

TO: Parks & Recreation Committee
FROM: David Chanski, City Administrator/Clerk
RE: Community Garden Development Process
DATE: March 7, 2023



During the February 9 Parks & Recreation Committee meeting, the Committee reviewed what discussion has taken place regarding the proposed idea of developing a community garden. City Administrator Chanski also shared that the development of a community garden should come as a budget request from the Committee to the City Council, and such a budget request should be submitted by the end of July.

Below are 5 questions that staff believes should be answered and included in a budget request for the construction of a community garden in 2024:

1. Garden Size/Number of Plats
2. Garden Location
3. Construction Cost and On-Going Maintenance Costs
4. Annual Plat Fees
5. Rules and Regulations

In addition to answering these 5 questions, the Committee should take formal action whether this project should be pursued as no such action has yet to take place.

Including the March 9 meeting, the Parks & Recreation Committee is scheduled to meet 5 times before the end of July (March 9, April 13, May 11, June 8, and July 13). Therefore, staff recommends the following development timeline:

- March 9: Decision to pursue community garden project and determination of initial garden size.
- April 13: Determination of garden location.
- May 11: Review of construction and on-going maintenance costs and discussion of annual plat fees.
- June 8: Discussion on community garden rules and regulations
- July 13: Final review of community garden rules and regulations and direction to send budget request to the City Council.

Committee Action

Staff recommends the Parks & Recreation Committee formally vote to pursue the development of a community garden. Additionally, staff requests that the Committee determine the number of plats that should be included in this initial project phase.