



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

Conference Room 270, Goochland County Administration Building

**Wednesday, November 13, 2024**

Audio amplification devices available upon request

**5:00 P.M.**

A. CALL TO ORDER & DETERMINATION OF QUORUM

B. INTRODUCTIONS

C. CHAIR RESIGNATION

D. ELECTION OF NEW CHAIR

E. APPROVAL OF MINUTES:

July 16, 2024

F. SCHEDULED APPLICATION:

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

G. OTHER BUSINESS

H. ADJOURNMENT

**Goochland County  
Design Review Committee Meeting  
Tuesday July 16, 2024  
Administration Building  
1800 Sandy Hook Road, Goochland VA 23063  
Conference Room 270**

The Goochland County Design Review Committee held a meeting on Tuesday, July 16, 2024 at 5:30 p.m. in Conference Room 270. Members present were Patience Armstrong and Paul Costello. Corey Dandridge was absent. Staff members present were Jamie Sherry, Tara McGee, Ray Cash and Ashley Parker.

The Design Review Committee Clerk called the meeting to order and declared a quorum.

**Election of Officers**

Ms. Armstrong motioned to recommend Mr. Dandridge as Chairman. Mr. Costello seconded the motion and Mr. Dandridge was approved as Chairman with a 2-0 vote. Ms. Armstrong motioned to recommend Mr. Costello as Vice-Chair. Mr. Costello seconded the motion and Mr. Costello was approved as Vice-Chair with a 2-0 vote. Ms. Armstrong motioned to recommend Ms. Parker for Secretary. Mr. Costello seconded the motion and Ms. Parker was approved as Secretary with a 2-0 vote.

**Approval of Minutes – December 11, 2023 Special Meeting & December 11, 2023 Regular Meeting**

Ms. Armstrong motioned to approve the minutes from the December 11, 2024 Special Meeting as well as the minutes from the December 11, 2024 Regular Meeting. Mr. Costello seconded the motion and the minutes from the December 11, 2023 Special Meeting and the December 11, 2023 Regular Meeting were approved with a 2-0 vote.

**Review of Design Review Committee Bylaws**

Ms. Parker mentioned staff had no proposed changes to the current bylaws. They were placed on the agenda in case the Committee wished to address any concerns or make any changes. The Committee members did not wish to make any changes to the bylaws.

**COA-2024-00008**

Mr. Cash gave a presentation on COA-2024-00008 – Application by SP Real Estate Holdings, LLC requesting a Certificate of Approval (COA) to amend COA-2023-00011 related to design and parking exceptions for an automobile dealership on Tax Map No. 59-3-2-F-P7. The property is located at 12501 Broad Street Road on the south line of Broad Street Road at the Goochland County Border with Henrico County, and within the Centerville Village Overlay District. The property is zoned B-1 (Business, General), with proffered conditions. The COA is required by County Zoning Ordinance Sec. 15-435.

Design Review Committee

Minutes

July 16, 2024

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

Mr. Costello had questions regarding the topography of the site. Dave Kaldy, with Archall Architects, responded to Mr. Costello's questions.

Mike Rothermel, Attorney with Spotts Fain PC, gave brief introductions. Present on behalf of the applicant were Andrew Bowman with SilverCore Land Development Consultants, Bill Kimpel with Renier Construction and Dave Kaldy with Archall Architects.

Mr. Kaldy briefly went over changes made to the application to include elevations, removal of the parking structure, fencing, buffers, retaining walls, grading and landscaping.

There were questions from the Committee. Mr. Kaldy responded to the Committee's questions.

There was discussion about the future use of the adjacent site located in Henrico County. Mr. Costello questioned why there was no landscaping proposed along the aluminum fence? Due to the limited space available for landscaping along the fence line, Mr. Costello suggested planting decorative shrubs.

Mr. Costello noted a letter received from Henrico County date July 15, 2024 with comments related to COA-2024-00008. He requested staff's opinion on Henrico's comments. Mr. Kaldy mentioned the applicant feels they have done a great deal to address the viewshed from Henrico. Ms. Sherry and Mr. Cash emphasized the constraints of the site and noted the previous approval for commercial development was received prior to the adjacent development currently being constructed in Henrico.

Mr. Costello expressed interest in a more robust landscape plan. Mr. Joey Huang, applicant, agreed with Mr. Costello and noted his desire to be a good neighbor. Mr. Rothermel noted the site is extremely challenging. Due to the tightness of the site, the applicant is unable to accommodate Henrico's request to remove a row of perpendicular parking along the eastern property line to allow for a 20' landscape buffer.

Mr. Costello questioned if the determination made by the Committee for this case sets precedent for future cases? Ms. McGee responded to Mr. Costello's question and noted the determination made is unique to this application. Mr. Rothermel cited the Goochland County Code of Ordinances Sec. 15-434. "In order to allow for reasonable expansion of existing structures, and to allow flexibility in the application of the design and development standards applicable to overlay districts, the design review committee may grant reasonable deviations from the design standards if the site's topography, configuration, or other unique circumstances prevent full compliance with the requirements. In such cases, the design review committee may impose conditions that will accomplish the purpose of the requirements to the maximum extent practicable." Based on this code language, he agreed with Ms. McGee that the Committee's determination is unique to the application before them. He noted if the applicant were to accommodate Henrico's requests, the site would be undevelopable.

Design Review Committee

Minutes

July 16, 2024

There was discussion from the Committee. Mr. Costello expressed a desire for the applicant to work with the landscape plan to introduce some low-lying planting buffers.

Ms. Armstrong requested an enhanced buffer along the back section of the property to provide better screening of the parking lot. She suggested removing the trees from the islands and relocating them to the edge of the property to provide additional screening from the Henrico property. Mr. Rothermel mentioned often times staff want to see islands breaking up the parking area. Mr. Cash agreed, noting there are interior landscaping requirements and the applicant's proposal is consistent with other parking areas in the county. Mr. Kaldy noted the staggered placement, height and distance of the islands is well thought out. Sight lines were very specifically accounted for from the town homes on the adjacent property.

Mr. Costello questioned the security of the site based on the change from parking deck to open parking. Mr. Huang mentioned cameras, secure lighting and limited access to the rear parking lot will address security concerns.

Mr. Costello questioned if the landscaping and lighting plans would be administratively approved? Mr. Cash confirmed those items would be administratively approved.

Mr. Costello noted due to the uniqueness of the property the Design Review Committee can continue to provide relief to the applicant. 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. He also requested one row of small shrubs be added to continue down the side of the black aluminum three-foot fence. All other items may be administratively approved. Ms. Armstrong noted her approval of the south elevation because it is in keeping with the rest of the design elements of the building.

Mr. Cash stated staff would consider the proposed elevations consistent with what was approved previously. Color scheme and building materials are satisfactory.

Ms. Armstrong motioned to approve COA-2024-00008 as presented with the following conditions:

- 1) The applicant will work with staff to adjust the fence transition to align with the adjacent commercial East/West drive.
- 2) The applicant will work with staff to adjust the landscape plan to include plantings along the aluminum fence.

Mr. Costello seconded the motion and COA-2024-00008 was approved with a 2-0 vote.

### **Other Business**

There was no other business before the Committee.

Design Review Committee  
Minutes  
July 16, 2024

### **Adjournment**

Being no further business before the Committee, the meeting was adjourned at 7:32 p.m.

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

<https://gouchlandva.new.swagit.com/videos/310852>

DRAFT



# CERTIFICATE OF APPROVAL APPLICATION COUNTY OF GOOCHLAND, VIRGINIA

Planning and Zoning Office  
P.O. Box 103  
Goochland, VA 23063

Phone: (804) 556-5860

Web: [www.co.goochland.va.us](http://www.co.goochland.va.us)

FAX: (804) 556-5654

Application File Date: <u>9-12-24</u>	Fee paid: \$ <u>500.00</u>
Application No.: <u>COA- 2024-00011</u>	Receipt No.: <u>REC-007059-2024</u>

### Application Requirements

The following forms must be filled out completely and submitted or the application may not be accepted:

1. A Certificate of Approval Application with full answers to every statement and question. The application must be signed by a Property Owner, Applicant, or Representative named below.
2. A Certificate of Approval Application Checklist with full answers to every statement and question.
3. The Application Fee is required at the time of application. (See Fee Schedule for more information.)
4. Three (3) sets of collated copies of all information.

### Applicant(s) Information

Name of Property Owner: <u>John and Janine Hoffer</u>	Telephone: <u>804-270-7877</u>
Address: <u>13263 Apdon Court</u>	Cell phone: <u>804-986-8517</u>
<u>Richmond, VA 23238</u>	FAX: <u>804-270-7811</u>
E-mail: <u>coryhoffer5@gmail.com</u>	

Name of Applicant: <u>John and Janine Hoffer</u>	Telephone: <u>804-270-7877</u>
Address: <u>13263 Apdon Court</u>	Cell phone: <u>804-986-8517</u>
<u>Richmond, VA 23238</u>	FAX: <u>804-270-7811</u>
E-mail: <u>coryhoffer5@gmail.com</u>	

Name of Representative: <u>Kerry Hutcherson</u>	Telephone: <u>804-516-8910</u>
Address: <u>9910 Wagner's Way</u>	Cell phone: <u>804-516-8910</u>
<u>Chesterfield, VA 23832</u>	FAX: _____
E-mail: <u>kerry@rudycorner.com</u>	

*Disclosure of Real Parties in Interest. Provide completed disclosure form(s).*

### Property Information

Street Address: <u>12900 &amp; 12904 Patterson Ave</u>	Zoning: <u>R-3</u>
GPIN Number: <u>7724-03-4434 &amp; 7724-03-2359</u>	Acreeage: <u>1.968 total</u>
Overlay District: <u>River Road</u>	
Existing Use: <u>Residential</u>	

*Are there any deed restrictions? If yes, attach copy of deed restrictions. Date restrictions expire: \_\_\_\_\_*

The undersigned  Owner  Applicant authorizes entry onto the property by Goochland County employees during normal discharge of their duties in regard to this request.

Cory Hoffer  
Signature

[Handwritten Signature]  
Print Signature

## Written Description of Proposed Physical Improvements

~~Combine 12900 and 12904 Patterson Avenue lots and rezone "RO" for purposes of housing our financial planning firm. Proposing a renovation and addition to the existing 1300 sq ft home located at 12904 Patterson. Renovation will add a second floor of approximately 1300 sq feet and an 800 sq ft bump out to the rear (north) of the existing structure. Proposed total square feet of finished building is approx 3400 sq ft. Add proposed asphalt drive and parking lot to the east of the existing structure.~~

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## Project Information

1. Proposed use(s): Office use, professional office.
  2. Hours of operation: 9AM to 5PM, Monday through Friday
  3. Proposed name of development or business: Business name: Hermitage Wealth Management, Inc.
  4. Estimated number of patrons/clients/patients/pupils/etc.: 1 client per day, or 5 customers per week
  5. Proposed number of employees/attendants/teachers/etc.: 7 total employees
  6. Description of building façade and architecture of proposed new building or additions: Facade of building will be completely redone with hardie board and batten siding (vertical) with a roof of architectural asphalt and standing seam metal. The structure will be consistent with a "modern farmhouse" design.
  7. Square footage of the building: 3400
  8. Required parking spaces: 12
  9. Explain how the proposal is compatible with the surrounding area and the applicable Overlay District: The proposal aligns the zoning code consistent with zoning of Creekmore Office Park located adjacent to the east. Richmond Country Club is located adjacent to the west, also fronting Patterson Avenue. The facade and architecture of the building will be consistent with Creekmore Office Park. The property has a natural berm bordering Patterson Ave that obstructs most views of the building and proposed parking area. The buildings located at 12900 Patterson will be demolished, application/permits currently pending.
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## Additional Comments/Remarks

Please reference the attached "DRC\_Submittal..." for site map, site views, perspectives, building materials, etc.  
12904 Patterson Ave is currently under contract by sellers Ronald and Kimberley Baumgartner to buyers Cory and Janine Hoffer. Cory and Janine Hoffer currently own 12900 Patterson Ave. Baumgartner (current owner of 12904 Patterson Ave) Power of Attorney for rezoning application is currently on file with Goochland Country.

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## Certificate of Approval Process

Completed Certificate of Approval applications shall be filed with the Planning and Zoning Office. Once the application is deemed complete, Goochland County staff has ten (10) working days to approve or deny the application.

## Administrative Appeal

A decision or any portion of a decision rendered by Goochland County staff may be appealed to the Design Review Committee. Written notice of an appeal must be submitted to the Planning and Zoning Office within thirty (30) days of the COA administrative approval or denial. The Design Review Committee meets as needed on the fourth Monday of the month (except November and December) in the Board Meeting Room (Room 250) in the Goochland Administration Building at 5:30 p.m. *The applicant or their representative must be present at the meeting to answer any questions from the Committee.*

# CERTIFICATE OF APPROVAL APPLICATION CHECKLIST

## APPLICANT AGREEMENT & SIGNATURES

**\*\*Applicant must read and sign\*\***

- Each application package must contain three (3) folded, collated copies of all plans and documents submitted. Photographs, manufacture specifications or samples of exterior building materials is required. All submittal items become the property of Goochland County.
- All information in this application/checklist is required, unless specifically waived by Goochland County staff. Additional submittal materials may be required. The application is not complete without this checklist, completed and including the required information indicated on the checklist.
- Applicants and/or property owners may be required to post bonds or sureties for streetlights, sidewalks, or other improvements approved with the Certificate of Approval.

*In representing the above referenced firm submitting this application for review, I hereby state that the information provided in this application, and all accompanying information, is accurate, true and correct to the best of my knowledge, and that the attached plans contain all information required by the checklist.*

  
\_\_\_\_\_  
Applicant Signature

07/30/2024  
\_\_\_\_\_  
Date

Cory Hoffer  
\_\_\_\_\_  
Print Name

## CHECKLIST INFORMATION AND MATERIALS

The following information must be provided, in sets of three (3), unless specifically waived by the Planning Director or the DRC. Additional submittal materials may be required by the Planning Director or the DRC. Incomplete packages may not be accepted.

- Site Plan.** A site plan drawn to scale (engineer/survey preferred) with the project name, all existing and proposed improvements, and other information including but not limited to:
  - engineering firm information, revision date(s) (if applicable)
  - approximate location of all BMPs (if applicable)
  - existing rights-of-way, access easements, and driveways
  - boundary dimensions and distances
  - existing and proposed parking areas with aisles, handicap spaces, access (if applicable)
  - sidewalks (if applicable)
  - signage
  - fencing (if applicable)
  - all required zoning setbacks and overlay district setbacks
- Elevations.** Architectural elevations of all sides of the building(s) drawn to scale (architectural preferred) noting building materials and colors. These plans should provide a basic understanding of the design, style, materials, scale and color of the proposed work.
- Overlay District Improvements.** Plans for streetlights, sidewalks, or other improvements that may be required by Overlay District regulations. Additional costs, sureties or bonds may be required for streetlights and/or sidewalks if the property is located in an Overlay District.

- N/A  **Signs.** Provide a colored rendering showing the size and shape of the sign and support structures, the style and location of the lettering and graphics, and the base and/or frame of the sign. Please include:
  - location
  - related landscaping
  - illumination type, intensity, and color

- N/A  **Landscaping.** A landscape plan for required plantings. Please specify:
  - all proposed landscaping: tree/shrub name, type, size (not pot size), and location
  - location of existing tree lines - individually identify existing trees 6-inch caliper or greater in size
  - buffers widths
  - irrigation systems

- N/A  **Lighting.** An exterior lighting plan (if applicable). Plans must specify:
  - location of all proposed pole, wall, ground, sign, and other lighting on the site
  - detail descriptions of proposed lighting fixtures, including manufacture’s “cut sheets” for all proposed fixtures, and information on illumination type, intensity, style, shielding, color and height
  - photometric plan including all fixtures, showing that lighting does not exceed the required foot candles at property line
  - demonstration that lighting plan has been coordinated with landscape plan

- Building Materials and Colors.** A photograph, manufacture specifications, or exterior building material samples for the proposed building(s) and site:
  - color chip samples
  - brick/block samples
  - siding/trim/roofing samples and colors

Photographs or drawings relating the proposed improvements to the surrounding streetscape.

Attached list of all Conditional Use Permit, Zoning Proffer, or previous COA requirements.

The applicant may submit additional information/material that will make the conceptual plan review more productive. Drawings or other submittal items that clarify topography, visibility, utilities, landscaping, or other unique or unusual conditions are welcome.

**Certificate of Approval (COA) Fee Schedule**

- Minor site improvements (i.e., signs, fences, outbuildings, walls, exterior lighting, façade/roof changes, etc.)..... \$50.00
- Major site improvements:
  - Expanding the footprint of the existing building.....\$250.00
  - New construction.....\$500.00
- COA Appeal.....\$500.00



# Special Limited Power of Attorney

## Goochland County, Virginia

1800 Sandy Hook Road Ste 270, Goochland, Virginia 23063  
Goochland County Web Site: <http://www.co.goochland.va.us>

Mailing Address: Planning Department, P. O. Box 103, Goochland, VA 23063 Phone (804) 556-5860 Fax (804) 556-5654

Know all men by these presents: That I (We)

(Name): Ronald E Baumgartner Jr (Telephone): 252-622-7965

(Address): Kimberly Baumgartner  
12904 Patterson Ave, Richmond VA 23238

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Goochland, Virginia, by

Instrument No. 22 000 3825, on Page 57, and is described as

Parcel: 180 Lot: \_\_\_\_\_ Block: 1 Section: 1 Subdivision: \_\_\_\_\_

do hereby make, constitute and appoint: PD 63-1-0480-0

(Name): Cory and Janine Hoffer (Telephone): 904-475-3900

(Address): 13263 Apton Ct, Richmond VA 23238

To act as my true and lawful attorney-in-fact and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- |   |   |                                |
|---|---|--------------------------------|
| <input checked="" type="checkbox"/> Rezoning (including proffers) | <input checked="" type="checkbox"/> Certificate of Approval | Final Subdivision              |
| <input type="checkbox"/> Provisional Use Permits                  | <input type="checkbox"/> Variance                           | Subdivision Construction Plans |
| <input type="checkbox"/> Conditional Use by Special Exception     | <input type="checkbox"/> Landscape Plan                     | Conditional Subdivision        |
| <input type="checkbox"/> Plan of Development                      | <input type="checkbox"/> Tentative Subdivision              | Building Permit(s)             |
| <input type="checkbox"/> Other _____                              |   |                                |

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified. In witness thereof, I (we) have hereto set my (our) hand and seal this 11 day of September, 2024.

Signature(s) Ronald E. Baumgartner Jr  
Kimberly Baumgartner



State of Virginia, City/County of Henrico, To-wit:

I, Anne Fontaine Maury, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this 11 day of Sept 2024.

My commission expires: 05/31/2027

Anne Fontaine Maury  
Notary Public



# GOOCHLAND COUNTY VIRGINIA

## DEPARTMENT OF COMMUNITY DEVELOPMENT

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**To:** Design Review Committee

**From:** Jon-Mikel Whalen, Plan Reviewer

**Date:** November 1, 2024

**Meeting Date:** November 13, 2024

**Subject:** COA-2024-00011

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### **COA-2024-00011**

**Applicant:** John & Janine Hoffer

**Project:** Hermitage Wealth Office (Office)

The Applicants (John and Janine Hoffer) are requesting a Certificate of Approval (COA) for an office use on Tax Map Parcels 63-1-0-180-0 and 63-1-0-180-B (Property). The project is in the Route 6/650 (*Patterson Avenue/River Road West*) Overlay District. As submitted, parts of the application are not able to be administratively approved. The items not meeting the overlay provisions include:

1. Overlay District Setback Requirement (Sec. 15-444.B.1)

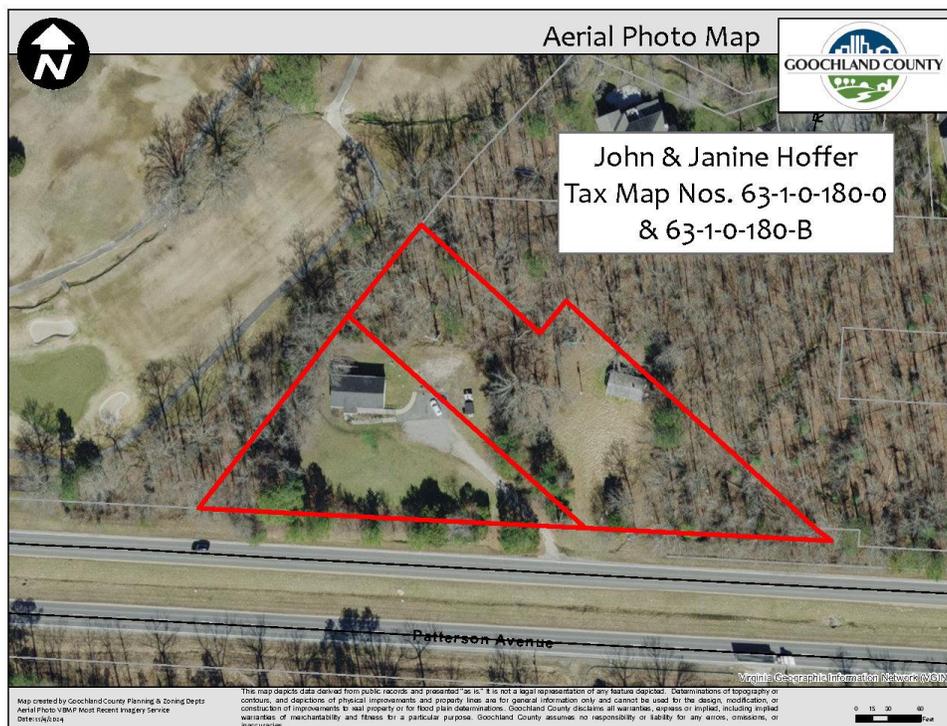
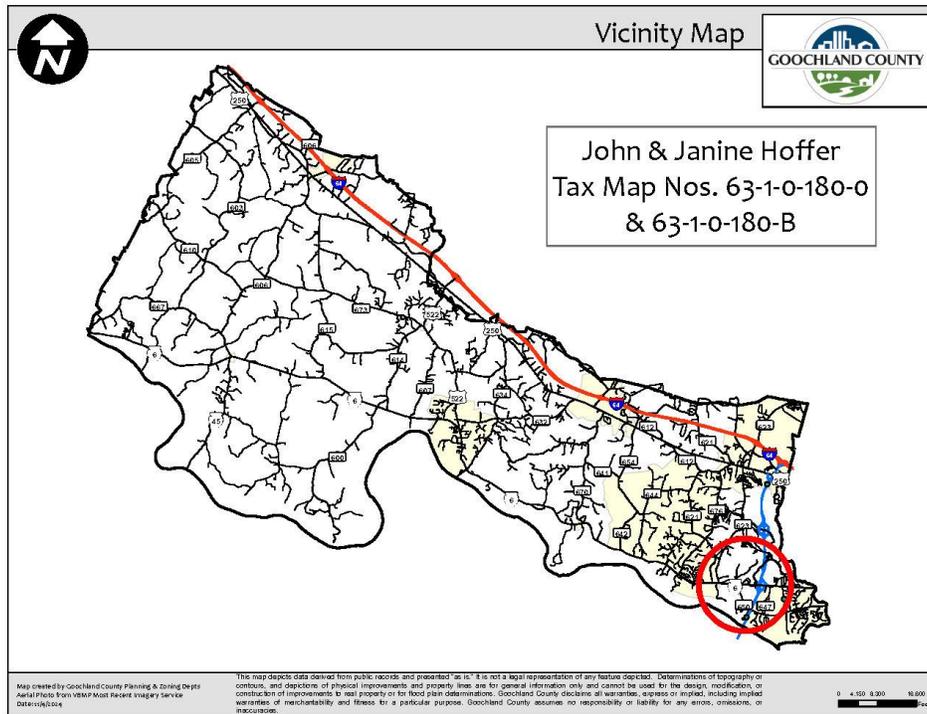
The Property is currently zoned Residential General (R-3) with an existing house. The Applicants intend to utilize the site and house (with some remodeling) for an office. There is a pending zoning application to rezone the Property to Residential Office (R-O). The Applicants seek approval of this modification prior to the rezoning as relief to the specified overlay setback standard may only be granted by the Design Review Committee (DRC). Should the DRC grant a modification, approval of the rezoning application and a Plan of Development (POD) would still be required.

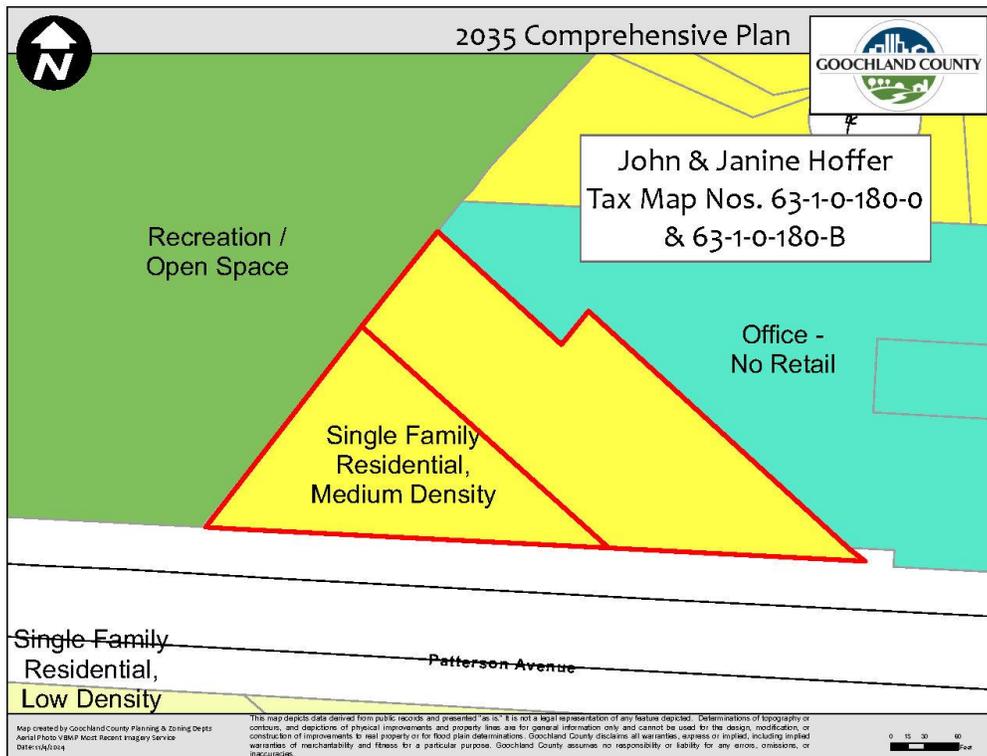
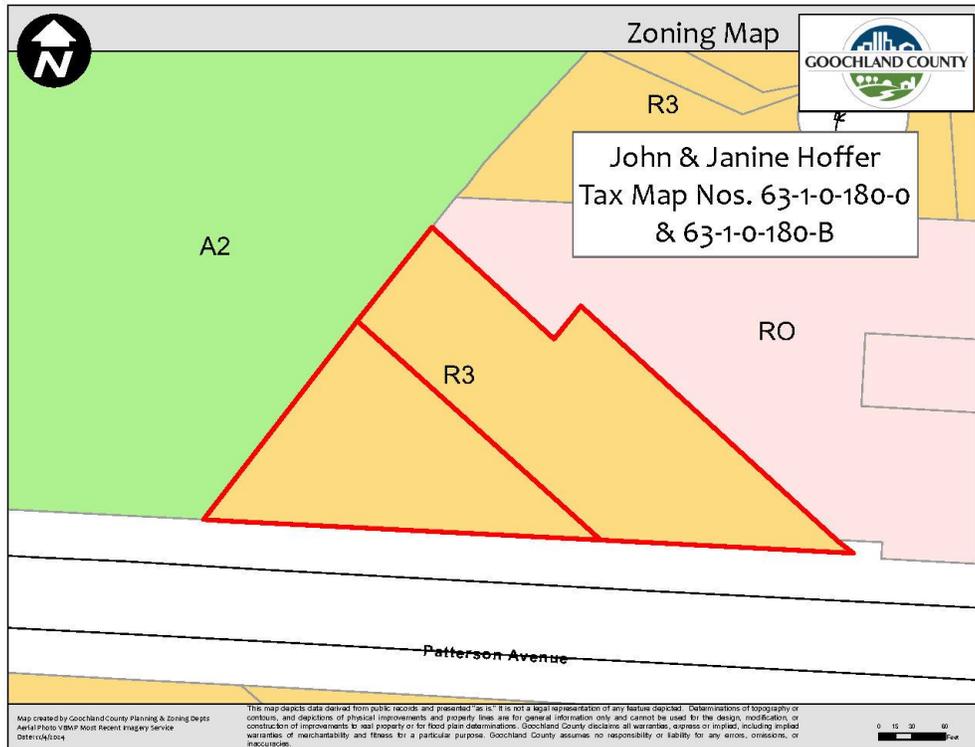
To allow for flexibility in the application of the design and development standards applicable to overlay districts, the design review committee may grant reasonable deviations from the design standards if the site's topography, configuration, or other unique circumstances prevent full compliance with the requirements. In such cases, the design review committee may impose conditions that will accomplish the purpose of the requirements to the maximum extent practicable.

### **Site Location**

The Property is located at 12900 and 12904 Patterson Ave on the north side of Patterson Avenue. The Property is zoned R-3 (Residential, General). As zoned the Property will not permit the proposed office use, but the applicant intends to rezone to R-O (Residential Office) to match the neighboring Creekmere Office Park and allow the proposed office use by right. Both parcels comprising the Property (63-1-0-180-0 and 63-1-0-180-B) are owned by the Applicants. The items under committee review with this

application relate to the setback for the proposed office and the applicant's intention to utilize the existing structure on Tax Map 63-1-0-180-0.

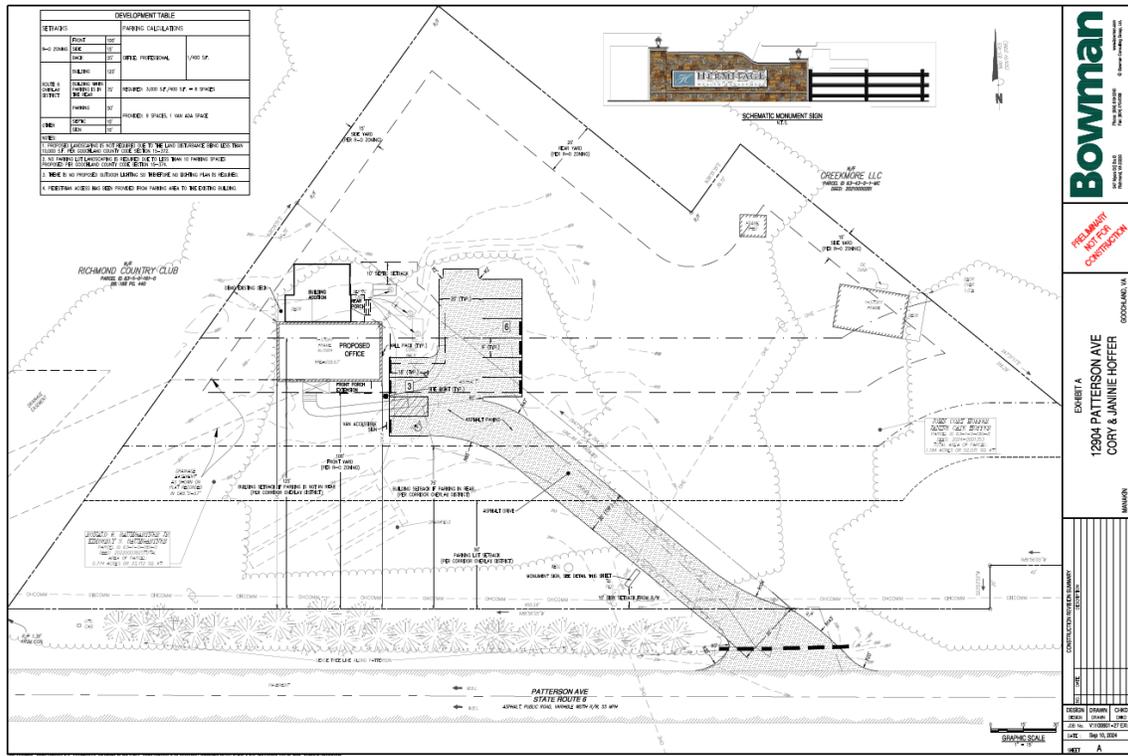




**EXISTING SITE CONDITIONS**



**SITE PLAN (APPLICANTS)**



## **Items for Modification Consideration**

### **Route 6/650 Entrance Corridor Overlay District Development Standards (Sec. 15-444.B.1)**

The building location proposed by the Applicants does not conform to the overlay requirements. The applicable subsection for which a modification is being sought from the DRC is provided and discussed below:

1. **Modification to Sec. 15-444.B.1. Site Design – Landscape Standards.** The ordinance modification needed is as follows:

A 25 foot reduction to the required 125 foot setback from the Patterson Avenue right-of-way for a building located in the Patterson Avenue/River Road West Corridor (Overlay).

The Applicants' site plans, demonstrates that the existing building and related building improvements would meet the 100 foot front yard setback requirements for the requested R-O zoning district. However, along this corridor the design overlay requires a 125 foot setback from the Patterson Ave. right-of-way (Sec. 15-.444.B.1.). The Applicants have not proposed any additional landscaping or other site improvements to mitigate this reduction. Staff does note that the elevations submitted for the building would comply with the standards of the overlay and have been approved administratively.

If the DRC was to accept the requested modification to the setback provisions, it would allow the applicant to repurpose and improve an existing building which complies with the character and appearance along the Route 6 corridor.



### **Landscaping**

A Landscape Plan was not submitted by the Applicants, but they have stated the intent to use the existing vegetation along Patterson as well as surrounding both parcels to meet any landscape requirements along the frontage, perimeter of the site, and the parking lot. Compliance with the landscaping requirements will be evaluated at the time of Plan of Development (POD) review. Should the DRC request any changes to this plan as proposed or as conditioned by the modification approvals the Applicants would be required to submit updated plans to staff for review to ensure compliance with the DRC action.

### **DRC Action:**

The Design Review Committee can approve, deny, or defer action to a later meeting. Conditions may be imposed to accomplish the purpose of the ordinance (Sec. 15-434.B.6).