

November 13, 2015

**Re: Property Owner Survey and Property Owner Meeting
Reconstruction of Leland Avenue from Palo Alto Way to Frontage Road near
Sand Hill Road - West Menlo Park Area [County Project File No. E4942000]**

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. Leland Avenue (from Palo Alto Way to the frontage road near Sand Hill Road) is one of the next streets on the priority list and we are asking for your input regarding this road project. In addition to Leland Avenue, portions of Palo Alto Way and Stanford Avenue are also being considered for improvement at this time.

We are surveying your block of Leland 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** – 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.

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.

Enclosed is a pictorial representation of Option 2 and 3 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 Option 2 based on the spray paint marks. Additionally we have provided a list of streets where Options 2 and 3 were previously constructed.



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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 feet from the inner spray paint marks toward the center of the road and from the inner spray paint marks away from the center of the road 1 foot.	Valparaiso Avenue between Altschul Avenue and Alameda de las Pulgas (constructed in 2014).
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).

Please fill out the attached survey and return it to us in the enclosed self-addressed stamped envelope by **Wednesday, December 16, 2015**. **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 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 meeting will be held on:

Date: December 3, 2015 (Thursday) / Time: 7:00 PM to 8:00 PM

**Place: Oak Knoll Elementary School (Library)
1895 Oak Knoll Lane, Menlo Park, CA 94025**

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

aseto@smcgov.org

wng@smcgov.org

Very truly yours,



James C. Porter
Director of Public Works

JCP:AMS:GT:WN:AS:

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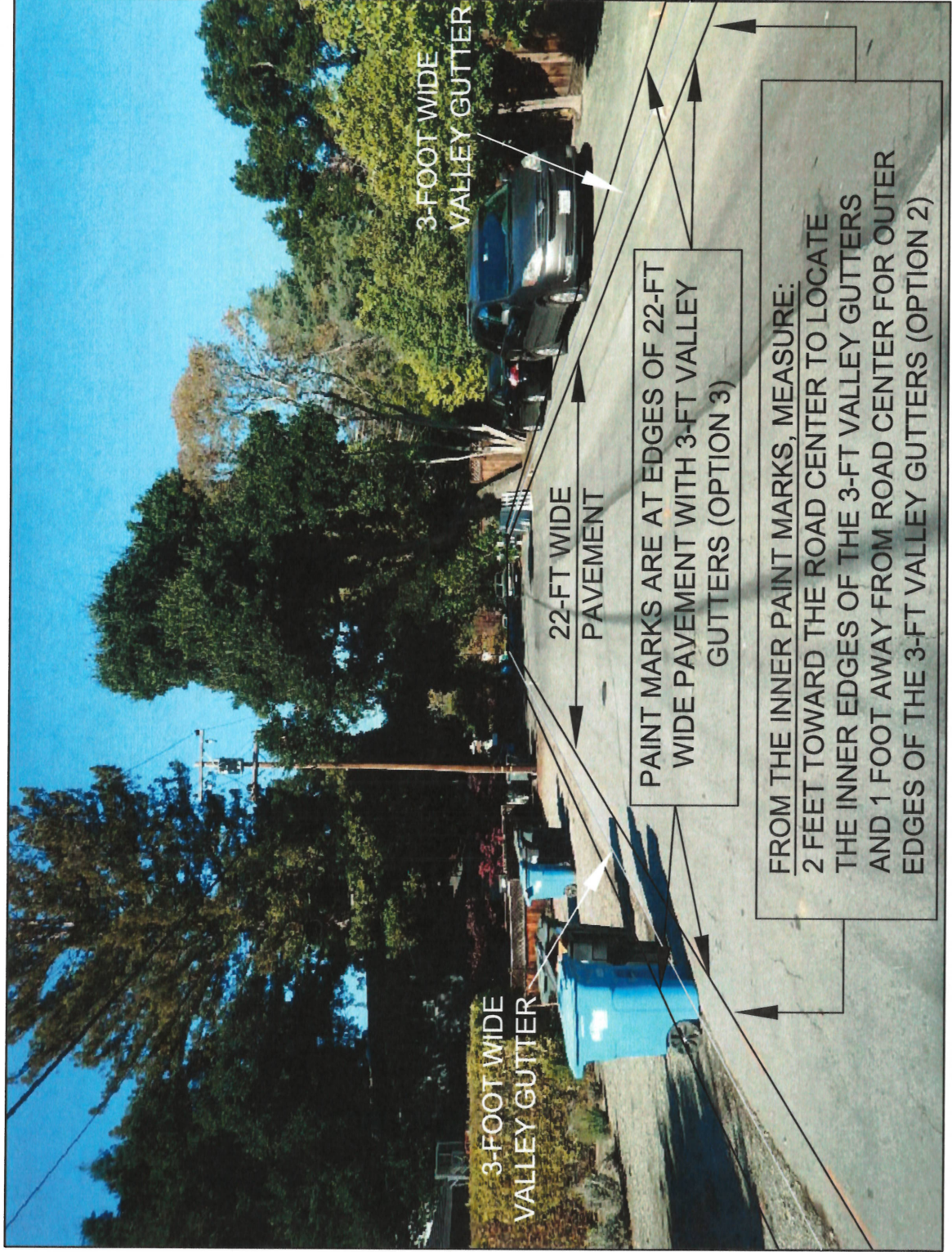
Encl: Leland Avenue Pictorial Representation (Option 2 and 3)
Official Survey
Self-Addressed Stamped Envelope

cc: Supervisor Don Horsley
John L. Maltbie, County Manager

LELAND AVENUE (OPTION 2 AND 3)

- OPTION 2 - RECONSTRUCT ROAD WITH 18-FOOT WIDE PAVEMENT WITH 3-FOOT WIDE VALLEY GUTTERS
- OPTION 3 - RECONSTRUCT ROAD WITH 22-FOOT WIDE PAVEMENT WITH 3-FOOT WIDE VALLEY GUTTERS

(Pictorial Not Illustrated To Scale)





OFFICIAL SURVEY

Leland Avenue (from Palo Alto Way to frontage road near Sand Hill 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 **Wednesday, December 16, 2015**. **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.

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 centerline, road width or other concerns/comments)