



## MEMORANDUM

To: Orleans Conservation Commission  
From: John Jannell, Conservation Administrator  
Re: Steps required to implement a sticker parking requirement at Kents Point Conservation Area  
Date: Tuesday, June 24, 2025

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In response to your discussion at your meeting on 6/17 about possibly implementing a sticker required parking program at Kents Point I met with Special Projects Coordinator, Mike Solitro and Town Counsel Mike Ford. Below are the steps the Commission would take to implement such an action.

Steps the Commission should follow to implement a sticker parking program at Kents Point:

1. The Conservation Commission takes a vote to proceed with updating the Kents Point Management Plan. The Plan should be modified to reflect the necessary changes to correctly refer to sticker parking being required at the Kents Point parking lot.
2. The Conservation Department will advertise for a Public Hearing on a Management Plan Update for Kents Point. The legal ad will provide the Public Hearing date and time and staff will post a redline copy of the updated Kents Point Management Plan for the Public to view in advance of the Public Hearing. Copies of the redline plan are typically posted on the Town's website and hard copy is provided at the Clerk's Office.
3. The Commission holds the Public Hearing. The Commission hears from the public on the proposed change and votes to adopt or not adopt the proposed change. \*Rule changes are allowed under MGL 40 8C.

***The following steps 4-6 are only required if the change in the Management Plan is adopted:***

4. The Commission shall report to the Select Board on its actions, the reasons for them, and the process in which it followed.
5. The Commission shall request Select Board support under the Orleans General Legislation, Chapter 89, Parking. The Commission seeks support under the Selectboards authority detailed in 89-2, as it relates to "Town Parking Lots", to include the Kents Point parking lot under those town parking lots that require a parking sticker.
6. If "sticker parking" has been favorably acted on by both boards, the Orleans Police Department would enforce the parking requirements similar to how they do elsewhere where stickers are required and they would do so year-round.