HEXAGON TRANSPORTATION CONSULTANTS, INC.

Memorandum

Date: April 15, 2026

To: Mr. Christopher Turner, City of Menlo Park

From: Ollie Zhou
Ling Jin

Subject: Transportation Impact Analysis for the Proposed Project at 68 Willow Road in Menlo Park, CA

Hexagon Transportation Consultants, Inc. has completed a transportation analysis (TA) for the proposed residential development at 68 Willow Road in Menlo Park, California (See Figure 1). The project would demolish the existing office buildings and build 50 townhomes. All proposed homes would include one- or two-car garages, for a total of 82 parking spaces. Two guest parking spaces are proposed on the site. Vehicle access to the site would be via the existing full access driveway on Willow Place.

The transportation analysis includes a review of the site plan, and a qualitative discussion of required CEQA topics (vehicle miles traveled [VMT], consistency with bicycle, pedestrian, and transit plans, roadway hazards, and emergency vehicle access).

VMT Evaluation

According to the City's VMT guidelines, the evaluation of residential land use is based on a daily VMT per capita metric. Using the model, this metric is calculated only for home-based trips. Based on the latest citywide travel demand model, the regional average residential daily VMT is 13.1 per capita. Therefore, the City's residential VMT impact threshold, at 15% below regional average, is 11.2 daily VMT per capita.

The project was coded into the model with 50 residential units, inclusive of the proposed 8 affordable housing units. As shown in Table 1 below, the project's residential land use would generate 12.3 daily VMT per resident, which is above the impact threshold of 11.2 VMT per resident. Therefore, the project would need to reduce its VMT by 9% to eliminate its potentially significant VMT impact.

The project would be required to satisfy a trip reduction target of 25% per C/CAG (see peer review comments below), exceeding the 9% reduction needed for VMT. Therefore, with the implementation of a TDM Plan achieving that, the project's VMT impact would be less than significant.

Table 1
VMT Analysis

	VMT per Resident			
Project	**Regional Average**	**VMT Threshold [1]**	**Project VMT**	**VMT Impact?**
68 Willow Road	13.1	11.2	12.3	Yes

Notes:
** All data referenced the latest Menlo Park citywide travel demand forecasting model.*
[1] Based on the City of Menlo Park TIA guidelines, adopted on June 23, 2020, and updated on January 11, 2022,

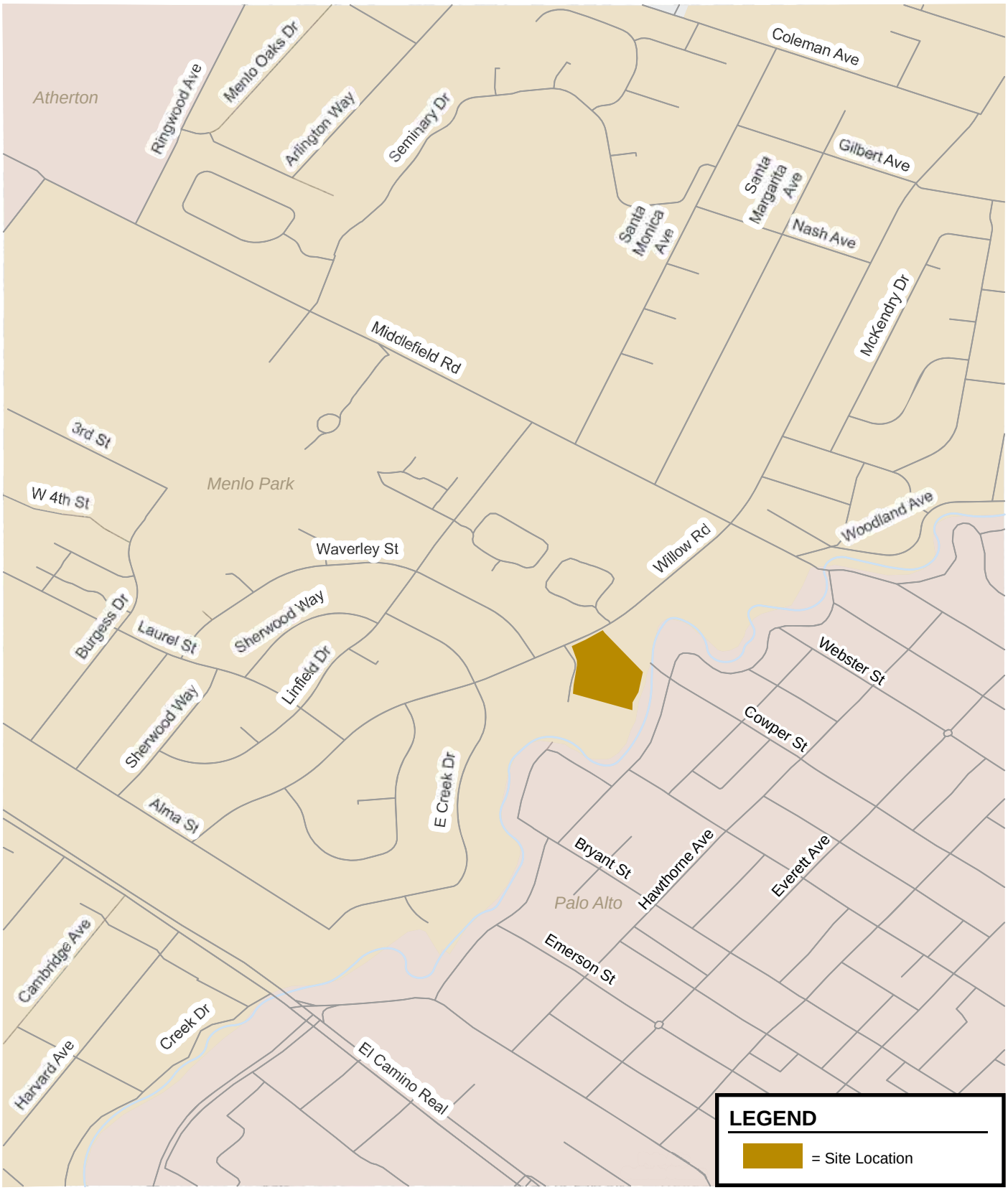

Figure 1
Site Location

NORTH
Not to Scale

Site Plan Review

A review of the project site plan (see Figure 2) was performed to determine if adequate site access and on-site circulation would be provided and to identify any access or circulation issues that should be improved. This review is based on the site plan prepared by SDG Architects, Inc. dated June 27, 2025, in accordance with generally accepted traffic engineering standards.

Vehicle Site Access

Vehicle access to the project site would be provided via a full-access driveway on Willow Place. The project driveway would be 24 feet wide and would meet the City of Menlo Park's Parking Stalls and Driveway Design standard.

The project is estimated to generate approximately one car every two minutes entering or exiting the driveway during the peak hour. This small number of trips would not have issues accessing the driveway and would not disrupt traffic operations on Willow Place and on Willow Road.

On-Site Circulation

On-site circulation was reviewed in accordance with generally accepted traffic engineering standards. The project would provide internal streets (A to E) within the project site. Each townhouse would have its own garage that connects to these new streets.

The proposed site plan shows that all the internal private roads would be at least 22 feet wide. The proposed width is adequate for two-way circulation and would provide sufficient room for vehicles to back out of the garages. The site plan shows that the new Street "A" contains a dead-end at both ends and the new Street "E" contains a dead-end at the east end. The dead-end at the west end of Street "A" or at the east end of Steet "E" would not cause any issues for residents accessing their garages. The dead-end at the east end of Street "A" would provide access to resident garages and two visitor parking spaces.

Emergency Vehicle/Truck Access and Circulation

The proposed site plan shows that the new streets "A" to "D" would form an internal circle. Emergency response vehicles and garbage trucks would be able to access the project site from the proposed driveway and circle around the project site along the circle. The minimum width of the private streets through the project site would be 22 feet wide, which is adequate for emergency vehicles and garbage trucks.

No turn around space would be provided along Street "E" for garbage trucks, large delivery trucks, or emergency vehicles to turn around. Therefore, garbage trucks would have to back out of Street "E" after collecting garbage.

As shows on Figure 3, fire trucks could enter the site from the proposed driveway and circle around the project site through the internal circular roads. Fire trucks could service the homes on Street "E" from Willow Road. There is an existing fire hydrant on Willow Road.

CEQA Determination of Roadway Hazards, Emergency Vehicle Access

As discussed above, the project's site plan has been reviewed in accordance with generally accepted traffic engineering standards. The project does not propose geometric design features or incompatible uses that could substantially increase hazards. The project also would not result in inadequate emergency access.

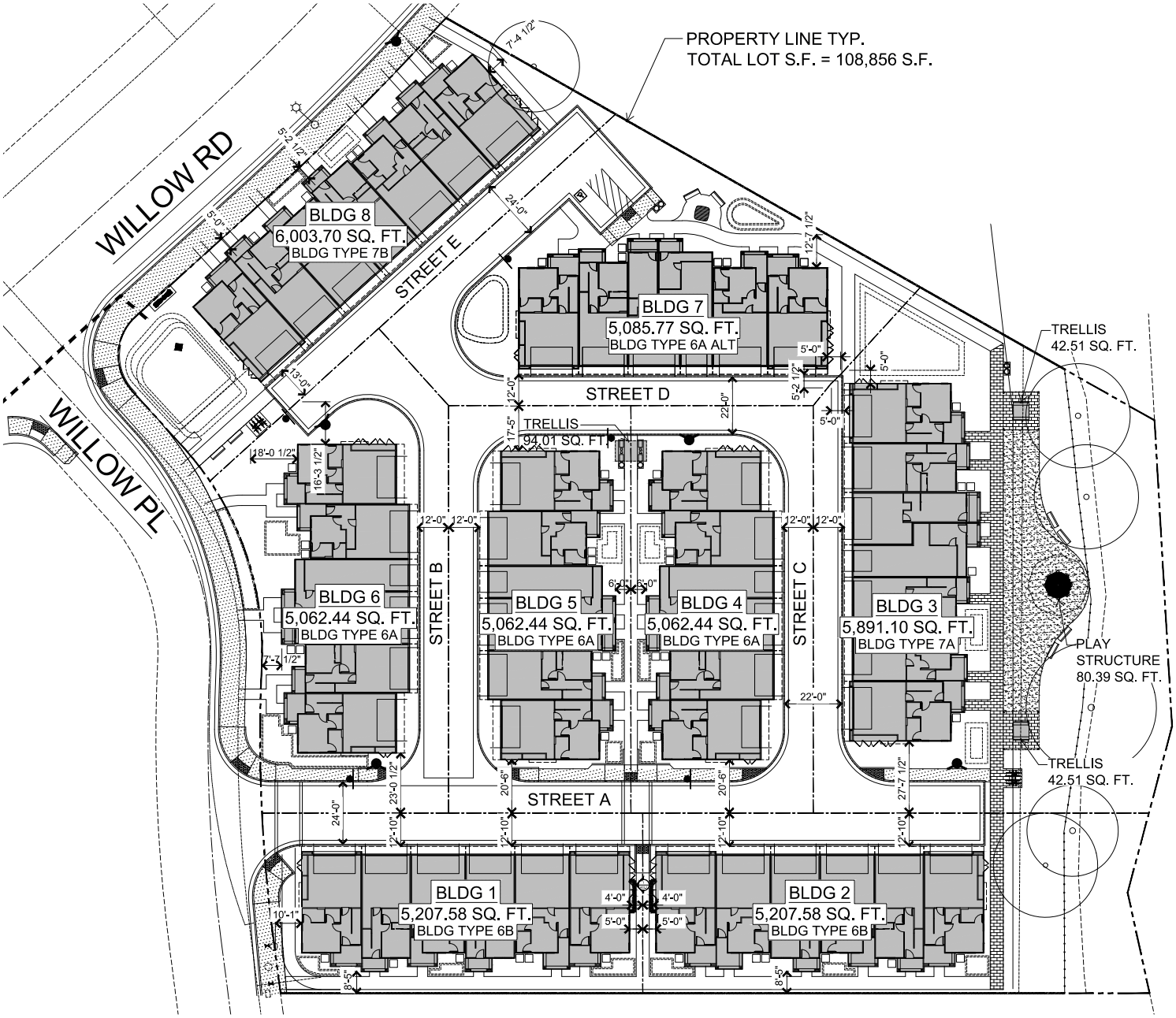

Figure 2
Project Site Plan

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Not to Scale

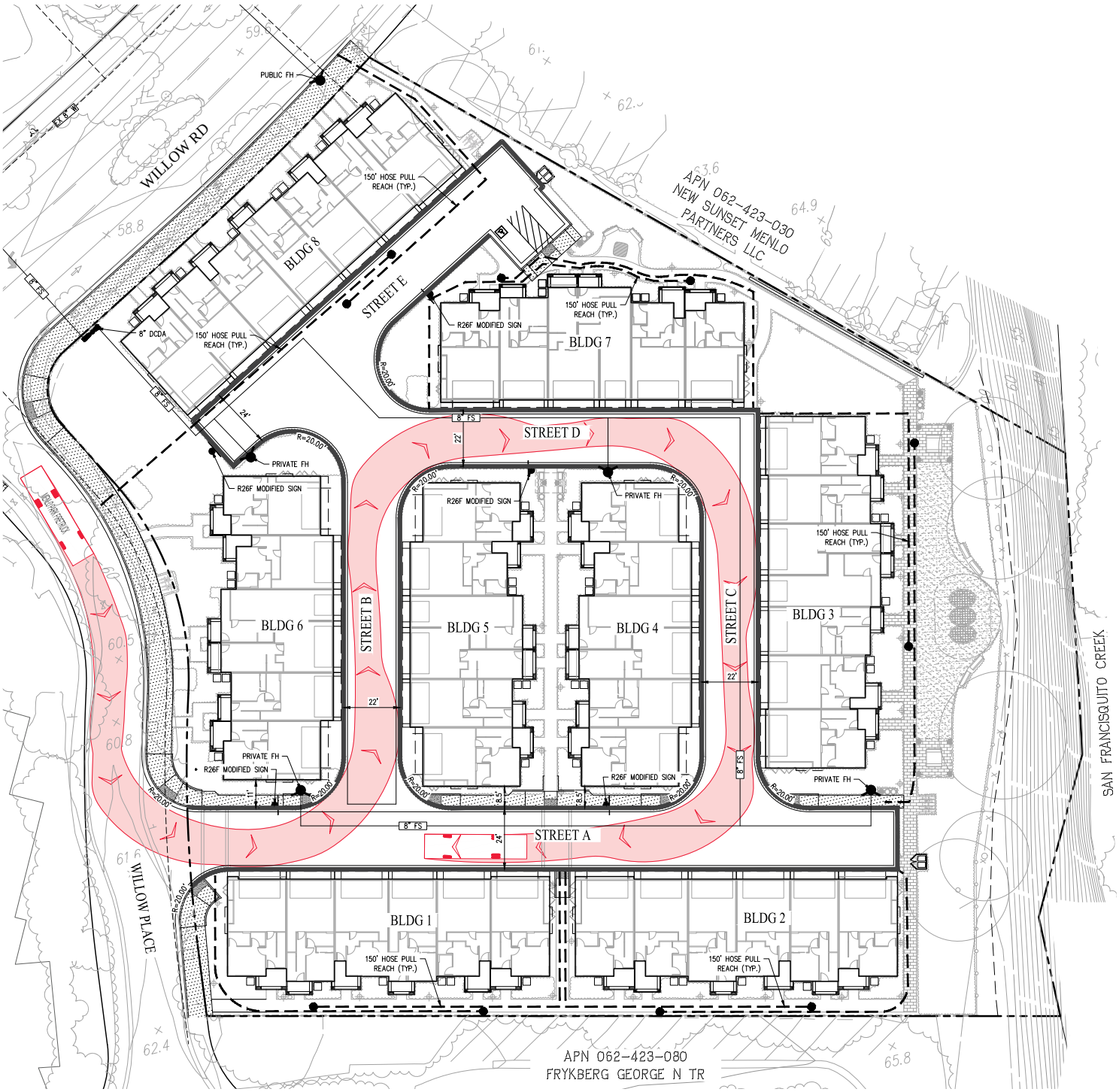

Figure 3
Fire Truck Access Plan

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Not to Scale

Parking

The proposed project is located in a commercial (C-1) zone. The City of Menlo Park requires a minimum of (1) space per dwelling unit and a maximum of one and one-half (1 1/2) spaces per dwelling unit for residential uses in C-1 district per City's Zoning Code (Section 16.72.030), Based on the parking code, this would equate to a minimum of 50 parking spaces and a maximum of 75 parking spaces. According to the site plan, the project is proposing to provide 82 spaces in the garages and 2 guest parking spaces, which exceeds the City's maximum parking requirement for townhomes.

Bicycle Parking

The City's zoning code does not have bicycle parking requirements for residential developments in C-1 district. Residents would be able to store their bicycles inside the garage that has been proposed for each unit. The site plan shows four short-term bicycle racks that could store 8 bicycles.