



Bassett Creek Watershed Management Commission

Technical Advisory Committee Meeting

Wednesday, January 7, 2026

10:30 a.m. – 12:00 p.m.

Gleason Lake Room, Plymouth City Hall

1. **CALL TO ORDER**
2. **ELECTION OF CHAIR**
3. **COMMUNICATIONS & UPDATES**
4. **BUSINESS**

A. FINAL ADOPTION AND IMPLEMENTATION OF UPDATED BCWMC DEVELOPMENT REQUIREMENTS

- 1) **Prepare Recommendation to Adopt Updated Requirements Document & Design Sequence Flow Chart** – see documents attached

As part of the 2026-2035 Watershed Management Plan update, the BCWMC also reviewed and updated to the BCWMC's Requirements for Development and Improvement Projects (Requirements Document). The TAC reviewed and discussed the Plan Steering Committee (PSC) and Commission Engineer recommended changes to the Requirements Document at their February, March, and May, 2025 meetings. The TAC finalized its recommendations on proposed changes during its May 2, 2025 meeting.

The revised Requirements Document was next reviewed and discussed in small groups by the BCWMC as part of the Watershed Management Plan Development Workshop at the May 15, 2025 BCWMC meeting. [A memorandum to the BCWMC Board of Commissioners](#) summarized the history of the BCWMC project requirements and changes being made to those requirements as part of the Watershed Management Plan update. As a reminder, the most significant changes are related to linear projects, wetland and stream buffers, and chloride management plans (also see Item 4. A(3) below).

Attached is the recommended, final version of the BCWMC Requirements document. Since the last TAC and BCWMC review (May 2025), the BCWMC Engineer and administrator have gone back through the document and made additional minor edits to clarify text and ensure consistent terminology to align with the new watershed management plan. Proposed final and tracked changes (since the May 2025 version) are shown in the attached.

The BCWMC Engineer also updated the BCWMC Design Sequence Flow Chart (see attached) to reflect the recommended, final version of the Requirements Document.

The TAC should prepare a recommendation to the Commission for their January 15th meeting to officially adopt the final updated version of the Requirements Document and Design Sequence

Flow Chart with an effective date of May 1, 2026 (to align with likely adoption of the Watershed Management Plan on April 16, 2026).

This timeline would mean project applications submitted to BCWMC before May 1, 2026 would be held to the current (old) requirements. Project applications submitted to BCWMC on or after May 1, 2026 would be held to the new requirements.

2) Assistance Documents and Timing for Implementation

As noted in the Requirements Document, paragraph 6.1.2 Linear Projects, a linear project checklist should be prepared and incorporated into the Requirements Document prior to May 1, 2026. The intent of this checklist is to document the amount of stormwater management provided by the linear project and rationale on how the BCWMC project requirements were applied, including the documentation of any site constraints encountered on the project (e.g., lack of right-of-way, poor soils, contamination) and efforts made to overcome those as part of design. The BCWMC Engineer, in coordination with the TAC, should prepare a draft of the linear project checklist for review and discussion at the next TAC meeting. TAC members are requested to send any templates that cities are currently using for this purpose to the BCWMC Engineer, to aid in the development of the draft checklist.

Cities have two years from adoption of the Watershed Plan to revise their local water management plans and official controls to bring them into conformance with the watershed plan. This includes controls to incorporate BCWMC requirements that are to be reviewed and enforced by cities (rather than the BCWMC) such as wetland and stream buffers and chloride management plans. Understanding the value of enforcing new standards sooner than later (particularly chloride management plans), the TAC should discuss potential plans for “early adoption” of these standards and/or resources that may be needed to help cities develop ordinance language, templates, etc.

3) Communications Plan on Change to Requirements

Staff recommends the following actions to help inform project proposers of upcoming changes and timelines. The TAC should lend their input on changes or additions to these communications:

Following official adoption of the revised requirements, BCWMC administrator posts a notice on the BCWMC website (including on the ‘Standards and Requirements’ webpage) about the new Requirements Document and key changes going into effect on May 1, 2026. The notice would include a summary of the major changes such as:

- Updates to linear project standards: lowering the trigger for rate control and water quality standards to “projects that create one or more acres of new and/or fully reconstructed impervious surface.” Changing the linear project treatment standard to mirror the current MPCA MS4 permit standard. And including tiers, based on project size, regarding whether the municipality or BCWMC reviews proposed linear projects.
- Updates to wetland and stream buffer standards: lowering the trigger for wetland buffer requirements and clarifying that wetland buffers are measured from the edge of the delineated wetland. Increasing the required buffer width for priority stream buffers, clarifying definitions to be consistent with MnDNR guidance, and defining conditions when narrower wetland and priority stream buffers are allowable. The BCWMC does not specifically review buffers for proposed

projects but rather requires that cities maintain and enforce buffer requirements at least as stringent as those defined by the BCWMC.

- Addition of requirements for chloride management plans: projects within the Bassett Creek Watershed that require a stormwater maintenance agreement with a city will now be required to also develop and implement a chloride management plan. The BCWMC will not specifically review chloride management plans for proposed projects but rather requires that cities add the requirement for plans to their requirements and oversee the applicant's compliance with the plans. Chloride management plans, at a minimum, must include:

- Contact information for responsible party for overseeing winter maintenance activities at the site;
- Site address;
- Nearest downstream receiving waterbody (lake or stream);
- List of personnel responsible for conducting winter maintenance activities and their certification and certification expiration date(s);
- Types of deicers to be used and expected rates of application; and
- A map and narrative indicating snow storage and deicer storage locations, and sensitive areas to avoid application.

Following official adoption of the revised requirements, BCWMC administrator sends email communication announcing the change to other potentially impacted local / state agencies.

January - April 2026 – City and BCWMC staff to start communicating with project applicants notifying them of the cutoff date and upcoming change. Staff may share content from the new Requirements Document, if needed, on a case-by-case.

May 1, 2026 – Information on BCWMC website ('Standards and Requirements' webpage) updated to reflect new requirements and updated BCWMC Requirements Document.

4) 2026 Project review Fees – see memo attached

Based on the analysis of project review fees for 2024–2025, the Commission Engineer recommends that the Commission maintain the current project review fee schedule. Most project reviews were completed within or close to the project review fee. See the attached memo for additional information and analysis of review fees.

B. DISCUSS CITY USE OF BCWMC ENGINEERS

Member city staff utilize Commission Engineers' expertise to varying degrees for things such as preliminary reviews/discussions on upcoming developments or city projects, confirming floodplain boundaries and elevations, consultation on hydrologic and hydraulic modeling, general water quality items, etc. There are no written guidance or "rules" on how much Commission Engineer time a city can use for a given issue or within a given time period. Each situation is unique and information/assistance requests are handled on a case-by-case basis, usually in consultation with the Administrator (or at the very least, with the Administrator copied on responses from the Commission Engineer). Utilizing the Commission Engineer often benefits not only the city, but ultimately the BCWMC and its water resources due to early coordination, better understanding of an issue or situation, and team-based results. However, Commission Engineers' time is charged to BCWMC across the watershed as a whole so that all cities are paying for an activity that might only benefit one.

The TAC should discuss expectations and/or development of guidelines for potentially more equitable or fiscally responsible use of the Commission Engineer.

5. FUTURE MEETINGS

Generally, first Wednesday 10:30 – 12:00

Next meeting: March 4th at Brookview

Future meeting topics:

- H&H modeling project – review updated project budget and discuss proceeding without FEMA grant
- Policies related to spending public funds on private properties including CIP projects, small grant program for residential projects, public-private partnership projects

6. ADJOURN