

February 7, 2024

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. has reviewed the January 8, 2024, *Response to Traffic and Parking Management Plan Peer Review* letter provided by Vanasse & Associates, Inc. (VAI) associated with the above referenced project. As noted, this letter was prepared to respond to BETA's initial peer review comments provided in our December 14, 2023 letter. Upon our review of VAI's responses to our comments we prepared follow up responses.

The following includes BETA's original comments, VAI's responses, followed by our follow up responses.

**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.

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

*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.**

**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.

*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.**

**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.

*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.**

**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.

*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).**

**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.

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.**

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.**

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.**

**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.

*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.**

**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.

*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.**

Mr. Gregory Rondeau, Chairman

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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 fluid and cursive, with the first name "Dennis" and last name "Flynn" clearly legible.

Dennis Flynn, PE, PTOE  
Associate

cc: Amy Love, Planner