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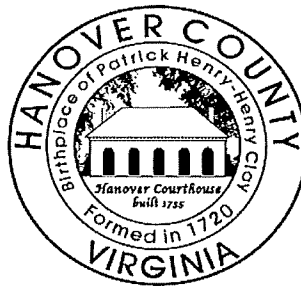
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P. O. BOX 470
HANOVER, VIRGINIA 23069
PHONE 804-365-6171

April 25, 2024

VIA E-Mail: PERMITS@TALLEYSIGN.COM
Talley Sign Company
C/O Mr. Keith Wagner
1908 Chamberlayne Ave.
Richmond, VA 23222

RE: SE2024-00006, Hum Panch Hotel, L.L.C.

Dear Mr. Wagner,

Planning staff has conducted a review of your application materials. Attached, you will find comments from other reviewing agencies. Your request has *tentatively* been placed on the Board of Supervisors' agenda for May 22, 2024. Please respond to the comments below no later than close of business on May 1, 2024, which is the submittal deadline for the May Board meeting. If responses are not received by the stated date, staff cannot assure that your request will be placed on the May agenda.

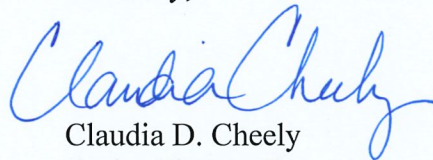
1. Please review the attached agency comments and provide written responses to all comments. Please address all comments that will require changes to the layout of the sketch plan because during site plan review, the layout will be required to be in substantial conformity with the sketch plan.
2. Please note that upward lighting is no longer permitted, so that feature must be removed from the depiction of the sign base on the submitted elevations. Please show that lighting removed, and add the height at the top of the new sign cabinet on the picture of the proposed highway/entrance sign. Resubmittals may be in the form of pdf files, sent to me via e-mail.
3. If you have not already done so, please contact the Beaverdam District Planning Commissioner, Edmonia Iverson (804) 449-6335, and Board of Supervisors member, Jeff Stoneman, (804) 467-4600, to explain your rezoning request and ask whether they have any specific questions or concerns

Mr. Keith Wagner
April 25, 2024
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regarding your request. Please also ask whether they want you to hold a community meeting. If so, please coordinate the date and time of this meeting with County staff and your district representatives so we are all available to attend. Please note that applicants that schedule community meetings **without** coordinating with the staff may be required to reschedule the meeting, which **may cause the application process to be delayed.**

If you have any questions, please contact me at (804) 365-6310.

Sincerely,



Claudia D. Cheely
Senior Planner II

/cdc
Att.



HANOVER COUNTY

Office of the Fire Marshal



Office (804) 365-6195
Fax (804) 537-5488

13326 Hanover Courthouse Road
P.O. Box 470 Hanover, VA 23069

fmo@hanovercounty.gov
Dispatch (804) 365-6140

FIRE PLANS REVIEW

JURISDICTION:	Hanover
TRAKIT FILE#	SE2024-00006
TO:	Claudia Cheely
FROM:	Lieutenant Paul Polivka Fire Plans Review Office 804-365-4858 Email: ptpolivka@hanovercounty.gov
SUBJECT:	HUM PANCH HOTEL LLC
DATE:	4-17-2024
TYPE OF REVIEW	SE 1 st Review
COMMENTS:	<ol style="list-style-type: none"> The Hanover Fire Marshal's Office has reviewed this property's Special Exception and has no comments.

ZONING STAFF MEETING

Department of Public Utilities Comments

CASE NAME: Hum Patch Hotel LLC

PROJECT #: SE2024-00006

PLEASE MARK THE APPROPRIATE BOX BELOW:

No Comment:

Comments Below:

DATE: 4/17/2024

REVIEWED BY: Kelley Heins-Ervin

The Hanover County Department of Public Utilities (DPU) has reviewed the above referenced special exception request and has no comments.

4/18/2024 11:54:11 AM (Planning Compliance Section, Jason Hazelwood)

Upward lighting needs to be removed from sign base.

4/1/2024 8:59:48 AM (Health Department, Lisa M Hill)

A hotel plan review application needs to be submitted to the health department. The hotel permit application was received on 3/28/2024.

4/16/2024 11:12:23 AM (Planning Development Review Section, Thomas Incorvaia)

No comment.

Community Meeting Guidelines

It is often recommended that applicants who file a zoning application for rezonings, Conditional Use Permits, or Special Exceptions arrange a community meeting with surrounding property owners. These meetings are particularly necessary for complex rezoning applications or cases with significant community interest.

What is the purpose of a community meeting?

A community meeting allows the applicant the opportunity to present their case to the community and obtain feedback from citizens who may have questions, concerns, or comments about the proposal.

When should the meeting be scheduled?

The applicant is responsible for scheduling the meeting, which shall include a date, time, and location. The Planning Staff recommends that applicants schedule the meeting after all agencies have conducted their initial review of the application and at least one month prior to the date the application is scheduled to be heard by the Planning Commission or Board. This timeframe should allow the applicant time to make any necessary changes to the application following the meeting and still meet applicable plan revision deadlines. The Planning Commission rules require that the meeting be scheduled prior to the advertisement date, which is 21 days prior to the meeting.

Who should be contacted to arrange for the meeting time?

The applicant should coordinate with their Planning Commissioner, Board of Supervisors representative, and Planning Staff to arrange the meeting time and location. Please note that applicants that schedule meetings without coordinating with the staff may be required to reschedule the meeting, which may cause the application review process to be delayed.

Where and at what time of day should the meeting be held?

The applicant is responsible for finding a location to hold the meeting. Potential locations often include churches, fire stations, and libraries.

The meeting should be held in the evening, Monday through Thursday, beginning around 6:00 pm. Meetings typically last from one to two hours, depending on the complexity of the case. Applicants should provide a sign-in sheet (prepared by staff) and an agenda for the meeting, setting aside time for a presentation and a review of the plan by the applicant, staff comments, and a question and answer period. A sample agenda is attached.

Who should be notified about the meeting?

The applicant should start by sending written notices to adjacent property owners as well as property owners adjacent to those owners. The applicant should work with staff to determine if it is appropriate to notify all of the residents within the subdivision (if the property is within a subdivision). It may also be necessary to notify representatives of nearby communities, such as the president of a homeowners association. It is helpful to include a copy of the proposed sketch plan or conceptual plan with the notice. This will allow citizens who may not be able to attend the meeting the opportunity to educate themselves about the nature of the project. Property owner information may be obtained from the County's website. (Contact staff for assistance in using this website.) The applicant should give adjacent property owners two weeks' notice of the meeting to allow them time to make arrangements to attend the meeting.

**Sample
Community Meeting Agenda
Date/Location
Hanover County Rezoning Case Number
Applicant: XXXX
Project name: XXXX**

1. Introductory Comments
2. Zoning Proposal - Applicant
 - a. Project Introduction
 - b. Project Description
 - c. Project Design Concepts
 - d. Project Impact Mitigation Measures
3. Review Process – Staff
4. Question and Answer – Applicant/Staff as appropriate
5. Closing Comments

During the meeting, the applicant should have a large copy of the plan/elevations that is visible for all meeting attendees or provide individual copies of the plan for everyone attending the meeting.

Once the meeting is complete, the applicant shall provide County staff with a copy of the sign-in sheet(s).