

Best Practice	Action Step	Action Step Description	Action Step Requirement	Status	City Departments	Boards & Commissions	Community Organizations & Collaborators
1) Public Buildings (Required)	1-1	Enter baseline information into the Minnesota B3 database and continue entering monthly energy use data from city-owned buildings.	Required	Ongoing	Facilities, Public Works		
	1-2	Audit (or when cost-effective, recommission) all city-owned buildings in the bottom third of the B3 energy performance ranking and implement a majority of energy efficiency opportunities that have a payback under 5 years.	Required	Feasible	Facilities		
	1-3	Complete energy efficiency improvements in at least one city, school or park district building (in addition to buildings addressed in action 2) via retrofit and retro-/re-commissioning, with financing at attractive interest rates under MN's PBEEEP program or related lease-purchase financing, energy performance contracting, or other cost-justified program .	One Required				
	1-4	Participate in other state or utility programs that provide rebates or co-funding for energy efficiency improvements to public buildings.	One Required	Complete	Facilities		
	1-5	Renovate and operate at least one city-owned building to meet or qualify for a green building standard.	One Required				
	1-6	Create an internal loan fund for making public building improvements based on an energy or green building standard.	One Required	Potential	Administration, Public Works		
	1-7	Install in at least one public building at least one of the following energy efficiency measures: a. A distributed energy technology: micro-turbine, fuel cell, reciprocating engine. b. A ground-source, closed loop geothermal system where net greenhouse gases are less than those generated by the system being replaced.	One Required				
2) Private Buildings (Optional)	2-1	Create a marketing and outreach program with the local utility and/or the local Community Action Program to promote residential energy use reduction and energy efficiency.	Two Required	Initiated		HRA	CAC, RENEW Northfield
	2-2	Integrate green building information into the building permit process .	Two Required	Potential	Comm. Dev., Buildings	EQC	
	2-3	Develop a (or modify an existing) truth-in-housing inspection program for homes being sold, to include a blower-door test and energy-use rating.	Two Required			EQC, HRA	
	2-4	Partner with an assistance provider such as a utility, EnergySmart, MNTAP or ReTAP, and document at least one of the following: a. Building energy improvements in businesses, b. Use of Energy Star's Portfolio Manager by businesses, c. Operation of a least three buildings to meet or qualify for a green building standard.	Two Required			HRA, EQC, EDA	
	2-5	Take action to conserve drinking water resources through at least one of the following: a. Implement a robust watering ordinance, b. Implement a conservation rate structure, c. Adopt, with modifications as necessary, a model landscaping ordinance to allow for low water-use landscaping, d. Create a rebate or feebate program to promote purchases of WaterSense- and Energy Star-rated appliances.	Two Required	Complete	Water, Engineering, Finance	EQC	
	2-6	Provide a meaningful and significant incentive to builders, homeowners, businesses or institutions who renovate to a green building standard: a. Building permit fee discount b. Grant, rebate or tax breaks (e.g., property tax abatement) c. Expedited permit review d. Green building design assistance e. Density bonus	Two Required	Potential	Comm. Dev.		
	2-7	Customize a model sustainable building policy and adopt language governing commercial renovation projects: a. Receiving city financial support, and/or b. Requiring city regulatory approval (conditional use permit, rezoning, PUD status).	Two Required	Potential	Comm. Dev.	EDA	Local Developers
	2-8	Arrange for on-bill financing , using either utility or property tax bills, to make home/building sustainability improvements easier and more affordable.	Two Required		Finance		
	3-1	Require, by ordinance, new city-owned buildings and substantial remodels to meet or qualify for a green building standard.	One Required from 1-2		Facilities, Administration		
	3-2	Work with the local school or park district to ensure that all schools or park buildings meet or qualify for a green building standard.	One Required from 1-2				ISD 659

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3) New Green Buildings (Optional)	3-3	Customize a <u>model sustainable building policy</u> and adopt language governing new development projects: a. Receiving city financial support, and/or b. Requiring city regulatory approval (conditional use permit, rezoning, PUD).	One Required from 3-6		Comm. Dev.	Planning Comm., EQC	Local Developers
	3-4	Provide a meaningful and significant <u>incentive</u> to residents, builders or developers who build to a green building standard: a. Building permit fee discount b. Expedited permit review c. Green building design assistance d. Grant, rebate or tax breaks (e.g., property tax abatement) e. Density bonus	One Required from 3-6		Comm. Dev., Finance, Engineering, DRC	EQC, EDA	Local Developers, Chamber of Commerce?
	3-5	Adopt covenant guidelines for <u>common interest communities</u> addressing issues such as stormwater, native vegetation, clothes lines and renewable energy.	One Required from 3-6				Local HOA Presidents?, Local Developers
	3-6	Work with local financial institutions to use <u>energy-efficient mortgages</u> for buildings seeking a green building certification.	One Required from 3-6		Comm. Dev., Econ. Dev.		Local Banks
4) Efficient Building & Street Lighting and Signals (Optional)	4-1	Require energy efficient, Dark-Sky compliant <u>new or replacement outdoor lighting</u> fixtures on city-owned buildings and facilities.	Two Required (at least one from 5-8)	Potential	Facilities, Public Safety	Planning Comm., EQC	Colleges (Astronomy)
	4-2	Require all <u>new street lighting and traffic signals</u> to be Dark-Sky compliant, energy efficient lighting technologies.	Two Required (at least one from 5-8)	Potential	Streets, Public Safety	Planning Comm., EQC	
	4-3	Modify any city <u>franchise or other agreement with a utility</u> to facilitate rapid replacement of inefficient street lighting.	Two Required (at least one from 5-8)	Potential	Streets, Administration, Finance		
	4-4	<u>Synchronize traffic signals</u> so as minimize car idling at intersections yet maintain safe and publicly acceptable vehicle speeds.	Two Required (at least one from 5-8)	Potential	Streets, Engineering		MnDOT
	4-5	Install <u>solar powered lighting</u> in a street, parking lot or park project.	Two Required (at least one from 5-8)		Streets, Facilities		
	4-6	Work with a utility program to <u>relamp exterior building lighting</u> for at least 30% of city-owned buildings with energy efficient, Dark-Sky compliant lighting.	Two Required (at least one from 5-8)	Potential	Facilities, Administration	EQC	
	4-7	Replace at least 50% of the city's <u>parking lot lighting</u> with Dark-Sky compliant, energy efficient, automatic dimming lighting technologies.	Two Required (at least one from 5-8)		Facilities, Administration	EQC	
	4-8	Replace at least one-third of the city's <u>traffic signals</u> with energy efficient LED lighting technologies.	Two Required (at least one from 5-8)	Complete	Engineering, Public Works		MnDOT
5) Building Reuse (Optional)	5-1	Develop and adopt an <u>historic preservation</u> ordinance to encourage adaptive reuse, with attention to energy and resource conservation, indoor air quality and other green building practices.	One Required for credit	Potential	Comm. Dev.	HPC, EDA	NDDC
	5-2	For cities with traditional downtown areas, implement the <u>Main Street</u> model for commercial revitalization with attention to green building practices.	One Required for credit	Potential	Comm. Dev.	HPC, EDA	NDDC
	5-3	Work with a local school to either add-on space, or to <u>repurpose space into non-school uses</u> , with attention to green building practices.	One Required for credit	Potential			ISD 659
	5-4	Create/modify a green residential remodeling assistance/financing program to assist homeowners in <u>adding</u> space to their existing homes while retaining historic architectural elements.	One Required for credit	Potential	Housing, Comm. Dev., Buildings	HRA	CAC, RENEW Northfield
	5-5	Adopt development and design standards that facilitate <u>infill and redevelopment</u> , such as developing strip/big box commercial areas into more livable/walkable neighborhoods and gathering places.	One Required for credit	Potential	Comm. Dev.	EDA, Planning Comm.	NDDC, Local Developers
6) Implementation (Required)	6-1	Adopt/have an adopted <u>comprehensive plan</u> that is less than ten years old (required for Category A cities) 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 less than ten years ago.	Required	Complete			
	6-2	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	In Progress	Comm. Dev.	Planning Comm.	
	6-3	Include requirements in comprehensive plans for <u>intergovernmental coordination</u> dealing with at least six of the following issues: Transportation, Watershed impacts, Land use, Economic development, Housing and foreclosures. Police. Fire. Health. Sewer and water.	Optional		Comm. Dev., City Council		Local Gov'ts

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6) Comprehensive Plan (Required)	6-4	Include provisions in the comprehensive plan that explicitly aim to achieve all of the following goals: a. Minimize the fragmentation and development of agricultural, forest, wildlife, and high quality open space lands in and around the city. b. For cities adjacent to undeveloped land: establish a growth area with staging criteria that reflects projected population growth and, if applicable, is subject to an orderly annexation agreement and planned extension of municipal services. c. Establish policies to reduce vehicle miles traveled.	Optional		Comm. Dev.	Planning Comm.	RENEW Northfield
	6-5	Adopt <u>climate protection 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.	Floating BP Credit				
7) Higher Density (Optional)	7-1	<u>Limit barriers to higher density housing</u> by including in the city zoning ordinance and zoning map a zoning district that allows: a. Traditional urban neighborhood single-family density at six units per 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.	One Required	Potentially in new LDC?	Comm. Dev.	Planning Comm.	
	7-2	<u>Encourage higher density housing</u> through at least two of the following strategies: Incorporate a flexible lot size/frontage requirement for infill development.	One Required, 2 substeps	Potentially in new LDC?	Comm. Dev.	Planning Comm.	
	7-2.1	Encourage higher density housing through at least two of the following strategies: Use density and floor area ratio (FAR) bonuses in selected residential zoning districts.	One Required, 2 substeps				
	7-2.2	Encourage higher density housing through at least two of the following strategies: Tie a regulatory standard to comprehensive plan language defining compact city expansion zones that limit sprawl.	One Required, 2 substeps				
	7-2.3	Encourage higher density housing through at least two of the following strategies: Allowing accessory dwelling units by right in selected zoning districts.	One Required, 2 substeps				
	7-3	Encourage a higher intensity of 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 between .75 and 1, b. Set targets for the minimum number of employees/acre in different commercial zones.	One Required	Potentially in new LDC?	Comm. Dev.	Planning Comm.	
	7-4	Provide one or more of the following <u>incentives</u> for infill projects, or for life-cycle housing near job or retail centers, or for achieving an average net residential density of seven units per acre: a. Building permit fee discount. b. Expedited permit review. c. Grant or tax breaks. d. Other incentives.	One Required		Comm. Dev., Engineering	EDA	
	7-5	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.	One Required		Comm. Dev.	Planning Comm.	
8) Efficient and Healthy Development Patterns (Optional)	8-1	Create a <u>main street program</u> or organize a Minnesota Design Team planning charrette.	Two Required		Comm. Dev.	Planning Comm., EDA	NDDC
	8-2	Locate or lease a <u>new government facility</u> that has at least two of these attributes: Near an existing employment or residential center.	Two Required, 2 substeps		Administration, Facilities, Engineering, City Council		
	8-2.1	Locate or lease a new government facility that has at least two of these attributes: Accessible by walking and biking.	Two Required, 2 substeps				
	8-2.2	Locate or lease a new government facility that has at least two of these attributes: Accessible by any existing regular transit service.	Two Required, 2 substeps				
	8-3	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.	Two Required		Comm. Dev.	Planning Comm.	
	8-4	Certify a new development as complying with <u>LEED-ND</u> standards, including the mixed-use credits.	Two Required		Comm. Dev., DRC	Planning Comm.	
	8-5	Create, or modify an existing, <u>downtown zoning district</u> to allow residential and small compatible commercial development, based on the 2009 Minnesota <i>Model Ordinances for Sustainable Development</i> .	Two Required	Potentially in new LDC?	Comm. Dev.	Planning Comm.	NDDC
	8-6	Create, or modify an existing, district to use <u>form-based zoning</u> standards that de-emphasize use-based standards.	Two Required	Potentially in new LDC?	Comm. Dev.	Planning Comm.	
8-7	Create incentives for <u>vertical mixed-use</u> development in appropriate locations (downtown, commercial districts near colleges or universities, historic commercial districts).	Two Required		Comm. Dev.	Planning Comm.	Colleges, NDDC, HPC	
	9-1	Conduct a visual preference survey with community members and establish <u>design goals</u> for highway corridors.	One Required		Comm. Dev.	Planning Comm., EDA	Chamber of Commerce

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9) Efficient Highway-Oriented Development (Optional)	9-2	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 sprawl.	One Required		Engineering	EDA	Chamber of Commerce, Local Gov'ts
	9-3	Adopt transportation infrastructure design standards that accomplish at least one of the following: a. Improve the ecologic functions of land adjacent to highway corridors, b. Facilitate clustering of commercial highway development, c. Context-sensitive design.	One Required	Potential	Engineering		
	9-4	Adopt, with modifications as necessary, at least one of the following model ordinances: a. Model access management overlay b. Highway Commercial District c. Adequate Public Facilities ordinance that stages highway commercial development concurrently with infrastructure expansion.	One Required		Comm. Dev.	Planning Comm., EDA	
	9-5	Require decommissioning in development agreements for <u>big box stores</u> should they remain vacant for several years.	One Required		Comm. Dev.	EDA	Chamber of Commerce
10) Conservation Design (Optional)	10-1	Conduct a Natural Resource Inventory and Assessment (NRI and NRA) and incorporate protection of priority natural systems or resources through the subdivision or development process, as described in Minnesota's 2009 Model Ordinances for Sustainable Development.	One Required	Partially Complete	Engineering/Comm. Dev.	EQC	
	10-2	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.	One Required	Partially Complete	Engineering/Comm. Dev.		
	10-3	For cities within metropolitan areas, incorporate by policy <u>woodland best management practices</u> into zoning or development review.	Not applicable				
	10-4	For cities with undeveloped natural resource areas use, or adopt as policy the use of, a <u>conservation design</u> scorecard as a tool in negotiating development agreements.	One Required	Potential	Comm. Dev., Engineering, DRC		
	10-5	Develop and fund a <u>conservation easement</u> program, such as a purchase of development rights program, in collaboration with a land trust.	One Required	Potential	Comm. Dev., Engineering	EQC	
11) Complete Green Streets (Required)	11-1	(1) Adopt a <u>complete streets policy</u> that addresses street trees and stormwater, and modify street standards accordingly.	Required	Potential	Engineering, Streets	EQC	
	11-2	(2) Adopt <u>zoning language</u> for a selected area/project that is substantially equivalent to the LEED for Neighborhood Development credits for Walkable Streets or Street Network.	Two Required	Potential	Engineering, Comm. Dev.	Planning Comm., EDA	RENEW Northfield
	11-3	(3) Document the installation of trees, and <u>green stormwater infrastructure</u> , and utility renovations as needed (sewer, water, electric, telecommunications) as part of at least one complete street reconstruction project.	Two Required	Ongoing/Complete?	Engineering		
	11-4	(4) Identify and <u>remedy non-complete street segments</u> by, for example, adding a bike lane or sidewalk.	Two Required	Potential	Engineering		
	11-5	(5) Identify and <u>remedy street-trail gaps</u> (at least one) between city streets and trails/bike trails to better facilitate walking and biking.	Two Required	Potential	Engineering, Streets	PRAB	
	11-6	(6) Implement <u>traffic calming measures</u> in at least one street redevelopment project.	Two Required	In Progress	Engineering		
12) Mobility Options (Required)	12-1	Promote walking, biking and transit use by one or more of the following means: a. Produce/distribute a map(s) and/or signage and/or a web site that shows (by neighborhood if a larger city) key civic/commercial sites, best bike and pedestrian routes, and transit routes and schedules. b. Increase the number of bike facilities: racks, bike stations, showers at city offices. c. Increase the number of bus facilities: signage, benches, and shelters. d. Increase the number of employers who offer qualified transportation fringe benefits instead of only a tax-free parking fringe benefit. e. Launch an Active Living campaign in concert with your local community health board.	Two Required	Potential, Long-Term	Engineering, Facilities, City Council, Transit	EQC, EDA	Chamber of Commerce, NDCC, ISD 659, Grass Roots Transit Initiative, Colleges, YMCA, Health Clubs, SHIP
	12-2	Launch a <u>Safe Routes to School</u> program with educational, public health and other partners.	Two Required	Ongoing	Engineering		ISD 659
	12-3	Prominently identify on the city's web site <u>mobility options for hire</u> : transit services; paratransit/Dial-A-Ride; cab service(s); rental car agency(s).	Two Required	Potential	Transit		

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12] Mobiliz	12-4	Promote <u>carpooling or on-demand ridesharing</u> among community members, city employees, businesses, high schools and institutions of higher education.	Two Required				Chamber of Commerce, Colleges, ISD 659, Local Transit Organization, Local van pools
	12-5	Launch an <u>eWorkPlace Minnesota campaign</u> , working with business and transportation management organizations, or help bring telemedicine technology to a local health care provider.	Two Required		Econ. Dev.	EDA	Chamber of Commerce, Colleges
	12-6	Accomplish at least one of the following, working with other units of local governments as needed: a. Add/expand transit service. b. Launch a car sharing or bike sharing business.	Two Required		Transit, City Council		Local Gov'ts, Local Transit Organization
13] Efficient City Fleets (Optional)	13-1	<u>Decrease use</u> of city vehicles by means such as trip bundling, video conferencing, carpooling and financial incentives for efficient vehicle use.	Two Required	Potential	Administration, Consultants		
	13-2	<u>Right-size the city fleet</u> with the most fuel-efficient vehicles that are of an optimal size/capacity for their intended functions.	Two Required	Potential	Administration, Public Works		
	13-3	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: Monthly monitoring and reporting for staff on fuel usage and costs.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.1	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: <u>Training</u> for more efficient driving, including anti-idling behavior/rules.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.2	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: <u>Maintenance schedules</u> that optimize vehicle life and fuel efficiency.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.3	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: Alternative fuel vehicles.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.4	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: <u>Charging stations</u> (solar or wind powered) for plug-in hybrid and full electric vehicles.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.5	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: <u>Lower-carbon fuels</u> (such as biodiesel, straight vegetable oil) using a life-cycle calculation.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.6	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: More fuel-efficient vehicles.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.7	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: <u>Car share vehicles</u> owned by a third party to decrease fleet size.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-3.8	Document the phase-in of at least three of the following in vehicle contracts, for city or local transit fleets, or for school/park board fleets: Bicycles.	Two Required, 3 substeps	Potential	Public Works, Public Safety		
	13-4	Phase in bike, foot or horseback <u>police patrols</u> .	Two Required	Potential	Police		
	13-5	Document that the local <u>school bus fleet</u> has optimized routes, start times, boundaries, vehicles, bus fuels, and driver actions to decrease fuel use.	Two Required	Potential	Engineering		School District, Benjamin Bus
	13-6	Participate in <u>Project GreenFleet</u> to retrofit or replace diesel engines, or to install auxiliary power units that reduce truck and bus idling.	Two Required	Potential	Transit, MnDOT		
14] Planning (Optional)	14-1	In development standards, right-size parking minimum standards and add <u>parking maximums</u> in pedestrian-friendly or transit-served areas.	Two Required	Potential (if another component is identified)	Comm. Dev., Engineering	EDA	
	14-2	For cities with regular transit service, require or provide incentives for the siting of <u>retail services</u> at transit/density nodes.	Two Required		Transit	EDA	Chamber of Commerce, NDDC
	14-3	For cities with regular transit service, require or provide incentives for the siting of <u>higher density housing</u> at transit/density nodes.	Two Required	Applicable once route-deviation implemented?	Comm Dev., Transit		

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14) Demand-Side Travel	14-4	Incorporate demand-side transportation strategies into <u>development regulations</u> , adopting, with modifications as necessary, at least one of the following from Minnesota's 2009 <i>Updated Model Ordinances for Sustainable Development</i> : a. Travel Demand Management Performance Standard b. Transit-oriented Development Ordinance	Two Required		Comm. Dev., Planning Comm., Transit	EDA	Chamber of Commerce, NDDC, Local Developers
	14-5	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.	Two Required		Comm. Dev., Planning Comm.		
15) Environmental Purchasing (Required)	15-1	Adopt a policy or administrative policy directing that the city purchase only: EnergyStar certified equipment and appliances and Paper containing at least 30% post-consumer recycled content.	Required	Potential	Finance, IT, Administration, Facilities		
	15-2	Purchase 15% of city energy requirements from <u>renewable energy</u> sources.	One Required		Public Works, Administration, City Council		
	15-3	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.	One Required		Administration, Finance		
	15-4	Require purchase of U.S. EPA <u>Water Sense</u> -certified products for all product categories covered by the Water Sense program.	One Required	Potential	Engineering, Facilities, Water, WWT		
	15-5	Set minimum standards for the percentage of <u>recycled-content</u> material in at least 5 products typically purchased by the city, such as asphalt and roadbed aggregate.	One Required	Potential	Engineering, Streets		
	15-6	Require <u>printing services</u> to be purchased from companies certified by Minnesota Great Printers or by the Sustainable Green Printing Partnership.	One Required		Potential		
	15-7	Lower the environmental footprint of <u>meetings and events</u> in the city through one or more of the following: a. Adopt a policy for meetings and events hosted by city government. b. Adopt a policy for meetings and events taking place on city property, including parks and libraries. c. Distribute educational materials for use at city-supported events such as National Night Out.	One Required	Potential	Administration, Library		ISD 659
	15-8	Specify the use of state and national green <u>standards/guidelines</u> for at least 3 of the following categories of purchasing: Electronics; Wood products; Organic food; Cleaning products;Paints, coatings,and adhesives; Carpets; Furniture; Paper products	One Required	Potential	IT, Streets, Facilities, Engineering		
16) Urban Forests (Required)	16-1	Qualify as a <u>Tree City USA</u> .	Two Required	Potential	Public Works	EQC	Colleges
	16-2	Adopt as policy MN Tree Trusts' <u>Best Practices</u> and use the guidelines in at least one development project to achieve an excellent an exemplary rating.	Two Required		Public Works	EQC	
	16-3	<u>Budget tree installation</u> and maintenance to, within 15 years, achieve the following tree canopy shading for streets, sidewalks and parking lots in the following zoning districts: At least 25% for industrial and commercial zoning; and at least 75% for residential zoning.	Two Required		Public Works	EQC	
	16-4	Maximize tree planting along your <u>main downtown street</u> .	Two Required	Potential	Engineering	Streetscape Task Force, HPC	NDDC
	16-5	Adopt at least two of the following ordinances/policies: Adopt a policy of no net loss of specified natural landscapes.	Two Required, 2 substeps	Potential	Engineering, Streets, Comm. Dev.	EQC, Planning Comm.	Local Developers
	16-5.1	Adopt at least two of the following ordinances/policies: Adopt a policy relating to <u>replacement of trees</u> on public, or on public and private, property.	Two Required, 2 substeps	Potential			
	16-5.2	Adopt at least two of the following ordinances/policies: Adopt <u>landscaping/nuisance ordinances</u> that promote, rather than create barriers for, native vegetation.	Two Required, 2 substeps	Potential			
17) Stormwater Management (Required)	17-1	Complete the <u>Blue Star City</u> stormwater management assessment and achieve a minimum threshold of specific activities detailed in this program.	One Required	Potential	Engineering, Water, WWT	EQC	Local Gov'ts
	17-2	Adopt by ordinance one or more of the following: a. A narrower streets provision that permits construction of 22-foot roads. 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.	One Required	Potential	Engineering		
	17-3	Maintain less than 12% <u>impermeable surfaces</u> in the watershed in which the city lies.	One Required	Potential	Engineering		

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17) Efficient Stormwater	17-4	Create a <u>stormwater utility</u> that uses variable fees to incentivize enhanced stormwater management and funds community stormwater infrastructure and assistance/education programs.	One Required	Complete	Engineering, Finance		
	17-5	Adopt and implement design standards or guidelines for new development and re-development in the city establishing requirements for at least one of the following: a. Rain gardens. b. Green roofs with or without cisterns and water/greywater reuse systems. c. Green alleys. d. Green parking lots.	One Required	In Planning	Engineering		
	17-6	Adopt an ordinance with erosion and sediment control provisions as well are requirements for permanent <u>stormwater treatment</u> .	One Required	Complete	Engineering		
18) Green Infrastructure (Optional)	18-1	Identify <u>gaps and connectivity breaks</u> in your city's system of parks, trails and open spaces, and remedy at least one of them.	Three Required	Potential	Engineering, Streets	PRAB	
	18-2	Plan and budget for a network of parks, green spaces, water features and trails in all <u>new development areas</u> .	Three Required	Potential	Engineering, Parks & Rec	EDA, PRAB	
	18-3	Document at least one of the following: a. At least 20% of total city land area in protected green infrastructure (parks and protected natural resource areas and trails). b. All residents are within a ½ mile of a park or protected green space.	Three Required	High Potential	Engineering		
	18-4	Adopt <u>low-impact design standards</u> in parks and trails that infiltrate or retain all 2 inch, 24-hour stormwater events on site.	Three Required	Potential	Engineering, Parks & Rec.	PRAB	
	18-5	Create <u>park management standards</u> that maximize at least one of the following: a. Low maintenance native landscaping. b. Organic or integrated pest management, c. Sources of non-potable water for irrigation.	Three Required	Potential	Engineering, Parks & Rec.	PRAB	
	18-6	Certify at least one <u>golf course</u> in the Audubon Cooperative Sanctuary Program for Golf Courses.	Three Required		GreenStep Coordinator	EQC	Northfield Golf Club
	18-7	Construct all <u>new park buildings</u> to a green building standard, with special attention to highlighting and educating around the green features.	Three Required		Public Works	EQC, PRAB	
	18-8	Develop a program to <u>involve community members</u> in land restoration and stewardship.	Three Required	Potential	Parks & Rec.	PRAB	
19) Surface Water (Optional)	19-1	Assist at least one lake or river association to earn the <u>Star Lake/River designation</u> for their lake/river.	One Required				
	19-2	Assist at least one lake or river association to become <u>Star Lake/River-ready</u> by achieving a majority of the program requirements.	One Required				
	19-3	Work with other organizations to support <u>citizen education about and involvement with actions</u> to attain measurable, publicly announced lake, stream, ditch and wetland health improvement targets adopted by the city council and reported on each year.	One Required	Potential	Engineering		CRWP, Colleges, Bridgewater Twp., Friends of Rice Ck.
	19-4	Adopt a <u>shoreland ordinance</u> consistent with MN Dept. of Natural Resources rules as modified.	Required	Complete	Engineering		
20) Efficient Water and Wastewater Facilities (Optional)	20-1	Compare the <u>energy use and performance</u> of your facilities with other peer plants using standardized, free tools.	One of 1-2 Required	Potential	Water, Wastewater		
	20-2	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.	One of 1-2 Required	Ongoing	Water, Wastewater		
	20-3	Establish an on-going budget and program for decreasing <u>inflow and infiltration</u> into sewer lines, involving at least gutter, foundation drains and sump pump disconnects.	One additional Required	Potential	Engineering, Streets		
	20-4	Assess energy and chemicals use, inflow and infiltration volumes, water reuse potential and pollutants, and implement one-third of recommendations with a payback of less than 3 years.	One additional Required		Water, Wastewater		
	20-5	Require property owners to have their private sanitary <u>sewer lateral pipe inspected</u> before a property sale or title transfer.	One additional Required		Comm. Dev.		
	20-6	Implement at least one of the following projects/programs: a. Assist local businesses, institutions and/or residents in pre-treating and lowering volumes and toxicity of sewer inflows. b. Co-generate electricity and heat from the wastewater treatment plant. c. Reuse water (sell reclaimed water) from a wastewater plant for nonpotable ag-processing, irrigation or power plant uses. d. A <u>greywater reuse system</u> in at least one public or private building.	One additional Required		Econ. Dev., Comm. Dev., Engineering	EDA, EQC	Chamber of Commerce, NDDC, ISD 659
a)	21-1	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.	One Required		Comm. Dev., Engineering		

Best Practice	Action Step	Action Step Description	Action Step Requirement	Status	City Departments	Boards & Commissions	Community Organizations & Collaborators
21) Septic Systems (Optional)	21-2	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.	One Required		Comm. Dev., Engineering		
	21-3	Implement one or more <u>organizational options</u> for the proper design, siting, installation, operation, monitoring and maintenance of septic systems.	One Required		Comm. Dev., Engineering		
	21-4	Adopt a Subsurface Sewage Treatment System <u>ordinance</u> based on the Association of Minnesota Counties model ordinance template.	One Required		Comm. Dev., Engineering		
	21-5	<u>Create a program to finance septic systems upgrades</u> through, for example, a city revenue bond, repayable through taxpayers' property taxes.	One Required		Comm. Dev., Engineering		
	21-6	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.	One Required		Comm. Dev., Engineering, EQC	EQC	
	21-7	Arrange for <u>assistance to commercial, retail and industrial businesses</u> with water use reduction, pollution prevention and pretreatment prior to discharge to septic.	One Required		Comm. Dev., Engineering, EQC	EDA	
	22) Solid Waste Reduction (Optional)	22-1	Adopt percentage reduction goals for waste and toxicity generated from city operations (including schools, libraries, parks, municipal health care facilities). <u>Accomplish reduction goals</u> in at least three of the following areas: Overall waste generation	Required (22-1 or 22-2), 3 substeps		Administration, Facilities	
22-1.1		Adopt percentage reduction goals for waste and toxicity generated from city operations (including schools, libraries, parks, municipal health care facilities). Accomplish reduction goals in at least three of the following areas: Paper use and junk mail	Required (22-1 or 22-2), 3 substeps				
22-1.2		Adopt percentage reduction goals for waste and toxicity generated from city operations (including schools, libraries, parks, municipal health care facilities). Accomplish reduction goals in at least three of the following areas: Pesticide/herbicide use	Required (22-1 or 22-2), 3 substeps				
22-1.3		Adopt percentage reduction goals for waste and toxicity generated from city operations (including schools, libraries, parks, municipal health care facilities). Accomplish reduction goals in at least three of the following areas: Water use/waste water generation	Required (22-1 or 22-2), 3 substeps				
22-2		Adopt and meet aggressive goals for the overall <u>percentage diversion</u> of currently disposed waste from city operations into recycling and organics collection.	Required (22-1 or 22-2)	Potential	Facilities, Engineering		Waste Management, ISD 659, Chamber of Commerce, Colleges
22-3		Document signing of at least one <u>resource management contract</u> with a waste hauler for one or more of: a. City government operations. b. Schools, libraries, parks, or municipal health care facilities. c. A commercial or industrial business.	Optional	Complete/Potential?	Facilities, Engineering		Waste Management
22-4		Publicize, promote and use the varied businesses collecting and marketing <u>used and repaired</u> consumer goods in the city/county.	Required (one of 22-4 - 22-8)			EDA	Chamber of Commerce, NDDC
22-5		Arrange for a residential or business/institutional <u>organics collection/management</u> program (food-to-people, food-to-animals, composting, anaerobic digestion, and backyard composting).	Required (one of 22-4 - 22-8)	Potential	Public Works		Waste Management
22-6		Organize residential <u>solid waste collection</u> by private and/or public operations to accomplish multiple benefits.	Required (one of 22-4 - 22-8)		Public Works	EQC	Waste Management
22-7		For cities that provide direct or contract waste collection services, offer <u>volume-based pricing</u> on residential garbage and/or <u>feebates on recycling</u> so that the price differences are large enough to increase recycling/composting but not illegal dumping.	Required (one of 22-4 - 22-8)	Complete?	Public Works		Waste Management
22-8	Adopt a <u>construction and demolition ordinance</u> for projects over a specified size that mandates levels of recycling and reuse for materials and soil/land-clearing debris and is tied to demolition permits.	Required (one of 22-4 - 22-8)					
Quality (Optional)	23-1	Conduct an education/financial assistance campaign around one of the following issues: a. Indoor 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 natural gas 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.	Two Required	Potential			
	23-2	Regulate <u>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.	Two Required	Potential			

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23) Local Air	23-3	Conduct one or more education/behavior change campaigns on the topics below and document: a. Decreased vehicle idling in specific locales or by specific fleets, b. Increased sales by retail stores of low and no-VOC household products, c. Replacement of gasoline-powered equipment with lower polluting equipment.	Two Required				
	23-4	Document the participation of at least 3 larger businesses/fleets in at least one of the following: a. Clean Air Minnesota's Project GreenFleet. b. U.S. EPA's SmartWay Transport program. c. Installation of auxiliary power units that reduce truck and bus idling.	Two Required	Potential	Public Works		St. Olaf College, Carleton College, ISD 659
	23-5	Install at least two <u>public charging stations</u> for plug-in hybrid and full electric vehicles.	Two Required				
24) Benchmarks & Community Engagement (Required)	24-1	<u>Report progress</u> annually to community members on implementation of GreenStep City best practices, including energy/carbon benchmarking data if gathered.	Required	Required	GreenSteps Coordinator		
	24-2	Organize goals/outcome <u>measures from all city plans</u> – comprehensive, parks, library, housing, stormwater, drinking water, transportation, economic development, energy, sustainability, etc. – and annually report to community members data that show progress toward meeting these goals.	Required	Required	GreenSteps Coordinator		
	24-3	Engage community members in a public process involving a city council committee or community task force that results in city council adoption of and commitment to measure and report on progress toward sustainability indicators.	Optional adds 1 BP	Potential	Council	EQC	
	24-4	Conduct or support an energy efficiency or sustainability <u>education and action campaign</u> for: The entire community; Homeowners; Block clubs/neighborhood associations; Congregations; Schools and youth	Optional adds 1 BP				
	24-5	Conduct or support a <u>community education, visioning and planning</u> initiative using a sustainability framework such as: Strong Towns; Transition initiatives; Eco-municipalities/The Natural Step; ISO14001; Post Carbon Cities; Permaculture; Natural Capitalism; Genuine Progress; Healthy communities; Multi-generation learning	Optional adds 1 BP				
25) Green Business Development (Required)	25-1	Identify new and emerging local businesses in the green economy and <u>support these businesses</u> and green jobs through one or more of the following: a. Coordinated marketing and business assistance, b. Incubator space, c. Streamlined grants, loans or permitting processes, d. Workforce training opportunities with community colleges and job training centers.	Required	Potential	Econ. Dev	EDA	
	25-2	<u>Invite assistance providers</u> , including utilities, to conduct personalized energy, environmental sustainability, benchmarking, and waste audits with at least 5 businesses.	Two Required	Potential	Econ. Dev	EDA	
	25-3	Distribute <u>green tourism</u> resources to all tourism and hospitality businesses in the city and facilitate follow-up with at least five businesses to assist them in greening their business.	Two Required				
	25-4	Support the creation of a value-added <u>business utilizing local waste products</u> , such as wood from felled trees or reusable deconstruction and landscaping materials.	Two Required				
	25-5	Document steps taken to lower the environmental footprint of a <u>brownfield remediation/redevelopment</u> project.	Two Required	Potential	Comm. Dev.	EDA, HRA	
	25-6	Use a <u>green business certification program</u> to publicly promote that a targeted number or percentage of businesses has improved the environmental performance of their company.	Two Required	Potential	Econ. Dev	EDA	
	25-7	Conduct or participate in a <u>buy local campaign</u> , working with local organizations and assistance providers.	Two Required				
	25-8	Work with the state <u>Small Business Environmental Assistance Program</u> (SBEAP) to help at least 5 businesses to use SBEAP services.	Two Required	Potential	Econ. Dev	EDA, EQC	
26) Renewable Energy (Optional)	26-1	Adopt, with modifications as necessary, at least one of the following from Minnesota's 2009 <i>Model Ordinances for Sustainable Development</i> : a. Solar energy standards, b. Model wind energy ordinance.	Two Required	Potential	Comm. Dev.	Planning Comm.	
	26-2	Consistently promote at least one of the following: a. A local utility's green power purchasing program for homes and businesses, b. Local, state and federal financial incentives for property owners to install renewable energy systems.	Two Required	Potential	Comm. Dev.	EQC, HRA	
	26-3	Create a renewable energy <u>financing program</u> for property owners to install generation capacity.	Two Required				
	26-4	<u>Promote firms</u> that contract with property owners (in groups or individually) to install/finance renewable installations, some at little or no upfront cost.	Two Required				
	26-5	Install a <u>public sector renewable energy technology</u> , such as solar electric (PV), solar hot water or hot air, micro-hydro or wind.	Two Required				

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26) Ren	26-6	Work with private/public partners to create renewable energy <u>generation capacity</u> with one or more of the following attributes: a. Fueled by flowing water, wind, or biogas, b. Fueled in part or whole by 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.	Two Required				
	27-1	<u>Incorporate working landscapes</u> - agriculture and forestry - into the city by adopting, with modifications as necessary, one or more of the 2009 Minnesota <i>Model Ordinances for Sustainable Development</i> : a. Agriculture and Forest Protection District b. Local Food Production District c. Performance Standards for Minor and Major Agricultural Retail.	One Required				
27) Local Food (Optional)	27-2	Permit the incorporation of food growing areas/local food access into a <u>residential development</u> .	One Required	Potential	Comm. Dev. (LDC)	Planning Comm.	
	27-3	Expand/strengthen or create at least one of the following: a. A farmer's market, b. A community-supported agriculture (CSA) - arrangement between farmers and community members/employees, c. A community or school garden, orchard or forest, d. A rural grocery store.	One Required	Potential	Econ. Dev.	EDA, EQC	
	27-4	Conduct at least one of the following <u>campaigns</u> to measurably increase: a. Purchase of local and Minnesota-grown food, b. Backyard gardening, c. Institutional buying of local foods by schools, hospitals/nursing homes, restaurants and hotels, or grocery stores, d. Sale of local food in markets and restaurants.	One Required	Potential			Hospital, School District
28) Business Synergies (Optional)	28-1	Help at least three businesses register as users of the <u>Minnesota Materials Exchange</u> and document their exchanges/sales of byproducts with other local/regional businesses.	Optional				
	28-2	Assist at least one business, through a voluntary coordination or incentive program, to <u>use waste heat or water</u> discharge from another business or city facility.	Required (28-2, 28-3, or 28-4)				
	28-3	Require, build or facilitate at least four of the following in a <u>business/industrial project</u> : Shared parking/access.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.1	Require, build or facilitate at least four of the following in a business/industrial project: Shared recreation /childcare facilities.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.2	Require, build or facilitate at least four of the following in a business/industrial project: A green job training program.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.3	Require, build or facilitate at least four of the following in a business/industrial project: Green product development, manufacturing or sales.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.4	Require, build or facilitate at least four of the following in a business/industrial project: Buildings located within walking distance of transit and/or residential zoning.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.5	Require, build or facilitate at least four of the following in a business/industrial project: Renovated buildings.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.6	Require, build or facilitate at least four of the following in a business/industrial project: Buildings designed for reuse.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.7	Require, build or facilitate at least four of the following in a business/industrial project: Green buildings built to exceed the Minnesota energy code.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.8	Require, build or facilitate at least four of the following in a business/industrial project: Combined heat and power (CHP) generation capacity.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.9	Require, build or facilitate at least four of the following in a business/industrial project: Shared geothermal heating/cooling.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
	28-3.9.1	Require, build or facilitate at least four of the following in a business/industrial project: Low-impact site development.	Required (28-2, 28-3, or 28-4), 4 substeps	Potential	Econ. Dev.	EDA (NW Bus. Park)	
28-4	<u>Use eco-industrial park tools</u> to identify industrial facilities that could achieve economic and environmental benefit by co-locating in the city's industrial park or industrial zone.	Required (28-2, 28-3, or 28-4)	Potential	Econ. Dev.	EDA (NW Bus. Park)		