



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
Design Review Committee Agenda**

Board Room 250, Goochland County Administration Building

**Thursday, May 29, 2025**

Audio amplification devices available upon request

**5:30 P.M.**

- A. CALL TO ORDER & DETERMINATION OF QUORUM
- B. ELECTION OF OFFICERS
- C. OTHER BUSINESS
  - 1) Review of Design Review Committee Bylaws
- D. APPROVAL OF MINUTES – November 13, 2024
- E. ADJOURNMENT

## **Design Review Committee Bylaw amendments - 2025**

The following amendments have been made to the Design Review Committee (DRC) Bylaws for 2025:

1. The adoption and revision dates were removed from the first page and added to the last page of the Bylaws
2. Section 2.5 was amended to define “Board of Supervisors” as (“Board”) as the shortened version is used later in the document.
3. Section 4.1.2 was amended to add that a “member who is a caregiver who must provide care for a person with a disability at the time of the meeting” may participate electronically, as provided in the Virginia Code and as also adopted in the Bylaws of the Board and Planning Commission this year.
4. Section 4.2.1 was amended to add that for purposes of determining whether a quorum is physically assembled, “a remotely participating member counts toward the quorum if the member is participating remotely because either he/she is (i) a person with a disability, or (ii) a caregiver for a person with a disability.”
5. Section 5.3 was amended to allow citizens to use audio/visual material during citizen comment period and that the materials must be submitted by noon the day prior to the hearing to the clerk. Both the Board and the Planning Commission have adopted this provision in their Bylaws.

**Design Review Committee  
of the  
County of Goochland, Virginia**

Bylaws & Rules of Procedure

The following Bylaws and Rules of Procedure are adopted by the Goochland County Design Review Committee (“Committee”) to enable it to effectively carry out its duties and responsibilities and to facilitate the exercise of its authority and powers as outlined in the Goochland County Code.

**Article 1. Powers and Duties**

1.1 The powers and duties of the Committee are defined in Chapter 15, Section 15-434, of the Goochland County Code.

**Article 2. Officers and Membership**

2.1 The Committee shall organize and elect a Chair and Vice Chair at its annual meeting.

2.2 The Chair shall preside at all meetings of the Committee and shall decide all points of order or procedure.

2.3 The Vice-Chair shall assume the duties of the Chair in the Chair’s absence.

2.4 The offices of Chair and Vice Chair shall not be held by the same members for more than two (2) consecutive years.

2.5 The Committee is comprised of three (3) members, appointed by the Board of Supervisors (“Board”). Additionally, there may be up to two (2) at-large alternate members appointed.

2.6 At the discretion of the Chair, an alternate member may serve and vote in the event of an absence or an abstention of one of the three (3) members.

2.7 A member of the Committee shall notify the Chair as soon as possible, no later than twenty-four (24) hours prior to the meeting, when he/she will either be absent from a meeting or plans to abstain from participating in a particular matter. The Chair may, at the Chair’s discretion, choose an alternate member(s) who shall be notified as soon as possible by the Chair or member of the Planning Department if a member(s) plans to be absent from a meeting or plans to abstain from a vote.

2.8 Alternate member(s) shall be informed of all applications and shall receive all documents and other information given to the members in preparation for a meeting.

### **Article 3. Meetings**

- 3.1 All meetings shall be considered public meetings in accordance with State law; provided, however, meetings closed to the public may be held in accordance with the Virginia Freedom of Information Act.
- 3.2 The annual meeting of the Committee should be held in May or at such other time as the Board may designate. Such meeting shall be devoted to the election of officers for the ensuing year, a review of the Committee's bylaws, and such other business as shall be scheduled by the Committee.
- 3.3 In addition to the annual meeting, the Committee will meet on an "as needed" basis. If no cases are pending, no meeting shall be held, except for the annual meeting.
- 3.4 A quorum shall consist of a majority of the members and any action granting approval or denial of any application will require at least two concurring votes or a majority of the membership of the Committee. If disqualification of Committee members should occur as a result of the provisions of the State and Local Government Conflict of Interests Act, the remaining members shall have authority to act for the Board by majority vote. (Va. Code §2.2-3112(D)).
- 3.5 The order of business at all regular meetings of the Committee shall be as follows: (a) determination of quorum; (b) hearing of applications; (c) unfinished business; (d) new business; (e) action on minutes of previous meeting.
- 3.6 The Committee may by majority vote of a quorum of members adjourn a regular meeting to a date certain if all applications cannot be disposed of on the day set, and no further public notice shall be necessary for such a meeting.
- 3.7 Voting. At all meetings of the Committee, each member shall be entitled to cast one vote for each item under consideration. Voting shall be by voice, or when necessary by a show of hands, and need not be recorded by yeas and nays unless requested by a member of the Committee.

Committee members shall comply with the Virginia State and Local Government Conflict of Interests Act.

A tie vote on any motion means the defeat of the motion for lack of a majority vote. When a tie vote occurs and no other motion is passed on the item, the item shall be carried over to a time, date, and place specified by a majority vote of the Committee.

- 3.8 Motions. All motions made by a member shall require a second in order to be considered by the Committee.

### **Article 4. Remote Participation Policy**

- 4.1 Up to one Committee member may participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of section 4.2 below:

4.1.1 *Personal Matter.* If, on or before the day of a meeting, a Committee member notifies the Chair that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, and the Committee records in its minutes the specific nature of the personal matter, and the remote location from which the member participated. Upon receiving the request and qualifying information from such member, the Chair shall be authorized to approve the request. However, any member of the Committee may challenge the Chair's decision and request a roll-call vote on the approval of the member's request as the first order of business.

If the member's participation from a remote location is disapproved by the Committee because such participation would violate the policy contained in subsection B of this Rule, such disapproval shall be recorded in the minutes with specificity.

Such remote participation by a Committee member for personal matters is limited to two meetings per calendar year or 25 percent of the meetings of the Committee, whichever is greater.

4.1.2 *Medical Condition.* If a Committee member notifies the Chair that such member is unable to attend a meeting due to (i) a temporary or permanent disability or other medical condition, or (ii) a family member's medical condition that requires the member to provide care for such family member, or (iii) the member is a caregiver who must provide care for a person with a disability at the time of the meeting that prevents the member's physical attendance, ~~and~~ The Committee must record this fact and the remote location from which the member participated in its minutes.

4.2. Participation by a Committee member as authorized under section 4.1 shall occur only under the following conditions:

4.2.1 The Committee has adopted this written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this Rule. The policy contained in this Rule shall be applied strictly and uniformly, without exception, to the entire membership of the Committee and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

A quorum of the Committee is physically assembled at the primary meeting location however, for purposes of determining whether a quorum is physically assembled, a remotely participating member counts toward the quorum if the member is participating remotely either because he/she is (i) a person with a disability, or (ii) a caregiver for a person with a disability; and

The Committee makes arrangements for the voice of the member~~(s)~~ participating remotely to be heard at the primary meeting location.

### **Article 5. Rules of Procedure**

5.1 In order to have an orderly and efficient meeting, the Committee has adopted the following procedures for application hearings:

- (1) Description of the application

- (2) Applicant presentation
- (3) Citizen Comment Period (if the Committee desires)
- (4) Applicant Rebuttal (if needed)
- (5) Questions of applicant or staff and comments by the Committee members
- (6) Action by the Committee

5.2 *Applicant Presentations.* The applicant is granted ten (10) minutes to make a presentation to the Committee. The time used to respond to questions from the Committee will be excluded from the presentation time limits. The applicant shall have three (3) minutes of rebuttal time, if needed, after citizen comments. Specified time limits may vary at the discretion of the Chair.

5.3 *Citizen Comments.* The Committee may allow public comment for applications on the agenda. All persons who speak at the meeting shall approach the lectern, furnish their names and addresses to the Committee, and become parties of record.

A speaker shall only speak once on any item, unless the Committee asks the speaker to address questions. The speaker's comments must be relevant to the application before the Committee and should only address items relevant to the Committee's purview.

A speaker's time is limited to three minutes. The time used to respond to questions from the Committee will be excluded from the presentation time limits. Specified time limits may vary at the discretion of the Chair.

Neighborhood associations and other organizations may select a spokesperson to present their comments. At the sole discretion of the Chairman, a neighborhood spokesman may be allowed a set amount of time more than three minutes.

Persons who wish to present a video, audio, slides or other presentation as part of their remarks, must submit their materials electronically to the Planning Commission Clerk by noon on the business day before the Commission's meeting. Materials not timely received will not be allowed to be presented at the meeting.

Successive speakers who either support the application or who oppose the application are encouraged to address different issues and not be repetitive.

#### **Article 6. Records**

6.1 A file of all material and decisions relating to each case shall be kept by the Planning Office as part of the records of the Committee.

6.2 All official records of the Committee, as defined by the Virginia Freedom of Information Act, shall be open to inspection and copying under the terms of the Act.

#### **Article 7. Amendment of Bylaws and Rules of Procedure**

7.1 These Bylaws and Rules of Procedure may be amended at any meeting of the Committee provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

7.2 These Rules of Procedure may be suspended in whole or in part only upon a majority vote of the members of the Committee present at a meeting.

**Article 8. Procedural Compliance**

8.1 Only Committee members shall have standing to raise noncompliance with these Rules of Procedure, and only at the time of the violation. Failure of the Committee to comply with these Rules of Procedure shall not invalidate any action taken by the Committee. Procedural issues not covered by these Rules of Procedure may be guided by Robert's Rules of Order, newly revised. The failure, however, of the Committee to comply with Robert's Rules of Order shall not invalidate any action taken by the Committee.

Adopted: November 20, 2014

Revised: June 22, 2015

Revised: December 9, 2019

Revised: October 13, 2020

Revised: December 11, 2023

Revised: May 29, 2025

**Goochland County  
Design Review Committee Meeting  
Wednesday November 13, 2024  
Administration Building  
1800 Sandy Hook Road, Goochland VA 23063  
Conference Room 270**

The Goochland County Design Review Committee held a meeting on Wednesday, November 13, 2024 at 5:00 p.m. in Conference Room 270. Members present were Patience Armstrong, Paul Costello, Corey Dandridge and alternate Matt Brewer. Staff members present were Jamie Sherry, Jon-Mikel Whalen and Ashley Parker. Kyle Eldridge, Attorney with Sands Anderson PC, was present and served as outside counsel for Goochland County.

Mr. Dandridge called the meeting to order and declared a quorum.

**Introductions**

The Design Review Committee Clerk requested members, staff and the applicant provide brief introductions.

**Chair Resignation**

Mr. Dandridge resigned from his position as Chair of the Design Review Committee. Following his resignation as Chair, Mr. Dandridge expressed a desire to continue serving on the Committee.

**Election of New Chair**

Ms. Armstrong motioned to recommend Mr. Costello as Chair. Mr. Dandridge seconded the motion and Mr. Costello was approved as Chair with a 3-0 vote. Mr. Dandridge, Ms. Armstrong and Mr. Costello voted in favor of Mr. Costello as Chair.

**Approval of Minutes – July 16, 2024**

Ms. Armstrong motioned to approve the minutes from the July 16, 2024 meeting as amended with two changes. Ms. Armstrong requested the word “easter” on page two of the minutes, second to last paragraph, last sentence, be corrected to “eastern”. She also requested, on page three of the minutes, last paragraph prior to the motion, the minutes be corrected to provide Ms. Armstrong acknowledgment for the following comment which was credited to Mr. Costello: “He requested the six-foot fence be extended to align with the commercial roadway on the adjacent Henrico property so that the commercial and residential uses are clearly delineated”. Mr. Dandridge seconded the motion and the minutes from the July 16, 2024 meeting were approved as amended with a 3-0 vote. Ms. Armstrong, Mr. Dandridge and Mr. Costello voted to approve the minutes as amended.

**COA-2024-00011**

Mr. Whalen gave a presentation on COA-2024-00011 – Application by John & Janine Hoffer requesting a Certificate of Approval (COA) for a modification to the required building setback

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from Patterson Ave. for an office; professional use on Tax Map No. 63-1-0-180-B and Tax Map No. 63-1-0-180-0. The property is located at 12900 and 12904 Patterson Ave on the north line of Patterson Avenue within the Route 6/650 (Patterson Avenue/River Road) Overlay District. The properties are zoned R-3 (Residential, General). The COA is required by County Zoning Ordinance Sec(s). 15-435 and 15-444.

There were questions from the Committee regarding staff's presentation. Mr. Whalen responded to the Committee's questions.

Ms. Armstrong had questions regarding buffers. Mr. Hoffer and Ms. Jennifer Mullen, Attorney with Roth Jackson Gibbons Conklin, PLC, representing the applicant, addressed Ms. Armstrong's questions. Mr. Hoffer mentioned his intent is to demolish the dilapidated dwelling on the property and maintain the existing natural buffer.

Mr. Costello questioned how this request came before the Design Review Committee. Mr. Hoffer mentioned the process began with a rezoning attempt and was referred to the DRC by Mr. Cash for consideration of a modification to the required building setback.

Mr. Brewer had questions regarding setbacks as well as whether the parcels would remain separate. Mr. Hoffer mentioned they were in the process of a lot line vacation to combine the two parcels.

Ms. Jennifer Mullen, Attorney with Roth Jackson Gibbons Conklin, PLC, representing the applicant, gave a brief presentation. She mentioned the applicants' architects and engineers were also present to answer any questions if needed. She noted the applicants are Goochland residents and plan to use the building for their Financial Services Firm. Ms. Mullen stated this proposal is a great opportunity for a quiet office business that is compatible with the adjacent property and fits within the Overlay District. Ms. Mullen noted that the components of the plan as presented meet the requirements for the waiver and respectfully requested the Committee's approval of the COA.

There were questions from the Committee regarding setbacks and parking. Ms. Mullen and Mr. Whalen addressed the Committee's questions.

Mr. Costello mentioned the proposed office building is nicely designed. Mr. Brewer mentioned he feels the Hoffer's request is a great use of the property as proposed.

Ms. Armstrong motioned to approve COA-2024-00011 as presented for a modification to the required building setback. Mr. Dandridge seconded the motion and COA-2024-00011 was approved with a 3-0 vote. Ms. Armstrong, Mr. Dandridge and Mr. Costello voted to approve COA-2024-00011 for a modification to the required building setback.

### **Other Business**

There was no other business before the Committee.

### **Adjournment**

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Being no further business before the Committee, the meeting was adjourned at 5:25 p.m.

For a detailed transcript of the minutes for this meeting please visit:

<https://gochlandva.new.swagit.com/videos/340085>

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