

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 Building and Street Lighting and Signals	Must complete Action #5 or 8 plus one more	
5. Building Reuse	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 Plan and Implementation	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-Oriented Development	Must complete at least one Action	Completed Best Practice through Action #1
10. Conservation Design	Must complete at least one Action	Completed Best Practice through Action #3
Transportation		
Must complete any of the four Best Practices		
11. Complete Green 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. Purchasing	Required - Must complete Action #1, plus one other	Completed Best Practice through Actions #1 and #6
16. Urban Forests	Required - Must complete at least one Action	Completed Best Practice through Action #3
17. Efficient 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	
20. Efficient Water and Wastewater Facilities	Must complete Actions #1, 2 and one other	
21. Septic Systems	Must complete at least one Action	
22. Solid Waste Reduction	Must complete at least one of Actions #1-3 and one of Actions #4-8	
23. Local Air Quality	Must complete at least one Action	

Economic and Community Development		Must complete Best Practices #24 and #25	
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		
Total Best Practices Completed	Need to complete 6 to be a Step 2 City and 12 to be a Step 3 City	18	

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 baseline information into the Minnesota B3 database and routinely enter monthly energy use data from city-owned buildings.	Required Action	Completed - See B3 Benchmarking Data on the City's Sustainability webpage.
(2) Make no/low cost facility operations and maintenance changes to city-owned 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 recommissioning/retrofitting city-owned buildings or by using the Guaranteed Energy Savings Program.		
(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 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 at least one of the following energy efficiency measures :		
a. A ground-source, closed loop geothermal system.		
b. A district energy/microgrid system.		
Optional Best Practice, must complete at least one Action		
Best Practice #2: Efficient Existing Private Buildings		
(1) Create or participate in a marketing and 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 information and assistance into the building permit process .		
(3) Implement an energy rating/disclosure policy for residential or commercial buildings.		
(4) Describe energy/water efficiency actions and other green building practices at businesses located within/nearby the city.		
(5) Conserve drinking/groundwater resources by adopting a watering ordinance, water-wise landscaping ordinance/guidance, or a WaterSense purchasing program.		Completed - The City has a tiered rate structure for its utilities.

(6) Provide a financial or other <u>incentive to private parties</u> who add energy/sustainability improvements or renovate using a green building framework.		
(7) Customize a model <u>sustainable building renovation policy</u> and adopt language governing commercial renovation projects that:		
a. Receive city financial support, and/or		
b. Require city regulatory approval (conditional use permit, rezoning, PUD status).		
Optional Best Practice, must complete at least one Action		
Best Practice #3: New Green Buildings		
(1) Require by city policy that <u>new city-owned buildings</u> built in the future use a green building framework.		
(2) Work with the local <u>school district</u> to ensure that future new schools are built using a green building framework		
(3) Customize a model sustainable building policy and adopt language governing <u>new private development projects</u> that:		
a. Receive city financial support, and/or		
b. Require city regulatory approval (conditional use permit, rezoning, variance, PUD).		
(4) Provide a financial or other <u>incentive to private parties</u> who build new buildings that utilize a green building framework		
(5) Adopt environmentally preferable covenant guidelines for new <u>common interest communities</u> addressing issues such as stormwater, native vegetation, growing food, clothes lines and renewable energy.		
Optional Best Practice, must complete either Action #5 or #8 plus one more Action		
Best Practice #4: Efficient Building & Street Lighting and Signals		
(1) Require energy efficient, Dark-Sky compliant <u>new or replacement outdoor lighting</u> fixtures on city-owned/private buildings and facilities.		
(2) Require all <u>new street lighting</u> to be Dark-Sky compliant and all <u>new traffic signals</u> to be EnergyStar compliant.		
(3) Modify any city <u>franchise or other agreement with a utility</u> to facilitate rapid replacement of inefficient street lighting.		
(4) Coordinate <u>traffic signals</u> and/or optimize signal timing so as minimize car idling at intersections yet maintain safe and publicly acceptable vehicle speeds.		
(5) Use <u>LED/solar-powered lighting</u> for a flashing sign or in a street, parking lot or park project.	Required Action if Completing this Best Practice	
(6) Relamp/improve <u>exterior building lighting</u> for city-owned buildings/facilities with energy efficient, Dark-Sky compliant lighting.		
(7) Replace city-owned <u>parking lot/ramp lighting</u> with Dark-Sky compliant, energy efficient, automatic dimming lighting technologies.		
(8) Replace the city's <u>existing traffic signals</u> with energy efficient LED or equivalent lighting technologies	Required Action if Completing this Best Practice	
Optional Best Practice, must complete at least one Action		
Best Practice #5: Building Reuse		
(1) Adopt an <u>historic preservation ordinance/regulations</u> to encourage adaptive reuse.		Completed - See the City's Heritage Preservation Ordinance in Chapter 11, Section 1150.
(2) Implement the <u>Minnesota Main Street</u> model for commercial revitalization.		
(3) Work with a <u>local school</u> to either add-on space, or to repurpose space into non-school uses.		

(4) Create/modify a green <u>residential remodeling</u> assistance/financing program to assist homeowners in adding space to their existing homes.		
(5) Adopt development and design standards that facilitate <u>infill and redevelopment</u> .		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		
Required Best Practice, must complete Actions #1 and #2		
Completed Best Practice		
(1) Adopt/have an adopted <u>comprehensive plan</u> OR, Category B and C cities may simply adopt a <u>land use plan</u> that was adopted by a regional entity or the county.	Required Action	Completed - The City Council approved the City's 2030 Comprehensive Plan in 2010.
(2) Demonstrate that <u>regulatory ordinances comply</u> 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. Furthermore, the City is in the process of amending Section 1350 of the Zoning Code, which will align the Code and Comprehensive Plan, specifically the Mixed-Use Districts.
(3) Include requirements in comprehensive and/or other plans for <u>intergovernmental coordination</u> addressing land use and watershed impacts, infrastructure, economic development and city/regional services.		
(4) Include <u>ecological provisions</u> in the comprehensive plan that explicitly aim to minimize open space fragmentation and/or establish a growth area with expansion criteria.		
(5) Adopt <u>climate protection/adaptation, resiliency or energy independence goals</u> and objectives in the comprehensive plan or in a separate policy document, and link these goals to direct implementation recommendations.		
Optional Best Practice, must complete at least one Action		
Completed Best Practice		
(1) <u>Limit barriers to higher density housing</u> by including in the city zoning ordinance and zoning map:		
<ul style="list-style-type: none"> a. Neighborhood single-family density at seven units per net acre or greater. b. Multi-family housing at a gross density of at least 15 units per acre adjacent to a commercial zoning district or transit center. 		
(2) <u>Encourage higher density housing</u> 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. 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 by right in selected 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 units/acre. The FAR for residential and non-residential uses in this district is 0.5.
(3) <u>Encourage a higher intensity of commercial</u> land uses through at least one of the following strategies:		

<p>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 between .75 and 1.</p> <p>b. Set targets for the minimum number of employees/acre in different commercial zones.</p>		
(4) Provide <u>incentives</u> for infill projects, or for life-cycle housing at or near jobs or retail centers, or for achieving an average net residential density of seven units per acre.		
(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 <u>LEED-Neighborhood Development</u> certification.		

Optional Best Practice, must complete at least one Action		
Best Practice #8: Mixed Uses	Optional Best Practice, must complete at least one Action	Completed Best Practice

(1) Organize or participate in a <u>community planning/design process</u> for a mixed use area of the city.		
<p>(2) Locate or lease a school, city building or other <u>government facility</u> that has at least two of these attributes:</p> <p>a. Adjacent to an existing employment or residential center.</p> <p>b. Designed to facilitate and encourage access by walking and biking.</p> <p>c. Accessible by regular transit service.</p>		
(3) Modify a planned unit development – <u>PUD - ordinance</u> to emphasize mixed use development or to limit residential PUDs to areas adjacent to commercial development.		
(4) Certify a new development as complying with <u>LEED for Neighborhood Development</u> standards, including the mixed-use credits.		
(5) Have a <u>downtown zoning district</u> that allows residential and compatible commercial development.		Completed - The City has three Mixed-Use Districts that allow for this.
(6) Incorporate <u>form-based zoning</u> approaches into the zoning code, in those areas where a diverse mix of uses is desired		
(7) Create incentives for <u>vertical mixed-use</u> development in appropriate locations (downtown, commercial districts near colleges or universities, historic commercial districts).		

Optional Best Practice, must complete at least one Action		
Best Practice #9: Efficient Highway-Oriented Development	Optional Best Practice, must complete at least one Action	Completed Best Practice

(1) Establish <u>design goals</u> for at least one highway corridor.		Completed - The City included goals for highway development in the 2030 Comp Plan.
<p>(2) Participate in <u>regional economic development planning</u> with representatives from surrounding townships, cities, the county and business interests to:</p> <p>a. Estimate commercial/industrial needs among all jurisdictions.</p> <p>b. Jointly implement recommendations to stage highway commercial development in order to avoid overbuilding and expensive low-density development.</p>		
(3) Adopt <u>transportation infrastructure design standards</u> that protect highway, economic and ecologic functions of the corridor through clustering of development and incorporating access management standards.		
(4) Adopt a <u>highway commercial zoning district</u> that permits only auto-oriented land uses.		
(5) Require <u>decommissioning in development agreements</u> for large format developments should they remain vacant for several years.		

Optional Best Practice, must complete at least one Action			Completed Best Practice
Best Practice #10: Conservation Design			
(1) Conduct a Natural Resource Inventory or Assessment (<u>NRI and NRA</u>); 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 cost of public services study for development outside the city grid and adopt development standards or a concurrency ordinance to ensure staged urban growth that protects natural systems.			
(3) For cities within metropolitan areas, incorporate by policy <u>woodland best management practices</u> into zoning or development review.			Completed - The City has several tree preservation ordinances including Section 1370.06, 1370.08, and Chapter 12.
(4) For cities with undeveloped natural resource areas use, or adopt as policy the use of a <u>conservation design scorecard</u> as a tool in negotiating development agreements.			
(5) Develop/fund a <u>conservation easement program</u> , such as a purchase of development rights program, in collaboration with a land trust.			
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: Complete Green Streets			
(1) Adopt a <u>complete streets policy</u> 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 the <u>LEED for Neighborhood Development</u> certification, including credits for Walkable Streets and Street Network.			
(3) Document inclusion/installation of <u>green infrastructure elements</u> as well as grey infrastructure elements in at least one complete streets reconstruction project.			
(4) Identify, prioritize and <u>remedy complete streets gaps</u> and lack of connectivity within your road network by, for example, adding a bike route/lane, truck route or sidewalk.			
(5) Identify and <u>remedy street-trail gaps</u> between city streets and offroad trails/bike trails to better facilitate walking and biking.			
(6) Implement <u>traffic calming measures</u> , including road diets, shared space and depaving, in at least one street redevelopment project.			
Optional Best Practice, must complete at least one Action			Completed Best Practice
Best Practice #12: Mobility Options			
(1) <u>Promote walking, biking and transit</u> use by one or more of the following means: <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, and 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 who promote multiple commuting options, including offering qualified transportation fringe benefits instead of only a tax-free parking fringe benefit. 			Completed - See the Newport Parks and Trails Map on the City's website

e. Be recognized as a Walk Friendly or Bicycle Friendly Community.		
(2) Launch an <u>Active Living campaign</u> such as a Safe Routes to School program.		
(3) Prominently identify <u>mobility options</u> : transit; paratransit/Dial-A-Ride; cab service; rental cars; bikes.		Completed - See the Available Resources on the City's Sustainability webpage.
(4) Promote <u>carpooling or ridesharing</u> among community members, city employees, businesses, high schools and institutions of higher education.		
(5) Launch <u>telework/flexwork</u> efforts in city government, businesses or at a local health care provider.		
(6) Add/expand <u>transit service, or promote car/bike sharing</u> .		Completed - The Transit Station opened in Newport on December 1, 2014
Optional Best Practice, must complete at least one Action		
Best Practice #13: Efficient City Fleets		Completed Best Practice
(1) <u>Efficiently use existing fleet</u> of city vehicles by encouraging trip bundling, video conferencing, carpooling, vehicle sharing and incentives/technology.		
(2) <u>Right-size/down-size</u> the city fleet with the most fuel-efficient vehicles that are of an optimal size and capacity for their intended functions		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.
(3) Phase-in no-idling practices, <u>operational and fuel changes, and equipment changes</u> including electric vehicles, for city or local transit fleets.		
(4) Phase in <u>bike, foot or horseback</u> modes for police, inspectors and other city staff.		
(5) Document that the local <u>school bus fleet</u> 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.		
(6) Retrofit <u>city diesel engines</u> or install auxiliary power units, utilizing Project GreenFleet or the like.		
Optional Best Practice, must complete at least two Actions		
Best Practices #14: Demand-Side Travel Planning		Completed Best Practice
(1) <u>Right-size or eliminate parking</u> minimum development standards and add parking maximums in pedestrian-friendly or transit-served areas.		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 (See page 1350-11 of the attached file). Additionally, the ordinance promotes shared parking in this district.
(2) For cities with regular transit service, require or provide incentives for the siting of <u>retail services</u> at transit/density nodes.		
(3) For cities with regular transit service, require or provide incentives for the siting of <u>higher density housing</u> at transit/density nodes.		

<p>(4) Adopt a travel demand management plan for <u>city employees</u> or <u>incorporate into development regulations</u> 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 <u>LEED for Neighborhood Development</u> 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 Must complete Best Practices #15 and #16, and one other Best Practice</p>		
<p>Best Practice #15: Purchasing Required Best Practice, must complete action #1 and at least one other action Completed Best Practice</p>		
<p>(1) Adopt an environmentally preferable purchasing policy or administrative guidelines/practices directing that the city purchase at least:</p> <ul style="list-style-type: none"> a. <u>EnergyStar</u> certified equipment and appliances and b. <u>Paper</u> 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 <u>renewable energy</u> sources.</p>		
<p>(3) Establish a <u>local purchasing</u> 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 <u>Water Sense</u>-certified products.</p>		
<p>(5) Set minimum standards for the percentage of <u>recycled-content</u> material in asphalt and roadbed aggregate or other construction materials.</p>		
<p>(6) Require <u>printing services</u> 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 <u>meetings and events</u> in the city.</p>		
<p>(8) Use state and national green <u>standards/guidelines</u> for at least 3 categories of purchasing.</p>		
<p>Best Practice #16: Urban Forests Required Best Practice, must complete at least one Action Completed Best Practice</p>		
<p>(1) Certify as a <u>Tree City USA</u>.</p>		
<p>(2) Adopt as policy MN Tree Trusts' <u>Best Practices</u> and use the guidelines in at least one development project to achieve an excellent or exemplary rating.</p>		
<p>(3) Budget for and achieve urban <u>canopy/ tree planting goals</u>.</p>		<p>Completed - The City calculated its overall tree canopy using i-Tree. Per this tool, the City's overall tree canopy is 30%.</p>
<p>(4) Maximize tree planting along your <u>main downtown street</u> or throughout the city.</p>		

<p>(5) Adopt at least one of the following tree/landscape <u>ordinances/policies</u>:</p> <ul style="list-style-type: none"> a. Adopt a policy of no net loss of specified natural landscapes. b. Adopt an ordinance/policy relating to protection of trees on public and private parcels affected by city planning/regulatory processes. c. Adopt landscaping/nuisance ordinances that promote, rather than create barriers for, native vegetation. 		
<p>(6) Build community capacity to <u>protect existing trees/to plant resilient species</u> by certifying at least one or more local staff/volunteers.</p>		
Optional Best Practice, must complete at least one Action		
Best Practice #17: Efficient Stormwater Management		
<p>(1) Complete the <u>Blue Star City</u> stormwater management assessment and be recognized for implementing the actions therein.</p>		
<p>(2) Adopt by <u>ordinance</u> one or more of the following:</p> <ul style="list-style-type: none"> a. A narrower streets provision that permits construction of 24-foot roads for public, residential access and subcollector streets (with fewer than 500 average daily trips). b. A 1.5 inch rainfall on-site rainwater infiltration design requirement for construction sites. c. A stormwater runoff volume limit to pre-development volumes for the 5-year, 24-hour rainfall maximum event. 		
<p>(3) THIS ACTION UNDER CONSTRUCTION</p>		
<p>(4) Create a <u>stormwater utility</u> that uses variable fees to incentivize enhanced stormwater management, minimize the volume of and pollutants in runoff, and educate property owners.</p>		
<p>(5) Adopt and implement guidelines for, or adopt required design standards/incentives for, at least one of the following <u>stormwater infiltration/reuse techniques</u>:</p> <ul style="list-style-type: none"> a. Rain gardens or green roofs. b. Cisterns and other stormwater reuse strategies. c. Green alleys or green parking lots. d. Pervious/permeable pavement or pavers. 		
<p>(6) Adopt an ordinance with <u>erosion and sediment control</u> provisions as well as requirements for permanent stormwater treatment.</p>		
Optional Best Practice, must complete at least two Actions		
Best Practice #18: Parks and Trails		Completed Best Practice
<p>(1) Identify and <u>remedy gaps within</u> your city's system of parks, offroad trails and open spaces.</p>		
<p>(2) Plan and budget for a network of parks, green spaces, water features and trails in all <u>new development areas</u>.</p>		<p>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.</p>
<p>(3) Achieve <u>minimum levels of city greenspace</u>.</p>		<p>Completed - The City has over 140 acres or parkland and over 15 miles of trails.</p>
<p>(4) Adopt <u>low-impact design standards</u> in parks and trails that infiltrate or retain all 2 inch, 24-hour stormwater events on site.</p>		
<p>(5) Create <u>park management standards/practices</u> that maximize at least on of the following:</p> <ul style="list-style-type: none"> a. Low maintenance turf management/native landscaping. b. Organic or integrated pest management. c. Sources of non-potable water, or surface/rain water for irrigation. 		

(6) Certify at least one <u>golf course</u> in the Audubon Cooperative Sanctuary Program.		
(7) Document that the <u>operation and maintenance, or construction/remodeling</u> , of at least one park building used a green building framework.		
(8) Develop a program to <u>involve community members</u> in hands-on land and stewardship projects.		
Optional Best Practice, must complete Action #4 and at least one other Action		
Best Practice #19: Surface Water Quality		
(1) Assist at least one lake or river association to earn or qualify for the <u>Star Lake/River designation</u> for their lake/river.		
(2) Support a multi-party <u>community conversation</u> around improving local water quality.		
(3) Adopt and report on measureable, publicly announced <u>surface water improvement targets</u> for water bodies.		
(4) Adopt a <u>shoreland</u> ordinance for all river and lake shoreland areas.	Required Action if Completing this Best Practice	
(5) Adopt goals to <u>revegetate shoreland</u> and create a local program or outreach effort to help property owners with revegetation.		
(6) Implement an existing <u>TMDL implementation plan</u> .		
(7) Create/assist a <u>Lake Improvement District</u> .		
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 <u>energy use and performance</u> of your facilities with other peer plants using standardized, free tools.	Required Action if Completing this Best Practice	
(2) Plan and budget for <u>motor maintenance and upgrades</u> 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 <u>inflow and infiltration</u> into sewer lines.		
(4) Assess energy and chemicals use at drinking water / wastewater facilities and report on <u>implemented changes</u> that had a short payback period.		
(5) expired action		
(6) Implement an <u>efficiency project/program</u> : pretreatment, water conservation, co-generation and water reuse.		
(7) Create a <u>demand-side management program</u> to reduce demands on water and wastewater systems.		
Optional Best Practice, must complete at least one Action		
Best Practice #21: Septic Systems		
(1) Report to landowners suspected noncompliant or failing septic systems as part of an educational, informational and financial <u>assistance and outreach program</u> designed to trigger voluntary landowner action to improve septic systems.		
(2) Create a program that follows the <u>five-step process</u> for addressing failing septic systems developed by the University of Minnesota's Onsite Sewage Treatment Program.		

(3) Clarify/establish one or more <u>responsible management entities</u> for the proper design, siting, installation, operation, monitoring and maintenance of septic systems.		
(4) Adopt a subsurface sewage treatment system <u>ordinance</u> based on the Association of Minnesota Counties <u>model ordinance</u> .		
(5) Create a program to <u>finance septic systems upgrades</u> through, for example, a city revenue bond, repayable through taxpayers' property taxes.		
(6) Work with homeowners and businesses in environmentally sensitive areas and areas where standard septic systems are not the least-cost option to promote <u>innovative waste water systems</u> .		
(7) Arrange for <u>assistance to commercial, retail and industrial businesses</u> with water use reduction, pollution prevention and pretreatment prior to discharge to septics.		
Optional Best Practice, must complete at least one of Actions #1-3 and at least one of Actions #4-8		
Best Practice #22: Solid Waste Reduction		
(1) Adopt and meet <u>reduction goals</u> for waste generated from internal city operations, including schools, libraries, parks, municipal health care facilities.		
(2) Adopt and meet <u>recycling/composting goals</u> for waste/toxics generated from internal city operations.		
(3) Document significant waste reduction/recycling, through a <u>resource management contract</u> or other means, for one or more of: <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. 		
(4) Publicize, promote and use the varied businesses/services collecting and marketing <u>used, repaired and rental consumer goods</u> in the city/county.		
(5) Arrange for a residential or business/institutional <u>source separated organics</u> collection/management program.		
(6) Implement one or more city-wide solid waste <u>collection/recycling systems</u> : <ul style="list-style-type: none"> a. Mandate collection of recyclables form multi-unit residential buildings. b. Mandate collection of 3 or more recyclables 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 		
(7) Offer significant <u>volume-based pricing</u> on residential garbage and/or incentives for recycling.		
(8) Adopt a <u>construction and demolition ordinance</u> governing demolition permits that mandates levels of recycling and reuse for materials and soil/land-clearing debris.		
Optional Best Practice, must complete at least one Action		
Best Practice #23: Local Air Quality		
(1) Conduct an education/financial assistance campaign around one of the following <u>wood burning / auto exhaust</u> 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. 		

<ul style="list-style-type: none"> b. Indoor wood burning technology, to result in community members upgrading from inefficient/more polluting fireplaces and wood stoves to pellet/natural gas/biogass 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. 		
<p>(2) <u>Regulate outdoor wood burning</u>, using model ordinance language, performance standards and bans as appropriate, for at least one of the following:</p> <ul style="list-style-type: none"> a. Recreational burning. b. Outdoor wood boilers. 		
<p>(3) Conduct one or more <u>policy or education/behavior change</u> campaigns on the topics below and document:</p> <ul style="list-style-type: none"> a. Decreased vehicle idling in specific locations. b. Increased sales by retail stores of low and no-VOC household products. c. Replacement of gasoline-powered equipment with lower polluting equipment. d. Adoption of a smoking-free policy at one or more multi-unit housing buildings, private or public. 		
<p>(4) Document the participation of at least 3 <u>larger businesses in emission/idling reduction programs</u>.</p>		
<p>(5) Install at least two <u>public charging stations</u> for plug-in hybrid and full electric vehicles.</p>		

Economic and Community Development Best Practices Category

Best Practice #24: Benchmarks & Community Engagement	Required Best Practice, must complete Action #1 and at least one other Action	Completed Best Practice
<p>(1) Use a committee to lead, coordinate and <u>report</u> to community members on implementation of GreenStep City best practices.</p>	Required Action	Completed - The City provides information on its Sustainability webpage.
<p>(2) Organize goals/outcome <u>measures from all city plans</u> and report to community members data that show progress toward meeting these goals.</p>		
<p>(3) Engage community members in a public process that results in city council adoption of and commitment to measure and report progress on <u>sustainability indicators</u>.</p>		
<p>(4) Conduct or support a <u>broad sustainability education and action campaign</u> 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 		Completed - The City had a booth at Pioneer Days that provided educational materials.
<p>(5) Conduct or support a <u>community education, visioning and planning</u> 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, permaculture. d. ISO 14001, Genuine Progress. 		

e. Healthy communities, multi-generation learning		
Required Best Practice, must complete at least two Actions		
Best Practice #25: Green Business Development		
(1) Support <u>new/emerging green businesses</u> and green jobs through targeted assistance.		
(2) <u>Connect businesses with assistance providers</u> , including utilities, who provide personalized energy, waste or sustainability audits and assistance.		Completed - See the Business Assistance Tools on the City's website.
(3) Actively promote <u>green tourism</u> resources to tourism and hospitality businesses in/around the city.		
(4) Strengthen value-added businesses <u>utilizing local waste products and renting products/services</u> .		
(5) Lower the environmental footprint of a <u>brownfield remediation/redevelopment project</u> .		
(6) Promote <u>green businesses that certify</u> under a local, regional or national program.		
(7) Conduct or participate in a <u>buy local campaign</u> .		Completed - The City participated in the Chamber's Buy Local Campaign that took place in 2012.
Optional Best Practice, must complete at least two Actions		
Best Practice #26: Renewable Energy		
(1) Adopt <u>solar energy standards or a wind energy ordinance</u> that allows or encourages appropriate renewable energy installations.		Completed - See the Alternative Energy Systems chapter of the City Code.
(2) Consistently promote at least one of the following means of increasing <u>renewable generation</u> : <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. 		Completed - The Winter 2012 Newsletter had a front page article promoting sustainability.
(3) Create/participate in a renewable energy <u>financing program</u> such as PACE for commercial property owners to install generation capacity/energy efficiency equipment.		
(4) Support or create a program that enables property owners to participate in a <u>community renewable energy project</u> .		
(5) Install a <u>public sector/municipally owned renewable energy technology</u> , such as solar electric (PV), solar hot water or hot air, micro-hydro or wind.		
(6) Enable a new or demonstrate prior collaboration for installed private sector renewable energy/ energy efficient <u>generation capacity</u> with at least one of the following attributes: <ul style="list-style-type: none"> a. Fueled by flowing water, 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. 		
(7) Create an <u>expedited permit process</u> for residents and businesses to install solar energy systems.		
Optional Best Practice, must complete at least one Action		
Best Practice #27: Local Food		
(1) Incorporate <u>working landscapes</u> - agriculture and forestry - into the city by adopting an ordinance for one of more of the following:		

