Director, to seek approval to pursue disposal of the facility. The County Council must approve such proposals.

2. If the opportunity involves a legal agreement, such as working with a private entity to maintain the property, the Parks and Recreation Director cooperates with the County Attorney's Office to draft the agreement. The County Administrator briefs the County Council on the proposed agreement and receives its approval to sign the agreement.

3. If the County Council approves the disposal of park property, the sale of the property is coordinated through the County Purchasing Department, in accordance with the County Purchasing Ordinance.

**Defense Against Encroachment Procedure**

SCPD will consult with the Spartanburg County Attorney and the Spartanburg County Risk Manager prior to issuing notification of any major encroachment. Major encroachments include items that will take longer than 60 days to remediate. Major encroachments include those that may result in long-term damage or alteration to park property. Any encroachment that involves a dispute over property boundaries will be treated as a major encroachment.

Minor encroachments include items that are easily remediated within 60 days notice. Minor encroachments do not pose a long-term risk for damage or alteration to park property.

The procedures below outline steps to be taken for both minor and major encroachments. Examples of park land encroachments include, but are not limited to:

1. A neighbor extends their backyard landscaping onto adjoining park land
2. A neighbor uses adjoining park land to dump grass clippings and other garden waste
3. A Neighborhood youth build a tree house in a park land tree
4. A neighbor parks their RV or boat on adjoining park land
5. A neighbor uses adjoining park land for a trampoline and/or play equipment
6. A neighbor cuts a trail from their property into a park
7. A neighbor erects a storage building on adjoining park land
8. A neighbor removes vegetation from adjoining park land

To help protect against park land encroachment, SCPD will:

1. Identify boundary markers at or just inside the known property boundary.
2. Periodically review GIS records for parks that have land encroachment potential.
3. Conduct walking surveys of park boundaries with encroachment potential.

4. Conduct a walking survey of all reported encroachments.

Once an encroachment has been identified, SCPD will:

1. All encroachments will be digitally photographed and brought to the attention of Assistant Parks and Recreation Director. The Assistant Parks and Recreation Director will involve the Parks and Recreation Director on all major encroachments.

2. For minor encroachments, the Assistant Parks and Recreation Director will notify the property owner by mail, providing a 60 day notice to remove the encroachment. After the 60 day period, park staff will again survey the property and photograph the encroachment in question. If the encroachment has been remediated, the Assistant Parks and Recreation Director will thank the property owner for their cooperation. If no remediation has occurred, the procedure for major encroachments will be implemented.

3. For major encroachments, the issue will be referred to the Parks and Recreation Director. After consult with the Spartanburg County Attorney and Spartanburg County Risk Manager, the Parks and Recreation Director or his/her designee will meet with the property owner to explain the action needed to remediate the situation, and a deadline for corrective action (the deadline shall be determined by the nature of the encroachment). This meeting will be documented and a letter will be issued to the property owner. Immediately following the deadline, staff will survey the property and photograph the encroachment in question. If remediation occurs, the Parks and Recreation Director will thank the property owner for their cooperation. If remediation has not occurred, the Parks and Recreation Director will refer the encroachment to the County Attorney for advisement on further legal action.

4. All communications with property owners, along with staff survey notes and photographs, will be filed for future reference.

RESPONSIBILITIES OF PROJECT MANAGERS

The Parks and Recreation Director or Senior Project Manager will assign a project manager to every project. Responsibilities of the project manager include but are not limited to:

1. Meeting with citizen groups to gather information needed to prepare preliminary plans

2. Meeting with neighbors of planned parks or park improvements to discuss the planned projects with the intent of mitigating negative impacts on private property by the park and park customers while also avoiding encroachments of private uses onto park property