



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 24-404

Board Meeting Date: 6/11/2024

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Ann M. Stillman, Director of Public Works  
**Subject:** Menlo Oaks Area Road Standards  
(County Project No. RW301; Project File No. E5075)

**RECOMMENDATION:**

Adopt a resolution adopting:

- A) Minimum road standards for future road improvements in the Menlo Oaks Area; and
- B) A priority list to be used to determine the priority of future road improvements in the Menlo Oaks Area.

**BACKGROUND:**

On April 28, 1998 this Board adopted Resolution No. 061884, which adopted the existing width of the roads in the Menlo Oaks Area (Menlo Oaks) as the road standard for Menlo Oaks and that future road improvements would consist solely of maintaining the existing roads. This standard was based on the results of property owner surveys relative to road standards.

On August 2, 2022 this Board approved an Appropriation Transfer Request (ATR) transferring district-discretionary Measure K funds of \$250,000 from Non-Departmental Services to the San Mateo County Department of Public Works for a road conditions and standards survey in the unincorporated area of Menlo Oaks.

**DISCUSSION:**

The Department of Public Works (Department) worked with the Menlo Oaks community on the Menlo Oaks Roads Standards Project (Project) to determine if the road standards should be updated based on input from the property owners within the neighborhood.

The Project did not include roadway standards for Ringwood Avenue and Coleman Avenue as road standards in that area will be determined through a separate process. Specifically, the Sustainability Department is working on the Coleman and Ringwood Avenues Transportation Study (Study) to determine multi-modal improvements to those two roads, as they are included in the County's Active

Transportation Plan. The recommendations from the Study will be used to determine the road standards for Ringwood Avenue and Coleman Avenue.

The steps taken by the Department to develop the proposed minimum road standards and priority list included:

- Conducted a field survey of the existing roads, identifying roadway widths, tree locations, and condition of existing pavement.
- Developed options for road standards based on standards developed in other County areas while incorporating the unique character of Menlo Oaks with narrower roads, mature trees adjacent to the roadway, and regulatory requirements.
- Sent a notice to all property owners within the Project area of the Project, conducted the first community meeting to discuss road standards, explained the process to be used and the format of the survey to be sent to each property owner.
- Mailed the property owner surveys, prepared a frequently asked questions document, and conducted a second community meeting to address all questions received and provided an opportunity for additional questions to ensure property owners had a clear understanding prior to submitting their survey and voting on their preferred road standard.
- Notified property owners that they had the option to revise their votes if they submitted their votes prior to the second community meeting.
- Tabulated the survey results and developed the preferred road standards and a priority list based on the survey results.
- Mailed the survey results to the property owners and conducted a final community meeting to discuss the survey results, proposed road standards, priority list, and methodology used by the Department to develop the standards and priority list.
- Posted all letters, presentations, responses to questions, and recordings of the three (3) community meetings, and other Project documents on the Project webpage for public reference.

### **Development of Proposed Road Standards**

The Department determined the proposed road standards for Menlo Oaks based on which options the property owners “most” or “least” preferred in the surveys. The Department also determined a “default option” which would be used when property owners on a specific street in subsequent surveys agree that the street should be reconstructed but cannot agree on what standard should be used.

### **Development of Proposed Priority List**

The streets were prioritized for implementation of new road standards based on drainage, followed by pavement condition (pavement condition index), and proximity to school/public facilities. Drainage is a concern for many property owners in Menlo Oaks and analysis of the existing severity of drainage issues was considered in development of the priority list.

### **Property Owners Comments**

The following is a summary of the most frequently received comments or concerns during the above-described process and the Department’s responses:

- **Comment** - Drainage and not exacerbating flooding in connection with road improvements is a major concern for many property owners.
- **Response** - The Department has incorporated drainage as a factor in prioritizing the roads.

Drainage analysis will be performed for each project. In addition to valley gutters, catch basins and bio-retention galleries will be included to improve drainage and to meet California Regional Water Quality Control Board mandated requirements regarding stormwater runoff pollutant discharges and prevent increases in runoff flows.

- **Comment** - Protection of existing trees while improving the roads is of concern to many property owners.
- **Response** - The proposed standards may have varying degrees of impact to existing trees. Property owners in subsequent block by block surveys that the Department will conduct before any projects take place can elect to have the street remain “as is” which will have the least impact on trees; and specific attention to trees will be given during the design and construction phases of the projects, which will include retaining a licensed arborist to evaluate the trees or eliminating improvements adjacent to specific trees.
- **Comment** -Some members of the public assert that the “Maintain As-Is” option was not clearly defined in the survey language.
- **Response** - The Department does not agree with this assertion. The Department reiterated during meetings and in writing that the Department will continue to maintain the roads regardless of which option is selected by the community. The Department also offered the opportunity for property owners to change their votes and the Department does not believe there was any confusion that had any significant effect on the voting results. A clear explanation will be included in property owner surveys when roads on the Priority List are being considered for improvement and the “Maintain As-Is” option will be fully explained. This will ensure property owners have a clear understanding that road maintenance will continue to be performed through pavement repairs and road surface treatments if the “Maintain As-Is” option is selected.

County Attorney has reviewed and approved the resolution as to form.

#### **FISCAL IMPACT:**

There is no fiscal impact directly associated with this Board action. Should this Board approve the road standards and priority list there will be a fiscal impact when funds are appropriated to finance specific road reconstruction projects. The Department may utilize a combination of Road Funds, Mitigation Fees, **Measure A** Funds (1/2 Cent Transportation Funds) or SB 1 Funds for the proposed road projects. Funding for the proposed road projects will be incorporated into the annual budget process and compete for funding that is used to finance the maintenance and construction of the approximately 316 miles of roads that the County maintains. It is anticipated that design for the first street to be reconstructed in Menlo Oaks will begin in 2027 with construction in 2028.

There is no impact on the General Fund.