



# County Comprehensive Local Water Planning

## An Overview and Checklist of the Plan Update Process

July 2015

This document provides a general overview of the steps to update a comprehensive local water management plan, or county water plan. The details of each of these steps are provided in the [County Water Plan Update Guide](#).

### Initiate the Update Process

The initial steps in the County Water Plan update process should begin 18 months to two years prior to plan expiration.

- Review the [County Water Plan Update Guide](#) with the [Board Conservationist](#).
- County Board passes a resolution to update the plan and sends copy to Board Conservationist. This resolution may also delegate preparation of the plan.
- Outline a public input process (including at least one legally noticed public information meeting).
- Discuss the revision process with the Advisory Task Force.

### Develop the Priority Concerns Scoping Document

Development of the Priority Concerns Scoping Document (PCSD) generally takes 4-6 months to gather information and draft the document. While the PCSD is in the comment stage, the county may proceed with assessing the priority concerns.

- Send notification of intent to update the plan and request input (allow 45 days) to the entities required by Minnesota Statutes §103B.313 (see the [County Water Plan Update Guide](#)). State review agency routing information and template language for requesting input is available on the [County Comprehensive Local Water Management](#) page of the BWSR Website.
- Implement the public input process (including at least one legally noticed public information meeting).
- Convene the Advisory Task Force, and technical committee if used, to consider input received and select priority concerns and conduct other meetings as needed to coordinate and resolve differences between the water plan's priority concerns and other state, local, and regional concerns.
- Draft the PCSD following the outline in the [County Water Plan Update Guide](#). Reconvene the Advisory Task Force as necessary to finalize the priority concerns.

### Submitting the Priority Concerns Scoping Document

Once the PCSD has been drafted, it should be submitted for the official review and comment process. This process takes about 60 days, depending on when it is submitted. Consult your BWSR Board Conservationist to assist with best timing for submittal.

- Submit the PCSD to the state review agencies. State review agency routing information is available on the [County Comprehensive Local Water Management](#) page of the BWSR Website.
- State agencies have 30 days from receipt to provide comments on the PCSD to BWSR. BWSR staff will confirm with the agencies that they received the PCSD.
- BWSR staff will schedule a BWSR Regional Committee meeting to discuss and make a recommendation on the PCSD. You may be asked to attend and present the PCSD to the Committee.
- BWSR Board will review the comments drafted by the Regional Committee and take action.
- BWSR staff will send official comments to the county after BWSR Board action.

### **Develop the County Water Plan**

After approval of the PCSD, the next step is to draft the water plan. Development of the plan can take 3-6 months and the approval process up to an additional 90 days.

- Request information and assistance from the state review agencies and hold meetings as necessary to assess priority concerns (this can begin prior to PCSD approval).
- Develop goals, objectives, and an implementation program to address the priority concerns - including ongoing activities coordinated by the plan - in consultation with partners.
- Draft the plan following the outline in the [County Water Plan Update Guide](#); convening the Advisory Task Force as necessary.
- Schedule and conduct a legally noticed public hearing regarding the plan.
- Submit the plan, a record of the public hearing, and all written comments received to the state review agencies according to the instructions in the [County Water Plan Update Guide](#). State review agency routing information is available on the [County Comprehensive Local Water Management](#) page of the BWSR Website.
- After consulting with the state review agencies, BWSR staff will schedule a BWSR Regional Committee meeting to discuss and make a recommendation on the Plan. You may be asked to attend and present the Plan to the Committee.
- BWSR Board will take action within 90 days of receipt of the final plan at the regional office. BWSR staff will send official notice to the county after BWSR Board action.

### **Final Plan Adoption and Implementation**

The county has 120 days after approval to adopt the plan and begin implementation, and about another year to coordinate the plan with local governments within the county.

- If BWSR approves the plan, the county adopts the plan through resolution within 120 days and sends a copy of the resolution to the Board Conservationist.
- After adoption, the county must notify local units of government (LGUs) of the adoption, and these LGUs must submit existing water and related land resources plans and official controls to the county board for review within 90 days.
- The county then identifies any inconsistency between the LGU plans and official controls and the county water plan and recommends the amendments necessary to bring these plans into conformance.
- LGUs must enact amendments to their plans and official controls within 180 days.
- The county should notify BWSR when this process has been completed.