



City of
Watsonville

City of Watsonville

Community Garden Program Guide

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1.0 Executive Summary

The Community Garden Program Guide is one component of the City of Watsonville Urban Greening Plan. The Urban Greening Plan is being developed under a grant from the Strategic Growth Council. Funding for the grant by the State of California Natural Resources Agency was approved with passage of Proposition 84, The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. The Urban Greening Plan will include a trails master plan, a street tree plan, a habitat restoration plan and guidelines for green roofs, landscaping and community gardens.

The goal of the Community Garden Program Guide is to provide a framework for creating and managing community gardens on City-owned property. The plan explores the context of community gardening and recommends how the City of Watsonville could work with community partners to promote the establishment and operation of community gardens. The Community Garden Program Guide can be modified and then used for management of community gardens by owners of other public as well as private property, such as schools and churches.

A “community garden” is typically defined as any land collectively gardened by a group of people, allowing individuals to grow food for themselves. Nationally, community gardening has been recognized for its many benefits, such as promoting healthy eating, providing outdoor recreation and building vibrant communities. In our region, community gardening has shown strong demand in recent years, as evidenced by the growth of formal and informal local groups promoting gardening and healthy food choices.

The development of this document involved representatives from multiple City of Watsonville departments, including Public Works and Utilities, Parks and Community Services and Community Development, as well as representatives from community gardening groups, and gardening enthusiasts, among others. This group became known as the Community Garden Working Group.

In the process of developing this plan, the group studied other community garden program models and identified potential garden sites on City-owned parcels as well as at churches, schools and other properties. They identified six existing community gardens in the city. Three of the gardens on church property, are open to the public. Three additional gardens are restricted to residents of homeowner’s associations or apartment complexes.

This plan recognizes that City of Watsonville has very limited resources to advance a community garden program at this time, and as such, recommends a program model that leverages the City’s expertise and other potential non-financial contributions. The recommended program model relies upon groups of neighbors, community-based organizations and other entities to establish, manage, and sustain the garden sites. The City’s limited role would involve coordinating use agreements and helping to connect interested parties with existing community garden groups and potential garden sites.

2.0 Background and Context

2.1 Purpose and Scope

The City of Watsonville Community Garden Program Guide is an plan that explores the context of community gardening and recommends how the City of Watsonville could work with community partners to promote the establishment and operation of community gardens on City of Watsonville-owned properties. The Program Guide also may be modified and used by churches, schools, other public agencies and private property owners for management of community gardens on their property.

The plan describes the roles and responsibilities the City of Watsonville would have in a community gardens program. This plan recognizes that City of Watsonville has very limited resources to advance a community garden program, and as such, recommends a program model that leverages the City's expertise and other potential non-financial contributions. The proposed plan recommends a program limited to low-cost or no-cost ways the City can advance community gardening throughout the community. The City's limited role would involve making vacant or unused property available for community gardens, coordinating use agreements and helping to connect interested parties with existing community garden groups and potential garden sites. The City would monitor gardens on City property to ensure compliance with the rules and guidelines contained in the Community Garden Program Guide.

Establishing community gardens is consistent with *Chapter 8 of the General Plan (Parks & Recreation) Section 8.0.10 Community Gardens - Consider Implementation of a Community Garden Program, Undeveloped land that is being held for future use by the City is an example of land that could be used for community gardens.* This program is also consistent with the *City's Strategic Plan, specifically Goal IV Safe and Healthy Community, Objective 3 Healthy Community.*

2.2 Value of Community Gardens

Community gardens provide people a place to grow produce or other crops for their own use on land that may be owned by the City, other local government agencies, non-profit associations or private owners. They may be divided into individual plots or tended in a communal fashion and are managed and maintained with the active participation of the gardeners themselves rather than tended only by a professional staff.

The American Community Gardening Association lists several potential benefits from community gardening:

- Produces nutritious food
- Reduces family food budgets
- Improves the quality of life for people in the garden
- Creates opportunity for recreation, exercise, therapy, and education
- Provides a catalyst for neighborhood and community development
- Stimulates social interaction
- Encourages self-reliance
- Beautifies neighborhoods, develops neighborhood pride
- Conserves resources
- Reduces crime
- Preserves green space
- Reduces city heat from streets and parking lots
- Provides opportunities for intergenerational and cross-cultural connections

A literature review examined relevant materials for scientific and epidemiologic evidence related to community gardens and positive impacts upon the public health. The most prominent findings from the articles showed evidence of increased fruit and vegetable consumption and increased physical activity among community gardeners. Other articles pointed out benefits such as community cohesiveness and individual feelings of well-being.

2.3 How the Plan Was Developed

The Community Garden Program Guide was developed by multiple City departments, including Public Works and Utilities, Parks and Community Services and Community Development as well as representatives from community gardening groups and gardening enthusiasts. This group became known as the Community Garden Working Group. A list of members of the Garden Working Group is shown below in Table 1.

Table 1. Community Garden Working Group

Lowell Hurst	Council Member, City of Watsonville
Peter Howley	Gardener
Tony Rubio	Gardener
Ana Rasmussen	Mesa Verde Gardens
Jonathan Pilch	Restoration Director, Watsonville Wetlands Watch
Ana Espinosa	Director, Parks & Community Services, City of Watsonville
Ernest Contreras	Parks Services Manager, City of Watsonville
Bob Geyer	Assistant Director, Public Works/Utilities Department
Michelle Templeton	Environmental Education Coordinator, City of Watsonville
Nancy Lockwood	Environmental Programs Manager, City of Watsonville

The group met regularly beginning in May 2011 and carried out the following activities:

- Conducted a literature review of the nexus of public health benefits of community gardens
- Studied program models for operating community garden programs
- Visited existing and potential garden sites in the City
- Refined lists and maps of potential garden sites on City of Watsonville-owned properties and other privately-owned sites
- Consulted with community garden stakeholders, including representatives from community gardening groups and gardening enthusiasts
- Drafted the Community Garden Program Guide

The group evaluated a total of 37 possible garden locations. This included 19 possible garden locations on City-owned property. They also looked at 18 locations on church and other private properties. After investigating the properties the list was narrowed down to 11 potentially suitable locations for community gardens. (See Appendix A10) The sites that were eliminated were found to be inappropriate for a community garden due to factors such as inadequate size, steep slopes and other factors outlined herein in Section 6, Site Selection Criteria.

Discussions with the Pajaro Valley Unified School District have begun and are continuing, in order to determine if the District would support locating community gardens on school property. It was beyond the scope of this plan development to evaluate every potential site in the City. City-owned land was thoroughly evaluated but it is anticipated that in the future, as interest increases, many more suitable garden sites will be identified on property owned by schools, churches, businesses and private individuals.

The Working Group also identified three existing community gardens in the City that are open to the public and three gardens that are reserved for use by members of a homeowner's association or tenants of apartment complexes.

3.0 Recommendations

The Community Garden Working Group recommends that City of Watsonville take specific initial steps that would immediately promote community gardening on City-owned land. The City should also continue to monitor community gardening efforts in and around City of Watsonville, as well as remain engaged in the on-going developments in community gardening.

In the immediate near-term, The City could launch a community garden program in a way that empowers user groups to establish, manage, and sustain garden sites on City owned land without resulting in significant new publicly-funded capital investments or ongoing maintenance responsibilities. The City Community Garden Program would follow a strategy that would make City-owned land available to interested groups who demonstrate capacity to manage all aspects of day-to-day operation of a community garden.

This model enables established organizations as well as newly-formed gardening groups to access sites on City-owned properties. Under such a model, the City would play a limited role that:

- Identifies City-owned properties with garden potential
- Disseminates information about opportunities for community gardening throughout the City.
- Facilitates partnerships among non-profit organizations, community groups and other agencies
- Assesses and responds to proposals from residents for use of City property for gardens
- Administers use agreements and Garden Plot Agreement /Liability Waivers with approved gardens on City Property and gardeners using these gardens
- Monitors gardens on City property to ensure compliance with the rules contained in the Community Garden Program Guide

4.0 Definitions

- **City** – City of Watsonville or its representative.
- **Communal Plot**–undivided gardening space for cultivating vegetables, fruits and ornamentals by gardeners as a group
- **Ornamental** – plants that are grown for decorative purposes in gardens for cut flowers and specimen display.
- **Community Garden** – a site operated and maintained by committed volunteers where a parcel of land is used for growing produce and/or ornamentals for non-commercial use through individual or shared plots, and demonstration gardening or other instructional programming may be offered, and shared tools and common expenses are covered through the collection of membership fees and/or donations
- **Common Area** – a space within the community garden that is accessible by all gardeners and visitors such a pathways and areas for materials storage
- **Community Garden Plot Agreement and Liability Waiver** – the document signed by each participating gardener on City property that contains rights, rules. Responsibilities of each gardener and contains a release of liability clause
- **Community Garden Site Agreement** – the agreement between the elected Garden Coordinator and the City allowing the use of designated City property for a community garden as per the City’s Community Garden Program Guide
- **Disability Access** – barrier-free accommodations for persons with a diversity of abilities.
- **Garden Coordinator** – a community gardener who is elected by the garden members to perform the coordinating role for the management of a specific community garden and who is the primary contact with the City
- **Garden Member** – a regular participant in a community garden who has signed a garden plot agreement specifying conditions for membership (see “Membership”)
- **Garden Plot** - allocated gardening spaces for cultivating vegetables, fruits and ornamentals.
- **Hazardous Materials** – any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released.
- **Irrigation** – the artificial means of supplying water to plants

- **Invasive Species** – plants listed in Appendix A9 may not be planted in City-owned community gardens
- **Maintenance** – the practice of keeping the garden safe for public use and in a usable and aesthetically-pleasing condition.
- **Membership** – the privilege conferred upon an individual to participate in the community garden after signing the Community Garden Plot Agreement.
- **Organic Gardening** – the form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nanomaterials. To see if a substance is allowed in a community garden on City property, check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602. Also look for the Organics Materials Review Institute (OMRI) seal on product labels before use in a community garden on City property. Labeling such as “Organic” or “Natural” is not adequate for determination of organic designation.
- **Plot** – see “garden plot”.
- **Program Manager** – the City’s representative who manages its Community Garden Program.
- **Prohibited Plants** – marijuana, including medical marijuana may not be grown in City-owned community gardens
- **Waste Removal** – removal of excessive vegetation and/or solid-waste (organic, inorganic or hazardous) accumulation from a garden.

5.0 Starting a Garden

If community members wish to start a community garden on City-owned property, they need to submit a petition to the City’s Community Garden Program Manager requesting use of a specific location to be used for a community garden. The signatures on the petition must represent at least five separate households that wish to participate in the proposed garden location. The petition and proposed site shall be evaluated using the site selection criteria contained herein. If the site is deemed adequate, the Community Garden Program Manager shall arrange for a neighborhood meeting in the area of the proposed garden to solicit public input. Following the neighborhood meeting, the proposed garden location will be presented to the Parks & Recreation Commission for their consideration. The decision of the Parks & Recreation Commission may be appealed to the City Council. Anyone wanting to appeal the Parks & Recreation Commission decision must notify the Garden Program Manager within 7 calendar days of the decision of the Commission. The Garden Program Manager will then place the item on the first available City Council meeting for the Council to consider the appeal.

Upon approval by the City of the proposed garden site, the interested parties must form a garden group and elect a Garden Coordinator. The City shall, issue and the Garden Coordinator shall sign a Community Garden Site Permit (See Appendix A1) which officially permits the use of the site for a community garden. The Garden Site Permit needs to be renewed on a yearly basis and renewal is contingent on compliance with this Community Garden Program Guide as well as other City considerations and priorities. The City does not guaranty the long term use of this property for a community garden. The City may elect not to renew the permit at the end of the term. The City has

the right to determine the appropriate use of property it owns. At such time as the garden members at this site elect a new Garden Coordinator, the permit is terminated and the new Garden Coordinator must sign a new Garden Site Permit.

5.1 Site Map

Prior to approval for a City owned property to be used as a community garden, community members wishing to start a community garden on City property shall submit to the City a site map which identifies the following features:

- Identifies boundaries of the garden
- identifies how the property will drain during a storm event
- Identifies a simple plan for storm water pollution prevention and run-off prevention which may include but is not limited to buffer plantings, winter cover crops, mulching paths in winter months and erosion control measures such as installation of biodegradable straw waddles, hay bales or siltation fencing.
- Identifies any natural features within the garden or in the vicinity of the garden which should be protected.
- Identifies setbacks from City trails of at least 6 feet, and sufficient space for public right-of-way and maintenance which will be determined on a case by case basis.

5.2 Community Gardens on City-Owned Property

Community members may obtain a list of existing and potential future garden sites by contacting the City's Community Garden Program Manager. Phone and other contact information is included in Appendix A8 and is also found on the City of Watsonville website at www.cityofwatsonville.org

5.3 Access Strategies

Community gardens located on public property must be accessible to all. Individual community gardens may request restricted access based on unique conditions that shall be evaluated on a case-by-case basis, subject to approval by the City. Gardens with restricted access shall prepare a program of scheduled public access that includes one or more opportunities for general public access, subject to approval by the City. Each community garden shall allow for regular hours of public access with a minimum of weekly hours of access. The hours of public access shall be posted in English and Spanish in a location visible to the public. All opportunities for public access shall be posted publicly at the garden at least a week in advance. The Garden Coordinator must provide the City's Community Garden Program Manager with the schedule so it may be posted on the City's website.

The following suggested strategies promote public access to gardens that normally allow access to members only. The use of more than one strategy is encouraged.

Access strategies may include:

- Open the gates to the garden when 2 or more garden members are present.
- Schedule public visits for the first Saturday of each month for 4 hours.
- Participate in a City-wide, "open-garden day" event.
- Annual events inviting neighbors and community at large to the site.

6.0 Site Selection Criteria

The following criteria will be used to evaluate establishing a community garden on City-owned property.

6.1 Location

Community gardens are an acceptable use of land inside City parks, vacant or underused City property, and property owned or formerly owned by the Redevelopment Agency. Community gardens are also acceptable use of private property including but not limited to schools, businesses and churches. Whenever possible, the garden should be located as close as possible to the residences of the community members desiring to start a garden.

6.2 Adequate Space

Each garden plot should be a minimum of 24 square feet per garden participant.

6.3 Sunlight

The garden should have an open south face to maximize the plants access to sun. Vegetables need, at bare minimum, of six hours of sunlight a day.

6.4 Soil

If the site proposed will be an in-ground garden, the City shall have the soil tested for heavy metals and pesticides and determined to be safe for growing vegetables. The City shall also test to determine the best way to amend the soil to encourage the healthiest crops possible. Soil testing is not required for raised bed gardens that will use soil imported to the site from a reputable landscape supply company or similar reliable source.

6.5 Water

City water must be readily available nearby to irrigate the garden.

6.6 Compost Space

Composting is an essential part of gardening. The potential site must have designated space for a compost pile or bins in the garden area.

6.7 Visibility From Neighboring Residences

Easy visual access from the surrounding neighborhood is the best way to prevent crime and vandalism in gardens.

6.8 Accessibility for Mobility Impaired Persons

It is preferable to place gardens in places that can easily be accessed by handicapped and elderly gardeners. Steep slopes and long walks from access points should be avoided.

6.9 Resource Conservation

Each proposed garden location presents a unique set of attributes that will be evaluated by City staff in order to ensure that the garden does not cause negative impacts to its surrounding environment.

- The site may not disturb or destroy existing native natural habitats such as native trees, riparian, wetland or valuable native grassland habitat.

- Gardens shall not result in any water quality impairment and should be located 125 feet or more from the edge of the water of wetlands, creeks, the Pajaro River or other bodies of water.
- The planting surface of gardens should be relatively flat ground with little grade so as to prevent erosion and storm water pollution.

7.0 Community Garden Guidelines and Policies

The intent of the following policies is to provide an approved framework for the City and residents to use in the coordination and management of community gardens on public property. All activities related to community gardening shall be conducted without discrimination against any person on grounds of race, creed, religion, color, sex, age, national origin, disability, marital status, or sexual orientation.

8.0 Garden Components

8.1 Construction and Installation of Garden Elements

Guidelines:

Community gardens on City-owned property are public spaces and should be designed and built with the public's safety in mind. For this reason, structural garden elements which a person may sit on, stand on, walk under, or crawl under shall be constructed in a safe manner and only with prior permission of the City. Infrastructure regulated by municipal codes shall be installed per said codes.

Policies:

- Construction or installation of fences, gates, tool sheds, steps, shade trellis, benches, potting tables, etc. must receive prior approval by the City's Community Garden Coordinator and in some cases shall be required to meet City building codes. Qualifications for the construction or installation of a garden element will be at the City's discretion.
- A qualified contractor proposing to perform work in a community garden must provide proof of the proper license and liability insurance to the City for approval prior to any construction or installation activity.
- Caution must be taken when digging in the garden. The Public Works and Utilities Department must be contacted for location of any existing utilities if gardeners intend to dig deeper than 12" below the existing garden grade.

8.2 Garden Plots

Guidelines:

Garden plots are allocated gardening spaces for cultivating vegetables, fruits and ornamentals. These should be located in areas receiving adequate sunlight. Plots should be uniform and reasonable in size to optimize opportunities for participation.

Policies:

- Plots should be a minimum of 4 x 6 square feet the largest plot shall not be more than two times the size of the smallest plot within the same garden.
- Wheelchair-accessible plots are excluded from the plot size requirements due to their unique design requirements. Plots may be level with the ground or in a raised

container. Wheelchair accessible plots should be designed according to accessibility standards.

- Plots should be visibly defined, such as withstakes or redwood or plastic headers.
- Pressure-treated lumber is prohibited, since the chemical preservative can leach into the soil.
- Non-compliant garden plots are permitted to remain until the plot is reassigned to a new garden member at which time the plot must be modified to conform to these policies.

8.3 Tool Shed and Storage Chests

Guidelines:

A tool shed or storage chest may be installed to store equipment shared by the garden members to accommodate garden tools and supplies. Sheds and chests should be sturdy and lockable to prevent theft and vandalism.

Policies:

- Tool sheds must not exceed 120 square feet in size. Proposed sheds must be approved by the City for aesthetics, size and safety.
- All tools and materials stored within the community garden shall be shared for use by all gardeners and may not be taken out of the community garden.
- Community garden tool and storage sheds may not be used for private storage.

8.4 Compost Bins

Guidelines:

Compost bins and enclosures are used to promote decomposition of organic garden waste. A system of compost bins and/or enclosures should be in place to facilitate stages of decomposition and to minimize the need to haul garden waste to recycling facilities. For residential compost bins and composting instructions, contact the City of Watsonville Public Works and Utilities.

Policies:

- Avoid locating compost bins adjacent to a main pedestrian pathway.
- Gardeners shall manage composting garden waste in a manner that minimizes odor and pests.
- Gardeners should avoid placement of diseased plant material in composting bins or enclosures.
- Pressure-treated lumber is prohibited since chemical preservatives may leach into the decomposing compost.
- No waste from outside the community garden is permitted.

8.5 Pathways

Guidelines:

Pathways determine the circulation into and within the garden. Pathway construction should be low maintenance. The selection of paving materials should allow for wheelchair access where feasible. Not all paths need be designed for wheelchair access. Bark/wood chip mulch on pathways suppresses weedy growth, retains moisture and returns nutrients to the soil through decomposition.

Policies:

- Pathways will be kept clear of weeds, tools and other debris.
- Wheelchair accessible paths must comply with Title 24 of the California Building Code and the Americans with Disabilities Act (ADA) for all new construction and renovations.

8.6 Fences, Gates and Security

Guidelines:

Community gardens on public property are unstaffed public facilities used largely by garden members. As a public facility, the general public is permitted access to community gardens for their enjoyment. Fencing may be required for gardens on City property for safety reasons or to separate the garden from other activities. Installation of fencing with lockable gates may be evaluated on a case-by-case basis.

Policies:

- Fences must meet City building code requirements. Proposed fences must be reviewed by the City for aesthetics, size and safety.
- Should fencing be required or desired, the members of a community garden must provide all materials and labor including any permitting fees that may be required by the City. No pressure treated lumber is to be used for fencing.
- Gardens with restricted access must comply with the Access Strategies contained herein.

8.7 Bulletin and Message Boards

Guidelines:

Bulletin and message boards promote the sense of community through the sharing of information between garden members and with the general public. Bulletin boards should have a portion that is reserved for official garden information only and should be located in a high visibility area.

Policies:

- Gardens on City property shall have a bulletin board that provides the name of the garden and contact information for the garden coordinator or designee.
- General community announcements are permitted. A summary of the garden rules should be posted.
- Any postings that are discriminatory or offensive in nature are not permitted.
- Postings in gardens on City property shall be in both English and Spanish.
- Advertising is prohibited.

8.8 Signage

Guidelines:

Signage includes identification, informational and way-finding means. Each community garden should be identifiable with standard and recognizable signage. Other signage common to parks and community gardens should be standardized to minimize visual clutter.

Policies:

- Each garden shall have a sign identifying it by name. Garden names on City property must be reviewed and approved by the City prior to any usage.
- Signage visible from a public street shall meet the requirements of the City's sign ordinance.
- Design, content and location of signs that fall under the City's sign ordinance must be reviewed and approved by the City prior to placement.
- Fabrication and installation of signs are the responsibility of the garden members.
- Community gardeners may fabricate their own signs inside the garden area to label garden elements (e.g., "tool shed", "greenhouse" etc.) or standard warnings (e.g., "stay on path", "do not pick the flowers", etc.). These signs shall be visually compatible with the garden environment.

8.9 Maintenance and Repair of Garden and Garden Elements

Guidelines

Proper maintenance of the garden will result in more successful harvests, a more aesthetically-appealing garden site and neighborhood harmony. Maintenance of the garden elements will increase their useful life and result in a more pleasant experience for gardeners and visitors. Certain garden features may need repair from time to time due to normal wear and tear.

Policies

- Each garden member is responsible for the maintenance of his/her assigned plot
- Each garden member shall participate in the ongoing maintenance of common areas within and around the garden site including but not limited to the duties listed in their respective Community Garden Plot Agreement.

9.0 Organizational Structure

9.1 Governance Structure

Guidelines:

There are several basic organizational needs that must be met on the part of the participants to ensure the overall success of the garden. The three main components necessary for community garden success are:

- **Passion**
Is the organization or neighborhood supporting the site passionate about gardening? Are the members committed to the mission of growing fresh, healthy, local food?
- **Volunteer Commitment**
Does the organization have a volunteer base willing to do the garden maintenance work? Do they have a plan for organizing and maintaining volunteer involvement? T
- **Knowledge**
Is there anyone within the group with experience in gardening or farming? This is not absolutely necessary as many resources exist in the community.

Policies:

- The City will require a designated contact person for each garden located on City-owned property. This contact person will be the Garden Coordinator. The Garden Coordinator's role is one of communication and facilitation.
- The Garden Coordinator is selected by the garden members by a majority vote on an annual basis using direct democracy (one gardener, one vote).
- The duties of the Garden Coordinator include:
 1. Sign the Community Garden Permit.
 2. Collect signed Community Garden Plot Agreements and Waiver of Liability forms from all gardeners and provide a signed copy to the gardener with the Garden Rules.
 3. Forward completed Plot Agreements with original signatures to the City's Community Garden Program Manager.
 4. Assign plots on first come, first serve basis.
 5. Maintain a waiting list of interested gardeners.
 6. Re-assign plots to those on the waiting list in the order they appear on the waiting list .
 7. Orient new gardeners to the space; i.e., explain water use, communal space use, workday expectations, etc.
 8. Post garden rules and other documentation on the bulletin board in the garden.
 9. Maintain a list of all active gardeners.
 10. Notify gardeners using plots that appear to be inactive and contact the gardener regarding the status of the plot.
 11. Coordinate garden workdays to maintain the communal spaces or to work on special projects.
 12. Call garden-wide meetings at least twice a year for the purpose of discussing issues, sharing ideas and goals, holding annual election of the Garden Coordinator position, conducting workdays, etc. Any meeting that provides advance notification to all of its members is considered a "garden-wide meeting".
 13. Collect garden dues from members that may be used for water, supplies, tools, events, or special projects decided upon by the membership.
 14. Communicate with the City as the primary contact for the garden membership.
 15. Facilitate the garden membership in electing or appointing other positions, such as treasurer, secretary, or an events chair to share some of the responsibilities. Other leadership roles for the garden may include: membership & outreach coordination, meeting and workday coordination, and common space coordination.
 16. Operate the garden in a manner free from discrimination against any person on grounds of race, creed, religion, color. sex, age, national origin, disability, marital status, or sexual orientation.
 17. Sign up for water and pay water bill.
- Garden members shall by consensus (general agreement or majority vote):
 1. Create rules for fair and safe on-going operation of the garden, as needed to supplement the rules provided herein by the City.
 2. Designate treasurer who shall collect dues and pay bills for water and any materials or services jointly purchased by the garden members.

3. Institute a means of keeping common areas, the paths between plots, outside of fences that surround the garden, etc. in a safe and tidy condition.
4. Decide on interim use and upkeep for vacant plots until a new garden member is assigned to that plot.
5. Establish a system for informing gardeners when there is information that they need to know or tasks they need to do, making sure that all gardeners have access to this information.

9.2 Community Garden Plot Agreement and Waiver of Liability

Guidelines:

Each garden member is to execute a Plot Agreement and Waiver of Liability as an indication that the member understands his/her rights and responsibilities to the community garden. The required Plot Agreement and Waiver of Liability is included in Appendix A2

Policies:

- Membership to a community garden and the opportunity to garden on City-owned property is open to all City of Watsonville residents.
- Each garden shall submit to the City a *Community Gardener Plot Agreement and Waiver of Liability*, which specify conditions for active membership. Members are required to sign the Agreement indicating their intent to comply.
- It is up to the collective body of gardeners within each garden to establish any dues structure they believe is needed to operate the garden.
- To optimize opportunities for participation, the City is limiting each household to one plot only. More than one person may be assigned the same plot.
- All gardens must maintain an active wait list. Assignment of garden plots must be made from a wait list on a first-come, first serve basis. The updated wait list should be posted at the garden. The waitlist may also be posted on the garden's website if available. (See Appendix A5) for a sample Wait List.
- Membership can be revoked for non-compliance with the Community Gardener Plot Agreement. If active membership conditions are not being met, then the Garden Coordinator may call to find out the status of the plot and the intent of the gardener. If the membership conditions are still not being met, then the Garden Coordinator may proceed with a 30-day written notice to non-performing garden member(s). If the non-performing gardener does not respond within the 30-day period, then that membership is considered revoked and the plot shall be reassigned to the next person on the waiting list. See Appendix A3 for sample letter.

9.3 Waiver of Liability

Guidelines:

By signing the waiver, each participant acknowledges the risks involved by participating in the activity and that the participant is responsible for his/her own actions. This protects both the public's interest and the community gardener.

Policies:

- Each garden member is required to sign the City's liability waiver which is included

in the Community Garden Plot Agreement and Waiver of Liability prior to conducting any gardening activity on City-owned property. The garden coordinator shall collect signed liability waivers from the community garden members and forward them to the City's Community Garden Program Manager.

- All persons invited to share a plot must also sign this Agreement. Garden Coordinator approval is required for adding someone such as a spouse, partner or housemate residing at your address to your plot at any time.
- Garden members shall ensure a safe environment for each other and for visitors to the garden. Visitors to community gardens are not required to sign the City's liability waiver.

9.4 Conflict Resolution

Guidelines:

Internal or external conflicts may arise that cannot be readily addressed and may undermine the function of the garden. Such situations may be resolved through careful adherence to the policies contained herein. Some community gardens may establish a more formal organizational structure, by-laws and additional rules for the garden through a democratic process to resolve and avoid conflict.

Policies:

- Establish ground rules at the start of every meeting to promote respect for each participant. All parties involved must be given an opportunity to provide input at a public forum. If necessary, a neutral person may be invited to conduct the meeting.
- Establish a committee of garden members to enforce rules, alleviating the burden on any one member.
- Utilize mediation resources, such as Santa Cruz County Conflict Resolution Program if conflicts are not resolved.
- If the above strategies do not allow the group to reach resolution, the City is available for support and consultation with garden members, and may intervene when necessary to resolve issues regarding community gardens on City property.

9.5 Fundraising

Guidelines:

Community gardeners may choose to fundraise for their community garden. Proceeds may offset garden expenses to fund unique elements for the garden (such as garden furnishings, bee hives, etc.) or be donated to the City for improvements (such as for the purchase and installation of a bench). In-kind gifts or services may also be donated to a community garden. Fundraising activities on City property, gifts or in-kind donations will require approval or acceptance by the City.

Policies:

- Generally donated garden supplies (hoses, shovels, plants, etc) may be accepted by the community garden without the City's formal approval.
- Permanent fixtures (benches, decorative mosaic tiles, commemorative plaques, etc.) do require City acceptance prior to installation.
- These policies do not apply to the collection of garden dues established by the community garden members.

9.6 Disorderly Conduct

Policy:

- Inappropriate behavior, such as removing fruits or vegetables from garden plots not one's own designated plot, or vandalism in the garden could lead to cancellation of membership in the community garden.
- Gardeners are welcome to bring their children into the garden. Children should be taught the rules of the garden and supervised at all times.

9.7 Neighborhood Involvement and Program Partnerships

Guidelines:

A community garden group may involve schools, neighborhood organizations, service providers, or other non-profits organizations to offer increased access to the garden, enrich programming opportunities and increase resources for maintenance and garden supplies.

Policies:

Partnership opportunities permitted in community gardens include but are not limited to:

- Programs that are integrated with the garden, such as to teach children to garden and then to cook with ingredients that are harvested.
- Programs developed and offered by the community garden in which the community or a partner is educated about an aspect of gardening and best practices, either on- or off-site.
- Occasions on which the public is invited to the garden for celebration, harvest, work or education.
- Outreach to neighbors about the activities and events in the community garden. This can be achieved through mass mailings, flyers delivered door-to-door and public postings.

10.0 Garden Operations

10.1 Active Gardening

Guidelines:

To properly care for the land, active year-round gardening and care of the soil are required. Gardeners are responsible for keeping their plot and the paths surrounding their plot clean and free of weeds. If active gardening is not occurring and the plot is neglected, the Garden Coordinator shall contact the gardener to clarify whether or not they intend to keep gardening or if the plot can be assigned to the next person on the waiting list.

Policies:

- When a plot has been neglected, the Garden Coordinator shall notify non-active gardener with a verbal, telephone or email warning. If active gardening does not resume within 15 days, or the gardener has not responded to messages from the Garden Coordinator, or the garden member is not reachable, then the Garden Coordinator shall issue a written 30-day notice (See Appendix A3) to resume garden activity. If gardening has not resumed by the end of the 30 Day Notice, the member's gardening privileges will be terminated. The plot may be assigned to the next person on the waiting list.

- No garden member may transfer their plot to anyone else.
- In case of illness, pregnancy, travel, etc., gardeners should inform the Garden Coordinator. Either party may find a temporary person to garden during the absence; this person must sign a temporary agreement which will be valid for no more than 90 days.
- Gardens shall either plant crops year-round or plant a cover crop in the winter to prevent erosion and enrich the soil.

10.2 Harvesting

Guidelines:

Gardeners should harvest from their own garden plots. Produce sharing between gardeners is welcome with prior consent of the garden plot holder.

Policies:

- No member may remove from or harvest from any garden plot without permission. The unauthorized taking of produce from another gardener's plot will result in the removal of your gardening privileges.

10.3 Maintenance

Guidelines:

Day-to-day maintenance is the responsibility of the community gardeners. Maintenance should include the ongoing efforts to control weeds, maintain healthy plants and trees, remove dead or diseased growth, keep shared garden resources neat and orderly, preserve natural resources and reduce pests.

Policies:

- The community garden site and surrounding area shall be maintained for safe public use at all times.
- Garden members shall be primarily responsible for their individually assigned plots, unless a temporary maintenance arrangement is made in conformance with the Community Garden Agreement while the individual is on vacation or ill. The Community Garden Plot Agreement includes a provision for a temporary transfer of maintenance responsibilities to another person in order to accommodate periods of illness, pregnancy, travel, etc.
- Common areas are to be the shared responsibility of all garden members.
- Any graffiti shall be removed within 24 hours by the garden members.
- Each gardener shall maintain their assigned plot within its confines without plants encroaching into common areas or other plots. No plants may be higher than 6 feet over soil level in plots except in agreed-upon communal planting areas. Beds may not be raised higher than 3 feet except in cases of access for disabled persons. No altering of the dimensions of a plot or of the surrounding area is allowed.

10.4 Water Service and Other Utilities

Guidelines:

The City will supply a new water meter and backflow prevention device for the garden site. Each garden shall pay for the monthly cost of water used at the garden. Gardeners should avoid damage to water lines and other underground utilities. The land used for a community garden may contain underground utilities, including water, electrical, gas,

telephone, cable and sewer lines. Gardeners must take special care when digging in the garden, particularly at depths exceeding 12”.

Policies:

- The City shall bill the Garden Coordinator for the cost of water used by the community garden. The Garden Coordinator shall collect dues from members as needed to cover the cost of water.
- Plants must be hand-watered or irrigated early in the day or late evening to minimize water loss due to evaporation.
- Use of a minimum 2” depth of mulch is recommended (bark, straw, compost, etc.) to prevent soil erosion, minimize evaporation, reduce soil compaction and moderate temperatures for plant roots
- Contact the City Department of Public Works and Utilities to locate underground utilities prior to projects that require digging, particularly at depths exceeding 12”.

10.5 Irrigation and Water

Guidelines:

Irrigation is the artificial means of supplying water to plants. In community gardens, irrigation is typically achieved through careful hand watering with a hose or installation of drip irrigation. Hose bibs should be located to permit a hose to reach all plots.

Policies:

- The City shall provide a water service accessible to community gardens on City property. The City shall assess fees for water usage to be paid by the Garden Coordinator on behalf of the community garden.
- Drip irrigation tubing may be installed by the gardeners and is recommended as a water conservation strategy. Any alterations to the irrigation system must be approved by the Garden Coordinator. No major alterations can be made to the irrigation system on Fridays, Saturdays, Sundays, or holidays because of the risk of an damage and the limited availability of City staff during these times. In the event of an irrigation emergency, contact the Garden Coordinator or County Dispatch at 471-1151. Any alterations to the MAIN irrigation line are prohibited.
- Community gardeners must use water in a manner that prevents waste and run-off. Gardeners shall use the minimum water necessary for successful plant growth. Chronic waste of water may result in the water being shut off by the City.
- Be mindful of water usage when planting. Gardens shall be managed for best practices in water conservation (e.g., drip irrigation, time of watering, clustering like plantings in zones). Ornamental plantings should be targeted to drought tolerate species.
- An automatic shutoff nozzle must be used on any hose in the garden.

10.6 Resource Conservation

Guidelines:

Community gardens should exercise best practices for water conservation, watershed protection, erosion prevention, energy efficiency, composting and waste reduction.

Policies:

- Gardens shall be managed for best practices in water conservation (e.g., drip irrigation, watering early or late in the day, clustering like plantings in

- zones). Ornamental plantings should be targeted to drought-resistant species.
- Garden waste shall be composted on site or hauled to the City's Waste and Recycling drop off.
 - All recyclable materials such as wood, metals, plastic, paper, cardboard, bottles and cans shall be recycled.
 - Diseased plant material shall be disposed of in the garbage.
 - Best practices for storm water pollution prevention shall be implemented, such as the use of hay bales and straw wattles to prevent runoff from the garden into storm drains or off the site.
 - Due to their impact on native habitat, invasive species may not be planted within or around a community garden. An invasive plant list is provided in Appendix A9.
 - Because of the uniqueness and importance of the natural habitats of the Pajaro Valley, community gardens should strive to increase the natural habitats of an area and can do so by planting native trees or plants within the garden setting, such as native plant hedgerows, pollinator plantings, or shade trees. Proposals for such plantings require prior approval by the City.

10.7 Invasive and Prohibited Plants

Guidelines:

Invasive species are one of the greatest threats to biodiversity worldwide, second only to habitat destruction. Most of the plants used in gardens and landscaping do not invade or harm wildland areas. But a few vigorous species can — and do — escape into open landscapes and cause a variety of ecological problems. They displace native plants and wildlife, increase wildfire and flood danger and clog valuable waterways. Prevention is the most effective and resource-efficient way to combat the spread of invasive plants.

Policies:

- Invasive species such as blackberry and bamboo are prohibited. For a complete listing of invasive plants (See Appendix A9).
- Marijuana, including medical marijuana, may not be grown on City-owned property.

10.8 Organic Garden Methods, Supplies and Materials

Guidelines:

- For the protection of gardeners, visitors and the environment, all materials used for the purpose of gardening on City property must be organic as defined herein.

Policies:

- Non-organic pesticides and fertilizers are prohibited including but not limited to ammonium sulfate, muriate of potash, super-phosphate, highly soluble chemical fertilizers, rotenone, pyrethrum, sevin, malathion, diazinon, nicotine sulfate.
- No herbicides or pesticides may be used, except for organic substances approved by the U.S. Department of Agriculture's National Organic Program or by ORMI. To see if a substance is allowed, check the USDA National Organic Program's National List, Subpart G, 205.601 and 205.602 or look for the Organic Materials Review Institute (OMRI) seal on the label. ORMI is a non-profit that determines which products are allowed for use in organic production and is generally compatible with the USDA organic program. OMRI's website has a user-friendly search feature.

Products simply labeled “Organic” or “Natural” are not allowed unless they meet the USDA or ORMI approval.

- Homemade pest control methods are allowed, including but not limited to soap sprays, sulfur, traps, wood ashes, pepper and onion spray, netting and similar materials.
- Care must be taken to avoid entanglement by birds, snakes and other wildlife in any netting used in the garden.
- Use of wood treated with preservatives is not allowed.
- Organic fertilizers are allowed including but not limited to cottonseed, blood, bone, horn and hoof meals, manure, compost, liquid fish or seaweed and similar materials. To see if a substance is allowed, check the USDA National Organic Program’s National List, or look for the OMRI seal on the label even if the label says “Organic” or “Natural”.

10.9 Materials Storage

Guidelines:

All materials should be delivered, used and stored in a manner that minimizes impact on the surrounding neighborhood, sidewalks, streets and open spaces.

Policies:

- Any blockage of city streets or any portion of the city sidewalk is strictly prohibited except during the active unloading of materials. Temporary stockpiles of materials such as manure, wood chips and garden debris shall be placed on the garden site in a location and manner that minimizes public visibility.

10.10 Public Access

Guidelines:

Community gardens are located on public property that is intended to be accessible to all. The casual park visitor shall be permitted to share in the community garden environment. The following policy recommendations are intended to facilitate public access, particularly where it may be otherwise restricted.

Policies:

- Gardening and related activities may occur from sunrise to sunset.
- Community gardens located on public property should be made accessible to all. Some individual community gardens may decide to restrict access to the public based on their own unique conditions. Such gardens will set aside certain times for public access and post such times on the gate. Public access shall not be limited in any way without prior approval from the City.
- Special events or gatherings may require a special event permit and could include City fees.
- Gardeners shall not restrict City personnel from access to the garden.

10.11 Trees

Guidelines:

Trees are a vital resource that provide a range of benefits, including cleaner air, erosion

control, greening of public spaces, wildlife habitat and increased property values. Existing trees near or on community garden sites require special management to ensure compatibility with surrounding land uses.

Policy:

- Individuals must contact the Public Works and Utilities Department if a tree needs to be pruned or removed for the benefit of the garden or if gardener wishes to proposed installation of new trees, shrubs, buffer zone plantings, etc.
- Should a community garden group wish to plant trees for the purpose of creating buffer zones, shade, etc., prior City approval is required
- The planting of fruit trees requires prior City approval.

10.12 Waste Removal

Guidelines:

Community gardens may generate a surplus of organic waste beyond the capacity of its compost bins. Visitors to the community gardens may carry in trash, or illegal dumping may occur nearby. The removal of excess materials from community gardens ensures the safety and enjoyment for both the gardener and the general public.

Policies:

- Gardens located in a City park should coordinate with the park gardener to remove small amounts of material.
- Regular trash pick-up is not generally provided at stand-alone garden sites but may be ordered and paid for by the garden members.
- Each garden site shall coordinate removal of non-compostable organic material and garbage.
- The City will provide to each Garden Coordinator a limited number of free passes to the Waste and Recycling Drop-off for the recycling of clean garden waste and disposal of trash and diseased plants.

10.13 Illegal Dumping and Hazardous Materials

Guidelines:

Illegal dumping of garbage and hazardous substances is not uncommon to urban parks and may include hypodermic needles and human and animal feces. The removal of illegal dumping that is toxic or contains toxic components (such as paints, motor oil, computers and monitors) requires special handling to prevent contamination of garden properties for the protection of the public's health.

Policies:

- Contact the Public Works and Utilities Department Customer Service at 768-3133 to remove illegally dumped wastes.

10.14 Animals

Guidelines:

Dogs are permitted in gardens unless, if by consensus, the garden members adopt a rule to prohibit dogs from entering into the community garden. Owners must follow all garden rules as they pertain to dogs. Bees may also be permitted in gardens by consensus of garden members.

Policies:

- Dogs must be on leash and out of garden plots. Pick up pet waste and dispose in garbage.
- If bees are brought on to property, signs must be posted stating bees are kept on the garden property. City approval is required before placing beehives at a garden site.
- Service dogs are allowed in community gardens

11.0 Garden Rules and Regulations

Gardeners and visitors must comply with the following rules and regulations:

Be welcoming, civil and cooperative in regard to other gardeners, neighbors, and the public. Gardeners agree to respect the peace and quiet of the surrounding neighborhood.

AMPLIFIED SOUND: Amplified sound is not permitted in the garden.

CAMPING: Camping in the garden is prohibited.

CHILDREN: Children in the garden must be supervised by a parent or other responsible adult. Parents and caretakers must ensure that children understand and follow the rules and regulations.

CONTROLLED SUBSTANCES: No alcoholic beverages or illegal drugs of any kind are allowed in the Garden.

COVER CROPS: Soil should not be allowed to remain bare in the winter. Cover crops should be planted to enrich the soil and prevent erosion.

DOGS: Keep dogs on leash and out of garden plots unless dogs are prohibited at a specific garden. Pick up pet waste and dispose in garbage.

EROSION: Gardening must be carried out in a manner that prevents soil erosion.

GARBAGE: Unless the garden has arranged for garbage removal, garbage generated at the garden must be taken out of the garden to discard properly at a waste disposal facility or in garden members own personal garbage bins. Discarding of garbage on the ground or in compost or green waste piles is prohibited.

GRAFFITI: Graffiti must be removed by the garden members within 48 hours.

GREEN WASTE: Weeds and plant material should be composted on-site or placed in the green waste collection area(s) to be disposed of properly later. Green waste should not be thrown away in the trash, left in the pathways or improperly dumped.

GUESTS: Guests must follow the Rules of the Garden. Each gardener is responsible for the actions of his/her guests in the garden

HARVESTING: Harvest only from your own plot. Do not take from any garden plot without permission.

INVASIVE SPECIES: plants including but not limited to blackberry, bamboo, and ivy are prohibited

LITTER: No littering. Any litter on the garden site must be removed by garden members.

MOTOR VEHICLES: Motorized vehicles are not allowed in the garden with exception of motorized wheelchairs.

NO SELLING: Produce grown in this community garden may not be sold. Produce from the community garden is primarily for family consumption or donation. Excess food can be preserved for future use, shared with friends or neighbors, traded among your fellow community gardeners or donated to local food banks.

ORGANIC GARDENING: This is an organic garden. Use organic pest control methods

only. No synthetic herbicides, pesticides or non-organic fertilizers are permitted in the garden. To see if a substance is allowed, check the USDA National Organic Program's National List, or look for the Organic Material Review Institute (OMRI) seal on the label even if the label says "Organic" or "Natural".

PLOT: Gardeners must plant and harvest within their assigned plot.

PROHIBITED PLANTS: marijuana, including medical marijuana may not be grown in City-owned community gardens

SMOKING: No smoking is allowed in the garden.

TOOLS: Garden-owned and donated tools are for use in the community garden only and should be cleaned and returned to the tool shed or secure storage area after use. Tools should never be left out in garden plots or pathways, or taken off the garden premises.

UNSAFE CONDITIONS: Report any unsafe condition or suspicious behavior to the Garden Coordinator. In case of emergency, call 911.

WASTING OF WATER: Water waste and run-off is prohibited.

11.1 Violations of Community Gardens Program Rules and Regulations

All members are responsible for complying with and enforcing the rules and regulations contained in the Community Garden Program Guide. If infractions are noted, the Garden Coordinator should be notified. The Garden Coordinator has the right to revoke the membership of any member who repeatedly fails to comply with these rules and regulations. A verbal warning will be given for a first offense, a written warning for a second offense and a dismissal from the garden for a third offense.

The Garden Coordinator is authorized by the City to enforce these Rules and Regulations, and in doing so will take action, including dismissal, against any gardener who is in Violation according to the Due Process described below. When a gardener violates the Program Rules and Regulations, the violation will be reported using the Violation Incident Report (See Appendix A4) which will be issued to the gardener by the Garden Coordinator. Failure to acknowledge the Violation Incident Report by not signing the Report will be an admission of guilt and may result in the forfeiture of your participation in the Program.

11.2 Due Process

- Step 1. Verbal Warning
- Step 2. Written Warning – no more than two per year allow to maintain membership
- Step 3. Garden Coordinator to give dismissal notice
- Step 4. (Optional) Gardener may request for an appeal, in writing (letter or e-mail), within 10 business days of receiving the dismissal notice
- Step 5. Dependent upon garden committee recommendation, Garden Coordinator to give final written notice

11.3 Establishing an Appeals Board

- Every individual community garden will establish a committee to oversee the due process as an Appeal Board.
- The committee does not replace the Garden Coordinator, but helps with difficult decisions.

- The committee must be made up of at least five currently registered gardeners from that garden.
- The committee should reflect the diversity of the garden as much as possible, including, but not limited to ethnic background, age and length of time a gardener has been at the garden.
- The committee will follow the Appeal Board Guidelines as set forth by the Community Gardens Program Manager.

11.4 Violations Warranting Immediate Dismissal

- Theft of tools and equipment
- Theft of produce and plants
- Vandalism of tools, equipment or City property
- The use of alcoholic beverages and illegal drugs of any kind in any area of the City's Community Gardens
- More than two written warnings in a calendar year

Appendices

Appendix A1- Community Garden Permit

Permit Issued May 20, 2012
Permit Expires May 19, 2013

City of Watsonville COMMUNITY GARDEN PERMIT

This permit is issued to John Doe Community Garden Coordinator (Permitee) for the Gardeners of the community garden located on 123 Main Street and is not transferable to anyone else.

General Information:

The City grants permission to establish and operate a community garden on a portion of a City owned parcel of land APN. 000-000-00 per the City of Watsonville Community Garden Program Guide May 21, 2012.(Guide)

This Permit may not be amended, altered, modified, or extended without the signed written approval of Gardener and City.

Upon the expiration of this permit, the City will review compliance with the conditions of this permit and may renew this permit or issue a new one.

The City may, at its sole and absolute discretion, terminate this Permit upon sixty (60) days written notice to Permitee, and the Gardeners shall have no recourse of any nature whatsoever. City shall have no liability whatsoever by reason of such termination.

The garden members may use the Property for the purpose of performing gardening activities provided they comply with the Guide as specifically authorized by this Permit.

Property Ownership: The City is the owner of the Property. No ownership, leasehold, possessory, or other rights to the Property shall vest with the Permitee or Gardeners by virtue of this permit. Use of this property is on an interim basis, pending the future development or other use of the Property by the City.

Condition of Property: The Gardeners have inspected the property, reviewed soil testing results for the property and are satisfied with the "as is" condition of the Property. City neither makes nor has made any representation or warranty as to the condition of the property.

Garden Expenses: The expenditures for the gardening activities on the property are the sole responsibility of Gardeners, and are not reimbursable by City.

Right of Entry: The City may enter upon the property at any time for any purpose whatsoever, including, but not limited to examining the property to determine whether or not Gardeners are complying with the terms of this Permit.

Permit Conditions:

Gardeners shall design and install a community garden and shall maintain such garden and all plants and structures contained therein (including, but not limited to, all fences, raised plant beds, planters, tables, benches, and other ornamental items) in a safe and orderly condition.

Gardeners shall neither cause nor permit:

- Discrimination against any person on grounds of race, creed, religion, color, sex, age, national origin, disability, marital status, or sexual orientation.
- The use of the Property for any illegal purpose.
- The storage or use of any illuminating oils, oil lamps, turpentine, benzene, naphtha, hazardous materials or similar substances, explosives of any kind are prohibited.
- The use of the Property for any commercial purpose (including, but not limited to, the sale or advertisement of any goods or services).
- Any condition on or near the property including, but not limited to, any health or fire hazard which could constitute a nuisance or could endanger or harm persons, property or the environment,

Upon the violation of any provision of this Permit, the City shall issue a warning notice to Permittee which, shall allow the Gardeners ten (10) days to rectify such default. Failure to remedy such breach within such period shall constitute grounds for immediate termination of this Permit

Gardeners shall not perform any acts upon the Property, including, but not limited to, the making of any improvements or alterations to the Property, except those provided for in the Guide. Gardeners shall not perform any gardening activities which damage or lessen the value of the Property.

Gardener shall notify City, of any damage or accident occurring on the Property within twenty-four (24) hours of any occurrence

By July 1, 2012 waddles made from straw and jute shall be placed and maintained around the perimeter of the entire garden area. No plastic netting is allowed in the waddles due to its impact on wildlife and potential for it to become pollution.

By November 1st, all exposed soil in the garden shall be mulched with four inches of biodegradable mulch or planted with a standard cover crop mix, such as bell beans, vetch, clover, barley, oats, rye, or other quick growing cereal crops.

While year-round gardening is permitted, care should be made to ensure that soil from garden plots do not leave individual plots. Organic and biodegradable mulches, such as straw or leaf mulch, are recommended to avoid impacts from rain on the soil surface and may be required for winter gardening if any soil erosion occurs.

A twenty foot natural buffer area shall be maintained on all sides of the garden. By November 1, 2012 native bunch grass shall be planted in the twenty foot buffer area along the northern side of the garden. By February 1, 2013 a native hedgerow consisting of Coffee Berry, Coyote Brush, Toyon, California Rose and other plants native to the Pajaro Valley, shall be planted three to seven feet on center, depending on the plant species, and maintained with drip irrigation along the north south and west sides of the garden for at least two years of

establishment. Native hedgerow plants shall be replaced in a timely manner in the event of mortality.

Maintain a 3 foot walkway of undisturbed vegetation around the interior perimeter of the garden area.

These conditions shall be evaluated by City staff on an on-going basis to ensure that they are meeting the particular needs and conditions of the site.

Restoration of Property: Upon the expiration or termination of this Permit, The Gardeners shall promptly remove all equipment and materials from the Property and shall surrender the Property to City in a condition satisfactory to City,

Upon receipt of a Notice of Violation concerning any condition that could pose a threat to life, health, safety, or property, as determined solely by City, City may, upon written or oral notice to the Permittee, of such circumstance, require the Gardeners to immediately vacate the Property without removing any materials or equipment. City shall thereafter afford the Gardeners a reasonable opportunity to remove such materials and equipment. All fences, bulletin boards, signs and other installed improvements to the Property shall become the property of City upon the expiration or other termination of this Permit.

The Garden Coordinator shall:

1. Sign the Community Garden Permit.
2. Collect signed Community Garden Plot Agreements and Waiver of Liability forms.
3. from all gardeners and forward them to the City's Community Garden Program Manager and provide a signed copy to the gardener with the Garden Rules.
4. Assign plots on first come, first serve basis.
5. Maintain a waiting list of interested gardeners.
6. Re-assign available plots to those on the waiting list in the order they appear on the waiting list.
7. Orient new gardeners to the space; i.e., explain water use, communal space use, workday expectations, etc.
8. Post garden rules and other documentation on the bulletin board in the garden.
9. Maintain a list of all active gardeners.
10. Notify gardeners using plots that appear to be inactive and contact the gardener regarding the status of the plot.
11. Coordinate garden workdays to maintain the communal spaces or to work on special projects.
12. Call garden-wide meetings at least twice a year for the purpose of discussing issues, sharing ideas and goals, holding annual election of the Garden Coordinator position, conducting workdays, etc. Any meeting that provides advance notification to all of its members is considered a "garden-wide meeting".
13. Collect garden dues from members that may be used for water, supplies, tools, events, or special projects decided upon by the membership.
14. Communicate with the City as the primary contact for the garden membership.
15. Facilitate the garden membership in electing or appointing other positions, such as treasurer, secretary, or an events chair to share some of the responsibilities. Other

leadership roles for the garden may include: membership & outreach coordination, meeting and workday coordination, and common space coordination.

- 16. Operate the garden in a manner free from discrimination against any person on grounds of race, creed, religion, color, sex, age, national origin, disability, marital status, or sexual orientation.
- 17. Signup for water and pay water bill.

Notices: All notices or communications given or required to be sent under this permit shall be in writing and sent by regular mail or email to the following:

CITY

Community Garden Program Manager
Department of Public Works & Utilities
250 Main Street
Watsonville, Calif. 95076
Nancy.lockwood@cityofwatsonville.org

GARDENER

John Doe
Garden Coordinator
123 main Street
Watsonville, Calif. 95076
john.doe@email.com

Permit Issued By:

CITY QF WATSONVILLE

Permit Accepted By:

GARDENER

Signature

Date

Nancy Lockwood

Name

Community Garden Program Manager

Title

Signature

Date

John Doe

Name

Garden Coordinator

Title

CITY OF WATSONVILLE COMMUNITY GARDEN PLOT AGREEMENT AND WAIVER OF LIABILITY

Welcome and Purpose

Welcome! Thank you for your interest in community gardening!

This community garden is under the jurisdiction of the City of Watsonville Public Works and Utilities Department. Please be mindful that the operation of this garden is regulated by the City's Community Garden Program Guide, which can be found in the City of Watsonville Urban Greening Plan, on the City's website or obtained from the City's Community Garden Program Manager. In addition, aspects of community gardens are regulated by the Watsonville Municipal Code and the California Uniform Building Code.

The City of Watsonville is truly excited by your interest in becoming a community gardener. You are a part of a growing trend in urban agriculture. This garden provides you the opportunity to create beauty, serenity, and abundance within the urban confines of Watsonville. Whether your interest lies in growing organic produce or creating beautiful landscapes, you are a steward of public land. You are agreeing to share use of land, on which you will garden, with your fellow Watsonville residents. On it you may grow, for your non-commercial use, food, flowers, and herbs that may satisfy your hunger or delight your aesthetics or spirit. Community gardening implies self-sufficiency, including obtaining the materials you need and learning the skills essential to gardening.

By signed this agreement, you are participating in a shared agreement with both rights and responsibilities. You may keep your plot as long as you like, granted you abide by this agreement. Community garden members are welcome to use a plot and share care of the garden with the following understandings:

Your rights as a community gardener

- Automatic renewal is based upon compliance with this Agreement and site specific garden rules.
- You have the right to basic amenities such as access and water.
- You have the right to equal opportunity and non-discrimination.
- You have the right to a reasonably harmonious environment and to appropriate conflict resolution measures when necessary.
- You have the right to participate in the democratic self-governance of your community garden and annually elect your Garden Coordinator(s).
- You have the right to garden in this space and to the non-commercial use of the bounty your labors provide.
- You have a right to an orientation to your garden by the Garden Coordinator or other assigned garden office-holder.

From rights stem responsibilities. Because you and your fellow gardeners have these rights, you also share a collective responsibility. You agree that these responsibilities include things that are standard in all gardens and others that have been decided by your specific community garden site.

Responsibilities standard in all gardens:

- To care for the land through a year-round active gardening and soil care.

- Gardeners are responsible for keeping their plot and the paths surrounding their plot clean and free of weeds.
- Gardeners shall at no time plant or weed in any other person's plot, except as directed by the Garden Coordinator on garden work days* or by prior agreement with that plot holder. (* Garden Coordinator must provide 7 days of advance notice to the plot holder prior to the garden work day.)
- Maintain your plot within its confines without plants encroaching into common areas or other plots. No plants in your plot may be higher than 6 feet over soil level. Beds may not be raised higher than 3 feet except in cases of access for mobility-impaired persons.
- No altering of the dimensions of a plot or of the surrounding area.
- Keep common areas clear.
- Be welcoming, civil and cooperative in regard to other gardeners, neighbors, and the public.
- Commit to 'Organic Gardening' practices. Abide by City rules regarding organic practices. To see if a substance is allowed, check the USDA National Organic Program's National List Subpart G, 205.601 and 205.602 or look for the Organic Materials Review Institute (OMRI) seal on the label. Labels simply stating "Organic" or "Natural" without the OMRI seal or not included on the USDA National Organic Program list are prohibited.
- Be mindful of water usage. Gardens shall be managed for best practices in water conservation (e.g., drip irrigation, watering early or late in the day, clustering like plantings in zones).
- Water waste and run-off is prohibited. Chronic waste of water could result in water shut-off by the City. Ornamental plantings should be targeted to drought-resistant species.
- Sign the Waiver of Liability section of this agreement.
- Anyone you wish to garden with you in your plot, at the time you sign this agreement, must also sign this agreement.
- Garden Coordinator approval is required for adding someone such as a spouse, partner or housemate residing at your address to your plot at any time. If approved, the new gardener must sign this agreement.
- Plots cannot be given away by you to anyone else.
- In case of illness, pregnancies, travel et al, inform your Garden Coordinator about your situation. Either party may find a temporary person to garden in your stead; this person signs a temporary version of this agreement to end on a date of no longer than a three-month duration.
- Children in the garden must be supervised by a parent or other responsible adult.
- Gardeners agree to respect the peace and quiet of the surrounding neighborhood.
- Children and guests should also be instructed to refrain from walking on garden plots, or damaging or taking plants, or fruits thereof, that do not belong to them.
- Dogs must be leashed and may not walk on garden plots. Pet waste must be picked up and disposed in the garbage.
- Report any unsafe condition or suspicious behavior to the Garden Coordinator. In case of emergency, call 911.
- Reassignment: The Garden Coordinator shall notify non-active gardeners with a verbal, telephone or email warning. If active gardening does not resume within 15 days, or the gardener has not responded to messages from the Garden Coordinator, or the garden member is not reachable, then a written 30-day notice to resume activity shall be issued. Lack of response within 30 days will result in reassignment of the plot.
- The City retains ownership of City-owned property used for community gardens and

does not guarantee the on-going use of the property for gardening in the future.

- You hereby agree to your garden's specific rules, as follows below.

Responsibilities specific to your garden:

You understand that your community garden site will have additional specific arrangements that you agree to as a community gardener including:

- Payment of dues for water and other materials as agreed upon by your garden group
- Storage of tools and equipment.
- Compost and waste guidelines.
- Prevention of water waste and run-off
- Workday and meeting attendance; and any other active gardening requirement as determined by your garden.
- Specific security measures.
- Pathways, common areas, behavior expectations.
- Use of materials and tools; storage.
- Time and work responsibilities.
- Future matters to be decided.

Waiver of liability, release and hold harmless statement:

The undersigned, in consideration of participation in this program, agrees to indemnify and hold the City of Watsonville harmless from any and all liability for any injury, death, loss or harm that occurs by the below mentioned individual arising out of, or in any way connected with, participation in this program. I hereby authorize and give consent to the City of Watsonville, its successors and assigns, to copyright, broadcast, publish and display all photographs and videos taken by them in which I and/or my children appear.

SIGNATURE _____ *Date _____

Name (Print) _____

Address _____

Zip Code _____

Home Phone _____ Cell Phone _____

Email address _____

Garden name and location _____

Garden Coordinator name and contact information _____

Plot # _____ Dues paid to _____

* For temporary agreements, add an 'effective dates' line to this section.

Appendix A3- Thirty Day Notice

Thirty-Day Notice

Dear Gardener of Plot # : _____

The gardeners here at (NAME OF COMMUNITY GARDEN) have noticed that you have not maintained or sowed your plot for a long time.

The Community Garden Plot Agreement which you signed states the following:

REASSIGNMENT: The Garden Coordinator shall notify non-active gardeners with a verbal, telephone or email warning. If active gardening does not resume within 15 days, or the gardener has not responded to messages from the Garden Coordinator, or the garden member is not reachable, then a written 30-day notice to resume activity shall be issued.

If you clean your plot and surrounding area and inform the garden coordinator of your intentions to plant in the near future, we will be pleased to keep you as a member of the garden. However, if you have not done so within thirty days, we will reassign your plot to the next person on our waiting list; or in the absence of a waiting list, to the next person who requests a plot at the garden. We hope you understand our reasons for this action. We simply want everyone in our community to have an opportunity to garden. If you are not actively gardening, please consider giving up your plot to someone else who is interested in harvesting the goods of the earth. In the event that you do lose your plot, feel free to sign up again on the waiting list.

Please contact the Garden Coordinator,
[NAME OF COORDINATOR],
at [TELEPHONE].

Thank you for your cooperation.

Violation of Rules Incident Report

Date: _____

Time: _____

Community garden name and location: _____

Name of Gardener

Name (first/last):

Plot #:

Description of Violation (Brief description – if needed, continue on back of page)

Reference; Community Gardens Program Rules & Regulations

Page Section Paragraph Line

Witnesses (if applicable)

First Name: Last Name: Plot #:

First Name: Last Name: Plot #:

Action Taken

1. First Warning Verbal Written
2. Second/Final Warning Written Reported to City Staff

Appendix A5 - Sample Wait List

Sample WAIT LIST

All gardens must maintain an active wait list. Interested members of the public may request to be put on the wait list when a plot is not available. Annually post an updated wait list of **names only** at the garden. The wait list of **names only** may also be posted on the garden's website. The wait list may be kept up-to-date with one or more of the following practices:

- Contact each person on the wait list annually by phone or e-mail to reconfirm her interest.
- Require each person on the wait list contact the garden annually by phone or e-mail to reconfirm his interest and guarantee their wait list spot.

DATE, NAME, ADDRESS*, CONTACT*

1. 3-12-12 Jane Rose 123 Main Street (e-mail address)
2. 4-8-12 Jeffrey Root 456 Ash Avenue (e-mail address)
3. 4-22-12 Mary Compost 789 Sunny Street #8 (831) 555-1212

* Addresses or contact information should not be made public without consent.

Garden plots will be made available on a first-come, first-served basis.

The garden coordinator may suggest other nearby community gardens to any person on the wait list. However, doing so does not exclude that person from being placed on the wait list. Persons on the wait list have priority to fill in for garden member who will not be able to garden for up to 90 days due to travel, vacation or illness.

Appendix A6 - Tips for Safety and Awareness

The following recommendations are intended to increase awareness and minimize future risks to all garden visitors.

- Trust your instincts. If something doesn't feel right, do not hesitate to leave the garden.
- Be visible -don't let plants and shrubs block your view into the garden.
- Don't have "hidden gardens" where you cannot be seen.
- Know your gardening partners and the garden's neighbors.
- Avoid keeping a public trash receptacle in the garden.
- Where appropriate, secure the community garden with a gate and lock.
- Keep supplies locked.
- Block or eliminate areas where people can sleep or camp.
- Work with the Watsonville Police Department on how to keep the area safe.
- Request assistance from Public Works/Utilities Department 768-3133 for disposal of illegally dumped material, shopping carts, needles and other unsafe materials.
- In an emergency, call 911. For non-emergency Police assistance 471-1151
- Alert fellow garden members and the Garden Coordinator if unsafe conditions occur.
- Remove graffiti within 48 hours.

Appendix A7 -Sign Sample With Standard Rules

Welcome to Sunshine Community Garden

For the Enjoyment of All Gardeners and Visitors, Please Obey the Following Regulations:

AMPLIFIED SOUND: Amplified sound is not permitted in the garden.

CAMPING: Camping in the garden is prohibited.

CHILDREN: Children in the garden must be supervised by a parent or other responsible adult. Parents and caretakers must ensure that children understand and follow the rules and regulations.

CONTROLLED SUBSTANCES: No alcoholic beverages or illegal drugs of any kind are allowed in the Garden.

DOGS: Keep Dogs on Leash and out of garden plots. Pick up pet waste and dispose in garbage.

GARBAGE: Take any garbage you generate with you to discard properly at a waste disposal facility or in your personal garbage bins. Discarding of garbage on the ground or in compost or green waste piles is prohibited. Diseased plants should be disposed in the garbage

GREEN WASTE: Weeds and plant material should be composted on-site or placed in the green waste collection area(s) to be disposed of properly later. Green waste should not be thrown away in the trash, left in the pathways or improperly dumped.

GUESTS: Your guests must follow the Rules of the Garden. You are responsible for the actions of your guests in the garden

HARVESTING: Harvest only from your own plot. Do not take from any garden plot without permission.

LITTER: No littering. Pick up any litter found in the garden.

MOTOR VEHICLES: Motorized vehicles are not allowed in the garden with exception of motorized wheelchairs.

NO SELLING: Produce grown in this community garden may not be sold.

ORGANIC GARDENING: This is an organic garden. Use organic pest control methods only. No non-organic herbicides, pesticides or fertilizers are permitted in the garden.

SMOKING: No smoking is allowed in the garden.

TOOLS: Garden-owned tools are for use in the Community Garden only and should be cleaned and returned to the tool shed after use. Tools must be kept locked in the tool shed overnight and should never be left out in garden plots or pathways, or taken off the garden premises.

UNSAFE CONDITIONS: Report any unsafe condition or suspicious behavior to the Garden Coordinator. In case of emergency, call 911.

WASTING OF WATER: Water waste and run-off is prohibited.

Appendix A8 - Resources and Contact Information

Resources and Contact Information

- For City's Community Garden Program Manager 768-3103
- For compost bins and instructions – Public Works/Utilities Customer Service 768-3133
- For use of Waste and Recycling Drop-off – Public Works/Utilities Customer Service 768-3133
- To report illegal dumping – Public Works/Utilities Customer Service 768-3133
- To request a permit for gatherings of 25 or more persons – Parks and Community Services 768-6084
- To report emergencies – 911
- For non-emergency assistance from Watsonville Police Department 471-1151
- For Watsonville Municipal Code – www.cityofwatsonville.org or City Clerk 768-3040

Appendix A9 - Invasive Plant Species

Note: The California Invasive Plant Council is continually updating its list of invasive plant of State-wide priority and this should be monitored and cross-referenced with the list below over time.

Acacia	<i>Acacia dealbata</i>
Bamboo	<i>Bambusoideae ssp.</i>
Bermuda buttercup	<i>Oxalis pes-capre</i>
Big Perriwinkle	<i>Vinca major</i>
Bull Thistle	<i>Cirsium vulgare</i>
Bridal veil broom	<i>Retama monosperma</i>
Cala Lilly	<i>Zantedeschia aethiopica</i>
Cape Ivy	<i>Delairea odorata</i>
Common Velvet Grass	<i>Holcus lanatus</i>
Curly Dock	<i>Rumex crispus</i>
English Ivy	<i>Hedera helix</i>
Erect Velt Grass	<i>Erharta erecta</i>
Eucalyptus	<i>Eucalptus globulus, other ssp.</i>
Fennel	<i>Foeniculum vulgarea</i>
French Broom	<i>Genista monspenssulana</i>
Fullers Teasel	<i>Dipsacus sativus</i>
Green fountain grass	<i>Pennisetum setaceum</i>
Harding Grass	<i>Phalaris aquatica</i>
Himalaya blackberry	<i>Rubis discolor</i>
Hoary Cress	<i>Cardaria draba</i>
Jubata and Pampas Grass	<i>Cortaderia Jubata/Cortaderia selloana</i>
Kikuyu Grass	<i>Pennesitum clandestinum</i>
Orchard Grass	<i>Dactylis glomerata</i>
Palm tree ssp.	<i>Palmae ssp.</i>
Perrenial pepperweed	<i>Lepidium latifolium</i>
Poison Hemlock	<i>Conium maculatum</i>
Purple Star Thistle	<i>Centauria calcetrapa</i>
Rabbits Foot Grass	<i>Polypogon monspeliensis</i>
Russian olive	<i>Elaeagnus angustifolia</i>
Scotch Broom	<i>Cytusys scoparius</i>
Smilo grass	<i>Piptatherum miliaceum</i>
Spanish broom	<i>Spartium junceum</i>
Striated broom	<i>Cytisus striatus</i>
Tall Fescue	<i>Festuca arundinacea</i>
Tallow Tree	<i>Sapium sebiferum</i>
Tocolote, Malta Star Thistle	<i>Centauria melitensis</i>
Yellow Star Thistle	<i>Centauria solstitialis</i>

Appendix A10 – Potential Community Garden Sites

City-Owned Properties

1. APN. 018-372-47
Loma Vista Drive – off Ohlone Parkway
Undeveloped parcel
2. APN. 017-561-11
101 Main Street/W. Front Street
Unused parking lot next to the Housing Authority apartments and Muzio Park.
3. California Street/Palm Avenue Alley
Between Lincoln and Jefferson
Formerly used as neighborhood garden
4. APN. 014-101-105
37 Davis Street
Davis Park, – off Freedom Blvd. current Neighborhood Services location
5. Main and Longview – City-owned, unused property
6. APN. 017-551-10
795 Vista Montana
Franich Park
Unused plot behind ball field, next to path leading to Marcela Way
7. APN. 015-052-16
297 Herman Ave.
Hazelwood Park
8. APN. 015-151-04
195 Airport Blvd (access on Roache Rd.
Vacant parcel
9. APN 016-161-29
52 Ninth Street
Vacant lot off of Main Street

County Property

- APN. 019-911-02
1125 Madison
Formerly used for emergency housing after the earthquake, some currently used as garden by the UC Extension Office

Private Property

- APN. 015-111-69
65 Nielson
Watsonville Community Hospital/Pajaro Valley Health Trust Land next to PVHT building on hospital grounds