



TOWN OF WESTFORD
**PERMANENT TOWN
BUILDING COMMITTEE**

TOWN HALL
WESTFORD, MASSACHUSETTS 01886
(978) 692-5500

MEMORANDUM

To: Jodi Ross, Town Manager
From: Tom Mahanna, Chair
Subject: New Center Building Parking Study
Date: August 21, 2018

The Permanent Town Building Committee has completed a Draft Parking Study of the Town Center and Town Hall Complex to determine whether adequate parking will be available for the New Center Building. Context Architecture and their Traffic Consultant (Howard Stein Hudson) provided the results of their initial study in the attached table dated August 6th, 2018. This study includes parking data obtained during a normal workday on July 19th, 2018, and parking occupancy observed during a Zoning Board night meeting held at Town Hall on July 18th, 2018.

This study determined that there is a total of 225 parking spaces currently available in off-street parking in the Town Center. This includes the Town Hall Complex, J.V. Fletcher Library, First United Church, and the Westford Museum. The total occupancy of these spaces is approximately 49% (110 spaces) mid-morning, and 46% (106 spaces) during the evening. The Town Hall Complex specifically contains 129 spaces, which was 59% occupied (76 spaces) during the morning, and 43% occupied (56 spaces) during the evening.

In addition to off-site parking, there is approximately 66 spaces on-street parking along Main Street (from Graniteville Road to Town Hall), Lincoln Street and Connell Drive. The on-street parking was only 15% occupied (10 spaces) during mid-morning and 6% occupied (4 spaces) during the evening.

Based on the initial results of this study, it is our opinion that there is adequate parking available in Town Center and the Town Hall Complex for the New Center Building. However, we have requested that our consultant obtain additional parking data at an evening public meeting where a larger audience is expected. Representatives from Howard Stein Hudson will be present during the Board of Selectmen meeting on August 28th, 2018 to determine the parking occupancy. We will provide the updated results of this study once it is available.

We look forward to presenting this information to the Board of Selectmen at their meeting on August 28th and addressing any questions that you or the Board may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. J. Mahanna', is positioned above the typed name.

Thomas J. Mahanna, Chair
Permanent Town Building Committee

Enclosure: Draft Parking Occupancy Table

Copy: Kirk Ware (PTBC), Chris Logan (Context)



**Table 1. Westford Community Center Project
Existing Parking Supply and Occupancy**

Location	Regulation	Supply (spaces)	Occupancy			
			Mid-Morning ¹ (11:00 a.m.)		Evening ² (7:30 p.m.)	
			%	Veh.	%	Veh.
Off-Street Parking						
Town Hall Complex at 55 Main Street - East Side (next to Town Hall Building)	Public Parking: Mon-Fri after 4 pm, Weekends & Holidays	41	73%	30	39%	16
Town Hall Complex at 51 Main Street - West Side (next to Fire Station Building)	Public Parking: Mon-Fri after 4 pm, Weekends & Holidays	41	44%	18	34%	14
Town Hall Complex at 53 Main Street - Police Department Only	Authorized Vehicles Only	47	60%	28	55%	26
Fletcher Library at 50 Main Street	Unrestricted	61	54%	33	49%	30
First United Church at 48 Main Street	Unrestricted	28	0%	0	61%	17
Westford Museum at 2 Boston Road	Unrestricted	7	14%	1	0%	0
Subtotal Off-Street		225	49%	110	46%	103
On-Street Parking						
Lincoln Street (Between Boston Road & Main Street)	Unrestricted	24	0%	0	4%	1
Main Street - between Graniteville Rd & Connell Dr (north side of Main Street)	Unrestricted	7	29%	2	0%	0
Main Street - between Graniteville Rd & Connell Dr (south side of Main Street)	Unrestricted	9	33%	3	0%	0
Main Street - between Library & Town Hall (north side of Main Street)	15-min Parking when Library is open	3	0%	0	0%	0
Main Street - between Library & Town Hall (north side of Main Street)	Unrestricted	1	0%	0	0%	0
Main Street - between Library & Town Hall (north side of Main Street)	15-min Town Hall Parking Mon-Fri 8am-4pm	4	0%	0	75%	3
Connell Drive (Next to Church)	Unrestricted	18	28%	5	0%	0
Subtotal On-Street		66	15%	10	6%	4
TOTAL		291	41%	120	37%	107

¹ – Thursday, July 19, 2018

² – Wednesday, July 18, 2018; concurrent with Zoning Board of Appeal meeting

Source: Howard Stein Hudson
August 6, 2018