

ADOPTED
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prepared by the



CITY OF FAIRBURN **COMMUNITY GARDEN STRATEGY**



ACKNOWLEDGEMENTS

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Unless otherwise specified, all photos are by ARC Staff.

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ATLANTA REGIONAL COMMISSION

Mission

The Atlanta Regional Commission advances the national and international standing of the region by leveraging the uniqueness of its evolving communities, anticipating and responding to current realities and driving a data-driven planning process that provides a high quality of life, balancing social, economic and environmental needs of all our communities.

Vision

The Atlanta Regional Commission employs shared foresight, expert staff, the ability to convene diverse communities and its reputation as a regional and national leader in order to support local governments, enhancing the lives of all our citizens by providing world-class infrastructure, building a competitive economy and shaping a regional ecosystem comprised of healthy and livable communities.



CHAPTER 1

INTRODUCTION

INTRODUCTION

Purpose

Access to healthy, fresh food is essential to support healthy lifestyles. The City of Fairburn has pursued past initiatives to increase access for residents, including establishing a Farmers Market and partnering with a local non-profit, Margie's House, which operates a small garden in the Lightning Community and distributes produce to food-insecure households. Facilitating a community garden program will give residents the opportunity to grow their own food, especially residents who may not have access to growing space of their own. The City of Fairburn sought an ARC Community Development Assistance Program project to lay a foundation for establishing a successful community garden program, including establishing a process for selecting a site, best practices for operating a garden, and outreach to community members with an interest in a garden. This report compiles a path to implementation for the City of Fairburn Community Garden program.

In addition to summarizing the community engagement element of the project, giving an overview of existing conditions, and providing resources to aid in implementation, this report includes recommendations for next steps that the City can take to establish a program. Case studies were also conducted to provide a model for a successful City-initiated community garden.

TIMELINE

- August 2021**
Initial project kickoff
- December 2021**
Beginning of Monthly PMT Meetings
- January 2022**
Steering Committee Meeting #1
- February 2022**
*Community Meeting
Online Survey*
- March 2022**
Steering Committee Field Trips
- April 2022**
*Steering Committee Meeting #2
Existing Conditions Memo*
- June 2022**
*Steering Committee Meeting #3
Draft Document Review*
- July 2022**
Final Document
- August 2022**
Council Review for Adoption



CHAPTER 2

COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT

Online Survey

An online survey consisting of a visual preference survey, site suggestions, open comment section, and subscription function for those interested in joining a garden club was provided through the Public Input platform in February and March of 2022. The survey was advertised through the City's newsletter and through flyers. The survey received 14 responses. Half of those respondents indicated they would be interested in joining a community garden club. Responses to the visual preference survey, which provided options for various elements to be included in a community garden, are detailed in Preferred Elements. Map 1 shows the location of potential garden sites suggested by survey respondents. Full survey results are available in the Appendix.

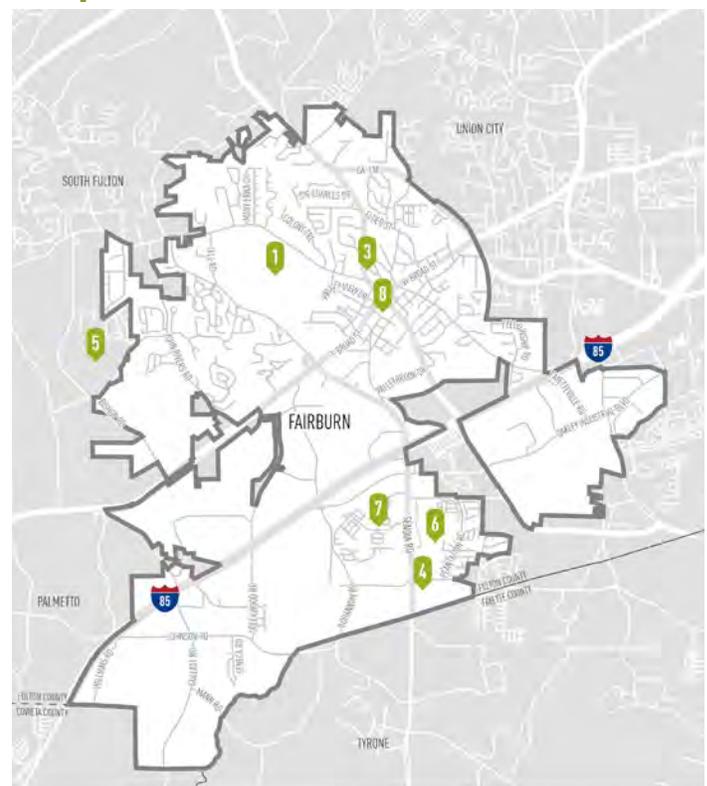
Steering Committee Meetings

Representatives from the Fairburn City Council, Fairburn Planning and Zoning and Parks and Recreation departments, Landmark Christian School, Margie's House, and other residents and gardeners gathered for three meetings and two field trips between January and June of 2022. The Steering Committee hosted Fred Conrad, Community Garden Manager at local agriculture non-profit Well Alliance, for a discussion of community gardening best practices. Steering Committee members also visited the University of Georgia (UGA) Extension GROWL Garden in College Park and Scharko Farms in Fairburn to observe local growers. Steering Committee members offered invaluable feedback and insight into the groundwork needed to establish a community garden program.

Community Meeting

A community meeting was held via Zoom on February 22, 2022. The meeting was advertised in the Fairburn newsletter and using flyers. Three Fairburn residents attended the meeting. Residents spoke in support of establishing a community garden and suggested educational opportunities be offered at the garden.

Map 1. Sites Suggested by Survey Respondents



- | | | |
|------------------------|---------------------------|------------------------|
| 1. DUNCAN PARK | 4. MILAM ROAD/SENOIA ROAD | 7. MEADOW GLEN PARKWAY |
| 2. MARIO B. AVERY PARK | 5. CREEKSIDE HIGH SCHOOL | 8. DOWNTOWN |
| 3. LIGHTNING COMMUNITY | 6. FAIRBURN PARK AND RIDE | |



CHAPTER 3

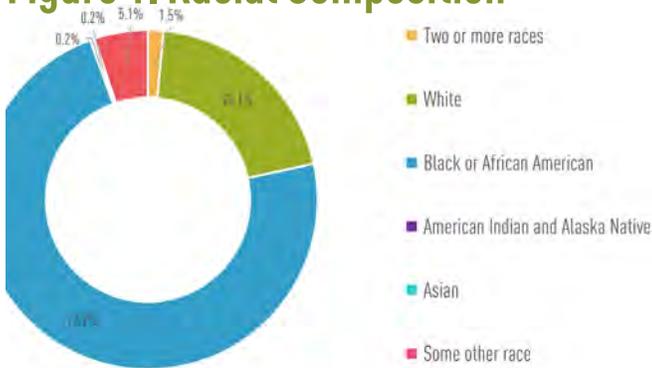
EXISTING CONDITIONS

EXISTING CONDITIONS

Demographics

As of 2019, Fairburn's population totaled 15,295 residents. Fairburn is a majority-minority city, with around 73% of residents identifying as Black or African American, while about 20% of residents identify as White (Figure 1. Racial Composition). Additionally, 15% of Fairburn residents of any race identify as ethnically Hispanic or Latinx. In 2019, the median age of Fairburn residents was just under 29 years, significantly younger than the Fulton County median age, which is roughly 36 years.

Figure 1. Racial Composition



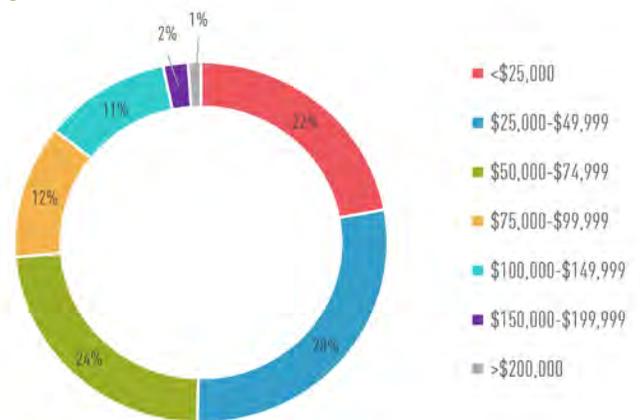
Data: US Census Bureau, American Community Survey (2019)

Low-Income Low-Access (LILA)

The US Department of Agriculture measures access to sources of healthy food using the Food Access Research Atlas, which designates census tracts as low-income and/or low-access. Low-income tracts are those with a poverty rate of 20% or higher, or where the median family income is 80% or less of the surrounding metropolitan area's median family income. Low-access tracts are those where a third or more of the population is greater than 1 mile from the nearest supermarket or large grocery store.

The median household income in Fairburn in 2019 was \$49,601; about half of Fairburn households make less than \$50,000 annually (Figure 2. Income Distribution). Roughly half of Fairburn households rent their homes, while the other half live in homes they own. The US Department of Housing & Urban Development estimates that as of 2018, over a quarter (28%) of households in Fairburn are considered cost-burdened, which means that they pay more than 30% of income towards housing expenses.

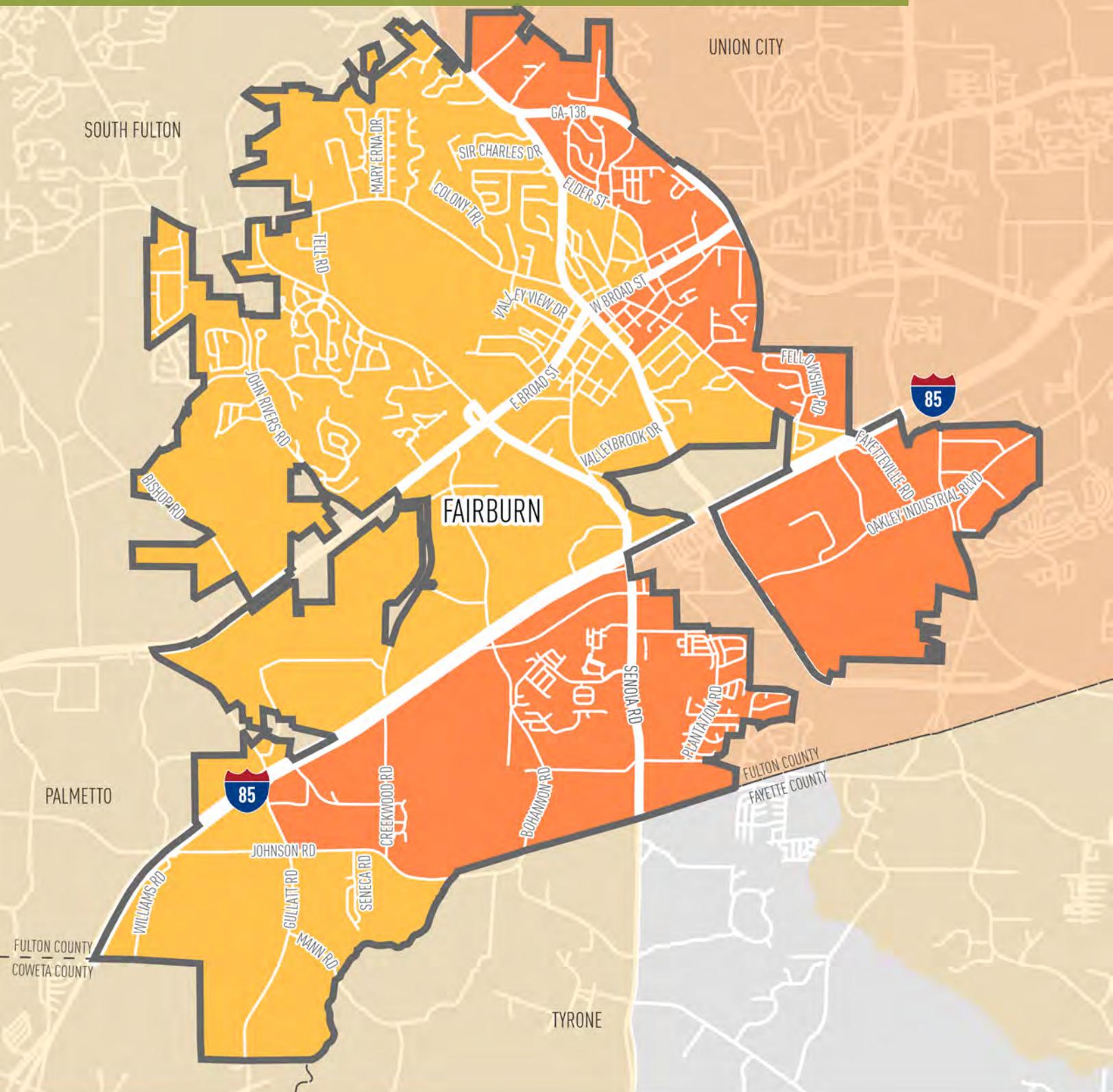
Figure 2. Income Distribution



Data: ESRI Business Analyst (2019)

Map 2. USDA Food Access Map shows census tracts in Fairburn according to their USDA food access designations. The entirety of Fairburn is considered low-access. The portion of Fairburn that lies south of Interstate 85 and the corridor along Highway 138 in east Fairburn are considered Low-Income and Low-Access (LILA). Siting a community garden in either area could provide a resource to households that would otherwise struggle to access and afford fresh food.

USDA FOOD ACCESS MAP



- LOW INCOME AND LOW ACCESS
- LOW ACCESS, NOT LOW INCOME
- FAIRBURN CITY LIMITS
- COUNTY BORDERS

EXISTING CONDITIONS

Community Food Assets

Food assets are places, businesses, or organizations where people can access food, constituting different components of an area's food system. Map 3. Food Asset Map shows places in Fairburn that can be considered food assets. Fairburn has a number of restaurants and fast food establishments, mostly located to the south along Senoia Road. There are no large conventional grocery stores in Fairburn; the nearest is a Kroger located to the east in Union City. Fairburn does have a discount grocery store (Food Depot) and two small markets. A number of faith-based organizations and non-profits provide food distribution, including Margie's House, which operates the Golightly Street Community Garden (Figure 3) in Fairburn's Lightning Community. Scharko Farms, located just south of downtown Fairburn, is an organic farm that sells produce through community-supported agriculture (CSA), while Evoline C. West Elementary School in neighboring South Fulton has a school garden. The Fairburn Farmers Market is shown on the map in downtown Fairburn, although it is currently on hiatus.

Figure 3. Golightly Street Garden



Photo courtesy of City of Fairburn.

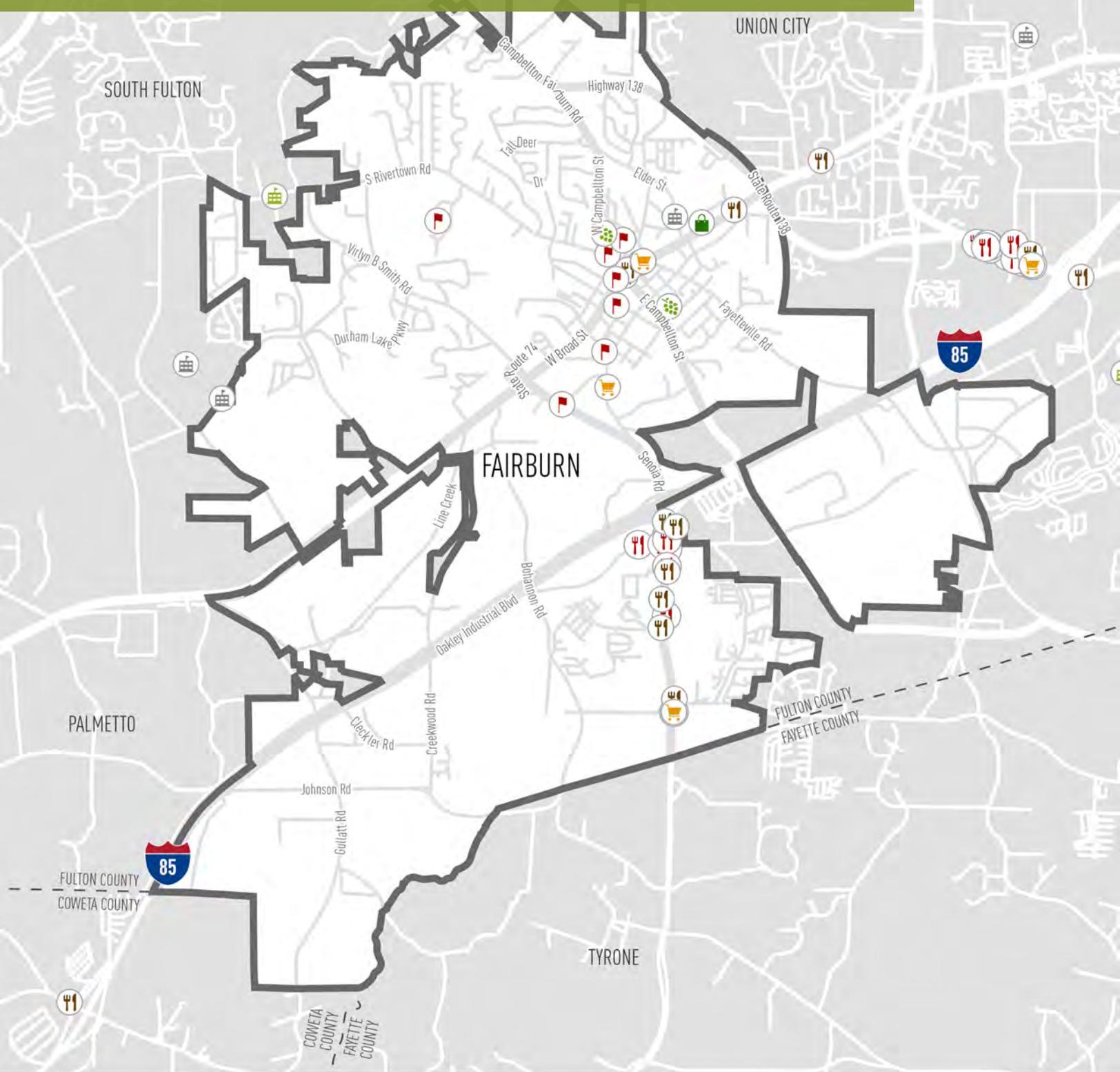
Zoning Code Review

Per Sec. 80-197 of the City of Fairburn's Code of Ordinance, community gardens are permitted in all zoning districts provided the following standards are met:

1. Minimum lot size shall be five acres.
2. Permitted curb cut access shall not be from a local street.
3. Food services may be provided.
4. A minimum of 100-foot setback is required from all property lines for activity areas, including parking.
5. All structures housing animals shall be set back a minimum of 100 feet from all property lines.
6. All parking and access areas must be of an all-weather surface per Article IX.
7. A maximum continuous sound level of 60 dBA and a maximum peak sound level of 75 dBA shall not be exceeded at property lines of adjacent residential districts and/or AG districts used for single family.
8. Hours of operation shall commence no earlier than 6:00 a.m. and cease by 11:00 p.m.
9. If located adjacent to any residential district or an AG district used for single family, the minimum buffers and landscape strips required for the O&I district as specified in the tree protection and landscaping ordinance shall be required.
10. Sanitary facilities or trash receptacles shall be located a minimum of 100 feet from a property line of any residential district and/or AG district used for single family.

However, municipally-sponsored community gardens located on City-owned property are not required to comply with any of the above regulations.

MAP 3 FOOD ASSET MAP



 STORES

 FAST FOOD

 RESTAURANTS

 GARDENS & FARMS

 FARMERS MARKET

 EMERGENCY FOOD PROVIDERS

 SCHOOLS

 SCHOOLS WITH GARDENS

 FAIRBURN CITY LIMITS

EXISTING CONDITIONS

Summary of Relevant Plans

Fairburn Downtown Master Plan (2021)

The 2021 Downtown Master Plan is an update to the 2009 Livable Centers Initiative plan for the area. Two recommendations from the 2009 LCI plan that remain a priority in this update are connecting and activating greenspace and improving pedestrian and park amenities in the Lightning Community, including the addition of community gardens (23). The LCI update also points to opportunities to create community parks in the Southwest Downtown area (77) and along Campbellton Road as part of the concept for the South of Broad redevelopment (108).

In the Lightning Community, goals from the previous LCI plan are being implemented: Cora Robinson Park has been expanded (27), with a plaza at the corner of Orchard Street and Dodd Street that includes community garden beds (89), while pedestrian and roadway improvements are in progress on Orchard Street, Golightly Street, Margaret Street, and Washington Street (156). The Downtown Master Plan recommends continued activation of the Lightning Community as well as Mario B. Avery Park, as outlined in the Creative Placemaking Strategy (131).

One key recommended change to the zoning code is to permit urban gardens by right in the Highway 29 Overlay Zoning District (120). Analysis of the future land use map also reveals that several parcels in the study area are slated to be greenspace, although there is currently no dedicated zoning district for greenspace; however, there is an agricultural zoning district (86).

Fairburn Plan 2040: City of Fairburn Comprehensive Plan (2020)

Fairburn Plan 2040 envisions the City as an “economically thriving community and a desired destination for residents and visitors of all ages” (20). Part of this vision includes the establishment of a robust community garden program. “Foster[ing] community supported agriculture” by “[making] any necessary updates to the Zoning Ordinance to allow community gardens and small-scale farming” sets the stage for this programming in the plan’s Community Goals section (22). This goal is supported through both short- and long-term Community Work Program items (Figure 4. Fairburn Comprehensive Plan Short Term Work Program). The “establish[ment] of a community garden program” is scheduled for completion in 2022 by the City’s Planning and Zoning Office using the General Fund and Community Development Block Grant monies (73).

Figure 4. Fairburn Comprehensive Plan Short Term Work Program

SHORT TERM WORK PROGRAM

Goal	Action/ Implementation Strategy	2021	2022	2023	2024	2025	Responsible Party	Cost Estimate	Funding Source
Parks, Rec, Greenspace	Create access to Duncan Park from Virlyn B Smith	X	X				Parks & Rec	\$2,000,000	General Fund, TSPLOST
Parks, Rec, Greenspace	Conduct Active Recreation Study to create a Parks Development Plan	X	X				Parks & Rec	\$25,000	General Fund
Parks, Rec, Greenspace	Build an active recreation park south of I-85	X					Parks & Rec	\$2,000,000	General Fund
Parks, Rec, Greenspace	Community connections through trails/paths, etc. This plan should be developed in coordination with the Greenspace Plan	X					Parks & Rec	TBD	General Fund
Parks, Rec, Greenspace	Develop plan for Harris Rd Park	X	X				Parks & Rec	\$400,000	Identify
Parks, Rec, Greenspace	Develop regional park on Bohannon Road	X			X		Parks & Rec	TBD	Identify
Parks, Rec, Greenspace	Establish a community Garden Program	X	X				Planning and Zoning	TBD	General Fund, CDBG

EXISTING CONDITIONS

Summary of Relevant Plans

Fairburn Creative Placemaking Strategy (2019)

The Fairburn Creative Placemaking Strategy points out that greenspace can be activated through community activities and events (21). One of the suggested actions to capitalize on Fairburn's existing greenspace is an expansion of the gardens at Mario Avery Park, which is centrally located downtown near City Hall (46). The Lightning Community is also identified as a home for active greenspace, specifically garden beds at the intersection of Orchard Street and Dodd Street across from Cora Robinson Park. Community members strongly supported a garden in this area during a public meeting for the Lightning Community Plan (29, 45).

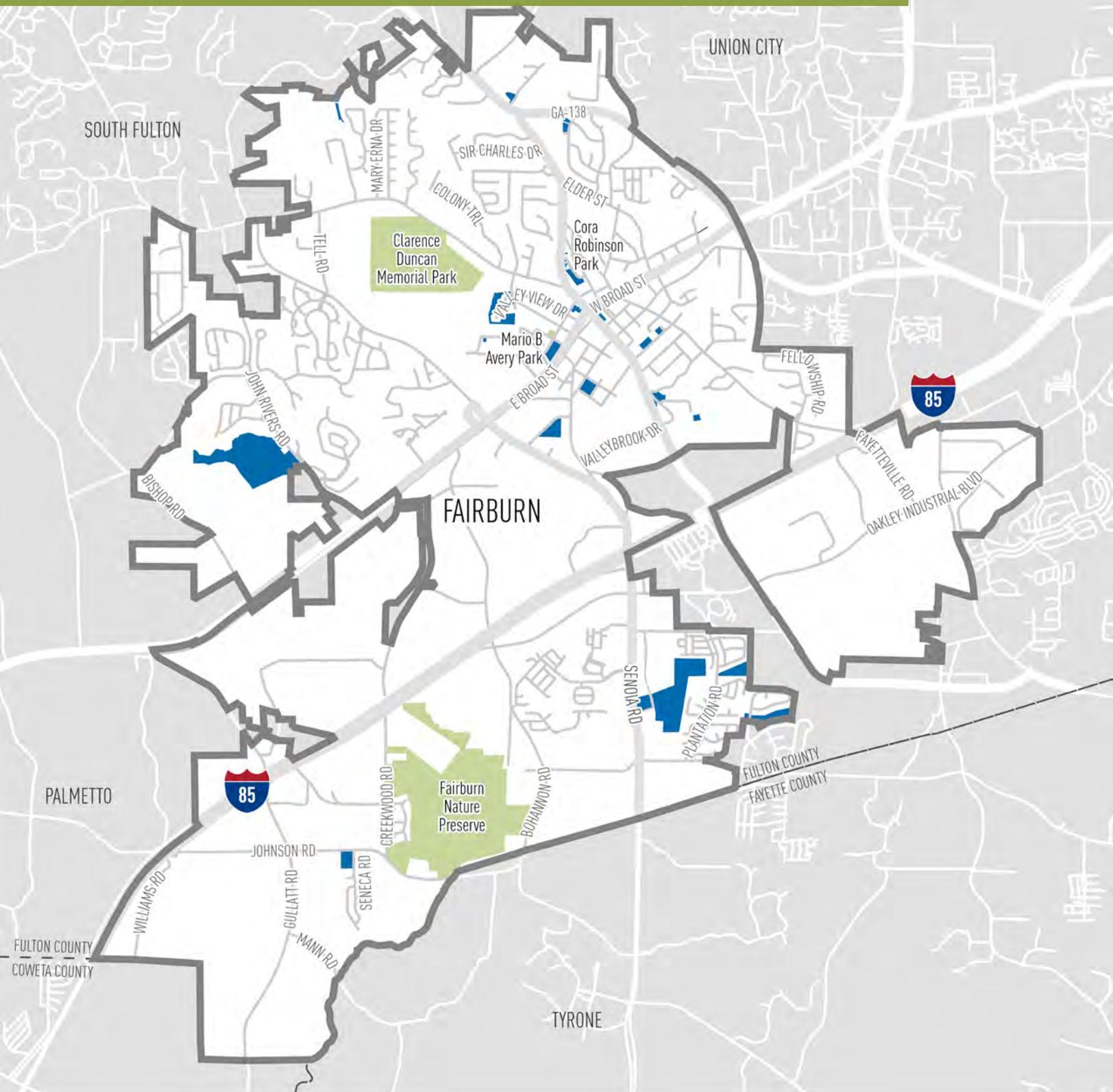
Lightning Community Strategic Plan (2019)

The Lightning Community Strategic Plan includes community gardens in its reimagination of the neighborhood to include ample connected greenspace. The plan recommends an expansion of Cora Robinson Park southward, with a greenway connecting to proposed gardens at the intersection of Golightly Street and West Campbellton Street (57). Community members indicated in a preference survey that they valued connectivity for the greenspace in this area (49), and the plan notes that the neighborhood has "several natural corridors that could be repurposed and dedicated for greenspace to enhance the local accessibility to greenspace and recreation" (20). There is a significant amount of City-owned land in the Lightning Community.

Community Garden Sites

Map 4. Potential Sites shows existing greenspace in the City of Fairburn in addition to City-owned parcels that could house a community garden. The City's Parks and Recreation Department oversees Duncan Park and Cora Robinson Park. The latter has been expanded to include a plaza in the triangular lot at the intersection of Orchard Street and Dodd Street, which includes six garden beds. Mario B. Avery Park is a small greenspace behind City Hall in downtown Fairburn. The City owns multiple small parcels in and around downtown Fairburn. There are also larger City-owned parcels to the west along John Rivers Road and in south Fairburn along Senoia Road, where a Park and Ride lot is located at the intersection of Senoia Road and Renaissance Parkway. These parcels are not buildable as they contain a Georgia Power utility easement. Additionally, the City owns a parcel at the intersection of Johnson Road and Seneca Road in southwest Fairburn which formerly housed a community center, now no longer used and slated for demolition.

MAP 4 POTENTIAL SITES



- GREENSPACE
- CITY-OWNED LAND
- FAIRBURN CITY LIMITS
- COUNTY BORDERS



CHAPTER 4

CASE STUDIES

CASE STUDIES

Sugar Hill Community Garden

Established in 2011, the Sugar Hill Community Garden (SHCG), located at Gary Pirkle Park, is managed by the SHCG Advisory Board, a volunteer group elected by the general membership of the garden. The Board manages the general operation of the garden for the City of Sugar Hill and makes recommendations to the City of Sugar Hill for operation of the garden where city input, maintenance, or resource is required. The garden is comprised of 90 5' x 15' plots for the growing of vegetables, fruits, flowers, and herbs. A \$35 annual membership fee includes 1 plot, as well as water, tools, soil, mulch, and other necessary supplies. Additional plots are \$20 each, with a maximum of 3 plots per member, while new members may only cultivate 1 plot in their first year.

Jonesboro Community Garden

The Jonesboro Community Garden was established in early 2021 by the City of Jonesboro as part of the Jonesboro Police Department Senior Citizens' Outreach Plus Engagement (SCOPE) initiative. It is operated by the Community Garden Club of Jonesboro. Members elect Garden Officers annually that oversee the Club. The Club receives help with garden maintenance from the Jonesboro Police Department, Jonesboro Public Works, and through volunteer assistance from organizations like Food Well Alliance and Girl Scouts. While the garden started with 21 4' x 8' raised beds, they have doubled available beds this year due to demand, and now have 42 total beds. Members must pay a \$50 annual fee for each bed, and there is an additional requirement of attending three out of every four garden meetings and workdays. Dues are paid to the City of Jonesboro. Individuals can pay a \$20 annual fee if they would like to remain a member but do not wish to have a garden bed that year. The garden received a 2022 Community Garden Grant from Food Well Alliance.

Figure 5. Sugar Hill Community Garden



Photo credit: City of Sugar Hill.

Figure 6. Jonesboro Community Garden



Photo credit: Community Garden Club of Jonesboro.



CHAPTER 5

PRELIMINARY FINDINGS

PRELIMINARY FINDINGS

Site Selection Criteria

Through field trips to geographically similar gardens and farms and research concerning best practices for garden placement, the following criteria were developed to be used as a guide for selecting a site from among a variety of City-owned properties that could potentially house a community garden.

Site Characteristics

Water Access

An easily accessible water source is a top criterion for site selection, especially for a garden using raised beds with well-draining soil. The site will ideally have a municipal water connection located within a hundred feet of the garden area to allow for a hose, or the presence of a nearby water main to allow a connection to be installed by Fairburn Utilities.

Rainwater barrels are an additional option for supplying water, and they were the top choice of additional garden amenity in the online community survey. However, rainwater is best used as a supplemental water source, as dry periods necessitating extra watering also mean that barrels are not collecting rainwater.

Sun

Full sun is essential for successful cultivation of fruits and vegetables. The minimum amount of sun for a garden area is six to eight hours daily, with more sun being ideal. The garden area is best located where there are no trees to the south of garden beds, as they can cast large shadows and inhibit sunlight.

Slope

An ideal site will be largely flat, so that raised beds can be easily situated and paths and walkways are accessible to all gardeners regardless of mobility.

Convenience

An ideal site will be located within reasonable driving distance of residential communities where potential garden members live. It would also be advantageous for a site to be located near a community facility such as a youth or senior center, as this could be a source of volunteers in addition to potential gardeners.

Additionally, since an overwhelming majority of Fairburn residents use vehicles as a primary means of transportation, a site must have sufficient parking, either onsite or in close proximity, to accommodate both garden members and deliveries of garden soil, wood chips, compost, and other materials and equipment.

Easement Considerations

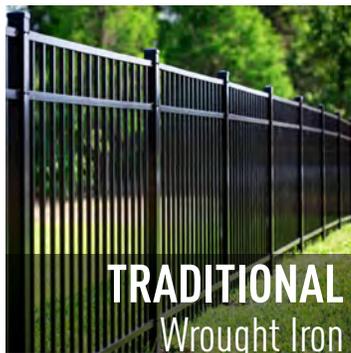
One of the City-owned sites to be evaluated for inclusion of a community garden is right-of-way for a Georgia Power easement, similar to the GROWL Garden in College Park. If selected, a garden must be set back at least 25 feet from transmission towers. Fences are allowed if they are no higher than 12 feet, and must also comply with the setback requirements. AgLanta, the City of Atlanta's urban agriculture program, maintains a more extensive list of [Secondary Land Use Guidelines](#)¹ for gardening or farming within a Georgia Power right-of-way.

1. AgLanta Secondary Land Use Guidelines. <https://static1.squarespace.com/static/5810d4f2d482e9e1f1211dfa/t/59ef4852be42d6c82c6e1ef8/1508853863827/>

PRELIMINARY FINDINGS

Preferred Elements

The following preferred elements were developed through analysis of the visual preference component of the online survey, as well as through feedback from steering committee members and other community members.



Fencing

A fence around the garden is necessary to deter deer and limit access to the garden by members of the general public. Fencing can also be used as a trellis for vines. Most participants in the online survey for this project chose a traditional wrought iron fence as the type of fencing they would most like to see at a community garden in Fairburn, although when asked their preferences in the context of a limited budget, they were favorable towards natural reed or bamboo fencing as a compromise.



Garden Beds

Establishing raised beds differentiates members' plots and separates paths and walkways from cultivated soil. Raised beds also aid with drainage. The soil to fill them must be factored into the budget. While garden bed frames can be made of a variety of materials, survey respondents indicated that they preferred metal garden bed frames, closely followed by wood and brick frames. Wood frames were also preferred by respondents when considering cost constraints.

Galvanized tubs can serve as ready-made metal-framed garden beds. They are used at the Five Points Farm community garden in downtown Atlanta (Figure 7).

Raised bed dimensions are generally 6"-8" high, 3-6' wide, and 6-8' long. Dimensions can be modified to offer a range of sizes to gardeners, or to facilitate accessibility. For example, the UGA Extension GROWL Garden in College Park has wheelchair-accessible beds that measure 9' x 2.5' x 32".

Figure 7. Five Points Farm Community Garden



Photo credit: Atlanta Downtown.

PRELIMINARY FINDINGS



Paths and Walkways

The online survey showed a strong preference for gravel paths among respondents. While gravel is relatively low-cost and can be installed fairly easily, it is not ideal for accessibility purposes. Smooth paved paths should be installed, if only near accessible beds, for ease of access to people with a range of mobilities and for those who use wheelchairs.



Gathering Spaces

Survey respondents overwhelmingly preferred that benches be included in a community garden, with the second preference being for an open lawn. Benches would be best placed in a shady area. Community members indicated that they would be interested in educational events and programming at a community garden, which could be held in an outdoor classroom. Incorporating moveable seating and an open space could allow for an outdoor classroom to be assembled when needed.



Accessory Elements

The online survey asked residents which accessory elements they would prefer to see from a selection that included rainwater barrels, water fountains, solar panels, a storage shed, and a bike rack. Most respondents preferred to see rainwater barrels. As discussed above, rainwater can be a supplemental water source, but cannot adequately replace an accessible connection to municipal water.

Tools and Storage

While the storage shed was ranked next to last by online survey respondents, a form of storage is a necessary element for a community garden. This can be a tool shed, a locker, or part of a greenhouse or other small structure. The City should consider purchasing a small supply of shared tools to be kept onsite in a tool shed or locker, including shovels, a rake, trowels, and spare gloves. Tool storage should be locked, ideally with a combination lock so that members can access tools at any time, and placed near to the garden bed area.

PRELIMINARY FINDINGS



Public Art

The most commonly preferred form of public art that residents indicated they would like to see in a garden is a water feature, followed by sculpture. Art could also be incorporated through signage. The UGA Extension GROWL Garden in College Park has hand-painted signs showing which fruits and vegetables have been planted and explaining garden rules.



Signage

Survey respondents overwhelmingly agreed that the highest priority signs to place first in the garden was a welcome sign, followed by a community rules sign. Signage could be created through a city-wide art contest like the one the City of Fairburn has previously held during Georgia Cities week, or through a partnership with a local school.



Orchards and Foodscaping

64% of survey respondents indicated that they supported the installation of orchards and foodscaping (ornamental landscaping using edible plants) in a community garden. Fruit trees and shrubs generally take several years before they begin bearing fruit. Trees and shrubs must be spaced far apart, so inclusion of an orchard would necessitate a larger garden space. Well-draining soil is also a requirement, as is the presence of flowering plants to attract pollinators. As fruit trees and shrubs are generally planted in shared space outside of individual rented garden beds, any garden agreement established by the City should consider maintenance of fruit trees or other plants in communal spaces and outline responsibility for watering and harvesting.

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CHAPTER 6

**FUNDING SOURCES AND
ADDITIONAL RESOURCES**

POTENTIAL FUNDING SOURCES

Food Well Alliance

Community Garden Grant

Eligible applicants for Food Well Alliance's [Community Garden Grant](#)¹ can receive \$1,500 towards garden bed materials, tools, storage, signage, irrigation, and fencing. Applicant gardens must serve at least five households. Gardens must also meet two of these three requirements: have existing onsite garden infrastructure, have a current agreement or MOU in place for garden operations, and/or have engaged the surrounding community in planning and establishing the garden. The application window opens in October for funds to be awarded in early 2023, ahead of the growing season.

Orchard Project

Food Well Alliance's [Orchard Project](#)² uses assistance from Direct Relief and the Giving Grove to provide applicants with fruit-bearing trees and shrubs. Sites must have appropriate growing conditions (a nearby water source, sufficient sun, and well-draining soil) and dedicated staff or volunteers that can tend the orchard. The next application will open in December 2022.

RESOURCES

General Information

UGA Extension's Center for Urban Agriculture maintains an [extensive list of resources](#)⁴ related to community gardens.

Compost

CompostNow, a home compost pickup service, provides regular deliveries of donated compost through their Garden Partner Program. [Applications](#)⁵ to become a Garden Partner are accepted on a rolling basis.

US Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA)

USDA NIFA administers the [Community Food Projects Competitive Grants Program](#)³, which funds two grants: Community Food Project grants of up to \$400,000 over 48 months, and Planning Project grants of up to \$35,000 over 36 months. Community Food Project grants are geared towards implementation and can fund the establishment of community gardens if the low-income population is being served. Grant applications open in November and close in May of the following year.

Food Well Alliance provides [one \(1\) annual delivery of 1-2 cubic yards of compost](#)⁶ to existing community gardens with at least five involved households. Applications for compost delivery are accepted winter through early spring, and compost is usually delivered within two weeks following the request.

Animal manure can also be used to amend and enrich soil. The City of Fairburn and community gardeners could consider establishing a long-term partnership with a local equestrian facility for regular deliveries of manure.

RESOURCES

Pollinators

[Fulton County Soil & Water Conservation District](#)⁷ partners with the Georgia Association of Conservation Districts to install pollinator demonstration gardens in community spaces through the Pollinator Project. Gardens are planted in the fall and provide 32 square feet of pollinator-friendly plantings. Pollinator gardens can be requested by emailing the Fulton SWCD Pollinator Coordinator, Chy Kellogg, at chy.kellogg@gacd.us.

Seeds

Peaceful Valley Farm & Garden Supply has a [program](#)⁸ that donates expired seeds to community gardens. Applications open on a yearly basis.

Seed Savers Exchange offers seed donations of 50 seed packets to community gardens through the [Herman's Garden Seed Donation Program](#)⁹. Applications are accepted on a rolling basis, and the program can be applied for once a year. There is a \$15 shipping charge for the seeds.

Tools

The [Atlanta ToolBank](#)¹⁰ provides tools, from gardening tools to agricultural machinery such as tractors and attachments, for use at community gardens. Tool usage requires membership with the ToolBank through an application and annual membership dues. The dues for government agencies are \$100 annually.

Volunteers & Educators

Food Well Alliance can coordinate volunteer workdays for garden maintenance. Volunteer groups can be requested via email at gardens@foodwellalliance.org.

The UGA Extension Office of Fulton County administers the county's Master Gardener Program, which will be re-activated in 2023

following a hiatus due to the pandemic. Master Gardeners in training must complete 50 volunteer hours supporting projects approved by the extension. Projects can be submitted for approval through a [Project Proposal Form](#)¹¹.

The [South Fulton Master Gardeners](#)¹² are also available to teach at garden events.

Links

1. Food Well Alliance Community Garden Grant. <https://www.foodwellalliance.org/garden-grants>
2. Food Well Alliance Orchard Project. <https://www.foodwellalliance.org/orchard-project>
3. USDA NIFA Community Food Projects Competitive Grants. <https://www.nifa.usda.gov/grants/funding-opportunities/community-food-projects-cfp-competitive-grants-program>
4. UGA Extension Center for Urban Agriculture Garden Resources. <https://ugaurbanag.com/gardens/garden-resources/>
5. CompostNow Garden Partner Application. https://docs.google.com/forms/d/e/1FAIpQLSe0K3yN2eV16O8a4g2nK1PPmsSimk1gWXgErvFiYwr_ljOLvQ/viewform
6. Food Well Alliance Compost Delivery. <https://www.foodwellalliance.org/community-garden-compost>
7. Fulton County Soil & Water Conservation District Pollinator Garden Program. <http://www.fultonswcd.com/projects.html>
8. Peaceful Valley Farm & Garden Supply Seed Donation Program. <https://www.groworganic.com/pages/community-support>
9. Seed Savers Exchange Herman's Garden Seed Donation Program. <https://www.seedsavers.org/seed-donation-program>
10. Atlanta ToolBank. <https://www.atlantatoolbank.org/tool-lending-program/urban-ag/>
11. Fulton County Master Gardeners Project Proposal Form. <https://extension.uga.edu/content/dam/extension/programs-and-services/master-gardener/documents/VolunteerHandbookFINAL2018.pdf>
12. South Fulton Master Gardeners. <https://southfultonmastergardeners.com/>

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CHAPTER 7

RECOMMENDATIONS

RECOMMENDATIONS

Recommendation 1: Establish a Community Garden Club

The City should consider leveraging existing networks of gardeners, including contacts gained through the community engagement process of this plan, to facilitate the establishment of a community garden club that will assume primary responsibility for garden maintenance, organization of workdays, and communication with membership.

Many community gardens that are established by a city government, such as the community gardens at Jonesboro and Sugar Hill, operate with a garden club as the primary entity overseeing the garden. The City of Fairburn Planning and Zoning and Parks and Recreation departments can advertise through existing networks, such as the newsletter and online channels, as well as contacting existing interested residents, to establish a relationship with a group of interested gardeners.

Once established, a resolution establishing an agreement with the Fairburn Community Garden Club (see Sample Agreement in Chapter 8: Sample Documents) should be brought before City Council for approval and a City staff member designated as primary liaison for the Garden Club. Once established, the Community Garden Club should be responsible for electing its own officers and coordinating its own regular meetings.

TIMEFRAME:

Short term (6 months)

LEAD:

Planning and Zoning, Parks and Recreation

STARTING STEPS:

- » Reach out to the community members who took the survey and provided their contact information to be contacted about a gardening club
- » Consult with the City attorney to prepare an establishing resolution with an operating agreement to be brought before the City Council
- » Designate a City staff member as Garden Club liaison
- » Collect initial garden club applications

RECOMMENDATIONS

Recommendation 2: Use Cora Robinson Park as a Pilot

The City should consider leveraging the existing resource of 8 newly installed garden beds at the Cora Robinson Park Plaza (Figure 8) as a pilot program to start garden bed rentals to founding Fairburn Community Garden Club members.

Starting the program with a smaller pilot will allow the City to adjust its relationship with the Community Garden Club as any issues arise and to generate interest in becoming a community garden member among Fairburn residents. Lessons learned from a pilot program will also ensure that when the City invests in a larger community garden installation on a City-owned site, interest and volunteer capacity will already be in place to sustain a larger garden.

The City could incentivize membership in the Garden Club and participation in the pilot program by offering no-cost bed rental for a year in exchange for members providing their own tools, compost, and other supplies as needed.

Figure 8. Cora Robinson Garden Beds



Photo courtesy of City of Fairburn.

A pilot program would also offer the opportunity to build volunteer capacity through partnership with the South Fulton Master Gardeners, Agricultural Education students at Creekside High School, and student gardeners at Landmark Christian School.

TIMEFRAME:

Intermediate term (1 year)

LEAD:

Parks and Recreation; Fairburn Community Garden Club

STARTING STEPS:

- » Advertise the Community Garden Club and the Cora Robinson Park
- » Install a water connection and hose at Cora Robinson Plaza
- » Hold regular meetings between City staff liaison and Community Garden Club membership to establish best practices for coordination
- » Establish a relationship with volunteer partners

RECOMMENDATIONS

Recommendation 3: Establish a Larger Community Garden Site with Room for Expansion

The City should consider installing a community garden on a large City-owned lot, with potential to expand the garden to include more beds and an orchard to respond to resident interest and demand.

Based on community feedback from the community meeting and the online survey, locating a garden at the large City-owned Park and Ride site off Senoia Road and Renaissance Parkway (Figure 9) would respond to resident demand for more amenities in this area of Fairburn. The Park and Ride itself provides ample parking for potential gardeners, and the City-owned parcel to the east includes a Georgia Power easement, meaning the site can be utilized for little else. It is also close to the Dylan at Fairburn development.

Garden beds, paths, tool storage, and composting equipment should be installed close to the street in a flat area, on the north side of the property adjacent to the detention pond, to avoid shade from tree coverage. Lighting should be installed on the eastern side of Renaissance Parkway. A water connection suitable for a hose of no longer than 100 feet must be installed near the garden area, requiring coordination with Fairburn Utilities. The City should consider beginning with 20-30 beds, with the option to expand annually as demand grows. A crosswalk may need to be striped across Renaissance Parkway to facilitate access from the Park and Ride facility. An artistic painted crosswalk could be incorporated to add a placemaking element to the site. Conceptual renderings (Figures 12 and 13) show the potential for full use of this space.

Using the UGA Extension GROWL Garden as a model, an agreement should be made with Georgia Power concerning mowing and maintenance of the area. Georgia Power may be willing to provide woodchips for the garden from trimmed trees in the easement. A 25 foot setback from transmission towers must be factored into garden planning.

Alternate sites that the City could consider in the event that a garden at the Park and Ride site does not prove feasible or desirable to pursue include Mario B. Avery Park (Figure 10), located downtown, and a site at 6760 Johnson Road (Figure 11) that houses a disused community facility. A garden at Mario B. Avery Park would be advantageous due to its proximity to the Manor at Broad Street senior living community. However, it would be limited in capacity due to the size of the park. The Johnson Road site has level ground and is located near the Asbury Park subdivision. However, it also houses a dilapidated building which would need to be demolished or have access restricted.

Figure 9. Park and Ride Site



Photo courtesy of City of Fairburn.

RECOMMENDATIONS

Recommendation 3: Establish a Larger Community Garden Site with Room for Expansion

TIMEFRAME:

Long term (3-5 years)

LEAD:

Planning and Zoning; Parks and Recreation; Streets

SUPPORT:

Fairburn Utilities; Georgia Power; Food Well Alliance; UGA Extension; South Fulton Master Gardeners

STARTING STEPS:

- » Successfully build membership in the Garden Club using the Cora Robinson Garden Pilot Program to ensure that there is demand for a large-scale community garden
- » Obtain City Council approval to issue an RFP for garden site design on the site adjacent to the Park and Ride
- » Secure funding for garden establishment through a grant from Food Well Alliance, USDA NIFA, or another grant source, as well as City funds, for site planning and construction of the garden
- » Install 20-30 garden beds, tool storage, a water connection, benches, and composting equipment using City resources and contracted assistance

Figure 10. Mario B. Avery Park



Photo courtesy of City of Fairburn.

Figure 11. 6760 Johnson Road



Photo courtesy City of Fairburn.

COMMUNITY GARDEN RENDERINGS



Renderings courtesy of Sizemore Group.



CHAPTER 8

SAMPLE DOCUMENTS

SAMPLE BUDGET

Set Up Costs

Seeds and starter plants	\$200
Fence	\$5,000
Tools and hoses	\$500
Toolshed	\$1,000
Signage	\$200
Compost Container	\$150
Wooden Garden Bed Frames	\$4,000
Soil	\$400
Rainwater barrels	\$2,500
Pergola	\$2,500
Seating	\$800

Set Up Total **\$17,250**

Maintenance (Annual)

Seeds	\$150
Water bill	\$780
Soil	\$200
Tool replacement and repairs	\$200

Maintenance Total **\$1,180**

SAMPLE GARDEN AGREEMENT

THIS AGREEMENT is entered into this ____day of _____, 20__, between the City of Fairburn Parks & Recreation Department, hereafter called the City, and the Fairburn Community Garden Club, hereafter called the Garden Club. Upon approval by all parties of the enclosed terms in this agreement, the City authorizes the Garden Club to begin activities as described in Section 3.

Section 1

In consideration of the mutual promises and covenants herein contained, to be kept, performed and fulfilled by the respective parties hereto, and other good consideration, it is mutually agreed as follows:

1. Acceptance by City

The City is very pleased to accept the generous offer of the Garden Club to assist in the maintenance and operations of the Fairburn Community Garden, as described in Section 3.

2. Duration of Agreement

The term of this agreement will extend 5 years from the date of execution and will be subject to an annual review. Agreement changes must be mutually agreed upon with 60 days written notice between parties. Cancellation may occur by written notification of either party, with 60 days' notice.

3. Role of Garden Manager

All maintenance, program and operations activities shall be coordinated an authorized Parks & Recreation representative to avoid conflicts with the City's operations, other volunteer efforts, and the public.

4. Responsibility for Expenses

Under no circumstances shall the City be liable for any expense incurred by the Garden Club unless agreed to in writing in advance of such expenditures. Conversely, the Garden Club shall not be responsible for expenses incurred by the City unless agreed to in writing in advance.

5. Owner's Rights

The Garden is the property of the City, complete with all owner's rights.

6. Status of Group

The Garden Club and all associated members are, and shall be at all times during the term of this agreement, volunteers and not employees of the City.

7. Hold Harmless

The Garden Club shall protect, defend, indemnify, and save harmless the City, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Garden Club. The City shall protect, defend, indemnify, and save harmless the Garden Club, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the City, its officers, employees or agents.

SAMPLE GARDEN AGREEMENT

The Parties agree that their obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of their respective employees or agents. In the event one of the parties incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the other party.

8. Waiver of Liability

The Volunteers shall waive all liability with respect to the City for any injuries or accidents which may occur with respect to their work activities on the site. All individual volunteers must annually sign a liability waiver before beginning any work in the Garden.

9. Subletting or Assigning of Contracts

Neither the City nor the Garden Club shall assign, transfer, or encumber any rights, duties, or interests accruing from this Agreement without the prior written consent of the other.

10. Extent of Agreement/Modification

This Agreement represents the entire Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above stated.

By: _____
Title: _____

By: _____
Title: _____

APPROVED AS TO FORM:

By: _____
Title: City Attorney

Section 2: City's Responsibility

1. Garden Management

Fairburn Parks & Recreation has the overall management responsibility for the development and operation of the Garden. This is to be accomplished through the efforts of a staff liaison whose responsibilities include, but are not limited to:

- General operation and maintenance of the Garden through City personnel, contractors, and volunteers.
- Acting as primary contact and liaison with the Garden Club and other organizations to assist in the coordination of their efforts and activities with respect to the Garden.
- Tracking and verifying use of all donations designated for use at the Garden.
- Developing and monitoring operating budget.

SAMPLE GARDEN AGREEMENT

Section 2: City's Responsibility

2. Volunteer Support

Volunteer management is a shared responsibility of the City of Fairburn Parks & Recreation Department and the Garden Club.

Section 3: Fairburn Community Garden Club's Responsibility

The Garden Club plays a key role working directly with Parks & Recreation with regard to the Garden. Their role is:

1. To promote the Garden as a focus of community activity, including horticultural education, demonstration, and events.
2. To serve in an advisory capacity to Parks & Recreation in the development and operation of the garden.
3. To organize fund raising campaigns and seek grants for special projects and the ongoing development of the Garden.
4. To maintain the Garden's online presence and communication channels.
5. To coordinate all Garden Club activities and operational logistics concerning the Garden with the Garden manager to avoid conflicts with the City's operation, other volunteer efforts, and the public.

Equipment and Supplies.

- The Garden will furnish and maintain, at its sole expense, all tools, equipment, supplies, and other materials necessary to carry out programming and responsibilities, above and beyond any equipment initially provided by the City.
- All tools, equipment, supplies, and other materials supplied by the Garden Club shall be stored in a location designated by the City.
- The Garden Club will ensure that its volunteers receive all necessary safety training associated with the use of said tools, equipment, supplies and other materials and that they are provided with all required Personal Protective Equipment needed to perform their work.
- City employees shall not use Garden Club tools, equipment, or supplies without prior agreement.
- The Garden Club shall not use or store any hazardous materials at the Garden.
- All furniture or equipment purchased by the City for Garden Club operations will remain the property of the City; however, the City is under no obligation for its maintenance, repair, or replacement. Should said furniture or equipment become broken or damaged, the Garden Club shall notify the City and shall discontinue the use of said furniture or equipment. The Garden Club shall not be responsible for expenses incurred by the City for the maintenance, repair or replacement of City furniture or equipment unless mutually agreed upon in writing in advance.

SAMPLE GARDEN RULES & OPERATING PROCEDURES

1. Plot fees are due in full at the beginning of the garden season and must be paid to the City of Fairburn by no later than _____ (date). New gardeners are limited to one (1) plot.
2. The garden is open from __ am to __ pm. Gardeners must lock the garden when leaving.
3. Each gardener must complete a liability waiver form before any work in the garden can begin.
4. Gardeners may only grow in and harvest from their assigned plot. Each gardener is responsible for the maintenance and upkeep of their garden plot. Watering, weeding, harvesting, and any other garden-related maintenance is the responsibility of the gardener. Gardeners may arrange for other gardeners to water their plots.
5. Garden plots should be cared for at least once a week. If any plot remains unattended for more than three weeks, that plot is subject to reassignment.
6. Gardeners may not plant invasive plants, including but not limited to kudzu, St. John's wart, sacred bamboo and any other plants that may harm others' plots, including plants that grow over 6' high.
7. The application of herbicides or chemical pesticides to the garden plots is prohibited.
8. Tools will be made available for use during operating hours. Each gardener will be given access to tool storage and watering equipment. Gardeners must return all tools and lock tool storage. Gardeners may bring additional tools but cannot store them on site.
9. At the end of the garden season, gardeners are responsible for clearing their plots of all plant material.
10. Gardeners must attend __ workdays during the garden year.
11. Children are welcome in the garden but must be accompanied by an adult and supervised at all times.
12. Gardeners may not use the garden while under the influence of alcohol or drugs.
13. Gardeners may not bring weapons or animals to the garden. Storage of personal belongings on site is not permitted.

SAMPLE MEMBERSHIP AGREEMENT

- I will pay annual dues of \$_____ to the City of Fairburn help cover garden expenses.
- I will have something planted in the garden by (date) and keep it planted all summer long.
- If I must abandon my plot for any reason, I will notify the garden leaders.
- I will weed my plot and maintain the areas immediately surrounding my plot, if any.
- If my plot becomes unkempt, I understand I will be given a one-week notice to clean it up. It will be reassigned if it is not cleaned.
- I will keep trash and litter cleaned from the plot, as well as from adjacent pathways and fences.
- I will participate in the fall cleanup of the garden.
- I will plant tall crops only where they will not shade neighboring plots.
- I will pick only my own crops unless given permission by another plot user.
- I will not use fertilizers or pesticides that will in any way affect other plots.
- I agree to volunteer hours toward community gardening efforts including _____.
- I will not bring pets to the garden.

SAMPLE WAIVER FORM

I, the undersigned, have read the Fairburn Community Garden Rules, Operating Procedures, and Membership Agreement, and I agree to follow the rules and policies set forth in these documents. I understand that my failure to abide by these rules and policies may result in my membership in the garden being terminated and my garden plot re-assigned. I also assume all risks and hazards incidental to participation, including transportation to and from these activities and do hereby, for myself, my child, my heir, executors, and administrators, waive, release, absolve, indemnify and agree hold harmless the City of Fairburn, the Fairburn Parks and Recreation Department and its representatives, sponsors, affiliated associations, organizers, officers, officials and participants for any and all damages suffered by myself or my child in connection with this activity. I waive and release any claims against the City of Fairburn, the Fairburn Parks and Recreation Department and its representatives, sponsors, affiliated associations, organizers, officers, officials and participants for any liability, loss, damages, claims, or medical treatment resulting from death, injury, or property damage, to me, third parties, or any property, that occur while I or my guests are in the Garden, whether caused by active or passive negligence by any of these parties or any other persons. I agree not to sue any of the above-named parties on the basis of these waived and released claims. I agree that I will abide by all the rules and policies set by the City of Fairburn. I, the undersigned, give permission to the City of Fairburn to photograph and video programs and activities and use those materials in advertising, promoting, and reporting Parks and Recreation programs and activities.

Signature (Gardener) _____
Date _____

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APPENDIX

SURVEY RESULTS

Fairburn Community Garden Plan

Project Engagement

IEWS

50

ESPONSES

543

SUBSCRIBERS

7

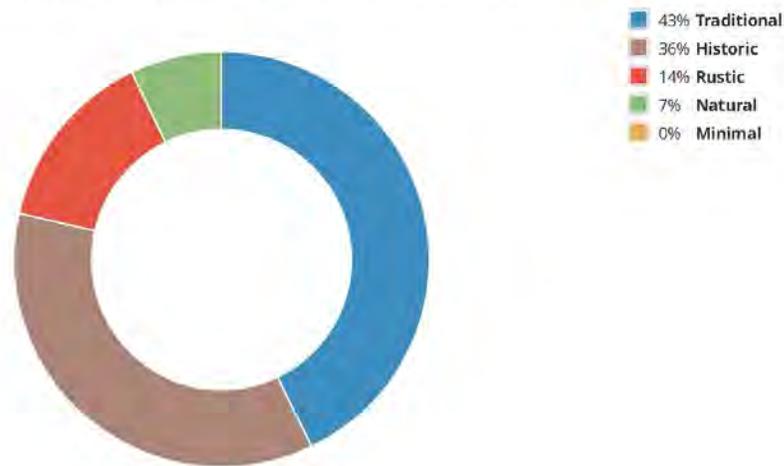
PARTICIPANTS

14

COMMENTS

12

Please choose one of the fence and gate designs depicted above.



14 respondents

Please rank the planting bed materials depicted above from most to least desired.

100%	Metal	Rank: 2.85	13 ✓
100%	Wood	Rank: 2.92	13 ✓
100%	Brick	Rank: 2.92	13 ✓
100%	Stone	Rank: 3.08	13 ✓
100%	Concrete Block	Rank: 3.23	13 ✓

13 Respondents

SURVEY RESULTS

Please rank the path and walkway materials depicted above from most to least desired.

100%	Gravel	Rank: 2.23	13 ✓
100%	Mulch	Rank: 2.85	13 ✓
100%	Rubber	Rank: 2.85	13 ✓
100%	Dirt	Rank: 3.54	13 ✓
100%	Concrete	Rank: 3.54	13 ✓

13 Respondents

Please rank the types of gathering spaces depicted above from most to least desired.

100%	Benches	Rank: 2.15	13 ✓
100%	Open Lawn	Rank: 2.69	13 ✓
100%	Outdoor Classroom	Rank: 2.92	13 ✓
100%	Picnic Tables	Rank: 3.38	13 ✓
100%	Amphitheater	Rank: 3.85	13 ✓

13 Respondents

Please rank following accessory elements depicted above from highest to lowest priority.

100%	Rainwater Barrel	Rank: 2.00	13 ✓
100%	Water Fountain	Rank: 2.46	13 ✓
100%	Solar Panel	Rank: 2.92	13 ✓
100%	Storage Shed	Rank: 3.38	13 ✓
100%	Bike Rack	Rank: 4.23	13 ✓

13 Respondents

SURVEY RESULTS

Please rank the shade structures depicted above from most to least desired.

100%	Pergola	Rank: 2.00	13 ✓
100%	Pavilion	Rank: 2.23	13 ✓
100%	Arbor	Rank: 3.23	13 ✓
100%	Shade Sail	Rank: 3.31	13 ✓
100%	Umbrella or Tent	Rank: 4.23	13 ✓

13 Respondents

Please rank the following types of public art from most to least desired.

100%	Water Feature	Rank: 2.15	13 ✓
100%	Sculpture	Rank: 2.85	13 ✓
100%	Mural	Rank: 2.92	13 ✓
100%	Interactive	Rank: 3.46	13 ✓
100%	Functional	Rank: 3.62	13 ✓

13 Respondents

Please rank the types of signage depicted above from highest to lowest priority.

100%	Welcome Sign	Rank: 1.77	13 ✓
100%	Garden Rules Sign	Rank: 2.38	13 ✓
92%	Information Kiosk	Rank: 3.00	12 ✓
85%	Message Center	Rank: 3.45	11 ✓
92%	Directional Signs	Rank: 4.00	12 ✓

13 Respondents

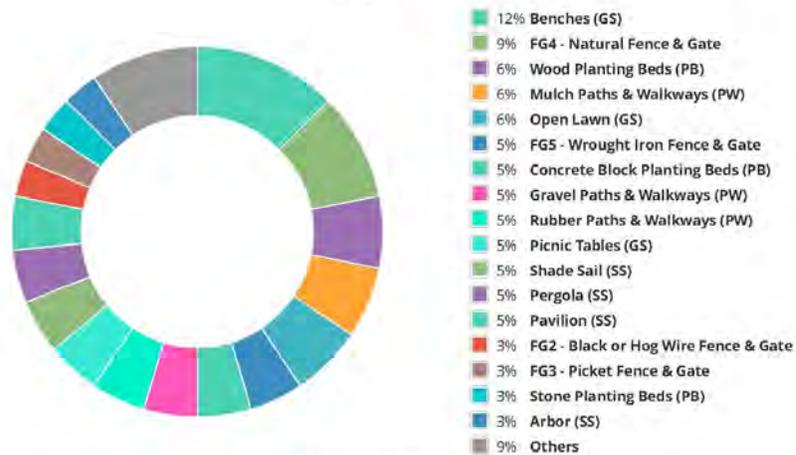
SURVEY RESULTS

Should orchards and foodscaping be installed?



14 respondents

Please select one option from each garden element while staying within the given budget.



14 respondents

Where would you like to see a community garden in Fairburn?

Duncan Park

10 days ago

Mayor Avery park,
Lightning community
City land off Bohannon

14 days ago

Near or within Duncan Park

15 days ago

The area across from Duncan Park

15 days ago

Show all comments

SURVEY RESULTS

The map below shows City-owned properties in red. Using them as a guide, place a pin on where you would prefer a garden be located.

No data to display...

Add any other ideas, comments, or thoughts about a community garden for Fairburn using the idea board.

Lighting options
one month ago

Add your contact information if you'd be interested in being a community garden club member!

No data to display...

No data to display...

Loading more report objects...

CASE STUDY REFERENCE DOCUMENTS



SUGAR HILL COMMUNITY GARDEN BY-LAWS

To provide a safe and friendly community garden for members to learn, educate and share the experience with others.

1. NAME

The name of this organization shall be called the Sugar Hill Community Garden (SHCG). The garden is located at Gary Pirkle Park on Austin Garner Road, Sugar Hill, Georgia 30518. The land is located on the property of the Gary Pirkle Park and was set aside as a community garden by the city council of Sugar Hill for the sole purpose of growing vegetables, fruits, flowers, and herbs. Upon completion of the garden plots in Spring 2011, approximately 90 garden plots were made available for gardeners to cultivate and grow their own produce and flowers.

2. GARDEN MEMBERSHIP

First priority will be given to residents of Sugar Hill, Georgia. Applications will be processed on a first come first served basis through the Parks and Recreation office of Sugar Hill or by an officer of the SHCG at a future date. Applicants for garden plots will be accepted according to plot availability. A waiting list will be maintained for applicants for whom no plot is available. Each gardener must submit an application with required payment and sign a copy of the Sugar Hill Community Membership Application, as well as the Sugar Hill Community Garden Gardener's Agreement before plot assignment. Use of garden plots will run for one year beginning on January 1st until December 31st. Gardeners from the previous season will have first preference and may choose either the same plot or a vacant plot if one exists. The renewal period will be from January 1st until March 1st. Gardeners must renew their plot(s) by March 1st or their plot(s) will be reassigned.

3. ADVISORY BOARD DUTIES

The SHCG Advisory Board is a volunteer group elected by the general membership of the garden. The Board makes recommendations to the city of Sugar Hill for operation of the garden where city input, maintenance or resource is required. The Board also manages the general operation of the garden for the city of Sugar Hill and reports such operations to the city on a regular basis. The city of Sugar Hill owns the garden land and retains the right to a final decision on any operation within the garden.

4. MEETINGS

Two meetings will be held per year with the date, time, and location to be determined by the Board with the Spring general membership meeting taking place around March 31st and the Fall general membership meeting taking place around October 31st. Each gardener or their representative must attend at least one (1) of the two (2) general membership meetings held to retain membership in SHCG. Board meetings will be held prior to each membership meeting and any special meeting as called by the Board President or a majority of the advisory board members. Gardeners are welcome to attend any board meeting if they so choose. Gardeners are encouraged to attend, particularly if they wish to speak on a matter before the board but must be placed on the agenda by making it known to any member of the Board prior to the meeting. All plot holders will be entitled to one (1) vote at any of the general membership meetings. The Secretary of the Board will be responsible to take minutes at all meetings and make them available for all gardeners to view.

Bylaws revised January 2018

CASE STUDY REFERENCE DOCUMENTS

5. ELECTION OF OFFICERS

Elections for Members of the Advisory Board will be held at the Spring general membership meeting. General members wishing to hold a board position may submit a nomination form to the board of directors. The deadline for submitting a nomination form will be 14 days before the Spring general membership meeting. In the event a board member resigns or is unable to complete their term of office and/or perform their duties, the board will temporarily appoint someone from the general membership to fill this vacancy until an election can be held at the Spring general membership meeting. Board members will be elected for a two (2) year term. In the inaugural year of the board (2012), 2 board members will serve 1 year terms and rotate off the board while the other 3 board members will serve 2 year terms. This will assure that a majority of the board remains intact each year for continuity. Board members rotating off may submit nomination forms for election as long as they have not met their maximum number of terms. No board member may serve for more than two (2) terms consecutively. Each board member will be entitled to one (1) vote and a minimum of three (3) members will constitute a quorum, which is needed to conduct any official business. In the event of a tie vote the President will cast the deciding vote. The officers of the Board of Directors shall consist of the (5) board members:

- **President** - Represents the Sugar Hill Community Garden members to the city of Sugar Hill. President will preside at all meetings and will construct an agenda prior to each meeting with other officers' input and prepared by the Secretary.
- **Vice-Presidents (3)** – Responsible for one or more committees as necessary.
- **Secretary** - Keeps the minutes of all meetings and makes them available to the general membership. Keeps a record of membership attendance for all meetings with a sign-up sheet made available. Assists the President in preparing the meeting agendas and supports the President in communicating with the community.

6. COMMITTEES

Committees may be established and abolished as needed by the Board. All committees will be staffed by general membership. A committee will be directed by a committee chairperson who will report to the board on the committees' members and activities. A board member (usually a Vice President) will be assigned to oversee each committee.

Examples of such committees:

- **Compost** - committee will set up a composting station at the garden, define signage to help gardeners place garden waste in the proper bins, members will educate the general membership on proper composting procedures
- **Food Bank** - committee will define procedures for gathering and delivering donations to the local food bank, members will harvest crops and deliver them to the local food bank
- **Social/Event** - committee will plan and execute social and educational events for the general membership as well as the community at large
- **Water/Drainage** - committee will work with the city of Sugar Hill to improve garden drainage and determine ideal watering schedules, members will monitor garden drainage and watering and propose improvements when needed
- **Maintenance** - committee will schedule work days and provide details of work to be accomplished, members will educate gardeners in work to be done and propose maintenance improvements as needed
- **Communications** - committee will manage updates to the garden page(s) on the Sugar Hill web site, publish garden newsletter and support other communication to the garden membership and to the community at large

CASE STUDY REFERENCE DOCUMENTS



Sugar Hill Community Garden Gardeners Agreement

To provide a safe and friendly community garden for members to learn, educate and share the experience with others.

The Sugar Hill Community Garden (SHCG) is provided by the city of Sugar Hill for the community to use and enjoy. It is managed by the Sugar Hill Community Garden Advisory Board, an all-volunteer group elected by the general membership of the garden. The Advisory Board makes recommendations to the city of Sugar Hill for operation of the garden where city input, maintenance or resource is required. The Advisory Board also manages the general operation of the garden for the city of Sugar Hill and reports such operations to the city on a regular basis. The city of Sugar Hill owns the garden land and retains the right to a final decision on any operation within the garden.

The Advisory Board appoints committee chairpersons who run the garden committees. Examples: Compost, Food Bank, Social/Event, Water/Drainage, Maintenance, and Communications/Social Media. These committees are staffed by volunteers from the general membership of the garden.

Sugar Hill Community Garden Policies and Rules for Gardeners:

Membership

- Garden plots are made available for use on an annual basis, from January 1 to December 31.
- Plots are available on a first come first served basis. Priority for plots is given to current SHCG gardeners and to City of Sugar Hill residents.
- The annual fees are per plot. The fee is set each year by the Advisory Board, with approval of the City of Sugar Hill. Plot fees may be paid at the Sugar Hill Parks and Recreation Department (online or in person).
- Gardeners are required to provide current, valid contact information where they may be reached. It is the gardener's responsibility to assure their contact information is up to date.
- Communications are sent via email or posting on the Community Garden Facebook page to notify gardeners of upcoming meetings, scheduled workdays, social events, education classes, garden news and any changes to the by-laws, rules or policies.
- New gardeners start with one (1) plot for their initial year.
- After a gardener's first year, gardeners can request one (1) additional plot per year with a maximum of three (3) plots per member. Gardeners must be in good standing with the garden in regard to service hours and plot maintenance in order for a request to be granted.
- Gardeners must email all requests for plot changes (increase, reduce, location etc.) to the main garden email (sugarhillcg@gmail.com) in order for them to be considered. Requests will be handled on a first come, first served basis.
- Returning gardeners must pay their plot fees no later than March 1. If fees are not paid by March 1 plots will be considered abandoned and may be re-assigned.
- All gardeners are required to contribute 12 hours of community service annually toward the general care and upkeep of the garden. Gardeners who have not completed their service hours

Gardener's agreement revised January 2022

CASE STUDY REFERENCE DOCUMENTS

for the current year of gardening are at risk of not being allowed to renew their plots for the new season.

- Gardeners are required to attend at least one (1) of the two (2) annual General Garden Meetings or an orientation at the garden. The General Meetings are held in the spring and in fall. The exact dates, times, and locations of the General Meetings will be determined each year by the SHCG advisory board. Gardeners who attend a General Meeting will receive 3 hours of credit toward the community service 12 hour requirement.
- Gardeners are required to clean and prepare their plot(s) when they terminate their membership in the garden. All personal items in the garden or barn must also be removed. Gardeners who fail to leave their garden plot ready for the next gardener will not be allowed to return to the garden for at least two years, and at the discretion of the board

Gardening

- The garden is intended for growing fruits, vegetables, flowers, and herbs ONLY. No illegal plants may be grown.
- Pets are not allowed in the garden.
- Pots, containers etc. are not allowed to be used in the garden for permanent planting areas. Permanent planting is any planting longer than 14 days.
- Any gardening supplies will not be kept on or by your plot(s) longer than 14 days (i.e. bags of soil, fertilizer, compost, tools, etc.). Pathways/areas around plot(s) need to remain clear of obstructions.
- All plants must be planted within the plot. All vegetation growth must be contained within the plot (i.e. vines/overgrowth should not reach the ground outside the plot).
- Any produce grown in the garden is for the consumption by gardeners and their families, or for donation to a food bank or charity. The garden may not be used for commercial purposes, and anything grown in the garden is not to be sold.
- Tall plants (such as corn and pole beans) must be planted so that they do not shade the plots of other gardeners.
- Invasive plants (such as bamboo, mint, Jerusalem artichokes, raspberries, and others that may be determined by the SHCG advisory board as potentially harmful to the garden) are prohibited.
- Gardeners should not harvest, water, or tend to another gardener's plot without the prior permission of the gardener or the SHCG advisory board.
- Gardeners will plant their garden plot or prepare their plot for planting, by May 15th. Plots which have not been planted or prepared will be considered abandoned and may be re-assigned. Tarped/weed fabric covered plots are not considered prepared.
- The intent of the garden is to have actively worked plots. Non active plots are considered to be any bed not used for growing in 30 days. Gardeners not actively using their plots may be asked to relinquish their plot(s).
- Gardeners are expected to control all weeds and grass in their plot and the area surrounding the plot. No trash/litter, supplies, tools etc. should be left in their plot or surrounding area. Periodic inspections will occur throughout the year to monitor this.
- The area from a gardener's plot to the adjacent walkway, adjacent fence and/or halfway to the adjacent plot is considered the area a gardener is to keep mulched and clear of weeds/grass.
- During inspections if a garden plot is deemed weedy or unkempt it is considered out of compliance. The gardener will be notified via email about the violation(s). They will have 14

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days to address the violation(s). On the 15th day, if the gardener has taken no action to clean up their plot the plot may be considered abandoned and re-assigned.

- General garden inspections will occur on or around the following dates and may be done at other times as needed. May 16th (to confirm Spring preparations and general compliance), first weeks of July, August, September, October (general compliance), the 2nd Monday in November (to confirm winter preparations and general compliance)
- At the conclusion of the summer growing season gardeners will clean up their garden plot or plant their fall/winter crops. Plots which have not been cleaned-up or planted by 2nd Monday of November will be considered abandoned and may be re-assigned.
- If you have abandoned your plot, you will not be allowed to garden with Sugar Hill Community Garden for two (2) years following the abandonment.
- All plot structures (non-plant) must be sturdy and anchored, unobtrusive in color and must be removed each Fall. The board reserves the right to review any structures for compliance.
- Temporary structures such as row covers and cold frames must be approved by the Board.
- All plot structures (non-plant) must be less than 6 ft (72 in) in height when measured from the ground outside of the plot to the top of the structure inside the bed.
- Art/decorations (not used for planting) are not encouraged in the garden but may be approved by the board with gardener's request.
- Rocks, stones, and sticks removed from garden plots are to be put in specified areas or containers at the garden labeled for that purpose and not into other plots, walkways, or the grassy areas surrounding the garden.
- Weed control INSIDE the garden plot(s) - Fertilizers, pesticides, insecticides and fungicides that are approved by the EPA for use in home vegetable gardens may be used in your garden plot(s). Gardeners must take care when applying so as to not inadvertently spread any chemicals outside their own garden plot(s). Chemical herbicides or pre-emergents (such as Roundup, Preen, and weed/grass killers) may not be used inside the garden plot(s).
- Weed control OUTSIDE the garden plot(s) - Chemical herbicides or pre-emergents (such as Roundup, Preen, and weed/grass killers) may be used outside the garden plot(s) on the slate pathways and on the mulched areas around the plot(s) and fence line. Please note that "Outside the garden plot(s)" means from a gardener's plot(s) to the fence line and/or slate path and/or halfway to an immediately adjacent plot(s). Gardeners must take care when applying so as to not inadvertently spread any chemicals outside their intended area.
- Garden plots may be mulched with herbicide/pesticide-free organic materials such as dried leaves or grass clippings. Wheat Straw (aka Hay) in loose or in bale form is not allowed. Biodegradable mulches such as newspaper and cardboard may be used if properly secured and not considered unsightly. Bales (partial or full) of any material are not allowed in the garden. The only allowable non-organic 'mulches' are weed-block fabric and black plastic, which must be properly secured.
- Compost and other organic soil amendments are always welcome in the garden. Compost must be aged, not have an offensive odor, or attract insects. Raw manure is not permitted as an amendment.
- Gardeners are encouraged to plant extra produce to share with the local food bank.

General

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- Gardeners are expected to follow the general park and garden rules posted on the signs in the garden area. Failure to do so may result in termination.
- Behavior on garden property deemed inappropriate by the SHGB may result in termination.
- Gardeners are responsible for any guests they bring to the garden and assuring that their guests understand and follow the rules.
- Gardeners should respect and take care of all community tools, equipment, community spaces and facilities.
- Gardeners will lock all gates and barn if they are the last gardeners to leave the garden.
- No personal garden deliveries are allowed without board approval. If approved, no equipment is allowed inside the garden gates or off the parking lot surface without board and City approval. All deliveries should be addressed and cleaned up within the same day of delivery unless written approval from the board. Gardener is responsible for any and all damages caused by 3rd party deliveries to the garden.

These Rules and policies are subject to change by the SHCG board or the City of Sugar Hill. The City of Sugar Hill reserves the right to reclaim a gardener's plot for failure to comply with the above policies and rules, in which case the gardener's fee will not be returned.

Who to contact with garden questions, how to get involved, and (for inexperienced gardeners) who to contact to get help with gardening:

Committee Chairperson – for information on the specific committee (posted in the barn)
Advisory Board members - for any other information (sugarhillcg@gmail.com)

Email is the official means of communication of the garden. Be sure to regularly check your email for Sugar Hill Community Garden news, announcements, calendar of events and any changes to the Sugar Hill Community Garden policies and rules.

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WAIVER:

I, the undersigned, have read the "Sugar Hill Community Garden Gardeners Agreement" and I agree to follow the rules and policies set forth in the agreement. I understand that my failure to abide by these rules and policies may result in my membership in the garden being terminated and my garden plot re-assigned. I also assume all risks and hazards incidental to participation, including transportation to and from these activities and do hereby, for myself, my child, my heir, executors, and administrators, waive, release, absolve, indemnify and agree hold harmless the City of Sugar Hill, Sugar Hill Parks and Recreation Department and its representatives, sponsors, affiliated associations, organizers, officers, officials and participants for any and all damages suffered by myself or my child in connection with this activity. Also, I agree that I will abide by all the rules and policies set by the Sugar Hill Parks and Recreation Department.

I, the undersigned, give permission to the Sugar Hill Parks and Recreation Department to photograph and video programs and activities and use those materials in advertising, promoting, and reporting Parks and Recreation programs and activities.

Signature (Gardener)

_____ Date _____

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2022 Community Garden Club of Jonesboro Guidelines

AS A MEMBER OF THE COMMUNITY GARDEN CLUB OF JONESBORO, I AGREE TO THE FOLLOWING:

- I will pay the annual membership fee on or before Jan 1 of the enrollment year.
- I will sign updated Garden Guidelines annually at the time of enrollment.
- I will attend 75% of all garden events (bi-monthly meetings & scheduled events).
- Elected Officers are required to attend all bi-monthly meetings.
- I will keep all personal items in my bed and out of walkways.
- I will keep my bed seasonally planted or use a crop cover in bed at all times. This will ensure the health of my bed, as an open, bare bed is a haven for weeds and insects.
- I will dispose of all plant debris properly by bagging it and taking it home.
- I will abide by Maintenance Policy and practice general safety precautions and rules.
- I will notify a Garden Officer in writing if I can no longer care for my bed.
- I **will not** use known invasive and obstructive plants. See the prohibited crop list for more information.
- I **will not** use fertilizers, insecticides, or weed repellents that will in any way affect neighboring crops.

ANNUAL FEES - DUE JANUARY 1ST OF THE ENROLLMENT YEAR

- I agree to pay the annual commitment fee of \$50.00 per 4'x8' raised bed. I further understand that annual fees are non-refundable. All fees must be paid at the time the application is submitted.

RECOMMENDATIONS AND REMINDERS

- Only plant tall crops on the north side of my bed so it will not shade neighboring beds.
- Select a Garden Buddy from the membership to call if you need your bed watered and you cannot get there to water it for any reason. (Please note: Garden Officers

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- Unassigned beds will be planted in a cover crop or used for pollinator plants to help everyone in the garden by attracting pollinators to the garden. We also suggest each person add a few pollinators to each of your beds/planters to help with this goal.
- Soil Amendments are the responsibility of members.
- Please do not bring any pets into the garden area.
- Pick only crops from my bed unless permitted by another owner.
- Keep weeds out of my bed and in-between the timbers of the bed.

PROHIBITED CROPS

Invasive plants can infect the whole garden because of their nature. Obstructive plants can hinder another member's garden from growing.

Watermelon, Dill, Mint, Okra, Corn, Sunflowers

FRIENDS OF THE GARDEN

- Friends of the Garden are members who do not wish to plant a bed in any given year but desires to remain active with the garden club.

NOTIFICATION LETTER/MEMBERSHIP TERMINATION LETTERS WILL BE ENFORCED IF:

- Failure to maintain planter, allowing vines to grow outside the box, and interfering with mowing will result in a notification letter.
- The following sanctions will be followed for failure to maintain the garden planter (raised bed).
 - Member would receive a Yellow stake in their garden along with an email which would inform the member that they have ten (10) days from the date of the sanction letter to get their garden in compliance.
 - Member would receive a Red-colored stake in their garden along with an email on the 11th day of non-compliance, which would inform the member that they have four (4) days from the date of the sanction letter to get their garden in compliance.
 - If a member's garden is still out of compliance on the 15th day from the initial sanction date, the Community Garden Club of Jonesboro's elected officers would recommend the said member for Membership Termination.
- Failure to sign the Yearly Guidelines.
- Failure to pay membership fees by the Feb meeting of the following year.

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RESOLUTION STATEMENT

"We the undersigned members of the Community Garden Club of Jonesboro group hereby agree to hold harmless the City of Jonesboro from and against any damage, loss, liability, claim, demand, suit, cost, and expense directly or indirectly resulting from arising out of or in connection with the use of the Community Garden Club of Jonesboro by the garden group, its successors, assigns, employees, agents, and invites."

MAINTENANCE POLICY

Be mindful of your surroundings. Please use general safety precautions. If you see a person performing garden maintenance with motorized equipment or otherwise, please step aside and allow them to proceed. Please wait until maintenance is complete to enter the garden.

GRIEVANCES POLICY

The expectation for All grievances is to be discussed between the involved parties first. (Do NOT email or discuss with other non-involved members If it cannot be resolved between said parties, then contact the Board (Club Officers) only. The Board will meet and hear the grievances of all parties. A decision will be made and brought before the garden club for a vote. Any deviation from this procedure may result in membership termination.

MEDIA RELEASE AGREEMENT:

This is ongoing permission for the life of my membership in the Community Garden Club of Jonesboro. I hereby consent to the use of my name, voice, statements, photographs, and likenesses of me, including motion pictures, videotape, and related representations involving the use of my voice or pictures of me or both (also for any minors that might be accompanying me at any said time that I am the parent or legal guardian of) by the Community Garden Club of Jonesboro and the City of Jonesboro. For any purpose including in and for purposes of advertising, promotion, television reporting/broadcasting news and trade in all media throughout the world, without restriction as to frequency or duration of usage and compensation to me.

Name

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CASE STUDY REFERENCE DOCUMENTS

Address

City, State and Zip

Phone Number

Please enter a valid phone number.

Email

example@example.com

SIGNATURE

Clear

Date

Date

CASE STUDY REFERENCE DOCUMENTS

Address

City, State and Zip

Phone Number

Please enter a valid phone number.

Email

example@example.com

SIGNATURE

Clear

Date

Date

To complete your membership enrollment, please submit the application and pay the \$50.00 annual enrollment fee to the Jonesboro City Hall, located at 124 North Avenue, Jonesboro, GA 30236. A representative from the garden will notify you of your raised bed space and schedule a garden tour.

FOR OFFICE USE ONLY (DO NOT FILL OUT THIS SECTION)

_____ Approved _____ Denied _____ Assigned Bed Number



Atlanta Regional Commission