



James C. Porter
Director

County Government Center
555 County Center, 5th Floor
Redwood City, CA 94063
650-363-4100 T
650-361-8220 F
www.smcgov.org

February 26, 2021

Re: Proposed Improvements on Encina Avenue from Middlefield Road to End of Road – North Fair Oaks [County Project No. RW935; Project File No. E5044000]

Dear Property Owner:

The County of San Mateo Board of Supervisors (Board), at their meeting on June 18, 2002, adopted minimum road standards and a priority list for improving roads in the North Fair Oaks area so that minimum road improvements, where desired by the property owners, can be constructed and paid for by the County. We are continuing to construct roads to the adopted standards and priority list as funding is available. Encina Avenue is next on the priority list, and we are asking for your input regarding this road project.

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

- Option 1** – Maintain as is.
- Option 2** – Repair and resurface the existing pavement.
- Option 3** – Reconstruct road with 18 feet of pavement with 6-inch wide concrete bands.
- Option 4** – Reconstruct road with 18 feet of pavement with 2-foot wide valley gutters.
- Option 5** – Reconstruct road with 18 feet of pavement with 3-foot wide valley gutters.

Based on the results of this survey, reconstruction of the road may be implemented (Options 3 through 5). In those cases (Options 3 through 5), the improvements will be centered in the road right-of-way unless they must be shifted to avoid trees or other



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major encroachments in the road right-of-way. A potential shift of the road and/or edge improvements may be required or may result in a narrower road width at some locations. Removal of property owner's encroachments (such as mailboxes and landscaping) within the road improvement section in the County road right-of-way appear to be necessary based on our observations of the existing conditions.

The Encina Avenue road right-of-way from Middlefield Road to Oak Drive is divided along the center into two jurisdictions: the east half is within the Town of Atherton limits and the west half is within the County of San Mateo limits. The County of San Mateo has contacted the Town of Atherton (Town) to inform them of the proposed road project and to determine if the Town is interested in including their half of the road in the road improvement project.

Storm drainage along Encina Avenue generally flows along the road shoulders from Middlefield Road to the end of Encina Avenue. This includes ponding at localized low points along the road shoulders and existing vegetated or pervious surfaces, which allow for stormwater to infiltrate into the ground. Many roads in the North Fair Oaks area do not have formal storm drainage facilities, which includes Encina Avenue.

The Road Standard Options for your area include the construction of valley gutters (Options 4 and 5), which would result in conveying surface runoff more efficiently. These Options would generally no longer provide areas for stormwater to percolate into the existing permeable shoulder areas and would likely exacerbate ponding at the end of the road. On the other hand, reconstructing the road with concrete bands along the edge of pavement (Option 3) would allow roadway surface runoff to drain off the road into the roadway shoulder areas for water to infiltrate into the permeable shoulder material and continue to provide a water source for the existing trees. With Options 3 through 5, the Department would evaluate options and opportunities to construct subsurface storage and infiltration facilities for incorporation into the project where existing utility conflicts do not exist, in an effort to improve the existing drainage conditions.

Enclosed are pictorial representations of Options 3 and 5 for your reference. Our survey crew has spray painted the proposed locations for the 3-foot wide valley gutter with a 18-foot-wide road consistent with Option 5. Only one side of the road (County side) is spray painted on Encina Avenue between Middlefield Road and Oak Drive as the other side is within the Town of Atherton limits. The pictorial representations and information listed below provide you with a description of how you can determine the improvement locations for Options 3 through 5 based on the spray paint marks.

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Additionally, we have provided a list of streets where Options 3, 4 and 5 were previously constructed.

Option	How to Locate Option on Encina Avenue	Location of Constructed Option
3 (18' wide road with 6" concrete band)	The outer edge of the 6-inch concrete band can be referenced by measuring from the inner spray paint mark outward away from center of the road six inches (6").	Placitas Avenue from Oak Drive to End.
4 (18' wide road with 2' valley gutters)	The outer edges of the 2-foot valley gutters can be referenced by measuring from the inner spray paint marks away from center of the road by two feet (2').	9 th Avenue from Middlefield Road to Oak Drive San Benito Avenue from Fair Oaks Avenue to End Oak Drive from San Benito Avenue to Encina Avenue (Half of the road was reconstructed within County limit)
5 (18' wide road with 3' valley gutters)	The 3-foot valley gutters are shown by the spray paint markings.	9 th Avenue from Oak Drive to Edison Way 10th Avenue from Fair Oaks Avenue to End

Please fill out the attached survey and return it to us in the enclosed self-addressed stamped envelope by **Friday, March 19, 2021**. **Your response to this survey is important for the following reasons:**

- (1) Improvements will not be constructed unless at least fifty percent (50%) of 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 property owners on a given block vote for improvements, as stipulated above, the option constructed will be based on:**

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- a. **The option that receives at least fifty percent (50%) of the vote (based on front footage) will be constructed.**
- b. **Should no option receive at least fifty percent (50%) of the vote (based on front footage), the default option, as previously approved by the Board, will be Option 3.**

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: March 10, 2021 (Wednesday)

Time: 6:30 PM to 7:30 PM

Meeting Platform: Zoom

To join online (please visit the Project website for Zoom instruction):

<https://publicworks.smcgov.org/projects/encina-avenue-reconstruction>

To join by phone:

Phone Dial-in: (669) 900-9128

Meeting ID: 996 6552 5935

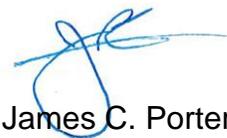
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Please contact Alex Zhang or Wency Ng of my staff at (650) 363-4100 if you have any questions. They can also be reached by e-mail at:

azhang@smcgov.org

wng@smcgov.org

Very truly yours,



James C. Porter
Director of Public Works

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JCP:AMS:GT:WN:AZ

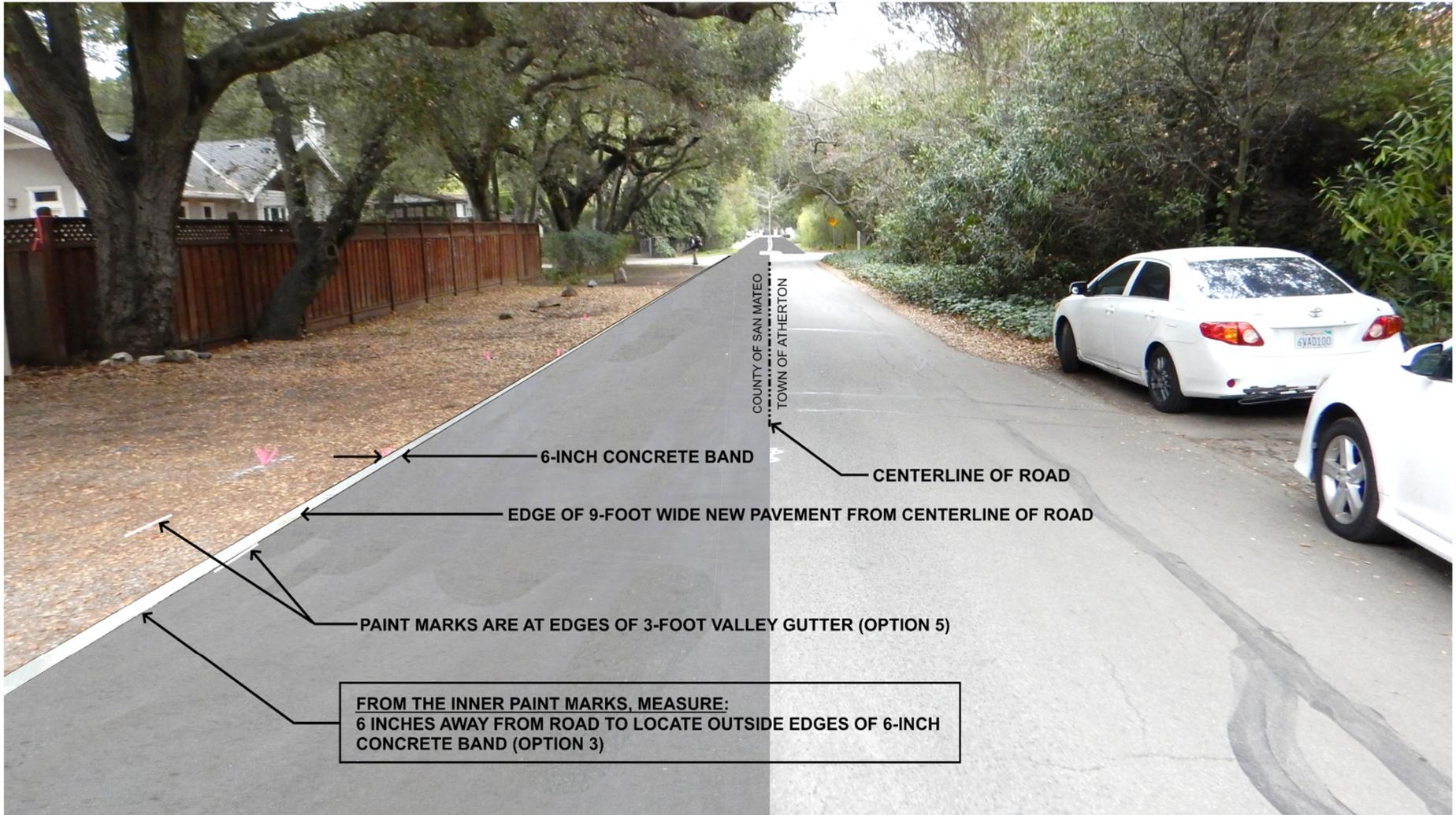
F:\USERS\DESIGN\C3D\E5044000_ENCINA AVE RECON\14 PROPERTY OWNERS\PO SURVEY\LETTER - SURVEY\PO SURVEY LETTER ENCINA AVE_FINAL.DOCX

Enclosures: Pictorial Representations – Middlefield Road to Oak Drive and Oak Drive to End of Road (Options 3 and 5 for each block)
Official Survey – Encina Avenue (from Middlefield Road to End)
Self-Addressed Stamped Envelope

cc: Supervisor Warren Slocum, District 4, President of Board of Supervisors
Michael Callagy, County Manager
Members, North Fair Oaks Council

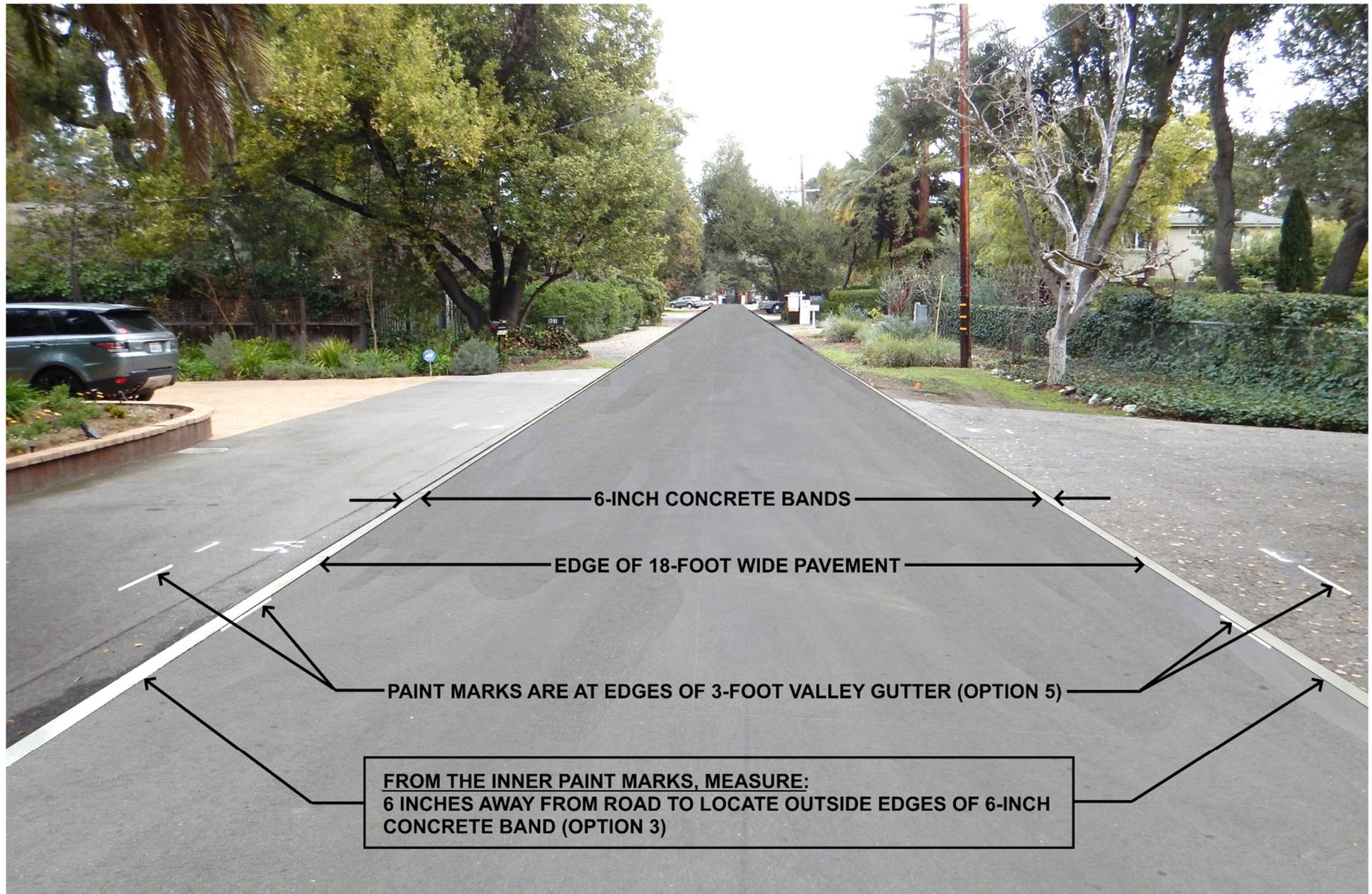
ENCINA AVENUE (OPTION 3)
MIDDLEFIELD ROAD TO OAK DRIVE

OPTION 3 - RECONSTRUCT ROAD WITH 9-FOOT WIDE PAVEMENT WITH 6-INCH WIDE CONCRETE BAND (COUNTY SIDE)
(Pictorial Not Illustrated To Scale)



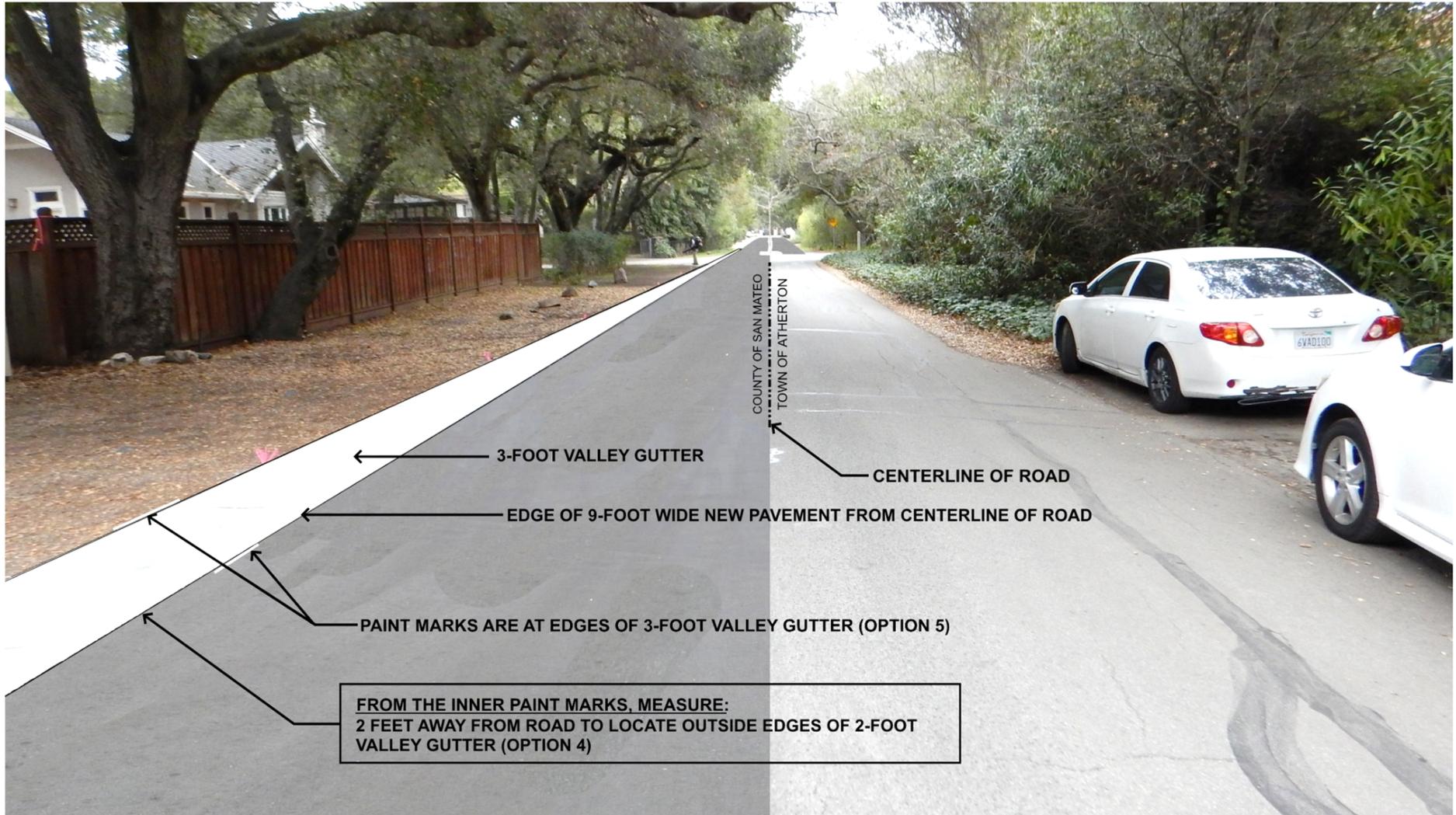
ENCINA AVENUE (OPTION 3)
OAK DRIVE TO END OF ROAD

OPTION 3 - RECONSTRUCT ROAD WITH 18-FOOT WIDE PAVEMENT WITH 6-INCH WIDE CONCRETE BANDS
(Pictorial Not Illustrated To Scale)



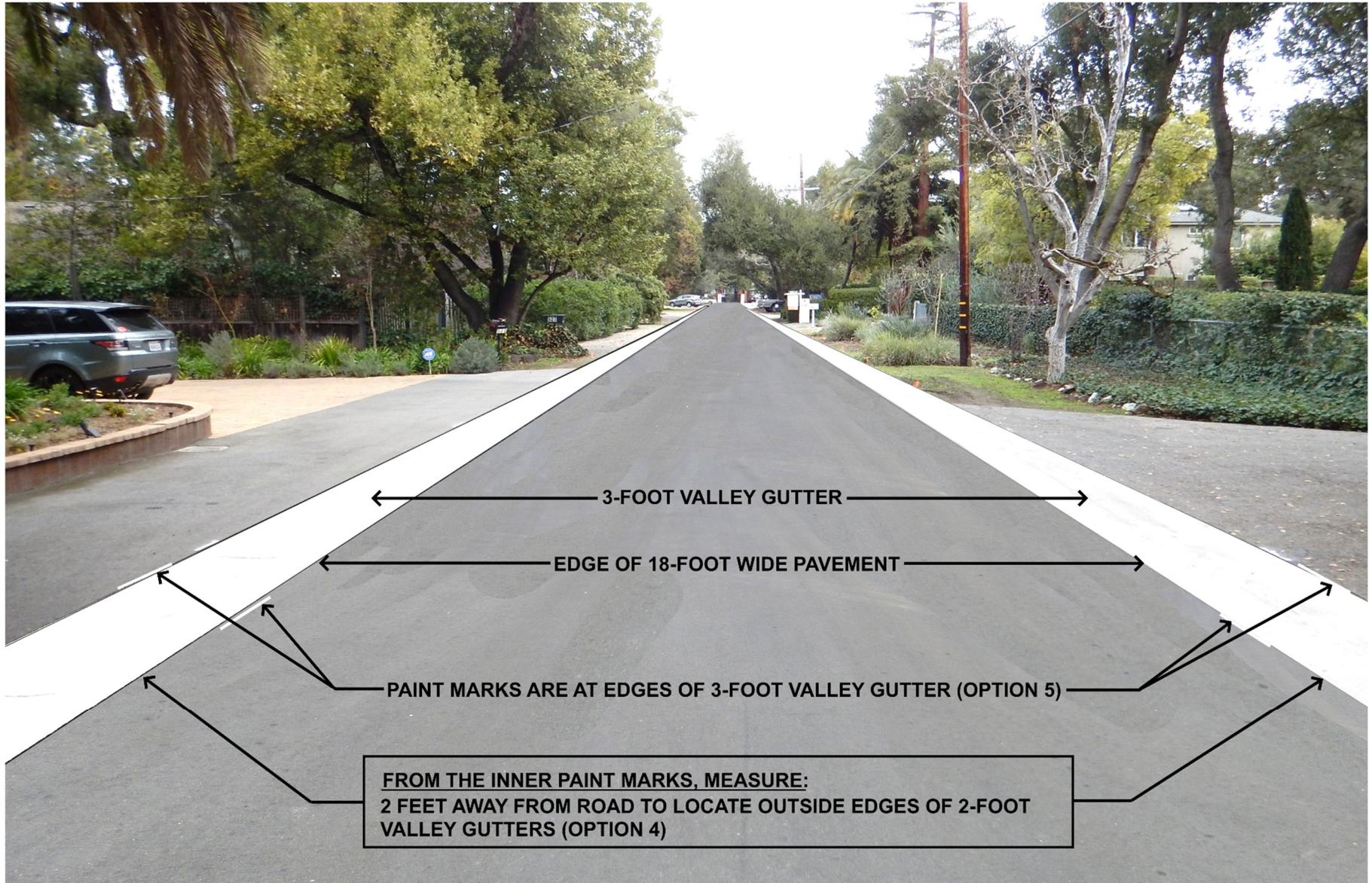
ENCINA AVENUE (OPTION 5)
MIDDLEFIELD ROAD TO OAK DRIVE

OPTION 5 - RECONSTRUCT ROAD WITH 9-FOOT WIDE PAVEMENT WITH 3-FOOT WIDE VALLEY GUTTER (COUNTY SIDE)
(Pictorial Not Illustrated To Scale)



ENCINA AVENUE (OPTION 5)
OAK DRIVE TO END OF ROAD

OPTION 5 - RECONSTRUCT ROAD WITH 18-FOOT WIDE PAVEMENT WITH 3-FOOT WIDE VALLEY GUTTERS
(Pictorial Not Illustrated To Scale)





OFFICIAL SURVEY
Encina Avenue (from Middlefield Road to End of Road)

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, March 19, 2021**. **Street improvements will not be constructed unless at least fifty percent (50%) of 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** – Maintain as is.
- Option 2** – Repair and resurface the existing pavement.
- Option 3** – Reconstruct road with 18 feet of pavement with 6-inch wide concrete bands.
- Option 4** – Reconstruct road with 18 feet of pavement with 2-foot valley gutters.
- Option 5** – Reconstruct road with 18 feet of pavement with 3-foot valley gutters.

Note:

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

If no option receives at least fifty percent (50%) of the vote, then Option 3, the default option, will be constructed.

Comments: