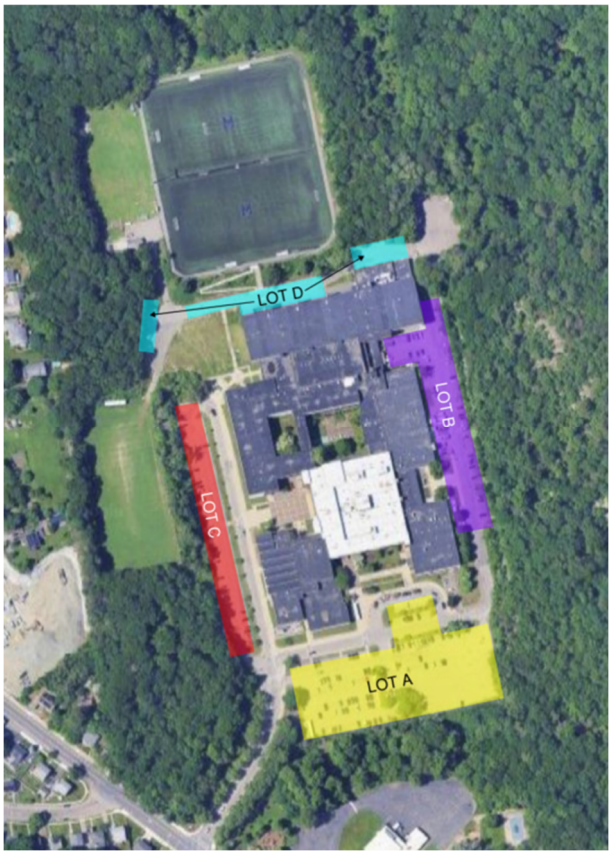
SMMA
1000 Massachusetts Ave.
Cambridge, MA 02138

Memorandum

To:	Ken Lord	Project Number:	25100
From:	Laura Swan	Date:	8/25/2026
Project Name:	Medford High School		
RE:	Parking Program-DRAFT		
Distribution:			

This memorandum is intended to describe our best understanding of the existing parking utilized by the Medford High School along with considerations in developing the proposed parking program.

Existing Parking – Quantity & Location



There are various striped parking spaces adjacent to the existing school. In addition, there are several “informal” (unstriped) spaces typically utilized and are also included in the existing parking considerations.

- Lot A (south lot, yellow) is used by staff and students.
- Lot B (east lot, purple) is used by staff and visitors parking.
- Lot C (west lot, red) is used by teacher/ staff/ faculty and limited program visitors. It also includes a lane for family vehicle use during arrival/dismissal.
- Lot D (Edgerly field parking, aqua) is unreserved parking used by pool, field and trail visitors.

	Total striped	Reserved/Signed	Unstriped
Lot A	246	7 Accessible 4 Medford Family Network Visitor 9 Visitor	9
Lot B	85	4 Accessible 12 CTE visitors 9 Auto Shop/ Fleet Vehicles 2 Electric Vehicles 2 Loading Dock	12 (5 in front of garage doors)
Lot C	38	2 Accessible 4 Kids Corner Drop-Off	12
Lot D	47	5 Accessible	2
Total	**416**	60	**35**

The site currently accommodates both striped and unstriped parking of **451 spaces**.

Existing Parking – Utilization Study

Parking utilization of existing striped spaces was studied by the project's traffic consultant. On Tuesday December 16, 2025, which was a typical school day, Lots A, B, and C were observed.

	Total Striped	Parked	Empty	% Occupied
Lot A	246	209	37	*85%*
Lot B	85	82	3	*96%*
Lot C	38	34	4	*89%*
Average				**88%**

Transportation Survey

In March, 2026, SMMA surveyed students, teachers, and staff to gain additional understanding of parking needs, modes of transportation, and infrastructure needs. 146 teachers and staff and 713 students responded to the survey.

- Less than 1% of students reported that they parked off-site in the neighborhood and walked the rest of the way.
- 40% of students used the bus as their primary mode of transportation.
- 90% of teachers drive themselves to work.
- While 14% of the responding students drive themselves to school either everyday or several times a week, among seniors this rises to 40%.
    - Seniors are 23% of the student body, so approximately 320 seniors will be enrolled in a student body of 1395.
    - Providing a spot for 40% of seniors would be 128 parking spots, but not all of them will be used every day.
    - 80% utilization would be 102 parking spots and rounded down that is 100 spots. This is very close to the 104 striped spots in the student lot that the school has today.

Proposed Parking – Zoning Requirements (In Progress)

Table 10.743-1. City of Medford Minimum and Maximum Parking Standards

Land Use Category	Parking standards are based on number of spaces per 1,000 square feet of gross floor area (unless otherwise noted).	
	Minimum Number of Required Parking Spaces	**Maximum Permitted Parking Spaces**
School, secondary (9th-12th)	0.0 spaces	1.0 space per teacher and staff member plus 1.0 space per 4.4 non-bused students

- Teacher and Staff Spaces - There will be 352 staff and teachers onsite associated with the new high school
- Non-Bussed Student Spaces - If the student bussing stays at 40%, then 1,395 students requires 190 spaces at the 1 space per 4.4 non-bussed student ratio.
- Total Parking Spaces - This would require a range from a 0 spaces to 542 spaces.

Proposed Parking – Utilizing Building Size to Parking Ratios

The proposed parking program could utilize the ratio of existing parking building size to existing building size and apply that to the proposed building size:

451 Existing Spaces / Existing Building Size (522,200 sf) = 0.86 spaces/1,000 sf

Proposed Building Size: 602,950 sf = 521 Proposed Spaces

Proposed Parking – Utilizing Proposed Building Needs

The proposed parking program could be developed by anticipating parking by building program, department, or visitor needs.

Parking Needs for the Project

Program	Teachers & Staff	Fleet & Van	Visitor	Student
High School				
Teachers & Staff	242			
Visitors – HS & General			9	
Visitors – CTE			25	
Fleet Vehicles HS (15) & CTE (6), Box Truck (1)		22		
Central Office				
Staff	27			
Kid's Corner				
Staff	15			
Visitor & Arrival/Dismissal			4	
Medford Family Network				
Staff	7			
Visitors			10	
Van		1		
Pool				
Staff	3			
Visitors			16	
Teen Health Clinic				
Staff	3			
Curtis Tufts				
Teachers & Staff	12			
Visitors			2	
Medford Early Education Program				
Teachers & Staff	43			
Visitor			8	
Subtotal	*352*	*23*	*74*	
Recommended 10% reduction of Teachers & Staff Spaces per Transportation Survey	317			
Recommended 50% reduction of Visitor Spaces to account for space sharing			37	
Recommended Spaces for student drivers				100
Revised Subtotal	*317*	*23*	*37*	*100*
Grand Total	***477 spaces***			

Recommendations

SMMA currently recommends a parking program of **477 total spaces** for the project. If the project changes and programs are removed from the building, SMMA also recommends authorizing Ken Lord, COO to formally approve removal of the associated parking quantity from the proposed total parking program. Following any removal, the MCHSBC will be updated at the next regularly scheduled meeting.