Common Ground Community Garden & Agriculture Program: Rules and Procedures

The following rules and procedures of the Common Ground program are meant to ensure safe and responsible operation of city-owned properties for urban agriculture and community gardens. Upon signing a License with the City of Lawrence, Licensees also agree to accept the following policies and procedures:

A. Water Service: The City of Lawrence provides water service to all City residents. A water meter is currently (or can be) installed on the property. The selected grower for a licensed property will be expected to set up an account with the City of Lawrence and pay for water usage. You will be charged for irrigation only.

B. Drainage: Water drainage (from rainfall or irrigation) must remain on site. Changes in topography created by the removal or addition of soil must maintain all water on site.

C. Erosion control: Licensees must control soil erosion as completely as possible. Licensees are encouraged to spread straw, mulch, or other crop residues to avoid soil erosion.

D. Hours of Operation: The properties may be accessed from dawn to dusk. If the assigned property is within a City of Lawrence Parks and Recreation property, park access hours must be adhered to.

E. Use of Mechanical Equipment: No mechanical equipment may be operated outside of the hours of 8AM-8PM daily. Activities must comply with all existing City noise ordinances.

F. Vehicular Access: Throughout the entire term of the license (including development phases), the potential impacts on the surrounding neighborhood must be considered. The project must be designed and operated with satisfactory consideration to traffic flow, parking, and pedestrian safety.

G. Noise: Activities must comply with the noise code provisions of the City of Lawrence and any amendments thereto.

H. Odor: The Licensee should make all reasonable attempts to control odor on the premises, including best practices for composting and reuse of garden materials.

I. Weeds and Grass: Each site must be weeded regularly and weeds and grass may not be allowed to go to seed. The Licensee should abide by the City of Lawrence weed code. The Licensee should also adhere to all state and federal regulations regarding noxious and invasive weeds, and related quarantines.

J. Sheds: Permanent tool storage sheds may be appropriate for certain sites, but any proposed buildings will require prior written approval from the City of Lawrence.

https://lawrenceks.org/common-ground/ January 29, 2018
K. **Season-Extending Structures:** The design and location of large, permanent season extending structures (greenhouses, hoophouses, coldframes) are subject to approval by City of Lawrence staff.

L. **Fences:** The Licensee may erect fences on the Licensed Property pursuant to the City of Lawrence code §16-601 *et seq.* Plans for fences must be approved by City staff.

M. **Maintenance:** If the site has a sidewalk adjacent to the property, the Licensee is responsible for any and all snow removal on City sidewalks (does not apply to Parks sites). Licensee shall also keep the Licensed Property mowed and trimmed as to all licensed areas not under cultivation. The property must be maintained in an aesthetically appealing and safe manner – free of graffiti and debris along the sidewalks and right-of-way.

N. **Fires/cooking:** Licensees (or guests) may not start or maintain a campfire, or burn weeds or crop residues on the site. Limited use of a barbecue grill is permitted for special events, with prior written permission from the Common Ground program manager.

O. **Smoking:** Smoking is prohibited on the Common Ground sites, as cigarette tobacco can transfer tobacco mosaic virus to tomato and pepper plants, and poses a fire hazard.

P. **Personal Property:** The Licensee shall be responsible for any gardening or farming tools or implements on the Licensed Property and shall secure and store any personal property left on the Licensed Property.

Q. **Subletting:** Sites may be subleased to additional gardeners (as in a community garden) or to additional farmers for production. The City requests notification in such a case. However, the named Licensee is the sole responsible party. Therefore, any violations incurred by a sublessee will become the responsibility of the primary Licensee.

R. **Pets:** Pets on the site must be on a leash per the City leash ordinance.

S. **Chickens and Ducks:** Lawrence City Code (20-547) allows for the raising of fowl for egg or meat production. The maximum total number of permitted fowl allowed to be owned or kept on an individual lot is one animal per 500 square feet of lot size, rounded down, but in no event will the total number of permitted fowl on any lot exceed 20.

T. **On-Site Produce Sales:** On-site sales of garden/farm produce are prohibited.

U. **Accessibility:** Common Ground sites must be accessible to people with all ability levels and meet the design requirements of the Americans with Disabilities Act (ADA). Although there are no formal ADA design guidelines for urban agriculture, best practices include: Establishing an accessible entrance, creating routes of sufficient width so that wheelchair users can navigate between garden components, building raised beds (at least 2 ft. high and 30 in. wide) for disabled access in at least some portion of the garden.
V. **Use of Pesticides and Agricultural Chemicals:** In 2005, the City of Lawrence Parks and Recreation Department developed an Integrated Pest Management Policy. **Integrated Pest Management (IPM)** is an ecological approach to pest management designed to prevent and control undesirable weeds, insects, fungi, and rodents. [http://www.lawrenceks.org/lprd/parks/ipm](http://www.lawrenceks.org/lprd/parks/ipm) Common Ground Program sites must adhere to the IPM Policy of the Parks and Recreation Department. No pesticides or agricultural chemicals can be applied to Common Ground sites that do not appear on the Allowed Pesticide List: [https://assets.lawrenceks.org/assets/lprd/parks/ipm/2017allowedpesticidelist.pdf](https://assets.lawrenceks.org/assets/lprd/parks/ipm/2017allowedpesticidelist.pdf) Licensees will follow proper public notification if/when pesticides are utilized. The process for public notification can be found here: [https://assets.lawrenceks.org/assets/lprd/parks/ipm/signage_notification.pdf](https://assets.lawrenceks.org/assets/lprd/parks/ipm/signage_notification.pdf)

**VIOLATION OF ANY OF THE ABOVE RULES MAY BE CAUSE FOR TERMINATION.**

All City of Lawrence codes apply. To view all relevant City codes, and ordinances: [http://www.lawrenceks.org/city_code/](http://www.lawrenceks.org/city_code/)