



working for clean rivers

The Bureau of Environmental Services works with Portland residents and businesses to protect water quality, public health, and the environment through wastewater collection and treatment, sewer construction and maintenance, stormwater management, and stream and watershed restoration.

Green Street Stewards Maintenance Guide

UPDATED NOVEMBER 2017



ENVIRONMENTAL SERVICES
CITY OF PORTLAND

working for clean rivers

Welcome to the Green Street Steward Program!

Becoming a green street steward is a rewarding way to care for your community and help to keep Portland's rivers clean. This guide describes the simple activities that you can do to help maintain a green street.

What is a green street?

Green streets are vegetated spaces that capture stormwater runoff and allow it to soak into the ground as soil and plants filter pollutants. Green streets reduce the amount of stormwater that flows into the sewer system and local streams, replenish groundwater supplies, and create urban green spaces.

Why green streets?

Portland's green streets work hard managing stormwater runoff from streets, sidewalks and other paved surfaces. Green streets help:

- Protect water quality and improve the overall health of our rivers and streams.
- Prevent stream erosion.
- Prevent combined sewer overflows.
- Reduce the risk of basement backups and sewage releases into the environment.

Sign up to be a steward!

If you have not yet adopted a facility, start by registering as a green street steward at www.portlandoregon.gov/bes/GreenStreetSteward. Follow these steps:

1. Register as a green street steward.
2. Select a green street to adopt.
3. Accept the terms and conditions.

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How do green streets work?



1 CAPTURE AND TREATMENT AREA—

Stormwater runoff from the street flows into this area, pools, and then slowly infiltrates into the ground.

2 OVERFLOW DRAIN—

During heavy rains, excess runoff can drain to sewer. Not all green streets have one.

3 CURB OPENING—

Also called an inlet or outlet. Runoff can flow into or out of a facility.



Example of beehive overflow drain

Who is responsible for green street maintenance?

Portland's Bureau of Environmental Services routinely monitors all green streets to determine the level of work needed to maintain healthy plants and ensure that the facilities function properly.

Green street care is divided into two phases: the **2-year establishment phase** and the **long-term stewardship phase**. During the 2-year establishment phase, young plants in the facility are susceptible to damage, so steward activities are more limited. When you register as a steward you will be informed of the phase of your green street.

2-YEAR PLANT ESTABLISHMENT PHASE

During this phase, the city or a site developer contracts with professional landscapers to care for and maintain green streets.

The city or professional landscaper will:

- ✓ Check for proper green street function
- ✓ Remove sediment
- ✓ Clear curb openings and top of overflow drain
- ✓ Remove trash and debris
- ✓ Remove weeds
- ✓ Water vegetation
- ✓ Trim trees and plants, if necessary
- ✓ Replace or remove trees or plants, if necessary

A green street steward can:

- ✓ Remove trash and debris
- ✓ Clear curb openings and top of overflow drain
- ✓ Remove or push aside sediment from inlets
- ✓ Water vegetation during the summer or any other period of drought

LONG-TERM MAINTENANCE PHASE

The city will monitor and maintain green street facilities, but stewards can help.

The city will:

- ✓ Check for proper green street function
- ✓ Remove sediment
- ✓ Clear curb openings and top of overflow drain
- ✓ Remove trash and debris
- ✓ Remove weeds
- ✓ Water vegetation, if necessary
- ✓ Trim trees and plants, if necessary
- ✓ Replace or remove trees or plants, if necessary

A green street steward can:

- ✓ Remove trash and debris
- ✓ Clear curb openings and top of overflow drain
- ✓ Remove or push aside sediment from inlets
- ✓ Water vegetation during the summer or any other period of drought
- ✓ Remove weeds after completing a training course (*see page 6*)
- ✓ Add additional plants after getting written approval from Environmental Services (*see pages 7 and 8*)

During both phases, trimming, pruning and removing plants will be done by the City or its professional landscaper.

Green Street Steward Activities

As a steward, you can help restore river and watershed health by caring for a green street near you.

Before you begin, you need to register and select a green street to adopt at www.portlandoregon.gov/bes/GreenStreetSteward. You can also schedule a training and record your stewardship activities.

The Green Street Steward Activities at a Glance at right summarizes simple volunteer green street activities you can perform. (See *pages 4-6 for maintenance how-to tips*).

Please DO NOT:

The city selects plants and soil that work best for green street function. Any changes, alterations or additions to the green street may disrupt this function and the growth of plants. For these reasons, **please do not:**

- ✓ Prune or trim plants and trees in a facility
- ✓ Add or replace plants without written approval (*see pages 7-8*)
- ✓ Use chemical herbicides, fertilizers, or insecticides
- ✓ Modify or alter a facility's function or design
- ✓ Add or remove soil, compost, mulch, or rocks
- ✓ Store tools, lumber or other items in a facility
- ✓ Remove dead or dying plants

Green Street Steward Activities at a Glance

After registering and adopting a green street use this chart to identify your activities.

Activities	City or its Professional Landscaper		Green Street Steward	
	2-year Establishment	Long-term Maintenance	2-year Establishment	Long-term Maintenance
Clear curb openings of leaves, trash, and debris	yes	yes	yes	yes
Push aside sediment from inlets	yes	yes	yes	yes
Clear top of overflow drain (do not lift grate)	yes	yes	yes	yes
Water during periods of drought	yes	yes	yes	yes
Remove weeds*	yes	yes	no	yes
Trim trees and plants	yes	yes	no	no
Remove or replace plants and trees	yes	yes	no	no
Remove sediment*	yes	yes	no	yes
Add additional plants with City approval.**	yes	yes	no	yes

*After completing training.

**See pages 7-8 for more information on this optional activity.

When to call the City

Please notify the City:

For problems that threaten public safety or property, or substance spills

Emergency Number:
503-823-1700
(24-hour phone line)

For maintenance concerns such as:

- ✓ Damage to plants or trees
- ✓ Plants or trees need trimming
- ✓ Standing water lasting for more than 48 hours
- ✓ Damage or vandalism to the facility
- ✓ Structural repairs to the facility

Maintenance Number:
503-823-1424

How-to Maintain Your Green Street

The essential part of green street maintenance is to make sure green streets capture and filter stormwater, so be sure to check your green street regularly to ensure that water can flow into the facility. Follow the maintenance steps below:



BEFORE YOU START

Think safety first and put on your reflective vest and sturdy gloves and shoes.

CLEAR CURB OPENINGS

Clear curb openings so water can flow into the facility. Remove leaves, trash and debris. Push aside inlet sediment to create a clear path for stormwater flow. The best time to clear curb openings is immediately before or right after a rain storm.

What is Debris? Debris includes things like leaves, sticks and small branches. Remove debris by hand or with a rake. Accumulated trash and debris can block curb openings and overflow drains. Rake leaves from around your green street, especially in the fall when leaves can quickly clog inlets.



SAFETY FIRST!



When maintaining your green street, follow these important guidelines:

- ✓ **Make yourself visible.** Wear brightly colored clothing or a safety vest.
- ✓ Since green streets are next to the street, **exercise extra caution** and be aware of passing bicycles and vehicles.
- ✓ **Wear sturdy shoes and thick gloves** to help protect you from broken glass, sharp objects, pollutants, and other obvious or concealed hazards.
- ✓ Maintain your green street during **daylight hours and avoid peak traffic times.**
- ✓ **Do not allow children less than 10 years of age to work with you.** Children 10-17 years of age must be accompanied by an adult volunteer. Keep in mind that adult supervision is critical when working within the street environment.
- ✓ **Don't leave your tools unattended.** Keep tools out of streets and sidewalks, so they don't pose a hazard.

The city is not responsible for damages or injuries incurred while maintaining green street facilities.

CLEAR DRAINS

Make sure that overflow drains are not blocked. Remove leaves, debris and trash from tops of grates. Do not lift grates.



REMOVE TRASH

Pick up trash you find and recycle what you can. Throw remaining into a trash can.



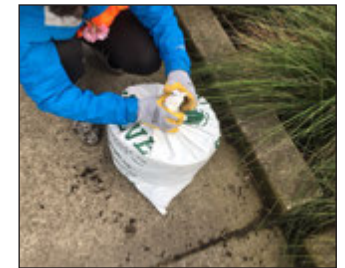
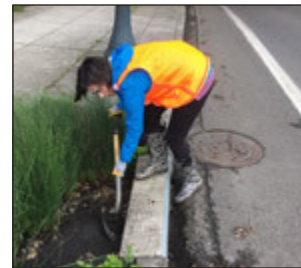
REMOVE SEDIMENT

What is sediment? Sediment is picked up by stormwater and settles out as a fine, sand-like substance that can clog openings and reduce green street function. City crews routinely remove sediment and properly dispose of it as part of their standard maintenance practice.

When dealing with sediment in your green street, you can:

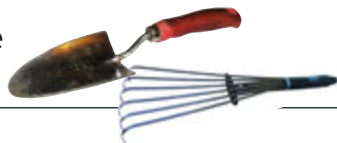
Push aside sediment build-up at curb openings for city crews to remove on their next visit, or

Remove the sediment by bagging it up and disposing of it in the trash can.



Tools to make the work safer!

- ✓ Thick gloves
- ✓ Sturdy shoes
- ✓ Bright colored clothes or safety vest
- ✓ Hand shovel, trowel, or weed fork
- ✓ Garden or hand rake



- ✓ Broom and dustpan
- ✓ Bucket
- ✓ Yard debris bag
- ✓ Pick stick or grabber tool



WATERING

Although green street plants tolerate our dry summer climate, they benefit from additional watering during extended periods of summer drought or extreme heat. The city welcomes your help with watering during these times. Please use a gentle, low pressure shower setting to avoid erosion. Water at a rate that the ground can soak up without water pooling.

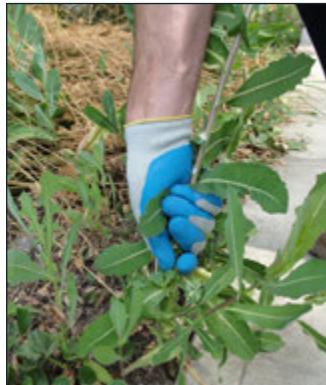


WEED REMOVAL

After the 2-year establishment phase, stewards can begin removing weeds from their green streets after completing a training. To schedule a training, contact Svetlana Pell at 503-823-8764 or Svetlana.Pell@portlandoregon.gov.

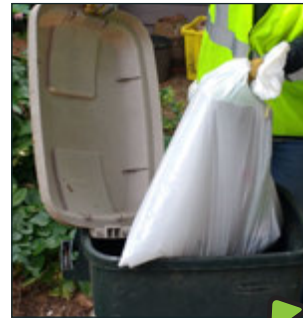
After training, you can weed by hand or with a small hand-held trowel, weed fork, or garden hoe. In order to eliminate weeds, it is important to remove their root systems. **Do not use herbicides.**

NOTE: After removing a weed, gently pat down the soil to prevent air pockets that expose the roots of established plants. Loose soils can also encourage new weeds.



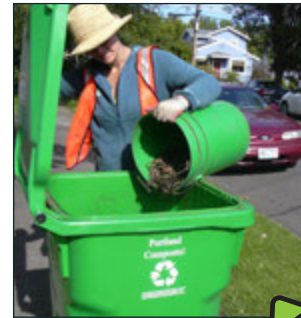
PROPERLY DISPOSE OF TRASH AND DEBRIS

Be sure to empty your buckets into the right bins.



Trash:

- ✓ Cigarette butts
- ✓ Litter and garbage
- ✓ Bagged sediment



Yard Waste:

- ✓ Leaves
- ✓ Sticks, twigs, etc.
- ✓ Weeds



Recycle:

- ✓ Bottles or cans
- ✓ Other recyclable items

If you are unsure whether a plant is a weed, please do not remove it because it may be a desirable plant. City maintenance crews will address it on their next routine visit.

Also, **please do not remove plants that appear dead.**

City crews will evaluate these plants and replace them if necessary.

The City keeps track of dead plants.

RECORD YOUR MAINTENANCE ACTIVITIES

Keep track of the maintenance activities you do each time you go out to your facility. Log your work either on paper or electronically (*see page 10*).

OPTIONAL ACTIVITY FOR STEWARDS OF GREEN STREET FACILITIES

Enhancing your Green Street by Adding Plants

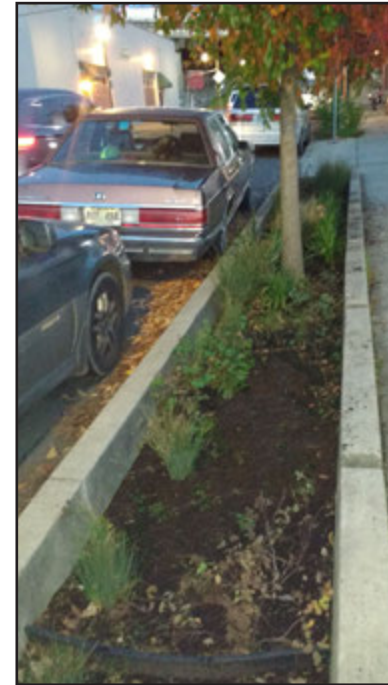
Green street stewards have an option to enhance their adopted green street by adding **additional** plants. Stewards who are interested in adding plants to their adopted green street should read the information below and then complete Form A at the back of this guide. Please do not begin work until your request has been reviewed and approved by the City.

Before making your planting plan, we recommend that you contact Green Street Steward Coordinator Svetlana Pell by email at svetlana.pell@portlandoregon.gov or call 503-823-8764.

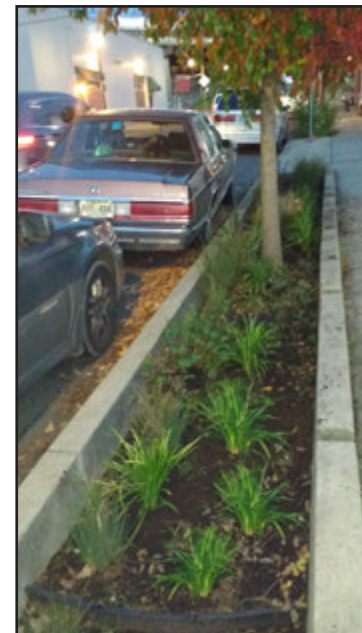
You must be a **registered steward** to participate in this activity. If you are not yet registered, please sign up at www.portlandoregon.gov/bes/GreenStreetSteward.

GUIDELINES FOR ADDING PLANTS TO A FACILITY:

- All new plantings require permission from the City.
- New plants can be added to areas of the facility with no vegetation. Exceptions are grassy swales. See special guidelines on page 8. No plants can be removed from a facility in order to add new plants.
- Height of additional plants at maturity cannot exceed 36 inches. Find a suggested list at www.portlandoregon.gov/bes/GSSplants.
- Edible plants and invasive species are not allowed. To learn more about which plants are invasive, visit www.portlandoregon.gov/bes/invasives.
- Stewards must purchase the additional plants from a licensed nursery in Oregon or Washington.
- Only facilities that are in the long-term maintenance phase have the option for adding additional plants.
- Stewards must maintain new plants (provide summer water, weed around them, keep them at acceptable size).
- The City may need to remove plants if they compete with existing plants or for other maintenance reasons.



Example before enhancement



Example of possible enhancement

OPTIONAL ACTIVITY FOR STEWARDS OF GRASSY SWALES

Remove and Plant Vegetation in a Grassy Swale

Grassy swales are a particular kind of green street. The City may allow stewards to remove grass and weeds from their facilities in addition to adding vegetation. Stewards who are interested in removing and planting new vegetation in a grassy swale should read the information below and then complete Form B at the back of this guide.

Before making your planting plan, we recommend that you contact the Green Street Steward Coordinator, Svetlana Pell, at svetlana.pell@portlandoregon.gov or call 503-823-8764.

You must be a **registered steward** to participate in this activity. If you are not yet registered, please sign up at www.portlandoregon.gov/bes/GreenStreetSteward.

GUIDELINES FOR REMOVING AND PLANTING VEGETATION IN GRASSY SWALES:

PREPARATION–

- Draft your planting plan and submit it to the coordinator for review and approval.
- After approval from the coordinator, remove all grass and weeds from the swale.
- Replace soil with city-approved stormwater facility soil, which is available at:
 - **3-Way BES Compost Blend** from City Bark & Recycling, 2419 NE Andresen Rd, Vancouver, WA. Contact is Janel Welch. Information online at www.compostproducts.com.
 - **City of Portland Stormwater Facility Blended Soil** from S&H Landscape Supplies and Recycling, 2020 SW Stafford Rd, Tualatin, OR. Contact is Will Gehr at 971-224-4561 or online at www.shbark.com.

PLANTING GUIDELINES–

- Zone A (*see diagram*) is the bottom of the swale. This area has seasonally moist to wet soils. **Plants located in Zone A must be tolerant of inundation and must be selected from the City's Stormwater Management Manual (SWMM).** Find the list of plants to choose from at www.portlandoregon.gov/bes/swmm.
- Plants in Zone B (*see diagram*) may be selected from the SWMM or from the Green Street Steward Suggested Plant Guide (www.portlandoregon.gov/bes/GSSplants). All selections must be approved by the coordinator.
- Edible plants and invasive species are not allowed. Check the city's list of invasive plants at www.portlandoregon.gov/bes/invasives
- Height of new vegetation at maturity cannot exceed 36 inches.
- Trees and plants shall not be removed from any swale.

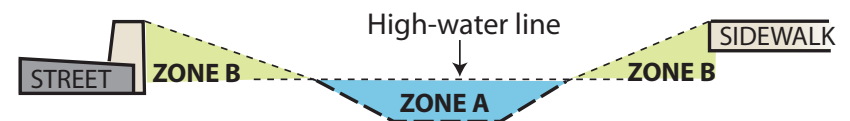


Example of a grassy swale before replanting



Example of a grassy swale after replanting

Cross section of grassy swale



Green Street Zones:

Zone A is the bottom of the swale. This area has moist to wet soils. Plants located in Zone A must tolerate mild inundation.

Zone B includes the side slopes from the designated high water line of the swale up to the edge (street or sidewalk). This area typically has dry to moist soil

Get to know and love the plants

The City uses native and specially selected plants that can adapt to green street conditions and that require minimal care. Native plants provide food and habitat for native birds and wildlife. These are some commonly found, desirable plants in many Portland green streets.



Slough Sedge, *Carex obnupta*



Camas, *Camassia*



Spreading Rush, *Juncus patens*



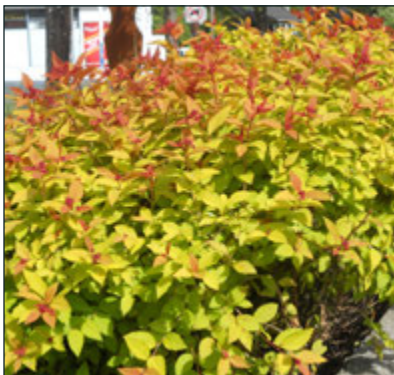
Kelsey dogwood, *Cornus kelseyii*



Oregon grape, *Mahonia repens*



Lily Turf, *Liriope muscari*



Goldflame Spiraea, *Spiraea japonica*



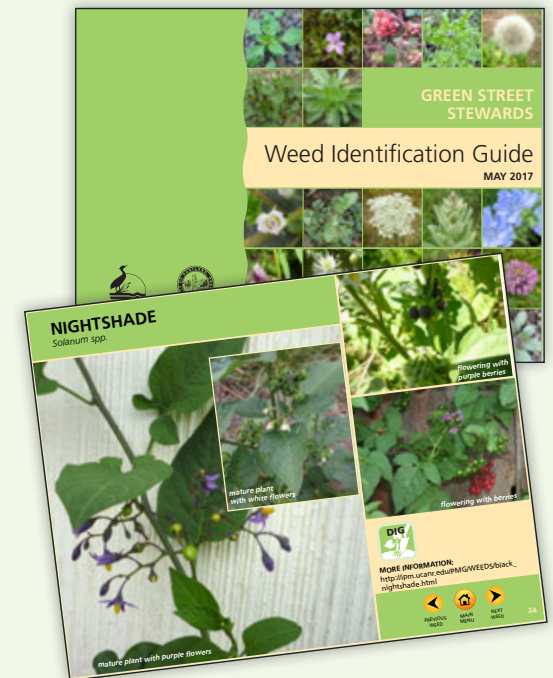
Moon Bay, *Nandina domestica*



Sedge, *Carex morrowii* 'Ice Dance'

Weeds!

The City has developed a field guide to help stewards identify many common weeds at their various stages of development. Find the guide at: www.portlandoregon.gov/bes/StewardWeedGuide



Reporting your work

As a steward, we need to hear about the great work you are doing. Please use the activity log on page 11 to record your activities or use the electronic version available online at www.portlandoregon.gov/bes/StewardResources. The electronic version will automatically calculate totals for you.

Send each completed activity log to Svetlana.Pell@portlandoregon.gov. We will check in with you at the end of each season via email.

Green Street Steward

DATE

ACTIVITY						DEBRIS— NUMBER OF BUCKETS (5 gal) Debris includes leaves, sticks, weeds, etc.	TRASH— NUMBER OF BUCKETS (5 gal) How much trash did you collect?	NUMBER OF PEOPLE How many people helped today?	NUMBER OF HOURS How much time did you spend at your green street(s)?	TIME/VISIT TOTAL Multiply the number of people by number of hours.
Cleared curb openings	Cleared drains	Removed trash/debris	Removed sediment	Watered	Removed weeds					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				0 hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				0 hours	
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				0 hours	

Check off activities you did during this maintenance visit.

Record how many 5-gallon buckets you filled with debris—leaves, sticks, weeds, etc.

Record how many 5-gallon buckets you filled with trash—cigarette butts, bottles, cans, etc.

Record how long maintenance took in hours (please round to each half hour). For example: 30 minutes = 0.5 hours

Multiply the number of people by the number of hours to get a total time/visit total.

Enter the number of people who helped with that day's maintenance activities.

Make note of any special concerns or things you would like the City to check.

Be sure to call 503-823-1700 for problems that threaten public safety or property, or for substance spills.

See page 3 for when to call 503-823-1424 about non-emergency maintenance issues.

Thank you!

Finally, give yourself a pat on the back for a job well done—and don't forget to tell us about it!

Additional Resources

In addition to information on the program site, check out these other helpful resources for information on plant identification, etc.

Green Street Steward Program
www.portlandoregon.gov/bes/GreenStreetSteward

Plant and weed identification
 GardenSmart Oregon:
 A Guide to non-invasive plants
www.portlandoregon.gov/bes/gardensmart

East Multnomah Soil & Water
 Conservation District weed identification
www.emswcd.org/weeds

West Multnomah Soil & Water
 Conservation District common weeds
www.wmswcd.org/programs/common-weeds/

Invasive Species
www.portlandoregon.gov/bes/invasives

Native Plants
www.portlandoregon.gov/bes/NativePlants

Portland Plant List
 Both native and nuisance species lists
www.portlandoregon.gov/bes/plantlist

STEWARD NAME: _____

SEASON/YEAR: _____

Green Street Steward Activity Log

DATE	ACTIVITY						DEBRIS– NUMBER OF BUCKETS (5 gal) Debris includes leaves, sticks, weeds, etc.	TRASH– NUMBER OF BUCKETS (5 gal) How much trash did you collect?	NUMBER OF PEOPLE How many people helped today?	NUMBER OF HOURS How much time did you spend at your green street(s)?	TIME/VISIT TOTAL Multiply the number of people by number of hours.	NOTES
	Cleared curb openings	Cleared drains	Removed trash/debris	Removed sediment	Watered	Removed weeds						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					hours	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					hours	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					hours	
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TOTALS											hours	

Send completed logs to Svetlana.Pell@portlandoregon.gov



ENVIRONMENTAL SERVICES
CITY OF PORTLAND
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Green Street Steward Program

REQUEST FORM

Enhance a Green Street Facility by Adding Plants

CONTACT INFORMATION

STEWARD NAME:

STEWARD PHONE:

☐ HOME ☐ WORK ☐ MOBILE

STEWARD EMAIL:

FACILITY INFORMATION

ADDRESS OF THE PROPERTY CLOSEST TO FACILITY:

PROPOSED
PLANTING DATE:

PROPOSED PLANT LIST

Please list the plants and quantities you would like to add to your facility. If your list is longer than this space allows, please attach a separate sheet of paper with the additional plants.

	PLANT NAME	QUANTITY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

I have discussed this request with Environmental Services. ☐ NO ☐ YES

If yes, my Environmental Services contact person is: _____

Please do not begin work until the City has reviewed and approved your request.

For more information, see page 7 of the Green Street Steward Maintenance Guide or call the coordinator at 503-823-8764.

FOR OFFICE USE ONLY

Date received: _____

Reviewed by: _____

☐ Approved

☐ Denied

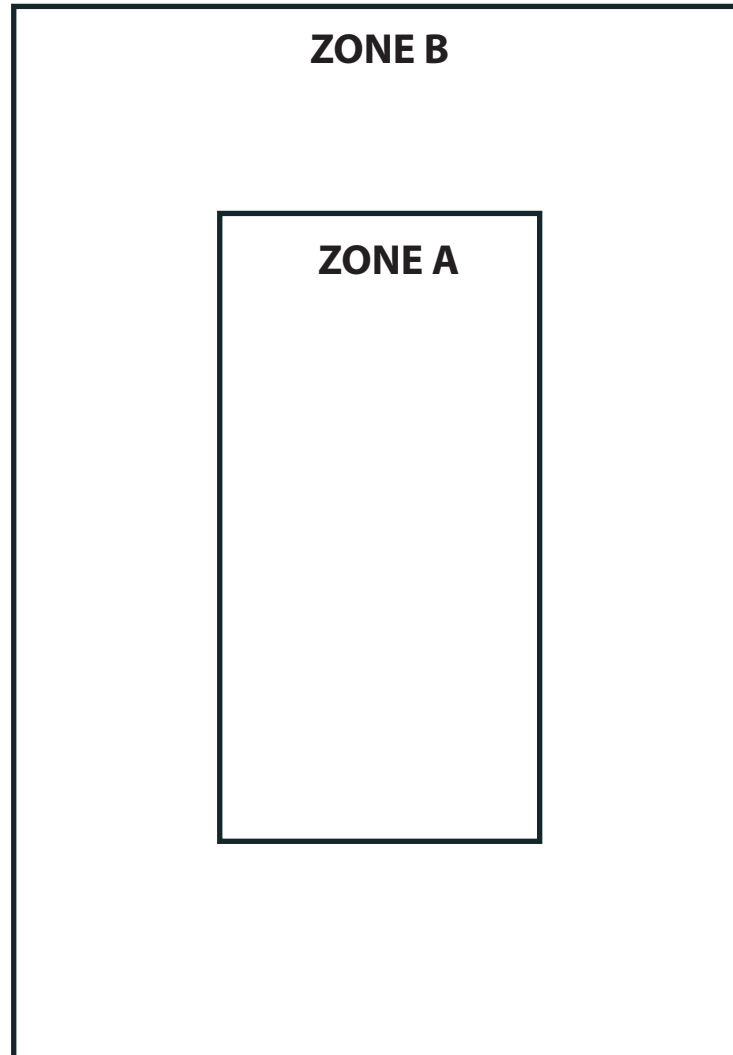
Please continue to planting plan on back.

PROPOSED PLANTING PLAN

Please draw on the diagram at right to show where you propose to add the plant(s) listed on front of form.

1. Add at least one street name and use that to orient your diagram.
2. Using the symbols, mark the inlet(s) ↑ for the facility and the drain(s) [||||]. (If the facility does not have a drain, omit the symbol.)
3. Using the corresponding numbers for the plant(s) in the list at left, mark proposed planting location(s).
See example at right

STREET NAME:



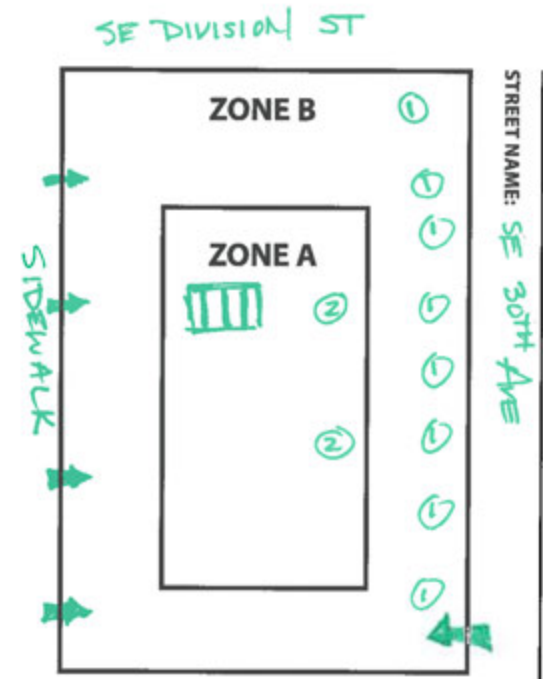
A NOTE ABOUT ZONES

Zone A is the bottom of the facility and seasonally has moist to wet soils. Plants in Zone A must tolerate mild inundation.

Zone B includes the side slopes from the designated high water line of the facility up to the edge (curb/sidewalk). This area typically has dry to moist soil.

EXAMPLE

	PLANT NAME	QUANTITY
1	Daffodils (Narcissus)	8
2	Camas (Camassia)	2



Submit completed forms by

EMAIL: Svetlana.Pell@portlandoregon.gov

OR MAIL: City of Portland Environmental Services
Attn: Svetlana Pell/Green Street Steward
1120 SW 5th Avenue, Room 1000
Portland, OR 97204



ENVIRONMENTAL SERVICES
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Green Street Steward Program

REQUEST FORM

Remove and Replace Vegetation in a Grassy Swale

CONTACT INFORMATION

STEWARD NAME:

STEWARD PHONE:

☐ HOME ☐ WORK ☐ MOBILE

STEWARD EMAIL:

FACILITY INFORMATION

ADDRESS OF THE PROPERTY CLOSEST TO SWALE:

PROPOSED
PLANTING DATE:

PROPOSED PLANT LIST

Please list the plants and quantities you would like to add to your facility. If your list is longer than this space allows, please attach a separate sheet of paper with the additional plants.

	PLANT NAME	QUANTITY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

I have discussed this request with Environmental Services. ☐ NO ☐ YES

If yes, my Environmental Services contact person is: _____

Please do not begin work until the City has reviewed and approved your request.

For more information, see page 8 of the Green Street Steward Maintenance Guide or call the coordinator at 503-823-8764.

FOR OFFICE USE ONLY

Date received: _____

Reviewed by: _____

☐ Approved
☐ Denied

Please continue to planting plan on back.

PROPOSED PLANTING PLAN

Please draw on the diagram at right to show where you propose to plant the plants listed on the front of this form.

1. Add at least one street name and use that to orient your diagram.
2. Using the symbols, mark the inlet(s) ↑ locations. Mark any and all tree ● locations.
3. Use the corresponding numbers for the plants in the list at left to mark proposed planting locations.

STREET NAME:

ZONE B

No invasive or edible plants. Nothing taller than 36 inches.

List of suggested plants: www.portlandoregon.gov/bes/GSSplants.

ZONE A

Only plants from the City's Stormwater Management Manual.

www.portlandoregon.gov/bes/SWMM

Submit completed forms by

EMAIL: Svetlana.Pell@portlandoregon.gov

OR MAIL: City of Portland
Environmental Services
Attn: Svetlana Pell/
Green Street Steward
1120 SW 5th Avenue,
Room 1000
Portland, OR 97204

A NOTE ABOUT ZONES

Zone A is the bottom of the swale. This area has moist to wet soils. Plants located in Zone A must tolerate mild inundation and must be selected from the City's Stormwater Management Manual (www.portlandoregon.gov/bes/SWMM).

Zone B includes the side slopes from the designated high water line of the swale up to the edge (street or sidewalk). This area typically has dry to moist soil. Plants selected for this area cannot be invasive or edible plants. Vegetation cannot exceed 36 inches in height at maturity. However, plants are not limited to those listed in the manual. For a list of suggested plants, go to www.portlandoregon.gov/bes/GSSplants.

