

3-24-15

ORDINANCE NO. 29687

An ordinance amending Chapter 51, "Dallas Development Code: Ordinance No. 10962, as amended," and Chapter 51A, "Dallas Development Code: Ordinance No. 19455, as amended," of the Dallas City Code by amending Sections 51-4.215 and 51A-4.201; renaming community gardens to urban gardens; providing new regulations for urban gardens; providing a penalty not to exceed \$2,000; providing a saving clause; providing a severability clause; and providing an effective date.

WHEREAS, the city plan commission and the city council, in accordance with the Charter of the City of Dallas, the state law, and the ordinances of the City of Dallas, have given the required notices and have held the required public hearings regarding this amendment to the Dallas City Code; Now, Therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Subparagraph (A), "Definitions," of Paragraph (1), "Farm or Ranch," of Section 51-4.215, "Animal Related Uses," of Division 51-4.200, "Use Regulations," of Article IV, "Zoning Regulations," of Chapter 51, "Dallas Development Code: Ordinance No. 10962, as amended," of the Dallas City Code is amended to read as follows:

"(A) Definitions:

(i) AQUACULTURE means the cultivation, maintenance, and harvesting of aquatic species.

(ii) AQUAPONICS means the combination of aquaculture (fish) and hydroponics (plants) to grow food crops or ornamental crops and aquatic species together in a recirculating system without discharge or exchange of water.

(iii) BED COVER means a hoop-house, shade structure, or similar structure located above a planting bed to assist with the growing or shading of food crops or ornamental crops.

(iv) COMMUNITY GARDEN means an URBAN GARDEN as that use is defined in this subparagraph. Except in those Chapter 51P articles where community garden is specifically defined, any reference to community garden in Chapter 51P is a reference to an urban garden in this subparagraph.

(v) FARM OR RANCH means an area which is used for growing farm products or keeping farm poultry and farm livestock.

(vi) URBAN [COMMUNITY] GARDEN means an area [of land] managed and maintained [by a group of individuals] to grow and harvest food crops and/or ornamental crops for personal or group use, consumption, sale, or donation. Urban [Community] gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.

~~[(ii) FARM OR RANCH means an area which is used for growing farm products or keeping farm poultry and farm livestock.]”~~

SECTION 2. That Romanette (i) of Subparagraph (C), “Required Off-Street Parking,” of Paragraph (1), “Farm or Ranch,” of Section 51-4.215, “Animal Related Uses,” of Division 51-4.200, “Use Regulations,” of Article IV, “Zoning Regulations,” of Chapter 51, “Dallas Development Code: Ordinance No. 10962, as amended,” of the Dallas City Code is amended to read as follows:

“(i) For an urban [community] garden, except as otherwise provided in this Subparagraph, off-street parking is not required [none]. For an urban garden in non-residential districts that allows on-site sales, one off-street parking space is required for every 200 square feet of sales area with a minimum two off-street parking spaces provided.”

SECTION 3. That Subparagraph (E), “Additional Provisions for Community Gardens,” of Paragraph (1), “Farm or Ranch,” of Section 51-4.215, “Animal Related Uses,” of Division 51-4.200, “Use Regulations,” of Article IV, “Zoning Regulations,” of Chapter 51, “Dallas Development Code: Ordinance No. 10962, as amended,” of the Dallas City Code is amended to read as follows:

“(E) Additional provisions for urban [community] gardens:

(i) An urban [community] garden must comply with the regulations for the zoning district in which the urban [community] garden is located.

(ii) Aquaponics, aquaculture, and the raising of chickens are permitted. All other animal grazing and animal production are prohibited.

(iii) For an urban [community] garden in a residential district, the combined floor area of structures may not exceed 10 percent of the lot, with no single structure exceeding 200 square feet in floor area [and must be erected in the rear 30 percent of the lot]. Structures that assist in the growing of vegetation, such as bed covers and raised planting beds, are not included in floor area calculations. Structures must comply with yard, lot, and space regulations for the district.

(iv) For an urban [community] garden in a residential district, [signage is limited to] one single, non-illuminated, flat sign of no more than six square feet must be provided. The sign must contain the phone number of an emergency contact person for the urban garden. If animals are present in the urban garden, the sign must also contain the contact information for Dallas 311 city services. In residential districts, no other signage is permitted.

(v) Each bed cover may only cover one planting bed.

(vi) Except as provided in this subparagraph, maximum height of a bed cover is four feet from the growing surface or eight feet, measured from grade, whichever is less. Within the required front yard, maximum height of a bed cover is four feet, measured from grade.

(vii) The on-site sale of food crops, ornamental crops, and eggs produced at the urban garden is allowed only in non-residential districts. No other items may be sold.”

SECTION 4. That Subparagraph (B), “Districts Permitted,” of Paragraph (1), “Animal Production,” of Section 51A-4.201, “Agricultural Uses,” of Division 51A-4.200, “Use Regulations,” of Article IV, “Zoning Regulations,” of Chapter 51A, “Dallas Development Code: Ordinance No. 19455, as amended,” of the Dallas City Code is amended to read as follows:

“(B) Districts permitted: By right in the A(A) district. By SUP only in non-residential districts.”

SECTION 5. That Romanette (i) of Subparagraph (E), “Additional Provisions,” of Paragraph (1), “Animal Production,” of Section 51A-4.201, “Agricultural Uses,” of Division 51A-4.200, “Use Regulations” of Article IV, “Zoning Regulations,” of Chapter 51A, “Dallas Development Code: Ordinance No. 19455, as amended,” of the Dallas City Code is amended to read as follows:

“(i) In an A(A) district, a [A] person shall not operate this use upon an area less than three acres. In non-residential districts, no minimum acreage is required.”

SECTION 6. That Subparagraph (A), “Definitions,” of Paragraph (3), “Crop Production,” of Section 51A-4.201, “Agricultural Uses,” of Division 51A-4.200, “Use Regulations,” of Article IV, “Zoning Regulations,” of Chapter 51A, “Dallas Development Code: Ordinance No. 19455, as amended,” of the Dallas City Code is amended to read as follows:

“(A) Definitions. In this paragraph:

(i) AQUACULTURE means the cultivation, maintenance, and harvesting of aquatic species.

(ii) AQUAPONICS means the combination of aquaculture (fish) and hydroponics (plants) to grow food crops or ornamental crops and aquatic species together in a recirculating system without discharge or exchange of water.

(iii) BED COVER means a hoop-house, shade structure, or similar structure located above a planting bed to assist with the growing or shading of food crops or ornamental crops.

(iv) COMMUNITY GARDEN means an URBAN GARDEN as that use is defined in this subparagraph. Except in those Chapter 51P articles where community garden is specifically defined, any reference to community garden in Chapter 51P is a reference to an urban garden in this subparagraph.

(v) FARM OR RANCH means an area which is used for growing farm products or keeping farm poultry and farm livestock.

(vi) URBAN [~~COMMUNITY~~] GARDEN means an area [~~of land~~] managed and maintained [~~by a group of individuals~~] to grow and harvest food crops and/or ornamental crops for personal or group use, consumption, sale, or donation. Urban [~~Community~~] gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.

~~[(ii) FARM OR RANCH means an area which is used for growing farm products or keeping farm poultry and farm livestock.]”~~

SECTION 7. That Subparagraph (C), “Required Off-Street Parking,” of Paragraph (3), “Crop Production,” of Section 51A-4.201, “Agricultural Uses,” of Division 51A-4.200, “Use Regulations,” of Article IV, “Zoning Regulations,” of Chapter 51A, “Dallas Development Code: Ordinance No. 19455, as amended,” of the Dallas City Code is amended to read as follows:

“(C) Required off-street parking: Except as otherwise provided in this subparagraph, off-street parking is not required. For an urban garden in non-residential districts that allows on-site sales, one off-street parking space is required for every 200 square feet of sales area with a minimum two off-street parking spaces provided. [~~None.~~]”

SECTION 8. That Subparagraph (E), “Additional Provisions for Community Gardens,” of Paragraph (3), “Crop Production,” of Section 51A-4.201, “Agricultural Uses,” of Division 51A-4.200, “Use Regulations,” of Article IV, “Zoning Regulations,” of Chapter 51A, “Dallas Development Code: Ordinance No. 19455, as amended,” of the Dallas City Code is amended to read as follows:

“(E) Additional provisions for urban [~~community~~] gardens:

(i) An urban [~~community~~] garden must comply with the regulations for the zoning district in which the urban [~~community~~] garden is located.

(ii) Aquaponics, aquaculture, and the raising of chickens are permitted. All other a[A]nimal grazing and animal production are prohibited.

(iii) For an urban [community] garden in a residential district, the combined floor area of structures may not exceed 10 percent of the lot, with no single structure exceeding 200 square feet in floor area [and must be erected in the rear 30 percent of the lot]. Structures that assist in the growing of vegetation, such as bed covers and raised planting beds, are not included in floor area calculations. Structures must comply with yard, lot, and space regulations for the district.

(iv) For an urban [community] garden in a residential district, [signage is limited to] one single, non-illuminated, flat sign of no more than six square feet must be provided. The sign must contain the phone number of an emergency contact person for the urban garden. If animals are present in the urban garden, the sign must also contain the contact information for Dallas 311 city services. In residential districts, no other signage is permitted.

(v) Each bed cover may only cover one planting bed.

(vi) Except as provided in this subparagraph, maximum height of a bed cover is four feet from the growing surface or eight feet, measured from grade, whichever is less. Within the required front yard, maximum height of a bed cover is four feet, measured from grade.

(vii) The on-site sale of food crops, ornamental crops, and eggs produced at the urban garden is allowed only in non-residential districts. No other items may be sold.”

SECTION 9. That the director of sustainable development and construction shall revise the use charts to reflect the change in use regulations made by this ordinance, and shall provide these charts for publication in the Dallas Development Code.

SECTION 10. That a person violating a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$2,000.

SECTION 11. That Chapters 51 and 51A of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 12. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 13. That this ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

WARREN M.S. ERNST, City Attorney

By 
Assistant City Attorney

Passed **MAR 25 2015**



PROOF OF PUBLICATION – LEGAL ADVERTISING

The legal advertisement required for the noted ordinance was published in the Dallas Morning News, the official newspaper of the city, as required by law, and the Dallas City Charter, Chapter XVIII, Section 7.

DATE ADOPTED BY CITY COUNCIL MAR 25 2015

ORDINANCE NUMBER 29687

DATE PUBLISHED MAR 28 2015

ATTESTED BY:

A handwritten signature in cursive script, appearing to read "Rose C. Sims".

3-20-15

ORDINANCE NO. 29688

An ordinance amending Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code, as amended, by amending Section 301; allowing certain structures on lots with urban gardens to be exempt from building permits; providing a penalty not to exceed \$2,000; providing a saving clause; providing a severability clause; and providing an effective date.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Paragraph 301.2.1, “Building,” of Subsection 301.2, “Defenses,” of Section 301, “Permits,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended by adding Item 34 to read as follows:

“34. Erection of structures used as tool and storage sheds that do not exceed 200 square feet, raised planting beds, bed covers, and similar structures that are located on property with an urban garden use as defined in the Dallas Development Code.”

SECTION 2. That a person violating a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$2,000.

SECTION 3. That Chapter 52 of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 4. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 5. That this ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

WARREN M.S. ERNST, City Attorney

By 
Assistant City Attorney

Passed **MAR 25 2015**



PROOF OF PUBLICATION – LEGAL ADVERTISING

The legal advertisement required for the noted ordinance was published in the Dallas Morning News, the official newspaper of the city, as required by law, and the Dallas City Charter, Chapter XVIII, Section 7.

DATE ADOPTED BY CITY COUNCIL MAR 25 2015

ORDINANCE NUMBER 29688

DATE PUBLISHED MAR 28 2015

ATTESTED BY:

A handwritten signature in cursive script, appearing to read "Rose G. Sims".

3-25-15

ORDINANCE NO. 29691

An ordinance amending Chapter 29A, "Neighborhood Farmers Markets," of the Dallas City Code by amending Sections 29A-5, 29A-6, 29A-8, and 29A-11; increasing application fees; allowing an applicant to apply for more than one neighborhood farmers market annually; allowing 40 neighborhood farmers markets at each location annually; allowing 70 vendors at each neighborhood farmers market; allowing stalls to be a maximum 10 feet by 15 feet; providing a penalty not to exceed \$500; providing a saving clause; providing a severability clause; and providing an effective date.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Subsection (a) of Section 29A-5, "Application; Issuance," of Article II, "Neighborhood Farmers Markets Permits," of Chapter 29A, "Neighborhood Farmers Markets," of the Dallas City Code is amended to read as follows:

"(a) A person desiring to hold a neighborhood farmers market shall apply for a neighborhood farmers market permit by filing with the director a written application upon a form provided for that purpose. [~~Only one permit for a neighborhood farmers market will be issued to the same applicant within a calendar year, and that permit will only allow the market to be operated at the single location designated in the permit application.~~] Each application must be accompanied by the required application fee. An application must be filed not less than 30 days before the neighborhood farmers market is to begin. The director may waive the 30-day filing requirement if the application can be processed in less than 30 days, taking into consideration the number and types of permits required to be issued in conjunction with the neighborhood farmers market."

SECTION 2. That Subsection (e) of Section 29A-5, "Application; Issuance," of Article II, "Neighborhood Farmers Markets Permits," of Chapter 29A, "Neighborhood Farmers Markets," of the Dallas City Code is amended to read as follows:

“(e) After reviewing the application and comments, the director shall issue the neighborhood farmers market permit unless denial is required by Section 29A-8. A neighborhood farmers market permit expires one year after issuance [~~January 1 of each year~~] and may be renewed by applying in accordance with this section.”

SECTION 3. That Paragraph (1) of Section 29A-6, “Fees,” of Article II, “Neighborhood Farmers Markets Permits,” of Chapter 29A, “Neighborhood Farmers Markets,” of the Dallas City Code is amended to read as follows:

“SEC. 29A-6. FEES.

An applicant for a neighborhood farmers market permit shall pay the following fees to conduct the market:

(1) A nonrefundable application fee of:

(A) \$250 [~~\$200~~] for a neighborhood farmers market in which the estimated number of vendors does not exceed 35 [~~25~~];

(B) \$350 [~~\$300~~] for a neighborhood farmers market in which the estimated number of vendors is more than 35 [~~25~~] but does not exceed 70 [~~50~~]; or

(C) \$400 for the Dallas Farmers Market.

(2) All fees for permits and licenses required by other city ordinances to conduct specific activities in conjunction with or as part of the neighborhood farmers market.”

SECTION 4. That Subsection (a) of Section 29A-8, “Denial or Revocation,” of Article II, “Neighborhood Farmers Markets Permits,” of Chapter 29A, “Neighborhood Farmers Markets,” of the Dallas City Code is amended to read as follows:

(a) The director shall deny a neighborhood farmers market permit if:

(1) a neighborhood farmers market permit has been previously granted in the calendar year to another neighborhood farmers market that is located within one mile of the proposed market and has the same or overlapping operating dates and times as the proposed market, except that this restriction does not apply when the proposed market is the Dallas Farmers Market;

(2) the proposed neighborhood farmers market will unreasonably disrupt the orderly flow of traffic, and no reasonable means of rerouting traffic or otherwise meeting traffic needs is available;

- (3) the applicant fails to adequately provide for:
- (A) the protection of the vendors and attendees at the neighborhood farmers market;
 - (B) maintenance of public order in and around the neighborhood farmers market location;
 - (C) crowd security, taking into consideration the size of the market; or
 - (D) emergency vehicle access.
- (4) the applicant fails to comply with or the proposed neighborhood farmers market will violate a city ordinance or other applicable law, unless the prohibited conduct or activity would be allowed under this chapter;
- (5) the applicant makes a false statement of material fact on an application for a neighborhood farmers market permit or fails to properly complete an application for a neighborhood farmers market permit;
- (6) the applicant fails to provide proof that the applicant possesses or is able to obtain a license or permit required by another city ordinance or other applicable law for the conduct of all activities included as part of the neighborhood farmers market;
- (7) the applicant has had a neighborhood farmers market permit revoked within the preceding 14 months;
- (8) the applicant or a vendor at the applicant's market has committed, within the preceding 14 months, two or more violations of a provision of a neighborhood farmers market permit or this chapter;
- (9) the applicant fails to pay any outstanding fees assessed under Section 29A-6 of this chapter for the proposed neighborhood farmers market or for a past neighborhood farmers market;
- (10) ~~[the applicant has conducted or sponsored another neighborhood farmers market during the same calendar year in which the proposed neighborhood farmers market is to be held, except that this restriction does not apply to the Dallas Farmers Market;~~
- (11) a neighborhood farmers market has been conducted at the location of the proposed neighborhood farmers market on at least 40 [28] days during the same calendar year in which the proposed market is to be conducted, except that this restriction does not apply to the Dallas Farmers Market;

(~~11~~[~~12~~]) the chief of the police department, the chief of the fire-rescue department, or the director determines that the neighborhood farmers market would pose a serious threat to the public health, safety, or welfare;

(~~12~~[~~13~~]) the applicant or any other person responsible for the conduct or sponsorship of the neighborhood farmers market is overdue in payment to the city of taxes, fees, fines, or penalties assessed against or imposed upon the applicant or other person;

(~~13~~[~~14~~]) the applicant has a history of conducting or sponsoring a neighborhood farmers market in a disorderly, unsafe, unsanitary, or fiscally irresponsible manner; or

(~~14~~[~~15~~]) the applicant, if it is a corporation, fails to provide copies of a current certificate of account status and current certificate of existence as required by Section 29A-5(b)(10).”

SECTION 5. That Subsection (a) of Section 29A-11, “Operation of a Neighborhood Farmers Market,” of Article III, “Miscellaneous Provisions,” of Chapter 29A, “Neighborhood Farmers Markets,” of the Dallas City Code is amended to read as follows:

“(a) A neighborhood farmers market may not be operated more than ~~40~~ [~~28~~] days at the same location in a calendar year and may not be operated on consecutive days.”

SECTION 6. That Subsection (d) of Section 29A-11, “Operation of a Neighborhood Farmers Market,” of Article III, “Miscellaneous Provisions,” of Chapter 29A, “Neighborhood Farmers Markets,” of the Dallas City Code is amended to read as follows:

“(d) No more than ~~70~~ [~~50~~] vendors may participate in a neighborhood farmers market. Each stall area used by a vendor may not exceed 10 feet by ~~15~~ [~~10~~] feet.”

SECTION 7. That application fees for neighborhood farmers markets at new locations are waived until March 25, 2016. A new location is one where a neighborhood farmers market permit has never before been issued.

SECTION 8. That a person violating a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$500.


SECTION 9. That Chapter 29A of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 10. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 11. That this ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

WARREN M.S. ERNST, City Attorney

By 
Assistant City Attorney

Passed **MAR 25 2015**



PROOF OF PUBLICATION – LEGAL ADVERTISING

The legal advertisement required for the noted ordinance was published in the Dallas Morning News, the official newspaper of the city, as required by law, and the Dallas City Charter, Chapter XVIII, Section 7.

DATE ADOPTED BY CITY COUNCIL MAR 25 2015

ORDINANCE NUMBER 29691

DATE PUBLISHED MAR 28 2015

ATTESTED BY:

A handwritten signature in cursive script, appearing to read "Rose A. Sims".

WHEREAS, the City of Dallas is committed to creating a sustainable community for generations to come; and

WHEREAS, community health and wellness are necessary to keep Dallas thriving with a strong workforce, healthy families, and quality of life; and

WHEREAS, enhancing community food production through sustainable food system planning supports families, local businesses, and the environment; and

WHEREAS, urban gardens produce and provide access to fresh local produce and plants, create jobs in the form of satisfying labor, promote economic vibrancy through sales, and provide educational and recreational opportunities to Dallas residents; and

WHEREAS, urban gardens beautify neighborhoods, reduce crime, restore underutilized property, and provide a sense of community and connection to the environment; and

WHEREAS, the City of Dallas recognizes the need to conserve and protect natural resources including the restoration and preservation of healthy topsoil and the conservation of precious water resources; and

WHEREAS, the City of Dallas established a fund to accept donations for the Community Garden Donation Fund to encourage and support organic gardening, food donation, and water conservation practices, such as drip irrigation and rain water harvesting;

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. That the City Manager is authorized to establish appropriations in the Community Garden Donation Fund 0894 Dept MGT Unit 1294 Object 3099 in an amount not to exceed \$9,502.00.

Section 2. That the City Manager, or his designee, is authorized to set guidelines and an application process to encourage and support the creation or expansion of community gardens, with emphasis on organic growing methods, food donation and water conservation practices, such as drip irrigation and rain water harvesting.

Section 3. That the Chief Financial Officer is authorized to disburse funds from the Community Garden Donation Fund to approved applicants in a total amount not to exceed \$9,502.00 from Fund 0894, Dept. MGT, Unit 1294, Obj. 3099.

Section 4. That the appropriation of funds and grant from the fund shall be made available to any resident of the City of Dallas, meeting the required criteria, for the purpose of creating a community garden or expanding an existing community garden with emphasis on organic growing methods, food donation, and the use of rain water harvesting and drip irrigation.

Section 5. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

APPROVED BY
CITY COUNCIL

MAR 25 2015

Lucas A. Dier
City Secretary

**CITY OF DALLAS
COMMUNITY GARDEN GRANT FUND**

PROGRAM GUIDELINES

APPLICATION SUBMISSION OPENS

April 22, 2015

APPLICATION DEADLINE

May 29, 2015

For more information, please call the Office of Environmental Quality at 214-670-1200 or visit our website at www.greendallas.net

City of Dallas Community Garden Grant Guidelines

The City of Dallas is committed to enhancing the vitality and quality of life for all in the Dallas community and to providing a sustainable community with a clean, healthy environment.

The Office of Environmental Quality recognizes community gardens as a valuable asset for strengthening communities, increasing access to nutritious food, diminishing food deserts, providing recreation and leisure to residents, and improving individual and community health and well-being.

I. Background

A community garden is defined as an area of land managed and maintained by a group of individuals to grow and harvest food crops and/or ornamental crops for personal or group use, consumption, or donation. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.

II. Purpose

To assist those within the community that are seeking to begin or expand a community garden for the benefit of themselves and others by making available, through competitive grants, monies donated to the community garden grant fund for the creation or expansion of community gardens using organic growing methods, water conservation measures such as rain water harvesting and drip irrigation, and donation of produce to local food charities.

III. Grant Amounts

- a. Grants will range in size, depending upon the project approved. All projects must be pre-approved.
- b. Eligible expenses for which awarded grant funds may be used include materials to build garden beds (wood, rock, etc.), garden bedding materials (organic soils, mulch, compost, etc.), planting materials, organic garden supplies, rain barrels and other rain water harvesting systems, and drip irrigation systems. Water infrastructure, such as water meter, water lines and provision of water by the city is not included in the grant funding.

IV. Eligibility / Who Can Apply

- a. Any group of residents of the City of Dallas, meeting the required criteria, may apply for a grant to create a community garden or expand an existing garden located in the City of Dallas that will:
 - i. Use organic growing methods; and/or
 - ii. Use rain water harvesting and drip irrigation.
- b. An effort will be made to distribute the funds across multiple council districts provided that qualified applications are received.

V. Program Requirements

- a. The community garden must be located within the City of Dallas.
- b. The garden group must be organized and the gardening project must be planned prior to submitting a grant application.
- c. Garden groups applying for funds must commit to the operation of a community garden of a term of no less than 3 years from the date of award.
- d. Garden groups applying for funds must have written documentation of authority to operate a community garden on the designated garden parcel for a term of no less than 3 years from the date of award.
- e. Funding shall be provided as a one-time opportunity.
- f. Grant funding shall not exceed \$1,000 for gardens on less than $\frac{1}{4}$ acre or \$2,000 for gardens on more than $\frac{1}{4}$ acre.
- g. Funding must be matched by in-kind professional or labor services, equipment or monetary donations.
- h. Grants cannot be used for improving private property outside of the creation of a community garden accessible to the community.
- i. Ineligible projects include tree removal, play equipment, overhead costs (office supplies, phone bills, etc.), fountains, decorative structures, larger equipment, such as riding lawnmowers, and requests from individual property owners on their own behalf.
- j. Seventy-five percent of the community garden must be vegetables, fruits, or herbs.
- k. Grant recipients will not limit garden participation with regard to race, color, creed, national origin, age, sexual orientation, gender or religious affiliation.
- l. In support of organic gardening techniques, funding cannot be used to purchase synthetic chemicals such as pesticides, herbicides and fertilizers.
- m. Community gardens established within the City of Dallas must adhere to water restrictions and urban or community garden rules per City Ordinance.
- n. No illegal plants/substances shall be grown in the community garden.

VI. Application Instructions

1. A completed Application on the attached form must be submitted no later than May 29, 2015 for consideration.

2. A short Plan Proposal must be submitted to enhance the information provided on the Application. Please provide the following additional written information for consideration by the grant review committee:

Section 1. Community Needs

Explain why you chose this project, the needs of your community, history of the neighborhood and what you are trying to change. What will be some of the challenges?

Total Value: 20 points

Section 2. Project/Program Idea Description

Describe in detail the project your team is proposing. Who will benefit from the project? Explain the steps you will take to make the project successful. This section helps the City visualize the project's potential for completion within the grant period.

Total Value: 36 points

Section 3. Planning for Community Involvement

What community organizations are participating in your project? What is your plan for involving others in the community, such as residents, churches, businesses, schools, libraries, non-profits or others?

What are the resources (people, time, materials) that will be provided by the community? How will the project be continued by the community beyond the grant period?

Total Value: 28 points

Section 4. Project and Outreach Plans

Explain your overall budget, what expenses will be charged to the project? What materials and services will be donated? Professional service time (landscape architect, attorney, etc.) may count in-kind donation at \$50/hour in this project. What do you project to spend in this effort on materials and supplies? How will you provide community outreach and involvement?

Total Value: 22 points

Please note: The City of Dallas reserves the right to automatically reject any project submitted that will result in a conflict with City services, goes against the vision and/or mission of the organization, or is deemed or otherwise unacceptable.

Community Garden Donation Fund Application Criteria Ranking

Section 1: Community Needs	(20 points maximum)
<i>Is the proposed/existing garden...</i>	
...in a food desert?	4 points
http://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas.aspx	
...in a CDBG eligible census tract?	4 points
http://dallascityhall.com/departments/officefinancialservices/communitydevelopment/DCH%20Documents/CDBGEligibleAreas.pdf	
...in an Enterprise Zone?	4 points
http://www.dallas-ecodev.org/wp-content/uploads/2012/04/EntZones.pdf	
...in a NIP census tract?	4 points
http://dallascityhall.com/departments/housingcommunityservices/Pages/NeighborhoodPlanningDevelopmentDivision.aspx	
...in an apartment complex?	4 points
...not in an apartment complex but within 1 mile of one?	2 points
Section 2: Project/Program Idea Description	(36 points maximum)
<i>Will the proposal...</i>	
...add plots to an existing garden...	
...increasing growing area by 25%-50%?	10 points
...increasing growing area over 50%?	20 points
-OR-	
...create a new garden with at least...	
...10 plots creating ≥ 320 sf of growing area?	10 points
...15 plots creating ≥ 480 sf of growing area?	15 points
...20 plots creating ≥ 640 sf of growing area?	20 points
<i>Will the proposal...</i>	
...use water conservation practices by...	
...installing a drip irrigation system?	5 points
...installing a rain collection and storage system?	6 points
<i>Will the garden be used for...</i>	
...year round food production?	5 points
...one season of food production plus one season of flowers?	2 points
Section 3: Planning for Community Involvement	(28 points maximum)
<i>Has the applicant provided documentation of a partnership for the term of the grant with...</i>	
...a CHDO (Community Housing Development Organization)?	4 points
http://dallascityhall.com/departments/housingcommunityservices/DCH%20Documents/2014-15%20Certified%20CHDO%20List%20copy%20March%206%202015.pdf	
...a school, church or library?	4 points
...a HOA/NA?	4 points
...a local business?	4 points
...another type of non-profit organization?	4 points

Has the garden provided commitments to the garden from...

- | | |
|---|-----------|
| ...1 - 4 unique users from within 1 mile of garden each with plot(s)? | 2 points* |
| ...5 - 9 unique users from within 1 mile of garden each with plots? | 4 points* |
| ...10 or more unique users from within 1 mile of garden each with plots? | 6 points* |
| *If all unique users are from an apartment complex within 1 mile of garden, points double | |

USERS: May be individuals from different addresses or a group, such as from a HOA/Scout Troop/School, etc.

COMMITMENTS: letters of agreement committing the signatories to the garden for three years from the award date

Section 4: Project and Outreach Plans

(16 points maximum)

Has the applicant provided/attached...

- | | |
|--|-----------|
| ...commitments to provide community outreach/involvement in the form of... | |
| ...annual neighborhood tour/ picnic/event at harvest time to educate the neighborhood on the value of gardening or sustainability? | 2 points |
| ...agreements to teach the value of gardening at a school? | 2 points |
| ...hosting field trips from schools at the garden to teach? | 2 points |
| ...donating at least 20% of the produced food to a food bank? | 10 points |

Applicants must provide documentation they meet program requirements. Applications must include a full detailed line-item budget listing anticipated costs for equipment and a full detailed plan including sketches or pictures. Applicant agrees to serve as responsible party for the garden, including any violations, complaints, or addressing nuisances.

Audits will be conducted at least annually by City of Dallas staff.

Garden must remain in compliance with existing City code for full duration of grant award.

Garden must document continuation of program requirements (including organic gardening practices, amounts donated to local food bank, maintenance of water conserving practices) for duration of grant award and provide this documentation upon request to City staff.

Awardees must register as a City of Dallas vendor.

City of Dallas reserves the right to award less than sought amount at its discretion.

Once awardees have been notified of award, they must submit original receipts requesting reimbursement and Vendor Number to the City of Dallas, Office of Environmental Quality, 1500 Marilla Street, Room 7AN, Dallas, TX 75201 Attn: Community Garden Grant Fund Program.

Reimbursements will be issued electronically. Any funds not requested for reimbursement within 120 days of award shall be forfeited and returned to the Community Garden Grant Fund for future grants.