



Department of Planning and Building Services
380 A Avenue
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Lake Oswego, OR 97034
503-635-0290
www.ci.oswego.or.us

RESOURCE ENHANCEMENT PROJECT

WHAT IS A RESOURCE ENHANCEMENT PROJECT?

"Resource" refers to a stream corridor, wetland or tree grove identified on the City's Sensitive Lands Map. Stream corridors and wetlands are identified as Resource Protection (RP) districts, and tree groves are identified as Resource Conservation (RC) districts or Habitat Benefit Area (HBAs) on the map. A resource enhancement project improves the quality or quantity (area) of the resource. It can include efforts to:

- Increase animal and plant species
- Increase the amount and types of natural habitats
- Increase the area devoted to natural habitat
- Increase capacity for storm water detention and surface water management
- Change water quantity or improve quality
- Improve scenic views and sites
- Remove non-native species (at a large scale)

A Resource Enhancement Project cannot degrade the resource or create a net loss of resource area. The applicant(s) will be required to follow Best Management Practices (BMPs) during all phases of the project, which are outlined in an attached handout.

During the wet weather season (October 1 - May 31), in-stream work (i.e., construction work within the stream channel or wetland) is restricted or in some cases prohibited. Projects that are permitted during the wet weather season typically require additional erosion control and surface water bypass measures, which may significantly increase project costs. Individual property owners are responsible for all work conducted on their private property and must repair any systems that fail to function.

PRE-APPLICATION CONFERENCE REQUIRED FOR IN-STREAM PROJECTS

A Pre-Application (Pre-App) Conference is required for resource enhancement applications involving in-stream work prior to submitting the formal application, and is recommended for all other resource enhancement projects. The purpose of the Pre-App is to discuss the proposal, the applicable approval criteria, and the requirements for completing an application. Please refer to the City's Pre-App handout for more detailed information on this process.

APPLICATION PROCEDURE

Following the Pre-App, the applicant (owner or owner's appointed agent) files a complete application with the Planning Department using the Land Use Application form available at the Planning counter in City Hall, or on our website at <http://www.ci.oswego.or.us/planning/land-use-application>. Please refer to the attached "Submittal Requirements" section for a list of the materials that are typically required for

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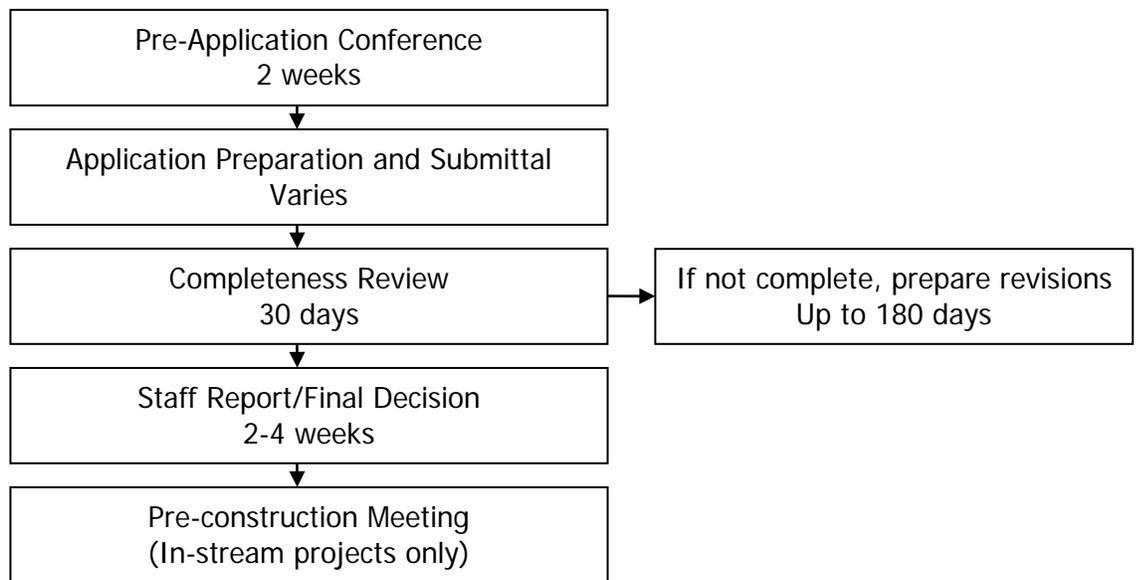
a Resource Enhancement Project. As each site and project is unique, additional information may be identified during staff review.

Submitted plans and attachments are routed to all concerned city departments for review. The City has 30 days to determine whether the application is complete. If the application is "incomplete," a letter will be sent to the applicant indicating what additional information is necessary.

WHO MAKES THE DECISION

Planning staff will make the decision on the Resource Enhancement Project following the determination that the application is complete (meaning it contains enough information to make a decision). The application will be evaluated on the basis of the information provided by the applicant, the criteria listed in the pertinent sections of the City's Community Development Code, and inspection of the property. When a decision is made, notice is sent to the owner, applicant and the Neighborhood Association. For all approved in-stream projects, a pre-construction meeting with contractors and/or the property owners performing the work is required prior to any site activity.

The flow chart, below, identifies the typical review process for a Resource Enhancement Project; however, special circumstances may increase certain processing times. A staff decision becomes final on the date that it is issued.



OTHER PERMITS

Please note that prior to commencement of any Resource Enhancement Project, the applicant shall:

- Obtain all necessary permits which may include, but not be limited to those from the Division of State Lands, Oregon Department of Fish and Wildlife, Oregon Department of Environmental Quality and/or Army Corps of Engineers. These permits may be required for Resource Enhancement Projects in stream corridors or wetlands. It is the applicant's responsibility to investigate whether these permits are necessary.
- Obtain all necessary Erosion Control Permits from the Engineering Department, and install erosion control measures in accordance with LOC Chapter 52. **Projects scheduled for activity between**

October 1st and May 31st may trigger additional erosion and sediment control measures, which could impact the project timeline and costs.

- Apply for and obtain a Tree Protection Permit, if necessary, and install required tree protection measures in accordance with LOC Chapter 55.
- Apply for and obtain Tree Removal Permits, if necessary, in accordance with LOC Chapter 55.

SUBMITTAL REQUIREMENTS

A complete application is required before the City can make a decision on the application. Following is a list of materials that are typically required for a Resource Enhancement Project; however, as each site and project is unique, additional items may be identified at the Pre-App Conference or during the completeness review. Planning Department staff is available to assist you. Please ask us if you have any questions before submitting an application.. All application materials become public record.

GENERAL

The following items are required to be submitted in **FIVE COLLATED SETS** unless otherwise noted in the Pre-App (e.g., where additional or fewer materials are required, or where electronic submittal is authorized):

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- Proof of ownership such as a copy of deed or title report (**TWO SETS**).
- A site plan or plans (drawn to the same scale) showing:
 - Grading (existing and proposed contours and spot elevations) at 2-foot intervals.
 - Existing and proposed structures, setbacks, lot line dimensions, lot area and utility lines and/or easements.
 - All natural and manmade drainage features, including seeps, springs, ponds, streams, pipes etc.
 - All trees that are 5" in diameter or greater on or in close proximity to the site.
 - A resource enhancement plan/landscape plan. The plan should show plant density, species and plant size. All plants must be selected from the City's Native Plant List.
 - Stream restoration design (for in-stream work). Most in-stream projects require a detailed design prepared by a professional registered engineer, including hydraulic energy and flow rates needed to achieve efficient and effective natural channel design and construction.
- An erosion control plan and application may be required (see attached Resource Enhancement Erosion Control flyer)
- A natural resource inventory map (Sensitive Lands Atlas) showing the property.
- A narrative describing the proposed project and estimated construction dates, and addressing all applicable zoning standards [LOC Chapter 50] and Sensitive Lands standards [LOC 50.05.010, as follows:
 - For RC and HBA districts, LOC 50.05.010.5.c.iii, subsections (7), (8), and (9),
 - For RP districts, LOC 50.05.010.6.c.ii(1), subsections (a), (b) and (f).
- 8 x 11 ½ reductions of all oversized materials (**TWO SETS**).
- Additional information may be required upon application submittal.

Attachment: Resource Enhancement EC Flyer



Public Works Department
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Post Office Box 369
Lake Oswego, OR 97034
503-635-0270
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Erosion Control requirements for Resource Enhancement Projects

Resource Enhancement Projects require the use of Erosion and Sediment Control measures, also referred to as “BMPs” (“best management practices”). BMPs consist of physical measures, such as sediment fences ground cover, and plastic sheeting, and the use of certain construction methods, such as preserving natural vegetation and minimizing soil disturbance.

The City of Lake Oswego implemented the Erosion Control program to help protect the area’s abundant natural and aquatic resources. One goal of this program is to minimize the amount of sediment and construction-related pollutants entering the surface water management system, known to most as the “storm water” system. Street surfaces make up the single largest part of this drainage system; much of the material tracked, rinsed or deposited on our streets ends up being flushed into a nearby stream, river, or lake.

With few exceptions, the City of Lake Oswego requires an Erosion Control permit be obtained for any permit-related project that results in **500** or more square feet of soil disturbance, **or** is located within **50 feet** of a water body. To determine the area of “soil disturbance,” be sure to include all areas that will result in disturbed soils. This includes the actual square footage of the proposed restoration area, as well as staging areas and construction access, if any.

Depending upon the scope of the project, other permits may also be needed before the work may begin. Two such permits include the Army Corp of Engineer’s permit and the Department of State Lands permit for certain in-water work or wetland alteration. The City of Lake Oswego does not administer these permits; it is the applicant’s responsibility to fully research the proposal and determine what local, state and federal permits may be necessary.

It is important to remember that even if the City does not require an Erosion Control permit for your project, City Code requires all construction and landscaping activity to be completed in a manner that ensures soils, sediments, and other construction-related materials do not leave the construction site.

Please refer to the back of this sheet for tips and information on erosion control and construction site management.

The following guidelines will help control sediments and contain pollutants on small project sites. If an erosion control permit is required for the project, please refer to the permit for specific requirements.

- Research state and federal limitations first; the application process for certain permits can be complex and time consuming.

- Work with someone familiar with Erosion and Sediment Control when drawing up plans; a clear plan is easy to understand and follow. When disturbance exceeds 500 square feet or is located within 50 feet of a water body, submit a clear plan and erosion control permit application form to the City of Lake Oswego at least 10 days before work is scheduled to begin.
- Erosion and sediment control BMPs can be expensive; consider costs when designing projects.
- Always read and follow your permits carefully, including all notes, attachments and detail drawings.
- Schedule projects carefully, taking advantage of dry summer months. Plan to provide irrigation to plantings so that vegetation is fully established and disturbed areas fully stabilized by September 1st.
- Have a contingency plan in place and ready to implement if severe weather, schedules or worker/volunteer availability changes.
- Limit all work within stream banks, drainage swales, and buffer zones to those months when rainfall is at a minimum.
- All work within an active stream bed—even a seasonal stream—must include a by-pass system and/or additional sediment controls to collect sediment and ensure minimal impacts downstream.
- Make sure all workers/volunteers are familiar with the erosion and sediment control plan and site-specific BMPs.
- Never store or stockpile soil, gravel, bark dust or other material on the street or road shoulder. Store these materials on plywood sheeting, hard surfaces, or tarps; try not to order these materials until you're ready to use them. Cover them with plastic or tarps if rain is forecast.
- Be familiar with "Wet Weather Requirements", which apply daily from October 1 through May 31. All stockpiled material must be covered with plastic sheeting, and all disturbed soils must be covered at the end of each workday during this time frame.
- Designate proper disposal areas for general garbage as well as concrete rinse water and left-over mortar and masonry materials. Construction debris must be removed from the site.
- Protect existing vegetation and limit soil disturbance whenever possible. Re-seed exposed soils as quickly as possible, and consider the use of deep-rooted native vegetation to help re-stabilize soils.
- Put wood sheeting down on construction pathways and load and unload materials on the jobsite, not in the street. Even small "bobcat" style equipment can cause serious soil disturbance; running on wood or steel sheeting can reduce soil disturbance and limit damage to existing root systems.
- Keep parking limited to hard-surfaced or properly graveled areas. Crew parking areas are a common source of soil disturbance and tracking.
- Know where the nearest storm drains are located, and keep them protected with bio-bags, filter inserts, or other types of inlet protection. Clean up and properly dispose of any material that accumulates behind bio-bags on a daily basis.
- Do not rinse any material into the storm drain. Remember: ***"Only rain goes down the drain!"***

The Erosion Control permit application is available on the Engineering website at <http://www.ci.oswego.or.us/engineer/forms.htm>. For information on the Erosion Control program, please call Ryan Lentz at (503) 675-3991 or e-mail at rlentz@ci.oswego.or.us.