



Parks and Community Services - Community Gardens

NORTH: 105 Park Place, San Ramon, CA 94583

SOUTH: 9300 Alcosta Blvd., San Ramon, CA 94583

Garden Coordinator, Steve Cox (925) 973-3207

Garden Registrar, James Spielvogel (925) 973- 3252

COMMUNITY GARDEN POLICIES 2018

Community Garden allotments are available for both San Ramon Residents and Non-Residents. Preference is given to San Ramon Residents and existing gardeners in good standing. By signing the **Garden Use Agreement**, each Community Gardener agrees to abide by the following policies.

GARDENING METHOD POLICIES:

1. Through its maintenance of the Community Gardens North and South, the City of San Ramon seeks to demonstrate conservation of natural resources through ecologically sensitive use of the land. Consistent with this mission, Community Gardeners are required to use gardening methods that enhance and further promote the natural fertility of the soil. Natural methods and non-chemical agents are required. Gardeners are encouraged to check with gardening professional regarding proper organic gardening methods. In addition, gardeners can refer to the following websites for more information: www.attra.ncat.org or www.epa.gov/oecaagct/torg.html. Violators will be forced to relinquish their allotments and their deposits will be forfeited.
2. Use of insecticides and herbicides (chemicals that kill insects and weeds) are not permitted. The use of phosphate fertilizers are prohibited as they do not comply with organic standards. Violators will be forced to relinquish their allotments and their deposits will be forfeited.
3. Use of poison grains or baits for rodent control is also prohibited, but traps may be laid for gophers. Underground gopher and squirrel fencing is acceptable.
4. All allotments must be regularly tended (i.e., normal weeding, watering, and general care of the allotments) throughout the growing season. **CROPS MAY NOT PROTRUDE INTO THE PATHWAYS.** Allotment holders are required to cooperate in maintaining the common pathways between allotments.
5. Gardeners may grow non-invasive flowers, fruits, vegetables, and herbs in their allotments. Mint, trees, any poisonous/illegal material, or new berry vines are prohibited. Animal husbandry is not allowed.
6. **ANYONE FOUND GROWING ILLEGAL DRUG PRODUCING PLANTS WILL FORFEIT THEIR ALLOTMENT AND BE SUBJECT TO PROSECUTION.**
7. Support structures may not exceed 6' in height and can only be used if their design is for supporting and promoting growth. Support structures and/or stakes that are for the purpose of supporting climbing plants that are made of natural untreated wood (bamboo, redwood, etc.) can be used. Rebar stakes that are earth tone, natural, rustic, or galvanized, treated with rubber, tomato cages, and row crop cover hoops that are

18" or less can be used. Courtesy should be extended to fellow gardeners so as not to shade their allotment with structures or plant materials as much as possible.

8. Trellises, arbors, and archways are only allowed if used as support structures.
9. As individual water use is not metered, it is the responsibility of each gardener to conserve water. All hoses used in the community gardens must be equipped with shut-off nozzles. To encourage water conservation, GARDENERS ARE REQUIRED TO STAY IN THE VICINITY OF THEIR ALLOTMENTS WHILE WATERING, DRIP SYSTEMS INCLUDED. After watering your garden, please make sure the water is off and the hoses are coiled neatly near the faucets. We understand drip irrigation is more time consuming; however, it is imperative that you remain on site and not tie up all hoses/resources; be kind to your fellow gardeners. Any abuse of water in the Community Gardens is a violation of the rules and will not be tolerated. Violators are subject to procedures outlined in the "Violation Policies and Procedures" section of the rules.
10. The City of San Ramon has installed a controller that will automatically turn off the main water valve during closing hours (sunset – sunrise). Therefore, hose bibs will not work after sunset in the gardens. This serves as notice that when the City is put on drought restrictions and water conservation measures by another agency i.e. EBMUD, it will become necessary to impose water restrictions on the community gardens as well. Depending upon the severity and nature of a drought, gardeners may choose to make modifications to what and how much is planted in their respective allotments.

FEE SCHEDULE:

1. The fee schedule is listed below. In addition, a deposit will be held as a clean-up fee. When an allotment holder relinquishes an allotment, the deposit will be returned if the garden is free of all plants and ready for acquisition by a new gardener. Any fencing or raised beds may be left for the next gardener. There will be an annual review of rates per year dependent upon current water rates. The rates are as follows:

A. North Community Garden:

Resident Rate: \$221 - per year

Non-Resident Rate: \$277 - per year

Deposit: \$150 (*Existing and continuing gardeners will retain their current deposit amounts*)

B. South Community Garden:

Medium Rate: \$32 Resident/40 Non-Resident - per year

Large Rate: \$58 Resident/\$72 Non-Resident - per year

Premium Rate: \$80 Resident/\$100 Non-Resident - per year

Medium Deposit: \$45

Large Deposit: \$60

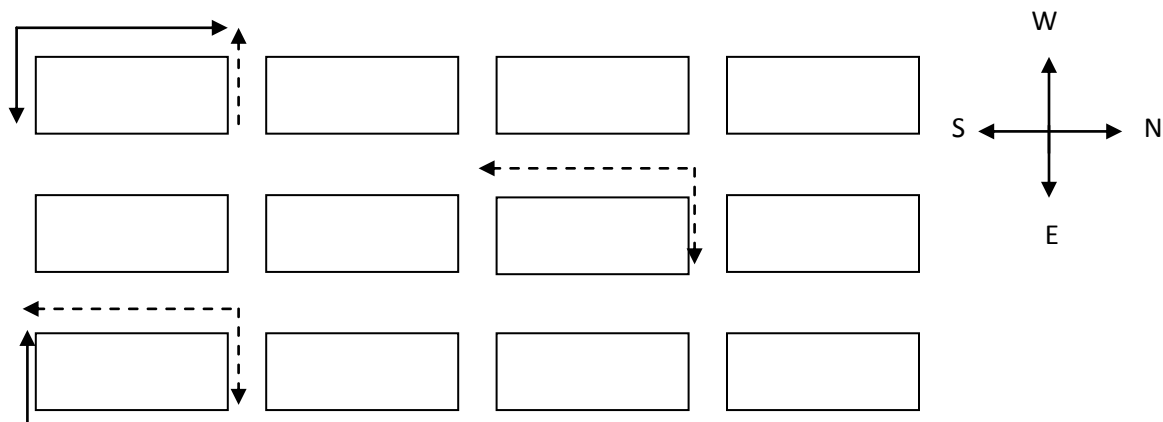
Premium: \$85

2. **For South Community Gardeners Only:** When open enrollment begins on December 1st, 2016, South Garden renters, in good standing, may rent more allotments, but are subject to full rental fees and deposits.
3. There will be NO PRORATIONS OR REFUNDS of the annual fee if any gardener chooses to relinquish their allotment during the gardening year.
4. There will be NO PRORATIONS OR REFUNDS of the annual fee and deposit if any gardener is in violation of the policies and is dismissed from the gardens.

POLICIES:

1. Allotments are issued on a “first-come, first-served” basis. If an allotment is not immediately available, the individual’s name will be placed on a wait list.
2. There will be two separate wait lists for Community Garden allotments; one for Residents and one for Non-Residents. Once the resident wait list has been exhausted, the non-resident wait list will be assessed and allotments assigned.
3. Any current resident gardener who is in good standing may renew their Use Agreement and keep their existing allotment during the renewal period.
4. Any current Non-Resident gardeners, in good standing, may renew their Use Agreement, pending a resident wait list. Staff will advise non-resident gardeners of current wait lists and unrented allotments before requiring them to vacate their allotment.
5. **For North Community Gardeners Only:** ONLY ONE allotment is authorized per household. A household constitutes immediate family (husband, wife, domestic partner, and dependent children) residing at one address. Non-family members who live at the same residence as an allotment holder may not secure a separate allotment. Those who are found in violation of this policy will have their allotment seized and no fees will be returned.
6. NO PERSON may use a vacant allotment at any time. Doing so may result in a gardener being terminated from the community garden program, and all fees and deposits forfeited and their allotment cleared.
7. Allotments may not be sublet. Trading or transferring of allotments may not occur under any circumstances. All rentals are governed by the City of San Ramon and by use of the agreement, waiver and fees. Those who are found subletting their allotment will have their allotment seized and no fees will be returned
8. **For North Community Gardeners Only:** Allotment holders must maintain appropriate ALLOTMENT SIZE. Expansion of any given allotment is prohibited. By the time the renewal process for 2017 is completed, all allotments at the North Garden should be no more than 11’ x 25’ with a 4’ path on all sides. It is the responsibility of each gardener to make sure their allotment is within the appropriate measurements.
9. The City of San Ramon reserves the right to full access to all garden allotments at any time in order to ensure that all policies are being observed.
10. Use of alcoholic beverages and/or illegal substances is not permitted in the Community Gardens. Anyone engaged in such activity will be subject to prosecution and forfeiture of allotment and all fees and deposits.
11. All plant waste material should be placed in a green waste dumpster. Do not leave your green waste in the garden compost area or in empty allotments. Personal composting is permitted within renter’s allotments and in composting bins in the South Garden. Green waste found in an empty allotment will result in a citation and warning letter being sent to all community gardeners at the site. Any additional staff time needed to clean up the allotment will be charged to the gardener or gardeners who put the green waste in the allotment.
12. Individually owned garden equipment may be stored at your own risk. The City of San Ramon is not responsible for the loss of privately owned equipment. The Parks and Community Services Department will annually review the equipment needs of the community gardens.
13. **For North Community Gardeners Only:** Bark mulch must be laid down in the pathways to discourage weed growth. Each allotment holder is responsible for maintaining a 4-ft. wide pathway on at least 2 sides of

his/her allotment (North and West facing sides as depicted by dashed arrows below). Allotment holders with outside allotments are responsible for the outer sides of their allotments, as well, as indicated by arrows below:



14. **For the North Community Garden:** Please handle all community carts and equipment with care and return them to the storage area or shed when not in use.
15. **For the South Community Garden:** Gardener's may use garden equipment stored in the shed at the south end of the garden. Gardener's may donate equipment that will remain in the shed for all gardeners to utilize. The shed should be kept neat and accessible for all gardeners. The shed should remain locked and the CITY is not liable for the loss of personal equipment stored there.
16. **Allotment Walls:** Walls around the allotments should be constructed with as little shading of adjacent allotments as possible. Retaining walls may not be higher than functionally necessary and cannot be smaller than 2x4 construction. Perimeter walls cannot exceed 18" in height above allotment level. All walls must be neat and of substantial material, square to the perimeter of the allotment, and not bulging into pathways or other allotments. Sheet metal or plywood shall not be used around the perimeter of the allotments. Solid sheet materials are prohibited. Underground gopher and squirrel fencing is acceptable. Vertical wall supports are to be flush with the top of the wall material and smoothly finished with no sharp edges.
17. Fencing materials (i.e. wood or metal, including wire picket fence materials) must be earth toned, natural, rustic or galvanized, treated with rubber and not exceed 6' in height. Maximum height of fencing materials in combination with allotment walls shall not exceed 7' in height. Fencing materials must not create a safety hazard to other gardeners or visitors.
18. No sheds of any kind are permitted in the allotments or common areas of the Community Gardens. Storage of unused cages, stakes, support structures, planting materials and tools within the allotments is prohibited.
19. **Operational Hours:** The community gardens are open sunrise to sundown daily. No activity is permitted at any time after sundown or prior to sunrise.
20. **Gates: South Community Garden:** Gates shall be opened upon entering the gardens by allotment holders and shall be locked following their respective use. There is no need to lock your-self in the gardens; gates may remain unlocked while the garden is in use. The pedestrian gates are opened by whoever first arrives at the garden after sunrise. Gardeners must lock the gates following use if they are the only person in the garden prior to or by sundown. The last gardener out must secure the gate. Gardeners shall not unlock gates for anyone they do not know. City staff will not open gates for allotment holders. Pass codes shall be the responsibility of allotment holders. Abuse will result in changing the pass code to the gardens. City staff will determine when the combinations will be changed. Renters will be provided 30 days written notice when this action takes place.
21. Driveways and driving gates are to be used for drop off only and not as parking while working in the garden.

22. No domesticated animals including dogs will be allowed inside the community gardens except for service animals for individuals with disabilities.
23. For the safety of park visitors, community gardeners are not permitted to drive vehicles into the park and/or gardens at any time.
24. Produce from the gardens may not be used as a commercial commodity. The theft of produce, plants, and/or property will be cause for immediate revocation of allotment holder privileges and possible criminal prosecution.
25. Gardeners may not leave garden furniture, decorative plants, planter boxes, or any other items on fences, wooden walls, or pathways. Gardeners should also not leave garden furniture, statues or any other large decorative objects in their allotments.
26. **For North Community Gardeners Only:** Staff will be placing a stake in each allotment which will specify each allotment's number. The stakes will be placed in the North/East corner of each allotment and should remain in this location at all times.

COMMUNITY SERVICE OBLIGATION:

The City reserves the right to establish a mandatory workday for all gardeners if the common area of the gardens is considered unacceptable in appearance.

VIOLATION POLICIES AND PROCEDURES:

1. In the event of non-compliance with any of the above regulations, the Termination Procedure will be as follows: Failure to maintain allotments or other citable violations result in a citation. Any cited violations must be corrected within two (2) weeks. If the situation is not corrected, a second citation is issued. If the violation persists after two (2) weeks of a second citation, the gardener shall be dismissed from the garden unless there are extraordinary circumstances. **A total of three citations for any violation during the year will be grounds for automatic dismissal. Correction of the situation does not cancel the citation; it is still counted as a violation.** These procedures are not appealable. The decisions of the Parks and Community Services Department are final. There is no appeal process beyond the Parks and Community Services Director for garden rules and regulations. Deposit and garden fees will not be refunded.

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS

All gardeners will receive a copy of any revision to the Policies and Regulations

Revised November 2016