

**CITY OF CAMPBELL**  
**PUBLIC WORKS DEPARTMENT**

**3<sup>rd</sup> Amendment to the Edith Morley Park Community Garden**  
**Rules and Regulations**

The City of Campbell has the discretion to change the rules and regulations at any time. If you have any questions, comments, ideas, or are in need of additional information about the Community Garden, please feel free to contact the Community Garden Coordinator by email at [gardens@campbellca.gov](mailto:gardens@campbellca.gov), by phone at (408) 866-2145, or by mail at:

Community Garden Coordinator  
City of Campbell  
70 North First Street  
Campbell, CA 95008

If you'd like to come to our office in person, the address for the Community Garden Coordinator is 290 Dillon Avenue.

**Becoming a Community Gardener**

1. Campbell residents interested in obtaining a plot should contact the Community Garden Coordinator. Plots are issued annually, with a limit of one plot per household. If there are no plots available, an individual or family may be added to the wait list. They will be contacted when a plot is available based on the order they were placed on the wait list. Residents can request a large plot, a small plot, or whichever becomes available first.
2. Current and new gardeners will be required to provide proof of residency in the form of a photo I.D. and a copy of a utility bill. When a plot is offered to a potential gardener, they will be required to fill out an application and pay an annual water fee of \$80.00 for a large plot and \$40.00 for a small plot. This fee will cover expenses related to watering and upkeep of the garden. This fee is subject to an annual review and may change any time plots are renewed.
3. Plots issued on January 1<sup>st</sup> of each year are issued for a period of one year. Plots can be renewed 4 times if the gardener is in good standing; however, plots could become available at other times throughout the year. When a plot becomes available, the plot will be offered to the next person on the wait list. If the plot is leased between January-May, the person would have 4 opportunities to renew. If the plot is leased between June-December, the Gardener would have 5 opportunities to renew. The Community Garden Coordinator will determine a prorated annual water fee for new garden members who begin gardening mid-year. Fees are non-refundable.
4. An application and water fee will be due each year by December 31<sup>st</sup> in order for the gardener to renew their plot and will be accepted only in the form of a check or money order. Plot holders who have not returned the application and paid the fee by December 31<sup>st</sup> will have their lease terminated and their plots reassigned to the next person on the wait list.
5. An active gardener cannot be added to the wait list for a different size plot or for a new plot. After their term expires, they can be placed at the bottom of the wait list. The wait list is only for residents who are not currently community gardeners but would like to be.
6. Both gardeners and persons on the wait list are responsible for providing the Community Garden Coordinator with up-to-date contact information. If you provide an email address, this is the primary mode of contact you will receive.

## **Community Garden Guidelines**

7. Hours of operation are sunrise to ½ hour before sunset.
8. The combination lock is confidential and should not be shared with anyone other than another garden member. The gate must be locked when the garden is unoccupied. If you are the last to leave the garden, please ensure the entrance gate is securely locked. If the combination lock is missing or damaged, please notify the Community Garden Coordinator immediately.
9. Garden members are responsible for maintaining the adjacent pathway surrounding their plot. The pathways are to be kept free of weeds, hoses and debris. All hoses must be coiled and kept out of the pathway. The responsible area includes at least one half the width of the pathway adjacent to the garden plot and three (3) feet of the pathway if the plot is adjacent to the main driveway or perimeter fence.
10. The following areas are designated as “common areas” and are the responsibility of all the garden members:
  - Fence Perimeter
  - Main Driveway Entrance
  - Picnic & Shade Area
  - Rear Driveway Entrance
  - Soil Area
  - Tool Shed
  - “Water-wise” Garden Area
  - Other designated areas may be determined by the Community Garden Coordinator
11. The following are not allowed in the Community Garden: pets (unless a guide dog); smoking; loud radios or music; consumption of alcoholic beverages; loud and offensive behavior; unattended children, urination on the grounds; garbage or debris that is not properly disposed of. Gardeners shall always observe good conduct and civil behavior.
12. After use, Community Garden owned tools should be cleaned and returned to the tool shed. Tools must be kept locked in the tool shed overnight and should never be taken off the premises. Wheelbarrows should be returned to the designated area.
13. A roadway into the garden is provided for gardening deliveries and pickups only. There is a fifteen-minute time limit for such transactions. Parking in the driveway is not permitted.
14. Unless otherwise noted if a gardener is found to be in noncompliance with the Community Garden rules the following procedure will be initiated:
  - a. A first written warning will be emailed to the gardener, unless they don't have an email on file, in which case it will be mailed. The gardener will be given 10 days to remedy the situation.
  - b. A second and final 10-day written notice will be mailed if the stated problem still exists. If after the second notice, the problem has not been corrected; the lease will be cancelled, and the plot will be reassigned to the first person on the wait list.
  - c. There will be no refund of fees.

15. For violation of rules #11 Garden Conduct, #24 Plot Hazards, #25 Personal Consumption, there will be only one written warning given. If the violation occurs a second time, the garden lease will be terminated, and no refund will be issued.
16. For violation of rules #28 Insecticides and #29 Stealing Crops, a first violation will cause the garden lease to be terminated immediately with no refund issued.
17. In addition to the regular rule violating procedures, three infractions of rules within a two-year period is cause for forfeiture of a garden plot.
18. Garden members who witness or experience suspicious behavior in the garden should notify the Campbell Police Department at (408) 866-3101 or call 911 if it's an emergency.

### **Garden Plot Guidelines**

19. Garden members are expected to always keep their plots productive and attractive. Gardeners must utilize a minimum of 75% of their garden plot during the growing season which is March through October. During the growing season, the gardener must show evidence of actively gardening, which may include digging, sowing, planting, weeding, pruning, watering, harvesting, etc. A winter garden may also be planted but is not required. If a winter garden is not planted, the plot must be kept free of weeds and debris.
20. Only fruits, vegetables, flowers and herbs may be grown in the Community Garden. Crops must be rotated.
21. Cactus, trees of any kind, corn taller than six feet, alfalfa, rice, or any other similar plants which require excessive amounts of water or impede the growth of a neighbor's garden are prohibited. Trellises or similar structures and/or plants are limited to six feet in height and if applicable must be cleared of all non-producing annuals after the plant stops producing. Respect your neighbor's need for sunlight. Do not plant tall crops in a way that will cause excessive shading to nearby plots.
22. All plants and vines must be confined within the garden frame. Plants that spread roots or rhizomes (such as mint, horseradish and nettles) must be planted in a container within your designated garden plot area.
23. All garden borders/frames must be maintained, this includes replacing rotten wood, keeping borders vertical (not leaning into the pathway) and keeping the frame wall straight on all four sides. Materials used in plot border structures must be 2" in width or larger, thickness and/or diameter and may not extend beyond the 10' x 20' or 10' x 10' dimensions of the plot. Border structures cannot impose upon the pathway.
24. Gardeners are expected to keep their plots free from any potential hazards, such as large holes, unsecured plot borders, garden stakes, or anything else that could present itself as a potential hazard.
25. Products grown in the community garden are for personal consumption only and may not be grown for sale or profit.

26. Composting of organic debris may be done on an individual basis, preferably within the confines of your individual plot; however a composting bin may be set next to the perimeter fence line, as long as space is available and it does not obstruct adjacent pathways. The pathway requires a minimum of 36". Any compost and/or soil provided by the City is for Community Garden use only.
27. Water conservation is an important issue and is best accomplished when watering in the early morning or in the evening. The amount of water used by every gardener will determine future water charges. You are only allowed to water while you are overseeing your plot. No plot is to be left unattended while watering. Make sure all faucets are turned off when you leave. Except when watering seedlings, plots should not be watered more than once a week. Please notify the Community Garden Coordinator of any water leaks or other irrigation problems.  
  
**Watering Guidelines during a Declared Drought:** The following guidelines must be followed during a declared drought, in addition to following local and state laws: 1) Watering will be restricted to 3 days a week. 2) An automatic shut-off nozzle must be attached to the end of the hose. 3) No overhead spraying. 4) No flood irrigation.
28. Use of insecticides (eliminates insects), herbicides (weed eradicator) or poison grain (kills rodents) is strictly prohibited. If you are encountering a pest or disease problem, notify the Community Garden Coordinator.
29. It is illegal to harvest or take any crops, including flowers or herbs, from any plot other than your own. Stealing is grounds for immediate removal from the program. If a garden member witnesses theft or vandalism of a plot, they must notify the Community Garden Coordinator immediately.
30. If you must relinquish your plot for any reason, the Community Garden Coordinator must be notified immediately. Prior to vacating the plot, garden members shall remove all planting material and roots from the garden. All wooden borders shall be in good condition and the soil in the plot shall remain. Plots may not be turned over to friends or family or subleased to other individuals. Garden plots that become available will be reassigned to someone from the current waiting list.