



## Memorandum



**Date:** July 22, 2025



**To:** Mr. Chris Kober



**From:** Ethan Heckman, Shikha Jain



**Subject:** Trip Generation Study for Station Park Green Office Use

Hexagon Transportation Consultants, Inc. has completed a trip generation study for the proposed office use at Station Park Green development in San Mateo, California. Station Park Green is a mix of residential, retail, and office land uses located at the northwest corner of Delaware Street & Concar Drive near the Hayward Park Caltrain station. The project proposes to convert 25,000 square feet of the existing 30,000 square feet of ground-floor retail space in building MU-1 to office space.



### Trip Generation

The trips for the existing and proposed land uses were estimated using trip rates published in the Institute of Transportation Engineers' (ITE) *Trip Generation Manual*, 11<sup>th</sup> Edition.

Strip Retail Plaza (<40k) (Land Use 822) was used to estimate the trips generated by the retail uses, and General Office Building (Land Use 710) was used to estimate the trips generated by the office uses.



Pass-by trip reductions published in the ITE *Trip Generation Manual*, 11<sup>th</sup> Edition were applied to the retail uses to account for existing trips on the nearby roadway network, such as those to school or work, which would visit the site when passing by.

The existing site is also subject to a transportation demand management (TDM) program and therefore, trip reduction associated with it were applied to the trip generation estimates. The TDM program was developed by Nelson/Nygaard Consulting Associates in May 2010 when the specific plan for this site was approved. Per Nelson/Nygaard's study, the trip reductions associated with this TDM program would be 32 percent. This trip reduction includes reductions based on density, mix of uses, transit service, pedestrian/bicycle facilities, and affordable housing.



As shown in Table 1, the proposed conversion from retail to office uses would generate fewer trips: 197 fewer daily trips, including 14 fewer trips during the AM peak hour, and 22 fewer trips during the PM peak hour.

**Table 1**  
**Existing Uses Trip Generation**

Land Use	Size	Daily			AM Peak Hour			PM Peak Hour		
		Rate	Trips	Rate	In	Out	Total	Rate	In	Out
<b>Proposed Use</b>										
Office <sup>1</sup>	25,000 SqFt	10.84	271	1.52	33	5	38	1.44	6	30
		(TDM Trip Reduction) <sup>4</sup>	-32%		(87)		(12)		(2)	(10)
			<b>Subtotal After Reduction</b>	<b>184</b>		<b>22</b>	<b>3</b>	<b>26</b>		<b>4</b>
<b>Existing Use</b>										
Retail <sup>2</sup>	25,000 SqFt	54.45	1,361	2.36	35	24	59	6.59	83	82
		(Pass-By Trip Reduction) <sup>3</sup>	-40%		(544)		0		(33)	(33)
			(TDM Trip Reduction) <sup>4</sup>	-32%	(436)		(19)		(27)	(53)
			<b>Subtotal After Reductions</b>	<b>381</b>		<b>24</b>	<b>16</b>	<b>40</b>		<b>23</b>
<b>Net New Trips Generated</b>			<b>(197)</b>			<b>(2)</b>	<b>(13)</b>	<b>(14)</b>		<b>(19)</b>
<b>Notes:</b>										
1.	General Office Building (Land Use 710): average trip rates in trips per unit. Source: ITE Trip Generation Manual, 11th Edition.									
2.	Strip Retail Plaza (<40k) (Land Use 822): average trip rates in trips per unit. Source: ITE Trip Generation Manual, 11th Edition.									
3.	Pass-By rate for Shopping Plaza (40-150k) (Land Use 821) was used as no pass by rates are available for Land Use 822. This land use only includes a pass-by rate for the PM peak hour. No pass-by trips are associated with the AM peak hour. The PM peak hour pass by rate was also applied on daily trips. Source: ITE Trip Generation Manual, 11th Edition.									
4.	32% trip reduction based on density, mix of uses, transit service, pedestrian/bicycle facilities, and affordable housing calculated by Nelson Nygaard (May 13, 2010).									

## Conclusion

The proposed conversion of existing retail space to office space within the Station Park Green development would generate fewer vehicle trips during the peak hours, and daily, compared to the existing retail use.