

**City of Ramsey**  
**Agenda**  
**Environmental Policy Board (EPB)**  
**Monday November 4, 2013**  
**6:30 pm**  
**Rum River Room, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve Meeting Minutes Dated October 7, 2013
5. **Policy Board Business**
  1. GreenStep Cities Program
  2. Discuss Potential Creation of Subcommittees
6. **Board/Staff Input**
7. **Adjournment**

**Environmental Policy Board (EPB)**

**4. 1.**

**Meeting Date:** 11/04/2013

**By:** Chris Anderson, Community  
Development

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**Information**

**Title:**

Approve Meeting Minutes Dated October 7, 2013

**Action:**

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**Attachments**

Meeting Minutes Dated October 7, 2013

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**Form Review**

**Inbox**

Chris Anderson (Originator)  
Form Started By: Chris Anderson  
Final Approval Date: 10/31/2013

**Reviewed By**

Chris Anderson

**Date**

10/31/2013 11:44 AM  
Started On: 10/29/2013 04:58 PM

**ENVIRONMENTAL POLICY BOARD  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

On Monday, October 7, 2013, the Environmental Policy Board (EPB) met in the Rum River Conference Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present:     Chairperson Michael Max  
                          Board Member Bob Bentz  
                          Board Member Michael Hiatt  
                          Board Member Larry Lewis  
                          Board Member Tara Pendergast  
                          Board Member Thomas Stodola (arrived at 6:33 p.m.)  
                          Board Member Michael Valentine

Members Absent:     None

Also Present:        Associate Planner/Environmental Coordinator Chris Anderson  
                          Diana Mckeown, Great Plains Institute

**1.     CALL TO ORDER**

Chairperson Max called the meeting to order at 6:30 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVE AGENDA**

Motion by Board Member Valentine and seconded by Board Member Lewis to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Max, Board Member Valentine, Bentz, Hiatt, Lewis, and Pendergast. Voting No: None. Absent: Board Member Stodola.

**4.     APPROVE MINUTES**

**4.01: Approve Meeting Minutes Dated August 26, 2013**

Motion by Board Member Valentine and seconded by Board Member Hiatt to approve the regular meeting minutes dated August 26, 2013.

Motion carried. Voting Yes: Chairperson Max, Board Member Valentine, Hiatt, Bentz, Lewis, and Pendergast. Voting No: None. Absent: Stodola.

Board Member Stodola arrived.

## **5. POLICY BOARD BUSINESS**

### **5.01: Review of 2013 Environmental Expo Event**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Chairperson Max stated that he believed the event went well, noting that more people could have been in the tent. He did acknowledge the amount of people who walked through during the event.

Associate Planner/Environmental Coordinator Anderson commented on the expenditure for the folks that bring in the wild animals, which is a significant expense. He noted that the expense may be unnecessary for the event in the future because of the association with Happy Days. He explained that if the event were to continue with Happy Days, that significant expense may not be needed.

Board Member Valentine questioned if Happy Days could cover the expense in the future if the exhibit were to be tied into the event rather than the Expo specifically.

Associate Planner/Environmental Coordinator Anderson noted that sponsorship could be a possibility but did not think that Happy Days would contribute the funds.

Board Member Hiatt questioned how the funds could be used in the future.

Associate Planner/Environmental Coordinator Anderson advised that if a keynote speaker were secured the funds could be used for that purpose.

Board Member Hiatt suggested that the exhibitors be surveyed to provide feedback on the event, as they had been involved with the event in the past as well. He believed that could be one method in which suggestions could be used to gain additional interest in exhibitors. He stated that a number of contacts that he had were not even aware the EPB existed; noting that he believed the event was beneficial simply for that educational aspect.

Associate Planner/Environmental Coordinator Anderson suggested that this item be tabled briefly in order to receive the GreenStep Cities Program presentation, noting that discussion could continue again following the presentation.

### **5.02: Presentation on GreenStep Cities Program**

Diana Mckeown, Great Plains Institute, explained that 100 percent of her time is based managing Clean Energy Resource Teams (CERTs) and explained that the CERTs team statewide is involved in the MN GreenStep Cities Program. She provided background information on the GreenStep Cities Program and noted that the program acts as a pathway to sustainability that is cost-effective, pragmatic, and achievable for all Minnesota cities. She explained how GreenStep Cities is different than other national programs, noting that the program is geared towards

smaller cities, includes practices developed by experts in their fields from Minnesota, are action oriented and at your pace, and allows flexibility with each best practice. She explained that the program moves at the pace desired by the city participating and credit is given for items already accomplished. She reviewed the benefits of being a GreenStep City including claim credit, special attention, access to 40 hours of free consultant help and intern support, and free technical workshops on best practice topics. She provided examples of efforts to date from other Minnesota cities including Edina, St. Cloud, Willmar, Kasson, and Milan. She advised of the five categories which are buildings and lighting, land use, transportation, environmental management, and economic and community development. She explained that each category has a number of best practices, which each include a number of steps that can be followed and reached by member cities. She displayed a map that identifies the many cities that now participate in the program statewide. She explained the steps to getting started which includes the presentation tonight and would also require a resolution approved by the City Council to work toward GreenStep Cities recognition. She advised after that action occurs the City would be required to register and post their initial information onto the GreenStep's website, noting that the posting of information would be the largest time commitment. She explained that after answering a series of questions the City would determine which category city they fall into. She confirmed that the website would allow you to compare the categories that neighboring or similar cities fall into. She encouraged Board Members and staff to reach out to participating cities in order to gain estimates of costs and staff time spent on the program as well as the benefits they feel have been gained. She advised that currently the program offers seed grant money for energy efficient projects.

Board Member Bentz questioned if private businesses could utilize this program to obtain expertise or whether the program was only for municipalities.

Ms. Mckeown explained that member cities could refer a local business owner to the GreenStep's contact and would then receive credit for the action. She noted that CERTs could also assist business owners. She thanked the Board for their time.

Chairperson Max questioned if there is anything currently on the Work Plan that would qualify for the grant funds.

Associate Planner/Environmental Coordinator Anderson stated that with the grant application deadline of next week, there would not be enough time to seek City Council authorization to apply for funding.

Chairperson Max stated that it seems to be a flexible program, which could provide a pathway for the Board to work.

Associate Planner/Environmental Coordinator Anderson noted that he did review portions of the list of steps and there were items the City could check off as completed. He stated that if the Board would like to join the program, the purpose of participation should be identified. He stated that participation in the program could provide cost-savings in the future through efficiency. He noted that he would like to speak with staff from participating cities to determine the actual amount of staff time needed.

The Board discussed advantages of the program including the increased efficiency and positive public relations.

Associate Planner/Environmental Coordinator Anderson confirmed general consensus to move forward. He stated that he will try to contact other participating communities to get a sense of how much staff time went into enrolling in the program and entering all information as well as any potential costs that they encountered and bring this topic back for consideration next month.

Board Member Lewis stated that if the Board chooses to move forward with this idea they should consider creating a subcommittee to handle this item. He asked that Board Members think about the level of participation they would like to have before the next meeting.

Associate Planner/Environmental Coordinator Anderson stated that it would make sense for him to input the initial data onto the website but noted that the creation of a subcommittee after that would be a great aid to him.

Chairperson Max agreed that a subcommittee would make sense. He believed that an expo committee should also be created as a standing committee. He explained that each year the planning for the expo is mentioned but ultimately falls mostly onto Associate Planner/Environmental Coordinator Anderson, which it should not. He noted that it would be beneficial to form these smaller discussion groups within the Board that could provide monthly reports to the Board.

Board Member Lewis stated that in regard to the GreenStep's program it may be beneficial to create a series of subcommittees to work on the different actions.

Associate Planner/Environmental Coordinator Anderson noted that his next step would be to gather additional information to bring back to the Board at the following meeting, at which time a formal decision could be made by the Board. He invited the Board to visit the website in the next month to review the program further, noting that he believed Ramsey would be a category A city.

#### **5.01: Review of 2013 Environmental Expo Event (Continued)**

Associate Planner/Environmental Coordinator Anderson advised that the results of the survey were summarized in the Board packet, noting approximately 32 responses. He stated that there were common positive themes identified for the City including trails, parks and recycling. He stated that the negative themes identified were an increased need for publication of positive recycling efforts and planting of additional trees. He noted that on some scale most of the participants had instituted some of the efficiency measures listed.

Board Member Bentz noted that some of the potential survey takers did not want to wait in line when there was a technical glitch.

Board Member Stodola noted that perhaps a few hardcopies of the survey could be kept on hand next year in case that situation occurs again.

Associate Planner/Environmental Coordinator Anderson stated that he did see a benefit provided in regard to the question regarding the residents' knowledge of the environmental services provided in Ramsey. He noted increased activity that he could do to publicize those efforts.

Board Members Lewis and Pendergast expressed their condolences that they were unable to attend the event.

Board Member Lewis agreed with Chairperson Max that the Board should create a standing subcommittee to plan for the expo. He noted that it would be beneficial to make contacts within the Happy Days committee as well.

Board Member Hiatt questioned the feedback of the Happy Days folks to the Expo joining their event.

Associate Planner/Environmental Coordinator Anderson noted that the Happy Days committee will be making a presentation at the City Council meeting the following night and will meet after that to debrief on the event. He advised that he did not yet hear any feedback in that regard.

Chairperson Max commented that he was disappointed to see how early the Girl Scout troop left the event on a hot day.

Associate Planner/Environmental Coordinator Anderson noted that he did follow up and determined that the troop leader expressed concern with the high level of heat and the slower sales. He advised that the troop did raise the necessary funds to purchase the trash receptacle for the Lake Itasca Trail.

## **6. BOARD / STAFF INPUT**

- **Fall Recycling Day**

Associate Planner/Environmental Coordinator Anderson advised that the event was held September 28<sup>th</sup> and about 300 vehicles came through the event, even with the rainy weather. He stated that the event went well and between the spring and fall events there were over 700 vehicles participating.

- **Alpine Park Rain Garden Enhancement**

Associate Planner/Environmental Coordinator Anderson stated that in order to move forward he directed Prairie Restoration to complete the plantings. He advised that 90 plants were installed and the rainy weather since the planting has really helped. He noted that the City should be able to make it through, because of the time of year, without watering.

- **Special Joint Meeting**

Associate Planner/Environmental Coordinator Anderson reported that a joint meeting will occur at 6:00 p.m. on October 29<sup>th</sup> between the City Council, Planning Commission and EPB. He advised that the group will specifically be talking about the rule making process for the Mississippi River Critical Corridor. He advised that following that meeting a joint meeting between the City Council, Planning Commission and EDA will take place and noted that interested EPB Board Members can stay to attend that meeting. He also discussed a recent DNR meeting in regard to the Mississippi River Critical Corridor. He confirmed that he would send a follow-up email to the Board regarding the joint meeting.

- **Board Member Input**

Board Member Hiatt commented on a recent trip to Montreal and an exhibit that he visited.

Board Member Bentz questioned if staff followed up with Great River Energy (GRE) regarding wood burning.

Associate Planner/Environmental Coordinator Anderson stated that he did not yet reach out to GRE.

Board Member Bentz questioned if the Emerald Ashe Borer plan included a policy for disposal of wood.

Associate Planner/Environmental Coordinator Anderson explained that is not included in the plan as removal is not required for private property. He advised that public trees would be removed and likely chipped to avoid transporting the wood.

Board Member Lewis suggested that the next agenda include one or two items which include the creation of committees/subcommittees and future meeting format. He asked that each Board Member consider their strengths and weaknesses prior to that time so the best fit for everyone can be found. He asked that everyone consider the time commitment that will be needed in order to complete these items and unburden Associate Planner/Environmental Coordinator Anderson. He stated that he believed that these meetings could be kept to 90 minutes.

Board Member Bentz noted that in the past there has been a thorough scrutiny of the content or wordsmithing.

Associate Planner/Environmental Coordinator Anderson agreed with the comment made by Board Member Bentz and noted that if this is the direction that the Board moves, some form of trust would need to be placed with the subcommittee.

Chairperson Max stated that he would also like to discuss QCTV at the next meeting because additional input and creation of segments is needed.

## 7. ADJOURNMENT

Motion by Board Member Hiatt and seconded by Board Member Stodola to adjourn the meeting.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

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Chris Anderson  
Associate Planner/Environmental Coordinator

ATTEST:

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JoAnn Shaw  
Community Development Secretary

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**Environmental Policy Board (EPB)**

**5. 1.**

**Meeting Date:** 11/04/2013

**By:** Chris Anderson, Community  
Development

**Information**

**Title:**

GreenStep Cities Program

**Purpose/Background:**

As the Board knows, there was a presentation on the GreenStep Cities program at last month's meeting. After the conclusion of the presentation, the Board discussed the program and there was general consensus that the City should pursue enrolling in the GreenStep Cities program. However, there was a question as to how much Staff time may be required to enter all required data into the program spreadsheet. Thus, the Board requested that Staff try contacting other cities already enrolled to hear what their experiences have been thus far. Staff did try contacting at least four (4) other communities that were similar in size and has only received one response thus far. However, that community did indicate that costs for them were really minimal as they had a GreenCorps member available to input all the information into the program spreadsheet.

**Observations/Alternatives:**

Staff has reviewed many of the action items within the Best Practices Action Options. It appears that the City has already implemented one or more actions listed under many of the Best Practices. While completion of additional actions may be necessary to finalize a particular Best Practice, it does appear that the City may have one or more Best Practices completed already. For instance, the City should be credited for completing Best Practice #16 (Urban Forests) as it is already certified as a Tree City USA and employs both a Certified Arborist and also multiple Certified Tree Inspectors.

In communications with Diana McKeown, who presented the program information last month, it was indicated that it is possible for a city to get close to or achieve Step 3 of the program only focusing on its own operations. That was one potential concern identified after the presentation last month, that if the City were to participate that the actions should really focus on City operations rather than requirements for the private sector.

Should the Board desire to pursue enrolling in this program, a resolution approved by the City Council is required. A draft resolution has been included for the Board to review. The Board should review the draft resolution and, if so desired, make revisions to the document before it is presented to City Council.

**Action:**

Motion to recommend that City Council adopt a resolution to enable the City of Ramsey to enroll in the GreenStep Cities program.

**Attachments**

City Classification Worksheet

Best Practices Action Options

Draft Resolution

**Form Review**

**Inbox**

**Reviewed By**

**Date**

Chris Anderson (Originator)  
Form Started By: Chris Anderson  
Final Approval Date: 11/01/2013

Chris Anderson

11/01/2013 10:03 AM  
Started On: 10/31/2013 11:46 AM

## Determining a City's GreenStep Category

*Click on the empty cells in the Answers column for more information and to complete the worksheet using the dropdown menu.*

	Questions	Answers
1	Approximately how many public buildings does the city own?	8 - 15
2	Approximately how many paid full time equivalent (FTE) staff does the city have?	50 - 100
3	For how many separate departments (public works, planning, etc) does the city have paid staff?	More than 4
4	Does the city have fixed route transit service (bus or rail) with at least two separate routes that make more than one local stop? Exclude dial-a-ride, paratransit.	No
5	Is the city required to have an MS4 (Municipal Separate Storm Sewer System) permit from the Minnesota Pollution Control Agency?	Yes
6	Does the city operate a centralized wastewater treatment facility that serves most residents?	no
7	Does the city operate a drinking water treatment facility that serves most residents?	no
8	How many distinct commercial areas and industrial parks does the city have?	More than Five
9	Is the city part of a metropolitan area?	Seven County Metropolitan Area
10	If the city is not part of a metropolitan area, does it share a border with more than one other incorporated city?	
	If so, does the city have the largest population among the adjoining communities?	
11	Does the city administer a zoning ordinance?	Yes

**Your City is a Category    A City**

Password - GreenStep

*p down list.*

	>> 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.		
	(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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1">           &gt;&gt; For each best practice, see the web page listed to view detailed guidance, implementation tools and which cities are completing the actions:                       http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1         </a>		Required: choose one additional BP action from actions (3) - (7)
<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.		... complete at least ONE additional action.
	(2) Purchase energy used by city government/distributed by a municipal utility from <u>renewable energy</u> sources.		
	(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>		Required BP
<b>16. Urban Forests</b>			
	(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>		Required BP
<b>17. Efficient Stormwater Management</b>			
	(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

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #13-11-\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF RAMSEY TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM**

**WHEREAS**, Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. GreenStep is a free, continuous improvement program, managed by a public-private partnership, and based upon twenty-eight (28) best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions focus on cost savings and energy use reduction as well as encourage civic innovation; and

**WHEREAS**, the Minnesota GreenStep Cities program assists in facilitating technical assistance for the implementation of these sustainable development best practices; and

**WHEREAS**, the Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development;

**WHEREAS**, uncertainty in energy prices and the transition away from fossil fuel energy sources present new challenges and opportunities to both the City of Ramsey and to the economic health of its citizens and businesses; and

**WHEREAS**, climate changes have been observed in Minnesota and have the potential to negatively impact local, regional and state economies; infrastructure development; habitat; ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

**WHEREAS**, local governments have the unique opportunity to achieve both energy use and climate change gas reductions and cost savings through building and facilities management; land use and transportation planning; environmental management; and through economic and community development; and

**WHEREAS**, efforts to address energy and climate issues provide an opportunity to move toward energy self-reliance and greater community resiliency and quality of life; provide environmentally healthy and cheaper-to-operate public buildings; encourage new economic development and local jobs; and support local food and renewable energy production; and

**WHEREAS**, steps taken toward sustainable solutions aim to improve community quality of life, building community capital and increasing government efficiency, accountability and transparency.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

1. The City of Ramsey will participate in the Minnesota GreenStep Cities program that offers a free, voluntary continuous improvement framework.
2. Appoints Associate Planner/Environmental Coordinator Chris Anderson to serve as the City's GreenStep coordinator for best practice documentation/implementation (and, as appropriate, identifies the Environmental Policy Board [EPB] as the city's GreenStep coordination team).
3. Will facilitate the involvement of community members and other units of government as appropriate in the planning, promoting and/or implementing of GreenStep Cities best practices.
4. Grants to the GreenStep program's buildings advisor read-only access to the City's B3 Benchmarking Database so as to facilitate analysis and cost-savings advice to the City regarding its buildings' energy use.
5. The City of Ramsey will identify a short list of best practices for initial implementation by March 31, 2013.
6. The City of Ramsey will claim credit for having implemented and will work at its own pace toward implementing at least *sixteen* (16) GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement and reduction in the City's greenhouse gas footprint. An on-going summary of the City's implementation of best practices will be posted on the Minnesota GreenStep Cities web site.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Clerk

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ANOKA )

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a Notary Public, personally appeared Sarah Strommen and JoAnn M. Thieling, to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal Corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council and said Sarah Strommen and JoAnn M. Thieling acknowledge said instrument to be the free act and deed of said Municipal Corporation.

**Meeting Date:** 11/04/2013

**By:** Chris Anderson, Community  
Development

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**Information**

**Title:**

Discuss Potential Creation of Subcommittees

**Purpose/Background:**

At the October meeting, a request was made to add a case to the November agenda to discuss the potential creation of various subcommittees to help accomplish the items on the Work Plan. The intent was to identify up to three (3) Board Members interested in a particular action item to work as a Subcommittee on that item and report back to the Board as a whole monthly.

**Observations/Alternatives:**

There are several topics that may be a good fit for a Subcommittee, including the Environmental Expo, the Greenstep Cities program (if the City opts to enroll in this program), and education/community awareness. In addition to these, which all seem to be of the on-going nature, a Subcommittee to work on a community stewardship recognition program may also be beneficial. Following is a brief synopsis of what each of these Subcommittees could focus on:

**Environmental Expo Subcommittee:** This Subcommittee would likely focus on identifying and/or contacting potential keynote speakers, identifying and/or contacting potential exhibitors, identifying appropriate kid-friendly activities, exploring potential sponsorship opportunities, and promotional/marketing ideas.

**Greenstep Cities Subcommittee:** This Subcommittee may be slightly different in its make up than the others due to the actual program. As we learned at the October meeting, there are approximately 170 different actions that the City could implement as part of the Greenstep Cities program. As such, different Board Members may have more interest in some areas than others. Thus, this could potentially be more of a rotating Subcommittee depending on where individuals interests lie. Initially, this Subcommittee could review the various possible actions and provide some recommendations to the Board on where its efforts should first be focused (attached to this case is the list of possible actions).

**Education/Community Awareness Subcommittee:** This Subcommittee would focus on several different mediums to promote awareness of environmental topics. This would include information for the newsletter, website, and QCTV spots. The Subcommittee would identify relevant and timely topics to address and be responsible for drafting articles, providing information to City Staff for updates to the website, and recruiting Board Members to participate in QCTV pieces. While the Board as a whole would have an opportunity to review the proposed newsletter articles, their review would be more to stay informed about what is being prepared and to suggest any potential revisions related to inaccurate information, not with how an article is worded.

**Community Stewardship Recognition Subcommittee:** This Subcommittee's main role would be to develop a program to recognize individual or group efforts to improve the community. This could include developing the objectives of the program, examples of activities that may merit recognition, potential standards and/or benchmarks, and how an individual or group would be recognized.

These examples of possible subcommittees were identified either through the discussion last month or by Staff.

Each subcommittee would submit an update to Staff no later than a week prior to the next regularly scheduled meeting so that it can be incorporated into the meeting agenda (or, if no update, an email to Staff stating such). It should be noted that Staff would be still be available to assist with any of the subcommittees that are established in terms of providing resources, coordination, and as a clearinghouse to receive and distribute information.

The intent of creating subcommittees would be twofold: first, to assist with expediting completion of items on the Work Plan, and secondly, to allow for more efficient monthly meetings. The latter was another suggestion last month. If there were a subcommittee or subcommittees working on various items between meetings, the meetings themselves could be formatted more as subcommittee updates. This would allow the Board to stay up to date on each of the items being worked on while presumably reducing the amount of time spent at the regular meetings. This, of course, does not preclude the Board from addressing other tasks as needed under the current meeting format. It should be noted that while the regular meeting time would likely be reduced as a result of creating subcommittees, a subcommittee would require additional time from its members during the month.

**Action:**

The Board should be prepared to take the following actions:

- Determine which, if any, subcommittees should be formed; and
- If applicable, identify members of each subcommittee; and
- Provide feedback to Staff on the proposed meeting format (more focused on subcommittee updates)

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**Attachments**

Best Practices Action Items

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**Form Review**

**Inbox**

Chris Anderson (Originator)  
Form Started By: Chris Anderson  
Final Approval Date: 10/31/2013

**Reviewed By**

Chris Anderson

**Date**

10/31/2013 11:45 AM  
Started On: 10/31/2013 08:34 AM

	>> 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.		
	(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.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1">           &gt;&gt; For each best practice, see the web page listed to view detailed guidance, implementation tools and which cities are completing the actions:         </a>		Required: choose one additional BP action from actions (3) - (7)
<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 ...  ... complete TWO additional actions.
(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.		
<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.		... complete at least ONE additional action.
	(2) Purchase energy used by city government/distributed by a municipal utility from <u>renewable energy</u> sources.		
	(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 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.		
	(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:**

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

8