



**SAN RAFAEL**  
THE CITY WITH A MISSION

**PARK AND RECREATION  
COMMISSION AGENDA**

**Thursday, November 18, 2021  
6:00 P.M.**

**Watch on Zoom:**  
<https://tinyurl.com/PRC-11-18-2021>

**Telephone: Telephone: (669) 900-9128  
Meeting ID: 946 0348 5912#**

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**CALL TO ORDER**

- Roll Call

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve regular meeting minutes of October 21, 2021

**MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
  - Orcas Swim Team
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

**MATTERS BEFORE THE COMMISSION**

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. 2021 Annual Aquatics Report
5. Review of the Updated Community Garden Guidelines for the Canal and Terral Linda Community Gardens
6. Selection of Commission Chair and Vice Chair
7. Review of the Commission's Meeting Schedule 2022

**COMMISSION REPORTS AND COMMENTS**

8. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

**STAFF COMMENTS**

9. Schedule of Upcoming Meetings and Events of Interest

**NEXT MEETING: January 20, 2021**

**ADJOURNMENT**

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**Notice**

*Any records relating to an agenda item, received by a majority or more of the Commission less than 72 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing [Lindsay.lara@cityofsanrafael.org](mailto:Lindsay.lara@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.*

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<https://tinyurl.com/PRC-10-21-2021>

**Telephone: (669) 900-9128**  
**Meeting ID: 946 0348 5912#**

**CALL TO ORDER**

Chair Machado called the meeting to order at 6:02 p.m.

**ROLL CALL**

**Present:** Commissioner Gutierrez  
Commissioner Laumann  
Chair Machado  
Commissioner Reisinger  
Commissioner Sandoval

**Absent:** Commissioners Cabrales, Emerson

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Catherine Quffa, Assistant Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Kelly Albrecht, Senior Recreation Supervisor

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of September 16, 2021**

Commissioner Laumann moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of September 16, 2021.

**AYES:** Commissioners: Gutierrez, Laumann, Machado, Reisinger, Sandoval  
**NOES:** Commissioners: None

ABSENT: Commissioners: Cabrales, Emerson  
ABSTAINED: Commissioners: None

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

### **2. Introductions/Awards/Recognitions/Presentations**

Ms. Andrade-Wax introduced Alisa Moore and Dane Behrens from the Environmental Science Associates (ESA). Ms. Moore introduced Ann Borgonovo and Rachael Carnes also from the ESA, and Barbara Salzman with the Marin Audubon Society who were there to answer questions from the Commission as well. Ms. Moor and Mr. Behrens presented the Tiscornia Marsh renovation project update.

Ms. Salzman and members from the ESA responded to questions from Commissioners.

### **3. Public Comment from the audience regarding items not listed on the agenda** None.

## **MATTERS BEFORE THE COMMISSION**

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

### **4. 2021 Annual Childcare Report**

Ms. Andrade-Wax introduced Kelly Albrecht, Senior Recreation Supervisor, who presented the 2021 annual childcare report.

Staff responded to questions from Commissioners.

### **5. Review Proposed Park Use Policy**

Ms. Andrade-Wax presented the proposed Park Use Policy.

Staff responded to questions from the Commission.

Commissioner Gutierrez moved, and Commissioner Reisinger seconded, to approve the proposed Park Use Policy.

AYES: Commissioners: Gutierrez, Laumann, Machado, Reisinger, Sandoval  
NOES: Commissioners: None  
ABSENT: Commissioners: Cabrales, Emerson  
ABSTAINED: Commissioners: None

*Motion accepted to approve the Park Use Policy*

**COMMISSION REPORTS AND COMMENTS**

**6. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.**

Commissioner Gutierrez attended the Pickleweed Advisory Committee meeting on October 6<sup>th</sup>. The Committee reviewed co-sponsorship applications and went over the proposed guideline and application revisions for the co-sponsored use. They also selected a Committee Member to serve on the Park and Recreation Master Plan Committee. The Committee also discussed the upcoming Día de los Muertos event.

**STAFF COMMENTS**

**7. Schedule of Upcoming Meetings and Events of Interest**

Ms. Andrade-Wax reminded the Commission that the City offices will be closed in observance of the upcoming holidays on November 11<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>.

The Park & Recreation Commission will be going dark in December, so the November 18<sup>th</sup> will be the last meeting of the year. The Commission will have the election of the Chair & Vice Chair positions. There will be presentations Aquatics and the Garden Guidelines on the agenda.

This Saturday, October 23<sup>rd</sup> the Day of the Dead will have a car procession event down 4<sup>th</sup> St. There are also twelve alters downtown in the store fronts and on the November 6<sup>th</sup> will be the Día de los Muertos event at the Albert J. Boro Community Center.

**ADJOURNMENT**

Chair Machado adjourned the meeting at 7:07 p.m.

\_\_\_\_\_  
BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021

\_\_\_\_\_  
SUSAN ANDRADE-WAX, Library & Recreation Director



**SAN RAFAEL**  
THE CITY WITH A MISSION

**PARK AND RECREATION COMMISSION  
AGENDA REPORT**

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**November 18, 2021  
Item #**

**TITLE: 2021 ANNUAL AQUATICS PROGRAM REVIEW**

**SUMMARY**

The City of San Rafael manages two (2) aquatic facilities typically over a seven-month period, the Terra Linda Community Pool in San Rafael and the Hamilton Community Pool in Novato.

**RECOMMENDATION**

That the Park and Recreation Commission receive and comment.

## **BACKGROUND**

For the 2021 aquatics season, the Terra Linda and Hamilton Community Pool(s) hired 66 temp/seasonal staff, which included Lifeguards, Aquatics Specialists and Swim Instructors. Approximately one third of the staff were returning staff from previous seasons, and the remaining 46 were new hires.

The Terra Linda and Hamilton Community Pools offered the following programs:

### **Lap Swim**

The Lap Swim program is provided at specific days/times and is an ideal time for swimmers who want to practice strokes, endurance, and/or exercise.

For 2021, lap swim was available at the Terra Linda Community Pool as of March 6, 2021, and at the Hamilton Community Pool on June 1, 2021. Starting June 2021, we were able to accommodate two swimmers per lane. Through advanced registration, swimmers were able to visit either pool through July. On August 1, 2021, lap swimmers were able to participate in the program on a “drop in” basis during open lap swim hours.

### **Recreation Swim**

Recreation Swim opened on May 1, 2021, for the Terra Linda Community Pool and June 1, 2021, for the Hamilton Community Pool and is for recreational use allowing more free play in the water. Beginning in 2020 and continued through 2021, staff implemented a reservation system for recreation swim that allowed us to facilitate the program while maintaining attendance for safety and health. In 2021, the program was increased to 2 hours with a maximum capacity of 30 to 75 patrons depending on the time of the year and staffing ratios.

### **Swim Lessons**

Since Covid-19 protocols did not allow for face-to-face instruction nor close contact in the water, both groups and private swim lessons were not offered in 2020.

For the 2021, Terra Linda and Hamilton Community Pools initially started with private swim lessons. Private lessons were allowed due to low-capacity numbers, vaccine availability and limited exposure between instructors and swimmers. Families signed up for private lessons for specific dates and times through the online registration system. Private lessons were 30 minutes in length with a one-on-one student-to-teacher ratio and semi-private lessons were 30 minutes in length for two students at similar swim level, assigned to one instructor. Due to staffing and space constraints, the program was limited on the number of lessons offered.

In June and July 2021, the Terra Linda Community Pool offered twelve sessions of group swim lessons which included Parent-Tot, Level 1 and Level 2 with a total of 38 participants. Parent-Tot lessons were offered on Saturdays and Sundays, Level 1 and 2 group swim lessons were offered Mondays through Thursdays. All group lessons were 30-minute lessons. An emphasis on fun and safety in the aquatic environment through guided instruction is the focus of group swim lessons.

## **Camp TL**

Formerly known as Splash Camp, Camp TL is a summer camp for children entering first through third grades in fall. In 2021, COVID protocols shifted, and we were allowed to offer weekly sessions, each week was themed and filled with fun activities. Three sessions were offered, and a total of 34 youth participated in the camp. Each session was full.

## **Junior Lifeguards**

Junior Lifeguard Camp is for children, 10 – 12 years of age. Participants learn the skills needed to help respond in water emergencies including entries, water rescues, head, and back injuries and first aid. In addition, this camp includes games, team building and fun challenges daily. For the 2021 aquatics season, we offered two one-week sessions at the Terra Linda Community Pool. A total of 22 participants took part in the program.

In 2021, a new class was created called Junior Lifeguard Basics and was designed for youth entering 7<sup>th</sup> and 8<sup>th</sup> grades. Participants built a strong foundation of knowledge and skills geared towards prevention and responses to emergencies. The class provided an introduction into lifeguarding so as participants age they can participate in the Lifeguard Training class and will be more prepared to becoming a lifeguard. Although we were only able to offer one session with 10 participants, it was very popular with a long waitlist.

Both Junior Lifeguard Camp and Junior Lifeguard Basics provide a great opportunity to train and encourage young people to hopefully pursue lifeguarding and become future San Rafael aquatics staff.

## **Lifeguard Training Courses**

The Lifeguard Training Course (LGT) teaches lifeguard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies. To be eligible for the LGT course, candidates must be 15 years of age on or before the final scheduled class. Candidates must successfully complete prerequisites including, swimming 300 yards continuously demonstrating rhythmic breathing, tread water for 2 minutes using their legs only, and complete a timed event within 1 minute and 40 seconds. After successful completion of the class, students are certified in American Red Cross Lifeguard Training. 50 of the 77 lifeguarding participants were staff members for the 2021 pool season.

Due to Covid-19, staff reevaluated how we offered Lifeguard Training. To minimize in-person instruction, in February and March of 2021, the LGT class was offered to current staff members only. It consisted of eight hours of online work that needed to be completed independently prior to the first class of in-person instruction. The “classroom” lecture was then taught virtually through Zoom and finally the remaining eight hours was in-person at the Terra Linda Pool. Participants had to bring two volunteers from their social bubble to act as their victim and secondary rescuer. Starting April 2021, LGT courses were opened and offered to the public. Although volunteers were no longer needed, we continued with Zoom instruction to minimize in-person interaction.



### **Lifeguarding Instructor Course**

The Lifeguarding Instructor course (LGIT) trains instructor candidates to teach the basic-level American Red Cross (ARC) Lifeguard Training course. Participants must be at least 17 years old on or before the final scheduled sessions of the course and have a current basic-level certification in Lifeguarding, First Aid, PR, and AED. Participants who successfully complete the Lifeguarding Instructor course are issued a Lifeguarding Instructor certification, which is valid for two years.

Tiffany Haley, Program Coordinator, successfully completed the American Red Cross Instructor Trainer program in the Fall 2019. This certification allows her to teach the LGI course. She taught her first class in 2021 with candidates who came from all over the Bay Area to attend. After completion of the course, two of the students who were Aquatics staff were able to help provide additional training to other staff and assist with additional lifeguard training classes.

### **Swim Teams**

The City of San Rafael rents the Terra Linda Community Pool to the Terra Linda Orcas Swim Team and the Lucas Valley Swim Team.

In 2021, we were home to both the Terra Linda Orcas and Lucas Valley Lightning (LVST). Again, following COVID safe protocols, Orcas started practicing March 1 and LVST jumped into the pool for their first practice of the season on April 12, 2021. Swim teams held practices and modified swim meets. The swim meets were like time trials in the past and allowed for the swimmers to only compete against themselves and their own teammates. The swim teams utilized the pool six days a week through May 2021 and then modified their practice times for summer so we could accommodate the public in other aquatics programs. LVST ended their season on June 30 and the Orcas ended in July. Both teams were very appreciative that there was a way to allow their swimmers back into the pool during a very difficult time for them. The overall benefit for their social emotional and physical well-being made a significant impact in their lives as well as their families.

## **ANALYSIS**

### **Fees**

The charts listed below include the per person rates for reservations at the Terra Linda Community and Hamilton Community Pools for the 2020 and 2021 seasons:

<b>Terra Linda Pool - 2020</b>		
Lap Swim	45-minute sessions	\$8R/\$10NR
Rec Swim	90-minute sessions	\$10R/\$12NR
<b>Terra Linda Pool - 2021</b>		
Lap Swim (March-June)	45-minute sessions	\$9R/\$11NR
Rec Swim (March-June)	90-minute sessions	\$11R/\$13NR
Lap Swim (July)	50-minute sessions	\$6R/\$8NR
Rec Swim (July-Sept)	120-minute sessions	\$8R/\$10NR

<b>Hamilton Pool - 2021</b>		
Lap Swim (March-June)	45-minute sessions	\$9R/\$11NR
Rec Swim (March-June)	90-minute sessions	\$11R/\$13NR
Lap Swim (July)	50-minute sessions	\$6R/\$8NR
Rec Swim (July-Sept)	120-minute sessions	\$8R/\$10NR

### **Participation**

The charts below indicate the number of participants who used the Terra Linda Community and Hamilton Community Pool(s) for the past five seasons:

<b>Terra Linda Community Pool</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Lap Swim	2,397	1,143	2,650	4,096	6,932
Recreation Swim	12,276	11,000*	12,159	3,249	11,085
Season Pass	7,389	7389*	6,954	n/a	n/a
Pool Parties	1,771	943	1,369	n/a	n/a
Day Camps & Large Groups	2,345	1,723	1,112	n/a	n/a
<i>Terra Linda Orca Swim Team</i>	4,369	3,694	6,546	1,800	7,787
<i>Lucas Valley Lightning Swim Team</i>	n/a	n/a	3,679	n/a	1,650
Guest Passes	507	535	408	n/a	n/a
Free Passes	209	210	158	n/a	n/a
Water Aerobics	462	283	276	n/a	n/a
<b>Total:</b>	<b>32,736</b>	<b>26,920</b>	<b>35,311</b>	<b>9,145</b>	<b>27,454</b>

<b>Hamilton Community Pool</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Lap Swim	939	1,084	1,228	n/a	2,655
Recreation Swim	13,307	12,882	12,281	n/a	9,934
Season Pass	6,673	4,665	3,250	n/a	n/a
Pool Parties	1,601	1,294	1,730	n/a	n/a
Day Camps & Large Groups	2,139	3,382	1,473	n/a	n/a
Guest Passes	439	368	275	n/a	n/a
Free Passes	59	115	67	n/a	n/a
Water Aerobics	158	179	203	n/a	n/a
<b>Total:</b>	<b>26,312</b>	<b>23,969</b>	<b>21,439</b>	<b>n/a</b>	<b>12,589</b>

### **SUMMARY**

The Terra Linda Community Pool successfully operated in 2021 with Covid-19 safety protocols. Lap swim, rec swim, camps and swim team were offered in 2020 and in 2021, the addition of swim lessons and drop-in lap swim became available.

In 2021 with Covid-19 safety protocols in place, Hamilton Community Pool opened and operated. It was another successful year partnering with the City of Novato.

Submitted by:

*Tiffany Haley*

Tiffany Haley  
Program Coordinator

A handwritten signature in cursive script that reads "Debbie Younkin".

Debbie Younkin  
Senior Recreation Supervisor



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**November 18, 2021  
Item #5**

**TITLE: REVIEW OF THE UPDATED COMMUNITY GARDEN GUIDELINES FOR THE CANAL AND TERRA LINDA COMMUNITY GARDENS**

**RECOMMENDATION**

That the Commission review and approve the updated Community Garden Guidelines for the Canal and Terra Linda Community Gardens.

**BACKGROUND**

The City of San Rafael owns and operates two community gardens, the Canal and the Terra Linda Community Garden(s).

Canal Community Garden

When the Pickleweed Community Center was renovated and expanded in 2004-2006, the former Canal Community Garden, operated by Canal Alliance, was displaced. The Canal Community Gardens and Trails Collaborative, a group of local non-profit agencies, began meeting to re-establish a community garden in the Canal Neighborhood in 2007. At that time, the Trust for Public Land received a grant from the Marin Community Foundation to lead the process and develop a plan for the new Canal Community Garden.

In 2013, the Trust for Public Land and the Trail Collaborative established the new Canal Community Garden at the corner of Bellam Blvd and Windward Way, across the street from a walking and bike path and easily accessible by the surrounding residential areas. From 2013 to 2017, the garden was managed by the Canal Alliance. In 2017, the City took over the management of the Canal Community Garden.

The Canal Community Garden is a particularly important resource to the Canal neighborhood, which has a significant portion of the low-income housing in one of the most affluent counties in the United States. Though the neighborhood is diverse, many residents share a common tie to a strong food culture. Vietnamese and Latinx residents in the Canal neighborhood have expressed a desire to be able to grow and produce foods important to their heritage in a community setting. Additionally, many Canal residents live in high-density apartments and lack yards to grow their own produce. Currently 68% of the Canal Community Garden members are Canal residents and three plot holders live outside San Rafael.

The community garden includes: 92 raised beds including 48 half plots, 32 full plots and 12 ADA-raised plots; a greenhouse; a shed for storage and user lockers; potting tables;

wheelbarrows; secured hose bibs and composting bins; concrete paths from the entrance to and around the common area; drip irrigation system equipped with a solar-powered controller in the common area; perimeter landscaping with native plants; a trellised outdoor classroom; vegetated rainwater treatment and educational signage; and community fruit trees.

The Canal Community Garden maintains a first-come, first-serve waitlist process for interested gardeners. There are currently about 15 interested gardeners waiting for a plot at the garden. As plots become open, a plot is offered to the next person on the waitlist. On average, residents are on the waitlist for 2-3 years before receiving a plot.

The garden has two community workdays each year. A gardener is expected to attend one workday per year to support site maintenance and work on special renovation projects within the garden. Due to COVID-19, the garden has not been able to have any workdays this year.

The Canal Garden Volunteer Working Group, comprised of plot holders who indicate an interest in participating on their annual Garden Application, works with City of San Rafael staff to conduct periodic walk throughs for compliance, organizes workdays, plans garden renovation projects and volunteer projects, and connects with gardeners who have general questions.

#### Terra Linda Community Garden

The Terra Linda Community Garden is situated at 380 Nova Albion Way, on the site of the Miller Creek School District Administration Offices. The garden was created back in the late 1970's and contains 70 plots. Sixty-four of the plots are 450 square feet and six plots are 225 square feet. Two of the plots are ADA compliant with a concrete path of travel around the plots, located next to the entrance gate for the ADA parking space. These plots were created in 2010 to provide more accessibility for gardeners with limited mobility. Currently eight plot holders are non-residents and only one plot holder has two plots.

The Terra Linda Community Garden provides a space for gardeners to grow vegetables, fruits, herbs, or flowers. Gardeners receive the plot as is, are expected to provide their own soil, and can create their own raised beds if desired. The City of San Rafael provides wheelbarrows for general use, wood chips and hoses. Gardeners are expected to keep any of their own tools, compost bins, and personal items within their plots.

The garden has two workdays in the Spring and one in the Fall each year. Gardeners are expected to attend at least one workday per year or pay a small fee to contribute to the upkeep of the garden.

In the past, a Steering Committee of five members were elected by plot holders to assist City staff with organizing workdays, connected with gardeners who have general questions, helped develop garden guidelines, assist with walk throughs, special events, make recommendations regarding plots or garden needs, attend meetings and vote on garden issues. Steering Committee members were elected to a two-to-three-year term. It has been difficult finding new gardeners to take on an elected role within the garden. In

2019, right before COVID, outreach was done to try and generate new interest in the committee. At that time, there were four new gardeners who expressed interest in getting more involved.

The Terra Linda Community Garden has always been a very popular program for the community. In 2008, there was a waitlist of over 60 people interested in joining the garden. At that time, the Steering Committee recommended that use of the garden be restricted San Rafael residents only; any gardeners who did not live in San Rafael were grandfathered in. While there have been limited periods when the waitlist has been exhausted, marketing and word of mouth has proven effective in ensuring regular demand for garden plots. Currently, the garden has a waitlist of over 50 residents waiting for a plot. As plots become available, they are offered to the next person on the waitlist. On average, residents are on the waitlist for 2-3 years before receiving a plot.

### **COMMUNITY OUTREACH:**

Based on initial feedback received, Staff contacted the UC Cooperative Extension, Master Gardener program to request support in reviewing current practices and guidelines for both gardens. Barbara Searles, Marin Master Gardener who serves as a representative for the Schools and Community Gardens program offered to provide guidance and support. Ms. Searles toured both gardens, reviewed both sets of current garden guidelines, and participated in community garden meetings. Ms. Searles initial review and feedback of the guidelines and walk throughs is reflected in Attachment 3.

Based on feedback received from the gardeners earlier this year, staff conducted two (2) meetings for both gardens on September 27 and September 28, 2021. Gardeners were notified by email, mail and phone, and were given the opportunity to participate either in person or virtually. Additionally, signs were posted at each garden regarding the meetings. Park and Recreation Commissioner Kela Cabrales attended all four (4) of the meetings and Parks Commissioner Kathryn Reisinger was able to attend the virtual meeting for the Canal Gardens. In addition, translation services were provided at both of the Canal Garden meetings.

On September 27, 2021, the in person meeting at the Terra Linda Community Garden had 17 gardeners in attendance and the virtual meeting had eight. On September 28, 2021, the in person meeting at the Canal Community Garden had 10 gardeners in attendance and the virtual meeting had five.

At all the meetings, gardeners shared feedback on some of the challenges at each of the gardens as noted below:

- Pest Management
- Water usage and conservation
- Weeds
- Illegal access and missing equipment and supplies items
- Composting
- Communication
- Social & Educational Opportunities
- Continuation of a Steering Committee structure with volunteer opportunities

Although gardeners for both gardens expressed similar areas of concern, there was some feedback that was site specific as noted below:

Terra Linda Community Garden:

- Request for bathroom access/porta potty for the garden
- Drip irrigation with timers
- Request to grandfather in current gardeners who move out of San Rafael

Canal Community Garden

- Concerns over planting directly in the soil
- 5G communication towers in vicinity

## **DISCUSSION**

In managing the Canal and the Terra Linda Community Garden(s), the City is responsible for establishing the rules and regulations for the use of the gardens and the expectations of the community participants. In the past, both gardens had their own set of guidelines that had been established in coordination with the respective garden committees.

Moving forward, the City is proposing to maintain establish a set of common guidelines that will provide consistency across the two gardens, while still maintaining site specific garden guidelines for each garden: recognizing the unique needs and differences of each site. A garden application and guidelines will be developed for each specific site instead of creating one set of garden guidelines and application for both gardens.

Staff have worked collaboratively to update guidelines for each of the two (2) City Community Gardens (Attachments 2 and 3).

The guidelines clarify the rules, regulations, and expectations around use of the City's community gardens. They set guidelines around several areas, including:

- Garden plot application process
- Community Gardens are intended for use by San Rafael residents only
- What can be grown in garden plots
- Plot maintenance and upkeep, including the area surrounding each plot
- Workday participation
- Hours and security
- Use of pesticides, fertilizers, herbicides, and compost
- Watering
- Maintenance of common/shared areas
- Personal conduct
- Site-specific requirements

The guidelines also include procedures for City staff to follow in the case of non-compliance and largely align with what has been created in collaboration with Garden Committees in years past.

The primary change to the guidelines is the requirement that all gardeners be San Rafael residents. The resident requirement will be new for the Canal Community Garden, which currently has three non-resident gardeners and a waitlist of approximately 15 San Rafael residents. The Terra Linda Community Garden has implemented the residency requirement for new gardeners since 2008; however, it allowed non-residents that had plots at the time to retain their plots and residents that move out of the city to retain their plots. As a result, the Terra Linda Community Garden currently has eight non-resident plot holders and a waitlist of 50 residents. Given the high demand for community garden plots, staff is recommending that only residents be given new plots and that those that move out of San Rafael forfeit their plot the following year.

Additionally, the new proposed guidelines limit gardeners to having a plot in only one garden. Currently, there are two gardeners with plots in both the Canal and the Terra Linda Community Gardens. With the implementation of these new guidelines, those gardeners would be asked to pick one plot beginning in 2022.

Another change proposed in the new guidelines is the transition of both the Terra Linda Community Garden steering committee and the Canal Working Group to Elected Garden Committee(s) that would serve one-year terms; with an expectation of creating volunteer opportunities for gardeners who would like to support the garden with specific projects but do not have the time to commit to an elected position.

Clarifying language that gardeners are responsible for maintaining their garden plot. If a gardener is going to be absent from their ability to maintain their garden plot for longer than two weeks, it is up to the gardener to make sure the plot continues to be maintained. This can be done by having a fellow gardener or friend assisting with the plot or hiring outside help to maintain the plot in their absence. Any gardener that is absent for more than two weeks, must notify the Garden Administrator prior to their absence and inform who will be assisting you with your plot's maintenance during your absence.

Additionally, if a plot holder is unable to comply with the garden guidelines because of a disability and would like to request reasonable accommodation, they must notify staff as soon as possible but no later than 14 days of the onset of disability, injury, or illness. Staff will contact the plot holder to engage in an interactive process to determine whether a reasonable accommodation can be made.

Finally, staff will be identifying a faster compliance process that will help to maintain and turn over plots that are not being maintained in a more effective and timely manner.

The guidelines will be provided to the gardeners on an annual basis, and they will be required to acknowledge their agreement to abide by the guidelines when applying for a plot each year.

**FISCAL IMPACT:**

There is no fiscal impact associated with adopting the updated Community Garden Guidelines for the Canal and Terra Linda Community Gardens.



**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:



Debbie Younkin, Sr. Recreation Supervisor



Darcie Chellew, Program Coordinator

Attachments:

1. Best Practices for San Rafael Community Gardens
2. Canal Community Garden Guidelines
3. Terra Linda Community Garden Guidelines

**Best Practices for  
City of San Rafael Library & Recreation Department  
San Rafael Community Gardens**

**Presented by Marin Master Gardeners  
School & Community Gardens Project (SCGP)**

**Requested of Marin Master Gardeners by City of San Rafael**

- Review document of San Rafael Community Garden Guidelines
- Inspect both San Rafael Community Gardens—Terra Linda Community Garden, and Canal Community Gardens, on July 28, 2021. (Canal Community Garden previously visited April 2021 by Master Gardeners.)
- Provide feedback on Best Practices and Community Garden Guidelines

**Terra Linda Community Garden & Canal Community Garden**

Both community garden sites are thriving, with enthusiastic and diverse population of gardeners. Each garden site shares similar challenges in management and unifying the community.

**Noted garden issues outlined below may be improved upon by:**

- Implementing specific best practices
- Making changes to the document of Community Garden Guidelines
- Collaboration of gardeners and the garden manager
- Consistent follow-through by the city garden manager

**\* SUMMARY on last page of this document**

**Noted Garden Issues during walk-through (Terra Linda Community Garden)**

1. Deferred maintenance by gardener – Several plots with weeds, dead plants
2. Garden “blight” – Many plots with accumulation of gardening items, i.e. pots, tools, stools, chairs
3. Unapproved structures – some garden-related, e.g. Tall irrigation tubing, and support structures; wooden workshop having openly stacked sheets of glass openly near main pathway; reconfiguration of plot perimeters (without approval of specific activity)
4. Sprawling area of chairs and composters at fence perimeter
5. Debbie Younkin stated the challenge of having gardeners stay in compliance with garden guidelines, and that of evicting delinquent gardeners

**Noted Garden Issues during walk-through (Canal Community Garden)**

- Deferred maintenance by gardener – Aggressive weeds in walkway are

- not removed
- Community Deferred Maintenance - Weeds at perimeter of fence
- Habad Ahmad stated the challenge of having gardeners in compliance with keeping weed-free pathways, and attending community work days; single gardener with dominant opinions may be off-putting to community collaboration

**Suggested Best Practices to address noted issues**

When the new guidelines and renewal forms are distributed, it is suggested to emphatically note that gardeners read the guidelines carefully, as the guidelines have been changed, and they may need to come into compliance in order to renew their plot.

- **To address Deferred maintenance by gardeners—  
Streamline “Three Strikes Rule”**

Garden guidelines pertain to all plot holders, including those that rent ADA-designated plots.

Rapid growth of invasive weeds requires regular removal, and is a leading garden issue requiring regular maintenance, with consequences for non-compliance.

1. Announce via email upcoming formal monthly inspection, taking place first week of every month\*
2. *An established garden committee* makes a monthly walk-through *with the garden manager*, to jointly assess garden issues.
3. *Notes and photos* of gardening issues are taken during walkthrough, as a report on file.
4. Garden Manager warns gardeners via email, of issues to be dealt with in a timely manner, 7-10 days from date of inspection
5. A follow-up walk through is made 7-10 days later to inspect plots and areas with outstanding issues.
6. Plots not in compliance at follow-up incur a “strike”, or “ding”. Email and photos are kept on file.
7. Process repeats each month

The speed of dealing with garden issues should improve with regular monitoring, warnings, and strikes documented. Evictions may proceed more rapidly. Collaboration of garden committee and garden manager may have its initial challenges, but is likely to increase creative problem solving, and increase mutual regard for the needs of gardeners and City management.

- **To address Garden “Blight”**

1. All belongings, including chairs, pots and tools must be neatly collected or stored in one area of their garden plot, and this will be looked for

during monthly inspection.

2. If another area of the garden is established for storage or composting, then gardeners are encouraged to utilize a set of common tools, and to locate composters in a common area.
- **To address Unapproved structures — Formalize process for removal**
    1. Manage on case-by-case basis, that remedy current structures that do not adhere to established or newly established guidelines, garden manager and garden committee jointly inspect, taking notes and photos that become part of report on file.
    2. Determine a resolution that conforms with guidelines
    3. Agree on a reasonable timeframe for alterations or removal of structure.
    4. Inform gardener via email of need to address unimproved structure within specific time frame, with a follow up inspection, and noting that failure to do so will incur a “strike”.
    5. State clearly “that while their current gardening structures are creative solutions, they do not adhere to community garden guidelines which promote uniformity and safety, and create a liability issue. You are invited to seek approval for improvement to your garden plot that before taking action “
  - **To address sprawling areas of chairs and composters at fence perimeter**
    1. Establish communal area(s) as designated place for additional seating brought to the garden, for use by all of community gardeners.
    2. Establish composting center (similar to wheel barrow collection site) where all composters may reside, which maximizes usage of plots.

### Community Workdays

To encourage all gardeners to maintain common areas of community garden, which keep them in compliance with community garden guidelines, different strategies may effectively be used.

1. Community workdays—the current practice at both gardens
2. Community workdays, pay fee for missed attendance—the current practice at Terra Linda Community Garden
3. **Community Maintenance – “Self Reporting”**
  - The garden committee or City Manager will oversee appointing garden maintenance tasks to gardeners
  - “Before” Photos are taken of designated maintenance area and shared with gardener
  - The gardener must complete the task within 1 week timeframe
  - The gardener may provide an “After photo” showing completed task
  - Consequences for not completing task is a “Strike” (toward possible

eviction)

## Recommend adding specific wording to Community Garden Guidelines

### “Approval for Permanent Garden Structures

Plot holders will request approval for changes to be made to existing plot perimeters, modifying raised beds structurally, or increasing their height. Open grid wire fences are allowed around plots; solid fences that obscure view into plots are not allowed, for safety reasons and to preserve community garden culture. No tables, benches or structures shall be constructed in plots. All common areas and the structures placed there will be for community garden use, with over-site by the garden committee that is comprised of fellow community gardeners.”

### “Plot Inspections

Plot inspections will be performed by the Garden Manager and member of the garden (committee), on the first X day of each month. Plot inspections will be performed to ensure that gardeners are upholding the garden regulations they agreed to. The scope of inspections will include, but are not limited to: assessing active gardening, including keeping (particularly invasive) weed-free plots and perimeters; maintaining the orderly containment of, and safe storage of minimally necessary hand tools and materials (in either shed or plot); accessibility into and around the plot, thus preventing hazards; that temporary garden-related features i.e. poles, trellises, and decorations are safely structured, uncluttered, and do not negatively impact the growing possibilities of a garden neighbor.”

### “Process of Warning Notices & Possible Termination of Lease

The garden manager will document and photograph garden areas requiring action by gardener, and give warnings and photos to gardener.

- **First Warning/First Strike**—7-10 days will be given to bring the plot into compliance. Any subsequent follow-up inspection may be facilitated by the Garden Manager, Garden committee member, or by the gardener submitting an “after photo” to Garden Manager, documenting corrective work done.
- **Second Warning/Second Strike**—A second Warning may result if unsatisfactory or non-corrective action, and 7-10 days will again be given to bring the plot into compliance.
- **Third Warning/Third Strike**— may result if unsatisfactory or no corrective action is taken, and 10 days will be given to bring the plot into compliance. If plot holder has failed to cure the breach of contract after 30 days from date of First Warning, a written Termination of Lease Notice will be given to the gardener, with an

effective date of 15 days after delivery of such notice.”

### **Recommend Writing Garden Mission Statement**

Founding principles are intending to keep all community members in sync.

Recommend including a short Mission Statement unique to the garden community, including purpose and vision, stated at beginning of Guidelines.

Example: “San Rafael Community Garden and Canal Community Gardens provides the diversity of San Rafael residents the opportunity to grow organic food and ornamental vegetables, to give back to the community through donation of food to local organizations, and to open our garden gates to others, which foster connection.”

### **Recommend Enhancing Communication within Community**

1. Create an “Information Hub” within the garden (central location on kiosk, or placed at main gates) to include:
  - Map of garden and plot numbers
  - Community Garden guidelines
  - Reminder notice of upcoming inspection date
  - Community Garden Events
  - Lost & Found (mailbox)
  
3. Encourage gardeners to create a monthly newsletter blast, to report garden news of interest to the community, and reminders that are beyond the scope of City management

### **SUMMARY Suggestions**

- **Collaboration of gardeners/garden committee with the garden manager on maintenance oversight**
- Document All Issues with Photos and paper trail
- Three Strikes Rule Implemented through consistent follow-through
- Three Strikes Rule and Possible Eviction Process outlined in Community Guidelines
- Provide examples in Community Garden Guidelines
- Community Workday Self-Reporting implemented, as necessitated

- Include Mission statement in Community Guidelines
- Foster community garden communication and unity on key garden issues through email blasts and garden posting of important dates

**\* Maintain relationship with Marin Master Gardeners, School & Community Project (SCGP), for help in instituting Best Practices, and Education.**

## **Additional Feedback post Community Garden Meetings:**

### **Garden structure: Steering Committee vs. Garden Committee**

It might simply be called Garden Committee, to embrace friendly terminology.

Each garden would operate with the same essential responsibilities in the following areas: Inspections & Community Areas Upkeep, Communications, Irrigation, Pest Concerns, Donations, Education

Tasks of each area of responsibility can be divided among volunteers at the Canal Garden, and at Terra Linda there can be a volunteer(s) that oversee one area.

Volunteer group connect with each other on a monthly basis.

#### **- Inspections & Upkeep of Community Garden Areas**

Highly recommend that a representative of the garden committee attend an inspection walkthrough with the garden manager. Especially important before sending out warning and reinforces what is expected. Common areas require workdays, and these volunteers would arrange for that.

#### **- Communications**

Group messages of particle concerns go to garden community via email, newsletter, Google Group (highly recommend), signage. Posts signage as needed. Volunteer will cc [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org)

**- Irrigation** There are some gardeners who are very experienced with irrigation. As an irrigation leader they could regularly monitor all installations for maintenance issues, and present demo sessions. Oversees usage of reclaimed water.

**- Pest Concerns & Education** Research safety of and proven methods of deterring or elimination of pests. Arranges for utilizing Master Gardener resources

## Attachment 1

- **Security Locks** and entry/exit issues. (Highly recommend cow bells at each gate; use of badges with City of San Rafael insignia and Gardener name; signage that suspicious activity will be reported to police; Police might be asked to patrol at sunrise and late night.)
- **Donations** Collection and delivery of donated produce to local organizations
- **Garden Events & Community Connection** Social and Educational opportunities in the Spring and Fall
- **Composting and Garden Tools** - Oversee process and upkeep of wheelbarrows and other tools





## City of San Rafael Library Canal Community Garden Guidelines

The following document clarifies the rules, regulations, and expectations around use of the City's Canal Community Garden. All plot holders are responsible for abiding by these guidelines.

### MISSION

The Canal Community Garden exists to create and maintain a community-operated garden in the Canal neighborhood. We are committed to nurturing the land; growing and sharing healthful, **pesticide-free, organic** food; developing caring and supportive relationships among gardeners; and sharing our skills, knowledge and experience. By means of the garden, people of diverse cultures, ages, and abilities demonstrate the positive effect, to individuals and the community, of joining together as tillers and preservers of the land.

### GOALS

The goals of the Canal Community Garden are:

1. To establish and maintain a site upon which members can engage in gardening and related educational and social activities.
2. To grow healthful food and flowers for our families and to share those with community members who are in need.
3. To preserve a productive green space and surrounding environment for future generations, honoring the agricultural heritage of the Canal neighborhood.

### GENERAL GUIDELINES

1. Community garden plots are to be used to grow vegetables, fruit (non-trees), herbs, and/or flowers only.
2. San Rafael community gardens are for use by San Rafael residents only. Starting January 1, 2022, any gardener that moves out of San Rafael will forfeit their plot the following year. Current garden members who moved out of the San Rafael prior to January 1, 2022 will be allowed to continue have a plot in the garden.
3. A garden application will be mailed out to gardeners in mid-January. Garden Application along with a proof of San Rafael residence and annual fees are due on or before March 15 of each year to the Albert J. Boro Community Center.
4. San Rafael residents wishing to apply for a community garden plot should contact the garden administrator, listed at the end of this document. Interested residents' names and contact information will be placed on a waitlist. When a plot becomes available, potential gardeners will be contacted in the order in which their interest was received and will be asked to formally apply for a plot.
5. Residents are permitted to have one (1) garden plot per household at either the Canal Community Garden or the Terra Linda Community Garden. Those that have one (1) plot in each garden must revoke that privilege and choose one plot to maintain moving forward into 2022.
6. All gardeners are expected to help with tasks to benefit the community garden. For example, each year there will be two to four workdays scheduled plus ongoing opportunities such as weeding and cleaning in the communal areas.
7. City of San Rafael staff and the Steering Committee reserve the right to evaluate plots for compliance. Staff reserves the right to issue notices to plots holders and revoke privileges at the community garden without reimbursement of paid fees and lost crops, according to the Compliance section of the garden guidelines.

## HOURS/SECURITY

1. Garden hours are sunrise to sunset.
2. All gates and structures must be locked, and all water hoses turned off prior to leaving the garden.
3. Plot holders are not allowed give the lock combination to any unauthorized individual.
4. Guests, children and hired help may visit the garden only if accompanied by a plot holder.

## GARDEN PLOTS

1. The community garden adheres strictly to organic gardening principles, concepts, and practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening principles are prohibited. If a plot holder is unsure of whether a product is allowed, please check with City of San Rafael staff. Gardeners must make sure that any product they spray does not come into contact with another gardener's plot.
2. The Canal Community Garden has 32 full plots, 48 half plots, and 12 ADA accessible garden plots available at the community garden. Individuals with a disability have priority in renting the ADA accessible garden plots.
3. Changing the structure or dimensions of plots is prohibited.
4. Growing plants outside of your plot is prohibited.
5. Weeds must be controlled and must not be allowed to go to seed within or around plots. **Plot holders must clear all weeds within 2 feet of their plot.**
6. Individual garden plots are to be fully utilized, with no less than 75% planted, and no more than 25% used for storage.
7. Structures must be no higher than 6 feet from the ground and not cast shade on another plot; no permanent structures are allowed.
8. Creating a sunlight obstruction for adjacent plots is not allowed. Tall crops must be positioned in a way that does not cast shade on neighboring plots.
9. Gardeners are expected to participate in at least one workday per year to support site maintenance and work on special renovation projects within the garden. If unable to attend a workday, gardeners can work with City staff to determine alternative opportunities to support the garden.
10. Trees are not allowed in individual garden plots. Only the City may determine to plant community trees in common areas.
11. Growing marijuana in the garden for ANY reason, including for medical or recreational purposes, is prohibited.
12. In order to control fly and rodent populations in the garden, meat scraps, kitchen oils, bread, etc. are not allowed in garden plots or compost bin. Vegetable scraps used for compost must be buried within the plot.
13. Trimmings and plant material not being used as compost must be removed and put in the green compost bins.
14. Crops must be harvested and cannot be left to rot within the plot. This includes dry sunflowers, corn and rotting veggies, which attract rodents. If a gardener is unable to use entire crop, they are encouraged to donate additional produce.
15. If a garden plot remains undeveloped, unattended, or overgrown for more than 30 days, the plot holder will be notified in writing by the City of San Rafael and the plot may be reassigned, based on the process outlined in the Compliance section.
16. By May 15<sup>th</sup>, plots are to be cleared of any winter crops and winterization materials and spring crops must be planted.
17. By December 1<sup>st</sup>, plots must be clear of all spring/summer crops and either have winter crops planted or be winterized. **Definition of winterized** – Cover your plot with an approved ground cover, such as newspaper with a straw covering; staff will provide gardeners with a complete list of approved materials. Should a gardener not want to winterize their plot, they must remove all dead plants and ensure that the plot remains weed free all winter.

18. When vacating a plot to move to a new plot or discontinuing garden participation, the plot holder must clear the area of plant material, weeds, and any equipment so that the plot is ready for the next gardener. If a plot holder fails to remove material, the city will employ an outside landscaper to clear the plot at the plot holder's expense.
19. The City of San Rafael has the right to utilize the garden for public events.
20. Report leaking faucets, leaks in the irrigation system or other general maintenance to [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org) or call (415) 485-3328.

### **WATERING**

1. During non-drought years, the maximum amount of watering for any one plot is limited to 15 minutes per day. This equals about 75 gallons per day, which would be sufficient for the hottest days. Please note that during drought conditions, the City may implement additional water conservation measures.
2. Watering must be performed while immediately attended by a gardener.
3. Modification to the existing drip irrigation system is prohibited and individual plot irrigation systems are not permitted.
4. Water conservation and techniques, such as the use of mulch and compost, is encouraged.
5. Gardeners should turn off the hose bib/water faucet, not just the spray nozzle, when they are done watering.

### **SHARED/Common AREAS**

1. Wheelbarrows must be emptied after use and placed in the proper storage location.
2. On-site storage of personal items is not allowed in walkways or other common areas. Walkways between plots must remain clear.
3. Gardeners must label their locker with their name and plot number.
4. Personal hand tools may be stored in a locker or in garden plot in a non-hazardous manner.
5. Communal tools must be cleaned and returned to the garden shed after use.

### **PERSONAL CONDUCT**

1. Please respect other gardeners and plots. Do not pick crops or use items from other plots.
2. Gardeners shall not engage in loud, boisterous, threatening, abusive, insulting, or indecent language, or any disorderly conduct or behavior tending to breach public space.
3. Children must be supervised at all times. Parents are encouraged to explain the importance of respecting the plots and the harvests of others.
4. No animals, other than service animals, are allowed in the garden. Those plot holders requiring the assistance of a service animal, must notify the garden administrator prior to attending the community garden with the plot holder. All service animals must remain on leash while assisting the plot holder.
5. The use of radios or other audio equipment is prohibited, except for individuals listening on headphones.
6. Consumption of alcohol, tobacco, and other drugs are not permitted inside or within 25 feet of the garden.
7. Do not write on or deface City of San Rafael signage or property.
8. Gardeners are expected to be respectful of other gardeners and guests within the garden.

### **COMPLIANCE**

1. All Canal Community Garden plot holders are expected to abide by the rules and regulations established in the Community Garden Guidelines.
2. City of San Rafael staff retain the right to revoke gardening privileges and/or create new garden guidelines, with proper notice given to plot holders, and make decisions regarding garden and conduct at any time.

3. Gardeners are responsible for maintain their garden plot. If you are going to be absent from your ability to maintain your garden plot for longer than two weeks, it is up to you to make sure the plot continues to be maintained. This can be done by having a fellow gardener or friend assist you or hiring outside help to maintain the plot in your absence. Any gardener that is absent for more than two weeks, must notify the Garden Administrator prior to your absence and inform them who will be assisting you with your plot's maintenance during your absence.
4. If a plot holder is unable to comply with the garden guidelines because of a disability and would like to request reasonable accommodation, they must notify staff as soon as possible but no later than 14 days of the onset of disability, injury or illness. Staff will contact the plot holder to engage in an interactive process to determine whether a reasonable accommodation can be made.
5. If a gardener fails to maintain their plot to rules and regulation standards, they will be given the opportunity to correct the infraction, per the below compliance process.
6. The compliance process for the community gardens is as follows:
  - a. First incident of non-compliance results in a notification of non-compliance and request to bring plot back into compliance within a certain timeframe as determined by staff.
  - b. Second incident of non-compliance results in a similar notification, but with a notice that the plot will be revoked if not brought into compliance. If brought into compliance, plot holder will be notified that any further infractions will result in their plot being immediately revoked.
  - c. Third incident of non-compliance will result in their plot privileges being immediately revoked.
7. Plot holders that have their privileges revoked will not be reimbursed for fees paid nor crops lost and the individual may not be eligible for future garden opportunities.

### **COMMUNITY GARDEN STEERING COMMITTEE**

1. Composition, Qualifications, Election and Term of Office:
  - a. The Garden Steering Committee is comprised of five (5) elected gardeners. City staff serve as the Garden Administrator on the Garden Steering Committee in an advisory (non-voting) capacity.
  - b. The Steering Committee's shall be official plot holders whose plots adhere with garden guidelines.
  - c. All Steering Committee members shall be elected to a one-year term, for a maximum of three (3) consecutive terms. Steering Committee members may be re-elected by a majority of votes cast by garden plot holders.
  - d. A Steering Committee member may be removed from the Committee after missing 50% or more of Steering Committee meetings in a calendar year of if their plot is out of compliance.
  - e. A quorum of the Garden Steering Committee shall consist of at least three (3) elected members. A simple majority vote at any meeting where a quorum is present shall be sufficient to take action as needed to support operation of the garden.
2. Role of the Steering Committee:
  - a. The Garden Steering Committee shall have a general responsibility to provide overall support for the garden. This includes identifying top priorities for the garden each year, through feedback from gardeners. The Steering Committee will serve as project leads who will work towards accomplishing top priorities of the garden. Standing priorities include garden communication, garden workdays, and social opportunities.
  - b. Steering Committee members will serve in a lead role in a specific area and will work with garden volunteers to help achieve the priorities of the garden through a collaborative approach.
  - c. The Steering Committee will form ad hoc volunteer working groups to help support the overall priorities of the garden.
  - d. The Garden Steering Committee shall meet as needed to accomplish the goals of the garden.
  - e. The Garden Administrator shall have the right to override any decision made by the Garden Steering Committee and the general membership.

All gardeners are required to follow these Canal Community Garden Guidelines to ensure a successful, enjoyable garden experience.

**City of San Rafael  
Library and Recreation Department**

Contact: [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org)  
Garden Administrator: Darcie Chellew (415) 485-3328

OR

Albert J. Boro Community Center  
50 Canal St. San Rafael CA 94901  
(415) 485-3077



## City of San Rafael Terra Linda Community Garden Guidelines

The following document clarifies the rules, regulations, and expectations around use of the City's Terra Linda Community Garden. All plot holders are responsible for abiding by these guidelines.

### MISSION

The Terra Linda Community Garden exists to create and maintain a community-operated garden in Terra Linda. We are committed to nurturing the land; growing and sharing healthful, **pesticide-free, organic** food; developing caring and supportive relationships among gardeners; and sharing our skills, knowledge, and experience. By means of the garden, people of diverse cultures, ages, and abilities demonstrate the positive effect, to individuals and the community, of joining together as tillers and preservers of the land.

### GOALS

The goals of the Terra Linda Community Garden are:

1. To establish and maintain a site upon which members can engage in gardening and related educational and social activities.
2. To grow healthful food and flowers for our families and to share those with community members who are in need.
3. To preserve a productive green space and surrounding environment for future generations, honoring the agricultural heritage of the Las Gallinas Valley.

### GENERAL GUIDELINES

1. Community garden plots are to be used to grow vegetables, fruit (non-trees), herbs, and/or flowers only.
2. San Rafael Community Gardens are for use by San Rafael residents only. Starting January 1, 2022, any gardener that moves out of San Rafael will forfeit their plot the following calendar year. Current garden members who moved out of San Rafael prior to January 1, 2022, will be allowed to continue have a plot in the garden.
3. A garden application will be mailed to gardeners in mid-January. Garden applications along with proof of San Rafael residence and annual fees are due on or before March 15th of each year to the Terra Linda Community Center.
4. San Rafael residents wishing to apply for a community garden plot should contact the garden administrator, listed at the end of this document. Interested residents' names and contact information will be placed on a waitlist. When a plot becomes available, potential gardeners will be contacted in the order in which their interest was received and will be asked to formally apply for a plot.
5. Residents are permitted to have one (1) garden plot per household at either the Canal Community Garden or the Terra Linda Community Garden. Terra Linda Community Garden plot holders who were allowed two plots at the Terra Linda Garden by previous bylaws shall retain that privilege.
6. All gardeners are expected to help with tasks that benefit the community garden. For example, each year there will be two to four scheduled workdays, as well as ongoing opportunities such as weeding and cleaning in the common areas.
7. City of San Rafael staff and the Steering Committee reserve the right to evaluate plots for compliance. Staff reserves the right to issue notices to plots holders and revoke privileges at the

community garden without reimbursement of paid fees and lost crops, according to the Compliance section of the garden guidelines.

### HOURS/SECURITY

1. Garden hours are sunrise to sunset.
2. All gates and structures must be locked, and all water hoses turned off prior to leaving the garden.
3. Plot holders are prohibited from loaning or copying their garden keys.
4. Guests, children and/or assistants may visit the garden only if accompanied by a plot holder.

### GARDEN PLOTS

1. The community garden adheres strictly to organic gardening principles, concepts, and practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening principles are prohibited. If a plot holder is unsure of whether a product is allowed, please check with City staff. Gardeners must make sure that any product they spray does not come into contact with another gardener's plot.
2. Full plots are a maximum of 15'x30' (450 square feet). Half plots are a maximum of 15'x15' (225 square feet).
3. Changing the structure or dimensions of plots is prohibited.
4. Growing plants outside of plots is prohibited.
5. Weeds must be controlled and must not be allowed to go to seed within or around plots. **Plot holders must clear all weeds within 2 feet of their plot.**
6. Individual garden plots are to be fully utilized, with no less than 75% planted, and no more than 25% used for storage.
7. Structures must be no higher than 6 feet from the ground and not cast shade on another plot; no permanent structures are allowed.
8. Creating a sunlight obstruction for adjacent plots is not allowed. Tall crops must be positioned in a way that does not cast shade on neighboring plots.
9. The storing of items needs to be a minimum of 6 inches off the ground. Storage receptacles either need to be tightly closed or fully open to deter rodents from nesting. All items must be kept in a non-hazardous manner.
10. Personal items, including compost bins are to be placed within an individual's plot.
11. Gardeners are expected to participate in a minimum of two garden workdays per year. If unable to participate in a garden workday; gardeners will be required to pay a \$20.00 fee, per workday missed.
12. No Trees are allowed in the garden. There are fig trees and an herb garden for communal use by plot holders. Gardeners are asked to take only what they need and to leave some for others. Do not step into people's plots to access fig trees or the herb garden
13. Growing marijuana in the garden for ANY reason, including for medical or recreational purposes, is prohibited.
14. In order to control insect and rodent populations in the garden, meat scraps, kitchen oils, bread, etc. are not allowed in garden plots or compost bins. Vegetable scraps used for compost must be buried within the plot.
15. Trimmings and plant material not being used as compost must be removed and put in the green compost bins.
16. Crops must be harvested and cannot be left to rot within the plot. This includes dry sunflowers, rotting fruit or vegetables, which attract rodents. If a gardener is unable to use entire crop, they are encouraged to donate any additional produce.

17. If a garden plot remains undeveloped, unattended, or overgrown for more than 30 days, the plot holder will be notified in writing by the City of San Rafael and the plot may be reassigned, based on the process outlined in the Compliance section.
18. By May 15<sup>th</sup> of each year, plots are to be cleared of any winter crops, winterized and spring/summer flowers/crops must be planted.
19. By December 1<sup>st</sup> of each year, plots must be clear of all spring/summer crops and either have winter crops planted or be winterized. **Winterized** defined– Cover your plot with an approved ground cover, such as newspaper with a straw covering; staff will provide gardeners with a complete list of approved materials. Should a gardener not want to winterize their plot, they must remove all dead plants and ensure that the plot remains weed free all winter.
20. When vacating a plot to move to a new plot or discontinuing garden participation, the plot holder must clear the area of plant material, weeds, and any equipment so that the plot is ready for the next gardener. If a plot holder fails to remove material, the City will clear the plot at the plot holder's expense.
21. Report leaking faucets, water line break, fence repairs or other general maintenance to [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org) or call (415) 485-3328.

### WATERING

1. During non-drought years, the maximum amount of watering per plot is limited to 15 minutes per day. This equals about 75 gallons per day, which would be sufficient for the hottest days. Please note that during drought conditions, the City may implement additional water conservation measures.
2. Watering may be accomplished by a drip type irrigation system that is connected directly to a hose and while immediately attended by a gardener. Timers and in ground irrigation systems are prohibited.
3. Watering must be performed while immediately attended by a gardener.
4. Water conservation and techniques, such as the use of mulch and compost, is encouraged.
5. Gardeners should turn off the hose bib/water faucet, not just the spray nozzle, when they are done watering.

### SHARED/COMMON AREAS

1. Wheelbarrows must be emptied after use and placed in the proper storage location.
2. On-site storage of personal items is not allowed in walkways or other common areas. Walkways between plots must remain clear.
3. Dumpsters are for school district and garden use only. No illegal dumping.
4. The Terra Linda Community Garden land is owned by the Miller Creek School District and operated by the City of San Rafael. Gardeners need to be "good neighbors" to insure a successful relationship. Please keep your plots maintained.

### PERSONAL CONDUCT

1. Please respect other gardeners and plots. Do not pick crops, clip flowers or plant, and/or use items from other plots.
2. Gardeners shall not engage in loud, boisterous, threatening, abusive, insulting, or indecent language, or in any disorderly conduct or behavior tending to a breach of public space.
3. Children must be supervised at all times. Parents are encouraged to explain the importance of respecting the plots and the harvests of others.
4. No animals, other than service animals, are allowed in the garden. Those plot holders requiring the assistance of a service animal, **must notify the garden administrator prior to attending the community garden with the plot holder. All service animals must always remain on leash**



**while assisting the plot holder. Service animals must be taken outside the garden to relieve themselves and remnants left behind must be taken to an outside trash can.**

5. The use of radios or other audio equipment is prohibited, except for individuals listening on headphones.
6. Consumption of alcohol, tobacco, and other drugs are prohibited anywhere onsite or on the adjacent school district property.
7. Do not write on or deface City of San Rafael signage or property.
8. Gardeners are expected to be respectful of other gardeners and guests within the community garden.

## **COMPLIANCE**

1. All Terra Linda Community Garden plot holders are expected to abide by the rules and regulations established in the Community Garden Guidelines.
2. City of San Rafael staff retain the right to revoke gardening privileges and/or create new garden guidelines, with proper notice given to plot holders, and make decisions regarding garden conflicts and conduct at any time.
3. Gardeners are responsible for maintaining their garden plot. If you are going to be absent from your ability to maintain your garden plot for longer than two weeks, it is up to you to make sure the plot continues to be maintained. This can be done by having a fellow gardener or friend assist you or hiring outside help to maintain the plot in your absence. Any gardener that is absent for more than two weeks, must notify the Garden Administrator prior to your absence and inform them who will be assisting you with your plot's maintenance during your absence.
4. If a plot holder is unable to comply with the garden guidelines because of a disability and would like to request reasonable accommodation, they must notify staff as soon as possible but no later than 14 days of the onset of disability, injury or illness. Staff will contact the plot holder to engage in an interactive process to determine whether a reasonable accommodation can be made.
5. If a gardener fails to maintain their plot to rules and regulation standards, they will be given the opportunity to correct the infraction, per the below compliance process.
6. The compliance process for the community gardens is as follows:
  - a. First incident of non-compliance will result in a notification of non-compliance and request to bring plot back into compliance within a certain timeframe as determined by staff.
  - b. Second incident of non-compliance will result in a similar notification, but with a notice that the plot will be revoked if not brought into compliance. If brought into compliance, plot holder will be notified that any further infractions will result in their plot privileges being immediately revoked.
  - c. Third incident of non-compliance will result in their plot privileges being immediately revoked.
7. Plot holders that have their privileges revoked will not be reimbursed for fees paid nor plants/crops lost, and the individual may not be eligible to participate at either of the City of San Rafael Community Gardens in the future.

## **COMMUNITY GARDEN STEERING COMMITTEE**

1. Composition, Qualifications, Election and Term of Office:
  - a. The Garden Steering Committee is comprised of five (5) elected gardeners. City staff serve as the Garden Administrator on the Garden Steering Committee in an advisory (non-voting) capacity.
  - b. The Steering Committee's shall be official plot holders whose plots adhere with garden guidelines.

- c. All Steering Committee members shall be elected to a one-year term, for a maximum of three (3) consecutive terms. Steering Committee members may be re-elected by a majority of votes cast by garden plot holders.
  - d. A Steering Committee member may be removed from the Committee after missing 50% or more of Steering Committee meetings in a calendar year or if their plot is out of compliance.
  - e. A quorum of the Garden Steering Committee shall consist of at least three (3) elected members. A simple majority vote at any meeting where a quorum is present shall be sufficient to take action as needed to support operation of the garden.
2. Role of the Steering Committee:
- a. The Garden Steering Committee shall have a general responsibility to provide overall support for the garden. This includes identifying top priorities for the garden each year, through feedback from gardeners. The Steering Committee will serve as project leads who will work towards accomplishing top priorities of the garden. Standing priorities include garden communication, garden workdays, and social opportunities.
  - b. Steering Committee members will serve in a lead role in a specific area and will work with garden volunteers to help achieve the priorities of the garden through a collaborative approach.
  - c. The Steering Committee will form ad hoc volunteer working groups to help support the overall priorities of the garden.
  - d. The Garden Steering Committee shall meet as needed to accomplish the goals of the garden.
  - e. The Garden Administrator shall have the right to override any decision made by the Garden Steering Committee and the general membership.

All gardeners are required to follow these Terra Linda Community Garden Guidelines to ensure a successful, enjoyable garden experience.

**City of San Rafael  
Library and Recreation Department**

Contact: [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org)  
Garden Administrator: Darcie Chellew (415) 485-3328

OR

Terra Linda Community Center  
670 Del Ganado Rd. San Rafael CA 94903  
(415) 485-3344



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**November 18, 2021  
Item #6**

**TITLE: SELECTION OF COMMISSION CHAIR, VICE CHAIR, AND COMMITTEE ASSIGNMENTS**

**SUMMARY**

Annually, the Commission selects a Chair and Vice Chairperson to facilitate meetings. The Commission also reviews any committee appointments and makes changes if needed.

**RECOMMENDATION:**

It is recommended that the Commission select a new Chair and Vice Chairperson and review committee assignments for the period January – December 2022.

## **BACKGROUND**

Annually, the Parks and Recreation Commission meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Commission, to be held preferably in December of each year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Commissioners so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a Commissioner would not serve as Chair more than once in seven consecutive years. The Park and Recreation Commission is also requested to fill any vacancies or make amendments to any other committee assignments as needed on annual basis.

As a result, the Commission is being tasked with selecting a new Chair and Vice Chair for 2022, one (1) commissioner to serve as the representative to the Pickleweed Advisory Committee and one (1) commissioner to serve as alternate to the Pickleweed Advisory Committee.

The representative to the Pickleweed Advisory Committee from the Park and Recreation Commission shall serve a term of one (1) year, but not more than two (2) consecutive terms. However, if there is a vacancy, the Park and Recreation Commission has the authority to extend the current representative's term at their discretion.

Commissioner Reisinger has recently resigned from the Pickleweed Advisory Committee, however, both Commissioners Reisinger and Gutierrez were appointed to the Pickleweed Advisory Committee in November 2019.

## **FISCAL IMPACT:**

None

## **ALTERNATIVE ACTION**

Any other action as determined by the Park and Recreation Commission.

Submitted by:



Susan Andrade-Wax  
Library & Recreation Director



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**November 18, 2021  
Item #7**

**TITLE:           REVIEW OF THE COMMISSION MEETING SCHEDULE FOR 2022**

**SUMMARY**

Annually, the Park and Recreation Commission reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

**RECOMMENDATION:**

It is recommended that the Commission review its meeting schedule for 2022 and revise as necessary.

**BACKGROUND:**

The Park and Recreation Commission currently meets on the third Thursday of each month at 7:00 p.m., currently at 6:00 p.m. Annually, the Park and Recreation Commission reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

Park and Recreation Commission Meeting Schedule

January 20, 2022  
February 17, 2022  
March 17, 2022  
April 21, 2022  
May 19, 2022  
June 16, 2022  
July 21, 2022  
August 19, 2021  
September 15, 2022  
October 20, 2022  
November 17, 2022  
December 15, 2022

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:



Susan Andrade-Wax  
Library & Recreation Director



**SAN RAFAEL**  
THE CITY WITH A MISSION

## MEMORANDUM

**Date:** November 18, 2021  
**To:** Park and Recreation Commission  
**From:** Susan Andrade-Wax, Library & Recreation Director  
**Subject:** Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
November 15	7:00 p.m.	City Council	Zoom
November 18	6:00 p.m.	Park and Recreation Commission	Zoom
<b>November 25</b>	<b>CLOSED</b>	<b>HOLIDAY</b>	<b>ALL CITY OFFICES</b>
<b>November 26</b>	<b>CLOSED</b>	<b>HOLIDAY</b>	<b>ALL CITY OFFICES</b>
December 6	7:00 p.m.	City Council	Zoom
<b>December 16</b>	<b>CANCELLED</b>	Park and Recreation Commission	<b>CANCELLED</b>
December 20	7:00 p.m.	City Council	Zoom
<b>Dec. 24, 2021 - Jan. 2, 2022</b>	<b>-----</b>	<b>Holiday Schedule</b>	<b>All non-Safety City services and locations will be Closed*</b>

***\*Please note: All non-safety City services and City Hall offices will be closed beginning Friday, December 24, 2021, through Sunday, January 2, 2022, in observance of the holidays.***

***Emergency Police and Fire services will still be available, and regular parking enforcement schedules will remain in effect during this time.***