

# APPENDIX

## 1. Calculating Slope

The slope of property is used when applying code requirements. It will also help you determine foundation wall heights, fill and grade quantities and other information for your property. Slope is defined in several ways (degrees, rise/run, and percent). Accurately determining the slope of your property is key to getting the proper information on any requirements that may or may not apply to your project.

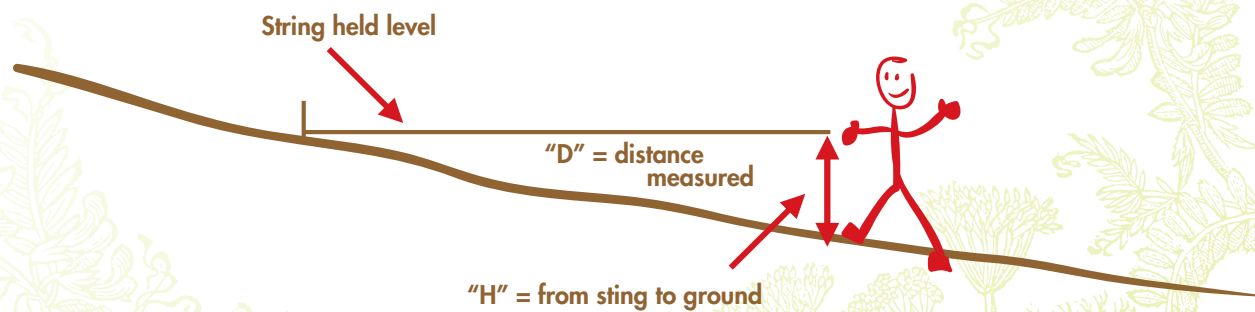
### How to Calculate the Slope on Your Property

First gather the items you will need:

- A tape measure: at least 50' if possible
- Some string, stakes and a hammer
- A string level
- A helper

### Measuring Slope

- Find the uphill spot where any development will occur on the property.
- Drive a stake in the ground to mark this spot, and measure downhill, across the slope 50' to 100'.
- Place a second stake at that location
- Tie the string to the first stake and stretch it to the second stake
- Have your helper place the string level on the string somewhere near the center.
- You will need to tighten and raise the string until the string is level.
- While holding the string in that position, have your helper measure the distance between the string and the ground at the location of your second stake.





### Calculating Slope

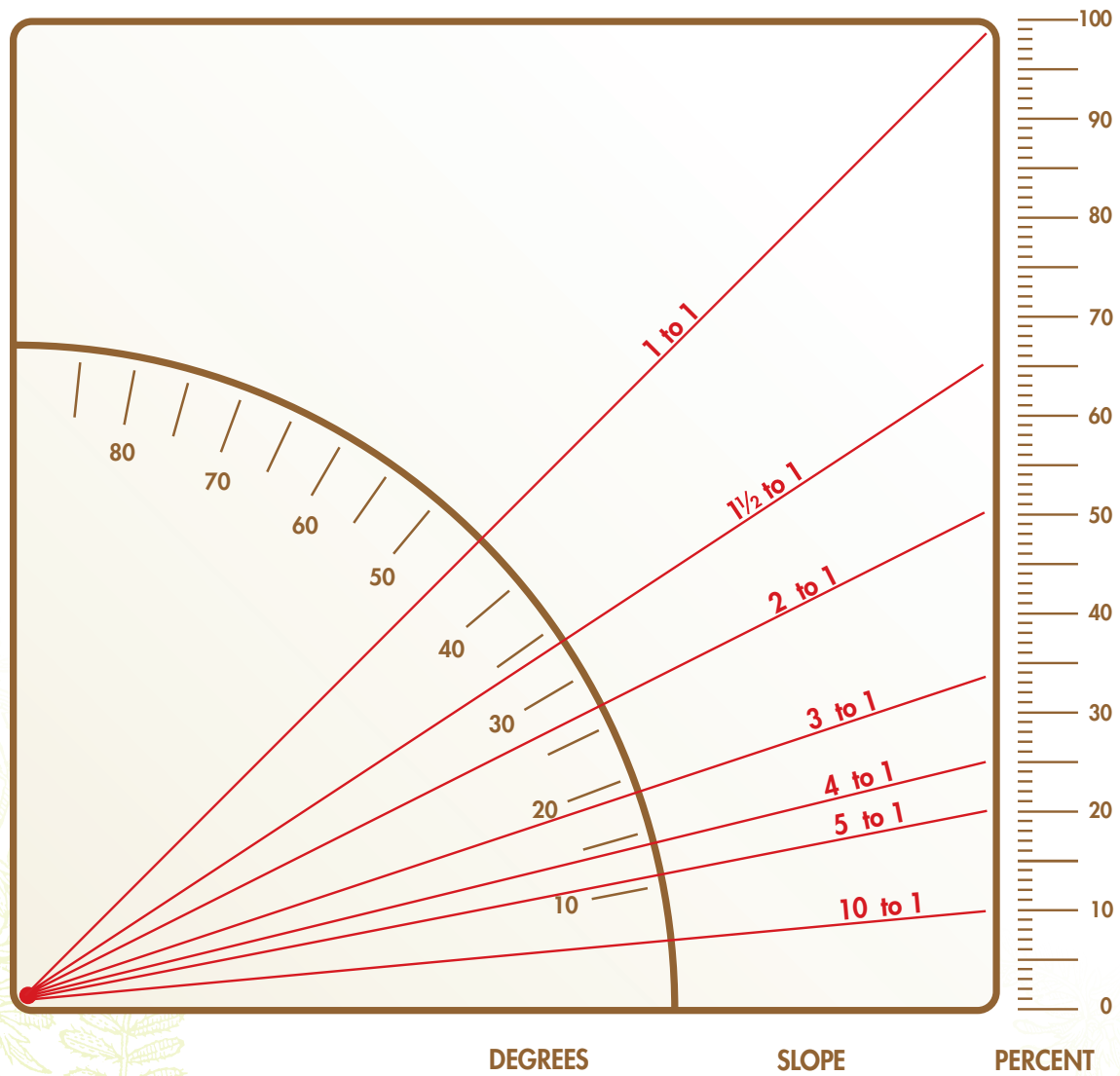
Convert your dimensions (H and D) to the same dimension (inches or feet).

Calculate the slope using the following formula: "H"/"D" X 100 = slope in percent.

Use the chart on the back of this form to convert your calculated slope into degrees or rise/run.

### Grade Comparison Chart

Adapted from Department of Building and Planning, Cowlitz County, WA



## 2. Ten Tools Every Community Gardener & Garden Needs

American Community Gardening Association  
Courtesy of Toronto FoodShare

Gardeners may not agree on the best mulch or the perfect fertilizer, but there's one thing that every gardener agrees on; when it comes time to purchase tools, buy the best. Quality garden tools are an investment that yield dividends over time. Here are the top 10 gardening tools every community garden should own.



1. **Trowel:** A well-made trowel is your most important tool. From container gardening to large beds, a trowel will help you get your plants into the soil. Essential for everyone.



2. **Hand Fork or Claw or Cultivator:** A hand fork helps cultivate soil, chop up clumps, and work amendments into the soil. A hand fork is necessary for cultivating in closely planted beds.



3. **Hoe:** A long-handled hoe is a gardener's best friend. Keeping weeds at bay is the purpose of this useful tool. Hoe heads come in all different shapes and sizes and every gardener swears by a different one.



4. **Secateurs (aka hand pruners):** Invest in a pair of quality pruners, such as Felco, which is clearly a cut above. There are different types and sizes depending upon the type and size of the job. Secateurs are for cutting small diameters, up the thickness of your little finger ;-). Anything larger and you need loppers.



5. **Watering can:** A watering can creates a fine even stream of water that delivers with a gentleness that won't wash seedlings or sprouting seeds out of their soil.





6. **Fork:** You can't dig and divide perennials without a heavy-duty fork (and some dividing methods even suggest you own two!)



7. **Shovels and Spades:** There are several different types and shapes of shovels and spades, each with their own purpose. There are also different types of hand holds for either—a "D" shape, a "T" shape, or none at all. They are a requisite tool for planting large perennials, shrubs, and trees, breaking ground, moving soil, leaves, just about anything. The sharper the blade, the better.



8. **Wheelbarrow:** Wheelbarrows come in all different sizes (and prices). They are indispensable for hauling soil, compost, plants, mulch, hoses, tools... everything you'll need to garden.



9. **Gloves:** Unless you want to wear your favorite hobby under your nails, use gloves. Leather gloves hold up best. If you have roses, get a pair that resist thorn pricks.



10. **Hose:** This is the fastest way to transport lots of water. Consider using drip irrigation hoses or tape.

*Adapted from the American Community Gardening Association*

### 3. Sample Community Garden Contract

(Information in parentheses is to be determined by individual garden)  
(Watts Family) Community Garden Contract Rules, Terms, and Conditions for Participation

#### Introduction

The (organization/garden manager) is the highest governing authority at the (Watts Family) Community Garden. Breaking any rules, terms, and conditions is cause for exclusion from the garden and loss of your plot.

1. You will receive one verbal warning from the garden manager.
2. If no response or correction has been made, you will receive written notice two weeks later.
3. In another two weeks, if no response or correction has been made, you will receive written final notification that you have forfeited your gardening privileges and plot.
4. You will be allowed to reapply for another garden plot only after one year, and only at the discretion of the garden manager.

#### Rules, Terms, and Conditions for Participation

If accepted as a gardener, I will abide by the following rules, terms, and conditions:

1. I use this garden at the sole discretion of (Watts Family) Community Garden. I agree to abide by its policies and practices.
2. The fee for the use of the garden is (\$32.00) per plot, per year (January 1 – December 31), due on or before (January 1). Fee for half a year after (beginning July 1 or later) is (\$16.00). There are no refunds.
3. Once I have been assigned a plot, I will cultivate and plant it within two weeks. I will garden year round. My plot cannot be left fallow or unused for any period of three weeks or longer, more than one time a year.
4. My plot is (20 x 20) feet. I will not expand my plot beyond this measurement or into paths or other plots. I will keep all my plants within the limits of my garden plot and will not allow any plants to grow more than six feet high. I must keep my plot free of weeds, pests and diseases.
5. I will keep my plot, paths, and surrounding areas clean and neat. I will completely separate my trash into three groups: 1) dead plants, leaves, and other green waste plant parts; 2) rocks, stones, and asphalt; and 3) paper, plastic, cardboard, wood, metal, etc. I will put each type of trash only in the areas designated specifically for each. Anything I bring from my home I will take back home. I will not bring household trash and leave it at the (Watts Family) Community Garden.
6. If I now have more than one plot, I will give up my additional plots by the end of this gardening year (December 31).
7. I will not plant any illegal plant. I will not smoke, drink alcoholic beverages, use illegal drugs, or gamble in the garden. I will not come to the garden while under the influence of alcohol or illegal drugs. I will not bring weapons or pets or other animals to the garden.





- 8. Guests and visitors, including children, may enter the garden only if I accompany them. They must follow all rules, terms, and conditions stated here. I will supervise my children at all times when they are in the garden. I am solely responsible for the behavior of my guests.
- 9. The garden manager will assign me general garden maintenance tasks each month, and I must complete them by the end of the month that I am assigned them.
- 10. I will water my plot according to water-wise guidelines. (If I use more than the recommended amount of water, I will pay a fee each month to cover the cost of this additional water.
- 11. I will attend the regular (bi-monthly) garden club meetings. If workshops are offered, I will attend at least one on each of the following topics: soil preparation and maintenance, watering the vegetable garden, and pest and disease control.
- 12. I will not apply any pesticides in the garden without the approval of the garden manager.
- 13. I will not make duplicate keys of any locks at the garden or give my key or lock combination to another person.
- 14. I will not take food or plants from other gardeners' plots. I will not take anything from the garden that is not rightfully mine.
- 15. I will respect other gardeners, and I will not use abusive or profane language or discriminate against others.
- 16. I will work to keep the garden a happy, secure, and enjoyable place where all participants can garden and socialize peacefully in a neighborly manner.
- 17. I forfeit my right to sue the owner of the property.

**COMMITMENT**

**I have read and understand the application and accept these rules, terms, and conditions stated above for the participation in the (Watts Family) Community Garden.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Gardener

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Garden Manager

*Adapted from "Community garden startup guide" by Los Angeles Master Gardeners, UCCE, and Common Ground, p. 8-9*

## 4. Sample: Wasatch Community Gardens

### Community Garden Information & Policies

Welcome to the \_\_\_\_\_(date) gardening season! Wasatch Community Gardens is a local non-profit organization. We cultivate individual growth and neighborhood unity through community gardening and youth gardening education. Our community gardening policies and procedures are important for all community gardeners to understand. If you have any questions about this information, please call: \_\_\_\_\_(contact name) at: \_\_\_\_\_(phone #).

### Reserving your plot

Each gardener is entitled to one plot (approximately 4 by 35 feet) if space is available. If there is space remaining by \_\_\_\_\_(date) gardeners will have the opportunity to rent additional plots for the remainder of the season. A \$30 garden plot rental fee is required of all gardeners. Garden plots must be cleared of weeds by \_\_\_\_\_(date). If a gardener has not used his/her plot by \_\_\_\_\_(date), the plot will be given to another gardener or to the Wasatch Community Gardens' Youth Gardening Program. The \$30 fee will not be returned.

### Land

With the exception of the Tomato Garden, we do not own the land used for gardens. We have lease agreements with the owners but there is always a possibility that we will lose the use of the land. For this reason, there are some planting restrictions (ie trees and some perennials).

### No herbicides, pesticides or chemical fertilizers allowed

Our goal is to create and nurture healthy soil and a healthy plant environment in the garden. Because plant and soil health deteriorates with the use of chemicals, they are not allowed in any of our community gardens. Gardeners using chemical weed killers, fertilizers and/or pesticides will lose their gardening privileges!

### Weeds and trash

The city requires that we keep all weeds below six inches in height. It is the gardeners' responsibility to control the weeds and trash in their own plots and adjacent pathways, and to clear their plot of trellis materials and debris at the end of the season. Gardeners are also required to assist with weeding common areas.

### Water use, drip irrigation and mulch

Automatic drip irrigation systems operate at each site. WCG will maintain this system. Please do not alter the system in any way. Please report any problems or leaks to WCG. The drip system is a water-efficient method of garden irrigation. Each gardener will learn how the drip irrigation system works at the gardener orientation meetings. You can also help make sure that water is not wasted, and greatly reduce your garden's water needs by using mulch (this also helps keep out weeds).

### No Rebar

For safety reasons, rebar is not allowed for staking or trellising.

### Cooperation and community

This project will be more successful if all of our gardeners work together. We ask that in addition to your \$30 annual fee, you also make a contribution of your time by participating in clean-up projects in the spring and fall and general maintenance throughout the season. Each gardener is expected to contribute 12 hours of labor to the garden during the year.





**Please remember**

Wasatch Community Gardens is a small non-profit organization supported by donated funds that must be raised annually. Staff size is small and varies according to funding. The purpose of our community gardening program is to provide access to land, water and general garden administration. The care and maintenance of the garden is the collective responsibility of the community gardeners.

**Garden Addresses**

Grateful Tomato Garden: 800 South 600 East Fairpark Garden: 300 North 1037 West Marmalade Garden: 222 West 600 North 4th East Garden: 555 South 400 East

**Sample: Community Garden Rules & Gardener's Responsibilities**

Each gardener must understand and agree to the following rules and responsibilities before gardening with Wasatch Community Gardens:

- Chemical weed killers, fertilizers and pesticides are not allowed in any garden.
- Garden fees are \$30.00 per plot, payable when gardener registers for plot.
- Plots are available on a first-come, first-served basis. Gardeners are limited to one plot (approximately 4' x 35'). Gardeners may have more plots and may be put on a waiting list for extra plots, if extra plots are available by \_\_\_\_\_(date) of the gardening season.
- Disrespectful or abusive language, or destructive behavior can result in the immediate loss of all gardening privileges, and forfeiture of any crops remaining in the garden.
- New gardeners must attend a Garden Orientation in the Spring. Returning gardeners are strongly encouraged to attend Spring Orientations as well.
- Gardeners are responsible for weeding their plots by \_\_\_\_\_(date), and clearing their plots at the end of each growing season (usually by \_\_\_\_\_).
- Gardeners are responsible for planting, cultivating and maintaining their own garden plots.
- Gardeners are responsible for assisting with maintenance of common areas at each garden.
- Gardeners must contribute 4 hours in the spring, 4 hours in the summer and 4 hours in the fall in the maintenance of common garden space.
- Gardeners are responsible for keeping the weeds in their gardens and adjoining pathways below six inches in height.
- Gardeners are responsible for clearing all plant and trellis materials out of their own garden by the end of each gardening season. Dead material should be placed in compost piles.
- Wasatch Community Gardens Responsibilities
- Wasatch Community Gardens is responsible for administering the Community Gardening Program.



- Wasatch Community Gardens is responsible for registering gardeners and assigning available plots to each gardener.
- Wasatch Community Gardens will provide tools, technical assistance and skills training when possible.
- Wasatch Community Gardens is responsible for maintenance of water and drip irrigation systems and overall administration of each garden site.
- Wasatch Community Gardens reserves the right to make changes or exceptions to policies where and when appropriate.

*Adapted from "From neglected parcels to community gardens: a handbook"  
by Wasatch Community Gardens, p. 28-29*





## 5. Steps in Resolving Conflict

### Listen for understanding.

Listen to the others' feelings as well as how they perceive the issue. Establish eye contact, ask open-ended questions, clarify, and summarize to let the person(s) know that they are being understood.

### Be quiet if the angry person needs to vent.

Refuse to take whatever is said personally. Understand that the other person is angry at the situation, not the person.

### State the problem clearly.

To negotiate, everyone must first understand the conflict.

### State feelings and perspectives of the issue clearly.

Ask what is needed and explain what you would like to have happen so that the negotiation can continue.

### List the solutions to the problem.

Prioritize options and look at advantages and disadvantages.

### Decide on standards or rules for resolving the dispute.

These may include focusing on the problem, not the person; looking to the future, not the past; attempting to satisfy both parties; and attempting to be generous.

### Come to a decision.

This may be avoiding the issue, imposing a solution, compromising, or collaborating.

### Conflict Resolution

Conflict is expected and unavoidable in community building. Though most people usually think of it as negative, **community workers should regard conflict as an opportunity for increased communication, intimacy, and understanding.** This is why conflict can be positive in community building:

- People who work through their conflicts can develop a stronger and more intimate relationship.
- When conflict is solved constructively, both parties are able to air their feelings and leave the situation free of anger and hostility.
- Resolving personal conflict can make people feel stronger and motivate them to tackle other struggles.
- It is important to express concerns and conflicting ideas to build a foundation for stronger, more creative decisions.

Conflict is a normal part of all group activity. It is the natural result of diversity within a group that has different values, self-interests, and points of view. A group that does not experience conflict is probably not very creative, active, or strong. It is important for community workers to learn how to help resolve conflict. Unresolved conflict can tear a group apart. To resolve conflict, **a community worker must understand the three parts to a conflict situation: self, other, and the issue.** If the conflict is to be solved, all of these elements must be dealt with effectively.





### Roadblocks to Conflict Resolution

Because most people are uneasy with conflict, they tend to communicate ineffectively during a conflict. This prevents satisfactory conflict resolution. Community workers should learn to recognize these personality traits, which sometimes block complete resolution of a conflict:

**Placaters conceal their own feelings** and remove the “self” from the conflict, leaving the issue and the other person’s feelings. They often play the victim, ignoring their own feelings and needs to give others what they want. They try to please and find it very hard to disagree.

**Blamers ignore the other’s feelings**, leaving the self and the issue. They are faultfinders and dictators, and feel better if they can get somebody to obey them.

**Distracters think that issues and feelings are unimportant**, so they bring up unrelated points to confuse the situation. They are uncomfortable dealing with others’ feelings and believe that nobody cares.

**Ultrareasonable/computers behave like a computer with no feelings, and only deal with the issue.** They are very correct, very reasonable, calm, cool, and collected. They don’t show or acknowledge any feelings. They use big words and speak in a monotone voice.

### Basic Methods of Resolving Conflict

To successfully resolve a conflict, people must deal with all elements of a conflict, resolving the emotions and feelings as well as the content of the issues. **These types of people, who are necessary to community building, are called Levelers.** Levelers express their feelings, listen to and honor the feelings of the other, and consider the issue. Relationships are honest and there is no need to blame, retreat, or be in perpetual motion. It is sometimes difficult to separate **feelings** from **issues**, because they frequently interact. But when feelings run high, the first step to rational problem solving is a structured exchange of the emotional aspects of the controversy. **Using a leveling communication along with a win/win approach to conflict resolution will satisfy both parties.**

There is only one method that truly achieves a win/win situation. It is called the **collaboration method. In collaboration or negotiation, both parties focus on common goals and mutual needs.** The discussion focuses on the problems and possible solutions. The conflicting parties present their views and opinions to each other and work through their differences in attitudes and perceptions. The win/win outcome achieved through negotiation/collaboration is the best because **win/win negotiation**

- encourages people to work together for mutually beneficial solutions,
- takes into account self-interests and gives everyone a chance to get part of what they want,
- shares problem solving rather than resolving conflict through competition.

The other methods of conflict resolution listed below are useful at times, but achieving a win/win solution through negotiation/collaboration is the most lasting. People should understand all conflict resolution methods, as well as their shortcomings.

- With avoidance, the goal is peace. This is an “I lose/you win” strategy to maintain harmony and avoid discomfort. Avoidance sometimes works if the problem needs only to be recognized to be solved. However, ignoring a conflict usually makes it worse.
- With competition or power intervention, the use of power ends the conflict. The “I win/you lose” strategy means someone must give in. This does not address the source of the conflict, so it is likely to recur.
- With compromise or bargaining, each party gives up something. It creates an “I lose some/you lose some” bargain, but no one is fully satisfied. One method of bargaining is to smooth over differences while accentuating similarities and common interests. This does not get to the source of the conflict, which may arise again. Compromise may buy time until the conflict becomes less emotional and there is a better time to confront it.

It is important to use all methods of conflict resolution for various reasons. But achieving a win/win solution is the most lasting and thorough.

*Adapted from “Master urban gardener manual”  
by the Boston Natural Areas Network, p. 132-134.*





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## 6. Ten Tips on Local Advocacy (especially to get gardens preserved)

1. **Develop a plan (or don't wait for crisis).** If your garden is not protected, understand exactly who owns the land. Know exactly what you are asking for and who you are asking. Is there a public process or is it "who knows whom"? Your plan should include the other tips listed below. Meanwhile keep the garden looking great!
2. **Develop allies.** Community gardens, low income housing organizations, churches, schools, community development organizations all serve the same constituencies. Introduce potential allies, including government officials and business leaders, to the garden. Determine areas of commonality and find ways to have gardeners help your allies. Be sure to ask your allies to take specific actions to help your cause.
3. **Be prepared for opposition.** Acknowledge, in advance, that there will be objections to your efforts. Know both who is likely to be in opposition and what objections they will raise. Read opposition material, study the newspapers, watch or listen to talk shows, and check websites. Determine if there are any points of commonality. Learn, if possible, if you have contacts with those to whom the opposition listens.
4. **Become known.** Invite decision-makers and the media to your garden. Host activities for neighbors. Share your produce. Do other community service – a children's program; horticulture therapy, conduct neighborhood clean-ups and plant tree-pits. Make presentations at nearby neighborhood and tenant association meetings.
5. **Use the media.** Develop a compelling message which includes what you are asking for and a convincing reason why you should get it. Determine spokespersons and have them practice giving your message. Make a list of the human interest stories of your garden. Write up the stories (with photos!) for neighborhood weeklies. Invite newspaper and TV garden reporters to the garden. Don't forget public access cable TV.
6. **Meetings, meetings, meetings.** Be prepared to attend public meetings of the city council, planning department, parks commission, city planning and zoning hearings, and health department. Whenever possible sign up to speak at these meetings and present your message. Host meetings of your own to inform and motivate gardeners.
7. **Resolutions, plans, and ordinances.** Take the offense. Get friendly local legislators to sponsor and champion resolutions and ordinances supporting community gardening. Be alert for opportunities to have community gardening promoted and sanctioned within neighborhood and citywide planning and re-zoning efforts.
8. **Celebrate successes.** Preservation efforts can take many years. However, there can always be something to celebrate (alliances with new organizations, a successful harvest, a resolution sponsored). To keep up spirits, demonstrate progress, become known, use the media, and involve allies – have press conference, parties, and congratulatory award events.
9. **Be persistent.** The opposition is hoping that you will just go away. Don't let them wear you down. This is why having parties (tip #8) is so important. It is really important that gardeners really do go to ALL the meetings!
10. **Be flexible.** Be open to changing your campaign to reflect the needs of allies or what you realize is more realistic long-term success. For example, you may lose a garden, but gain a commitment to the building of a permanently protected and larger garden across the street.

*Adapted from the American Community Gardening Association*







## 7. Sample Form: Garden Plot Registration

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Did you have a garden plot with this community garden last year?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, do you want the same garden plot this year?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, what area of the garden would you like to be in? \_\_\_\_\_

A plot fee of \_\_\_\_\_ is required before the plot can be assigned. This fee will go toward expenses of the community garden (water bills, plant/seed purchases, community tools, etc.).

A clean-up deposit of \_\_\_\_\_ is required before the plot can be assigned. The clean-up deposit will be returned in the fall after you have removed all of your plants and cleaned your plot.

Please mark three areas that you would be interested in volunteering with during the season. Each gardener is expected to help during the season with general chores.

- \_\_\_ Site maintenance
- \_\_\_ Phone calls
- \_\_\_ Mailings
- \_\_\_ Assigning plots
- \_\_\_ Path maintenance
- \_\_\_ Construction projects
- \_\_\_ Watering
- \_\_\_ Annual planting
- \_\_\_ Fall cleanup
- \_\_\_ Composting
- \_\_\_ Social events

**I have read the Community Garden Rules and understand that failure to meet the guidelines will result in loss of cleanup deposit fees and gardening privileges.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

