

DOWNTOWN DEVELOPMENT AUTHORITY
COMMUNITY GARDEN
SIGN UP AND SEASONAL PROCESS CHANGES
FOR DDA AND COUNCIL REVIEW

PURPOSE

This document outlines proposed changes to the Community Garden sign up and seasonal process. These changes are intended to improve clarity, efficiency, and ease of participation while maintaining all existing Community Garden rules, fees, deposits, and eligibility requirements.

No policy changes are proposed. The updates described below relate to process only.

CURRENT PROCESS OVERVIEW

Under the current process:

- Gardeners complete a paper application
- Applications, fees, and cleanup deposits are returned to Village Hall
- Plot assignment occurs after paperwork is processed
- Confirmation is provided after administrative review
- Orientation information is distributed across multiple documents
- End of season expectations are outlined in narrative form

While effective, this process requires multiple administrative steps and may be unclear for new participants.

PROPOSED PROCESS UPDATES

The following changes are proposed to streamline participation and reduce administrative handling.

SIGN UP AND REGISTRATION

Current:

- Paper application submitted to Village Hall
- Multiple steps prior to confirmation

Proposed:

- One page registration form, available online or in paper format
- Plot selection at the time of registration

Benefit:

- Faster registration
- Clear expectations from the start

PAYMENT AND CONFIRMATION

Current:

- Rental fee and cleanup deposit submitted with application
- Confirmation after processing

Proposed:

- Rental fee and refundable cleanup deposit collected at registration
- Immediate confirmation of plot assignment

Benefit:

- Reduced processing time
- Clear accountability for participants

ORIENTATION AND COMMUNICATION

Current:

- Orientation information provided across multiple documents
- In person instruction provided informally

Proposed:

- One optional group orientation at the start of the season
- Brief written orientation summary for those unable to attend

Benefit:

- Consistent messaging
- Fewer individual questions throughout the season

IN SEASON EXPECTATIONS

Current:

- Expectations outlined in narrative form
- Follow up occurs as issues arise

Proposed:

- Same expectations remain in place
- Clear communication provided at registration and orientation

Benefit:

- Improved understanding
- Fewer misunderstandings

END OF SEASON CLOSE OUT

Current:

- Detailed cleanup requirements outlined in long form
- Deposit return dependent on individual review

Proposed:

- Single end of season cleanup checklist
- One clear close out deadline

Benefit:

- Faster close out
- Consistent deposit return process

SUMMARY OF IMPROVEMENTS

The proposed process updates:

- Do not change garden rules or enforcement
- Do not change fees, deposits, or eligibility
- Reduce administrative handling
- Improve clarity for gardeners
- Support smoother seasonal transitions

IMPLEMENTATION

If approved by Village Council, these process updates would be implemented in coordination with the Community Garden relocation and prior to the start of the next garden season.

