



City of Oakridge  
48318 E. 1st Street – P.O. Box 1410  
Oakridge OR 97463  
Phone: 541-782-2258 FAX: 541-782-1081

**Oakridge Community Gardens Handbook  
Program Policies, Procedures and Rules**

City of Oakridge  
Parks and Community Services Committee

Welcome to Oakridge Community Gardens Program!

The City of Oakridge's Community Gardens Program will provide opportunities for residents to grow vegetables, fruit and flowers in a community setting. By obtaining a permit for a plot at one of the City's garden sites, individuals and/or groups can gain access to a garden plot, and the water and tools (as available) needed to produce a successful garden.

Before accepting a Plot Use Permit, new gardeners must evaluate if they have adequate time in their schedules to commit to gardening and garden maintenance activities. Typically, gardeners can expect to spend four to five hours per week tending their plots during peak growing and harvest times.

The ability of all gardeners to commit time and energy to is an important part of creating and sustaining a successful Community Gardens Program.

Community/Educational Gardens Calendar:

January 1 <sup>st</sup> – March 31 <sup>st</sup>	Renew period for current tenants
March 1 <sup>st</sup> – April 1 <sup>st</sup>	Accepting applications for new gardeners
April 4 <sup>th</sup>	New gardener plot lottery (if applications exceed open lots)
April 15 <sup>th</sup>	Lot assignment finalized
April 24 <sup>th</sup>	Average last frost, gardening begins
November	Fall clean up – removal of all vines and stalks

### Community Gardens

- (1) Plot Use Permit.** Unless specifically authorized by the City of Oakridge pursuant to a written agreement, license, permit, no person may use a Community Garden plot without first obtaining a Plot Use Permit.
  - a. The application to use a plot or to be involved in the educational garden must be submitted to the City of Oakridge for the Parks and Community Services Committee (P&CS) to review. If approved applications exceed the number of plots available, a lottery will be used to award plots.
  - b. A request to use a Community Garden plot must be submitted to the City of Oakridge by completing an application form included in this handbook. All permit applications and renewal applications must be accompanied by the Plot Use Permit fee. Applicants may request a reduced fee if a proof of income is provided. All applications need to be signed, and applicants attest that they have read and agree to the Plot Use Permit Terms and Conditions as listed in the City of Oakridge Handbook. If an applicant is not issued a Plot Use Permit, the City of Oakridge will refund the permit fee.
  - c. Gardeners who held Plot Use Permits the previous year may submit a permit renewal application. If the permit renewal application and fee is not submitted by the published deadline the plot may be reassigned to a new applicant.
  - d. The permit issuance process is not complete until the individual has paid the Plot Use Permit fee and signed the application form. You will receive notification if your application was selected. Anyone not selected by the lottery will be given a refund of this fee and may be placed on a waiting list.
  - e. Individuals not chosen will be placed on a waiting list in order of the date you turned

your application in. The waiting list remains effective for the current year; applicants on the waiting list that do not receive a plot must reapply the subsequent year.

- f. The P&CS Committee may deny an application for a Plot Use Permit in accordance with Oakridge Community Gardens rules and regulations.
- g. If an applicant has unpaid bills to the City of Oakridge, application will be denied until payment is paid in full or a payment schedule is arranged with the city.

**(2) Community Gardens Plot Use Permit Fees:**

- a. Garden plots start at:

8 x 8: \$25.00

8 x 16: \$50.00

- b. Applicants that wish to have their garden fees reduced must meet income guidelines determined by the State of Oregon. Each person wishing to be considered for a reduced fee must clarify on your application that you need a scholarship. You will be asked to provide the following: OHP Card or Oregon Trail Card.
- c. Plot Use Permits entitle the gardener to:
  - i. Access to a plot of land at one of the Community Gardens sites during the permitted season.
  - ii. Access to water spring through fall (each plot has shared access to a water faucet)
  - iii. Access to shared garden tools, including shovels; rakes, hoes, and wheelbarrows.
  - iv. When available; garden tools, leaves that can be used for mulching; composting, and soil amendments.
  - v. When available; access to the compost pile used for disposal of organic waste, woody material, and sod.

**Roles and Responsibilities.**

(1) Parks and Community Services Committee

- a. Oversight of the Community Gardens Program

(2) City Staff

- a. Collect all applications for garden plots.
- b. Determine plot permit assignments.
- c. Make reduced fee determinations.
- d. Work with the Garden Coordinator on any garden issues.

(3) Garden Coordinator – appointed by the Parks and Community Services Committee

- a. Coordinate with city staff and P&CS committee to resolve garden issues.
- b. Enforce Community Garden policies, guidelines and maintenance standards.
- c. Provide input on changes to the Community Garden Program.
- d. Provide a map of garden areas numbered with listed fees to the city staff.
- e. Assist with managing onsite tool sheds, equipment and resources such as greenhouses and green waste bins.

## Rules for all Gardeners

### (1) Community Gardens Conduct

- a. Keep individual plots free from debris and in a planted, productive state or mulched.
- b. Control weeds and other vegetation to limit spread to adjacent plots.
- c. Organic gardening only. Any pesticides must be OMRI-approved for organic gardens and only used with approval by the Garden Coordinator. Herbicides not allowed.
- d. Have plots in a working state by the spring date and plots winterized by the winter date specified in the handbook.
- e. Never harvest produce or flowers from another plot without permission.
- f. Only work on your plot, do not help others with their plot unless asked. NO watering, weeding or any other contact with plots that are not yours.
- g. Use plots for growing vegetables and flowers for family or personal use; not for commercial purposes.
- h. Do not smoke in the community gardens.
- i. Vehicles are allowed only on the roadway and parking areas.
- j. Do not construct or erect permanent structures in the garden plots.
- k. Dogs are not allowed in private plots.
- l. Possession or consumption of any alcoholic beverage or illegal drugs are prohibited in the Community Garden.

### (2) Maintenance Requirements

- a. Apply for any Community Garden refund by April 15<sup>th</sup>. No refunds will be granted after the deadline.
- b. Report theft or vandalism by calling the non-emergency police line at 541-782-4232.
- c. Water responsibly and practice water conservation in garden plots. Do not leave water on unattended.
- d. Maintain weeds and grasses below 10 inches. Weeds must not be allowed to go to seed.
- e. Keep summer gardening supplies such as hoses, plastic pots, buckets, etc well organized and within plot boundaries.
- f. Keep sprawling vegetation like squash and other vining crops within the plot they are grown in. Orient vertical crops such as pole beans, corn or sunflowers in such a way so as to allow adequate sunlight to neighboring plots and not interfere with pathways or adjacent plots.
- g. The following plants are prohibited in individual plots: trees, woody shrubs, grape vines, stinging plants, poison oak, marijuana and all plants listed on the State of Oregon [Noxious Weed List](#).

### (3) Use of Common Resources

- a. Keep your gardening activities within your own plot.
- b. Keep common areas, such as walkways and roadways, clear in order to facilitate maintenance activities. Do not pile or throw mulch, weeds, rocks or other materials into these areas.
- c. Remove all of your trash from the garden. Trash removal service is not provided in the Community Gardens.
- d. Treat the tools with respect, use them only for the purpose for which they are intended, and return them to the shed when not in use so that others may use them. Replacement tools are a significant cost for the Community Gardens Program.

- e. Lock the shed when you exit to protect the security of the equipment.

(3) Violations of the Community Gardens Program Rules and Maintenance Standards

- a. The Garden Coordinator will attempt to negotiate solutions to violations of the Community Gardens rules and maintenance standards.
- b. If unsuccessful in negotiating a solution, the Garden Coordinator will arrange with city staff to have a certified letter to the Plot Use Permit holder notifying them that corrective action is required within seven (7) business days. Plot Use Permit holders who do not correct violations within the seven (7) day time period may have their Plot Use Permit canceled without refund and their plot reassigned.
- c. If individual Plot Use Permit holders violate community gardens program rules and maintenance standards on more than two occasions, the Plot Use Permit may be canceled without additional notification, and the plot may be reassigned.

(4) Other Program Details

- a. Keep in mind that many garden sites are near residential neighborhoods. Please respect the privacy of neighborhood residents.
- b. There are no restrooms at the Community Garden, please plan accordingly.
- c. If you notice a maintenance problem, please contact the Garden Coordinator.
- d. The garden site shed is secured through a combination lock, and the combination will be changed each year. Once your application is approved, contact the Garden Coordinator for the combination.

**Oakridge Community Garden Program Application  
Plot Use Permit**

**Plot Number** \_\_\_\_\_

Valid Plot Use Permit Dates: January 31, 20\_\_ through January 31, 20\_\_.

Plot Use Permit holders who fail to renew by the March deadline will have their Plot Use Permits cancelled and their plots will be reassigned. The holder of this Community Garden Plot Use Permit is responsible for following all Community Garden Program rules and standards found in the Program Handbook.

Name	
Address	
City, State, ZIP	
Telephone Number	
Alternate Number	
Email Address	

	*I am interested in being a Garden Coordinator volunteer for the Community Garden plots.
	*I need a reduced fee for a garden plot (attach proof of income).

**Liability Waiver**

I hereby apply for membership in the Oakridge Community Garden. With my signature below attest that I have read and will adhere to the rules of conduct for the garden and will release all liability for injury, illness or damage which may occur due to my participation in activities at the garden. I hold blameless the City of Oakridge and all other interested parties now and in perpetuity. I personally assume all risk for myself and those under my guidance in participating in all events and activities relating to Oakridge Community Garden.

**Acknowledgement and Agreement**

I have read the Oakridge Community Gardens Program Rules and Maintenance Standards and agree to abide by them. I understand that my failure to comply with these rules may result in termination of my Plot Use Permit without refund.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

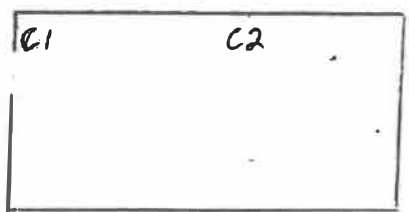
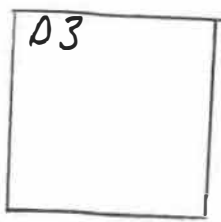
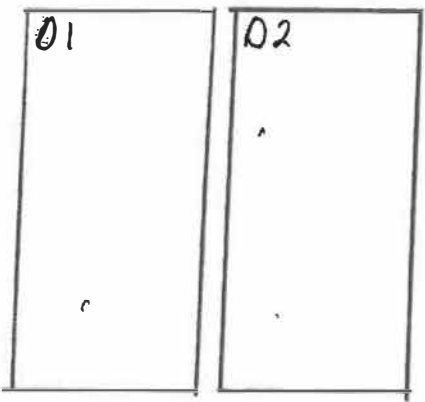
*Please fill out application and submit to City Hall.*



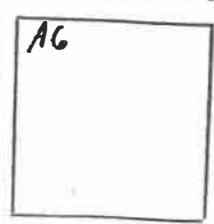
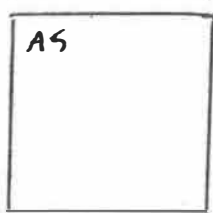
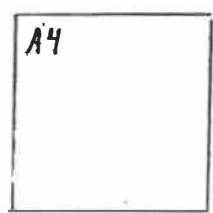
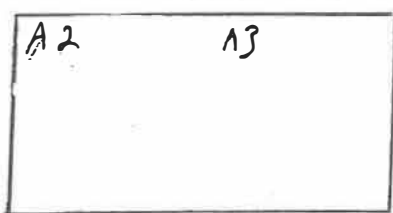
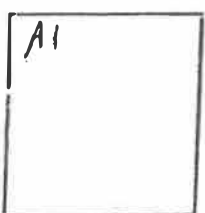
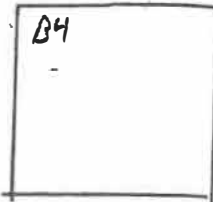
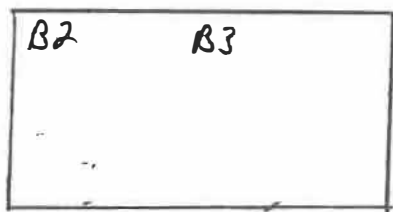
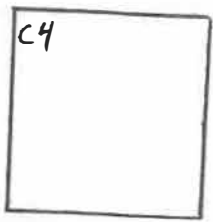
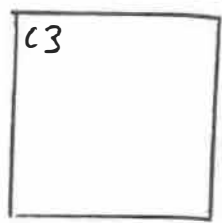
Oakridge Community Garden



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