

Ref: 9783

February 21, 2024

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

Re: Response to February 7, 2024 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 February 7, 2024 *Traffic and Parking Management Plan Peer Review* letter prepared by prepared by BETA Group, Inc. (BETA) in reference to their review of the January 8, 2024 *Response to Traffic and Parking Management Plan Peer Review* prepared by VAI in support of the 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. Consistent with the January 8, 2024 response letter, VAI has 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.

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.*

BETA Comment 1: *Clarify whether the on-street tractor trailers are affiliated with OnTrac.*

VAI 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.*

BETA Response: *As discussed at the recent Planning Board meeting, allowing on-street parking to accommodate vehicles servicing OnTrac is not preferred.*

VAI Response: **Subject to the direction of the Planning Board and to the extent approved by the appropriate Town Department(s), OnTrac will install “No Parking” signs along Kenwood Circle.**

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

BETA Comment: *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.*

VAI 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.*

BETA Response: ***The revised site plan shows the two rows of queued vehicles in the existing parking spaces. Observations revealed the vehicles queuing adjacent to the loading bays, similar to the original site plan.***

VAI Response: **OnTrac on-site management has directed vehicles to queue in the area depicted on the revised Site Plan.**

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

BETA Comment 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.*

VAI 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.

BETA Response: ***Response noted. Additional observations can be made once all components are implemented.***

VAI Response: **No response required.**



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.*

BETA Comment 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.*

VAI 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).*

BETA Response: *See response to No. 2 regarding the location of the two queue lines.*

VAI Response: **OnTrac on-site management has directed vehicles to queue in the area depicted on the revised Site Plan.**

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.*

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

VAI 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.

BETA Response: *If this area is only expected to be utilized for the queue operations for a limited period during the busy season, then revised striping is not needed. We still recommend the proposed parking restriction signage as shown on the latest Traffic Management Plan (Site Plan).*

VAI Response: **OnTrac concurs with BETA that the revised striping is not needed given the limited period during which the queuing area will be used and will, instead, install the "No Parking Between Signs, 6am – 12pm" as shown on the revised Site Plan as recommended by BETA. This area will be actively managed by OnTrac on-site management to ensure that the parking restriction is enforced to allow for vehicle queuing (staging) to occur in the designated area when necessary.**



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.*

BETA Comment 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?*

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

BETA Response: **Comment noted.**

VAI Response: **No response required.**

BETA 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.*

VAI 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.*

BETA Response: **Clarify which elements of the revised Site Plan will contribute to reducing vehicle time on the site.**

VAI Response: **The queue system together with the staggering of driver arrival times as part of the proposed traffic plan, is decreasing traffic congestion on-site and thereby minimizing vehicle wait times as they move more quickly and efficiently through the site.**

BETA 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.*

VAI 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.*

BETA Response: **Comment noted.**

VAI Response: **As discussed previously and subject to the direction of the Planning Board and to the extent approved by the appropriate Town Department(s), OnTrac will install "No Parking" signs along Kenwood Circle.**



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

BETA Comment 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.*

VAI 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.*

BETA Response: *Further discussion with the town is needed. Based on comments at the recent Planning Board meeting, on-street parking is not preferred.*

VAI Response: **As discussed previously and subject to the direction of the Planning Board and to the extent approved by the appropriate Town Department(s), OnTrac will install "No Parking" signs along Kenwood Circle.**

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

BETA Comment 10: *Consider signage indicating vehicles should enter and exit through the western driveway.*

VAI 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.*

BETA Response: *The proposed additional signage should be included on the revised Site Plan.*

VAI Response: **The revised Site Plan includes the installation of signs at the east driveway facing motorists entering from Kenwood Circle stating, "Do Not Enter between 6am – 12pm" and "Do Not Block Driveway".**

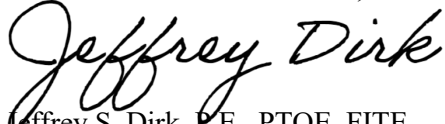


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We trust that this information is responsive to the comments that were identified in BETA's February 7, 2024 letter. If you should have any questions or would like to discuss our responses in more detail, please feel free to contact me.

Sincerely,

VANASSE & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Jeffrey Dirk". The signature is written in a cursive, flowing style.

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

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

JSD/jsd

