



## CARMICHAEL RECREATION & PARK DISTRICT

### Community Garden – Guidelines and Agreement 2024

Sutter-Jensen Community Park Hours: Dawn to Dusk, unless otherwise noted  
Family members and visitors are welcome to the Carmichael Community Garden

1. GENERAL INFORMATION: This agreement has been developed to ensure that everyone enjoys the Carmichael Community Garden, and to ensure that garden activities and community interactions run smoothly. The Carmichael Community Garden exists to promote a positive environment for community members with a passion for working outdoors to share information, gardening techniques, and build camaraderie. Open to gardeners of all experience levels.
2. PLOT AVAILABILITY & ASSIGNMENT:
  - a. Garden plots are available to the residents of the Carmichael Recreation and Park District and others as space permits.
  - b. All active gardeners must have a current District registration form and waiver on file.
  - c. A separate volunteer waiver must be completed and submitted to the district for each individual participant working on the garden plot. The waiver can be found at [www.carmichaelpark.com/community-garden](http://www.carmichaelpark.com/community-garden).
  - d. Due to the impacted waitlist, plots are limited to one per household and are available on a first come, first serve basis. Returning gardeners have priority for registration or to exchange plots for a vacated one prior to new assignment.
    - i. The final day for plot renewal for the 2024 season is Friday, February 2<sup>nd</sup>. If CRPD has not received your registration paperwork for renewing your plot by this date, your garden plot will be allocated to someone on the waitlist.
  - e. Individual gardeners cannot transfer gardens to anyone. Gardeners must agree to comply with the rules and work requirements of the garden. If a gardener is not able to take care of their plot, the gardener must contact the Recreation Coordinator.
  - f. If plots are full, individuals may be added to the waitlist. Once a plot becomes available the District will fill it based on the waitlist. Individuals interested in joining the waitlist can sign up at [carmichaelpark.com](http://carmichaelpark.com).
    - i. Individuals will be emailed in order of the waitlist if a garden plot becomes available. If offered a spot in the Community Garden, you must respond within 3 business days to claim that spot, otherwise we will move on to the next person on the waitlist.
  - g. Based on the California drought status, CRPD reserves the right to not fill vacant plots to conserve water.
  - h. There is an annual \$70 plot fee.
3. PLOT MAINTENANCE:
  - a. Continued use of your assigned Community Garden plot is contingent upon upkeep:
    - i. Your plot must be actively used and maintained throughout the season. Plots must be worked, or planting begun (weather dependent) by May 3rd. Gardeners are encouraged to weed and plant earlier, as weather permits. If no work has been done to your plot by **May 17<sup>th</sup>** your plot may be immediately revoked. If you are not producing a winter garden, all plots need to be winterized by **November 29<sup>th</sup>**.
    - ii. The minimum requirements of “starting your plot” include:
      1. Working the soil.
      2. Weeding or planting seeds/starts.
  - b. Weed abatement is REQUIRED. Gardeners are responsible for maintaining their plot and a 5-foot perimeter around their plot, keeping it weeded and litter free (this includes pathways surrounding your plot).
    - i. All Gardeners shall share the responsibility to keep the pathways/aisles between their assigned Plot and any other Plot free of weeds equally. If health, or any other issue, keeps a gardener from fulfilling this duty, they must notify the Recreation Coordinator.
    - ii. Gardeners must keep their plots and paths free from garbage, furniture, and unused or broken garden items. If you need help disposing of “dumped” items contact the Recreation Coordinator.
    - iii. No plastic or carpet is allowed on the paths.

- c. Gardeners must plant within plot boundaries. If gardeners do not comply, you may be removed from the program.
  - i. CRPD will review each plot between January-March to verify plot sizes and may restructure plot boundaries if needed.

#### 4. FENCES, TRELLISES/ARBORS/STRUCTURES & CONSTRUCTION:

- a. No fences or construction of any kind can take place on your plot.
- b. All pre-existing structures must be approved through the Special Consideration Application and be compliant with the Trellis/Structure Requirements. Structures will be evaluated on a yearly basis. CRPD has final say and reserves the right to re-evaluate any structure previously approved if they believe the structure no longer fits the Trellis/Garden structure Requirements. Please see Appendix A for more information.
- c. No new construction is permitted. If new construction/fence is put up the gardener will be given one warning and **14 days** to remove it. If the construction/fence is not removed, your plot will be revoked.
- d. If you leave the garden during the year, any construction you have done must be removed when you vacate. Please see Requirements for leaving the garden.
- e. Gardeners must submit written plans for any construction of trellises, arbors, other structures to the Recreation Coordinator and be approved prior to being put up.

#### 5. GARDEN WORK HOURS:

- a. Gardeners **MUST** participate in 10 hours of community work beyond caring for their own plot and pathway area per plot per year or participate as a member of a specialized subcommittee to help maintain the garden.
- b. Community workdays will be scheduled on a monthly basis throughout the year per the Advisory Committee and CRPD. Community workdays typically occur on Saturdays or Sundays.
- c. Workdays are determined in March; if you are unable to attend workdays you must contact the Recreation Coordinator to make alternate arrangements. **Any work that is done without prior approval from the Recreation Coordinator may be ineligible for work hours.**
- d. Gardeners who fail to fulfill their 10 hours by October 30th will be fined at a rate of \$10/hour missing. If the fine is not paid, the plot will be revoked.

#### 6. COMMUNITY GARDEN ADVISORY COMMITTEE

- a. A group of gardeners from the Community Garden volunteer on an Advisory Committee. They work closely with District staff to help advise what projects should be done, assist in planning workdays, communicate with the other gardeners, and help the overall management of the Community Garden. The Advisory Board meet monthly or bimonthly with District staff.
- b. Each member of the committee will have a defined role and specific duties that they will be responsible for.
- c. Participating on the Advisory Board goes towards your 10 volunteer hours for the Community Garden. If you are interested in joining, please reach out to the Recreation Coordinator to express your interest in volunteering.

#### 7. WATERING:

- a. Unattended watering (except for drip systems), surface water, leaving your plot, and overhead sprinkler watering are not allowed.
- b. Do not use another gardener's hose or faucet without permission.
- c. All faucets must be able to be adjusted and all timer systems must be labeled with **contact information** (name and phone number) in case they malfunction.
- d. If a garden is over-watered (this includes both standing water in your plot, and water leaving your plot), the water will be turned off. The gardener should be notified the same day and will be required to consult with the Recreation Coordinator to resolve the issue.
- e. Notify the Recreation Coordinator if there are any water leaks; contact your neighbor if there are leaks, overwatering or flooding on their plot.
- f. A timer is installed on the main water line. Watering times are from dawn to dark.
- g. Open containers of water are prohibited to prevent mosquitoes. Containers or buckets must be covered.

8. PLANT RESTRICTIONS:

- a. Tall plants, vines, structures, or spreading plants must not encroach on the air and light space of adjacent lots and must be confined to plot boundaries.
- b. Invasive plants are not allowed. For more information on invasive plants in California, please visit the California Native Plant Society's website at [www.cnps.org](http://www.cnps.org). To read an extensive *Invasive Plant Species* list to verify you are not growing these plants in your plot, visit the University of California Agricultural and Natural Resources website [HERE](#) or on Carmichael's website at [www.carmichaelpark.com/community-garden](http://www.carmichaelpark.com/community-garden)
- c. Trees, perennials and shrubs must also be confined to one-third of your total plot space and cannot exceed 4' x 4' in height and width.
- d. There is no planting on the perimeter Community Garden fence. If your plot is near the perimeter fence and a vine or plant from your plot begins to work its way onto the fence, it is the plot gardener's responsibility to trim it back and confine it to their plot space.

9. PERSONAL PROPERTY:

- a. Removal of produce or property from any garden plot (other than your own) without prior approval will result in disciplinary action including and up to the revocation of your plot.
- b. Vandalism or theft must be reported immediately to the Recreation Coordinator and/or Sacramento County Sheriff.
- c. Sale of produce (plants, flowers, vegetables, fruit) grown in the Community Garden is strictly prohibited except for garden fundraisers put on through CRPD or the Advisory Committee.
- d. Ground level soil and amendments are not personal property and cannot be removed from the garden upon vacancy or revocation.

10. GARDEN REFUSE: Vegetative refuse is to be composted or removed. No trash is allowed.

- a. Composting – Composting on your plot, within your boundaries, is encouraged. Gardeners are welcome to participate in the Community Garden Compost Program.
- b. NO FIELD DUMPING – There is no dumping in the field. A dumpster is provided next to the community sheds for green refuse only. No trash, wood or other items are allowed in the dumpster. Gardeners who violate this rule and misuse the dumpster will be subject to revocation of their plot.
- c. Gravel, rocks, wood, or other materials brought into your plot must be removed if you leave.
- d. No concrete or cement allowed.

11. GARDEN ACCESS:

- a. The garden is available from dawn to dark, seven days a week. CRPD staff open the main park gates off Sutter Avenue on weekday mornings and a private security company lock the park gates at night, including weekends and holidays.
- b. If you arrive to the garden and the main park gates are not open, or have not been locked overnight, please notify the Recreation Coordinator.
- c. There is no vehicle access permitted within garden boundaries. Violators will be given a warning and held responsible for the repair or cost of any damage caused to the walkway, adjacent plots and/or irrigation system.
- d. Each new year the garden gate code will be changed, and the new code will be given to the gardeners that have renewed their plot.

12. VISITORS & SAFETY:

- a. Visitors are welcome to tour the Community Garden based on the discretion of the gardeners present.
- b. If visitors enter the garden during your time there, welcome them and advise them to tour the garden while staying on the pathways only. Children must be supervised at all times, so as not to disturb other gardeners and/or plots.
- c. If you leave the gates open and visitors enter the garden, it is **your responsibility** to make sure they exit the garden when you leave.
- d. If you are not comfortable allowing visitors to tour the garden under your watch, please keep the gates closed and/or locked to deter entry.

- e. If multiple gardeners are onsite and visitors enter, please communicate with each other about visitors and your comfort level.
- f. If at any time you feel a concern for your safety, please call the Sheriff and notify the Recreation Supervisor.
- g. Smoking is not allowed (Sac. Co. Ord. 9.36.058).
- h. Dogs must be leashed at all times in Sutter-Jensen Community Park (Sac. Co. Ord. 9.36.061). Pets are not allowed in the Community Garden.

### 13. COMMUNICATION AND CONFLICTS:

- a. Communication:
  - i. Gardeners must notify the Recreation Coordinator ASAP if they are no longer able to tend to their garden, if they will be gone for an extended period (more than 2 weeks), or if they have a change of address, email, or phone number. Failure to comply may result in plot revocation.
  - ii. The bulletin board is for any gardener to leave messages or garden notes of interest for other gardeners.
  - iii. If you want to communicate with CRPD, please reach out to the Recreation Coordinator directly via email.
  - iv. Communication from CRPD will come from the Recreation Coordinator or Recreation Supervisor via email. Please make sure you are checking your email regularly.
    - 1. If you are non-English speaking gardener, you must provide a contact name, email, phone number, and preferred language for interpretation purposes. We will try to accommodate by translating forms in your preferred language.
  - v. Gardeners must always communicate respectfully and appropriately to each other. Any profanity, threats, discriminatory remarks, or harassment are prohibited and may lead to revocation of your plot.
- b. Conflicts:
  - i. Any conflicts amongst neighbors should be resolved by respectful communication between the affected parties.
  - ii. If conflicts cannot be resolved amongst plot gardeners, please notify the Recreation Coordinator.

### 14. TOOLS AND CARE:

- a. Items in the tool sheds are for community use. The tool shed must be kept locked when not in use. Please remember to clean and return tools so we can track and maintain an inventory.
- b. Tables, chairs, etc. in the common areas may be used by anyone.
- c. Gardeners should keep all personal belongings they do not want to share on their own plots.
- d. Removal of produce, tools, or any personal belongings from another gardener's plot without prior approval will result in disciplinary action, including the possible revocation of your plot.

### 15. ORGANIC:

- a. The Community Garden strives to promote healthy, organic gardening techniques. Use of chemicals (pesticides, herbicides and fungicides) is restricted on an individual basis but may be considered by CRPD in some extreme instances where weeds are rampant in the pathways or garden perimeter.
- b. If a gardener has a need to consider chemical control, please contact the Recreation Coordinator who will attempt to find an alternative.

### 16. REMOVAL NOTIFICATION PROCEDURE:

- a. Failure to comply with these guidelines will result in the revocation of your plot after three warnings and at the discretion of the Recreation Supervisor. The Removal Notification Procedure is outlined below:
  - i. Warning 1: Gardeners will be notified via e-mail of the issue (i.e., weed abatement, water misuse, etc.) and given two weeks to correct.
  - ii. Warning 2: If the issue goes unresolved or no clear attempt or communication has been made, the gardener will receive a second verbal or written notification.
  - iii. Warning 3: If the violation persists the plot will be revoked.

### 17. REVISIONS:

- a. This document may be revised, updated and/or modified by Carmichael Recreation and Park District. If such a change is made, all plot holders will be notified via email.

**By signing below, you acknowledge your receipt and compliance of the Carmichael Community Garden Guidelines.**

\_\_\_\_\_  
Plot Renter Name (printed)

\_\_\_\_\_  
Plot Number

\_\_\_\_\_  
Plot Renter Signature

\_\_\_\_\_  
Date

**Contact Information:**

**Erin Johnson, Recreation Coordinator**

Carmichael Recreation & Park District

Office: (916) 243-0263      Cell: 916-582-1641

[ejohnson@carmichaelpark.com](mailto:ejohnson@carmichaelpark.com)

**Miranda Ellis, Recreation Supervisor**

Carmichael Recreation and Park District

Office: 916-879-2525      Cell: 916-343-9239

[mellis@carmichaelpark.com](mailto:mellis@carmichaelpark.com)

## CARMICHAEL COMMUNITY GARDEN TRELLIS/OTHER STRUCTURE INFORMATION

**Trellis Height:** Trellises cannot be taller than 6ft, with up to 1ft of growth. No trellises should be over 7ft total in height (including any plants) and must not excessively shade on any neighboring plots. Excessive shade is defined as more than two feet of shade extending from your plot boundary at the ground level of any neighboring plot as measured at 10am and 2pm.

**Trellis Tops/Covers:** Trellises or other garden structures that are 3 feet or less in height are permitted. Trellises or other garden structures exceeding 3 feet are not allowed to have a top or overhead connecting structure (See photos on pages 2 & 3). Since the Carmichael Community Garden is in a public setting, the space 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, or walk under must be provided or approved by Carmichael Recreation and Park District.

**Trellis Materials:** Approved trellis materials are wood, metal, PVC, and twine.

**Shade Cloths on Trellises:** Shade cloths can be used from June-August or when the temperature exceeds 90 degrees to prevent sun scold but cannot remain up year-round.

**Unpermitted Structures:** Anyone who has a garden plot with unpermitted structure(s), will receive a notice by **June 14<sup>th</sup>** on their plot and via email that these structure(s) must be removed within 30 days of being notified.

A Special Consideration Application will be available for individuals to fill out if they believe they have a structure that should be exempt from the above specifications for some reason. All Special Consideration Applications must be submitted to Erin Johnson, Recreation Coordinator, by June 14th. Please email the Special Consideration Application to [ejohnson@carmichaelpark.com](mailto:ejohnson@carmichaelpark.com). The Special Consideration Application will be reviewed by the Carmichael Recreation and Park District Staff. If your application is denied you will have 30 days to remove the structure. If the structure is not removed after 30 days, your plot will be revoked for the 2024 garden season.

A Special Consideration Application is only for current structures and is not a request form for new structures.

### **FROM THE COMMUNITY GARDEN GUIDELINES AND AGREEMENT 2023 THAT ALL GARDENERS SIGNED AND AGREED TO WHEN REGISTERING FOR THIS YEAR:**

4. FENCES, TRELLISES/ARBORS/STRUCTURES & CONSTRUCTION:
  - a. No fences or construction of any kind can take place on your plot. All pre-existing plot fences **must be removed by November 1<sup>st</sup>, 2023**.
  - b. No new construction is permitted. If new construction/fence is put up the gardener will be given one warning and 14 days to remove it. If the construction/fence is not removed, your plot will be revoked.
  - c. If you leave the garden during the year, any construction you have done must be removed when you vacate.
  - d. Trellises/Arbors/Structures – Gardeners must submit written plans for any construction of trellises, arbors, and other structures to the Recreation Coordinator and Supervisor and be approved prior to being put up.
    - i. Current trellises/arbors/other structures will be evaluated by the District. Gardeners with structures like these may be asked to remove or make changes and will have until November 1<sup>st</sup>, 2023 to comply.



CARMICHAEL COMMUNITY GARDEN MEETING - TRELLIS EXAMPLES

Allowed Trellises:





# CARMICHAEL COMMUNITY GARDEN MEETING - TRELLIS EXAMPLES

## Not Allowed Trellises:

