

EVENT PLAN:

City of Des Moines

Zenith Properties Building Demolition Application EIS

Virtual Public Meeting Event Plan

May 17, 2022

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| PROJECT & EVENT OVERVIEW | <p>The City of Des Moines is providing a public comment period to obtain comments from agencies, tribes, and the public on the Zenith Properties Building Demolition Application EIS.</p> <p>The City is inviting the public to provide verbal comment on the project during an optional “virtual” public meeting to be held on May 17. The meeting will include a brief presentation and facilitated question-and-answer session. Attendees who have registered, joined by computer, and are using computer audio will have the opportunity to submit verbal comments.</p> <p>The public will also be able to provide comment outside of the virtual meeting via traditional mail and an online portal submitted to the City through</p> |
| EVENT GOALS | <ul style="list-style-type: none">• Introduce project to the community and explain the purpose of the environmental impact statement and public comment period.• Provide meaningful opportunity for the public to comment virtually as legally required by EIS process. |
| AUDIENCE | <ul style="list-style-type: none">• General public, Des Moines residents, businesses, and cultural organizations, and potentially public agencies. |
| DATE, TIME, LOCATION | <ul style="list-style-type: none">• Date: Thursday, May 17• Time: 6:00 PM to 8:30 PM• Registration page: https://us02web.zoom.us/j/88541285867 |
| REGISTRATION LANGUAGE | <p>Please join us for a virtual public meeting during the public comment period for the Draft Environmental Impact Statement (EIS) for Zenith Properties Building Demolition Project. The virtual meeting will be held on Thursday May 17, from 6 to 8:30 pm. It is one of several ways the public may provide comments on the Draft EIS. More information is available on the project website.</p> <p>The virtual meeting will include a short presentation, a question-and-answer session about the EIS process, and a public comment forum through the Zoom platform. Participants must register in advance and join from a computer or tablet on the Zoom platform in order to provide verbal comment during this event. If you do not have a device with the Zoom platform, you can listen to the meeting audio by calling (253)-215-8782 and entering the Webinar ID: 885 4128 5867.</p> <p>By registering and participating in the event, you are consenting to being recorded, in accordance with City law and public records practices. To register for the event, first name, last name, address, and email are required.</p> |

| FORMAT | <p>Platform and Registration</p> <ul style="list-style-type: none"> • We will use the Zoom webinar platform. • Participants will register online at the link above. All participants must provide first name, last name, physical address, and email address. • Participants will mark “yes” when registering if they plan to make a public comment. Participants who wish to give comment will need to use the Zoom platform via computer, tablet or smartphone app. • Participants who join by Zoom link can use either computer audio or phone audio. • The team will also provide a “call in” number if people wish to follow the meeting audio. Call in participants will not be able to provide comment during this meeting. <p>Presentation and Public Comment</p> <ul style="list-style-type: none"> • The presentation will begin with an introduction of staff and an overview of the event. • Those joining by Zoom platform will see the presentation slides, see panelists and hear the presenter’s voice. • All public participants will be muted when joining. • Participants will be able to ask questions through a Q&A window. • Colleen will select questions that are relevant to the EIS and direct them to Pamela and Denise. • Colleen will announce the start of the public comment session. • Colleen will announce each person who identified that they would like to make a public comment. Frana will “unmute” public participants one-by-one on Zoom to provide individual comment. • A court reporter will transcribe the entire meeting, including the public comments. • The entire meeting is scheduled to be up to 120 minutes, including a presentation, Q&A, and public comment session. Should it be necessary, allowance will be made to extend the meeting to accommodate all registered attendees. | | | | | | | | | | | | | | | | | | | | |
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| MATERIALS | <ul style="list-style-type: none"> • Event Plan • Registration List • PowerPoint | | | | | | | | | | | | | | | | | | | | |
| EVENT SCHEDULE | <table border="1"> <thead> <tr> <th colspan="3" data-bbox="406 1289 1539 1329">May 17</th> </tr> </thead> <tbody> <tr> <td data-bbox="406 1329 691 1463">6 p.m.</td> <td data-bbox="691 1329 1117 1463">Technology Overview Agenda Review Introductions</td> <td data-bbox="1117 1329 1539 1463">Colleen Toomey, Facilitator, S&A</td> </tr> <tr> <td data-bbox="406 1463 691 1598">6:10 p.m.</td> <td data-bbox="691 1463 1117 1598">Welcome remarks</td> <td data-bbox="1117 1463 1539 1598">Denise Lathrop, SEPA Official, City of Des Moines</td> </tr> <tr> <td data-bbox="406 1598 691 1732">6:15 p.m.</td> <td data-bbox="691 1598 1117 1732">EIS Scoping Overview Project context EIS process overview</td> <td data-bbox="1117 1598 1539 1732">Nicole Lobodzinski, ESA Pamela Xander, ESA</td> </tr> <tr> <td data-bbox="406 1732 691 1829">6:30 p.m.</td> <td data-bbox="691 1732 1117 1829">Public Comment Overview</td> <td data-bbox="1117 1732 1539 1829">Colleen Toomey, Facilitator, S&A</td> </tr> <tr> <td data-bbox="406 1829 691 1890">6:35 p.m.</td> <td data-bbox="691 1829 1117 1890">Public Comment Session</td> <td data-bbox="1117 1829 1539 1890">All participants</td> </tr> </tbody> </table> | | | May 17 | | | 6 p.m. | Technology Overview Agenda Review Introductions | Colleen Toomey, Facilitator, S&A | 6:10 p.m. | Welcome remarks | Denise Lathrop, SEPA Official, City of Des Moines | 6:15 p.m. | EIS Scoping Overview Project context EIS process overview | Nicole Lobodzinski, ESA Pamela Xander, ESA | 6:30 p.m. | Public Comment Overview | Colleen Toomey, Facilitator, S&A | 6:35 p.m. | Public Comment Session | All participants |
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| | 8:25 p.m. | Next Steps and Adjourn | Colleen Toomey, Facilitator, S&A |
| DAY-OF STAFFING ROLES | Name | Organization | Role |
| | Colleen Toomey | S&A | Moderator/Meeting Facilitator |
| | Frana Milan | S&A | Zoom Host/Slide Advancer |
| | Nia Liggins | S&A | Technology Support |
| | Pamela Xander | ESA | Presenter/Q&A Panelist |
| | Nicole Lobodzinski | ESA | Presenter/Q&A Panelist |
| | Crystal McAuliffe | Buell Reporting | Court Reporter |
| | Denise Lathrop | City of Des Moines | Presenter/Q&A Panelist |
| | Susan Cezar | City of Des Moines | Q&A Panelist |
| | Laura Techico | City of Des Moines | Q&A Panelist |
| | Tim George | City of Des Moines | Panelist (if needed) |
| | Matthew Hutchins | City of Des Moines | Panelist (if needed) |
| REPORTING | <ul style="list-style-type: none"> Zoom-generated Q&A report to be shared following the event. Zoom-generated attendance report to be shared following the event. | | |
| ACCESSIBILITY | <ul style="list-style-type: none"> Auto-generate closed captioning will be available through Zoom. | | |
| CONTACT INFO | S&A Team | Phone Number | |
| | Colleen Toomey | (208) 841-6077 | |
| | Frana Milan | (206) 790-9403 | |
| | Nia Liggins | (424) 702-2523 | |
| DELIVERABLE | <ul style="list-style-type: none"> Recording and written transcription of the virtual public meeting | | |