

June 30, 2020

Mr. Matthew Hudes, Chair
Los Gatos Planning Commission
Town of Los Gatos
110 E. Main Street
Los Gatos, CA 95030

**RE: Letter of Justification
Rebuild of Los Gatos Meadows**

Dear Mr. Hudes:

Included in this letter is the justification for the efforts of Covia Communities to rebuild 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.

An initial letter of justification for the Project was submitted with the initial development application on January 22, 2020 (the “Initial Submittal”). A supplement to that letter of justification was submitted with a revised application on April 21, 2020 (the “Second Submittal”). This version incorporates all materials from these prior letters as well as provides additional elaboration based on feedback from the Town for the Second Submittal.

Due to the amount of material covered, for ease of navigation, this version of the letter has been organized by major categories. Also, attached is a listing of specific applicable goals/policies in the Los Gatos 2020 General Plan Related to the Project (Appendix A), Planned Development Ordinance Findings (Appendix B), Listing of Meetings with Neighbors (Appendix C) and Listing of Communications (Appendix D)

I. Overview of the Process

This justification letter includes responses to prior comments we received at the Conceptual Development Advisory Committee (“CDAC”) review, Town Staff comments received during the Town Review meetings held in 2008, and Town Staff comments from the Initial Submittal and the Second Submittal.

Furthermore, we have spent the last two years participating in community outreach efforts with our former residents, neighbors, stakeholders, local business community members, and community residents to understand the concerns and needs specific to senior housing on this site (see Appendix C and D for details). Covia Communities has carefully considered and integrated this input as we have developed our site plan to rebuild Los Gatos Meadows.

Furthermore, we have focused on how our project complies with the Town's 2020 General Plan, the Sustainability Plan (2012), and the direction of the current General Plan Update process (2040).

Responses to Feedback on Prior Site Proposals

In 2008, when rebuild efforts were initiated, Covia met with the Town Planning Staff and CDAC Committee Members. This allowed for introduction, exploration, and feedback of the proposed rebuild project, creating an open discussion for comments and concerns. During the CDAC meeting, the committee members provided valuable feedback regarding project compatibility with the General Plan, building height and massing, architectural design, impacts on trees, and construction impacts. The feedback on these items was taken with great seriousness and the project has since been redesigned in accordance with the committee's concerns.

Specifically, the CDAC recognized the need to modernize the Los Gatos Meadows complex and supported the senior residential use of the facility. The CDAC hoped to improve the walkability of the Farwell Lane connection, since the current connection is overly steep for seniors. As part of the project, Covia has included an autonomous vehicle alternative transportation solution as the means by which to address the steep slope at Farwell Lane, while enhancing connectivity and mobility between Los Gatos Meadows and Broadway, thus enabling both safe and convenient access for residents to connect to downtown Los Gatos. The project would also incorporate a below grade parking level, a reflection of the CDAC comments regarding potential parking garages. The CDAC also expressed concerns with traffic. Covia has studied the site circulation and access accordingly, and as a result has made some substantial modifications to site circulation and parking and has included alternative modes of transportation, thereby minimizing impacts on neighboring properties. The proposed site plan provides for an efficient on-site circulation pattern and increases the availability of parking to minimize the likelihood of spillover parking onto neighboring streets.

While the property is not located in the area subject to the hillside ordinance, the CDAC suggested that the spirit and intent of the hillside guidelines should be applied within the design of the project. To that end, the project would result in the reduction of the development pad and the increase in overall open space, which would generally be consistent with the hillside design guidelines. In addition to this, the proposed buildings would not be visible from any viewing platforms and would be stepped with the hillside slope, limiting overall visual impacts throughout the Town of Los Gatos. The project would align building roof lines with the contour of the hill and incorporate smaller roof components, minimizing the contrast between buildings and the existing environment. The project would also conserve the natural features of the topography. To that end, the project would have generous replacement of mature trees and vegetation and would use natural materials for drainage and retaining walls.

Additional Outreach

Since re-initiating our rebuilding efforts in 2018, there have been several meetings with various Planning and Public Works staff, in order to clarify and confirm the proposed architectural concepts and treatment of off- and on-site conditions, and to address specific technical challenges.

In March of 2018, the project team hosted the first of seven neighborhood open house meetings at Los Gatos Meadows to inform neighbors about the rebuilding process and to solicit their input and feedback. Likely due in part to the COVID-19 pandemic, no neighbors attended the seventh open house. Accordingly, the project team produced a video summary update and circulated the link to this video update. The video update can be accessed from the Los Gatos Meadows page of the Covia web site: <https://covia.org/los-gatos-meadows/>

During 2018 and early 2019, the project team met with each council member. Furthermore, in the spirit of community engagement and to commence the development of a “Town Integration” project, over the last year and half, the project team has conducted twenty in-person meetings with local businesses, associations, and interest groups (see Appendix C and D for details). Feedback from neighbors, council members, and other community leaders included concerns and comments on building/site design, parking and circulation, visual impacts, and safety, which were accounted for during the formation of the site plan and project. The project design reflects the concerns of not only the Town, but also the broader Los Gatos community.

II. Summary of Key Proposed Project Attributes

The proposed rebuild project involves the redevelopment of the 10.84-acre site with a senior living community that would replace the existing Los Gatos Meadows senior living community. The project would include a total of 174 independent residential apartments plus 17 supporting care units. The project, a Continuing Care Retirement Community (CCRC), will be licensed as a Residential Care Facility for the Elderly (RCFE) under the California Department of Social Services. The project would be restricted to persons age 62 and older and would provide 24/7 assisted living services to the residents. The project would provide coordinated health care services, including 17 supporting care units. These proposed services would be similar to the use offered in the previous community. An estimated 120 full time equivalent (FTE) employees would be anticipated with the project; this is commensurate with the number of employees onsite prior to the closure of the facility in late 2019.

Site improvements would include on-site amenity areas, parking, new landscaping, and a variety of energy efficient and sustainable interior and exterior building elements.

Parking for residents, staff, and visitors would be provided within a new structure which would include 77 standard, non-tandem parking spaces of which approximately 30 would be near the garage entrance and the balance on the main parking level. If needed, Covia

would be able to increase the parking capacity to 229 spaces by implementing a valet parking service.

Approximately 77.5 percent of the site would remain as open space, which is greater than the 75.4 percent under the existing permit condition. The project site layout, building orientation and articulation, use of open space and building materials have been designed to focus on being visually compatible with the surrounding area and to inspire a natural biophilic environment.

Site improvements would require demolition of all existing site improvements. The project is anticipated to be built over a period of approximately 26 to 30 months. Demolition of the existing improvements is expected to require approximately four (4) months.

As described in the paragraphs that follow, the project would fully comply with all applicable Town General Plan Goals and Policies, as well as applicable standards and guidelines established by the Municipal Code.

III. Current Improvements / Current Residential Planned Development Approval

Los Gatos Meadows, a CCRC owned and operated by Covia Communities, was originally developed as a CCRC and opened in 1971. The objective then, and now, is to provide seniors a place to age in place, living independently in the Los Gatos Community.

The site is currently developed with 10 residential buildings, which include a total of 205 independent residential apartments and support care units. The facility includes a dining and commons building, an infirmary, garage and services building, a multi-purpose building, and two cottages. There are 130 existing parking spaces onsite (85 within the existing structure and 45 surface parking spaces) and staff and visitors also use nearby neighborhood street parking, leased commercial space parking, and a public parking lot due to lack of parking availability on-site.

In March 1968, the Town of Los Gatos adopted Ordinance NO. 938, which rezoned the 10.84 project site to Residential Planned Development (R:PD). The Town Code 29.80.120 provides that if a R:PD ordinance was in effect prior to the adoption of the Town's PD regulations in 1976, that prior ordinance will continue to apply. However, as part of our request to rebuild the existing Los Gatos Meadows facility, Covia Communities seeks a new Planned Development permit. While our current PD Permit remains valid, per Section 29.80.075 of the Town Municipal Code¹, we recognize the need to update the permit to reflect our desire to rebuild on the current site. The site's proposed density of 16 dwelling units per acre is below the General Plan's maximum density limit of 24 dwelling units per acre allowed for the site². The term "dwelling units" relates to independent residential apartments, not to the

¹ Section 29.80.075 of the Town Municipal Code states that any change in the activities conducted on, or any new construction in such PD or RPD zone, is subject to the regulations of this division.

² The General Plan land use designation of Medium Density Residential allows for a maximum density of 12 dwelling units per acre. However, consistent with density bonus laws in the State of California, General Plan Action HOU-1.3 provides up to a 100 percent density bonus for developments that include housing for elderly

supporting care units, consistent with the interpretation of dwelling units under the original PD Permit. A comparison of the proposed project to the existing PD permit conditions is provided in Table 1 below.

Permit Condition	Original 1968 PD Permit Condition	Proposed Rebuild Project
Site Coverage	24.6%	22.5%
Dwelling Unit Density	18 units per acre	16 units per acre
Total Number of Residential Apartment Units³	184	174
Total Units Permitted	222	191
Open Space	75.4%	77.5%
Building Setbacks from property line⁴	Front: 20'-0" Side: 15'-0", 27'-0" Rear: 15'-0"	Front: 34'-10" Side: 40'-10", 60'-0" Rear: 32'-11"
Parking⁵	111 parking spaces	77 non-tandem spaces
Height	Predominantly two-story with some basement or below grade space for infirmary, parking, storage and mechanical. Heights vary between 30'-9" and 55'-2" ±.	3-5 stories with below grade space for parking, storage and mechanical. Heights vary between 59'-0" and 85'-6" feet.
Architecture	Residential	Residential

Recent Site Closure

In February 2019, after undertaking a rigorous facilities assessment by a third-party firm on the condition and physical status of its buildings, Covia concluded that continuing operations of the 48-year+ old facility in its present form presented too great a risk to its residents. Of the numerous conditions reviewed during the assessment, compromised accessibility for fire response services and other fire safety issues, inadequate building systems, aging infrastructure, and the accumulated risk of all other operational and

households. Further, according to the existing entitlement (adopted by Ordinance No.938 on March 4, 1968), the project site has an allowed maximum density of 24 dwelling units per acre. As such, the 10.84-acre site would allow for up to 240 dwelling units.

³ 184 units is the number of residential apartment & cottage units allowed; total unit count including skilled nursing beds permitted is 222 total units.

⁴ Minimum building setbacks are not specified under the 1968 entitlement. Table 1 includes setbacks under the current and proposed condition.

⁵ Prior to closure, Covia utilized a valet parking service and a portion of vehicles were parked in a tandem configuration. If needed, Covia would be able to increase the parking capacity to 229 spaces by implementing a valet parking service.

structural factors led to this decision. Thus, Covia initiated a months-long closure and transition process to ensure that these risks would not cause harm to the residents of Los Gatos Meadows. As of September 30, 2019, all residents of Los Gatos Meadows had found new homes, with a vast majority of life care residents either moving to another community owned and operated by Covia Communities or moving to a non-Covia community but retaining their life care contract with Covia. Covia initiated wind down procedures and provided relocation and transition assistance in compliance with all applicable laws and regulations, and in a manner consistent with its philosophy of care and sensitivity to all residents.

Though Covia has completed the closure process, Los Gatos Meadows continues to be staffed to provide on-going maintenance and security of the property. The Planned Development Permit for the site remains in effect, and the existing facilities legally could be re-occupied after completion of seismic and fire safety retrofit work. Covia prefers, however, to rebuild on the site to provide modern facilities that will include the types of amenities that benefit seniors and better serve the Los Gatos community.

To further mitigate the existing fire safety issues, Covia submitted a Tree Management Plan and request for Tree Removal Permit to the Town of Los Gatos on September 26, 2019. The tree management recommendations are based on fire safety, sudden oak death (SOD), species invasiveness and tree risk. Phase 1 of the Tree Management Plan identified recommendations for removal of 44 trees based on the following criteria: (1) they disproportionately contribute to fire risk or are invasive and (2) based on their health, structure and condition, they do not contribute to site screening between properties. Fire risk and invasive trees are the most imminent risk for the site. Los Gatos Meadows has been closed, in part, due to fire risk. Limiting the spread of invasive species to other portions of the site and neighboring sites is time sensitive as well. The permit, which is independent from the proposed rebuild project, was approved on December 5, 2019; applicable trees were removed in early 2020.

IV. Analysis of Specific Project Attributes

The project is expected to provide numerous benefits to the community. Furthermore, in response to comments from the Town from the January 22, 2020 application, we have provided additional information on several specific attributes of the project. This section is organized into the following subsections:

- A. Relationship to Hillside Design Standards and Guidelines
 - B. Building Height, Massing and Open Space
 - C. Building Materials
 - D. Building Heights-Visibility
 - E. Landscape Character
 - F. Distances to Immediate Neighbors
 - G. LEED Certification
 - H. Parking
 - I. Height of Retaining Walls
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A. Relationship to Hillside Design Standards and Guidelines (HDS&G)

In 2008, CDAC noted that the HDS&G *are not directly applicable to this site*, but requested that the site be rebuilt in the spirit of the HDS&G. The spirit of the HDS&G is best defined by the Vision Statement found in the bullets of the introduction in the HDS&G, page 6:

- Maintains the existing open, wooded, rural character,
- Is in harmony with the natural setting,
- Conserves landforms and other features of the natural landscape,
- Preserves wildlife habitat and movement corridors, and
- Protects and preserves viewsheds and the ridgelines of the mountains.

While the project site is not within the Hillside Zone, the spirit of the HDS&G is integrated into the project by incorporation of the following:

- Breaking the project into individual buildings of varying heights with space between each building allows the community to best achieve a residential scale to fit within the open, wooded setting.
- Selecting a muted and varied natural toned palette of exterior materials allows the project to harmonize with the natural setting.
- Minimizing the overall construction footprint with compact building forms and the placement of all parking underground allows for an exceptionally efficient site coverage ratio, thereby maximizing the retention of undisturbed sensitive landforms and native vegetation.
- Replacing an obsolete land/building plan with a new community of lesser overall footprint, enhanced storm water management systems, state-of-the-art building materials/systems, and sufficiently scaled underground parking will minimize impacts to wildlife habitat and movement corridor.
- Stepping the buildings into the hillside, minimizing the dimensions of the Town-facing buildings, investment in saving existing trees per the arborist plan, and presenting a carefully developed scale to the Town, residents, and visitors will preserve viewsheds and have no impact on hillside ridgeline profiles.

In 2008, the CDAC also requested that the buildings step with the hillsides. To this end, and in keeping with the spirit of the Hillside Guidelines, the proposed Ground Level is three feet lower than existing, which serves to minimize the impact on the community when viewed from Town. Further, by placing all parking underground and with buildings grouped above and around green roof courtyards, the resulting compact footprint of the community minimizes the disturbed area of the special hillside setting. Additionally:

- The building in the north east corner that cantilevers over the hillside is being replaced by a building that sits 45 feet further from Broadway.
 - The increased distance to the neighbors and loss of the two buildings along the east side of Farwell Lane will allow for planting of additional trees that will help shelter the building mass with a strong tree canopy.
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B. Building Height, Massing and Open Space

While the project design is taller than the existing buildings, the height allows for the creation of more uninterrupted, accessible open space and extended views to the hillside for both the Town residents and the residents of the project.

- The new buildings are designed as a series of separate buildings surrounding courtyards rather than a continuous apartment building of shorter height. This will break up the massing visible from public vantage points in Town. Additionally, the building facades step in and out to eliminate the potential for a large unbroken facade.
 - The overall development footprint is smaller than the existing building footprint; the buildings most proximate to the neighboring properties have been pulled back to create greater physical distance between buildings.
 - Protection of the wooded oak grove at the rear of the site is critical to respecting the spirit of the Town's hillside and tree preservation policies; in order to achieve this, greater heights are necessary to achieve a similar number of units.
 - The variation in building heights creates more architectural/visual interest and variety when viewed from publicly visible vantage points in Town and reflects a more residential character of individual buildings rather than an institutional character generated by long unbroken roof lines.
 - The massing of the new community steps up the hillside and the buildings at the rear of the site will not be visible from the Town below.
 - The distance between many of the existing buildings is 15 – 24 feet; separation between new buildings varies between 27 – 38 feet with a few placed even further apart. This allows for views to be created between the buildings to the hillside. These views do not exist today.
 - Airflow and breezes up and down the hillside will be facilitated by these breaks between buildings.
 - Usable open space for residents in the courtyards has greatly increased.
 - Units and heights are sized to provide greater “independent” living space.
 - Market research has shown that larger units with usable balconies are most desired. The square footage that can fit into the Town's residential or commercial height limit(s) would either result in one long uninterrupted building mass, or far fewer units. We believe that the view of one continuous building when viewed from the Town or from neighboring properties does not fit the spirit of the Hillside ordinance or the character of Los Gatos. In senior living communities, a minimum number of units are necessary to provide operational efficiencies, programming, and a sense of community; the project is at the lower end of this critical number. Reducing the number of units neither works operationally or socially, nor does it meet with the intent of providing a similar number of units that existed prior to closure.
 - Unit configurations and corresponding heights allow for appropriate COVID-19 protective measures. The smaller, but taller buildings (with fewer units in each building) vs a long continuous shorter building are better suited in a post-COVID world for several reasons:
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- Fewer residents using the same common elevators: the design includes an elevator for every building. This allows buildings to be separated functionally, providing for fewer residents in any single building and allows the units to become the place where residents can self-quarantine.
- Most units have usable balconies, providing residents a place to be outside during a pandemic, thus providing natural ventilation and mental/emotional relief from quarantine restrictions.
- The increased square footage of common space allows for multiple dining venues which are critical to allow for socially distanced dining.
- There is a *visual and experiential quality* to the design that is articulated through the building placement and open space layout. This quality is best expressed by:
 - better views extending out from all directions so that the natural setting and environmental systems are brought into and integrated with the building clusters;
 - the eight neighborhoods are oriented to respect this natural setting and are surrounded by either the Village Green or Town Square where residents can come together as one community to interact, socialize or to simply enjoy the site environs;
 - the absence of long-term surface automobile parking spaces facilitates a greater visual focus on the oak woodlands and the surrounding landscape; and
 - the creation of a single social place in which indoor activities are expressed in the landscape, with seating and eating areas as well as social gathering areas integrated into the garden areas, reinforces the feeling of a community.

C. Building Materials

The materials used on the building facades have been selected based on their ability to blend with the natural setting and help minimize the visual impression of the building heights. Qualities of materials important to emphasize:

- Material are darker in tone to blend with the natural environment of the hillside and trees.
- The colors are varied with natural browns, greens, and tans to evoke a natural palette of soft colors, which mimic their natural setting.
- The materials vary in type both horizontally and vertically along the facade to help break up the mass of the building.
- Stone is used at the base of the building facing Los Gatos to root the building in the natural landscape.

D. Building Height-Visibility

As noted above, the project would result in heights that are above those of the existing structures. These heights are requested to accomplish a variety of site design considerations as described above. Aesthetically and architecturally, the heights of

buildings are varied based on their location in relationship to visibility from Town and neighboring properties and site topography. Key points include:

- The most visible building at the corner of Wood Road and Farwell Lane is the shortest building on the site and is only 12 feet higher than the existing building in this location.
- Heights of buildings above the terrace vary from 3 stories to 5 stories and the height of the new terrace is 7 feet lower than the existing terrace which reduces overall building heights.
- Buildings along the front of the site visible from the Town are the lower 3 and 4 story buildings on all front facades. (Though some step up to 5 stories away from the front façade).
- Buildings step down a story in height on the side facing Town to minimize the number of stories visible from Town. This stepping means that the upper floor of the buildings is hidden from the view below, and only the shorter side is visible from the Town.
- The buildings in the back of the site are nestled into the hillside. Three of these buildings have two stories benched into the hillside and the roofs of those buildings are effectively one story above the access road immediately behind them.
- With the buildings stepped into the hillside only the top three floors of many of the buildings are visible from Wood Road above. Additionally, the Hillside behind these buildings continues to slope up so the roofs of the buildings are only slightly higher than the level of the access road above.
- The corners of the buildings have balconies which serve to erode the mass of the buildings when viewed from the Town, especially when viewed on an angle. This results in the front elevation appearing more narrow than actual dimensions.

E. Landscape Character

The landscape character has been carefully articulated to highlight, enhance, and nurture a strong sense of community.

- The landscape builds on and celebrates the existing character of the site. The layout plan and corresponding plant palette have been carefully designed and selected to increase habitat benefits, improve water quality, and integrate with the existing horticultural character, creating a better environmental fit and fitness than exists today. It is what Covia has been referring to as “biophilia”.
- The landscape creates a far superior environment for fire resistant conditions. Unlike existing conditions, the genus species, the location, and the landscape pattern will be designed for fire protection.

F. Distances to Immediate Neighbors

Buildings are placed further from the neighbors than current buildings.

- The buildings closest to the neighbors are now set back much further from the adjacent, neighboring buildings. For example, in the building closest to Wood Road would be 18 feet further away from Wood Road than the current Los Gatos Meadows buildings, thereby reducing the effect of the increased height. Also, the
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- distance from the neighboring townhouses to the north of the improvements is 30 feet further than to the existing Los Gatos Meadows buildings.
- The two buildings along the east side of Farwell Lane (closest to Town) are to be removed and are *not* being replaced.
 - The building in the north east corner that cantilevers over the hillside is being replaced by a building that sits 45 feet further from Broadway.
 - The increased distance to the neighbors and the loss of the buildings along Farwell Lane will allow for planning of additional trees that will help shelter the building mass with a strong tree canopy. The combination of new trees and landscaping in the additional setback from the neighboring buildings will shield much of the new buildings when viewed from the neighboring properties.

G. LEED Certification

In 2008, CDAC indicated that the project should obtain Leadership in Energy and Environmental Design (LEED) certification. Since 2008, there have been many changes to environmental standards. As in many areas related to environmental regulation and stewardship, the State of California's environmental standards generally surpass those of many other regions of the country in terms of regulations, standards and practices related to sustainability. Notably, many of the policy goals of the California Green Building Code, as well as the mandatory code requirements, overlap with those of independent certification systems such as the LEED certification system. The project will be subject to the most recent and rigorous update to the Cal Green Code, the 2019 Cal Green Building Standards Code (effective Jan 1, 2020), or the standard code in effect at the time of project entitlement. The project is also subject to applicable communitywide greenhouse gas emission reduction measures in conformance with the Los Gatos Sustainability Plan.

The project has been designed to be highly responsive to site context and to some of the specific sustainability priorities of the Town. For example:

- In line with the community wide goals of the Town Sustainability Plan, Green Building Certification may utilize either the GreenPoint Rating System or LEED. The GreenPoint Rating Checklist submitted with our development application package clearly demonstrates that the project comfortably exceeds the required point totals for all five of the rating categories, including: Community, Energy, IAQ/Health, Resources and Water.
 - As detailed above, the project adheres to the spirit of the Hillside Development Standards & Guidelines by minimizing site disruption and vehicle impacts, and by the use of compact, energy efficient building forms thus demonstrating a heightened commitment to sustainability and environmental goals on this sensitive site.
 - A commitment to sustainable innovation is woven into the project in ways both subtle and apparent including the electric autonomous vehicle supplemental transportation system that will connect the community to the Town, a state-of-the-art care models for greater resident and staff satisfaction and health, noncombustible construction materials, and enhanced fire access and life safety systems that benefit both residents and surrounding neighbors.
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Based on the sustainability components integrated into the project design, coupled with those elements required as part of the Cal Green Building Code, providing LEED certification would be both redundant, and prohibitively costly given third-party requirements to verify and monitor LEED compliance. In discussions with neighbors and potential residents, strong interest was expressed for recycling, access to natural light and energy efficiency. Accordingly, the design team has prioritized sustainability attributes that are not only compliant with the California Green Building Code but are also highly responsive to site context and the specific priorities of the local community. We are confident that our sustainability approach to the site achieves the overarching goals of the LEED program without triggering a redundant and costly certification process.

H. Parking:

Seventy-Seven (77) standard parking spaces as required by the Town Code are indicated on Sheets A100 and A101 (A-C) included in Covia's current application submittal package. If necessary, by employing a valet parking service approach, the current design readily permits Covia to park up to 229 cars on the parking level.

I. Height of Retaining Walls

Planning staff has requested that we provide greater justification for why our retaining walls will need to be taller than 5 feet. We have added sheet C103.1 to our resubmittal that illustrates detailed site sections with wall heights up to 15 feet to show that we are using grading to the extent practical to reduce wall heights. The walls in excess of 5 feet in height are required to create flat areas to provide bioretention and in some cases are required for the express purpose of reducing grading that would impact trees and otherwise undisturbed areas. Proposed walls are staggered where possible to reduce the height of any one wall and to provide space for landscape screening.

V. Project Compatibility with General Plan and Zoning Code

Project Compatibility with Los Gatos 2020 General Plan

The project site has a General Plan land use designation of Medium Density Residential. The Medium Density Residential designation allows for multi-family residential, duplex, and/or small single-family homes and a maximum density of 12 dwelling units per acre. The proposed project would result in 16 dwelling units per acre, which is above the 12 dwelling units permitted for the Medium Density Residential land use designation. However, consistent with density bonus laws in the State of California, General Plan Action HOU-1.3 provides up to a 100 percent density bonus for developments that include housing for elderly households. Since the proposed project's residential uses would be restricted to seniors 62 years and older, it qualifies for the density bonus up to 100 percent. Therefore, the proposed 16 dwelling units per acre would be well within the 24 dwelling units per acre allowed for by the land use designation.

In accordance with the Town's General Plan 2020 Land Use recommendations, the project would also promote the appropriate use of local, native plants in its landscaping. The project would promote the efficient use of water and would minimize the amount of storm water runoff. Energy systems would be new, and thus offer the benefit of far more efficient

systems than those currently in place. The project would result in a slight reduction in the overall development pad and would include tree replacement and retention/preservation of mature onsite trees, a Village Green area, and passive gardens to ensure aesthetic consistency with the surrounding hillside area.

Among other benefits noted above, the project would further the Town's General Plan by revitalizing the existing site into a healthy, contemporary independent senior living community that connects seniors with existing resources in the community, encourages social interaction, improves mobility, and ensures a safe environment for Los Gatos seniors. In addition, the project would provide seniors with an alternative mode of transportation by incorporating autonomous vehicle technology into the project to assist in enhanced connectivity between Los Gatos Meadows and proximate Town services such as the Library, Civic Center, and entertainment and retail establishments.

Specific applicable goals/policies in the 2020 General Plan are included in "Letter of Justification Appendix A". A more detailed description of how these goals/policies are incorporated into the project is included in the Request for *Planned Development (PD) Entitlement* section of this letter.

Project Consistency with Zoning Code

The proposed project site is zoned as Residential Planned Development (R:PD) which is typically applied to areas where residential development is planned in the future. However as noted earlier, this project site secured its Planned Development permit entitlements in 1968 and has operated under this permit until late September 2019. The project has been designed in conformance with the Town of Los Gatos zoning requirements for Planned Development (PD) overlay zones as described further below. As per the Municipal Code, Development in a PD zone must be in accordance with the approved "development plan". The Town of Los Gatos Municipal Code provides that the development plan must contain:

- a land use plan locating all proposed uses, a tentative site plan,
- schematic architectural elevations of all buildings and structures in relationship to each other,
- a schedule for any phasing of development,
- a tabulation of land area including the entire planned development,
- the floor area of each occupancy,
- the proposed number of off-street parking, and grading, soils, and geologic information⁶.

Our project application includes each of these "development plan" requirements.

As per the intent of the PD Ordinance, the PD zoning allows uses not ordinarily possible, only if the use and development are in compliance with the complete development plan. Further, all uses in the PD zone are permitted to the extent specified in the development

⁶ Section 29.80.080 of the Town Municipal Code

plan⁷. All uses identified in the rebuild project, are in compliance with the current PD zoning permit approved by Ordinance NO. 938 in 1968.

As per the Municipal Code, any ordinance that would rezone land to a PD zone must incorporate the development plan⁸. In addition, changes in the approved development plan must be made by ordinance⁹. Planned Development overlay zones also include projects that provide a public benefit to the citizens of the Town, projects that are designed to preserve and enhance conservation and enrichment of hillsides and ridgelines, the production of affordable housing and projects that maximize open space.

The proposed project would also increase the amount of onsite open space from 75.4% to 77.5%, consistent with the prevailing Planned Development zoning overlay requirement, of maximizing open space¹⁰. The open space would be controlled by topography, use of underground parking, and specific building location, in order to preserve and enhance the hillsides and ridgeline. The proposed project will also include a development plan that includes all the requirements provided.

The project would provide seniors with care housing that is subject to comprehensive statewide regulatory controls and oversight. The California Community Care Facilities Act and associated regulations establish a robust regulatory system relating to matters such as rates and refunds, personnel and administration, financing, admission agreements, and eviction proceedings. The project would not be subject to the Town's inclusionary housing requirements because state law prohibits local agencies from imposing rent controls on licensed residential care facilities for the elderly. (Health & Safety Code § 1569.147(b).) As a practical matter, it is not possible to operate a facility such as this under two different regulatory systems affecting rent and pricing. (*See Ocean House Corp. v. Permanent Rent Control Board of the City of Santa Monica*, 147 Cal. App. 3d 395 (1983).) However, the project would provide intrinsic housing benefits and it would not result in any housing impacts. Onsite employment and indirect demand for professional and other services is expected to be consistent with that of the existing care facilities. Thus, the project would not contribute to any increased need for affordable housing in the community.

VI. Benefits to the Community

We believe the benefits of the project to the Los Gatos community to be substantial, and critical in meeting the needs of the broader senior community.

The project would further the Town's **Human Services Element** by revitalizing Los Gatos Meadows and continuing its role as a healthy, contemporary independent senior living community that connects seniors with existing resources in the community, encourages social interaction, improves mobility, and ensures a safe environment for Los Gatos seniors.

⁷ Section 29.80.110 of the Town Municipal Code

⁸ Section 29.80.125 of the Town Municipal Code

⁹ Section 29.80.145 of the Town Municipal Code

¹⁰ Section 29.80.075 of the Town Municipal Code

The project would provide a mix of different unit sizes and varying levels of care that respond to the needs of an active, aging community. The project would incorporate outstanding health care services, recycled and sustainable building materials, and energy efficient operational systems.

The proximity to nearby stores and services, such as the US Postal Service, Old Town Los Gatos Shopping Center, and Los Gatos Theatre, provides residents with opportunities to participate in social, recreational, educational, and shopping activities all within a close distance. The dining area would include a demonstration kitchen for local restaurants to showcase their offerings on a rotating basis, facilitating greater **Town integration** with the Los Gatos Meadows community.

The project would result in no increase in the number of total units currently entitled or occupied up through September 2019. As a result, the project would not generate substantial new vehicle trips. There would be a modest redistribution of trips from Farwell Lane to Wood Road and Santa Cruz Avenue, though even with this redistribution, level of service would remain at an acceptable level of service (LOS B). Furthermore, the project would **improve on-site circulation** and alleviate spillover parking experienced under the prior site plan by creating additional parking spaces and decreasing the need for on-street parking in nearby neighborhoods.

The project would also improve the integration of the site with the broader Los Gatos community by closing Farwell Lane to through traffic and transitioning this pathway connecting Los Gatos Meadows and Broadway into a naturally landscaped, pedestrian-friendly connection to downtown Los Gatos. The **conversion of Farwell Lane into a pedestrian and bicycle lane would improve safety for vehicle and pedestrian interaction at the intersection of Farwell Lane and Broadway**. The project would continue to use the existing driveway on Wood Road for access to the parking entrance, main entrance, and loading entrance, providing safe and efficient access to the site. The project would result in the construction of a parking structure that would include 77 standard parking spaces. If needed, by employing a valet parking service, the parking capacity in the parking structure could be increased to 229 parking spaces. Furthermore, the project would incorporate a dedicated area for fire access, which would be located on the western side of the property.

One of the extraordinary elements of the project is the planned implementation of an **autonomous vehicle alternative transportation solution along Farwell Lane** to enable a safe, convenient and alternative means of transporting residents between the Meadows and Town retail, entertainment, and civil services. This element of the project will enable both safe and convenient access for residents to connect to Downtown Los Gatos. The project would consider Aurrigo, a vendor of autonomous vehicles, to provide this alternative transportation solution.

While difficult to gauge precisely, the combined effect of facilitating pedestrian, bicycle and self-driving vehicles on Farwell Lane is expected to materially **reduce the number of total vehicle trips to and from the community**.

From an environmental perspective, the building design would provide a **more energy efficient and healthy environment** for prospective residents. Upgraded and energy efficient buildings would assist in further reducing the current carbon footprint by minimizing energy load, enhancing the number of large shade trees, modernizing energy operations/systems, increasing the amount of landscaped space, and improving irrigation efficiency.

VII. Justification

In 2018, a third-party firm conducted a rigorous facilities assessment of the current Los Gatos Meadows buildings at 110 Wood Road. Of the numerous conditions reviewed during the assessment, the firm discovered compromised accessibility for fire response services and other fire safety issues, inadequate building systems, aging infrastructure, and other operational and structural issues. As a result, it was deemed that it was too great a risk to its current residents to continue operations of the 48-year+ old facility in its present form and Los Gatos Meadows residents began the process of closure in February 2019. The final resident was outplaced in a new home as of September 30, 2019. As described herein, Covia is now proceeding with processing a development review application to rebuild the Los Gatos Meadows site.

The rebuild project would further the Town's General Plan by revitalizing the existing site and continuing provision of a healthy, contemporary independent senior living community that connects seniors with existing resources in the community, encourages social interaction, improves mobility and ensures a safe environment for Los Gatos seniors. The proposed uses of the project would be essential and desirable to the community. The project would result in the construction and/or provision of many service facilities including, but not limited to, a health center, dining venues, fitness services, and supplemental transportation services that would be located throughout the property. These services and amenities would help provide social interaction for the residents. The project would provide a wide variety of senior services and programs, including daily opportunity for health care, physical activity and recreation, and mental stimulation. In addition, the project would provide coordinated health care services, including 17 supporting care units with sections specializing in assisted living care, memory care and respite care, meeting the wide range of needs for seniors as they age.

In addition, there has been positive feedback on the proposed uses of the project from not only local prospects and neighbors, but also local leadership. The 174 independent residential apartments would assist in the implementation of the Town's 2015-2035 Goals for providing housing opportunities, lifestyle living, and assisted living facilities for seniors. The project would provide a mix of different size apartments and varying levels of care and amenities that respond to the needs of the active, aging community found in the Town of Los Gatos. The functional site layout, floor plans, and site architecture have been specifically

designed to align with the local market, providing larger apartments and on-site amenities desired by seniors.

The project furthers many of the Housing and Health Services plan element goals. The project would be consistent with Goal HS-8, by providing a wide variety of senior services and programs, including daily opportunities for seniors to have physical activity, social interaction, and mental stimulation. The project would further Policy HOU-5.3, to work with existing senior lifestyle living and assisted living facilities in Los Gatos and support the building of Los Gatos Meadows in a manner that includes a continuum of care facilities within the Town. The project would bring a new state-of-the-art CCRC, incorporating outstanding health care services, recycled and sustainable building materials, and energy efficient operational systems. The project would further Health Services Goal HS – 9, providing seniors with an alternative mode of transportation by incorporating autonomous vehicle technology into the project to assist in enhanced connectivity between Los Gatos Meadows and proximate Town services such as the Library, Civic Center, and retail and entertainment establishments.

The current architecture, with its substantial concrete façades, is not harmonious with its surroundings, nor does it provide an inviting or healthy environment sought by the senior community. The site plan of the project incorporates environmentally appropriate design attributes, utilizing the site's topography and natural setting to create a synergy between the design and the hillside that does not exist today. The project will result in a slight reduction in the overall development pad, increasing the amount of common open space available for all to enjoy. The proposed residential buildings would be arranged around shared courtyards. They would be oriented to blend into the hillside and natural landscape to minimize the impact of views to the site while also maximizing views from the site to surrounding hillsides and across the valley. In addition, the project will include generous tree replacement and use of mature trees and a Village Green area, to ensure consistency with the surrounding hillside area.

The project would improve bicycle and pedestrian access for seniors to downtown Los Gatos and would improve vehicular traffic circulation at the project site. As a part of the project, Farwell Lane at Broadway, the exit-only driveway, would be closed to through traffic. Farwell Lane would be constructed into an improved pedestrian and bicycle connection, as well as serve as the fixed route for an autonomous vehicle connection from the main entrance to the Broadway frontage. This reconfiguration of Farwell Lane will further Transportation Policy TRA-5 by ensuring that project streets are safe for all uses, including drivers, cyclists, and pedestrians. The project is consistent with General Plan Policy TRA-13 and would provide adequate parking for the proposed uses, thereby minimizing impacts on surrounding residential neighborhoods. Previously, many staff members were forced to park on nearby residential streets due to the lack of on-site parking, which is a less than ideal situation for the neighborhood residents. Further, the project would provide seniors with an alternative mode of transportation by incorporating autonomous vehicle technology that will facilitate safe and reliable connections to Downtown Los Gatos. As such, the project would further the Transportation goal to provide

transit services in the Town for seniors by incorporating autonomous vehicle technology for residents.

The project will result in a slight reduction in the overall development pad, increasing the amount of common open space available for all to enjoy, consistent with the Community Design Goal - 7. The project would further the Community Design Goal CD-1, CD-4 and CD - 15, by preserving and enhancing Los Gatos' character through exceptional community design features including, but not limited to: buildings that shall follow the natural contour of the surrounding hillside; promoting visual continuity through tree planting; and designing new structures to harmonize and blend with the natural features of the area. In addition, the proposed residential buildings would be arranged around shared courtyards. They would be oriented to blend into the hillside and natural landscape to minimize the impact of views to the site, while also maximizing views from the site to surrounding hillsides and across the valley, furthering the Town's Land Use Element. In addition, the project would be consistent with Policy LU - 1.3, and would incorporate high quality, well-designed, environmentally sensitive, and diverse landscaping.

We are confident that you will find the proposed uses of the project to be in harmony with the various elements and objectives of the General Plan, the purposes of the zoning ordinance and in concert with the feedback we have received from our extensive outreach to the Community. The project would implement best practices both in design and operations through the adoption of biophilic design principles and sustainable design measures to best fit into the unique environs of the site while reducing initial and ongoing environmental impacts. The site plan of the project incorporates environmentally appropriate design attributes, utilizing the site's topography and natural setting to create a synergy between the design and the hillside that does not exist today and would not exist in the absence of the project.

The project would allow seniors in the Town of Los Gatos to age in place with state-of-the-art health and living facilities. In addition, the project would continue to make a significant contribution to the Town, both as a major employer, as well as a vital resource for residents who want to remain an integrated and valued part of the community. We believe that the project will be a tremendous and valuable asset to the Town of Los Gatos, extending a historical legacy of quality residence and care to the broader senior community.

VIII. Request for Planned Development (PD) Entitlement

This project request is for approval of a new Planned Development Overlay permit. The project complies with the Town's existing PD zoning for the property, as shown in Table 1. The project does not require any variance or exception to any rule, code, or regulation and meets the basic requirements under the existing zoning permit related to site coverage, density, open space, and parking.

The project would not impair the integrity or character of the zoning district and would not result in any additional independent residential apartments, additional supporting care units nor additional staff. The operations of the Project would have hours and staffing

consistent with the most recent prior use and would result in an estimated 120 full time equivalent (FTE) employees. As noted above, proposed site coverage, unit count, open space and parking are all consistent with the current PD permit in place today (refer to Table 1). Project building heights have been articulated to protect views from adjacent properties ensuring compatibility with the neighborhood (refer to Visual Simulations, Section “C” of the project development application submittal).

The project would not be detrimental to the public health, safety, or general welfare. The project would provide state-of-the-art health care services for residents who would have access to health care facilities, open 24/7, to ensure consistent and reliable care. The project would have a dedicated fire access road, located on the western side of the property, improving fire access to the entire site, which would improve safety on-site. Because the project is a rebuild of the prior use, it will also include an updated Emergency Preparedness Plan (EPP) and evacuation plan to address the new facilities and ensure a safe environment for all residents and staff, commensurate with Covia’s Risk Assessment Policy. In compliance with Covia’s Risk Assessment Policy, these two plans already exist for the prior facility, but would be updated in accordance with the applicable federal, state, and local requirements in effect at the time of building occupancy.

The project would result in the reconfiguration of the existing “exit only” driveway, located on Broadway, and would convert the driveway into a pedestrian and bicycle lane, thereby creating safer conditions for pedestrians and bicyclists, as well as serve as the fixed route for an autonomous vehicle connection from the main entrance to the Broadway frontage. This would provide for safer modes of transportation between the project site and downtown Los Gatos. The project would ensure that seniors have convenient access to social and medical services, commercial areas, and transportation by providing on-demand shuttle and/or car service to the residents.

The proposed uses of the project would be in harmony with the various elements and objectives of the General Plan and the purposes of the zoning ordinance. As discussed above, the project is consistent with several of the aspects of the Los Gatos 2020 General Plan (refer to “Letter of Justification Appendix A”). The project is consistent with the Town’s Sustainability element and would implement best practices both in design and operations through the adoption of biophilic design principles and sustainable design measures to best fit into the unique site while minimizing initial and ongoing environmental impacts. In addition to this, the site plan of the project incorporates environmentally appropriate design attributes, utilizing the site’s topography and natural setting to create a synergy between the design and the hillside that does not exist today.

The project would allow seniors in the Town of Los Gatos to age in place with state-of-the-art health and living facilities. In addition, the proposed CCRC would continue to make a significant contribution to the Town, both as a major employer, as well as a vital resource for residents who want to remain a part of the community. We believe that the project will be a tremendous asset to the Town of Los Gatos, extending a historical legacy of quality residence and care to the broader senior community. In consideration of all the points

outlined above, we welcome your review and appreciate your timely consideration of our request.

As per Town Planning Division Staff request, we have provided an analysis of how the project meets the findings required to grant a Planned Development Ordinance request as detailed in Section 29.80.095 of the Town Code. Given its length, this analysis is included as Appendix B to this letter.

Respectfully,



Francesco J. Rockwood
Rockwood Pacific Inc.
Applicant

Appendix A
Los Gatos 2020 General Plan Related to Project

Housing Element:

HOU-5.3 Work with existing senior lifestyle living and assisted living facilities in Los Gatos and support the development of new senior housing that includes continuum of care facilities within the Town.

Land Use Element:

LU-1.3 To preserve existing trees, natural vegetation, natural topography, riparian corridors and wildlife habitats, and promote high quality, well-designed, environmentally sensitive, and diverse landscaping in new and existing developments.

LU-1.4 Infill projects shall be designed in context with the neighborhood and surrounding zoning with respect to the existing scale and character of surrounding structures and should blend rather than compete with the established character of the area.

LU-6.7 Continue to encourage a variety of housing types and sizes that is balanced throughout the Town and within neighborhoods, and that is also compatible with the character of the surrounding neighborhood.

Community Design Element:

CD-1 Preserve and enhance Los Gatos' character through exceptional community design.

CD-1.1 Building elements shall be in conformance with those traditionally in the neighborhood.

CD-1.2 New structures, remodels, landscapes and hardscapes shall be designed to harmonize and blend with the scale and rhythm of the neighborhood and natural features in the area.

CD-1.3 Buildings, landscapes, and hardscapes shall follow the natural contours of the property.

CD-1.4 Development on all elevations shall be of high equality design and construction, a positive addition to and compatible with the Town's ambiance. Development shall enhance the character and unique identity of existing commercial and/or residential neighborhoods.

CD-2 To limit the intensity of new development to a level that is consistent with surrounding development and with the Town at large.

- CD-3.2 Street and structural lighting shall be required to minimize its visual impacts by preventing glare, limiting the amount of light that falls on neighboring properties, and avoiding light pollution of the night sky.
- CD-3.5 All landscaping shall be carefully reviewed to ensure that it is aesthetically pleasing, compatible with its neighborhood and natural environment, and water conserving.
- CD-4 To preserve existing trees, natural vegetation, natural topography, riparian corridors and wildlife habitats, and promote high quality, well designed, environmentally sensitive, and diverse landscaping in new and existing developments.
- CD-4.5 New development shall promote visual continuity through tree planting, consistent use of low shrubs and ground cover.
- CD-4.7 Landscaping plans should maximize the use of trees for energy efficiency, climate control, screening, shading (especially of parking lots), and aesthetics.
- CD-7 To preserve the quality of the private open space throughout Los Gatos.
- CD-7.1 Maximize quality usable open space in all new developments.
- CD-7.3 All residential developments shall include private open space in proportion to the building size.
- CD-15 To preserve the natural topography and ecosystems within the hillside area by regulating grading, landscaping, and lighting.
- CD-15.4 Hillside landscaping shall be designed with the following goals in mind: a. Minimizing formal landscaping and hardscape. b. Siting formal landscaping and hardscape close to the house. c. Following the natural topography. d. Preserving native trees, native plant and wildlife habitats, and migration corridors.
- CD-16 Promote and protect view sheds and scenic resources.

Human Services Element:

- HS-8 To ensure programs and facilities for social interaction for senior citizens.
- HS-8.3 Encourage the Los Gatos-Saratoga Recreation District and other service providers to provide a wide variety of senior services and programs, including daily opportunities for seniors to have physical activity, social interaction, and mental stimulation.
- HS-8.5 Encourage new development to include intergenerational spaces, such as cafés or family-

oriented outdoor spaces.

- HS-8.6 Encourage the establishment and operation of a dedicated space for seniors.
- HS-8.5 Connect seniors with existing resources in the community.
- HS-9 To improve mobility and access to care and services for seniors.
- HS-9.1 Ensure that seniors have convenient access to social and medical services, commercial areas, and transportation by coordinating with senior shuttle service providers.
- HS-9.2 Encourage all new senior housing developments to provide transportation services.
- HS-10 To encourage a wide variety of types of senior housing, including independent living, residential care facilities, and affordable housing within the Town.
- HS-10.1 Encourage new development or substantial remodels to incorporate barrier-free design principles to ensure access for people of all ages and abilities.
- HS-10.1 Identify incentives for the development of a variety of types of senior housing, including independent living and residential care facilities.
- HS-11 To ensure safe environments for Los Gatos seniors.

Transportation Element:

- TRA-2.6 Street improvements such as curb cuts, sidewalks, bus stop turnouts, bus shelters, light poles, traffic signals, benches, and trash container shall be planned as an integral part of development projects to ensure safe movement of people and vehicles and minimize disruption to the streetscape.
- TRA-3 To prevent and mitigate traffic impacts from new development (all policies under Goal TRA-3).
- TRA-5 To ensure that Los Gatos streets are safe for all users, including drivers, cyclists and pedestrians.
- TRA-8.4 Coordinate with appropriate agencies to provide transit service in the Town for seniors, school children, low income people, the physically disabled, and other groups with special needs.

TRA-9.6 Require development proposals to include amenities that encourage alternate forms of transportation that reduce pollution or traffic congestion as a benefit to the community (e.g. bicycle lockers/racks, showers, dedicated vanpool or car-pool parking areas, dedicated shuttle services, innovative bus shelter designs).

TRA-13 To provide adequate parking for existing and proposed uses, and to minimize impacts on surrounding residential neighborhoods.

Environmental and Sustainability Element:

ENV-1 To preserve and protect native plants and plant communities in the Town, and promote the appropriate use of local, native plants in habitat restoration and landscaping.

ENV-9 To minimize the amount of storm water runoff, as well as to protect and improve the water quality of runoff.

ENV-10 To promote recycling and reuse as well as reduction in demand.

ENV-12 To conserve the air resources of the Town and maintain and improve acceptable air quality in Los Gatos.

ENV-13 To promote a sustainable community that protects environmental resources and the climate to prevent negative impacts to future generations.

ENV-14 To reduce overall greenhouse gas (GHG) emissions to 1990 levels by 2020.

ENV-17 To promote green buildings that minimize consumption of energy and natural resources

Los Gatos Sustainability Plan (2012):

TR-1 Support for Pedestrians, Bicyclists and Transit. Promote walking, bicycling, and transit through the following:

- a. Require all new buildings, excluding single-family homes, to include a principal functional entry that faces a public space such as a street, square, park, paseo or plaza, in addition to any entrance from a parking lot, to encourage pedestrian foot traffic.
- b. Require new projects, excluding single-family homes, to include pedestrian or bicycle through-connections to existing sidewalks and existing or future bicycle facilities, unless prohibited by topographical conditions.
- c. Seek grant funding to establish a Safe Routes to School (SR2S) Program to increase more student walking and biking trips.
- d. Design and implement affordable traffic-calming measures on specific streets to

dissuade Highway 17 cut-through traffic and attract pedestrian and bicycle traffic.

- e. Implement transit access improvements through sidewalk/crosswalk safety enhancement and bus shelter improvements.

GB-4 Solar Orientation. Require measures that reduce energy use through solar orientation by taking advantage of shade, prevailing winds, landscaping and sunscreens.

RE-5 Solar Ready Features. Where feasible, require that all new buildings be constructed to allow for the easy, cost-effective installation of future solar energy systems. "Solar ready" features should include: proper solar orientation (i.e. South facing roof area sloped at 20 to 55 degrees from the horizontal); clear access on the south sloped roof (i.e. No chimneys, heating vents, or plumbing vents); electrical conduit installed for solar electric system wiring; plumbing installed for solar hot water system; and space provided for a solar hot water storage tank.

EC-1 Energy-Efficient Appliances and Lighting. Require new development to use energy-efficient appliances that meet Energy-Star standards and energy-efficient lighting technologies that exceed Title 24 standards by 30 percent.

EC-3 Energy-Efficient Outdoor Lighting. Require outdoor lighting fixtures to be energy-efficient. Require parking lot light fixtures and light fixtures on buildings to be on full cut-off- fixtures, except emergency exit or safety lighting, and all permanently installed exterior lighting shall be controlled by either a photocell or an astronomical time switch. Prohibit continuous all night outdoor lighting in construction sites unless required for security reasons. Revise the Town Code to include these requirements.

EC-10 Heat Gain Reduction. Require all new development and major rehabilitation (i.e. additions or remodels of 20,000 square feet of office/retail commercial or 100,000 square feet of industrial floor area) projects to incorporate any combination of the following strategies to reduce heat gain for 50 percent of the non-roof impervious site landscape, which includes roads, sidewalks, courtyards, parking lots, and driveways: shade within five years of occupancy; paving materials with a Solar Reflectance Index (SRI) of at least 29, open grid pavement system; and parking spaces underground, under deck, under roof, or under a building. Any roof used to shade or cover parking must have an SRI of at least 29.

WW-1 Water Use and Efficiency Requirements. For new development, require all water use and efficiency measures identified as voluntary in the California Green Building Standards Code, and consider more stringent targets. California Green Building Standards Code requirements include: 1) reduce indoor potable water use by 20 percent after meeting the Energy Policy Act of 1992 fixture performance requirements, and 2) reduce outdoor potable water use by 50 percent from a calibrated mid-summer baseline

case, for example, through irrigation efficiency, plant species, recycled wastewater, and captured rainwater.

WW-3 Bay Friendly Landscaping. Require new development to use native plants or other appropriate non-invasive plants that are drought-tolerant, as described in the Bay Friendly Landscaping Guidelines, available at StopWaste.Org and BayFriendlyCoalition.Org.

SW-3 Salvage, Recycled-Content and Local Construction Materials. Encourage the use of salvaged and recycled-content materials and other materials that have low production energy costs for building materials, hard surfaces, and non-plant landscaping. Require sourcing of construction materials locally, as feasible.

Appendix B Planned Development Ordinance Findings

In the Planning Division Staff Technical Review Comment letter dated May 22, 2020, Planning staff requested the following:

1) Address in the letter of justification for the project how the project meets the findings required to grant a Planned Development Ordinance as detailed in Section 29.80.095 of the Town Code.

While the main body of this Justification Letter provides significant detail as to how the project meets the requirements of the PD Ordinance (refer to Section IV of this Letter of Justification), the following describes how the project meets the findings required to grant a Planned Development Ordinance as detailed in Section 29.80.095 of the Town Code, as requested.

- **Sec. 29.80.095. - Findings.**

(1) The proposed PD is in compliance with all sections of this division.

The proposed rebuild project (or “project”) is in compliance with section 29.80.075 as it clearly meets the purpose and intent of the PD zone by enhancing and promoting the Town’s natural resources, maximizing open space *and* providing a public benefit to the citizens of the Town. The project will result in a slight reduction in the overall development pad, *increasing* the amount of common open space available for all to enjoy, consistent with the Community Design Goal - 7. The project would further the Community Design Goal CD- 1, CD-4 and CD - 15, by preserving and enhancing Los Gatos’ character through exceptional community design features including, but not limited to: buildings that shall follow the natural contour of the surrounding hillside; promoting visual continuity through tree planting; and designing new structures to harmonize and blend with the natural features of the area.

The project is in compliance with section, 29.80.080 of this division as it meets both the purpose and intent of this division and meets the following criteria: it provides a public benefit to the citizens of the Town, and is a property that has a current PD zone based on the combination of uses not otherwise permitted under the Town’s existing zoning Ordinance.

The project similarly is consistent with section 29.80.085 as it does not seek to deviate from general plan provisions, guidelines adopted by the Town Council, standards contained in any existing land use regulation or any other provision of the Town Code

otherwise applicable to the property except as otherwise provided for in section 29.080.095.

Finally, the project is in compliance with all the requirements set forth in section 29.080.090 as the PD application includes text and plans/figures and/or diagrams that demonstrate (1) compliance with all sections of this division; (2) conformity of the PD to the goals, policies, applicable land use designations(s) and standards of the general plan; (3) includes the characteristics existing on the property which warrant application of the PD overlay zone; (4) shows the distribution, location and extent of the land uses on the site, including open space; (5) includes the proposed standards and criteria by which development will proceed; (6) includes proposed deviations from the land use regulations and development standards applicable to the underlying zoning district; and (7) describes the public benefit of the proposal. Further, as noted in our Letter of Justification, the project site is zoned as Residential Planned Development (R:PD) which is typically applied to areas where residential development is planned in the future.

However as noted earlier, this project site secured its Planned Development permit entitlements in 1968 and has operated under this permit until late September 2019. The project has been designed in conformance with the Town of Los Gatos zoning requirements for Planned Development (PD) overlay zones as described further below. As per the Municipal Code, Development in a PD zone must be in accordance with the approved “development plan”. The Town of Los Gatos Municipal Code provides that the development plan must contain:

- _ a land use plan locating all proposed uses, a tentative site plan,
- _ schematic architectural elevations of all buildings and structures in relationship to each other,
- _ a schedule for any phasing of development,
- _ a tabulation of land area including the entire planned development,
- _ the floor area of each occupancy,
- _ the proposed number of off-street parking, and grading, soils and geologic information

Our project application includes each of these “development plan” requirements as documented in the full project application submittal.

(2) The proposed PD is in conformance with the goals, policies, and applicable land use designation(s) and standards of the Town's general plan.

The project is in conformance with the applicable goals, policies and applicable land use designations(s) and standards of the Town’s general plan as described in this Letter of Justification and the Design Principles section of the Project Description.

This project request is for approval of a new Planned Development Overlay permit. The project complies with the Town's existing PD zoning for the property, as shown in Table 1 of the Letter of Justification. The project does not require any variance or exception to any rule, code, or regulation and meets the basic requirements under the existing zoning permit related to site coverage, density, open space, and parking.

Further, though the project is not located within the boundaries of the Hillside Zone, we have made every attempt to meet the spirit and intent of the Hillside Design Standards and Guidelines as identified in Section IV. A of this Letter of Justification.

Where we do not meet the spirit of the guidelines (e.g. retaining wall height), we have identified why and how our deviations to this non-applicable standard are needed for this site (see Section IV. I of this Letter of Justiciation).

(3) The proposed PD is in conformance with all other applicable land use regulations, including but not limited to Town Council adopted guidelines, except as otherwise provided in [section 29.80.095\(4\)](#).

The proposed PD is in full conformance with all other applicable land use regulations, including but not limited to Town Council adopted guidelines. The project seeks no exceptions, variances or deviations/modifications from any Town goals, policies, regulations, standards or guidelines applicable to the project site.

(4) Any proposed use or development standards that deviate from the underlying zoning district(s) result in innovative and creative site planning to develop:

a. Housing with a minimum of forty (40) percent of the units affordable to households of very low, low, or moderate income; or

b. Mixed commercial, or mixed residential, or mixed commercial and residential development; or

c. A development designed and sited to protect, preserve and enhance conservation and enrichment of hillsides, natural and/or historic resources, ridgelines, a tree or stand of trees, creek and riparian corridors, geologic hazard or fault zone, and open space; or

d. A project that maximizes open space

Approximately 77.5% of the site would be open space, contributing to the visual compatibility of the surrounding hillsides as well as to create a natural environment for residents (see Section IV. B for additional discussion related to open space). The project results in a slight *decrease* in the overall development pad, increasing the amount of common open space available for all to enjoy.

e. The proposed PD provides a public benefit to the citizens of the Town.

The project would allow seniors in the Town of Los Gatos to age in place with state-of-the-art health and living facilities.

The project would further the Town's General Plan by revitalizing the existing site and continuing provision of a healthy, contemporary independent senior living community that connects seniors with existing resources in the community, encourages social interaction, improves mobility and ensures a safe environment for Los Gatos seniors. The proposed uses of the project would be essential and desirable to the community. The project would result in the construction and/or provision of many service facilities including, but not limited to, a health center, dining venues, fitness services, and supplemental transportation services that would be located throughout the property. These services and amenities would help provide social interaction for the residents. The project would provide a wide variety of senior services and programs, including daily opportunity for health care, physical activity and recreation, and mental stimulation. In addition, the project would provide coordinated health care services, including 17 supporting care units with sections specializing in assisted living care, memory care and respite care, meeting the wide range of needs for seniors as they age.

The project would also improve the integration of the site with the broader Los Gatos community by closing Farwell Lane to through traffic and transitioning this pathway connecting Los Gatos Meadows and Broadway into a naturally landscaped, pedestrian friendly connection to downtown Los Gatos. The conversion of Farwell Lane into a pedestrian and bicycle lane would improve safety for vehicle and pedestrian interaction at the intersection of Farwell Lane and Broadway. The project would continue to use the existing driveway on Wood Road for access to the parking entrance, main entrance, and loading entrance, providing safe and efficient access to the site.

One of the extraordinary elements of the project is the integration of one or more autonomous vehicles and control systems deployed along Farwell Lane to enable a safe, convenient and alternative means of transporting residents between the project and Town retail, entertainment, and civil services. This element of the project will enable both safe and convenient access for residents to connect to Downtown Los Gatos. The project would consider Aurrigo, a vendor of autonomous vehicles, to provide this alternative transportation.

As consistently stated in our Project Application submittal and responses to Town staff comments thereto, the project would continue to make a significant contribution to the Town, both as a major employer, as well as a vital resource for residents who want to remain an integrated and valued part of the community. We believe that the project will be a tremendous and valuable asset to the Town of Los Gatos, extending a historical legacy of quality residence and care to the broader senior community.

**Appendix C
Listing of Meetings with Neighbors**

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 Marlena 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: https://vimeo.com/278024461	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 https://covia.org/los-gatos-meadows/

**Appendix D
Listing of Communications**

DATE	DESCRIPTION	CONSTITUENCY	Comm.Type	INDIVIDUALS	COVIA.TEAM.REPRESENTATIVES
10/23/2017	Meeting with Town Staff	Town	Meeting	Laurel Prevetti, Joel Paulson, Robert Schultz	Frank Rockwood, Laura Worthington-Forbes, Barbara Schussman
2/7/2018	Meeting with Fire Department	Town	Meeting	Fardean Amadhani, Tracy Steiger	Frank Rockwood, Mark Falgout
2/27/2018	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	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 Meeting	Residents	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	Meeting	Jason Bogan, Robert Mullan	Frank Rockwood
4/18/2018	Open House 2 meeting	Neighbors	Meeting	Julie Ritter Southern, Maria Ristow,Clarie LeClaire, Cathy Colgan	Chris Ichien, Frank Rockwood, Mark Falgout, Eric Morley
4/18/2018	Resident Council Meeting	Residents	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 Staff	Town	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 Hotel	Organizations	Meeting	Jason Bogan	Frank Rockwood
4/30/2018	Meeting with Town Officials	Town	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	Meeting	Fred Lester, Dave Lazzarini (at the beginning)	Frank Rockwood, Eric Morley
5/3/2018	Open House 3 meeting	Neighbors	Meeting	Kurtz, Fairey, Iversen (and Mike Vrevich resident)	David Gates, Chris Ichien, Ron Schaefer, F Rockwood, Mark Falgout, E Morley
5/3/2018	Resident Council Meeting	Residents	Meeting	[Los Gatos Meadows residents]	David Gates, Chris Ichien, Ron Schaefer, Frank Rockwood
5/3/2018	Meeting with Fire Department	Town	Meeting	Fardean Amadhani, Tracy Steiger	Frank Rockwood, Mark Falgout, Eric Morley
5/3/2018	Meeting with Town Staff	Town	Meeting	Joel Paulson	Frank Rockwood, Mark Falgout
	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
5/4/2018	Meeting with Public Works	Town	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	Meeting	John and Jean Richardson, Stanford Stickney and 3 other family members	David Gates, Chris Ichien, Bill Tobin, F Rockwood, Mark Falgout
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	Meeting	Teri Hope	Frank and Susan Rockwood
6/15/2018	Meeting with McCarthy Ranch	Organizations	Meeting	Joey McCarthy	Frank and Susan Rockwood
6/15/2018	Stopped Rural Supply Hardware	Organizations	Meeting	Ken Nelson	Frank and Susan Rockwood
6/15/2018	Stopped by Cucina Bambina	Organizations	Meeting	Met with receptionist (Izzy)	Frank and Susan Rockwood
6/25/2018	Meeting with Time Out Clothing	Organizations	Meeting	Ginger Rowe	Frank and Susan Rockwood
6/25/2018	Meeting to review views of neighbor	Neighbors	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 Chamber	Organizations	Meeting	Joe Pirzynski	Frank Rockwood, Chris Ichien
7/13/2018	Meeting with The Spa - Los Gatos	Organizations	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	Meeting	Jennifer Murdock, Trudy Burling, Kathy Mlinarich	Frank Rockwood and Laura Worthington-Forbes
7/20/2018	Emailed new neighbor contact Video Link	Neighbors	Email	James Holtz	Email from Frank Rockwood
7/23/2018	Emailed meeting invitation	Organizations	Email	Ron Tate	Email from Frank Rockwood

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7/23/2018	Emailed meeting invitation	Organizations	Email	Shelly Blanchard/Cucina Bambina	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	Meeting	Fred Lester	Frank Rockwood
7/24/2018	Meeting with Jason Bogan	Organizations	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	Meeting	3 focus groups of about 12 each	Brook Adams
10/29/2018	Meeting with Town Staff	Town	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	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	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	Meeting	Jessy Pu, Lisa Pedersen	Frank Rockwood, Susan Rockwood, Mark Falgout
12/11/2018	Meeting with Town Staff	Town	Meeting	Laurel Prevetti, Joel Paulson	Frank Rockwood, Eric Morley, Chris Ichien, Mark Falgout
12/11/2018	Meeting w/Town Not City	Organizations	Meeting	Rod Teague	Frank and Susan Rockwood, Eric Morley, Chris Ichien
12/12/2018	Meeting with Council Member Marico Sayoc	Town	Meeting	Marico Sayoc	Frank Rockwood, Eric Morley, Chris Ichien
12/12/2018	Meeting with Council Member Steve Leonardis	Town	Meeting	Steve Leonardis	Frank Rockwood, Eric Morley, Chris Ichien
12/12/2018	Meeting with Chamber	Organizations	Meeting	Joe Pirzynski, Catherine Somers	Frank Rockwood, Eric Morley, Chris Ichien
12/13/2018	Meeting with Toll House	Organizations	Meeting	Jason Bogan	Frank and Susan Rockwood, Victor Ceron
12/13/2018	Meeting with Council Member Rob Rennie	Town	Meeting	Rob Rennie	Frank Rockwood, Eric Morley, Kiran Kaur
12/14/2018	Meeting with Council Member Barbara Spector	Town	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	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	Meeting	Caroline and Marc Philippe	Frank Rockwood, Victor Ceron
3/15/2019	Meeting with Julie Ritter Southern	Neighbors	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 Phillippe re: ADU/vineyard	Neighbors	Email	Caroline and Marc Philippe	Frank Rockwood
7/25/2019	Meeting with Toll House Hotel	Organizations	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	Meeting	Joel Paulson, Laurel Prevetti	Frank Rockwood, Laura Worthington-Forbes, David Gates, Chris Ichien
8/15/2019	Meeting with Catherine Somers from Chamber	Organizations	Meeting	Catherine Somers	Frank Rockwood, Chris Ichien
8/15/2019; 8/17/2019	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
9/24/2019	Meeting with Toll House Hotel	Organizations	Meeting	Abel Veloz	Frank Rockwood, Victor Ceron
9/24/2019	Meeting with Fred Lester	Organizations	Meeting	Fred Lester and his wife	Frank Rockwood, Victor Ceron
9/24/2019	Meeting with Senior Commission	Town	Meeting	Arn Andrews, Commission Members	Frank and Susan Rockwood
10/1/2019	Meeting with Julio Hernandez, SDA Church	Town	Meeting	Julio Hernandez, SDA Church	Victor Ceron
10/10/2019	Open House 6 at Toll House Hotel	Neighbors	Meeting	Julie Ritter Southern, Jaime Garcia & friend, Irving & Evelyn Mitsunaga, Maria Ristow	F Rockwood, M Falgout, D Gates, C Ichien, V Ceron, V Troncoso, 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 Phillippe property)	Frank Rockwood
12/18/2019	Meeting with Town Staff	Town	Meeting	Joel Paulson, Sally Zarnowitz, Jocelyn Shoopman	Frank Rockwood, Laura Worthington-Forbes, David Hance
2/6/2020	Site Visit with Town Staff	Town	Meeting	Jocelyn Shoopman, Sally Zarnowitz, Mike Weisz, Robert Gray, Corvell Sparks	Frank Rockwood, Victor Ceron, Chris Ichien, Vincent Troncoso

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DATE	DESCRIPTION	CONSTITUENCY	Comm.Type	INDIVIDUALS	COVIA.TEAM.REPRESENTATIVES
2/12/2020	Technical Review	Town	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	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	Meeting	Jocelyn Shoopman	Frank Rockwood, Arch Pelley, Melissa Destout
6/3/2020	Meeting with Fire Department	Town	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	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	Meeting	Jocelyn Shoopman, Sally Zarnowitz, Joel Paulson	Frank Rockwood, Mark Falgout, David Gates, Melissa Destout