Community Gardens in Louisville: A Start-Up Guide

DEPARTMENT OF
ECONOMIC GROWTH
AND INNOVATION

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1. Why Build a Community Garden?

Community gardens bring positive change to neighborhoods by:

- Building a stronger sense of community
- Decreasing crime and vandalism
- Transforming vacant lots into beautiful green spaces
- Offering economic benefits and income opportunities for gardeners, not to mention a ready supply of healthy food for gardeners and the community
- Providing opportunities for people of all ages to come together to learn agrarian perspectives and skills and to make a connection with life-sustaining practices

Building a community garden is not as simple as just putting together some raised beds and planting some seeds. Careful planning can mean the difference between creating a community asset and creating a headache for the neighborhood. This toolkit is designed to help you think through every aspect of developing a community garden and to provide resources to answer common questions that may come up as you think through your project.

The Parkland Community Garden: An Urban Garden Success Story

The Parkland Community Garden, located at the northeast corner of 28th Street and Dumesnil Street in the center of the Parkland neighborhood, is an example of the successes and positive benefits that can come from neighbors working together to start a community garden. The Parkland neighborhood was once the heart of West Louisville, and a thriving business, residential and cultural center. The neighborhood has changed dramatically in recent years and as businesses and some residents have left the area, these changes have taken a toll. Many residents never lost their love of the neighborhood, however, and have worked hard to restore pride in their community.

The idea for a community garden in the center of Parkland came from conversations between neighbors and Councilwoman Attica Scott, the Metro Council representative for the neighborhood. Residents were interested in improving the neighborhood and creating a space for neighborhood gatherings. Councilwoman Scott wanted to achieve these goals by providing neighbors an opportunity to grow their own fruits and vegetables close to home, and she had the perfect location in mind for a community garden. A publicly-owned lot in the heart of the Parkland commercial district had been vacant for years. Councilwoman Scott knew that converting the lot into a community garden could transform the neighborhood, so she enlisted the help of Jefferson County Extension Services, who had experience and expertise in urban gardening, to make the idea a reality.

The notion of creating a community garden was passed along through word of mouth and the idea quickly gained broad neighborhood support. Councilwoman Scott helped to spread the word about the project through newsletters and social media. Once the idea had gained enough support among residents, public meetings were held to talk about the potential garden, and based on the positive reaction to those discussions, residents decided it was time to move forward with the project.

The Parkland Community Garden: An Urban Garden Success Story (Continued)

Early on, a core group of community members was elected to plan for the construction of the garden. The vote to select the core group took place at a public meeting held to discuss the garden project, and everyone in attendance at the meeting took part in the vote. The seven members of this core group all live or work in the area and have a strong passion for the Parkland neighborhood. This passion has been critical to the success of the project.

The core group immediately got to work on several important details that needed to be addressed before the garden could be built. First, the group considered different designs for the garden and, with input from other interested residents, decided which garden plan would be used. This included determining the features of the garden, such as a children's garden and a shared herb and demonstration garden. Next, the core group worked with the Jefferson County Attorney's Office to develop a license agreement for the publicly-owned Urban Renewal property that had been chosen as the location for the garden. Then the group developed a Gardener Agreement, based on the standard agreement used by Extension Services, which spelled out the rules of the garden for its users. Finally, fencing was put up around the garden property, and a water line and faucet were installed.

Once these details had been ironed out and the project was off the ground, involved community members got the word out about the garden project and invited other neighbors to get involved. The Network Center for Community Change (NC3) organized and led a canvassing of the neighborhood. On four separate days, volunteers went door-to-door to provide information and encourage participation in the garden. This campaign proved very effective in building knowledge, excitement and support for the project, and is one of the main reasons for the project's success.

With preliminary details worked out and neighborhood interest high, a garden Build Day was planned. To attract volunteers, the Build Day was scheduled to coincide with Mayor Greg Fischer's "Give A Day" community service week. The project was advertised through the "Give A Day" website, other organizations' distribution lists, Councilwoman Scott's office, and through social media. The garden site was prepped on the eve of the Build Day, by inmates with the Department of Corrections who helped clear the property and city workers who mowed the site.

Lieutenant Aubrey Gregory of the Louisville Metro Police Department shares his thoughts about the Parkland Community Garden:

"But what I've really begun to notice in the Parkland community is a turn, more and more people are getting excited about the community we live in and more importantly they're...coming together… We have to work together, and things like the Parkland Community Garden is a first step for us, and I see a true turnaround and….we didn't get here overnight, we're not going to solve our problems overnight, but these are one of the first steps...that we can use to stop crime, and I'm excited about it, I can't wait."

The Parkland Community Garden: An Urban Garden Success Story (Continued)

The Build Day was a huge success! Though only 40 to 50 volunteers were expected, more than 140 people showed up to help build the garden. Volunteers included not only neighborhood residents, but also representatives from community organizations, local businesses, and area schools. Even Mayor Greg Fischer and the 2nd Division of the Louisville Metro Police Department were on hand to help out. Build Day participants cleaned up the property, marked locations for future beds and other features, built and placed over 40 raised garden beds, spread mulch and added compost.

After the first Build Day, a Garden Manager was selected and a garden orientation meeting was held. At this orientation, the Garden Agreement was handed out and plot payments collected. Gardeners started growing immediately afterwards. Those involved with the garden evaluated the project to determine additional needs, and the core group continues to meet regularly to ensure the garden is running smoothly and plan for future growth. Two additional Build Days have been held, with additional garden beds, a children's garden and an herb garden installed.

45 families participated in the Parkland Community Garden during the first growing season. In total, more than 400 volunteers have donated more than 5,500 hours, a value of $120,000. The success of the garden is a direct result of neighborhood residents identifying a need and working together to better their community. Selecting a core group of community leaders to spearhead the project was very important in the planning process, as those group members made a larger time commitment to the project, and made decisions about a number of details related to the garden while keeping the broader neighborhood involved through every step. They also identified and used a number of resources to help organize and sustain the project. The involvement and enthusiasm of Councilwoman Scott was vital in raising awareness and support for the garden. The Jefferson County Cooperative Extension Service and the University of Louisville's Center for Environmental Policy and Management provided educational resources and technical assistance related to site design, gardening and safe soils. Local businesses and community organizations have donated time and resources. Through the Parkland community's vision, hard work and determination, a vacant lot has been transformed into a popular community gathering space, a thriving urban garden, and a neighborhood asset.

2. Building Support for the Garden

Neighborhood Interest and Involvement

Building community interest in and support for a garden is more important than the actual building you'll do later in the project. Before the first raised bed is built or the first plots are staked out, you should identify who is interested in using and maintaining the garden. Successful community gardens usually include at least ten neighbors or families who use the garden over many growing seasons.

How can you decide whether neighbors are interested in supporting a new community garden? Some easy ways to get in touch with neighbors about the project include going to a neighborhood association meeting, sending letters to residents and simply knocking on doors to talk to people in the blocks around the future garden location. Tell neighbors about the community garden project and gather their names, phone numbers, e-mail addresses and mailing addresses so you can get in touch again as plans are made.

You may decide you need to collect more detailed information about what people would like to see in a garden project. In that case, you may want to ask residents to fill out a survey. Ask questions like:

1. Do you support creating a community garden in your neighborhood? Where should the garden be located?
2. What features would you like to see in the garden? (List some options, which might include a children's garden, herb garden, shelter for community gatherings, or compost bins.)
3. What type of programs would you like the garden organization to offer? (Again, list some options, which might include information about composting, starting plants from seeds, chemical-free pest control or weed management.)

Partnering with community organizations such as neighborhood associations, churches, or non-profit groups, is a critical part of reaching more neighbors and potential gardeners, finding funding for the garden's construction, and providing other donations to support the garden.

Invite all of the people who have expressed interest in the project to a meeting where planning for the garden will begin. Neighborhood leaders should be making invitations and guiding the process. At this meeting, be sure to ask for neighbors' feedback, both positive and negative, and encourage their input and participation. The American Community Garden Association provides tips for organizing and maintaining support for a community garden at this website: www.communitygarden.org/resources/10-steps-to-starting-a-community-garden/.

3. Growing Leadership and Making Plans

First Gardener Meeting

The first meeting to present the garden project to interested community members should include information about the goals and objectives of building the garden. At this meeting it would be useful to discuss where the garden might be located, who will use the garden, what the garden will be used for besides growing plants (such as a children's play space or neighborhood gatherings), and which features the garden should include. It would be helpful to ask for volunteers to serve on a Leadership Team. This Leadership Team hopefully will continue to be involved in managing the garden long after it is built.

Leadership Team

Although it is important that all people hoping to participate in the community garden have a say in developing the space, recruiting some individuals to be part of a Leadership Team will speed up the development process. The Leadership Team should represent interested stakeholders from the neighborhood and will make decisions about how the garden will be designed and managed with input from other members of the community.

The Leadership Team will:

- Research local assets, resources and funding opportunities for the garden
- Research locations for the garden, which includes talking to landowners
- Get permission to use the land and obtain a lease or license, or possibly purchase the property
- Decide whether or not the garden will need an insurance plan

After the garden is built, the Leadership Team can continue to make sure the garden is functioning properly and will:

- Create the garden rules
- Review garden applications, accept new members, and assign plots
- Collect garden fees (if there are dues)
- Pay bills (such as for water use)
- Help solve conflicts among gardeners

Ideal members of a Leadership Team are not necessarily just those individuals with an interest in gardening. Since the development of a garden takes funding, design and other skills, Leadership Team members should also include individuals with good contacts with community members, churches, local businesses, or those with advanced gardening knowledge. People who have been involved in the community over many years and who are known and respected in the neighborhood also are good candidates.

When building a Leadership Team, it may be helpful to identify individuals to serve as Garden Manager and Garden Treasurer. These positions could be filled by election or by volunteers, and could eventually be paid positions if funds are available. Even if funds are not available to make these positions paid, the Leadership Team could offer these individuals free plots in the garden to thank them for their contribution.

Garden Manager

The Garden Manager will be responsible for general garden upkeep, organizing gardeners, and making sure gardeners follow the rules of the garden. Since the position is focused on the daily needs of the garden and gardeners, a Garden Manager should plan to spend several hours or more every week in the garden. Garden Managers sometimes find it easier to be regularly present in the garden if they live nearby, but there are other circumstances, such as retirement, that may allow an individual to spend more time in the garden as well.

Garden Manager Responsibilities

- Organize gardener meetings and education sessions
- Recruit new gardeners as plots become available
- Lead garden orientations for new members
- Update the garden contact list
- Make sure the common areas of the garden and each plot are maintained
- Help gardeners find answers to their questions about gardening
- Maintain communication among gardeners
- Inspect the garden regularly to make sure all gardeners are following the garden rules in the Gardener Agreement (see Appendix A)
- Connect with the public and local organizations near the garden to maintain their support for the garden

Garden Treasurer

The Garden Treasurer will be responsible for managing the finances of the garden. This position requires less of a time commitment than the role of Garden Manager, but is essential to keeping the garden working long-term.

Garden Treasurer Responsibilities

- Handle the garden's bank account and finances
- Make sure bills, such as those for utilities, are paid on time
- Issue checks for approved garden purchases
- Collect and deposit member dues into the garden's bank account

4. Location, Safe Soils, and Other Clean and Dirty Details

Choosing a Location for the Garden

People who attend the first gardener meeting may have good ideas about where a new garden should be located. The Leadership Team or a volunteer can visit each of the suggested garden locations to determine whether it seems like a potential location. It is important to investigate several different potential garden sites, considering factors such as soil condition and the property owner's interest in the project.

What kinds of sites make good locations for gardens? The garden should be near the residents who are hoping to use it. It is likely that community members will spend more time in the garden if it is only a walk or a short drive away from home. Community members who spend time in the garden will take greater ownership of the project, which will help the garden to keep functioning over time. Gardens that are located near homes also may benefit from having nearby neighbors to keep an eye on things happening in the space.

Vacant lot where the Parkland Community Garden was built

Some neighborhoods may be better locations for community gardens than others. For example, in neighborhoods where there are more apartment buildings or condominiums that do not provide space for individual gardens, neighborhoods with very small front and rear yards, or neighborhoods with lots of shade trees, there may be a higher demand for plots in a community garden. In addition, characteristics of the neighborhood can influence how the garden is designed. For example, in neighborhoods where there are many children, a garden that includes a children's garden or a playground could attract more users from the area. Consider asking neighborhood residents what amenities they would like to see as part of the garden.

Look for sites that offer plenty of sun. Garden vegetables usually require at least six hours of direct sunlight, and in some cases, much more. It is best if buildings or tall trees do not block the south end of the garden because sunlight comes in from the south. Be sure to make note of how much sunlight the garden receives both in the morning and afternoon.

Don't reject a site that has some shady spots. Vegetables love the sun, but gardeners might like to take a break from their work in a shady spot. Shade also is a great place for young children to spend time in the garden.

The lay of the land is important. It will be easier to build the garden if the land is relatively flat, especially if raised beds will be used for growing. Even if the site is not completely flat, it's possible to make sloped land work for a garden using terracing or other methods. If possible try to avoid creating garden plots near trees. Not only will the shade make it harder to grow vegetables, but tree roots will compete with the vegetables for water or nutrients.

Choosing a Location for the Garden (Continued)

Another issue to consider is whether a neighborhood plan is in place for the area in which the garden will be located, and whether the plan addresses community gardens in any way. Neighborhood plans describe the general design and identity of a neighborhood and make suggestions for future growth and development. Though a neighborhood plan's recommendations are only ideas for how the area could be improved and are not mandatory, plans are developed with neighborhood input. Therefore, if a plan mentions that community gardens would be positive additions to an area, neighbors will likely be more supportive of a project to develop a new garden. Neighborhood plans are posted on the Metro Planning & Design Services website.

Neighborhood plans can be found online at:
www.louisvilleky.gov/PlanningDesign/Neighborhood+Plans/

Soil

Before choosing a site, it is important to know about the soil. Clean soil is important for growing healthy plants, but depending on how the property was used in the past, there can be chemicals in the soil that can make people who work or play at the property sick. There are some simple things you can do to learn the history of the property, test the soil, and design the garden to avoid touching or eating the soil if it does contain potentially harmful chemicals. You also can test the soil to see whether it has the right ingredients and conditions for healthy plant growth.

In addition to chemicals that may be present in the soil, the soil also may be affected by debris buried on the property or on the surface. This debris might include concrete, tree branches or underground tree roots, trash, tires, or even a house that was demolished into its basement or cellar. Gardening on property where debris cannot be removed can be done in raised beds. Some community gardens have been created using tires or other debris found on the property to construct these raised beds.

Compacted soil can make it difficult to grow plants because tiny vegetable roots cannot grow through the tightly-packed soil. Soil most often becomes compacted when heavy machinery puts weight on it, but soil with a high amount of clay also can cause the same problems as compacted soil. To determine whether soil is compacted or has a high level of clay, dig a small hole about six inches deep in the soil, pour water into the hole, and if the water is not absorbed after about a minute, the soil is likely compacted or has a high amount of clay in it.

If the soil is compacted, a simple solution would be to use raised beds rather than planting in the ground. A more complicated and expensive solution would be to amend the soil by tilling in compost or other organic matter.

Soil Contamination

Contaminated soil, or soil that contains levels of certain chemicals, can be a health risk to gardeners, particularly if the chemical is present in a high concentration. Soil contamination can happen on property that was used for a business, but it also can happen at our homes, on farms and in other spaces. At a home, fertilizers, bug killers, paints and cleaners that contain harmful chemicals may be left in the ground over many years. Bug killers contained arsenic and other poisons, paint contained lead, and cleaners contained solvents and heavy metals. Properties that were used for business or industrial purposes may also have been contaminated through normal use of these products over time.

Knowing the property's history can be one way to understand what kinds of contamination may be present in the soil. Finding site history information will be easier for some sites than others. The more information gathered about a site's previous uses, the better informed the Leadership Team and others planning the garden will be when making decisions about garden development.

Helpful online sources for information on a property's history include:

- *Sanborn Fire Insurance Maps*
  Kentucky Digital Library
  http://kdl.kyvl.org/
- *Sanborn Fire Insurance Maps Overview*
  Library of Congress
  www.loc.gov/collections/sanborn-maps/about-this-collection/
- *Online Land Records*
  Jefferson County Clerk's Office
  www.jeffersoncountyclerk.org/land-records.asp
- *Atlases of Louisville from 1876, 1884 and 1913*
  University of Louisville Digital Collections
  http://digital.library.louisville.edu/cdm/landingpage/collection/maps
- *Caron's Directory of the City of Louisville for 1909*
  HathiTrust Digital Library
  www.hathitrust.org

Consider speaking with the current property owner, neighbors, and longtime neighborhood residents to learn about the history of the site. Certain kinds of records also are helpful starting points, such as Sanborn Fire Insurance maps or Polk's or Caron's City Directories. Sanborn maps are typically the most detailed historic maps available, showing building footprints and what the property was used for at the time, including types of businesses and business names. The Kentucky Digital Library offers the 1892 and 1905 Sanborn maps of Louisville online. Sanborn maps and historic city directories can also be found at the Main Branch of the Louisville Free Public Library. The Jefferson County Clerk maintains a Deed Room with ownership records dating back to the 1800's, and some of these records are also available online. Other useful sources of information about property history may include the Jefferson County Soil and Water Conservation District and the Natural Resources Conservation Service, which maintain information on soils around Jefferson County, as well as the Louisville Metro Department of Codes and Regulations, which maintains records about development and permits.

Soil Contamination (Continued)

Below is a list of land uses that are potential sources of contamination and the kinds of chemicals related to each use.

Land Use	Contaminant
Agriculture, Orchards	Nitrate, pesticides/herbicides
Gas stations, car wash, parking lots, road and maintenance depots, vehicle services	Metals, PAHs, petroleum products, sodium, solvents, surfactants
Dry cleaning	Solvents
Existing commercial or industrial building structures	Asbestos, petroleum products, lead paint, PCB caulks, solvents
Junkyards	Metals, petroleum products, solvents, sulfate
Machine shops and metal works	Metals, petroleum products, solvents, surfactants
Residential areas, buildings with lead-based paint, landfills, sites where coal, oil, gas or garbage was burned	Metals, including lead, PAHs, petroleum products, creosote
Stormwater drains and retention basins	Metals, pathogens, pesticides/herbicides, petroleum products, sodium, solvents
Underground and aboveground storage tanks	Pesticides/herbicides, petroleum products, solvents
Wood preserving, lumber treatment	Metals, petroleum products, phenols, solvents, sulfate
Chemical manufacture, clandestine dumping, hazardous material storage and transfer, railroad tracks and yards	Fluoride, metals, nitrate, pathogens, petroleum products, phenols, radioactivity, sodium, solvents, sulfate

Source: EPA, 2011

Getting Your Soil Tested

Soil tests for gardens are typically done by County Extension Service labs. These tests will provide information on nutrients, pH, and lead in soil. Other testing can be done to determine whether the soil contains metals or other chemicals, but this extra testing must be requested in advance and raises the cost of the test. This information can be used to decide whether gardening should happen in the soil or in raised beds, and whether compost or other materials should be added. Collecting a soil test sample is not difficult and can be done without assistance (see Appendix B). The Jefferson County Cooperative Extension Service can provide guidance on taking the sample, having the sample tested, and understanding the results. Once the sample is taken, the Extension Service can test it for a small fee, which generally ranges from $7 to $12. Soil samples also can be sent directly to the University of Massachusetts for testing. A basic soil test costs $10, but additional testing can be requested for an extra fee.

Jefferson County Cooperative Extension Service
810 Barret Avenue
Louisville, KY 40204
(502) 569-2344
dl_ces_jefferson@uky.edu
http://jefferson.ca.uky.edu/

University of Massachusetts
Soil and Plant Tissue Testing Laboratory
West Experiment Station
682 North Pleasant Street
Amherst, MA 01003
(413) 545-1931
soiltest@umass.edu
Monday-Friday, 8 a.m.-4 p.m.
www.umass.edu/soiltest

5. Water

The garden will need a source of water. Most gardens have a source of water, either through a connection to the city water system or a water collection system, by way of hoses that gardeners can use to run water to their plots. Look for an existing water connection or a place to create a connection at potential garden sites. This could be an existing water main near the road, a fire hydrant, or a spigot. If the site already has water service, simply call the Louisville Water Company Customer Care Center to have the account transferred to the garden organization or a representative. Some gardens on property owned by active businesses or near a business have an agreement to allow gardeners to use water from the business for the garden. There may or may not be a fee for the usage of water. Gardeners often invite these neighbors or business supporters to use space in the garden, or invite them to attend garden events throughout the year.

Louisville Water Company
Customer Care Center
550 South Third Street
Louisville, KY 40202
Monday-Friday, 8 a.m.-5 p.m.
(502) 583-6610 or 1-888-535-6262
Monday-Friday, 8 a.m.-7 p.m.
www.louisvilleky.gov/LWC/

If the property does not have existing water service and it's not possible to use water from a neighboring property, water service will need to be installed at the garden. If the garden already has a water meter, but no way to access water above ground, a water service line and spigot easily can be added. A licensed plumber will need to complete this work. The Metropolitan Sewer District (MSD) will add an additional fee to the water bill for drainage. MSD also charges an irrigation fee, though gardens are charged according to a different rate than private irrigation.

If there is no water meter on the garden property, the garden organization will need to apply for a permit with the Louisville Water Company to install a meter, and then work with a plumber to install the water service line and spigot. Call the customer service line at the Louisville Water Company or visit www.louisvilleky.gov/LWC/Customers/NewServices.htm to begin this process.

Some gardens have developed agreements with neighbors to collect water from roofs and gutters in rain barrels or other large plastic containers or totes. Collecting rainwater is another way to have water available for the garden. Some gardens rely solely on rainwater, though a large container will be needed if this is the sole source.

The Metropolitan Sewer District promotes the use of rain barrels and has partnered with the Louisville Nature Center to assist with the sale and distribution of rain barrels. To reserve a MSD rain barrel and schedule a pick-up time, contact the Louisville Nature Center. Information about additional rain barrel vendors can be found at www.msdlouky.org/aboutmsd/rainbarrels.htm.

Louisville Nature Center
3745 Illinois Avenue
Louisville, KY 40213
(502) 458-1328
www.louisvillenaturecenter.org/

6. Garden Design

There are many different ways to arrange the features of the garden and many different features to choose from. Involving the garden team and others from the community in the design of the garden is important, since they will see and use the garden every day, so their opinions about what the garden looks like are important. Appendix C contains tools you can use to design a garden.

Most community gardens include:

At least 15 plots. Most gardeners prefer to be assigned to the same plot for as long as they remain active in the garden. This allows them to add compost or other materials to build their soil, become familiar with the sun and shade patterns in the bed, and build friendships with neighboring gardeners. Garden plots are created either in raised beds or in the ground depending on soil quality, debris and other factors.

Raised beds. These should be no more than four feet wide, so gardeners can easily reach plants from the sides without having to step in the bed. Most beds are 8 to 12 feet long, a standard length for pre-cut lumber. Depending on who will be using the garden, some wheelchair-accessible ADA beds also could be provided.

In-ground plots. These are generally laid out as 10 x 10 feet or 20 x 20 feet. Sometimes markers or string tied to stakes are used to lay out in-ground plots to show where one bed ends and the next begins. Your garden also could have paths separating the beds.

Pathways. These should be at least three feet wide to allow wheelchairs and wheelbarrows to pass through. If space is limited, or if paths will run between many in-ground beds, there should be a minimum of one-foot wide paths between beds and two-foot wide paths between groups of beds.

Watering system. Most gardens use a combination of hoses and rain barrels or other water collection systems, and more than one spigot may be useful depending on the size of the garden.

Fencing around the perimeter. Fencing is not required in a community garden, though many gardens use it for its visual appeal, or for security reasons. If fencing is installed, it should match other fences in the neighborhood. The Land Development Code contains information about where and how fencing can be placed: www.louisvilleky.gov/planningDesign/ldc/. You also can contact the Department of Planning and Design Services at (502) 574-6230 for additional help. Shrubs and trees are an alternative to traditional fencing, but can cause shade to fall in the garden.

Locked tool shed or toolbox. Many gardens include a shed or toolbox, with tools to be shared among gardeners, particularly larger tools and equipment like a wheelbarrow, shovels, hoses and a lawnmower. This allows tools to be kept at the garden rather than bringing them back and forth from another location. Consider placing the tool storage area in a visible location for security purposes.

Benches or picnic tables. If placed in the shade, benches or picnic tables can provide an area where gardeners can sit and relax, children can play, and community members can gather for events or meetings. If there are no shade trees in the garden, a simple arbor, shelter or gazebo can be made to support climbing plants or vines.

Sign. The garden sign can include the garden's name, address, sponsors, and a contact phone number for more information. In communities with diverse populations, information could be provided in more than one language.

Shared composting area. A three-bin system is ideal for composting. Compost is turned back and forth in the first two bins and stored for future use in the third bin. Wire and wood are the most common materials used to construct a three-bin composting system. Wood should be pressure treated to increase the amount of time it can be used. One three-stage composter is typically needed for every 10 to 15 standard sized beds. According to the Metro Land Development Code, composting must be limited to plant materials from the garden, plant-based food waste, wood chips, and other pre-composted materials or soil used in the composting process. The compost can only be used in the garden. The Land Development Code includes additional requirements for composting in community gardens that should be considered while designing the garden.

Parking lot. There should be enough parking to allow for one parking space for every four garden plots or beds, either on the garden site or on the adjacent street. The location and design of the parking lots must comply with form district regulations and parking provisions, and must be approved by the appropriate agency responsible for traffic engineering. If parking will be on the garden site, permeable materials, like gravel, are highly recommended to create the parking surface.

Some community gardens include other features depending on interest among gardeners and neighbors. These can include features such as:

Small fruit tree orchard. Caring for the orchard can be a group effort, and all gardeners can share the harvest. Orchards also create shade for people or plants.

Greenhouse. Greenhouses can be large or small, and made of many different kinds of materials ranging from glass to plastic. Transplants can be grown and plants can be moved there to overwinter. A greenhouse also can be used to lengthen the growing season.

Perimeter landscaping**.** Some gardens include native drought resistant flowers or shrubs, herbs, and plants that attract pollinators like butterflies or bees, or that provide food for songbirds.

Children's area or garden. A smaller garden plot can be made for children to use. A covered sand box, natural play materials such as tree stumps or large rocks, or a more traditional playground structure also could be provided.

Herb garden. One garden bed or plot could be dedicated to grow herbs. The care and harvest of the herbs could be shared among the gardeners.

Meeting area. This could be as simple as hay bales or tree stumps, or as complex as a shelter or gazebo as described above, and also would benefit from a shade structure.

Work table. Work tables are great for potting or dividing plants, mixing soil amendments like compost with other materials, or simply organizing seeds before planting.

Trellis. Used for growing vines like grapes or peas, this could be located in a common area of the garden, or materials for constructing a trellis could be available for gardeners to use as needed in their own plots.

Community bulletin board. A space where garden rules, meeting notices, and other important information could be posted is a great way to make sure everyone stays informed about what's happening in the garden.

Instructions for Building Raised Beds

Raised beds are used where soil is too contaminated to safely use for gardening, where a site has buried debris or compacted soil, or where providing opportunities for the elderly or others to garden without bending over to the ground are needed. Once frames are built, they are filled with dirt and compost and used to grow plants. Raised beds can be fitted with hoops to allow them to be covered with plastic to create mini-greenhouses to extend the growing season.

Eastern Red Cedar is the best lumber for building raised beds because it withstands the weather and discourages insects for many years without being sealed or otherwise treated. However, other materials can be used, like logs (not Walnut, which contains chemicals that prevent plant growth), concrete blocks, stone or bricks. Do NOT use railroad ties, treated lumber, or old lumber that was painted with lead-based paint, as these materials contain chemicals that could contaminate the soil in the beds. Some materials, like concrete blocks or bricks, retain heat from the summer sun, which may mean that plants need more frequent watering.

Before building, make sure to test the topsoil and compost that will go inside the bed for nutrients and heavy metals, like lead.

For one bed you will need:

- Two short-end boards measuring 4 feet long, 8 inches wide and 1 or 2 inches deep
- Two long-end boards measuring 8 or 10 feet long, 8 inches wide and 1 or 2 inches deep
- Four connector pieces measuring 2 inches by 2 inches by 4 or 8 inches
- A box of 2.5-inch wood screws or decking screws
- A roll of 8- or 10-foot-wide landscape cloth
- Fabric stakes (optional, but helpful)

Raised beds are typically 4 feet by 10 feet and 8 inches high. Lumber can generally be purchased in lengths to match these dimensions. Beds that are intended for elderly gardeners or gardeners with disabilities should be 24 inches high.

Using 2.5-inch long wood screws, attach the connector pieces to the end of the short-end boards. Attach the long-end boards to these pieces to make a rectangle. Place the bed in its final location. Line the bottom of the bed with landscape cloth cut to fit. The cloth acts as a barrier between the bed and the ground soil, which may be contaminated. Make sure to follow the directions on the cloth to ensure that the right side of the cloth faces up. Most cloth allows water to flow easily through the cloth in one direction only. Installing the cloth upside down could cause water to pond in the bed. If you are using fabric stakes, use them to pin down the corners of the cloth so it won't move. Fill the beds with a soil mixture that is half topsoil and half compost.

See these videos for more information about building raised beds:

Part 1: www.youtube.com/watch?v=by2QNHxW-G0&feature=plcp&context=C38420e7UDOEgsToPDskItGX3eqXpFHiacL9CH9_HP

Part 2: www.youtube.com/watch?v=RNRAWmEXLR8&feature=related

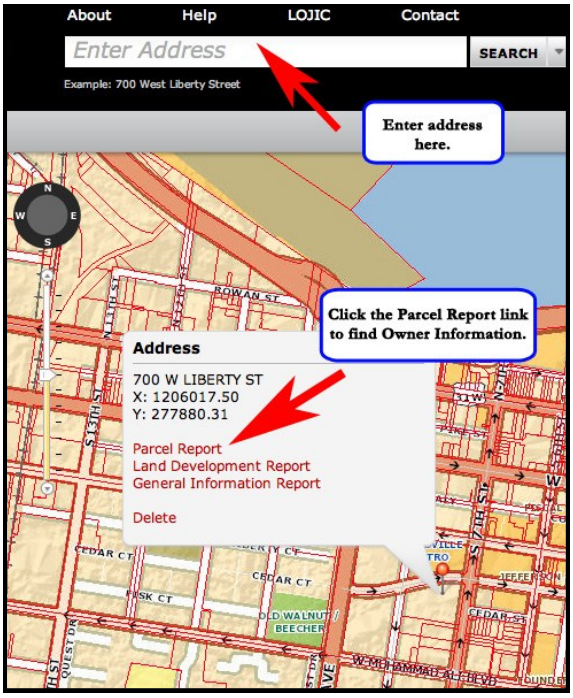
7. Leases, Licenses and Other Legal Matters

Identifying the Property Owner

Once a list of potential locations for the garden has been created, permission to use the land must be obtained. This means contacting the owners to ask whether they are willing to allow the land to be used as a garden. Sometimes neighbors will know how to contact these property owners, but other times it might be necessary to learn how to contact them.

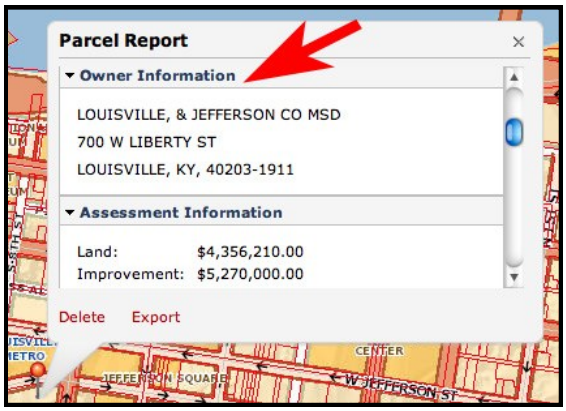
One good resource for finding this information is the online Louisville/Jefferson County Information Consortium (LOJIC). LOJIC has a listing of all the properties in Jefferson County, by address.

The LOJIC online map can be found at:
http://ags2.lojic.org/lojiconline/



Follow these steps to find useful information about properties using LOJIC:

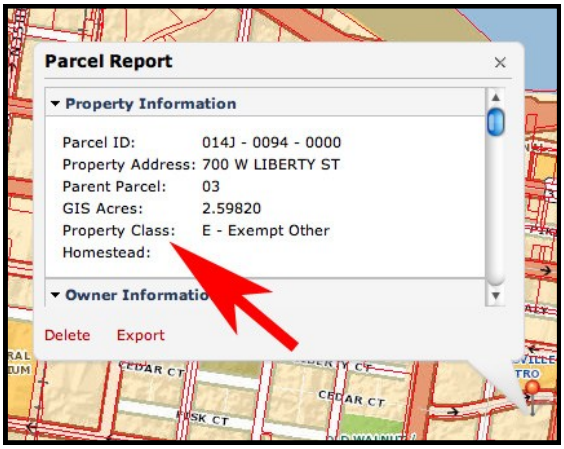
1. Enter the address of the potential garden site in the "Enter Address" bar. Move around on the map by clicking and dragging with the mouse.
2. Click on the property under consideration to display the "Features" dialog box.
3. Click the red "Parcel Report" link to find more detailed information about the property. Owner information is listed directly below Property Information in the Parcel Report.



If the address of the plot is not available, MetroCall often can help provide that information. MetroCall can be reached by dialing 311. An address for the property owner can be found in the Parcel Report of LOJIC's online map (specifically in the Owner Information section). Contact information for trusts and companies can often be found through the Kentucky Secretary of State at https://app.sos.ky.gov/ftsearch/, or by calling (502) 564-3490.

There are four main government entities that own land that may be available for garden projects: Louisville Metro Government, the Urban Renewal Commission, the Landbank Authority, and the Metropolitan Sewer District (MSD). Other cities within Jefferson County also may own property that could be used for gardening. Louisville Metro Department of Community Services and Revitalization answers questions related to residential property owned by the Urban Renewal Commission, the Landbank Authority and Louisville Metro Government, and the Department of Economic Growth and Innovation answers questions about city-owned commercial and industrial property. An inventory of Landbank Authority and Urban Renewal properties can be found at www.louisvilleky.gov/CSR/Revitalization/Landbank+Authority+Inc.htm.

Identifying the Property Owner (Continued)



When in doubt about whether a property owner is private or public, information about Property Class can help. Property Class information is found on LOJIC's Property Report in the Property Information section. Public properties are categorized as Property Class "E – Exempt". Properties that are privately owned will likely be categorized as Property Class "R" (Residential), "C" (Commercial), or "I" (Industrial).

Land Use Regulations about Community Gardens

LOJIC also can be used to find the property's zoning classification. A property's zoning classification tells you what a property can be used for, whether it is commercial, residential, industrial, or some mix of these types of uses. Community gardens are generally allowed in most residential and some commercial zoning districts. Zoning information can be found in the Land Development Report in LOJIC, which appears in the Features dialog box.

In April 2013, Louisville Metro amended its zoning regulations, called the Land Development Code, to create opportunities for new community gardens to be built. Section 4.3.17 of the Land Development Code contains standards for how community gardens should be designed to make sure that they are managed in ways that benefit a neighborhood and do not create nuisances for neighbors. These regulations can be found at Appendix D.

The Louisville Metro Land Development Code, as well as the land development codes for other cities within Jefferson County, can be found at: www.louisvilleky.gov/planningDesign/ldc/.

Asking Permission from Private Landowners

When approaching either a private or public landowner to inquire about using their land, it is important to already have a clear idea about the details of the garden project. For this reason, writing a project proposal is helpful.

In the project proposal, discuss what the group's vision is for the garden, including an estimate of the number of gardeners that will participate, features such as raised beds or a children's garden that are being considered, and ways the garden space will be used by the community in the future such as neighborhood celebrations.

It is also important to describe the benefits of a community garden, as described in Section 1 above, and how the garden will benefit the property owner. A private owner may be interested in having a plot in the garden, or may be excited to hear that the garden organization will make sure the site is free from trash and maintained nicely. A public owner may have the same interest in site maintenance, particularly if the property has had maintenance issues in the past.

Property owners will be interested in understanding how the garden will be managed for the future. It is important to talk about neighborhood meetings that have been held to discuss the project to show that there is neighborhood interest in a garden. If a garden organization will be formed to fund or manage the garden, or if the garden will be managed in cooperation with an existing organization, this information should also be shared.

Asking Permission from Private Landowners (Continued)

If possible, give the owner a chance to look at the project proposal before a meeting or a phone call. This will give the owner time to think about the project and ask questions during the meeting. In addition to the project proposal, the owner will want to talk about a lease or license agreement to allow the property to be used as a garden, liability protection and insurance, and any costs that might be passed along to the owner as part of the project. Take the opportunity during this meeting to ask questions about the history of the property's use, water access on the property, and the owner's plans for the property's future.

In the long term, one concern for community gardens is loss of the garden property. The property owner could decide to develop or sell the land, in effect ending the life of the garden. It is advisable to negotiate as lengthy a lease as possible, and a three to five year lease is recommended as a minimum. The property owner may also be willing to include a clause in the lease that gives the garden organization the option to eventually buy the land.

Asking Permission from Public Landowners

If a property is owned by Louisville Metro Government, the Urban Renewal Commission or the Landbank Authority, call the Department of Community Services and Revitalization to inquire about using the property for a community garden. If the property is owned by the Metropolitan Sewer District, direct questions to MSD customer service.

Having a project proposal available for review is important when talking to a government property owner. The proposal makes it easier to talk about the project and shows that the group is serious about the garden. If the land is available, and the government body agrees to allow the gardeners to use the land, a lease or license can then be negotiated.

Louisville Metro Community Services & Revitalization
444 South Fifth Street, Fifth Floor
Louisville, KY 40202
(502) 574-4377
Monday-Friday, 8 a.m.-5 p.m.
Clients are seen by appointment – please call ahead
www.louisvilleky.gov/CSR/

Metropolitan Sewer District
700 West Liberty Street
Louisville, KY 40203
(502) 587-0603
Customer Service phone line available 24 hours/day
www.msdlouky.org/

Leases and Licenses

Leases give equal rights to landlords and tenants. Licenses give more rights to the property owner and less to the licensee, but are sometimes easier to obtain, especially where the owner is a governmental body. It is likely that private landowners who allow their land to be used for a garden will choose to sign a lease rather than a license, but sometimes a government owner will also agree to enter a lease with a garden organization. Leases or licenses for gardens should last between three to five years to justify the investment that will be made to build the garden. Most of the time a lawyer will write a lease or a license, but sometimes they are written by non-lawyers.

Leases should include all or some of these things:

- A description of the land
- The length of the lease and when it begins, sometimes called the term of the lease (three to five years is recommended)
- The rental rate and how rent will be paid
- A procedure for lease renewal (ex: Will the renewal be automatic, or will the lease be negotiated and re-signed each year?)
- A clause allowing the garden organization to sub-lease plots for a fee
- A clear statement of who is responsible for property damage that happens during the term of the lease
- A statement that the lease will allow the creation of a garden on the property
- A clause stating that the garden organization will not act in ways that break the law, including the zoning regulations and property maintenance code
- Hours when the garden will be open
- Who is allowed in the garden

- What will happen if one party violates the lease
- An option for the garden organization to eventually buy the land
- A "Hold Harmless Clause" that protects the property owner from claims related to injuries or thefts that gardeners or guests experience while in the garden
- An agreement that the garden organization will buy a general liability insurance plan if the owner requires it
- An outline of who will be responsible for maintenance or repairs that need to be done on the property
- A clear statement of who is responsible for paying the property tax
- Information about whether the landlord's permission is needed before property improvements can be made
- Sometimes, especially if the owner is a government body, a nondiscrimination clause

The information above is for guidance only. Please seek the advice of an attorney when reviewing the terms of a lease.

A sample lease is included in Appendix E.

Insurance: Property and General Liability

The Leadership Team will want to consider whether the garden will need property and/or general liability insurance. Property insurance covers communal belongings that are necessary to protect, such as tools or an irrigation system. Liability insurance protects both the gardening organization and property owner from a lawsuit if someone is injured while in the garden. In fact, private landowners may request that the garden have liability insurance during the negotiation of the lease. Liability insurance is more important to have, though both types of insurance could be written into one insurance plan.

Getting insured under an existing umbrella policy is much cheaper rather than creating a new insurance plan specifically for the garden. If joining an umbrella policy is not possible, an umbrella insurance plan could be established with other community gardens. A church, non-profit, or other organization could also incorporate the garden under its existing insurance plan.

The size of the garden, types of programs and events and held there, and the amount of people that pass through the garden on a regular basis are factors that will influence the premium cost of liability insurance. Additional factors that will affect the premium are whether the garden is locked at night and if gardeners are allowed to use dangerous power tools. The recommended liability insurance coverage is $1,000,000 to $2,000,000 if insurance is needed. Land that is publicly owned, like land owned by the city, may already be self-insured, so another plan will not be needed.

8. Funding Your Project

After deciding on a garden design, develop a budget to understand how much money is needed to build the garden and where that money will be obtained. The budget plan used by the recently created Parkland Community Garden is shown below.

Building Costs for the Parkland Community Garden	
Plumbing and Permits	$2,700
Fencing	$9,985
Lumber for Raised Beds	$2,700
Soil and Compost	$3,000
Landscape Fabric, Screws, Miscellaneous Items	$250
Total	**$18,635**

Start-up materials will have to be purchased for the garden, which means that the Leadership Team and others working to develop the garden will need to raise money. The garden project team may ask individuals, businesses, non-profit or community organizations for financial or in-kind donations.

To officially ask for monetary donations, the group must incorporate as an organization. Generally, garden groups incorporate as non-profit corporations or limited liability corporations. An alternative to creating a new organization is to work with an existing incorporated organization such as a neighborhood association, the Cooperative Extension Service or a non-profit. In Kentucky, the Secretary of State regulates and manages the creation of new entities, and there is information about how to become a new organization at the Kentucky One Stop Business Portal.

Kentucky One Stop Business Portal
Kentucky Secretary of State
(502) 564-3490
www.onestop.ky.gov

The gardening group may consider becoming a federally-recognized non-profit organization, most commonly called a "501(c)(3)" to gain tax-exempt status and allow donors to make tax-deductible charitable contributions. Becoming a 501(c)(3) costs money and takes at least 6 months. Most new non-profit organizations work with an attorney to apply for this recognition from the IRS, as the process is technical and can be difficult for non-lawyers to work through. There may be legal and tax consequences for the organization as a result of gaining a 501(c)(3) designation.

Where To Look For Project Donations

Businesses in the community, like local gardening and hardware stores, may be willing to provide in-kind donations, such as plants, lumber or fencing. Seed companies may be willing to provide donations of seeds from the previous growing season. In general, these seeds will have only a slightly diminished rate of germination. Start with businesses where gardeners have a connection to the owner or staff, but do not be afraid to ask other businesses as well.

One way to ask businesses for help with the garden is through a donation letter. This letter should explain the purpose of the garden project and how it will benefit the community. The letter should be personalized for each business, and dropped off in-person with the store manager if possible. After dropping off the letter, be sure to follow up with a phone call. A "wish list" describing all of the materials that are needed should also be included with the letter. It is important that the list is reasonable, and that you are patient and polite when working with the business.

Even if initially unable to provide assistance, the business may decide to donate in the future, once the project is more well-established. When businesses do provide donations, publicly acknowledge their contributions to show appreciation and build a strong relationship. There may be minimal responses to fundraising efforts at first, but they will likely increase as awareness of the gardening project and garden organization grows.

The Leadership Team can try to apply for a grant, though it could take six months or longer to get a response. Grants are available through local organizations such as Brightside.

Where To Look For Project Donations (Continued)

In addition to going door to door to raise awareness about the project, gardeners also can go door to door asking for donations. Bring information to distribute that describes the purpose of the project, how it will benefit the community, and what the contributions will be used to accomplish.

Fundraising events can be great ways to get the word out about a garden project and gain financial support. When planning fundraising events, be sure to plan an event that is appropriate in scale for the amount of funds that are being raised. It is easy to end up spending as much or more money organizing the event than is actually raised. Creative, low-cost ideas for fundraising events include a car wash, craft or bake sale, benefit concert or lecture, auctions or raffles of donated items, plant sales, garden tours, harvest festivals or sales, creating and selling garden cookbooks, or holding workshops taught by volunteer gardeners. Entry fees can be charged when appropriate. Invite all potential donors and have an official "donation can" that is clearly visible. Be aware that Kentucky law limits how auctions, raffles and other similar fundraising can take place. Consult a lawyer if you have questions about whether your organization can hold these types of fundraisers.

9. Garden Management

Many garden organizations develop rules for using the garden, and ask all gardeners to agree in writing to follow the rules. The garden rules are typically incorporated into the Gardener Agreement. Appendix A contains an example of a Gardener Agreement with sample garden rules.

Rules generally address the following subjects:

Plots

- How many plots can gardeners have? Can gardeners reserve the use of more than one plot if there are additional plots available after a certain date?
- What is the plot rental fee? When must gardeners pay the fee? And to whom?
- When must the plot be cleared of weeds after the gardener purchases the plot?
- What will happen if the plot has not been used by a specific date or becomes weedy or is not maintained?

General Gardening

- Will herbicides, pesticides, or chemical fertilizers be allowed?
- Are any materials not allowed in the garden? (Such as rebar, for safety concerns)

Weeds

- How must garden beds be maintained to ensure that weeds do not become a problem? Will Weed Warnings be given? What are the consequences if weeds are not taken care of after a certain amount of time?
- Are gardeners responsible for controlling the weeds and trash in their own plots, as well as in nearby pathways? Must they also clear the plots of debris at the end of the gardening season?
- Are gardeners responsible for helping to weed or maintain common areas?

Water use

- How will gardeners pay for water used in the garden?
- What happens if one or more gardeners are not responsible in using the water, for example, by allowing the water to remain on for longer than is needed to supply a plot?

Group Contributions

- Will gardeners be required to help out with group projects in the spring and fall or general maintenance throughout the growing season?
- How much time must be contributed?

10. Building It and Beyond

Most people get excited about build day. It's the time when all the planning and thought put into the project pays off. But a successful build day takes planning as well. In preparation for the first "Build Day," the Leadership Team must:

- Organize one or more work days to build the garden, including food, water, materials, volunteers and other details
- Promote the Build Day(s) to gardeners and community members who may be interested in helping
- Have utility companies mark water, gas, or utility lines and hook up the water line
- Gather all the materials, supplies, and tools needed to build the garden

When selecting the date for the Build Day, make sure to pick a day when the most volunteers can participate, such as a weekend day when other community events or holidays are not scheduled. Possible volunteers are neighbors, community gardeners, people who have attended garden planning meetings, Master Gardeners, scout or youth groups, and the general public. Spread the word through door-to-door campaigns, letters, radio, newspaper or television ads, and through social media, such as Facebook or Twitter.

Before breaking ground, contact Kentucky 811 so that water, gas, or utility lines can be marked. Kentucky 811 will contact the necessary utility companies and instruct them to mark underground lines with color-coded marks, stakes, or flags. Contact Kentucky 811 at least two days before the build day.

Kentucky 811
Dial 811 or 1-800-752-6007
24 Hours/Day
www.kentucky811.org/

The garden plan can be used to organize volunteers according to the tasks that must be completed to construct the different parts of the garden. Volunteers can be grouped into teams, or an assembly-line approach can be used to build things like raised beds. More than one Build Day may be needed to finish the garden. Consider taking pictures to show the progress made in construction.

All tools and supplies should be gathered at the garden before the workday. For security reasons, it is best if the materials are brought to the site after the fence has been put in place. If necessary, ask volunteers to bring their own tools as well. Appendix F includes a list of tools and supplies you might need to build the garden.

Build Day Itinerary Example

An example of a possible itinerary for Build Day follows:

1. Clear the garden site of garbage, rubble, large rocks, and weeds.
2. Mark where individual plots will be located. Plots can be marked with string and stakes or spray paint. Sod can be removed by hand and shovel, or with a sod cutter. To remove sod by hand, cut into the sod three inches deep with a shovel, lift up the edge of the sod, wedge the shovel underneath, and pry up the section of sod. Once sod is removed, till the soil in the plots. Soil in walkways and sitting areas does not need to be tilled.
3. Fill raised beds with a mix of soil and compost and add compost and extra topsoil to in-ground plots if needed. Compost and topsoil needs to be added only to areas that will be used for growing. For in-ground plots, the double-dig technique can be used to mix compost and topsoil with the tilled soil that was already in the plot. Double-digging involves tilling the area of the in-ground plot, adding compost and additional soil, and then tilling again to mix. Double-digging also loosens up the soil to create the best growing conditions. When using raised beds, simply filling the bed will loosen up the soil, so double-digging is unnecessary.
4. Hook up hoses to the waterline.
5. Plant seedlings in the plots.
6. At this point, the plots and pathways should be built. Other features, like the compost area and shed/tool box, can be set up. Wood chips or mulch can be placed on paths, and any common garden plot such as an herb or children's garden can be built.

The Leadership Team may want to invite local press to the Build Day to gain publicity for the garden. One volunteer should be responsible for documenting the event and taking pictures of the site before and after construction. These photographs will be useful for future publicity and fundraising.

Following the Build Day, the Leadership Team may want to throw a grand opening event to celebrate the garden and acknowledge volunteers who participated. Volunteers, neighbors, community gardeners, donors, and the general public should be invited and publicly thanked at the event.

Post Build Day

It's time to start growing! After building the garden, the garden organization can officially allow gardeners to start using the space. The garden organization should continue to educate the public about the garden, plan events in the garden, raise money to sustain the project and support the gardeners. If there are still open plots following the Build Day, consider posting flyers around the neighborhood, making presentations at local churches and community centers, or simply spreading the news by word of mouth about the opportunity to join the garden.

Post Build Day (Continued)

To keep the land at adequate nutrient levels and growing for the long-term, it is important to periodically add compost, rotate crops (especially heavy-feeder crops like corn), and plant cover crops.

Maintaining community and neighborhood support also will be an important goal for the garden. This includes actively recruiting new gardeners to fill plots that open up. Successful gardens often have a waiting list for interested gardeners waiting for a plot to become available. Keep neighbors updated about changes that will take place in the garden or garden events.

Organizational sustainability is important for the success of the garden over time. The garden should have a system in place for making changes to the garden rules and for how new Garden Coordinators and Treasurers will be selected.

Yearly maintenance of the garden will require funding beyond the initial cost of building the garden. For some gardens, plot rental fees are enough to cover yearly upkeep. However, if rental fees will not be enough, the Leadership Team should investigate other fundraising options. For more information see Section 8. Funding.

Communal areas in the garden will have to be maintained. To make sure that these areas are kept in good condition, set up a maintenance plan that assigns tasks to different gardeners on a rotating schedule and hold workdays for larger projects. Following the Build Day, interest in the garden may begin to plateau. It will be important for the Leadership Team to organize outreach activities to make sure gardeners continue to be committed to and engaged with the garden. Some activities that will encourage gardeners to remain invested in the garden include garden festivals or public classes on gardening techniques.

Confronting Challenges

Even where the planning is a breeze and the build day is a huge success, the garden will face challenges. Some community members may dislike the garden and find fault with the project. To avoid making "enemies," maintain good relationships and open communication with the community and deal with any complaints quickly and respectfully. If someone continues to criticize the garden, it will be important to have strong support from the rest of the community.

Most gardens struggle at some point with vandalism or theft. Signs can be posted asking visitors not to pick produce in the garden, or directing them to a common plot that is intended to provide food for the community to pick and eat. Signs also can provide information about how to become involved with the garden. In addition, getting the whole community involved from the beginning of the project encourages positive rather than negative involvement.

Confronting Challenges (Continued)

To avoid conflict, there should be good communication between the Leadership Team, Garden Coordinator, Treasurer, and other gardeners. A fair system should be established to enforce garden rules. If someone continues to violate garden rules, even after being warned of their violations, the Leadership Team may require the person to leave the garden. To limit rule violations, make sure to clearly communicate garden rules and expectations. The garden rules should be posted near all garden entrances, and all gardeners should be given a copy of the rules when they sign the Gardener Agreement (see Section 3). Also, make sure that gardeners who are not on the Leadership Team have a way to voice their opinions and offer suggestions.

Maintaining the garden's appearance goes a long way towards keeping surrounding community happy with the project. If the garden is not well maintained it is more likely that neighbors will complain and the garden will have opponents. The Leadership Team may want to consider assigning highly visible plots to dedicated or experienced gardeners, or planting ornamental trees, fruit bushes, vines on a low trellis, or evergreen trees or shrubs which will stay green during the winter around the border of the garden. Consider edibles as landscape borders; thorny fruits such as raspberries or blackberries, junipers or other evergreen herbs make great natural fences and taste great too.

Appendix A—Sample Gardener Agreement

Community Garden Gardener Agreement

This Gardener Agreement ("Agreement") outlines the rights and responsibilities of participants in the [Name of Program] Community Garden Program ("Gardeners"). ***Gardeners who do not comply with this Agreement at all times in the Community Garden may be removed from the Garden and may be subject to permanent eviction from their plot.*** An evicted Gardener will forfeit all rights to continued or future use of the Community Garden, and the [Managing Organization ("Organization")] will not reimburse Gardener for any gardening expenses, including but not limited to the plot fee.

1. **Gardener's Rights:**
   a. [Organization] shall not interfere with Gardener's rightful use of the Garden.
   b. Gardener may terminate this Agreement and relinquish the plot at any time by notifying [Organization] or the garden manager. Gardener is responsible for removing any dead plants, weeds, fencing, garden stakes, netting, trellises, etc., installed on the property and clear it of all gardening residues before termination is final.
2. **Gardener's Responsibilities:**
   a. Gardener shall prepare site, cultivate and begin planting or maintaining within sixty (60) days of execution of this Agreement. The land shall be used by Gardener for the sole purpose of cultivating and planting a garden or maintaining a green space. Gardener shall accept the assigned plot(s) in its condition as of the time it is made available to Gardener. Gardener shall be solely responsible for maintenance of the plot(s) and prevention of nuisances during the term of this Agreement.
   b. Gardener shall not sublet the plot(s) under any circumstances. Gardener has no authority to sublet or transfer the plot(s).
   c. Gardener shall keep the plot(s) under cultivation. **Gardener shall notify [Organization] or garden manager** if Gardener is no longer able to maintain the plot(s), will be absent for a long period of time (i.e. vacation, medical reasons, etc.) or has arranged for another person to temporarily tend the plot(s).
   d. **Gardener shall keep the plot(s) weed and pest free**. In cases where a plot has not been planted, weeds have become a nuisance or a plot does not meet other requirements of this Agreement, [Organization] shall notify Gardener by mail. Failure to correct the condition within fourteen (14) days of the mailed notice's postmark date shall result in **automatic forfeiture of the plot** for, at a minimum, the remainder of the calendar year. A Gardener who has forfeited a plot may be denied a plot in the future at the sole discretion of [Organization].
   e. Gardener shall not sell crops in the Garden or on the premises.
   f. Gardener shall maintain walkways adjacent to their individual plot(s) and shall help maintain the entire Garden area.
   g. Gardener shall be considerate of fellow gardeners and the neighboring community. Gardener shall level the plot(s) at the edges so that soil does not wash off onto other plots, walkways in the Garden, sidewalks, roadways, streets or sewers. Gardener shall not let weeds or plants creep into a neighbor's plot and shall not spray on windy days. Gardener shall not plant sprawling or tall crops that might cause a hazard or nuisance or that may interfere with another plot in the Garden. Gardener shall abide by any special planting requirements and/or limitations on the construction of structures (see the following section h) as required by [Organization].
   h. Gardener may install structures, including but not limited to trellises, fences, high or low tunnels, in and around the plot (s) in accordance with the terms of this Agreement, including fences, after consulting with [Organization] about the placement and design of the structure(s). Structures shall be kept neat and in good repair.
   i. Gardener shall conserve the use of water. Gardener shall use mulch with leaves, grass clippings or straw to reduce water evaporation. Unattended watering is not permitted. Gardener shall notify the garden manager of any leaks in the water line and shall ensure all faucets are off when leaving the garden.
   j. Gardener shall clean all tools before returning them to the tool shed. Gardener shall close the shed door and lock the gate when leaving the Garden.
   k. Gardener shall watch small children or pets they bring into the Garden to ensure no Garden plot is trampled and no fellow gardener's produce is picked. Gardeners shall keep pets on a leash at all times in accordance with the Louisville Metro Code of Ordinances.

l. Gardener shall notify garden manager if vandalism or theft occurs. Gardener shall not harvest other gardeners' produce without permission. Theft of any kind shall result in loss of plot(s).

3. [Organization]'s Responsibilities:

a. [Organization] shall receive applications for Community Gardens and shall keep records of Garden assignments.
b. [Organization] shall mail Gardener Identification Card as confirmation of plot(s) assignment.
c. [Organization] shall inspect all Garden plots to ensure compliance with the terms of this Agreement.
d. [Organization] shall notify Gardener of any special planting requirements or limitations on the installation or construction of structures including but not limited to fences that are necessary based on the location of plot(s) in the Garden.
e. [Organization] may terminate this Agreement immediately if Gardener violates the terms of this Agreement or abandons plot(s). [Organization] shall notify Gardener in the event of termination.

4. Indemnification and Hold Harmless Clause:

a. Gardener shall indemnify and hold harmless [Organization] and the property owner, in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Gardener's performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of [Organization], the property owner, elected and appointed officials and employees acting within the scope of their employment. This Indemnification and Hold Harmless Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

I have read, understand and agree to abide by this Gardener Agreement, including the Indemnification and Hold Harmless Clause above.

Primary Gardener

Name (print): _____ Phone: (____)_____ Email: _____

Address: _____ Group/Organization (if applicable): _____

Signature: _____ Date: _____

Secondary Gardener

Name (print): _____ Phone: (____)_____ Email: _____

Address: _____ Group/Organization (if applicable): _____

Signature: _____ Date: _____

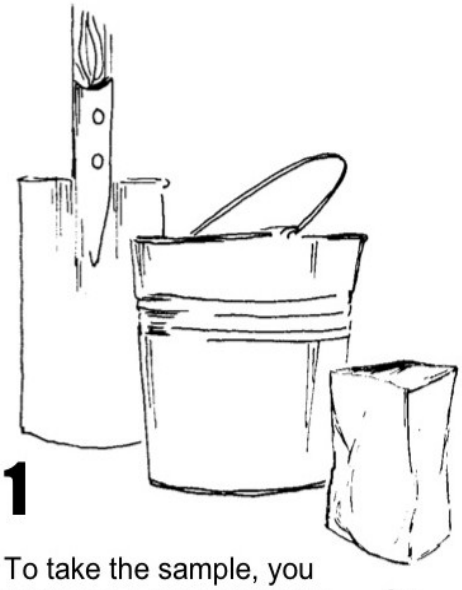
Please inform [Organization] of any changes to the information listed above. [Organization] must approve all changes of designated Primary Gardener and Secondary Gardener, including the addition or removal of Gardeners to this Agreement.

Submission of this document does not guarantee assignment of plot(s). Permission to enter Garden is restricted until confirmation of plot(s) assignment is received from [Organization].

Gardener Agreement will be renewed on an annual basis.

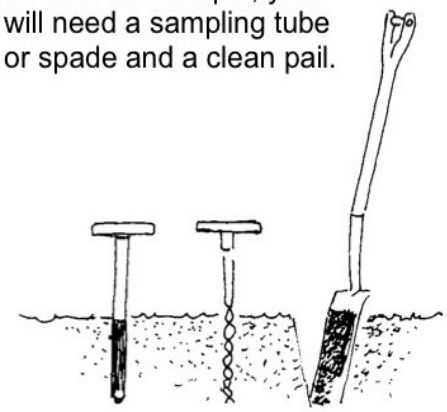
FOR [ORGANIZATION] USE ONLY: Plot #(s) _____ Amount Paid: _____

How to take good soil test samples

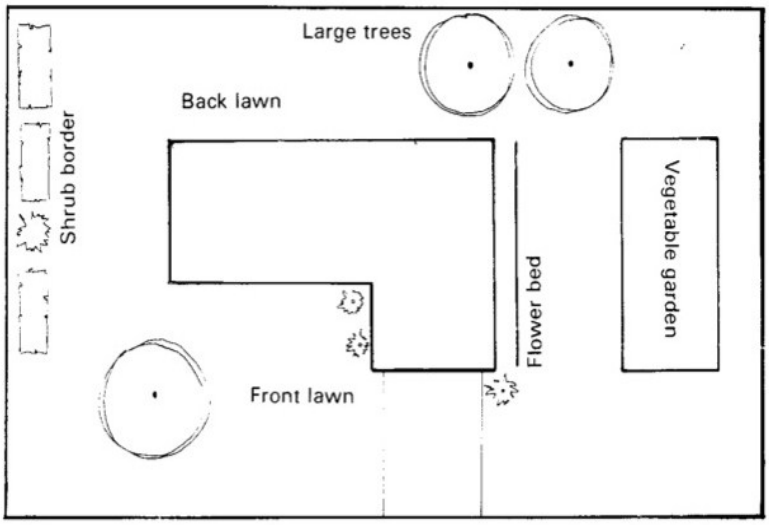


1

To take the sample, you will need a sampling tube or spade and a clean pail.



2



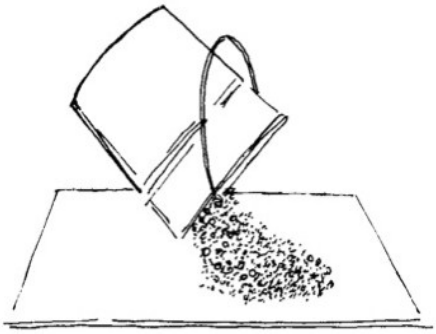
Sample the areas of the yard separately. So if you are doing the lawn, sample back and front separately. Obtain 10-15 samples from random locations for each sample test.

3 Sample to proper depth. If a spade is used, dig a V-shaped hole to the depth of sample. Obtain a slice or core of soil from the surface of the ground, downward to the appropriate depth as listed below. Use a spade to cut a thin slice of soil. First, push the spade into the soil and throw this soil aside. Take a one-inch thick slice of soil from the back of the hole at the proper depth.

DEPTH OF SAMPLE

Lawn	3 inches
Flower garden	4-6 inches
Shrub beds	6-8 inches
Vegetable garden	4-6 inches
Trees	4-8 inches
Pasture	4-6 inches
Corn, soybeans	to plow depth

4 Mix all soil thoroughly, breaking up the cores or slices. If soil is muddy, dry it before mixing.

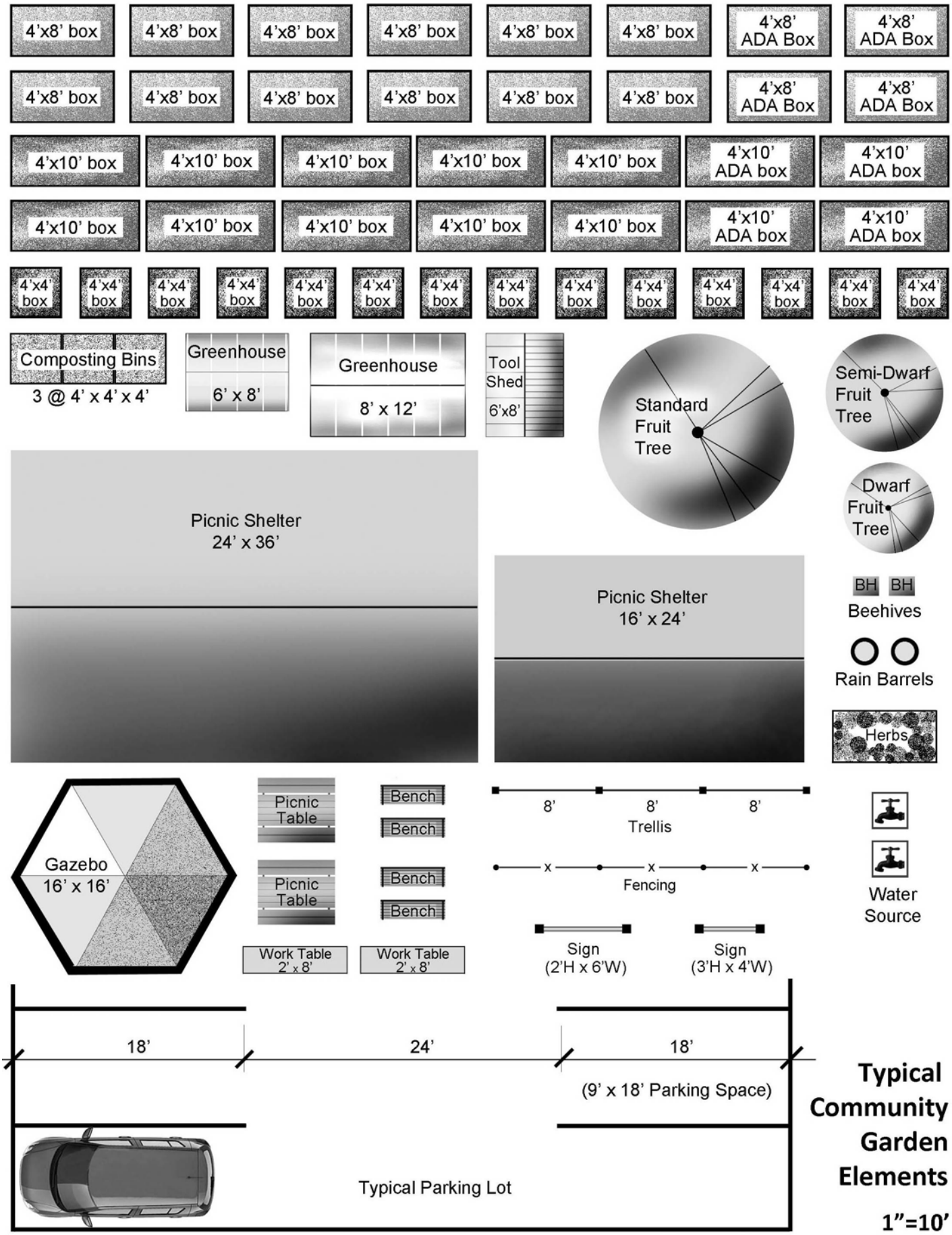


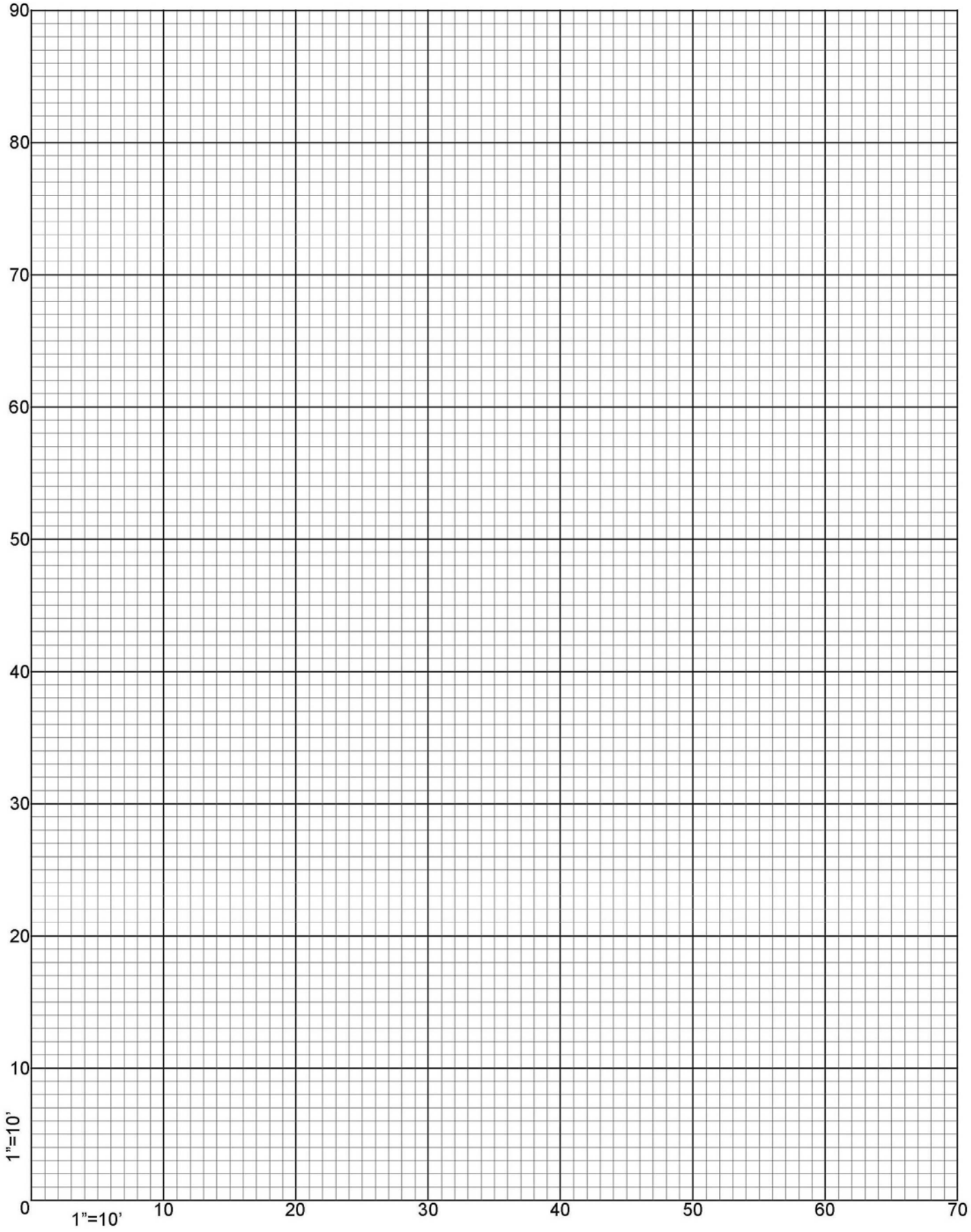
Spread mixture out on clean paper to air dry. **Do not heat**. (Do not place in oven or on stove.) Do not dry in places where fertilizer or manure may get in sample.

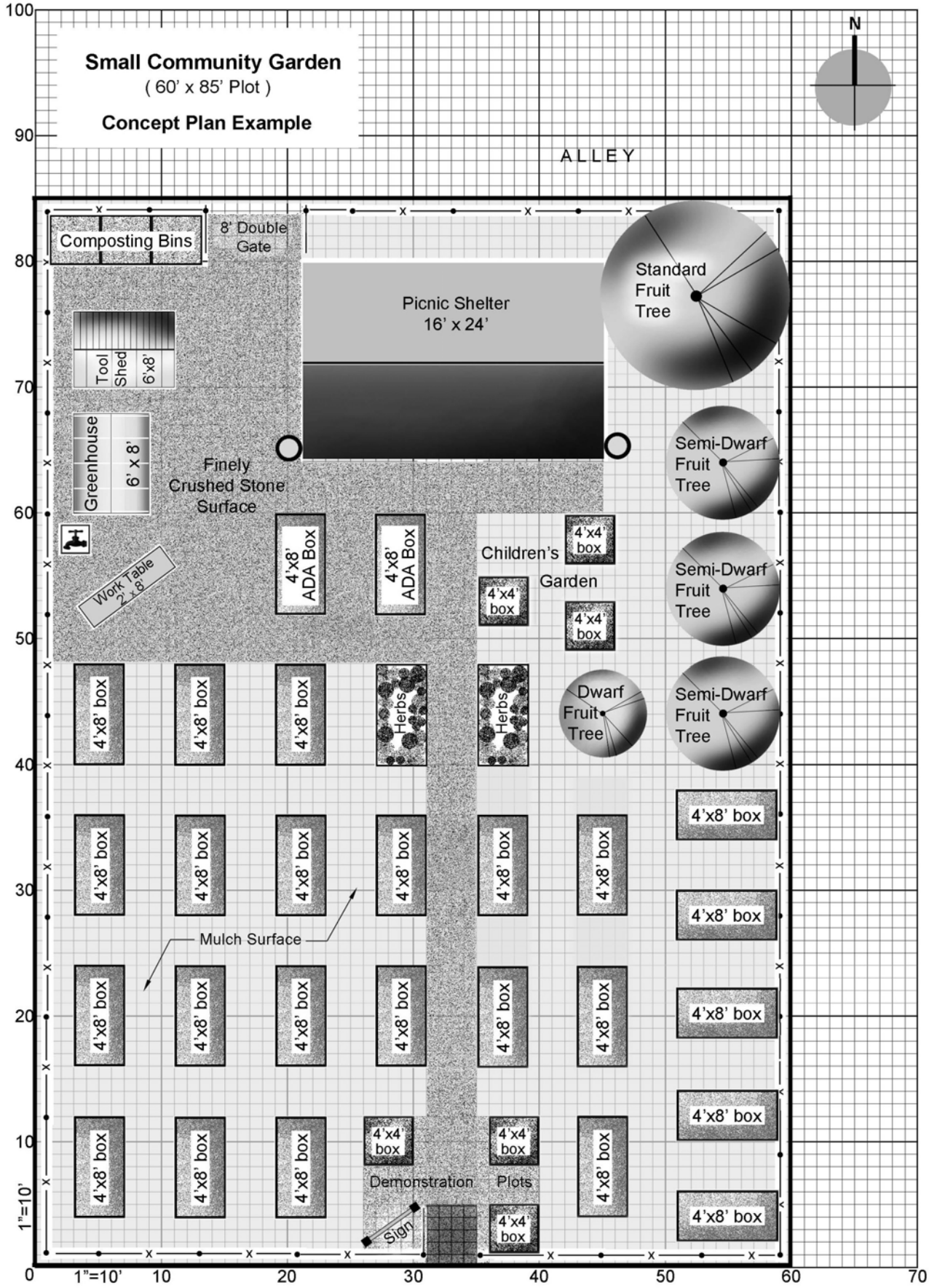
Take one pint (2 cups) of soil to your County Extension Office for testing. There is a nominal charge to cover the cost of testing.

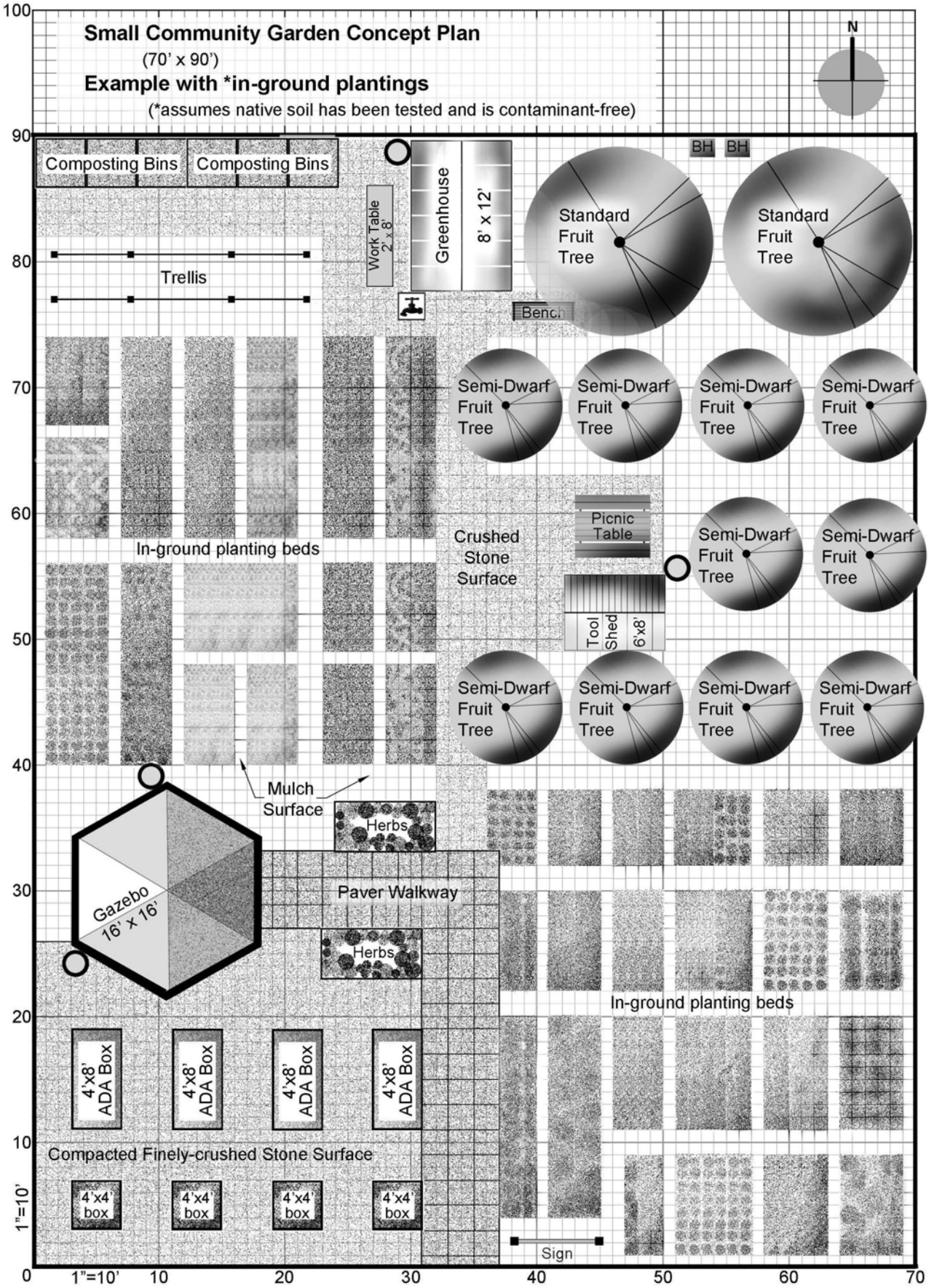
You will be required to fill out a form for processing your soil sample. Be sure to put the type of plant you will be growing, so the Extension Agent can recommend the proper soil treatment (i.e., lawn, vegetable garden, roses, needled evergreen, etc.)

Appendix C—Toolkit for Designing a Garden




90
80
70
60
50
40
30
20
10
0
1”=10’
10
20
30
40
50
60
70
1”=10’


Small Community Garden
(60' x 85' Plot)
Concept Plan Example
N
ALLEY
Composting Bins
8' Double Gate
Picnic Shelter
16' x 24'
Standard Fruit Tree
Tool Shed
6'x8'
Greenhouse
6' x 8'
Finely Crushed Stone Surface
Work Table 2' x 8'
4'x8' ADA Box
4'x8' ADA Box
Children's Garden
4'x4' box
Semi-Dwarf Fruit Tree
Dwarf Fruit Tree
Herbs
4'x8' box
Mulch Surface
Demonstration Plots
Sign
1"=10'
0
10
20
30
40
50
60
70
80
90
100


Small Community Garden Concept Plan
(70' x 90')
Example with *in-ground plantings
(*assumes native soil has been tested and is contaminant-free)
N
Composting Bins
Composting Bins
Work Table 2' x 8'
Greenhouse
8' x 12'
BH
BH
Standard Fruit Tree
Standard Fruit Tree
Trellis
Bench
Semi-Dwarf Fruit Tree
Semi-Dwarf Fruit Tree
Semi-Dwarf Fruit Tree
Semi-Dwarf Fruit Tree
In-ground planting beds
Crushed Stone Surface
Picnic Table
Semi-Dwarf Fruit Tree
Semi-Dwarf Fruit Tree
Tool Shed 6'x8'
Semi-Dwarf Fruit Tree
Semi-Dwarf Fruit Tree
Semi-Dwarf Fruit Tree
Semi-Dwarf Fruit Tree
Mulch Surface
Herbs
Gazebo 16' x 16'
Paver Walkway
Herbs
In-ground planting beds
4'x8' ADA Box
4'x8' ADA Box
4'x8' ADA Box
4'x8' ADA Box
Compacted Finely-crushed Stone Surface
4'x4' box
4'x4' box
4'x4' box
4'x4' box
Sign
1"=10'
1"=10'
0
10
20
30
40
50
60
70
80
90
100

Appendix D—Land Development Code Regulations for Community and Market Gardens

Louisville Metro Land Development Code

1.2.2 Definitions

Aquaponic System—The symbiotic propagation of plants and fish in a constructed and recirculating environment.

* * *

Community Garden—An area of land less than 5 continuous acres in size managed and maintained by a group of individuals to grow and harvest food and/or non-food crops for personal or group use, consumption, donation or off-site sales. Plots for cultivation by one or more individuals and may include common areas maintained and used by group members. Community gardens may be principal or accessory uses and may include structures such as greenhouses, hoop houses, high tunnels, and storage sheds.

* * *

Hydroponic System—Propagation of plants using a mechanical system designed to circulate a solution of minerals in water with limited use of growth media.

* * *

Market Garden—An area of land less than 5 continuous acres in size managed and maintained by an individual or a group of individuals to grow and harvest food and/or non-food crops to be sold for profit, or an area of land of any size used for greenhouses, hoop houses, high tunnels, rooftop gardens, vertical gardens, hydroponic systems or aquaponic systems alone or in combination with other techniques for growing food or non-food crops. Market gardens may be principal or accessory uses, and may consist entirely of growing areas enclosed in structures.

4.3.17 Community Garden

This use may be permitted as a use with special standards within the R-R, R-E, R-1, R-2, R-3, R-4, R-5, R5-A, R5-B, R-6, R-7, R-8, R8-A, OR, OR-1, OR-2, OR-3, CN, C-1, and C-2 zoning districts in conformance with the following special standards.

A. All structures located on the site shall comply with the location requirements of the form district regulations. Structures shall not exceed 15% of the total lot area. No activities shall take place within a required stream buffer of a blue line stream or wetland as specified in Chapter 4, Part 8. For purposes of calculating required open space, areas of the site devoted to garden use and not enclosed in a structure shall be included in the calculation of required yards. Trellises, raised beds, and frames used to assist in the growing of plants and shrubs shall not be considered as structures within the meaning of this section.

B. Lighting for security purposes may be provided in accordance with the standards contained in this Code.

C. One parking space per four community garden plots shall be provided, either on the site or on the adjacent street. The location of parking lots shall be in accordance with form district regulations and parking provisions, including design, must be approved by the appropriate agency responsible for traffic engineering. If parking will be provided on the site, permeable materials such as gravel are highly recommended to provide a surface for parking but are not required.

D. Community gardens shall be exempt from the requirements of Chapter 10, including the LBA tree planting requirements. No additional buffering shall be required unless a structure of greater than 120 square feet in size is proposed, in which case the site shall provide a Type A.1 landscape buffer along the property line closest to the proposed structure.

E. Composting shall be limited to plant materials generated on the site and plant-based food waste and non-vegetative materials such as wood chips, pre-composted materials or soil to enhance these plant materials. Compost must be used on site. Compost piles shall be set back in accordance with the form district regulations for structures and shall be surrounded with a fence or other appropriate enclosure to prevent migration of compost materials due to wind, slope or water-based erosion. Compost piles located less than 50 feet from a public right-of-way shall not exceed 5 feet in height and compost piles within 3 feet of any building entry shall not exceed 3.5 feet in height. The amount of compost materials on site at any given time shall not exceed 20 cubic yards.

F. Water for purposes of maintaining the garden and for dust suppression shall be available on the site, either in the form of a water collection system or an on-site or off-site connection to the municipal water service.

G. There shall be no more than one non-illuminated freestanding sign not to exceed 12 square feet in area and not to exceed 6 feet in height.

H. Community gardens shall be operated so as not to create a nuisance condition for adjacent properties due to vibration or odor. Dust and noise shall be managed consistent with state law and local ordinance, and visible fugitive dust crossing property lines shall be corrected by sprinkling with water. The premises shall be kept free of debris at all times.

I. Incidental sales, festivals or other events may be allowed at a community garden following the approval of a Temporary Activity as provided in Section 4.3 of this Code.

J. Applications for community gardens must be submitted with the Planning Director or Designee to document compliance with the above-listed standards. Notice of the proposed community garden shall be provided to 1st and 2nd tier property owners and neighborhood groups who have registered with Planning and Design Services to receive notices of development actions. The notice shall be sent by first class mail not less than fourteen (14) calendar days prior to the date of final action by the Planning Director or designee.

4.3.18 Market Garden

This use may be permitted as a use with special standards within the OR, OR-1, OR-2, OR-3, CN, C-1, C-2, CM, M-1, M-2 and M-3 zoning districts in conformance with the following special standards.

A. All structures, including greenhouses, hoop houses and high tunnels, located on the site shall comply with the location requirements of the form district regulations. No activities shall take place within a required stream buffer of a blue line stream or wetland as specified in Chapter 4, Part 8. For purposes of open space, areas of the site devoted to garden use and not enclosed in a structure shall be included in the calculation of required yards. Trellises, raised beds, and frames used to assist in the growing of plants and shrubs shall not be considered as structures within the meaning of this section.

B. One parking space per employee working on the site shall be provided either on the site or on the adjacent street. If sales of food and/or non-food crops are being conducted on the site, additional parking spaces shall be provided in accordance with Chapter 9 of the Land Development Code. The location of parking lots shall be in accordance with form district regulations and parking provisions, including design, must be approved by the appropriate agency responsible for traffic engineering. If parking will be provided on the site, permeable materials such as gravel are highly recommended to provide a surface for parking but are not required.

C. Market Gardens shall be exempt from the LBA tree planting requirements except on all property lines adjacent to structures of greater than 120 square feet in size proposed for the site, in which case the site shall provide a Type A.1 landscape buffer.

D. Composting shall be limited to plant materials generated on the site and plant-based food waste and non-vegetative materials such as wood chips, pre-composted materials or soil to enhance these plant materials. Compost piles shall be set back in accordance with the form district regulations for structures and shall be surrounded with a fence or other appropriate enclosure to prevent migration of compost materials due to wind, slope or water-based erosion. Compost piles located less than 50 feet from a public right-of-way shall not exceed 5 feet in height and compost piles within 3 feet of any building entry shall not exceed 3.5 feet in height. The amount of compost materials on site at any given time shall not exceed 20 cubic yards.

E. Water for purposes of maintaining the garden and for dust suppression shall be available on the site, either in the form of a water collection system or an on-site or off-site connection to the municipal water service.

F. There shall be no more than one non-illuminated freestanding sign not to exceed 12 square feet in area and not to exceed 6 feet in height.

G. Market gardens shall be operated so as not to create a nuisance condition for adjacent properties due to vibration or odor. Dust and noise shall be managed consistent with state law and local ordinance, and visible fugitive dust crossing property lines shall be corrected by sprinkling with water. The premises shall be kept free of debris at all times.

I. Applications for market gardens must be submitted with the Planning Director or Designee to document compliance with the above-listed standards. Notice of the proposed market garden shall be provided to 1st and 2nd tier property owners and neighborhood groups who have registered with Planning and Design Services to receive notices of development actions. The notice shall be sent by first class mail not less than fourteen (14) calendar days prior to the date of final action by the Planning Director or designee.

Appendix E—Sample Lease

Community Garden Lease Agreement

This Community Garden Lease Agreement is made this _____ day of [Month], [Year], between [Lessor], whose address is _____ ("Owner"), and the [Community Garden Managing Organization ("Organization")], whose address is [Organization Address], to govern the use of property located at _____ as a community garden.

1. Use of the Property. Owner gives permission to [Organization] to operate a community garden at the Property for a term of [5] years, said term beginning as of the effective date of this Agreement. [Organization] is expressly granted the right to construct raised beds, storage sheds or other accessory buildings, to use the Property for other gardening purposes consistent with this agreement and all applicable laws, and to use the Property for education and demonstration for community garden participants and the community at large. [Organization] shall be responsible for any utilities associated with the Property and related to the use of the Property as a community garden.

2. Rent. Rent shall be in kind through [Organization]'s agreement to maintain the Property through the life of the Agreement.

3. Indemnification. Each party shall indemnify and hold the other party harmless for all damages and claims arising out of any act, omission or neglect by the community garden, and from any and all actions or causes of action arising from the community garden's occupation or use of the Property. [Organization] agrees to execute written garden agreements outlining the rights and responsibilities of all community garden participants, and that such agreement shall specify that gardeners must maintain their plots, indemnify [Organization] and other related parties for the use of the garden and garden at their own risk. This indemnification clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Agreement.

4. Maintenance and Compliance with Laws. [Organization] shall ensure that the Property is maintained at all times in accordance with all applicable property maintenance ordinances of the [Local Government]. [Organization] shall not use the Property in violation of federal, state or local laws, order or regulations.

5. Changed Conditions. Owner shall notify [Organization] in writing no later than 60 days prior to any change in land ownership, development status, or use of the Property. [Organization] shall notify Owner in writing no later than 60 days in advance of a decision to discontinue the use of the Property as a community garden. Notice shall be given using the addresses listed above.

6. Quiet Enjoyment. Owner agrees that [Organization] shall peaceably hold and enjoy the Property without hindrance or interruption by any other person acting under or through Owner unless the Agreement is terminated. Owner may, at reasonable times, enter the Property to inspect it.

7. Renewal. The parties may agree at the conclusion of the [5]-year term of this Agreement to extend the Agreement for another [5]-year term on the same terms and conditions as set forth herein. [Organization] shall give Owner written notice no later than 90 days in advance of the conclusion of the [5]-year term stating [Organization]'s intent to continue or discontinue the lease.

8. Default. In the event of a default, the affected party shall give written notice of said default to the other party, and said party shall have 30 days to cure the default. If the party fails to cure the default, the affected party may terminate the Agreement.

9. Enforcement. This Agreement shall be enforceable in a court of competent jurisdiction in the [Commonwealth of Kentucky, Jefferson County].

Appendix F—Tools and Supplies List for Build Day

List of tools, supplies, and other resources for preparing and developing the garden

Tools (*Most essential)	**Use**
*Long handled, round-nosed shovels	General turning of soil and compost
Short/D-handled, square-nosed digging spade	Double-digging and sod removal
Rectangular digging spade	Digging straight-edged holes (for trees or larger shrubs)
*Steel, level-head or bow rakes	Smoothing and grading soil, incorporating compost into soil surface, and covering seeds
Garden hoes	Weeding, cultivating soil, and making furrows to plant seeds into
*Hand shovels and trowels	Weeding, cultivating and planting seedlings in prepared beds
Small front-tine or larger, more powerful, rear-tine rotary tillers (depending on size of area to be tilled and hardness of soil)	Initial preparation and aeration of beds, and working compost into soil
*Wheel-barrows	Moving soil and compost or removing sod from the site
*Spading (digging) fork	Turning and aerating soil and compost, and digging for root crops
Broadfork (if needed)	Loosening and aerating soil with minimal structural disturbance to soil and organisms
Mattock (if needed)	If soil is very hard
Sod cutter (if needed)	Removing sod (manual or motorized), but shovels can be used
Loppers	Pruning small-diameter tree and shrub branches
Swivel saw	Pruning back shrubs and trees

Supplies	**Other Resources**
Gardening gloves	Compost
100+ foot measuring tape	Extra topsoil
Building tools and supplies if building a fence, toolbox/shed, raised beds, signs, or a bulletin board	Wood chips for paths
Irrigation system supplies (timer, hoses, drip line, filter, sprinklers)	Mulching materials
Garbage bag for litter	Plants and trees that will occupy the communal spaces
String and stakes for delineating plots	
Untreated wood for raised beds, lining paths, etc.	
Benches and tables	

Source: "From Neglected Parcels to Community Gardens: A Handbook," Wasatch Community Gardens

2. Building Support for the Garden

Tips for organizing and maintaining support for a community garden:

- *Starting a Community Garden*
  American Community Garden Association
  www.communitygarden.org/resources/10-steps-to-starting-a-community-garden/

4. Location, Safe Soils, and Other Clean and Dirty Details

A list of all approved neighborhood plans in Louisville Metro and a link to each plan:

- *Neighborhood and Long-Range Planning Program*
  Louisville Metro Planning & Design Services
  www.louisvilleky.gov/PlanningDesign/Neighborhood+Plans/

Sanborn Fire Insurance maps of Louisville for the years 1892 and 1905 (follow the link below and click on "Maps," then search "Louisville"):

- *Sanborn Fire Insurance Maps*
  Kentucky Digital Library
  http://kdl.kyvl.org/

Detailed description of Sanborn Fire Insurance maps and how to use them:

- *Sanborn Fire Insurance Maps Overview*
  Library of Congress
  www.loc.gov/collections/sanborn-maps/about-this-collection/

Online access to Jefferson County property records:

- *Online Land Records*
  Jefferson County Clerk's Office
  www.jeffersoncountyclerk.org/land-records.asp

Atlases of Louisville from 1876, 1884 and 1913:

- *Kentucky Maps*
  University of Louisville Digital Collections
  http://digital.library.louisville.edu/cdm/landingpage/collection/maps

Online copy of the 1909 Caron's Directory of Louisville (follow link below and search "Caron's Directory of the City of Louisville"):

- *Caron's Directory of the City of Louisville for 1909*
  HathiTrust Digital Library
  www.hathitrust.org

U.S. EPA environmental data and information about environmental activities in a particular area:

- *Envirofacts*
  U.S. Environmental Protection Agency
  www.epa.gov/enviro/

4. Location, Safe Soils, and Other Clean and Dirty Details (Continued)

Assortment of information on safe soils and gardening in urban areas:

- University of Louisville Center for Environmental Policy and Management
  103 Lutz Hall, University of Louisville
  Louisville, KY 40292
  (502) 852-8042
  cepmefc@louisville.edu
  www.louisville.edu/cepm

Guidance on collecting a soil sample, having the sample tested and understanding the results, or to have a soil sample tested for a small fee:

- Jefferson County Cooperative Extension Service
  810 Barret Avenue
  Louisville, KY 40204
  (502) 569-2344
  dl_ces_jefferson@uky.edu
  http://jefferson.ca.uky.edu/

More detailed soil testing for a higher fee or an additional option for a basic soil test:

- University of Massachusetts Soil and Plant Tissue Testing Laboratory
  West Experiment Station, 682 North Pleasant Street
  Amherst, MA 01003
  (413) 545-1931
  soiltest@umass.edu
  www.umass.edu/soiltest

5. Water

Activate existing water service or apply for new water services:

- Louisville Water Company
  Customer Care Center
  550 South Third Street
  Louisville, KY 40202
  Monday-Friday, 8 a.m.-5 p.m. (8 a.m.-7 p.m. by phone)
  (502) 583-6610 or toll free 1-888-535-6262
  www.louisvilleky.gov/LWC/

Information about rain barrel vendors and how to procure a barrel:

- *Green Solutions Information*
  Metropolitan Sewer District
  www.msdlouky.org/aboutmsd/rainbarrels.htm

Reserve a MSD rain barrel and schedule a time to pick up the barrel:

- Louisville Nature Center
  3745 Illinois Avenue
  Louisville, KY 40213
  (502) 458-1328
  www.louisvillenaturecenter.org/

6. Garden Design

Help or answers to questions related to land use or design of the garden, such as information about fencing, composting, signage and parking:

- Louisville Metro Planning & Design Services
  444 South Fifth Street
  Louisville, KY 40202
  (502) 574-6230
  Monday-Friday, 8 a.m.-5 p.m.
  www.louisvilleky.gov/PlanningDesign/

Requirements related to design of the garden, such as standards for fencing, composting, signage and parking:

- *Louisville Metro Land Development Code*
  www.louisvilleky.gov/planningDesign/ldc/

Information about how to build raised beds:

- Part 1: www.youtube.com/watch?v=by2QNHxW-G0&feature=plcp&context=C38420e7UDOEgsToPDskItGX3eqXpFHiacL9CH9_HP
- Part 2: www.youtube.com/watch?v=RNRAWmEXLR8&feature=related

7. Leases, Licenses and Other Legal Matters

Listing and map of all properties in Jefferson County by address and information about each property, including details about property owners and zoning information:

- *Online Map*
  LOJIC (Louisville/Jefferson County Information Consortium)
  http://ags2.lojic.org/lojiconline/

Detailed description of LOJIC Online Map components and how to use the mapping service:

- *Online Map Help*
  LOJIC (Louisville/Jefferson County Information Consortium)
  www.lojic.org/main/about/pdfs/help.pdf

Determine address of property if exact address unknown:

- MetroCall
  Dial 311 or (502) 574-5000
  24 hours/day
  www.louisvilleky.gov/MetroCall/

Contact information for Kentucky businesses and other registered organizations:

- *FastTrack Business Organization Search*
  Kentucky Secretary of State
  (502) 564-3490
  https://app.sos.ky.gov/ftsearch/

7. Leases, Licenses and Other Legal Matters (Continued)

Information about the Landbank Authority, including how to obtain a Landbank property and an inventory of Landbank and Urban Renewal properties:

- Landbank Authority, Inc.
  Louisville Metro Community Services and Revitalization
  444 South Fifth Street, Fifth Floor
  Louisville, KY 40202
  (502) 574-4377
  www.louisvilleky.gov/CSR/Revitalization/Landbank+Authority+Inc.htm

Information about properties owned by Louisville Metro Government, the Landbank Authority or the Urban Renewal Commission:

- Louisville Metro Community Services & Revitalization
  444 South Fifth Street, Fifth Floor
  Louisville, KY 40202
  (502) 574-4377
  Monday-Friday, 8 a.m.-5 p.m.
  Clients seen by appointment – please call ahead
  www.louisvilleky.gov/CSR/

Information about property owned by the Metropolitan Sewer District (MSD):

- Metropolitan Sewer District
  700 West Liberty Street
  Louisville, KY 40203
  (502) 587-0603
  Customer Service phone line available 24 hours/day
  www.msdlouky.org/

8. Funding Your Project

Information on how to incorporate as a new organization in Kentucky:

- *Kentucky One Stop Business Portal*
  Kentucky Secretary of State
  (502) 564-3490
  www.onestop.ky.gov

10. Building It and Beyond

Have water, gas or utility lines marked on the garden property:

- Kentucky 811
  Dial 811 or 1-800-752-6007
  24 Hours/Day
  www.kentucky811.org