

## WILLOWGATE COMMUNITY GARDEN

Located at the end of Andsbury Avenue in Mountain View, California  
Administration: City of Mountain View, Community Services Department, Recreation Division  
Willowgate Community Garden Coordinator  
201 South Rengstorff Avenue, Mountain View, (650) 903-6405

### WILLOWGATE COMMUNITY GARDEN OPERATING POLICIES

The following policies, rules and guidelines have been developed by Willowgate gardeners and City staff to ensure a clean, safe and enjoyable community gardening experience. The overriding policy is to use common sense and to treat fellow gardeners with courtesy and respect.

#### OBTAINING AND KEEPING A PLOT

##### Who is Eligible?

- You must be a Mountain View resident or City employee and at least 18 years of age to be eligible for a plot.
- Only one plot is allowed per family unit residing at the same street address.
- Plot permits are issued on an annual basis (January through December).
- You may share plot care with family and friends, but you must actively tend your own plot. Special accommodations can be made by the City, on a case-by-case basis, for disabled persons.
- In emergency situations, you may make other short-term arrangements for plot care. Let the Community Garden Coordinator know of these arrangements.

##### How to Apply

- To obtain a plot, apply in person at the Community Center (201 South Rengstorff Avenue) or send an e-mail to the Garden Coordinator ([recreation@mountainview.gov](mailto:recreation@mountainview.gov)), including your full name, mailing address, email address and phone number. A waiting list is maintained at the Community Center.
- As plots become available, they are issued to applicants on the waiting list in the order registered, or if no waiting list exists, on a first-come, first-served basis.

- The annual fee for plot rental is established by City Council and is due when the plot permit is issued.

### Annual Renewal

- Current plot permit holders, in good standing, may renew a garden plot permit each year by continuing to meet the eligibility criteria and paying the annual fee by the second Friday in November.
- Permit holders may not renew plot permits if they move outside Mountain View City limits or are no longer City employees.

### Leaving the Garden

- Plot permits may not be reassigned or sublet by permit holders. If a plot is given up for any reason during the year, the permit holder must notify the Community Garden Coordinator.
- No refunds will be given.
- If a plot permit will not be renewed for the following year, provide the Community Garden Coordinator as much advance notice as possible.

## **PLOT HOLDER RESPONSIBILITIES**

### Plots

- You must keep your plot and surrounding paths free of weeds, trash and other debris year-round. If your plot and paths do not meet minimum standards, the Community Garden Coordinator will contact you about making necessary changes.
- Do not extend your plot beyond its original boundaries. Maintain its border and/or corner markers in their original positions.
- Tall plants and trellises may not excessively shade your neighbors' plots.
- Trees are not permitted unless they are dwarf varieties and planted in moveable containers.
- Be careful to place plants and plant supports (e.g., cages, trellises) far enough from your plot edges that neither the plants nor the plant supports obstruct the path.

- All personal property must be contained within your own plot.

### Paths

- You are responsible for the paths bordering your plot. Paths must be flat, free of weeds and easily navigable year-round to allow passage of wheelbarrows, tillers and other equipment.
- The width of the four paths that run the length of the garden (from east to west) must be a minimum of 3' wide. The width of the 20 paths that run across the garden (from north to south) alternate between a minimum of 3' wide and 2' wide. This pattern begins at the west end of the garden with a 3' wide path separating Plots 1 and 2; 22 and 23; 43 and 44; 64 and 65.
- Do not store tools or supplies in the paths or let plants grow into the paths.

### Water and Hoses

- Conserve water. Do not leave your plot unattended while watering unless using soaker hoses or drip systems.
- Water faucets are shared by neighboring gardeners.

### Irrigation Systems

- Gardeners with irrigation systems attached to faucets are cautioned to insure their system does not impede access for other gardeners to the water source. Because such systems can fail, it is encouraged that contact information (phone number and email address) be provided to your plot neighbors and if necessary the Gardeners' Committee.
- Neighboring gardeners may use hoses left attached to faucets. Other hoses may not be used without permission of the owners.
- Keep hoses to the edge of paths to reduce tripping hazards and damage to the hoses.

### Pesticides

- Chemical pesticides not approved for use in organic gardens are prohibited at Willowgate. Only less toxic and organic pest controls are allowed.

- See the Supplement, "Pesticide Use at Willowgate Community Garden," for a list of allowed pest control products.

### Trash

- Limited garbage collection is provided at the garden. Place trash and garden waste into the bins provided.
- If the bins are full, you must take your trash with you and dispose of it properly off-site. Do not leave trash near or outside of the bin.

### Rest Rooms

- Rest rooms are not provided in the garden. Urinating or defecating in the garden is prohibited.

### Guests

- The behavior of family members and friends is the plot holder's responsibility. All garden policies and rules apply to guests and dogs.

### Dogs

- The behavior of any dog permitted in the garden by a plot holder or their guest is the responsibility of the plot holder and must be kept on a leash or in their plot in accordance with Mountain View City Code (Section 5.18).

The Mountain View City Code Section 5.18: "Restraint of Dogs" applies to the garden. The code reads, "The owner, harborer, or keeper of every dog shall keep such dog confined to his own premises or premises under his control or shall keep such dog under physical restraint by means of a leash not to exceed six (6) feet in length."

### Common Areas

Common areas, first included in these policies in 2001, are those sections of the Willowgate Community Garden which are set aside for the enjoyment and use of all gardeners. They are at the front (north side) of the garden.

- A common area extends along the chain link fence, on both sides of the gate, north of the path which borders Plots 6 to 11. This area includes a wheelbarrow "parking lot," flower beds, bulletin boards and a dumpster bay.

- A common area at the northwest corner under the oak tree is set aside for rest, conversation and other garden gatherings. It extends north of Plots 1, 2 and 3, 19' to the fence and includes a picnic table and movable chairs.
- Please keep the common areas clean and free of personal belongings so that all gardeners may enjoy them.
- If you would like to help with the flower beds or maintenance of other common areas, please contact a member of the Gardeners' Committee to be connected with the volunteer gardeners who maintain them for all of us. (Committee Members' contact information is posted on the garden bulletin board.)

### Fences

- In order to maintain integrity of the fences, do not hang or lean heavy objects on them.

### Front Gate

- When you leave the garden, close the gate behind you. If you are the last one out, please first check to see that no one else is in the garden (for example by going to the top of the hill and calling out, "Is anyone in the garden?") then lock the gate through the top loops.

### Behavior

- Stealing is prohibited. Any plot holder stealing anything from another will lose his/her plot.
- Gardeners look out for each other. If you see nongardeners picking anything, please speak with them. Do they have the plot holder's permission? If not, politely inform them that this is prohibited.
- Do not borrow tools or supplies from any plot without permission.
- Do not engage in loud, offensive verbal activity or inappropriate physical contact.
- Alcohol consumption is prohibited in the garden.
- Smoking and tobacco products are not advised in the garden because they can spread Tobacco Mosaic virus, which infects tomatoes and other crops. Smokers should wash their hands before gardening.

## **RULES ENFORCEMENT**

While gardeners are encouraged to resolve issues with each other, any gardener may report an infraction of the rules to the Willowgate Community Garden Coordinator. Failure to comply with the garden policies will be met with notice from the Community Garden Coordinator utilizing the following steps:

### Step 1 – Initial Request

- A phone call to the involved party or parties will be made specifying the problem. An email message will also be sent to gardeners with an email address on file. If the plot permit holder does not resolve the situation within one week, the Garden Coordinator will proceed to Step 2.

### Step 2 – First Written Warning

- A first written warning to the party or parties involved will be sent outlining the problem and corrective action(s) to be taken. This warning will allow one week for corrective action from the date of postmark. If the plot permit holder does not correct the situation within one week, the Garden Coordinator will proceed to Step 3. If the plot permit holder believes that the corrective action will not be completed within one week, the plot permit holder may contact the Garden Coordinator to create a mutually agreed written work plan detailing tasks and completion dates. Work plans that are not completed will result in plot forfeiture.
- The Recreation Manager will be advised of any written warnings, work plans and potential plot forfeiture as a result of noncompliance with garden policies.

### Step 3 – Second Written Warning

- A second written warning to the party or parties involved will be sent specifying the problem, previous correction attempts and corrective actions to be taken. This notice will be sent via U.S. Mail, Certified, Return Receipt. This second written warning will allow one week for corrective action from the date of plot holder receipt. If the plot permit holder does not correct the situation within one week, the garden plot will be forfeited and assigned to the next eligible person.
- Total elapsed time for all three steps when required will not exceed four weeks.

If an incident is of a serious nature (e.g., assault), the permit holder will be ejected from the Willowgate Community Garden and the plot permit forfeited immediately.

HP/8/CSD  
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Revised: October 13, 2011

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## Pesticide Use at Willowgate Community Garden

Most pesticides may not be used in the garden. They are not appropriate for use around food crops, children may accidentally eat them, their long-lasting effects kill beneficial insects as well as pests and in the long run, most are rarely effective.

Used judiciously, a few of the least toxic pesticides can be useful tools in helping to manage some pest populations and are permitted.

Note: Before using any of these products, read the directions carefully and use them only as intended. Not all are effective for all pests or appropriate on all vegetables, fruits and flowers.

**Beneficial nematodes** Beneficial nematodes eat the soil-dwelling eggs and larval stages of many insect pests. Found in refrigerator sections of nurseries, the microscopic-sized nematodes are mixed with water and applied to the soil.

**Corn gluten pre-emergent weed control** Corn gluten helps prevent weed seeds from germinating. It will not harm established plants. It also adds some nitrogen to the soil. Example: Supressa.

**Diatomaceous Earth (DE)** Consisting of ground-up shells of microscopic shrimp-like creatures, DE forms a ground-level barrier that many soft-bodied insects will not cross. DE helps protect seedlings from snails and slugs but is not effective if it becomes wet.

**Horticultural oils** Look for horticultural oils made from paraffin. They kill some of the hard-bodied insects and may help prevent some rust and mildew problems from developing. Example: Sunspray Ultra-Fine Oil.



<b>Insecticidal soap</b>	Look for insecticidal soap by its scientific name, potassium salts of fatty acids. It aids in killing a variety of soft-bodied insect pests such as aphids. Example: Safer Insecticidal Soap.
<b>Iron phosphate snail and slug killer</b>	This is an excellent replacement for the commonly used but poisonous metaldehyde-based baits. Iron phosphate bait is not harmful to the soil, nor will it poison animals or people. Examples: Sluggo, WorryFree Slug and Snail.
<b>Neem oil</b>	Derived from a tree native to tropical areas, neem oils have dual benefits; they kill many insects on contact and provide protection from some mildews, rusts and other diseases. Example: Green Light Fruit, Nut and Vegetable Spray.
<b>Plant-based pesticides and repellents</b>	These products are concentrated forms of certain plants. Examples include mint (Victor Poison-Free Flying or Crawling Insect Killer), citric acid (Saint Gabriel Laboratories Sharpshooter) and chili powder (Hot Pepper Wax Insect Repellent). They may kill insects on contact or act as a repellent once sprayed on certain vegetables and fruits.
<b>Pyrethrin</b>	Pyrethrin is a contact insect killer derived from chrysanthemum flowers. It dissipates rapidly so that there is less chance of killing beneficial insects that may happen by later. Note: Use pesticides that contain only pyrethrin. Prohibited are those with added PBOs (Piperonyl Butoxide) and also the strong synthetic pyrethroids such as permethrin and others.
<b>Sulfur</b>	Sulfur controls powdery mildew, black spot, leaf spot and rust. Example: Safer Garden Fungicide.