



# COMMUNITY GARDEN GUIDELINES

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# Table of Contents

<b>Introduction; Location; Purpose</b>	<b>3</b>
<b>Administration; Applications; Membership</b>	<b>4</b>
<b>Site Criteria</b>	<b>5</b>
<b>Activities</b>	<b>6</b>
<b>Design</b>	<b>7</b>
<b>Upkeep and Maintenance</b>	<b>8</b>
<b>Regulations &amp; Compliance</b>	<b>10</b>
<b>Code of Conduct</b>	<b>11</b>

# Introduction

The City of Hollywood believes that community gardens benefit the public health, the environment, the economy and the quality of life in neighborhoods, and bring residents together for a communal outdoor activity. The local production of fruits, vegetables and herbs promotes healthy diets, addresses urban food deserts and mitigates food insecurity by allowing gardeners to supplement food purchases or donate surplus harvest to organizations that provide assistance to those in need. Moreover, community gardens provide an opportunity for social gathering, recreation, education and beautification of the community.

A community garden is defined as a green garden space, including, but not limited to a plot of land, that is communally tended and cultivated for the production of horticultural fruits, vegetables, flowers or herbs primarily for the use of those involved in the project. A community garden may consist of individually worked plots or communally tended areas. The harvest may be for personal or for group use, consumption, or donation. Community gardens differ from farms, which are commercial operations that sell goods and services to the public for profit.

The City of Hollywood supports community gardening. These guidelines may be updated, as necessary, to address operational needs. Written rules shall guide the administration of the community gardens. The community garden shall comply with all applicable rules, regulations, laws and ordinances.

# Location

The Hollywood Community Garden is located at Oak Lake Park, 3190 North 56th Avenue. Hollywood Florida 33021.

# Purpose

Residents are encouraged to learn about the sources of fresh produce, vocational training in sustainable agriculture and about the importance of environmental stewardship. The City provides the land, and basic materials. Each community garden plot is tended by a member, who in exchange for an annual fee has access to a plot.

# Administration

The Parks, Recreation & Cultural Arts Department is responsible for administering the City's community garden program and serving as the liaison between the City and members. Examples of these administrative tasks include, but are not necessarily limited to, those listed below.

- Receiving applications from prospective members and assigning plots.
- Administering the financial aspects of community gardens. Purchasing equipment for use at the community garden.
- Ensuring the community garden is operated and maintained in accordance with applicable rules, regulations, laws and ordinances.
- Ensuring members are abiding by the Department's code of conduct.
- Other related activities.

The City may engage a qualified operator to administer programming at the community garden. Other City departments may be called upon to assist with the Community Garden Program, as appropriate.

# Applications

Prospective community garden members shall submit an individual application annually and pay an annual fee for use of a plot. Participants shall keep all information contained in their application current. Should the City administer multiple community garden sites, participants shall pay a separate fee for each site. City reserves the right not to renew membership without reason.

# Membership

A member is someone who has been granted rights to a community garden plot and who agrees to and abides by the rules and requirements below. Membership is available on a first come, first serve basis to the first qualified and approved twenty (20) interested individuals. Membership is open to all City of Hollywood residents and non-residents regardless of race, gender, national origin, color, religion, age, or sexual orientation. Applicants must be twelve (12) years of age or older. Each applicant or applicant's parent or guardian must sign a City of Hollywood Liability Waiver form.

If all plots are occupied, each prospective member's name will be placed on a waiting list. A prospective member who has been offered membership must sign an annual plot rental agreement and submit the required plot annual rental fee within fifteen (15) days of the offer.

Plot rental shall run from October through September of the next year, but a member may join at any time during the year. Plot rental fees shall be determined by the City each year. Current fees include:

- A. Annual Plot Rental. Resident. \$30. Includes 8 grow bags for first time plot rental.

- B. Annual Plot Rental. Non-resident. \$60. Includes 8 grow bags for first time plot rental.
- C. Refundable Key Deposit. \$25
- D. Grow bag. \$5 each

Plot rental privileges may be revoked by the City if a member fails to fulfill their responsibilities, breaks membership rules, or violates the code of conduct. The City will notify the member in writing with details outlining the infraction(s) and what actions are required to rectify the situation. Members will be given thirty (30) days to rectify the situation.

***Member Benefits***

- Access to the garden Monday through Saturday. 7am – 7pm October through February. 7am – 8pm March through September.
- Ability to grow and harvest fresh organic produce
- Sharing of food, recipes, and ideas for growing and cooking of produce
- Opportunity to meet others who share the passion of healthy growing and eating
- Opportunity to organize and attend educational and social events

***Member Responsibilities***

- Commit to maintaining the garden weekly
- Attend the monthly member meeting. Dates TBA
- Participate in one workday per month (whenever scheduled). Those who cannot attend can suggest other ways to contribute

Each member is expected to honor their weekly commitment. Should an occurrence arise that prevents satisfaction of this commitment, such as a vacation, it is the responsibility of the member to seek coverage of duties among other garden members. Members are responsible for signing the work log (located at the garden’s front gate) during every designated occurrence. Should a garden member no longer be able to attend their responsibilities, or be absent for a long period of time, it is the member’s responsibility to submit a written request for hiatus status to the Hollywood City Liaison.

**Site Criteria**

***Soil***

Garden activities may be conducted in raised bed plots or in-ground at the sole discretion of the City. Only soil provided by the City shall be used in raised beds in order to decrease the likelihood of contaminants. Currently, Amerigrow Recycling, Bulk Eco Soil Purdue Mix. 100% Ecosoil. 20 pounds per yard of poultry litter incorporated per 25 cubic yard load.

***Light***

With the exception of invasive species, removal of trees and shrubs to accommodate a garden is discouraged. Removal of trees and shrubs shall be conducted in accordance with applicable codes.

### ***Parking***

Garden site shall have adequate parking facilities. Participant parking at community gardens shall be conducted in accordance with applicable codes and shall not have an adverse impact on the garden site or the neighborhood. Vehicular access to the interior of community garden sites is not permitted.

### ***Security***

Participants are responsible for securing their vehicles and personal belongings while at the site. The City assumes no liability for personal belongings. Participants are responsible for securing the facility with a padlock each day.

## **Activities**

The primary activity associated with the community garden is the cultivation of horticulture plants, fruits, vegetables and herbs for the consumption and enjoyment of the garden's members. The City encourages the community garden to be used for recreation, education and wellbeing, and to supplement food needs. Additionally, because the community garden is intended to build community pride, it may be used as a meeting place for educational programs. The adjacent community center may also be used for administrative meetings.

### ***Food Production***

The City does not intend for the community garden to be a commercial operation, thus the community garden members are not permitted to grow produce, herbs, plants and flowers, or create compost primarily to profit from their sale. Community garden members that grow food are encouraged to donate surplus food to organizations that help feed less-privileged members of the community. Community garden members shall not sell harvested items on site, or off-site.

### ***Prohibited Plant Species and Animals***

In accordance with Florida law, illegal or controlled plants and invasive species, such as Old World Climbing Ferns and Air Potato vines, and any noxious weeds as defined by the Hollywood Code of Ordinances, Hollywood Zoning and Land Development Regulations, Broward County's Article (14)(C) of the Unified Land Development Code or Florida Department of Agriculture and Consumer Services Rule 5B-57.007 are prohibited in the community garden. Community gardens members are also prohibited from housing rabbits, poultry, or other livestock or domestic animals.

### ***Participant Meetings***

The City shall may hold periodic informational meetings with members to facilitate optimal operation of the site and promote social interaction. Members are expected to attend and actively take part in these meetings. Attendance will be recorded and failure to attend meetings may jeopardize one's membership in the community garden.

## **Design**

Plants shall be placed in such a way that they do not encumber circulation, obstruct access to adjacent plots, overhang adjacent properties or the public right-of-way, impair visibility into the site, or otherwise create a hazard to the safety of the general public or garden members.

Community gardens shall be continually maintained in accordance with an approved site design plan which allows space for gardeners to congregate, and maximize available land for garden use (vs. pathways). The City may designate plots specifically for youth, seniors and those with special needs.

### ***Sheds, Fences, and Other Components***

Request to setup or build any site-built structure, including shade structures and sheds requires prior approval by the City. All structures are subject to applicable permitting and building requirements.

A perimeter fence is encouraged to delineate the community garden space and deter unauthorized access.

Any components utilized in a community garden shall be originally designed and intended for such use. Using repurposed materials such as toilets, shelving, scrap wood, furniture, roof tiles, automobile tires and the like as borders, planters or to support plants is prohibited. All furnishings contained in the gardens shall receive prior approval of the City. Outdoor furnishings shall be removed by members upon issuance of a Hurricane Watch or Hurricane Warning.

Limited storage of necessary tools and equipment is allowed, subject to applicable rules, regulations, laws and ordinances. These items shall be placed at the interior of the site or in an approved shed and shall not be viewable from adjacent properties or the public right-of way.

## ***Signage***

Community gardens may be identified by a sign facing the street or right-of-way reflecting the name of the community garden and the street address. A secondary sign identifying general rules of conduct in the community garden and contact information for the community garden organizer, administrator or land owner may be placed prominently on the interior of the community garden. Signs shall not be placed higher than six (6) feet above grade and shall comply with the City's sign code.

## **Upkeep and Maintenance**

The community garden is intended as both a place of sustainable horticultural production and an open space for the community. As such, the community garden shall implement sustainable growing practices, employ water and energy conservation techniques, and most importantly, continually maintain an aesthetic that is pleasing to the surrounding community. Participants shall be responsible for all routine site maintenance and upkeep, including weeding and trash removal in common areas. Mechanized equipment, such as a string trimmer may be used with prior approval from the City. Applicable codes governing noise and construction activity shall limit the hours mechanized equipment may be used.

## ***Organic Gardening***

Sustainable gardening practices generally prohibit the use of inorganic pesticides, herbicides, weed killers, or insecticides made from synthetic chemical materials, and the use of these material is prohibited at the community garden. All pesticides, herbicides, weed killers, or insecticides must be approved by the City. Washing or cleaning of equipment must not contaminate the soil. Soaps and detergents used on site shall be biocompatible.

## ***Irrigation***

Watering is critical to abundant production. Community garden members must also use natural resources prudently and avoid wasting water or excessive run-off. City will provide a limited number of garden hoses and hose reels. Members shall provide all other watering cans, implements, tools or attachments. Members may hand water or water their own plot with a sprinkler. The City may restrict or limit watering times. Harvesting infrastructure that will allow capture and storage of rain water in containers specifically designed for the task is encouraged. Water shall be stored in a manner that does not harbor mosquitos or other pests. Water storage containers shall not be visible from the public right-of-way and shall be removed from the site by members upon issuance of a Hurricane Watch or Hurricane Warning.

## ***Composting***

All compost shall be stored in an appropriate closed container that minimizes odors, prevents run-off, and does not allow the harborage of rodents and pests. No composting operations or containers may be placed within view of the public right-of-way or within five (5) feet of property

lines. Composting activities and waste bins shall be screened from view of the public and adjacent properties using plants, trellis or fencing. Composting activity shall be carefully monitored by garden administrators so that it doesn't cause a nuisance. Compost containers shall be removed from the site by members upon issuance of a Hurricane Watch or Hurricane Warning.

### ***Trash Collection***

Garden members are responsible for ensuring that the garden is continually maintained to an acceptable standard. Trash generated at the site must be placed in appropriate containers and discarded weekly. Trash receptacles shall be stored in an area that is screened from public view, moved to the curb the day prior to collection, and moved away from the curbside as soon as possible after trash pick-up. Trash receptacles shall be secured or removed from the site as directed by the City upon issuance of a Hurricane Watch or Hurricane Warning.

### ***Maintenance Requirements***

Community gardens shall be continually maintained to a high standard. To achieve this, the organizer/administrator of a community garden shall ensure that the following maintenance tasks are performed on a regular basis:

- Plants shall be maintained at manageable height and density.
- Weeds and dead or dried plants shall be removed promptly.
- Tools, water hoses and garden materials shall be stored in an appropriate location, and not left out after garden activities are completed.
- Unused plots and non-cultivated areas shall be kept neat and free of overgrowth;
- No litter or trash shall be left to accumulate at the site;
- Members may cover their plants to restrict pest, animal, and/or bird access to his/her plants.
- Compost containers shall be maintained so that odors are contained and the compost does not attract animals or pests;
- Art and sculpture placed at the site shall be appropriate for such use, proportionate to the site and maintained in good condition;
- Fencing, signage and outdoor furnishings shall be maintained in good condition;
- Any containers that may collect water shall be kept covered or drained to minimize mosquito breeding.

### ***Termination of Community Gardens***

The City reserves the right to terminate the use of City-owned lands used for a community garden with or without cause. All plants, furnishings or improvements shall be removed by participants prior to closure. Any plants, furnishings or improvements remaining after closure of the site are subject to forfeiture and disposal by the City with no further notice and no compensation.

# Regulations and Compliance

The community garden is subject to the applicable rules, regulations, laws and ordinances of the City of Hollywood or any other applicable state and/or county law, code, or regulation. An established set of rules incorporated into a Garden Plot Agreement will govern the activities of individual community garden participants on City-owned lands. The Agreement will address hours of operation, maintenance requirements, safety, waste disposal, and the like. Community garden participants shall execute a Garden Plot Agreement prior to any initiating any gardening activities.

Individuals shall also execute a City of Hollywood Release and Waiver form annually. Original executed Garden Plot Agreements and Release and Waiver forms shall be maintained by the City.

Community garden shall be monitored by City staff to ensure the garden are being administered and operated in accordance with applicable regulations.

## ***Additional Information and Resources***

The City shall include information on the City's website about the community garden program. The information shall include, at a minimum, contact information for key City staff, the Community Garden Program Policy, participant Application Package and current administrative guidelines.

# Code of Conduct

The City of Hollywood Department of Parks, Recreation & Cultural Arts promotes an atmosphere of harmony and understanding at their facilities, programs and events and requests participants and spectators to observe a code of conduct.

## **PURPOSE:**

To help insure participant satisfaction and safety, the City requests participants and staff to follow a common set of rules for courteous behavior. All participants must sign the hold harmless waiver form provided by the program facilitator/instructor. For drop-in programs, participants must sign the waiver at the start of each class each day/time the activity is conducted. Upon signing the waiver, participants acknowledge they have read and agreed with the code of conduct, posted rules; and acknowledge the consequences should they not be complied with.

## **CODE OF CONDUCT:**

Spectators and participants are asked to please observe the following:

- Respect the rights and privileges of all persons at all times.
- In case of emergency, dial 911.
- Comply with requests from officials, staff and program facilitators/instructors.
- All children 15 or under must be accompanied by an adult.
- Comply with any rules of the program, event or class and the rules of the facility where the program, event or class is being instructed.
- Refrain from conduct that disrupts or obstructs any program, event or class. This includes rudeness to others and argumentative behavior.
- Refrain from any lewd, obscene or indecent conduct or expression, including profanity, harassment, discrimination, threats or offensive remarks.
- Refrain from any action which in the judgment of any staff, instructor or facilitator, constitutes an attempt to inflict, or the actual infliction of, or injury to other participants and/or staff.
- Destruction or damage, to a City of Hollywood facility or one of its facility partners or theft of any property is not acceptable.
- Smoking is not permitted inside the community garden.
- Possession or use of a weapon or explosive devices is not allowed.
- Selling, possessing or use of illegal drugs or alcohol is not allowed.

## **ENFORCEMENT:**

The above code of conduct will be enforced by the Department personnel, instructors and facilitators whose authority shall prevail in all cases. The following program of corrective actions will be in effect for repeat or habitual offenders:

Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions including, but not limited to:

- Verbal warning
- Suspension of the right to participate in the activity for a period of time
- Permanent suspension from the program for failure to correct behavior for repeat violations of this code.

Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others or their property may result in:

- One month suspension
- Six month suspension
- Permanent expulsion from the program or any/all City events

The circumstances and severity of the incident as determined by the Division Manager and Director will determine the length of suspension.