

December 9, 2021

Ms. Melanie Hanssen, Chair  
Los Gatos Planning Commission  
Town of Los Gatos  
110 E. Main Street  
Los Gatos, CA 95030

**RE: Community Engagement Update  
Rebuild of Los Gatos Meadows**

Dear Ms. Hanssen:

This letter supplements our prior justification letter of July 27, 2021 (“July 2021 Justification Letter”), related to the rebuild of Los Gatos Meadows (the “project”), the 10.84-acre site located at 110 Wood Road (APN 510-47-038) at the intersection of Wood Road and S. Santa Cruz Avenue in Los Gatos.

Since July, no attributes of the proposed project have changed. However, we have continued to convey and receive communications with our neighbors with the intent of maintaining an open and fluid dialogue as our project move through the Town’s planning process. Accordingly, I am providing this letter to provide more current information specifically focused on our community outreach efforts.

We have invested approaching four years participating in community outreach efforts with our former residents, our neighbors, stakeholders, local business community members, and community residents to understand the concerns and needs specific to senior housing on this site. During this time, Covia Communities has consistently and carefully considered and integrated this input as we have developed and refined our site plan to rebuild Los Gatos Meadows. We believe these efforts have resulted in submittal to the Town that reflects our commitment to engage, listen and respond to the concerns expressed during our outreach process.

Since July 2021, we have held our 9<sup>th</sup> open house meeting with neighbors with a focus on additional details related to our plans for our autonomous vehicle service and to provide an update regarding expected next steps in the approval process. Questions and issues raised in that meeting are outlined herein in Appendix D.

We are currently targeting January 5<sup>th</sup>, 2022, for our next open house meeting.

To further facilitate dissemination of information to the community, the project team periodically updates a Frequently Asked Questions (FAQ) document and posts this document to the Los Gatos Meadows page of the Covia web site: <https://covia.org/los-gatos-meadows/>

At this same address, we have also posted a video summary of our rebuild proposal as well as a video that specifically focuses on the autonomous vehicle service we intend to implement as part of the development.

While we appreciate that not every neighbor will be supportive of every attribute of our project, the project team is confident that if the project we are proposing is developed it will contribute to improving the immediate neighborhood as well as substantially benefit the broader community.

Respectfully,



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Francesco J. Rockwood  
Rockwood Pacific Inc.  
Applicant

**Attachments**

- Most Current FAQ Document
  - Letter to Neighbors Dated October 12, 2021
  - Updated Listing of Meetings with Neighbors and Community (Appendix D)
  - Updated Listing of Communications (Appendix E)
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# Los Gatos Meadows

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## Los Gatos Meadows Proposal Frequently Asked Questions

October 2021

### **Q1: What is the Los Gatos Meadows proposal?**

A1: Our proposal to rebuild Los Gatos Meadows aims to provide innovative senior care and housing on a safe and modern campus that ensures the well-being of residents, employees and neighbors. It will include sustainable, accessible and state-of-the-art features that are integrated with existing resources and are aligned with the Town of Los Gatos' long-term vision. We're committed to working closely with the community and Town leaders to ensure a transparent and thoughtful proposal review process.

### **Q2: What is the status of the proposal?**

A2: Rockwood Pacific Inc. on behalf of Covia, the non-profit owner of Los Gatos Meadows, submitted a formal application for re-development review for 110 Wood Road to the Town of Los Gatos Planning Division on Jan. 22, 2020. The project application and all related documents (inclusive of the Draft Environmental Impact Report and supporting technical appendices) are available on the Town of Los Gatos website ([www.losgatos.com](http://www.losgatos.com)) and at <https://www.losgatosca.gov/2393/W>.

### **Q3: What is the expected timeline for the rebuild proposal?**

A3: We anticipate the Planning Division hearing will be scheduled for the later part of 2021 followed by a Town Council hearing. Preparation of construction documents and permit approvals are likely to take at least another 18 months. The soonest construction would start is mid-2024 and we anticipated it lasting two and a half years.

### **Q4: What is happening now to the buildings and grounds?**

A4: Since the Los Gatos Meadows facility closed Sept. 30, 2019, Covia has provided on-site property management and security, ensuring the campus remains safe from fire, trespassing, vandalism and dumping, and providing ongoing maintenance as needed. Covia has erected a perimeter fence around the main campus and has posted no trespassing signs. We do not anticipate demolishing our existing facilities until we have a permit for the rebuild proposal.

### **Q5: Why did Los Gatos Meadows close?**

A5: Covia concluded in early 2019 after a rigorous facilities assessment that continuing operations of the 48-year-old Los Gatos Meadows facility presented too great a safety risk to our residents and employees. We worked closely with all our residents, their families, our employees, neighbors and the Town of Los Gatos to ensure a thoughtful and smooth closing on Sept. 30, 2019.



# Los Gatos Meadows

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## **Q6: Who is managing the proposal?**

A6: Covia, the long-standing Los Gatos Meadows non-profit property owner/operator with 50 years' experience managing senior living communities, is overseeing the proposal. Covia recently affiliated with Front Porch, a not-for-profit family of senior communities and partnerships. The two organizations are stronger together in an evolving marketplace and have increased their ability to support services and growth.

Covia has retained Rockwood Pacific Inc. to provide development management services. Other members of the team include Perkins Eastman (site planning and architecture); Kimley-Horn (planning and civil engineering); and Gates + Associates (landscape architecture).

## **Q7: What is the visual impact of the project on the surrounding community?**

A7: Covia intends to erect story poles on all perimeter buildings to provide the community with the anticipated visual impact of the proposal for Los Gatos Meadows. We anticipate the story poles will be erected early fall and will remain in place until completion of the public hearings that are expected in the fall.

## **Q8: What is current plan for erecting story poles?**

A8: We proposed a minor modification in late 2020 to permit fewer poles than required because sections of the site with either no or limited visual access would be of limited value in assisting the community in its understanding of the visual impacts of the project. We withdrew this request based on feedback from our neighbors. We subsequently selected a contractor experienced in erecting and maintaining story poles for projects similar to ours. The contractor raised safety concerns about employing the mesh material as specified in the Town policy. Thus, we are requesting that the Town modify its Story Pole Policy to permit us to connect the story poles with flag ropes. To be clear, we are NOT requesting any changes to the number or placement of story poles.

## **Q9: Who will own and operate the proposed Los Gatos Meadows?**

A9: Covia, as part of its recent affiliation with non-profit Front Porch, intends to operate the proposed community and to retain full control of the property.

## **Q10: Are there any updates regarding the "Town Integration Plan"?**

A10: Yes, design and programs for the proposed community may include improved quality-of-life experiences for residents, increased accessibility to Los Gatos businesses, and fewer car trips.

## **Q11: Is the proposed project expected to affect the Town of Los Gatos' Regional Housing Needs Assessment (RHNA)?**



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A11: No. The current and proposed use is as a Continuing Care Retirement Community. The proposal is to amend and replace an existing Planned Development. These actions are not expected to affect the Town's RHNA calculations.

**Q12: What are the plans for Farwell Lane?**

A12: The proposal would minimize on-campus interactions between vehicles and pedestrians.

**Q13: How do I get information regarding pricing, units and services?**

A13: Information about pricing and services is not expected to be available until 2022. Please send your name, mailing address and email address to Susan Rockwood ([susan@rockwoodpacific.com](mailto:susan@rockwoodpacific.com)) to be added to a list of interested future residents.

**Q14: How can I receive updates about the Los Gatos Meadows proposal? Who do I contact if I have questions?**

A14: Please visit our website - <https://covia.org/los-gatos-meadows/> - to stay informed about the proposal or the Town of Los Gatos Planning Division's website at <https://www.losgatosca.gov/2393/W>. Covia has retained Rockwood Pacific Inc. to assist in the management of the proposal. Please contact Frank Rockwood of Rockwood Pacific Inc. by emailing [frank@rockwoodpacific.com](mailto:frank@rockwoodpacific.com) for further details about information sessions and open houses.



**Los Gatos Meadows**  
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July 20, 2021

Dear Neighbor:

I hope you and your family are well as we continue to chart our way through these unusual times.

We are writing to **invite you to our next Open House, which will take place on August 9<sup>th</sup> at 7:00 pm.** At this meeting, we will provide a general update on the status of the project and address new questions. We intend to provide an opportunity for you to either participate in person or via Zoom.

Please note that we are currently targeting installation of story poles in late September and expecting our project to be reviewed at the October 27<sup>th</sup> planning commission hearing.

Attached is updated frequently asked questions (FAQ) document.

If you are interested in participating in this meeting, please send your name, address and email to [susan@rockwoodpacific.com](mailto:susan@rockwoodpacific.com) and she will provide you additional meeting details.

If you have any questions that you would like us to address, please send them to Frank Rockwood of Rockwood Pacific at [frank@rockwoodpacific.com](mailto:frank@rockwoodpacific.com).

To stay updated on the status of Los Gatos Meadows (including access to the most current FAQ document), we invite you to visit our website at <https://covia.org/los-gatos-meadows/>, attend our information sessions/Open Houses, and/or contact Frank Rockwood at [frank@rockwoodpacific.com](mailto:frank@rockwoodpacific.com).

Please pass along this invitation to anyone who may have an interest in our rebuild project. I look forward to our next visit.

Sincerely,

Chris Ichien  
Vice President of Life Plan Operations for Covia  
(formerly Executive Director of Los Gatos Meadows)

## Appendix D

### Listing of Meetings with Neighbors and Community

Type of Meeting	Date	Time	Location	Attendee	Notes from Meeting	Outcome
Open House 1	03/08/18	7:30-9PM	Los Gatos Meadows	Maria Ristow, Irving & Evelyn Mitsunaga, Robert Mullan(Toll House)	General introduction of intent to rebuild Los Gatos Meadows	Kicked-off neighborhood communications plan
Open House 2	04/18/18	7-8PM	Los Gatos Meadows	Julie Ritter Southern, Maria Ristow, Claire LeClaire, Cathy Colgan	General introduction of intent to rebuild Los Gatos Meadows; similar material to first meeting	Kicked-off neighborhood communications plan
Open House 3	05/03/18	7-8PM	Los Gatos Meadows	Karen Kurtz, Linda Iversen, Sue Fairley	Attendees interested in architecture and supplemental transportation options	Design team elevated analysis of supplemental transportation alternatives
Open House 4	05/20/18	3-4PM	Los Gatos Meadows	John and Jean Richardson, Stanford Stickney and 3 other family members	Questions related to timeline, storm drainage, and fire risk	Resolved current storm drain issue and initiated planning to mitigate fire risk through brush removal
Focus Groups (3 Sessions)	10/2/2018 - 10/3/2018	Varies	Toll House	36 older adults participated in 3 sessions. Participants were drawn from the local area. Participants were promised confidentiality.	Sensitive to how various attributes or requirements may drive cost, supplemental transportation system very important, limited enthusiasm for LEED certification but recycling and energy efficiency important, limited enthusiasm for facilitating non-residents/non-guests on campus, preference for larger, more spacious units, recommendation to minimize long corridors, preference for multiple dining venues and ample on-site amenities such as fitness center, walking trails, access to town, casual dining, library, coffee shop, and access to on-site support care.	Design team made applicable refinements to concept plan
Open House 5	12/06/18	7-8PM	Los Gatos Meadows	Julie Ritter Southern, Matt and Marlana Hood and friend, Mike Wasserman	Question about timing, policy related to relocation of existing residents, impact on visibility to neighbors above, use of solar panels and roof color, impacts on traffic (with specific concerns about summer traffic), site security during closure, parking, noise impacts and construction parking. Requested advance notifications of all construction work that could affect access. Some residents on Wood Road would prefer that Farwell Lane continue to support regular vehicle traffic. A video summary of the meeting was posted at: <a href="https://vimeo.com/278024461">https://vimeo.com/278024461</a>	Feedback informed further refinement to concept plan. With regard to Wood Road traffic impacts, design team is prioritizing minimizing errant trips up Wood Road past the main entrance, and more importantly, further prioritizing the supplemental transportation system to convert more trips to autonomous vehicle, pedestrian or bike trips. Also, currently planning to include solar panels.
Open House 6	10/10/19	7-8PM	Toll House	Julie Ritter Southern, Maria Ristow, Jamie Garcia & Friend, Irving & Evelyn Mitsunaga	Questions about Wood Road traffic, availability of Wood Road for evacuation, potential impact of project on housing element, and recommendation to deploy goats to further reduce fire risk. Request for copy of facts and figures table.	Confirmed that project not expected to affect housing element. Planning to deploy goats on property this spring; planning to make commitment to make Wood Road available for evacuation during emergencies.
Open House 7	03/05/20	7-8PM	Los Gatos United Methodist Church	None	General heightened sensitivity due to COVID-19 may have been a factor in suppressing turnout.	Produced and circulated video update; available at Covia/Los Gatos Meadows website <a href="https://covia.org/los-gatos-meadows/">https://covia.org/los-gatos-meadows/</a>
Open House 8	12/03/20	7-8PM	Zoom Meeting	Julie Ritter Southern, Fred Lester, Matt Wood, Zane Rowe, Gary/Jamie Garcia, Clair LaClair, Evelyn/Irving Mitsunaga, Robert Macartney, Matthew Bigge	Green roof (Fred), Solar (Julie), incline elevator (Fred), security current through construction (Matt), views from 135 Wood and story pole modification request (Julie), visualization from 100 Wood Rd (Matt), Condo v. CCRC (Julie), fire evacuation (Matt), parking for construction (Fred), construction traffic (Matt)	Provided advance notice of intent to seek modification to Town's Story Pole Policy

## Appendix D

### Listing of Meetings with Neighbors and Community

Type of Meeting	Date	Time	Location	Attendee	Notes from Meeting	Outcome
Public Hearing - Story Pole Exception Request	01/19/21	7-9PM	Zoom Meeting	Town Council and Town Staff (in advance of meeting, staff received letters from Claire Southern, Matthew Southern and Mark Rigoli (via Council Member Maria Ristow)	No public comments; council members discussed merits and concerns regarding proposal	Consideration for request for fewer poles continued to future council meeting (subsequently withdrew modification request)
NOP Meeting	02/25/21	7-7:15PM	Zoom Meeting	Presenters: Joel Paulson, Jocelyn Shoopman, Sean Mullin, Terri Wissler Adam (EMC Planning). Public Attendees: Matt Hood	Matt Hood inquired about availability of video recording of the NOP meeting	
Open House 9	08/09/21	7-8PM	Zoom Meeting	Presenters: Frank Rockwood, Mark Falgout, David Gates, Chris Ichien	Comments and questions related to: clarify visual impacts (during and after construction), number of expected truck trips, construction hours, placement of parking, project schedule, emergency circulation and clarification of employee break area	
City Council Public Hearing - Story Pole Exception Request	10/19/21	7-10PM	Zoom Meeting	Town Council and Town Staff (in advance of meeting, staff received letters from Julie Southern, Esther Grant and Andrew Ghofrani)	Frank Rockwood and Mark Falgout stepped through request. No public comments; council members discussed merits and concerns regarding proposal as well as addressed policy in general	Request was granted to use flags versus netting with condition of using 2 rows of flags.
Open House 10	1/5/2022 (Target Date)	7-8PM	Zoom Meeting	TBD	TBD	TBD



## Appendix E Listing of Communications

DATE	DESCRIPTION	CONSTITUENCY	COMM_TYPE	INDIVIDUALS	COVIA_TEAM_REPRESENTATIVES
10/23/2017	Meeting with Town Attorney and Planning	Town	In-Person Meeting	Laurel Prevetti, Joel Paulson, Robert Schultz	Frank Rockwood, Laura Worthington-Forbes, Barbara Schussman
2/7/2018	Meeting with Fire Department	Town	In-Person Meeting	Fardean Amadhani, Tracy Staiger	Frank Rockwood, Mark Falgout
2/7/2018	Open House 1 Invitation	Neighbors	Letter	[Sent to neighborhood distribution list]	Letter from Kevin Gerber
3/8/2018	Tour with Town Staff	Town	Tour	Laurel Prevetti, Joel Paulson	Frank Rockwood, Kevin Gerber, Chris Ichien, Eric Morley
3/8/2018	Open House 1 meeting	Neighbors	In-Person Meeting	Maria Ristow, Irving & Evelyn Mitsunaga, Robert Mullan (Toll House)	Frank Rockwood, Chris Ichien, Eric Morley, Kevin Gerber, Ron Schaefer
3/8/2018	Resident Council 1 Meeting	Residents	In-Person Meeting	[Los Gatos Meadows residents]	Frank Rockwood, Chris Ichien, Eric Morley, Kevin Gerber, Ron Schaefer
4/2/2018	Open House 2 Invitation	Neighbors	Letter/Email	[Sent to neighborhood distribution list]	Letter from Chris Ichien
4/8/2018	Open House 2 Next Door Posting by Ristow	Neighbors	NextDoor		
4/13/2018	Meeting with Toll House Hotel	Organizations	In-Person Meeting	Jason Bogan, Robert Mullan	Frank Rockwood
4/18/2018	Open House 2 meeting	Neighbors	In-Person Meeting	Julie Ritter Southern, Maria Ristow, Claire LeClair, Cathy Colgan	Chris Ichien, Frank Rockwood, Mark Falgout, Eric Morley
4/18/2018	Resident Council 2 Meeting	Residents	In-Person Meeting	[Los Gatos Meadows residents]	Chris Ichien, Frank Rockwood, Mark Falgout, Eric Morley
4/23/2018	Tour with Council Member	Town	Tour	Barbara Spector	Chris Ichien, Frank Rockwood, Mary McMullin, Eric Morley
4/23/2018	Meeting with Town Attorney	Town	In-Person Meeting	Robert Schultz, Joel Paulson	Bill Tobin, Frank Rockwood, Eric Morley, Barbara Schussman
4/24/2018	Open House 3 & 4 Invitation	Neighbors	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
4/30/2018	Meeting with Toll House	Organizations	In-Person Meeting	Jason Bogan	Frank Rockwood
4/30/2018	Meeting with Town Official	Town	In-Person Meeting	Monica Renn	Frank Rockwood
4/30/2018	Tour with Council Member	Town	Tour	Marico Sayoc	Chris Ichien, Frank Rockwood, Diana Jamison, Eric Morley
5/1/2018	Open House 3 Next Door Posting by Ristow	Neighbors	NextDoor		
5/3/2018	Meeting with Toll House business	Organizations	In-Person Meeting	Fred Lester, Dave Lazzarini (at the beginning)	Frank Rockwood, Eric Morley
5/3/2018	Open House 3 meeting	Neighbors	In-Person Meeting	Kurtz, Fairey, Iversen (and Mike Vrevich resident)	David Gates, Chris Ichien, Ron Schaefer, Frank Rockwood, Mark Falgout, E Morley
5/3/2018	Resident Council 3 Meeting	Residents	In-Person Meeting	[Los Gatos Meadows residents]	David Gates, Chris Ichien, Ron Schaefer, Frank Rockwood
5/3/2018	Meeting with Fire	Town	In-Person Meeting	Fardean Amadhani, Tracy Staiger	Frank Rockwood, Mark Falgout, Eric Morley
5/3/2018	Meeting with Planning	Town	In-Person Meeting	Joel Paulson	Frank Rockwood, Mark Falgout
5/4/2018	Tour with Council Member	Town	Tour	Rob Rennie	Chris Ichien, Frank Rockwood, Kevin Gerber, Eric Morley
5/3/2018	Tour with Council Member	Town	Tour	Marcia Jensen	Chris Ichien, Frank Rockwood, Mary McMullin, Eric Morley
5/4/2018	Meeting with Public Works	Town	In-Person Meeting	Jessy Pu, Lisa Pedersen	Frank Rockwood, Mark Falgout, Eric Morley
5/4/2018	Tour with Mayor	Town	Tour	Rob Rennie	Chris Ichien, Frank Rockwood, Kevin Gerber, Eric Morley
5/10/2018	Open House 4 Invitation	Neighbors/Organizations	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
5/17/2018	Emailed Director of Chamber of Commerce	Organizations	Email	Joe Pirzynski	Email from Frank Rockwood
5/20/2018	Open House 4 meeting	Neighbors	In-Person Meeting	John and Jean Richardson, Stanford Stickney and 3 other family members	David Gates, Chris Ichien, Bill Tobin, Frank Rockwood, Mark Falgout
5/22/2018	Emailed Julie Ritter Southern	Neighbors	Email	Julie Ritter Southern	Email from Frank Rockwood
6/4/2018	Emailed Los Gatos Roasting Company	Organizations	Email	Teri Hope	Email from Frank Rockwood
6/4/2018	Emailed McCarthy Ranch	Organizations	Email	Joey McCarthy	Email from Frank Rockwood
6/4/2018	Emailed Time Out Clothing	Organizations	Email	Ginger Rowe	Email from Frank Rockwood
6/10/2018	Emailed Julie Ritter Southern	Neighbors	Email	Julie Ritter Southern	Email from Frank Rockwood
6/11/2018	Emailed Time Out Clothing	Organizations	Email	Ginger Rowe	Email from Frank Rockwood
6/15/2018	Meeting with Los Gatos Roasting Company	Organizations	In-Person Meeting	Teri Hope	Frank and Susan Rockwood
6/15/2018	Meeting with McCarthy Ranch	Organizations	In-Person Meeting	Joey McCarthy	Frank and Susan Rockwood
6/15/2018	Stopped Rural Supply Hardware	Organizations	In-Person Meeting	Ken Nelson	Frank and Susan Rockwood
6/15/2018	Stopped by Cucina Bambina	Organizations	In-Person Meeting	Met with receptionist (Izzy)	Frank and Susan Rockwood
6/15/2018	Stopped by The Spa	Organizations	In-Person Meeting	Met with receptionist	Frank and Susan Rockwood
6/25/2018	Meeting with Time Out Clothing	Organizations	In-Person Meeting	Ginger Rowe	Frank and Susan Rockwood
6/25/2018	Meeting to review views of neighbor	Neighbors	In-Person Meeting	Julie Ritter Southern	Frank Rockwood and Chris Ichien
6/26/2018	Call with Town Not City Representative	Organizations	Call	Rod Teague	Frank Rockwood
6/27/2018	Emailed UMC and Live Oak	Organizations	Email	Jennifer Murdock, Trudy Burling	Email from Frank Rockwood
7/13/2018	Meeting with Council Member	Organizations	In-Person Meeting	Joe Pirzynski	Frank Rockwood, Chris Ichien
7/13/2018	Meeting with The Spa - Los Gatos	Organizations	In-Person Meeting	Patti Rice	Frank Rockwood
7/17/2018	Open House 5 & 6 Invitation and Open House 4 Video Link	Neighbors/Organizations	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
7/18/2018	NextDoor Posting about video	Neighbors/Organizations	NextDoor		
7/19/2018	Meeting with Live Oak and LGUMC	Organizations	In-Person Meeting	Jennifer Murdock, Trudy Burling, Kathy Milnarich	Frank Rockwood and Laura Worthington-Forbes

## Appendix E Listing of Communications

DATE	DESCRIPTION	CONSTITUENCY	COMM_TYPE	INDIVIDUALS	COVIA_TEAM_REPRESENTATIVES
7/20/2018	Emailed neighbor who reached out	Neighbors	Email	James Holtz	Email from Frank Rockwood
7/23/2018	Emailed meeting invitation	Organizations	Email	Ron Tate	Email from Frank Rockwood
7/23/2018	Emailed meeting invitation	Organizations	Email	Shelly Blanchard	Email from Frank Rockwood
7/24/2018	Call with Shelly Blanchard	Organizations	Call	Shelly Blanchard/Cucina Bambina	Frank Rockwood
7/24/2018	Meeting with Fred Lester	Organizations	In-Person Meeting	Fred Lester	Frank Rockwood
7/24/2018	Meeting with Jason Bogan	Organizations	In-Person Meeting	Jason Bogan	Frank Rockwood
7/30/2018	Email from Maria Ristow	Neighbors	Email	Maria Ristow	Email from Frank Rockwood
8/1/2018	Email from Joe Pirzynski	Organizations	Email	Joe Pirzynski	Email from Frank Rockwood
8/28/2018	Announcement re: rescheduling Open House 5 & 6 and commencement of focus groups	Neighbors/Organizations	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
8/30/2018	James Holtz emailed re: focus group	Neighbors	Email	James Holtz	Email from Frank Rockwood
9/25/2018	Survey mailed to people in Town and vicinity	Neighbors/Vicinity	Letter	[Sent to neighborhood distribution list + mailing list for vicinity]	Brook Adams
10/2/2018; 10/3/2018	Focus Groups	Neighbors/Vicinity	In-Person Meeting	3 focus groups of about 12 each	Brook Adams
10/29/2018	Meeting with Town Staff	Town	In-Person Meeting	Laurel Prevetti, Joel Paulson, Robert Schultz	Frank Rockwood, Laura Worthington-Forbes, Eric Morley, Chris Ichien, Barbara Schussman
11/9/2018	Open House 5 Invitation	Neighbors	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
12/6/2018	Open House 5	Neighbors	In-Person Meeting	Julie Southern, Matt and Marlena Hood and friend, Mike Wasserman	D Gates, C Ichien, A Pelley, F Rockwood, M Falgout, E Morley, M McMullin, L Darling
12/6/2018	Resident Council #5 Meeting	Residents	In-Person Meeting	[Los Gatos Meadows residents]	D Gates, C Ichien, A Pelley, F Rockwood, M Falgout, E Morley, K Gerber, M McMullin, L Darling
12/7/2018	Public Works Meeting	Town	In-Person Meeting	Jessy Pu, Lisa Pedersen	Frank Rockwood, Susan Rockwood, Mark Falgout
12/11/2018	Meeting with Town Staff	Town	In-Person Meeting	Laurel Prevetti, Joel Paulson	Frank Rockwood, Eric Morley, Chris Ichien, Mark Falgout
12/11/2018	Meeting w/Town Not City	Organizations	In-Person Meeting	Rod Teague	Frank and Susan Rockwood, Eric Morley, Chris Ichien
12/12/2018	Meeting with Council Member Marico Sayoc	Town	In-Person Meeting	Marico Sayoc	Frank Rockwood, Eric Morley, Chris Ichien
12/12/2018	Meeting with Council Member Steve Leonardis	Town	In-Person Meeting	Steve Leonardis	Frank Rockwood, Eric Morley, Chris Ichien
12/12/2018	Meeting with Chamber	Organizations	In-Person Meeting	Joe Pirzynski, Catherine Somers	Frank Rockwood, Eric Morley, Chris Ichien
12/13/2018	Meeting with Toll House	Organizations	In-Person Meeting	Jason Bogan	Frank and Susan Rockwood, Victor Ceron
12/13/2018	Meeting with Council Member Rob Rennie	Town	In-Person Meeting	Rob Rennie	Frank Rockwood, Eric Morley, Kiran Kaur
12/14/2018	Meeting with Council Member Barbara Spector	Town	In-Person Meeting	Barbara Spector	Frank Rockwood, Mary McMullin
12/18/2018	Emailed link to Open House 5 Video	Town/Org/Neighbors	Email	[sent to email distribution list]	Frank Rockwood
1/29/2019	Meeting with Council Member Marcia Jensen	Town	In-Person Meeting	Marcia Jensen	Frank Rockwood, Mary McMullin, Chris Ichien
2/19/2019	Emails from Maria Ristow and Matt Hood	Neighbors	Email	Maria Ristow, Matt Hood	Frank Rockwood
2/21/2019	Phone Conversation with Rod Teague	Organizations	Call	Rod Teague	Frank Rockwood
2/22/2019	Emails with Fred Lester re: Oak Trees	Organizations	Email	Fred Lester	Frank Rockwood
3/15/2019	Meeting with Caroline and Marc Philippe	Neighbors	In-Person Meeting	Caroline and Marc Philippe	Frank Rockwood, Victor Ceron
3/15/2019	Meeting with Julie Ritter	Neighbors	In-Person Meeting	Julie Ritter Southern	Frank Rockwood, Victor Ceron
5/15/2019	Julie Ritter Emailed re: project status	Neighbors	Email	Julie Ritter Southern	Email from Frank Rockwood
7/8/2019	Email with Caroline Philippe re: ADU/vineyard	Neighbors	Email	Caroline and Marc Philippe	Frank Rockwood
7/25/2019	Meeting with Toll House Hotel	Organizations	In-Person Meeting	Jason Bogan	Frank Rockwood
8/5/2019	Conversation with John Richardson re: status	Neighbors	Call	John Richardson	Frank Rockwood
8/15/2019	Meeting with Joel Paulson and Laurel Prevetti	Town	In-Person Meeting	Joel Paulson, Laurel Prevetti	Frank Rockwood, Laura Worthington-Forbes, David Gates, Chris Ichien
8/15/2019	Meeting with Catherine Somers from Chamber	Organizations	In-Person Meeting	Catherine Somers	Frank Rockwood, Chris Ichien
8/15/2019	Open House 6 Invitation and FAQ's	Neighbors/Organizations	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
8/17/2019	Meeting with Toll House Hotel	Organizations	In-Person Meeting	Abel Veloz	Frank Rockwood, Victor Ceron
9/24/2019	Meeting with Fred Lester	Organizations	In-Person Meeting	Fred Lester and his wife	Frank Rockwood, Victor Ceron
9/24/2019	Meeting with Senior Commission	Town	In-Person Meeting	Arn Andrews, Commission Members	Frank and Susan Rockwood
10/1/2019	Meeting with Julio Hernandez, SDA Church	Town	In-Person Meeting	Julio Hernandez, SDA Church	Victor Ceron
10/10/2019	Open House 6 at Toll House Hotel	Neighbors	In-Person Meeting	Julie Ritter Southern, Jaime Garcia & friend, Irving & Evelyn Mitsunaga, Maria Ristow	F Rockwood, M Falgout, D Gates, C Ichien, V Ceron, V Troncosco, P Hillan
10/14/2019	Response re: OH 6 Questions re: schedule and security and goats	Neighbors	Email	Maria Ristow, Julie Ritter Southern, Irving and Evelyn Mitsunaga, Jaime Garcia	Frank Rockwood
10/25/2019	Email Intro to New Neighbor	Neighbors	Email	Zane Rowe (bought Philippe property)	Frank Rockwood
12/18/2019	Meeting with Town	Town	In-Person Meeting	Joel Paulson, Sally Zarnowitz, Jocelyn Shoopman	Frank Rockwood, Laura Worthington-Forbes, David Hance
2/6/2020	Site Visit with Town Staff	Town	In-Person Meeting	Jocelyn Shoopman, Sally Zarnowitz, Mike Weisz, Robert Gray, Corvell Sparks	Frank Rockwood, Victor Ceron, Chris Ichien, Vincent Troncoso

## Appendix E Listing of Communications

DATE	DESCRIPTION	CONSTITUENCY	COMM_TYPE	INDIVIDUALS	COVIA_TEAM_REPRESENTATIVES
2/11/2020	Letter from Neighbor to Town Staff re: Broadway	Neighbor/Town	Letter	Julie Ritter Southern	NA
2/12/2020	Technical Review	Town	In-Person Meeting	Jocelyn Shoopman, Sally Zarnowitz, Bob Gray, Tracy Staiger	Frank Rockwood, Arch Pelley, Mark Falgout, Kimmy Chen
2/13/2020	Open House 7 Invitation and FAQ's	Neighbors/Organizations	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
3/5/2020	Open House 7 at Los Gatos United Methodist Church	Neighbors	In-Person Meeting	None	Frank Rockwood, Chris Ichien, Victor Ceron, Mark Falgout, David Gates
3/6/2020; 3/10/2020	Maria Ristow inquired re: Open House 7; response addressed possible alternatives to in-person meetings; communicated that Covia is targeting distribution of video summary in May; appreciative of goats	Neighbors	Email	Maria Ristow	Emails to/from Frank Rockwood
4/2/2020	John Richardson inquired re: status; resent February FAQ; communicated that Covia is targeting distribution of video summary	Neighbors	Email	John Richardson	Emails to/from Frank Rockwood
4/14/2020; 4/16/2020	Julie Ritter Southern inquired re: status; complained re: unsightly trash bin; appreciative of goats; responded that Covia is targeting distribution of video summary; committed to removal of unsightly trash bin	Neighbors	Email	Julie Ritter Southern	Emails to/from Frank Rockwood
5/31/2020	Sent link to summary video to neighbors; updated Covia website with link to summary video	Neighbors	Email	[Sent to neighborhood]	Frank Rockwood
6/3/2020	Meeting with Town Staff	Town	Video Meeting	Jocelyn Shoopman	Frank Rockwood, Arch Pelley, Melissa Destout
6/3/2020	Meeting with Fire Department	Town	Video Meeting	Tracy Staiger, Kathy Baker	Frank Rockwood, Mark Falgout, Matt Lissak
6/7/2020	Zane Rowe acknowledged receipt of May 31st email; interested in meeting in person when things return to normal	Neighbors		Zane Rowe	Emails to/from Frank Rockwood
6/10/2020	Meeting with Town Staff re: Land Use CEQA Path	Town	Video Meeting	Jocelyn Shoopman, Sally Zarnowitz, Joel Paulson, Robert Schultz	Frank Rockwood, Barbara Schussman, Laura Worthington-Forbes
6/11/2020	Julie Ritter Southern forwarded link to video; to Justin Draa and Brend Neudecker; requested consideration of another in-person presentation	Neighbors	Email	Julie Ritter Southern	Emails to/from Frank Rockwood
6/12/2020	Meeting with Town Staff re: Story Pole Visualization	Town	Video Meeting	Jocelyn Shoopman, Sally Zarnowitz, Joel Paulson	Frank Rockwood, Mark Falgout, David Gates, Melissa Destout
6/29/2020	Maria Ristow inquired re: status general and tagged trees behind 65 Broadway; tagged trees related to trimming project	Neighbors	Email	Maria Ristow	Emails to/from Frank Rockwood
6/29/2020	Margaret Bielski called about trees at 19 Clifton that appear to be marked for removal; understands that there is a proposal to add two units	Neighbors	Phone Call	Margaret Bielski	Call to/from Frank Rockwood
11/17/2020	Open House 8 Invitation	Neighbors/Organizations	Letter/Email	[Sent to neighborhood & local businesses distribution list]	Letter from Chris Ichien; email from Frank Rockwood
12/2/2020	Meeting with Council Member-Elect Maria Ristow	Town	Video Meeting	Maria Ristow	Frank Rockwood, Chris Ichien, Laura Worthington-Forbes
12/3/2020	Open House 8	Neighbors	Video Meeting	Julie Ritter Southern, Fred Lester, Matt Wood, Zane Rowe, Gary/Jamie Garcia, Claire LeClair, Evelyn/Irving Mitsunaga, Robert Macartney, Matthew Bigge	Frank Rockwood, Chris Ichien, David Gates, Victor Ceron, Laura Worthington-Forbes, Mark Falgout, Laura Darling
12/3/2020	Meeting with Council Member Marico Sayoc	Town	Video Meeting	Marico Sayoc	Frank Rockwood, Chris Ichien, Laura Worthington-Forbes
12/4/2020	Meeting with Jocelyn Shoopman	Town	Video Meeting	Jocelyn Shoopman	Frank Rockwood, Mark Falgout, Laura Worthington-Forbes
12/9/2020	Meeting with Council Member Rob Rennie	Town	Video Meeting	Rob Rennie	Frank Rockwood, Mary McMullin, Laura Worthington-Forbes
1/11/2021	Letter from Neighbor to Town Staff re: Story Poles and Fire Evacuation	Neighbor/Town	Letter_to_Town	Matthew Southern	N/A
1/12/2021	Letter from Neighbor to Town Staff re: Story Poles	Neighbor/Town	Letter_to_Town	Clare Southern	N/A
1/12/2021	Meeting with Council Member Matthew Hudes	Town	Video Meeting	Matthew Hudes	Frank Rockwood, Chris Ichien, Laura Worthington-Forbes
1/12/2021	Meeting with Council Member Mary Badame	Town	Video Meeting	Mary Badame	Frank Rockwood, Chris Ichien, Laura Worthington-Forbes
1/15/2021	Letter from Neighbor to Town Staff re: Story Poles and Farwell Lane	Neighbor/Town	Letter_to_Town	Mark Regoli	N/A

## Appendix E Listing of Communications

DATE	DESCRIPTION	CONSTITUENCY	COMM_TYPE	INDIVIDUALS	COVIA_TEAM_REPRESENTATIVES
1/19/2021	Letter from Neighbor to Town Staff re: Story Poles and View	Neighbor/Town	Letter_to_Town	Julie Ritter Southern	N/A
1/19/2021	Town Council Hearing re: Story Pole	Town/Neighbors	Video Meeting	Matthew Hudes, Mary Badame, Jocelyn Shoopman, Rob Rennie, Marico Sayoc, Maria Ristow (recused)	Frank Rockwood, Mark Falgout, David Gates, Laura Worthington-Forbes
2/1/2021	Letter from Neighbor to Town Staff re: Story Poles	Neighbor/Town	Letter_to_Town	Bernd Neudecker	N/A
2/1/2021	Meeting with Julie Ritter Southern and Andrew Ghofrani	Neighbors	In-Person Meeting	Julie Ritter Southern (123/135 Wood Rd) and Andrew Ghofrani ( 121 Wood Rd)	Frank Rockwood, Chris Ichien, David Gates
2/2/2021	Julie Ritter Southern conveyed that Bernd Neudecker would be sending letter to staff	Neighbors	Email	Julie Ritter Southern (123/135 Wood Rd) and Berne Neudecker (109 Wood Rd)	Emails to/from Frank Rockwood
2/8/2021	Letter from Neighbor to Town Staff re: View and Building Height	Neighbor/Town	Letter_to_Town	Andrew Ghofrani	N/A
2/8/2021	Tour with Council Member	Town	Tour	Matthew Hudes	Frank Rockwood, Chris Ichien
2/22/2021	Letter recap of meeting with Arn Andrews regarding Ad Hoc Wildfire Committee; Jocelyn Scoopman directed project team to incorporate contents of letter in updated Justification Letter	Town	Email	Arn Andrews	Laura Worthington Forbes
3/14/2021	Neighbor reached out about people cutting plants on property	Neighbors	Email	Cathy Colgan	Frank Rockwood, Alex Gerasimov
3/18/2021	Owner of business located at the corner of Wood Rd and S. Santa Cruz Ave reached out about construction start and length - concern of holistic tenant	Neighbor/Town	Email	Shayna Orr, Exec Asst for Owner of business located at the corner of Wood Rd and S. Santa Cruz Ave	Frank Rockwood
4/22/2021	Letter to Neighbor re: Visualizations	Neighbor	Letter	Andrew Ghofrani	Frank Rockwood
4/28/2021	Emailed Visualizations from Ghofrani Property	Neighbor	Email	Andrew Ghofrani, Julie Ritter	Frank Rockwood
5/3/2021	Email to Neighbor re: project status and tree	Neighbor	Email	John Richardson	Frank Rockwood
5/12/2021	Communication with Neighbor about Trees to be taken down 5/15/21	Neighbor	Email	John Richardson	Alex Gerasimov
5/15/2021	Communication with Town Council Member Who Reached Out For Update	Town	Email	Maria Ristow	Frank Rockwood
5/17/2021	Communication with Neighbor about Tree Taken Down - Neighbor Said Looked Great	Neighbor	Email	John Richardson	Alex Gerasimov
5/24/2021	Communication with Neighbor re: Visualizations from House	Neighbor	Email	Andrew Ghofrani	Frank Rockwood
6/5/2021	Neighbor Reached Out Regarding Annual Clearing of Brush by 50 Clifton Ave.	Neighbor	Email	Michael Walton	Alex Gerasimov
6/14/2021	Communicate with Neighbor re: Request for Project Update	Neighbor	Email	Julie Ritter Southern	Frank Rockwood
6/14/2021	Communication with Neighbor re: Upcoming DEIR Meeting 6/23/21	Neighbor	Email	Julie Ritter Southern and Andrew Ghofrani	Frank Rockwood
7/6/2021	Communication with Neighbor re: Upcoming Open House - Checking on Aug 9 Date	Neighbor	Email	Julie Ritter Southern	Frank Rockwood
7/20/2021	Open House 9 Invitation	Neighbors/Organizations	Letter/Email	(Sent to neighborhood & local businesses distribution list)	Letter from Chris Ichien; email from Frank Rockwood
8/9/2021	Open House 9	Neighbors	Video Meeting	Julie Ritter Southern, Larry Lenheart, Evelyn/Irving Mitsunaga, Andrew Ghofrani, Matt Hood	Frank Rockwood, Chris Ichien, David Gates, Mark Falgout, Laura-Worthington-Forbes, Alex Gerasimov, Victor Ceron, Mary McMullin
8/10/2021	Sent Link to Recording of Open House 9 To All Registered Neighbors, Whether They Attended Or Not	Neighbors	Email	Julie Ritter Southern, Larry Lenheart, Evelyn/Irving Mitsunaga, Andrew Ghofrani, Matt Hood, Cathy Colgan, Karen Kurz, Zane Rowe, Fred Lester, James Farwell	Susan Rockwood
8/19/2021	Neighbor Reached Out Regarding RV Parked on Clifton	Neighbor	Email	Cathy Colgan	Frank Rockwood, Alex Gerasimov
8/26/2021	Neighbor Reached Out RE: Property Transfer	Neighbor	Email	Fred Lester	Frank Rockwood
10/11/2021	Letter from Neighbor to Town Staff re: Story Poles	Neighbor/Town	Letter_to_Town	Julie Ritter Southern	N/A
10/12/2021	Communication with Neighbors re: Upcoming Oct. 19 Public Meeting	Neighbors/Organizations	Letter/Email	(Sent to neighborhood & local businesses distribution list)	Letter from Chris Ichien; email from Frank Rockwood
10/18/2021	Letter from Neighbor to Town Staff re: Story Poles	Neighbor/Town	Letter_to_Town	Andrew Ghofrani	N/A
10/18/2021	Letter from Neighbor to Town Staff re: Story Poles	Neighbor/Town	Letter_to_Town	Esther Grant	N/A

## Appendix E Listing of Communications

DATE	DESCRIPTION	CONSTITUENCY	COMM_TYPE	INDIVIDUALS	COVIA_TEAM_REPRESENTATIVES
10/19/2021	Town Council Hearing re: Story Pole	Neighbor/Town	Video Meeting	Matthew Hudes, Mary Badame, Jeol Paulson, Sean Mullins Rob Rennie, Marico Sayoc, Maria Ristow (recused)	Frank Rockwood, Mark Falgout, Chris Ichien, Laura Worthington-Forbes (Ashley Snodgrass from California Story Poles was on the call but had to leave before the project was discussed).
11/16/2016	Letter from Neighbor to Town Staff re: Story Poles	Neighbor/Town	Neighbor/Town	Julie Ritter Southern	N/A
12/1/2021	Letter from Neighbor to Town Staff re: Visual Impacts	Neighbor/Town	Neighbor/Town	Andrew Ghofrani	N/A

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