



BROWN'S CREEK WATERSHED DISTRICT

Preserving the integrity of the watershed for future generations

www.bcwd.org | 455 Hayward Ave N, Oakdale, MN 55128 | 651-330-8220

MEMORANDUM

TO: Brown's Creek Watershed District Board
FROM: Karen Kill and Hannah Peterson
RE: BCWD Permit Fee Structure
DATE: September 4, 2026

Background

BCWD Rule 8.0 requires permit applicants to pay a fee deposit to cover actual costs incurred by the district for work such as application/plan review, developing engineer's reports, presenting permits to the BCWD board of managers, correspondence with permit applicants, and permit site inspections on all non-governmental permits. As stated on the permit application: Any costs incurred by the BCWD greater than the permit fee deposit balance will be billed to the applicant. Any unused portion of the deposit balance will be returned to the applicant when the work has been verified to be complete under the permit.

The BCWD board last updated the permit fee schedule in 2007. BCWD staff have found that the current permit fee schedule no longer covers actual costs of permitting, leading to billing to recover fees.

As part of the 2024-2025 Regulatory Review, stakeholders had the opportunity to give feedback on BCWD's Regulatory Program. From that, BCWD has been given direction on next steps, some of which have been implemented such as online permitting and increased guidance materials. Although the BCWD is undertaking a rule revision in 2027, it would be responsive to update the permit deposit fee schedule and policies to better manage expectations and reduce staff time. As the rules are revised, the fee schedule can be further refined for approval.

Recommendations

Staff would like to discuss with the managers whether the permit fee schedule should be updated in the interim, as well as what the billing schedule should be for outstanding fees and if single-family development permits should be addressed differently. Staff has collected information from other metro watershed districts. Staff recommend that the BCWD Board of Managers create a subcommittee to review the permit fee structure with staff and bring their recommendations to the full board for discussion.

Requested Action

Create a subcommittee to work with staff on developing recommendations to bring to the full board for updates to the permit fee structure.

Managers:

Klay Eckles, President | Chuck LeRoux, Vice President | Celia Wirth, Treasurer
Luke Mattson, Secretary | Griffin Brod, 2nd Vice President