



**Agenda Item C.2**  
**DISCUSSION/ACTION ITEM**  
**Meeting Date: October 7, 2020**

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**TO:** Chair and Members of the Parks and Recreation Commission

**FROM:** Vyto Adomaitis, Neighborhood Services & Public Safety Director

**CONTACT:** JoAnne Plummer, Parks & Recreation Manager

**SUBJECT:** Review of Draft Guidelines for the Goleta Community Garden

**RECOMMENDATION:**

Support a recommendation for the proposed draft guidelines for the Goleta Community Garden.

**BACKGROUND:**

In the adopted 2015 Recreation Needs Assessment, one of the priority recommendations was to have a community garden in Goleta. The location identified for this garden was the undeveloped southern portion of Armitos Park, in Old Town. The project was approved in the City's Capital Improvement Project budget and staff is currently moving this project forward.

In October of 2019, the Conceptual Design was presented to the Parks and Recreation Commission and was supported, with the incorporation of suggestions provided by the Commissioners and residents.

In February 2020, the City Council awarded a Professional Design Services Contract to RRM, Inc. to prepare the construction documents for the development of the community garden, as well as improvements to Armitos Park. These documents will be coordinated with the documents for the middle segment of the San Jose Creek Multipurpose Path that will connect this location to Jonny D. Wallis Neighborhood Park.

In July 2020, the City Council approved the conceptual design of the Community Garden, providing direction for the development of construction documents.

**DISCUSSION:**

As the designer continues efforts on the construction documents, staff have been working on the development of guidelines associated to the operation of the garden.

Utilizing examples from a variety of organizations, draft guidelines have been created for consideration of use at the Goleta Community Garden in Armitos Park. These draft guidelines are included in Attachment 1 and have been reviewed and supported by a group of community members that we have been working with throughout the entire process for this project. While all of these individuals are speaking as residents of our community, they are also associated to various gardens and gardening organizations in our area with a plethora of experience.

The fees and deposits for this program, will be established by the City Council and adopted into the City of Goleta's Fee Schedule. Additionally, as an example, the Parks and Recreation Manager is listed as the contact person for the operations of the Community Garden. This could change based on staffing levels, work efforts, further direction related to operations.

There are recommendations to add the following documents to this draft policy guide:

- A Code of Conduct for the gardeners
- A list of prohibited species in the community garden
- General Waiver and Consideration of a Covid Waiver
- A procedure for plot assignments in the event that the need exceeds the opportunity
- An opportunity to exchange plot fees for volunteer hours

It is important that the Commission understand that all language associated to waivers, contracts, etc would need to be reviewed by the City's legal office. Additionally, any processes for plot assignments and/or exchange of service for fees would need to be evaluated for compliance with the Goleta Municipal Code and approved by the City Council.

Once the Commission has supported the draft guidelines, staff will make adjustments and will take the item to the City Council for final approval, establishment of fees, etc. This item will not be reviewed by City Council until the project is under construction and timeline associated to the rental of the garden plots has been verified.

Approved By:



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Vyto Adomaitis,  
Neighborhood Services  
& Public Safety Director

## **ATTACHMENTS:**

1. Draft Guidelines for the Goleta Community Garden

## **ATTACHMENT 1**

Draft Guidelines for Community Garden



## DRAFT

### City of Goleta Community Garden Application and Policies

The Goleta's Community Garden is a beautiful and healthy space for community members to grow their own food. There are over fifty beds available, including 15 oversized garden beds for larger gardening options. Goleta's Community Garden is managed by the City of Goleta, under the Neighborhood Services and Public Safety Department. In addition to the space and resources to create nutritious gardens, Goleta's Community Garden will provide continuing education on topics related to organic gardening, healthy eating, sustainability and more for gardeners and the general public.

If interested, please complete the application, and read and sign the Goleta Community Garden Conditions for Use Agreement. **A complete application consists of these two forms, and must be turned in or mailed to Goleta City Hall at 130 Cremona Drive Suite B by March 1, 2021 (estimated date) in order to be considered for the first round of plot assignments. Applications may also be scanned and emailed to the Parks and Recreation Manager at [jplummer@cityofgoleta.org](mailto:jplummer@cityofgoleta.org).**

### Community Garden Rules and Regulations

#### Plot Rental

Goleta residents over the age of 18 may rent a garden plot. All gardeners must agree to, and sign, the Goleta Community Garden Use Agreement.

**Garden plots are issued on an annual basis.** The annual registration fee of \$xx (\$x/month or \$xx/year) and a \$xx refundable security deposit will provide access to a raised bed, water, watering supplies, some gardening equipment and a green waste compost system. Gardeners must pay the fee of \$xx by cash or check to the City of Goleta before they may begin gardening. The purpose of the security deposit is to ensure that the gardener cleans up their garden plot prior to relinquishing their plot or the end of the contract period. Quarterly payment plans are available.

**Depending on the level of interest in the garden, a user selection process may be necessary.** At this time, gardens are expected to be assigned on a first come, first served basis, unless otherwise needed.

**If there are less than 54 initial applicants, extra plots will be available.** If the demand for additional plots is greater than the number of plots available, additional plots will be granted on a first come first served basis. Additional plots may or may not be adjacent to the gardener's first assignment. Additional plots will be available at the same annual fee of \$xx will apply.

These secondary plots are provisional. When the Garden goes through another application cycle, gardeners with more than one bed will be asked to relinquish any additional beds to new gardeners without a plot assignment if needed. The gardener will be able to choose which of their beds to keep.

**Plots will be assigned to gardeners by the Parks & Recreation Manager.**

Applicants who indicate on their application a need for the higher, more accessible beds will be given priority for those beds.

**The primary listed garden member is responsible for ensuring that all responsibilities and fee obligations are fulfilled.** Subletting of garden plots is not permissible. Gardeners who are not able to fulfill their contract period should

**If a plot is rented by an organization, the organization is responsible for ensuring that all members who enter the garden understand the rules and have a signed form on file with the City.**

**Gardeners in good standing may renew their plot.** Please communicate your intention in writing to keep or let go of your plot at least two weeks before the annual term is over. Transferring to a different plot also requires written communication with the Parks & Recreation Manager. When you vacate a plot, it is your responsibility to ensure that the bed is clear of organic debris and waste.

**If there are no vacant garden plots, prospective gardeners may add their name to a waiting list.** The waiting list will be deemed full when 25 names are listed.

### **Plot Use and Maintenance**

**All garden beds must be planted and maintained year-round.** Plots are to be maintained by the gardener and free from debris, and weeds always. Plots that are not maintained will receive a written notice. Details on this process is outlined in the Non-Compliance section. Please let the Parks & Recreation Manager know if you need to be absent for an extended period, and appropriate accommodations may be made by the gardener. Gardeners choosing not to plant during a given season must mulch over the entire plot to prevent unwanted weed growth.

Gardeners may grow annual or perennial vegetables, herbs, and flowers in the boundaries of their plot. NO planting is allowed outside of the garden plots. No woody shrubs or trees, cannabis, invasive vines or plants or water gardens are permitted to be grown in the Goleta Community Garden. Your neighbors' access to sunlight is important—do not plant tall crops or create trellises that will cause excessive shading. Plants, trellises or cages may not exceed 5 feet in height, not placed in a location where it shades adjoining plots and the width should not impede other plots. Garden beds must be fully planted, and pathways surrounding the beds must be free of weeds, overhanging plants, hoses (except when watering), and debris at all times. Row covers may be used on a temporary basis.

**Gardeners must practice water conservation.** Hoses, quick-connect bibs, and water is provided by the city. Watering is only allowed with gardener present (i.e. no automatic or timed watering). You are welcome to make arrangements for someone else to water your bed during an extended absence. Organic, plant-based amendments and heavy mulching are encouraged to reduce the need for water. Please observe posted watering use instructions. In the event of a line break, contact the City's Public Works Parks and Open Space Manager at 805-XXX-XXXX.

**Beds must be maintained according to organic standards.** Organic gardening relies on techniques such as crop rotation, compost, and biological pest control. The use of synthetic fertilizers, herbicides, insecticides, and fungicides is not allowed. Only products that are labeled as OMRI approved, or USDA Organic approved, are acceptable. For more information and a list of approved products, visit the Organic Materials Review Institute at [www.omri.org](http://www.omri.org) or the U.S. Department of Agriculture (USDA) National Organic Program web site. In addition, feel free to ask the Parks & Recreation Manager any questions.

**Composting green waste is encouraged in shared, on-site compost bins.** Compost is available to the garden community as a whole and should be used responsibly. Compost materials may NOT INCLUDE material NOT grown at the Goleta Community Garden. Compost piles are allowed only in the designated areas or in approved containers on individual plots. Please be mindful not to introduce weed seed into the compost—it will not get hot enough to kill the seeds, and they could be transferred to another plot. Weeds that have gone to seed should be bagged and disposed of in the trash cans available on site.

**Gardeners have access to a garden shed with shared tools—please do not store**

**tools anywhere in the garden except for the shed.** Since tools are a community resource, please take care to properly use and maintain them, returning them to a garden shed after use. Any tools belonging to the gardener may be left in the shed but is the responsibility of the gardener. The City of Goleta is not responsible for items left in the sheds. If you have any questions or issues, please contact the Parks & Recreation Manager.

### **Common Areas**

**The garden is open from 8am to sunset.** There are locks on the gates and tool shed. The access code will be changed occasionally for security reasons, and that change will be communicated to gardeners in good standing. The gates will be on a timer and will only open during park hours. All tools are to be returned to the sheds after use and gardeners must leave the property at sunset.

**Do not harvest from anyone else's garden plot.**

**The picnic area and shaded pergolas are available to all members.** These areas are available on a first come, first served basis, unless previously reserved for classes, workshops, or other reserved uses. Please respect shared space and keep these areas tidy. Please notify the Parks & Recreation Manager of any maintenance issues.

**The community bulletin board is a place to post relevant upcoming classes and events, as well as requests or trades within the garden community** (i.e. exchanges of surplus produce, extra plants available, etc.). Please respect this limited space, and keep all postings relevant to garden related events, activities, resources, etc.

**No personal property is to be left in the garden.** The City is not responsible for any lost or stolen items.

**Children and guests are welcome in the garden.** Children must be supervised at all times.

**No pets are allowed in the cultivated garden areas, including near the raised beds, fruit trees, or other plantings.** Dogs visiting the park or using the multi-purpose path must always be on a leash. Service animals may be exempt. Please appropriately dispose of your pet's waste.

**The City of Goleta's municipal ordinances for public parks apply (Chapter 12.15 of GMC).** Smoking, glass, fires, alcohol, and littering are prohibited.

## **Non-Compliance**

Please keep the comfort and safety of your fellow garden members in mind at all times. **Failure to maintain plots, or other violations, will result in a warning.** Any rule violations must be corrected within two (2) weeks. If the situation is not corrected, a second warning is issued. If the violation persists after two (2) weeks from the second warning, the gardener shall be dismissed from the garden, unless there are extraordinary circumstances. Any three (3) warnings within a given nine-month period are also grounds for dismissal.

**Immediate termination from the garden will result for the following violations:** false or misleading information on application, theft, violent behavior, drinking or drug use, urinating on premises, harassment of any kind, or any other behavior deemed hazardous to the health and safety of members.

## **Leaving the Garden**

**Please give written notice to the Parks & Recreation Manager at least two (2) weeks in advance of the end of the one-year term.** Ensure that all organic matter and debris are removed from the plot before you leave, so that it is in an immediately rentable state for the next gardener. No refunds of garden fees are available.

## **Questions?**

Contact the Parks & Recreation Manager:

JoAnne Plummer

[jplummer@cityofgoleta.org](mailto:jplummer@cityofgoleta.org)

805.562.5505



## Community Garden Plot Application

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

List family members of your household (name and relationship) who will be gardening with you. If an organization, state the primary members:

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- ☐ I require a wheelchair accessible raised bed, if available. Provide any additional comments on your needs in the garden, as they may relate to the Americans with Disabilities Act of 1990:

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- ☐ I do not otherwise have access to space to garden.
- ☐ If email address is provided above, I agree to receive any notices regarding this agreement by electronic communication.
- ☐ I understand that I have the responsibility of maintaining my own garden.
- ☐ I understand that anyone working in my plot must have a signed City of Goleta Form on file.

## Goleta Community Garden Use Agreement

This agreement is made and entered into on \_\_\_\_\_, between \_\_\_\_\_ hereinafter referred to as "Gardener," and the City of Goleta, hereinafter referred to as "City." Subject to the terms and conditions below, City allows the use to Gardener, for organic gardening purposes only, a garden plot at Armitos Park, Goleta, CA 93111. The term of this Use Agreement shall continue for a period of twelve months thereafter, with the option to renew for gardeners in good standing. Should gardener not pay their annual fees, not abide by the Rules and Regulations, or abandon plot, plot will be deemed vacant and made available to others. Upon signing this agreement, Gardener shall pay to City a use fee in the sum of \$xx every twelve-month period. The City has the right to terminate use without cause. All terms of the Use Agreement are subject to change. Fees may increase with City approval.

I have read, understand, and accept the above terms and conditions.

Gardeners' Signature: \_\_\_\_\_

Gardeners' Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_