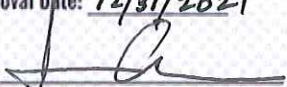




Director Approval - Original Approval Date: 12/31/2021
Update Approval Date: 12/31/2021
Signature: 

PARKS & RECREATION

Date: 12/31/2021 Updated: 12/31/2021 Date To Be Reviewed: Five years- 12/31/2026

Title of Document: 7.3 LOPR_Defense Against Encroachment Procedures

Background:

Lake Oswego Parks & Recreation (LOPR) has nearly 17 miles of parks, facility, and natural area property lines abutting residential and private properties. Occasionally, LOPR encounters encroachment or trespass issues on parks properties that need to be addressed. The LOPR Director consults with the City Attorney and/or the Planning Director regarding the matter.

Examples of encroachment/trespass include the following:

- A neighbor extends landscaping, builds or places structure(s), parks a vehicle, or dumps yard debris on park land
- A neighbor builds a trail or bridge to a park land from a private property
- A neighbor removes landscaping or structures from a park land

In the event of an encroachment on the property boundary of a park property by an adjacent landowner the LOPR Director follows the procedures.

Procedure:

1. LOPR staff member(s) in the field contact the property owner with the issue of potential encroachment/trespass.
2. The property line of park and private property is surveyed and verified.
3. A formal written notice is created and sent with a required removal or correction date for encroachment.
4. A property line inspection occurs after the removal date.
5. After inspection one of the following outcomes may occur:
 - A. Letter of compliance is issued
 - B. Letter of non-compliance is issued
 - C. Letter of lot line adjustment is issued (used only when encroachment/trespass was previously authorized by the City of Lake Oswego)
6. If non-compliance letter is issued, legal action may ensue with one of the following results:
 - A. A lien for removal and cost for removal or correction placed on property
 - B. A lot line adjustment, in compliance with 5.C. above



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To prevent encroachment, LOPR shall:

- Identify property boundaries of all park property
- Periodically review GIS records and aerials for encroachment/trespass
- Conduct periodic walking boundary inspections for potential encroachment/trespass
- Conduct a walking survey of all reported encroachment/trespass issues

Responsibility/Contacts: Director, Deputy Director Parks, Parks Manager