

New Bern Parks and Recreation FACILITY DEVELOPMENT PROCEDURES

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

Development

1. The Director of Parks and Recreation shall review the Comprehensive Master Plan and/or conduct a Needs Assessment to determine suitability of project.
2. Consult with Development Services to determine whether the proposed new additions meet zoning regulations, open space guidelines, city ordinances and are harmonious with the land use plan.
3. Park development projects should be included in the CIP program to better plan for project funding.
4. The Director of Parks and Recreation submits a proposal to the City Manager for review and recommendation to the Board of Aldermen. This recommendation shall include Public input, funding sources and options.
5. The Board of Aldermen approve or deny the request.
6. Upon approval, the department begins design process, solicits rfps/rfqs and plans for construction.

Approved – January 6, 2020

A handwritten signature in blue ink that reads "Foster Hughes". The signature is written in a cursive style and is positioned above a horizontal line.

Foster Hughes, CPRE
Director of Parks & Recreation