

MINNESOTA GREENSTEP CITIES BEST PRACTICES AND REQUIREMENTS FOR A CATEGORY B CITY

BEST PRACTICE	REQUIREMENTS FOR A CATEGORY B CITY	STATUS
Buildings and Lighting		
Must complete Best Practice #1 and one other Best Practice		
1. Efficient Existing Public Buildings	Required - Must complete Actions #1 and 2	Completed Best Practice through Actions #1 and #2
2. Efficient Existing Private Buildings	Must complete at least one Action	Completed Best Practice through Actions #1 and #5
3. New Green Buildings	Must complete at least one Action	
4. Efficient Outdoor Lighting and Signals	Must complete Action #5 or #8 plus one more	Completed Action #5, need to complete one other Action
5. Building Redevelopment	Must complete at least one Action	Completed Best Practice through Actions #1 and #5
Land Use		
Must complete Best Practice #6 and one other Best Practice		
6. Comprehensive Plans	Required - Must complete Actions #1 and 2	Completed Best Practice through Actions #1 and #2
7. Efficient City Growth	Must complete at least one Action	Completed Best Practice through Action #2
8. Mixed Uses	Must complete at least one Action	Completed Best Practice through Action #5
9. Efficient Highway- and Auto-Oriented Development	Must complete at least one Action	Completed Best Practice through Action #1
10. Design for Natural Resource Conservation	Must complete at least one Action	Completed Best Practice through Action #3
Transportation		
Must complete any of the four Best Practices		
11. Living Streets	Must complete Action #1, plus one more	Completed Action #1, need to complete one other Action
12. Mobility Options	Must complete at least one Action	Completed Best Practice through Actions #1, #3, and #6
13. Efficient City Fleets	Must complete at least one Action	Completed Best Practice through Action #2
14. Demand-Side Travel Planning	Must complete at least two Actions	Completed Best Practice through Actions #1 and #4
Environmental Management		
Must complete Best Practices #15 and #16 and one other Best Practice		
15. Sustainable Purchasing	Required - Must complete Action #1, plus one other	Completed Best Practice through Actions #1, #6 and #7
16. Urban Forests	Required - Must complete at least one Action	Completed Best Practice through Actions #3 and #6
17. Stormwater Management	Must complete at least one Action	
18. Parks and Trails	Must complete at least two Actions	Completed Best Practice through Actions #2 and #3
19. Surface Water Quality	Must complete Action #4, plus one other	Completed Action #4, need to complete one other Action
20. Efficient Water and Wastewater Facilities	Must complete Actions #1, 2 and one other	
21. Septic Systems	Must complete at least one Action	Completed Best Practice through Action #4
22. Solid Waste Reduction	Must complete at least one of Actions #1-3 and one of Actions #4-8	Completed Action #6, need to complete one of Actions #1-3
23. Local Air Quality	Must complete at least one Action	Completed Best Practice through Action #2
Economic and Community Development		
Must complete Best Practices #24, #25, and #29		
24. Benchmarks and Community Engagement	Required - Must complete Action #1, plus one other	Completed Best Practice through Actions #1 and #4
25. Green Business Development	Required - Must complete at least two Actions	Completed Best Practice through Actions #2 and #7
26. Renewable Energy	Must complete at least two Actions	Completed Best Practice through Actions #1 and #2
27. Local Food	Must complete at least one Action	Completed Best Practice through Actions #2 and #3
28. Business Synergies	Must complete at least one of Actions #2-4	
29. Climate Adaptation and Community Resilience	Required - Must complete Action #1	
Total Best Practices Completed	Need to complete 6 to be a Step 2 City and 12 to be a Step 3 City	20

MINNESOTA GREENSTEP CITIES BEST PRACTICES, ACTIONS, AND PROGRAM REQUIREMENTS FOR A CATEGORY B CITY

BEST PRACTICE CATEGORY	REQUIREMENTS FOR A CATEGORY B CITY	STATUS
Buildings and Lighting Best Practices Category		
Must complete Best Practice #1 and one other Best Practice		
Required Best Practice, must complete Actions		
Best Practice #1: Efficient Existing Public Buildings		
1. Enter building information into the Minnesota B3 Benchmarking database and routinely enter monthly energy use data for all city-owned buildings.	Required Action	Completed - See B3 Benchmarking Data on the City's Sustainability webpage.
2. Make no/low cost indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.	Required Action	Completed - The City of Newport worked with RETAP in early 2013 to conduct an energy audit on the two fire stations and City Hall. These three buildings were chosen because they have the highest ratio of actual measured consumption against the predicted benchmark according to the Minnesota B3 Benchmarking Program. Attached are the reports from RETAP, which include the recommended actions. The City has already replaced the furnace for Fire Station #2, has begun shutting off computers in City Hall at the end of the day, and will look at replacing the two furnaces in Fire Station #1.
3. Invest in energy efficiency opportunities through larger financed projects or through smaller retro-commissioning/retrofit projects in city-owned/school buildings.		
4. Implement information technology efforts and city employee engagement to reduce plug loads and building energy use.		
5. Document that the new construction or major remodeling of a public building has met or qualifies under a green building or energy framework.		
6. Document that the operations & maintenance of city-owned/school buildings meets or qualifies under a green building framework.		
7. Install for one or more city-owned/school buildings one of the following efficiency measures: <ul style="list-style-type: none"> a. A ground-source, closed loop geothermal system. b. A district energy/microgrid system. c. A rainwater harvesting system for building water use. 		
Optional Best Practice, must complete at least		
one Action		
Completed Best Practice		
1. Create or participate in a marketing/outreach program to promote/achieve residential energy/water use reduction and energy efficiency.		Completed - See Available Resources on the City's Sustainability webpage.
2. Integrate green building best practices information and assistance into the building permit process.		
3. Implement an energy rating/disclosure policy for residential and/or commercial buildings.		
4. Describe energy/water efficiency actions and other green building practices at businesses located within/nearby the city.		

<p>5. Conserve drinking/groundwater resources by creating a watering ordinance, water-wise landscaping ordinance/guidance, WaterSense purchasing program, or guidance on rainwater harvesting.</p>		<p>Completed - The City has a tiered rate structure for its utilities and is offering a rebate program for individuals to get rebates for Energy Star clothes washing machines, WaterSense labeled toilets and WaterSense labeled Irrigation Controllers purchased and installed by June 30, 2017.</p>
<p>6. Provide a financial or other incentive to private parties who add energy/sustainability improvements or renovate using a green building or energy framework.</p>		
<p>7. Customize a model sustainable building renovation policy and adopt the language to govern commercial renovation projects that:</p> <ul style="list-style-type: none"> a. Receive city financial support, and/or b. Require city regulatory approval (conditional use permits, rezonings, variances, PUD status). 		
<p>Optional Best Practice, must complete at least one Action</p>		
<p>Best Practice #3: New Green Buildings</p>		
<p>1. Require by city policy that new city-owned buildings built in the future use a green building framework.</p>		
<p>2. Work with the local school district to ensure that future new schools are built using a green building framework.</p>		
<p>3. Customize a model sustainable building policy and adopt language governing new private development projects that:</p> <ul style="list-style-type: none"> a. Receive city financial support, and/or b. Require city regulatory approval (conditional use permit, rezoning, variance, PUD). 		
<p>4. Provide a financial or other incentive to private parties who build new buildings that utilize a green building framework.</p>		
<p>5. Adopt environmentally preferable covenant guidelines for new common interest communities addressing issues such as stormwater, greywater, native vegetation, growing food, clothes lines and renewable energy.</p>		
<p>Optional Best Practice, must complete at least two Actions, including one of actions #5-#8</p>		
<p>Best Practice #4: Efficient Outdoor Lighting and Signals</p>		
<p>1. Require energy efficient, Dark-Sky compliant new or replacement outdoor lighting fixtures on city-owned/private buildings and facilities.</p>		
<p>2. Purchase LEDs for all future street lighting and traffic signals.</p>		
<p>3. Replace the city's existing street lighting with Dark Sky-compliant LEDs, modifying any city franchise/utility agreement and adding smart grid attributes.</p>		
<p>4. Coordinate traffic signals and/or optimize signal timing so as minimize car idling at intersections yet maintain safe and publicly acceptable vehicle speeds.</p>		
<p>5. Use LED/solar-powered lighting for a flashing sign or in a street, parking lot or park project.</p>	<p>Required Action if Completing this Best Practice</p>	<p>Completed - The City has installed solar-powered lighting for flashing stop signs at Glen Road and 10th Avenue and the pavilion at Bailey School Forest.</p>
<p>6. Relamp/improve exterior building lighting for city-owned buildings/facilities with energy efficient, Dark-Sky compliant lighting.</p>	<p>Required Action if Completing this Best Practice</p>	
<p>7. Replace city-owned parking lot/ramp lighting with Dark-Sky compliant, energy efficient, automatic dimming lighting technologies.</p>	<p>Required Action if Completing this Best Practice</p>	

8. Replace the city's existing traffic signals with LEDs.	Required Action if Completing this Best Practice	
Best Practice #5: Building Redevelopment		Completed Best Practice
Optional Best Practice, must complete at least one Action		
1. Adopt an historic preservation ordinance/regulations to encourage adaptive reuse.		Completed - See the City's Heritage Preservation Ordinance in Chapter 16
2. Implement the Minnesota Main Street model for commercial revitalization.		
3. Plan for reuse of large-format retail buildings, or work with a local school to either add-on space or repurpose space into non-school uses.		
4. Create/modify a green residential remodeling assistance/financing program to assist homeowners in adding space to their existing homes.		
5. Adopt development and design standards that facilitate infill, redevelopment, and adaptable buildings.		Completed - The Comprehensive Plan includes a goal to encourage infill in the Old Town area. The Planning Commission has talked about creating design guidelines for infill.
Land Use Best Practices Category		Must complete Best Practice #6 and one other Best Practice
Best Practice #6: Comprehensive Plans		Completed Best Practice
Required Best Practice, must complete Actions #1 and #2		
1. Adopt a comprehensive plan or (for Category B & C cities) adopt a land use plan that was adopted by the county or a regional entity.	Required Action	Completed - The City Council approved the City's 2030 Comprehensive Plan in 2010.
2. Demonstrate that regulatory ordinances comply with the comprehensive plan including but not limited to having the zoning ordinance explicitly reference the comprehensive plan as the foundational document for decision making.	Required Action	Completed - The City's 2030 Comprehensive Plan is referenced in all sections of the Zoning Code.
3. Include requirements in comprehensive and/or other plans for intergovernmental coordination addressing land use and watershed / wellhead impacts, infrastructure, economic development and city/regional services.		
4. Include ecologic provisions in the comprehensive plan that explicitly aim to minimize open space fragmentation and/or establish a growth area with expansion criteria.		
5. Adopt climate protection or energy independence goals and objectives in the comprehensive plan or in a separate policy document, and link these goals to direct implementation recommendations.		
Best Practice #7: Efficient City Growth		Completed Best Practice
Optional Best Practice, must complete at least one Action		
1. Limit barriers to higher density housing by including in the city zoning ordinance and zoning map: <ul style="list-style-type: none"> a. Neighborhood single-family density at 7 units/acre or greater. b. Multi-family housing at a gross density of at least 15 units/acre adjacent to a commercial zoning district or transit node. 		
2. Encourage higher density housing through at least two of the following strategies: <ul style="list-style-type: none"> a. Incorporate a flexible lot size/frontage requirement for infill development. b. Use density and floor area ratio (FAR) bonuses in selected residential zoning districts. 		Completed - The City Council approved an ordinance amendment to add regulations for its MX-3 Transit Oriented District at its June 21 City Council meeting. This district does not allow single-family houses and requires residential properties to be between a density of 30 units/acre and 50

<ul style="list-style-type: none"> c. Tie a regulatory standard to comprehensive plan language defining compact city expansion zones that limit low-density development. d. Allowing accessory dwelling units or co-housing or tiny houses / apartments by right in selected zoning districts. 		<p>properties to be between a density of 30 units/acre and 50 units/acre. The FAR for residential and non-residential uses in this district is 0.5.</p>			
<p>3. Encourage a higher intensity of commercial land uses through at least one of the following strategies:</p> <ul style="list-style-type: none"> a. Include in the city zoning ordinance and zoning map a commercial district with reduced lot sizes and zero-lot-line setbacks, or a FAR minimum of 1. b. Set targets for the minimum number of employees/acre in different commercial zones. 					
<p>4. Provide incentives for infill projects, or for life-cycle housing at or near job or retail centers, or for achieving an average net residential density of seven units per acre.</p>					
<p>5. Modify the city zoning ordinance and zoning map to allow, without variance or rezoning in at least one district, developments that meet the prerequisites for LEED for Neighborhood Development certification.</p>					
<table border="0" style="width: 100%; background-color: #00838f; color: white;"> <tr> <td style="width: 45%;"></td> <td style="width: 20%; text-align: center;">Optional Best Practice, must complete at least one Action</td> <td style="width: 35%; text-align: center;">Completed Best Practice</td> </tr> </table>				Optional Best Practice, must complete at least one Action	Completed Best Practice
	Optional Best Practice, must complete at least one Action	Completed Best Practice			
<p>1. Organize or participate in a community planning/design process for the city/a mixed use district.</p>					
<p>2. Locate or lease a school, city building or other government facility that has at least two of these attributes:</p> <ul style="list-style-type: none"> a. Adjacent to an existing employment or residential center. b. Designed to facilitate and encourage access by walking and biking. c. Accessible by regular transit service. 					
<p>3. Modify a planned unit development ordinance to emphasize mixed use development or to limit residential PUDs to areas adjacent to commercial development.</p>					
<p>4. Determine that a (re)development meets a minimum point threshold under LEED for Neighborhood Development or the Equitable Development Scorecard.</p>					
<p>5. Have a downtown zoning district that allows residential and compatible commercial development.</p>		<p>Completed - The City has five Mixed-Use Districts that allow for this.</p>			
<p>6. Incorporate form-based zoning approaches into the zoning code, in those areas where a diverse mix of uses is desired.</p>					
<p>7. Create incentives for vertical mixed-use development in appropriate locations (downtown, commercial districts near colleges or universities, historic commercial districts).</p>					
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	Optional Best Practice, must complete at least one Action	Completed Best Practice			
<p>1. Establish design goals for at least one highway/auto-oriented corridor/cluster.</p>		<p>Completed - The City included goals for highway development in the 2030 Comp Plan.</p>			
<p>2. Participate in regional economic development planning with representatives from surrounding townships, cities, the county and business interests to:</p> <ul style="list-style-type: none"> a. Estimate commercial/industrial needs among all jurisdictions. b. Jointly implement recommendations to stage highway/auto-oriented commercial development in order to avoid overbuilding and expensive low-density development. 					

3. Adopt infrastructure design standards that protect the economic and ecologic functions of the corridor through clustering of development and incorporating access management standards.		
4. Adopt a commercial zoning district that permits only auto-oriented land uses.		
5. Require decommissioning in development agreements for large format developments in the event that the tenant leaves and no new tenant or adaptive reuse is in place within a set period of time.		
Optional Best Practice, must complete at least one Action		
Best Practice #10: Design for Natural Resource Conservation		Completed Best Practice
1. Conduct a Natural Resource Inventory or Assessment (NRI or NRA); incorporate protection of priority natural systems or resources through the subdivision or development process.		
2. For cities outside or on the fringe of metropolitan areas, conduct a build-out analysis, fiscal impact study, or adopt an urban growth boundary and a consistent capital improvement plan that provides long-term protection of natural resources and natural systems, and agricultural practices outside the boundary.		
3. For cities within metropolitan areas, incorporate woodland best management practices addressing protection of wooded areas into zoning or development review.		Completed - The City of Newport has several tree preservation ordinances, including Chapter 28, Sections 36-514, and 36-516
4. Adopt a conservation design policy and use a conservation design tool in negotiating development agreements in cities with undeveloped natural resource areas.		
5. Develop/fund a conservation easement program, such as a purchase of development rights program, in collaboration with a land trust.		
6. Conserve natural resources by adopting or amending city codes and ordinances to support sustainable sites and environmentally protective land use development.		
Must complete any one of the four Best Practices		
Transportation Best Practices Category		
Optional Best Practice, must complete Action #1 and at least one additional Action		
Best Practice #11: Living Streets		
1. Adopt a complete streets policy that also addresses street trees and stormwater.	Required Action	Completed - The City Council approved a Complete Streets Policy June 21, 2012
2. Adopt zoning language or approve a development agreement for a selected area/project that is substantially equivalent to LEED for Neighborhood Development certification, including credits for Walkable Streets and Street Network.		
3. Modify a street in compliance with the city's complete streets policy.		
4. Identify, prioritize and remedy complete streets gaps and lack of connectivity within your road network by, for example, adding a bike route/lane, truck route, sidewalk or mid-block alley.		
5. Identify and remedy street-trail gaps between city streets and off-road trails/bike trails to better facilitate walking and biking.		
6. Implement traffic calming measures, including road diets, roundabouts, shared space and depaving, in at least one street redevelopment project.		
Optional Best Practice, must complete at least one Action		
Best Practice #12: Mobility Options		Completed Best Practice

<p>1. Promote walking, biking and transit use by one or more of the following means:</p> <ul style="list-style-type: none"> a. Produce/distribute route maps, signage or a web site. b. Document increased bike facilities, such as racks, bike stations or showers. c. Add bus infrastructure, such as signage, benches, shelters, park and ride lots, and real-time arrival data-streaming. d. Increase the number of employers promoting multiple commuting options, including offering qualified transportation fringe benefits instead of only a tax-free parking fringe benefit. e. Be recognized as a Walk Friendly or Bicycle Friendly Community. 		<p>Completed - See the Newport Parks and Trails Map on the City's website</p>
<p>2. Launch an Active Living campaign such as a Safe Routes to School program.</p>		
<p>3. Prominently identify mobility options: transit; paratransit/Dial-A-Ride; cab service; rental cars; bikes.</p>		<p>Completed - See the Available Resources on the City's Sustainability webpage.</p>
<p>4. Promote carpooling or ridesharing among community members, city employees, businesses, high schools and institutions of higher education.</p>		
<p>5. Launch telework/flexwork efforts in city government, businesses or at a local health care provider.</p>		
<p>6. Add/expand transit service, or promote car/bike sharing.</p>		<p>Completed - The Transit Station opened in Newport on December 1, 2014</p>
<p style="text-align: center;">Optional Best Practice, must complete at least one Action</p>		
<p>Best Practice #13: Efficient City Fleets</p>		
<p>1. Efficiently use existing fleet of city vehicles by encouraging trip bundling, video conferencing, carpooling, vehicle sharing and incentives/technology.</p>		
<p>2. Right-size/down-size the city fleet with the most fuel-efficient vehicles that are of an optimal size and capacity for their intended functions.</p>		<p>Completed - The City Council approved a purchasing policy at its October 4, 2012 meeting. The purchasing policy states that the City will right-size its fleet when vehicles are no longer needed.</p>
<p>3. Phase-in no-idling practices, operational and fuel changes, and equipment changes including electric vehicles, for city or local transit fleets.</p>		
<p>4. Phase in bike, foot or horseback modes for police, inspectors and other city staff.</p>		
<p>5. Document that the local school bus fleet has optimized routes, start times, boundaries, vehicle efficiency and fuels, driver actions to cut costs including idling reduction, and shifting students from the bus to walking, biking and city transit.</p>		
<p>6. Retrofit city diesel engines or install auxiliary power units, utilizing Project GreenFleet or the like.</p>		
<p style="text-align: center;">Optional Best Practice, must complete at least two Actions</p>		
<p>Best Practices #14: Demand-Side Travel Planning</p>		
<p>1. Reduce or eliminate parking requirements and/or add parking maximums.</p>		<p>Completed - The City Council approved an ordinance amendment to add regulations for the MX-3 Transit Oriented District. The MX-3 District has both parking minimums and parking maximums. Additionally, the ordinance promotes shared parking in this district.</p>
<p>2. For cities with regular transit service, require or provide incentives for the siting of retail services at transit/density nodes.</p>		
<p>3. For cities with regular transit service, require or provide incentives for the siting of higher density housing at transit/density nodes.</p>		

<p>4. Adopt a travel demand management plan for city employees or incorporate into development regulations TDM or transit-oriented development standards.</p>		<p>Completed - The Planning Commission and City Council established standards for the MX-3 District, which is the Transit-Oriented Mixed Use District. The purpose of the MX-3 District is to encourage a mixture of residential, commercial, office and civic uses in proximity to transit facilities at densities and intensities that support and increase transit use. Development should encourage a safe and pleasant pedestrian environment, maximize access to transit, provide parking in an efficient and unobtrusive manner, and encourage a sense of activity and liveliness on local streets. The City Council approved the ordinance establishing the MX-3 District at its June 21, 2012 meeting.</p>
<p>5. Document that a development project certifies under the LEED for Neighborhood Development program and is awarded at least one of the following credits:</p> <ul style="list-style-type: none"> a. Transportation Demand Management. b. Housing and Jobs Proximity. 		
<p>Environmental Management Best Practices Category</p>		
<p>Must complete Best Practices #15 and #16, and one other Best Practice</p>		
<p>Required Best Practice, must complete action #1 and at least one other action</p>		
<p>Best Practice #15: Sustainable Purchasing</p>		<p>Completed Best Practice</p>
<p>1. Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least:</p> <ul style="list-style-type: none"> a. EnergyStar certified equipment and appliances and b. Paper containing at least 30% post-consumer recycled content. 	<p>Required Action</p>	<p>Completed - The City Council approved a purchasing policy October 4, 2012</p>
<p>2. Purchase energy used by city government/distributed by a municipal utility from renewable energy sources.</p>		
<p>3. Establish a local purchasing preference and, working with a local business association, develop a list of locally-produced products and suppliers for common purchases.</p>		
<p>4. Require purchase of U.S. EPA WaterSense-certified products.</p>		
<p>5. Set minimum standards for the percentage of recycled-content material in asphalt and roadbed aggregate or other construction materials.</p>		
<p>6. Require printing services to be purchased from companies certified by Minnesota Great Printers or by the Sustainable Green Printing Partnership.</p>		<p>Completed - The City prints its Newsletters from a company certified by MN Great Printers.</p>
<p>7. Lower the environmental footprint of meetings and events in the city.</p>		<p>Completed - In 2012, the City purchased iPads for the City Council and Planning Commission members to use during meetings instead of printing out paper copies. Additionally, the City started emailing packets for the Park Board and Library Advisory Committee meetings and placing packets for all meetings online. This resulted in a savings of about \$18,000 between 2012 and 2016 given that staff did not have to print several packets or deliver them.</p>
<p>8. Use state and national green standards/guidelines for at least 3 categories of purchasing/investments.</p>		
<p>Required Best Practice, must complete at least one Action</p>		
<p>Best Practice #16: Urban Forests</p>		
<p>Completed Best Practice</p>		

1. Certify as a Tree City USA.		
2. Adopt best practices for urban tree planting/quality; use them in at least one development project.		
3. Budget for and achieve urban canopy/tree planting goals.		Completed - The City calculated its overall tree canopy using i-Tree. Per this tool, the City's overall tree canopy is 30%.
4. Maximize tree planting along your main downtown street or throughout the city.		
5. Adopt a tree preservation or native landscaping ordinance.		
6. Build community capacity to protect existing trees/plant resilient species by certifying at least one or more local staff/volunteers.		Completed - In 2016, nine Citizen Pruners donated 153 hours to prune 258 young trees planted in Newport as part of the Hwy 61 reconstruction (111 trees were pruned during the winter, as reported in April, and 147 during the summer pruning season). Citizen Pruners also thinned over-crowded dogwood shrubs in the pedestrian bridge parks.
Optional Best Practice, must complete at least one Action		
Best Practice #17: Stormwater Management		
1. Adopt and use Minnesota's Minimal Impact Design Standards (MIDS).		
2. Complete the Blue Star City stormwater management assessment and be recognized for implementing the actions therein.		
3. Adopt by ordinance one or more of the following stormwater infiltration/management strategies: <ul style="list-style-type: none"> a. A narrower streets provision that permits construction of 22- or 24-foot roads for public, residential access and subcollector streets (with fewer than 500 average daily trips). b. For sites less than one acre, retain the water quality volume of 1.1 inches of runoff from all impervious surfaces for new and fully-redeveloped construction sites. c. For non-MS4 permittees, adopt an illicit discharge prohibition rule or ordinance and an erosion and sediment control ordinance. 		
4. Create a stormwater utility that uses variable fees to incentivize enhanced stormwater management, minimize the volume of and pollutants in runoff, and educate property owners.		
5. Adopt and implement guidelines or design standards/incentives for at least one of the following stormwater infiltration/reuse practices: <ul style="list-style-type: none"> a. Rain gardens/infiltration practices. b. Rainwater harvesting practices. c. Green alleys or green parking lots. d. Pervious/permeable pavement or pavers. e. Green roofs / green walls. f. Tree trenches / tree boxes. 		
Optional Best Practice, must complete at least two Actions		
Best Practice #18: Parks and Trails		
1. Make improvements within your city's system of parks, offroad trails and open spaces.		
2. Plan and budget for a network of parks, green spaces, water features and trails for areas where new development is planned.		Completed - The City's Subdivision Chapter of the City Code requires dedication of open spaces, parks, and drainage easements or cash with each new subdivision.

3. Achieve minimum levels of city green space.		Completed - The City has over 140 acres of parkland and over 15 miles of trails.
4. Adopt low-impact design standards in parks and trails that infiltrate or retain all 2 inch, 24-hour stormwater events on site.		
5. Create park/city land management standards/practices that maximize at least one of the following: a. Low maintenance turf management; native landscaping; organic or integrated pest management; bee/monarch-safe policies. b. Recycling/compostables collection. c. Sources of nonpotable water, or surface/rain water, for irrigation.		
6. Certify at least one golf course in the Audubon Cooperative Sanctuary Program.		
7. Document that the operation and maintenance, or construction / remodeling, of at least one park building used a green building framework.		
8. Develop a program to involve community members in hands-on land restoration and stewardship projects.		
Optional Best Practice, must complete Action #4 and at least one other Action		
Best Practice #19: Surface Water Quality		
1. (Action deleted on 09/22/2015)		
2. Support a multi-party community conversation around improving local water quality.		
3. Adopt and report on measurable, publicly announced surface water improvement targets for water bodies.		
4. Adopt a shoreland ordinance for all river and lake shoreland areas.	Required Action if Completing this Best Practice	Completed - The City adopted a Shoreland ordinance in 2004. It can be found in Section 36-328 of the City Code.
5. Adopt goals to revegetate shoreland and create a local program or outreach effort to help property owners with revegetation.		
6. Implement an existing TMDL implementation plan.		
7. Create/assist a Lake Improvement District.		
Optional Best Practice, must complete Actions #1 and #2 and at least one other Action		
Best Practice #20: Efficient Water and Wastewater Facilities		
1. Compare the energy use and performance of your facilities with other peer plants using standardized, free tools.	Required Action if Completing this Best Practice	
2. Plan and budget for motor maintenance and upgrades so as to assure the most energy efficient, durable and appropriate equipment is available when upgrades or break downs occur.	Required Action if Completing this Best Practice	
3. Establish an on-going budget and program for decreasing inflow and infiltration into sewer lines and losses in drinking water systems.		
4. Assess energy and chemicals use at drinking water / wastewater facilities and report on implemented changes that had a short payback period.		
5. (Action deleted on 06/17/2012)		
6. Implement a wastewater efficiency project/program for business operations: pretreatment, water conservation, business co-location, co-generation or water reuse.		
7. Create a demand-side management program to reduce demands on water and wastewater systems.		
Optional Best Practice, must complete at least one Action		
Best Practice #21: Septic Systems		
Optional Best Practice, must complete at least one Action		Completed Best Practice

<p>1. Report to landowners suspected noncompliant or failing septic systems as part of an educational, informational and financial assistance and outreach program designed to trigger voluntary landowner action to improve septic systems.</p>		
<p>2. Use a community process to address failing septic systems.</p>		
<p>3. Clarify/establish one or more responsible management entities for the proper design, siting, installation, operation, monitoring and maintenance of septic systems.</p>		
<p>4. Adopt a subsurface sewage treatment system ordinance based on the Association of Minnesota Counties' model ordinance.</p>		<p>Completed - The City contracts with Washington County for Subsurface Sewage Treatment System inspections and has also adopted the County's Subsurface Sewage Treatment System Regulations.</p>
<p>5. Create a program to finance septic system upgrades.</p>		
<p>6. Work with homeowners and businesses in environmentally sensitive areas and areas where standard septic systems are not the least-cost option to promote innovative waste water systems, including central sewer extensions.</p>		
<p>7. Arrange for assistance to commercial, retail and industrial businesses with water use reduction, pollution prevention and pretreatment prior to discharge to septic systems.</p>		
<p style="text-align: center;">Optional Best Practice, must complete at least one of Actions #1-3 and at least one of Actions #4-8</p> <p>Best Practice #22: Solid Waste Reduction</p>		
<p>1. Adopt and meet reduction goals for waste/toxics generated from internal city operations, including schools, libraries, parks, municipal health care facilities.</p>		
<p>2. Adopt and meet recycling/composting goals for waste/toxics generated from internal city operations.</p>		
<p>3. Document significant waste reduction/recycling, through a resource management contract (covering recycling and garbage) or other means, for one or more of:</p> <ul style="list-style-type: none"> a. City government operations. b. Schools, libraries, parks, or municipal health care facilities. c. A commercial or industrial business. 		
<p>4. Publicize, promote and use the varied businesses/services collecting and marketing used, repaired and rental consumer goods in the city/county.</p>		
<p>5. Arrange for a residential or business/institutional source separated organics collection/management program.</p>		
<p>6. Implement one or more city-wide solid waste collection/recycling systems:</p> <ul style="list-style-type: none"> a. Require collection of recyclables from multi-unit residential buildings. b. Require collection of 3 or more recyclable materials from commercial entities. c. Organize regular, ongoing residential solid waste collection by private and/or public operations to link one (or more) geographic district(s) to only one hauler. 		<p>Completed - The City requires every business and residential household (including multi-family) to recycle per Chapter 24 of the City Code. Additionally, it requires every residential property to separate recyclables from solid waste.</p>
<p>7. Offer significant volume-based pricing on residential garbage and/or incentives for recycling.</p>		

8. Adopt a construction and demolition ordinance governing demolition permits that requires a level of recycling and reuse for building materials and soil/land-clearing debris.		
Optional Best Practice, must complete at least one Action		
Best Practice #23: Local Air Quality	Optional Best Practice, must complete at least one Action	Completed Best Practice
1. Conduct an education/financial assistance campaign around one of the following residential wood burning/auto exhaust issues: <ul style="list-style-type: none"> a. Indoor and outdoor wood burning behavior, to ensure that wood burning is only done with seasoned wood and in a manner that doesn't negatively impact neighbors. b. Indoor wood burning technology, to result in community members upgrading from inefficient/more polluting fireplaces and wood stoves to pellet/natural gas/biogas stoves and fireplaces or the most efficient certified wood stoves. c. Smoker cars - older model/high polluting vehicles, to result in repairs spurred by repair vouchers. 		
2. Regulate outdoor residential wood burning, using model ordinance language, performance standards and bans as appropriate, for at least one of the following: <ul style="list-style-type: none"> a. Recreational burning. b. Outdoor residential wood boilers. 		Completed - Chapter 14, Article II of the City Code addresses open burning in the City of Newport. Permits are required for open burning and there are certain materials that are prohibited from being burned. Additionally, the City requires that only untreated wood, coal or charcol be used for recreational fires. Finally, outdoor furnaces are prohibited within the City.
3. Conduct one or more policy or education/behavior change campaigns on the topics below and document: <ul style="list-style-type: none"> a. Decreased vehicle idling in specific locations. b. Participation in the Air Aware Employers program. c. Adoption of a smoking-free policy at one or more multi-unit housing buildings, private or public. d. Replacement of gasoline-powered equipment with lower polluting equipment. e. Increased sales by retail stores of low and no-VOC household products. 		
4. Document the participation of at least 3 larger businesses in emission/idling reduction programs.		
5. Install, assist with and promote one or more public fueling stations for plug-in hybrid and full electric vehicles, flex-fuel ethanol vehicles, CNG vehicles.		
Economic and Community Development Best Practices Category		
Must complete Best Practices #24, #25, and #29		
Required Best Practice, must complete Action #1 and at least one other Action		
Best Practice #24: Benchmarks & Community Engagement	Required Action	Completed Best Practice
1. Use a committee to lead, coordinate and report to community members on implementation of GreenStep best practices.	Required Action	Completed - The City provides information on its Sustainability webpage.
2. Organize goals/outcome measures from all city plans and report to community members data that show progress toward meeting these goals.		
3. Engage community members in a public process that results in city council adoption of and commitment to measure and report progress on sustainability indicators.		

<p>4. Conduct or support a broad sustainability education and action campaign involving:</p> <ul style="list-style-type: none"> a. The entire community. b. Homeowners. c. Block clubs/neighborhood associations. d. Congregations. e. Schools and youth. 		<p>Completed - The City had a booth at Pioneer Days that provided educational materials and provides the information online.</p>
<p>5. Conduct or support a community education, visioning and planning initiative using a sustainability framework such as:</p> <ul style="list-style-type: none"> a. Strong Towns, Natural Capitalism. b. Transition initiatives, resiliency, Post-Carbon Cities. c. Eco-municipalities/The Natural Step, ecological footprinting, urban metabolism, permaculture. d. ISO 14001, Genuine Progress. e. Healthy communities, multi-generation learning. 		
<p>Required Best Practice, must complete at least two Actions</p>		
<p>Best Practice #25: Green Business Development</p> <p>1. Support new/emerging green businesses and green jobs through targeted assistance and new workforce development.</p>		<p>Completed Best Practice</p>
<p>2. Create or participate in a marketing/outreach program to connect businesses with assistance providers, including utilities, who provide personalized energy, waste or sustainability audits and assistance.</p>		<p>Completed - See the Business Assistance Tools on the City's website.</p>
<p>3. Actively promote green tourism in your city, and green tourism resources to tourism and hospitality businesses in/around the city.</p>		
<p>4. Strengthen value-added businesses utilizing local waste products and renting products/services.</p>		
<p>5. Lower the environmental footprint of a brownfield remediation/redevelopment project.</p>		
<p>6. Promote green businesses that are recognized under a local, regional or national program.</p>		
<p>7. Conduct or participate in a buy local campaign.</p>		<p>Completed - The City participated in the Chamber's Buy Local Campaign that took place in 2012.</p>
<p>Optional Best Practice, must complete at least two Actions</p>		
<p>Best Practice #26: Renewable Energy</p> <p>1. Adopt solar energy standards or a wind energy ordinance that allows or encourages appropriate renewable energy installations.</p>		<p>Completed - See the Alternative Energy Systems chapter of the City Code.</p>
<p>2. Consistently promote at least one of the following means of increasing renewable generation:</p> <ul style="list-style-type: none"> a. A local utility's green power purchasing program that allows residents/businesses to order/buy new renewable energy. b. Local, state and federal financial incentives for property owners to install renewable energy systems. 		<p>Completed - The City regularly puts articles in its newsletter about being sustainable.</p>
<p>3. Create/participate in a renewable energy financing program such as PACE for commercial property owners to install generation capacity/energy efficiency equipment.</p>		
<p>4. Support or create a program that enables community members to participate in a community renewable energy project.</p>		
<p>5. Install a public sector/municipally owned renewable energy technology, such as solar electric (PV), biomass, solar hot water/air, micro-hydro or wind.</p>		

<p>6. Enable a new or demonstrate prior collaboration for installed private sector renewable energy / energy efficient generation capacity with at least one of the following attributes:</p> <ul style="list-style-type: none"> a. Fueled by flowing water, sun, wind, or biogas. b. Fueled in part or whole by manure or woody biomass, optimized for minimal air and other environmental impacts and for energy efficiency and water conservation. c. Distributing heating/cooling services in a district energy system. d. Producing combined heat and power; using a microgrid. 		
<p>7. Create an expedited permit process for residents and businesses to install solar energy systems.</p>		
Optional Best Practice, must complete at least one Action		
Best Practice #27: Local Food	Optional Best Practice, must complete at least one Action	Completed Best Practice
<p>1. Incorporate working landscapes - agriculture and forestry - into the city by adopting an ordinance for one or more of the following:</p> <ul style="list-style-type: none"> a. An agriculture and forest protection district. b. A local food production district. c. Performance standards for minor and major agricultural retail. 		
<p>2. Facilitate creation of home/community gardens, chicken & bee keeping, and incorporation of food growing areas/access in multifamily residential developments.</p>		<p>Completed - The City allows chickens on single-family properties in the R1, R1-A, RE, MX-1 and MX-4 Districts. The City also allows bees in the RE District.</p>
<p>3. Create, assist with and promote local food production/distribution within the city:</p> <ul style="list-style-type: none"> a. A farmer's market or co-op buying club. b. An urban agriculture business or a community-supported agriculture (CSA) arrangement between farmers and community members/employees. c. A community or school garden, orchard or forest. 		<p>Completed - The City created a Community Garden in 2011.</p>
<p>4. Measurably increase institutional buying, and sales through groceries and restaurants.</p> <ul style="list-style-type: none"> a. Purchasing of local/organic/humane/equitable foods by schools, hospitals, nursing homes and event centers. b. Sales of local/organic/humane/equitable food in markets, retail food co-ops, rural grocery stores, urban convenience stores, hotels and restaurants. 		
Optional Best Practice, must complete at least one of Actions #2-4		
Best Practice #28: Business Synergies	Optional Best Practice, must complete at least one of Actions #2-4	
<p>1. Help businesses register as users of the Minnesota Materials Exchange and document their exchanges/sales of byproducts with other local/regional businesses.</p>		
<p>2. Document that at least one business/building uses waste heat or water discharge from another business.</p>		
<p>3. Require, build or facilitate at least four of the following in a business/industrial park project:</p> <ul style="list-style-type: none"> a. Shared parking/access OR shared recreation/childcare facilities. b. Green product development, manufacturing or sales OR a green job training program.. c. Buildings located within walking distance of transit and/or residential zoning. d. Renovated buildings OR buildings designed for reuse. 		

<p>e. Green buildings built to exceed the Minnesota energy code by 20% OR renewable energy generated on-site.</p> <p>f. Combined heat and power (CHP) generation capacity OR shared geothermal heating/cooling.</p> <p>g. Low-impact site development.</p>		
<p>4. Use eco-industrial park tools to identify industrial facilities that could achieve economic and environmental benefit by co-locating in the city's industrial park or industrial zone.</p>		