

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.



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

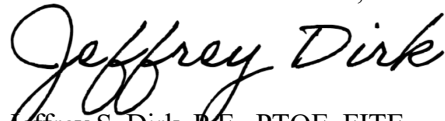
Consider signage indicating vehicles should enter and exit through the western driveway.

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

