



## *Parks & Recreation Commission Agenda*

**NOTE:** To protect our constituents, City officials, and City staff, the City request all members of the public follow the guidance of the California Department of Health Services' and the County of Santa Clara Health Officer Order, to help control the spread of COVID-19. Additional information regarding COVID-19 is available on the City's website at [campbellca.gov](http://campbellca.gov).

This Meeting will be conducted via telecommunication and is compliant with the provisions of the Brown Act and the Governor's Executive Order N-29-20.

The following Commissioners of the Park and Recreation are listed to permit them, to appear electronically, or telephonically at the Regular Meeting of the Parks and Recreation Commission on Wednesday, June 2, 2021: Staff Liaison Natasha Bissell, Commissioners: Abraham, Beitz, Doherty, Fidrych, Ishibashi, Mitchell and Teeter.

Members of the public will not be able to attend meetings physically at the Council Chambers. The Parks and Recreation Commission meeting will be live-streamed on YouTube (<https://www.youtube.com/user/CityofCampbell>).

Those members of the public wishing to participate are asked to register in advance at: [https://us02web.zoom.us/webinar/register/WN\\_0VaqXTCuSseMJwzn-TCt2A](https://us02web.zoom.us/webinar/register/WN_0VaqXTCuSseMJwzn-TCt2A).

After registering, you will receive a confirmation email containing information about joining the meeting.

Public comment for the Parks and Recreation Commission will be accepted via email at [natashab@campbellca.gov](mailto:natashab@campbellca.gov) prior to the start of the meeting. If you choose to email your comments, please indicate in the subject line "FOR PUBLIC COMMENT" and indicate the item number.

### **REGULAR MEETING OF PARKS & RECREATION COMMISSION Wednesday, June 2, 2021 – 7:00 pm VIA ZOOM Telecommunication**

#### **AGENDA**

CALL TO ORDER

Chair Fidrych

ROLL CALL:

Chair Fidrych

Commissioners: Abraham, Beitz, Doherty, Ishibashi, Mitchell and Teeter

APPROVAL OF MINUTES

A. Regular Meeting – April 7, 2021\*



## *Parks & Recreation Commission Agenda*

### PRESENTATIONS

- A. Los Gatos Creek Trail – Project Status Update\*

### ORAL REQUESTS

### UNFINISHED BUSINESS

- A. Youth Commission Collaboration
- B. Budget Update

### NEW BUSINESS

- A. Campbell Park – Pathway and Trees Update\*
- B. Edith Morley Community Garden Rules & Regulations Update\*

### COMMITTEE REPORTS:

- A. Parks & Creek Trail: Chair Teeter – Members Doherty and Fidrych
- B. Trees: Chair Ishibashi – Members Abraham and Beitz
- C. Special Events: Chair Abraham – Members Beitz and Mitchell

### STAFF REPORTS

- A. Parks (Public Works Director Todd Capurso)
- B. Recreation & Community Services (Acting Recreation and Community Services Director Natasha Bissell)

### INFORMATION ONLY

- A. Good of the Game

### ADJOURNMENT

### NEXT MEETING:

Regular Meeting:                      July 2, 2021

In compliance with the Americans with Disabilities Act, assisted listening devices are available for meetings held in the Council Chamber. If you require accommodation to participate in the meeting, please contact Natasha Bissell in the Recreation and Community Services Department at 408.866.2771.

\*Indicates written report

**CITY OF CAMPBELL  
PARKS & RECREATION COMMISSION  
CAMPBELL, CALIFORNIA  
April 7, 2021  
MINUTES**

The Parks and Recreation Commission convened for its regular meeting on Wednesday, April 7, 2021 at 7:01 pm, via Zoom Meeting.

**ROLL CALL**

**PRESENT:** Beitz, Doherty, Ishibashi, Abraham, Fidrych  
**Absent:** Mitchell, Teeter (excused absence for both)  
**STAFF:** Acting Recreation and Community Services Director Natasha Bissell, Acting Parks Supervisor, Bob Siudzinski, Recording Secretary Rebekah Rodriguez

**APPROVAL OF MINUTES:**

**MSC:** Doherty/Beitz to approve the minutes of the regular meeting of the Parks and Recreation Commission of March 3, 2021.

**AYES:** (Roll call vote was done) Beitz, Doherty, Abraham, Fidrych

**ABSTAIN:** Ishibashi

**NOES:** None

**Presentations:**

NONE.

**Oral Requests:**

NONE.

**Unfinished Business**

**Youth Commission Collaboration** – Natasha started the discussion by recalling that at the last meeting there was going to be a Health and Wellness event but she had been in contact with the Acting Parks Supervisor, Bob Siudzinski and Vice Chair Abraham for a new event which they both will report on. Vice Chair Abraham stepped in and mentioned that it will be a joint commission event with the Youth Commission and the Parks and Recreation Commission for a week-long event starting on Earth Day to Arbor Day and it will be called Earth Day and Arbor Day Family Scavenger Hunt. The concept is to keep it in the downtown area by taking pictures of trees and images in downtown and matching the images. The purpose for the discussion is to provide some prizes for the first 20 families that match the images correctly. Natasha had reached out to the Campbell Rotary Community Core and they are willing to provide some funding for this event. A flyer was shown on screen of what will be put on social media and shared with local groups for support. Hopefully, this will become an annual event and expand on it in future years. Bob mentioned that the technological aspect is a little difficult, but Recreation Specialist, Julie Pieracci from the Youth Commission is working on this and will take care of it. Vice Chair asked if this should be noted a joint event from the Youth Commission and Parks and Rec Commission mentioned on the flyer and Natasha responded that yes it should be stated on the flyer and this way it is supported by both commissions. Natasha asked who from the commission would be available to help for the event. Vice Chair doesn't have all the logistics, but an email will come out once all the logistics are taken care of. A voucher would be given to get an ice cream from the creamery. The dates of this event are April 22 to April 30.

Chair Fidrych asked if the commissioners had any questions. No one had any comments. He mentioned that this is a great opportunity to get a free ice cream.

**New Business:**

NONE.

**Committee Reports:**

**Parks and Creek Trail:** Chair Teeter was on vacation and member Fidrych is also on vacation and had not made it out to the parks. Member Doherty has made it to some of the parks and they look great; nothing else to report.

Commissioner Abraham had something to comment about Stojanovich Park as it is her neighborhood park. She has seen a significant amount of dog excrement left behind and it's a problem. But the major problem is that there is a dog party at around 6pm daily and they are off leash and sometimes there are interactions with other dogs and kids. This should be a future PRC item to consider with the rest of the commission. Natasha commented that it would be a difficult issue to enforce and to change policy on. She said to call the non-emergency number and report it to them. People know that staff is not around at 6pm and that is why this is a problem. Vice Chair has encouraged the parents to call the non-emergency number.

**Trees:** Chair Ishibashi is not aware of any tree issues to report out to the committee. No other members had anything to add.

**Special Events:** Chair Abraham mentioned the special event previously mentioned at the beginning will be happening. She also mentioned that the Heritage theatre is still doing the virtual dance events.

**Staff Reports:**

**A. Parks – Acting Parks Supervisor Bob Siudzinski**

- Water gators have been installed on parklet trees in downtown. This helps provide water efficiently and keep trees healthy.
- April 30 is National Arbor Day. The celebration is going to be different this year. A tree will be planted by the Youth Commission and they will create a video to post on social media outlets. This will be at the Community Center on Friday, April 30 at 3pm.
- There was a main line break at Campbell Park. The crew came together and worked to get the water back on.
- Jet mulch or fibar was delivered to Fischer Park and the Community Center Preschool.
- The irrigation is back on throughout the parks and facilities in light mode.
- Picnic reservations have picked up.
- Since we are in the orange tier, the basketball hoops are up at Campbell Park.

Chair Fidrych asked for a status on the all-inclusive park and Bob responded that everything is on track. The foundation is still being built and it needs to be done correctly. They are on schedule and coming along. The completion date is August for the grant.

**B. Recreation & Community Services –Acting Recreation and Community Services Director**  
**Natasha Bissell**

- Mailer went out to all Campbell Residents instead of a full Activity Guide because things change so quickly.
- Resident Registration starts on Tuesday, April 13 at 9am and it opens up to everyone on Wednesday, April 14 at 9am.
- The Activity Guide is available online and has all the Summer Activities listed.
- Pre-school registration for next school year will also take place on the 13<sup>th</sup> and 14<sup>th</sup> but will begin at 10am.
- The guidance is constantly changing, but they are looking to start accommodating some indoor events in early May under the guidance provided.
- The Museum has a History at Home event on Friday, April 23 from 6pm to 7pm. \$10/registration. A presentation by Julie DeVere: Director of Historic Collections and Author of *Filoli: Family Home, Historic Garden, Living Museum*
- The Museum has a Membership Monday event on Monday, May 3 at 5:30pm. It is free to members and \$10 for registrants. It is The real story of the Donner Party by Historian Marian Calabro.

Chair Fidrych asked about money received for the City from the fields being rented on the weekends, will those leagues be coming back for revenue purposes. Natasha responded that league play is interested in coming back. She anticipates that the regulars will be back in the fall but not at full capacity.

**Good of the Game**

Commissioner Doherty gave a thumbs up to the parks crew for getting the softball fields ready again for use.

Commissioner Beitz talked about JDM and had been there several times but noticed that the dogs are on leash and not too much out of control. He also noticed that there is the same dog issue observed and to keep an eye on it.

Commissioner Fidrych looked at the activity guide and was impressed with the different activities being offered that are both virtual and in-person.

Meeting adjourned at 7:32 pm. The next regular meeting is scheduled for May 5, 2021.

Respectfully submitted:

*Rebekah Rodriguez*

Rebekah Rodriguez, Recording Secretary

# MEMORANDUM



**City of Campbell**

**Public Works Department**

**To:** Parks and Recreation Commission  
**From:** Todd Capurso, Public Works Director  
**Subject:** Los Gatos Creek Trail Project Updates

**Date:** June 2, 2021

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## OBJECTIVE

To update Parks and Recreation Commission on the Los Gatos Creek Trail receptacle stations and mural projects.

## BACKGROUND

The Public Works Department has been working on two noteworthy projects along the Los Gatos Creek Trail (LGCT). Both projects are designed and implemented to bring awareness to the local stormwater supply as well as prevent pollution.

The first of the projects on the LGCT are the new Receptacle Stations and Interpretive Panels. This project was funded by the Santa Clara Valley Water District's (Valley Water) Safe, Clean Water Grant. The City partnered with the Town of Los Gatos to expand the project's impact by installing a total of ten receptacle stations. The project's scope included the installation of five receptacle sites located within the City of Campbell and five sites located in the Town of Los Gatos. Each station consists of a trash bin, a recycling bin, a pet waste station, and an educational interpretive sign. The ten sites were selected by City staff and Valley Water staff to ensure compliance with the grant guidelines and overall goal to prevent pollution in the local stormwater supply.

The second project on the LGCT is the public art mural. The City has partnered with the South Bay Clean Creeks Coalition (SBCCC) and the West Valley Clean Water Program (WVCWP) to install a local artist's mural underneath the Creekside Way bridge. Both SBCCC and WVCWP provided funding and resources for the project. In October 2020, an RFP was made public to call for artists and the Public Art Review Committee (PARC) reviewed the proposals. The PARC recommended the top four proposals to be presented as an informative agenda item to the Civic Improvement Commission (CIC). Once the CIC was notified of the top proposals, the City, SBCCC, and the WVCWP reached out to residents to vote on their preferred proposal for the mural. The winning proposal was by local artist Drew Roulette.

## DISCUSSION

All ten Receptacle Stations along the LGCT have been installed and have been in use since early December 2020. In March 2021, Campbell and Los Gatos staff conducted a survey for trail users. 75 percent of trail users noticed a reduction in litter along the trail and 78 percent have used the new receptacle stations. Currently, both Campbell and

Los Gatos staff are collecting data for the close out of the grant with Valley Water. The data collection consists of trash volume and will be completed by September 12, 2021.

The Creekside Bridge underpass mural created by Drew Roulette is currently in progress. In November 2020, the project was awarded to Mr. Roulette but weather conditions caused the mural to be put on hold and the painting did not commence until May 20, 2021. The project is currently expected to be completed by June 9, 2021.

# MEMORANDUM



**City of Campbell**

**Public Works Department**

**To:** Parks and Recreation Commission

**Date:** June 2, 2021

**From:** Alex Mordwinow, Public Works Superintendent

**Subject:** Campbell Park Trees

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## RECOMMENDATION

Endorse the City Arborist's recommendation to remove seven (7) trees from Campbell Park and plant nine (9) new trees.

## BACKGROUND

The City's Campbell Park Playground renovation project is estimated to begin construction in the Fall of 2021. A component of the project involves having City staff build a new bicycle pathway east of the existing pathway and on the opposite side of existing trees that line the existing asphalt pathway. This work is scheduled to begin in early June. As part of a final site review prior to beginning construction of the proposed new pathway, maintenance staff, along with the City's Arborist noted the declining conditions of a significant tree (a *Pinus Canariensis*, common name Canary Island Pine) within the proposed work zone. As a result of this observation, the Public Works Project Team requested that the City's Arborist inspect and evaluate each of the trees (six (6) *Pyrus Calleryana* and one (1) *Pinus Canariensis*) within the work zone and provide an assessment of the current condition of each tree and the potential impacts to them that may occur from the planned work. The Arborist report is attached report and recommendations are included in Attachment 1.

## DISCUSSION

It is standard practice to have an Arborist review potential impacts on trees from proposed construction activities prior to performing work. The Arborist's review of trees located within the Campbell Park Pathway work area revealed both short-term and long-term concerns for the existing trees health and viability. These concerns are outlined in the Arborist's report (see attachment 1); it should be noted that the concerns are due to existing health and unfavorable conditions of the trees as well as potential impacts from construction that will accelerate declining conditions of the trees resulting in unsafe conditions at the park.

The Municipal code provides Public Works (PW) authority to remove trees as part of a PW project or if the tree(s) is potentially hazardous.

*Municipal Code 11.08.050 - Maintenance and removal by the public works department.*

*(a)The department of public works is made responsible for the inspection, maintenance and removal of all trees within public areas and parkway strips as defined in Section 11.08.020.*

*It is further provided that the department of public works shall not, without review by the parks and recreation commission, unilaterally cause the removal nor grant authorization for the removal of trees from public property, including parkways, parks or civic grounds, except in those cases where the subject trees are diseased so that the tree will not recover, dead, potentially hazardous or badly disfigured due to traffic collisions or natural acts such as wind damage, or those trees that constitute a public nuisance under Section 11.08.130.*

Although PW has the authority to remove the trees within the project work area, it is important to gain the support and endorsement of the Parks and Recreation Commission prior to moving forward with the recommended action. Any trees removed from public areas may cause concern from the community.

The total number of trees proposed to be removed is seven. PW will replace the seven removed trees plus two additional trees to replace two missing trees within the same area for a total of nine new trees. The recommended replacement tree is the *Ulmus parviflora*, common name Chinese Elm.

## **FISCAL IMPACT**

The total cost to remove and replace the proposed trees is approximately \$10,000 and will be paid from the Parks Maintenance operating budget.

## Campbell Park Tree Report

By Bob Siudzinski

Arborist Certification: WE 6402, Municipal Specialty, Tree Risk Certified

May 24, 2021

**Background:** The City of Campbell's Campbell Park Playground renovation project is estimated to begin construction in the Fall of 2021. A component of the project involves city staff to build a new bicycle pathway on the opposite side of a line of existing trees from the existing asphalt pathway with the work beginning in early June. The Public Works Project Team requested that an evaluation of the line of trees (six (6) *Pyrus calleryana* and one (1) *Pinus Canariensis*) be evaluated as to current condition, species desirability as related to location as well as durability and sustainability from construction activity and proximity to the new location of an asphalt pathway. The request is common practice for City of Campbell construction projects when involving nearby trees.

**Location:** The trees in this report are planted at Campbell Park, in a row parallel to the existing asphalt pathway that runs from Campbell Ave to the park's lower parking lot.

**Purpose of Report:** Act as a guide to determine if the existing trees deficiency's warrant preservation, or if the citizens would be best served by removing and replacing the trees with another species.

### Preservation Topics

**Landscape Architect's Original Intention:** Plant trees along the pedestrian pathway to provide beauty and shade.

- **Arborist Comment:** The spacing and location are well suited to the task. The species characteristics are not.

### Species: characteristics: *Pyrus calleryana*, aka Flowering pear

- **Pros:** Have a rounded shape and grow approximately 35-40 feet high and about 35 feet wide, exhibit nice fall color and white flowers in spring.
- **Cons:** They are susceptible to bacterial fire blight which has no practical cure. Pears often develop included bark which is what develops when two branches grow together and begin to push against each other. This creates a weak crotch which can lead to limb failure. Attempts to remedy the included bark by removing one of the branches that are growing together, usually results in tree decline and ultimate removal of the tree.
- **Existing Tree Condition:** The specimens in question have not developed as expected. Tree growth appears to be stunted and exhibit poor structural form.

**Species characteristics: Pinus Canariensis, aka Canary Island pine**

- **Pros:** Known for their dark evergreen columnar form and grow approximately 50 to 80 feet high.
- **Cons:** The tree also has 3-inch diameter cones which can drop on targets (people, animals, property) below.
- **Existing Tree Condition:** The specimen in question is suffering from a root disease which has placed the trees survival in question, even without construction impacts. The color is light greenish yellow indicating a lack of vigor. Healthy Canary Island Pines are deep green. Staff monitoring for the last few months shows the tree is continuing to decline.

**Arborists Recommendations:**

**Pear Trees.**

Pear trees development of included bark is difficult to prevent. Any attempt to remedy would require some deformation of the canopy and increase the risk of tree decline. In addition, there is no practical fire blight treatment. Fire blight outbreak severity rises and falls with seasonal conditions.

Moreover, the construction of the new pathway will effectively cut off the water supply to the tree roots. Major loss of water from a mature tree often leads to decline as the tree has become dependent on this water. These factors are why I support removal and replacement of the pears with a new species of tree.

By replacing the Pear trees with a new species, a tree bubbler irrigation system could be installed to support their growth and establishment and provide irrigation for the life of the tree.

In addition, I recommend replacing the two missing Pear trees with the new species selection, bringing the total number of new trees to be planted to nine (9).





**Reforestation  
Area**

Campbell Park Aerial View of reforestation area

**Pine Tree.**

The Pine tree at the south end of the path is exhibiting very poor color and may die soon. With the additional construction work it is unlikely to recover. I recommend removal and replacement with a new species of tree.



# MEMORANDUM



**City of Campbell**

**Public Works Department**

**To:** Parks and Recreation Commission

**Date:** June 2, 2021

**From:** Todd Capurso, Public Works Director

**Subject:** Edith Morley Community Garden – Changes to the Rules & Regulations

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## RECOMMENDATION

Approve the proposed changes to the Community Garden Rules & Regulations and forward a recommendation to City Council.

## BACKGROUND

Public Works staff manages and oversees the operations of the City's Community Garden located at Edith Morley Park. From time-to-time, operations and the Rules and Regulations for the Community Garden are reviewed to ensure the needs of the garden and its gardeners are being met.

Whenever staff determines adjustments to the rules or regulations are necessary, they will recommend the necessary changes. Staff's recommendations are brought forward to the Parks and Recreation Commission (PRC) for review and comment and to have the PRC make a recommendation for the changes to be sent to and approved by City Council. The latest revisions to the current Rules and Regulations were recommended by the PRC and approved by City Council in 2017.

Additionally, the garden is made up of 68 individual gardening plots: (31) - 200 square feet, (34) - 100 square feet, and (3) ADA accessible plots. The current, rent is \$72 for the large plots and \$36 for the smaller and ADA plots annually. It is proposed that the annual fees be raised to \$80 and \$40 respectively. Fees are collected only to help cover the cost of water for the garden.

## DISCUSSION

Public Work staff strives to operate the Community Garden in the most effective way possible, while ensuring gardeners have a pleasant experience in the garden. In order to accomplish this, staff recommends some minor changes and clarifications to the existing Rules & Regulations. Attachment 1 provides the updated Rules & Regulations. The changes to the Rules & Regulations are underlined in order to help identify the changes. The current recommended changes are focused on helping staff lease plots to qualified Gardeners as outlined in the Rules and Regulations and to strengthen the rules and restrictions on water use. The current number of people on the waiting list is six. As the County and the State prepare for another year of severe drought, it is important for all water users to be aware of water conservation measures.

Staff will send an email out to the gardeners to advise them of the proposed changes to the Rules & Regulations prior to the report going to Council.

### **FISCAL IMPACT**

The proposed changes would have minor impacts on revenue due to the increase in plot prices.

### **NEXT STEPS**

Should the Parks and Recreation Commission approve the proposed changes to the Community Garden Rules & Regulations, staff would prepare a report for the City Council consideration in August 2021.

Attachment 1 – 3<sup>rd</sup> Amendment to the Edith Morley Park Community Garden Rules & Regulations.

**CITY OF CAMPBELL**  
**PUBLIC WORKS DEPARTMENT**

**3<sup>rd</sup> Amendment to the Edith Morley Park Community Garden**  
**Rules and Regulations**

The City of Campbell has the discretion to change the rules and regulations at any time. If you have any questions, comments, ideas, or are in need of additional information about the Community Garden, please feel free to contact the Community Garden Coordinator by email at [gardens@campbellca.gov](mailto:gardens@campbellca.gov), by phone at (408) 866-2145, or by mail at:

Community Garden Coordinator  
City of Campbell  
70 North First Street  
Campbell, CA 95008

If you'd like to come to our office in person, the address for the Community Garden Coordinator is 290 Dillon Avenue.

**Becoming a Community Gardener**

1. Campbell residents interested in obtaining a plot should contact the Community Garden Coordinator. Plots are issued annually, with a limit of one plot per household. If there are no plots available, an individual or family may be added to the wait list. They will be contacted when a plot is available based on the order they were placed on the wait list. Residents can request a large plot, a small plot, or whichever becomes available first.
2. Current and new gardeners will be required to provide proof of residency in the form of a photo I.D. and a copy of a utility bill. When a plot is offered to a potential gardener, they will be required to fill out an application and pay an annual water fee of ~~\$72.00~~ \$80.00 for a large plot and ~~\$36~~ \$40.00 for a small plot. This fee will cover expenses related to watering and upkeep of the garden. This fee is subject to an annual review and may change any time plots are renewed.
3. Plots issued on January 1<sup>st</sup> of each year are issued for a period of one year. Plots can be renewed 4 times if the gardener is in good standing; however, plots could become available at other times throughout the year. When a plot becomes available, the plot will be offered to the next person on the wait list. If the plot is leased between January-May, the person would have 4 opportunities to renew. If the plot is leased between June-December, the Gardener would have 5 opportunities to renew. The Community Garden Coordinator will determine a prorated annual water fee for new garden members who begin gardening mid-year. Fees are non-refundable.
4. An application and water fee will be due each year by December 31<sup>st</sup> in order for the gardener to renew their plot and will be accepted only in the form of a check or money order. Plot holders who have not returned the application and paid the fee by December 31<sup>st</sup> will have their lease terminated and their plots reassigned to the next person on the wait list.
5. An active gardener cannot be added to the wait list for a different size plot or for a new plot. After their term expires, they can be placed at the bottom of the wait list. The wait list is only for residents who are not currently community gardeners but would like to be.
6. Both gardeners and persons on the wait list are responsible for providing the Community Garden Coordinator with up-to-date contact information. If you provide an email address, this is the primary mode of contact you will receive.

### **Community Garden Guidelines**

7. Hours of operation are sunrise to ½ hour before sunset.
8. The combination lock is confidential and should not be shared with anyone other than another garden member. The gate must be locked when the garden is unoccupied. If you are the last to leave the garden, please ensure the entrance gate is securely locked. If the combination lock is missing or damaged, please notify the Community Garden Coordinator immediately.
9. Garden members are responsible for maintaining the adjacent pathway surrounding their plot. The pathways are to be kept free of weeds, hoses and debris. All hoses must be coiled and kept out of the pathway. The responsible area includes at least one half the width of the pathway adjacent to the garden plot and three (3) feet of the pathway if the plot is adjacent to the main driveway or perimeter fence.
10. The following areas are designated as “common areas” and are the responsibility of all the garden members:
  - Fence Perimeter
  - Main Driveway Entrance
  - Picnic & Shade Area
  - Rear Driveway Entrance
  - Soil Area
  - Tool Shed
  - “Water-wise” Garden Area
  - Other designated areas may be determined by the Community Garden Coordinator
11. The following are not allowed in the Community Garden: pets (unless a guide dog); smoking; loud radios or music; consumption of alcoholic beverages; loud and offensive behavior; unattended children, urination on the grounds; garbage or debris that is not properly disposed of. Gardeners ~~will observe good conduct and civil behavior at all times~~ will always observe good conduct and civil behavior.
12. After use, Community Garden owned tools should be cleaned and returned to the tool shed. Tools must be kept locked in the tool shed overnight and should never be taken off the premises. Wheelbarrows should be returned to the designated area.
13. A roadway into the garden is provided for gardening deliveries and pickups only. There is a fifteen-minute time limit for such transactions. Parking in the driveway is not permitted.
14. Unless otherwise noted if a gardener is found to be in noncompliance with the Community Garden rules the following procedure will be initiated:
  - a. A first written warning will be emailed to the gardener, unless they don't have an email on file, in which case it will be mailed. The gardener will be given 10 days to remedy the situation.
  - b. A second and final 10-day written notice will be mailed if the stated problem still exists. If after the second notice, the problem has not been corrected; the lease will be cancelled, and the plot will be reassigned to the first person on the wait list.
  - c. There will be no refund of fees.

15. For violation of rules #11 Garden Conduct, #24 Plot Hazards, #25 Personal Consumption, there will be only one written warning given. If the violation occurs a second time, the garden lease will be terminated, and no refund will be issued.
16. For violation of rules #28 Insecticides and #29 Stealing Crops, a first violation will cause the garden lease to be terminated immediately with no refund issued.
17. In addition to the regular rule violating procedures, three infractions of rules within a two-year period is cause for forfeiture of a garden plot.
18. Garden members who witness or experience suspicious behavior in the garden should notify the Campbell Police Department at (408) 866-3101 or call 911 if it's an emergency.

#### **Garden Plot Guidelines**

19. Garden members are expected to keep their plots productive and attractive at all times. Gardeners must utilize a minimum of 75% of their garden plot during the growing season which is March through October. During the growing season, the gardener must show evidence of actively gardening, which may include digging, sowing, planting, weeding, pruning, watering, harvesting, etc. A winter garden may also be planted but is not required. If a winter garden is not planted, the plot must be kept free of weeds and debris.
20. Only fruits, vegetables, flowers and herbs may be grown in the Community Garden. Crops must be rotated.
21. Cactus, trees of any kind, corn taller than six feet, alfalfa, rice, or any other similar plants which require excessive amounts of water or impede the growth of a neighbor's garden are prohibited. Trellises or similar structures and/or plants are limited to six feet in height and if applicable must be cleared of all non-producing annuals after the plant stops producing. Respect your neighbor's need for sunlight. Do not plant tall crops in a way that will cause excessive shading to nearby plots.
22. All plants and vines must be confined within the garden frame. Plants that spread roots or rhizomes (such as mint, horseradish and nettles) must be planted in a container within your designated garden plot area.
23. All garden borders/frames must be maintained, this includes replacing rotten wood, keeping borders vertical (not leaning into the pathway) and keeping the frame wall straight on all four sides. Materials used in plot border structures must be 2" in width or larger, thickness and/or diameter and may not extend beyond the 10' x 20' or 10' x 10' dimensions of the plot. Border structures cannot impose upon the pathway.
24. Gardeners are expected to keep their plots free from any potential hazards, such as large holes, unsecured plot borders, garden stakes, or anything else that could present itself as a potential hazard.
25. Products grown in the community garden are for personal consumption only and may not be grown for sale or profit.

26. Composting of organic debris may be done on an individual basis, preferably within the confines of your individual plot; however a composting bin may be set next to the perimeter fence line, as long as space is available and it does not obstruct adjacent pathways. The pathway requires a minimum of 36". Any compost and/or soil provided by the City is for Community Garden use only.
27. Water conservation is an important issue and is best accomplished when watering in the early morning or in the evening. The amount of water used by every gardener will determine future water charges. You are only allowed to water while you are overseeing your plot. No plot is to be left unattended while watering. Make sure all faucets are turned off when you leave. Except when watering seedlings, plots should not be watered more than once a week. Please notify the Community Garden Coordinator of any water leaks or other irrigation problems. Watering Guidelines during a Declared Drought: The following guidelines must be followed during a declare drought, in addition to following local and state laws: 1) Watering will be restricted to 3 days a week. 2) An automatic shut-off nozzle must be attached to the end of the hose. 3) No overhead spraying. 4) No flood irrigation.
28. Use of insecticides (eliminates insects), herbicides (weed eradicator) or poison grain (kills rodents) is strictly prohibited. If you are encountering a pest or disease problem, notify the Community Garden Coordinator.
29. It is illegal to harvest or take any crops, including flowers or herbs, from any plot other than your own. Stealing is grounds for immediate removal from the program. If a garden member witnesses theft or vandalism of a plot, they must notify the Community Garden Coordinator immediately.
30. If you must relinquish your plot for any reason, the Community Garden Coordinator must be notified immediately. Prior to vacating the plot, garden members shall remove all planting material and roots from the garden. All wooden borders shall be in good condition and the soil in the plot shall remain. Plots may not be turned over to friends or family or subleased to other individuals. Garden plots that become available will be reassigned to someone from the current waiting list.

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