

Agenda
Board of Supervisors
Isle of Wight County
December 8, 2022

1. Call to Order (3:00 P.M.)
2. Invocation
3. Approval of Agenda
4. County Administrator's Report
 - A. Stormwater Billing for Homeowners' Associations
Discussion of Stormwater Billing for Homeowners' Associations
 - B. Sugar Hill Road/Route 17 Intersection
Discussion of Options for Consideration at the Intersection of Sugar Hill Road and Route 17
 - C. Peninsular Classic Motorcycle Event
Presentation re: Peninsula Classic Motorcycle Event at Heritage Park
5. Adjournment

ISSUE:

Discussion of Stormwater Billing for Homeowners' Associations

BACKGROUND:

Staff will present information regarding a potential program that would allow the use of stormwater funds for repair of BMP's owned by homeowners' associations. The homeowners' associations would responsible for paying the County for the repairs.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Per the Board's discussion.

ATTACHMENTS:

Description	Type	Upload Date
Application Instructions	Backup Material	12/6/2022
Grant Application	Backup Material	12/6/2022

Isle of Wight County Stormwater Management Grant Criteria and Instructions

APPLICATIONS ACCEPTED BEGINNING JANUARY 2023

The goal of the Stormwater Management Grant Program (SWMGP) is to promote the maintenance of privately owned neighborhood drainage systems and private stormwater management facilities in a manner that best supports the safety and general welfare of all County residents.

What is a Subdivision Stormwater System?

Subdivision drainage systems include drainage features such as inlets, pipes, vegetated or paved swales and outfall structures, located outside of the VDOT roadway, which move runoff originating on or off-site safely through residential areas in order to protect citizens and property. Roof and footing drains and privately installed on-lot drainage structures are not considered part of a subdivision drainage system.

What is a Stormwater Management Facility?

Stormwater management facilities, also known as retention ponds or Best Management Practices (BMPs), include controls that reduce the quantity of storm runoff and improve the water quality of the runoff. BMP components include, but are not limited to, inlets, pipes, vegetated or paved swales, ponds, bioretention features, embankments, outfalls and energy dissipation structures.

Available Grants

- **Design** – Funding provided for conceptual design to develop cost estimates for construction grants. An inventory of existing drainage pipe and structures, system condition assessment, and existing conditions mapping will be provided to define base conditions. An analytical review will be provided to plan corrective work as well as identify future maintenance costs for inclusion in a home owner's association (HOA) reserve study. Assessment may include a photo record or pipe video and documentation in GIS.
- **System Restoration** – Funding applies to repairs to maintain a drainage conveyance system as originally designed. Repairs do not include upgrades to improve the system function.
- **BMP Capital Maintenance** – Repairs to maintain a BMP as originally designed. Upgrades to provide retrofit opportunities may be applicable if applicable. Only non-routine maintenance or repairs will be considered.

PLEASE READ THIS APPLICATION PACKET CAREFULLY.

FAILURE TO DO SO MAY RESULT IN AN INELIGIBLE APPLICATION.

Documents and Information Needed to Complete This Application

The following items will be necessary in order to successfully complete this application. Incomplete applications will not be considered. Potential applicants are encouraged to meet with Stormwater staff in advance of the application due date.

1. A copy of the subdivision plat showing the area in question. The purpose of the plat is to determine the responsible party for any easements in the vicinity of the proposed project.
2. If an BMP Maintenance Agreement was not previously executed and available, then a signed copy of the Declaration of Covenants and Inspection /Maintenance of Drainage System Form is required. Any stormwater management facility retrofits or other substantial changes must be incorporated into the Declaration of Covenants
3. Written authorization from the property owners to apply for and negotiate the grant conditions.
4. For BMP Maintenance grants, applicants must request a copy of the latest BMP inspection report from the Stormwater Division. Capital maintenance repairs only will be considered. Minor routine maintenance is not eligible for reimbursement.

General Conditions for Applicants

1. All work must be completed within the timeframe specified in the executed grant agreement.
2. Projects will require local environmental permitting. Successful applicants will be advised of permit requirements.
3. Costs associated with the design, permitting, bidding and advertisement, construction and inspection of the proposed project can be funded as part of the project costs.
4. A BMP Maintenance Agreement is required as a pre-requisite for approval.
5. All applicants will be notified whether their applications have been accepted for matching grants.
6. For assistance Isle of Wight County will inspect funded projects during construction to ensure compliance with approved plans along with County guidance and policies.
7. All BMP maintenance and repairs will be accomplished in accordance with the approved as-built or construction files for the BMP.
8. For assistance with this application or to request a copy of the latest BMP inspection report, call the Stormwater Division at 757-365-1659 or email djennings@iwus.net.

Special Conditions for Applicants

For System Restoration Grants, fee simple ownership, or an HOA dedicated drainage easement should be present on the subdivision plat and include, in whole or in part, the structure(s) needing repair.

1. Prior to award of a grant, property owners adjacent to the structure(s) needing repair must provide the County with temporary written permission to access the infrastructure and the easement for the purpose of repair. The County and/or its designee will provide technical assistance for the repair. The County will not accept the drainage structures into the County's system.
2. Prior to award of a grant, an HOA must provide to the County the right to enter and inspect the stormwater and drainage facilities located in the generic easements that serve the neighborhood on private property. Access is necessary for the County and/or its designee to assess the infrastructure condition.
3. Participating HOAs must have a responsible and active association board.
4. County will manage bidding and construction and attempt to get a minimum of 4 quotes or advertise as an open Invitation for Bid.
5. Through this application, participating HOAs funded for design grants provide to the County the right to enter and inspect the stormwater and drainage facilities located in the drainage easements that serve the neighborhood.

Funding Criteria

Applications will be evaluated by a Grant Review Committee and based on the following:

Project Evaluation Criteria
PROPOSED PROJECT WILL:
Reduce potential for human <i>injury or illness</i>
Mitigate damage from runoff due to failed structure(s)
Mitigate impacts from ongoing erosion
Mitigate offsite impacts from failed structures
Address existing and potential damage to residential lots
Address runoff contributed from off-site
Implement an HOA* - Standard Form is Attachment 'A'
Support long-term maintenance of drainage system

Eligibility and Grant Amounts

Category	Design	System Restoration	BMP Capital Maintenance
Matching Funding Available	Up to \$20,000 per award 90% - 10% split (IOW – HOA)	Minimum of \$10,000 up to maximum of \$100,000 per award 50%-50% split	Minimum of \$15,000 up to maximum of \$150,000 per award 75%-25% split
Who Can Apply?	• Non-HOA Neighborhoods* (only if HOA is established/re-established within 3 months of application) • HOAs with Public Roads • HOAs with Private Roads		
Program Description	To aid drainage system owners in the inventory, inspection and maintenance of their facilities	To assist stormwater facility owners in the maintenance and repair of collector system components	To assist stormwater facility owners in the maintenance and repair of stormwater management facility components
Examples	A map of drainage structures with a condition assessment for each structure/ component	Replacement of broken concrete, crushed pipes, clearing of trees, resealing inlets or manholes, etc.	Replacing the trash rack, sealing the riser, lining the barrel, repairing emergency and/or principal spillway, planting a buffer, etc.
Projects Not Eligible	Facilities within the VDOT right-of-way	• Facilities within the VDOT right-of-way, • new drainage facilities not included in the original development plan and • projects disturbing one acre or more of area	Projects without a water quality benefit

Isle of Wight County Stormwater Management Grant Application

APPLICATIONS ACCEPTED BEGINNING MARCH 2023

Project Title: _____

Name of
Organization: _____

Address: _____

Contact
Person: _____

Email: _____

Phone: _____

HOA status (check one): ☐ Existing ☐ Future

If existing HOA: Does this neighborhood maintain the road system? ☐ Yes ☐ No

Project Location Street Address(s): _____

Project Description:

a. Briefly describe the issue:

b. Attach location map: Isle of Wight online mapping, Google Maps, Other

c. Is an easement present on the plat for the facilities in question? ☐ Yes ☐ No

To whom is the easement dedicated? _____

d. Attach photographs.

Isle of Wight County Stormwater Management Grant Application

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List any consultants (engineers, surveyors) providing services for this repair:

Name: _____

Phone: _____

Address: _____

Email: _____

Name: _____

Phone: _____

Address: _____

Email: _____

Describe prior actions taken, if any, to address the problem or improve the facility.

Type of Grant: (Design, System Restoration, or BMP Capital Maintenance) _____

Estimated Project Cost (including any design, permitting, engineering costs) if known: _____

Funding Requested in this application (n/a for Design): _____

Estimated Start Date: _____

Estimated Completion Date: _____

I/We, the undersigned, certify that the information provided in this form is true and accurate to the best of my/our knowledge and that I/we have signed with full authority of the _____ HOA/neighborhood.

Print: _____ Sign: _____

Print: _____ Sign: _____

For Non-HOA Applicants Only: I/We understand that work will not begin on any funded repair until the County is in receipt of our, the property owners, documentation of available funds for the total project cost and the necessary access permissions have been provided by the adjacent property owners to the County and/or its designee AND that a filing for creating an HOA has been submitted. (Need to reference all HOA Board members and provide notary for each)

Print: _____ Sign: _____

Print: _____ Sign: _____

Print: _____ Sign: _____

Print: _____ Sign: _____

Application Checklist

1. Are you an authorized agent (authorized to sign contracts) of an HOA? yes ☐ no ☐

Is the HOA active (holds meetings, elects officers, collects dues, etc.)? yes ☐ no ☐
3. Are you an owner of private property on which the repair work is proposed? yes ☐ no ☐
4. If this application is for a system restoration, is the system designed to collect and convey stormwater from multiple properties? yes ☐ no ☐
5. If this application is for a system restoration, is the drainage system within an easement or right of way owned by the Virginia Department of Transportation (VDOT)? yes ☐ no ☐
6. Have the proposed repairs been evaluated by a third party professional? yes ☐ no ☐
If yes, attach any report or summary to this application.
7. Is there a recorded easement or common area owned by the HOA at the location of the proposed repair work? yes ☐ no ☐
8. Is there an easement to provide for construction access to the location of the proposed repair work? yes ☐ no ☐
9. Do any proposed repairs involve adding drainage structures to the existing drainage system? yes ☐ no ☐
10. What is the current balance of your community's reserve fund? \$ _____
What percent is available for this effort? _____
11. Has any portion of the proposed repair work been initiated or contractually obligated? yes ☐ no ☐
12. Is the proposed work area within a wetlands, Resource Protection Area (RPA), conservation easement, or other restricted area? yes ☐ no ☐
13. Is a map or schematic of the condition or proposed improvement attached? yes ☐ no ☐

ISSUE:

Discussion of Options for Consideration at the Intersection of Sugar Hill Road and Route 17

BACKGROUND:

A Town Hall meeting will be held on Monday, December 5, 2022, to get citizens' feedback on transportation matters including the intersection of Sugar Hill Road and Route 17. The Board may wish to discuss the concerns expressed by citizens relative to the intersection and any potential next steps.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Per the Board's discussion.

ISSUE:

Presentation re: Peninsula Classic Motorcycle Event at Heritage Park

BACKGROUND:

George Greer, Peninsula Trailriders Inc. (PTI), will present information regarding a proposed motorcycle event at Heritage Park. The proposed event would be held in June 2023.

BUDGETARY IMPACT:

To be determined.

RECOMMENDATION:

Per the Board's discussion.