Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of Summit City, a Sustainable Jersey silver certified applicant.

Summit City was certified on October 10, 2014 with 475 points. Listed below is information regarding Summit City's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey contact for Summit City is:

Name:	PAUL CASCAIS
Title/Position:	DIRECTOR / COMMUNITY SERVICES
Address:	512 SPRINGFIELD AVENUE SUMMIT, NJ 07901
Phone:	908-277-9431

Actions Implemented

Each approved action and supporting documentation for which Summit City was approved for in 2014 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

Arts & Creative Culture

Establish a Creative Team

10 Points

Program Summary: A new Creative Arts Committee was established in May, 2014. Summit has a rich arts culture, but there is no central site where people can see what is available in Summit, so this SJ action inspired us to start working on a Creative Assets Inventory for the "Arts" section of the City of Summit website. The committee includes designated members as required, but we have had several other people express an interest in working on the committee in reponse to our press release. They will be invited to a second meeting in June. The minutes/report from the first meeting is uploaded. "Must Revise" documentation uploaded.

PDF: ESTABLISH A CREATIVE TEAM DOCUMENTATION

PDF: "MUST REVISE" CLARIFICATION DOCUMENT

Creative Assets Inventory

10 Points

Program Summary: The Creative Arts Committee has begun compiling a Creative Assets Inventory, and has made some good headway. A narrative and an Excel document are uploaded with details. "Must revise" documentation uploaded.

PDF: CREATIVE ASSETS INVENTORY NARRATIVE

EXCEL: CREATIVE ASSETS INVENTORY DOCUMENTATION

PDF: "MUST REVISE" DOCUMENTATION

Community Partnership & Outreach

Create Green Team

10 Points

Bronze Required

Program Summary: The City of Summit has merged the Sustainability Advisory Committee into the Environmental Commission for more efficient work. Documentation is uploaded as well as a list of EC/Green Team members and a summary of activities. A letter from the mayor of Summit attesting to the Green Team's work and her support for Summit's Sustainable Jersey recertification is uploaded as well.

PDF: CREATE GREEN TEAM NARRATIVE
PDF: RESOLUTION ESTABLISHING SAC
PDF: RESOLUTION ESTAB EC AS GREEN TEAM
PDF: LETTER OF SUPPORT FROM MAYOR

Community Education & Outreach

10 Points

Program Summary: Each year, the City of Summit Environmental Commission (EC) promotes environmental initiatives through a number of communications outlets: 1. Social Media 2. Press releases, articles and flyers 3. City of Summit communications 4. Presentations and community events

PDF: COMMUNITY EDUCATION AND OUTREACH DOCUMENTATION
PDF: FACEBOOK POSTS
PDF: FLYERS
PDF: EC POWERPOINT

Food

Farmers Markets

10 Points

Program Summary: Attached are details regarding Summit’s Farmers Market for 2014.

PDF: FARMERS MARKETS DOCUMENTATION

Community Gardens

10 Points

Program Summary: Summit's community garden was established in 2013 as part of the ACHIEVE initiative. (Healthier Communities points are submitted for Mayors Wellness Campaign.) Highly successful in 2013, the garden is up and running this spring as well, with City support.

PDF: COMMUNITY GARDEN NARRATIVE
PDF: ASSESSMENT
PDF: GARDEN APPLICATION AND FLYERS

Green Design

Green Building Policy/Resolution

5 Points

Program Summary: Attached is the City of Summit resolution that supports green building practices. All resolutions are distributed to the City of Summit staff vis a vis the internal FTP server.

PDF: RESOLUTION

PDF: FTP SERVER

Site Plan Green Design Standards

20 Points

Program Summary: The City of Summit has implemented two ordinances in the last year addressing ‘green standards’ in building design. Attached are the details.

PDF: NARRATIVE

Upgrade/Retrofit-Light Pollution

10 Points

Program Summary: Summit's ordinance on lighting and light pollution is uploaded below.

PDF: UPGRADE/RETROFIT-LIGHT POLLUTION DOCUMENTATION

Health & Wellness

Building Healthier Communities

20 Points

Program Summary: Summit is still a part of the Mayors Wellness Campaign. Summit's impressive Depaprtment of Community Programs offeres a broad range of recreational programs, among which are programs specifically for children, seniors, and employees. In addition to the programs, there are many well-used open spaces in Summit, from small parks to playing fields, from woods with walking trails to parks with tennis courts and playgrounds.

PDF: BUILDING HEALTHIER COMMUNITIES DOCUMENTATION

PDF: FLYERS

Innovative Projects

Innovative Community Project 3

10 Points

Program Summary: Summit will be completing in June a revitalization of a downtown space called The Promenade Park. A pocket park in the heart of Summit that had fallen into disrepair, the Park's revitalization brings natural beauty into an urban setting, creates a multi-purpose space for varied uses, and stimulates the local economy by providing a relaxing and beautiful setting for shoppers and business employees. The Park renovation's fundraising, design and construction were a true collaborative effort among the City, businesses, non-profits and volunteers. The uploaded narrative provides more detail. An extra project is also uploaded since Summit does a number of things and there is no separate space for this. Also a downtown collaborative project, the Village Green Pedestrian Improvement Project was completed in fall, 2013.

PDF: INNOVATIVE COMMUNITY PROJECT 3 -- PROMENADE PARK REVITALIZATION

PDF: INNOVATIVE COMMUNITY PROJECT 3 EXTRA PROJECT -- VILLAGE GREEN PEDESTRIAN IMPROVEMENT

PDF: "MUST REVISE" INNOVATIVE COMMUNITY PROJECT 3 DOCUMENTATION

Innovative Community Project 1

10 Points

Program Summary: The City of Summit implemented a Geographic Information System (G.I.S.) program in 2007 and has on staff a G.I.S. specialist in the Engineering Department. The project allows residents and staff hands-on access to City data. The original data set included basic information such as parcels, City roadways, zoning information, and tax data. Once the initial setup was launched, the City completed an aerial mapping of the entire City which was then integrated with the G.I.S. system. This information included topography (trees, etc.), waterbodies, and buildings. Many layers have been added since then. The full list appears in the uploaded narrative, as well as four sample maps.

PDF: INNOVATIVE COMMUNITY PROJECT 1--GEOGRAPHIC INFORMATION SYSTEM

Innovative Community Project 2

10 Points

Program Summary: On the advice of Teri Jover, whom we were referred to by Samantha McGraw, Summit's recent designation as a Transit Village is the City of Summit's second submission for an innovative project.

PDF: INNOVATIVE COMMUNITY PROJECT 2 (FORMERLY OTHER 2) DOCUMENTATION

Land Use & Transportation

Sustainable Land Use Pledge

10 Points

Bronze Priority Silver Priority

Program Summary: Sumit's original Sustainable Land Use Pledge was based on the model in the Sustainable Jersey Tool Kit and it was developed in conjunction with the City of Summit Environmental Commission and the Buildings and Grounds Committee (which is the Common Council Standing Committee responsible for the Environmental issues within the City and also responsible for all Land Use issues within Summit). All the meetings and discussions were open to the public. The Pledge was presented to members of all three Committees and reviewed. We also ensured that the Land Use Pledge lined up with the Planning Documents of the City. The final step was having the resolution adopted by Common Council, which was done in July of 2009. The Director of Community Services redistributed the Pledge in June of 2014, as required by Sustainable Jersey. Documentation is uploaded.

PDF: PLEDGE

PDF: SUSTAINABLE LAND USE PLEDGE DOCUMENTATION

Local Economies

Green Business Recognition Program

10 Points

Bronze Priority Silver Priority

Program Summary: The City of Summit works to recognize local businesses who contibute to the community. See the uploaded narrative for details. Per reviewer's comments, marketing plan is uploaded.

PDF: GREEN BUSINESS RECOGNITION PROGRAM DOCUMENTATION

PDF: "MUST REVISE" -- GREEN BUSINESS RECOGNITION PROGRAM MARKETING PLAN

Support Local Businesses

10 Points

Program Summary: Summit supports its businesses through material available on the City website under the "Business" tab and through its partnership with businesses in sponsoring City events, where the businesses are well-publicized. The City supports the many special events sponsored by Summit Downtown, Inc. with help managing traffic, street closures, and with a police presence. The City also publicizes downtown events on the its website and Facebook page. Per reviewer's comments, the qualitative assessment has been uploaded.

PDF: SUPPORT LOCAL BUSINESSES NARRATIVE

PDF: 2014 CORPORATE SPONSORSHIP OPPORTUNITIES

PDF: "MUST REVISE" -- QUALITATIVE ASSESSMENT DOCUMENT

Buy Local Campaign

10 Points

Program Summary: Following on the heels of a fresh, updated Think Local First Campaign in 2011, Summit continues to promote local businesses through special and frequent events, press coverage, Facebook and Twitter. The toolkit for merchants prepared in 2011 is still available on the City website and offers information on both green business activites and how to promote business using social media.

PDF: BUY LOCAL CAMPAIGN NARRATIVE

PDF: BUY LOCAL CAMPAIGN ARTICLE LINKS, FLYERS

PDF: THINK LOCAL FIRST REPORT

PDF: THINK LOCAL FIRST TOOLKIT

Natural Resources

Tree Planting Programs

10 Points

Program Summary: The City of Summit has a robust, comprehensive tree planting program. Details are attached, including the 2010 annual tree report.

PDF: DOCUMENTATION

PDF: TREE POLICIES AND PROCEDURES

PDF: SPRING 2011 TREE PLANTING DETA

Community Forestry Management Plan & NJUCF Accreditation

20 Points

Program Summary: The City of Summit adopted a new Community Forestry Management Plan for 2013-2017, uploaded below. Due to an oversight in reporting continuing education hours in 2013, Summit did not receive "approved" status on its 2013 Year-End Community Forestry Status Report. However, the City Forester, John Linson, has sent a letter to Community Forestry Continuing Education reporting the 2013 CEU's (uploaded with year-end report) in order to put Summit back in good standing. Shade Tree Advisory Committee Chairperson Christina Amundson reports that the tree cover goal has not changed since it was last adopted and reported (minutes with resolution uploaded).

PDF: SUMMIT COMMUNITY FORESTRY PLAN

PDF: TREE COVER GOAL MINUTES

PDF: YEAR-END STATUS REPORT WITH DOCS ATTACHED

Tree Maintenance Programs

10 Points

Program Summary: The attached Annual Report includes relevant budget figures and other relevant tree maintenance data. Section 9.1 and following in the City's Community Forestry Management Plan include the City's policies and guidelines for tree maintenance and removal. In addition, the City of Summit has developed and follows tree maintenance and removal criteria (see addendum) for justification of its proactive removal program. With an aging street tree population of Norway Maples, Red Maples and Silver Maples, decline and mortality is a serious concern. While both the public and the City of Summit staff wish to preserve or prolong as many trees as possible, safety issues necessitate tree removals at times. Summit's Tree Protection Ordinance encourages tree replacement and replanting in order to maintain the urban forest. To encourage residents to plant native trees, the Shade Tree Advisory Committee developed and disseminated a list of trees recommended for planting in the City of Summit (Exhibit F to the Community Forestry Management Plan). In addition, the City's Department of Community Services administers a Commemorative Tree Dedication Program (Exhibit D to the Community Forestry Management Plan) that enables residents to participate in continuing the beautification of Summit's urban forest.

PDF: TREE REMOVAL POLICY

PDF: TREE NUISANCE POLICY

PDF: SUMMIT COMMUNITY FORESTRY ANNUAL REPORT

Natural Resource Inventory

20 Points

Bronze Priority Silver Priority

Program Summary: The City of Summit has joined with local community Berkeley Heights and received a Smart Growth Planning Grant of $3,000 from ANJEC to hire the Passaic River Coalition as a consultant to advise on updating the Environmental Resource Inventories (ERIs), both of which are more than three years old. Each of the towns agreed to provide a match of $1,500 as a combination of in-kind and cash. The 2005 NRI/ERI has now been updated.

PDF: RESOLUTION

PDF: NARRATIVE

PDF: NRI/ERI

Water Conservation Education Program

10 Points

Program Summary: The City of Summit used the Summit Farmers Market as the main forum to launch its Water Conservation Education Program. The Department of Community Services feels that this the perfect place to launch the program because the Farmers Market attracts such a large and diversified crowd, most of whom are Summit residents.

PDF: NARRATIVE AND DOCUMENTATION

Environmental Commission

10 Points

Program Summary: The City of Summit's Environmental Commission (EC) has been busy with various projects and with educating the public. See the full report in the uploaded narrative.

PDF: ORDINANCE ESTABLISHING E.C.

PDF: ORDINANCE AMENDMENT FOR E.C.

PDF: ENVIRONMENTAL COMMISSION DOCUMENTATION

PDF: SPRING AND SUMMR GREEN CALENDAR 2014

Open Space Plans

10 Points

Program Summary: The City of Summit adopted a Master Plan in 2000 and a Re-examination Plan in 2006, both of which included sections on Recreation and Open Space. The sections on Open Space and Recreation from both plans are uploaded as separate documents. Also uploaded separately is the information on adoption of the Re-examination Plan. The full 2000 Master Plan is available online at http://www.cityofsummit.org/filestorage/8242/8302/10255/8794/8816/SummitMasterPlan2000.pdf The full 2006 Reexamination Report is available online at http://www.cityofsummit.org/filestorage/8242/8298/8390/8728/Summit_November_2006_Master_Plan_Reexamination_Report_FINAL.pdf.

Current open spaces and fields: http://cityofsummit.org/content/8246/8326/default.aspx

PDF: OSRP SECTION OF 2000 SUMMIT MASTER PLAN

PDF: OSRP SECTION OF 2006 SUMMIT REEXAMINATION REPORT

PDF: OPEN SPACE PLANS DOCUMENTATION

Tree Protection Ordinance

10 Points

Program Summary: In 2006, Summit Common Council approved a new Shade Tree Protection Ordinance aimed especially to protect significant trees on private property and city trees. It was drafted by a new Shade Tree Advisory Committee (STAC), and received broad public discussion prior to approval. The appointment of the STAC was a response to prior difficulties in reaching consensus about an ordinance that addressed trees on private property. This new effort addressed continuing concern from residents when they observed large trees being cut down for development projects in Summit and elsewhere. The ordinance covers city trees as well as private trees. The Shade Tree Ordinance itself is uploaded as a separate file.

PDF: NARRATIVE AND DOCUMENTATION

PDF: ORDINANCE ADOPTION

Operations & Maintenance

Green Grounds & Maintenance Policy

10 Points

Program Summary: On September 7, the City of Summit Common Council passed a Green Initiative Policy Resolution which includes a Grounds and Maintenance policy. It is attached. All resolutions passed in Summit are routinely distributed by the Clerk's office to all department heads and most staff. In addition, the municipal website is currently being revamped and we are temporarily unable to upload any new documents. The policy will be uploaded as soon as the website revamp is complete

PDF: RESOLUTION

Recycled Materials & Composting

10 Points

Program Summary: The City of Summit composts leaves and vegetative material generated at both municipal grounds and the homes of residents during the appropriate seasons at the composting section of the Summit Transfer Station. Residents can drop leaves and vegetative waste at the Transfer Station during its regular hours. During the spring and fall, the City collects leaves and vegetative waste placed in biodegradable paper bags at curbside on regular trash collection days. These collection dates are publicized on the City website and in the local papers. The City also collects, both at curbside and at the Transfer Station, pumpkins placed in biodegradable paper bags during the fall leaf pick up and holiday trees in January. All of these materials are put to beneficial use on City properties as compost, mulch or woodchips and are made available to residents for their use at no charge.

PDF: RECYCLED MATERIALS AND COMPOSTING DOCUMENTATION

Efficient Landscape Design *Retires 12/31/23*

10 Points

Program Summary: The City of Summit currently demonstrates the principles of efficient landscape design (hereafter, “ELD”) at the municipal level and will continue to do so in the future. The attachment outlines three examples of ELD in Summit.

PDF: ELD NARRATIVE

Integrated Pest Management *Retires 12/31/23*

10 Points

Program Summary: The City of Summit is committed to integrated pest management (hereafter “IPM”) and to limiting the amount of potentially harmful pesticides present in the community. Attached are our efforts.

PDF: INTEGRATED PEST MANAGEMENT DOCUMENTATION

Sustainability & Climate Planning

Municipal Carbon Footprint

10 Points

Bronze Priority Silver Priority

Program Summary: A team of three college student interns worked with various departments and groups within City Hall to gather data to calculate the municipal carbon footprint for the City of Summit, an enormous undertaking that sets the baseline for the City to evaluate its efforts at reducing carbon emissions. They presented the results to Common Council. Their work was reported in the local on-line news media, Patch.com. Attached is their work. The emissions calculation worksheet is attached in two formats - excel and PDF.

EXCEL: FOOTPRINT

WORD: NARRATIVE

Community Carbon Footprint

10 Points

Program Summary: Stepping into Summit’s Carbon Footprint: Calculations and Education The Summit community calculated carbon footprints as part of the Action Plan for a Sustainable Summit, which was released in June 2008. This was done in two ways. Individual households were encouraged to calculate their carbon footprints as part of the community outreach in developing the Action Plan, and 384 families did so, mostly through outreach in the schools. These individual efforts raised awareness about the concept of carbon footprint in the community. The concept was reinforced through community art projects at Greenfest in 2008 and 2009, and through community mural painting at the family Aquatic Center and the YMCA in summer and fall 2008, and by displaying a series of “carbon cubes” at green events. The cubes represent emissions from specified activities. In the project shown below, children wrote their pledges in the footprints (circled) while the adult artists talked about the concept with them. At Greenfest, people wrote pledges on “leaves” and added them to the “350 tree” while the artists discussed carbon emissions. The tree was then “planted” at the city’s recycling center for the summer. Photos of this are in the section on Greenfairs. The Action Plan includes a spreadsheet-based calculation made by Dr. Philip Eisner, a member of the Mayor’s Sustainable Community Task Force, based on NJ averages and data from utility companies serving Summit. This includes an estimate of carbon reduction that would be achieved through implementation of the Priority Action Steps in the Action Plan. This material is included in the Climate Plan submission. Over the summer, 2009, three college interns at Summit’s Department of Community Services gathered the data for calculating the municipal carbon footprint, and Dr. Eisner built upon this to calculate the community carbon footprint for 2008. The spreadsheet is uploaded.

EXCEL: SUMMIT'S COMMUNITY CARBON PRIN

WORD: COMMUNITY FOOTPRINT NARRATIVE

Waste Management

Non-Mandated Materials Recycling

10 Points

Program Summary: The City of Summit has an ordinance requiring recycling of plastics coded 3 through 7, fluorescent and compact fluorescent light (CFL) bulbs, and styrofoam packaging materials. These items are not mandated recycling materials under state law. Summit has been recycling plastics coded 3-7 curbside since July 1, 2010 and at the Recycling Center at the Transfer Station even prior to that date. Fluorescent tubes, CFLs and styrofoam packing materials must be recycled pursuant to City ordinance and are collected at the Transfer Station. Details are uploaded.

PDF: NON-MANDATED MATERIALS RECYCLING DOCUMENTATION

Commercial & Institutional Recycling

10 Points

Program Summary: The City of Summit has an active commercial and institutional recycling program. See details in uploaded narrative and recycling ordinance.

PDF: COMMERCIAL & INSTITUTIONAL REYCLING NARRATIVE

PDF: RECYCLING ORDINANCE

Recycling Depot

10 Points

Program Summary: The City of Summit opened its Recycling Depot to allow residents to recycle additional materials that were not recycled curb-side. A Compost Area is included, which is also gives the residents the opportunity to recycle tree parts, leaves, and grass clippings which reduce what is disposed of at landfills. In addition to a narrative with links to informational material, 2012 and 2013 tonnage reports are attached, as well as a sample flyer.

PDF: TONNAGE REPORT

PDF: SAMPLE FLYER

PDF: RECYCLING DEPOT DOCUMENTATION

PDF: TONNAGE REPORT 2013

Materials Reuse Program

10 Points

Program Summary: The Summit Free Market is an innovative program developed by the City of Summit, NJ to provide long-term cost savings and reduce pollution by keeping unwanted, reusable items out of the waste stream. Attached are details and marketing pieces.

PDF: MATERIALS REUSE PROGRAM DOCUMENTATION

Grass - Cut It and Leave It Program

5 Points

Program Summary: The City of Summit’s Department of Community Services started a “Cut it and Leave it” program in July 2010. The goal of the program is to increase awareness about the mass amounts of waste created by bringing grass clippings to the Summit Transfer Station, and the efforts to reduce this type of municipal waste by encouraging Summit citizens to “cut it and leave it.” The program stresses the advantages of recycling grass clippings back into your lawn, and as a result saving money on lawn care products. The attached narrative contains the City flyer and samples of publicity materials, as well as links to articles.

PDF: GRASS - CUT IT AND LEAVE IT PROGRAM DOCUMENTATION

Backyard Composting Program

5 Points

Program Summary: The City of Summit has been a strong advocate for composting since 2004 when City staff first released several informational flyers encouraging residents to compost. The uploaded narrative includes the City informational flyers, photos, and links to additional publicity material.

PDF: BACKYARD COMPOSTING PROGRAM DOCUMENTATION

Prescription Drug Safety & Disposal

10 Points

Bronze Priority Silver Priority

Program Summary: The City of Summit established a permanent prescription drug drop-off area in January, 2014 in the police dispatch area. The narrative uploaded separately contains the details.

PDF: **PRESCRIPTION DRUG SAFETY AND DISPOSAL DOCUMENTATION**