

**From:** [Han, James](#)  
**To:** [Downtown West Project](#)  
**Subject:** FW: SJ Community Meeting April 17th - Draft Annotated Agenda + Roles - PLEASE REVIEW  
**Date:** Thursday, April 15, 2021 10:04:45 PM  
**Attachments:** [SJ-Diridon\\_WS\\_04.17.21\\_Annotated\\_Agenda\\_v2.docx](#)

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San José City Hall is closed in response to COVID-19.  
I am working remotely in accord with governor's and City's direction.  
I will monitor email during this time.

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**From:** Dave Javid <dave@plantoplace.com>  
**Sent:** Thursday, April 15, 2021 7:36 PM  
**To:** Klein, Nanci <Nanci.Klein@sanjoseca.gov>; Severino, Lori <Lori.Severino@sanjoseca.gov>; Hughey, Rosalynn <Rosalynn.Hughey@sanjoseca.gov>; Morales-Ferrand, Jacky <Jacky.Morales-Ferrand@sanjoseca.gov>; VanderVeen, Rachel <Rachel.VanderVeen@sanjoseca.gov>; Jessica Zenk <jessica.zenk@gmail.com>; nicole.burnham@sanjoseca.gov; Handler, Elisabeth <elisabeth.handler@sanjoseca.gov>; Wessling, Cheryl <Cheryl.Wessling@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Han, James <James.Han@sanjoseca.gov>; Eidlin, Eric <eric.eidlin@sanjoseca.gov>; Chou, Kenneth WeiChe <KennethWeiChe.Chou@sanjoseca.gov>  
**Cc:** Paul Kronser <paul@plantoplace.com>; dianab <diana@raimiassociates.com>; Alessandra Lundin <alessandra@raimiassociates.com>; Wenhao Wu <wenhao@raimiassociates.com>  
**Subject:** SJ Community Meeting April 17th - Draft Annotated Agenda + Roles - PLEASE REVIEW

[External Email]

Hi all,

Attached is the Draft Annotated Agenda for the Community Meeting on Saturday the 17th. There still may be some minor adjustments made tomorrow to confirm meeting logistics (including use of the Chat function) and the presenters, but otherwise this should give you a good sense of the overall flow of the presentation and your roles particularly for the small group discussion. I'll also plan to share this with the Community Partners and Google team, please forward it on to anyone else I missed.

Resources including the templates for note taking and a one-pager of the community

benefits are located [HERE](#) and linked in the annotated agenda. We will also post the final presentation in that folder when it's ready.

Please let me know if you have any questions and we'll see you all **at 9:45am on Saturday.**

Thanks,

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



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# Community Meeting | SJ Downtown West Development Agreement

**Date:** Saturday, April 17, 2021 | **Time:** 10:00-12:00 (log on by 9:45am)

**Format:** Zoom Meeting - <https://sanjoseca.zoom.us/j/99400934077>

Meeting ID: 994 0093 4077 | Phone: 408-638-0968

## Target audiences:

- Community Members (not SAAG members)
- Underrepresented populations including Cafecito participants

## Engagement method:

- Small group break out rooms with report backs
  - Strategic placement of loud voices (with facilitator/relationships)
- Avoid back and forth with staff – hard to be both tight and comprehensive – favor hearing from people
- Take questions in the chat – address when there is space or in writing afterwards
- Request RSVP (indicate preferred language)

## Attendance

### **Community Partners (SOMOS, Trinity, AACSA)**

SOMOS – Oliva Ortiz, Matt Gustafson, Andrea

Portillo, Lupe Guerrero

AACSA – Dotu Hospidales

TRINITY - Steve Sosnowski

**Nicolle Burnham** – *Deputy Director, Capital*

*Projects, Department of Parks, Recreation and*

*Neighborhood Services*

Vic Farlie, *OED*

Cheryl Wessling, *Communications Manager*

Elisabeth Handler, *Public Information Manager,*

*OED*

### **Consultants (Notetakers):**

Dave Javid, Paul Kronser – *Plan to Place*

Diana Benitez, Alessandra Lundin, Wenhao Wu –

*Raimi + Associates*

### **Interpreters:**

#### **Spanish:**

Ana Vidales

Vincent Chang

### **City staff (presenters in bold):**

**Lori Severino** – *Diridon Project Manager*

**Nanci Klein** – *Director of Economic Development*

**Rosalynn Hughey** – *Deputy City Manager*

Robert Manford – *Deputy Director, Planning,*  
*Building and Code Enforcement (PBCE)*

Tim Rood – *Division Manager, Planning Division*

John Tu – *Supervising Planner, Planning Division*

James Han – *Planner II, Planning Division, PBCE*

Jacky Morales-Ferrand – *Director of Housing*

**Rachel VanderVeen** - *Deputy Director, Housing*  
*Department*

Noel O. Padilla – *Rent Stabilization Program*

**Eric Eidlin** – *Station Planning Manager*

#### **Vietnamese:**

KyAnh

Quy Dao

#### **Google**

Ricardo Benavidez

Ava Bromberg

Andy Wang

Jess Graham

Hideko Anderson

Sandro Tubertini

Faith KiKirkpatrick

Ann Wharton

## PRE-MEETING TASKS – **EVERYONE LOG ON BY 9:45 AM**

1. **SET UP**
  - a. Host = James – help with interpreters
  - b. Co Hosts:
    - i. Dave – to emcee
    - ii. Lori – share screen
    - iii. ALL Facilitators and City Staff- Oliva Ortiz, Matt Gustafson, Andrea Portillo, Lupe Guerrero, Dotu Hospidales, Steve Sosnowskli - Noel O. Padilla, Rachel VanderVeen Nanci Klein, Nicolle Burnham, Cheryl Wessling, Rosalynn Hughey, Jess Zenk, Elisabeth Handler
  - c. Give recording Access to record Interpretation to
    - i. Paul Kronser - will do Vietnamese recording
    - ii. Diana Benitez - will do Spanish recording
2. **Ask Everyone to Rename to add “City of San Jose” or Organization** – before opening to the public at 10:00 am
3. **SET UP Interpreters (After they read the first slide)**
  - a. Interpreters =
    - i. Spanish: Ana Vidales, Vincent Chang
    - ii. Vietnamese: KyAnh, Quy Dao

## ANNOTATED AGENDA

1. **(10:03 - 10:15 AM) WELCOME + LOGISTICS (12 min – Dave and Nanci)**
  - a. **Live Simultaneous Interpretation Note Read by Interpreters and Open Rooms – Dave (3 min)**
    - i. Have interpreters read the slide and pause to make sure that people on Zoom who need interpretation can get into the correct room
    - ii. **Vincent Chang** - Read the Spanish
    - iii. **Quy Dao** - Read the Vietnamese
    - iv. Note that the slideshow was translated and put onto the website for downloading and following along with this presentation
    - v. James to assign Ana Vidales and Vincent Chang to Spanish and KyAnh or Quy Dao to Vietnamese and Rooms
  - b. **Live poll – Dave (5 min)**
    - Previous involvement in process
    - How did you hear about this event
    - Demographic questions
  - c. **Welcome through Agenda – Nanci (4 min)**
    - i. Welcome
    - ii. Introduce project team
    - iii. Agenda and Purpose of the meeting

2. (10:15 – 10:45 AM) DOWNTOWN WEST DA (30 min presentation)

Topics	Slides	Speaker	Minutes
Background + Context	9-17	Rosalynn	3.5
DA introduction/overview (inc Public Benefits framing)	18-26	Lori	3
Affordable Housing	27-28	Rachel	3
Fund + Economic Opportunity	29-35	Nanci	6
Parks/Open Space	36-37	Nicolle	3
Transportation/DISC	38-41	Eric	3.5
Env/DU/Historic Preservation	42-44	Rosalynn	2
Community Benefits Value through Feedback prompts	45-51	Nanci	7

10:30 AM - INTERPRETER TRANSITIONS

3. (10:50 – 11:35 AM) SMALL GROUP DISCUSSION / FEEDBACK SESSION (45 min)

Small Group Resources are saved [HERE](#)

- a. **Dave** will ask if there are any Spanish Speakers that would like to be in a room facilitated in Spanish (ROOM 1) and Vietnamese consecutive interpretation in ROOM 5 through raised hand.
- b. Facilitators, Notetakers and support staff will be assigned to their rooms, and Participants will be manually distributed evenly into 5 Small Groups by James + Dave.
- c. **Note takers** – record your room locally on your computer – you will receive the recording and the CHAT transcript after the meeting and we’ll share a folder to upload them to.
- d. **Facilitators** will mute all mics and inform participants to use the “Raise Hand” feature to contribute and facilitator will unmute them when its their turn. **Participants can also share comments/questions through the CHAT feature (TBD).**
- e. **Facilitators** walk each group through the following discussion prompts:
  - What do you think overall?
  - Which types of strategies, programs, or outcomes would you prioritize to support job readiness and community stabilization using the early payment of \$7.5 million?
  - What are your thoughts on the Fund concept, including the third-party manager structure and the composition of the Community Advisory Committee?
- f. **Note takers** will take notes off screen on a Google Doc tracking with these questions, note templates are located [HERE](#). Note takers try your best to track the CHAT comments and highlight them on the Google Doc.
- g. **Facilitators** spend last 5 minutes of discussion to recap the input received and identify key themes for the report out. Access the Google Doc to follow along.
- h. **City staff reps** will have the PPT ready to screen share if needed if references are made to specific slides
- i. **James** will be providing time checks throughout the small group discussion

11 AM - INTERPRETER TRANSITIONS

11:30 AM - INTERPRETER TRANSITIONS

4. (11:30 – 11:45 AM) SMALL GROUP REPORT BACK (15 min)

- a. Meeting facilitators to report back on key themes from their group discussion (2-3 minutes per group)

<b>GROUPS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Facilitator</b>	SOMOS – Oliva Ortiz  <i>Spanish Facilitation + Consecutive reverse Interpretation</i>	SOMOS - Matt Gustafson	AACSA - Dotu Hospidales	TRINITY - Steve Sosnowskli	SOMOS – Andrea Portillo  <i>Vietnamese Consecutive Interpretation</i>	SOMOS – Lupe Guerrero
<b>Note taker</b>	Diana Benitez	Paul Kronser	Alessandra Lundin	Dave Javid	Wenhao Wu	Lori Severino
<b>Interpreter</b>	Ana Vidales + Vincent Chang <i>for Spanish Consecutive Interpretation for Q+A as needed</i>				Quy Dao + KyAnh <i>for Vietnamese Consecutive Interpretation for Q+A as needed</i>	
<b>City reps</b>	Noel O. Padilla	Rachel VanderVeen	Nanci Klein	Nicolle Burnham, Cheryl Wessling	Rosalynn Hughey	Eric Eldin, Elisabeth Handler
<b>Google rep</b>	Ricardo Benavidez	Ava Bromberg	Andy Wang	Jess Graham Hideko Anderson	Ann Wharton	Sandro Tubertini Faith KiKirkpatrick

**5. (11:45 AM – 12:00 PM) WRAP UP + NEXT STEPS (City Staff and Dave)**

- a. Opportunity for City staff to respond to comments
- b. Quick reminder about next steps and upcoming engagement opportunities

**6. (12:00 PM) ADJOURN**