

# TECHNICAL MEMORANDUM

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**December 17, 2025****Project# 31964**

To: Matthew "Lee" Moore  
SWCA Environmental Consultants  
95 3rd Street, Second Floor  
San Francisco, CA 94104

From: Dhawal Kataria, Andy Han, Amanda Leahy and Damian Stefanakis

CC: Julie Barlow, SWCA

RE: **SSF Westborough Preschool Expansion Project VMT/CEQA Initial Study Assessment**

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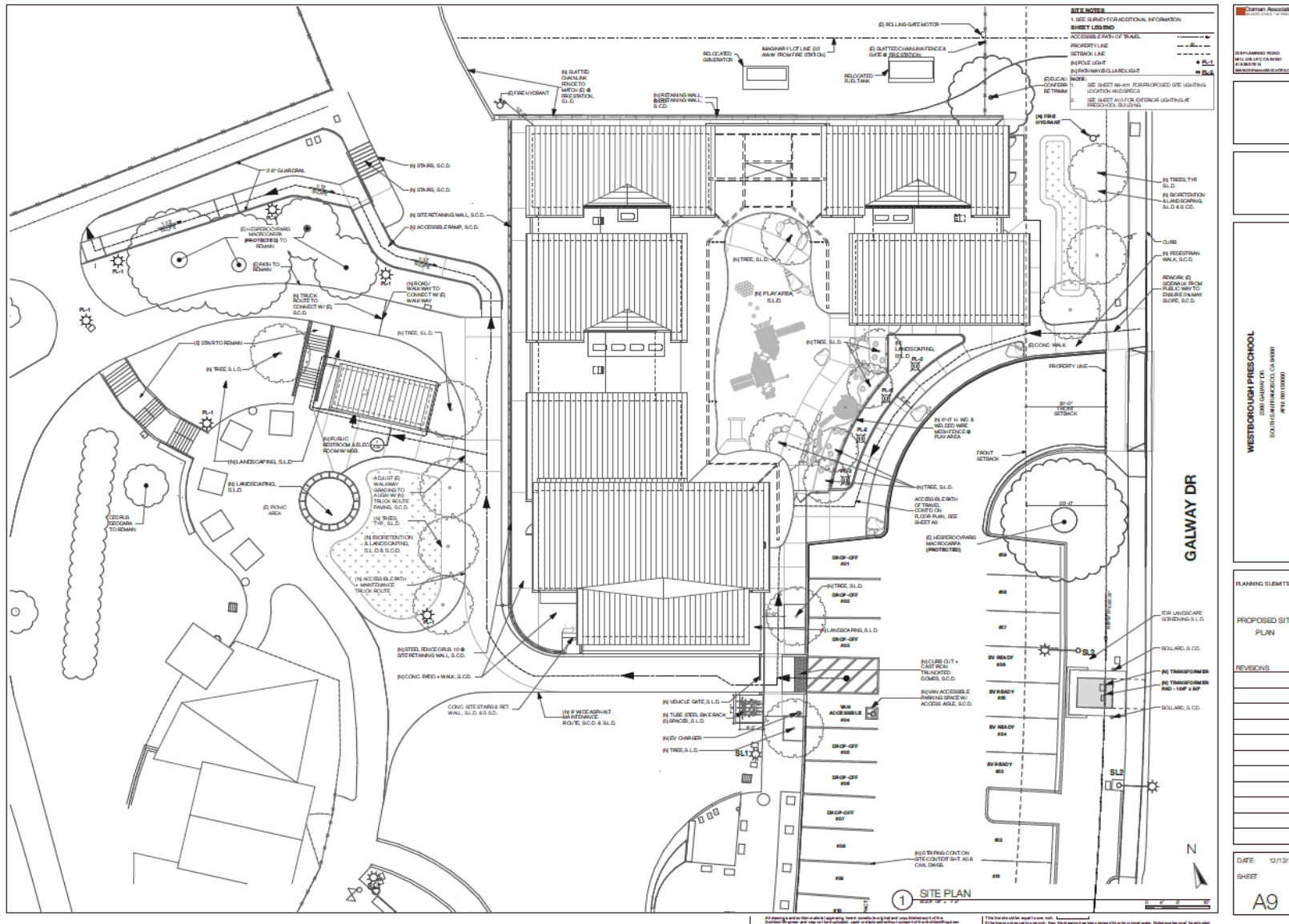
## Background

Kittelson has drafted this revised memorandum to report the results of a trip generation and vehicle miles traveled (VMT) screening assessment for the redevelopment of the Westborough Preschool located at 2350/2360 Galway Drive, South San Francisco, CA ("Project"). Kittelson prepared the CEQA Transportation Appendix G Checklist as summarized in this memorandum. The Project involves the construction of a new preschool building at the north end of the existing Westborough Park parking lot, which will house five (5) classrooms and accommodate up to 100 students with support from 15 staff. The existing preschool program, currently located at the Alice Bulos Community Center (serving approximately 59 students), will remain active during construction, but ultimately the program will fully transfer over to the new preschool once construction is completed. The community center space will be repurposed for expanded community programming. **Figure 1** shows the proposed Project site plan dated December 12, 2025, and **Figure 2** shows the traffic management plan prepared by Dorman Associates dated December 12, 2025. The traffic management plan details circulation movement within and around the project area, including designated drop-off parking locations.

The preschool operates Monday through Friday from 7:30 AM to 6:00 PM and serves children ages 2–5 years. Drop-off typically occurs between 7:30 AM and 9:30 AM, while pick-up occurs between 4:00 PM and 6:00 PM, with staggered arrivals and departures every 15 minutes. The new building will include six designated pick-up/drop-off parking stalls adjacent to the entry, a reconfigured parking layout with 59 total spaces (including three accessible spaces), and circulation improvements to support a one-way loop system for vehicles entering and exiting from Galway Drive.

The expansion is intended to meet a growing demand for childcare services in the Westborough neighborhood. Enrollment capacity at the current facility is insufficient to serve local families, and the proposed new preschool is designed to provide a modern, purpose-built facility that better accommodates students, staff, and caregivers. Trip generation for the Project is anticipated to peak during the morning and evening drop-off and pick-up periods, with minimal mid-day activity.

### Figure 1: Proposed Site Plan



Source: Dorman Associates, 12/12/2025

**Figure 2: Traffic Management Plan**



Source: Dorman Associates, 12/10/2025

## Vehicle Parking Requirements

Kittelsohn reviewed the Westborough Preschool Parking Management Plan (PMP) prepared by Dorman Associates (dated December 12, 2025), included in **Appendix A**. The PMP notes that the total number of parking spaces in the lot will remain unchanged and that, based on staff observations, the lot currently operates at about 30 percent utilization during normal school hours. Most spaces are expected to be used by staff, while student pick-up and drop-off will occur in six spaces located at the north end of the lot near the new preschool entry. The PMP also anticipates that some students will arrive by other modes of transportation, and some families will have two children in the program.

The PMP concludes that the current parking lot would meet the Project parking requirements (15 for staff and 6 for pick-up/drop-off). It also explains that while the parking lot is shared between park visitors, community center users and proposed preschool, due to non-overlapping parking needs, the shared lot would be able to support the shared parking needs among the three activities/land uses. In addition, approximately 20 on-street spaces adjacent to the school are available for overflow during peak periods. While the Active South City Plan recommends a Class IIIB Bicycle Boulevard along Galway Drive, this would not affect the availability of on-street parking.

Based on the PMP, Kittelson anticipates that overall parking supply will be adequate. Furthermore, strategies are available to encourage staff to use alternatives to driving.

## Trip Generation

To estimate trip generation for the Westborough Preschool Project, Kittelson used the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 12th Edition*, Land Use Code (LUC) 565 – Day Care Center. This land use category is the most appropriate match for a preschool facility serving children ages 2–5. The analysis used student enrollment as the independent variable.

Trip generation rates from ITE were applied to both the existing program (59 students, 8 staff) and the proposed program (100 students, 15 staff) to estimate weekday daily and peak hour trips. Results for daily and peak hour trips are summarized in **Table 1**. Under proposed conditions, the Project is expected to generate 379 weekday daily trips, compared to 224 trips under existing conditions, resulting in a net increase of 155 daily trips. In addition, during the AM and PM peak hours the project is expected to generate 79 AM and PM peak trips, compared to 47 AM and PM peak trips under existing conditions, resulting in a net increase of 32 peak hour trips.

The PMP estimated a total of 446 daily trips based on a conservative assumption that all 100 children would be driven individually to the school. In contrast, the ITE estimates presented in Table 1 are based on comparable sites and account for children who may walk or carpool. Therefore, the estimated 379 daily trips is considered a more realistic estimate.

**Table 1: Project Daily & Peak Hour Trip Generation**

Land Use Code	Scenario	Number of Students	Average Daily Rate	Weekday Daily Trips	Weekday AM Peak Hour Trips	Weekday PM Peak Hour Trips
Day Care Center (565)	Existing	59	3.79	224	47	47
	Proposed	100	3.79	379	79	79
Net Change				<b>155</b>	<b>32</b>	<b>32</b>

Source: ITE Trip Generation Manual, 12th Edition

As with other childcare facilities, trip generation at the preschool will be concentrated during the morning drop-off period (7:30–9:30 AM) and the afternoon pick-up period (4:00–6:00 PM), with minimal activity during the mid-day. Based on the Project’s operational plan, approximately 12–15 students are expected to arrive or depart every 15 minutes within these peak windows.

## CEQA Appendix G Transportation Checklist

### **A. Conflict with a program, plan, ordinance, or policy addressing the circulation system, including transit, roadway, bicycle, and pedestrian facilities?**

The Project is consistent with the South San Francisco 2040 General Plan (Shape SSF) Mobility Element, which emphasizes creating a safe, connected, and multimodal transportation system with a focus on Safe Routes to School and neighborhood-serving facilities. The Project provides six dedicated pick-up/drop-off stalls, 15 staff stalls, and three ADA stalls within the existing 59-space parking lot. A new internal sidewalk directly connects the drop-off area to the preschool entrance, minimizing conflicts between vehicles and pedestrians. Marked crosswalks on Galway Drive provide safe neighborhood access, while the South City Shuttle (Orange Route) and nearby SamTrans routes support transit accessibility. The site design and location are therefore consistent with circulation system policies for all modes.

The South San Francisco Municipal Code (§20.330.004, Table 20.330.004, and §20.350) requires daycare centers to provide bicycle parking facilities as part of the site plan review process. Again, the 2040 General Plan Mobility Element (Action MOB-5.1.3) further emphasizes the expansion of bicycle parking at activity centers to promote cycling. The Project currently proposes installing a small bicycle parking area near the drop-off vehicle parking spaces that can accommodate up to five (5) bicycles; which exceeds the City’s short-term parking demand of four bicycles (SSF Municipal Code § 20.330.007 Bicycle Parking). Additionally, the Project includes one (1) long-term parking space located within the building next to the main entrance to the lobby. The proposed amount of bicycle parking is consistent with City’s municipal code. These facilities will improve multimodal access and make the Project consistent with the City’s circulation system policies.

**Table 2** presents a summary of review of Project consistency with applicable planning efforts regarding the circulation system.



**Table 2: Project Consistency with Plans, Ordinances and Policy Summary**

Plan/Ordinance/Policy	Project Consistency
South San Francisco 2040 General Plan Mobility Element	<p>Goal MOB-4: South San Francisco's land use and transportation actions reduce vehicle miles traveled (VMT) and greenhouse gas emissions.</p> <ul style="list-style-type: none"> <li>Action MOB-4.1.1: Use site plan review to improve connectivity.</li> <li>Action MOB-5.1.3: Expand bicycle parking at activity centers. The Project proposes to include a bike parking facility to promote cycling.</li> </ul> <p>The Project is consistent with the General Plan Goal as it involves an expansion and relocation within the same vicinity as the existing site. As described in checklist item B, the additional VMT generated by the expansion will be minimal. The project also meets the bicycle parking requirements outlined in the municipal code. Hence, the Project is Consistent with the General Plan.</p>
Active South City Plan	<p>Upgraded crossings and bikeways along Westborough Boulevard and Galway Drive</p> <p>By providing on-site sidewalks, ADA stalls, and bicycle parking, the Project complements these planned City investments and supports broader goals to expand safe routes for walking and cycling to schools and community facilities. Hence, the Project is consistent with the Active South City Plan.</p>
South San Francisco Municipal Code	<p>§ 20.330.004 Required Parking Spaces.</p> <p>Maximum Number of Spaces Required. As per Table 20.330.004 of the SSF Municipal Code, the Maximum number of parking spaces required for the Day Care Center is 1 per employee, plus additional parking as provided in the Pick-Up/Drop-Off Plan required pursuant to Chapter 20.350, Day Care Centers.</p> <p>Pick-up/Drop-off Plan. A plan and schedule for the pick-up and drop-off of children or clients shall be provided for review and approval by the Chief Planner. The plan shall demonstrate that adequate parking and loading are provided on-site to minimize congestion and conflict points on travel aisles and public streets. The plan shall also demonstrate that increased traffic will not cause traffic levels to exceed those levels customary in residential neighborhoods except for higher traffic levels during the morning and evening commute. The plan shall include an</p>

Plan/Ordinance/Policy	Project Consistency
	agreement for each parent or client to sign, which includes, at a minimum:  1. A scheduled time for pick-up and drop-off with allowances for emergencies.  2. Prohibitions of double-parking, blocking driveways of neighboring houses, or using driveways of neighboring houses to turn around.  As discussed earlier, the Project is consistent with South San Francisco Municipal Code vehicle and bicycle parking requirements.

Source: South San Francisco 2040 General Plan Mobility Element; Active South City Plan and South San Francisco Municipal Code

Based on the review of relevant planning efforts, it can be concluded that the Project will have **no impact**.

**B. Would the project conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?**

Kittelton requested home address information from the existing Westborough Preschool for currently enrolled students. Using ArcGIS Pro, a geographic information system (GIS), the information was mapped and analyzed. Kittelton then employed travel route tools within ArcGIS Pro to establish and measure the likely routes between students' homes and the School. The travel routes are shown in **Figure 3**.

Based on this analysis, Kittelton found that the average trip length to the School is 1.8 miles per student, with 43 out of 55 students living within 2 miles of the School. The analysis assumes that the distribution of current student home locations is representative of future enrollment when the School expands to 90 students. Therefore, the average trip length is expected to remain the same under both current and full enrollment conditions, and Project trips are classified as local-serving.

According to the Governor's Office of Land Use and Climate Innovation (LCI, formerly the Office of Planning and Research) Technical Advisory and the City of South San Francisco Transportation Analysis Guidelines (SSF TA Guidelines), all land use Projects must be evaluated for transportation impacts under CEQA using vehicle miles traveled (VMT) as the primary metric. The proposed preschool is classified as a Locally Serving Public Facility, which is presumed not to require a detailed CEQA VMT analysis. Similar to other neighborhood-serving land uses, the new preschool would meet an existing demand for early childhood education within the community. Families currently travel outside South San Francisco for childcare; by relocating the preschool to a dedicated, accessible neighborhood facility, average trip lengths are expected to decrease as families no longer need to travel farther for services. Therefore, the Project is presumed to result in a **less-than-significant VMT impact under CEQA**.

To further confirm this conclusion, Kittelton reviewed the City/County Association of Governments (C/CAG) VMT Estimation Tool, which applies the C/CAG Travel Demand Model to estimate VMT/worker

generated by the Project site. The results show that the Project qualifies for a low VMT Screening Analysis. The summary report from the VMT Estimation Tool is provided in Appendix B.



### Figure 3: Student Travel Pattern



**C. Substantially increase hazards due to geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?**

Six dedicated pick-up/drop-off stalls are located adjacent to the preschool entrance and connected by sidewalk, eliminating the need for children to walk through parking aisles. The Project's circulation system intends to keep the current partial one-way driveway with a single entry near the proposed school site and two exits onto Galway Drive.

Since caregivers are required to park and personally escort each child into the building for check-in, rather than using curbside drop-off, minimal queuing is anticipated at the Project driveway. In the rare instance of queuing during parking turnover, the 82-foot driveway section between the first drop-off stall and the public sidewalk would accommodate up to four queued vehicles. To discourage parking within the driveway, a red curb and landscaped strip will be installed to prevent vehicles from blocking access. Additional details on the pick-up and drop-off procedures are provided in the PMP included in Appendix A. Considering these procedures, no off-site queuing along Galway Drive is expected.

The existing crosswalks on Galway Drive provide pedestrian connections from adjacent residential neighborhoods, consistent with the General Plan's school and community zone safety priorities. The parking lot currently experiences approximately 30 percent utilization during normal school hours, ensuring available capacity and reducing the likelihood of potential conflicts or hazards, such as double parking, resulting from overflow activity.<sup>1</sup>

The Project does not modify the existing circulation system and would not introduce new geometric design features that would result in hazards. Sight distance at the driveways is not expected to change from what is available under existing conditions and is expected to be adequate for drivers exiting the Project site and for pedestrians crossing the driveways.

Additionally, City of South San Francisco design standards require clear sight distance at driveway entries, generally with landscaping and other features maintained between 3 and 7 feet in height. Landscaping within the parking lot and along driveways will be maintained to preserve required sight lines.

Since the Project involves relocation and expansion of the existing preschool use within Westborough Park the Project use is compatible with the surrounding use.

For the above reasons, the Project would not increase hazards or result in incompatible use. Hence, the Project will result in a **less significant impact under CEQA**.

**D. Result in inadequate emergency access?**

Emergency access to the preschool is provided by two driveways and a circulation loop designed to meet City fire code standards for width and turning radii. The parking layout preserves clear lanes for emergency vehicles, and the site is directly adjacent to South San Francisco Fire Station 64, and would have rapid emergency response capability. These features demonstrate compliance with both the City's Transportation Analysis Guidelines and General Plan goals related to safe and reliable emergency access.

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<sup>1</sup> City of South San Francisco. Staff Observation and Dorman Associates, Parking Management Plan (11.11.2025)

Therefore, the Project would result in adequate emergency access, and the Project's impacts to emergency access would be **less than significant**.

**Table 3** summarizes the CEQA assessment for the transportation checklist.

**Table 3: CEQA Assessment Summary - Transportation**

Environmental Issues	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
(a) Conflict with a program plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Would the project conflict or be inconsistent with CEQA Guidelines Section 15064.3, subdivision (b)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Source: Kittelson & Associates, Inc. 2025

## Findings and Recommendations

Based on our review of the Westborough Preschool Project, Kittelson concludes that the Project provides adequate vehicle and bicycle parking and that the existing circulation system can accommodate the proposed preschool expansion. The findings also conclude that the Project has no impacts or is less significant for the four transportation CEQA checklist items.

Kittelson recommends the following improvements to ensure consistency with City of South San Francisco requirements and best practices:

- **Landscape Maintenance:** Ensure landscaping at driveway entries complies with City design standards, which require vegetation to be maintained between three and seven feet in height to preserve sight distance. Final compliance should be confirmed during City review, and landscaping should be maintained to prevent obstructed lines of sight.

## Appendix A – Westborough Preschool Parking Management Plan

## **PARKING MANAGEMENT PLAN - WESTBOROUGH PRESCHOOL**

TO: City of South San Francisco Planning Commission

FROM: Mary Peterson  
Dorman Associates Inc.  
229 Flamingo Road  
Mill Valley, CA 94941  
[mp@dormanassociates.com](mailto:mp@dormanassociates.com)

DATE: December 12, 2025

PROJECT: Westborough Preschool  
2360 Galway Dr.  
South San Francisco

### **About Westborough Preschool & Westborough Park**

The City of South San Francisco Parks & Recreation Department offers childcare through its Preschool Early Learning Program, serving children ages 2 yrs – 5 yrs of age. The existing community center located at 2380 Galway Dr. has a student enrollment of 59 children distributed among three classrooms. One classroom is located within the community center, and two classrooms are in modular buildings directly adjacent. These classrooms currently use a play area that is also available for public use outside of school hours. The preschool operates Monday-Friday, 7:30am-6pm.

Westborough Park also includes a community center, picnic shelter, a small, uncovered picnic area, baseball field, walking trails, tennis courts, playgrounds, park restrooms, basketball courts and an informal lawn area. The picnic areas are rentable to the public on the weekends from March through October. The Alice Bulos Community Center is available to the public Monday - Saturday with limited community programs and is also available as a rental facility when not in use for other programs -- typically Saturdays and Sundays. The relocating of the preschool component may allow for increased community programming within the community center. There is also a ball field in the park, however, it is not presently used for games and practices, only informal play.

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### **Planning & New Development**

The need for childcare in the community has led to the desire to increase enrollment capacity at the Westborough location. A new building is being proposed at the north end of the parking lot that will accommodate (5) classrooms and (100) students. The existing preschool at the community center will remain active during construction, but ultimately the program will fully transfer over to the new preschool once construction is completed.

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### **Parking Requirements for Preschool**

### Vehicle Parking

The existing preschool serves 59 children with 8 staff; the new program will serve 100 children with 15 staff. Per South San Francisco zoning, one stall per staff plus pick-up/drop-off spaces are required—totaling **15 staff stalls and 6 pick-up/drop-off spaces** (up from 8 and 3, respectively).

The existing lot has 59 spaces, including 2 accessible and 3 pick-up/drop-off stalls. The proposed plan maintains 59 spaces, increases to 3 accessible stalls (one EV), and relocates and expands pick-up/drop-off spaces to 6 at the north end near the new preschool entry. Three standard stalls will convert to compact and four standard stalls will be EV-ready.

As a community school, many caregivers walk for drop-off and pick-up, and nearby transit— including the South City Free Shuttle (Orange route stop across the street)—also serves children, caregivers, and staff.

<b>VEHICULAR PARKING</b>		
<b>PARKING TYPE</b>	<b>EXISTING</b>	<b>NEW</b>
<b>ACCESSIBLE</b>	<b>2</b>	<b>3</b>
VAN	1 VAN	2 VAN (1 EV)
STANDARD	1 STANDARD	1 STANDARD
<b>STANDARD</b>	<b>54</b>	<b>47</b> (4 EV-READY)
<b>PICK-UP / DROP-OFF</b> (POSTED HOURS)	<b>3</b>	<b>6</b>
<b>COMPACT</b>	<b>0</b>	<b>3</b>
<b>TOTAL SPACES</b>	<b>59</b>	<b>59</b>

### Bicycle Parking

Per SSFMC Sec. 20.330.007(A)(1), short-term bicycle parking must equal 5% of required vehicle spaces, with a minimum of four. Based on 15 required vehicle spaces and 6 pick-up/drop-off spaces, four short-term bicycle spaces are required; five are provided within 50 feet of the preschool entry. One long-term bicycle space is also provided per Sec. 20.330.007(B)(1)(b).

### **Drop-off & Pick-up Process & Schedule**

The preschool's drop-off and pick-up process differs significantly from that of a typical K–12 school. Since children are between the ages of 2 and 5, caregivers are required to park and personally escort each child into the building for check-in, rather than using a curbside drop-off. Caregivers enter through the main lobby and walk their child to the classroom, ensuring a safe and supervised transition.



Unlike K–12 programs, the preschool does not follow a fixed daily schedule or bell time. Families have flexibility within broad two-hour arrival and departure windows, which accommodate varying family schedules and the needs of young children. This staggered timing distributes vehicle activity throughout the morning and afternoon, resulting in far less traffic congestion than at a traditional school where large numbers of students arrive and depart simultaneously.

The largest shift of staff members would work a maximum total of 9 hours per day, from 7am–6:30pm. Their shifts are as follows:

7:00am - 4:00pm (2 staff members)  
7:30am - 4:30pm. (2 staff members)  
8:30am - 5:30pm (6 staff members)  
9:00am - 6:00pm (5 staff members)

The new preschool will have a maximum of 100 enrolled children. Based on operational data from the existing 59-child program, typical drop-off takes 10–15 minutes, with 8–10 children arriving every 15 minutes between 7:30–9:30 am and pick-ups occurring every 15 minutes from 4:00–6:00 pm. With the expanded program, we anticipate 12–15 children will be dropped off and picked up every 15 minutes during the same timeframes. Caregivers are required to escort children to their classrooms and sign them in.

The existing preschool currently provides three pick-up/drop-off spaces. With the expanded program serving 100 children, six dedicated pick-up/drop-off spaces are proposed (parking spaces #1–3 and #5–7) to accommodate increased activity. In addition to these six spaces, the remaining parking spaces will remain available for caregiver use during pick-up and drop-off as needed, as well as for staff and public parking throughout the day.

The six dedicated spaces will be clearly signed and restricted for pick-up/drop-off use during the primary two-hour morning and afternoon windows (7:30 am–9:30 am and 4:00 pm–6:00 pm). Outside of these designated hours, the spaces will be open for general use by staff and the public, maximizing overall parking efficiency while ensuring safe and convenient access for families during peak arrival and departure times.

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## **Trip Analysis**

The trip analysis for the center assumes 15 employees, generating 30 daily trips, with a potential 10 additional trips for lunch or other reasons. Cleaning, maintenance, and deliveries add an average of 6 trips per day. Each of the 100 children will be dropped off and picked up, totaling 400 trips; however, some families have two children in the program, which reduces the total number of trips slightly. An additional 10 trips are included for occasional guests. Overall, morning trips until 9:30 am are 215, daytime trips from 9:30 am–4:00 pm are 16, and evening trips from 4:00–6:00 pm are 215, for a total of 446 daily trips.

The existing parking lot has an entry/exit drive at the north end of the lot off Galway Dr., and a one-way, two-lane exit at the south end off Galway Drive near Westborough Boulevard. This controlled

circulation reduces congestion near the Galway / Westborough intersection and allows for orderly drop-off and pick-up. The entry drive provides approximately 82 ft between the first drop-off stall and the public sidewalk, allowing up to four cars to queue briefly if needed while waiting for cars to pull out of or into parking spaces. The curb of the entry drive will be painted red, and a landscape strip will be added along the curb with planting. Since caregivers are required to escort their children into the school, it is highly unlikely that they would park along the red curbed area for pick-up/drop-off as may be expected at a K-12 school. The red curb and landscaping will deter this activity by caregivers and general park users.

Caregivers can loop through the lot if spaces are unavailable. Drop-off/pick-up stalls are adjacent to the preschool entry, with a sidewalk ensuring children do not walk through the parking area, maintaining safety and efficient traffic flow.

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### **Special School Events**

The school is expected to host two special events per year; a Halloween costume parade and a Trike-a-thon. Parents drop off children at the usual arrival time and return at a designated time for the event. They may park in the school lot or on nearby streets, but because children are already in the school's care, parking and circulation have not been an issue in the past and have not required management. Not all the parents are able to attend so parking in the past has not been an issue and has not needed to be managed. Traffic management and parking plans will be made if necessary to minimize any impacts on park operations and the surrounding neighborhood.

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### **Park Day Use Observations**

On weekdays, Westborough Park is primarily used mid-day by the public for playgrounds, tennis courts, and small community activities such as Tai Chi. Observations during preschool hours show the parking lot at roughly 30% capacity, with additional on-street parking available along Galway Drive. Some overnight parking by neighborhood residents may occur, though it is prohibited between 3:00 am and 5:00 am, with signage posted accordingly.

The park includes a community center, picnic shelter and uncovered picnic areas, baseball field, walking trails, tennis courts, playgrounds, basketball courts, restrooms, and informal lawn areas. Picnic areas are rentable on weekends from March through October. The Alice Bulos Community Center is open Monday–Saturday for limited programs and available for rentals, typically on weekends. Relocating the preschool may allow for expanded community programming. The ball field is currently used only for informal play, not organized games or practices.

## **Westborough Middle School Drop-off / Pick-up Schedule**

Westborough Middle School borders the park to the west and operates a traditional K-8 school scheduling. The parking lot entry for pick-up & drop-off is approximately ¼ mile west of the Westborough / Galway intersection, providing decent separation from the preschool pick-up/drop-off operations. Additionally, its traffic patterns differ significantly from preschool operations and occur at distinct times.

### **Daily Schedule:**

- Start Time: 8:40am
- Drop-off Window: 8:20am-8:40am
- Dismissal: 3:15pm
- Pick-up Window: 3:15-3:30pm

### **Wednesday Early Release**

- Dismissal: 1:50pm
- Pick-up Window: 1:50-2:10pm

### **Interaction with Preschool Circulation:**

- Preschool arrival (7:30am-9:30am) overlaps only partially with middle school drop-off (8:20-8:40am)
  - o Preschool traffic is distributed over a two-hour window
  - o Middle school traffic occurs in a 20-minute peak surge
- Afternoon preschool pick-up (4:00-6:00pm) occurs well after middle school dismissal at 3:15 pm, and Wednesday early release at 1:50pm.

The staggered nature of preschool operations, combined with separate parking areas and circulation paths, avoids any potential conflicts between the two facilities.

## **Environmental and Land Use Benefits of Reduced the Impervious areas**

The new program for Westborough Preschool includes several environmental benefits which are enhanced by maintaining the existing parking count. The primary benefits are larger outdoor play areas, the preservation of the existing lawn space, reduced stormwater runoff, and mitigation of heat island effect.

The existing lawn area is used by the local community. Keeping much of the existing lawn space intact decreases stormwater runoff by allowing for more pervious areas on-site.

Another environmental benefit of maintaining the existing parking lot is that less pavement surface area helps reduce heat island effect. Asphalt absorbs and re-emits the sun's heat more than the natural landscape, which then increases the temperature of the buildings on-site and raises the demand for air conditioning / cooling systems.

Based on the new drop-off management plan of the preschool, and the addition of new play areas and preserved community open spaces, we request that the Economic & Community Development Department for the City of South San Francisco approves the proposed parking plan to serve Westborough Park & Preschool.

## Appendix B – VMT Screening

## Project Details

Timestamp of Analysis: September 23, 2025, 12:00:40 PM

Project Name: Westborough Preschool

Project Description: The project involves the construction of a new preschool building at the north end of the existing Westborough Park parking lot, which will house five (5) classrooms and accommodate up to 90 students with support from 15 staff.

## Project Location

jurisdiction:  
South San Francisco

apn	TAZ
091150080	1930

Inside a TPA?  
**No (Fail)**



## Analysis Details

Data Version: C/CAG Travel Model

Analysis Methodology: TAZ

Baseline Year: 2015

## Project Land Use

Residential:

Single Family DU:

Multifamily DU:

Total DUs: 0

Non-Residential:

Office KSF:

Local Serving Retail KSF:

Industrial KSF:

Residential Affordability (percent of all units):

Extremely Low Income: 0 %

Very Low Income: 0 %

Low Income: 0 %

Parking:

Motor Vehicle Parking:

Bicycle Parking:



## Office Vehicle Miles Traveled (VMT) Screening Results

Land Use Type 1:	Office
VMT Without Project 1:	Total Project Generated VMT per Service Population
VMT Baseline Description 1:	County Average
VMT Baseline Value 1:	30.5
VMT Threshold Description 1:	0%
Land Use 1 has been Pre-Screened by the Local Jurisdiction:	N/A

	Without Project	With Project & Tier 1-3 VMT Reductions	With Project & All VMT Reductions
Project Generated Vehicle Miles Traveled (VMT) Rate	28.6	null	null
Low VMT Screening Analysis	Yes (Pass)	null	null

