



## 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 20, 2022 with 620 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:

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### Actions Implemented

Each approved action and supporting documentation for which Summit City was approved for in 2022 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

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##### Establish a Creative Team

10 Points

**Program Summary:** REVISED - The Creative Team for the City of Summit is Summit Arts Festival Committee ("SAF") is a group of professionals in visual arts, dance, theatre, music, and literary and healing arts who collaborate to truly represent the Summit community. Along with the support of the City of Summit, business leaders, civic leadership, community centers, houses of worship, residents and visitors, SAF strives to dig deeper into the conversation about the role of the arts in Summit. The city of Summit highlights local artists, art venues and classes on the city

website. (<https://www.cityofsummit.org/267/Arts-Entertainment>). The attached narrative contains the purpose and goals, the members of SAF, a description of the structure of SAF and a list of past and planned events during the relevant time frame. The attached letter of municipal support from Mayor Nora Radest is the documentation that Summit "recognizes this group as [its] Creative Team and agrees to appoint an official representative to serve on the team."

**PDF: [CREATIVE TEAM NARRATIVE](#)**

**PDF: [LETTER OF MUNICIPAL SUPPORT FOR CREATIVE TEAM](#)**

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## **Municipal Commitments to Support Arts and Creative Culture**

**25 Points**

**Program Summary:** Summit is submitting information about five actions for the Municipal Commitments to Support Arts and Creative Culture action. A longer narrative with details about all five actions is attached. The City of Summit features information about these projects on its Facebook page. (<https://www.facebook.com/City-of-Summit-167658826632366/>) The five actions are: (1) Adopt a Master Plan Element The City of Summit's 2016 ReVision Master Plan is available on the City website at <https://www.cityofsummit.org/556/Master-Plan-Re-examination>. Objective 2.03 of the ReVision Master Plan is to Incorporate Public Art and Placemaking into Streetscape and Infrastructure throughout the City. (2) Incorporate Arts and Creative Cultural Components into Redevelopment Plan Summit is in the middle of a major redevelopment, the Broad Street West redevelopment, which incorporates arts and creative cultural components, and which was adopted by the Common Council in May 2019. See: <https://www.cityofsummit.org/608/Broad-Street-West-Redevelopment>. The Redevelopment Plan is available at: <https://www.cityofsummit.org/DocumentCenter/View/3138/Summit-BSW-RDP-Final-032019>. (3) Support of the Summit Park Line Art Installation Summit Public Art and the Summit Park Line Foundation are bringing green public art installations to Phase I of the Summit Park Line. (<https://summitparkline.org/>) (4) Support of Reeves-Reed Arboretum Art Offerings Summit supports the Reeves-Reed Arboretum's featuring visual art (photography, painting, sculpture) and performing arts for free or low-cost. (See <https://www.reeves-reedarboretum.org> and [https://www.reeves-reedarboretum.org/calendar/?calendar=annual\\_events#calendarTop](https://www.reeves-reedarboretum.org/calendar/?calendar=annual_events#calendarTop).) (5) Support of the Summit Free Public Library Art The Library has partnerships with the Visual Arts Center of New Jersey, which provides its Gallery (currently sumi ink on paper). The Library is a municipal building and receives funding from the City of Summit. (<https://www.summitlibrary.org/summit-library-news/art-at-the-library>)

**PDF: [OBJECTIVE 2.03 FROM 2016 MASTER PLAN REVISION](#)**

**PDF: [BROAD STREET WEST INTRODUCTION](#)**

**PDF: [BROAD STREET WEST LAND USE PROVISIONS](#)**

**PDF: [MUNICIPAL COMMITMENTS TO SUPPORT ARTS AND CREATIVE CULTURE NARRATIVE](#)**

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## **Utilizing Your Creative Assets**

**30 Points**

**Program Summary:** Summit is submitting information about three events or projects for the Utilizing Your Creative Assets action. A longer narrative with details about all three projects is attached, as well as the Common Council documentation related to municipal support for these projects. (The City of Summit features information about all three of these projects on its

Facebook page. (<https://www.facebook.com/City-of-Summit-167658826632366/>) The three projects are: (1) Summit Street Sounds Seasonal Weekly Events Downtown Summit is alive with music from 5 PM–8 PM every Thursday and Friday evening in June and July for Summit Street Sounds. Summit Street Sounds is an intentional collaboration between the municipality, Summit Downtown, Inc. and various artists. More information is available at <https://www.summitdowntown.org/events/summit-street-sounds/>. The Summit Downtown, Inc. Facebook page also contains information. (<https://www.facebook.com/summitdowntowninc/>) (2) Arts + Cars Annual Event Arts + Cars is a juried arts and crafts festival. The Visual Arts Center of New Jersey, Summit Downtown, Inc. and Summit Police Athletic League jointly host an outdoor art festival in downtown Summit. Arts + Cars took place on Sunday, September 19, 2021, from 10 AM–5 PM, and will be held this year on Sunday, September 18, 2022, from 10 AM–5 PM. (<https://www.summitdowntown.org/events/arts-cars-downtown-art-festival-pl-classic-car-sho/>) (3) Summit Public Art Installations Summit Public Art was founded in 2002 as the Mayor’s Partnership for Public Art. Its mission is to enhance the cityscape, infusing it with assorted contemporary art installations that provide public art experiences to those who live, work in, or visit Summit. (Its website is available at <https://www.summitpublicart.com/>.) The Summit Public Art website highlights past and current installations. (<https://www.summitpublicart.com/gallery/>) Summit Public Art also has a Facebook page which advertises new installations around town. (<https://www.facebook.com/SummitPublicArt/>)

PDF: [UTILIZING YOUR CREATIVE ASSETS NARRATIVE](#)

PDF: [COMMON COUNCIL DOCUMENT - 2022 SUMMIT DOWNTOWN INC. EVENTS](#)

PDF: [COMMON COUNCIL DOCUMENT - DEC 2018 SUMMIT PUBLIC ARTS](#)

PDF: [COMMON COUNCIL DOCUMENT - MAY 2019 SUMMIT PUBLIC ARTS](#)

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## Community Partnership & Outreach

### Green Team

10 Points

 Bronze Required

**Program Summary:** The City of Summit 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: [RESOLUTION ESTABLISHING SAC](#)

PDF: [RESOLUTION ESTAB EC AS GREEN TEAM](#)

PDF: [CREATE A GREEN TEAM NARRATIVE](#)

PDF: [LETTER OF MUNICIPAL SUPPORT FOR GREEN TEAM](#)

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## Community Education & Outreach

15 Points

**Program Summary:** REVISED - Each year, the City of Summit Environmental Commission (EC)

promotes environmental initiatives through a number of communications outlets. The attached chart details the in-person efforts including: (1) Two different educational lectures co-sponsored by the Summit Environmental Commission with Summit Area GreenFaith Circle and the Summit Public Library on various topics; and (2) the Annual City-Wide Earth Day Clean-Up.

PDF: [COMMUNITY EDUCATION AND OUTREACH IN-PERSON EVENTS DOCUMENT](#)

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## Emergency Management

### Emergency Communications Planning

15 Points

**Program Summary:** Summit's active Communications Office works closely with all government officials and emergency services to make sure that accurate and timely information is distributed via multiple outlets to all residents in Summit. The required checklist and Summit's Emergency Communications Plan are uploaded separately. The City of Summit website has an Emergency Management page with much relevant information:

<https://www.cityofsummit.org/215/Emergency-Management>

PDF: [EMERGENCY COMMUNICATIONS PLAN FOR SUMMIT](#)

PDF: [EMERGENCY COMMUNICATIONS PLANNING CHECKLIST](#)

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### Vulnerable Populations Identification for Emergencies

10 Points

**Program Summary:** REVISED - In addition to what appears on the revised checklist, the City of Summit has a link to a planning document for people with special needs on its Emergency Management page -- <https://www.cityofsummit.org/DocumentCenter/View/268/Planning-For-Persons-With-Special-Needs-PDF-?bidId=> The document is uploaded as is the required checklist. We also uploaded a PDF of a Department of Community Programs newsletter from July 2022 promoting the Smart911 program. The main page on the City website for Emergency Management is <https://www.cityofsummit.org/215/Emergency-Management>.

PDF: [PLANNING FOR PERSONS WITH SPECIAL NEEDS DOCUMENT](#)

PDF: [REVISED - VULNERABLE POPULATIONS IDENTIFICATION FOR EMERGENCIES CHECKLIST](#)

PDF: [DEPARTMENT OF COMMUNITY PROGRAMS NEWSLETTER FROM JULY 2022](#)

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## Energy

### Public Electric Vehicle Charging Infrastructure

15 Points

**Program Summary:** Summit has a public electric vehicle (EV) charging station. In 2019, the City of Summit installed a CHARGEPOINT Level 2 EV Dual Port charger in the public parking lot located on the corner of Deforest Ave. and Woodland Ave. (known as Park & Shop Lot #1). The details requested (including the fee structure, the implementation, its listing in a directory and photos) are attached below.

PDF: [PUBLIC EV CHARGING MUNICIPAL LETTER](#)

PDF: [PUBLIC EV CHARGING PHOTOGRAPHS](#)

## Food

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### Community Food Pantry/Bank & Soup Kitchen

15 Points

**Program Summary:** Summit's food pantry is named GRACE, which stands for Giving and Receiving Assistance for our Community's Essentials. GRACE is most well known for its weekly fresh food pantry where people facing food and financial insecurity can pick up nutrient-dense food, personal care items, and household supplies. On average, 400 households rely on this distribution of food and other items that are culturally appropriate and needed. GRACE is now an ongoing program of the City of Summit Department of Community Programs (DCP). GRACE is on the City's DCP page <https://summitcommunityprograms.com/101/Programs-Activities>. Clicking on GRACE there leads to <https://www.gracegivingreceiving.org/>. The list of Food Assistance programs in Summit is also available on the City's website. Summit is eligible for the 5 additional points as volunteers make deliveries to seniors who live in senior housing and to other individuals who cannot come to the weekly distribution. More detail can be found in the attached narrative.

PDF: [COMMUNITY FOOD PANTRY NARRATIVE](#)

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### Community Gardens

20 Points

**Program Summary:** The Summit ACHIEVE Community Garden (Garden) has been active since 2013. The Garden was started as a collaboration among city government and Summit's major non-profits. The Garden is on hospital property and administered by the Summit Area YMCA. The garden has 52 raised beds, 3 of which are wheelchair accessible. The Garden's operation relies on in-kind donations and labor contributions from the City, local businesses, and individuals. The City provides an annual donation of wood chips. The Summit Area YMCA supports the Garden's website and Facebook page. The plot-holders are required to donate 4 hours of time for community garden purposes, such as watering, composting, weeding the common areas, and helping out with the food bank donations. Gardeners contribute approximately 500 lbs of fresh produce to two local food pantries, Loaves & Fishes at St. Teresa of Avila Parish and GRACE, each year. The Garden continues to use organic methods of pest control. The requested additional

information has been added, and the Revised Community Garden questionnaire is attached.

PDF: [COMMUNITY GARDEN QUESTIONNAIRE - REVISED](#)

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## Farmers Markets

10 Points

**Program Summary:** Attached are details regarding Summit's Farmers Market for 2022, as well as a letter confirming municipal support.

PDF: [LETTER OF SUPPORT FROM SDI, INC.](#)

PDF: [FARMERS MARKET NARRATIVE](#)

## Green Design

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### Upgrade/Retrofit-Light Pollution

10 Points

**Program Summary:** Summit's ordinance on lighting and light pollution is uploaded below with the link to its location online in the DRO. Light pollution continues to be a concern for the City. As such, staff will be using LED motion-detection lights in the City's newest structure - the firehouse - which is open 24 hours a day, 7 days a week as an emergency operations building. Since the firehouse is the municipal building that is actively used the most, using a motion-detection light system there is a key measure to help combat light pollution in Summit.

PDF: [UPGRADE/RETROFIT-LIGHT POLLUTION DOCUMENTATION](#)

## Health & Wellness

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### Building Healthier Communities

25 Points

**Program Summary:** Summit is still a part of the Mayors Wellness Campaign. Summit's impressive Department of Community Programs offers 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 for the entire community. Financial aid information can be found at

<http://summitcommunityprograms.com/318/Financial-Assistance>. Please see the attached Pledge of Participation as well as the breakdowns for the four areas (Youth, Seniors, Employees and Entire Community) for more detail.

**PDF: [MAYORS PLEDGE OF PARTICIPATION FOR MAYORS WELLNESS CAMPAIGN](#)**

**PDF: [BUILDING HEALTHIER COMMUNITIES DOCUMENTATION - EMPLOYEES](#)**

**PDF: [BUILDING HEALTHIER COMMUNITIES DOCUMENTATION - ENTIRE COMMUNITY](#)**

**PDF: [BUILDING HEALTHIER COMMUNITIES DOCUMENTATION - SENIORS](#)**

**PDF: [BUILDING HEALTHIER COMMUNITIES DOCUMENTATION - YOUTH](#)**

## Innovative Projects

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### Innovative Community Project 1

10 Points

**Program Summary:** The Tiny Forest is a densely-planted, native species, fenced forest located behind the Summit Community Center at 100 Morris Avenue. In 2021, the Environmental Commission received grant funding from the New Jersey American Water Environmental Grant Program to plant a Tiny Forest at this location for all residents and visitors to enjoy. (The Summit Conservancy also contributed money to fund the labor costs of installing the deer fence.) The forest has been planted using the Miyawaki Method (developed by Dr. Akira Miyawaki in Japan) as popularized by Shubhendu Sharma in India, and now being planted around the world. The Tiny Forest contains over 500 native trees, shrubs, and bushes and is one of the first such forests in New Jersey. The Tiny Forest is a multi-layered forest of native plants that is designed to become self-sustaining after two to three years and a fully developed forest in 20-30 years. The Tiny Forest is located in an area of about 11,000 square feet at the bottom of the Community Center property, originally a grassy field in the middle of a grove of trees. A ribbon-cutting was held on April 2, 2022, and plantings occurred throughout April. The Tiny Forest will feature an educational and outreach component to engage the public in topics related to environmental stewardship and sustainability. There have been multiple posts on social media about this project in both the Environmental Commission and City of Summit Facebook accounts. These posts have sought volunteer help and highlighted the progress of the site throughout the process.

**PDF: [INNOVATIVE COMMUNITY PROJECT 1 \(TINY FOREST\) NARRATIVE](#)**

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### Innovative Community Project 2

10 Points

**Program Summary:** The Summit Park Line is one of Summit's Innovative Community Projects. The attached narrative contains more details about the Summit Park Line and how this large-scale project has expanded substantially in scope and cost since we wrote about it in 2019. In 2019, Phase I was complete (the quarter mile directly in front of Overlook Medical Center, including a hiking path with a trail head off of Upper Overlook Road connecting Morris Avenue and Broad Street). Phase II includes the construction of a pedestrian bridge over Morris Avenue and will further the Park Line's existing pathway by connecting Morris Avenue to the north with Ashwood

Avenue through the creation of a 0.15 mile path. The cost of the bridge alone for Phase II is over \$500,000. The Summit Park Line Foundation’s mission is to assist the city of Summit in creating a pedestrian linear park along the abandoned Rahway Valley Railroad that runs from the edge of the downtown, in front of Overlook Medical Center, along with a 1.2-mile path into Briant Park. (<https://summitparkline.org/>) The City of Summit acquired the rights to the land at no cost from the state of New Jersey in 2016, to convert it into a park. The Park Line Foundation was instrumental in this achievement. The City of Summit and the Summit Park Line Foundation entered into a Memorandum of Understanding in September 2018 (updated in December 2020). A brief history of the rail line in Union County can be found here: <https://www.youtube.com/watch?v=SIC-EdfC0F0>. The Summit Park Line Foundation advertises its events through its Facebook page (<https://www.facebook.com/SummitParkLineFoundation/>) and local media sources.

**PDF: [INNOVATIVE COMMUNITY PROJECT 2 \(PARK LINE PHASE II\) NARRATIVE](#)**

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## Innovative Community Project 3

10 Points

**Program Summary:** REVISED - Summit is designing and planting an Indigenous medicine garden (the “Medicine Garden”). The Medicine Garden is located on the edge of the Tiny Forest (described in detail as “Innovative Project 1”). Access to the Medicine Garden is found off of Morris Court, one of the streets bordering the Summit Community Center (100 Morris Ave.). A medicinal garden is a garden that is comprised of a variety of plants that have medicinal purposes. The Medicine Garden is an outdoor space that fosters community involvement while engaging people in growing Indigenous organic plants. The Medicine Garden is comprised of a variety of native plants. It is an experimental demonstration project. We are designing the signage which will explain the Medicine Garden, the Indigenous traditions represented in the Medicine Garden and the medicinal value of various of the plantings. We hope to eventually hold educational sessions where volunteers can demonstrate how to make infusions and take cuttings for propagation. More detail about the species choices, orientation, implementation and publicity for the Medicine Garden, including photographs, is found in the attached narrative.

**PDF: [INNOVATIVE COMMUNITY PROJECT 3 \(INDIGENOUS MEDICINE GARDEN\) NARRATIVE - REVISED](#)**

## Land Use & Transportation

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### Bicycle and/or Pedestrian Plan

10 Points

**Program Summary:** In 2016, the City went through an extensive Master Plan ReVision process, with a high level of community input on all areas. The Master Plan ReVision document was adopted by the Planning Board on December 1, 2016 (minutes uploaded as a separate document) and the full plan is available for viewing at <https://www.cityofsummit.org/556/Master-Plan-Re-examination>. Goal 03 is Improve Connectivity between People and Places to Promote a Healthy and Vibrant Community, and Objective 3.01 deals specifically with Pedestrian and Cycling Safety Priorities, and clearly lays out objectives. There is also a page with a picture of a map on which residents indicated exactly where they thought there were problems. This section of the Master

Plan ReVision is uploaded as a separate document.

PDF: [MASTER PLAN WALK/BIKE SECTION](#)

PDF: [PLANNING BOARD MINUTES ADOPTING MASTER PLAN](#)

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## Effective Parking Management

10 Points

**Program Summary:** The following parking strategies employed in Summit increase capacity of existing parking: the Lyft rideshare program to Summit's train station and downtown; reconfiguration of spaces to increase capacity for parking at City Hall; replacement of individual parking meters with block kiosks with the pay-by-plate ability; easy access via cell phone or the City website to options for parking for residents, commuters, employees and Park + Ride customers; a clear map of parking options; and a wealth of other information about parking online including a video re using the parking kiosks. The strategies for addressing future demand, which evolve as parking options and demands change, start with the insights in the 2019 Parking Management Report, which focuses on customer convenience and satisfaction; interim parking during redevelopment; improvements to current parking garages; increasing participation in ridesharing; and improving signage. Parking pricing has also been set to be fair, and to address the different users of parking in Summit. We are excited about the work on a new bike depot at the train station, which is under development. Finally, both Summit's 2016 Parking Report and the Master Plan ReVision make preparing for the future of parking in Summit a priority recognizing that both technology and demand will evolve over time.

PDF: [PAY-BY-PLATE ORDINANCE](#)

PDF: [EV CHARGING STATION GRANT AWARD](#)

PDF: [UNIFIED PARKING MANAGEMENT SLIDE SHOW](#)

PDF: [RIDESHARE AND BIKE DEPOT RESOLUTIONS](#)

PDF: [REVISED JULY 2019 EFFECTIVE PARKING MANAGEMENT NARRATIVE](#)

PDF: [2019 PARKING MANAGEMENT REPORT](#)

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## Transit-Oriented Development Supportive Zoning

20 Points

**Program Summary:** The City of Summit designated a section of Broad Street as an area in need of redevelopment and adopted a Redevelopment Plan for the area on March 20, 2019. This area, known as "Broad Street West" is intended to create a mixed-use, high-density development adjacent to the Summit train station and integrated with the existing downtown district. The attached submission form and copy of the Redevelopment Plan set forth the means of so doing. The Redevelopment Plan is also available at:  
[https://www.cityofsummit.org/DocumentCenter/View/3235/Summit-Broad-Street-West-Redevelopment-Plan?bidId=.](https://www.cityofsummit.org/DocumentCenter/View/3235/Summit-Broad-Street-West-Redevelopment-Plan?bidId=)

PDF: [TRANSIT ORIENTED DEVELOPMENT SUBMISISON FORM](#)

PDF: [TRANSIT ORIENTED DEVELOPMENT NARRATIVE](#)

PDF: [BROAD STREET WEST REDEVELOPMENT PLAN](#)

## Local Economies

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### Green Business Recognition Program

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** In a collaborative effort, the City of Summit's Environmental Commission and Recycling Advisory Committee have been working with Summit Downtown, Inc. and the Suburban Chamber of Commerce to continue to implement a program to recognize green practices among businesses and other organizations. Since the program began about seven years ago, 38 local businesses and 13 non-profit and municipal groups have been recognized as Summit Green Stars. (The lists for 2019 versus 2022 are attached. Four of the 2019 businesses are no longer operating, but Sustainable Haus Mercantile, Tea & Oranges, and The R3finery joined in 2022.) It's easy to fill out the application which is available online. Each Green Star group gets a congratulatory email, letter and window cling, and they are listed on the City website on the Summit Green Star Program page: <https://www.cityofsummit.org/338/Summit-Green-Star-Program>

PDF: [2022 GREEN STAR LIST](#)

PDF: [GREEN BUSINESS RECOGNITION PROGRAM NARRATIVE](#)

PDF: [2019 GREEN STAR LIST](#)

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### Buy Local Campaign

10 Points

**Program Summary:** REVISED - Following up on a Think Local First Campaign in 2011, Summit continues to promote local businesses through special and frequent events, press coverage, Facebook and Instagram. Of course, the toolkit for merchants prepared in 2011 is still available on the City website and offers information on both green business activities and how to promote business using social media (attached separately). This campaign and its related activities have helped Summit's businesses survive, and now thrive, as it pivoted during the pandemic to "Sustain Summit" and subsequent "Jumpstart Summit" initiatives, in cooperation with Summit Downtown, Inc. and the Summit Foundation. A February 2021 article detailing these initiatives throughout 2020 (with impacts continuing into 2021) is linked here: <https://villagegreennj.com/business/summit-downtown-recaps-its-very-different-and-challenging-year/>.

PDF: [BUY LOCAL GREEN INITIATIVES AND SOCIAL MEDIA ADVICE](#)

PDF: [BUY LOCAL CAMPAIGN NARRATIVE](#)

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### Support Local Businesses

10 Points

**Program Summary:** The City of Summit has a long-term mutually beneficial relationship with

Summit Downtown, Inc., a non-profit corporation that encourages the development and growth of businesses in Summit. Together they continue to make Summit an appealing location for shoppers. The narrative uploaded separately details how the City supports and promotes business through cooperative endeavors, events and social media.

PDF: [SUPPORT LOCAL BUSINESSES NARRATIVE](#)

PDF: [QUALITATIVE ASSESSMENT](#)

PDF: [DEPARTMENT OF COMMUNITY PROGRAMS SPONSORSHIP PACKAGE](#)

## Natural Resources

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### 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 2021 ANNUAL REPORT](#)

PDF: [ENVIRONMENTAL COMMISSION MEMBERS 2022](#)

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### Environmental Commission Site Plan Review

10 Points

**Program Summary:** Summit's Environmental Commission is fortunate to have as one of its member an architect, Rick Bell, who is familiar with green practices. Rick reviews all plans sent to the EC for review, most of which involve people asking for variances from the Zoning Board/Planning Boards. Rick looks primarily for environmental impact from changes that would affect tree removal, native plantings, and size of the structures. He often asks for landscape plans, and makes suggestions when appropriate. Rick personally visits almost every site for which he is asked to review the plans, and often takes photos to accompany his comments. A listing of recent reviews and a sample of his comments are uploaded as separate documents.

PDF: [SAMPLE SITE PLAN REVIEW](#)

PDF: [DETAILED LIST OF SITE PLAN REVIEWS](#)

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### Community Forestry Management Plan & NJUCF Accreditation

20 Points

**Program Summary:** Summit's Common Council formally adopted the current Community

Forestry Management Plan for 2019-2023 at its meeting on May 21, 2019, uploaded below. The uploaded NJUCF 2021 Accreditation Status shows Summit was NJUCF Accredited in 2021. Accordingly, it is eligible for 20 points under this action.

**PDF: [COMMUNITY FORESTRY MANAGEMENT PLAN](#)**

**PDF: [NJUCF ACCREDITATION DOCUMENTATION](#)**

**PDF: [2021 NJUCF ACCREDITATION DOCUMENTATION](#)**

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## Tree Hazard Inventory

10 Points

**Program Summary:** The City of Summit has an active and proactive tree hazard and health assessment program. Extracts from the Community Forestry plan uploaded below describe how Summit handles hazardous trees and has a list of trees divided into levels of hazard, from removals to pruning. In response to reviewer's comments and to clarify, the City's Forester said: "I did a hazard survey in December 2017 which had to be done over after the March 7th Storm. The priorities range from HIGH for removals, Class II and III pruning as medium, to low for Class IV pruning (branch elevation)." You'll note those titles (Tree Removals, Class II, III and IV Pruning) at the tops of the list starting on p. 5 of the narrative. In addition, over the summer, an intern prepared a map of the area, which is now uploaded. The area surveyed was all of the City of Summit. You'll note on the map colored dots denoting the priority of the severity of the tree damage.

**PDF: [TREE HAZARD INVENTORY DOCUMENTATION](#)**

**PDF: [TREE HAZARD MAP](#)**

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## Tree Maintenance Programs

10 Points

**Program Summary:** REVISED - The uploaded Annual Accomplishment Report includes relevant budget figures and other relevant tree maintenance data. The uploaded Tree City USA application explains that there were 270 trees pruned and 150 trees removed. The City's Department of Public Works performs most of this work unless there is a particularly-large tree that requires outsourcing. Section 9.4 (pp. 32-35) and following in the City's Community Forestry Management Plan (uploaded in that action) include the City's policies and guidelines for tree maintenance and removal. 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).

**PDF: [TREE REMOVAL POLICY](#)**

**PDF: [TREE NUISANCE POLICY](#)**

**PDF: [TREE CITY USA APPLICATION](#)**

**PDF: [2021 ANNUAL ACCOMPLISHMENT REPORT](#)**

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## Tree Planting Programs

10 Points

**Program Summary:** The 2019 tree planting plan is uploaded. Also uploaded is the new Community Forestry Management Plan (CFMP), which contains the rest of the required information: pp 5-6 Tree planting and maintenance goals and objectives p 21 Budget pp 27-38 Tree planting and maintenance programs In the appendices: List of grants received 2001-18 activity summary Addition to funding information re funding sources and in-kind contributions of materials and volunteer labor: The City is required to match the Greening Union County Grant (50/50). This funding comes from an annual Operational Budget line item in the Public Works budget. Volunteers plant a tree during Summit's Arbor Day celebration. In 2019, in honor of Arbor Day, a Kwanzan Cherry tree was planted at Lincoln Hubbard Elementary School. In the last year or two, the Greening Union County Grant has limited the amount that they give to the City (as more and more Union County municipalities participate, the slices of the pie get smaller ). Consequently, the City will be paying 100% of the cost of at least some of the trees in the future as we attempt to replace Ash trees lost to EAB and Ash Yellows (and other trees lost through natural mortality and road reconstruction) and to attempt to increase our tree canopy coverage .

**EXCEL:** [2019 TREE PLANTING PLAN](#)

**PDF:** [COMMUNITY FORESTRY MANAGEMENT PLAN](#)

**PDF:** [GREENING UNION COUNTY GRANT RESOLUTION](#)

## Operations & Maintenance

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### Green Grounds & Maintenance Policy

10 Points

**Program Summary:** REVISED - On September 7, 2010, 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. The Green Initiatives Policy is linked on the city's website at: <https://www.cityofsummit.org/DocumentCenter/View/8647/Summits-Green-Initiatives-Policy> on the Environmental Commission's home page at: <https://www.cityofsummit.org/304/Environmental-Commission>. Evidence of the implementation of the Green Initiatives Policy can be found in the other "Grounds and Maintenance" actions, including Efficient Landscape Design ("ELD"), Integrated Pest Management ("IPM") and Recycled Materials and Composting. For ELD, the updated summary of the design practices demonstrate that the landscape designs are still in good operational condition (including photos from May 2022). For IPM, we uploaded in part the IPM policy (which contains information on training and the fertilizer ordinance) and a detailed memo on the implementation of Summit's plan. And for Recycled Materials and Composting, we documented the efforts the City of Summit takes to compost 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. Additional examples of the Green Initiatives Policy in practice in other categories include (1) that Summit's City Forester actively continues to only approve the use of native plant and tree species wherever and whenever he can, (2) the pilot food waste composting program for residents; and (3) the work of finishing a reforestation project on City grounds. As an example of recent correspondence to the relevant

employees about the policy, the Assistant Director of the Department of Community Services sent the policy to all the city's department heads and the city's Department of Public Works on October 18, 2022. Her email is attached as a PDF below. The attachment to her email is the document attached as "Resolution" below.

**PDF: [RESOLUTION](#)**

**PDF: [10/18/22 EMAIL TO DEPT HEADS FROM ASSISTANT DIRECTOR OF DCS](#)**

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## 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. Pumpkins can be composted in October and November. All of these materials are put to beneficial use on City properties as compost, mulch or wood chips and are made available to residents for their use at no charge.

**PDF: [RECYCLED MATERIALS AND COMPOSTING DOCUMENTATION](#)**

## Public Information & Engagement

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### Municipal Communications Strategy

10 Points

**Program Summary:** Summit's proactive Communications Office disseminates information about a multitude of topics via multiple outlets, many of which are updated daily. The City's Facebook page exceeds 8,300 likes. The City also posts on Twitter and Instagram (over 4,500 followers). In April, the City also mailed its 2022 Budget Snapshot to all households. Uploaded separately.

**PDF: [2022 MUNICIPAL BUDGET SNAPSHOT - PROPOSED BUDGET SUMMARY](#)**

**PDF: [MUNICIPAL COMMUNICATIONS STRATEGY DOCUMENTATION](#)**

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### Improve Public Engagement in Municipal Government

15 Points

**Program Summary:** Summit's Public Information Office uses multiple outlets to inform and engage the public. In addition to what appears on the checklist, Mayor Nora Radest is committed to being available at multiple times and in multiple locations, and appears on regular short videos

to update Summit residents on various topics of interest. Meet the Mayor events: <https://www.cityofsummit.org/430/Mayor-Radests-Office-Hours-Meet-the-Mayor> The short videos can be seen at <https://www.youtube.com/channel/UCQM0aiqWmAIMUTU35kswMdQ> Mayor Nora Radest has an active Facebook page, which includes videos, photos, and up-to-the-minute news, at <https://www.facebook.com/City-of-Summit-167658826632366/> Twitter: <https://twitter.com/CityofSummitNJ>

**PDF: [IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT DOCUMENTATION](#)**

**PDF: [SAMPLE AGENDA WITH FULL PACKET](#)**

**PDF: [SAMPLE AGENDA](#)**

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## Improve Public Engagement in Planning and Zoning

10 Points

**Program Summary:** Regular meetings of the Planning Board and Zoning Board are open to the public. Links to the agendas and notices can be found on the City website as noted (and linked) in the checklist, uploaded separately.

**PDF: [IMPROVE PUBLIC ENGAGEMENT IN PLANNING AND ZONING DOCUMENTATION](#)**

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## Online Municipal Public Service Systems

15 Points

**Program Summary:** The City of Summit's website provides many ways for citizens to get information specific to their interests, receive emergency and non-emergency messages, make online payments, and report and track concerns via the popular SeeClickFix app.

**PDF: [ONLINE MUNICIPAL PUBLIC SERVICE SYSTEMS DOCUMENTATION](#)**

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## Digitizing Public Information

10 Points

**Program Summary:** REVISED - The City of Summit's website is user friendly with access to agendas, minutes, different departments, and other important government information, accessible through different tabs and links or through the handy Search function. Specifically, as to the Boards and Commissions, the city's site explains that "A full listing of the volunteer positions, along with their terms and expiration dates, can be found in the annual appointment documents" which are linked on this page (<https://www.cityofsummit.org/301/Boards-Commissions>). The Mayoral and Common Council appointments for the current year contain all the terms and expiration dates for the city's volunteer positions.

**PDF: [DIGITIZING PUBLIC INFORMATION DOCUMENTATION - REVISED](#)**

## Sustainability & Climate Planning

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### Municipal Carbon Footprint

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** The files attached include the calculations for the City of Summit’s 2018 Municipal Carbon Footprint and the supporting data used for the calculations. The footprint includes emissions from natural gas, electricity, heating, generation, and transportation activities attributable to the Municipality. All data was provided by the City of Summit Finance and Engineering Departments. In 2018, total emissions were 4,207 metric tons (MT) of CO<sub>2</sub>e. Scope 1 emission sources included natural gas, heating oil, diesel fuel for generation, and transportation and were 346 MTCO<sub>2</sub>e, 45 MTCO<sub>2</sub>e, 2 MTCO<sub>2</sub>e, and 1,127 MTCO<sub>2</sub>e, respectively. Scope 2 emissions came from electricity generation and were 2,688 MTCO<sub>2</sub>e. Electricity and natural gas data were collected using utility bills provided by the Finance Department. Utility billing cycles span across months, and because of this the bills collected for the beginning and end of 2018 included consumption from December 2017 and January 2019, respectively. Consumption figures from these bills were divided by the total number of days in the billing cycle and data from 2017 and 2019 were excluded from the calculations to ensure that the 2018 footprint only includes consumption figures from days during the calendar year. In cases where a monthly utility bill was missing, consumption for the missing time period was estimated using the daily average from the previous and next month. The City of Summit can use the information from this exercise to understand the emissions associated with local government operations and invest in sustainability initiatives and energy efficiency measures more effectively. The City also calculated its Municipal carbon footprint in 2016, so the data from this exercise can be used to measure the effectiveness of any sustainability measures put in place from 2016 to 2018.

**PDF: [MUNICIPAL CARBON FOOTPRINT DOCUMENTATION](#)**

**PDF: [PSEG DATA 2018](#)**

**PDF: [JCPL DATA 2018](#)**

**PDF: [FUELING BY DEPARTMENT \(SUMMARY\) DATA 2011-2018](#)**

**PDF: [FUEL AND DIESEL OIL COMBINED DATA](#)**

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### Community Asset Mapping

10 Points

**Program Summary:** While this action does not expire for Summit until 12/31/2022, we are re-applying for the Community Asset Map action because of substantial edits to the document in 2021-22 that we thought warranted another submission. Starting in 2016, members of the Environmental Commission (EC) collaborated with other City people and groups to expand the City’s list of community assets. The City and EC solicited community input during the City’s Master Plan ReVision in 2016, and during public meetings regarding the Broad Street West Redevelopment Project in 2018 and 2019. During the summer of 2019, an intern created a single Community Asset Map (Map) of these assets to share. The Map periodically has been shared through social media (by the City of Summit and EC). Notably, during 2021, the EC had the Map translated into Spanish (the “Spanish Map”). In May 2022, the EC updated both the Map and the Spanish Map to reflect changes to the Green Star business list and to add park spaces such as the

Park Line and Tiny Forest (both detailed as Innovative Actions). Both the Map and the Spanish Map are available on the City of Summit website. The Map can be found at <https://www.cityofsummit.org/DocumentCenter/View/8186/2022-Community-Asset-Map-English>. The Spanish Map can be found at: <https://www.cityofsummit.org/DocumentCenter/View/8185/2022-Community-Asset-Map-Spanish>. The challenges involved in creating the Spanish Map included deciding whether or not to translate business names. One opportunity of creating the Map was to offer a way to further recognize the Green Star businesses and organizations in Summit. Residents will be able to use the Map as a guidepost for the location of public parks, places of worship and schools around town. People looking for volunteer opportunities or assistance may also use the Map.

PDF: [COMMUNITY ASSET MAPPING DOCUMENTATION](#)

PDF: [2016 ECONOMIC ASSET MAP](#)

PDF: [COMMUNITY ASSET MAPPING 2022 NARRATIVE](#)

PDF: [2022 COMMUNITY ASSET MAP - ENGLISH](#)

PDF: [2022 COMMUNITY ASSET MAP - SPANISH](#)

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## Waste Management

### Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** REVISED - The City of Summit established a permanent prescription drug drop-off area in January 2014 in the police dispatch area. The narrative and Police Department memo uploaded separately contain the details. The continued existence of the program has been publicized on social media, through local news sources such as the Summit Times (a physical newspaper delivered via USPS mail to residents), and through recent linked posts in TAP Into Summit and Patch, which are available through email and on social media.

PDF: [PD MEMO RE PRESCRIPTION DRUG SAFETY AND DISPOSAL DOCUMENTATION](#)

PDF: [PRESCRIPTION DRUG SAFETY AND DISPOSAL DOCUMENTATION - REVISED](#)

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### Commercial & Institutional Recycling

10 Points

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

WORD: [COMMERCIAL AND INSTITUTIONAL RECYCLING NARRATIVE](#)

WORD: [CITY OF SUMMIT COMMERCIAL AND INSTITUTIONAL RECYCLING ORDINANCES](#)

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### Community Paper Shredding Day

5 Points

**Program Summary:** The City of Summit advertises the 13 free mobile shredding events held by Union County each year. Two of the events are held less than 1 mile from Summit. People can watch their documents being shredded and the shredded material is recycled. Information about the promotion of these and the amount of paper shredded at the two 2021 events and the May 14, 2022, event can be found in the attached narrative.

PDF: [COMMUNITY PAPER SHREDDING DAY DOCUMENTATION](#)

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## Food Waste

10 Points

**Program Summary:** REVISED - For years, the City of Summit Recycling Advisory Committee (RAC) has been exploring food composting as a way to enhance Summit's recycling efforts and to reduce the amount of food waste disposed of annually in the City of Summit. On June 1, 2022, the City of Summit began a 6-month pilot program for food waste composting. Summit contracted with Green Bucket to pick up food waste every Monday from the municipal Transfer Station. Any resident or small business with a permit to enter the Transfer Station may bring any kind of food waste when the facility is open Tuesday through Saturday. The details can be found on the city's website at <https://www.cityofsummit.org/civicalerts.aspx?AID=992>. More details, including promotional materials, are included in the narrative below.

PDF: [FOOD WASTE NARRATIVE - REVISED](#)

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## Household Hazardous Waste

15 Points

**Program Summary:** Summit's Transfer Station is one of the most popular spots in Summit. The crew that works there is terrific, and in addition to the usual recycling containers for paper/cardboard and co-mingled glass, plastic, and aluminum, there are designated spots for recycling electronics, fluorescent bulbs, large pieces of Styrofoam, batteries, and motor oil. In addition, the City advertises the Union County Hazardous Waste Days via social media. They are fairly frequent, and often nearby, and cover even more types of hazardous waste materials. On the City website <https://www.cityofsummit.org/>, you will see a trash/recycling icon on the bottom bar which links to <https://www.cityofsummit.org/186/Trash-Recycling>. There are links to recycling flyers that give descriptions of items that can be recycled.

WORD: [NARRATIVE HOUSEHOLD HAZARDOUS WASTE](#)

PDF: [TONNAGE REPORT 2021](#)

PDF: [CITY FLYER LISTING HHW RECYCLING AT TRANSFER STATION](#)

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## Non-Mandated Materials Recycling

30 Points

**Program Summary:** In addition to the mandated materials, the City of Summit has an ordinance requiring recycling of plastics coded #5, textiles, yard waste (grass and brush), and Styrofoam (plastic coded 6) packaging. These items are not mandated recycling materials under state or county law. Summit has been recycling plastics coded 5 curbside since July 1, 2010 and at the Recycling Center at the Transfer Station even prior to that date. Non-mandated materials: Plastics #5 and Styrofoam #6 (10), textiles (5), tree parts/yard trimmings (5), non-ferrous metal (5), cooking oil (5), totaling 30 points.

**WORD:** [FINAL REVISED NON MANDATED MATERIALS CHECKLIST.DOCX](#)

**PDF:** [TONNAGE REPORT 2021](#)

**WORD:** [FINAL REVISED 2022 NON-MANDATED MATERIALS RECYCLING NARRATIVE.DOCX](#)

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## Recycling Depot

10 Points

**Program Summary:** The City of Summit has a recycling depot component to the very popular Summit Transfer Station which allows residents to recycle additional materials that were not recycled curbside. A vegetative waste Compost Area is included, which also gives the residents the opportunity to recycle tree parts, leaves, and grass clippings reducing what goes into the waste stream. See more information and photos in the narrative uploaded separately as well as the 2021 tonnage information.

**WORD:** [RECYCLING DEPOT NARRATIVE](#)

**PDF:** [TRANSFER STATION FLYER - TRASH AND RECYCLING INFO](#)

**PDF:** [TONNAGE REPORT 2021](#)

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## 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." In 2016 (and updated and revised since), the Environmental Commission developed on more comprehensive brochure on healthier lawn care which includes the "cut it and leave it" information. That information continues to be shared through social media and at community events. More information is in the uploaded narrative.

**PDF:** [GRASS - CUT IT AND LEAVE IT PROGRAM DOCUMENTATION](#)

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## Materials Reuse Program

10 Points

**Program Summary:** The very popular 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. During the pandemic, a Virtual Summit Free Market began operating on Facebook, and it continues alongside the in-person events that have resumed at the new Permanent Free Market Building. In addition, there is a Book Barn to exchange books at the Transfer Station. Details and links to photos are in the uploaded narrative.

**WORD: [MATERIALS REUSE PROGRAM DOCUMENTATION](#)**

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## **Reusable Bag Education Program \*Retired 12/31/25\***

**5 Points**

**Program Summary:** Summit has taken a series of steps to educate the public about single-use plastics, including bags. Summit passed an ordinance restricting the use of single-use plastic bags which was actually enforced beginning on January 1, 2021 (attached below). While there is no formal Green Team Committee on this topic, members of the Environmental Commission, Green Team and Summit Downtown, Inc. have been working together on multiple fronts to address single-use plastics in Summit. This collaboration includes a partnership with businesses and education through the elimination of single-use plastic bags from Summit's Farmers Market starting with the 2019 season, the passage of the ordinance and Reusable Bag Drives (with bag care tips) conducted in January 2021 and May 2022. Facebook posts advertising these bag drives and photos from the collection beginning in May 2022 are included in the revised narrative below.

**PDF: [CITY OF SUMMIT ORDINANCE 19-3204 \(RE SINGLE-USE PLASTIC BAGS\)](#)**

**PDF: [REUSABLE BAG EDUCATION PROGRAM NARRATIVE - REVISED](#)**