

OPEN SPACE AND PARKS ADVISORY COMMITTEE (OSPAC)

1. When an interested party contacts the County with a proposal to purchase County-owned real property (in most cases, an adjoining property owner), the Nassau County Department of Real Estate Planning and Development (Real Estate), represented by Carl Schroeter and Sean Rainey, initiates action by issuing to the Nassau County Planning Department (Planning) materials related to each case. The materials include:
 - a. Memo explaining basic details of action (i.e. section, block and lot)
 - b. Tax Map
 - c. Property aerial
 - d. Property photo
 - e. Correspondence i.e. letters from interested party or involved County agencies, i.e. DPW, DOH.
2. Each case is scheduled on the next OSPAC calendar for review. (OSPAC meets on the second Wednesday of each month in the Planning Conference Room at 400 County Seat Drive). Planning distributes all relevant materials for each case, including, but not limited to, the materials outlined above and a GIS map of the site and area.
3. After being distributed to OSPAC, each case is scheduled for a public hearing on the next Nassau County Planning Commission (NCPC) calendar date, the notice of which is given to each of the following and officially posted:
 - a. *Newsday*
 - b. Planning Department
 - c. Real Estate Planning and Development
 - d. County Clerk
 - e. Legislature Clerk
4. At the conclusion of the public hearing, the NCPC has a **45**-day time frame in which to vote to recommend sale of the property.
5. Within **30** days of the end of the public hearing, OSPAC is required to make a recommendation regarding the sale or transfer of County property for each case under its review. During this time both Planning and OSPAC are expected to conduct site visits for each case.
6. Following OSPAC's vote, each case is scheduled on the next NCPC calendar for a SEQRA recommendation, taking into consideration OSPAC's decision and conditions, if any, for sale of the property. Planning ensures that all SEQRA related review is completed before the case is voted on by the NCPC. This entails completing an Environmental Assessment Form (EAF) and any other applicable environmental review.
7. The NCPC votes on each case to recommend the appropriate SEQRA determination and action for consideration by the Nassau County Legislature (Legislature), which is the Lead Agency for real estate sales and transfers.
8. Following the SEQRA recommendation voted on by NCPC, Planning provides Real Estate with a resolution, EAF and negative declaration for each case. These materials are reviewed and referenced by the Legislature in the final approval process of each real estate sale.