

RESOLUTION 2017-12

STATE OF GEORGIA
CITY OF CHAMBLEE

A RESOLUTION TO ADOPT THE CITY OF CHAMBLEE SUSTAINABILITY POLICIES

- WHEREAS,** the City Council of Chamblee, GA recognizes environmental stewardship as one of its long-term obligations to the citizens and businesses in Chamblee; and
- WHEREAS,** a community that values the environment and takes steps to protect our natural resources creates a more desirable place to live, work, and play; and
- WHEREAS,** Chamblee's natural resources contribute to a clean, healthy environment, contributing to the quality of life for present and future generations; and
- WHEREAS,** the City of Chamblee promotes measures to reduce the environmental footprint of the government through policies, practices, buildings, and fleets; and
- WHEREAS,** Chamblee's sustainability policies are intended to make a positive impact on the environment; and

BE IT THEREFORE RESOLVED, by the Mayor and City Council of the City of Chamblee, and it is hereby resolved by the authority of the City Council, that the City of Chamblee sustainability policies as enumerated below and attached hereto are hereby adopted.

1. Complete Streets Policy
2. Energy Conservation Policy
3. No Idling Policy
4. No Net Loss of Trees Policy
5. Sustainable Building Plan Review Policy
6. Sustainable Buildings Policy
7. Sustainable Landscaping Policy
8. Sustainable Purchasing Policy

Adopted this 16th day of May, 2017.

BY:



Eric Clarkson, Mayor

ATTEST:



Emmie Niethammer, City Clerk

COMPLETE STREETS POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

COMPLETE STREETS POLICY

PURPOSE

A Complete Streets policy is one long-term strategy for improving transportation options and relieving congestion in Chamblee. The purpose of this policy is to establish guidelines for considering the safety and convenience of all users of the public right of way when planning and constructing transportation projects. Users include motorists, pedestrians, cyclists, transit riders, freight providers, people with disabilities, emergency responders and adjacent land users. The Complete Streets policy is intended to reflect the following principles:

- In seeking to balance the needs of various users, all modes may not be perfectly accommodated on every street. Some streets may emphasize certain modes over others, but as a whole the City's transportation system should consist of a network of streets and paths that provides connectivity for all users.
- Complete Streets design solutions should be flexible so that the transportation need can be met within the context of the surrounding community. Providing alternatives to vehicular travel supports the City's commitment to sustainability.

This policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

CITY DEVELOPMENT DIRECTOR means the Development Director or other employee or agent as designated by the City Manager

CITY DIRECTOR OF PUBLIC WORKS means the Director of Public Works or other employee or agent as designated in writing by the City Manager.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

LANDSCAPE PLAN means a plan that identifies areas of tree preservation and methods of tree protection within the protected zone, as well as all areas or replanting. Within replanting areas, the common and botanical names of the proposed species, the number of plants of each species, the size of all plants, the proposed location of all plants, and any unique features of the plant shall be indicated.

OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

SCOPE

The following establishes requirements for roadway construction and developments under the City of Chamblee's jurisdiction:

1. Roadway projects should provide appropriate accommodations for all users of the transportation system, including pedestrians, bicyclists, mass transit riders, people with disabilities, senior citizens, motorists, freight providers, emergency responders, and adjacent land owners;
2. Roadway projects should make use of the latest and best design standards, policies, and guidelines;
3. Solutions should be developed to fit within the context(s) of the community and those solutions should be flexible so that the needs of the corridor can be met;
4. Where necessary, the City shall work with other agencies that maintain rights-of-way within the City limits to request the Complete Streets Policy is considered and practiced;
5. For resurfacing projects, the City will consider retrofitting bike lanes, provided that the additional cost is not excessively disproportionate to the cost of resurfacing alone.
6. Each City facility and property shall provide parking capacity for a minimum of three bicycles. Existing facilities shall be upgraded to meet this requirement by the end of fiscal year 2017. New facilities shall provide spaces upon completion of construction or control of the property by the City.

EXCEPTIONS

The City of Chamblee's policy to ensure there will be complete streets is not always practicable. The following situations are exceptions to the Complete Streets Policy:

1. Street resurfacing, except as noted in item 5 of the scope, and other ordinary maintenance activities designed to keep assets in serviceable condition (e.g.: mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
2. Roadways that bicyclists and pedestrians are prohibited by law from using;
3. Incidences that have extreme topographic or natural resource constraints;
4. Cases where a reasonable and equivalent alternative already exists for certain users;
5. A documented absence of current or future need exists.

RESPONSIBILITY

As the steward of the City's sustainability program, the Development Director shall have the following duties and powers in regards to the Complete Streets Policy.

The City Public Works Director has primary enforcement responsibilities for this policy and is charged with the responsibility for approval of all City street and maintenance projects in the City of Chamblee required pursuant to this policy.

1. Work with all department heads to make certain that this Complete Streets Policy is implemented through the City's capital and maintenance programs and projects.
2. Work with all City Department Heads to make certain that employees are aware and educated about the Complete Streets Policy.

EMPLOYEE COMMUTE INCENTIVES POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

05.15.18

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

EMPLOYEE COMMUTE INCENTIVES POLICY

PURPOSE

The purpose of this policy is to encourage City employees to pursue alternatives to driving alone to work. Walking, biking, transit, vanpooling and carpooling all have positive impacts on traffic congestion and the environment, and incentivizing them can lead to increased employee satisfaction and morale. Commuting modes other than driving alone also reduce parking needs at City Hall and in Downtown Chamblee, where parking is scarce. Biking and walking to work can also lead to significant health benefits when compared to driving.

This policy establishes standards for the City's support of employees who choose alternatives to driving alone to work, reinforces the City's commitment to environmental stewardship, and reaffirms the City's commitment to pedestrian- and bike-friendliness and transit-oriented development that positively affects all residents, workers, and visitors.

DEFINITIONS

When used in this policy, the following words, terms, and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

CARPOOL means an arrangement among two or more people in which one person drives the others to and from a designated place.

DEVELOPMENT DIRECTOR means the Planning & Development Director or other employee or agent as designated by the Development Director or City Manager.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time or part-time basis or contractual third-party.

VANPOOL means an arrangement by which a group of people commute to work in a van.

SCOPE

The following establish an incentives program to encourage employees to commute to work in ways other than driving alone:

1. The City of Chamblee shall provide \$30 per month to each full-time employee who commutes both ways to work at City Hall or another City facility a minimum of seven (7) days in a calendar month by transit, carpool, vanpool, bicycling, or walking, paid in the form of a gift card.

2. The City shall include consideration of Employee Commute Incentives in future contracts with outside companies or agencies that provide full-time contract workers based at City Hall or City facilities.
3. Employees wishing to participate in the Commute Incentives Policy shall log their daily commute modes via Georgia Commute Options or a similar tracking program and submit monthly commute logs to their department head.
4. The City shall actively promote employee participation in the Georgia Commute Options program or a similar air quality program by regular email reminders or similar means.
5. The City shall encourage and assist employees in finding carpool, vanpool, and biking partner matches via the Georgia Commute Options program or a similar matching program.
6. The City shall ensure safe and convenient non-driving access between the Chamblee MARTA station and City Hall by maintaining continuous sidewalks with safe street crossings, providing end of trip bicycle parking at the City Hall complex, and by pursuing opportunities for autonomous and/or conventional shuttle connections.
7. The City shall include plans for secure bicycle parking or lockers and shower facilities in its plans for new City Hall or other City facility construction or expansion.
8. The City shall provide regular recognition and/or awards for employees who regularly choose commute options other than driving alone.

EXCEPTIONS

The provisions of this policy apply to all full-time employees and on-site contractors who have not been issued a City-owned vehicle to drive to and from work.

RESPONSIBILITY

As the steward of the City's sustainability program, the Planning and Development Director shall have the following duties and power in regards to the Commute Incentives Policy:

1. Work with the City Manager to review and update the City's monthly reimbursement program as needed.
2. Coordinate with Georgia Commute Options to maximize the impact of the Commute Incentives policy and gather information on estimated fuel savings, pollution reduction, or other environmental benefits.
3. Review and comment on plans for new or expanded City facilities to encourage compliance with this policy.
4. Coordinate regular employee recognition and/or awards for participation in the program.

CITY ENERGY CONSERVATION POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

ENERGY AND CONSERVATION POLICY

PURPOSE

The purpose of this policy is to state the City's position regarding the use of electricity in our offices and City facilities. This document will clarify our policy to reduce energy consumption by ensuring that non-emergency lights and office equipment are turned off or powered down when not in use, as well as describe departmental relationships, responsibilities and participation in the Energy Conservation Policy.

Simple behavioral changes, such as turning off and powering down lights and equipment when not in use, have been shown to have a dramatic impact on electricity usage. All City departments and agencies shall implement the following Energy Conservation Policy for all City facilities.

Furthermore, this policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

CITY DEVELOPMENT DIRECTOR means the Development Director or other employee or agent as designated by the City Manager.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

FREQUENTLY USED OFFICE EQUIPMENT means energy-consuming office equipment that is used on a daily basis. By way of example, this includes personal computers, printers, monitors, and copiers.

OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

SELDOM USED OFFICE EQUIPMENT means office equipment that is not used on a daily basis. By way of example, this includes paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions.

SCOPE

The scope of this Energy Conservation Policy covers City Hall and City facilities without regard to the past method by which electricity has been or is customarily used. City facilities shall include all City-owned, occupied, or otherwise used for the purposes of operating and maintaining City services, included, but not limited to City Hall, the Civic Center, Development Department, Public Works building, and public parks.

RESPONSIBILITY

As the steward of the City's sustainability program, the Development Director shall have the following duties and powers in regards to the Energy Conservation Policy:

1. Work with all department heads to make certain that lights are turned off in any space—office, conference room, workroom, etc—when the space is not being used. In particular, ensure that all office and work area lights are turned off at night, weekends, and holidays.
2. Work with all department heads to make certain that this practice, of turning off lights, is monitored and that staff is directed to turn off lights at the end of the work day.
3. Work with all department heads to make certain that power is shut down on personal computers, printers, monitors, copiers, and miscellaneous office equipment at the end of each work day.
4. Work with all department heads to make certain that this practice, of shutting down frequently used office equipment, is monitored and that equipment is turned off on the weekends and holidays.
5. Work with all department heads to make certain that seldom used equipment items such as paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions, are not plugged in except when ready to use.
6. Work with all department heads to use switch controlled power strips for seldom used equipment, left in the off position until ready to use, as an alternative to leaving seldom used equipment unplugged.
7. Work with all department heads to discontinue operations of all interior decorative building lighting and discontinue use of any exterior lighting of buildings not needed for identification, safety or security purposes. This excludes flag poles and monuments/memorials.
8. Work with all department heads to encourage the utilization of natural light if work areas are located on the perimeter of a building with windows.
9. Work with all department heads to switch HVAC equipment to more efficient settings at nights and on weekends.
10. Work with the City Department Heads to make certain that employees are aware and educated about this Energy Conservation Policy.

CITY NO IDLING POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

CITY NO IDLING POLICY

PURPOSE

The purpose of this policy is to establish guidelines to eliminate the unnecessary idling of vehicles by City staff and other rolling stock as part of an ongoing effort to reduce fuel consumption and reduce the City's environmental footprint. This document will clarify our policy to reduce fuel consumption and describe departmental relationships, responsibilities and participation in the No Idling Policy.

An idling vehicle gets 0 miles per gallon. Idling vehicles produce unnecessary pollution that contribute to climate change, smog and health problems, causes premature engine wear and wastes fuel which increases our costs to our taxpayers.

When a vehicle will be stopped for more than 30 seconds, turning off the engine can have a dramatic impact on fuel consumption and the environment. All City departments and agencies shall implement the No Idling Policy for all City vehicles.

Furthermore, this policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

CITY DEVELOPMENT DIRECTOR means the Development Director or other employee or agent as designated by the City Manager.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

VEHICLE means mechanical means of conveyance, a carriage or transport. This includes both automobiles and other rolling stock powered by gasoline or other fuel alternatives.

SCOPE

The scope of this No Idling Policy covers all City owned vehicles or other rolling stock as well all vehicles operated by employees of the City while doing the work of the City.

Appropriate use of City vehicles and personal vehicles operated for the purposes of City business includes the following:

1. Vehicles will not be parked with the engine operating for more than 30 seconds unless it is essential to the performance of work.
2. Initial “warm up” idling should be minimized. If a vehicle’s windows are clear, driving should be started after no more than 30 seconds of idling.
3. Initial “warm up” for diesel vehicles should be limited to 3-5 minutes, or as otherwise recommended by vehicle’s manufacturer.
4. If a vehicle is going to be stopped for more than 30 seconds, except as required while operating the vehicle in routine traffic, the engine should be turned off as idling for more than ten seconds uses more fuel than it takes to restart the vehicle.

EXCEPTIONS

Due to the diverse nature of the City’s vehicle fleet and operation of personal vehicles for City business, exceptions are needed to this No Idling Policy. Subsequently, the provisions of the policy do not apply to:

1. Emergency vehicles, such as public safety vehicles, while engaged in operational activities;
2. Vehicles that are required to idle in order to power ancillary equipment mounted on the vehicle without risking damage to the battery;
3. Public safety vehicles performing emergency operations, but only when the vehicle must be operating for the warning devices or emergency systems to function;
4. Vehicles equipped with temperature sensitive equipment;
5. Public safety vehicles transporting prisoners, victims, or witnesses, or when performing traffic control;
6. The primary propulsion engine of a motor vehicle providing a power source necessary for mechanical operation of equipment required for job performance;
7. A motor vehicle forced to remain motionless because of traffic conditions over which the operator has no control;
8. The primary engine of a motor vehicle being operated for maintenance or diagnostic purposes;
9. The primary engine of a motor vehicle when necessary to operate defrosters, heaters, air conditioners or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers.
10. During a period of any emergency, such as a tornado, ice storm, flood, or any other act of nature, the requirements of this policy may be waived by the City Manager or the City Manager’s designee.

RESPONSIBILITY

As the steward of the City’s sustainability program, the Development Director shall have the following duties and powers in regards to the No Idling Policy:

1. Work with all department heads to make certain that employees are aware and educated about this No Idling Policy.
2. Work with all department heads to make certain that this practice, not idling vehicles, is monitored.

NO NET LOSS OF TREES POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

NO NET LOSS OF TREES POLICY

PURPOSE

The purpose of this policy is to ensure that there will be no net loss of trees on City property. Chamblee's trees contribute to a clean, healthy environment. As they grow, trees take in carbon dioxide from the air and produce life-giving oxygen. Trees are a vital component of the infrastructure for the City of Chamblee, providing environmental and economic benefits. Trees reduce the heat island effect caused by pavement, buildings, and other impervious surfaces. Trees provide shade and cooling, which lessens energy demands and pollution. Properly placed trees can increase property values and add to the aesthetic vistas within the City.

Chamblee's trees face many hazards and hardships including insects, disease, construction, drought, and air pollution. Protecting the trees along our roads and in our parks is in the best interest of the City of Chamblee. The City strives to maintain trees in a healthy and non-hazardous condition through professionally accepted arboricultural practices.

This policy establishes standards of no net loss in canopy coverage on city-owned property. Furthermore, this policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

CALIPER means the diameter of a tree trunk, applied only to new or replacement plantings that is taken six inches above the ground for up to and including four-inch caliper size, and twelve inches above the ground for larger sizes.

CITY DEVELOPMENT DIRECTOR means the Development Director or other employee or agent as designated by the City Manager

CITY LANDSCAPE COORDINATOR means the Development Director or designee of the City of Chamblee having primary enforcement responsibilities under this policy, and charged with the responsibility for approval of all tree removals and tree replacements in the City of Chamblee required pursuant to this policy.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

LANDSCAPE PLAN means a plan that identifies areas of tree preservation and methods of tree protection within the protected zone, as well as all areas or replanting. Within replanting areas, the common and botanical names of the proposed species, the number of plants of each species, the size of all plants, the proposed location of all plants, and any unique features of the plant shall be indicated.

OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

REVEGETATION means the replacement of trees and landscape plant materials into the minimum required landscape areas, as determined by the Unified Development Ordinance, conditions of zoning approval, or the Tree Preservation Ordinance.

TREE means any self-supporting wood perennial plant which at maturity attains a caliper of four inches or more.

SCOPE

The terms and provisions of this policy shall apply to all public property owned by the City of Chamblee and subject to City regulations.

1. Permitting for Tree Removal
 - a. No person shall directly or indirectly remove or destroy any tree located on public property without obtaining approval pursuant to Section 320 of the Unified Development Ordinance, or as provided in this policy, whichever is appropriate. Destruction of a tree includes pruning and shaping practices not in line with ANSI A300 (Part 1) Standards for Tree Care Operations—Pruning.
 - b. Permits to remove or destroy trees for new construction, renovation, or demolition on public property shall be obtained by making application to the City Landscape Coordinator in a form prescribed by the City.
 - c. Applications must be accompanied by a landscape plan showing tree replacements.
2. The replacement trees need not be located in the same parcel as the tree was removed, destroyed or injured. The City Landscape Coordinator shall consider the entire City for the purposes of eligible areas of replanting.
3. The City Landscape Coordinator shall make suggestions as to an appropriate tree species and appropriate location for replacement trees.
4. Replacement tree plantings shall be completed within one calendar year.
5. In the event that there are not enough suitable locations for replacement trees on City property or right of way, the City may elect to satisfy the tree replacement requirement by providing trees at a publically advertised event for citizens—distributed in exchange for agreement that planting will be within the City of Chamblee. Eligibility to receive trees will be determined by proof of residency.

EXCEPTIONS

The City of Chamblee’s policy to ensure there will be no net loss of trees on City property is not always practicable. The following situations are exceptions to the No Net Loss of Trees Policy:

1. If a tree is dead or presents a hazard or danger to health, safety, or welfare of the public, such tree may be removed immediately by the City or the City's agent. Within five working days of said removal, the City or the City's agent must provide a tree removal application to the City Landscape Coordinator. Re-vegetation shall follow based on the City Landscape Coordinator's suggestions as to an appropriate tree species and appropriate location for replacement trees.
 - a. Trees, alive or dead, that pose a hazard to the health, safety and welfare of the population at large;
 - b. Trees, alive or dead, that pose a specific threat to persons and/or real property; and
 - c. Trees, alive or dead, that negatively impact the best management practices of the orderly operation of motor vehicle, bicycle and pedestrian traffic through Chamblee, may be removed without the need for compensatory re-vegetation.
2. If a tree is diseased or insect-infected, such tree may be removed after consultation with the City Landscape Coordinator. Within five business days of said removal, the City of Chamblee or the City's agent must provide the tree removal application to the City Landscape Coordinator. Re-vegetation may then follow, based on the City Landscape Coordinator's suggestions as to an appropriate tree species, size, season for installation and appropriate location for replacement trees.
3. During a period of any emergency, such as a tornado, ice storm, flood, or any other act of nature, the requirements of this policy may be waived or modified as required by the City Manager, Public Works Director, Parks Director, City Landscape Coordinator, or those individuals' designee.
4. Trees that are located on, inside, or immediately adjacent to a utility easement, that are removed as a function of emergency and/or imperative repair or maintenance work, do not require compensatory re-vegetation.
5. Trees that are located on, inside, or immediately adjacent to any utility easement, whether the trees are alive or dead, and are, in the opinion of the City Landscape Coordinator, in conflict with utility lines in that easement, or will grow into a conflict with utility lines in that easement, be they above ground or underground utilities, may be removed by the City or by the City's duly authorized third-parties, to mitigate or eliminate such conflict without the need for compensatory re-vegetation.

RESPONSIBILITY

As the steward of the City's sustainability program, the Development Director shall have the following duties and powers in regards to the No Net Loss of Trees Policy.

The City Landscape Coordinator has primary enforcement responsibilities for this policy and is charged with the responsibility for approval of all tree removal and tree replacement plans for public property in the City of Chamblee required pursuant to this policy.

1. Communicating with the City Department Heads when a tree could potentially be removed or damaged due to performing essential work duties.

2. Reviewing all plans for tree removal and tree replacement on public property in the City of Chamblee as required pursuant to this policy.
3. Monitoring and ensuring the success of the No Net Loss of Trees Policy, and when appropriate, working with City Department Heads to assess technical feasibility and/or cost effectiveness.
4. Work with the Development Director to make certain that employees are aware and educated about this No Net Loss of Trees Policy.

SUSTAINABLE BUILDING PLAN REVIEW POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

05.15.18

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

SUSTAINABLE BUILDING PLAN REVIEW POLICY

PURPOSE

Several different certification programs and benchmarks exist to rate the sustainability of a building. One such standard is the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Additionally, the Environmental Protection Agency and United States Department of Energy's ENERGY STAR and Southface Energy Institute's EarthCraft Light Commercial programs include guidelines for buildings that are not LEED certified.

The purpose of this policy is to establish procedures for priority plan review and permit processing for projects submitted with sustainable designs and commitment to a third-party certification process. The sustainable building programs will have listed under this policy, and any additional programs for consideration shall be approved by the [Planning and Development Director](#).

This policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

CITY [PLANNING AND DEVELOPMENT DIRECTOR](#) means the [Planning and Development Director](#) or other employee or agent as designated by the City Manager

ENERGY STAR means a joint program of the United States Environmental Protection Agency and the United States Department of Energy which aims to protect the environment through energy efficient products and practices. ENERGY STAR is also an energy performance rating system. The EPA also recognizes top performing buildings with the ENERGY STAR designation.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) means a regulatory system for construction that establishes several levels of environmental achievement from a Certified rating to a Platinum rating.

WATERSENSE means a voluntary partnership program sponsored by the U.S. Environmental Protection Agency (EPA), which is both a label for water-efficient products and a resource for helping save water.

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AMI means Area's Median Income.

WORKFORCE HOUSING means housing that is affordable to working households that do not qualify for publicly subsidized housing, yet cannot afford appropriate market-rate housing within a reasonable proximity to a workplace (income for households earning 60 percent or 120 percent of the AMI).

AFFORDABLE HOUSING means housing for which the occupant(s) is/are paying no more than 30 percent of his or her income for gross housing costs, including utilities.

OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

SCOPE

This policy applies to both new construction and renovations.

1. All projects submitting for building or land development projects which are applying for LEED, ENERGY STAR, EarthCraft, or other third-party certification program, as approved by the Planning and Development Director, shall have prioritized plan review for City of Chamblee internal reviews as follows:
 - a. Upon initial submittal, the plans shall be reviewed within five (5) business days.
 - b. Subsequent submittals shall be made within three (3) business days.
2. All projects submitting for building or land development projects which are applying for solar photovoltaic panels, solar water heaters, or other sustainable building features, as determined by the Planning and Development Director, shall have prioritized plan reviews for City of Chamblee internal reviews as follows:
 - a. Upon initial submittal, the plans shall be reviewed within seven (7) business days.
 - b. Subsequent submittals shall be made within five (5) business days.
3. Affordable and workforce housing entities that submit for building or land development projects which are applying for EarthCraft house, EarthCraft Multifamily, ENERGY STAR or LEED Homes, shall have the following incentives:
 - a. Upon initial submittal, the plans shall be reviewed within five (5) business days.
 - b. Subsequent submittals shall be reviewed within three (3) business days.
4. All multi-family projects that submit for new building or renovation projects which are applying for WaterSense certification shall have the following incentives:
 - a. Upon initial submittal, the plans shall be reviewed within five (5) business days.
 - b. Subsequent submittals shall be reviewed within three (3) business days.
5. All residential projects that submit for new building or renovation projects which are applying for WaterSense certification shall have the following incentives:
 - a. Upon initial submittal, the plans shall be reviewed within three (3) business days.
 - b. Subsequent submittals shall be reviewed within two (2) business days.

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RESPONSIBILITY

| As the steward of the City's sustainability program, the [Planning and](#) Development Director shall have the following duties and powers in regards to the Sustainable Building Plan Review Policy.

1. Work with all City Department Heads to make certain that employees are aware and educated about this Sustainable Building Plan Review Policy.
2. Work with Chief Building Official, other plan reviewers, and anyone involved in the intake and routing process to ensure that the Sustainable Building Plan Review is practiced in all City building and land development projects.
3. Work with all City Department Heads to make certain that this practice is monitored.

SUSTAINABLE BUILDINGS POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

05.15.18

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

SUSTAINABLE BUILDINGS POLICY

PURPOSE

The purpose of this policy is to establish guidelines for the City of Chamblee to plan, design, construct, manage, renovate, and maintain its facilities and buildings in a sustainable manner. Sustainable buildings are designed to reduce the overall impact of the built environment on human health and the natural environment. Sustainable buildings accomplish these goals in three main areas, first, by efficiently using energy, water, and other resources; second, by protecting occupant health and improving employee productivity; and third, by reducing waste, pollution and environment degradation.

Several different certification programs and benchmarks exist to rate the sustainability of a building. One such standard is the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Additionally, the Environmental Protection Agency and United States Department of Energy's ENERGY STAR and Southface Energy Institute's EarthCraft Light Commercial programs include guidelines for buildings that are not LEED certified.

The intent of this policy is to ensure that all new buildings constructed by the City of Chamblee shall be designed and measured using these or similar programs and/or efficient fixtures and equipment. The sustainable building programs listed under this policy and any additional programs for consideration shall be approved by the Planning and Development Director.

This policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

CITY PLANNING AND DEVELOPMENT DIRECTOR means the Planning and Development Director or other employee or agent as designated by the City Manager

ENERGY STAR means a joint program of the U.S. Environmental Protection Agency (EPA) and the United States Department of Energy which aims to protect the environment through energy efficient products and practices. ENERGY STAR is also an energy

performance rating system. The EPA also recognizes top performing buildings with the ENERGY STAR designation.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) means a regulatory system for construction that establishes several levels of environmental achievement from a Certified rating to a Platinum rating.

OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

WATERSENSE is a U.S. Environmental Protection Agency (EPA) program designed to encourage water efficiency in the United States through the use of a special label on consumer products.

SCOPE

This policy applies to both new construction and renovations.

1. LEED/Green Certification
 - a. New Construction
 - i. The Leadership in Energy and Environmental Design (LEED) rating system, developed by the U.S. Green Building Council shall be used as guidance for a design and a measuring tool to ensure that new construction is designed sustainably and according to national standards.
 - ii. Facilities and buildings over 5,000 gross square feet of occupied space or one million dollars in total project cost shall be certified under the Leadership in Energy and Environmental Design for New Construction (LEED-NC) certification standards. The specified certification can be one of four certification levels: Certified, Silver, Gold, or Platinum. Ideally, new construction should achieve the LEED-NC Silver rating or higher, when feasible.
 - iii. Other certification programs may be used in lieu of LEED, when approved by the Planning and Development Director.
 - iv. Facilities and buildings under 5,000 gross square feet of occupied space or less than one million dollars total project cost are encouraged to be designated LEED-NC Certified. However, if LEED-NC certification is not feasible, smaller buildings must be certified using Energy Star or EarthCraft Light Commercial standards.
 - b. Renovations
 - i. Renovations are defined as a project that includes construction activity that make substantial changes to at least one entire room in the building and requires the isolation of the work site from the regular building occupants for the duration of the work. Renovations can affect no more than 50% of the total building floor area, or affect over 50% of the regular building

occupants. Work that exceeds these limits must be considered new construction. Renovations that affect less than 5% of the floor area are considered minor and are exempt from this policy.

- ii. All renovations must follow the LEED Guidelines for Existing Buildings. If LEED Existing Building certification is not feasible, renovations must be certified using Energy Star, EarthCraft Light Commercial standards, or another program approved by the Planning and Development Director.

2. Ultra-High Plumbing Fixtures

- a. All new plumbing fixtures installed shall be WaterSense labeled with the following minimum efficiency rates:
 - 1. Toilets: 1.1 gpf
 - 2. Urinals: 0.125 gpf
 - 3. Faucets/aerator: 1.0 gpm, unless a higher flow rate is dictated by sink use (e.g.: kitchen prep sink).
- b. Existing inefficient toilets (3.5 gpf or greater), urinals (1.0 gpf or greater) and faucets/aerators (2.2 gpm or greater) in all buildings owned by the City shall be retrofitted with ultra-high plumbing fixtures meeting this policy based on a schedule adopted by City Council.

3. ENERGY STAR Equipment and Fixtures

- a. All new eligible equipment and fixtures installed shall be ENERGY STAR labeled.

EXCEPTIONS

The City of Chamblee's policy to ensure all new and renovated buildings are constructed and operated in a sustainable manner is not always practicable. The following situations are exceptions to the Sustainable Buildings Policy:

- 1. Historically designated buildings with design considerations which limit the inclusion of green materials or building techniques.
- 2. Projects for which achieving LEED certification would increase costs by 20% or more such that the project is no longer financially feasible. Some projects may be burdened with other extraordinary upfront costs that act as a financial barrier to development, for example, development on Brownfield sites, development on sites without infrastructure, or historic preservation projects.
- 3. If a structure or use type is not eligible under these certification standards, sustainable options and fixtures shall be selected in accordance with this policy.
- 4. No practical green alternative exists for the proposed improvement.

RESPONSIBILITY

As the steward of the City's sustainability program, the Planning and Development Director shall have the following duties and powers in regards to the Sustainable Buildings Policy.

- 1. Work with all City Department Heads to make certain that employees are aware and educated about this Sustainable Buildings Policy.

2. Work with Chief Building Official to ensure that the Sustainable Buildings Policy is practiced in all City building projects.
3. Work with all City Department Heads to make certain that this practice is monitored.

SUSTAINABLE LANDSCAPING POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

SUSTAINABLE LANDSCAPING POLICY

PURPOSE

The purpose of this policy is to establish guidelines for maintaining landscapes on City property, keeping environmentally sensitive practices in mind as part of an ongoing effort to reduce the effects of landscaping maintenance through responsible irrigation and product selection. This document will clarify our policy to use environmentally responsible irrigation practices, drought tolerant plant selection, and chemical fertilizers and pesticides.

Irrigating with potable water causes unnecessary stresses on the water system, public infrastructure, and ecosystems. Fresh water is a scarce resource, so it is important to find ways to mitigate consumption. The use of native and drought-tolerant plants facilitates less water consumption. Additionally, water from potable irrigation systems alters the natural state of resources on the site by introducing elements that were not previously present in the ecosystem.

This policy establishes standards of no net loss in canopy coverage on city-owned property. Furthermore, this policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

CITY DEVELOPMENT DIRECTOR means the Development Director or other employee or agent as designated by the City Manager

CITY LANDSCAPE COORDINATOR means the Development Director or designee of the City of Chamblee having primary enforcement responsibilities under this policy, and charged with the responsibility for approval of all tree removals and tree replacements in the City of Chamblee required pursuant to this policy.

EMPLOYEE means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

INTEGRATED PEST MANAGEMENT means the sustainable process for pest control that involves setting action thresholds, monitoring and identifying pests, utilizing prevention methods, and using pesticides judiciously.

OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

SCOPE

The scope of this Landscaping Policy covers all City-owned property, including parks, right-of-ways, and other landscaped areas. The policy specifies maintenance guidelines, installation practices, and design standards to establish procedures so that the City may become and remain a responsible steward of public property.

The following establishes maintenance guidelines and installation practices to be performed by all City employees, officials, or their agents that identify appropriate procedures in accordance with sustainable and environmentally sensitive standards:

1. Use integrated pest management to minimize adverse environmental impact;
2. Minimize the use of pesticides by planting native plant species that are more resistant to pests. Regional plants also are more sustainable because they are adapted to the average rainfall and are less likely to require irrigated water;
3. Group plants with similar water needs, and position them in appropriate habitat conditions, paying attention to sun exposure, soil conditions, size of planting area, and slope of the ground;
4. Sustain a mulch covering of at least two inches in planted beds and tree saucers in order to protect soil;
5. Strive to produce and install mulch and compost from plant debris located on-site;
6. Limit the disturbance of existing vegetation and topography when installing new landscaping because those plants have root systems that are more sustainable and require less maintenance;
7. Select regionally adapted turf species to minimize irrigation requirements, maintain at a clear distance from trees to prevent weed-eater damage to the tree, and attempt to minimize turf area to reduce watering requirements;
8. Develop an irrigation plan that distributes the appropriate amount of water to each established zone, and inspect the system annually to confirm efficiency;
9. Hire landscaping companies that are experienced in environmentally sustainable landscaping practices and trained in the execution and administration of Integrated Pest Management.

RESPONSIBILITY

As the steward of the City's sustainability program, the Development Director shall have the following duties and powers in regards to the No Net Loss of Trees Policy.

The City Landscape Coordinator has primary enforcement responsibilities for this policy and is charged with the responsibility for approval of all tree removal and tree replacement plans for public property in the City of Chamblee required pursuant to this policy.

1. Work with all City Department Heads to make certain that this document is being followed in the care and maintenance of City property and in the selection of third-party vendors.
2. Work with all City Department Heads to make certain that employees are aware and educated about the Sustainable Landscaping Policy.

SUSTAINABLE PURCHASING POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

SUSTAINABLE PURCHASING POLICY

PURPOSE

In its purchasing of Goods and Services, the City has the opportunity to address many of its sustainability goals while maintaining a fiscally responsible purchasing policy. Therefore, it is the policy of the City to incorporate environmental considerations into purchasing decisions in order to:

- Promote practices that improve human and environmental health;
- Protect and conserve natural resources, water, and energy;
- Minimize the City's contribution to pollution and solid waste; and
- Promote a local, sustainable economy.

This policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

SCOPE

In order to achieve these goals, the City shall take into account the following when identifying, soliciting, and evaluating Goods and Services procured with City funds, when practicable:

1. Prioritize waste and pollution reduction and cost efficiency opportunities by identifying alternative options to the purchase of new products when more sustainable options are available;
2. Procure products that contain the highest percentage of post-consumer recycled content material available in the marketplace and that are recyclable, including 30 percent post-consumer recycled paper, at a minimum, unless a suitable alternative exists (e.g.: sugarcane);
3. Purchase non-emergency fleet vehicles that provide the best available net reduction in vehicle fleet emissions, including but not limited to the purchase of alternative-fueled and hybrid vehicles;
4. Consider purchasing lower emission emergency fleet vehicles with comparable specifications for performance, safety, and fuel availability during emergencies as conventionally-powered emergency fleet vehicles;
5. Purchase at least ENERGY STAR rated equipment and appliances for use in local government facilities when practicable based upon considerations of Life Cycle Costs;
6. Purchase water-saving products, including WaterSense labeled, whenever practicable, including but not limited to, high performance fixtures such as toilets

- (1.28 gallons per flush or less), urinals (0.5 gallons per flush or less), low-flow faucets (1.5 gallons per minute or less), aerators, and upgraded high-efficiency irrigation systems;
7. Replace disposable with re-usable, recyclable, or compostable Goods;
 8. Consider Life Cycle Cost Assessment; and
 9. Evaluate, as appropriate, the environmental performance of Vendors in providing Goods and Services.

This analysis to determine environmentally preferable Goods and Services may include raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal of products, or service delivery.

Specifically, factors that should be considered when determining that Goods or Services have environmentally preferable attributes include, but are not limited to:

1. Conserve water and natural resources, and minimize the use of electricity and fuel;
2. Reduce the generation and emissions of toxics, gases, and pollutants;
3. Extend the life-cycle uses of the product;
4. Reduce waste in the manufacturing, use, and packaging of products;
5. Consider at the time of purchase the total cost of ownership and impact of the products, including end-of-life impacts;
6. Evaluate the environmental performance of Vendors in providing Goods and Services;
7. Minimize transportation impacts of products; and
8. Consider factors that provide other environmental and health benefits.

Bidders and proposers shall acknowledge that Chamblee has a sustainability program and supports its suppliers to have key sustainability metrics including greenhouse gases (GHGs), water and energy consumption, solid waste, volatile organic compound (VOC) and hazardous air pollutant (HAP) production, and whether the bidder/proposer has developed sourcing methods, goals, and can report on these metrics. The required acknowledgement and any additional details shall be included in the procurement documents.

RESPONSIBILITY

As the steward of the City's sustainability program, the Development Director shall have the following duties and powers in regards to the Sustainable Purchasing Policy.

1. Communicating with the City Department Heads and anyone responsible for purchasing to make them aware of the requirements of the policy.
2. Working with staff members responsible for drafting and scoring procurement documents to ensure acknowledgement of sustainability program is being followed.
3. Monitoring and ensuring the success of the Sustainable Purchasing Policy, and when appropriate, working with City Department Heads to assess technical feasibility and/or cost effectiveness.