

**Minnehaha Creek Watershed District**

**2015 Work Plan Summary**

**Date:** June 5, 2014

**Department/Activity:** Permitting

The 2015 workplan for the Permitting Department continues programming set forth in previous years, focusing on the continued compliance of active construction sites throughout the District. In line with goals set in previous years, the Permitting Department strives to continually improve the permit application process and refine specific procedures within individual rules. Examples include: streamlining the declaration process, improving communication with applicants, execution of post-construction BMP inspections, and incorporating delineated wetland boundaries into the District's spatial data. Additionally, the program will incorporate new technology, including mobile methods of conducting and entering inspections.

The Permitting Department anticipates that the number of applications will continue to trend upwards as the housing market rebounds and construction expands. Based upon the 532 permits received in 2013, and the 214 received thus far in 2014, approximately 630 permits are expected in 2015.

**Highlights of Notable Changes for 2015:**

- Inspection Activities +\$30,000
  - Additional department vehicle

**Financial Implications**

	<u>2014</u>	<u>2015</u>
Permitting Fund budget proposed	\$ 230,000	\$ 265,000
Permitting Fund tax levy	\$ 178,302	\$ 265,000

**Minnehaha Creek Watershed District**  
**2015 RECOMMENDED PROJECT/PROGRAM**  
**WORK PLAN**

PREPARED BY: Brandon Wisner      DATE: June 5<sup>th</sup>, 2014

<b><u>Project</u></b>	Permitting Program (2015)
<b><u>Description</u></b>	<p>Permitting Program Implementation:</p> <ul style="list-style-type: none"> <li>• Provide exceptional customer service in the timely review, technical support and issuance of permits in compliance with District Rules.</li> <li>• Administer the Wetland Conservation Act (WCA) for 18 of 29 cities within the District.</li> <li>• Provide ongoing inspections during construction, and long-term post construction inspections for compliance with District Rules.</li> <li>• Respond to complaints and coordinate the resolution of violations to District Rules with outside entities.</li> <li>• Identify, evaluate and coordinate partnership opportunities with the Planning Department.</li> </ul>
<b><u>Location</u></b>	District-wide.
<b><u>Program Elements</u></b>	<p><b>Background:</b>  The District's Regulatory Program is responsible for the review and administration of permits pursuant to adopted District Rules, and the Wetland Conservation Act, in certain communities. Permit administration is heavily coordinated with technical staff from member communities, District legal counsel and the District engineer.</p> <p>Following permit issuance, the Permitting Program is responsible for the inspection of approximately 400-600 active construction sites per year, and ongoing rotational inspections of all previously permitted projects for compliance with District rules. With the resources available, the Permitting Department averages two inspections per site, during construction. Ongoing inspections are necessary post-construction to assure compliance with District rules and require collaboration with consultants.</p> <p>If a site is out of compliance, a permit hasn't been issued, or a complaint is filed, the Permitting Program is also responsible for coordinating the resolution of violations with the property owner and appropriate outside entities. Since 2013, the Permitting Program issued nine stop-work orders and recorded 36 after-the-fact permits.</p> <p>In 2013, 532 permits were processed by the District. In 2014 permit applications are on track to top 600.</p> <p>District costs associated with permit administration and enforcement are primarily related to engineering services for project review and legal services associated with declarations, surety management, and enforcement. On-going permit review, inspections and enforcement are expected to require increasingly significant staff time and financial</p>

resources in 2015.

The Minnehaha Creek Watershed District is the Local Government Unit (LGU) responsible for administering the Wetland Conservation Act (WCA) in 18 of the 29 cities within the District and also provides technical assistance for those cities who are their own LGU for WCA. Administration of WCA and wetland violations also expected to require increasingly significant amount of staff time and resources.

**Ongoing Programs:**

*General Permitting (cost:\$135,000):* Non-billable work that is not necessarily related to any one permit application.

- Provide general and technical advisory services to residents/applicants regarding rule applicability
- Issue fast-track and non-fast-track permits, including variances and exceptions
- WCA administration & enforcement
- WCA and Erosion Control training
- Coordinate with Partner LGUs regarding Cooperative Agreements/Rule Education/Outreach
- Collect fees associated with reimbursement of mailing costs and review time
- Improve communication with applicants regarding reimbursement of consultant fees for required review time
- Manage financial assurances
- Ensure compliance with all LID Agreements
- Work with universities for wetland education/outreach
- Manage and update the permit database
- Catalog old permits into database
- Continue to streamline the declaration process
- Provide educational materials for cities, engineers, applicants, and contractors
- Coordinate internally with MCWD Planning/Education departments to create opportunities in the District for greater protection of the natural resources of the District

*Enforcement (cost:\$80,000):*

- Inspections and enforcement of all District permits
- Stormwater BMP inspection program, including mapping of facilities and contracting engineer for post-construction review
  - Currently, the District's engineering consultant conducts post-construction stormwater management BMP inspections to determine if the facility was constructed, built to specification, and if it requires maintenance
  - Fees associated with the cost of inspections are reimbursable
- Inspections of wetland buffers, replacement wetlands, and no-loss approvals
- Trade-in current 2001 Ford Ranger to purchase replacement vehicle to perform site inspections. Current vehicle is anticipated to require substantial maintenance in order to serve the needs of the department

	<p><b>Project Specific Initiatives for 2015</b> (<i>cost: \$50,000</i>):</p> <ul style="list-style-type: none"> <li>• Mobile application for permitting database and inspections</li> <li>• Development of applicable regulatory GIS layers</li> <li>• Future database phases</li> <li>• Retention of one PTE for electronic and hard copy file management (\$10,000)</li> <li>• Electronic submission of permit applications and related fees</li> </ul>
<p><b><u>Outcomes</u></b></p>	<p><i>General Permitting:</i></p> <ul style="list-style-type: none"> <li>• Timely processing and issuance of permit, consistent with District rules</li> <li>• Exceptional customer service on permit review, technical assistance, and issuance</li> <li>• Identify, evaluate and coordinate partnership opportunities with the Planning Department</li> <li>• Technical assistance and support for member communities</li> </ul> <p><i>Enforcement:</i></p> <ul style="list-style-type: none"> <li>• Respond to all complaints within two days of notification</li> <li>• Attain site compliance within two follow-up inspections for all sites</li> <li>• Increase compliance through ongoing education initiatives</li> </ul> <p><i>Mobile Application:</i></p> <ul style="list-style-type: none"> <li>• Increase efficiency of inspections</li> </ul> <p><i>Electronic Application</i></p> <ul style="list-style-type: none"> <li>• Efficiently manage permit applications</li> </ul>
<p><b><u>Schedule</u></b></p>	<p><b>2015</b></p> <p>1<sup>st</sup> quarter: Ongoing.</p> <p>2<sup>nd</sup> quarter: Ongoing.</p> <p>3<sup>rd</sup> quarter: Ongoing.</p> <p>4<sup>th</sup> quarter: Ongoing.</p>

**Budget /Levy History:**

<b>Year</b>	<b>Budget</b>	<b>Tax Revenue</b>	<b>Other Revenue</b>	<b>Expenditures</b>	<b>Transfers In &amp; (Out)</b>	<b>Carryover</b>
2007	\$190,000					\$ 52,143
2008	\$190,000	\$ 43,345	\$ 82,963	(\$239,624)		(\$ 61,173)
2009	\$190,000	\$174,447	\$ 80,260	(\$152,024)		\$ 39,286
2010	\$190,000	\$190,767	\$ 30,348	(\$122,484)		\$ 137,917
2011	\$190,000	\$119,120	\$ 42,354	(\$134,847)	\$70,729	\$ 235,273
2012	\$190,000	\$9,810	\$ 24,787	(\$183,862)		\$ 86,008
2013	\$230,000	\$180,549	\$58,105	(\$375,198)	\$50,536	(\$0)
2014	\$230,000	\$178,302	\$25,000			
2015	\$265,000					

*\*Estimated amounts.*

**Recommended 2015 Budget and Levy:**

Budget: \$ 265,000  
Levy: \$ 265,000

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	Legal	
	Construction	
	Teacher Stipend	
	Grants/Awards/Loans Given	
	<i>sub-total</i>	

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