



**CITY OF WEST ST. PAUL**  
**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**

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**ENVIRONMENTAL COMMITTEE MEETING**  
**WEDNESDAY, MAY 2, 2018 AT 6:00PM**  
**MUNICIPAL CENTER**  
**LOBBY CONFERENCE ROOM**

1. Call To Order
  2. Roll Call
  3. New Business
    - 3.A. Approve April 4, 2018 Minutes
  4. Old Business
    - 4.A. GreenStep Cities Program Discussion
      - Documents:  
  
[GREENSTEP BP\\_ACTIONS.PDF](#)
    - 4.B. Arbor Day Recap
  5. Updates
    - 5.A. City Council
    - 5.B. Staff
    - 5.C. Subcommittee
    - 5.D. Park & Recreation Committee
    - 5.E. Planning Commission
  6. Other
  7. Adjourn
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*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at  
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting  
[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*  
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	>> to receive recognition from the GreenStep Cities program, you will need to type information on completed actions into the GreenStep website <<		<i>determine your category; delete 2 extraneous columns before printing</i>
<b>MINNESOTA GREENSTEP CITIES BEST PRACTICES, ACTION OPTIONS AND PROGRAM RECOGNITION MINIMUMS</b> (Sept. 2017)		Initial inventory column: check off which actions are <b>completed, in-process, planned, not relevant.</b> <b>Note relevant responsible person / entity.</b>	<b>Step 3 Recognition Minimums for a Category C city</b>
<b>Buildings &amp; Lighting Best Practices Category: BPs 1 - 5</b>			Any ONE of the 5 Building BPs required for Step 3 recognition
<b>Best Practice #1: Efficient Existing Public Buildings</b>			Optional BP
	Action # 1. Enter building information into the Minnesota B3 Benchmarking database and routinely enter monthly energy, water use data for all city-owned buildings.		If implementing this BP, complete at least any ONE action.
	2. Make no/low cost indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.		
	3. Invest in energy efficiency opportunities through larger financed projects or through smaller retro-commissioning/retrofit projects in city-owned/school buildings.		
	4. Implement information technology efforts and city employee engagement to reduce plug loads and building energy use.		
	5. Document that the new construction or major remodeling of a public building has met the SB 2030 energy standard or has met or qualified under a green building or energy framework.		
	6. Improve the operations & maintenance of city-owned/school buildings by using a customized online energy efficiency tool, asset management tool, or a green building framework.		
	7. Install for one or more city-owned/school buildings one of the following efficiency measures:		
	a. A ground-source, closed loop geothermal system.		
	b. A district energy/microgrid system.		
	c. A rainwater harvesting system for building water use.		
	>> <a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1">For each best practice, see the web page listed to view detailed guidance, implementation tools and which cities are completing the actions:</a> <a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=1</a>		
<b>2. Efficient Existing Private Buildings</b>			Optional BP

1. Create or participate in a marketing/outreach program to promote/achieve residential energy/water use reduction and energy efficiency.		If implementing this BP, complete at least ONE action.
2. Integrate green building best practices information and assistance into the building permit process.		
3. Implement an energy rating/disclosure policy for residential and/or commercial buildings.		
4. Describe energy/water efficiency actions and other green building practices at businesses located within/nearby the city.		
5. Conserve drinking/groundwater resources by creating a watering ordinance, water-wise landscaping ordinance/guidance, WaterSense purchasing program, or guidance on rainwater harvesting.		
6. Provide a financial or other incentive to private parties who add energy/sustainability improvements, meet the SB 2030 energy standard, or renovate using a green building or energy framework.		
7. Customize a model sustainable building renovation policy that includes the SB 2030 energy standard and adopt the language to govern commercial renovation projects that:		
a. Receive city financial support, and/or		
b. Require city regulatory approval (conditional use permits, rezonings, variances, PUD status).		
<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=2">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=2</a>		
<b>3. New Green Buildings</b>		Optional BP
1. Require by city policy that new city-owned buildings be built using the SB 2030 energy standard and/or a green building framework.		If implementing this BP, complete at least ONE action.
2. Work with the local school district to ensure that future new schools are built using the SB 2030 energy standard and/or a green building framework.		
3. Customize a model sustainable building policy that includes the SB 2030 energy standard and adopt language governing new private development projects that:		
a. Receive city financial support, and/or		
b. Require city regulatory approval (conditional use permit, rezoning, variance, PUD).		
4. Provide a financial or other incentive to private parties who build new buildings that utilize the SB 2030 energy standard and/or a green building framework.		
5. Adopt environmentally preferable covenant guidelines for new common interest communities addressing issues such as stormwater, greywater, native vegetation, growing food, clothes lines and renewable energy.		
<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=3">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=3</a>		
<b>4. Efficient Outdoor Lighting and Signals</b>		Optional BP

	1. Require energy efficient, Dark-Sky compliant new or replacement outdoor lighting fixtures on city-owned/private buildings and facilities.		If implementing this BP, complete at least ONE action.
	2. Purchase LEDs for all future street lighting and traffic signals.		
	3. Replace the city's existing street lighting with Dark Sky-compliant LEDs, modifying any city franchise/utility agreement and adding smart grid attributes.		
	4. Coordinate traffic signals and/or optimize signal timing so as minimize car idling at intersections yet maintain safe and publicly acceptable vehicle speeds.		
	5. Use LED/solar-powered lighting for a flashing sign or in a street, parking lot or park project.		
	6. Relamp/improve exterior building lighting for city-owned buildings/facilities with energy efficient, Dark-Sky compliant lighting.		
	7. Replace city-owned parking lot/ramp lighting with Dark-Sky compliant, energy efficient, automatic dimming lighting technologies.		
	8. Replace the city's existing traffic signals with LEDs.		
	<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 Redevelopment</b>			Optional BP
	1. Adopt an historic preservation ordinance/regulations to encourage adaptive reuse.		If implementing this BP, complete at least ONE action.
	2. Implement the Minnesota Main Street model for commercial revitalization.		
	3. Plan for reuse of large-format retail buildings, or work with a local school to either add-on space or repurpose space into non-school uses.		
	4. Create/modify a green residential remodeling assistance/financing program to assist homeowners in adding space to their existing homes.		
	5. Adopt development/design standards and programs that facilitate infill, redevelopment, and adaptable buildings.		
	<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 Category: BPs 6 - 10</b>			BP #6 required
<b>6. Comprehensive Plans</b>			Required BP
	1. Adopt a comprehensive plan or (for Category B & C cities) adopt a land use plan that was adopted by the county or a regional entity.		Required action
	2. Demonstrate that regulatory ordinances comply with the comprehensive plan including but not limited to having the zoning ordinance explicitly reference the comprehensive plan as the foundational document for decision making.		

	3. Include requirements in comprehensive and/or other plans for intergovernmental coordination addressing regional land use and watershed / wellhead impacts, infrastructure, transportation, economic development and city/regional services.		
	4. Include ecologic provisions in the comprehensive plan that explicitly aim to minimize open space fragmentation and/or establish a growth area with expansion criteria.		
	5. Adopt climate mitigation and/or energy independence goals and objectives in the comprehensive plan or in a separate policy document, and include direct implementation recommendations such as becoming an EV-ready city.		
	<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. Limit barriers to higher density housing 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 7 units/acre or greater.		
	b. Multi-family housing at a gross density of at least 15 units/acre adjacent to a commercial zoning district or transit node.		
	2. Achieve higher density housing 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 or tiny houses / apartments by right in selected zoning districts.		
	3. Achieve higher intensity commercial 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 of 1.		
	b. Set targets for the minimum number of employees/acre in different commercial zones.		
	4. Provide incentives for infill projects, or for life-cycle housing at or near job or retail centers, or for achieving an average net residential density of seven units per acre.		
	5. Modify the city zoning ordinance and zoning map to allow, without variance or rezoning in at least one district, developments that meet the prerequisites for LEED for Neighborhood Development certification.		
	<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 community planning/design process for the city/a mixed use district.		

	2. Locate or lease a school, city building or other government facility that has at least two of these attributes:		If implementing this BP, complete at least ONE action.
	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 ordinance to emphasize mixed use development or to limit residential PUDs to areas adjacent to commercial development.		
	4. Determine that a (re)development meets a minimum point threshold under LEED for Neighborhood Development or the Equitable Development Scorecard.		
	5. Have a downtown zoning district that allows residential and compatible commercial development.		
	6. Incorporate form-based zoning approaches into the zoning code, in those areas where a diverse mix of uses is desired.		
	7. Create incentives for vertical mixed-use 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- and Auto-Oriented Development</b>			Optional BP
	1. Establish design goals for at least one highway/auto-oriented corridor/cluster.		If implementing this BP, complete at least ONE action.
	2. Participate in regional economic development planning 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/auto-oriented commercial development in order to avoid overbuilding and expensive low-density development.		
	3. Adopt infrastructure design standards that protect the economic and ecologic functions of the corridor through clustering of development and incorporating access management standards.		
	4. Adopt a commercial zoning district that permits only auto-oriented land uses.		
	5. Adopt development policies for large format developments, such as a scorecard approval process, tax productivity thresholds, size caps, bans, required decommissioning of vacant property.		
	<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. Design for Natural Resource Conservation</b>			Optional BP
	1. Conduct a Natural Resource Inventory or Assessment (NRI or NRA); incorporate protection of priority natural systems or resources such as groundwater 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 build-out analysis, fiscal impact study, or adopt an urban growth boundary and a consistent capital improvement plan that provides long-term protection of natural resources and natural systems, and agricultural practices outside the boundary.		
	3. For cities within metropolitan areas, incorporate woodland best management practices addressing protection of wooded areas into zoning or development review.		
	4. Adopt a conservation design policy and use a conservation design tool in negotiating development agreements in cities with undeveloped natural resource areas.		
	5. Develop/fund a conservation easement program, such as a purchase of development rights program, in collaboration with a land trust.		
	6. Conserve natural resources by adopting or amending city codes and ordinances to support sustainable sites, including roadsides, and environmentally protective land use development.		
	7. Be recognized as a Bird City Minnesota.		
	<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 Category: BPs 11 - 14</b>		Any ONE of the 4 Transportation BPs required	
<b>11. Living Streets</b>			Optional BP
	1. Adopt a complete streets policy that also addresses street trees and stormwater.		If implementing this BP, complete at least action (1).
	2. Adopt zoning language or approve a development project that follows green street and/or walkable streets principles.		
	3. Modify a street in compliance with the city's complete streets policy.		
	4. Identify, prioritize and remedy complete streets gaps and lack of connectivity within your road network by, for example, adding a bike route/lane, truck route, sidewalk or mid-block alley.		
	5. Identify and remedy street-trail gaps between city streets and off-road trails/bike trails to better facilitate walking and biking.		
	6. Implement traffic calming policy/measures, including road diets, roundabouts, 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>			Optional BP
	1. Increase walking, biking and transit use by one or more of the following means:		If implementing this BP, complete at least ONE action.
	a. Produce/distribute route maps, signage or a web site.		
	b. Document increased bike facilities, such as racks, bike stations or showers.		

	c. Add bus infrastructure, such as signage, benches, shelters, park and ride lots, and real-time arrival data-streaming.		
	d. Increase the number of employers promoting multiple commuting options, including offering qualified transportation fringe benefits instead of only a tax-free parking fringe benefit.		
	e. Be recognized as a Walk Friendly or Bicycle Friendly Community.		
	2. Launch an Active Living campaign such as a Safe Routes to School program.		
	3. Prominently identify mobility options: transit; paratransit/Dial-A-Ride; cab service; rental cars; bikes.		
	4. Promote carpooling or ridesharing among community members, city employees, businesses, high schools and institutions of higher education.		
	5. Launch telework/flexwork efforts in city government, businesses or at a local health care provider.		
	6. Add/expand transit service, or promote car/bike sharing.		
	7. Implement multimodal transportation best management practices in the workplace for city employees.		
	<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. Efficiently use existing fleet of city vehicles by encouraging trip bundling, video conferencing, carpooling, vehicle sharing and incentives/technology.		If implementing this BP, complete at least ONE action.
	2. Right-size/down-size the city fleet with the most fuel-efficient vehicles that are of an optimal size and capacity for their intended functions.		
	3. Phase-in no-idling practices, operational and fuel changes, and equipment changes including electric vehicles, for city or local transit fleets.		
	4. Phase in bike, foot or horseback modes for police, inspectors and other city staff.		
	5. Document that the local school bus fleet has optimized routes, start times, boundaries, vehicle efficiency and fuels, driver actions to cut costs including idling reduction, and shifting students from the bus to walking, biking and city transit.		
	6. Retrofit city diesel engines 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. Reduce or eliminate parking requirements and/or add parking maximums.		
	2. For cities with regular transit service, require or provide incentives for the siting of retail services at transit/density nodes.		

	3. For cities with regular transit service, require or provide incentives for the siting of higher density housing at transit/density nodes.		If implementing this BP, complete at least ONE action.
	4. Adopt a travel demand management plan for city employees or incorporate into development regulations TDM or transit-oriented development standards.		
	5. Document that a development project certifies under the LEED for Neighborhood Development 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 Category: BPs 15 - 23</b>			BP # 15 required
<b>15. Sustainable Purchasing</b>			Required BP
	1. Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least:		Required action
	a. EnergyStar certified equipment and appliances and		
	b. Paper containing at least 30% post-consumer recycled content.		
	2. Purchase energy used by city government/distributed by a municipal utility from renewable energy sources.		
	3. Establish a local purchasing preference and, working with a local business association, develop a list of locally-produced products and suppliers for common purchases.		
	4. Require purchase of U.S. EPA WaterSense-certified products.		
	5. Set minimum standards for the percentage of recycled-content material in asphalt and roadbed aggregate or other construction materials, and for compost use.		
	6. Require printing services to be purchased from companies certified by Minnesota Great Printers or by the Sustainable Green Printing Partnership.		
	7. Lower the environmental footprint of meetings and events in the city.		
	8. Use state and national green standards/guidelines for at least 3 categories of purchasing/investments.		
	<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>			Optional BP
	1. Certify as a Tree City USA.		If implementing this BP, complete at least ONE action.
	2. Adopt best practices for urban tree planting/quality; require them in private developments and/or use them in at least one city project.		
	3. Budget for and achieve resilient urban canopy/tree planting goals.		
	4. Maximize tree planting along your main downtown street or throughout the city.		

	5. Adopt a tree preservation or native landscaping ordinance.		
	6. Build community capacity to protect existing trees by one or more of:		
	a. Having trained tree specialists.		
	b. Supporting volunteer forestry efforts.		
	c. Adopting an EAB management plan / climate adaptation plan for the urban forest		
	<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. Stormwater Management</b>			Optional BP
	1. Adopt and use Minnesota's Minimal Impact Design Standards (MIDS).		If implementing this BP, complete at least ONE action.
	2. Complete the Blue Star City stormwater management assessment and be recognized for implementing the actions therein.		
	3. Adopt by ordinance one or more of the following stormwater infiltration/management strategies:		
	a. A narrower streets provision that permits construction of 22- or 24-foot roads for public, residential access and subcollector streets (with fewer than 500 average daily trips).		
	b. For sites less than one acre, retain the water quality volume of 1.1 inches of runoff from all impervious surfaces for new and fully-redeveloped construction sites.		
	c. For non-MS4 permittees, adopt an illicit discharge prohibition rule or ordinance and an erosion and sediment control ordinance.		
	4. Create a stormwater utility that uses variable fees to incentivize enhanced stormwater management, minimize the volume of and pollutants in runoff, and educate property owners.		
	5. Adopt and implement guidelines or design standards/incentives for at least one of the following stormwater infiltration/reuse practices:		
	a. Rain gardens/infiltration practices.		
	b. Rainwater harvesting practices.		
	c. Green alleys or green parking lots.		
	d. Pervious/permeable pavement or pavers.		
	e. Green roofs / green walls.		
	f. Tree trenches / tree boxes.		
	6. Reduce road salt use to prevent permanent surfacewater and groundwater pollution.		
	<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. Make improvements within your city's system of parks, offroad trails and open spaces.		If implementing this BP, complete at least ONE action.

	2. Plan and budget for a network of parks, green spaces, water features and trails for areas where new development is planned.		
	3. Achieve minimum levels of city green space.		
	4. Adopt low-impact design standards in parks and trails that infiltrate or retain all 2 inch, 24-hour stormwater events on site.		
	5. Create park/city land management standards/practices that maximize at least one of the following:		
	a. Low maintenance turf management; native landscaping; organic or integrated pest management; pollinator/monarch-safe policies.		
	b. Recycling/compostables collection; use of compost as a soil amendment.		
	c. Sources of nonpotable water, or surface/rain water, for irrigation.		
	6. Certify at least one golf course in the Audubon Cooperative Sanctuary Program.		
	7. Document that the operation and maintenance, or construction / remodeling, of at least one park building used an asset management tool, the SB 2030 energy standard, and/or a green building framework.		
	8. Develop a program to involve community members in hands-on land restoration 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</b>			Optional BP
	1. (Action deleted on 09/22/2015)		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. Conduct or support multi-party community conversations around improving local water quality and quantity.		
	3. Adopt and report on measurable, publicly announced surface water improvement targets for water bodies.		
	4. Adopt a shoreland ordinance for all river and lake shoreland areas.		
	5. Adopt goals to revegetate shoreland and create a local program or outreach effort to help property owners with revegetation.		
	6. Implement an existing TMDL implementation plan.		
	7. Create/assist a Lake Improvement District.		
	<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 energy use and performance of your facilities with other peer plants using standardized, free tools.		If a city provides drinking water services and chooses to implement this best practice, complete at least actions (1) and (2), or ...
	2. Plan and budget for motor maintenance and upgrades so as to assure the most energy efficient, durable and appropriate equipment is available when upgrades or break downs occur.		
	3. Establish an on-going budget and program for decreasing inflow and infiltration into sewer lines and losses in drinking water systems.		
	4. Assess energy and chemicals use at drinking water / wastewater facilities and report on implemented changes that had a short payback period.		... action (4).
	5. (Action deleted on 06/17/2012)		
	6. Implement a wastewater plant efficiency project (co-generation, water reuse) or a program for local private business operations (water conservation, water reuse, business co-location).		
	7. Create a demand-side pricing program 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 assistance and outreach program designed to trigger voluntary landowner action to improve septic systems.		If implementing this BP, complete at least ONE action.
	2. Use a community process to address failing septic systems.		
	3. Clarify/establish one or more responsible management entities for the proper design, siting, installation, operation, monitoring and maintenance of septic systems.		
	4. Adopt a subsurface sewage treatment system ordinance based on the Association of Minnesota Counties' model ordinance.		
	5. Create a program to finance septic system upgrades.		
	6. Work with homeowners and businesses in environmentally sensitive areas and areas where standard septic systems are not the least-cost option to promote innovative waste water systems, including central sewer extensions.		
	7. Arrange for assistance to commercial, retail and industrial businesses with water use reduction, pollution prevention and pretreatment prior to discharge to septic systems.		
	<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. Prevent, recycle and compost waste/toxics generated from internal city operations, including libraries, parks, schools, and municipal health care facilities.		If implementing this BP, complete at least ONE action.

	2. Address concerns over consumer products and packaging through encouragement/implementation of one or more of: (a) Education on waste prevention and alternatives, including product stewardship / producer responsibility; (b) Reuse options; (c) Recycling / composting options; (d) Credits, fees; (e) Mandates, bans.		
	3. Improve profitability, legal compliance and conserve resources through adoption of ordinance language, licensing and resource management contracts.		
	4. Publicize, promote and use the varied businesses/services collecting and marketing used, repaired and rental consumer goods in the city/county.		
	5. Arrange for a residential and/or business/institutional source separated organics collection/management program.		
	6. Improve recycling services and expand to multi-unit housing and commercial businesses.		
	7. Improve/organize residential trash, recycling and organics collection by private and/or public operations and offer significant volume-based pricing on residential garbage and/or incentives for recycling.		
	8. Adopt a construction and demolition ordinance governing demolition permits that requires a level of recycling and reuse for building materials and soil/land-clearing debris.		
	<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 residential wood burning/auto exhaust issues:		
	a. Indoor and outdoor wood burning behavior, to ensure that wood burning is only done with seasoned wood and in a manner that lessens the impact on neighbors.		
	b. Indoor wood burning technology, to result in community members upgrading from inefficient/more polluting fireplaces and wood stoves to pellet/gas/biogas devices, air source heat pumps, or the most efficient certified wood stoves.		
	c. Smoker cars - older model/high polluting vehicles, to result in repairs spurred by repair vouchers.		
	2. Regulate outdoor residential wood burning, using ordinance language, performance standards and bans as appropriate, for at least one of the following:		
	a. Recreational burning.		
	b. Outdoor residential wood boilers.		
	3. Conduct one or more policy or education/behavior change campaigns on the topics below and document:		
	a. Decreased vehicle idling in specific locations.		
	b. Participation in the Air Aware Employers program.		If implementing this BP, complete at least ONE action.

	c. Adoption of a smoking-free policy at one or more multi-unit housing buildings, private or public.		
	d. Replacement of gasoline-powered small equipment with lower polluting equipment.		
	e. Increased sales by retail stores of low and no-VOC household products.		
	4. Document the participation of businesses in emission/idling reduction efforts/programs.		
	5. Install, assist with and promote one or more public fueling stations for plug-in hybrid and full electric vehicles, flex-fuel ethanol vehicles, CNG vehicles.		
	<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 &amp; Community Development Category: BPs 24 - 29</b>			BP #24 required
<b>24. Benchmarks &amp; Community Engagement</b>			Required BP
	1. Use a committee to lead, coordinate, and report to and engage community members on implementation of GreenStep best practices.		Required action
	2. Organize goals/outcome measures from all city plans and report to community members data that show progress toward meeting these goals.		
	3. Engage community members in a public process that results in city council adoption of and commitment to measure and report progress on sustainability indicators.		
	4. Conduct or support a broad sustainability education and action campaign involving:		
	a. The entire community.		
	b. Homeowners.		
	c. Front yards/sidewalks, block clubs, neighborhood associations.		
	d. Congregations.		
	e. Schools, colleges.		
	5. Conduct or support a community education, visioning and planning initiative using a sustainability framework such as:		
	a. Strong Towns.		
	b. Transition initiatives, resiliency.		
	c. Eco-municipalities, ecological footprinting, urban metabolism, permaculture.		
	d. ISO 14001, Smart Cities, the Precautionary Principle, environmental justice.		
	6. Engage community youth and college students by creating opportunities to participate in city government.		
	<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>			Optional BP
	1. Grow new/emerging green businesses and green jobs through targeted assistance and new workforce development.		

	2. Create or participate in a marketing/outreach program to connect businesses with assistance providers, including utilities, who provide personalized energy, waste or sustainability audits and assistance.		If implementing this BP, complete at least ONE action.
	3. Promote sustainable tourism in your city, and green tourism resources to tourism and hospitality businesses in/around the city.		
	4. Strengthen value-added businesses utilizing local "waste" products and renting products/services.		
	5. Lower the environmental footprint of a brownfield remediation/redevelopment project.		
	6. Promote green businesses that are recognized under a local, regional or national program.		
	7. Conduct or participate in a buy local campaign for community members and local businesses.		
	<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 solar energy standards or a wind energy ordinance that allows or encourages appropriate renewable energy installations.		If implementing this BP, complete at least ONE action.
	2. Consistently promote at least one of the following means of increasing renewable generation:		
	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 financing program such as PACE for commercial property owners to install generation capacity/energy efficiency equipment.		
	4. Support or create a program that enables community members to participate in a community renewable energy project.		
	5. Install a public sector/municipally owned renewable energy technology, such as solar electric (PV), biomass, solar hot water/air, micro-hydro or wind.		
	6. Enable a new or demonstrate prior city collaboration for installed private sector renewable energy / energy efficient generation capacity with at least one of the following attributes:		
	a. Fueled by flowing water, sun, wind, or biogas.		
	b. Fueled in part or whole by manure or woody biomass, optimized for minimal air and other environmental impacts and for energy efficiency and water conservation.		
	c. Distributing heating/cooling services in a district energy system.		
	d. Producing combined heat and power; using a microgrid.		

	7. Create an expedited permit process 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 working landscapes - agriculture and forestry - into the city by adopting an ordinance for one or more of the following:		If implementing this BP, complete at least ONE action.
	a. An agriculture and forest protection district.		
	b. A local food production district.		
	c. Performance standards for minor and major agricultural retail.		
	2. Facilitate creation of home gardens, chicken & bee keeping, and incorporation of food growing areas/access in multifamily residential developments.		
	3. Create, assist with and promote local food production/distribution within the city:		
	a. A farmer's market or co-op buying club.		
	b. An urban agriculture business or a community-supported agriculture (CSA) arrangement between farmers and community members/employees.		
	c. A community or school garden, orchard or forest.		
	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 Minnesota Materials Exchange and document their exchanges/sales of byproducts with other local/regional businesses.		If implementing this BP, complete at least ONE action.
	2. Document that at least one business/building uses waste heat or water discharge from another business.		
	3. Require, build or facilitate at least four of the following in a business/industrial park project:		
	a. Shared parking/access OR shared recreation/childcare facilities.		
	b. Green product development, manufacturing or sales OR a green job training program..		
	c. Buildings located within walking distance of transit and/or residential zoning.		
	d. Renovated buildings OR buildings designed for reuse.		

	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 eco-industrial park tools to identify industrial facilities that could achieve economic and environmental benefit by co-locating in the city's industrial park or industrial zone.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=28">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpnum=28</a>		
<b>29. Climate Adaptation and Community Resilience</b>			Required BP
	1. Prepare to maintain public health and safety during extreme weather and climate-change-related events, while also taking a preventive approach to reduce risk for community members.		Required action
	2. Integrate climate resilience into city or tribal planning, policy, operations, and budgeting processes.		
	3. Increase social connectedness through engagement, capacity building, public investment, and opportunities for economically vulnerable residents to improve their economic prosperity.		
	4. Encourage private sector action and incentivize investment in preventive approaches that reduce risk and minimize impacts of extreme weather and the changing climate for human health and the built environment.		
	5. Protect public buildings and natural/constructed infrastructure to reduce physical damage and sustain their function during extreme weather events.		
	6. Reduce the urban heat impacts of public buildings, sites, and infrastructure and provide resiliency co-benefits.		
	7. Protect water supply and wastewater treatment facilities to reduce physical damage and sustain their function during extreme weather events.		
	8. Improve local energy resilience by minimizing fuel poverty, installing distributed renewable energy systems, and developing microgrids that can improve energy system resiliency.		
	<a href="http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=31">http://greenstep.pca.state.mn.us/bestPracticesDetail.cfm?bpid=31</a>		

**>> To be recognized as a Step 3 GreenStep City, implement (1) the minimum number of BPs under each BP category, (2) any specific BPs and BP actions noted, and in total implement at least this many best practices:**

**8**

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

4

<b>Step 3 Recognition Minimums for a Category B city</b>	<b>Step 3 Recognition Minimums for a Category A city</b>
BP #1 plus ONE other Building BP required for Step 3 recognition	BP #1 plus ONE other Building BP required for Step 3 recognition
Required BP	Required BP
Required action	Required action
Required action	Required action
	Required: choose one additional BP action from actions (3) - (7)
Optional BP	Optional BP

<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least TWO actions.</p>
<p>Optional BP</p>	<p>Optional BP</p>
<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least action (1) or (2) and ...</p> <hr/> <p>... complete at least ONE additional action (3) through (5).</p>
<p>Optional BP</p>	<p>Optional BP</p>

<p>If implementing this best practice, complete at least TWO actions, including one of actions (5) through (8).</p>	<p>If implementing this best practice, complete at least TWO actions, including one of actions (5) through (8).</p>
<p>Optional BP</p>	<p>Optional BP</p>
<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least ONE action.</p>
<p>BP #6 plus ONE other Land Use BP required</p>	<p>BP #6 plus ONE other Land Use BP required</p>
<p>Required BP</p>	<p>Required BP</p>
<p>Required action</p>	<p>Required action</p>
<p>Required action</p>	<p>Required action</p>

Optional BP	Optional BP
If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.
Optional BP	Optional BP

<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least TWO actions.</p>
<p>Optional BP</p>	<p>Optional BP</p>
<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least ONE action.</p>
<p>Optional BP</p>	<p>Optional BP</p>
<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least ONE action.</p>

Any ONE of the 4 Transportation BPs required	BP #11 and BP #12 required
Optional BP	Required BP
If implementing this BP, complete at least action (1), and ...	Complete action (1), and ...
... complete ONE additional action.	... complete TWO additional actions.
Optional BP	Required BP
If implementing this BP, complete at least ONE action.	Complete at least TWO actions.

Optional BP	Optional BP
If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least TWO actions.
Optional BP	Optional BP

If implementing this BP, complete at least TWO actions.	If implementing this BP, complete at least TWO actions.
BP #15 and BP #16 and ONE other BP required	BP #15, BP #16, BP #17 and ONE other BP required
Required BP	Required BP
Complete action (1), and ...	Complete action (1), and ...
... complete at least ONE additional action.	... complete at least ONE additional action.
Required BP	Required BP
Complete at least ONE action.	Complete at least TWO actions.

Optional BP	Required BP
If implementing this BP, complete at least ONE action.	Complete at least ONE action.
Optional BP	Optional BP
If implementing this BP, complete at least TWO actions.	If implementing this BP, complete at least THREE actions.

Optional BP	Optional BP
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.	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.
Optional BP	Optional BP

<p>If implementing this best practice, complete actions (1) and (2) and ...</p>	<p>If implementing this best practice, complete actions (1) and (2) and ...</p>
<p>... at least ONE additional action.</p>	<p>... at least ONE additional action.</p>
<p>Optional BP</p>	<p>Optional BP</p>
<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least ONE action.</p>
<p>Optional BP</p>	<p>Optional BP</p>

<p>If implementing this BP, complete at least ONE of actions (1) through (3), and ...</p>	<p>If implementing this BP, complete at least action (1) or (2), and ...</p>
<p>... at least ONE of actions (4) through (8).</p>	<p>... at least ONE of actions (4) through (8).</p>
<p>Optional BP</p>	<p>Optional BP</p>
<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least TWO actions.</p>

BP #24 and BP #25 required	BP #24 and BP #25 and ONE other BP required
Required BP Complete action (1), and ...	Required BP Required action
	Required action
... complete at least ONE additional action.	
Required BP	Required BP

Complete at least TWO actions.	Complete at least TWO actions.
Optional BP	Optional BP
If implementing this BP, complete at least TWO actions.	If implementing this BP, complete at least TWO actions.

Optional BP	Optional BP
If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.
Optional BP	Optional BP
If implementing this BP, complete	If implementing this BP, complete



