

PLYMOUTH Community Gardens

1145 Shenandoah Lane N.

Open Mid-May through Mid-October | 2022



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.

Eligibility

The demand for gardens far exceeds the availability, so gardens will be available to Plymouth residents only.

Multiple Gardens

Again, due to demand, multiple gardens will only be available after newly interested resident gardeners have reserved a garden plot. Each year, returning resident gardeners may reserve one (1) plot in January and a second plot will only be available starting March 1, after new resident gardeners have an opportunity to reserve one (1) plot.

Yearly Schedule

- January 1 – January 31: Returning resident gardeners may reserve up to one (1) past garden plot.
- February 1 – February 29: New resident gardeners may reserve up to one (1) garden plot.
- March 1 – June 15: New resident gardeners may still reserve one (1) garden plot while existing gardeners may reserve one (1) additional unclaimed garden plot. First come, first served.
- Mid-May: Gardens 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.

How to Register

1. WebTrac:
 - a. Create an account online. If you already have an account, please skip to “b”, Find and Select Community Gardens.
 - i. Visit www.plymouthmn.gov, click on Departments, a drop down box will appear, under Parks & Recreation, Recreation Activities click on “Register Online”.
 - ii. You will be directed to the activity registration page. On the right hand side you will see the “Account Log In” box.
 - iii. Click on “Create an Account”. You will be prompted to create a Login and Password. Next, complete the “Household Primary Person Information” section.

A screenshot of a web form titled 'ACCOUNT LOG IN'. It has a dark blue header. Below the header, there are two input fields: 'Username' and 'Password'. Below these fields are four buttons: 'Log In', 'Forgot Password', and 'Create an Account'. The 'Log In' button is highlighted with a grey border.



New Account Information

Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

Household Primary Person Information

First Name * Last Name * Category: Non-Resident

Address Line 1 * Address Line 2 * Gender: Female

City * Plymouth State * MN Zip Code *

Phone Number 1 (763) - Extension 1 0 Phone 1 Type: Cell Phone

Phone Number 2 (763) - Extension 2 0 Phone 2 Type: Cell Phone

Email Address 1 * Confirm Email * Birthday *

Authorize Contacts Via Email: No Participate in Promotions: No

iv.

From

this page you can also add any additional family members to your account. When finished, click on “Save”.

- v. You will receive an email confirmation of your new account within 2 business days from Parks & Recreation.

b. Find and Select Community Gardens

- Visit www.plymouthmn.gov, click on Departments, a drop down box will appear, under Parks & Recreation, Recreation Activities click on “Register Online”.
- From the Online Registration page, click on “Search”, then “Facility Search”, or click on the Facility Rental Building photo in the bottom left corner (shown at right).
- In the “Keyword Search” box, type in “garden plot” and in the “Date” box, enter “05/15/2022”. Then hit “Search”. The full list of garden plots will appear. Be sure to scroll down to see all available gardens.



Facility Search Criteria

Date: 05/15/2021 Begin Time: 12:00 am Features: All Features, 10' Watercraft Rack, 6.5' Watercraft Rack, 8' Watercraft Rack, Electricity, Restrooms

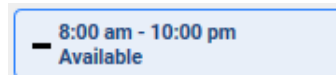
Location: All Locations, Armstrong High School, Aspen Ridge Park, Baker National Golf Course, Bass Lake Playfield Keyword Search: garden plot Keyword Search Option: Match One

Sort Option: Location Max Available Blocks to Display: 24 Headcount: 0

Facility: All Facilities Display Option: Detail Facility Class: All Classes, Amphitheater, Beach, Disc Golf, Golf Course, Ice Arena, Multi-Use Field

Search Reset

- Select the garden plot you wish to reserve. For this example, Garden Plot 1 was selected.
- Once selected, the green box will turn blue. Then click on “Add To Cart” on the bottom left hand corner of the screen.





Shopping Cart

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
<div>✕</div> Garden Plot 1 on 05/15/2021 at 8:00 am to 10:00 pm at Plymouth Community Gardens (Firm)	Kari	\$ 54.00		
Grand Total Fees Due		\$ 54.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

Proceed To Checkout

Continue Shopping

Pay Old Balances

Empty Cart

Garden Plot 1 (Community Gardens_Plymouth Community Gardens_Garden Plot 01): 05/15/2021 @ 8:00 am - 10:00 pm

Add To Cart

Clear Selection

- vi. Click the box next to your name (if more than your name shows)
- vii. Link to Existing Reservation? Leave 0. Did you have a garden last year? Y or N
- viii. Click on box to agree with the above. Begin Date: 05/15/2022, End Date: 10/15/2022.
- ix. Proceed to Checkout and click "Continue". This authorizes your request for a Garden Plot. City staff will review the request and approve accordingly.

Questions

Link to existing reservation?

Event Function

Did you have a Community Garden last year?

--- Not Selected ---

Waivers

Waiver: 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.

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.

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 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.

Photo Waiver: I understand that the City may use photographs taken at its programs that picture me or my dependents for publicity purposes.

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.

☒ I agree with the above *

Permit Information

Permit Option

Garden Plot 2 at Plymouth Community Gardens (This Facility)

Begin Date *

End Date *

Begin Time

End Time

Continue

Cancel

- 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, click on Departments, a drop down box will appear, under Parks & Recreation, Recreation Activities click on "Register Online".
 - iii. Login to your account.
 - iv. In the upper right hand corner, please select "Shopping Cart".

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





- v. Then select “Pay Old Balances”.

Your Shopping Cart is Empty

Continue Shopping
Pay Old Balances
Empty Cart

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

Search Criteria

Begin Transaction Date: 12/15/2015
 Begin Item Date: 12/15/2015
 Module: System Admin

End Transaction Date: 12/31/2099
 End Item Date: 12/31/2099

Sort Option: Date
 Sort Order: Ascending

Search
Add To Cart
Select All
Deselect All

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		
Grand Totals					\$ 0.00	\$ 54.00		

- vii. Click “Proceed to Checkout” and then enter payment and verify billing information. Your payment is due within five business days of reservation, otherwise your reservation may be cancelled.

2. In-Person:

Plymouth Maintenance Facility, 14900 23rd Avenue N.
 Office hours: Monday – Friday, 7 a.m. – 3:30 p.m.

Rental Fee

The rental fee for a single garden plot is \$45. 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 one (1) 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. Fencing should not shade neighboring gardens. 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





Plymouth Community Gardens Permit Form

Contact Information		
First & Last Name	Home Phone ()	Cell/Work Phone ()
Address	Email *REQUIRED*	
City	Zip	<input type="checkbox"/> Returning Renter <input type="checkbox"/> New Renter
Plot Information		
Plot Choices: 1 st Choice # _____ 2 nd Choice # _____ 3 rd Choice # _____		
<p><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></p>		
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:		
Rental Fee = \$45/Plot		
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: _____/_____/2022	Received: <input type="checkbox"/> In-person	
Time Received: _____:_____: a.m./p.m.	Received and Registered by: _____ (initials)	

