8.1 Plan Adoption & Amendment Procedure

Plan Adoption

The 2025-2030 City of Madison Parks and Open Space plan shall be adopted as a supplement to the City of Madison Comprehensive Plan. This plan and any future amendments become official city policy when the Common Council passes, by a majority vote, a resolution to adopt.

The procedure to adopt the Parks and Open Space Plan shall be as follows:

Phase 1: Plan Approval by the Board of Park Commissioners

1. The Parks Long Range Sub-Planning Committee (LRP) recommends the draft POSP for adoption by the Board of Park Commissioners (BPC) and refers the draft to the BPC.
2. The BPC reviews the draft POSP; depending on desired changes they may or may not refer to a future meeting.
3. The BPC passes a motion to approve the plan.

Phase 2: Adopt the POSP as a Supplement to the City of Madison Comprehensive Plan

1. The Introduction of a Resolution by the Common Council to adopt the POSP as a Supplement to the City of Madison Comprehensive Plan.
2. The Common Council refers the POSP to the BPC, Board of Public Works and Plan Commission. The BPC is the Lead body for the file.
3. The Board of Public Works reviews and recommends approval of the plan to the BPC.
4. The Plan Commission reviews and recommends approval of the plan to the BPC.
5. The BPC reviews and recommends the plan for adoption by the Common Council.
6. The Common Council passes a resolution to adopt the POSP.

Plan Amendment vs. Plan Update

Amendments can be made at any time, but the city should generally not amend the plan more than once per year. A common recommended approach is to establish a consistent annual schedule for consideration of minor plan amendments. Any plan amendments

would require the same approval process as outlined for the POSP Adoption. This plan should be updated every five years in order to maintain eligibility for WDNR Stewardship Funding. Unlike an amendment, a plan update would revisit the entirety of the plan content and include more robust opportunities for public participation.