



# REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 7.8

*Community Gardens*

## I. POLICY

Where feasible and appropriate, the District will collaborate with interested groups in assisting with the development of community gardens on District managed lands.

## II. PURPOSE

The District recognizes community gardens as a valuable recreational activity that can contribute to community development, environmental awareness, positive social interaction and community education. The District will collaborate with interested groups in facilitating the development of community gardens on District managed lands. Whenever practicable, community garden development will be encouraged in areas where the District is the only public land owner.

## III. PROCEDURE

- A. A community garden falling within this policy shall be operated by a non-profit agency or association (“qualifying entity”), and shall include the following features:
  - 1. The interested group shall utilize its garden to produce food and/or flowers for the use of the group members, the District, or other non-profit agencies.
  - 2. A community garden will promote environmental education and encourage the involvement of schools, youth groups, and citizens who do not have an assigned plot in gardening activities.
  - 3. All community gardens located on District managed lands shall be developed and maintained with no out of pocket cost to the District.
  
- B. The District will support the development of community gardens on eligible parcels of property through the following means:



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1. Provide access to information on the development and operation of community gardens
  2. Provide limited staff support on design and approval through planning staff
  3. Provide written maintenance standards for Community Gardens
  4. Assist interested groups to assess and determine appropriate and eligible land suitable for the development of community gardens
  5. Assist interested groups with the development of user agreements, or Memoranda of Understanding between the District and the interested group
  6. Place completed request/business plan on District Advisory Commission agenda for discussion and approval.
- C. Interested Groups shall:
1. Prepare a business plan that includes the following:
    - a. Demonstration of neighborhood support for the community garden
    - b. Garden site plan that includes the layout of plots and location of any proposed structure or fences
    - c. Maintenance and operations plan that meets the minimum standards defined by the District
    - d. Evidence of a pesticide-free and environmentally-friendly project
    - e. Financing plan for development, maintenance and operations
    - f. Proof of insurance certifications that meet the minimum County insurance requirements.
    - g. Information on how the District will be protected from abandonment and possible future financial obligations



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2. Obtain approval from the District Advisory Commission by:
  - a. Completing the Business Plan
  - b. Providing information to District staff to complete the agenda item
  - c. Attending the meeting in order to answer questions from the Commission
3. Participate with the District in developing a user agreement or Memorandum of Understanding

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**Original Issue Date:** 8/6/2012

**Office of Primary Responsibility:** *Business Operations*

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**Approved by:** District Advisory Commission

**Date Approved:** 7/12/2012