



## City of Wheatland Community Garden Program

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## I. INTRODUCTION

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The Wheatland Community Garden Program has been established by the City of Wheatland in effort to incorporate Urban Agriculture into existing City parkland and open space. The Community Garden Program consists of a lease program for garden plots and the establishment of a Community Garden Association that will oversee the daily operations of the garden. This document is intended to provide overall guidelines for the City of Wheatland's roles and responsibilities for the community garden.

This document contains pertinent information regarding the Community Garden, Project Funding, Community Garden Program, Community Garden Association, and Lease Program. This handbook shall serve as a guide to City staff, the Community Garden Association, and the general public as to the rules and regulations of membership and use of the Community Garden.

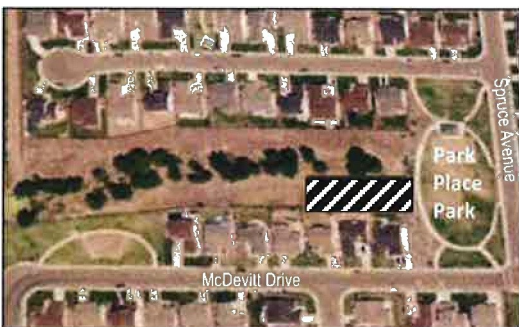
### 11. ABOUT THE WHEATLAND COMMUNITY GARDEN

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The City of Wheatland has identified the Wheatland Community Garden as a distinct opportunity to incorporate urban agriculture into existing City parkland and open space. The Wheatland Community Garden will implement one of the City's Community Vision Principles and will provide a number of unique benefits to the citizens of Wheatland, enhancing quality of life while maintaining a connection to the City's agricultural roots.



Complementing existing parks and recreation facilities, the Wheatland Community Garden will be established with the intent to provide residents the opportunity to grow and harvest their own produce, provide a community gathering space that promotes a sense of community, and encourage volunteering and educational opportunities that contribute to long-term health and sustainability of the community.



**Community Garden Site**

#### **Location**

The first Wheatland Community Garden is located within the Park Place neighborhood, near the intersection of McDevitt Drive and Spruce Avenue. The garden site sits gated at the southeast corner of the open space area between Park Place Park and Park Place Toddler Park. Access is provided via the open space trail and garden gate.



### III. PROJECT FUNDING

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The community garden effort has been funded solely through donations and sponsorships from local and regional businesses, community members, and interested parties. To date, the City of Wheatland has received nearly \$15,000 in donations and sponsorships, including material donations and monetary contributions.

#### **Sponsorship Levels**

The City of Wheatland established a sponsorship program, providing an opportunity to recognize those who make funding contributions to the Community Garden.

#### *Levels of Sponsorship and Benefits*

The Sponsorship Program consists of three levels of sponsorship, including Garden Sponsor, Orchard Sponsor, and Harvest Sponsor. Those who have made financial contributions in sponsorship of the Wheatland Community Garden will receive recognition through the use of signage to be placed in the garden as follows:

1. Harvest Sponsor \$5,000 and up Large Sponsorship Sign & Recognition
2. Orchard Sponsor \$2,500 and up Sponsorship Sign & Recognition
3. Garden Sponsor \$1,000 and up Sponsorship Recognition at Grand Opening

### IV. COMMUNITY GARDEN PROGRAM

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The Wheatland Community Garden Program will be run and managed by the City of Wheatland City Hall. The City Manager, will serve as the Community Garden Program Manager:

**City Manager**  
**Community Garden Program Manager**  
City of Wheatland  
111 C Street  
Wheatland, CA 95692

#### **Roles and Responsibilities**

The long-term management and maintenance of the Community Garden will be a joint effort between the Community Garden Program Manager, the Public Works Department, and the Community Garden Coordinator.

*Program Manager*

The Community Garden Program Manager will be responsible for overseeing the Community Garden Program, including:

- Executing Lease Agreements;
- Approving Community Gardens special events;
- Coordinating with the Community Garden Coordinator, as needed; and
- Facilitating between the Community Gardens Coordinator and the Public Works Department.

*Public Works Department*

The City of Wheatland Public Works Department will be responsible for addressing the large scale infrastructure, operations, and maintenance-related needs of the Community Garden. The Program Manager will coordinate directly with Public Works as needs are reported by the Community Garden Coordinator. Items to be addressed by the Public Works Department may include, but not be limited to:

- Irrigation/Drainage
  - o Water breaks
  - o Hose replacements
- Large Infrastructure maintenance and improvement
  - o Fencing repair
  - o Tool shed repairs

*Community Garden Coordinator*

The Community Garden Coordinator will be responsible for overseeing the everyday operations and maintenance of the Community Garden. The Community Garden Coordinator may be contacted at:

**City Clerk**  
**Community Gardens Coordinator**  
Phone: (530) 633-2761

**In case of emergency: CALL 911**

## V. LEASE PROGRAM

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The Community Garden Lease Program will be managed by the City of Wheatland. Any resident interested in leasing a garden plot must review the Lease Program requirements and complete the Community Garden Lease Application, located in Appendix A.

### **Lease Terms**

Garden plots will be leased for a minimum term of one (1) year and may be renewed on an annual basis. Plots will be leased to City of Wheatland residents only. The Lease Agreement will be made between the individual gardener and the City of Wheatland and will be approved by the Community Garden Program Manager. Once a lease agreement has been executed and all fees and deposits have been paid, the Gardener will be contacted by the Community Garden Coordinator for plot assignment and garden orientation.

### *Fees and Deposits*

Garden plots will be leased for an annual fee of \$50.00 per plot. Annual fees will go towards the long-term maintenance and upkeep of the garden and other garden-related City expenses. In addition, each lessee will be required to make a deposit in the amount of \$50.00. Deposits will be held in the event that the plot(s) become abandoned, are not properly maintained at the start/end of the season, or in case of replacement of community tools or City property due to damages caused by lessee:

Annual fees and deposits will be due upon execution of the lease agreement and will be paid to the City of Wheatland, c/o Community Garden. Fees can be mailed or paid directly to City Hall at the following address:

**City of Wheatland**  
**c/o Community Gardens Program**  
111 C Street  
Wheatland, CA 95692  
Office: (530) 633-2761  
Fax: (530) 633-9102

### *Refunds*

As outlined above, annual fees and deposits are due upon execution of the lease agreement. Once a plot has been assigned, the annual fee is non-refundable. Deposits will be fully refundable at termination of the lease agreement, given that all lease terms and conditions have been met. The Community Garden Coordinator will inspect the plot(s) at the end of the lease term to verify that all conditions have been met and that the plot has been returned to its original condition. Upon signing

off on inspection, the Community Garden Coordinator will notify the City and deposit refund check will be issued and mailed to the address on file.

Failure at any time to adhere to the lease agreement or Community Garden Governing Rules will result in termination of said lease agreement and the lessee will forfeit their plot and all associated fees and deposits.

### **Plot Assignment & Registration**

Garden plots will be assigned initially by priority and then on a first come, first serve basis by the Community Garden Coordinator. Priority will be given to returning gardeners from the previous year and residents of the Park Place neighborhood. Returning gardeners will have first right of refusal for renewing the lease on their plot, assuming that all lease terms and conditions were met for the previous year. In the event that the gardener should forego renewing their lease, the gardener will lose their priority status and the plot will become available to other gardeners.

The Community Garden Coordinator will maintain a waitlist of gardeners who were unable to obtain a plot in a given year. As vacant plots become available, the Community Garden Coordinator will contact gardeners on the waitlist in the order requests were received. Priority will be given to residents of the Park Place neighborhood as outlined above.

Gardeners may request specific plots or more than one plot; however, as plots are assigned first by priority and then on a first come first serve basis, there is no guarantee that the gardener(s) will receive the requested plot(s).

All plots are non-transferrable and are the sole responsibility of the lessee:

### *Un-Leased Plots*

Plots that remain un-leased at the start of the planting season will be made available to existing Association members on a first come, first serve basis.