

Subject: Sustainability Policy

Policy No.: 300-0006

Effective Date: Revised 10/26/2015

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## Sustainable Woodstock Program:

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### **PURPOSE**

The City of Woodstock is taking proactive steps to provide its citizens with a sustainable living environment. All actions of the government, businesses, and people impact the environment. The goal of the Sustainable Woodstock Program is to define and implement the necessary steps to minimize the city's negative impact on the environment while promoting energy efficiency and cost savings.

The Sustainable Woodstock Program takes a lead from the Atlanta Regional Commission's Green Communities program and addresses: green building; energy efficiency; green power; water use reduction and efficiency; trees and greenspace; transportation and air quality; recycling and waste reduction; land use; education; and innovation.

Many of the proposed steps are practiced by residents, employees and businesses of the City of Woodstock already. This policy puts the practices into writing, ensuring our actions aid the City of Woodstock in:

- Reducing energy costs
- Fostering civic pride
- Creating a positive image of a place to live and/or conduct business
- Setting an example for businesses and organizations seeking to reduce their environmental impact
- Leading to a greater quality of life

### **IMPLEMENTATION**

#### **1. GREEN BUILDING**

- 1.1. All new buildings or facilities owned by the City of Woodstock shall be designed and constructed consistent with the sustainable performance standards, at least as stringent as the proper sustainable rating system certification level. Said building or facility must obtain the certification from the applicable sustainable performance standard.
  - In the event that the new building or facilities are 5,000 square feet or greater, the proper sustainable rating system certification level will be USGBC's LEED™ Silver.
  - In the event that the new building or facilities are 5,000 square feet or greater and that Silver LEED certification requires additional costs exceeding 15% of the construction costs without certification, then the proper sustainable rating system certification level will be USGBC's LEED Certified.

- In the event that the new building or facilities are less than 5,000 square feet, then the proper sustainable rating system certification level will be either Energy Star or EarthCraft Light Commercial certification.
  - In the event that the new building or facilities are less than 5,000 square feet and receive any level of USGBC's LEED certification, then the proper sustainable rating system certification level will be the USGBC's LEED Certified. Thus, neither Energy Star nor EarthCraft Light Commercial certification are required.
- 1.2. All agencies, institutions and government entities performing renovations on buildings or facilities owned by the City of Woodstock shall follow guidelines consistent with and obtain certification of the sustainable performance standards at least as stringent as the proper sustainable rating system.
- In the event that the renovation on the building or facilities affect less than 25% of the building's space and occupants, then the proper sustainable rating system certification level will be Energy Star.
  - In the event that the renovation on the building or facilities affects between 25% and 50% of the building's space and occupants, then the proper sustainable rating system certification and level will be LEED-Existing Building (EB) Silver.
  - In the event that the renovation on the building or facilities affects greater than 50% of the building's space and occupants, then the proper sustainable rating system certification and level will be LEED-New Construction (NC)
- 1.3. All builders constructing new buildings or facilities intended for residential or commercial use shall be eligible for the proper incentives based on obtaining sustainable performance certification at least as stringent as the stated sustainable rating system certification level.
- In the event that the new building or facilities are EarthCraft or Energy Star certified, the proper incentive is an expedited planning and development review process that is equal to 75% of the standard process and a 10% reduction in building permit fees.
  - In the event that the new building or facilities are LEED certified, the proper incentive is an expedited planning and development review process time that is equal to 75% of the standard process time and a 25% reduction in building permit fees.
  - In the event that the new building or facilities are LEED certified to the level of Gold or Platinum, the proper incentive is an expedited planning and development review process time that is equal to one half the standard processing time and a 50% reduction in building permit fees.
- 1.4. All affordable and workforce housing entities shall be eligible for the proper incentives based on the sustainable performance standards at least as stringent as the stated sustainable rating system certification level.
- In the event that the affordable and workforce housing entities are EarthCraft House, Earthcraft Multifamily or Energy Star certified, the proper incentive is an expedited planning and development review process that is equal to 75% of the standard process and a 10% reduction in building permit fees.
  - In the event that the new building or facilities are LEED for homes certified, the proper incentive is an expedited planning and development review process that is equal to 75% of the standard process and a 25% reduction in building permit fees.

## **2. ENERGY EFFICIENCY**

- 2.1. All procurement of energy consuming materials, products or service to be used and/or owned by any agencies, institutions or government entities of the City of Woodstock shall meet either Energy Star specifications or U.S. Department of Energy criteria which put the product in the 75<sup>th</sup> percentile of energy-efficiency.

2.1.1. In the event that an Energy Star or DOE specified product does not meet user requirements for quality, performance and durability the purchaser shall make sincere efforts to locate and purchase a product that meets stated user requirements and integrates factors of environmental, fiscal and social responsibility.

2.1.2. In the event that an Energy Star or DOE specified product is deemed cost-prohibitive for its intended task the purchaser shall make sincere efforts to locate and purchase a product that performs intended task and integrates factors of environmental, fiscal and social responsibility.

2.1.1.2 Environmentally, fiscally and socially responsible factors include, but are not limited to:

- Pollutant releases
- Toxicity
- Waste generation
- Greenhouse gas emissions
- Energy consumption
- Depletion of natural resources
- Recycled content
- Use reduction
- Product performance and quality
- Life-cycle cost assessment
- Impact on staff time and labor
- Human health impacts
- Providing leadership to the community on environmentally sustainable practices

2.2. All employees of the City of Woodstock will adhere to practices that minimize the energy demand from non-essential lighting and electronic equipment when not in use. These practices include:

- Electronic devices and lights should be powered down when not in use, after business hours and on weekends
- Computer monitors should be powered down after business hours and on weekends
- Computers and monitors should be turned to sleep mode when not in use for 30 minutes or longer
- Computers should be powered down after business hours and on weekends
- Electronic devices that continue to consume energy even when powered down, whenever it is logistically and technically possible such devices should be unplugged.

2.2.1 Electronic device to be powered down include but are not limited to:

- Docking stations
- Charging stations
- Power Strips

### **3. GREEN POWER**

3.1. All builders constructing new homes or businesses that have installed a documented form of renewable energy source will be eligible for an expedited planning development review process that is equal to 75% of the standard process and a 10% reduction in building permit fees if the renewable energy source serves one building or a 10% reduction in site plan review fees, including fees for additional submittals or revisions, if the renewable energy source serves a site without a building or a campus of several buildings.

- Renewable energy source must have a minimum capacity of 1 kilowatt (kW)
- Renewable energy sources include solar, wind and geothermal.

#### **4. WATER USE REDUCTION AND EFFICIENCY**

- 4.1. All future procurement of plumbing fixtures to be used and/or owned by any agencies, institutions or government entities of the City of Woodstock shall meet minimum specifications and be labeled by WaterSense as a high efficiency plumbing fixture.
- In the event that an WaterSense labeled product is deemed cost-prohibitive for its intended task the purchaser shall locate and purchase a product that performs intended task and meets with the minimum water efficient specifications of high efficiency toilets (1.28gpf or less), urinals (0.5 gpf or less) and faucets (1.5gpm or less).
  - In the event that the procured plumbing fixture is intended to replace an existing plumbing fixture and no WaterSense labeled product is compatible with the current plumbing system, the purchaser shall make sincere efforts to locate and purchase a product that meets stated system compatibility and is as highly efficient on water consumption as possible.
- 4.2. All builders constructing new homes that have the WaterSense Homes certification shall be eligible for an expedited planning and development review process that is equal to 75% of the standard process and a 25% reduction in plumbing permit fees.

#### **5. TREES AND GREENSPACE**

- 5.1. The City of Woodstock shall follow a no net loss of trees policy on all properties owned and maintained by the City consistent with the City of Woodstock's LDO Chapter IX Tree Preservation Standards (Tree Preservation Standards). The provisions of this policy are enacted to achieve the following:
- Establish and maintain the maximum amount of tree cover on government lands in the city by prohibiting removal of trees except in accordance with the standards set forth in the City's Tree Preservation Standards.
  - Maintain trees in the city in a healthy and nonhazardous condition through professionally accepted arboricultural practices.
  - Where the interpretation and application of the City's no net tree loss policy is documented to be cost prohibitive or obstructive to the development of City property, the City's goal will be to minimize tree removal before replacement or other compensatory methods are considered.
  - Where the interpretation and application of the city's no net tree loss is in conflict with right of way regulations on roads and streets, the right of way regulations will take precedence.
- 5.1.1 No specimen or protected tree, as defined in LDO Chapter IX Tree Preservation Standards, shall be removed or destroyed without approval from the Director of Community Development.
- 5.1.2 The removal or destruction of protected trees shall be approved by the Director of Community Development only if the following conditions are met:
- Unavoidable site modifications resulting from grading, utility work, and construction activities will removal of the tree;
  - Site plan modifications to prevent irreparable damage to the tree are impossible or not practical, based on cost benefit analysis;
  - The removal of the protected tree is mitigated by replacing its canopy and by maintaining the overall site density requirements of the City's Tree Preservation Standards.
- 5.1.3 The removal or destruction of specimen trees shall be approved by the Director of Community Development only if the following conditions are met:
- The tree threatens City or surrounding property, or the safety and health of the public, or the tree is determined to be damaged or diseased beyond saving;
  - Actions are taken to mitigate the tree's removal by way of planting a new tree of a comparable species and canopy at its maturity.

- 5.1.4 If trees must be removed under the circumstances allowed by this policy, tree replacement will be required as specified in LDO Chapter IX Tree Preservation Standards.

## **6. TRANSPORTATION AND AIR QUALITY**

- 6.1. As conventional gasoline-fueled vehicles need to be replaced or new vehicles are added to the fleet, preference should be given to hybrid or alternative-fueled vehicles, battery operated, plug-in electric and/or non-motorized vehicles whenever a model exists that fulfills requirements.
- In the event that said model does not exist, preference should be given to procurement of vehicles that exceed existing gasoline mileage standards and where the cost over the life of the hybrid or alternative-fueled vehicle does not substantially exceed the cost of a conventional gasoline-fueled vehicle.
  - In the event that a hybrid or alternative-fueled vehicle is not feasible, a sincere effort shall be made to ensure that new vehicles meet the intended use while maximizing fuel efficiency and minimizing emissions as measured by available standards such as the EPA mileage standards, and Federal Certification Exhaust Emission Standards.
  - Replace conventional gasoline-fueled vehicles such as carts and pick-up trucks used by groundskeepers, maintenance workers, parking police and similar City employees with
- 6.2. All employees of the City of Woodstock will strive to conserve fuel and reduce emissions when utilizing local government vehicles by avoiding idling in excess of three minutes.
- In the event that a police officer or member of the fire department, would compromise the integrity of their job performance, endanger themselves and/or another person, or jeopardize their duty in any way, it is not required to disengaging a vehicle's engine.
  - In the event that an employee is driving in traffic it can be impractical or dangerous to turn off a vehicles engine. In such circumstance idling in excess of three minutes will be acceptable.

## **7. RECYCLING AND WASTE REDUCTION**

- 7.1. All procurement of materials and products or service to be used and/or owned by any agencies, institutions or government entities of the City of Woodstock shall integrates factors of environmentally preferable purchasing.
- In addition to environmental, fiscal and social responsibility factors detailed in section 2.1.2, the procurement will account for life cycle costs.
  - Preference shall be given to products that include but are not limited to:
    - Reusable for single or multiple purposes
    - Biodegradable (i.e. drinking cups and utensils)
    - A higher percentage of post-consumer recycled materials
    - A higher percentage of pre-consumer recycled materials
    - A higher percentage of recyclable content
    - Copy, computer, and fax paper with at least 30% recycled content
    - Any other office paper products of 100%, 50%, 30% or even 10% recycled materials
    - Environmentally preferable cleaning products
  - Products that shall NOT BE ACCEPTABLE for purchase, include but are not limited to:
    - Styrofoam plates and cups
  - In the event that the procurement of an environmentally preferable product is deemed cost-prohibitive for its intended task the purchaser shall locate and purchase a product that performs intended task and meets with as many environmentally, fiscally and socially responsibility factors as possible.
  - In the event that the procured product is intended to replace an existing product or one of its components (i.e. ink cartridges for printers) and no environmentally preferable product is

compatible with the current system, the purchaser shall make sincere efforts to locate and purchase a product that meets stated system compatibility, performs intended task and meets with as many environmentally, fiscally and socially responsibility factors as possible.

- Additional practices of sustainable procurement will be defined as they evolve.
- 7.2. All employees of the City of Woodstock will adhere to practices that are environmentally, fiscally and socially responsible while on duty, no matter their location; and while off-duty anytime they are on or in public places and properties owned by the City or Woodstock, local, state or federal governments.
- Environmentally, fiscally and socially responsible practices include but are not limited to:
    - 7.2.1.1 Turning off lights in an unoccupied room
    - 7.2.1.2 Turning off lights in rooms or offices that will become unoccupied upon their departure
    - 7.2.1.3 Placing traditional recyclable materials in their appropriate receptacles at all work locations
    - 7.2.1.4 Placing non-traditional recyclable materials in appropriate receptacles wherever located or in locations dedicated for transportation to non-traditional recycling facilities
    - 7.2.1.5 Reduce paper consumption by using electronic communication or double sided printing
- 7.3. All Employees of the City of Woodstock, prior to their employment, will be required to sign a declaration of their intent to adhere to the practices described in this Sustainable Woodstock Program Policy.
- As the policy evolves, all employees of the City of Woodstock, will be required to sign on an annual basis, a declaration of their intent to adhere to the updated practices.
- 7.4. All Employees of the City of Woodstock agree to attend sustainable practice training as provided by the City of Woodstock.