Scoping Meeting on Friday? I recommend waiting until the NOP is issued (scheduled around 10/23) because people will want to see the NOP and it is not ready yet.

We can give a list of upcoming meetings and include the November 7<sup>th</sup> Scoping Meeting, however.

Thanks,

**David Keyon**  
City of San Jose PBCE  
Principal Planner Environmental Review  
(408) 535-7898

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**From:** Severino, Lori

**Sent:** Thursday, October 10, 2019 6:53 AM

**To:** Event Services <[Event.Services@sanjoseca.gov](mailto:Event.Services@sanjoseca.gov)>

**Cc:** Reid, Tara <[Tara.Reid@sanjoseca.gov](mailto:Tara.Reid@sanjoseca.gov)>; Keyon, David <[david.keyon@sanjoseca.gov](mailto:david.keyon@sanjoseca.gov)>; Wessling, Cheryl <[Cheryl.Wessling@sanjoseca.gov](mailto:Cheryl.Wessling@sanjoseca.gov)>

**Subject:** RE: Nov 7 Scoping Meeting

**Importance:** High

Hi Event Services,

Just following up on Tara's question below - since this meeting info is going into an Info Memo to Council today, and it's important that we get the details right. Basically, it was unclear to Tara and me from the EMS booking when exactly we could start our meeting, given the turnaround time needed between meetings. Please confirm that we can open the doors to the public at **6:30**.

For reference, here is our set-up plan:

- theater style with one table facing the audience (with 2-3 mics) and a mic stand at the front of the theater rows
- two tables in the back (near main entrance) for sign-in and basic refreshments
- clock/timer remote for tracking public comments
- floating mic for facilitator
- AV: need projector and screens; we would like the meeting recorded but not livestreamed

Thanks!

Lori

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**From:** Reid, Tara

**Sent:** Wednesday, October 9, 2019 1:45 PM

**To:** Event Services <[Event.Services@sanjoseca.gov](mailto:Event.Services@sanjoseca.gov)>

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

**Subject:** Fw: Nov 7 Scoping Meeting

Hi there,

We are sending an email to the public on Friday, just confirming our meeting can start at 6:30 pm in Wing 118-120 for 11/7. I know there's someone ahead of us... Also, confirming how much set-up time we can have?

Thanks,

*Tara Reid*

Secretary to Nanci Klein

Assistant Director of Economic Development | Director of Real Estate

City of San Jose Office of Economic Development

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