

Ref: 9783

September 13, 2023

Mr. Paul Oliveira  
Haynes Group, Inc.  
385 West Street  
West Bridgewater, MA 02379

Re: Traffic and Parking Management Plan  
OnTrac Package Delivery Station – 10 Kenwood Circle  
Franklin, Massachusetts

Dear Paul:

Vanasse & Associates, Inc. (VAI) has completed an observation of vehicle parking and queuing at the existing OnTrac Package Delivery Station located at 10 Kenwood Circle in Franklin, Massachusetts (hereafter referred to as the "Project"). These observations were performed in response to concerns raised by the Town of Franklin regarding excessive vehicle queuing and staging from the Project site onto Kenwood Circle that limited access to abutting properties and restricted emergency vehicle access and circulation within the Project site.

The Project site encompasses approximately 11.59 acres of land that is bound by areas of open and wooded space to the north, east and west, and Kenwood Circle to the south. The Project site contains a 154,000± square foot (sf) commercial warehouse building that is tenanted by OnTrac and a separate automobile parts distribution company (KSI Auto Parts). Access to the Project site is provided by way of two full-access driveways that intersect the north side of Kenwood Circle, approximately 510 feet and 1,160 feet east of Grove Street. On-site parking is provided for 124 vehicles, with 16 loading bays that can accommodate a similar number of tractor semi-trailer combinations or trailers without tractors.



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A comprehensive field inventory of on-street parking along Kenwood Circle was performed on Tuesday, August 1, 2023, between 7:30 AM and 11:00 AM. This time period was selected for observation purposes as it coincides with the peak-traffic-volume hours of the uses that operate from within the Project site. For context, OnTrac uses contract delivery drivers that use their personal vehicle to perform “last-mile” delivery of parcels.

In a pro-active response to the concerns that were raised by the Town, OnTrac implemented an active traffic and parking management plan that entails the use of parking attendants (referred to as “Parking Ambassadors”). The Parking Ambassadors were stationed at the entrance to the Project site and direct arriving contract delivery drivers into a managed parking area where vehicles are staged in up to three (3) orderly queues adjacent to the building along the south side. During the observations with the Parking Ambassadors in place, on-street parking observed along observed Kenwood Circle was found to be limited in number and duration, with no (0) passenger vehicles observed to be staged on-street until 9:45 AM, with a maximum of three (3) vehicles observed to be parked along the roadway between 10:20 and 10:25 AM.

Prior to the observation period, a two (2) tractor semi-trailers were parked along the north side of Kenwood Circle to the west of the Project site; however, neither of the tractor trailers appeared to be waiting to load or unload cargo, with one (1) of the tractor trailers departing at 10:15 AM without visiting an adjacent property. Two-way access was maintained within the Project site at all times during the observation period. Table 1 summarizes the number of vehicles observed to be staged (parked) along Kenwood Circle during the observation period.

**Table 1**  
**PARKING DEMAND OBSERVATIONS**  
**AUGUST 1, 2023<sup>a</sup>**

Time	No. of Passenger Vehicles Staged on Kenwood Circle
9:45 AM	1
9:50 AM	2
9:55 AM	2
10:00 AM	2
10:05 AM	2
10:10 AM	2
10:15 AM	2
<b>10:20 AM</b>	<b>3</b>
<b>10:25 AM</b>	<b>3</b>
10:30 AM	2
10:35 AM	2
10:40 AM	2
10:45 AM	2
10:50 AM	2
10:55 AM	1
11:00 AM	1

<sup>a</sup>No passenger vehicles were observed between 7:30 AM and 9:40 AM.



Based on these observations, we have concluded that the attended parking system that has been implemented by OnTrac has been effective at reducing instances of vehicle staging along Kenwood Circle, and should continue to be implemented to manage the arrival and staging of contract delivery vehicles. We offer the following suggested refinements to the current Parking Ambassador program that are intended to enhance and expand the current management plan, which are depicted graphically on Figure 1:

- Consideration should be given to assigning up to two (2) Parking ambassadors at the east and west Project site driveways to direct delivery drivers into the Project site and to vehicle staging area.
- The on-site Parking Ambassador should establish a 24-foot wide (minimum) traveled way south of the vehicle storage area to ensure that two-way circulation is maintained within the Project site. This can be accomplished by placing traffic cones to establish the clear traveled-way.
- The ten parking spaces adjacent to the building and north of the vehicle staging area should be designated for use by OnTrac employees only. Contract delivery drivers should be directed to use unoccupied parking spaces before using the vehicle staging area.
- All tractors should be removed from the trailers in the east loading bays prior to 7:30 AM so as to not encroach into the vehicle staging area.
- Tractor semi-trailer deliveries to the east loading bay should not occur between 7:30 AM and 11:00 AM.

Assuming a parked vehicle width of 8 feet, the recommended parking area as depicted on Figure 1 could accommodate 34 to 39 passenger vehicles, depending on vehicle length. If additional vehicle staging is required, the tractor semi-trailer buffer area opposite the east loading bays should be used as a temporary vehicle staging area, or OnTrac should work with an abutting property owner to lease excess parking spaces for use as a short-term vehicle staging area.

If you should have any questions regarding our observations of vehicle parking and queuing at the existing OnTrac Package Delivery Station, or our suggestions to improve the current Parking Ambassador program, please feel free to contact me.

Sincerely,

VANASSE & ASSOCIATES, INC.



Jeffrey S. Dirk, P.E., PTOE, FITE  
Managing Partner

*Professional Engineer in CT, MA, ME, NH, RI and VA*

Attachments

cc: D. Kelly, P.E. – Kelly Engineering Group (via email)  
G. Horsfall – Kelly Engineering Group (via email)





**X Potential Parking Ambassador**



Vanasse &  
Associates inc