

	>> to receive recognition from the GreenStep Cities program, you will need to type information on completed actions into the GreenStep website <<		
<b>MINNESOTA GREENSTEP CITIES BEST PRACTICES, ACTION OPTIONS AND PROGRAM REQUIREMENTS (8/30/2013)</b>		Use this spreadsheet to do an initial inventory of city actions. Consider checking off which actions are: <b>Completed, In process, Planned, &amp; Who the responsible person / entity is.</b>	<b>Required for a Category A city</b>
<b>Buildings &amp; Lighting Best Practices Category</b>			BP #1 plus ONE other Building BP required
<b>Best Practice #1: Efficient Existing Public Buildings</b>			Required BP
<b>Action (1) for this best practice:</b> Enter baseline information into the Minnesota <u>B3 database</u> and routinely enter monthly energy use data from city-owned buildings.			Required action
	(2) Make no/low cost <u>facility operations &amp; maintenance</u> changes to city-owned/school buildings to reduce energy costs.		Required action
	(3) Invest in energy efficiency opportunities through <u>recommissioning/retrofitting</u> city-owned/school buildings or by using the Guaranteed Energy Savings Program.		
	(4) Implement <u>information technology efforts and city employee engagement</u> to reduce plug loads and building energy use.		
	(5) Document that the <u>new construction or major remodeling</u> of a public building has met or qualifies under a green building framework.		
	(6) Document that the <u>operations &amp; maintenance</u> of city-owned/school buildings meets or qualifies under a green building framework.		Required: choose one additional BP action from actions (3) - (7)
	(7) Install for one or more city-owned/school buildings at least one of the following <u>energy efficiency measures</u> :		
	a. A ground-source, closed loop geothermal system.		
	b. A district energy/microgrid system.		
<u>&gt;&gt; For each best practice, see the web page listed to view detailed guidance, implementation tools and which cities are completing the actions:</u> <a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1</a>			
<b>2. Efficient Existing Private Buildings</b>			Optional BP
	(1) Create or participate in a <u>marketing and outreach program</u> to promote/achieve residential energy/water use reduction and energy efficiency.		
	(2) Integrate green building practices information and assistance into the <u>building permit process</u> .		

<p>(3) Implement an <u>energy rating/disclosure policy</u> for residential or commercial buildings.</p> <p>(4) Describe energy/water efficiency actions and other green building <u>practices at businesses</u> located within/nearby the city.</p>		
<p>(5) Conserve <u>drinking/groundwater resources</u> by adopting a watering ordinance, water-wise landscaping ordinance/guidance, or a WaterSense purchasing program.</p>		<p>If implementing this BP, complete at least TWO actions.</p>
<p>(6) Provide a financial or other <u>incentive to private parties</u> who add energy/sustainability improvements or renovate using a green building framework.</p>		
<p>(7) Customize a model <u>sustainable building renovation policy</u> and adopt the language to govern commercial renovation projects that:</p>		
<p>a. Receive city financial support, and/or</p> <p>b. Require city regulatory approval (conditional use permits, rezonings, variances, PUD status).</p>		
<p><a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=2">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=2</a></p>		
<p><b>3. New Green Buildings</b></p>		<p>Optional BP</p>
<p>(1) Require by city policy that <u>new city-owned buildings</u> built in the future use a green building framework.</p>		
<p>(2) Work with the local <u>school district</u> to ensure that future new schools are built using a green building framework</p>		<p>If implementing this BP, complete at least action (1) or (2) and ...</p>
<p>(3) Customize a model sustainable building policy and adopt language governing <u>new private development projects</u> that:</p>		
<p>a. Receive city financial support, and/or</p>		
<p>b. Require city regulatory approval (conditional use permit, rezoning, variance, PUD).</p>		<p>... complete at least ONE additional action (3) through (5).</p>
<p>(4) Provide a financial or other <u>incentive to private parties</u> who build new buildings that utilize a green building framework</p>		
<p>(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.</p>		
<p><a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=3">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=3</a></p>		
<p><b>4. Efficient Outdoor Lighting and Signals</b></p>		<p>Optional BP</p>
<p>(1) Require energy efficient, Dark-Sky compliant <u>new or replacement outdoor lighting</u> fixtures on city-owned/private buildings and facilities.</p>		
<p>(2) Require all <u>new street lighting</u> to be Dark-Sky compliant and all <u>new traffic signals</u> to be EnergyStar compliant.</p>		
<p>(3) Modify any city <u>franchise or other agreement with a utility</u> to facilitate rapid replacement of inefficient street lighting.</p>		
<p>(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.</p>		<p>If implementing this best practice, complete at least TWO actions,</p>

	(5) Use <u>LED/solar-powered lighting</u> for a flashing sign or in a street, parking lot or park project.		including one of actions (5) through (8).
	(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		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=4">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=4</a>		
<b>5. Building Reuse</b>			Optional BP
	(1) Adopt an <u>historic preservation ordinance/regulations</u> to encourage adaptive reuse.		If implementing this BP, complete at least ONE action.
	(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> .		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=5">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=5</a>		
<b>Land Use Best Practices Category</b>			BP #6 plus ONE other Land Use BP required
<b>6. Comprehensive Plan and Implementation</b>			Required BP
	(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
	(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
	(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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=6">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=6</a>		

<b>7. Efficient City Growth</b>		Optional BP
(1) <u>Limit barriers to higher density housing</u> by including in the city zoning ordinance and zoning map:		If implementing this BP, complete at least ONE action.
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:		
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.		
(3) <u>Encourage a higher intensity of commercial</u> land uses through at least one of the following strategies:		
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.		
b. Set targets for the minimum number of employees/acre in different commercial zones.		
(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.		
<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=7">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=7</a>		
<b>8. Mixed Uses</b>		Optional BP
(1) Organize or participate in a <u>community planning/design process</u> for a mixed use area of the city.		If implementing this BP, complete at least TWO actions.
(2) Locate or lease a school, city building or other <u>government facility</u> that has at least two of these attributes:		
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.		
(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.		
	(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).		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=8">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=8</a>		
<b>9. Efficient Highway-Oriented Development</b>			Optional BP
	(1) Establish <u>design goals</u> for at least one highway corridor.		If implementing this BP, complete at least ONE action.
	(2) Participate in <u>regional economic development planning</u> with representatives from surrounding townships, cities, the county and business interests to:		
	a. Estimate commercial/industrial needs among all jurisdictions.		
	b. Jointly implement recommendations to stage highway commercial development in order to avoid overbuilding and expensive low-density development.		
	(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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=9">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=9</a>		
<b>10. Conservation Design</b>			Optional BP
	(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		If implementing this BP, complete at least ONE action.
	(2) For cities outside or on the fringe of metropolitan areas, conduct a <u>cost of public services study</u> 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.		
	(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.		

<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=10">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=10</a>		
<b>Transportation Best Practices Category</b>		BP #11 and BP #12 required
<b>11. Complete Green Streets</b>		Required BP
(1) Adopt a <u>complete streets policy</u> that also addresses street trees and stormwater.		Complete action (1), and ...
(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.		... complete TWO additional actions.
(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.		
<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=11">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=11</a>		
<b>12. Mobility Options</b>		Required BP
(1) <u>Promote walking, biking and transit</u> use by one or more of the following means:		Complete at least TWO actions.
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.		
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.		
(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</u> , or promote <u>car/bike sharing</u> .		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=12">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=12</a>		
<b>13. Efficient City Fleets</b>			Optional BP
	(1) <u>Efficiently use existing fleet</u> of city vehicles by encouraging trip bundling, video conferencing, carpooling, vehicle sharing and incentives/technology.		If implementing this BP, complete at least TWO actions.
	(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		
	(3) Phase-in no-idling practices, <u>operational and fuel changes</u> , and <u>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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=13">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=13</a>		
<b>14. Demand-Side Travel Planning</b>			Optional BP
	(1) <u>Right-size or eliminate parking</u> minimum development standards and add parking maximums in pedestrian-friendly or transit-served areas.		If implementing this BP, complete at least TWO actions.
	(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.		
	(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.		
	(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:		
	a. Transportation Demand Management.		
	b. Housing and Jobs Proximity.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=14">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=14</a>		
<b>Environmental Management Best Practices Category</b>			BP #15, BP #16, BP #17 and ONE other BP required
<b>15. Purchasing</b>			Required BP

	(1) Adopt an environmentally preferable purchasing policy or administrative guidelines/practices directing that the city purchase at least:		Complete action (1), and ...
	a. <u>EnergyStar</u> certified equipment and appliances and b. <u>Paper</u> containing at least 30% post-consumer recycled content.		
	(2) Purchase energy used by city government/distributed by a municipal utility from <u>renewable energy</u> sources.		... complete at least ONE additional action.
	(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.		
	(4) Require purchase of U.S. EPA <u>Water Sense</u> -certified products.		
	(5) Set minimum standards for the percentage of <u>recycled-content</u> material in asphalt and roadbed aggregate or other construction materials.		
	(6) Require <u>printing services</u> to be purchased from companies certified by Minnesota Great Printers or by the Sustainable Green Printing Partnership.		
	(7) Lower the environmental footprint of <u>meetings and events</u> in the city.		
	(8) Use state and national green <u>standards/guidelines</u> for at least 3 categories of purchasing.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=15">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=15</a>		
<b>16. Urban Forests</b>			Required BP
	(1) Certify as a <u>Tree City USA</u> .		Complete at least TWO actions.
	(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.		
	(3) Budget for and achieve urban <u>canopy/ tree planting goals</u> .		
	(4) Maximize tree planting along your <u>main downtown street</u> or throughout the city.		
	(5) Adopt at least one of the following tree/landscape <u>ordinances/policies</u> :		
	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.		
	(6) Build community capacity to <u>protect existing trees/to plant resilient species</u> by certifying at least one or more local staff/volunteers.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=16">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=16</a>		
<b>17. Efficient Stormwater Management</b>			Required BP
	(1) Complete the <u>Blue Star City</u> stormwater management assessment and be recognized for implementing the actions therein.		
	(2) Adopt by <u>ordinance</u> one or more of the following:		

	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).		Complete at least ONE action.
	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.		
	(3) THIS ACTION UNDER CONSTRUCTION		
	(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.		
	(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> :		
	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.		
	(6) Adopt an ordinance with <u>erosion and sediment control</u> provisions as well as requirements for permanent stormwater treatment.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=17">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=17</a>		
<b>18. Parks and Trails</b>			Optional BP
	(1) Identify and <u>remedy gaps within</u> your city's system of parks, offroad trails and open spaces.		If implementing this BP, complete at least THREE actions.
	(2) Plan and budget for a network of parks, green spaces, water features and trails in all <u>new development areas</u> .		
	(3) Achieve <u>minimum levels of city greenspace</u> .		
	(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.		
	(5) Create <u>park management standards/practices</u> that maximize at least on of the following:		
	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.		

	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=18">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=18</a>		
<b>19. Surface Water Quality</b>			Optional BP
	(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.		If a city has at least one state-designated public water body within its boundaries and chooses to implement this best practice, complete action (4) and at least ONE additional action. *** If a city has no state-designated public water body and chooses to implement this best practice, complete any ONE or more actions.
	(2) Support a multi-party <u>community conversation</u> around improving local water quality.		
	(3) Adopt and report on measurable, 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.		
	(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> .		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=19">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=19</a>		
<b>20. Efficient Water and Wastewater Facilities</b>			Optional BP
	(1) Compare the <u>energy use and performance</u> of your facilities with other peer plants using standardized, free tools.		If implementing this best practice, complete actions (1) and (2) and ...  ... at least ONE additional action.
	(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.		
	(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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=20">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=20</a>		
<b>21. Septic Systems</b>			Optional BP

	(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.		If implementing this BP, complete at least ONE action.
	(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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=21">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=21</a>		
<b>22. Solid Waste Reduction</b>			Optional BP
	(1) Adopt and meet <u>reduction goals</u> for waste generated from internal city operations, including schools, libraries, parks, municipal health care facilities.		If implementing this BP, complete at least action (1) or (2), and ...
	(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:		
	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.		... at least ONE of actions (4) through (8).
	(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> :		
	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 hauler.		
	(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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=22">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=22</a>		
<b>23. Local Air Quality</b>			Optional BP
	(1) Conduct an education/financial assistance campaign around one of the following <u>wood burning / auto exhaust</u> issues:		If implementing this BP, complete at least TWO actions.
	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) <u>Regulate outdoor wood burning</u> , using model ordinance language, performance standards and bans as appropriate, for at least one of the following:		
	a. Recreational burning.		
	b. Outdoor wood boilers.		
	(3) Conduct one or more <u>policy or education/behavior change</u> campaigns on the topics below and document:		
	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.		
	(4) Document the participation of at least 3 <u>larger businesses in emission/idling reduction</u> programs.		
	(5) Install at least two <u>public charging stations</u> for plug-in hybrid and full electric vehicles.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=23">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=23</a>		
<b>Economic and Community Development Best Practices Category</b>			BP #24 and BP #25 and ONE other BP required
<b>24. Benchmarks &amp; Community Engagement</b>			Required BP
	(1) Use a committee to lead, coordinate and <u>report</u> to community members on implementation of GreenStep City best practices.		Required action
	(2) Organize goals/outcome <u>measures from all city plans</u> and report to community members data that show progress toward meeting these goals.		Required action

	(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> .		
	(4) Conduct or support a <u>broad sustainability education and action campaign</u> involving:		
	a. The entire community		
	b. Homeowners		
	c. Block clubs/neighborhood associations		
	d. Congregations		
	e. Schools and youth		
	(5) Conduct or support a <u>community education, visioning and planning</u> initiative using a sustainability framework such as:		
	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		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=24">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=24</a>		
<b>25. Green Business Development</b>			Required BP
	(1) Support <u>new/emerging green businesses</u> and green jobs through targeted assistance.		Complete at least TWO actions.
	(2) <u>Connect businesses with assistance providers</u> , including utilities, who provide personalized energy, waste or sustainability audits and assistance.		
	(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</u> project.		
	(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> .		
	(8) expired action		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=25">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=25</a>		
<b>26. Renewable Energy</b>			Optional BP

	(1) Adopt <u>solar energy standards</u> or a <u>wind energy ordinance</u> that allows or encourages appropriate renewable energy installations.		If implementing this BP, complete at least TWO actions.
	(2) Consistently promote at least one of the following means of increasing <u>renewable generation</u> :		
	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.		
	(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</u> project.		
	(5) Install a <u>public sector/municipally owned renewable energy</u> technology, 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:		
	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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=26">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=26</a>		
<b>27. Local Food</b>			Optional BP
	(1) Incorporate <u>working landscapes</u> - agriculture and forestry - into the city by adopting an ordinance for one of more of the following:		If implementing this BP, complete
	a. An agriculture and forest protection district.		
	b. A local food production district		
	c. Performance standards for minor and major agricultural retail.		
	(2) Facilitate the creation of <u>home/community gardens, chicken &amp; bee keeping</u> , and incorporation of food growing areas/access in multifamily residential developments..		
	(3) Inventory and promote local <u>food production/distribution</u> within the city:		
	a. A farmer's market.		

	b. An urban agriculture business or a community-supported agriculture (CSA) arrangement between farmers and community members/employees.		at least ONE action.
	c. A community or school garden, orchard or forest.		
	d. A rural grocery store or urban healthy convenience store.		
	(4) Measurably increase institutional buying, and sales through groceries and restaurants.		
	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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=27">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=27</a>		
<b>28. Business Synergies</b>			Optional BP
	(1) Help businesses register as users of the <u>Minnesota Materials Exchange</u> and document their exchanges/sales of byproducts with other local/regional businesses.		If implementing this BP, complete at least ONE of actions (2) - (4).
	(2) Document that at least one business/building uses <u>waste heat or water</u> discharge from another business.		
	(3) Require, build or facilitate at least four of the following in a <u>business/industrial project</u> :		
	a. Shared parking/access OR shared recreation/childcare facilities.		
	b. Green product development, manufacturing or sales OR a green job training program.		
	c. Building located within walking distance of transit and/or residential zoning.		
	d. Renovated buildings OR buildings designed for reuse.		
	e. Green buildings built to exceed the Minnesota energy code by 20% OR renewable energy generated on-site.		
	f. Combined heat and power (CHP) generation capacity OR shared geothermal heating/cooling.		
	g. Low-impact site development.		
	(4) Use <u>eco-industrial park</u> tools to identify industrial facilities that could achieve economic and environmental benefit by co-locating in the city's industrial park or industrial zone.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=28">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=28</a>		
<b>From among all the best practices (1 - 28), the "floating BP" requirement:</b>			Any THREE additional best practices

**>> To be recognized as a Step 3 GreenStep City, you must satisfy the distribution requirements for the 5 best practice categories, and for each best practice and which ever best practice actions you chose, AND in total implement at least this many best practices:**

**16**

>> To be recognized as a Step 2 city, simply implement any BPs to total:

8