

**From:** [Groen, Mary Anne](#)  
**To:** [DowntownWestD6](#)  
**Subject:** Fw: Downtown West Community Meeting (confirmed)  
**Date:** Monday, February 1, 2021 4:04:50 PM  
**Attachments:** [SJ-DTW Workshop 10.19 SMALL-GROUP-Template.docx](#)  
[SJ-DTW Workshop 10.19 Draft Annotated-Agenda v2.docx](#)

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**From:** Dave Javid <[dave@plantoplace.com](mailto:dave@plantoplace.com)>  
**Sent:** Monday, October 19, 2020 2:56 PM  
**To:** Severino, Lori <[Lori.Severino@sanjoseca.gov](mailto:Lori.Severino@sanjoseca.gov)>  
**Cc:** 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)>; Rivas, Vanessa <[Vanessa.Rivas@sanjoseca.gov](mailto:Vanessa.Rivas@sanjoseca.gov)>; Ruano, Jose <[Jose.Ruano@sanjoseca.gov](mailto:Jose.Ruano@sanjoseca.gov)>; Han, James <[James.Han@sanjoseca.gov](mailto:James.Han@sanjoseca.gov)>; Tu, John <[john.tu@sanjoseca.gov](mailto:john.tu@sanjoseca.gov)>; 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)>; Eidlin, Eric <[eric.eidlin@sanjoseca.gov](mailto:eric.eidlin@sanjoseca.gov)>; Heyne, Colin <[Colin.Heyne@sanjoseca.gov](mailto:Colin.Heyne@sanjoseca.gov)>; Wessling, Cheryl <[Cheryl.Wessling@sanjoseca.gov](mailto:Cheryl.Wessling@sanjoseca.gov)>; Handler, Elisabeth <[elizabeth.handler@sanjoseca.gov](mailto:elizabeth.handler@sanjoseca.gov)>; Scott, Jeff <[Jeff.Scott@sanjoseca.gov](mailto:Jeff.Scott@sanjoseca.gov)>; Tam, Wilson <[wilson.tam@sanjoseca.gov](mailto:wilson.tam@sanjoseca.gov)>; VanderVeen, Rachel <[Rachel.VanderVeen@sanjoseca.gov](mailto:Rachel.VanderVeen@sanjoseca.gov)>; Breslin, Emily <[Emily.Breslin@sanjoseca.gov](mailto:Emily.Breslin@sanjoseca.gov)>; Benabente, Julie <[Julie.Benabente@sanjoseca.gov](mailto:Julie.Benabente@sanjoseca.gov)>; Rood, Timothy <[timothy.rood@sanjoseca.gov](mailto:timothy.rood@sanjoseca.gov)>; Burnham, Nicolle <[nicolle.burnham@sanjoseca.gov](mailto:nicolle.burnham@sanjoseca.gov)>; Zenk, Jessica <[Jessica.Zenk@sanjoseca.gov](mailto:Jessica.Zenk@sanjoseca.gov)>; Groen, Mary Anne <[maryanne.groen@sanjoseca.gov](mailto:maryanne.groen@sanjoseca.gov)>; Ramos, Christina M <[christina.m.ramos@sanjoseca.gov](mailto:christina.m.ramos@sanjoseca.gov)>; Moua, Louansee <[Louansee.Moua@sanjoseca.gov](mailto:Louansee.Moua@sanjoseca.gov)>; Lapustea, Florin <[Florin.Lapustea@sanjoseca.gov](mailto:Florin.Lapustea@sanjoseca.gov)>; Banwait, Manjit <[Manjit.Banwait@sanjoseca.gov](mailto:Manjit.Banwait@sanjoseca.gov)>; Do, Ryan <[ryan.do@sanjoseca.gov](mailto:ryan.do@sanjoseca.gov)>; Hughey, Rosalynn <[Rosalynn.Hughey@sanjoseca.gov](mailto:Rosalynn.Hughey@sanjoseca.gov)>; Manford, Robert <[Robert.Manford@sanjoseca.gov](mailto:Robert.Manford@sanjoseca.gov)>; Walesh, Kim <[Kim.Walesh@sanjoseca.gov](mailto:Kim.Walesh@sanjoseca.gov)>; Klein, Nanci <[Nanci.Klein@sanjoseca.gov](mailto:Nanci.Klein@sanjoseca.gov)>; Downtown West Project <[downtownwest@esassoc.com](mailto:downtownwest@esassoc.com)>; [sami@raimiassociates.com](mailto:sami@raimiassociates.com) <[sami@raimiassociates.com](mailto:sami@raimiassociates.com)>; [ron@raimiassociates.com](mailto:ron@raimiassociates.com) <[ron@raimiassociates.com](mailto:ron@raimiassociates.com)>; [melissa@raimiassociates.com](mailto:melissa@raimiassociates.com) <[melissa@raimiassociates.com](mailto:melissa@raimiassociates.com)>; Troy Reinhalter <[troy@raimiassociates.com](mailto:troy@raimiassociates.com)>; Tom, Vivian <[Vivian.Tom@sanjoseca.gov](mailto:Vivian.Tom@sanjoseca.gov)>; O'Connor, Kevin <[Kevin.Oconnor@sanjoseca.gov](mailto:Kevin.Oconnor@sanjoseca.gov)>; [kelsey@raimiassociates.com](mailto:kelsey@raimiassociates.com) <[kelsey@raimiassociates.com](mailto:kelsey@raimiassociates.com)>; Jessica Zenk <[jessica.zenk@gmail.com](mailto:jessica.zenk@gmail.com)>; Khattab, Zahi <[Zahi.Khattab@sanjoseca.gov](mailto:Zahi.Khattab@sanjoseca.gov)>

**Subject:** Re: Downtown West Community Meeting (confirmed)

[External Email]

Hi all,

Attached is the latest Annotated Agenda + Facilitation Guide, as well as the Word template for note takers to use during the small group discussion. Please review the documents and let us know if you have any questions. We will update you with any changes before the meeting.

Thanks, see you all tonight.

**DAVE JAVID**, AICP, LEED AP  
Founder + Principal

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



On Mon, Oct 19, 2020 at 9:28 AM Severino, Lori <[Lori.Severino@sanjoseca.gov](mailto:Lori.Severino@sanjoseca.gov)> wrote:

Join Zoom Meeting

<https://sanjoseca.zoom.us/j/92905636356>

Meeting ID: 929 0563 6356

One tap mobile

+12133388477,,92905636356# US (Los Angeles) 14086380968,,92905636356# US

+(San Jose)

Dial by your location

+1 213 338 8477 US (Los Angeles)

+1 408 638 0968 US (San Jose)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 929 0563 6356

Find your local number: <https://sanjoseca.zoom.us/u/aCAKRpJsf>

Join by Skype for Business

<https://sanjoseca.zoom.us/skype/92905636356>

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# Group #XX: Downtown West Community Meeting

## Group Discussion Instructions

### Basic ground rules:

- Use the RAISE HAND feature if you want to contribute and the facilitator will unmute/lower their hand when its your turn
- Be respectful – personal attacks will not be permitted
- Share the floor – keep questions and comments concise to allow everyone opportunities to share

### For your questions:

- Staff and resources in the room may jump in to help answer if they can
- We will also provide answers to questions we receive tonight in the meeting summary we will post online after the meeting
- Answers will be brief to make room for community participation

### Next Steps:

- Visit <https://www.diridonsj.org/fall2020-google/#Share-Voice> to submit questions and comments
- See [www.diridonsj.org/fall2020](http://www.diridonsj.org/fall2020) for additional community engagement events and public meetings occurring this fall

## **Group #XX: Downtown West Community Meeting**

### **What Questions do you have about the Downtown West plan?**

- Type the notes here.
  - *Can type in answers to questions in italics*

# Group #XX: Downtown West Community Meeting

## Building and Land Use

<b>What resonates most with you?</b>	<b>What needs improvement?</b>
<i>Type the notes here. To add more cells, right click and select "Insert Row Below"</i>	

# Group #XX: Downtown West Community Meeting

## Transportation (streets, bike paths, traffic, parking)

<b>What resonates most with you?</b>	<b>What needs improvement?</b>
<i>Type the notes here. To add more cells, right click and select "Insert Row Below"</i>	

# Group #XX: Downtown West Community Meeting

## Public Space (parks, green space, plazas)

<b>What resonates most with you?</b>	<b>What needs improvement?</b>
<i>Type the notes here. To add more cells, right click and select "Insert Row Below"</i>	



# Group #XX: Downtown West Community Meeting

## Infrastructure, District Utilities, Green Design

<b>What resonates most with you?</b>	<b>What needs improvement?</b>
<i>Type the notes here. To add more cells, right click and select "Insert Row Below"</i>	

# Group #XX: Downtown West Community Meeting

## Historic Context

<b>What resonates most with you?</b>	<b>What needs improvement?</b>
<i>Type the notes here. To add more cells, right click and select "Insert Row Below"</i>	

# Group #XX: Downtown West Community Meeting

## Planning Process

<b>What resonates most with you?</b>	<b>What needs improvement?</b>
<i>Type the notes here. To add more cells, right click and select "Insert Row Below"</i>	

# Group #XX: Downtown West Community Meeting

## Additional Comments

- Type the notes here. Each question will populate in 3 columns.

# Group #XX: Downtown West Community Meeting

## Next Steps and Resources:

- Visit <https://www.diridonsj.org/fall2020-google/#Share-Voice> to submit questions and comments
- See [www.diridonsj.org/fall2020](http://www.diridonsj.org/fall2020) for additional community engagement events and public meetings occurring this fall
- Email [shannon.hill@sanjoseca.gov](mailto:shannon.hill@sanjoseca.gov) for Draft Environmental Impact Report comments

## Project information: [www.sanjoseca.gov/googleproject](http://www.sanjoseca.gov/googleproject)

For your convenience, the project team has listed key City Staff contacts for the project sorted by specialty.

Specialty	Name	Email
General Project	James Han	<a href="mailto:james.han@sanjoseca.gov">james.han@sanjoseca.gov</a>
Environmental Review	Shannon Hill	<a href="mailto:shannon.hill@sanjoseca.gov">shannon.hill@sanjoseca.gov</a>
Utilities/Infrastructure	Vivian Tom	<a href="mailto:vivian.tom@sanjoseca.gov">vivian.tom@sanjoseca.gov</a>
Transportation Analysis	Manjit Banwait	<a href="mailto:manjit.banwait@sanjoseca.gov">manjit.banwait@sanjoseca.gov</a>
Open Space/Parks	Larissa Sanderfer	<a href="mailto:larissa.sanderfer@sanjoseca.gov">larissa.sanderfer@sanjoseca.gov</a>
DOT Roadway Analysis	Florin Lapustea	<a href="mailto:florin.lapustea@sanjoseca.gov">florin.lapustea@sanjoseca.gov</a>
Transportation Planning	Eric Eidlin	<a href="mailto:eric.eidlin@sanjoseca.gov">eric.eidlin@sanjoseca.gov</a>
Community Engagement	Lori Severino	<a href="mailto:lori.severino@sanjoseca.gov">lori.severino@sanjoseca.gov</a>
Media inquiries	Cheryl Wessling	<a href="mailto:cheryl.wessling@sanjoseca.gov">cheryl.wessling@sanjoseca.gov</a>

## Downtown West Community Meeting #2

Monday, October 19, 6:30-8:30 pm

*6:00 (6:15 at the latest) for all staff in attendance!*

- Meeting Purpose:
  - Gather feedback on updated submittal documents available for public review
    - Focusing on the DWDSG
    - Also covers updated plans for open space, infrastructure, and transportation and applications for regulatory changes
    - Not intended to collect comments on the DEIR
  - Provide background information to convey key messages, respond to frequently asked questions received in advance, and prime participants for discussion
- Format:
  - Zoom meeting facilitated by Dave Javid (Plan to Place consultant), with a presentation and breakout rooms for hearing questions/comments in small groups
  - Presentation will be recorded and posted online after the meeting
    - We will not record the breakout rooms
  - Participants will be randomly distributed across breakout rooms
    - Interpreters to clarify that people need to raise hand if they want to be in the Spanish or Vietnamese room so Jennifer can move them before random distribution
  - Participants will not be able to unmute themselves
  - All members of the project team (City staff, Google team/ reps, consultant team) will be made Co-Hosts to be able to unmute themselves and move around the small group break out rooms.
  -
- Agenda:
  - **6:00 (6:15 at latest)** – all project team members (City staff, Google team/ reps, consultant team) to log on – Jennifer to give all Co-Host access to all
  - **6:30** – let people in from waiting room and **START RECORDING**
  - **6:34-7:10** – Welcome, City staff and application presentation (see details below)
  - **7:15-8:30** – Small group discussions in breakout rooms
  - No report back or wrap up – groups can end early and people can drop off when they want

<b>Presentation flow and timing</b>	<b>Speaker</b>	<b>Time</b>
<b>WELCOME/LOGISTICS</b> Interpreters – <i>ask interpreters to introduce themselves and read slide – Jennifer to open Spanish (Francisco Garcia) and Vietnamese (Loan Phuong) rooms</i>  Meeting purpose (focus on DSG; including how we will collect feedback and what we'll do with input) Agenda review City Departments Represented  <i>Live poll (Jennifer to set up in advance):</i> <ul style="list-style-type: none"> <li>• <i>Demographics</i></li> <li>• <i>Have you attended a community meeting on this project before?</i></li> </ul>	Dave	6:34 (6 min)
<b>OVERVIEW (context/process)</b>	Rosalynn and Shannon?	6:40 (5 min)
<b>GOOGLE PRESENTATION</b>	Bhavesh and Laura	6:45 (20 min)
<b>STAFF PRESENTATION (TO BE UPDATED)</b> Address FAQs Clarify when and how we will talk to public about housing/jobs (Nov 9 SAAG, online survey) <ul style="list-style-type: none"> <li>• <i>Jennifer to start to set up Small Groups in advance</i></li> </ul>	John	7:05 (5 min)
<b>UPCOMING ENGAGEMENT OPPORTUNITIES</b>	Dave	7:10 (4 min)
<b>BREAKOUT ROOM INSTRUCTIONS</b> <ol style="list-style-type: none"> <li>1. Set expectations with full group in breakout rooms</li> <li>2. <b><i>Ask Spanish and Vietnamese speakers to use raise hand feature if they want to be placed in rooms facilitated in Spanish or Vietnamese</i></b></li> </ol>	Dave	7:15 (1 min)

*Live poll (Jennifer to set up in advance):*

- *Project Understanding*
- *Topics of interest*

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Interpreter Resources:

- Live interpretation of presentation using one ULG interpreter per language, in Spanish (*Francisco Garcia*) and Vietnamese (*Loan Phuong*). Resources for interpreters:
  - Watch recorded videos online in advance to prepare
  - James and Google team will send final PPTs by 4pm Monday 10/19

Internal Team Resources:

- Background presentations posted on Oct 7, along with project documents and feedback forms to gather questions/comments
  - [www.sanjoseca.gov/GoogleProject](http://www.sanjoseca.gov/GoogleProject)
  - [www.diridonsj.org/fall2020](http://www.diridonsj.org/fall2020)

## BREAKOUT ROOM ASSIGNMENTS

Role	Breakout Room 1	Breakout Room 2	Breakout Room 3	Breakout Room 4	Breakout Room 5 <i>Spanish</i>	Breakout Room 6 <i>Vietnamese</i>
<b>Facilitators</b>	Matt Raimi	Dave Javid	Tim Rood	Ron Whitemore	Jose Ruano	Kieulan Pham
<b>Notetakers</b>	Troy Reinhalter	Kelsey Hubbard	Sami Taylor	Suhaila Sikand	Diana Benitez	Thai Le
<b>City Generalists</b>	James, Eric Eidlin	John Tu, Manjit Banwait	Larissa Sanderfer, Florin Lapustea	Robert Manford, Vivian Tom		
<b>City Support</b>	Jessica Zenk, Zak Mendez	Rosalynn Hughey, Zahi Khattab	Julie Benabente	Ryan Do, Lori Severino		
<b>Google Generalists</b>	Bhavesh Parikh	Sheela Jivan	Bethany Windle	Marla Weinstein	Ricardo Benavidez	Jessica Graham
<b>Lendlease Generalists</b>	Alex Frankl	Amanda Wolf	Andy Wang	Tiffany Bohee	Anton Walker	Ava Bromberg
<b>Sitelab Generalists</b>	Eri Suzuki	Alyssa Garcia	Woody Hanson	Nicole Wagy	Ashutosh Singhal	Sarah Estephan
<b>Standby Support</b>	Cindy Muller Laura Crescimano Alexa Arena	Anthony Fioravanti Michael Flynn John Lewallen	Tyson Tano Sandro Tubertini Tania Shamoun	Chris Garvin Paul Dunne	Hideko Anderson Ann Wharton	Tyler Hanson

### Coordination

- All will be Co-hosts and can unmute themselves and move between rooms
- **Communication** - Consultant team on text chain, Google team on g-chat, and City staff on Teams to let each other know who we need and where to help answer questions
- **Technical Difficulties / Questions:** Email Jennifer Provedor (meeting host) if needed - [jennifer.provedor@sanjoseca.gov](mailto:jennifer.provedor@sanjoseca.gov)

For Spanish/Vietnamese rooms:

- Can use interpreter for subsequent interpretation if needed
- Floaters jump in to answer questions using subsequent interpretation
- If no one in interpretation rooms, can be used as a lobby

Other staff to be added as co-hosts to float?



# FACILATATION GUIDE

## FACILATATOR INSTRUCTIONS:

1. **Mute all mics when you first enter the room**
2. **Reiterate expectations** for small group exercise
  - Primary goal to hear from public – most of the air time should be from participants
  - We will take down all comments and questions on our virtual white board and answer what we can tonight. Questions not answered tonight will be answered as part of the summary or report out of this meeting that we will post online.
  - Basic ground rules:
    - **Use the RAISE HAND feature if you want to speak and facilitator will unmute/lower their hand when its your turn**
    - Be respectful – personal attacks will not be permitted
    - Share the floor – keep questions and comments concise to allow everyone opportunities to share
  - For your questions:
    - Staff in the room may jump in to answer if they can, other staff (floaters) may be pulled in if needed
    - We will also provide answers to questions we receive tonight in the meeting summary we will post online
    - Answers will be brief to allow people plenty of time for participants to contribute
    - Remind people that the conversation can continue after the meeting – especially if room sizes are big (>20)
3. **Facilitation** – be mindful to allow space for everyone to contribute. Allow participants to share their views but not dominate the conversation. If needed use a timer to restrict comments to 2-3 minutes if time becomes an issue.
4. **Use Word template as a resource to ask the following questions.** Add your group number to the template and use questions to guide the discussion, recognizing that the conversation and direction will evolve depending on the interest of the group.
  - A. **What questions do you have?** – *Ask everyone to pose their initial questions to collect input and note that will attempt to answer unanswered questions throughout the discussion. Simple questions can be answered by resources in the room if available, others can be noted and answered after the meeting.*
  - B. **What is resonating most with you? What still needs improvement?** – *go through each of the topics below (organized on the Word Doc). Can pause to answer related questions from the previous section if related to topics below. If participants go off topic note takers can take notes on the additional comments sheet.*
    - Building design, land use
    - Transportation (streets, bike paths, traffic, parking)
    - Public Space (parks, green space, plazas)
    - Infrastructure, district utilities, green design
    - Historic context
    - Planning process
    - (For all other topics such as Affordable Housing, Anti-Displacement, and Jobs/Education, please submit comments/questions using the online feedback form or email staff)
  - C. **Next Steps**– pull up Next Steps / Resources page at the end of the small group discussion to remind participants where they can to send additional questions.

## NOTETAKERS INSTRUCTIONS:

1. **Screen share the Word Doc for live note taking** – all questions and comments will be recoded on the Word doc which is organized by topics below.
2. **Have the Google Visual Aid slides PDF loaded and ready to share if needed as a resource** – Google staff/ reps to identify which slide to access as needed. Google staff/ reps will also be able to share screen to share the visual aid as well, that is organized by the following:
  - Framework Plan
  - Example from DSG showing building design
  - Transportation network
  - Open space plan
  - District utility plan
  - List of allowable uses
3. **Follow along and take notes following the facilitated prompts**

**Additional prompts in back pocket if needed to spur conversation (Diridon team to provide specific questions by topic to Lori by Monday morning)**

John Tu –

- What places in San Jose or in bay area do enjoy most and what about those places would like to see considered or incorporated into the project?
- Is there something in this application that you are unclear about?