

PLYMOUTH Community Gardens

1145 Shenandoah Lane N

Open Mid-May through Mid-October | 2017



Plymouth Parks & Recreation has over eighty 14' x 14' community garden plots available to reserve. Plots are divided by a one foot walkway of wood chips between each plot. To provide the best experience for all gardeners, we have developed the following guidelines in order to have a fruitful, secure and enjoyable place to garden.

Yearly Schedule

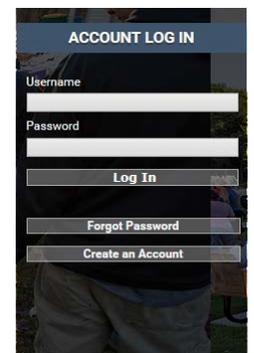
- January 1 – January 31: Returning gardeners may reserve up to two (2) past garden plots.
- February 1 – February 28: New gardeners may reserve up to two (2) garden plots.
- March 1 – June 15: Gardeners may reserve additional unclaimed garden plots. First come, first serve.
- Mid-May: Garden to open, dependent on weather & soil conditions.
- June 15: Any unplanted gardens will be offered to waiting list gardeners.
- July, August & September 1: City to inspect gardens for garden neglect.
- Mid-October: Gardens to close, dependent on weather & soil conditions.

Registration Information

Priority is given to returning gardeners each new season. Through January, each household is allowed to reserve up to two (2) garden plots that were reserved the previous season. Understanding the need to encourage new gardeners, only two (2) garden plots per household will be allowed to be reserved in advance of March 1. From February 1 – 28, new gardeners are allowed to reserve up to two (2) garden plots. On March 1, all remaining garden plots will become available on a first come, first serve basis with no limit per household.

How to Register

1. WebTrac:
 - a. Create an account online.
 - i. Visit www.plymouthmn.gov and click on the dark blue “Parks & Recreation” tab.
 - ii. From the Parks & Recreation homepage, click on “Create Account”.
 - iii. You will be directed to our NEW activity registration page. On the right hand side you will see the “Account Log In” box.
 - iv. Click on “Create an Account”. You will be prompted to create a Login and Password. Next, complete the “Household Primary Person Information” section.



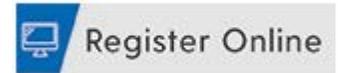
The image shows two sections of a web registration form. The top section is titled 'New Account Information' and contains three input fields: 'Login (up to 50 chars) *', 'Password (up to 50 chars) *', and 'Re-Type to Confirm'. The bottom section is titled 'Household Primary Person Information' and contains multiple input fields and dropdown menus: 'First Name *', 'Last Name *', 'Address Line 1 *', 'Address Line 2', 'City *' (pre-filled with 'Plymouth'), 'State *' (pre-filled with 'MN'), 'Zip Code *', 'Phone Number 1' (pre-filled with '(763) -'), 'Extension 1', 'Phone Number 2' (pre-filled with '(763) -'), 'Extension 2', 'Email Address 1 *', 'Confirm Email *', 'Authorize Contacts Via Email' (dropdown with 'No' selected), 'Participate in Promotions' (dropdown with 'No' selected), 'Category' (dropdown with 'Non-Resident' selected), 'Gender' (dropdown with 'Female' selected), 'Phone 1 Type' (dropdown with 'Cell Phone' selected), and 'Phone 2 Type' (dropdown with 'Cell Phone' selected). There is also a 'Birthday *' field.



- v. From this page you can also add any additional family members to your account. When finished, click on “Save”.
- vi. You will receive an email confirmation of your new account within 2 business days from Parks & Recreation.

b. Find and Select Community Gardens

- i. Visit www.plymouthmn.gov and click on the dark blue “Parks & Recreation” tab.
- ii. From the Parks & Recreation homepage, click on “Register Online”.
- iii. From the Online Registration page, click on “Search”, then “Facility Rentals”.
- iv. In the “Keyword Search” box, type in “garden plot” and in the “Date” box, enter “05/15/2017”. Then hit “Search”. The full list of garden plots will appear.



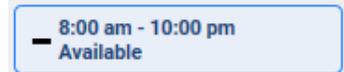
Facility Rentals



Facility Search Criteria

Date	<input type="text" value="05/15/2017"/>	Begin Time	<input type="text" value="12:00 am"/>	Features	<div style="border: 1px solid #ccc; padding: 2px;">All Features Electricity Restrooms</div>
Location	<div style="border: 1px solid #ccc; padding: 2px;">All Locations Armstrong High School Aspen Ridge Park Baker National Golf Course Bass Lake Playfield Birchview Elementary Circle Park</div>	Keyword Search	<input type="text" value="garden plot"/>	Keyword Search Option	<input type="text" value="Match One"/>
Sort Option	<input type="text" value="Location"/>	Max Available Blocks to Display	<input type="text" value="3"/>	Headcount	<input type="text" value="0"/>
Facility	<input type="text" value="All Facilities"/>	Display Option	<input type="text" value="Detail"/>	Facility Class	<div style="border: 1px solid #ccc; padding: 2px;">All Classes Community Gardens Non-Designated</div>

- v. Select the garden plot you wish to reserve. For this example, Garden Plot 1 was selected.
- vi. Once selected, the green box will turn blue. Then click on “Add To Cart” on the bottom left hand corner of the screen.
- vii. Proceed to Checkout and click “Continue”. This authorizes your request for a Garden Plot. City staff will review the request and approve accordingly.



Shopping Cart		Total Results (1)	
Showing 1 To 1		Name	Total Fees
✕	Garden Plot 1 on 05/15/2017 at 8:00 am to 10:00 pm at Plymouth Community Gardens (Permit - In Review)	Sonya	\$ 0.00
Grand Total Fees Due			\$ 0.00
Total Old Balances Not in Shopping Cart			\$ 0.00

+ 8:00 am - 10:00 pm Available	Garden Plot 1	Plymouth Community Gardens	Community Gardens	05/15/2017	N/A	Add to Cart For Price/Add To Cart For Price	<input type="button" value="i"/> <input type="button" value="📍"/> <input type="button" value="🗨️"/> <input type="button" value="View Map"/>
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Garden Plot 1 (Community Gardens_Plymouth Community Gardens_Garden Plot 01): 05/15/2017 @ 8:00 am - 10:00 pm



c. Finalize payment for garden plot

- i. Once your plot is approved, you will receive an email from recreation@plymouthmn.gov with Plymouth Park & Rec in subject line. The email might end up in your junk folder, so please look there as well as your inbox. A receipt and plot map will be attached with the balance due.
- ii. Visit www.plymouthmn.gov and click on the dark blue “Parks & Recreation” tab.
- iii. From the Parks & Recreation homepage, click on “Register Online”.
- iv. Login to your account.
- v. In the upper right hand corner, please select “Shopping Cart”.

Welcome, Rippe #12 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

vi. Then select “Pay Old Balances”.

Your Shopping Cart is Empty

Continue Shopping
Pay Old Balances
Empty Cart

vii. Click checkbox that is next to your Garden Plot and the click “Add to Cart”.

Search Criteria

Begin Transaction Date	<input type="text" value="12/15/2015"/>	End Transaction Date	<input type="text" value="12/31/2099"/>	Sort Option	<input type="text" value="Date"/>
Begin Item Date	<input type="text" value="12/15/2015"/>	End Item Date	<input type="text" value="12/31/2099"/>	Sort Order	<input type="text" value="Ascending"/>
Module	<input type="text" value="System Admin"/>				

Your Balances

Showing 1 To 1 Total Results (1)

Description	Name	Date Range	Status	Location	Paid	Balance		
<input checked="" type="checkbox"/> Garden Plot 1 on 05/15/2017 at 8:00 am to 10/15/2017 at 10:00 pm at Plymouth Community Gardens	Sonya	05/15/2017 -10/15/2017	Firm	Plymouth Community Gardens	\$ 0.00	\$ 54.00	<input type="button" value="i"/>	<input type="button" value="?"/>
Grand Totals					\$ 0.00	\$ 54.00		

viii. Click “Proceed to Checkout” and then enter payment and verify billing Information.

- 2. *In-Person:* Plymouth Maintenance Facility,
14900 23rd Avenue N
Office hours: Monday – Friday 7 a.m. – 3:30 p.m.
- 3. *Mail:* Plymouth Maintenance Facility
Attn: Community Gardens
14900 23rd Avenue N
Plymouth, MN 55447

Rental Fee

The rental fee for a single garden plot is \$45 for residents and \$54 for non-residents. This fee is used to pay for soil preparation, such as tilling, addition of compost, water, garden improvements and related items. Garden plots are initially limited to two (2) per household, unless there are additional plots available after March 1. Payment can be made in the form of a check payable to the City of Plymouth or via credit card.



Cancellations

If you choose not to use your garden plot, please contact the City immediately so the plot may be reassigned and/or offered to the waiting list. If the garden is claimed by another gardener prior to June 15, your fee will be refunded. There will be NO refunds after June 15.

Garbage & Composting

Separate waste receptacles will be provided for both trash & compostable materials. Please observe the differences so that additional sorting is not needed by staff.

Water & Hoses

Water spigots are provided by the County. Hoses are provided by the City. One set of spray nozzles will be provided at the beginning of the season. If a nozzle breaks or malfunctions, do not discard but rather notify staff and they will be replaced. If nozzles disappear, they will not be replaced.

Safety & Courtesy

Due to the nature of this community garden, each household is asked to be respectful of other gardens. Do not allow vine crops to extend beyond the boundaries of your plot. Return hoses in a uniform manner to hangers. Children must be supervised. Pets are NOT allowed. If applying chemicals, be aware of adverse weather conditions so as to not permit chemical drift onto neighboring plots.

Traps

Although traps are generally discouraged, certain pests may need to be controlled by trapping. Gardeners preferring to use traps must enclose their plot(s) with fencing on all four sides and place signage warning others that traps may be found in the plot(s). Poisons are NOT allowed.

Organic vs. Non-Organic Gardening Practices

Individuals are allowed to practice whichever method they prefer, but be conscious of your impact with neighboring plots. Weeding should be weekly so that weeds are not allowed to reseed. Chemical applications should be limited to individual plots. Additional mulch may be available at the Public Works Yard Waste Site, 14900 23rd Avenue N. during normal site hours.

Garden Neglect & Weed Control

Each household is responsible for weeding/maintenance of their plot(s). Gardens and pathways must be kept free of weeds. If any garden has not been planted by June 15 and the owner has not made contact/provisions with the City to extend the deadline, those gardens will be reassigned to those on the waiting list. Additionally, the City will inspect all gardens on the first of the month to ensure compliance. Gardeners not performing maintenance will be notified to rectify the situation within seven (7) calendar days. Further non-compliance will result in the garden being mowed. The offending household will lose community gardening privileges for the following year. They will be allowed to return after their one (1) year absence as a new gardener. No refunds will be given after June 15.

Food Shelf Donations

Any extra garden plots may be maintained by the City with the expressed purpose of supplying fresh produce to local food shelves. Additionally, gardeners are encouraged to donate excess produce in the designated containers, which will be delivered to local food shelves by the City.

Gardens Closing

The target date for closing is October 15, but due to weather & soil conditions this may vary from year to year. Households will be notified when the garden plots are officially closed and given ample time to clean up their plot(s). Plant material may be left in the garden plot(s), please remove all non-compostable items. Items not claimed will become the property of the City and disposed of as needed.



News & Information

Email will be the preferred method of mass communication to all households regarding dates, deadlines, events, updates, etc. If you have any questions or concerns regarding your garden plot, please respond by email at communitygardens@plymouthmn.gov and/or call (763) 509-5940.

Plot Map



Community Gardens
1145 Shenandoah Lane N

Legend

- Plots
- Walkway
- Water



THIS REPRESENTS A COMPILATION OF INFORMATION AND DATA FROM CITY, COUNTY, STATE AND OTHER SOURCES THAT HAS NOT BEEN FIELD VERIFIED. INFORMATION SHOULD BE FIELD VERIFIED AND COMPARED WITH ORIGINAL SOURCE DOCUMENTS.



Plymouth Community Gardens Permit Form

Contact Information		
First & Last Name	Home Phone ()	<input type="checkbox"/> Returning Renter <input type="checkbox"/> New Renter
Address	Cell/Work Phone ()	<input type="checkbox"/> Resident \$45/plot <input type="checkbox"/> Non-Resident \$54/plot
City	Zip	Email *REQUIRED*
Plot Information		
I would like to rent: <input type="checkbox"/> 1 Plot <input type="checkbox"/> 2 Plots	Plot Choices: 1 st Choice # _____ 2 nd Choice # _____ 3 rd Choice # _____	
<i>Plymouth Parks & Recreation will do our best to accommodate all plot requests. If your first choice is not available, staff will contact you with your confirmed plot number. If you do not specify the exact plot number, one will be randomly assigned to you.</i>		
Waiver:		
<p>The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.</p> <p>I (We) represent and agree that I (we) have read and understand the information regarding the use of this Plymouth facility, including cancellation procedures, liabilities and responsibilities assumed and times and curfews.</p> <p>Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.</p> <p>Photo Waiver: I understand that the City may use photographs taken at its programs that picture me or my dependents for publicity purposes.</p> <p>Cancellations: If you choose not to use your garden plot, please contact the City immediately so the plot may be reassigned and/or offered to the waiting list. If the garden is claimed by another gardener prior to June 15, your fee will be refunded. There will be NO refunds after June 15.</p>		
Signature: _____		Date: _____
Plot Fees & Payment:		
# Plots _____ x Res/NR Fee \$ _____ = Total \$ _____		
Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa		
Name on Card: _____		
Card Number: _____		Exp. Date ____/____
Signature: _____		
OFFICE USE ONLY:		
Date Received: ____/____/2017	Received: <input type="checkbox"/> In-person <input type="checkbox"/> Mail	
Time Received: ____:____ a.m./p.m.	Received and Registered by: _____ (initials)	