

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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www.franklinma.gov

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

DATE: January 17, 2024
TO: Franklin Planning Board
FROM: Department of Planning and Community Development
RE: 10 Kenwood Circle
Site Plan Modification

The DPCD has reviewed the above referenced Site Plan Modification application for the Monday, January 22, 2024 Planning Board meeting and offers the following commentary:

General:

1. The site is located at 10 Kenwood Circle, in the Industrial Zoning District.
2. The proposed application is for the circulation of the traffic at the site, that is also a change in use.
3. Review letters will be provided from DPW, BETA and Fire.

Comments:

1. The Building Commissioner required that a Site Plan be filed for the change in use and concerns with the traffic at the site.
2. Fire has submitted a letter with concerns.
3. BETA asked to review the Traffic study and has provided a letter.
4. The applicant responded on January 9th to BETA's comments..

Ref: 9783

January 8, 2024

Mr. Gregory Rondeau, Chair
Franklin Planning Board 355
East Central Street Franklin,
MA 02038

Re: Response to Traffic and Parking Management Plan Peer Review
OnTrac Warehouse Facility – 10 Kenwood Circle
Franklin, Massachusetts

Dear Chair Rondeau and Members of the Planning Board:

Vanasse & Associates, Inc. (VAI) is providing responses to the comments that were raised in the December 14, 2023 *Traffic and Parking Management Plan Peer Review* letter (“BETA Letter”) prepared by BETA Group, Inc. (BETA) in reference to their review of the September, 13 2023 *Traffic and Parking Management Plan* and the November 14, 2023 *Delivery Vehicle Operation Management Plan* that were prepared by VAI in support of OnTrac warehouse facility located at 10 Kenwood Circle in Franklin, Massachusetts (hereafter referred to as the “Project”). Listed below are the comments that were identified by BETA in the subject letter followed by our response on behalf of the Project proponent. As noted in BETA’s Letter, OnTrac confirms that BETA visited the Project on one of OnTrac’s highest volume days during its busiest time of the year. ***VAI consulted with OnTrac in the review of BETA’s letter, and provides the within responses on behalf of OnTrac based on those discussions and information provided by OnTrac.***

Comment 1: *Three tractor trailers were parked on the street at 7:00 AM, of which one was just a trailer with no tractor attached. The two tractor trailers left Kenwood Circle between 8:15 and 8:30, and the detached trailer stayed during the entire observation period. VAI observed similar behavior. The trucks did not appear to interact with the 10 Kenwood Circle Site. No tractor trailers arrived during the observation period.*

Clarify whether the on-street tractor trailers are affiliated with OnTrac.

Response: Two of the three observed tractor trailers had provided service to OnTrac.

OnTrac is open to a determination by the town formalizing on-street parking in front of the site. OnTrac is also open to the town’s determination that parking shall not be permitted on Kenwood Circle and formalizing that decision through appropriate signage set forth by the town. In the event the town determines that parking is not allowed on Kenwood Circle, OnTrac shall enforce the restriction against those vehicles servicing OnTrac.

Comment 2: *The loading bays were occupied during the observation periods.*

Consider moving the trailers from the bays before the vehicles arrive, as recommended by VAI in the Traffic and Parking Management Plan, to accommodate a larger staging area.

Response: The revised site plan being submitted by OnTrac accounts for trailers parked in the bays by reducing the number of lines of queued vehicles located across from the bays from three lines (in the original site plan submitted) to two lines (in the revised site plan being submitted). Accordingly, with two queue lines there would be sufficient room for two-way traffic when trailers are parked in the bays.

Comment 3: *The on-site parking on the south and east side appeared relatively full at 7:00 AM.*

Clarify why parking areas are already relatively full at 7:00 AM. Are these vehicles affiliated with OnTrac employees? Clarify the number of employees who leave their vehicles on the site continuously.

Response: OnTrac had not yet implemented all components of the revised site plan being submitted to the Planning Board, which includes signs posted in these areas to restrict parking during certain hours. On-site management is now enforcing the restricted parking hours at these locations (through the use of cones and parking ambassadors) pending the Planning Board's approval of a revised site plan from OnTrac and proposed signage in these areas.

Sort workers from the warehouse were parked at these locations during their shift from approximately 1:00 AM until about 7:00 AM, and exiting around 7:00 AM. Employees do not (and are not allowed to) leave their vehicles at the site continuously.

Comment 4: *Vehicles began to occupy the vehicle staging area in front of the eastern loading bays at 7:30 AM. The staging area appeared to be near capacity at 8:40 AM. The staging area appeared to only accommodate two queues of parked vehicles.*

Clarify whether vehicles are to maintain two queues or three. VAI indicated in the Traffic and Parking Management Plan that three queues were observed.

Response: In the revised site plan being submitted by OnTrac, two queue lines would be maintained, and BETA observed OnTrac implementing the plan to have two queue lines (as indicated in the revised site plan being submitted by OnTrac).

Comment 5: *Two-way access appeared to be maintained during the observation period to the south of the vehicle queuing area. No cones were observed to show this space, as recommended by VAI in the Traffic and Parking Management Plan.*

Consider striping the vehicle staging area to formalize the three queues and two-way access to the south.

Response: This queue area is expected to be utilized only during OnTrac's busy season (mid-to-late November through mid-to-late December), and then only for a period of two to three hours in the morning during OnTrac's busy season. Otherwise, this space can be utilized for additional parking at the site during all other times. Accordingly, OnTrac proposes signs to limit parking at this area only during restricted hours. OnTrac has not yet posted such signage because it is awaiting the town's determination and instruction in this regard. OnTrac will also use cones as recommended.



If instead it is the Planning Board's preference for OnTrac to stripe this area, OnTrac is open to it.

Comment 6: *Parking on Kenwood Circle increases after 9:00AM when on-site vehicle storage appears to meet capacity. Up to 12 cars were observed parked on street after 9:00. This is higher than what was observed by VAI and may be attributed to the holiday season. As vehicles began to park on Kenwood Circle at 9:00 AM, the parking ambassadors walked to parked vehicles and directed them to relocate. Despite this, it appeared the parking area was at capacity at this time and vehicles were unable to find an on-site staging space.*

Clarify the amount of time each delivery vehicle actually spends loading on the site. Are the vehicles spending 1 hour as indicated in the Delivery Vehicle Operations Management Plan, or is it longer?

Response: Delivery vehicles spend an average of 1 hour loading at the site.

Comment 7: *Consider reducing the time each vehicle takes to cycle through the facility to create a more efficient on-site operation and higher turnover of staging spaces.*

Response: OnTrac agrees with this suggestion. The revised site plan proposed by OnTrac is expected to reduce the time each vehicle takes to cycle through the facility.

Comment 8: *As recommended by VAI, consider placing additional parking ambassadors at the east and west driveways to facilitate parking. One possibility is for these attendants to be part-time/seasonal staff added during the holiday rush.*

Response: OnTrac agrees with this recommendation.

Comment 9: *The on-street parking did not appear to limit access into neighboring sites and facilities.*

Along with continuing to manage on-site parking, consideration should be given to working with the town to determine if formalizing on-street parking in front of the site is feasible. If so then signage indicating the short-term parking should be provided. Conversely, if parking is determined to not be permitted on Kenwood Circle, consider formalizing that through appropriate signage indicating the area is a no parking zone.

Response: OnTrac agrees. OnTrac is open to working with the town to determine if formalizing on-street parking in front of the site is feasible. OnTrac is also open to the town's determination that parking shall not be permitted on Kenwood Circle and formalizing that decision through appropriate signage set forth by the town. In the event parking is not allowed on Kenwood Circle, OnTrac shall enforce the restriction against those vehicles servicing OnTrac.



Mr. Gregory Rondeau, Chair
Franklin Planning Board
January 9, 2024
Page 4 of 4

Comment 10: *Vehicles were observed entering and exiting the eastern driveway, which is not aligned with the Delivery Vehicle Operations Management Plan.*

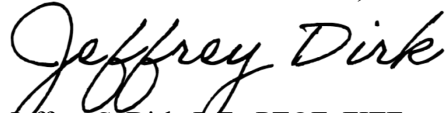
Consider signage indicating vehicles should enter and exit through the western driveway.

Response: OnTrac agrees with this recommendation and is open to posting signs indicating that OnTrac vehicles should enter and exit through the western driveway, as well as such other signage set forth in the revised site plan submitted by OnTrac and/or otherwise requested by the town.

We trust that this information is responsive to the comments that were raised in the December 14, 2023 *Traffic and Parking Management Plan Peer Review* letter prepared by BETA. If you should have any questions or would like to discuss our responses in more detail, 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. Flynn, P.E., PTOE – BETA (via email)
J. Mills – OnTrac (via email) File





December 14, 2023

Mr. Gregory Rondeau, Chairman
Franklin Planning Board
355 East Central Street
Franklin, MA 02038

**Re: 10 Kenwood Circle
Traffic and Parking Management Plan Peer Review**

Dear Mr. Rondeau:

BETA Group, Inc. reviewed the documents associated with the 10 Kenwood Circle Traffic and Parking Management Plan at 10 Kenwood Circle located in Franklin, MA. This letter is provided to outline our findings, comments, and recommendations relative to the proposed plan.

BASIS OF REVIEW

The following documents were received by BETA and formed the basis of the review:

- 10 Kenwood Circle **Traffic and Parking Management Plan**, prepared by Vanasse & Associates, Inc. (VAI), dated September 13, 2023
- 10 Kenwood Circle **Proposed Traffic Plan**, by Kelly Engineering Group, dated November 1, 2023
- 10 Kenwood Circle **Delivery Vehicle Operations Management Plan**, by VAI, dated November 14, 2023

Review by BETA included the above items along with a Site Visit conducted between 7:00 AM and 10:00 AM on December 6, 2023.

INTRODUCTION

The OnTrac Package Delivery System is located on the east side of 10 Kenwood Circle in Franklin, MA. OnTrac is a delivery company that provides “last mile” delivery services to customers using contracted drivers. As such, the facility accommodates tractor trailers delivering large bulk shipments as well as many independent contractors driving their own personal vehicles who deliver small shipments to their final destination. OnTrac shares the 10 Kenwood Circle building with KSI Auto Parts, which occupies the west side of the site. The 10 Kenwood Circle site has bays for trailers to unload on the south side, parking areas on the east, west and south sides of the building, and two driveways on the east and west of the site. According to the Delivery Vehicle Operations Plan, the OnTrac facility can accommodate up to 110 vehicles, and the general operations of the site include tractor trailer unloading in the early morning before delivery drivers arrive, followed by delivery drivers who come to the site in shifts, enter the OnTrac facility to pick up packages, and then depart the facility. The Traffic & Parking Management Plans were developed at the request of the Town of Franklin, in response to excessive queuing and vehicle staging from the Project site onto Kenwood Circle. Along with the OnTrac facility property, Kenwood Circle provides access to several other commercial and industrial uses that may have been impacted by the OnTrac facility’s operations.

FINDINGS, COMMENTS, AND RECOMMENDATIONS

These findings are primarily focused on the observations conducted during a site visit between 7:00 AM and 10:00 AM on December 6, 2023. The observations alternated between Kenwood Circle and on the site. The observations were compared to the provided documents' observations and previously proposed strategies.

Observation: Three tractor trailers were parked on the street at 7:00 AM, of which one was just a trailer with no tractor attached. The two tractor trailers left Kenwood Circle between 8:15 and 8:30, and the detached trailer stayed during the entire observation period. VAI observed similar behavior. The trucks did not appear to interact with the 10 Kenwood Circle Site. No tractor trailers arrived during the observation period.

1. Clarify whether the on-street tractor trailers are affiliated with OnTrac.

Observation: The loading bays were occupied during the observation periods.

2. Consider moving the trailers from the bays before the vehicles arrive, as recommended by VAI in the Traffic and Parking Management Plan, to accommodate a larger staging area.

Observation: The on-site parking on the south and east side appeared relatively full at 7:00 AM.

3. Clarify why parking areas are already relatively full at 7:00 AM. Are these vehicles affiliated with OnTrac employees? Clarify the number of employees who leave their vehicles on the site continuously.

Observation: Vehicles began to occupy the vehicle staging area in front of the eastern loading bays at 7:30 AM. The staging area appeared to be near capacity at 8:40 AM. The staging area appeared to only accommodate two queues of parked vehicles.

4. Clarify whether vehicles are to maintain two queues or three. VAI indicated in the Traffic and Parking Management Plan that three queues were observed.



Tractor trailers parked on Kenwood Circle at 7:00 AM.



View of loading bays at 8:00 AM.



View of southern parking area at 7:00 AM.



On-Site staging area begins to fill up at 8:40 AM.

Observation: Two-way access appeared to be maintained during the observation period to the south of the vehicle queuing area. No cones were observed to show this space, as recommended by VAI in the Traffic and Parking Management Plan.

5. Consider striping the vehicle staging area to formalize the three queues and two-way access to the south.

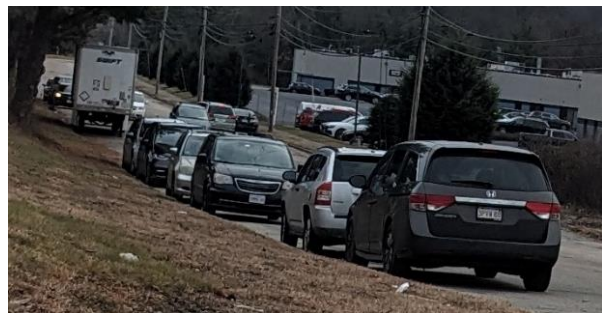
Observation: Two parking ambassadors began working at 8:00 AM. The ambassadors directed vehicles on site to parking and staging areas.

Observation: Parking on Kenwood Circle increases after 9:00AM when on-site vehicle storage appears to meet capacity. Up to 12 cars were observed parked on street after 9:00. This is higher than what was observed by VAI and may be attributed to the holiday season. As vehicles began to park on Kenwood Circle at 9:00 AM, the parking ambassadors walked to parked vehicles and directed them to relocate. Despite this, it appeared the parking area was at capacity at this time and vehicles were unable to find an on-site staging space.



On-site parking begins to spill over at around 9:00AM

6. Clarify the amount of time each delivery vehicle actually spends loading on the site. Are the vehicles spending 1 hour as indicated in the Delivery Vehicle Operations Management Plan, or is it longer?
7. Consider reducing the time each vehicle takes to cycle through the facility to create a more efficient on-site operation and higher turnover of staging spaces.
8. As recommended by VAI, consider placing additional parking ambassadors at the east and west driveways to facilitate parking. One possibility is for these attendants to be part-time/seasonal staff added during the holiday rush.



Up to 12 vehicles were observed parked on street after 9:00 AM.

Observation: The on-street parking did not appear to limit access into neighboring sites and facilities.

9. Along with continuing to manage on-site parking, consideration should be given to working with the town to determine if formalizing on-street parking in front of the site is feasible. If so then signage indicating the short-term parking should be provided. Conversely, if parking is determined to not be permitted on Kenwood Circle, consider formalizing that through appropriate signage indicating the area is a no parking zone.

Observation: Vehicles were observed entering and exiting the eastern driveway, which is not aligned with the Delivery Vehicle Operations Management Plan.

10. Consider signage indicating vehicles should enter and exit through the western driveway.

Mr. Gregory Rondeau, Chairman

December 14, 2023

Page 4 of 4

If we can be of any further assistance regarding this matter, please contact us at our office.

Very truly yours,
BETA Group, Inc.

A handwritten signature in blue ink that reads "Dennis J. Flynn". The signature is written in a cursive style.

Dennis Flynn, PE, PTOE
Associate

cc: Amy Love, Planner