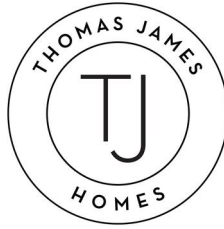


ATTACHMENT E



NOTICE OF VIRTUAL INFORMATIONAL NEIGHBORHOOD MEETING RELATED TO A PROPOSED SINGLE-FAMILY RESIDENTIAL PROJECT AT 311 HAWTHORNE AVENUE

You are invited to attend a virtual neighborhood meeting with representatives from Thomas James Homes to discuss a proposal to construct a new 3,261-square-foot, two-story, single-family residence with an attached accessory dwelling unit and an attached two-vehicle garage at 311 Hawthorne Avenue.

This scope of work requires approval of a Design Review Application from the City of Los Altos.

Copies of the latest proposed site plan and building elevations have been included for your reference.

The previous version of the plans was distributed in June 2022.

The virtual meeting will be held on **January 10, 2022, at 5:30 P.M.** Please utilize the following information to access the virtual meeting:



JOIN US!

Scan Code or Use Link Below

ZOOM Link:

<https://us06web.zoom.us/j/83638442813?pwd=U1VYzZBvVHFxd1drZUpuYmtodUV4QT09>

Phone: +1 669 900 6833 US (San Jose)

Meeting ID: 836 3844 2813

Meeting Passcode: 077633

To attend the virtual meeting, you may enter the Zoom link into your internet browser, scan the provided QR code or call into the meeting. Please feel free to email Aaron Hollister of Thomas James Homes (contact info below) for an electronic Zoom link that does not need to be manually entered. Please note that you are not required to be visible to others to participate in the meeting. Please be sure that the mute button is not in use should you want to speak.

The purpose of this meeting is to receive comments from the neighborhood regarding our latest plans.

After this meeting, the city's Design Review Commission will render a decision on the project's design at a future commission meeting. You will receive another notice from the city regarding the time and date of the Design Review Commission meeting if you wish to attend the meeting. The city's notice will also contain details on how neighbors can participate in the public process associated with the Design Review Commission meeting.

Please contact Aaron Hollister of Thomas James Homes at ahollister@tjhusa.com and/or 650-562-8082 if you have any questions or comments or wish to arrange for an alternative meeting time or location to discuss the project.



Neighborhood Outreach Summary

Neighborhood Meeting/Notice

Date: January 10, 2023

Time: 5:30pm

A notice was sent via certified mail to all owners and occupants within 300 feet of the project site on December 16, 2022. The notice contained information on the virtual meeting time, date, and login information, as well as the latest plans. The neighborhood meeting notice was also posted at the site.

Attendees:

- Tom Sartor – next door neighbors at 319 Hawthorne Avenue
- Joannie Wang – neighbor at 280 Hawthorne Avenue

Comments

- The fence design and location were discussed with the adjacent neighbor at 319 Hawthorne Avenue. The neighbor's preference was to have an angled corner on the Hawthorne Avenue frontage near the shared property line. There were no other comments provided on the fence design and location.
 - The fence design has been revised with angled corner. The plans now reflect this design. The area between the Hawthorne Avenue frontage and the corner fence area will be landscaped with plantings that will not exceed four feet in height to allow for adequate sight distance from the neighbor's driveway.
- The neighbor at 319 Hawthorne Avenue had questions leading up to the meeting. These questions were related to the construction schedule, site addressing, landscape plan, and the health of a redwood tree proposed for retention.
- The neighbor at 319 Hawthorne Avenue was supportive of the project.
- The neighbor at 280 Hawthorne Avenue did not have questions or comments.

First Neighborhood Notice

Date: June 16, 2022

Time: 5:30pm

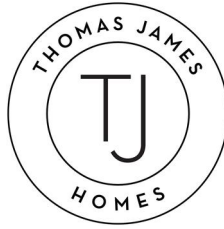
A notice was sent via certified mail to all owners and occupants within 300 feet of the project site on June 16, 2022. The notice contained the applicant's direct contact information and the originally proposed project plans.

**Comments**

- The neighbor at 319 Hawthorne Avenue reached out for coordination on the proposed fencing. The applicant and neighbor found a fencing solution with the most recent plans.
- The neighbors at 319 Hawthorne Avenue and 250 S Gordon Way reached out for clarifications on the site plan.

In-Person Outreach

- The applicant team has reached out to neighbors in-person on several occasions to introduce the applicant, coordinate on fence design, and to provide direct contact information.



NOTICE OF VIRTUAL INFORMATIONAL NEIGHBORHOOD MEETING RELATED TO A PROPOSED SINGLE-FAMILY RESIDENTIAL PROJECT AT 311 HAWTHORNE AVENUE

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This scope of work requires approval of a Design Review Application from the City of Los Altos.

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JOIN US!

Scan Code or Use Link Below

ZOOM Link:

<https://us06web.zoom.us/j/83638442813?pwd=U1VYzZBvVHFxd1drZUpuYmtodUV4QT09>

Phone: +1 669 900 6833 US (San Jose)

Meeting ID: 836 3844 2813

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The purpose of this meeting is to receive comments from the neighborhood regarding our latest plans.

After this meeting, the city's Design Review Commission will render a decision on the project's design at a future commission meeting. You will receive another notice from the city regarding the time and date of the Design Review Commission meeting if you wish to attend the meeting. The city's notice will also contain details on how neighbors can participate in the public process associated with the Design Review Commission meeting.

Please contact Aaron Hollister of Thomas James Homes at ahollister@tjhusa.com and/or 650-562-8082 if you have any questions or comments or wish to arrange for an alternative meeting time or location to discuss the project.



Dear Neighbor,

I would like to take this opportunity to introduce Thomas James Homes to the neighborhood. Thomas James Homes is a nationally recognized luxury homebuilder that has completed more than 800 quality residential projects over the past decade. We have distinguished ourselves by building homes of exceptional quality and design.

We are proposing a new single-family residence on the vacant property at **311 Hawthorne Avenue**. The home is proposed as a two-story home containing 3,820 square feet. An attached two-vehicle garage and an attached accessory dwelling unit are also proposed.

We would like to provide you with an opportunity to review the enclosed proposal and provide comments and ask questions. Neighbors are being provided this notice as a courtesy early in the process.

Please note that the enclosed plans are preliminary and may change due to modifications by Thomas James Homes and/or the City of Los Altos. The plans will be reviewed by the city's Planning Division for compliance with applicable zoning and residential design guideline standards. After this review is completed, the city's Design Review Commission (DRC) will ultimately render a decision on the project's design.

If approved by the DRC, the city will review the project's various construction drawings and will issue applicable permits. The total construction time typically takes 12 months after the project's building permit is issued.

Please do not hesitate to contact me at ahollister@tjhusa.com or 650-562-8082 if you have any questions, comments, or concerns about the project.

Sincerely,

Aaron Hollister
Senior Development Manager at Thomas James Homes

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Kenneth Tsai
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Stephen & Amy Tam
 298 Gordon Way
 Los Altos, CA 94022

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Alexander & Bo Macinnis
 285 Hawthorne Ave
 Los Altos, CA 94022

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Wen Chen
 280 Hawthorne Ave
 Los Altos, CA 94022

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Thomas Sartor
 319 Hawthorne Ave
 Los Altos, CA 94022

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Sf21g Llc
 311 Hawthorne Ave
 Los Altos, CA 94022

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Peter & Anne Astiz
220 Gordon Way
Los Altos, CA 94022

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Verna Sinsley
207 Gordon Way
Los Altos, CA 94022

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John Elms
249 Gordon Way
Los Altos, CA 94022

6379 959T 0000 0140 2202

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Harold Stenfort
235 Gordon Way
Los Altos, CA 94022

2549 959T 0000 0140 2202

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Ian Massey
250 Gordon Way
Los Altos, CA 94022

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William Mavity
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James March
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James & Patricia Rogers
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Nathan & Janel Giesselman
 323 Hawthorne Ave
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Paul & Jill Jene
 340 Hawthorne Ave
 Los Altos, CA 94022

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Street and Apt

City, State, ZIP

6/16/2022

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FROM 94065

S88427.108



Paul & Jill Jene
or Current Neighbor
340 Hawthorne Ave
Los Altos, CA 94022

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FROM 94065

S88427.123



Nathan & Janel Giesselman
or Current Neighbor
323 Hawthorne Ave
Los Altos, CA 94022

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Los Altos, CA 94022

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City, State, ZIP

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062S0011687008
FROM 94065

S88427.109



LOS ALTOS, CA 94022

John Elms
or Current Neighbor
249 Gordon Way
Los Altos, CA 94022

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- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$

Postage

\$

Total Postage

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Street and Apt

City, State, ZIP

6/16/2022

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FROM 94065

S88427.112



Verna Sinsley
or Current Neighbor
207 Gordon Way
Los Altos, CA 94022

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Extra Services & Fees (check box, add fee as appropriate)

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- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$

Postage

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Total Postage

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Street and Apt

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6/16/2022

CERTIFIED
FIRST-CLASS MAIL
062S0011687008
FROM 94065

S88427.111



Stephen & Amy Tam
or Current Neighbor
298 Gordon Way
Los Altos, CA 94022

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<input type="checkbox"/> Adult Signature Required	\$
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Postage \$

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

S88427.114

Postage \$

Total Postage \$

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Street and Apt. _____

City, State, Zip _____

Ian Massey
 or Current Neighbor
 250 Gordon Way
 Los Altos, CA 94022

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<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage \$

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

S88427.113

Postage \$

Total Postage \$

Sent To _____

Street _____

City, State, Zip _____

Peter & Anne Astiz
 or Current Neighbor
 220 Gordon Way
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9321

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OFFICIAL USE stamps.com

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage \$

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

S88427.116

Postage \$

Total Postage \$

Sent To _____

Street and Apt. _____

City, State _____

Samuel Chang
 or Current Neighbor
 318 Hawthorne Ave
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9336

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Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage \$

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

S88427.115

Postage \$

Total Postage \$

Sent To _____

Street and Apt. _____

City, State _____

Kenneth Tsai
 or Current Neighbor
 305 Gordon Way
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9314

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Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage \$

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

S88427.118

Postage \$

Total Postage \$

Sent To _____

Street _____

City, State, Zip _____

Harold Stenfort
 or Current Neighbor
 235 Gordon Way
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9369

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Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage \$

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

S88427.117

Postage \$

Total Postage \$

Sent To _____

Street _____

City, State, Zip _____

James & Patricia Rogers
 or Current Neighbor
 327 Hawthorne Ave
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9291

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Certified Mail Fee
 \$ _____

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postage
 \$ _____

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

Wen Chen
 or Current Neighbor
 280 Hawthorne Ave
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9307

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Certified Mail Fee
 \$ _____

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postage
 \$ _____

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

LOS ALTOS, CA 94022

William Mavity
 or Current Neighbor
 288 Gordon Way
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9260

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Certified Mail Fee
 \$ _____

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postage
 \$ _____

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

James March
 or Current Neighbor
 331 Hawthorne Ave
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 1285 9284

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Certified Mail Fee
 \$ _____

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postage
 \$ _____

6/16/2022
CERTIFIED FIRST-CLASS MAIL
 062S0011687008
 FROM 94065

Thomas Sartor
 or Current Neighbor
 319 Hawthorne Ave
 Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions