

## EVENT PLAN:

City of Des Moines

Zenith Properties Building Demolition Application EIS - Extended Scoping Period

Virtual Public Meeting Event Plan

August 15, 2022

<b>PROJECT &amp; EVENT OVERVIEW</b>	<p>The City of Des Moines is providing an additional 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 August 15. 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.</p>
<b>EVENT GOALS</b>	<ul style="list-style-type: none"><li>• Introduce project to the community and explain the purpose of the environmental impact statement and public comment period.</li><li>• Provide meaningful opportunity for the public to comment virtually as legally required by EIS process.</li></ul>
<b>AUDIENCE</b>	<ul style="list-style-type: none"><li>• General public, Des Moines residents, businesses, and cultural organizations, and potentially public agencies.</li></ul>
<b>DATE, TIME, LOCATION</b>	<ul style="list-style-type: none"><li>• <b>Date:</b> Monday August 15, 2022</li><li>• <b>Time:</b> 6:00 PM</li><li>• <b>Registration page:</b> <a href="https://us02web.zoom.us/j/88541285867">https://us02web.zoom.us/j/88541285867</a></li></ul>
<b>REGISTRATION LANGUAGE</b>	<p>Please join us for a second virtual public scoping meeting during the public comment period for the Draft Environmental Impact Statement (EIS) for the Zenith Properties Building Demolition Application.</p> <p>It is one of several ways the public may provide comment on the scope of the Draft EIS. You can also comment using traditional mail or our online comment form. The virtual meeting will be held on Monday, August 15, at 6 pm. Participants should register in advance and plan to join at 6 pm sharp.</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. The meeting will conclude when the last registered participant has given comment. Comments will be received in alphabetical order by last name.</p>

	<p>This meeting will be recorded by Zoom and all comments during the formal comment period will be documented for official public record.</p>		
<b>FORMAT</b>	<p><b>Platform and Registration</b></p> <ul style="list-style-type: none"> <li>• We will use the Zoom webinar platform.</li> <li>• Participants will register online at the link above. All participants must provide first name, last name, physical address, and email address.</li> <li>• 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.</li> <li>• Participants who join by Zoom link can use either computer audio or phone audio.</li> <li>• 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.</li> </ul> <p><b>Presentation and Public Comment</b></p> <ul style="list-style-type: none"> <li>• The presentation will begin with an introduction of staff and an overview of the event.</li> <li>• Those joining by Zoom platform will see the presentation slides, see panelists and hear the presenter’s voice.</li> <li>• All public participants will be muted when joining.</li> <li>• Participants will be able to ask questions through a Q&amp;A window.</li> <li>• Pamela will select questions that are relevant to the EIS and direct them to the project team as needed.</li> <li>• Colleen will announce the start of the public comment session.</li> <li>• 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.</li> <li>• A court reporter will transcribe the entire meeting, including the public comments.</li> <li>• The entire meeting is scheduled to be up to 120 minutes, including a presentation, Q&amp;A, and public comment session. Should it be necessary, allowance will be made to extend the meeting to accommodate all registered attendees.</li> </ul>		
<b>MATERIALS</b>	<ul style="list-style-type: none"> <li>• Event Plan</li> <li>• Registration List</li> <li>• PowerPoint</li> </ul>		
<b>EVENT SCHEDULE</b>	<b>May 17</b>		
	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	Pamela Xander, ESA

		EIS process overview	
	6:30 p.m.	Public Comment Overview	Colleen Toomey, Facilitator, S&A
	6:35 p.m.	Public Comment Session	All participants
	TBD	Next Steps and Adjourn	Colleen Toomey, Facilitator, S&A
<b>DAY-OF STAFFING ROLES</b>	<b>Name</b>	<b>Organization</b>	<b>Role</b>
	Colleen Toomey	S&A	Moderator/Meeting Facilitator
	Frana Milan	S&A	Zoom Host/Slide Advancer
	Aliah Marzolf	S&A	Technology Support
	Pamela Xander	ESA	Presenter/Q&A Panelist
	Crystal McAuliffe	Buell Reporting	Court Reporter
	Denise Lathrop	City of Des Moines	Presenter/Q&A Panelist
	Laura Techico	City of Des Moines	Q&A Panelist
	Tim George	City of Des Moines	Panelist (if needed)
<b>REPORTING</b>	<ul style="list-style-type: none"> <li>Zoom-generated Q&amp;A report to be shared following the event.</li> <li>Zoom-generated attendance report to be shared following the event.</li> </ul>		
<b>ACCESSIBILITY</b>	<ul style="list-style-type: none"> <li>Auto-generate closed captioning will be available through Zoom.</li> </ul>		
<b>CONTACT INFO</b>	<b>S&amp;A Team</b>	<b>Phone Number</b>	
	Colleen Toomey	(206) 775-8320	
<b>DELIVERABLE</b>	<ul style="list-style-type: none"> <li>Recording and written transcription of the virtual public meeting</li> </ul>		