## **Timeline for Establishing Community Gardens in City of Madison Parks**

June (or earlier)-August	<ol> <li>Neighborhood Group forms to organize a garden         <ul> <li>a. three or more people gather to organize a community garden</li> <li>b. CAC is contacted</li> <li>c. City Community Gardens Committee is notified of interest</li> </ul> </li> <li>Potential sites are evaluated by neighborhood group &amp; CAC         <ul> <li>a. multiple sites in a neighborhood go through preliminary evaluation</li> <li>b. if an ideal site is within a city park, this process continues</li> <li>c. New Garden Fund Application form released August 1<sup>st</sup> on CAC and</li></ul></li></ol>
September-October	<ul> <li>3) CAC staff contacts Madison Parks Dept with information regarding potential sites <ul> <li>a. location in park</li> <li>b. size</li> <li>c. approximate layout</li> </ul> </li> <li>4) Parks staff/Superintendent and other city staff as needed review site for: <ul> <li>a. deed restrictions</li> <li>b. master plan/capital improvement plan conflicts</li> <li>c. utility conflicts</li> <li>d. potential access to water/availability of parking</li> <li>e. other locations available in the park (as necessary)</li> </ul> </li> <li>5) If preliminary review is favorable*, continue with New Garden Fund <ul> <li>Application process: CAC to work with Alder and neighborhood to gain support for site</li> </ul> </li> </ul>
November-December	<ul> <li>6) Group completes New Garden application (due to CAC by Nov. 15)</li> <li>a. Applications reviewed by CAC, completed applications forwarded to Madison Parks by December 1st.</li> <li>b. Parks staff and Superintendent review applications (Dec), if no conflicts identified*, proposal proceeds to the Park Commission.</li> </ul>
January	<ol> <li>Park Commission reviews garden proposal         <ul> <li>a. if approved, proposal details are forwarded to Real Estate office for potential drafting of lease.</li> </ul> </li> </ol>
Jan-Feb	<ul><li>8) New Garden Fund Committee approves proposals seeking funding</li><li>9) Leases with CAC for new gardens (whether funded or not) are drafted by Real Estate staff</li></ul>
March-April	Lease approval process begins     a. resolution is introduced to Common Council (March)     b. resolution is referred to Park Commission and Plan Commission     c. Common Council action (April)
May	11) Begin garden installation

<sup>\*</sup> Any requests that are denied by Parks staff/Parks Superintendent may be appealed to the Park Commission.