



1 by a local hardware or home improvement store, or the contribution of seeds or plants from a  
2 local nursery; and

3 **WHEREAS**, community gardeners need available green space that isn't already set aside  
4 for building or development; and

5 **WHEREAS**, the management of a community garden program relies on community  
6 volunteers and must meet the needs of the community gardeners; and

7 **WHEREAS**, community gardens located in City parks may reduce criminal activities  
8 and vandalism; and

9 **WHEREAS**, establishing policies for the development and maintenance of community  
10 gardens as well as the role of the community garden organizations and the city are necessary to  
11 create successful community gardens; and

12 **WHEREAS**, with public interest and awareness of green living at an all-time high,  
13 there's never been a better time for partnerships among public parks and community gardening  
14 advocates; and

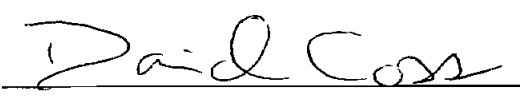
15 **WHEREAS**, the Governing Body desires to establish a community garden program in  
16 City parks.

17 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
18 **CITY OF SANTA FE** that the City of Santa Fe community garden program be established and  
19 the policies shown on the attached Exhibit A be adopted.

20 **AND BE IT FURTHER RESOLVED** that the community garden program be first  
21 established in Frenchy's Park and Maclovia Park as a pilot program and if determined successful  
22 by the Parks, Trails and Watershed Division, the program may expanded to other city parks.

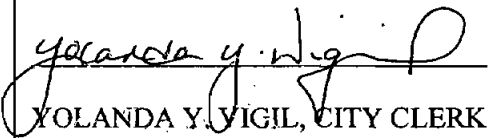
23 **PASSED, APPROVED, and ADOPTED** this 13<sup>th</sup> day of May, 2009.  
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DAVID COSS, MAYOR

ATTEST:

  
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

  
FRANK D. KATZ, CITY ATTORNEY

**CITY OF SANTA FE**  
**COMMUNITY GARDEN PROGRAM**  
**POLICIES AND PROCEDURES**

**PART I. GENERAL PROVISIONS**

1.1 Applicability and Intent

- a. These policies apply to the operation and management of the Community Garden Program under the Public Works Department - Parks, Trails and Watershed Division.
- b. These policies are intended to benefit the residents and volunteers of the City of Santa Fe who participate in the Community Garden Program while protecting the general welfare of the public.
- c. The Community Garden Program set forth in these policies refers to gardens dedicated primarily to the production of food products.

1.2 Definitions

- a. *City* means the City of Santa Fe.
- b. *Division* means the Parks, Trails and Watershed Division of the Public Works Department.
- c. *Garden Council* means a group of volunteers (including one member of the Parks and Open Space Advisory Commission and other interested individuals or representatives of interested organizations) organized to oversee the City's Community Garden Program and provide advice and resources to the City and the Garden Organizations.
- d. *Garden Plot* means land assigned to an individual or group to be used for gardening purposes.
- e. *Garden Organization* means the collective gardeners in any one City garden organized to deal collectively with that garden's operations.
- f. *Parks And Open Space Advisory Commission* (Resolution No. 2007-22) means the city advisory committee charged with advising the Governing Body with park related issues.

1.3 Responsibility of the City

- a. The City will provide the land for the garden.
- b. The City will conduct at least one public input meeting with the neighborhood and interested participants prior to initiating the garden program.

- c. The Division will determine the appropriate location for the garden based upon interest of potential participants, water source availability, nature of the park, accessibility and other factors.
- d. The City will provide water service to the garden. The City reserves the right to cease water service if the City Manager determines that a water emergency exists necessitating such action.

#### 1.4 Responsibility of the Garden Council

- a. The Garden Council will oversee the City's Community Garden Program and provide advice and resources to the Division and the Garden Organizations.

#### 1.5 Responsibility of the Garden Organization

- a. The Garden Organization shall enter into a license with the City for use of the Park land upon approval of the Public Works Director.
- b. The Garden Organization is responsible for paying for all water used for the garden.

#### 1.6 General Rules

- a. One garden plot may be assigned per family or household.
- b. All improvements and services to the garden will be provided by the gardeners.
- c. Each applicant must be 18 years or older.
- d. The plot must be worked by the person(s) or family whose name is on the application.
- e. All gardeners become members of the garden organization upon assignment of their garden plot.
- f. Produce may not be sold or put to any commercial use.
- g. Walkways, surrounding areas, and the garden plot must be kept clean and neat; trash and debris must be put in appropriate containers if available. If no containers are provided, each gardener must remove the trash.
- h. No pesticides which are poisonous to humans or are in poisonous concentrations, before or after application, may be brought to or used in the garden area.
- i. Pesticide applications, if requested, shall comply with the City's Integrated Pest Management Ordinance (IPMO) set forth in Article 10-7 SFCC 1987.
- j. No herbicides may be used in the garden area.
- k. The garden plot must be returned in as good or better condition than when it was assigned.

- l. No illegal drug plants shall be grown.
- m. The City may require return of the garden plot, by giving 30 days notice, if the garden area is required for another use.
- n. The gardener is subject to all applicable rules of the City.

## **PART 2. APPLICATION PROCEDURES**

### 2.1. Application Procedure

- a. Applicants wishing to participate in the Community Garden Program as a gardener may make application to the Division.
- b. Garden plots will be assigned by the Garden Organization's plot application officer on a first come, first served basis. Assignment will be issued by the Garden Organization subject to final approval of the Division.
- c. The application number will indicate the order of plot assignment. Each applicant is allowed to choose from available plots.
- d. The application officer will provide a plot map showing the location and identifying symbol for each plot. As applicants choose their plot, their names will be entered on their application.
- e. The "assignment begins" date shall be the assignment date. The "assignment ends" date shall be left open. A gardener may keep the plot indefinitely if the gardener follows the policies and makes intensive gardening use of the plot.

## **PART 3. INFORMATION**

- 3.1 Information regarding the City of Santa Fe Community Garden Program is available from the Public Works Department - Parks, Trails and Watershed Division located at 1142 Siler Rd. Bldg C., Santa Fe, NM 87504 (955-2106) during business hours or from the City's website at [www.santafenm.gov](http://www.santafenm.gov). Copies of these policies and other related information will be provided by the Division at a price determined by the City.

**PART 4. AMENDMENTS TO THESE POLICIES AND PROCEDURES**

- 4.1 Amendments to these policies may be approved by the City Manager upon recommendation of the Division except those related to: water, illegal drug plants, herbicides and pesticides which require approval of the Governing Body.

Adopted: May 13, 2009 by Resolution No. 2009-53