



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

**BOARD OF  
ZONING APPEALS**

April 15, 2026

Robert and Ingrid Van Orden  
5508 Toddsbury Road  
Richmond, VA 23226

Katie Cortez  
5506 Grove Avenue #119  
Richmond, VA 23226

To Whom It May Concern:

**RE: BZA 11-2026 (CONTINUED FROM APRIL 1, 2026 MEETING)**

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on **Wednesday, May 6, 2026 at 1:00 PM** in the 5<sup>th</sup> Floor Conference Room, City Hall, 900 E. Broad Street to consider an application for a building permit to construct an addition to an existing single-family (detached) dwelling at 5508 TODDSBURY ROAD (Tax Parcel Number W020-0131/010), located in an R-4 (Single-Family Residential) District. This meeting will be open to in-person participation with a virtual option. The public will have the option to provide their comments by teleconference/videoconference via Microsoft Teams, or in writing via email as indicated below.

Please be advised that the applicant or applicant's representative is required to participate in the subject public hearing either by teleconference/videoconference or in person. For teleconference participation call 804-316-9457 and entering code **335 778 747#**. For video access by computer, smart phone or tablet visit <https://richmondva.legistar.com/Calendar.aspx>. Select the Board of Zoning Appeals drop-down and 2026 drop-down, click meeting details for May 6, 2026 meeting and then click video access. In the event you have difficulty accessing a public hearing you may contact Mr. William Davidson at 804-396-5350 or by email at [Chuck.Davidson@rva.gov](mailto:Chuck.Davidson@rva.gov) for assistance. The Board of Zoning Appeals Rules of Procedure provides that in the case of an application for a variance or a special exception, the applicant, proponents or persons aggrieved under §15.2-2314 of the Code of Virginia, shall be permitted a total of six (6) minutes each to present their case. The Board of Zoning Appeals will withhold questions until the conclusion of the respective presentations. For the purposes of the record it also requested that before addressing the Board you identify yourself and spell your name.

Finally, when you submitted your application to the zoning office you were given an handout entitled, Suggestions for Presenting Your Case to the Board, which indicated that you should discuss your request with your neighbor(s) and neighborhood

BZA 11-2026  
Page 2  
April 15, 2026

association(s) prior to appearing before the Board of Zoning Appeals. Contact information for civic group(s) can be found by navigating to the Civic Group webpage of the City's website at <https://www.rva.gov/planning-development-review/civic-groups>. Once there, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, simply scroll down the page to the appropriate group(s) to find the contact information for each. The Board understands that given the current situation it is not practical to conduct face-to-face discussions with either your neighbors or neighborhood association(s) but the Board requests that you make a good faith effort to provide them with relevant information regarding your case.

If you have any questions regarding the Board's procedures or any issue involving presentation of your case, please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Roy W. Benbow".

Roy W. Benbow, Secretary  
Phone: (804) 240-2124  
E-mail: [Roy.Benbow@rva.gov](mailto:Roy.Benbow@rva.gov)

cc: Zoning Administrator

Notice of this meeting is being sent to the persons whom the Board of Zoning Appeals believes to be property owners in the immediate vicinity of the property concerned in this application. This notice is for their information only, and there is no need for them to appear unless they so desire. The Board will, however, welcome such views as any persons care to express during the hearing on this application.

5506 Toddsbury Road Llc  
Post Office 8441  
Richmond, VA 23226

Bentley Kia J Trustee Trust & Truman  
Martha L Trustee Trust  
506 Seneca Road  
Richmond, VA 23226

Brodeck Daniel And Margaret Nexsen  
410 Seneca Rd  
Richmond, VA 23226

Cann Courtenay W Trustee  
5511 Queensbury Rd  
Richmond, VA 23226

Crampton Robert And Glancey Tessica  
504 Seneca Rd  
Richmond, VA 23226

Deshazo Jean And Billy  
5502 Toddsbury Rd  
Richmond, VA 23226

Gatesman Travis L And Mandy Lee  
508 Seneca Road  
Richmond, VA 23226

Gemmell Patrick J  
5505 Toddsbury Rd  
Richmond, VA 23226

Hardison Angela D  
408 Seneca Rd  
Richmond, VA 23226

Jarvis Kathryn C  
5503 Toddsbury Rd  
Richmond, VA 23226

Lyons William J & Luanne R  
5507 Toddsbury Rd  
Richmond, VA 23226

Menees James S And Shaila C  
5509 Toddsbury Rd  
Richmond, VA 23226

Quinn Sean M And Kristin K  
406 Seneca Road  
Richmond, VA 23226

Rogers Nancy N  
5507 Queensbury Rd  
Richmond, VA 23226

Schaaf E Matthew Iv And Katherine P  
Wilder  
5503 Queensbury Rd  
Richmond, VA 23226

Seese Gilbert T Iii And Rachel C  
500 Seneca Rd  
Richmond, VA 23226

Smith Hallie D  
5509 Queensbury Rd  
Richmond, VA 23226

Sparks Philip And Ann  
502 Seneca Rd  
Richmond, VA 23226

Stout Martha L  
5504 Toddsbury Rd  
Richmond, VA 23226

Wood Franklin S Jr & Leith N  
510 Seneca Rd  
Richmond, VA 23226

### City of Richmond, VA Report

Property Owner	
<b>Name:</b>	VAN ORDEN INGRID SOFIA & ROBERT THOMAS
<b>Mailing Address:</b>	5508 Toddsbury Road Richmond, VA 23226
<b>Parcel Use:</b>	R Two Story
<b>Neighborhood:</b>	106

Property Information	
<b>Property Address:</b>	5508 Toddsbury Road
<b>PIN</b>	W0200131010
<b>Size:</b>	0.165 Acres, 7192.800 Square Feet
<b>Property Description:</b>	GLENBURNIE L10PT9 BI; 0059.94X0120.00 0000.000

Current Assessment			
Year	Land	Improvements	Total
2026	\$207,000	\$471,000	\$678,000

Deed Transfers					
Recordation Date	Book	Page	Deed Type	Consideration	Grantee
12/22/2025	ID2025	21030	BS	\$910,000	VAN ORDEN INGRID SOFIA &
5/23/2025	ID2025	8391	BS	\$835,000	GROOME HAROLD V III & ASHLEY S
9/4/2003	IW2003	821	LH	\$0	BEVERLEY ELIZABETH C
5/28/1958	00000	0000	N/A	\$29,500	BEVERLEY J BRADSHAW & ELIZ C
1/1/1900	00000	0000	N/A	\$29,500	Not Available

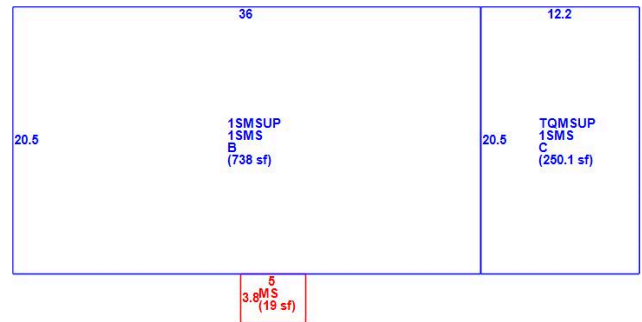
Residential Card 1 Details			
Story	Style	Total Liv	Year Built
2.0	2sty Oldest	1,914	1936

<b>Model:</b>	RESIDENTIAL	<b>Rooms:</b>	<b>Beds:</b> 3
<b>Interior Wall:</b>	Plaster	<b>Bathrooms:</b>	<b>Full:</b> 2 <b>Half:</b> 1
<b>Interior Wall 2:</b>	Drywall	<b>Central AC:</b>	Central air
<b>Exterior Wall:</b>	Common Brick	<b>Heat/Cool:</b>	Hot Water Or Steam
<b>Exterior Wall 2:</b>	Masonry	<b>Floor Cover:</b>	Hardwood
<b>Roof Type:</b>	Gable	<b>Floor Cover 2:</b>	N/A
<b>Roof Cover:</b>	Slate or tile	<b>Floor Cover 3:</b>	N/A

### Residential Card 1 Photo



### Residential Card 1 Sketch



### Building Sub-Areas (sq ft)

Code	Description	Gross Area	Living Area
1SMS	1 Story Masonry - Fin	988	988
1SMSUP	1 Story Masonry - Upper - Fin	738	738
B	Bsmt	738	0
C	Crawl Space	250	0
MS	Stoop - Masonry	19	0
TQMSUP	3/4 Story Masonry Upper	250	188
<b>Totals</b>	<b>2,983</b>	<b>1,914</b>	

<b>Assessment History</b>			
<b>Year</b>	<b>Land</b>	<b>Improvements</b>	<b>Total</b>
2025	\$207,000	\$432,000	\$639,000
2024	\$180,000	\$414,000	\$594,000
2023	\$144,000	\$403,000	\$547,000
2022	\$125,000	\$369,000	\$494,000
2021	\$125,000	\$357,000	\$482,000
2020	\$110,000	\$350,000	\$460,000
2019	\$110,000	\$322,000	\$432,000
2018	\$110,000	\$302,000	\$412,000
2017	\$96,000	\$304,000	\$400,000
2016	\$96,000	\$291,000	\$387,000
2015	\$96,000	\$283,000	\$379,000
2014	\$96,000	\$287,000	\$383,000
2013	\$96,000	\$287,000	\$383,000
2012	\$96,000	\$293,000	\$389,000
2011	\$96,000	\$299,000	\$395,000
2010	\$96,000	\$341,000	\$437,000
2009	\$96,000	\$340,500	\$436,500
2008	\$96,000	\$340,500	\$436,500
2007	\$89,000	\$321,200	\$410,200
2006	\$90,500	\$304,500	\$395,000
2005	\$84,600	\$290,000	\$374,600

## Map



Copyright Text: Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

**Not a Legal Document**

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[www.actDataScout.com](http://www.actDataScout.com)

**RICHMOND BOARD OF ZONING APPEALS APPLICATION FORM**



**THE RICHMOND ZONING ADMINISTRATION OFFICE  
ROOM 110, CITY HALL, 900 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219  
(804) 646-6340**

**TO BE COMPLETED BY THE APPLICANT**

**PROPERTY**

**OWNER:** Robert and Ingrid Van Orden

**PHONE:** (Home) ( ) \_\_\_\_\_ (Mobile) (678) 772-5870

**ADDRESS** 5508 Toddsbury Rd

**FAX:** ( ) \_\_\_\_\_ (Work) ( ) \_\_\_\_\_

Richmond, VA 23226

**E-mail Address:** \_\_\_\_\_

**PROPERTY OWNER'S**

**REPRESENTATIVE:** Katie Cortez, Cortez Architecture & Design **PHONE:** (Home) ( ) \_\_\_\_\_ (Mobile) (804) 320-2646

**(Name/Address)** 5506 Grove Ave #119

**FAX:** ( ) \_\_\_\_\_ (Work) ( ) \_\_\_\_\_

Richmond, VA 23226

**E-mail Address:** \_\_\_\_\_

**TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE**

**PROPERTY ADDRESS (ES)** 5508 Toddsbury Road

**TYPE OF APPLICATION:**  VARIANCE  SPECIAL EXCEPTION  OTHER \_\_\_\_\_

**ZONING ORDINANCE SECTION NUMBERS(S):** 30-300 & 30-408.5(2) & 30-630.1(a)

**APPLICATION REQUIRED FOR:** A building permit to construct an addition to a single-family dwelling.

**TAX PARCEL NUMBER(S):** W020-0131/010 **ZONING DISTRICT:** R-4(Single-Family Residential)

**REQUEST DISAPPROVED FOR THE REASON THAT:** The side yard and street side yard(setback) requirements are not met. A side yard of six feet (6') is required; 2.83'± is proposed along the eastern property line. A street side yard of ten feet (10') is required along; 1.08'± is proposed along the western property line.

**DATE REQUEST DISAPPROVED:** 02/12/2026

**FEE WAIVER:** YES  NO:

**DATE FILED:** 02/12/2026 **TIME FILED:** 2:02 p.m. **PREPARED BY:** Colleen Dang

**RECEIPT NO.** BZAR-180610-2026

**AS CERTIFIED BY:** [Signature] (ZONING ADMINSTRATOR)

**I BASE MY APPLICATION ON:**

SECTION 17.20 PARAGRAPH(S) \_\_\_\_\_ OF THE CHARTER OF THE CITY OF RICHMOND

SECTION 15.2 -2309.2  OF THE CODE OF VIRGINIA [OR]

SECTION 1040.3 PARAGRAPH(S) (1) OF THE ZONING ORDINANCE OF THE CITY OF RICHMOND

**TO BE COMPLETED BY APPLICANT**

I have received the handouts, *Suggestions for Presenting Your Case to the Board & Excerpts from the City Charter*

I have been notified that I, or my representative, must be present at the hearing at which my request will be considered.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT:** [Signature]

**DATE:** 2/12/2026

**\*\*\* TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS \*\*\***

**CASE NUMBER:** BZA 11-2026 **HEARING DATE:** May 6, 2026 **AT** 1:00 **P.M.**

BOARD OF ZONING APPEALS CASE BZA 11-2026  
150' Buffer

APPLICANT(S): Robert and Ingrid Van Orden

PREMISES: 5508 Toddsbury Road  
(Tax Parcel Number W020-0131/010)

SUBJECT: A building permit to construct an addition to an existing single-family (detached) dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300, 30-408.5(2) & 30-630.1(a)  
of the Zoning Ordinance for the reason that:  
The side yard and street side yard (setback) requirements are not met.





## BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

CITY OF RICHMOND, VIRGINIA

When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together with pertinent evidence, presented at its public hearing. It is essential that the Board receive thorough and complete information in order for it to adequately consider your case and make an informed decision.

1. The powers and duties of the Board of Zoning Appeals (BZA) are specified in Section 17.20 of the City Charter and Article X, Division 5, of the Zoning Ordinance. The Zoning Office will assist you in identifying how your case should be filed. If you have questions regarding your case filing, please contact the Zoning Administration Office (804-646-6340) or at [PDRZoningAdministration@Richmondgov.com](mailto:PDRZoningAdministration@Richmondgov.com). Please review the applicable provisions of the City Charter or the Zoning Ordinance thoroughly and address them when presenting your case to the Board to show that the applicable requirements have been satisfied.
2. The Board of Zoning Appeals is a quasi-judicial board whose decisions are controlled by statutory law and also take into consideration applicable case law that has been handed down by the Richmond Circuit Court and the Virginia Supreme Court. The Board suggests that if you have any legal questions regarding statutory or case law as it may apply to your application, that those legal issues should be discussed with an attorney before you make your final decision to submit an application to the Board.
3. The Board considers it essential that you discuss your case with nearby residents (notification letters are sent to all property owners within a 150-foot radius of your property) and any nearby civic association(s). Information regarding your neighborhood association(s) and/or contact person(s) may be obtained [here](#). Once on the page, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, scroll down the page to the appropriate group(s) to find the contact information for each.

**Be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting. It is highly recommended that you contact your neighborhood association as soon as possible to determine their meeting schedule in order to be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. The Board's Rules of Procedure require payment of a one-hundred fifty dollar (\$150) continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbor(s) or neighborhood association(s).**

4. You are also strongly encouraged to discuss your pending case with the Secretary of the Board, Roy Benbow at (804) 240-2124 well before the hearing. The BZA Secretary can be helpful by explaining the BZA public hearing requirements and process.
5. Utilizing photographs, plans, maps, diagrams and such other written or graphic evidence as needed to fully explain your request can be a great help to the Board in understanding your request and thereby improve your chances for success. Remember . . . a picture is worth a thousand words.
6. Note that, although the Board is not authorized to grant a waiver from the zoning regulations based on financial circumstances alone, it may be a factor to be taken into consideration along with other facts in a case. If your case involves such a factor, please provide the Board with complete and relevant financial information for its review.
7. The Board's hearings are informal, although all testimony is taken under oath. You are not required to be represented by an attorney in presenting your case. However, if you choose, you may have legal representation and/or may utilize such technical experts or other persons to testify on your behalf as you feel are needed to adequately explain your request to the Board.

Acknowledgement of Receipt by Applicant or Authorized Agent:



R. S. Van Orden

Revised: November 10, 2020

Robert & Ingrid Van Orden  
5508 Toddsbury Road  
Richmond, VA 23226

February 12, 2026

Richmond Board of Zoning Appeals  
Room 110, City Hall  
900 East Broad Street  
Richmond, VA 23219

Dear Board Members:

We are filing this application for a variance to construct an addition, and to restore the existing structure, which has been un-occupied since January 2025, and prior to that was occupied by the same owner with little or no significant modifications since 1958. We are requesting a special exception to the present-day side setbacks (see submitted plans).

We, along with our architect Katie Cortez, are taking considerable care and expense to preserve the architectural style and character of this home, a Dutch Colonial, and to be consistent with the character of the 1930's – 1940's homes in the Glenburnie neighborhood. Most all these homes, and almost certainly this specific home, were designed by a historical Richmond architect, Andrew Kidwell. Andrew Kidwell designed many notable historic buildings in the period in and around Richmond.

We have contacted 13 immediate neighbors about these plans and none of these neighbors expressed reservations or opposition; indeed, all expressed support for the restoration and addition to this 1936 home. One of these neighbors, Greg Lucyk, is a member of the Glenburnie Neighborhood Association, and he expressed support.

Katie also has had many discussions with Colleen Dang and Brian Mercer about the project and relevant regulations and procedures that have informed this application.

As with many lots in Richmond, this lot and home is somewhat small, and its present configuration and condition inhibit its use consistent with modern day dwelling needs

and practice. As with many older or historic dwellings in the City, this property does not meet several contemporary needs regarding size, number, function, or amenities of rooms and other living spaces. As an example, we intend to make this a home that can support both young families and aging-in-place. The covered but not enclosed side entry porch is an aspect of this – it will enable a safe and dry entry/exit to the home, and a wheelchair or stair lift could be added to it later when or if needed. Other spaces in the home and addition will be widened to ease access and to have most functions available on the first floor.

Please note that:

- The present owners and the architect have the clear intent, and are taking care and expense, to keep the architectural character of this 1936 Dutch Colonial home using design and materials so that the old and new structure when complete will look like a Dutch Colonial home in line with that style as seen in Richmond.
- The existing 1936 structure exceeds the present-day side setbacks on both sides. This application is merely to continue that line not to extend it further. Please see the submitted plans.
- We understand that the immediate prior owners, from whom we purchased the property, received a variance approval in 2025 to make an addition that would match the line on which the 1936 structure exceeds the present-day side setback line, as we are requesting here.
- There presently exist many homes in the immediate Glenburnie neighborhood that exceed the side setbacks, including on corner lots such as this lot. Some of these homes have full, enclosed structures over the present-day side setback. This application is only requesting an un-enclosed side entry porch-not an enclosed structure
- This application is not requesting a variance to the lot coverage rules.

The addition and renovation, and its intended purpose and use are:

1. consistent with the use regulations applicable in the district in which the property is situated.
2. a modest departure from the side setbacks that is the minimum necessary to accommodate the intended purpose of the dwelling, and the addition cannot be reasonably located elsewhere on the lot in compliance with applicable requirements.

3 in keeping with the architectural character of the existing dwelling of the property, and in keeping with the development pattern of the neighborhood.

We believe it is in the best interest of the City, and the current neighborhood residents, to approve this application and enable the restoration and addition, and that doing so will encourage neighborhood improvement and maintenance, and help retain residents.

Sincerely,

*Ingrid Van Orden*



Ingrid Van Orden

Robert Van Orden



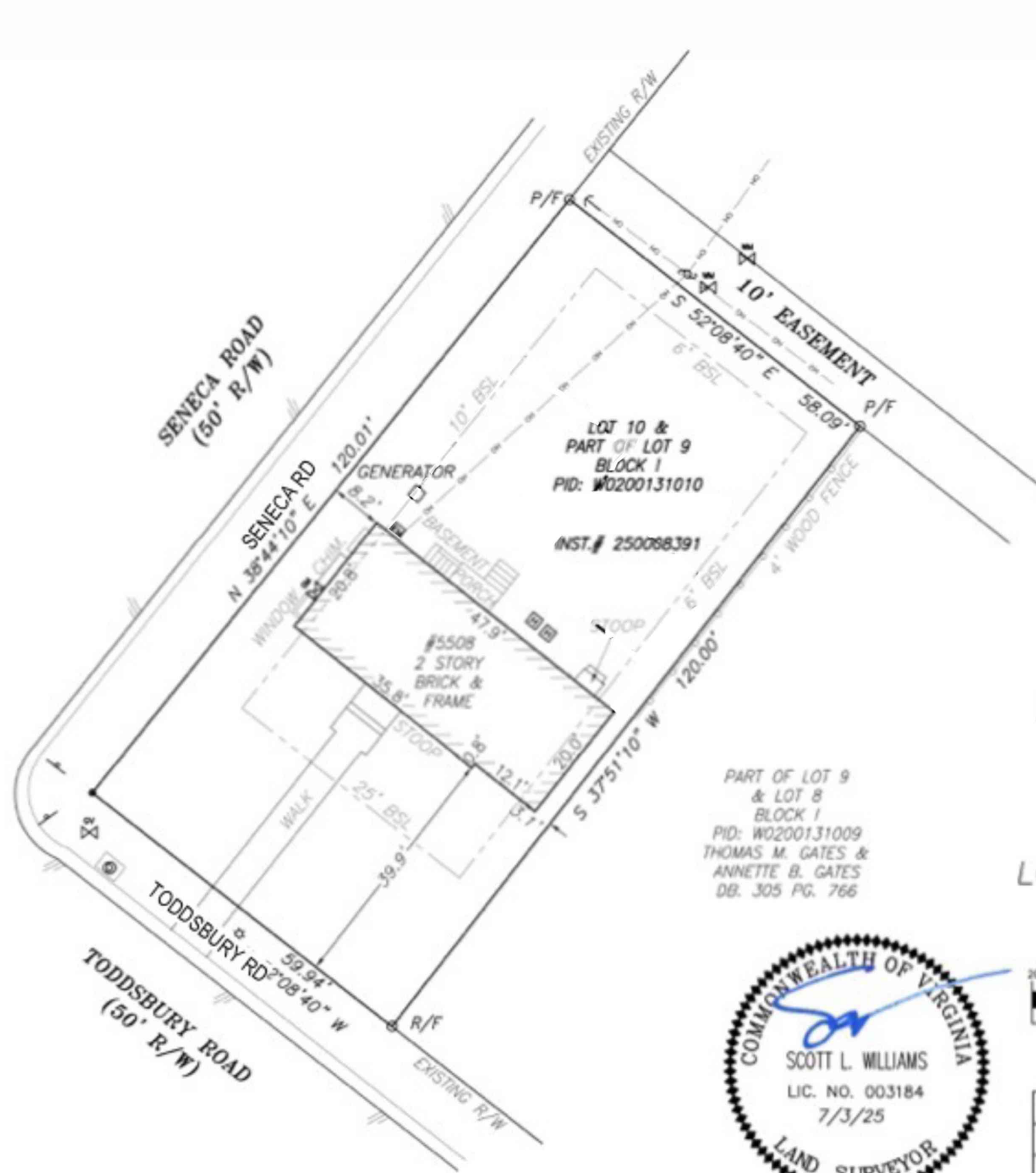
VAN ORDEN RESIDENCE  
BOARD OF ZONING APPEALS  
SPECIAL EXCEPTION APPLICATION  
April 14, 2026

CORTEZ ARCHITECTURE + DESIGN PLLC

All documents prepared or furnished by Cortez Architecture + Design are instruments of the Architect's professional service, and Cortez Architecture + Design shall retain ownership and property interest therein, including all copyrights. All instruments of service, drawings (including, but not limited to, details and design) are and shall remain property of Cortez Architecture + Design whether the project for which they are made is executed or not. The information provided by Cortez Architecture + Design is intended for the exclusive use of the Owner for the Scope of Services defined in the Agreement with the Owner, and is not to be transmitted for the use of any other party nor used for any other project by the Owner or others. Reuse or modification of any such documents by the Owner, without Cortez Architecture + Design's written permission, shall be at the Owner's sole risk, and the Owner agrees to indemnify, defend, and hold the Architect harmless from all claims, damages, and expenses, including attorneys' fees, arising out of such reuse by the Owner or by others acting through the Owner. Use of Cortez Architecture + Design's Instruments of Service must be requested to and granted by Cortez Architecture + Design in writing.

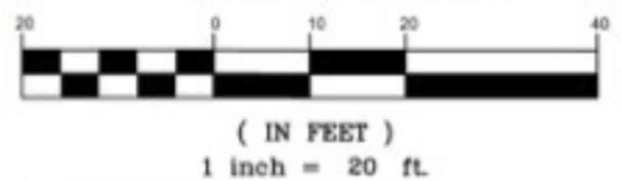
© 2026 Cortez Architecture + Design. All Rights Reserved.

1. THIS SURVEY WAS COMPILED FROM A FIELD SURVEY COMPLETED ON 6/24/25 AND FROM DEEDS AND PLATS OF RECORD.
2. NO TITLE REPORT WAS FURNISHED FOR THIS SURVEY; ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON.
3. BY GRAPHICAL MEANS THE PROPERTY SHOWN HEREON APPEARS TO BE LOCATED WITHIN FLOOD ZONE "X" ON FLOOD INSURANCE RATE MAP NO. 5101290009D, WITH AN EFFECTIVE DATE OF APRIL 2ND, 2009.
4. SETBACKS SHOWN HEREON REFLECT SETBACKS PER THE CITY OF RICHMOND ZONING DEPARTMENT. OWNER SHALL VERIFY BUILDING SETBACKS WITH LOCALITY PRIOR TO ANY PROPOSED CONSTRUCTION OR DEVELOPMENT OF SHOWN PARCEL.



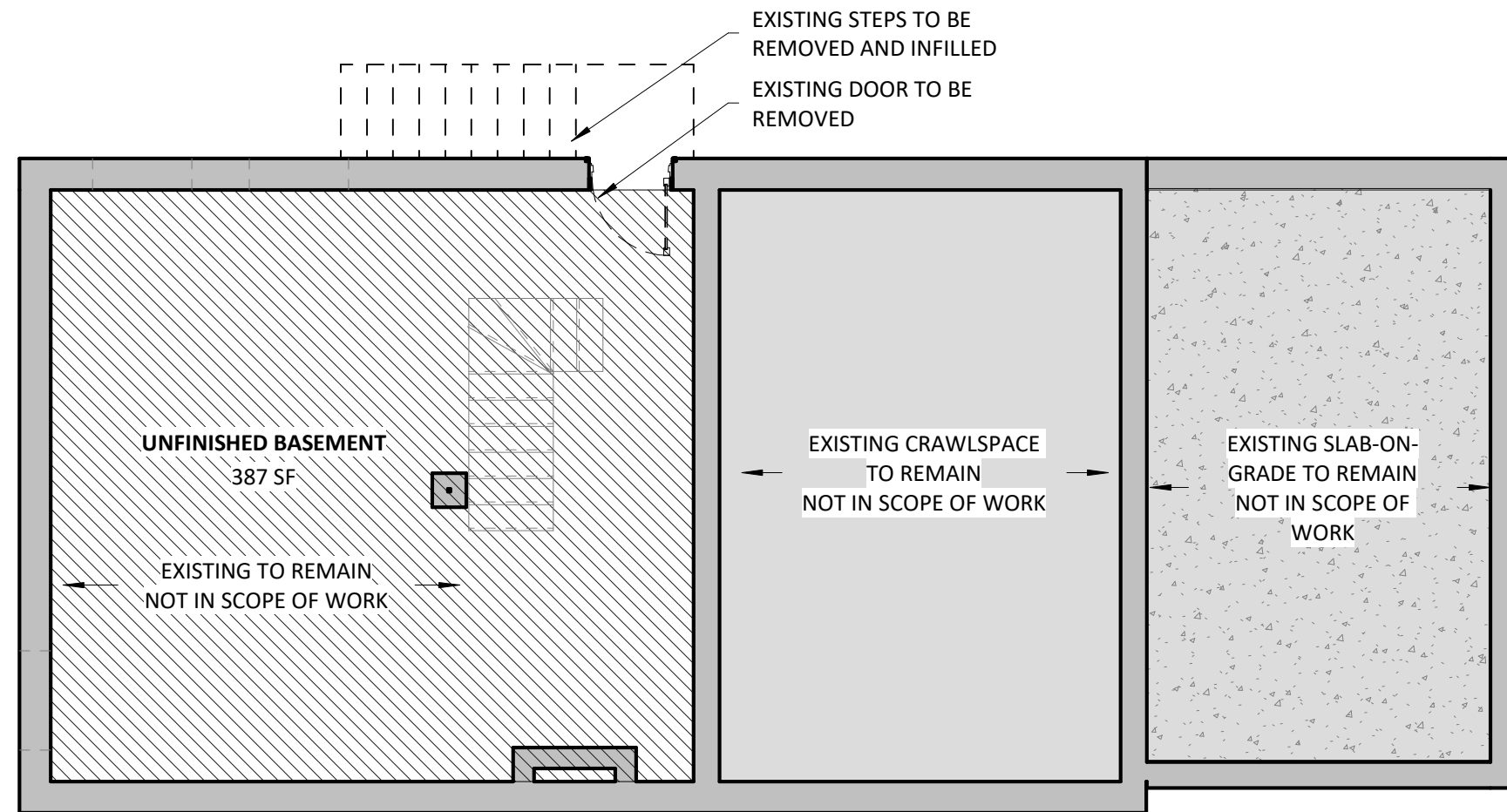
- HVAC
- ELEC. METER
- WATER METER
- UTILITY POLE
- SIGN
- GUY
- GAS METER
- GAS VALVE
- LIGHT POLE
- DRAINAGE MANHOLE
- R/W RIGHT OF WAY
- R/F ROD FOUND
- P/F PIPE FOUND
- WOOD FENCE
- OVERHEAD WIRE

**PHYSICAL IMPROVEMENT  
SURVEY OF  
GLENBURNIE  
BLOCK 1  
LOT 10 & PART OF LOT 9  
CITY OF RICHMOND, VIRGINIA  
GRAPHIC SCALE**









PROJW	SCALE: 1" = 20'
REVISED:	DATE: 6/26/25
	DRAWN BY: TDR
	CHECKED BY: CDS

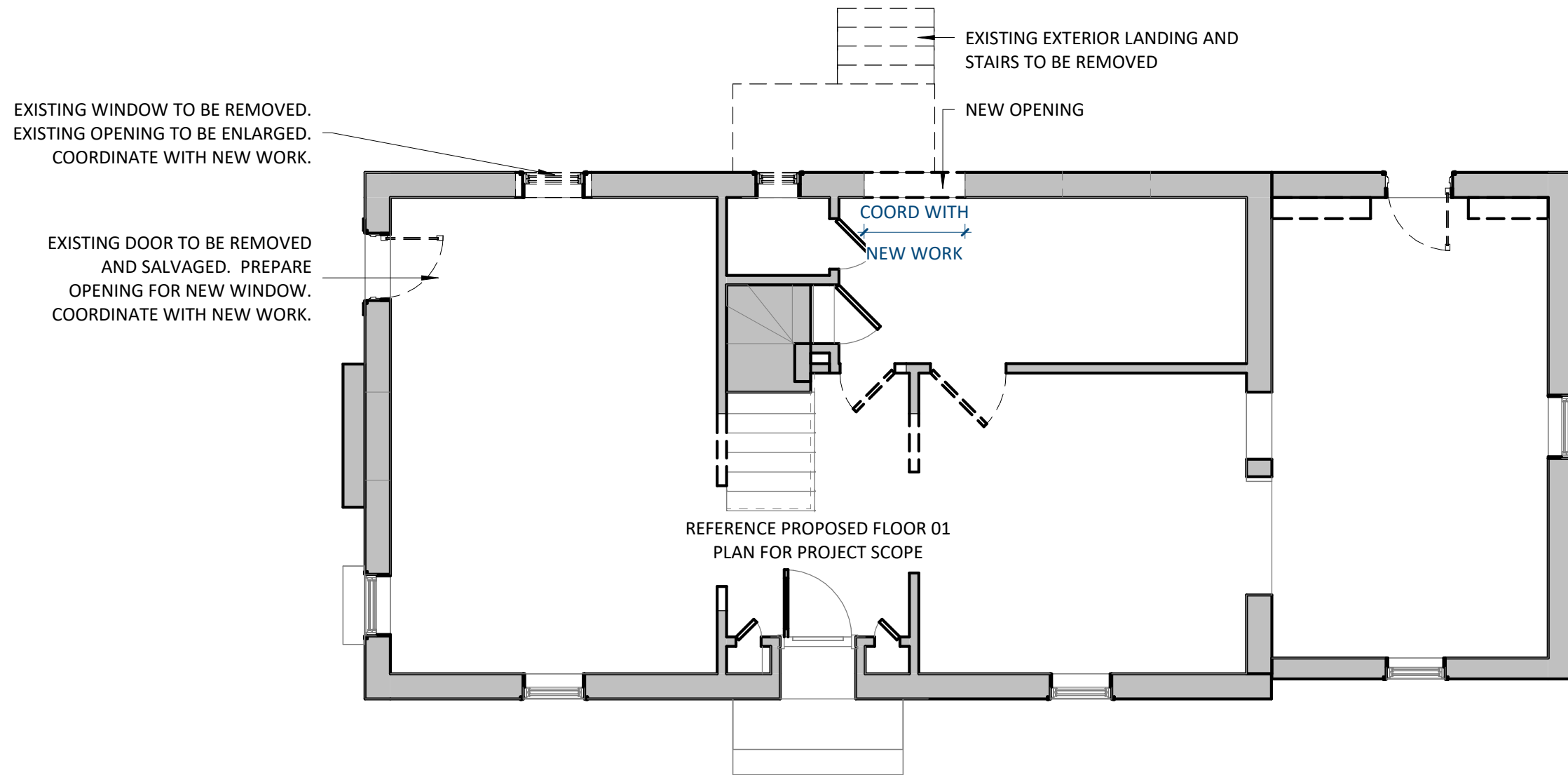
**James River  
SURVEYING**  
UNIT 204  
5806 GROVE AVE.  
RICHMOND, VIRGINIA 23226  
PHONE: (804) 922-4444



**01** EXISTING BASEMENT PLAN  
3/16" = 1'-0"







**PLAN LEGEND**

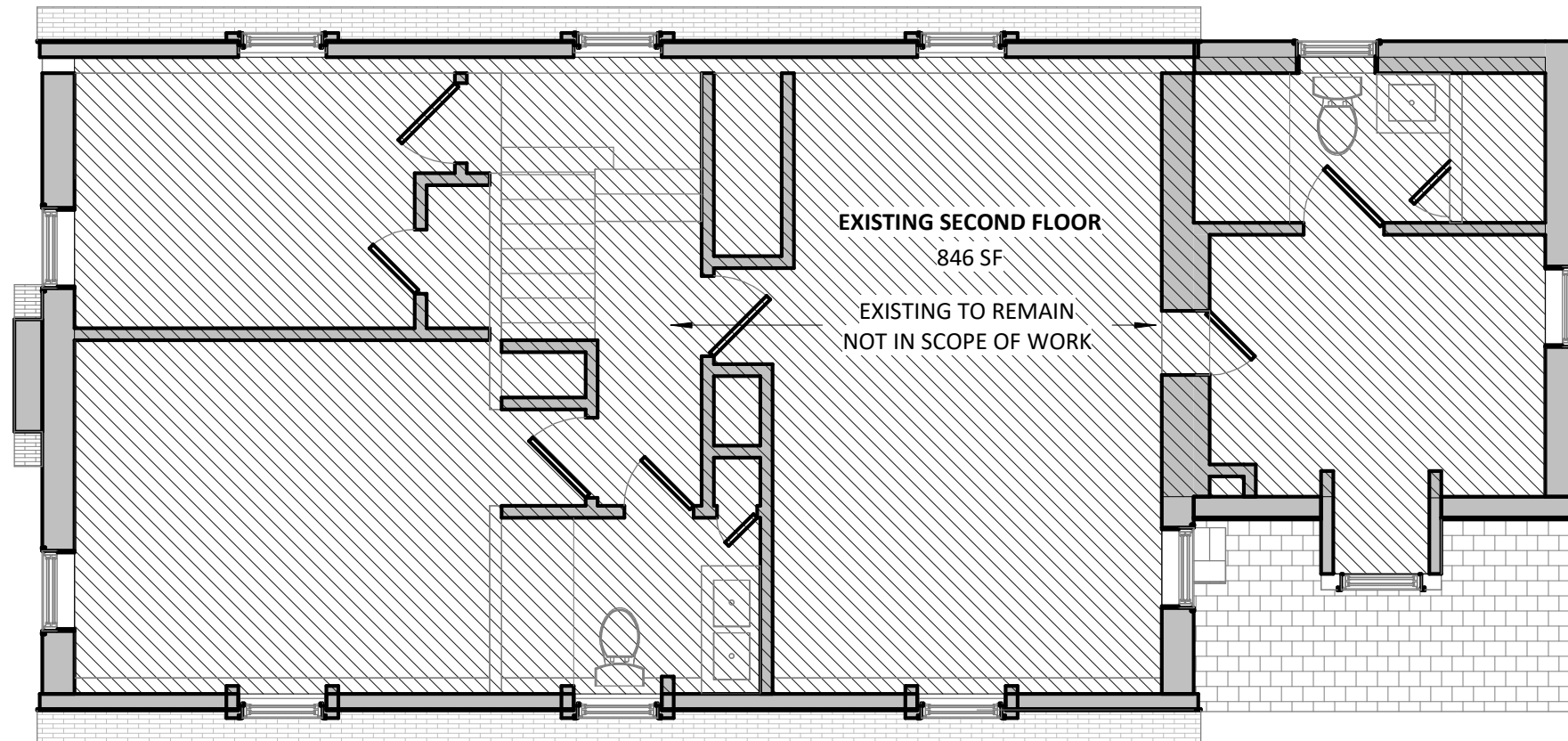
-  EXISTING TO BE DEMOLISHED
-  EXISTING TO REMAIN
-  FACE OF STUD (F.O.) - EXTERIOR WALL
-  PROPOSED NEW CONSTRUCTION
-  FACE OF STUD (F.O.) - INTERIOR WALL
-  NOT IN SCOPE OF WORK



**01** FLOOR 01 DEMOLITION PLAN  
3/16" = 1'-0"







**PLAN LEGEND**

-  EXISTING TO BE DEMOLISHED
-  EXISTING TO REMAIN
-  FACE OF STUD (F.O.) - EXTERIOR WALL
-  PROPOSED NEW CONSTRUCTION
-  FACE OF STUD (F.O.) - INTERIOR WALL
-  NOT IN SCOPE OF WORK

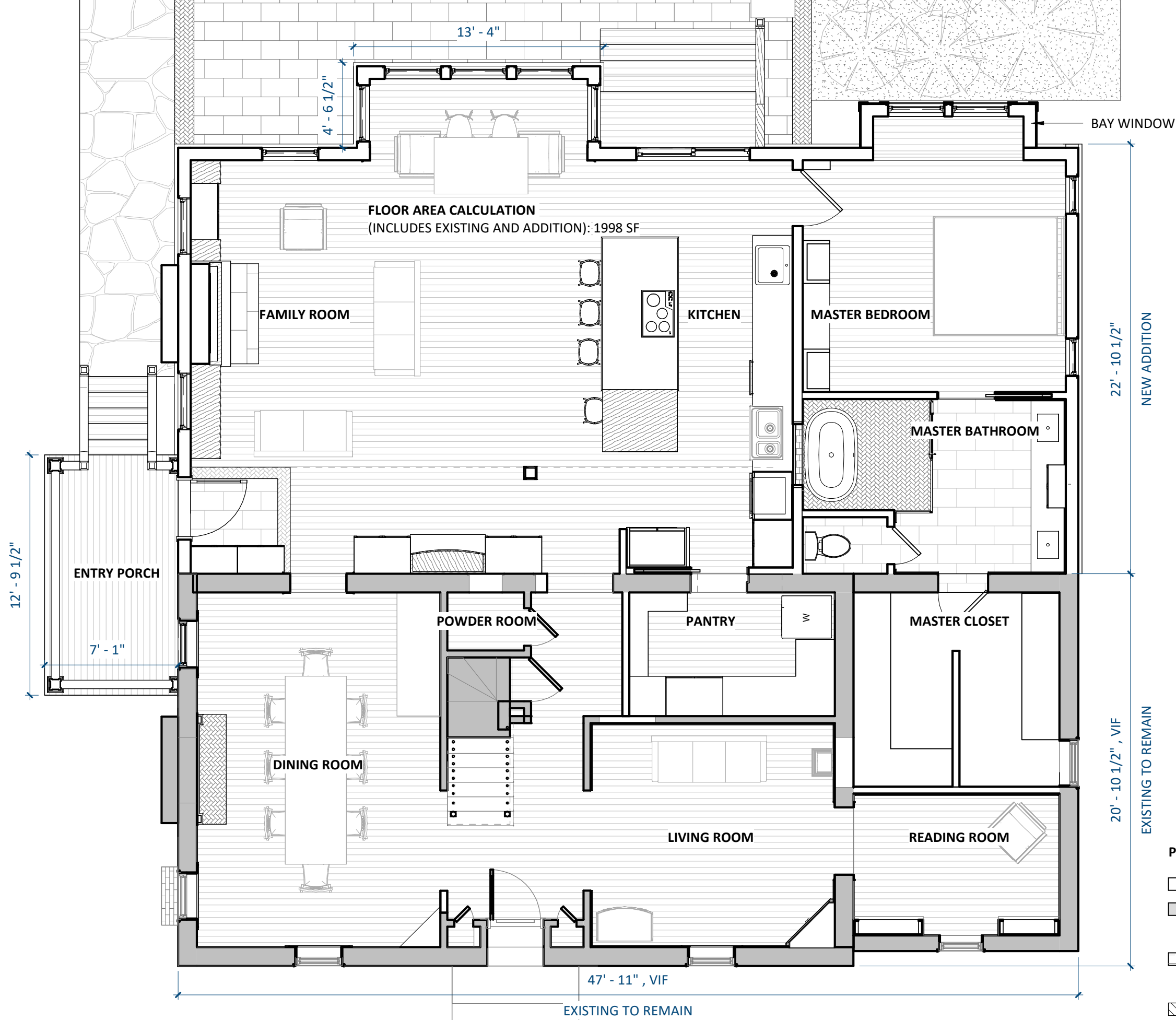


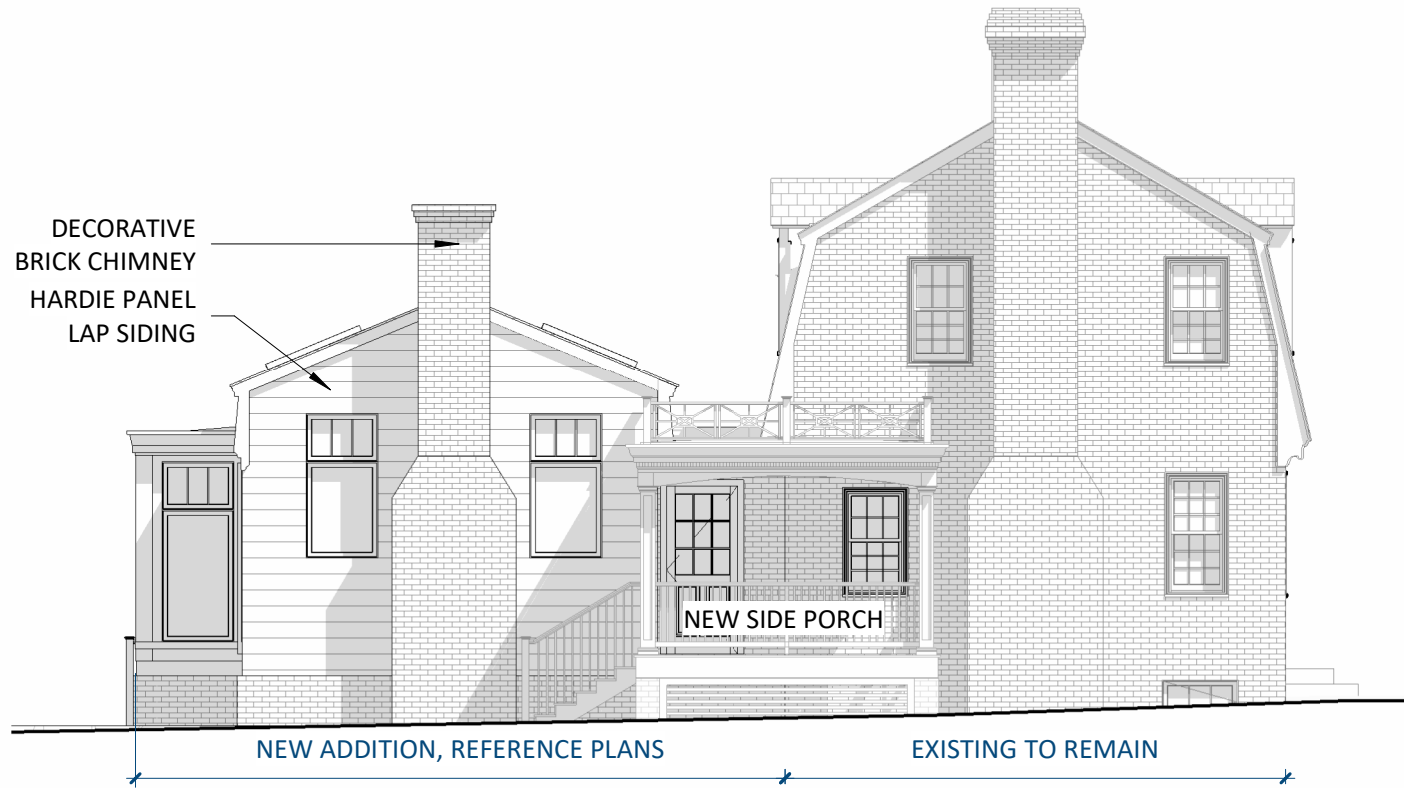
**01** EXISTING FLOOR 02 PLAN  
 3/16" = 1'-0"

**PLAN LEGEND**

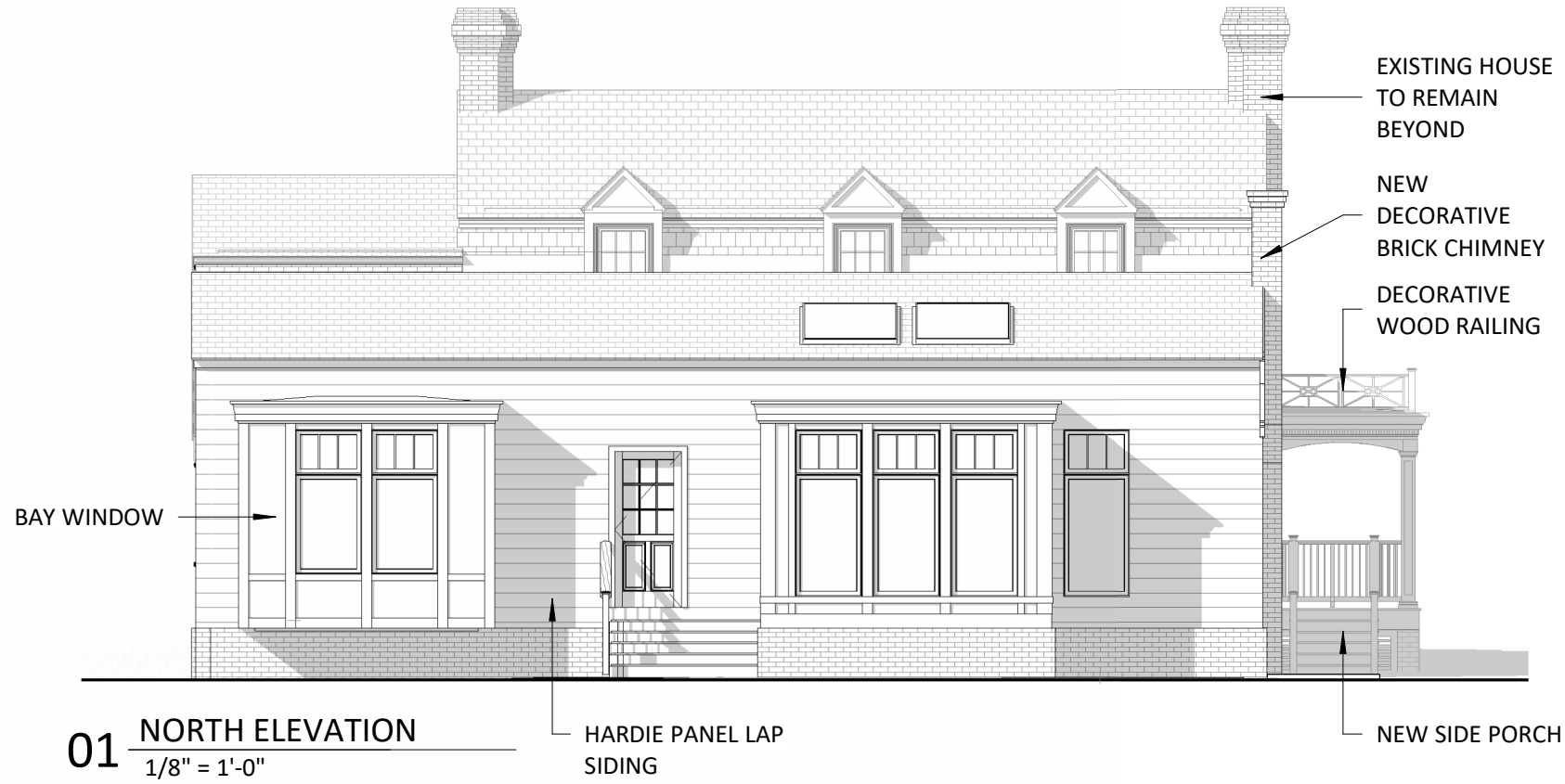
-  EXISTING TO BE DEMOLISHED
-  EXISTING TO REMAIN
-  FACE OF STUD (F.O.) - EXTERIOR WALL
-  PROPOSED NEW CONSTRUCTION
-  FACE OF STUD (F.O.) - INTERIOR WALL
-  NOT IN SCOPE OF WORK



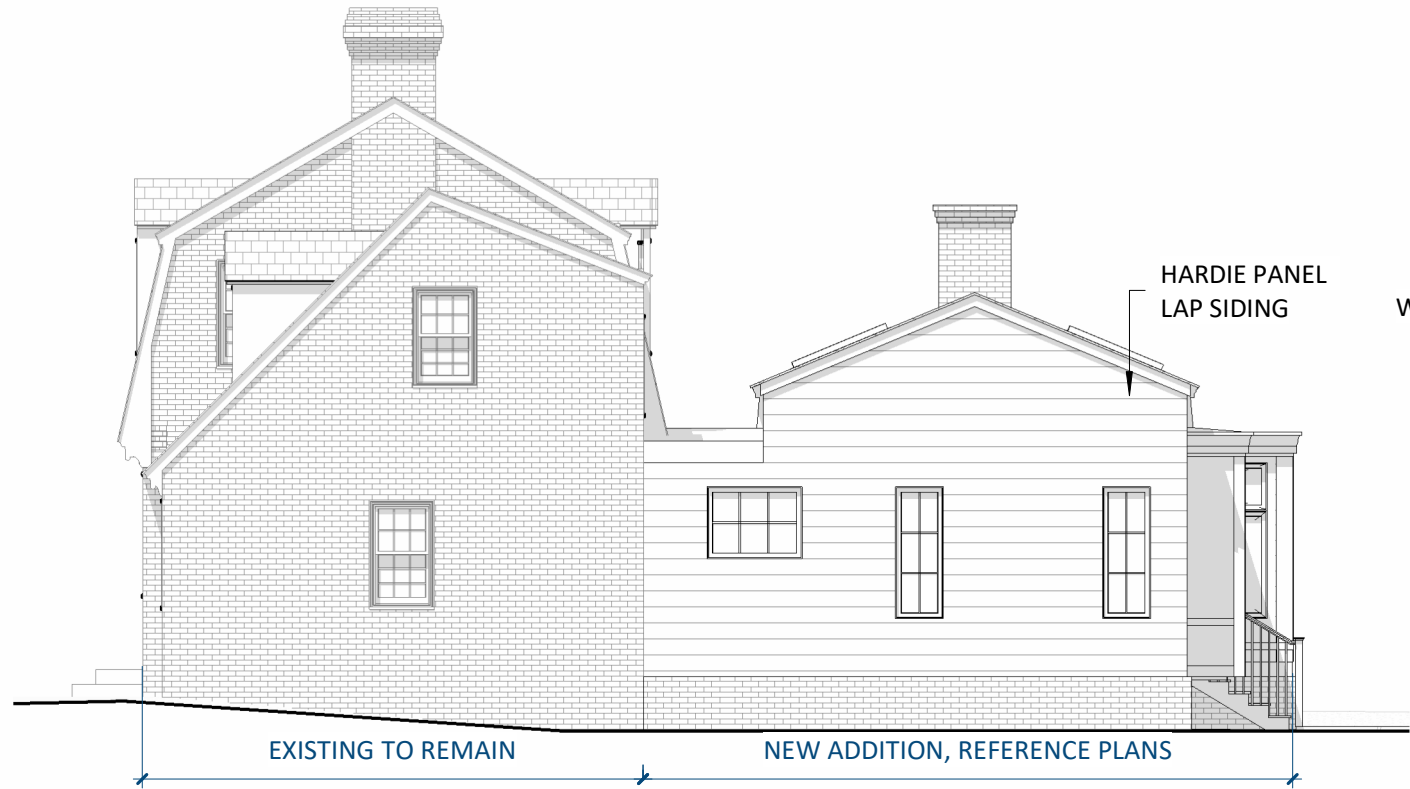




**03 WEST ELEVATION**  
1/8" = 1'-0"



**01 NORTH ELEVATION**  
1/8" = 1'-0"



**04 EAST ELEVATION**  
1/8" = 1'-0"



**02 SOUTH ELEVATION**  
1/8" = 1'-0"

EXTERIOR ELEVATIONS

## Mercer, Brian P. - PDR

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**From:**  
**Sent:** Thursday, April 9, 2026 10:28 PM  
**To:** Thomas Dillon  
**Cc:** Ingrid Sofia Van Orden; Katie Cortez; Benbow, Roy - PDR; Anne Dillon  
**Subject:** Re: Van Orden Residence - Meeting Notes with Thom and Anne Dillon

Hi Thom,

Ingrid and I are happy that these changes look good to you. We appreciate the input from you and Anne.

Enjoy your trip and hope to see you soon around the neighborhood. As always, reach out if we can help with anything.

Thanks,

Bob

PS: apologies for the late evening reply.

On Apr 9, 2026, at 6:54 PM, Thomas Dillon wrote:

Bob - thanks. This looks good to us.

Mr. Benbow - let me know if you need anything from us.

Thanks.

Thom

Sent from my iPhone

On Apr 7, 2026, at 7:13 PM, Bob VO wrote:

Hello. Anne and Thom,

Here attached is the revised site plan that Katie has produced. Quick guide: see the diagonal hash marks on the right and the note — this states that we will not place HVAC on this side; also see the blue text on the right

that notes the privacy / landscaping area. We are confident we can come up with privacy landscaping that is going to look quite nice for all of us.

As before, we greatly appreciate if you will send a communication to the BZA by this Thursday so that we can meet the deadline.

Happy to talk live as needed. Hope you are getting to enjoy St. Pete Beach.

Thanks,

Bob and Ingrid

On Apr 7, 2026, at 7:46 AM, Thomas Dillon

Hi Bob and Ingrid:

I hope you all had a nice Easter.

Many thanks for meeting with us last week and hearing our concerns. We appreciate your consideration, look forward to seeing Katie's revisions, and being in a position to support your renovation project.

Although we will be out of town for the rest of this week, we will have access to our email etc. so we can review Katie's plans. I've copied Anne here so you have her email address.

Thanks again!

Thom and Anne

Sent from my iPhone

On Apr 6, 2026, at 1:32 PM, Bob VO

Hi Anne and Thom.

We thank you and Anne for meeting with us at our properties last Thursday. It was an enjoyable and productive meeting. By the way, I do not have Anne's contact so please share this with her. Katie took notes and wrote a summary. A copy is below.

On your three points, we will address and act on all three.

First, we agree with you, and we discussed the HVAC placement with our GC. He will be able to place it somewhere other than in the side yard setback.

Second, we will install some landscaping in this same area. As we talked, it's a small area but Ingrid has thought of installing a narrow trellis / arbor with vines. I think this is a great feature for all of us, and Katie will draw some more detailed ideas on this. Also, we plan to plant between the addition and the tall pine tree.

Finally, drainage. We need to install French drains and drainage pipes – our basement gets wet after rain. We have directed our contractor to include any provisions needed for the east side (our shared line) in the drainage plan. Plus, as Katie has stated, the addition is designed to capture rain into gutters that will drain to Seneca. This is an important issue, and our full attention is on it.

The BZA gave us a deadline of Tuesday, April 14 to submit anything new to our existing application. We will submit a notice or update that incorporates these topics. Next steps are that Katie is creating an update of the site plan referencing the HVAC placement and privacy/landscaping; I will send that updated site plan to you by no later than tomorrow. **So that Katie can have everything prepared ahead of the deadline, I ask that you please send your communications to the BZA by Thursday afternoon, April 9.** And, I have copied here Roy Benbo, secretary of the BZA, for transparency.

Trust you had a nice Easter holiday, and hope you have nice weather and some time on the beach this week. Again, glad we met, and we heard and are acting upon your concerns. Feel free to text us when needed.

Thank you,

Bob and Ingrid

Bob: 678-772-5870

Begin forwarded message:

**From:** Katie Cortez

**Subject: Van Orden Residence  
- Meeting Notes with Thom and  
Anne Dillon**

**Date:** April 6, 2026 at  
12:50:19 PM EDT

**To:** Ingrid Sofia Van Orden

Bob VO

Bob

VO

Bob and Ingrid,

Please see below regarding meeting notes from our meeting with Thom and Anne Dillon. Please review and let me know of anything additional.

**Attendees**

- Bob and Ingrid Van Orden, Owners/Applicants
- Thom and Anne Dillon, Owners of 5506 Toddsbury Road
- Katie Cortez, Architect

**Purpose of Meeting**

- A meeting was scheduled with Anne and Thom Dillon at the project location to learn about their concerns. The proposed plan aligns the new addition with the east wall of the existing house, which encroaches on the required side yard setback. If the proposed location of the addition is to align with the existing home as proposed, the Dillon's expressed the following concerns for consideration.

**Location of HVAC Units**

- The Dillon's feel that one of the primary features to their house is the rear porch. Due to the narrowing of the setback per the encroachment, if HVAC units are placed in the side yard setback between the properties, they feel

that this could potentially result in undesirable noise from the units being heard from their property, specifically the rear porch.

- Alternate options for HVAC unit placement to mitigate noise transfer to the neighboring property were requested.
- The Van Orden's expressed their understanding and agreed to review options with their General Contractor.

### **Privacy and Transition Between Properties**

- The existing house at 5506 Toddsbury is further from its respective property line than the existing house at 5508 Toddsbury is from its property line.
- The Dillon's requested that privacy and the transition between the properties be considered through the use of plantings.
  - Plantings would help soften the transition between the side yards, provide a pleasing viewshed from the Dillon's rear porch, and also provide privacy between the yards.
- With the viewshed from the rear porch at 5506 Toddsbury in mind, plantings starting from the rear face of the back porch were requested to be considered.
- The Dillons noted that plantings may be difficult while still maintaining circulation and maintenance. Aesthetically-pleasing options (which may include plantings) for privacy along the property line that maintain functionality within the side yard setback should be considered.
- The Van Orden's agreed to consider.
- No gate facing Toddsbury Road is currently proposed to be constructed within the setback.

### **Runoff and Drainage**

- The house at 5506 Toddsbury has a full basement. The Dillon's requested that water management be considered so as to not direct water runoff from

the roof or otherwise toward their property/foundation.

- K. Cortez reviewed the proposed design with the Dillon's, and water is intended to be captured via gutters and downspouts and directed away from the structures and foundations of both properties.

#### **Additional Items**

- Generally, massing, materiality rooflines, window placement, and other architectural features as currently proposed was deemed acceptable.
- Van Orden's/Cortez will follow-up with the Dillon's with responses to the main items discussed:
  - HVAC unit location
  - Planting along property line
  - Confirmation of drainage

Best wishes,  
Katie

**Katie Cortez**                      Principal, NCARB  
Cortez Architecture + Design PLLC  
804.698.0961

<2509 Van Orden\_SE Re-Submission SITE.pdf>