



525 San Anselmo Avenue
San Anselmo, CA 94960

Parks and Recreation Commission

Agenda

Thursday, September 29, 2022

6:30 PM

Meetings held virtually via Zoom until
further notice -
<https://us02web.zoom.us/j/8835263874>

6

SPECIAL MEETING

<https://us02web.zoom.us/j/8835263874>

Or Telephone: +1 669 900 6833 | Webinar ID: 883 5263 8746

How to Participate During the Meeting: Members of the public will have the option to speak during the meeting through the Zoom application by using their phone or an electronic device.

For PC, Mac, or smart phone, Use "Raise hand" function when public comment for an item is requested. It is a button that is located at the top or bottom of your screen, based on your computer

For landline phones, raise hand to be recognized with *9

1. **Call To Order**
2. **Open Time for Public Expression**

The public is welcome to address the Commission at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Commission is not permitted to take action on any matter not on the agenda, unless it determines that an emergency exists, or that the need to take action arose following posting of the agenda. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

3. **Introductions**
4. **History of Robson Gardens**

5. **Robson Community Garden Update**
6. **Transition of Oversight of the Gardens to the Town**
7. **Review of Draft Garden Bylaws and Rules**

Attachments: [Attachment 1 - San Anselmo Community Garden Bylaws](#)
 [Attachment 2 - Proposed San Anselmo Community Garden Rules](#)

8. **Wrap-up and Next Steps**
9. **Adjournment**

Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at townclerk@townofsananselmo.org. Notification at least 72 hours in advance will enable the Town to make reasonable accommodation to help ensure accessibility to this meeting.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, September 23, 2022

Robyn Clifford, Interim Town Clerk

Draft San Anselmo Community Garden Bylaws

MISSION STATEMENT

The San Anselmo Community Garden at Robson-Harrington Park (SACG or Garden) will endeavor to create a sharing and learning environment in a productive, well-maintained community garden where its members are committed to organic gardening practices, stewardship of soil and water, and in cooperation with others for the enjoyment of all.

GARDEN GOVERNANCE

The San Anselmo Parks and Recreation Department will have oversight of the Garden.

A Steering Committee appointed by the Parks and Recreation Commission will help develop policies and coordinate garden activities. The Steering Committee shall consist of 3 or more gardeners and at least one staff member of the Parks and Recreation Department. Steering Committee members will serve for a term of 2 years. A member of the Steering Committee shall be designated as a liaison with the Friends of Robson. The Steering Committee will meet quarterly, and its meetings must comply with the Ralph M. Brown Act.

Changes to these Bylaws should be recommended to the Steering Committee and/or Parks and Recreation Department. The Parks and Recreation Commission must approve all changes.

GARDEN DESCRIPTION AND MEMBERSHIP

The SACG is a recreational facility that belongs to the Town of San Anselmo and is controlled by the San Anselmo Parks and Recreation Department.

The garden consists of 33 plots and is located at the Robson-Harrington Park in San Anselmo.

New members of the garden must be residents of San Anselmo, and they must continue as residents to retain their garden membership. Current non-resident members of the garden may continue their garden membership provided 10 additional plots are created by January 1, 2024. This may be accomplished in a variety of ways, including creating new plots in empty spaces within the garden, dividing existing plots, sharing plots or reconfiguring plots.

A Waiting List for garden membership will be maintained by the Parks and Recreation Department. San Anselmo residents may add their names to the Waiting List anytime during the year.

ANNUAL DUES

Members will pay annual dues as follows:

Annual Dues:	\$150
--------------	-------

** San Anselmo nonprofit organizations are eligible for a waiver of the annual dues.*

If a member joins the Garden during the gardening year, the annual dues will be \$150 if there are 7 or more months remaining or \$75 if there are 6 or fewer months remaining. Dues are non-refundable.

The Town of San Anselmo (Town) will collect the annual dues, which will be placed in an account for the Garden. The Town will maintain a checking account for the Garden. The Steering Committee may request disbursements from the account, which must be approved by the Director of the Parks and Recreation Department.

PLOT ASSIGNMENT

The annual renewal process and plot assignments will occur prior to the start of the gardening season as designated by the Parks and Recreation Department.

Gardening season begins on February 1st of each year.

The Steering Committee and the Parks and Recreation Department will be responsible for creating, assigning, and configuring garden plots. Renewing gardeners will be reassigned the plot they gardened the previous year.

Available plots will be assigned to new gardeners from the Waiting List. All structures in garden plots must be approved by the Parks and Recreation Department.

REQUIREMENTS FOR GARDENERS TO REMAIN IN GOOD STANDING

The Garden requires active participation. Following is the minimum required of each gardener who desires to be a member of the garden community.

- 1) Be an active gardener
- 2) Follow all garden rules
- 3) Participate in Community Service

COMMUNITY SERVICE

In addition to plot and pathway maintenance, all gardeners are expected to volunteer in the garden. This includes annual garden cleanup days, teaching classes, or any activity deemed appropriate by the Parks and Recreation Department and/or the Steering Committee. Alternate tasks will be assigned to those unable to participate in organized activities.

In addition, it is a goal of the Garden to grow, harvest and contribute food to designated community organizations. A collection bin will be available, and gardeners are encouraged to place vegetables into the bins. Garden volunteers will donate them to designated community organizations. Vegetables should not be left unpicked in garden plots. Each gardener should designate an alternate gardener to pick and donate vegetables from his/her plot rather than let them spoil.

If the community demand for a garden plot is low (waiting list below 10) a Community Plot can be set aside, and its produce will be contributed to designated organizations within the

county. The Community Plot may be used for Parks and Recreation Department programing. Existing gardeners will maintain the Community Plot.

Dated: 9.21.22

San Anselmo Community Garden Rules

Updated September 21, 2022

Mission:

The San Anselmo Community Garden at Robson-Harrington Park (SACG or Garden) will endeavor to create a sharing and learning environment in a productive, well-maintained community garden where its members are committed to organic gardening practices, stewardship of soil and water, and in cooperation with others for the enjoyment of all.

COMMUNITY GARDEN RULES

1. **Code of Conduct:** The code is a tool for understanding and upholding acceptable, safe and respectful standards for community garden members.

1. Model behavior that respects the human rights of all people:
 - Treat all community members and garden visitors with respect, courtesy and dignity.
 - Do not harass with the use of insensitive or offensive language such as sexist, ageist, racist, or profane commentary either written or verbal.
 - Refrain from engaging in physical or emotional abuse toward others.
2. Use reasonable care to protect and safeguard Robson Garden property.
3. Follow the rules established by the town for The Robson-Harrington Park.

2. **Annual Dues** Annual dues are currently \$150.00. Payment is due by the Fall meeting. Members will be contacted immediately if Dues are not paid by that meeting date. Dues 14 days past due are grounds for expulsion. There are scholarship funds available through the San Anselmo Parks and Recreation Department.

3. **General Meetings:** There is a minimum of two per year. Members are required to attend at least one meeting per year.

4. **Community Garden Work Days:** All gardeners are expected to help with tasks that benefit the community garden. Everyone is required to participate in the work days. There will be a minimum of two work days per year. Each garden member with their own plot is expected to perform a minimum of 4 hours of work each work day. If two unrelated people share a plot, the expectation is that each

person will perform a minimum of 4 hours of work each work day. Those members unable to participate on the scheduled work day are required to put in at least 4 hours to complete a task, either in advance of the work day, or within 30 days after the work day. The member must contact the work day coordinator to select a task. Sample jobs include weeding and pruning plants in common areas and repairing fences.

Garden Plots:

5. **Maintenance:** Members should maintain their plot in a productive state, either with vegetables, flowers, herbs or cover crops that do not shade or impede on any other plot. Crops must be harvested when ripe and not allowed to rot on plants. Deadhead perennial plants.

- If you will be absent from your plot, it is your responsibility to arrange for your plot to be maintained by someone else and for a period no longer than 3 months. You must notify the Steering Committee of an arrangement that is longer than 2 weeks.

6. **Structures in plots:** Growing beds shall be constructed with wood only. Except for seasonal tomato cages and trellis that do not impede on neighboring plots, no structure may be erected in a plot taller than 6 feet and must blend harmoniously with the Robson Park property. Any structure taller than 3 feet that is not for the purpose of seasonal growing is subject to Steering Committee and Parks and Recreation Department approval. All structures must be easily removeable and must be removed when the plot is vacated.

7. **Toxic Materials:** Chemical pesticides, herbicides, and fungicides are not allowed. Garden beds will be constructed with non-pressure treated lumber only. Existing PT lumber should be phased out as soon as possible.

8. **Soil:** Replenish annually with at least 1" or more of organic matter such as compost or manure.

9. **Invasive Plants:** Avoid invasive plants and vines—any kind of plant that takes over and spreads. Invasive plants and vines include, but are not limited to: ornamental grasses, oxalis, fennel, horseradish, mint, dandelion, Jerusalem artichoke, passionflower vine and perennial morning glory vine. The Marin Master Gardeners website has information on invasive plants. Growing marijuana, for any purpose, is prohibited.

10. **Weeds:** Maintain a weed-free plot, including the edges of your plot. Do not allow weeds to spread by seed or invasion.

11. **Plant Debris:** Put all plant debris in the green bins; do not dump in the common areas or outside the green bins. When all the green bins are full, members have permission to fill empty black cans. Use the ones that have NO lid first.
12. **Containers:** Members may keep no more than 5 empty containers, such as buckets, and 1 tightly closed storage container per plot. Store tomato cages and stakes together and keep tools tidy and in a manner that does not invite or shelter pests.
13. **Rodents, Mosquitos, Pests:** Members shall not maintain any condition in their plot which allows rodents, mosquitos, or other pests a permanent home. (e.g., No standing water such as bird baths; No piles of stored material that give rodents cover and habitat.)
14. **Water:** Do not waste it! Members pay our total water bill.
 - Use mulch and drip irrigation when possible.
 - Always turn off the main shut-off valve at the top of the garden when you leave to avoid pipe breaks leading to high water bills.
 - Plot holder or designee must be in the garden if water is on.
 - All irrigation systems should have a manual timer. If water is found left on and no one is in the plot, the system will be shut off.
 - Fix or report all dripping and leaking faucets and hose bibs.
 - Minimize watering outside of your plot.
 - All plots must comply with MMWD and San Anselmo water restrictions.
15. **Trees in Common Areas:** Trees in common areas are not to be touched/removed or altered without the approval of the Steering Committee and the Parks and Recreation Department
16. **Trees in Plots:** No trees are to be planted in plots. Current existing trees should be pruned to 6 feet in height or removed.
17. **Picking:** Don't pick what you didn't grow.
18. **Family members and Pets in the Garden:** Children and pets must be supervised at all times. Members must keep dogs on a leash when it is in their plot.
19. **Parking:** Parking is not allowed in the Robson-Harrington parking area Monday – Friday, 3 pm – 6 pm, during the school year. These parking rules may change over time, and members are responsible for complying with posted signs.

20. **Plot Inspections.** The Steering Committee will conduct quarterly inspections to determine whether garden plots are in compliance with the Garden Rules.

21. **Safety:** Members must maintain all common areas in a safe condition.

22. **Changes to Garden Rules:** The Steering Committee and the Director of the Parks and Recreation Department must approve all changes to the Garden Rules.

Gardeners or Plots in Violation of Garden Rules

1. Members will be out of compliance with the Garden Rules if any of the following conditions exist:

- a Code of Conduct is violated.
- b Failure to attend at least 1 meeting annually.
- c Failure to attend or participate in all the work days or common area maintenance.
- d Failure to pay annual dues by the Fall meeting.
- e Garden Plot is out of compliance.

Process to Address Noncompliance:

When a member is out of compliance with the Garden Rules, they will be given the opportunity to correct per the below process.

1. 1st incident: A representative of the Steering Committee will contact the noncompliant member by phone and email to alert the member of the violation. Because every circumstance is unique, a solution including a deadline for compliance will be agreed upon and documented in an email.
2. 2nd Incident: The member will be contacted by phone and email and in the same manner as #1, but with a notice that the plot will be revoked if there are any further infractions.
3. 3rd incident: The member's plot privileges will be immediately revoked.

Failure to comply or correct violation(s) within the allotted time agreed upon by the member and the Steering Committee will result in the loss of the gardener's plot. Whether the member can go back on the waiting list will be determined by the Director of the Parks and Recreation Department. When a gardener has their privileges revoked, they will not be reimbursed dues or for the cost of the structures or plants in the plot. A gardener whose membership privileges have been revoked may file

an appeal with the Parks and Recreation Commission within 30 days of the date that notice of revocation is mailed.