



CITY OF MOUNTAIN VIEW COMMUNITY GARDEN PROCEDURES AND GUIDELINES

Revised July 1, 2019

Mission

The City of Mountain View's Community Gardens are garden spaces dedicated for the use of Mountain View residents to experience the benefits of gardening and strengthen community bonds. The Community Garden Program seeks to promote healthy aging through increasing food access, low-impact exercise, and opportunities for social interaction in an outdoor, natural setting. The following policies and guidelines have been developed to ensure a safe and enjoyable gardening experience.

The **Senior Community Garden** consists of 63 plots, each assigned to senior citizens within a single household. The Senior Community Garden is open to adults who are Mountain View residents and age 55 or older.

The **Willowgate Community Garden** consists of 104 plots, each assigned to individuals within a single household. The Willowgate Community Garden is open to adults who are Mountain View residents and age 18 or older.

The **Latham Community Garden** consists of 84 plots, each assigned to individuals within a single household. The Latham Community Garden is open to adults who are Mountain View residents and age 18 or older. The Latham Community Garden also includes ADA-accessible plots and short-term plots.

The Community Garden Procedures and Guidelines governing City of Mountain View Community Gardens include:

1. Eligibility and Registration.
2. Leaving the Garden.
3. Gardener Responsibilities, Rules, and Expectations.
4. Emergency Procedures.

The following information has been established by City of Mountain View staff with assistance from community garden plot holders. Procedures and guidelines are subject to change and constantly evolve to ensure the mission statement of the community garden program is always achieved.

Eligibility and Registration

Obtaining a garden plot starts with having your name added to the wait list. When added to the wait list, you will be asked to confirm which garden(s) you are interested in. One wait list is used for all three gardens. Wait times may vary between individual gardens and could range from an immediate opening to a wait of three-plus years. When your name reaches the top of the list, and a plot becomes available at the garden(s) you were eligible for or interested in, you will be contacted. If you are interested in obtaining a garden plot, please read the information below and contact the Garden Coordinator to check availability and wait times.

- To be added to the wait list, individuals must meet age and residency eligibility criteria.
- At registration and during renewal periods, gardeners are required to provide the following:
 - Proof of residency;
 - Signed garden application;
 - Payment of annual garden fee.

New gardeners, and existing gardeners that are renewing, are required to meet with Garden Staff during designated garden renewal periods. Renewals take place in the fall and spring. Existing gardeners will be notified of the annual renewal period no less than thirty (30) days in advance.

- The annual fee is set by the City Council and is nonnegotiable, nonrefundable, and not prorated.
- Prospective gardeners at the top of the waitlist have five (5) business days to respond once a plot becomes available. If a plot becomes available and a response is not received within five (5) business days, the plot will be offered to the next person on the wait list.
- Reduced-rate plots are available under the Financial Assistance Program offered through the Community Services Agency and the City of Mountain View

Recreation Division. Gardeners eligible for the senior rate are not eligible for the low-income, reduced-rate program. Contact the Garden Coordinator for more information.

- Up to ten (10) short-term plots are available only at Latham Community Garden with a term limit of one (1) year before they are offered to a new gardener. Short-term plots are filled from a separate wait list. Short-term plot holders are not eligible to move to permanent plots within the garden. Short-term plot holders interested in a permanent plot should have their name added to the respective wait list. Short-term plot holders are not eligible to renew and must wait one (1) year before they can become eligible for a short-term plot again.
- Six (6) Americans with Disability Act (ADA) accessible plots are available only at Latham Community Garden. These plots have a raised bed and narrow width for accessibility. Individuals with a disability, as defined in the ADA, will have priority use of the ADA-accessible garden plots, and a separate wait list for these plots by persons with a disability will be maintained. ADA-accessible plots are filled on a first-come, first-served basis. If ADA plots remain available after all allocations have been completed, these plots may be assigned by the City on a temporary short-term basis to the general public subject to the short-term rules above. Any ADA plot temporarily assigned to the general public must be relinquished at the end of the current one-year period once a qualified ADA person is interested in a plot and will no longer be considered to be a short-term plot.
- Prospective gardeners may be added to multiple wait lists, but only one City of Mountain View Community Garden plot is allowed per household.
- Prospective gardeners at the top of a wait list must accept the next plot to become available. Remaining at the top of the wait list to obtain a plot in a more ideal location is not allowed. Prospective gardeners may request to be added to the bottom of the wait list if they do not accept the next plot available.
- Plot holders who want to transfer plots within their current garden, or to another garden site, may request a transfer by contacting the Garden Coordinator. When a plot becomes available, current gardeners may request to transfer before the plot is made available to those on the wait list.
- Except for designated short-term plots at the Latham Community Garden, garden plots may be held indefinitely.

Leaving the Garden

Plots are not transferable and may only be assigned by the Garden Coordinator. If a gardener will no longer be maintaining their garden plot, all plant materials, structures, and personal belongings shall be removed from the plot.

Gardener Responsibilities, Rules, and Expectations

- Gardeners are required to attend one community garden meeting and one community garden workday each calendar year. There are three community meetings each year that are open to members of all three garden sites. There are two workdays at each garden site each year. Failure to attend will result in immediate forfeiture of a garden plot.
- Use common sense and be a good neighbor to your fellow gardeners.
- Gardens must remain attractive year-round. This means the garden must be maintained year-round, and during fallow periods, the garden must be clear of weeds and debris.
- If a gardener will be absent for longer than one (1) month, the Garden Coordinator must be notified. Extended absences (more than three (3) consecutive months) will be reviewed by the Garden Coordinator. Plans to ensure proper maintenance is conducted during extended absences must be approved prior to the absence beginning.
- Gardeners shall refrain from removing anything—plants, tools, dirt, etc.—from another gardener’s plot for any reason. Doing so will result in immediate forfeiture of a garden plot.
- All personal property must be contained within each gardener’s plot. Storing items along fence lines, pathways, or in common areas is not permitted.
- Plots may not be extended beyond the original boundaries.
- Pets, except for ADA service animals, are not permitted in the gardens.

Plants

- Any type of fruit, vegetable, or flower may be planted. Any plant that spreads root or rhizomes (including mint, horseradish, and nettle) or other invasive plants must be constrained to a movable container. Cultivation of cannabis is prohibited

in accordance with Section 36 of the Mountain View City Code and California Health and Safety Code Section 11362.

- All plants must be contained within the garden plot, and tall plants or vines shall not cast substantial shadows on another plot.
- Trees are not permitted unless they are dwarf varieties and constrained to a movable container.
- All weeds must be removed before they begin to flower.
- Plants with diseases or bug infestations must be treated or removed.

Paths

- Nothing shall grow on the fence surrounding the garden. Gardeners are responsible for keeping both their gardens and the pathways surrounding their garden plots free from weeds, overgrown plants, and other obstructions.

Structures

- Structures in the garden must not cast unwanted shadows on another plot. Garden Staff have a "Guide to Building Structures" that can be made available for more information. Contact the Garden Coordinator if you would like a copy.
- Structures, including those to assist with growing beans, hops, etc., are restricted to six feet (6'). Wood and PVC construction materials may not exceed one inch (1") in size (i.e., 1" PVC and 1"x1" wood).

Tools

- All tools in communal tool sheds are for gardeners to share. These tools are property of the City of Mountain View and must remain at the garden site.
- Clean all mud and plant debris from tools after using them and store them neatly in the tool shed.
- All debris in wheelbarrows should be placed in the appropriate bin, and the wheelbarrows should be returned to the area next to the tool shed.
- No garbage or waste vegetation should be left in the garden area. Please use designated trash and yard waste bins.

Guests

- The behavior of family members and friends is the plot holder's responsibility.
- If someone who is not a garden member will be tending or watering a plot in the gardener's absence, the plot holder must first contact the Garden Coordinator for advance approval.

Water

- Conserve water. Do not leave plots unattended while watering unless using soaker hoses or drip systems. Water hoses must be stored neatly while not in use.
- Willowgate Garden, Latham Garden, and Senior Garden utilize shared water faucets. Please be courteous and share with other plot holders.
- Automatic irrigation systems at Willowgate Garden which are attached to shared faucets must not restrict water access for other gardeners. Automatic irrigation systems are not a replacement for actively tending a garden plot.

Rule Enforcement

Gardeners may be removed from their plot for violation of the Garden Procedures and Guidelines. A violation will result in the following process.

1. Initial request and informal notification, issued by Garden Coordinator.
2. First written warning, issued by Garden Coordinator.
3. Second written warning will be issued if the matter from the first written warning has not been corrected. Gardeners have two (2) weeks to take corrective action from the time the first warning was issued by the Garden Coordinator.
4. If corrective action has not been completed within the time period designated in the second written warning, the garden plot shall be forfeited.

5. Notwithstanding the above, the following violations may result in immediate forfeiture of the garden:
- Failure to complete annual registration in the time frame determined by the Garden Coordinator.
 - Taking items without permission from another gardener's plot.
 - Failure to attend at least one community garden meeting and one community garden workday within each calendar year.

The City of Mountain View has the final say on removing gardeners.

Emergency Procedures

- If you or another gardener is injured, call emergency services at 9-1-1.
- Please report leaks or other physical issues with the garden:
 - **During business hours:** (Monday through Friday, 8:30 a.m. to 5:00 p.m.): Contact the Garden Coordinator at **650-903-6331**.
 - **During nonbusiness hours:** Contact City of Mountain View nonemergency communications at **650-903-6395**.