

**STAFF MEMO**  
**November 21, 2017 Council Work Session**

**DATE:** November 13, 2017

**AGENDA ITEM NUMBER:** 5

**TOPIC:** Dillon Community Garden

**TIME FRAME:**

- Spring 2018

**SUMMARY:** Staff met with Ceres+ Landscape Architecture on Thursday, September 28, 2017 to discuss a conceptual layout of Dillon's Community Garden. Ceres+ was the principle landscape architect for the Town Park Master Plan. The garden will be located at the corner of Lake Dillon Drive and Tenderfoot Street behind the Summit Stage bus stop and will extend alongside the Dillon Fire Station. This area will consist of approximately twenty (20) raised garden beds measuring 4' x 8' along with berms of flower clipping gardens. Ceres+ has donated their time for the conceptual layout for the Community Garden.

The Dillon Parks and Recreation Advisory Committee has reviewed the Community Garden concept and has agreed that it should be integrated into the Town Park Master Plan. This Community Garden concept integrates well into the Town Park Master Plan improvements. It will be designed as a country garden to enhance the entryway feature to Town.

Community interest was assessed (Facebook post and Town Council Packet Distribution List (59 people):

- 24 responses were received from people interested in renting a plot
- 9 additional responses were received supporting the gardens but not interested in renting

High Country Conservation Center (HC3) provides services to other community gardens in Summit County. They have agreed to provide administrative duties including receiving applications, collecting fees, refunding deposits, and logging volunteer hours for approximately \$500.00 per year. Staff anticipates that once a Board of Directors for the garden is established, these tasks may be assigned to a volunteer position.

The garden will be built mostly by volunteers, targeting future garden plot renters. Initially, Public Works labor will be utilized to build the garden berms, beds, and garden infrastructure. Staff is confident that most, if not all, of the materials for the garden will be donated by local businesses in lieu of sponsorship. Once the garden is established, staff anticipates the garden to be self-sustaining through community participation.

Staff received a \$4,000.00 grant through HEAL (Healthy Eating and Lifestyle) Colorado/LiveWell Colorado which will help offset any start-up costs fees. A private family has also offered \$10,000.00 toward building the garden.

Staff will be hosting an informational session in March to introduce the project to the community. Applications for garden plots will be due (per HC3 guidelines) late March/early April with plantings by mid-June.

## Proposed Work Plan:

### Now – December 2017:

The Town’s Public Works Department has committed to completing initial site preparation for the community garden.

- This work includes removing low dead branches and/or dead trees from proposed site
- Purchase and install weed barrier to place on ground prior to dumping of crusher fines gravel.
- Crusher fines gravel will be purchased, dumped, and spread prior to the beginning of winter. This will be used to identify pedestrian pathways.
- Purchase lumber, angle iron, and additional materials to begin manufacturing of garden beds at the Public Works shop during the winter months.
- Purchase hardware cloth to apply to garden boxes in preparation of placement in the spring.

### December 2017 – May 2018

- Advertise the availability of garden beds to community.
  - Establish specific deadlines for rental commitments for Dillon residents and Town employees.
  - If plots are still available after this deadline, open up rental opportunities to Dillon Valley, Summit Cove, Keystone, and Montezuma residents and establish another deadline for rental commitments.
  - If plots are still available after this deadline, open up rental opportunities to Silverthorne, Frisco, Breckenridge, and unincorporated Summit County residents for rental commitments.
  - Eight (8) additional interested wait list renters from the Town of Silverthorne Community Gardens will also be contacted if additional garden beds are available.
- Verify signed contracts and express expectations and responsibilities at a community garden social.
- Form a Community Garden Board and establish roles, responsibilities, and expectations of the board.

### June 2018 (earlier if snow melts) – early October 2018

- Install garden beds.
- Install water service. (Utility work funded as a part of 2018 Town Park Master Plan Improvements)
- Delivery of topsoil and filling of garden beds.
- Verify all garden beds are planted by mid-June
- Install tool shed to house shovels, rakes, hoes, trowels, and miscellaneous garden tools for community use.

## BUDGET IMPACT:

Item	Cost	In-Kind	Source of Income
Lot Preparation		\$ 500.00	TOD
Installation		\$10,000.00	TOD
Water Service		\$ 7,000.00	Town Park Master Plan
Irrigation System	\$1,000.00		Private/Business
Crusher Fines	\$1,500.00		Private/Business
Landscape Supplies	\$2,000.00		Private/Business
Lumber & Materials	\$4,000.00		Private/Business
Tool Shed	\$2,000.00		Private/Business

Topsoil	\$1,500.00		Private/Business
Fence	\$1,500.00		Private/Business
Garden Tools	\$ 500.00		Private/Business
Total Estimated Project Cost:	<b>\$ 14,000.00</b>		
HEAL Grant:	-\$ 4,000.00		
Private Donation	-\$10,000.00		
<b>Balance:</b>	<b>\$0.00</b>		

Staff is prepared to contact a number of local businesses soliciting in kind services and/or goods in exchange for sponsorship of our gardens.

**DEPARTMENT HEADS RESPONSIBLE:**

Scott O'Brien, Public Works Director

**QUESTIONS/INFORMATION REQUESTED FROM COUNCIL:**

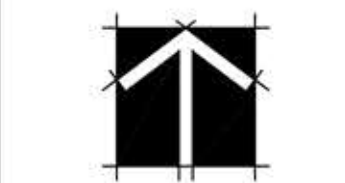
- Does Council support a Community Garden Concept?
- Is there enough long-term interest from the community?
- What are the ongoing costs to the town for the garden?
- Does council agree that the Community Garden is complimentary to the Town Park Master Plan?



**Dillon Town Park Community Garden**  
 Dillon, Colorado

15 November 2017

Title: **SITE PLAN**



Scale: **1" = 10'**

Sheet:

**L1**  
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