Agenda
City of Minnetonka
Sustainability Commission Meeting
Tuesday, September 15, 2026
6:00 PM
Council Chambers
14600 Minnetonka Blvd.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
   - A. July 21, 2025 meeting minutes
5. Agenda Items
   - A. Zoning Ordinance Update
   - B. Discussion on 2027 Sustainability Commission Work Plan
6. Report from Staff
   - A. General Staff Updates
7. Report from Sustainability Commission Members
8. Other Business
9. Adjournment

If you have questions about any of the agenda items, please contact:
Ally Sutherland, Sustainability Coordinator, (952) 939-8298
Susan Thomas, AICP, City Planner, (952) 939-8292

Sustainability Commission
Agenda Item 4.A
Meeting of September 15, 2026

Title:	July 21, 2025 meeting minutes
Report from:	Lois Mason, Secretary
Submitted Through:	Ally Sutherland, Sustainability Coordinator Susan Thomas, AICP, City Planner

Action Requested:	Motion
Form of Action:	Minutes
Votes needed:	4 votes

Recommended Action
Approve the minutes.

Background
See attached draft minutes.

ATTACHMENTS:
Minutes

Unapproved
Minnetonka Sustainability Commission
Minutes

July 21, 2026

1. Call to Order

Chair Golob called the meeting to order at 6 p.m.

2. Roll Call

Sustainability Commissioners David Carr, Diane Meier, Ashley Pattain and Brian Golob were present. Amanda Norman and Gretchen Sher were absent.

Community Development Director Julie Wischnack, City Planner Susan Thomas and Sustainability Coordinator Ally Sutherland were present.

3. Approval of Agenda

The agenda was approved as submitted.

4. Approval of Sustainability Commission March 17, 2026 and May 19, 2026 Meeting Minutes

Carr moved, Pattain seconded, a motion to approve the March 17, 2026 and May 19, 2026 minutes as submitted.

Carr, Meier, Pattain and Golob voted yes. Norman and Sher were absent. Motion carried.

5. Agenda Items

A. Commercial Geothermal Systems Presentation

Chair Golob introduced the item.

Sutherland introduced Darcy Solutions Director of Marketing and Strategy Robert Ed.

Sutherland reported on the city's 63 percent reduction in per capita greenhouse gas emissions since 2018.

Mr. Ed presented on commercial geothermal systems.

In response to Meier's questions, Mr. Ed explained how the system does not need as much land as other systems and is able to provide heated water.

In response to Chair Golob's question, Mr. Ed stated that a federal investment tax credit is available until 2033 for geothermal design, equipment, construction, operations and maintenance for five years.

Pattain appreciated Mr. Ed's ability to explain a complicated topic in a digestible manner. She appreciated seeing the comparison of a variety of projects and how the current technology can be used in old buildings.

Chair Golob thanked Mr. Ed for an informational presentation. Mr. Ed appreciated the opportunity and invited commissioners to take a tour.

B. Youth Climate Action Fund Discussion

Chair Golob introduced the item and called for the staff report.

Sutherland recommended commissioners provide feedback on how the commission will support the Youth Climate Action Fund program.

Sutherland reported.

Chair Golob and commissioners congratulated Sutherland for being awarded the grant.

Carr asked if examples of projects would be provided for applicants to see what types of projects would qualify for the grant. Sutherland agreed that it would be helpful to show a more comprehensive list of projects that would qualify.

In response to Meier's question, Sutherland answered that the application asks for a description of the project and includes a budget sheet to show expenses. All work must be done and expenses submitted between November 2026 and April 2027. There is no limit on the number of participants that may be involved in one project. One organization may support up to three projects. There is a minimum number of two youths required to participate in each project.

Carr asked if a commissioner may help participants budget to prevent under- or over-spending. Sutherland stated that could be considered during the application review process. Natural resources staff mentioned the cost of ongoing maintenance of projects. Monthly check-ins are required that could include a check on the budget.

Meier suggested scheduling participants to do the monthly check-ins together to allow them to support and learn from each other. Sutherland likes that idea.

Chair Golob felt this would be a fantastic experience for everyone involved. It will be exciting to see it play out.

Sutherland thought that the city having a sustainability commission and two young-adult commissioner positions helped Minnetonka be chosen to receive the grant. She appreciated the commission's support.

6. Report from Staff

Chair Golob introduced the item and called for the staff report.

Sutherland gave the staff report:

- The next sustainability commission meeting is scheduled to be held Sept. 15, 2026.
- A special sustainability commission meeting will be held in October.
- The young adult commissioner seats are expected to be filled by the September meeting.
- Updates were given on the climate action and adaptation plan related to summer fest, MPCA grants, zoning update and a GreenCorp member who will start in September 2026.
- Minnetonka received recognition from the GreenStep Cities program.
- There will be ambassador opportunities at the farmer's market on Aug. 11, 2026; CEE business blitz on Aug. 26, 2026; and upcoming youth climate action fund opportunities.

7. Report from Sustainability Commissioners

Meier stated that she enjoyed a course hosted by Rewiring America to become an electrification coach and learned the benefits of using electric-powered devices in place of gas-powered devices. She encouraged others to take the course. With assistance from staff, she created a presentation that shows the electrification projects done at her house that was shown at Summerfest.

Pattain described her experience purchasing an electric-vehicle-ready house in Minnetonka. She appreciates the city working with builders to make residences ready for electric vehicles. The home-energy squad was thorough and were able to move up her appointment. She spoke to a window company installer who would be willing to provide information on the windows that provide the most sustainability.

Carr suggested providing free home-energy-squad visits again in the future. Sutherland explained that Minnetonka currently subsidizes half of the cost of home-energy-squad visits. The city did receive a grant that provides 80 home-energy-squad audits and rebates for energy-saving equipment.

Chair Golob shared an article related to the importance of collecting climate change data. He recommends visiting the website Airnow.gov for information on air quality.

8. Other Business

9. Adjournment

Pattain moved, Meier seconded, a motion to adjourn the meeting at 7:58 p.m. Motion carried unanimously.

By: _____
Lois T. Mason
Planning Secretary

Sustainability Commission
Agenda Item 5.A
Meeting of September 15, 2026

Title:	Zoning Ordinance Update
Report from:	Susan Thomas, AICP, City Planner
Submitted Through:	Susan Thomas, AICP, City Planner

Form of Action:	Report
Votes needed:	N/A

Summary Statement
The City of Minnetonka is currently undergoing a zoning ordinance update. The city planner will present an informational update on this process to the commission.

Recommended Action
Receive the report. Informational only.

Background
See attached staff report.

ATTACHMENTS:
Staff Report

MINNETONKA SUSTAINABILITY COMMISSION
Sept. 15, 2026

Brief Description Zoning Ordinance Update

Recommendation Provide feedback, no formal action

Zoning in General

Zoning is a planning tool that cities use to manage land use and development within specific areas, known as “zones.” By regulating what can and cannot be built in these zones, cities aim to protect public health and safety while advancing broader community goals. The complete set of regulations for all zones is referred to as a zoning ordinance or zoning code.

In 1916, New York City adopted what is widely regarded as the nation’s first city-wide zoning ordinance. This ordinance introduced height restrictions to preserve sunlight and fresh air at street level, as well as setback (or massing) requirements to prevent new buildings from blocking the windows of neighboring structures. Cities across the country soon followed suit, using zoning to establish local regulations. Zoning itself is a neutral tool – its impact depends on the specific rules communities choose to implement. For instance, rules that require buildings to be set back a certain distance from natural resources – such as wetlands or steep slopes – help protect these sensitive areas. Conversely, rules that restricted residency in certain areas based on race, ethnicity, or religion resulted in discriminatory and exclusionary practices.

Zoning in Minnetonka

Minnetonka adopted its first zoning ordinance in 1966. As the community and its goals evolved, the ordinance was updated frequently. In 1986, the entire zoning ordinance was rewritten to align with contemporary goals. Over the past 40 years, the regulations have been updated more than 300 times, resulting in a zoning ordinance that is now difficult to navigate, hard to interpret, and less aligned with current community objectives.

Zoning Ordinance Update

In 2023, the city hired a consultant to analyze Minnetonka’s existing zoning ordinance and assess its effectiveness in achieving the goals outlined in the 2040 Comprehensive Plan. The consultant's report identified sections of the ordinance that need updating, and the city council decided to move forward with a complete rewrite of the zoning ordinance.

At the direction of the city council, the consultant, staff and council-appointed community workgroup began the zoning update process in February 2025. A draft of the updated zoning map and ordinance is now available for review and feedback. The goals of the ordinance update are to:

- Align the zoning ordinance with the city’s comprehensive plan, translating long-term policy goals into clear, enforceable development standards.
- Shift from a traditional zoning ordinance – focused mainly on restricting undesirable uses – to a modern approach that proactively defines what is allowed on a property to better advance the community’s goals.

- Support a diverse range of housing options by removing barriers to allow minor increases in density that correspond to the comprehensive plan.
- Maintain strong environmental protection and promote sustainability initiatives.
- Simplify the development process for all parties, including property owners, developers, residents, and city staff.

Primary Differences between the Existing and Draft Ordinances

The following summarizes the key substantive differences between the existing and draft zoning ordinances. The full draft ordinance is available on the Zoning Ordinance Update page at minnetonkamatters.com.

- **Zoning Districts.** The existing ordinance contains many different residential zoning districts but relatively few non-residential districts. The zoning districts in the draft ordinance reflect the land uses contemplated in the comprehensive plan. Residential districts are consolidated, while village center districts are established. The existing zoning districts roughly translate to the proposed zoning districts as follows:

Existing Zoning District	Proposed Zoning District
R-1 Low-Density Residential District	LDR Low-Density Residential District
R-1A Residential Alternative District	
R-2 Low-Density Residential District	
R-3 Low- or Medium-Density Residential District	MDR Medium-Density Residential District
R-4 Medium-Density Residential District	
R-5 High-Density Residential District	HDR High-Density Residential District
B-1 Office Business District	VC Village Center Districts
B-2 Limited Business District	
B-3 General Business District	
I-1 Industrial District	FD Flexible Development District
PID Planned I-394 District	VC-I Village Center District I: Ridgedale

The proposed village centers serve as nodes of both business and community life, each with existing, distinct physical characteristics. The new zoning code seeks to honor these qualities by establishing tailored standards for each current and future village. The village centers include:

District	Purpose of the District
VC-A: 101 & 7	To promote a concentrated core of economic and community-oriented activity at and near the intersection of Hwy 101 and Hwy 7.
VC-B: Williston & 7	To support commercial and mixed-use development activities at and near the intersection of Williston Road and Hwy 7.
VC-C: Country Village	To support commercial and mixed-use activity that recognizes the recreational and economic value of the Lake Minnetonka LRT Regional Trail within and near the Country Village Shopping Center at the intersection of Hwy 7 and Hopkins Crossroads.
VC-D: Minnetonka Blvd	To provide areas for community-oriented development along Minnetonka Boulevard near the Minnetonka Community Center.
VC-E Minnetonka Blvd & 101	To promote mixed-use economic development at a scale and intensity compatible with nearby residential neighborhoods.
VC-F: Glen Lake	To support a variety of residential, commercial, and community uses near Glen Lake.
VC-G: Cedar Lake	To support and control economic development near the intersection of Cedar Lake Road and Hopkins Crossroad.
VC-H: Opus	To support existing commercial uses while enabling the adaptation of the Opus II Business Park into a residential, mixed-use neighborhood at a density and scale that leverages the planned METRO Green Line Opus Station.
VC-I: Ridgedale	To provide flexible development standards that support the transformation of the area surrounding Ridgedale Center from an automobile-dependent commercial node to a walkable, mixed-use neighborhood.
VC-J: Carlson	To provide flexible standards for residential and commercial development north of Hwy 12/I-394 and west of I-494.
VC-K: Minnetonka Blvd & 169	To provide appropriate standards for commercial and mixed-use development along Minnetonka Boulevard near Hwy 169.
VC-L: Minnetonka Mills	To preserve the front setback pattern established near the intersection of Minnetonka Boulevard and Shady Oak Road while supporting commercial and mixed-use economic activity.

VC-M: Southwest Light Rail	To leverage the extension of the METRO Green Line for the creation of a mixed-use, high-activity neighborhood near the Shady Oak LRT Station.

- **Lot Dimensions and Setbacks.** In the proposed ordinance, minimum lot sizes and setbacks are reduced and simplified in low-density residential areas to allow for more flexible development.

Measurement	**Existing Ordinance (R-1, R-1A, R-2)**	**Proposed Ordinance LDR**
Lot Area	Varies 12,500 to 22,000 sq. ft.	Standardized to 18,000 sq. ft.
Lot Width	Varies from 45 ft to 80 ft	Standardized to 90 ft
Front Yard Setbacks	Varies from 25 ft to 50 ft depending on street type	Set uniformly to 25 ft to 35 ft depending on street type
Side Setback	Varies from 10 ft to 30 ft combined	Set uniformly to 10 ft
Rear Yard Setback	Varies from 20% of lot depth to 40 ft	Set uniformly at 25 ft
Impervious Surface	N/A unless located within 1000 sq. ft. of a lake or creek	Capped at 20% without stormwater treatment but can increase up to 50% with higher levels of stormwater treatment.

- **Dwelling Type. I**n the low-density residential district (LDR), twinhomes would be permitted uses, subject to the same setback requirements as single-unit dwellings. Allowing two attached dwellings where previously only one was permitted increases housing diversity without expanding the overall building footprint. Staff does not anticipate this change will significantly increase new construction; for reference, 36 new dwellings were constructed in 2025, consistent with the five-year average of 35 per year. The intent is to offer more diverse housing options within this district.

  Accessory dwelling units (ADUs) have been permitted in Minnetonka since 1986 by conditional use permit, requiring city council approval. Under the proposed ordinance, city staff could administratively approve ADUs that meet certain standards. For example:

  - ✓ The floor area may not exceed 50% of the principal dwelling or 1,000 sq. ft., whichever is greater.
  - ✓ The ADU also cannot be taller than the main structure
  - ✓ The property owner is required to reside in either the ADU or the primary residence.

- **Sustainable and Resilient Features.** As drafted, any construction, redevelopment, or significant alteration of a multi-unit residential or commercial building will require submission and approval of a “sustainable and resilient development plan.” This plan must include a specified number of features from the category menu outlined in the code, with each feature contributing to a total point requirement.

Category	Sustainable and Resilient Development Plan Feature	Points
Building Energy	Sustainable building rating system certification.	3
	All-electric heating and water systems.	3
	Energy-efficient building.	2
	Solar panels.	2
	Small-scale wind-energy system.	2
	Geothermal HVAC.	2
	Off-site renewable energy.	2
	Solar ready.	1
	Proposed by applicant.	Up to 3
Climate Readiness	Back-up battery power.	3
	Severe weather shelter.	2
	Flood preparedness.	1
	Extreme heat preparedness.	1
	Proposed by applicant.	Up to 3
Water and Vegetation	Stormwater management.	3
	Low salt site design.	3
	Turf reduction.	3
	Depaving.	3
	Tree plantings.	3
	Efficient sprinkler and irrigation controllers.	2
	Stormwater harvest and reuse system.	1
	Food garden.	1
	Proposed by applicant.	Up to 3
Waste Management	Deconstruction.	3
	Recycled building materials.	3
	Reusable service ware infrastructure.	2
	Organics recycling infrastructure.	2
	Proposed by applicant.	Up to 3
Transportation	Electric vehicle charging stations.	3
	Improved bus stop.	3
	Metro Transit passes.	3
	Bicycle parking facility.	2
	Internal bike share.	2
	Proposed by applicant.	Up to 3

The full feature menu, with required standards is attached.

- **Trail-Oriented Design.** The draft ordinance requires that redevelopment on a lot within a Village Center District adjacent to an existing or planned trail comply with specific design standards. These standards are intended to ensure pedestrian facilities, attractive trail frontages, and safe passage for multi-modal, non-vehicular traffic. Redevelopment projects must include a designated number of amenities from a trail-oriented features menu, including bicycle repair stations, art installations, picnic tables, hydration stations, and shade structures.

Public Engagement

A variety of public engagement opportunities have been offered – and will continue to be available – as part of the zoning ordinance update process.

June 2025



- Summerfest – Planning staff hosted a zoning display, providing attendees with opportunities to ask questions and share opinions about housing types, lot sizes, and desired neighborhood amenities.

- Visual Preference Survey – An online survey on the Zoning Ordinance Update page at minnetonkamatters.com gathered feedback on preferred housing types and building proximity to property lines. A total of 170 responses were received.

- Phone Survey – The city's consultant, Morris Leatherman Company, surveyed 300 residents to collect preferences on housing types, lot sizes, and perspectives on commercial development (e.g., stores and offices).



- City Media – The Minnetonka Memo featured a brief article about the zoning ordinance update, and social media posts encouraged residents to visit the minnetonkamatters.com Zoning Ordinance Update page.

July 2026

- Summerfest – Planning staff again hosted a zoning display, engaging directly with 170 attendees on topics including lot sizes and twin homes in predominantly single-dwelling neighborhoods.

August 2026

- Minnetonka Night to Unite – Planning staff provided councilmembers and community workgroup members with written information—including an ordinance update overview and answers to frequently asked questions—for use at block parties.

- Planning staff presented a general overview of the draft ordinance to the commission and asked commissioners to share information with their networks and encourage feedback to planning staff.

- MinnetonkaMatters.com – The Zoning Ordinance Update page was opened for public comments and questions.

- Social Media – Posts have reminded residents about the zoning ordinance update, invited them to provide comments on minnetonkamatters.com, and encouraged attendance at Virtual Zoning Office Hours.

- Virtual Office Hours – Staff were and will be available online to answer questions and gather feedback on the draft ordinance: Tuesdays, Aug. 11 and 25 (6–7 p.m.), and Thursdays, Aug. 13 and 27 (12–1 p.m.). As of this report, no members of the public have used the office hours.

- Direct Emails – Staff sent direct emails to residential and commercial developers with experience or interest in Minnetonka. The emails aimed to raise awareness of the update and encourage participation in a virtual developer meeting.

September 2026

- Minnetonka Memo – The Memo will feature an article on the ordinance update, including dates and times for virtual office hours.

- Planning Commission – On Sept. 3, planning staff will present a general overview of the draft ordinance to the commission and request feedback and suggestions.

- Developer Meeting – On Sept. 11, staff will host an online meeting with local developers to present a general overview of the draft ordinance and gather feedback.

- Sustainability Commission – On Sept. 15, planning staff will present a general overview of relevant portions of the draft ordinance to the commission and ask commissioners to share information with their networks and encourage feedback to planning staff.

- Virtual Office Hours – Staff will be available online to answer questions and receive feedback on the draft ordinance: Tuesdays, Sept. 8 and 22 (6–7 p.m.), and Thursdays, Sept. 10 and 24 (12–1 p.m.).

October 2026:

- City Council Introduction – On Oct. 5, the city council will introduce the zoning ordinance at its regular meeting.

- Planning Commission Public Hearing – On Oct. 8, the planning commission will host the first of two public hearings on the zoning ordinance. This may be a joint hearing with the city council.

- Citywide Open House – Staff will host a zoning display in the community development area, highlighting key differences between the existing and proposed ordinances.

- Planning Commission Public Hearing – On Nov. 5, the planning commission is tentatively scheduled to host the second of two public hearings on the zoning ordinance and make a recommendation to the city council.

- City Council Consideration – On Nov. 23, the city council is tentatively scheduled to consider the zoning ordinance for approval.

Recommendation

Staff is requesting general feedback on the zoning ordinance. No formal action is required.

Originator: Susan Thomas, AICP, City Planner
Through: Julie Wischnack, FAICP, Community Development Director

APPENDIX A: SUSTAINABLE AND RESILIENT DEVELOPMENT PLAN FEATURE MENU

1. Sustainable and resilient development plan features.

a. To contribute to the minimum points requirement established by this Code, all sustainable and resilient development plan features must comply with the standards established in subsections (2) through (30) of this Appendix and the sustainable and resilient development requirements established in § 305.02 and § 309.20, unless otherwise noted.

b. A property owner may propose an unlisted feature subject to the approval of the city planner if the applicant demonstrates the feature provides an equivalent or greater benefit than those listed in the applicable menu category. The city planner may award up to three sustainability points for an alternative feature.

c. All sustainable and resilient development plan features provided in accordance with this Appendix must be maintained in good working order for the life of the project.

Category	Sustainable and Resilient Development Plan Feature	Points	Standards
Building Energy	Sustainable building rating system certification.	3	Subsection 2
	All-electric heating and water systems.	3	Subsection 3
	Energy-efficient building.	2	Subsection 4
	Solar panels.	2	Subsection 5
	Small-scale wind-energy system.	2	Subsection 6
	Geothermal HVAC.	2	Subsection 7
	Off-site renewable energy.	2	Subsection 8
	Solar ready.	1	Subsection 9
	Proposed by applicant.	Up to 3	Subsection 1(b)
Climate Readiness	Back-up battery power.	3	Subsection 10
	Severe weather shelter.	2	Subsection 11
	Flood preparedness.	1	Subsection 12
	Extreme heat preparedness.	1	Subsection 13
	Proposed by applicant.	Up to 3	Subsection 1(b)
Water and Vegetation	Stormwater management.	3	Subsection 14
	Low salt site design.	3	Subsection 15

Category	Sustainable and Resilient Development Plan Feature	Points	Standards
	Turf reduction.	3	Subsection 16
	Depaving.	3	Subsection 17
	Tree plantings.	3	Subsection 18
	Efficient sprinkler and irrigation controllers.	2	Subsection 19
	Stormwater harvest and reuse system.	1	Subsection 20
	Food garden.	1	Subsection 21
	Proposed by applicant.	Up to 3	Subsection 1(b)
Waste Management	Deconstruction.	3	Subsection 22
	Recycled building materials.	3	Subsection 23
	Reusable service ware infrastructure.	2	Subsection 24
	Organics recycling infrastructure.	2	Subsection 25
	Proposed by applicant.	Up to 3	Subsection 1(b)
Transportation	Electric vehicle charging stations.	3	Subsection 26
	Improved bus stop.	3	Subsection 27
	Metro Transit passes.	3	Subsection 28
	Bicycle parking facility.	2	Subsection 29
	Internal bike share.	2	Subsection 30
	Proposed by applicant.	Up to 3	Subsection 1(b)

2. Sustainable building rating system certification.

a. To contribute to the minimum point requirements established in § 305.25.3, a development must be certified under an eligible sustainable building rating systems at an appropriate rating level, as established in Table XX below.

Sustainable Building Rating System	Appropriate Rating Level
US Green Building Council's LEED Building Design and Construction (LEED BD+C) [1]	Silver
	Gold
	Platinum
State of Minnesota's Buildings, Benchmarks & Beyond (B3 Guidelines)	Certified Compliant
Enterprise's Green Communities [2] [3]	Certification
	Certification Plus
	Certification Plus Zero Emissions
Green Business Certification Inc.'s Parksmart	Parksmart Silver
	Parksmart Gold
US Department of Energy's Efficient New Homes Program [4]	Certified

[1] US Green Building Council's SITES Certification can be used in tandem with LEED for suitable public facilities.

Sustainable Building Rating System	Appropriate Rating Level
[2] For residential uses providing at least one affordable dwelling unit, equivalent Enterprise Green Communities credits may be permitted. [3] For residential projects with at least one affordable unit, defined as serving residents at or below 60 percent AMI for rental buildings and at or below 80 percent AMI for for-sale buildings, equivalent credits in Enterprise Green Communities may be permitted. [4] Only allowed for lots where the principal use is a residential use containing four or fewer dwelling units.	

3. All-electric heating and water systems.

a. All heating and water heating systems must be all-electric powered with efficiency standards identified by the city.

4. Energy-efficient building.

a. Facilities must be constructed with energy-efficient guidelines identified by the city.

5. Solar panels.

a. Solar panels must be installed and be capable of providing at least 15 percent of the associated building's energy load. A lesser percentage may be allowed if net-zero emissions have been achieved prior to the submission of the sustainable and resilient development plan.

b. Where provided, all solar panels must meet the standards established for a solar energy system in § 300.XX.xxx.

6. Small-scale wind-energy system.

a. The small-scale wind-energy systems must be capable of providing at least 15 percent of the associated building or use's energy load.

b. No small-scale wind-energy system may be established unless a vertical-axis wind turbine or small-scale horizontal-axis wind turbine is employed.

c. A small-scale wind-energy system must not exceed a noise level of 50 decibels.

d. All small-scale wind-energy systems must provide an automatic breaking system to prevent over-speeding.

e. Turbines must be set back from all lot line at least 110 percent the height of structure, including the post and blade. Such setback may be administratively reduced if the applicant provides structural analysis by a

certified engineer demonstrating that no part of the tower extend beyond the property line in the case of collapse.

7. Geothermal HVAC.

a. A geothermal HVAC must utilize a closed-loop system for heating and cooling the primary structure.

b. The geothermal HVAC system must have a minimum coefficient of performance of three and one half and a minimum energy efficiency ratio of 15.

c. The installation of a geothermal HVAC must be performed by an individual accredited by the International Ground Source Heat Pump Association.

8. Off-site renewable energy.

a. The development must enter a virtual purchasing power purchase agreement(s) or participate in community solar gardens to acquire Renewable Energy Credits (RECs) for at least 30 percent of the associated building or users' energy load.

9. Solar ready.

a. A solar-ready implementation plan must be submitted and approved by the city that includes the following information.

(1) The location of the contiguous solar-ready zone;

(2) Evidence the building shape, orientation, and volume are optimized to maximize solar energy generation;

(3) Evidence the structure will support a solar system that provides at least 15 percent of the associated building's energy load;

(4) The location of electrical or plumbing chases, location of dedicated mechanical space;

(5) The location of the maintenance access to allow straightforward installation and operation;

(6) Evidence the solar-ready zone will be kept clear of all plumbing vents, exhaust fans, chimneys, and skylights, and any additional standards identified by the city.

10. Back-up battery power.

a. The back-up battery power must be capable of storing enough energy to keep essential equipment running during outages or to shave peak energy demand.

b. If located outside of the principal building, the back-up battery must comply with the dimensional standards established for an accessory structure in the applicable zoning district.

11. Severe weather shelter.

a. A severe weather shelter implementation and outreach plan must be submitted to and approved by the city.

b. The plan must be informed by local climate data. It must indicate how the site will provide shelter to building users and the public who may be stranded or displaced due to severe weather or long-term power outages and how the building users and the public will be informed of the plan

12. Flood preparedness.

a. A flood mitigation implementation and outreach plan must be completed by a certified civil engineer and submitted to and approved by the city.

b. The plan must be informed by local climate and flood risk and demonstrate how flood preparedness will be implemented to protect building users and building infrastructure from flood risk impacts.

13. Extreme heat preparedness.

a. An extreme heat preparedness implementation and outreach plan must be submitted to and approved by the city.

b. The plan must be informed by local climate data. It must indicate how the site will protect building users and building infrastructure during extreme heat events and how the building users and the public will be informed of this plan.

14. Stormwater management.

a. The site must achieve one of the following:

(1) Meet stormwater management requirements by installing above-ground green infrastructure features.

(2) A runoff rate 10 percent lower than otherwise required.

(3) Stormwater design that meets Atlas 15 standards.

15. Low salt site design.

a. The site must incorporate at least four design strategies as outlined in the Minnesota Pollution Control Agency's Minnesota Stormwater Manual section on Low Salt Design, as amended, to address issues such as consideration of wind direction and shading to reducing horizontal and vertical meltwater, proper snow storage, incorporation of salt-tolerant vegetation, or using pavement alternatives.

16. Turf reduction

a. At least 20 percent of existing turf grass lawn area on the site must be converted into managed natural landscapes as defined by § 845.030 of the city code of ordinances, in addition to the minimum planting standards established for landscaping in § 305.07 of this Code.

17. Depaving.

a. At least 10 percent of existing pavement (asphalt or concrete) on the site must be converted into pervious surface, in addition to the minimum stormwater management requirements.

18. Tree plantings.

a. The site must replant 20 percent of tree caliper inches removed onsite that did not otherwise require mitigation per the tree mitigation requirements established in § 306.03. of this Code.

b. Trees that are replanted must follow the tree mitigation planting standards established in § 306.03. of this Code.

c. Trees planted to meet this standard must be planted in addition to the minimum tree mitigation requirements established in § 306.03. of this Code and landscaping requirements established in § 305.07 of this Code.

19. Efficient sprinkler and irrigation controllers.

a. All sprinklers and irrigation controllers must be EPA-certified WaterSense high-performing products that use at least 20 percent less water than the non-efficient alternative.

20. Stormwater harvest and reuse system.

a. The site must meet stormwater management requirements by installing a rainwater harvesting system.

b. Captured water must be plumbed for on-site use, such as landscape irrigation, cooling tower makeup, or indoor graywater flushing.

21. Food garden.

a. A food garden must be installed on-site that allows the primary users of the property to grow food. Food grown onsite may not be sold.

b. The area must be fenced in and actively maintained by the property owner and garden users to avoid public nuisances.

c. A nearby water source must be available for garden users.

22. Deconstruction.

a. The applicant must submit a construction waste management plan that specifies construction materials to be diverted from disposal by efficient usage, recycling, reuse, manufacturer's reclamation, or salvage for future use, donation or sale.

b. At least 75 percent of nonhazardous construction and demolition waste must be diverted from landfill. The percentage of materials diverted can be calculated by weight or volume, but not both. For the purposes of this subsection, construction materials and waste include, but are not limited to all materials delivered to the site and intended for installation prior to the issuance of the certificate of occupancy, including related packaging, and construction materials and waste removal during demolition or razing. For the purposes of this section, construction and waste materials do not include land-clearing debris (including trees, rocks, and vegetation), excavated soils, and fill and base materials such as topsoil, sand, and gravel. Ground concrete reused on site is considered retained construction materials.

c. Compliance with this requirement may be met by either on-site separation of materials or by sending materials to an approved construction and demolition material recovery facility.

23. Recycled building materials.

a. At least 25 percent of building materials used to construct the site must contain, in aggregate, a minimum weighted average of 20 percent post-consumer recycled content material, or a minimum weighted average 40 percent post-industrial recycled content material.

24. Reusable service ware infrastructure.

a. The development must contain infrastructure to support the use of reusable dine-in service ware products such as dishwashers and storage space for reusable service wear products. The applicant must

demonstrate that the infrastructure capacity is sufficient to meet anticipated reusable service ware demand.

b. An additional point can be earned by adding dishwasher capacity and space to support reusable to-go container collection. The applicant must demonstrate that the infrastructure capacity is sufficient to meet anticipated reusable service ware demand.

25. Organics recycling infrastructure.

a. A development required to collect organics by a city or county ordinance cannot receive a sustainable and resilient development plan point for the provision of organics recycling infrastructure.

b. Developments not required to collect organics by a city or county ordinance must provide users of the building with the opportunity to recycle organics materials as defined by § 835.005. The collection of recyclables must occur at least weekly.

26. Electric vehicle charging stations.

a. A development containing multiple dwelling units must meet the following electric vehicle space requirements.

Total Number of Parking Spaces Provided	EVCE-Installed Parking Spaces	EV-Ready Parking Spaces	EV-Capable Parking Spaces
1-25	1	1	1
26-50	2	1	4
51-75	3	2	6
76-100	4	2	8
101-150	6	3	12
151-200	8	4	16
201-300	12	6	24
301-400	15	9	32
401-500	20	11	40
501+	20 + 4 percent of the total number of spaces above 500	15 + 3 percent of the total number of spaces above 500	75 + 8 percent of the total number of spaces above 500

b. A development exclusively containing nonresidential uses must meet the following electric vehicle space requirements.

Total Number of Parking Spaces Provided	EVCE-Installed Parking Spaces	EV-Ready Parking Spaces	EV-Capable Parking Spaces
1-25	1	0	1

Total Number of Parking Spaces Provided	EVCE-Installed Parking Spaces	EV-Ready Parking Spaces	EV-Capable Parking Spaces
26-50	1	0	2
51-75	1	1	3
76-100	2	2	4
101-150	3	2	6
151-200	4	3	8
201-300	6	4	12
301-400	8	4	16
401-500	10	5	20
501+	10 + 2 percent of the total number of spaces above 500	5 + 1 percent of the total number of spaces above 500	20 + 4 percent of the total number of spaces above 500

c. All EVCE-installed parking spaces must meet the standards established in § 304.XX.1. of this Code.

27. Improved bus stop.

a. An existing bus stop located adjacent to the site must be improved by adding seating, enclosure, landscaping, or some combination of thereof. If landscaping is improved, it must meet the standards required under § 305.07.4. of this Code.

b. An improved bus stop must be designed and installed in accordance with the Bus Stop Improvement Guidelines established by Metro Transit. No bus stop may be improved without the approval of Metro Transit and the city.

28. Metro Transit passes.

a. The development must offer Metro Transit Metropasses subsidized by at least 75 percent to all employees and residents, if applicable. The continued provision of such Metropasses by the developer will be a condition of approval for the sustainable and resilient development plan and subsequent certificate of occupancy.

29. Bicycle parking facility.

a. The property owner must provide at least XXX percent of the minimum bicycle parking spaces required by § 300.XX.xx.

b. All bicycle parking facilities must be designed, constructed, and maintained in compliance with the standards established in § 300.XX.xxx.

30. Internal bike share.

a. To contribute to the minimum point requirements established in § 305.25.3, the site must offer an internal bike share program for employees and residents, if applicable.

Sustainability Commission
Agenda Item 5.B
Meeting of September 15, 2026

Title:	Discussion on 2027 Sustainability Commission Work Plan
Report from:	Ally Sutherland, Sustainability Coordinator
Submitted Through:	Susan Thomas, AICP, City Planner Julie Wischnack, FAICP, Community Development Director

Action Requested:	Discussion
Form of Action:	Report
Votes needed:	N/A

Summary Statement
The Sustainability Commission creates and approves an annual work plan.

Recommended Action
Provide recommendations for the 2027 Sustainability Commission Work Plan.

Background
See attached staff report.

ATTACHMENTS:
Staff Report

Background

The sustainability commission's annual work plan aims to determine the goals, priorities, and objectives of the commission. The plan guides the sustainability commission for the following year and provides the city council with an outline of the work the commission proposes to complete. Tasks included in the work plan should be specific, measurable, achievable, relevant, and time-bound.

Staff drafted a 2027 sustainability commission work plan for the commission to review as a starting point for next year's work plan. The draft work plan currently organizes tasks by the duties and responsibilities of the commission defined by City Code 145.015, summarized into four main roles: serving as sustainability advisors to the city council, serving as sustainability ambassadors to the public, cultivating community relationships and reporting progress to the city council.

Before discussing the 2027 work plan draft, staff will share an update on progress on the 2026 work plan.

2026 Sustainable Work Plan Progress

A detailed progress report of the 2026 work plan is attached to this packet. The 2026 work plan includes 16 items: 10 completed, 2 completed based on a staff recommendation, and 4 ongoing. The remaining ongoing items for 2026 include:

- Item #2: Continue to support the Youth Climate Action Fund (YCAF) Microgrants program.
- Item #7: Host a second Everything Electric exhibit at the city's Open House on Oct. 6
- Item #11: Help find or suggest one additional residential or business case study to highlight.
- Item #15: Provide year-end updates to city council.

The YCAF grant opportunity was received by the city after developing the 2026 workplan plan and requires significant support from the commission. Due to this, staff recommends the Sustainability Commission prioritize supporting the YCAF program (Item #2) instead of hosting second activities for items #5 and #9 in 2026.

Draft 2027 Sustainability Commission Work Plan

Staff has drafted a 2027 sustainability commission work plan for the commission to review and comment on. The draft plan includes measurable targets and was created based on the following:

- Sustainability commission duties and responsibilities
- Climate Action and Adaptation Plan
- 2026 Sustainability Work Plan
- General feedback shared by the sustainability commission on past work plans
- General interests of sustainability commissioners shared at previous meetings
- Solid waste programming priorities
- 2025-2027 Strategic Priorities of the city

Staff is requesting input from the commission at the September 15 sustainability commission meeting on the draft 2026 work plan. This will be a discussion-only item to collect commission comments on the draft work plan. No vote will be requested by staff. In preparation for the September 15 meeting, commissioners are encouraged to:

- Review the attached draft 2027 Work Plan
- Review the Climate Action and Adaptation Plan
- Consider comments to share on proposed draft work plan items; and
- Bring any other work plan ideas you would like to suggest to the group that are not included in the draft work plan.

Staff will collect the commission's comments at the September 15 meeting to update the draft work plan. Staff will share an updated draft work plan at the next commission meeting for the commission to review, recommend changes, and ultimately recommend a final draft for city council review.

Recommendation

Provide recommendations for the 2027 Sustainability Commission Work Plan.

Duties and Responsibilities of the Sustainability Commission

Summary of duties defined by City Code 145.015

1. **Be sustainability advisors to the city council.**

    - The commission will review, research, evaluate, develop, and advise the city council on plans, policies, procedures, programs, and practices regarding climate change mitigation and the sustainable use and management of environmental resources that include air, water, energy, land and ecological resources, recycling and landfill waste, and related sustainability areas not addressed by City Code or assigned to another city advisory group.

    - The commission will review and provide input to the city council on sustainability and climate change mitigation proposals.

    - The commission will perform additional duties and responsibilities as assigned by the city council.

2. **Be sustainability ambassadors to the public.**

    - The commission will serve as an ambassador to the community about city plans, policies, procedures, programs, practices, and proposals that relate to sustainability and conservation of the environmental resources outlined above.

    - The commission will provide leadership in engaging with the Minnetonka community and serve as a liaison between the community and the city council for applicable issues, ideas, and proposals, and will provide appropriate feedback to the city council.

3. **Cultivate community relationships.**

    - The commission will cultivate relationships with residents, neighborhoods, community groups, businesses, public and private institutions, non-profit organizations, and other organizations to promote sustainability efforts.

    - The commission will serve as a resource for other Minnetonka commissions, boards, committees, and task forces on any issues related to sustainability.

4. **Report on progress.**

    - The commission will annually submit a written work plan and progress report to the city council for review and approval.

2026 Sustainability Commission Work Plan

To implement the duties and responsibilities of the sustainability commission defined by City Code 145.015, the commission will aim to implement the following work plan from January 2026 through December 2026 with support from the commission's staff liaison.

Be sustainability advisors to the city council.

1. Review bi-annual Climate Action and Adaptation Plan (CAAP) implementation updates from staff and make comments and suggestions.
    - *Target: Review bi-annual CAAP updates in January and July.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Completed**.*

2. Review, research, evaluate, develop, and advise CAAP-related plans, policies, and programs.
    - *Target: Review and/or develop one new CAAP-related initiative in 2026. Completed. The commission is*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Ongoing**. Minnetonka was selected as one of 300 cities globally to participate in Bloomberg Philanthropies 2026/2027 Youth Climate Action Fund cohort. The Commission is supporting the implementation of the Youth Climate Action Fund (YCAF) Microgrants program by serving as the microgrant selection committee and providing grant outreach and implementation support.*

3. Review the Sustainable Minnetonka Awards and recommend Special Recognition Awards and Nominee Award winners to the city council.
    - *Target: Recommend four residents and four businesses for special recognition awards.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Completed**. Updated the Sustainable Minnetonka Awards program by hosting a gathering before the awards ceremony, adding a new youth category to recognize projects completed by applicants under 15 years old, and contacting eligible participants by mailer. Awarded 17 applicants (3 businesses, 11 residents, 1 young adult group and 2 youth) and hosted 60 people (awardees and guests) at the awards ceremony and gathering.*

4. Attend educational webinars, trainings, and/or workshops related to CAAP priorities.
    - *Target: Collectively attend 10 webinars, trainings, and/or workshops throughout the year.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Completed**. Collectively attended 11 educational opportunities (18 total instances of participation) that related to home*

electrification, home energy efficiency, watershed management, heat pumps, geothermal technology, business sustainability, and reuse swaps.

5. Coordinate and attend educational on-site tours related to CAAP priorities.
   - *Target: Coordinate and attend at least two tours throughout the year.*
   - *Relates to: CAAP*
   - *Progress (as of 9/15/26): **Completed; per staff recommendation.** Toured Abbott's Minnetonka campus (2026 Sustainable Minnetonka Special Recognition Awardee) to learn about their waste reduction accomplishments. **Staff recommendation:** Instead of scheduling a second tour, staff recommends the sustainability commission prioritize supporting the YCAF grant instead (work plan Item #2).*

Be sustainability ambassadors to the public.

6. Host residential education tables at the Winter Farmers Markets (December & February), Ridgedale Library's Earth Day Event (April), and Summer Farmers Markets (June-Sept) on the following CAAP priorities:
   - Home Emission Reductions: Home Energy Efficiency/Conservation, Home Electrification, Clean Energy
   - Travel Emissions Reductions: Drive Less, Drive Cleaner
   - Waste Emissions Reductions: Reduce Consumption, Reuse, Home Recycling, Organics Recycling
   - Resilient Climate-Ready Homes

   - *Target: Talk to at least 300 residents about how to participate in climate action and adaptation.*
   - *Relates to: CAAP and solid waste programming.*
   - *Progress (as of 9/15/26): **Completed**. Hosted five education tables focused on residential CAAP priority topics, including home electrification, Home Energy Squad visits, and organics recycling. Engaged 350 people.*

7. Coordinate and host everything electric exhibits at two large community events.
   - *Target: Host exhibits at Summer Fest and the City's Open House to be visible to at least 8,000 people and talk to at least 600 residents about electrification opportunities.*
   - *Target: Select two Commissioners to sit on an event planning committee.*
   - *Relates to: CAAP and 2025-2027 Strategic Plan Action Step 3.3.1*
   - *Progress (as of 9/15/26): **Ongoing; second exhibit scheduled for Oct. 6 Open House**. Hosted an Everything Electric Exhibit at Summer Fest for the second year. Added a home electric education display table. Engaged 350 people and brought visibility to electric vehicles and home energy efficiency and electrification to over 4,000 attendees.*

8. Host an event to educate residents about renewable energy opportunities and promote available resources for properties in the community.
    - *Target: Host one event and aim for at least 20 residents to attend.*
    - *Relates to: CAAP and 2025-2027 Strategic Plan Action Step 3.3.3*
    - *Progress (as of 9/15/26): **Completed**. Partnered with Hennepin County to promote the Switch Together Solar 101 event held at Ridgedale Library in Minnetonka on March 19.*

9. Coordinate and host two reuse swap events.
    - *Target: Host two reuse swap events, including the Earth Day Reuse Swap, and aim for at least 150 people to attend each event.*
    - *Target: Select two Commissioners to sit on an event planning committee.*
    - *Relates to: CAAP and solid waste programming.*
    - *Progress (as of 9/15/26): **Completed; per staff recommendation.** Hosted the Earth Day Clothing Swap for the third year. Expanded social media promotions to increase participation and hosted the event to a large event space at the Community Center. Engaged 375 people and collected 2,176 lbs of clothing for reuse (70% of the donations were from Minnetonka residents, and the remaining came from residents of 25 different cities). All remaining clothing was donated to HisHouse to support people experiencing homelessness locally. **Staff recommendation:** Instead of scheduling a second swap, staff recommends the sustainability commission prioritize supporting the YCAF grant instead (work plan Item #2).*

10. Promote and host two business blitzes with CEE to engage small to mid-sized businesses about how to reduce greenhouse gas emissions.
    - *Target: Promote and host two geographically targeted business blitzes with CEE and aim to engage at least 30 small to mid-sized businesses.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Completed.** Hosted two business blitzes worth of outreach in one day. Due to the first day's success, the two-day blitz was completed within four hours on Aug. 26. The city sent postcards to ~75 businesses and the commission visited ~66 businesses with CEE in person during the blitz. Roughly 38 businesses seemed interested in taking next steps, and all businesses responded favorably to the city stopping by. Final blitz results will be calculated once follow-up outreach is completed by CEE over the next month.*

<u>Cultivate community relationships.</u>

11. Help interview businesses and residents about their sustainability efforts to help build a set of community success stories.
    - *Target: Interview at least five businesses or residents about their sustainability success story.*

- *Relates to: CAAP*
- *Progress (as of 9/15/26): **Ongoing; four of five completed.** Completed four case studies of two residential and two business sustainability success stories. Case studies were shared by various means, including at the Everything Electric exhibit, on the website and will be featured in the fall Thrive newsletter. **Staff recommendation:** The commission can help find or suggest one additional residential or business case study to highlight.*

12. Create new community connections.
    - *Make five new partnerships with community leaders, trusted messengers well-connected to vulnerable and/or representatives of residential, business or non-profit groups.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Completed.** Created a contact list of over 100 local youth groups, youth, non-profit, public entities and charitable outreach to directly promote the Youth Climate Action Fund Microgrants. So far, the city has connected directly with 6 new contacts (that represent community leaders, trusted messengers well-connected to vulnerable and/or representatives of residential, business or non-profit groups) who are either interested in participating in YCAF or are helping the city connect to their network.*

13. Grow the Sustainable Minnetonka Award program by encouraging residents or businesses to apply.
    - *Target: Receive 10 applications for the 2026 Sustainable Minnetonka Awards.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Completed**. See item #3 update.*

Report on progress

14. Develop a work plan implementation schedule.
    - *Target: Develop a work plan implementation schedule by tentatively assigning all discussion items to a 2026 commission meeting date in January.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Completed**.*

15. Follow the 2026 work plan and provide end-of-year updates to the city council.
    - *Target: Provide end-of-year work plan updates to the city council in December.*
    - *Relates to: CAAP*
    - *Progress (as of 9/15/26): **Ongoing; to be completed in late 2026/early 2027.***

Additional Requests by Council

16. Research the environmental and greenhouse gas impact of drive-thrus and other local government responses to the matter. Provide summary report to planning commission and city council.

- *Relates to: CAAP*
- *Progress (as of 9/15/26): Greenhouse gas impact of drive-thru report from staff was reviewed by the commission on May 15, 2026. The commission recommendations were shared with city council in July 2026.*

Duties and Responsibilities of the Sustainability Commission

Summary of duties defined by City Code 145.015

1. **Be sustainability advisors to the city council.**

    - The commission will review, research, evaluate, develop, and advise the city council on plans, policies, procedures, programs, and practices regarding climate change mitigation and the sustainable use and management of environmental resources that include air, water, energy, land and ecological resources, recycling and landfill waste, and related sustainability areas not addressed by city code or assigned to another city advisory group.

    - The commission will review and provide input to the city council on sustainability and climate change mitigation proposals.

    - The commission will perform additional duties and responsibilities as assigned by the city council.

2. **Be sustainability ambassadors to the public.**

    - The commission will serve as an ambassador to the community about city plans, policies, procedures, programs, practices, and proposals that relate to sustainability and conservation of the environmental resources outlined above.

    - The commission will provide leadership in engaging with the Minnetonka community and serve as a liaison between the community and the city council for applicable issues, ideas, and proposals, and will provide appropriate feedback to the city council.

3. **Cultivate community relationships.**

    - The commission will cultivate relationships with residents, neighborhoods, community groups, businesses, public and private institutions, non-profit organizations, and other organizations to promote sustainability efforts.

    - The commission will serve as a resource for other Minnetonka commissions, boards, committees, and task forces on any issues related to sustainability.

4. **Report on progress.**

    - The commission will annually submit a written work plan and progress report to the city council for review and approval.

~~2026~~ 2027 Sustainability Commission Work Plan

To implement the duties and responsibilities of the sustainability commission defined by City Code 145.015, the commission will aim to implement the following work plan from January 2026 through December 2026 with support from the commission's staff liaison.

Be sustainability advisors to the city council.

1. Review bi-annual Climate Action and Adaptation Plan (CAAP) implementation updates from staff and make comments and suggestions.
   - *Target: Review bi-annual CAAP updates in ~~January~~ March and July.*
   - *Relates to: CAAP*

2. Review, research, evaluate, develop, and advise CAAP-related plans, policies, and programs.
   - *Target: Review and/or develop one new CAAP-related initiative in ~~2026~~2027.*
   - *Relates to: CAAP*

3. Review the Sustainable Minnetonka Awards and recommend Special Recognition Awards and Nominee Award winners to the city council.
   - *Target: Recommend four residents and four businesses for special recognition awards.*
   - *Relates to: CAAP*

4. Attend educational webinars, trainings, and/or workshops related to CAAP priorities.
   - *Target: Collectively attend 10 webinars, trainings, and/or workshops throughout the year.*
   - *Relates to: CAAP*

5. Coordinate and attend educational on-site tours related to CAAP priorities.
   - *Target: Coordinate and attend at least ~~two~~ one tour throughout the year.*
   - *Relates to: CAAP*

Be sustainability ambassadors to the public.

6. Host residential education tables on CAAP priorities:
   a. Optional locations/events:
      - Ridgedale Library
      - City farmers markets
      - City reuse swaps
      - City DEI events
      - City Summer Fest
      - City Open House
   b. Suggested topics:

- Home emission reductions: home energy efficiency, home energy conservation, home electrification, clean energy
- Travel emissions reductions: reduced vehicle miles traveled, electric vehicles, multimodal transportation, carpooling, transit
- Waste emissions reductions: reduced consumption, reuse, home recycling, organics recycling
- Resiliency: climate-ready homes
- Sustainable Minnetonka Awards

➢ *Target: Talk to at least 300 residents about how to participate in climate action and adaptation.*
➢ *Relates to: CAAP and solid waste programming.*

7. Coordinate and host everything electric exhibits at two large community events.
   ➢ *Target: Host exhibits at Summer Fest and the City's Open House to be visible to at least 8,000 people and talk to at least 600 residents about electrification opportunities.*
   ➢ *Target: Select two Commissioners to sit on an event planning committee.*
   ➢ *Relates to: CAAP and 2025-2027 Strategic Plan Action Step 3.3.1*

8. Host an event to educate residents about renewable energy opportunities and promote available resources for properties in the community.
   ➢ *Target: Host one event and aim for at least 20 residents to attend.*
   ➢ *Relates to: CAAP and 2025-2027 Strategic Plan Action Step 3.3.3*

9. Coordinate and host ~~two~~ at least one reuse swap events.
   ➢ *Target: Host ~~two~~ at least one reuse swap events, including the Earth Day Reuse Swap, and aim for at least 150 people to attend each event.*
   ➢ *Target: Select two Commissioners to sit on an event planning committee.*
   ➢ *Relates to: CAAP and solid waste programming.*

10. Promote and host ~~two~~ at least one business blitz with CEE to engage small to mid-sized ~~businesses~~ commercially metered properties about how to reduce greenhouse gas emissions.
    ➢ *Target: Promote and host ~~two~~ at least one geographically targeted businesses blitzes with CEE and aim in engage at least 30 small to mid-sized ~~businesses~~* commercially metered properties.
    ➢ *Relates to: CAAP*

Cultivate community relationships.

11. Help interview businesses and residents about their sustainability efforts to help build a set of community success stories.
    ➢ *Target: Interview at least five businesses or residents about their sustainability success story.*

- *Relates to: CAAP*

12. Create new community connections.
    - *Make five new partnerships with community leaders, trusted messengers well-connected to vulnerable, and/or representatives of residential, business or non-profit groups.*
    - *Relates to: CAAP*

~~13. Grow the Sustainable Minnetonka Award program by encouraging residents or businesses to apply.~~
    - ~~*Target: Receive 10 applications for the 2026 Sustainable Minnetonka Awards.*~~
    - ~~*Relates to: CAAP*~~

Report on progress

~~14.~~13. Develop a work plan implementation schedule.
    - *Target: Develop a work plan implementation schedule by tentatively assigning all discussion items to a ~~2026~~ 2027 commission meeting date in ~~January~~March.*
    - *Relates to: CAAP*

~~15.~~14. Follow the ~~2026~~ 2027 work plan and provide end-of-year updates to the city council.
    - *Target: Provide end-of-year work plan updates to the city council in December.*
    - *Relates to: CAAP*

~~Additional Requests by Council~~

~~16. Research the environmental and greenhouse gas impact of drive-thrus and other local government responses to the matter. Provide summary report to planning commission and city council.~~
    - ~~*Relates to: CAAP*~~

Sustainability Commission
Agenda Item 6.A
Meeting of September 15, 2026

Title:	General Staff Updates
Report from:	Ally Sutherland, Sustainability Coordinator
Submitted Through:	Susan Thomas, AICP, City Planner Julie Wischnack, FAICP, Community Development Director

Action Requested:	Informational
Form of Action:	Report
Votes needed:	N/A

Summary Statement
This report is intended to keep commissioners informed about items of interest.

Recommended Action
Provide feedback, ask questions and sign up for Ambassador openings.

Background
See attached staff report.

ATTACHMENTS:
Staff Report

Background

Staff will provide brief updates on the following:

- Sustainability Commission ordinance update
- Next SC meeting: Special meeting, date TBD
- CAAP implementation update
    - MPCA Local Climate Action Planning Grant. City of Minnetonka facilities energy efficiency and electrification study.
    - MPCA Local Climate Action Implementation Grant. City of Minnetonka income-qualified energy rebates: www.minnetonkamatters.com/energy-rebates
    - Bloomberg Philanthropies Youth Climate Action Fund Microgrants: www.minnetonkamatters.com/youth-climate-fund
    - GreenCorps member
- Updated Sustainable Minnetonka webpages: www.minnetonkamn.gov/sustainability
- Young adult commissioner seats
- Ambassador Opportunities
    - TBD - Youth Climate Action Fund Microgrant, applicant support events
    - Oct. 6, 4:30-7:30 p.m. Everything Electric exhibit at city's Open House