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## HANOVER COUNTY

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# PLANNING DEPARTMENT

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

April 25, 2024

VIA E-mail: [steve.raugh@timmons.com](mailto:steve.raugh@timmons.com)  
Steve Raugh  
1001 Boulders Parkway, Suite 300  
Richmond, VA 23225

RE: SE2024-00007, Hanover County School Board

Dear Mr. Raugh,

Planning staff has conducted a review of your application materials and provides the comments listed below. Attached, you will also 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 by **May 1, 2024**, which is the submittal deadline for the May meeting. Please submit a digital copy of the amended plans before submitting hard copies.

The following are Planning staff's comments regarding your request:

1. On the sketch plan:
  - a. Add the GPIN of the property and acreage.
  - b. Circle or highlight the trailers on Sheet DWG-1.
  - c. Regarding comments from the Fire Marshalls Office, please provide the following:
    - i. Details on the method to access all exterior points of the building from within 150 feet of an approved emergency fire apparatus access roadway. See The VSFPC (2021), section 503.1.1, for code information and exceptions.
    - ii. Add the following notes:
      1. "Approval of the fire lane markings is according to the attached fire lane detail. The fire lanes street markings are to be painted in both directions and parallel to each other. The FMO must approve all fire lane markings at the Certificate of Occupancy."
      2. "No landscaping shall be placed within a three-foot radius of any fire hydrant, fire pump test header, fire department connection for fire

protection systems, or fire suppression system control valve.  
Landscaping shall be of a type that will not encroach in the three-foot  
radius on maturity if the material.”

2. On the elevations:
  - a. Add materials and colors.
  - b. Add a date.
3. Please clarify the occupancy of the trailers and what classes will be held in them.
4. We are also still waiting on comments from VDOT and will forward those to you once we receive them.

If you have any questions, please contact me at (804) 365-6374.

Sincerely,



Brendan McHugh  
Planner

**ZONING STAFF MEETING**

**Department of Public Utilities Comments**

**CASE NAME: Hanover County School Board**

**PROJECT #: SE2024-00007**

**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.



# 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](mailto:fmo@hanovercounty.gov)  
Dispatch (804) 365-6140

## FIRE PLANS REVIEW

<b>JURISDICTION:</b>	<b>Hanover</b>
<b>TRAKIT FILE#</b>	<b>SE2024-00007</b>
<b>TO:</b>	<b>Brendan McHugh</b>
<b>FROM:</b>	<b>Lieutenant Paul Polivka Fire Plans Review Office 804-365-4858 Email: <a href="mailto:ptpolivka@hanovercounty.gov">ptpolivka@hanovercounty.gov</a></b>
<b>SUBJECT:</b>	<b>HANOVER COUNTY SCHOOL BOARD – Cool Spring Elementary</b>
<b>DATE:</b>	<b>4-17-2024</b>
<b>TYPE OF REVIEW</b>	<b>SE 1<sup>st</sup> Review</b>
<b>COMMENTS:</b>	<p>1. The Hanover Fire Marshal’s Office has reviewed this property's Special Exception and has the comments below to consider as the project moves forward.</p> <ul style="list-style-type: none"> <li>○ The submitted plan shall indicate the location of all required or existing fire hydrants after determining the number and distribution of fire hydrants: the VSFPC (2012), appendix C, Table C105.1.</li> <li>○ The average spacing between Fire hydrants shall not exceed that listed in VSFPC (2012), appendix table C105.1.</li> <li>○ Fire hydrants are required to be located within 400 feet of all portions of the building. VSFPC Code (2021), section 507.5.1</li> <li>○ Provide details on the method to access all exterior points of the building from within 150 feet of an approved emergency fire apparatus access roadway. See The VSFPC (2021), section 503.1.1, for code information and exceptions</li> <li>○ The approximate location of all required fire lane markings shall be indicated on the plans. Fire lanes between twenty and twenty-six feet in width shall be marked on both sides of the roadway. The required forms and installation instructions for the fire lane details can be obtained from Hanover Fire and EMS Office of the Fire Marshal website. <a href="https://www.hanovercounty.gov/1082/Plans-Review">https://www.hanovercounty.gov/1082/Plans-Review</a></li> </ul>



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## FIRE PLANS REVIEW

- Fire Lane details need to be added to the plan set. The required forms and installation instructions for the fire lane details can be obtained from Hanover Fire and EMS Office of the Fire Marshal website.  
<https://www.hanovercounty.gov/1082/Plans-Review>
- *The following Fire Lane note shall be added to the Fire General Notes on the plan set:*  
“Approval of the fire lane markings is according to the attached fire lane detail. The fire lanes street markings are to be painted in both directions and parallel to each other. The FMO must approve all fire lane markings at the Certificate of Occupancy.”
- *The following landscape note shall be added to the Fire General Notes on the plan set:*  
“No landscaping shall be placed within a three-foot radius of any fire hydrant, fire pump test header, fire department connection for fire protection systems, or fire suppression system control valve. Landscaping shall be of a type that will not encroach in the three-foot radius on maturity if the material.”
- If this project moves towards the site plan process, the applicant should be aware of the requirements of the Hanover Fire Marshal’s Office. Requirements can be found on the Hanover Fire and EMS web page:  
<https://www.hanovercounty.gov/1082/Plans-Review>.
- The Hanover County- Plans Review Guidelines and the Commercial Development- Checklist are in the Reference Plans Review Tab.

Status REC APPROVAL

**SE1 PUBLIC WORKS**

Group SE PERMIT 'ST REVIEW

Status REC APPROVAL

**SE1 ROUTING**

Returned 4/7/2024

Sent 3/26/2024

Due 4/7/2024

Returned 4/7/2024

Sent 3/26/2024

Reviewer Michael J Dieter

Remarks No comments

Reviewer Kimberlee Daniels




Sent By PJRC

Received By WMD

Sent By PJRC

Edit

Edit

STATUS	REVIEW COMPLETE	REMOVED	4/17/2024	SENT BY	RECEIVED BY	EDIT
 <b>SET HEALTH DEPARTM...</b> Group SE PERMIT 1ST REVIEW Status REC. APPROVAL	Reviewer <b>David Wachsmann</b> Remarks (no remarks)	Returned Sent Due Returned	4/17/2024 3/26/2024 4/19/2024 4/2/2024	Sent By Received By	PJRC PJRC	
 <b>SET PLANNING DEVEL...</b>	Reviewer <b>MADISON WILSON</b>	Sent	3/26/2024	Sent By	PJRC	