



Ann M. Stillman  
Director

County Government Center  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
650-363-4100 T  
650-361-8220 F  
[www.smcgov.org](http://www.smcgov.org)

December 20, 2022

**Re: Property Owner Survey and Property Owner Meeting  
Reconstruction of Vine Street from Oak Avenue to County/City Boundary west of  
Leland Avenue - West Menlo Park Area  
[County Project No. RW812; Project File No. E4993000]**

Dear Property Owner:

The San Mateo County Board of Supervisors (Board) adopted minimum road standards and a priority list for improving roads in the West Menlo Park Area so that minimum road improvements, where desired by the property owners, can be constructed and paid for by the County of San Mateo. We are continuing to construct roads to the adopted standards and priority list as funding is available. Vine Street (from the County Boundary west of Leland Avenue to Oak Avenue) is the next street on the priority list and we are asking for your input regarding this road project.

We are surveying your block of Vine Street to determine whether or not minimum road improvements are desired and, if so, which of the following adopted minimum road standards for your area, as described below, is preferred:

- Option 1** – Do nothing. Maintain as is.
- Option 2** – Reconstruct road with 18 feet of pavement with 3-foot wide valley gutters.
- Option 3** – Reconstruct road with 22 feet of pavement with 3-foot wide valley gutters.
- Option 4** – Reconstruct road with 18 feet of pavement with 2-foot wide valley gutters

Based on the Board's policy, the improvements will be centered in the road right-of-way unless the road must be moved to avoid trees or other major encroachments in the road right-of-way. Most of the road improvements would be constructed centered in County's road right-of-way with a small segment centered on the existing roadway to minimize impacts to trees and landscaping.

Enclosed is a pictorial representation of Options 2, 3 and 4 for your reference. Our survey crew has spray-painted the proposed locations for the 3-foot wide valley gutters for Option 3 on your street. The pictorial representation and information listed below provide you with a description of how you can determine the improvement locations for Options 2, 3 and 4 based on the spray paint marks. Additionally, we have provided a list of streets where Options 2, 3 and 4 were previously constructed.



Property Owner Letter

**Re: Reconstruction of Vine Street from Oak Avenue to County/City Boundary west of Leland Avenue - West Menlo Park Area  
[County Project No. RW812; Project File No. E4993000]**

December 20, 2022

Page 2

Option	How to Locate Road Option	Location of Constructed Option
2 (18' wide road with 3' valley gutters)	The edges of the 3-ft valley gutters can be located by measuring 2' from both of the spray paint marks towards the center of the road. (The valley gutters for Option 2 shift 2' closer to the center of the road than with Option 3).	Croner Avenue from Orange Avenue to County Boundary south of North Lemon Avenue (constructed in 2018)
3 (22' wide road with 3' valley gutters)	The 3-ft valley gutters are shown by the spray paint markings.	Camino de los Robles Avenue between Altschul Avenue and Alameda de las Pulgas (constructed in 2004)
4 (18' wide road with 2' valley gutters)	The outer edges of 2-ft valley gutters are at the inner paint marks. To locate the inner edges of 2-ft valley gutters, measure 2 feet toward the road center from the inner paint marks.	Franks Lane from Camino de los Robles to Valparaiso Avenue (constructed in 2011)

Please fill out the attached survey and return it to us in the enclosed self-addressed stamped envelope by **Friday, January 27, 2023**. **Your response to this survey is important for the following reasons:**

- (1) Improvements will not be constructed unless at least fifty percent (50%) of all the property owners on a given block (based on front footage) indicate that improvements are desired; and**
- (2) Should at least fifty percent (50%) of all the property owners on a given block vote for improvements, as stipulated above, the option that receives the majority of the vote (based on front footage of all the property owners) will be constructed.**

We have scheduled a virtual public meeting to answer any questions you may have regarding the project and provide you with any additional information you may need in order to complete the survey. The virtual meeting will be held on:

**Date: January 11, 2023 (Wednesday)**

**Time: 6:30 PM to 7:30 PM**

**Meeting Platform: Zoom**

**To join the virtual public meeting (please visit the Project website for Zoom instructions):**

<https://www.smcgov.org/projects/vine-street-reconstruction>

Property Owner Letter

**Re: Reconstruction of Vine Street from Oak Avenue to County/City Boundary west of Leland Avenue - West Menlo Park Area  
[County Project No. RW812; Project File No. E4993000]**

December 20, 2022

Page 3

Please contact John Schabowski or Wency Ng of my staff at (650) 363-4100 if you have any questions. They can also be reached by e-mail at:

[jschabowski@smcgov.org](mailto:jschabowski@smcgov.org)  
[wng@smcgov.org](mailto:wng@smcgov.org)

Very truly yours,



Ann M. Stillman  
Director of Public Works

AMS:KL:WN:JS

F:\USERS\DESIGN\C3D\E4993000\_VINE\05 PROPERTY OWNERS\LETTERS\PO SURVEY\LETTER - SURVEY\PO SURVEY LETTER VINE ST.DOCX

Enclosures: Pictorial Representations – Vine Street from Oak Avenue to County/City Boundary west of Leland Avenue (Options 2 and 4)  
Pictorial Representations – Vine Street from Oak Avenue to County/City Boundary west of Leland Avenue (Option 3)  
Official Survey – Vine Street (from Oak Avenue to County/City Boundary west of Leland Avenue)  
Self-Addressed Stamped Envelope

cc: Supervisor Don Horsley  
Michael Callagy, County Executive Officer

bcc: Khoa Vo, Deputy Director, Road Services  
Krzysztof Lisaj, Principal Civil Engineer, Engineering and Construction  
Wency Ng, Senior Civil Engineer, Project Development and Design  
John Schabowski, Associate Engineer, Project Development and Design

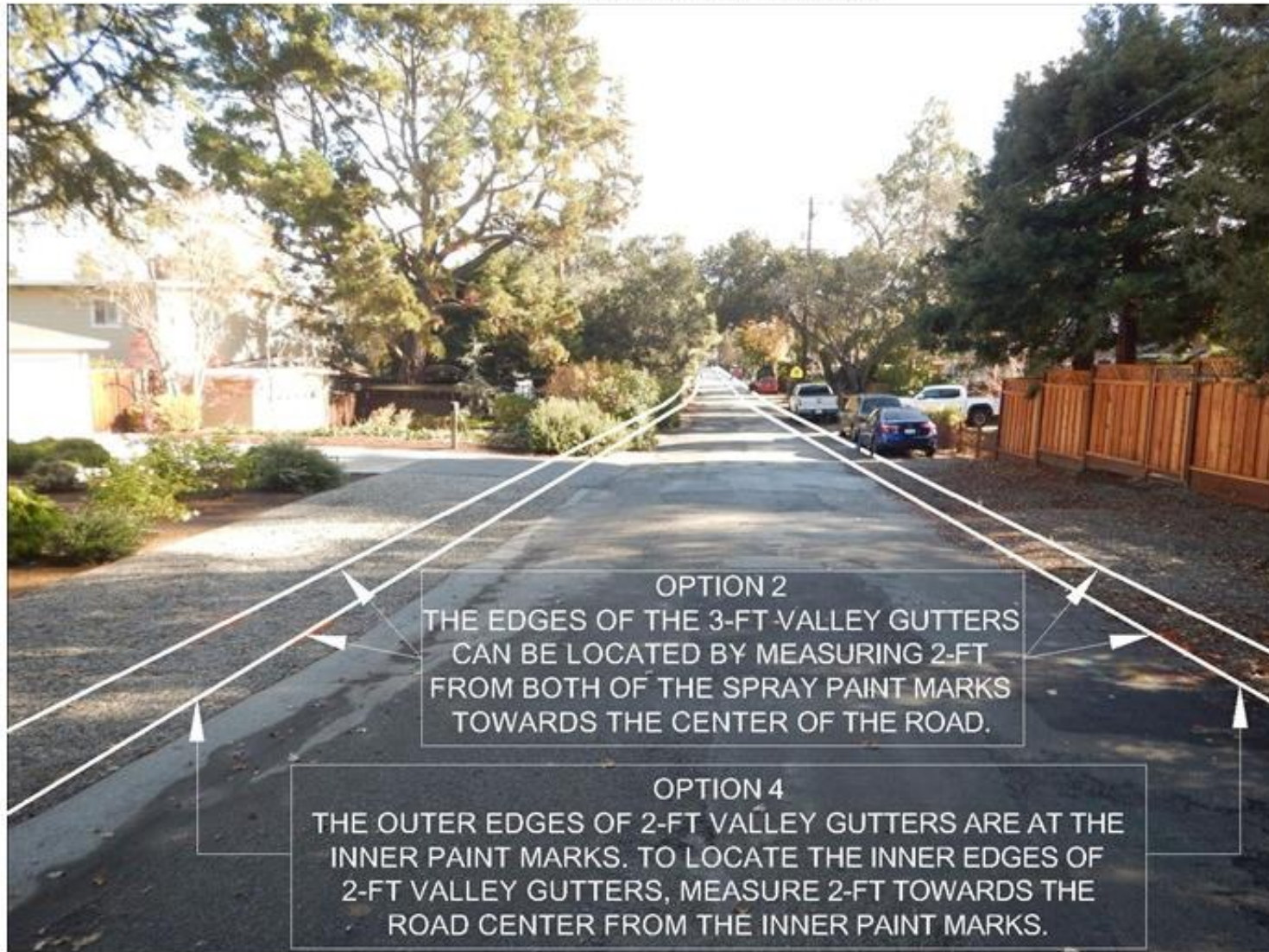
## VINE STREET (OPTIONS 2 AND 4)

[OAK AVENUE TO COUNTY/CITY BOUNDARY WEST OF LELAND AVENUE]

OPTION 2 - RECONSTRUCT ROAD WITH 18-FT WIDE PAVEMENT WITH 3-FT WIDE VALLEY GUTTERS

OPTION 4 - RECONSTRUCT ROAD WITH 18-FT WIDE PAVEMENT WITH 2-FT WIDE VALLEY GUTTERS

(Pictorial Not Illustrated To Scale)



OPTION 2  
THE EDGES OF THE 3-FT VALLEY GUTTERS  
CAN BE LOCATED BY MEASURING 2-FT  
FROM BOTH OF THE SPRAY PAINT MARKS  
TOWARDS THE CENTER OF THE ROAD.

OPTION 4  
THE OUTER EDGES OF 2-FT VALLEY GUTTERS ARE AT THE  
INNER PAINT MARKS. TO LOCATE THE INNER EDGES OF  
2-FT VALLEY GUTTERS, MEASURE 2-FT TOWARDS THE  
ROAD CENTER FROM THE INNER PAINT MARKS.

**VINE STREET (OPTIONS 3)  
[OAK AVENUE TO COUNTY/CITY BOUNDARY WEST OF LELAND AVENUE]**

**OPTION 3 - RECONSTRUCT ROAD WITH 22-FT WIDE PAVEMENT WITH 3-FT WIDE VALLEY GUTTERS  
(Pictorial Not Illustrated To Scale)**





## OFFICIAL SURVEY

### Vine Street (from Oak Avenue to County/City Boundary west of Leland Avenue)

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Property Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Assessors Parcel Number (APN) located on top portion of mailing label on the envelope:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Your input is very important to us. Please take the time to fill out the form and mail it to us by **Friday, January 27, 2023**. **Street improvements will not be constructed unless at least fifty percent (50%) of all the property owners on a given block (based on front footage) indicate that improvements are desired.**

The following should be the minimum standard used for reconstructing the street adjacent to my property. (Please check only one):

- Option 1** – Do nothing. Maintain as is.
- Option 2** – Reconstruct road with 18 feet of pavement with 3-foot wide valley gutters.
- Option 3** – Reconstruct road with 22 feet of pavement with 3-foot wide valley gutters.
- Option 4** – Reconstruct road with 18 feet of pavement with 2-foot wide valley gutters.

**Note:**

Should at least fifty percent (50%) of all the property owners on a given block vote for improvements, the option that receives the majority of the vote (based on front footage of all the property owners) will be constructed.

**Comments:** (i.e. if you would like the new road to be aligned with the existing road width or other concerns/comments)