



## Water Right Application Initial Review

August 1, 2025

GREENBELT LAND TRUST INC.

ATTN: CAROLYN MENKE

PO BOX 1721

CORVALLIS OR 97339

Reference: Application R-89910

This document is to inform you of the preliminary analysis of the water-use permit application and to describe your options. In determining whether an application may be approved, the Water Resources Department (Department) must consider the factors listed below, all of which must be favorable to the proposed use if it is to be allowed. Based on the information supplied, the Department has made the following preliminary determinations:

### **Preliminary Determinations under Oregon Administrative Rule (OAR) 690-310-0080:**

1. The application proposes the diversion of 2.4 acre-feet (AF) of water from runoff, tributary to Oak Creek, being 0.1 AF in OCP-1, 0.9 AF in OCP-2, 0.4 AF in OCP-3, 0.5 AF in OCP-4, and 0.5 AF in OCP-5, for storage for wetland enhancement and wildlife uses from January 1 through December 31 of each year.
2. The proposed use is not prohibited by law or rule except where otherwise noted below.
3. Storage for wetland enhancement and wildlife uses is allowable from November 1 through June 30 of each year under the Willamette Basin Program (OAR 690-502-0040(4)(a)).
4. An assessment of water availability at 50% exceedance for the proposed use was completed using the Department's Water Availability Reporting System. A copy of this assessment is in the application file. This review is done consistent with OAR 690-410-0070(2)(c). The assessment established surface water is available for the proposed use from November 1 through July 31 of each year.
5. The proposed use is not located within or above any state scenic waterway.

6. Documentation has been submitted from the relevant land-use planning jurisdiction that indicates the proposed use is allowed outright.
7. See the **Additional Information Required** section below for deficiencies with the application.

Summary of Preliminary Determinations
The diversion of 2.4 AF of water from runoff, tributary to Oak Creek, being 0.1 AF in OCP-1, 0.9 AF in OCP-2, 0.4 AF in OCP-3, 0.5 AF in OCP-4, and 0.5 AF in OCP-5, for storage for wetland enhancement and wildlife uses from November 1 through June 30 of each year may be allowable.

**Additional Information Required:**

Additional information is required to process your application prior to issuance of any Proposed Final Order that may recommend approval. Please provide the following:

- A. The map submitted does not meet the requirements of OAR 690-310-0050(4)(c). Please provide a map that identifies (and labels) each quarter-quarter section from which water is to be diverted, used and conveyed.

**Please submit this information no later than September 4, 2025.** If you are unable to submit the information listed above by this date, you may request an administrative hold for up to an additional 180 days. You must submit the request in writing, stating how much more time is needed and why you need additional time. If an administrative hold is granted, your application will not be processed further until the requested information is received or the extended deadline has passed.

If we do not receive the information requested above or a request for an administrative hold by the above date, the Department may reject the application.

**Public Comment & Further Review:**

Public interest issues and/or public comments will be addressed as the Department prepares a Proposed Final Order. If significant public interest issues are identified, they could have an impact on the eventual outcome of the application.

**Division 33 Review** – The Department’s Division 33 administrative rules (OAR 690-033) establish additional procedures and standards to aid the Department in determining whether a proposed use will impair or be detrimental to the public interest with regard to sensitive, threatened, or endangered (STE) fish species. This Initial Review does not address the potential impact that your proposed use may have on these species.

Your application will now undergo an additional review from numerous federal, state, local, and tribal governmental entities. This review may cause your application to be limited, conditioned, or denied. Depending on the proposed use, you may be required to mitigate for potential impacts identified in the review.

Mitigation for impacts to STE Species – Mitigation is often complicated, time consuming, and expensive, and may include, but is not limited to, actions such as replacing the proposed amount of water within the impacted reach through purchasing or transferring an existing water right. Following the Initial Review, you will be notified if mitigation is required, due to impacts to STE fish species.

If you choose to pursue mitigation, you will likely need to place your application on administrative hold in order to explore options. There will be an additional fee of \$1,185 required with any mitigation proposal submitted.

**At this time, you must decide whether to proceed or to withdraw the application.**

- To Proceed - If you choose to proceed with the application, you do not have to notify the Department. The application will be placed on the Department's Public Notice to allow others the opportunity to comment. After the comment period the Department will complete a public interest review and issue a Proposed Final Order.
- To Withdraw - You may withdraw the application and receive a refund (minus a \$465 processing fee). You must notify the Department **in writing** by **August 15, 2025**. For your convenience you may use the enclosed "STOP PROCESSING" form.

**If a permit is issued, it will likely include the following conditions:**

1. Construction of the water system shall begin within five years of the date of permit issuance. The deadline to begin construction may not be extended. A permit is subject to cancellation proceedings if the begin construction deadline is missed.
2. **Water Use Measurement, Recording, and Reporting:**
  - A. The Director may require the permittee to install a staff gage that measures the entire range and stage between full reservoir level and dead-pool level in the reservoir. If no dead-pool, the gage must measure the full depth of the reservoir. The watermaster may determine an alternate measuring device is suitable. If the Director notifies the permittee to install a measuring device, the permittee shall install such device within the period stated in the notice. Once installed, the permittee shall maintain the device in good working order and shall allow the watermaster access to the device.
  - B. The Director may require the permittee to keep and maintain a record of the volume of water stored, and may require the permittee to report water-storage on a periodic schedule as established by the Director. In addition, the Director may require the permittee to report general water-use information, the periods of water use and the place and nature of use of water under the permit.
  - C. The Director may provide an opportunity for the permittee to submit alternative measuring and reporting procedures for review and approval.

## RESERVOIR CONDITIONS

1. The storage of water allowed herein is subject to the installation and maintenance of an outlet pipe (with a minimum diameter of 8" for any in-channel reservoir). This requirement may be waived if the Department determines other means have been provided to evacuate water when necessary.
2. The permittee shall pass all live flow outside the storage season described above.
3. The permittee shall not construct, operate or maintain any dam or artificial obstruction to fish passage in the channel of the subject stream without providing a fishway to ensure adequate upstream and downstream passage for fish, unless the permittee has requested and been granted a fish passage waiver by the Oregon Fish and Wildlife Commission. The permittee is hereby directed to contact an Oregon Department of Fish and Wildlife Fish Passage Coordinator, before beginning construction of any in-channel obstruction.
4. The permittee may be required in the future to install, maintain, and operate fish screening and bypass devices to prevent fish from entering the proposed diversion and to provide adequate upstream and downstream passage for fish.
5. This permit allows an annual appropriation (not to exceed the specified volume). This permit does not provide for the appropriation of water for out-of-reservoir uses, the maintenance of the water level or maintaining a suitable freshwater condition. If any water is to be used for out-of-reservoir purposes, a secondary water right is required. If any additional live flow is to be appropriated to maintain either the water level or a suitable freshwater condition, an additional water right is required.

The water source identified in the application may be affected by an Agricultural Water Quality Management Area Plan. These plans are developed by the Oregon Department of Agriculture (ODA) with the cooperation of local landowners and other interested stakeholders, and help to ensure that current and new appropriations of water are done in a way that does not adversely harm the environment. You are encouraged to explore ODA's Water Quality Program website at [www.oregon.gov/ODA](http://www.oregon.gov/ODA) to learn more about the plans and how they may affect the proposed water use.

**For Further Information:**

Feel free to contact me at Lucinda.R.Vranizan@water.oregon.gov or 971-375-2256 if you have any questions regarding the contents of this letter or the application. Please include the application number in all correspondence. General questions about water rights and water use permits should be directed to our customer service staff at 503-986-0900. When corresponding by mail, please use this address: Lucinda Vranizan, Oregon Water Resources Department, 725 Summer St NE Ste A, Salem OR 97301-1266. Our fax number is 503-986-0901.

Sincerely,

*Lucinda Vranizan*

Lucinda Vranizan  
Water Right Application Specialist  
Oregon Water Resources Department

Enclosures:   Application Process Description  
                  Stop Processing Request Form

R-89910  
WAB: 70748  
Proposed to Approve

# APPLICATION FACT SHEET

Application File Number: R-89910

Applicant: GREENBELT LAND TRUST INC.

County: BENTON

Watermaster: JOEL PLAHN, #22, NWR

Priority Date: JUNE 20, 2025

Source: RUNOFF, TRIBUTARY TO OAK CREEK

Purpose or Use of the stored water: WETLAND ENHANCEMENT AND WILDLIFE USES

Storage Facility Name: OCP-1, OCP-2, OCP-3, OCP-4, AND OCP-5

Maximum Dam Height: 1.5 FEET

Volume: 2.4 ACRE-FEET (AF), BEING 0.1 AF IN OCP-1, 0.9 AF IN OCP-2, 0.4 AF IN OCP-3, 0.5 AF IN OCP-4, AND 0.5 AF IN OCP-5

Period of Use: JANUARY 1 THROUGH DECEMBER 31

Basin Name & Number: WILLAMETTE, #2

WAB: MARYS R > WILLAMETTE R - AT MOUTH

Dam Locations:

Reservoir Name	Twp	Rng	Mer	Sec	Q-Q	Measured Distances	Dam Height (Feet)	Area (Acres)
OCP-1	11 S	5 W	WM	32	NE NW	684 FEET SOUTH AND 2929 FEET WEST FROM NE CORNER, SECTION 32	1.5	0.1
OCP-2	11 S	5 W	WM	32	NW NE	1067 FEET SOUTH AND 2247 FEET WEST FROM NE CORNER, SECTION 32	1.5	0.4
OCP-3	11 S	5 W	WM	32	SE NE	1344 FEET SOUTH AND 1227 FEET WEST FROM NE CORNER, SECTION 32	1.5	0.2
OCP-4	11 S	5 W	WM	32	SW NE	1660 FEET SOUTH AND 1682 FEET WEST FROM NE CORNER, SECTION 32	1.5	0.3
OCP-5	11 S	5 W	WM	32	SE NE	1770 FEET SOUTH AND 835 FEET WEST FROM NE CORNER, SECTION 32	1.5	0.3

The Area to be submerged by the Reservoirs:

<b>Twp</b>	<b>Rng</b>	<b>Mer</b>	<b>Sec</b>	<b>Q-Q</b>
11 S	5 W	WM	32	NE NE
11 S	5 W	WM	32	NW NE
11 S	5 W	WM	32	SW NE
11 S	5 W	WM	32	SE NE
11 S	5 W	WM	32	NE NW

**PUBLIC NOTICE DATE: August 5, 2025**

**14 DAY STOP PROCESSING DEADLINE DATE: August 15, 2025**

**30 DAY COMMENT DEADLINE DATE: September 4, 2025**

## **APPLICATION PROCESS DESCRIPTION FOR GROUNDWATER, SURFACE WATER AND REGULAR RESERVOIR APPLICATIONS**

In order to use the waters of Oregon, an application must be submitted and a permit obtained from the Water Resources Department. The water must be used for beneficial purpose without waste. For more information about water right topics, weekly public notice, forms and fees please visit our website at: [www.oregon.gov/owrd](http://www.oregon.gov/owrd)

### **1. Pre-application considerations**

- Follow instructions in the application packet.
- If you have questions about completing an application or would like to arrange a pre-application conference, contact the Department's Water Rights Customer Service Group at (503) 986-0900.

### **2. Application filing**

- Application with fee is received by the Department.
- Department determines completeness of application.
- If use is not allowed by statute (ORS 538), the application and fees are returned to the applicant.
- An incomplete application and fees are returned to the applicant.
- Only a complete application receives a tentative priority date, is assigned a caseworker, and moves forward for processing.

### **3. Initial Review (IR)**

- Caseworker reviews application by considering basin plans, water availability, statutory restrictions, and all other appropriate factors.
- Caseworker sends IR report to Applicant.
- Four days after date of the IR, it is included in Department's weekly Public Notice.
- Public comments must be submitted within 30 days after the Public Notice.

### **4. Proposed Final Order (PFO)**

- Caseworker evaluates application against required criteria and develops draft permit, if appropriate.
- PFO includes instructions for filing of protests.
- Caseworker considers public comments and mails PFO to Applicant.
- The PFO is included in Department's weekly Public Notice.
- Public protests to the PFO must be submitted within 45 days after the Public Notice.

### **5. Final Order (FO)**

- If no protest is filed, Final Order is issued.

#### ***The protest process***

If one or more protests are filed, the process consists of:

- settlement discussion;
- contested case hearing;
- Proposed Order;
- period of time to file exceptions; or
- possible hearing by Water Resources Commission.
- Final Order is issued.

### **Permit holder responsibilities**

- Comply with all water use conditions of the permit.
- Advise Department of address change or assignment to new permit holder.
- If need arises, request extension of time or authorize cancellation of permit.
- Submit timely claim of beneficial use (COBU) to the Department.
- Most permits require COBU to be prepared by a Certified Water Right Examiner.
- Permits may be canceled by the permit holder or by the Department for failure to comply with or one or more permit conditions.



## STOP PROCESSING REQUEST FORM

### FOR GROUNDWATER, SURFACE WATER AND REGULAR RESERVOIR APPLICATIONS

---

- Stop processing deadline is within 14 days of Initial Review.

Applicant notification to withdraw Water Right Application **R-89910**.

After reviewing the Initial Review for my application, I request that processing be stopped, and the fees be refunded (minus a \$465 processing fee.) I understand that without a valid permit, I may not legally use the water as requested in my application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Under ORS 537.150 (5) and 537.620 (5) timely submission of this request authorizes that the water right application process be stopped, and all filing fees (except \$465 processing fee) be returned.

- This notice must be received at Water Resources Department by:

**August 15, 2025**

- Return the notice to:

OWRD, Water Right Services Division  
STOP PROCESSING  
725 Summer Street, NE - Suite A  
Salem OR, 97301-1266

---