



CITY OF HARRISONBURG
**PUBLIC
WORKS**

320 EAST MOSBY ROAD, HARRISONBURG, VA 22801

OFFICE (540) 434-5928 • FAX (540) 434-2695

November 25, 2024

OWNER NAME

OWNER ADDRESS

OWNER ADDRESS2

Para acceder a la versión en español, visite
www.Harrisonburgva.gov/Hill-Mason-Drainage-Study
o llame al 540-434-5928

Project Name: Hill Street to N Mason Street Drainage Improvement Study

RE: Request for Permission to Enter – Right of Entry

Property Address: INSERT

Dear Property Owner or Resident:

Recently the City started a new program called the Drainage Improvement Program. Property owners and residents concerned about flooding and drainage issues can apply to have the City look at the issue and see if there are any potential solutions. Residents in the neighborhood along Hill Street, Rock Street, and East Elizabeth Street applied due to the deteriorating pipes and resulting water impacts on their properties in their neighborhood. The study area is not in a FEMA (Federal Emergency Management Agency) mapped floodplain, but does experience some urban flooding, such as the May 6, 2024 storm event. During heavy storm events, flooding flows over yards and enters basements. This project aims to explore the adequacy of the existing infrastructure, evaluate necessary infrastructure improvements and alternative routing, as well as lessen the frequency and severity of flooding. As part of these efforts, the City and its representatives must gather field information to determine the project's suitability and allow for informed decision-making. Please be assured that this work does not mean the potential project will affect your property. If the potential project is funded and it is determined that it will impact your property, a City representative will contact you personally.

To complete this study, the City has retained Wetlands Studies and Solutions, Inc. (WSSI) to investigate the adequacy of existing stormwater infrastructure in the neighborhood and the feasibility of adding additional stormwater infrastructure or alternative routing to convey water in a manner that reduces flooding frequency and severity. The study also seeks to evaluate the feasibility of additional infrastructure to lessen the impact of stormwater events. The project will

also explore potential water quality improvements, including Green Infrastructure. These last two components are not considered critical or necessary for successful implementation. During this phase, WSSI and their subcontractor, RK&K, will need to gather field measurements and take photos of drainage facilities, through non-destructive methods.

Field staff will need to access parts of the road frontage area and properties along Hill Street, East Gay Street, East Rock Street, Sterling Street, East Wolfe Street, Myrtle Street, East Elizabeth Street, Broad Street, North Mason Street, and East Market Street. These personnel and equipment may need to be on or near your property beginning Monday January 13, 2025, and continuing through Friday March 7, 2025. Please know that the field investigations will be minimal, and measurements will be taken through non-destructive methods.

Once the preliminary engineering report phase is complete, we will schedule a community meeting to present the findings of the existing conditions, collect feedback from residents, and discuss the project plans moving forward. We are currently aiming for this public meeting to occur sometime in May 2025 or June 2025. In the meantime, feel free to send any questions you may have to keith.thomas@harrisonburgva.gov or contact our office at (540) 434-5928.

Request for permission to enter your property.

Section § 33.2-1011 of the Code of Virginia provides the City the authority to enter your property to gather necessary field information but requires the City to request permission from you in advance. By this letter, the City formally requests permission to enter your property to conduct the activities described in Attachment 1 on the dates specified in the attachment. Attachment 1 is enclosed within this letter for your review.

If you desire to grant permission for City representatives to enter your property to conduct the activities specified in Attachment 1, please email Tom.Hartman@HarrisonburgVA.gov with the subject line “Hill Street to N Mason Street Drainage Improvement Study” and include your name and property address in the body of the email. Or if you would like to submit your response in a letter, please mail it to:

Thomas Hartman
Harrisonburg Public Works
320 E. Mosby Rd
Harrisonburg, VA 22801

When Permission to enter is not provided.

If the City does not receive permission or if permission to enter is withheld, Section 33.2-1011 of the Code of Virginia permits the City and its representatives to enter upon your property without your permission on the dates specified on [Attachment 1](#). Please note, the Code requires the City to request permission and notify you of its desire to enter your property at least 30 days before the first date of the proposed entry.

Explanation of Enclosed Documents.

1. Attachment 1

Attachment 1 contains a list of entities expected to be on your property, the number of employees of each entity expected to be on the property, the activities to be performed by each entity, and a date range for each activity to be performed. While fieldwork will begin on the dates specified on Attachment 1 and will be completed within the specified time frame, such work may be intermittent for each activity. Any individuals entering the property shall carry identification and shall present such identification upon request. **If you have tenants living or working on your property, please notify them of these potential activities.** Should there be any need to further access your property for additional preliminary engineering studies beyond the dates specified on Attachment 1, we will discuss this with you in person or send you additional requests for permission to enter by certified mail and/or overnight courier.

2. A Copy of Section 33.2-1011 of the Code of Virginia.

This code section is located

at: <https://law.lis.virginia.gov/vacode/title33.2/chapter10/section33.2-1011/>

Some surveying may begin within the existing right-of-way in advance of the dates in Attachment 1. If you have any questions concerning this potential project or if you have any objection to surveyors entering your property, please contact me at (540) 434-5928 or email Tom.Hartman@HarrisonburgVA.gov. The surveyors will not be in a position to answer your questions about the potential project.

If the project advances to full design and construction, we will be contacting all impacted property owners to discuss the project. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'TH' followed by a stylized flourish.

Thomas Hartman, PE, PMP, LEED AP
Director of Public Works

Attachment 1: Entity List

		OWNER'S NAME: INSERT	
<u>Project Name:</u> Hill Street to N Mason Street Drainage Improvement Study		<u>Parcel Address:</u> INSERT	<u>Parcel Numbers:</u> INSERT
<u>Entity Name</u> <u>Activity Point of Contact</u> <u>Contact Info:</u>	<u>Anticipated</u> <u>Number of</u> <u>Employees:</u>	<u>Entity Activity:</u>	<u>Entry</u> <u>Date Range:</u>
<p><u>City of Harrisonburg</u> Keith Thomas Phone: 540-434-5928 Keith.Thomas@harrisonburgva.gov</p> <p><u>WSSI</u> Colin Walthall Phone: 804-442-3330 cwalthall@wetlands.com</p> <p><u>RK&K</u> Rachel Friend Phone: 410-728-2900 rfriend@rkk.com</p> <p><u>SDI</u> Eric Sullivan Phone: 540-898-5878 ESullivan@sdi-pc.com</p>	1-6	<p>City of Harrisonburg employees, and their authorized agents, may need to enter your property to perform some or all of the following investigative tasks; these activities may include but are not limited to: setting targets for photogrammetry, topographic & utility features and property boundaries, identification of wetlands, stream studies.</p> <p>City employees, and their authorized agents, may need to enter your property to perform utility surveys. The purpose of this exploration is to identify and locate existing subsurface utility type, size, and location within the project corridor. The activities involved in the upcoming utility survey include, but are not limited to: taking photographs, surveying, location of existing utilities, use of temporary utility location markers such as flags and/or temporary paint.</p>	Activity will Occur from January 13, 2025 through March 7, 2025