

COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Date: February 13, 2001

Board Meeting Date: February 27, 2001

TO: Honorable Board of Supervisors
FROM: Neil R. Cullen, Director of Public Works
SUBJECT: **Minimum Road Standards for Palomar Park - San Carlos Area**

RECOMMENDATION

Adopt a resolution:

1. Implementing minimum road standards for the Palomar Park Area which consists of resurfacing the existing roads with asphalt concrete, installing subsurface drains to handle spot water seepage problems, and grading and paving the adjacent unpaved roadside drainage ditches.
2. Establishing a priority list to be used by the Department of Public Works in recommending road resurfacing projects for the Palomar Park Area to your Board.

Previous Board Action

Approved the same minimum road standards for the Devonshire Canyon and Emerald Lake Hills areas which have similar roads and topography as the Palomar Park Area.

Key Facts

The Palomar Park Property Owners Association indicated their approval of the proposed standards in past correspondence.

A priority list of the roads to be resurfaced in the Palomar Park Area has been developed based on the existing condition of the roads, input from the County's Road Maintenance Division and whether the road is a through, loop connection or a dead end street.

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Discussion

Proposed Road Standard

The proposed road standard for the Palomar Park Area consists of:

- installing subsurface drains as may be necessary to handle spot water seepage problems;
- repairing failed areas in the road or replacing existing storm drain culverts as determined by the Maintenance Division;
- grading and paving the adjacent unpaved roadside drainage ditches;
- installing a leveling course of asphalt concrete and pavement fabric if determined to be necessary; and
- resurfacing the existing roadways with asphalt concrete.

The work does not include the installation of additional storm drain culverts or the paving of the paved or unpaved shoulder areas as historically this work has been the financial responsibility of the property owners. Property owners also have the option of applying for an encroachment permit to have the shoulders or parking areas paved at their expense either at the same time as our resurfacing work or at another time as determined by the property owner.

We will evaluate specific conditions and consider the installation of additional ditches where warranted and where the installation of the ditches will not adversely impact one property for the benefit of another. We will also notify property owners if their driveway drains are adversely affecting the drainage in the area due to their age or size or if they are damaged, and request that they be repaired prior to our resurfacing work. We will not take any action to have a driveway drain removed from the public right-of-way unless another property is being damaged as a result of the non-maintenance of the subject driveway drain. We will also evaluate other options such as adding berms or depressing the pavement to offset minor negative impacts of substandard drains.

Procedures to be Used

The following procedures are proposed to be used in proceeding with a project:

1. Notify the Palomar Park Property Owners Association of the specific street(s) that is proposed to be resurfaced, using the minimum standard as described above, once funds are appropriated in the Public Works Budget for the Palomar Park Area.

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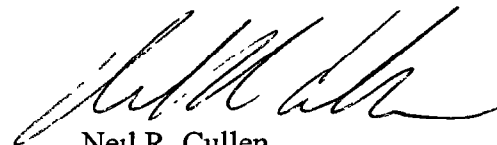
2. Use the Priority List of Streets identified for resurfacing to determine the sequence of streets to be resurfaced. Allow the sequence to be modified by the Director of Public Works upon notification to the Property Owners Association, if it is determined that minor adjustments may provide a paving schedule that will improve access to the area as the work proceeds.

Fiscal Impact

The estimated cost to resurface the priority listed County Maintained roads is \$500,000, based on the cost of doing similar resurfacing projects in the Emerald Lake Hills and Devonshire Canyon Areas last year. We anticipate that all the roads on the priority list will be resurfaced in three fiscal years. The first project will be this Summer as funds were appropriated in the previous fiscal year Road Fund Budget in anticipation of the standard and a priority list being approved by your Board.

There is no impact to the General Fund.

A form of resolution has been approved by County Counsel, a copy of this report has been sent to the Palomar Park Property Owners Association, and we have notified the Association of the date when your Board will consider this item.



Neil R. Cullen
Director of Public Works

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File No.: F-36 (359)

Attachments: Priority List (Exhibit A)

cc: Mr. Curtis Brooks, President PPHOA
1175 Palomar Drive
Redwood City, CA 94062
Milt Mares, County Counsel

EXHIBIT "A"
**Priority List for Future Improvements in
the Palomar Park Area and Vicinity**

Priority #	Street Name	From	To	Road Type
1	Clifford Avenue	Scenic Drive	Belle Roche Avenue	Through Road
2	Palomar Drive	Belle Roche Avenue	South Palomar	Through Road
3	South Palomar Drive	Palomar Drive	Palomar Drive	Loop Road
4	Palomar	South Palomar	Loma Court	Dead End
5	Loma Court	Palomar Drive	End	Dead End
6	Cortez Road	Palomar Drive	End	Dead End
7	Estrada Place	Palomar Drive	End	Dead End
8	Los Cerros Road	Palomar Drive	End	Dead End
9	Hubbard	Scenic Drive	End	Dead End
10	Brecon Court	Scenic Drive	End	Dead End
11	Loma Road	City Limit	0.06 Miles South of City Limit	Dead End

Resolution No. _____

Board of Supervisors, County of San Mateo, State of California

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**Resolution Adopting Minimum Road Standards, a Priority List and Procedures for
Implementing Future Road Projects
in Palomar Park - San Carlos Area**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Director of Public Works has recommended a minimum road standard and procedures for implementing minimum road standards in the Palomar Park Area, based on the minimum road standards adopted by the this Board of Supervisors for areas which have similar roads and topography, the Department's past experience in resurfacing the County maintained roads in the Devonshire Canyon and Emerald Lake Hills Areas and on previous policies adopted by this Board; and

WHEREAS, the Director of Public Works has developed a priority list of roads for the Palomar Park Area as shown on Exhibit “A” attached hereto and made part hereof, based on the input from the Department’s Road Maintenance Division and whether the road is a through or loop road or a dead end street, and is recommending that the priority list be used in determining the sequence of roads to be resurfaced; and

WHEREAS, this Board has reviewed and considered the recommendations of the Director of Public Works.

NOW, THEREFOR, IT IS HEREBY DETERMINED AND ORDERED as follows:

1. The Department of Public Works shall use the priority list of roads as shown on Exhibit “A” attached hereto when determining the roads to be resurfaced in the Palomar Park Area.
2. The Director of Public Works is authorized to modify the order of the priority list upon notification to the Palomar Park Homeowners Association.
3. The Department of Public Works shall use the following as the minimum road standard when developing resurfacing projects for roads in the unincorporated Palomar Park Area:
 - a. Install subsurface drains as may be necessary to handle spot water seepage problems;
 - b. Repair failed areas in the road or replace existing storm drain culverts as determined by the Department of Public Works’ Maintenance Division;

c. Grade and pave the adjacent unpaved roadside drainage ditches as appropriate;

d. Install a leveling course of asphalt concrete and pavement fabric if determined to be necessary;

e. Resurface the existing roads with asphalt concrete.

4. The minimum road standard does not include the installation of additional storm drain culverts or the paving of unpaved or paved shoulder areas as this type of work is the financial responsibility of the property owner. Property owners shall have the option of applying for an encroachment permit to pave the shoulders or parking areas at their own expense either at the same time that the proposed resurfacing work is being done or at some other time as determined by the property owner.

5. The Department of Public Works may, as appropriate, evaluate specific conditions and consider the installation of ditches or berms where warranted and where the installation of the ditches or berms will not adversely impact private or public property.

6. The Department shall notify property owners if their driveway drains are adversely affecting the drainage in the area due to the age, size or condition of the drain, and request that they be repaired prior to the resurfacing work. The Department shall consider the property damage that is being caused or if an impediment to traffic exists as a result of the condition, location or lack of maintenance of a driveway drain that encroaches into the public right-of-way before taking action to have the driveway drain removed from the public right-of-

way at the owner's expense. The Department shall also evaluate other options such as adding berms or depressing the pavement to offset minor negative impacts due to driveway drains that encroach into the public right-of-way.

7. The resurfacing of roads shall not proceed until funds for a project are appropriated by the Board of Supervisors.

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EXHIBIT "A"
**Priority List for Future Improvements in
the Palomar Park Area and Vicinity**

Priority #	Street Name	From	To	Road Type
1	Clifford Avenue	Scenic Drive	Belle Roche Avenue	Through Road
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3	South Palomar Drive	Palomar Drive	Palomar Drive	Loop Road
4	Palomar	South Palomar	Loma Court	Dead End
5	Loma Court	Palomar Drive	End	Dead End
6	Cortez Road	Palomar Drive	End	Dead End
7	Estrada Place	Palomar Drive	End	Dead End
8	Los Cerros Road	Palomar Drive	End	Dead End
9	Hubbard	Scenic Drive	End	Dead End
10	Brecon Court	Scenic Drive	End	Dead End
11	Loma Road	City Limit	0.06 Miles South of City Limit	Dead End