



Community Garden Handbook

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Welcome to the Community Garden!

Welcome to the American Canyon Community Garden! This beloved garden was created long before American Canyon became a city and has been providing benefits to families for generations. Thank you so much for participating in this highly valued program. There are several benefits to actively participating in the community garden, besides the joy of growing your own fruits, vegetables, and flowers. Growing plants in this space helps make the neighborhood more beautiful and allows bird and insect species to come and thrive in an area that would normally not be used. In addition, gardening helps you live an active and healthy life by both eating healthy produce and being outdoors working in the garden. Finally, being outdoors helps people relax, slow down and connect with their environment, and gardening helps relieve some of the stress of daily life. There are so many benefits to participating in the community garden. As you read this handbook, please note the policies and procedures that help keep the garden thriving.

The Community Garden is owned and operated by the City of American Canyon. The Parks and Recreation Department serves as the steward of this special place. The Community Garden is located at 2247 Elliott Drive and has been here since 1986. The garden opened with 72 plots, and in 2013 the garden was expanded to hold the current 102 plots.



The Parks and Recreation Department is located at American Canyon City Hall, 4381 Broadway, Suite 106, American Canyon, California, 94503. Staff are available to assist you at any time.

If you have questions or are looking for information about our Community Garden, this handbook will provide general information along with the Community Garden Terms of Use. All other inquiries may be directed to the Parks and Recreation Department.

Refundable Garden Deposit

Community Garden Key and Cleaning Deposit: The City of American Canyon is requiring all Community Garden Members to pay a cleaning deposit of \$50.00 and a key deposit of \$25.00. This deposit is given back to the Community Gardeners when they leave their plot in a clean and usable state and return the key to the Parks and Recreation Department.

GENERAL COMMUNITY GARDEN INFORMATION

LOCATION: The American Canyon Community Garden is located at 2247 Elliot Drive, between Northampton and Knightsbridge Drive.

PARKING: Parking is only permitted in legally recognized parking areas, namely on-street parking and in the Northampton Parking lot. Parking on pedestrians and bike pathways is prohibited. Parking inside the garden is prohibited.

QUESTIONS OR CONCERNS ABOUT THE GARDEN: The Community Garden is managed by the City of American Canyon. The Parks and Recreation Department provides specific oversight of responsibility. If you have questions or concerns about the Community Garden, please contact the Parks and Recreation Department:

- i. **Phone: 707-648-7275**
- ii. **In-Person: City Hall - 4381 Broadway St. Suite 106**
- iii. **Email: parksinfo@americancanyon.gov**

HOURS OF OPERATION/ACCESS: The Community Garden is open to community gardeners from dawn to dusk.

PORTA JOHNS: There is a portable toilet at the far end of Northampton Park.

HOW TO RESERVE A PLOT: In January of each year, the parks and recreation department opens renewal for all current plot holders. Current plot holders have until mid-February to pay their fees and renew their garden plots. The plot holders can forfeit their plots by contacting the Parks and Recreation Department. If a plot holder does not pay their renewal fees, and the Parks and Recreation Department is unable to contact the plot holder in a timely manner, their plot will be forfeited. All forfeited plots will be given to people on the Community Garden Waitlist. To be added to the Community Garden Waitlist, contact the Parks and Recreation Department at 707-648-7275.



COMMUNICATION: Gardeners must notify the Parks and Recreation Department if they are no longer able to tend to their garden, if they will be gone for an extended period (more than 1 month), or if they have changed their address, email, or phone number. Failure to comply may result in plot forfeiture.

RESERVING/RENEWING A PLOT: Due to high demand, a waitlist is kept from year to year to identify interest in a garden plot. To be placed on the waitlist, please contact the Parks and Recreation Department. To reserve a plot, you must pay a yearly participation fee. New participants shall also pay a \$75.00 refundable key and cleaning deposit. You can renew by phone, 707-648-7275, or in-person at the Parks and Recreation Department.

PLOT RENEWALS (RETURNING GARDENERS):

Community Garden plot renewals will begin **Early January**. The last day to renew your garden plot is **Late February**. Exact Dates change each year, and garden participants will be notified.

Gardeners can renew their garden plot by completing a renewal application and paying their garden participation fee over the phone at 707-648-7275 or in-person at the Parks and Recreation Department's Office located inside City Hall - 4381 Broadway.

We currently have a waiting list for people who wish to join the Community Garden this year. If you do not plan to use your garden plot, please contact the Parks and Recreation Department at 707-648-7275 or via email: parksinfo@americancanyon.gov as soon as possible.

PROCESS FOR RESERVING A PLOT (NEW GARDNERS):



Gardeners can reserve a garden plot by paying their yearly garden participation fee and a \$75.00 cleaning and key deposit over the phone at 707-648-7275 or in-person at the Parks and Recreation Department's Office located inside City Hall - 4381 Broadway.

The Parks and Recreation Department will start contacting people on the Community Garden waiting list after any forfeited plots have been inspected and/or cleaned.

All plot holders shall be limited to one plot per address. Garden Plot holders must be at least 18 years old.

TERMS OF GARDEN USE:

To ensure safety and enjoyment for all Community Garden participants, the following rules and regulations have been developed. Users of the Community Garden shall comply with all rules including those posted at the site and those described herein. Community Garden privileges may be revoked at any time for failure to follow the rules.

GENERAL COMMUNITY GARDEN RULES AND REGULATIONS

- 1. One Garden Plot per Household** - Gardeners are allotted for one garden plot per household. No exceptions. Interest in the Community Garden program has grown over the years, and we currently have a waitlist for people wanting a garden plot. Limiting one garden plot per household allows more people to join the Community Garden and enjoy the benefits of gardening.
- 2. Garden Season:** Weather permitting, gardeners must begin working their plots by May 1st. If no work has been done to your plot by May 15th, you will be sent a violation notice. If you are not producing a winter garden, all plots need to be winterized by November 30th to reduce weed growth. Please have all previous summer/fall plants removed by December 15th, or your plot may not be eligible for renewal.
- 3. Cleaning and Vacating at the End of Term:** It's the gardener's responsibility to always

maintain a clean plot and vacate as directed. Failure to reach end of term deadlines may result in loss of future plot reservations.

4. **Inspections:** The City reserves the right to inspect the Garden at any time. Upon such inspection, the City may request remediation to resolve a condition that violates the Community Garden Rules and Regulations.
5. **Cause for Remediation:** Upon the completion of inspections, the City may request remediation to resolve a condition that violates the Community Garden Rules and Regulations. The gardener will have up to 30 days to remedy any reported violations. After a reported violation by the City, failure to restore compliance within General Community Rules and Regulations may result in forfeiture of a garden plot.
 - i. Initial Warning
 - ii. 2nd Warning – 15 days reminder
 - iii. 3rd and final – 30 days – inspection and if not remedied forfeiture of garden plot to next person on wait list.
 - iv. More than 3 violations in a season forfeiture of garden plot to next person on wait list.
6. **City May Reset Garden Boundaries and Rototilling:** The City reserves the right, if deemed in the best interest of the Garden, to the entire garden and reset plot boundaries. Gardeners will be provided with notice before tilling occurs. The City is not responsible for pre-season ground prep for planting. When boundaries are reset, plot corner markers should not be removed.
7. **Subletting Plots:** Subletting is the renting out of a garden plot to another person for use. Subletting is prohibited. Garden plots are non-transferable. Immediate forfeiture of the plot will be the result if it is found that a garden plot is subleased.
8. **Delivery of Garden Supplies:** (Mulch, Compost, Topsoil, Bark, etc.). Gardeners must notify the Parks and Recreation Department in writing of all deliveries made to the garden **at least one week prior** to the scheduled delivery date. Deliveries must be delivered to the Northampton Lot. Deliveries cannot be left overnight and must be cleared by the Garden Closing time. (Sunset)

9. Animals/Pets in the Garden: Nothing against our favorite furry friends, but to ensure the health and safety of the Community Garden, dogs (and other pets) are not allowed inside the Community Garden area.

10. Plot Reservation Holder is Responsible for Guests: Gardener shall be responsible for the control and supervision of all members of their party during the usage of the Community Garden. Failure by the guest to comply with rules shall result in action by the City against the plot of reservation holder. Guests are not allowed in the garden without the plot of renter present.

11. Tools and Care: The City of American Canyon does not provide tools for Community Garden Plot Holders. You are responsible for providing all tools to maintain your plots. Plot Holders are responsible for all care and maintenance of their plots. The City of American Canyon is not responsible for maintaining weeds or plants within the plot boundaries. Please do not take tools from other plots without permission from the plot holder. Community gardeners are welcome to share tools with other gardeners if desired.



12. Use of Personal Property: The City is not responsible for personal property while at the Community Garden. Any personal property brought to the Community Garden must be in good repair and in a usable condition. The City recommends that gardeners do not leave any personal tools, equipment, materials and supplies at the Community Garden. If personal property is deemed a tripping or safety hazard it will be removed by the City of American Canyon.

13. Damage to Facilities: If the gardener or their guest should cause damage to City of American Canyon facilities, the gardener will be subject to remediation and corrective action necessary to make the City whole.

14. Trash and Disposal: Please place trash and organic wastes in City provided receptacles. Trash and other wastes not generated on-site are not to be disposed in receptacles at the Community Garden or be placed within the garden plots. Do not block gates or walkways with garden waste. Please remember to be a “good garden neighbor” and keep your plot area neat and tidy. No dumping of trash or compost in the parking lot or fields. If the receptacles are full, please store compost in your plot until the receptacles are empty.

15. Pesticide/Herbicide Use: Use all pesticides and herbicides as prescribed on their labels. Ensure that pesticide and herbicide use is kept within the boundaries of your garden and does not affect neighboring plots. Dispose of pesticide containers according to local and state regulations.

- 16. Advertising and Sales:** Advertising, solicitation or sales may not be made on the grounds without written permission from the City.
- 17. Vehicular Access:** Vehicular access to the garden and/or reserved plot is prohibited, except with express written permission by the City. No vehicles are permitted in the garden at any time.
- 18. Alcoholic Beverages/Illegal Drugs:** Possession or consumption of alcoholic beverages/illegal drugs is prohibited within the Community Garden.
- 19. Flooding of Garden Plots:** Excessive use of water or flooding your garden plot is prohibited.
- 20. Requesting Donations:** Gardeners are prohibited from requesting donations from businesses on behalf of the Community Garden unless approved by the Parks and Recreation Department prior to the request being made.

PLOTS, PLANTINGS AND MINOR IMPROVEMENTS BY GARDENERS

- 1. Plot Boundaries:** You may not extend or modify your garden beyond its officially defined boundary. No plants or structures may be planted or built outside of the boundaries of your plot. The City reserves the right, if deemed in the best interest of the Garden, to till the entire garden and reset plot boundaries. If gardeners are unsure of their plot boundaries, or there are plot boundary disputes with neighbors, contact the Recreation Coordinator to resolve the boundary disputes or issues.
- 2. Keep Walkways Clear:** The City is responsible for the Main Walkway and the perimeter of the garden. **DO NOT** modify the Main Walkway (adding bark, mulch, dirt, etc.). Unauthorized modifications prevent the City's maintenance crews from accessing equipment into the garden for maintenance and may result in fines.
 - i. Plastic chairs cannot be left in aisle ways or used as plot boundaries.
 - ii. Do not deposit or place weeds, grass, dirt or other trash within walkways.
 - iii. Garden hoses must be properly stored away.
- 3. Tall Plants:** All plants need sunlight to grow. Tall plants and solid structures must be placed only in the middle of your plots and not on the edges of the plots. Any plant or solid structure that is taller than 4 feet must be placed at a minimum of 5 feet from the plot perimeter. If these plants or structures cast shade outside of your plot boundary, you will be asked to remove them. Shade cast by wire fencing, non-solid structures or occasional small fence posts are excluded from this requirement. However, these perimeter fences cannot have plants taller than 4 feet growing on them. Having a plot adjacent to the garden boundary or the main walkway does not exempt you from this

requirement. Any garden plot that violates this requirement will be sent to a violation of notice and must remedy their plot within ten (10) calendar days of the violation. Failure to correct this violation will result in forfeiture of your plot with no refund for any fees or deposits paid.

4. **Abandonment/Non-Activity:** A plot that remains unplanted or does not appear to be actively gardened for a period of 3 months, will be deemed abandoned, and the gardener will be sent an Abandonment Notice. If such a plot has not been restored to a satisfactory condition within ten (10) calendar days of the date of the Abandonment Notice, the plot will be forfeited. Vacationing gardeners are not exempt from plot maintenance rules or compliance deadlines. In special circumstances, where illness or injury may temporarily affect your ability to maintain your garden plot, contact the Recreation Coordinator.



5. **Control Weeds:** Weeds should be always under control so as not to cause damage to adjacent plot(s). Please pull weeds **BEFORE** they drop seeds. This will benefit your plot and the plots around you.
6. **Inappropriate Plantings:** The City reserves the right to adjust (turn off) irrigation and remove such plantings found to be inappropriate, including all illegal plantings as defined by the City, County, or State. Tall plantings such as **corn, sunflowers, fences, and vines which cause excessive shade to nearby plots, are considered inappropriate.**
7. **Raised Plots:** Overly raising a plot affects plots around it. Please do not raise garden beds more than **6 inches** from the original plot. Plots found excessively raised may be asked to reset the plot.
8. **Trees & Other Permanent Plants:** The Community Garden is intended for the cultivation of seasonal crops. Plants considered permanent or semi-permanent, such as trees, grape vines, rose bushes, blackberry or raspberry bushes, etc. are not permitted in the Community Garden.

a. Non-Invasive perennials that will be allowed are as listed:

Artichokes Blueberries Currants Rhubarb Strawberries



9. 9. Trellises/Arbors/Structures: Gardeners must submit written plans for any construction of trellises, arbors, and other structures. Submit your request to the RecreationCoordinator. All plans must be approved prior to installation. Current trellises/Arbors/other structures will be evaluated by the Parks and Recreation Department. All structures in the Community Gardens must be temporary and can be removed at any time. Structures may be requested to be taken down or removed by the City of American

Canyon for any reason. The City of American Canyon is not responsible for any personal property or structure present in the Community Garden.

10. Irrigation and Water Use: Community Garden Plot holders are responsible for watering their plot. Gardeners should be always present when watering plots. Water usage should be always under control to conserve water and to not cause damage to adjacent plot(s). Plot renters whose water continually affects others may have their plot forfeited.

11. Storage: Storage must be within the garden plot. Storage is only allowed as described below:

- i. The storage of pesticides is not allowed at the Community Garden. Pesticides left at the Community Garden will be removed and disposed of.
- ii. Storage containers shall be in good repair. No storage is permitted in the main walkway, the perimeter around the garden, or anywhere within the aisle path.
- iii. Any personal items left outside of garden plots and/or are deemed a safety hazard may be removed from the garden by the city.