

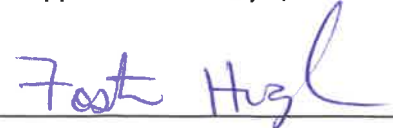
New Bern Parks and Recreation PARKLAND ACQUISITION PROCEDURES

The following steps shall be followed when looking to add additional park land or new facilities to the parks and recreation system:

Land Acquisition Steps

1. The Director of Parks and Recreation shall review the Master Plan and/or conduct a Needs Assessment to determine suitability of project.
2. Consult with Development Services to determine whether the proposed acquisition meet zoning regulations, open space guidelines, city ordinances and are harmonious with the land use plan.
3. If possible, the project shall be included in the CIP program.
4. Submit a proposal to the City Manager for review and recommendation to the Board of Aldermen.
5. The Board of Aldermen approve or deny the request.
6. Upon approval to proceed, the City Attorney enters negotiations for purchase and drafts the appropriate paperwork.
7. The Board of Aldermen approves the funding mechanism to proceed with the purchase.
8. The Board of Aldermen authorizes the City Manager to execute any legal documents.

Approved – January 6, 2020



Foster Hughes, CPRE
Director of Parks & Recreation