



2015 Community Gardens Handbook & Application



City of Hutchinson
Community Gardens



This Handbook was prepared by the City of Hutchinson Community Improvements Commission, in conjunction with the Hutchinson Planning & Development Department.

Many thanks to Warren Boman, President of the Hutchinson Community Garden, for sharing his expertise and lessons learned.

*“There can be no other occupation like gardening in which, if you were to creep up behind someone at their work, you would find them smiling.”
~Mirabel Osler*

Sponsored by: Hutchinson City Council, Hutchinson Community Improvements Commission, Hutchinson Parks & Facilities Department and Hutchinson Planning & Development Department

June 10, 2014

Approved by Hutchinson City Council July 15, 2014



When I go into the garden with a spade, and dig a bed, I feel such an exhilaration and health that I discover that I have been defrauding myself all this time in letting others do for me what I should have done with my own hands.

~Ralph Waldo Emerson



Why Garden?

Gardens offer a wide range of benefits to both those who garden in them, as well as the surrounding neighborhood.

Healthy Living

Gardens provide a local source of fresh fruits and vegetables. Produce purchased from grocers is often picked prior to ripening in order to avoid spoilage during shipping. This practice not only compromises nutrition, but also can leave produce tasteless. Gardens offer healthy, locally grown food that does not have to be shipped.

Another health benefit of gardens stems from the practice of growing food. Fresh air and exercise abound when preparing soil, planting seeds, pulling weeds and harvesting crops.

Attractive Neighborhoods

Few things are as attractive as well-kept gardens. Neat rows of tended vegetables, fruits and flowers add an array of colors to neighborhoods.

Focus on Nature

Gardens allow urban dwellers to come into contact with plants, birds, butterflies and nature.



A garden is the best alternative therapy.
~ Germaine Greer



What is a Community Garden?

Community gardens are defined as any piece of land that is gardened by a group of people. **Community gardens** can grow flowers, fruits and vegetables. **Community gardens**, because of their collaborative nature, also grow community.



Who can participate in a Community Garden?

Any collective group of at least three unrelated persons not residing in the same household can participate in **community gardening**. While gardening is often done by non-profit organizations or school groups, neighbors and friends can pool together to develop a community garden.

Why try to explain miracles to your kids when you can just have them plant a garden.
~ Robert Brault



Where can Community Gardens be located?

Community gardens are allowed throughout the City. **Community gardens** can be located on publicly owned property or on private property. **Community gardens** may be the only use on a property (primary use) or they may accompany other uses on a property (accessory use).



Types of Community Gardens

There are a variety of types of **community gardens**. Groups wishing to establish **community gardens** will want to consider what type of gardening model to use.

Allotment Garden

An allotment garden is a type of **community garden** where the gardening area is divided into smaller plots. Each smaller plot is gardened by a family or individual. Allotment gardens may have larger, communal areas for growing crops that need more space, such as corn or pumpkins. The Hutchinson Community Garden, located adjacent to the City Cemetery at 500 S Cleveland Street, is an example of an allotment garden.

There is no gardening without humility. Nature is constantly sending even its oldest scholars to the bottom of the class for some egregious blunder.
~ Alfred Austin

Cooperative Garden

As its name implies, a cooperative garden is managed cooperatively through coordinated efforts of participating gardeners. Produce from a cooperative garden may be shared by all gardeners or grown to support charitable organizations, or both.



Youth Garden

Youth gardens are a type of **community garden** that are specifically focused upon educating youth. Youth gardens serve as a hands-on laboratory where children of all ages can learn about science and nature. Students also learn patience, as they wait for crops to grow. They gain discipline, as untended gardens do not thrive. Youth gardens can be run with a variety of curricula and activities that appeal to a wide range of ages.



Therapeutic Garden

Therapeutic gardens focus on using horticulture as therapy to improve the social, psychological and physical well-being of participants.

Gardening requires lots of water – most of it in the form of perspiration.
~ Lou Erickson

Entrepreneurial Garden

An entrepreneurial garden is one where the produce is sold to local markets, restaurants or via direct sale to the public. Entrepreneurial gardens are not eligible for gardening incentives offered by the City and may not be located on City-owned properties.



Getting Started in Community Gardening

Community gardens take a lot of work. You will need to have at least 3 to 5 strongly committed individuals to ensure your garden is successful. If you are planning a **community garden** to enhance a neighborhood, involve the neighborhood from the outset. Other potential groups that might help organize a **community garden** include:

-  Churches & clubs
-  Colleges & schools
-  Community & senior centers
-  Food banks
-  Apartment complexes
-  Neighborhood groups & associations
-  Private businesses
-  Retirement communities

Once you have identified your group, some action items include:

-  Choose a location
-  Evaluate what utilities are needed (without water, gardens won't typically grow)
-  Develop bylaws or rules (samples can be found at the end of this publication)
-  Decide upon the garden type
-  Choose a name for your garden
-  Create a budget and identify how you will fund the expenses
-  Test the soil. Contact the Reno County Extension Office, 620.662.2371, for information on soil testing.

There are many excellent resources available on the Internet that can assist you in establishing a **community garden**. Please refer to the list of resources at the end of this publication.



Community Garden Incentives

The City of Hutchinson supports **community gardening** and has developed incentives to assist **community gardeners** as they get started. In addition to the incentives, there are also limited publicly-owned properties that can be used for **community gardens**. The following incentives are available:

-  One-time Water Tap Fee Waiver
-  Monthly Sewer and Stormwater Fee Waiver
-  Community Gardens on City-Owned and Land Bank Properties

Each of these is described in more detail below.



*Shall we compare our hearts to a garden —
with beautiful blooms, straggling weeds,
swooping birds and sunshine, rain —
and most importantly, seeds.
~ Terri Guillemets*



*When weeding, the best way to make sure you are removing a weed and not a valuable plant is to pull on it. If it comes out of the ground easily, it is a valuable plant.
~Author Unknown*

 *One-time Water Tap Fee Waiver*

Community gardens may be located on vacant lots that are not connected to City water. Adequate water is essential to the success of **community gardening**, however, the cost of connecting to water can exceed the resources of small **community garden** groups. For this reason, qualified applicants may apply for a one-time water tap (water connection) fee waiver on the form provided in this application.

Please note that all plumbing and installation costs for the water service shall be the responsibility of the **Community garden** group. Please contact the Inspections Department at 694-2630 for more permitting information.

Irrigation wells will not be permitted on City-owned properties. For other properties, please contact the Reno County Health Department at 620-694-2900.

If connected to City water, **Community garden** groups will be required to pay the monthly water bill associated with watering the garden.

 *Monthly Sewer and Stormwater Fee Waiver*

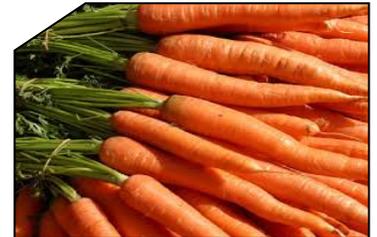
When a **community garden** is the only use on a property, the **community garden** group may apply for a waiver from the City's monthly sewer fees. If other uses exist on the property, a monthly sewer fee waiver will not be granted. To apply for a monthly sewer fee waiver, please complete the application form at the end of this publication.

 *Community Gardens on City-Owned/Land Bank Properties*

The City and the Hutchinson Land Bank may have a limited number of vacant properties available for qualified **community garden** groups. Garden groups may apply for any/all of the above incentives. As with the other incentives, the community garden group is responsible for payment of the monthly water bill. In addition, **community gardeners** using City/Land Bank properties lots shall be required to sign an agreement and shall be subject to the rules listed on the application contained in this handbook. A list of City-Owned/Land Bank properties available for community gardens will be published each year.



*Gardens are not made by singing
'Oh, how beautiful,' and sitting in
the shade.
~ Rudyard Kipling*



*Gardening is learning, learning,
learning. That's the fun of them.
You're always learning.
~Helen Mirren*

2015 Community Gardens Application

Type of Application

- City-owned property (Type of application: Renewal Original)
- Hutchinson Land Bank property (Type of application: Renewal Original)
- Privately-owned or Other Public Agency property

Name, Location and Contact Information

Community Garden Name: _____

Community Garden Address: _____

Primary Contact Name: _____

Primary Contact Address: _____

Primary Contact Phone: _____ Email: _____

Alternate Contact Name: _____

Alternate Contact Address: _____

Alternate Contact Phone: _____ Email: _____

Community Garden Members

In the space provided, include the names and addresses for all members of your community garden group. Attach additional pages, if needed. (A minimum of 3 are required to qualify for incentives.)

<i>Name</i>	<i>Address</i>

Type of Garden (check all that apply)

- Allotment Cooperative Youth
- Therapeutic Entrepreneurial* Other _____

*Not eligible for Community Gardens incentives.

Type of Incentive Requested (check all that apply)*

- One-time Water Tap Fee Waiver
- Monthly Sewer & Stormwater Fee Waiver

*Please note: The Community Garden is responsible for all other costs. Fee waivers are for City fees only.

Rules and Regulations

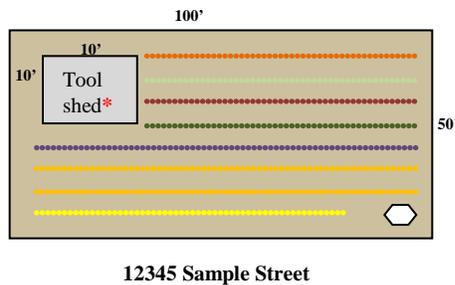
- Attach your Community Garden Rules and Regulations (see attached sample)

Reason for Requesting Waiver

In the space below, provide the reason(s) waivers are requested for this site, if applicable.

Community Garden Site Plan

On a separate sheet, provide a drawing of the property planned for use as a community garden. Also, include the proposed layout and planting plan and the total size of the garden. Please refer to the samples below:



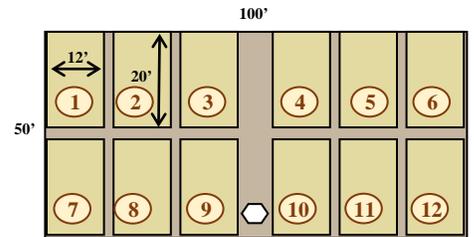
Cooperative Garden Sample

Legend

- Carrots
- Peas
- Beets
- Green Beans
- Eggplant
- Pumpkin
- Yellow Squash
-  Community Garden Sign

Total Size: 5000 SF

** A shed permit is required for all sheds larger than 120 square feet.*



Allotment Garden Sample

Community Garden Rules

- Water.** The community garden group is responsible for and shall pay the monthly cost of water to support the Community Garden. The group shall set up an account in their name.
- Weeds.** The community garden shall be weeded on a regular basis and shall comply with all requirements of the City's nuisance code.
- Sheds.** Sheds shall be permitted for the purpose of holding tools and other supplies. A shed permit is required for sheds 120 square feet or larger. The community garden group is responsible for obtaining a shed permit and paying all fees.
- Fences.** Fences shall be permitted pursuant to first obtaining a fence permit from the City.
- Animals.** Community garden sites shall not be used for raising chickens, ducks, geese, cows, bees, pigs or other domestic animals. Pets shall not be permitted so as not to contaminate growing areas with fecal waste.
- Sales.** Sale of produce from the community garden is prohibited.
- Harvesting.** Harvesting of produce shall be performed in a timely manner.
- Mowing.** Portions of the community garden property not being gardened, shall be mowed and maintained by the community garden group.
- Trash collection/removal.** Trash and debris shall be removed from the community garden site in a timely manner. Accumulations of tires, pallets, wood or other materials is strictly prohibited. A plan for trash removal shall be provided.
- Composting.** Community gardens wishing to compost should include a detailed **Compost Plan** along with their application. If odor complaints are received, the City/Land Bank may require removal of the compost.
- Signage.** Signage shall be limited to one, unilluminated freestanding sign no larger than 5 square feet and no taller than 3 feet above grade.
- Clearing.** The community garden property shall be cleared of all non-perennial plants by November 15. Any proposed perennials and shrubs should be included on the Site Plan.
- Parking.** Parking shall not be permitted on the community garden property without express permission from the City.
- Annual report.** The community garden shall provide the City with a year-end report of the types of crops grown, number of participants, amount of donations to the local food bank or other non-profit entity and other information on forms provided by the City.

Privately-Owned/Other Public Agency Community Gardens Only

Property Owner Information

Property Owner Name: _____

Property Owner Address: _____

Property Owner Affidavit:

I/we, the undersigned, do hereby agree and consent to the use of my/our property located at _____ (property address) in the City of Hutchinson, Kansas for a community garden. I/we am/are aware that _____ (community garden group name) has applied to the City of Hutchinson (City) for gardening incentives to reduce the cost of installing a community garden. I/we further acknowledge that, should a community garden not be established on this property or, should the community gardening group otherwise fail to abide by the rules set forth by the City, I/we shall be personally liable for repayment of any community garden incentives awarded by the City. In addition, I/we acknowledge receipt of the rules for community gardening and understand that, should said rules not be complied with, I/we, as the property owner(s) are responsible for maintenance and upkeep of the property.

Property Owner Signature

Property Owner Signature

City-Owned and Land Bank Community Gardens Only

License Agreement

Once approved, the community garden group shall be required to enter into a license agreement with the City. Please see the License Agreement attached to this Handbook and Application document.

Community Garden Primary Party Affidavit

I, the undersigned, do hereby agree and consent to abide by the community garden rules, as specified above, for the community garden located at _____ (property address) in the City of Hutchinson, Kansas. I further agree to serve as the primary contact for all matters pertaining to a community garden on this property.

Primary Representative Signature

Date

Incentive Review and Approval Process

Step 1: Review of application for completeness. Incomplete applications will be returned.

Step 2: Presentation to CIC, CIC subcommittee or City staff by the Community Garden Group, if requested.

Step 3: Community Gardens Incentives approval/disapproval notification and signatures on license agreement (for community gardens on City-owned or Land Bank property).

Please return the completed application and all supporting materials to:

City of Hutchinson, Planning & Development
Department
PO Box 1567 (125 E Avenue B)
Hutchinson KS 67501-1567
620.694.2639 (ph) // 620.694.2691 (fax)

2015 Community Gardens

Sample Rules and Regulations

Welcome to the _____ (garden name) Community Garden. _____ (group name) is a local organization committed to individual growth and neighborhood unity through community gardening. The following bylaws contain policies and procedures for all community gardeners to read and understand. If you have any questions, please contact _____ (primary contact name) at _____ (phone number).

Garden fees

Garden fees are \$30 per plot (approximately 12 feet by 20 feet). Fees are paid annually and are due no later than _____ (enter date).

Planting and Clearing

All plots must be planted by _____ (date). Plots not planted by the deadline will be given to another gardener. The \$30 fee will not be returned. All plots must be cleared of weeds, plant material, trellises and debris by _____ (date). Dumpsters will be provided from _____ to _____.

Land

We do not own the land used for the community garden. We have a lease agreement with the owners but there is always a possibility we will lose the use of the land. For this reason, we do not allow planting of trees and/or most perennials. Please contact the community garden manager for a list of permitted perennials.

Weeds and trash

By City ordinance, weeds must be shorter than 12 inches. Gardeners must monitor their own sections of the garden and ensure that weeds are pulled and trash is picked up. Removal of trash shall be the responsibility of the gardeners. Gardeners will be assigned a schedule for weeding common areas.

Water use and mulch

Water is available for those plants needing to be hand-watered. Please use the hose supplied and use caution not to damage other plants when watering your area. Mulching your plants can also reduce water needs. Be certain to wrap up the hose and return it to its original location once watering is complete. The gardening rental fee pays for the cost of water.

No rebar

For safety reasons, rebar is not allowed for trellising or staking.

Code of conduct

Disrespectful or abusive language or behavior will not be tolerated and can result in the immediate loss of all gardening privileges, including forfeiture of crops.

Garden orientation

New gardeners are encouraged to attend a Community Garden Orientation in the Spring. Returning gardeners are also encouraged to attend the orientation.

Pets and animals

Pets and animals are strictly prohibited so as not to contaminate growing areas with fecal waste.

Maintenance

Each gardener is responsible for planting, cultivating and maintaining his/her own garden area and adjoining pathways.

Volunteer

Each gardener is required to contribute 4 hours in the Spring, 4 hours in the Summer and 4 hours in the Fall toward maintenance of common areas. Please contact _____ (representative) to sign up for volunteer hours.

Tools

Gardeners are responsible for providing their own tools. A limited number of tools are available for check out. A deposit fee will be required. Please contact _____ (representative) to check out tools. Due to the small size of plots, tractors shall be prohibited.

Smoking

Smoking shall be prohibited on the community garden site.

Alcoholic beverages

Consumption of alcoholic beverages shall be prohibited on the community garden site.

Hours of operation

Gardening hours shall be limited, as follows:

March – April	8 AM – 7 PM
May – September	6:30 AM – 8 PM
October – November	8 AM – 6 PM

Lighting

Artificial lighting shall be prohibited.

Pesticides and Fertilizers

All pesticides and fertilizers must be pre-approved by the Community Garden Executive Committee. Please see the list of approved items. Pesticides and herbicides shall be applied so as to prevent overspray onto adjacent plots/crops.

Changes

_____ (garden group) reserves the right to make changes to these bylaws, as needed.

2015 Community Garden Resources



A variety of resources and publications are available to assist you as you put together your community garden group. The following publications and resources are available online:

1. *From Neglected Parcels to Community Gardens: A Handbook*. Wasatch Community Gardens.
2. *How to Organize an Allotment Community Garden*. North Carolina Cooperative Extension.
3. *Dig It. A Practical Toolkit*. British Columbia, Union of British Columbia Municipalities.
4. *Green Thumb*. City of New York, New York.
5. *Community Gardens Toolkit*. Portland, Oregon.
6. *Developing a New Community Garden*. Chicago, Illinois.
7. *Get Green Columbus Community Resource Manual*. Columbus, Ohio.
8. *Community Garden Program*. Houston, Texas.
9. *Kansas State Extension*, <http://www.ksre.k-state.edu/p.aspx?tabid=24>



The American Community Garden Association has an excellent website that contains detailed information about starting a community garden. The web address is: <http://www.communitygarden.org/learn/starting-a-community-garden.php>. An excerpt from the website is included at right.

STARTING A COMMUNITY GARDEN

There are many ways to start a community garden. Whether you're working with friends, neighbors, or a local organization, there are many things you'll want to consider before you ever dig the first hole.

This fact sheet is designed to give many different groups the basic information they need to get their gardening project off the ground. These lists are in no way meant to be complete. Each main idea will probably trigger more questions, so an assortment of ways to carry out that idea are presented; pick and choose those that seem to apply to your own situation. Also check our [LINKS](#), [TOOLS](#), [RESOURCES](#) and [STORE](#) pages to find more helpful articles and resources. Also visit our [RebelTomato](#) website for tools for planning a community garden and enjoying the harvests.

[Click here](#) to download a PDF version of the publication.

1. Form a Planning Committee
2. Choose a Site
3. Prepare and Develop the Site
4. Organize the Garden
5. Insurance
6. Setting up a New Gardening Organization
Organizational Considerations | Bylaws
7. How to Manage Your Community Garden
Sample Guidelines and Rules | Application Form
8. Troubleshooting
Children's Plots | People Problems and Solutions
9. Resources
Horticultural information | Seeds | Bedding plants





Let's Move!, an initiative aimed at raising a healthier generation of kids, also has website that contains community garden resources. The web address is: <http://www.letsmove.gov/community-garden-checklist> . Please see the excerpt at right.



Community Garden Checklist

If you're looking for an activity that people of all ages can enjoy, start a community garden. Rallying support from your neighbors, friends or community-led organizations is a great way to start a garden in your back yard -- so to speak.

Urban communities often find patches of land to host community gardens, and invite participants to help plant, harvest and enjoy the produce -- and in turn incorporate the necessary fruits, vegetables, vitamins and nutrients they need to stay healthy into their diets. The USDA's People's Garden initiative offers lots of useful resources and a supportive network for both first-time planters and seasoned harvesters.

Before you start a garden of your own, read and download this step-by-step guide, which offers important information about how to safely grow your own fruits and vegetables with others in your community.



City of Hutchinson / Hutchinson Land Bank Community Garden License Agreement

This **License** agreement is between the City of Hutchinson/Hutchinson Land Bank (**Licensor**), the owner of the property located at _____, and _____ (**Licensee**) whose primary contact person is _____, and who abides at _____.

The duration of the **License** is for a period beginning _____ and ending _____. Said **License** may be renewed annually upon review and approval by the **Licensor**.

License is for the use of said property for the purpose of developing and operating a community garden. The garden shall be located on the portions of the property approved by the **Licensor** and depicted on Exhibit A (attached).

Licensee shall be responsible for any and all water and sewer fees associated with said Community Garden for the full term of the **License**, unless specifically waived by the **Licensor** and/or City. **Licensee** agrees to be responsible for payment of any and all garbage collection fees. There shall be no charge for use of the land.

Licensee agrees to maintain the Community Garden property in an attractive and presentable condition, to be responsible for trash collection and disposal and to be bound by the terms and conditions of the Community Garden application, attached hereto as Exhibit B.

Licensor or **Licensee** may cancel the **License** agreement with a 60-day written notice given. **Licensee** shall, upon notice of cancellation, remove any and all materials belonging to **Licensee** from the property prior to termination of the **License**, till any crops or other vegetation under and transfer any utilities to the **Licensor**.

Signing of this agreement constitutes acceptance of the above terms and conditions.

Mayor, City of Hutchinson or
President, Hutchinson Land Bank (**Licensor**)

Date

(**Licensee**)

Date