



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

STAFF REPORT  
**November 13, 2007**

**Honorable Mayor and  
Members of the City Council**

**Title: City of Sacramento Community Garden Program**

**Location/Council District:** Citywide/All Council Districts

**Recommendation:** Receive and File

**Contact:** Robert J. Fleming, Park Operations Manager, 808-6301  
Wally Cole, Administrative Officer, 808-6203

**Presenters:** Robert J. Fleming, Park Operations Manager

**Department:** Parks and Recreation

**Division:** Park Operations

**Organization No:** 4728

### **Description/Analysis**

**Issue:** The City Council authorized the creation of the City of Sacramento Community Garden Program in the Department of Parks and Recreation as part of the FY 2005-06 budget. This report provides an update on the City of Sacramento Community Garden Program.

**Policy Considerations:** The Community Garden Program is consistent with the City's strategic plan to enhance sustainability and liveability and to expand economic development throughout the City of Sacramento.

Using creative strategies to finance park maintenance service delivery is consistent with the policies the City Council adopted *2005-2010 Parks and Recreation Master Plan* including:

**Policy 7.4:** Provide opportunities to enhance and encourage community stewardship of the City's green infrastructure through programs such as community gardens, volunteer activities, "Eyes on the Park", and youth employment.

**Environmental Considerations:** Each community garden developed has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA), under Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

Community gardens enhance the City of Sacramento's urban environment by creating green spaces and providing areas where Sacramento's citizens can interact with nature.

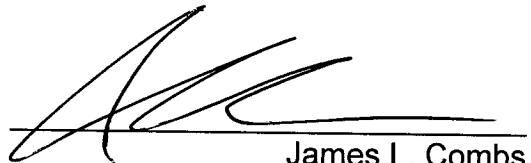
**Commission/Committee Action:** The Department of Parks and Recreation presented information about the Community Garden Program to the Parks and Recreation Commission on March 2, 2006.

**Rationale for Recommendation:** The purpose of this report is strictly informational.

**Financial Considerations:** With the FY2005/06 budget, the City Council authorized funding for a part-time Community Garden Coordinator and funding for the Community Garden Program facility upkeep and maintenance. Each garden is self-sufficient and pays operational expenses with plot fees and other site-specific fund raising.

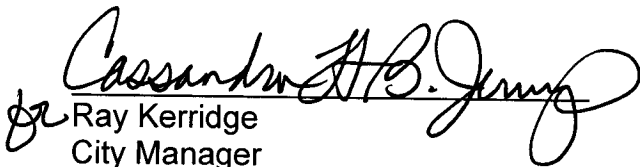
**Emerging Small Business Development (ESBD):** Not applicable

Approved by:



James L. Combs  
Director, Parks and Recreation

Recommendation Approved:



Ray Kerridge  
City Manager

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**ATTACHMENT 1****BACKGROUND INFORMATION****Program Information**

City Council authorized the creation of the City of Sacramento Community Garden Program in the Department of Parks and Recreation as part of the FY 2005/06 budget. City Council authorized and funded a part-time Human Services Program Coordinator position to design and operate the program. A part-time Community Garden Coordinator was hired in the summer of 2005. Staff completed the City of Sacramento Guidelines for Community Gardens (Guidelines) in August 2006. The Guidelines were reviewed and approved by City staff in the Department of Parks and Recreation, City Attorney's Office, Labor Relations Office, and Safety Office. The Guidelines have subsequently been revised slightly. The Guidelines outline the policies and procedures of the City of Sacramento Community Garden Program. All gardens in the program are governed by the policies and procedures contained in the Guidelines.

The Community Garden Coordinator manages program operations, acts as the City of Sacramento liaison to each community garden in the program, works with each community garden on program issues, and assists each garden with gardener recruitment and program publicity. Community gardeners are trained before they can begin gardening. Training topics include: program orientation (including program rules, policies, and procedures), composting, garden and tool safety, and organic gardening methods.

Community garden amenities may include: raised beds, compost area, children's garden area, orchards (citrus, fruit, nut), flower and rose gardens, tool storage building, green house, common planting areas (inside and outside of the garden). Community gardens may also include compatible features such as bocce ball courts, horseshoe pits, and chess/checker tables. Only organic gardening methods are allowed in City of Sacramento community gardens.

Each City of Sacramento-sponsored community garden is required to be ADA accessible. ADA accessible raised planter beds will be available at each garden as well as ADA accessible routes to features in the garden. The City of Sacramento's Community Garden Program received a \$14,000 Ethel MacLeod Hart Trust Fund grant to construct ADA accessible planter beds in all City community gardens to make it possible for gardeners with mobility challenges and older adults to garden. Construction of the grant-funded raised beds is ongoing and projected to be complete by summer 2008.

Placement and construction of City of Sacramento Community Gardens is a community-driven process. The cost for the City to develop community gardens ranges from \$50,000 (small garden with 10 plots) to as high as \$200,000.

There are five community gardens with a total of 149 community garden plots in the City of Sacramento Community Garden Program. The table below provides information about the community gardens in the City program.

<b>CITY OF SACRAMENTO COMMUNITY GARDEN LOCATIONS</b>		
<b>Garden</b>	<b>Location</b>	<b>Number of Plots</b>
Southside Community Garden	5 <sup>th</sup> and W Streets	45
Danny Nunn Community Garden	Danny Nunn Park – 53 <sup>rd</sup> Avenue and Power Inn Road	20
Strauch Park Community Garden	Strauch Park – Northstead Drive near Hazel Strauch Elementary School	20
J. Neely Johnson Community Garden	J. Neely Johnson Park – 11 <sup>th</sup> and F Streets	10
Fremont Community Garden	14 <sup>th</sup> and Q Streets	54

Interest in school-based community gardens is increasing. The Community Garden Coordinator has provided technical assistance to schools and school groups interested in starting community gardens. In order to support the growth of community gardening in schools, the Community Garden Coordinator will continue to provide technical assistance to groups interested in developing school gardens.

The Community Garden Program provides many benefits to Sacramento neighborhoods such as community stewardship, neighborhood beautification, promotion of a healthy diet and nutritional education.

#### **The Department of Parks and Recreation's Role**

In addition to provision of the Community Garden Coordinator, the Department of Parks and Recreation provides land, repairs and maintains community garden infrastructure, and finances utility payments for City of Sacramento community gardens. Plot fees paid by each gardener finance general day-to-day community garden operations. Most City-sponsored community gardens will be in City parks.

# THE CITY OF SACRAMENTO GUIDELINES FOR COMMUNITY GARDENS

*“Today, a groundswell of community gardening, backyard gardening, and other greening activities is permeating the fabric of urban life. Community gardening not only produces healthy food close to home, but also cultivates community among neighbors. The growing sense of community fostered by these modern-day commons empowers neighborhood residents and strengthens their social, physical, and mental health. The increasingly widespread network of grassroots gardeners working together contributes to the building of a more democratic society.”*

***Karl Linn (1923-2005), Berkeley landscape architect, psychologist, and educator who spent the last forty-four years of his life guiding and inspiring the transformation of abandoned vacant lots and drab institutional settings into vibrant community spaces***

**Prepared by:  
City of Sacramento Department of Parks and Recreation  
August 1, 2006**

## **OVERVIEW**

This document outlines the standard policies, procedures, and guidelines for the City of Sacramento Community Garden Program. The City of Sacramento's Guidelines for Community Gardens is the governing document for the City of Sacramento's Community Garden Program. Gardeners participating in the City of Sacramento's Community Garden Program, as participants in a City of Sacramento program, are subject to all guidelines contained herein.

### **Community Garden Coordinator**

The City of Sacramento Community Garden Program has a part-time paid Community Garden Coordinator (CGC) whose duties include plot registration, garden inspection, policy review and enforcement, approval of common space plantings, organization of volunteer projects, and other types of 'hands-on' activities.

Coordinator: Bill Maynard  
Phone: Office: (916) 808-4943 Cell: (916) 508-6025  
Email: wmaynard@cityofsacramento.org

Address: City of Sacramento Department of Parks and Recreation  
5730 24<sup>th</sup> Street, Building 12  
Sacramento, California 95822

City of Sacramento Community Garden Program web page:  
[www.cityofsacramento.org/departments/parks/communitygardens](http://www.cityofsacramento.org/departments/parks/communitygardens)

### **Community Garden Advisory Committee**

Neighborhood gardeners maintain each City of Sacramento community garden. There is a Community Garden Advisory Committee (GAC) made up of community gardeners that meet monthly to: provide information to gardeners, discuss policies, ideas, garden operations, problems, event planning, and plans for the gardens. Any gardener interested in attending a meeting or being on the GAC should contact the Community Garden Coordinator.

### **Who May Garden**

City of Sacramento community garden plots are available to City of Sacramento residents; however, consideration will be given to non-residents who work near a community garden, but only if open plots are available after May 1 of each year. Each gardener agrees to participate as a member of the garden community. This includes, but is not limited to, assisting in caring for equipment, contributing time toward general maintenance of the common areas, and participating in group workdays.

The CGC and the Community Garden Program reserves the right to close plot registration at any time even though plots may be available.

There is no limit on the number of renewals or limit on number of years a gardener can have a plot in the garden if the gardener is in good standing.

No more than one garden plot will be assigned to any one street/ mailing address.

The CGC assigns and returns all plots. A plot can only be tended by the gardener(s) to which it is assigned. Absentee gardening is prohibited - plots may not be registered to someone "in name only" while a friend or relative actually uses the plot and does most or all of the work.

Sharing a plot is allowed. Gardeners sharing a plot must abide all City of Sacramento Community Garden Program guidelines, policies, and procedures. Gardeners that have a plot cannot share an additional plot with another gardener. Gardeners sharing the plot must do 2 hours each of common area garden work each month. Working on personal plots or pathways around your plot does not count towards the required monthly common area work.

### **Vacant Plots Accessible to People with Disabilities**

If plots that are accessible to people with disabilities are not being used by May 1 of each year, the plot may be placed on the open plot list for those on the waiting list to use until a person with disabilities requests the plot(s), or the plot may be deemed a common area by the CGC for the remainder of the season. Gardeners from the waiting list and temporarily using plots accessible to people with disabilities will retain their place on the waiting list for the next available plot. Use of plots accessible to people with disabilities is temporary as the temporary gardener can be replaced at the end of the year if a person with disabilities requests the plot(s).

### **Visitors to City of Sacramento Community Gardens**

All visitors to City of Sacramento community gardens are required to follow and abide by the City of Sacramento Community Garden Guidelines.

### **Hours Of Operation**

Hours of operation for community gardens are dawn to dusk. There is no camping in the garden.

## **REGISTRATION FEES, PROCESSES, and FINANCIAL ACCOUNTING**

The annual registration fee is \$50 (\$25 for half-size plots, when available). The CGC may waive the annual registration fee upon written request for good cause shown. Good cause may include, but is not limited to, severe economic hardship.

The Community Garden Coordinator (CGC) will assign plots and process registrations for all gardens in the City of Sacramento Community Garden Program.

Annual registration fees are used to sustain garden operations and activities. Annual registration fees will be refunded on a pro-rated basis prior to May 1 of each year. Annual registration fees are **not refundable** after May 1.

The CGC will provide monthly financial reports to all community garden groups.

**Mid-year registrants:** Gardeners who register for a garden plot after July 1 will pay 100% of the cleaning deposit fee and 50% of the annual registration fee which covers the remainder of the current calendar year. Gardeners must then re-register for the next year at the 100% plot price.

Garden registrations are renewed annually. Registration materials are handed out at the January garden meeting and/or mailed to current gardeners at the beginning of each year. If a plot is not registered by the due date, an attempt will be made to contact the gardener to confirm that they will be gardening the coming season. However, any plot not completely registered (forms and fees paid) by the due date is subject to being made available to new gardeners. Gardeners are responsible for providing the CGC with current contact information, including home address, email address and phone numbers (work, home, or cell).

### **Cleaning Deposit**

In addition to the annual registration fee, a cleaning deposit of \$25 per plot is required. This deposit will be returned when the plot is vacated and left clear of weeds, debris, and plants.

### **Financial Accounting**

As a City of Sacramento Program, all funds and proceeds raised are to be deposited with the City for use by the community garden that raised the funds and proceeds. The Community Garden Coordinator is responsible for disbursement of funds for community garden program purchases. The Community Garden Coordinator is also responsible for providing monthly financial reports to each City of Sacramento community garden.

### **Giving Up Your Plot / Deposit Refunds**

When a gardener decides to give up a plot, they should contact the CGC immediately so the plot can be quickly reassigned. Gardeners must contact the CGC for plot inspection once he or she cleans his or her plot. The CGC will determine if the plot is in "refundable condition." Refundable condition is defined as: no weeds, plants, stakes, wire, or trash in the plot. Healthy crop plants (and their supporting structures) within their normal growing season may be allowed to remain.

All soil amendments will remain in the garden; no soil may be transferred to another plot or taken offsite; nor shall raised beds be removed from the garden plot.

If the plot is in refundable condition, the City will issue a refund check in approximately one month's time. If a plot does not pass inspection, a gardener will have one week to clean it up. Upon re-inspection, if the plot is still not in refundable condition, the deposit will be forfeited. Plots vacated due to eviction and/or abandonment are not eligible for a deposit refund.

### **Moving to a New Plot**

A gardener in good standing may move to a different plot if one is available. The CGC approves and coordinates all plot reassignments.

### **Moving to Another Community Garden**

Gardeners may move to another community garden. All terms, conditions, rules, and procedures apply to gardeners transferring to a new garden. No special transfer considerations will be given; no pro-rated plot fee will be returned.

### **Plot Abandonment**

Any plot that is apparently abandoned may be reassigned with three weeks' notice to the gardener. Personal property (personal garden tools, decorations, etc) must be claimed by end of the calendar year or one week after submitting a request for deposit refund, whichever is sooner. Any items left behind one week after submitting a request for deposit refund or January 1, whichever is sooner, become the property of the garden. Plots vacated due to eviction and/or abandonment are not eligible for a deposit refund.

If you are unable to care for your plot for an extended period, please consider giving it up so that someone else can use it. In special circumstances, where illness, injury or other commitments will only be for a few months and have a known ending date, other arrangements may be made if approved by the CGC. Vacationing gardeners are not exempt from weed and other maintenance rules, or compliance deadlines. Gardeners are encouraged to contact the CGC before leaving on extended vacation so it is known the plot has not been abandoned.

## **CITY OF SACRAMENTO COMMUNITY GARDEN PROGRAM POLICIES**

The City of Sacramento Department of Parks and Recreation has developed the following general rules and procedures for each community garden in its program. Each garden is operated and maintained by program participant community gardeners and overseen by the City of Sacramento Community Garden Coordinator (CGC).

Garden policies are reviewed and updated as necessary by the CGC with the GAC. They are then reviewed and approved by the City of Sacramento Department of Parks and Recreation.

Gardeners agree to abide by these policies and rules; any violation of the Guidelines constitutes a breach of the registration agreement. Failure to abide by these policies and rules may lead to termination of permission to garden, forfeiture of fee, and reassignment of your plot to another gardener on the waiting list.

### **Communication with Gardeners**

Gardeners can use email, postings, letters, phone calls, or newsletters to communicate with fellow gardeners. Gardeners can post general notices on the garden bulletin board or in the designated posting area. Each garden will maintain the bulletin board for posting messages regarding the community garden and for no other purpose. The City reserves the right to remove any notice at any time for any reason. Mailing is not always possible due to time constraints, so please watch for event postings in the garden.

The CGC will mail notices of major significance (events, violations, fee deadlines, etc.) to the gardener's last known address whenever possible. Because mailed notices

may include time-critical items such as registration or weed compliance deadlines, it is the gardener's responsibility to keep the CGC informed of any changes in mailing address, email, or phone. Failure to keep the CGC informed of changes in address or contact information does not relieve a gardener of his/her responsibility to respond to written notices that require a response.

### **Workdays**

Gardeners will put in two hours of work per month maintaining the common spaces, perimeter of the garden, landscape areas along streets fronting the garden, and portions of the park area that the garden may be located. Work on personal plots does not count towards required work, nor does weeding the pathway around the gardener's own plot. Garden plots with multiple participants (adults) must put in two hours of work per each adult. The garden bulletin board has a list of projects gardeners can do if they cannot make the scheduled monthly work days. The CGC can also provide garden projects for gardeners who cannot make scheduled work days.

### **Vacation Notice**

Gardeners that will be on vacation or unreachable for long periods of time must notify the CGC of their absence and make arrangements for their plot to be watered and taken care of in their absence. Plots registered to gardeners on vacation should not be watered by another gardener unless by prior agreement. No produce should be picked from another gardener's plot at any time.

### **Produce Not For Sale**

All produce, edible plant material, and medicinal herbs and plants grown in City of Sacramento community gardens will not be sold, except as part of a "Special Food Project" approved by the CGC.

### **Community Garden Appearance**

- Gardens must be actively and obviously used for growing crops, herbs or flowers, and must be maintained year round (inside the garden and outside the garden). At no time shall grass or weeds be over 4" tall.
- Plots shall be maintained per "Plot Appearance" below.
- No flimsy shade structures will be allowed onsite – shade structures must be approved by the CGC.
- Pathways must be free of weeds, tools, hoses, and maintained in good condition.
- All garbage will be contained in a small can; all garbage will be taken off site.
- Piles of junk and debris are not allowed onsite; project materials must be used within the current growing season.
- Vines on fencing and perimeter plants must be maintained and not create a hazard or a nuisance. Vines will not spread on the ground more than 6" from the fence.
- At corners of street intersections, a clear line of sight must be maintained for a distance of 25 feet (measured from the midpoint of the curb face on the corner curve to a point 25 feet along the curb in each direction). Vegetation in within this area will be kept at a height of less than 36" so as not to obstruct the traffic visibility.

### **Plot Appearance – Year Round**

- All plots must be kept free of weeds, diseased and dead plant matter during the year.

- Personal compost bins are not allowed in a plot.
- Plastic containers, Clay or ceramic pots may be used in a plot, but the pots may not cover more than 10% of the plot.

### **Plot Appearance – Winter**

- All diseased, dying or end of season plantings will be removed by November 15 of each year.
- All plots will be kept free of weeds during non-planting months.
- A winter garden must be maintained with a cover crop, new winter garden, or straw / leaf mulch.
- Carpets and plastic are prohibited in the garden to cover a plot or as a weed barrier.
- All tomato cages and stakes must be stacked on the plot or in a specified area of the garden at the end of the growing season.

### **Use and Care of the Garden**

Gardeners are responsible for caring for City of Sacramento community garden plots, common areas, and areas along the street outside of the garden year-round – including during winter. Regular care includes watering, harvesting, and the prompt removal of weeds, spent crop plants, and diseased plants. Insect problems and infestations must be addressed at once to stop their spread to other plots. Plots that are not used or cared for may be reassigned and the gardener evicted at the discretion of the CGC.

All City of Sacramento's Community Garden Program gardens are located on City-owned property. The City of Sacramento reserves the right to hold special events at the gardens in its program. Such events may include opening the garden to the public. All events will be monitored by City of Sacramento staff to protect the Community Garden Program participants' plots from damage.

### **Paths**

Paths adjacent to each plot are the joint responsibility of the gardeners on both sides of the path. Paths must be kept clear, level, and free of obstructions (tools and hoses) and free of plants. Please note that herbicides are not allowed (see "Chemicals" section). You may not extend your garden beyond its official defined boundary. Your garden plants must not extend into or over paths.

### **Dust and Noise Control**

#### ***Dust***

Dust must be contained on site. To reduce dusty conditions, water down the work area and keep the area under a light mist as needed to keep dust from becoming air borne and so there are no visible dust emissions offsite.

#### ***Noise***

- Equipment Noise – Use noise making equipment (tillers, shredders, lawn mowers, line trimmers, etc) only between the hours of 9:00 am – 5:00 pm Monday through Friday and 9:00 am – 5:00 pm on Weekends. In addition, power blowers will not be used before 9:00 am per the City of Sacramento's ordinance on blowers.

- Other Noise – No amplified music will be allowed without approval from the CGC. Keep personal music players turned down so others cannot hear them.

### **Chemicals**

All City of Sacramento community gardens are organic gardens. Inorganic chemical fertilizers, insecticides, pesticides, and herbicides, are prohibited in City of Sacramento Community gardens. Persons using these materials will be evicted from the community garden.

In addition, the following items are prohibited in City of Sacramento Community gardens:

- Dog, cat, or human manure or fresh manure of any kind
- Miracle Grow and like products
- Round Up
- Slug and snail bait

The above list is not comprehensive and can be modified as needed.

Only under extreme conditions will herbicides be used outside of the limits of the garden plots to control problem areas; this will ONLY be done by the CGC under controlled conditions. Dates of spraying will be posted in the garden and will depend on weather conditions.

### **Composting**

Composting areas are available in the garden. Useable plant matter from the garden shall be free of seeds, and seed heads, and shall not be diseased or harbor insects; unusable plant material will be bagged and tied shut. All useable plant matter shall be cut to 6 inches and placed immediately in the compost bin. **Do not** place any compostable materials along side of the compost bin; all must go inside the bins otherwise it must be bagged. All fresh vegetables scraps shall be buried in the compost bin and not left on top of the pile.

### **Trash**

Trash must be picked up and disposed of promptly. Gardeners must bag all trash or place it in a container. Since gardens do not have trash pickup service, gardeners are required to remove any trash they create and/or bring to the garden. Recycle plant containers in a designated area.

### **Water**

Water is provided by the City of Sacramento. Plot fees finance hoses for each garden. Timers and drip irrigation may be used but must be paid for by each gardener. This includes any and all modifications to the faucets or hose bibs. Faucets must be available to other gardeners as well.

***Danny Nunn Community Garden ONLY:*** A **water key** must be used to turn faucets on and off; otherwise the faucet stems get damaged. Keys are the T -handled type "furnace key" (or some are 4-in-1 keys). Report defective faucets to the CGC

Gardeners are encouraged to be water conservation-minded. Do not leave water turned on while you are not in the gardens. Make sure the faucet is turned off when you leave. Any water that is left on unattended may be turned off by any gardener. Each gardener must take care not to drag hoses and tools over other gardener's plots.

The main shutoff valve shuts off the water to entire area. Locate the main shut off valve in the garden for future reference and emergencies. If there is an emergency such as a broken water line, turn off the water to the garden then contact the City Operator at 264-5011. If you call a City agency please also leave a message for the CGC at 808-4943 so he/she is aware that the problem has been addressed.

To prevent mosquitoes, standing water is not allowed in community gardens; this includes, fountains, water gardens, bogs, water in containers of any size used for starting plants or any other type of wet environment that could sustain mosquito breeding.

### **Tools**

Garden tools may be kept on-site in a tool shed or tool locker. Please return them promptly when you are through using them, in a clean condition and organized manner. All tools and equipment are used at the gardener's own risk. Gardeners should report missing or broken tools to the CGC. Personal tools may be stored in the shed or tool locker, but they are there at the owner's risk.

### **Personal Items in the Garden**

Gardeners may bring personal items into the garden at their own risk. The City of Sacramento is not responsible for lost, stolen, or damaged personal items in the garden.

### **Leaving the Garden for the Day**

When leaving the garden for the day, check with other gardeners to let them know that you are leaving and if they need tool shed open and which gate that they will be leaving by; don't assume that they will lock the shed or leave by the same gate as you will. Turn off water faucets, lock the tool shed and gates, and scramble the lock combinations if you are last one to leave the garden.

## **PROHIBITED PLANTS, MATERIALS & ITEMS**

Any legal plant may be planted in a City of Sacramento community garden plot with the exception as noted under "Prohibited Plants". Plants may be vegetable, herbal, and floral. Trees are not allowed to be planted in a plot. Trees (shade, fruit, nut or citrus) may be planted in a common area of the garden with review and approval by the CGC. The CGC must approve removal of all community garden trees. Grape vines should not be planted in a garden plot. Grapes vines may be planted in a common area of the garden with approval by the CGC. Gardeners are responsible for exercising care when

planting plants that are invasive and hard to eradicate. Examples are mints, berry vines, and morning glories. These plants should not be allowed to escape a gardener's control. If they do, they will be considered by the CGC as weeds and gardeners will be asked to remove them.

### **Prohibited Plants**

Prohibited plants are, but not limited to, the following: illegal plants (i.e. marijuana), plants that produce runners (i.e. bamboo, ivy), thorny vines (i.e. blackberry), invasive plants (i.e. sugar cane), poisonous plants (i.e. castor bean), GMO (genetically modified organism) seeds and plants, and possible dangerous plants (i.e. cactus)

### **Height of Plants**

When planting seeds and small seedlings, thought must be given about how high these plants will grow. Placement of tall plants on the sides of a plot may produce shade not only on your plot but may also block the sunlight from reaching your neighbor's plot as well. Recommended height is four to five feet. Gardens should be planned so that for most of the day a neighbor's plot will receive its fair share of sunshine. This may mean that tall plants like corn, sunflowers, pole beans, etc. should be planted with care. Tall varieties should be well-staked and planted in the center of a plot.

### **Prohibited Materials, Items, and Actions**

Certain materials, items, plants or animals are prohibited in City of Sacramento community gardens. Prohibited materials and items include, but are not limited to, the following:

#### ***Materials***

- Pressure treated lumber (contains arsenic); railroad ties
- Carpets or black plastic
- Sheets or rolls of clear plastic can be used as a means to solarize a plot for weeds during six to eight weeks of air temperatures over 85 degrees; but must be removed before it begins to become brittle or disintegrate.
- Tires, plywood and sheet metal (not allowed for raised beds)

#### ***Items/Actions***

- Open pit fires, fireworks, guns and other weapons
- Cars and trucks unless approved by the CGC for work day deliveries
- Furniture other than normal garden / patio furniture
- Music – heard from over 25 feet away
- Smoking and gambling
- Illegal drugs or substances
- Alcoholic beverages
- Domestic animals, with the exception of service animals; livestock (including but not limited to ducks, chickens, goats, lambs, llamas, sheep, horses, pigs, or cows)
- Burying animals of any type

**Note:** The CGC may deem an item “prohibited” that is not listed in the guidelines.

**Items Brought Into the Garden**

Items over 50 pounds or 3'X3'X3' (1 cubic yard) in size must be approved by the CGC before they are brought into the garden. This includes, but is not limited to, concrete, bricks, soil, rock, wood chips or mulch, lumber, or metal objects. All deliveries must be approved by the CGC.

**Personal Safety in the Garden**

All gardeners should be familiar with their fellow gardeners and should recognize others in the garden that are visiting or volunteering. It is recommended that gardeners be aware of all others in the garden and that gardeners notify others when they are leaving the garden, making sure that visitors are not the last ones in the garden.

Drink plenty of fluids while in the garden on hot days. Heat stroke and heat exhaustion can come on suddenly; all gardeners should be familiar with the signs of heat stroke and heat exhaustion.

Appropriate safety equipment must be worn when working in the garden and using power equipment, including but not limited to, shoes or boots, gloves, eye protection, and ear protection. Tools and equipment are used at the gardener's own risk. Gardeners should also remember to wear these important health and safety items when in the garden: sun screen, a wide brim hat, and a long sleeve shirt

**Plot Fencing, Trellises, and Other Structures**

Plot fencing is subject to CGC approval. Approved plot fencing will be temporary only, not in excess of 48" in height, open wire and post construction only, and is not to be constructed of permanent material (i.e., concrete). A trellis not more than six feet tall adjacent to paths may be used on two sides of a plot. Trellises must not be constructed so that they block sunlight from other plots at any time. Both fences and trellises must be easy to remove and must be removed when a gardener gives up the plot. High-rise towers, walls, or any construction or assemblage of materials that encloses a plot or intrudes on another's plot are not permitted. Only one side of a plot can have vertical trellis-like, open, airy structures for supporting climbing vegetables, vines or flowers. Poles, stakes, cages and light wooden trellises are permitted.

**Shade Structures in Community Gardens**

Shade structures in the garden will be limited to those approved the CGC and the City of Sacramento Department of Parks and Recreation. Shade structures will not be made of tree limbs, damaged wood, or for personal use only. Shade structures are not permitted on individual plots.

**Vehicles in the Garden**

Private vehicles are not allowed access to City of Sacramento community gardens within City parks. Contact the CGC to arrange assistance with deliveries.

**Parking**

Please do not block driveways, the street or alleys. Parking should be in front of the garden along and along the same side of the street whenever possible. Parking time limits and meters shall be obeyed; all tickets received and towing costs are the responsibility of the gardener.

## POLICY ENFORCEMENT

The CGC is responsible for interpreting and enforcing the all City of Sacramento Community Garden Program policies. Most things can be resolved in an informal manner; however experience has shown a need for a formal process to deal with some issues (weed policy enforcement, for example). The CGC will attempt to call or meet the gardener to discuss the problem.

The following items are examples of the CGP policy violations (list is not exhaustive):

- Threatening or fighting with others
- The gardener has recurring disputes in the garden
- Failure to pay mandatory fees and submit mandatory paperwork
- Growing non-approved plants
- Smoking of any type or drinking alcohol in the garden
- Taking produce or personal items from other plots or gardeners
- Failure to participate in workdays or assigned work projects
- Failure to follow garden rules and procedures

If the CGC determines that a plot or its owner is in substantial violation of garden policies:

1. Written notice of the problem and a request for corrective action will be mailed.
2. If the problem remains unresolved 1 week after the written notice is sent, a 2-week deadline notice will be sent.
3. If the gardener does not comply within 2 weeks, he/she will be evicted from the garden.

**NOTE:** Threats or acts of violence will result in immediate eviction from the community garden.

Gardeners are encouraged to discuss issues regarding policy violations with the CGC at any time during this process. Special circumstances will always be taken into account and other arrangements may be made, at the discretion of the CGC. All final evictions are reviewed by the Community Garden Advisory Committee and the Recreation Superintendent in charge of the Community Garden Program.

### **References:**

Sacramento Area Community Garden Coalition  
(916) 508-6025 [www.SacCommunityGardens.org](http://www.SacCommunityGardens.org)

UC Cooperative Extension Master Gardeners Program – Sacramento County  
(916) 875-6913 [www.cesacramento.ucdavis.edu](http://www.cesacramento.ucdavis.edu)

American Community Gardening Association [www.communitygarden.org](http://www.communitygarden.org)