

# PLYMOUTH Community Gardens

1145 Shenandoah Lane N.

Open Mid-May through Mid-October | 2024



*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 their previous year's garden plot.
- February 1 – February 29: New resident gardeners may reserve up to one (1) garden plot.
- March 1 – June 1: 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 1: 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.

## **NEW This Year:**

- No approval process will be used – reservation is completed in one step.
- Payment is required at the time of reservation for all gardens.
- Returning gardeners will be able to select **ONLY** the plot number they had the previous year. You can find your plot number by logging in to your online account and looking under "Purchase History".
- Unplanted gardens will be re-issued on June 1 instead of June 15 & no refunds will be given after June 1.



## 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](http://www.plymouthmn.gov), hover on Departments. A dropdown box will appear, under Parks & Recreation, Recreation Activities, click on “Register Online”.
  - ii. You will be directed to the activity registration page. At the top right, corner you will see: MY ACCOUNT, click on “SIGN IN/REGISTER”.
  - iii. Click on “Sign Up Now”. You will be prompted to create a Login and Password. Next, complete the “Household Primary Adult Contact Information” section.

**Login**

WebTrac Login

Username \*

Password \*

This field is required.

Login

[Forgot Username?](#)

[Forgot Password?](#)

[Don't have an account? Sign Up Now](#)

**Create New Household**

New Account Information

login (up to 50 chars) \*

password (up to 50 chars) \*

Re Type to Confirm:

Household Primary Adult Contact Information

ⓘ ADD ALL FAMILY MEMBERS THAT WILL BE ENROLLING IN PROGRAMS BEFORE CLICKING SAVE. ONCE SAVED, YOUR ACCOUNT WILL NEED TO BE ACTIVATED BY OUR OFFICE. YOU WILL RECEIVE A CONFIRMATION EMAIL WHEN YOUR ACCOUNT IS APPROVED AND READY FOR REGISTRATION. CONFIRMATION MAY TAKE UP TO 48 HOURS.

First Name \* Last Name \* Category: Non-Resident

Address Line 1 \* Address Line 2 \* Gender: -- Select a Gender --

City \* State \* Zip Code \*

Phone #1 \* Phone #1 Extension Phone #1 Type \*

Phone #2 \* Phone #2 Extension Phone #2 Type \*

Email #1 \* Confirm Email \* Birthday (Primary Adult must be at least 18) \*

Additional Family Member

Emergency Contacts

I'm not a robot

Save Add Additional Member Add New Emergency Contact

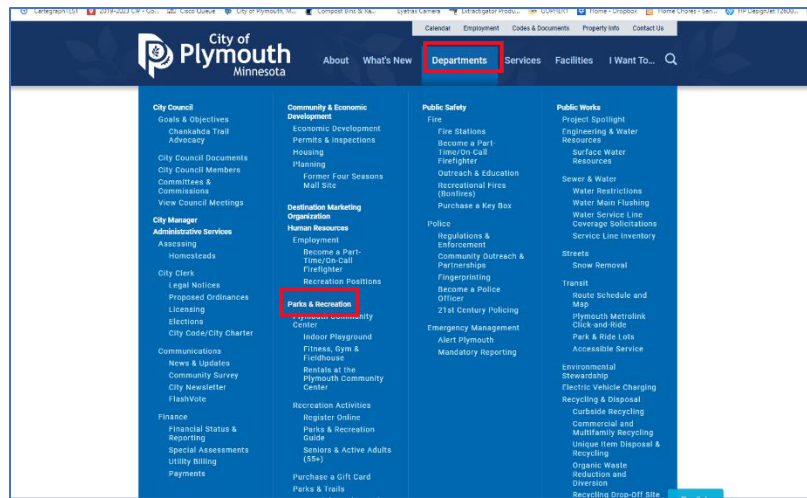
- iv. From this page you can also add any additional family members and emergency contacts to your account. When finished, click on “Save”.
- v. You will receive an email confirmation of your new account within 2 business days from Parks & Recreation.



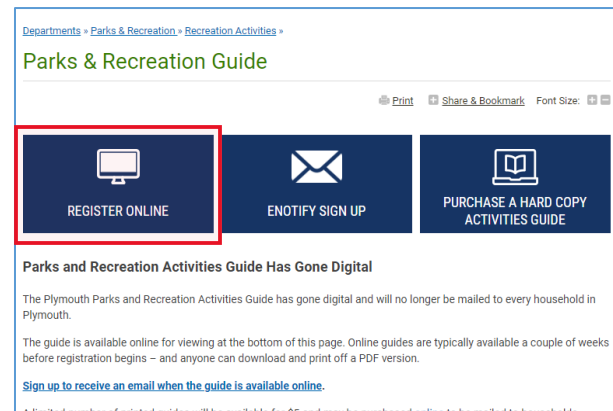
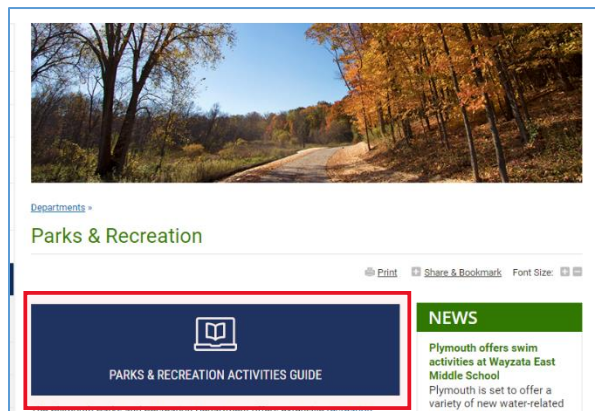


b. Find and Select Community Gardens

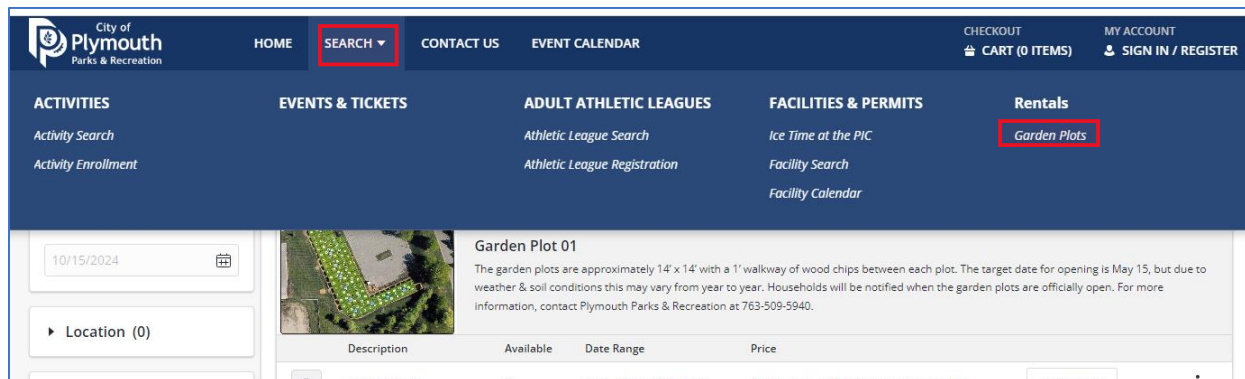
- i. Visit [www.plymouthmn.gov](http://www.plymouthmn.gov), hover on Departments, a dropdown box will appear, click on Parks & Recreation.



- ii. Click on Parks & Recreation Activities Guide box.
- iii. Click on Register Online box.



- iv. Select Search and click on Garden Plots in the dropdown.





- v. Select the garden plot you wish to reserve by clicking on the cart icon on bottom left of plot information line. (Returning gardeners **MUST** reserve the same number they had the previous year.)

### Rental Search

Search Results Showing results 1-20 of 90

Display Option: Detail ▾

**Garden Plot 01**  
The garden plots are approximately 14' x 14' with a 1' walkway of wood chips between each plot. The target date for opening is May 15, but due to weather & soil conditions this may vary from year to year. Households will be notified when the garden plots are officially open. For more information, contact Plymouth Parks & Recreation at 763-509-5940.

| Description    | Available | Date Range             | Price                                       |   |
|----------------|-----------|------------------------|---|---|
| Garden Plot 01 | 0         | 05/01/2024 -10/15/2024 | Add To Cart For Price/Add To Cart For Price | <div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Item Details</div> <div style="font-size: 1.2em;">⋮</div> </div> |

**Garden Plot 02**  
The garden plots are approximately 14' x 14' with a 1' walkway of wood chips between each plot. The target date for opening is May 15, but due to

- vi. Once selected, click **Add To Cart**. Enter your WebTrac Login Information.
- vii. Click box next to your name in **Family Member Selection** (if more than your name shows), Continue.
- viii. Enter payment information in Checkout screen & continue for receipt.

#### Checkout

Summary of Charges

|                                     |                  |
|-------------------------------------|------------------|
| New Charges In Shopping Cart:       | \$ 138.00        |
| Old Balances In Shopping Cart:      | \$ 0.00          |
| <b>Total Balance for household:</b> | <b>\$ 138.00</b> |
| Amount To Be Paid Today:            | \$ 138.00        |

The Following Information is Required to Complete Your Transaction

Using This Payment Method: +

Customer Information

First Name: +

Last Name: +

Email: +

Re-Enter Email:

Payment Information

Name on Card +

Credit Card Number +

Expiration Month: +

Expiration Year: +

CVV +

Billing Street Address +

Billing Zip Code +

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

I'm not a robot

- 2. **In-Person:**  
 Plymouth Maintenance Facility, 14900 23<sup>rd</sup> 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 1, your fee will be refunded. There will be NO refunds after June 1.

## **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 not to 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 1 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 1.







## 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](mailto: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.



763-509-5940 | [www.plymouthmn.gov](http://www.plymouthmn.gov)



## Plymouth Community Gardens Permit Form

| Contact Information  |  |  |
|--|--|--|
| First & Last Name  | Home Phone<br>(    )                         | Cell/Work Phone<br>(    )  |
| Address  | Email <b>*REQUIRED*</b>                      |  |
| City   | Zip  | <input type="checkbox"/> Returning Renter<br><input type="checkbox"/> New Renter |
| Plot Information   |  |  |
| Plot Choices: 1 <sup>st</sup> Choice # _____ 2 <sup>nd</sup> Choice # _____ 3 <sup>rd</sup> Choice # _____   |  |  |
| 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.   |  |  |
| 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><b>Photo Waiver:</b> I understand that the City may use photographs taken at its programs that picture me or my dependents for publicity purposes.</p> <p><b>Cancellations:</b> 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 1, your fee will be refunded. There will be NO refunds after June 1.</p> |  |  |
| Signature: _____   |  | Date: _____  |
| Plot Fees & Payment:   |  |  |
| <b>Rental Fee = \$45/Plot</b>  |  |  |
| 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: _____/_____/2024  | Received: <input type="checkbox"/> In-person |  |
| Time Received: _____:____ a.m./p.m.  | Received and Registered by: _____ (initials) |  |

