

Community Gardeners:

Please read this letter carefully as it contains several changes from previous policies. The city has managed Community Gardens at various sites for more than 30 years. We currently manage two sites: West Shepperd with 120 gardens and West Berry with 47 gardens.

- We are keeping the **same garden keys and locks from 2022**. Close and lock the gate behind you every time you are in the gardens except for obviously busy times such as spring and early summer Saturday mornings.
- Replacement or extra keys are **\$5 each**. Call or email if you need one.
- We have **tillers** locked up at both gardens for individual use with contact information for use
- As in previous years, the **water will be turned on in late April/early May** but may be turned off occasionally after that if we expect overnight freezing temperatures.
- Mass communications concerning the garden will be sent by **email**. If you do not have an email account or infrequently look at your inbox, you will miss out on golden opportunities and pearls of wisdom.
- We will call you individually to address major concerns and complaints.
- These are community gardens. You are part of a community, so please behave and treat other gardeners with **respect, kindness, and awareness**.
- Plot Fees are **\$50 a plot for the 2023 season (\$15 for a small bed at Berry)**.
- All gardeners must complete **6 hours of community garden work** (weeding, plot cleanup, special projects, etc.) throughout the year at either one of the scheduled garden workdays or through other means.

Note that we manage the gardens from our Service Center Building at 1800 West Belleview. Please direct any payment questions to me or Anne Buelt at 303-795-3969. **Please mail checks payable to the City of Littleton to me at the address below**. If you wish to pay in cash, you can bring the exact amount and the contract to our Service Center between 7:30 a.m. and 4 p.m. Monday through Friday. Call or email me for directions. Our current policies are on the back of this letter.

Thank you,

Jeremy Major

Mailing address:

Littleton Service Center
1800 West Belleview Ave.
Littleton, Colorado 80120

Contact info:

Jeremy Major
303-795-3952 (office)
815-263-7940 (cell)
jmajor@littletongov.org

LITTLETON COMMUNITY GARDEN – POLICY INFORMATION 2022

Community gardening participants must comply with the following policies designed to avoid conflicts. The community gardens are open year-round.

RESIDENTIAL REQUIREMENT: All gardeners must live or work within the city limits of Littleton. If you are assigned a garden, you must be the primary active gardener. Reserving a garden plot for someone living outside the Littleton city limits is prohibited.

COMMUNITY WORK HOURS: All gardeners must **complete 6 hours of community garden work** (weeding, plot cleanup, special projects, etc.) throughout the year at either one of the scheduled garden workdays or through other means. We will schedule a minimum **of 3 different workdays in May, July, and September** on Saturdays. You will need to work a total of 6 hours, and hours can be divided between any of the 3 days. Additional opportunities are available for those who cannot make the garden workdays as scheduled. Please reach out to Jeremy Major if you have any issues completing the hours so other accommodations can be made. Failure to complete work hours, make payments, or adhere to policy guidelines may result in forfeiture of membership. The dates, times, and activities for each garden workday will be sent out in March.

ALCOHOL: Alcohol consumption is **strictly prohibited** in the Community Gardens.

FEES: A fee of **\$50.00** per garden (**\$15** for 4x8' raised planters) will be paid to the City of Littleton for each calendar year or portion thereof. No refunds will be made.

PLOT NEGLECT: Gardens are to be planted by June 15th. On June 1st, if your garden is not already planted or prepped for planting (meaning free of all weeds) you will be given a warning. **Your plot will be reassigned if the issue has not been addressed by June 15th.** In the case that gardeners neglect their plots and responsibilities we will attempt to reach out three times, if no contact is made, your plot will be considered abandoned and reassigned. Additionally, if contact has been made and action has not been taken within 5 days, your plot will be reassigned. **If for some reason you are unable to plant or tend your garden for an extended period of time (due to illness, vacation, etc.) please notify the city (303-795-3952).** It will be the gardener's responsibility to keep their plots clean, litter free, weeded, and mulched. **Gardeners are also responsible for keeping adjacent aisles clear and weed free.** Volunteer flowers, especially sunflowers, must be removed or controlled so as not to block the sun from adjacent plots or block aisle access.

PLANT RESTRICTIONS: Plants that spread or are invasive should be **planted in pots** within the gardener's plot. **No invasive vines** should be planted in any scenario. **No trees** are allowed unless already present. Gardeners are to only plant within their assigned plot(s). Failure to do so may result in the reassignment of the plot.

TRASH: Remove all non-compostable trash from your garden after each visit. Organic materials may be composted on-site or hauled away and disposed of. **Do not dump any trash (organic or inorganic) outside the fence on site unless you have specific permission from the city.**

COMPOST: We have partnered with a local company that will be hauling garden organics off-site once a week. This is for any plant material generated within the garden. In exchange, we will have the large **compost drop** in the spring and small compost drops throughout the season for use. If you have a metal basket that was provided by us and would like to continue composting on your own, you are welcome to do so, otherwise, please let me know if you need us to pick up a basket that you no longer need. If you choose to keep your private compost, **please note that you are fully responsible for maintaining it.**

PESTICIDES AND HERBICIDES: **The use of pesticides and herbicides is strictly prohibited.**

FERTILIZERS/TILLING: Soil amendment and tilling are the responsibility of each gardener. We may schedule **free compost deliveries** in the spring as a first come/first served bonus to gardeners. There will be a community tiller in the shed. We will do training in early spring on tiller use for those interested and gardeners are free to use the tiller at their convenience.

CHILDREN & PETS: Children are encouraged to participate in the family gardening experience, but they must always be supervised. Please respect the plots of other gardeners. Do not let children trample or visit neighboring gardens unless invited by those gardeners. Pets are prohibited in the gardens **except for approved service dogs**.

WATER LINES/HOSES: Water lines, Y and V connections, are installed by the City of Littleton. If a break or leak in the lines occurs, please contact the City of Littleton (City Shops 303-795-3969; 7:30 a.m. – 4:00 p.m., Monday-Friday. To report an **EMERGENCY** water leak on weekends or after work hours please call 303-808-9678). Hoses will not be provided to individual gardeners. **Please do not cover or alter any of the city's irrigation boxes which are painted blue and dispersed throughout the garden.** Gardens may only be watered with a hand-held hose with a shut-off valve **or by drip irrigation, and the water shall not be left on or unattended at any time.**

THEFT OR VANDALISM REPORTING: Please call **303-794-1551** (Police non-emergency phone number) to report theft or vandalism if you see it occurring. The gardens are open during daylight hours only.