

To: New Market Planning Commission
Larry Hale, Chairman
Sherri Erbaugh, Vice Chairman
George Daugharty
Tom Linski, Jr.
Sonny Mongold
Bob King
Harry Wine, Jr.

In accordance with the Planning Commission Bylaws, a regular meeting of the New Market Planning Commission will be held in the Council Chambers of Arthur L. Hildreth, Jr., Municipal Building on **Monday, December 1st, 2025, at 6:30 p.m.** Full attendance is respectfully requested.

Summer Barden
Zoning Administrator

TENTATIVE AGENDA-

Consideration of:

- I. Call to Order and Establishment of Quorum
- II. Pledge of Allegiance
- III. Approval of Minutes from Monday, November 3rd, 2025
- IV. Public Hearings
- V. Old Business
 1. Planning Department Report –Summer Barden
- VI. New Business
 1. Discussion of proposed conditional use permit for a proposed second story expansion that will add one additional residential apartment to the property at 9361-9365 North Congress Street, Tax Map #103-A1-A66. This expansion would increase the property from two (2) commercial spaces, and one (1) residential apartment to two (2) commercial spaces, and two (2) residential apartments.
 2. Adjournment

1 **New Market Planning Commission**

2 **November 3rd, 2025**

3
4 **CALL TO ORDER AND ESTABLISHMENT OF A QUORUM**

5 The regular meeting of the New Market Planning Commission was held on Monday, November 3rd 2025,
6 at 6:30 p.m. The following Planning Commission members were in attendance: Vice Chair Sherri
7 Erbaugh, Bob King, Harry Wine and Sonny Mongold. Commission members Larry Hale, Tom Linski, Jr.,
8 and George Daugharty were absent.
9

10 Mrs. Erbaugh opened the meeting at 6:30 p.m. and established a quorum with 4 members present.
11 Mrs. Erbaugh led all in attendance in the reciting of the Pledge of Allegiance.
12

13 Mrs. Erbaugh invited Mayor Hughes to open the Town Council's Special Called meeting. Mayor Hughes
14 established a quorum of six members present: Mayor Peter Hughes, Vice Mayor Harkness, Mr. Bob King,
15 Mr. Jon Henry, Mrs. Mr. Scott Wymer, and Mr. Daryl Watkins. Mayor Hughes called the Special Meeting
16 to order at 6:31 p.m.
17
18

19 **APPROVAL OF MINUTES:**

20 Mrs. Erbaugh entertained a motion to approve the minutes. Mr. Mongold made a motion to approve
21 the minutes as written. Mr. Mongold seconded the motion. The motion passed with a unanimous voice
22 vote 4-0.
23

24 Mr. King moved to approve the agenda with the following amendment to add to new business the
25 discussion and consideration to recommend a Conditional Use Permit (C.U.P.) requested by Ramadan
26 Gad, property owner of certain real property located at 9361-9365 North Congress Street, New Market,
27 VA 22844 (Tax Map # 103A1-((A))-66). The applicant proposes to increase the property's use from two
28 (2) commercial units, and one (1) residential apartment to two (2) commercial units, and two (2)
29 residential apartments. Motion was seconded by Mr. Wine, and with no further discussion the motion
30 passed with a 4-0 voice vote.
31

32 **JOINT PUBLIC HEARING:**
33

34 Mrs. Erbaugh opened the joint public hearing at 6:32 p.m. and invited Mayor Hughes to establish the
35 Town Council's meeting and joint public hearing portion.
36

37 Mayor Hughes established a quorum of five members present: Vice Mayor Harkness, Mr. Bob King, Mr.
38 Jon Henry, Mrs. Janice Hannah, and Mr. Daryl Watkins. Mayor Hughes called the Special Meeting to
39 order and opened the Joint Public Hearing at 6:32 p.m.
40

41 Mrs. Erbaugh invited Ms. Barden to present the material and information for the joint public hearing.
42 Ms. Barden presented PowerPoint presentation to discuss the conditional use permit for 9361-9365
43 North Congress Street. She explained that the existing property is zoned B1 and has two commercial
44 units on the first floor with a residential unit on the second floor. The property is on main street, and
45 there are no changes to the façade in the request, and none of the changes would be seen from main

46 street. Ms. Barden explained that the proposed use for the property is to maintain the two commercial
47 units and increase the residential units from one unit to two units. The owner needed to submit a
48 conditional use permit to convert existing buildings into two -family dwellings, per Section 70-146-Multi-
49 Family Regulations, subsection (m.) Additional Requirements. It is also required by Section 70-51
50 Permitted Uses with a Conditional Use Permit subsection (b.). She explained that there would be a small
51 addition of a stairwell on the back side of the building to give access to the residential units. She
52 reiterated that this additional stairwell would not impact the façade on main street and would not be
53 seen from the main street. There are about 18 parking spots proposed that can be created in back
54 section of the property, and the minimum of four parking spots is required for the residential units. Ms.
55 Barden stated that there would be no changes to the setbacks and that the area regulations are still met
56 with the requirement being 10,000 square feet and this property is approximately 15,000 square feet. In
57 the presentation the site plans were presented and were in the packets for both the council members
58 and Planning Commission members. The site plan was also presented to and explained.

59
60 Mrs. Erbaugh asked if anyone from the public was present to comment, and there were no comments
61 from the public.

62
63 Mr. Henry inquired if unit one would have to be ADA compliant. Ms. Barden stated that she did the
64 preliminary check with Shenandoah County's Building Department, and they did not have any issues
65 with it. Mr. Henry asked if the property owner would have to pave the lot, and Ms. Barden explained
66 that paving is not required, and it would be up to the property owner. Mr. King revisited his request
67 from the last Planning Commission meeting that there be designated residential parking spaces with
68 signage, and Ms. Barden noted that it could be discussed further with the new businesses, but she did
69 not forget the request at the last meeting. Mr. Henry inquired about storm water runoff and if it had
70 been calculated, because he knows that area has flooding. Ms. Barden stated she was unsure, but she
71 would inquire with the site drawer. Mr. King asked how much the work is by right. Ms. Barden explained
72 that most of it is by right, and the only reason for the conditional use permit is because of the change to
73 a two-family dwelling.

74
75 With no further questions, Mrs. Erbaugh closed the joint public hearing and invited Mayor Hughes to
76 close their joint public hearing and their special meeting.

77
78 Mayor Hughes closed the Town Council's joint public hearing and asked for motion to close the meeting.
79 Mrs. Harkness moved to close the meeting and a second from Mr. Wymer. With no further discussion
80 the Town Council's meeting closed with a unanimous 5-0 voice vote.

81
82 Mrs. Erbaugh gave a 5-minute recess to allow council to depart.

83
84 Mrs. Erbaugh reconvened the meeting at 6:49 p.m. and asked Ms. Barden to begin with old business.

85
86
87 **OLD BUSINESS:**

88 Ms. Barden reported that a zoning permit was approved for a garage at 198 Shenvalee Drive, and two
89 zoning permits for new houses at 105 and 107 Courtyard Terrace. Mr. Wine asked if those were the last
90 two for the development, and Ms. Barden stated that she was not sure if it was the last, but they are
91 looking at wrapping up in early March. Mr. King asked about the street light installation. She said that
92 Mr. Fadley was working with them and Dominion on getting those installed.

93 **NEW BUSINESS:**

94 Ms. Barden asked if there were any more questions about the conditional use permit. Mrs. Erbaugh
95 asked if there was any interest in the commercial spaces, and Ms. Barden stated that she was unsure if
96 he was marketing those yet or not. Discussion about the current work being done is by right, and
97 potentially exploration for the soundness of the building. Mrs. Erbaugh talked about the parking spaces
98 and agreed that there needs to be designated parking spaces for residential units. Ms. Barden noted
99 that this can be stated with the recommendation to the council and council can approve it, but the
100 property owner does not have to agree to those conditions. She doesn't think it will be an issue.

101
102 Mr. King made a motion that we require designated residential parking spaces with signage. Mr.
103 Mongold seconded the motion, and with no further discussion the motion passed with 4-0 voice vote.

104
105 Mr. Wine made a motion to recommend council approve the conditional use permit with the conditions
106 of the four designated residential parking spaces with signage. Mr. King seconded the motion, and
107 without further discussion the motion passed with 4-0 voice vote.

108
109 Mr. Mongold inquired if the old grocery store building or the Rt. 11 Equipment Sales property was sold.
110 Ms. Barden stated she was unaware if those buildings were sold. He then inquired about the Franwood
111 Farms Office building, and Ms. Barden stated there was a change of use permit last month and that it
112 would be becoming a retail space. Mr. King asked if there was enough space to meet the parking spaces
113 needed by code. Ms. Barden stated that there was. There was discussion about the types of items that
114 would be sold such as meats and farm products. Mr. Mongold inquired about the land at the end of
115 Clicks Lane. Ms. Barden stated that she didn't have anything on that.

116 **ADJOURNMENT**

117 **With no further business to discuss, at 7:00 p.m., Mr. King made a motion to adjourn the**
118 **meeting. Mr. Wine seconded the motion which passed on a unanimous 4-0 voice vote.**
119

120
121

Amber Smoot, Secretary



Poche Drafting + Design LLC
Herndon, VA 20170

703.209.5131
angel@pochedrafting.com

SCALE: 1/4" = 1'

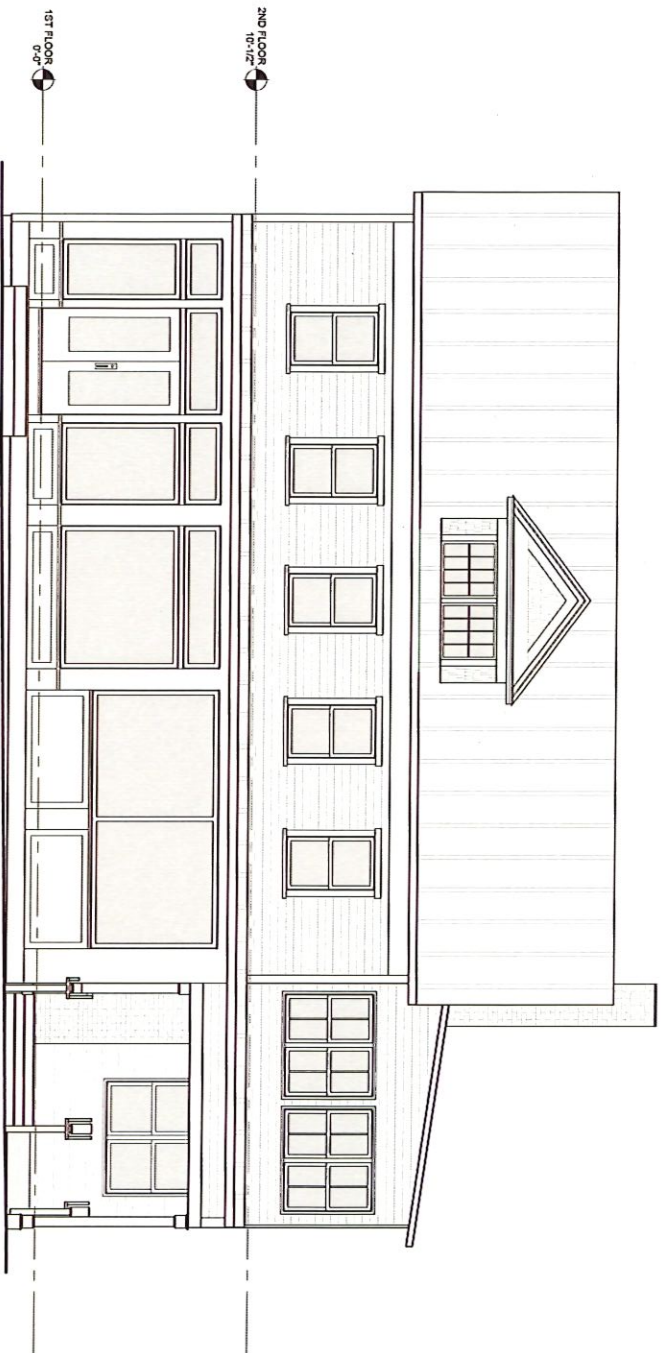
CONGRESS ST SHOPS + APARTMENTS

5 of 8

10296 Abbott Road
Manassas, VA 20110

FRONT ELEVATION

04.09.25



FRONT ELEVATION (to remain unchanged)

6 of 8

10205 Abbott Road
Manassas, VA 20110

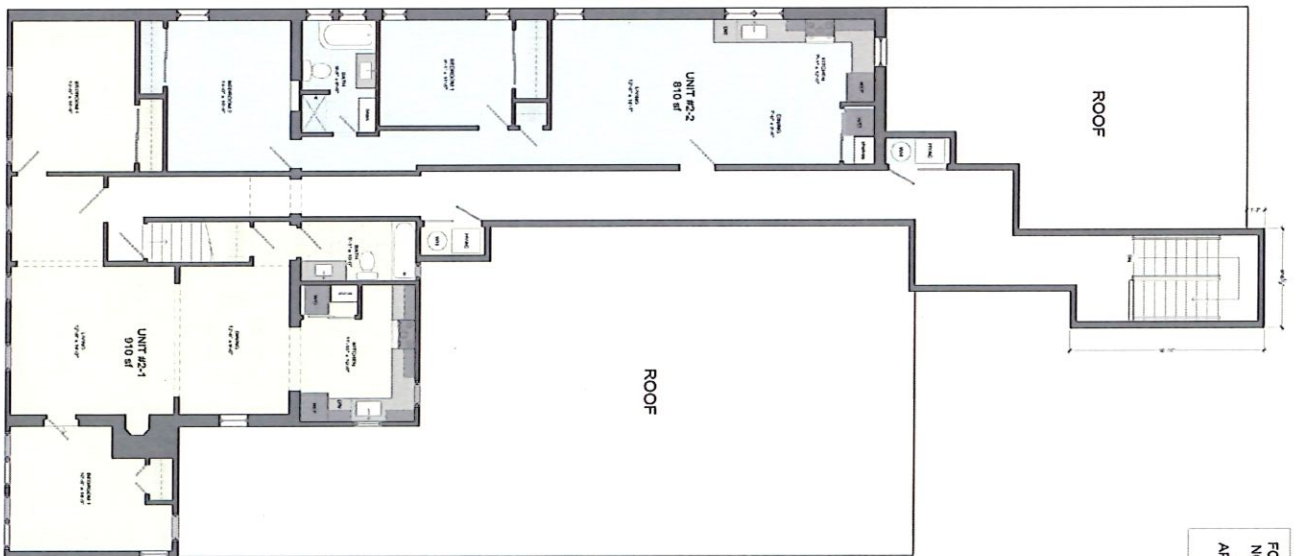
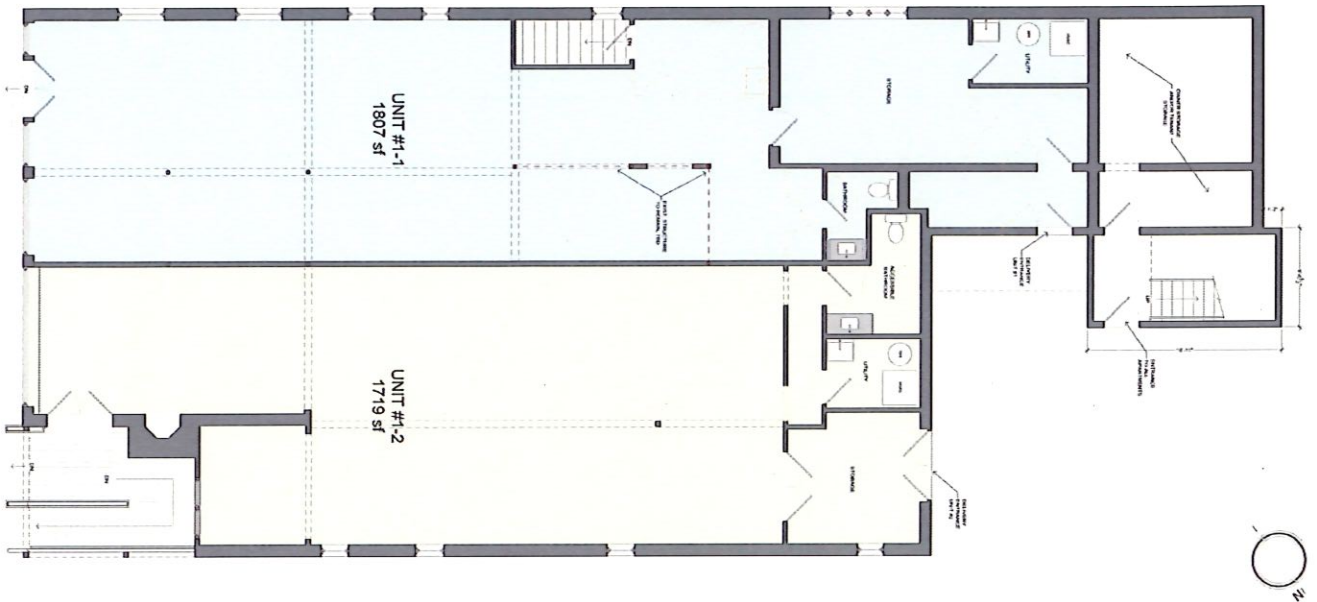
This architectural floor plan depicts a building layout with several rooms and corridors. The plan is oriented with a north arrow pointing towards the top-left. Key features include:

- Rooms and Spaces:** A large open area on the left, a central corridor, a room with a staircase (indicated by a staircase symbol), and a room with a staircase (indicated by a staircase symbol) on the right.
- Structural Elements:** Walls, doors (indicated by arcs), and windows (indicated by dashed lines) are shown.
- Dimensions:** Various dimensions are provided, including overall dimensions (e.g., 10.00m, 10.00m) and room-specific dimensions (e.g., 3.00m, 3.00m).
- Other Features:** A central staircase area, a room with a staircase (indicated by a staircase symbol), and a room with a staircase (indicated by a staircase symbol) are shown.

ALL DIMENSIONS AND WALL THICKNESSES ARE APPROXIMATE AND TO BE VERIFIED IN FIELD

This architectural floor plan shows a building layout with various rooms and corridors. The plan includes dimensions for overall and individual sections. The top horizontal dimensions are 28' 2", 17' 8", 10' 0", 21' 0", and 37' 8". The left vertical dimensions are 13' 0", 7' 0", 4' 0", 10' 0", and 17' 0". The plan features a central staircase, several rooms of different sizes, and a large open area on the right side. The drawing is a technical line drawing with dimensions in feet and inches.

EXISTING 2ND FLOOR PLANS



FOR PRESENTATION ONLY
NOT FOR CONSTRUCTION
ALL DIMENSIONS ARE
APPROXIMATE AND TO BE
VERIFIED IN FIELD



Proton Design + Design LLC
703.209.0131
info@protondesign.com
SCALE: 1/4" = 1'

CONGRESS STREET SHOPS + APARTMENTS

7 of 8

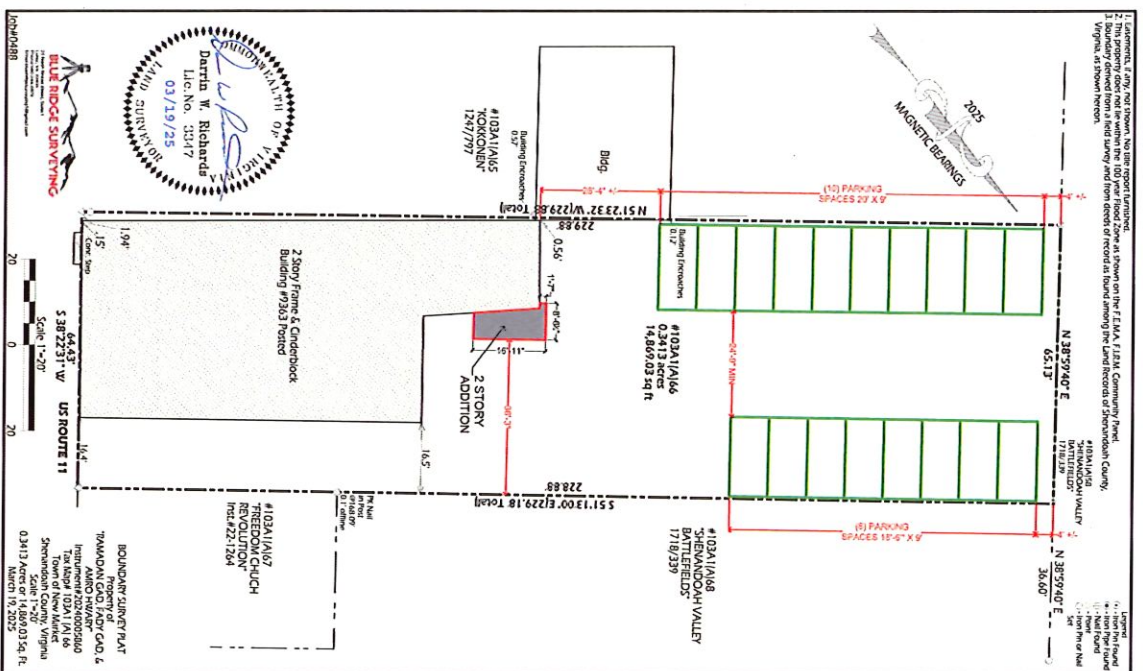
PROPOSED FLOOR PLANS
1ST + 2ND FLOORS

UNIT #1-1 CONGRESS ST
APARTMENT, VA 22060

06.17.25

PROPOSED 1ST FLOOR PLANS

PROPOSED 2ND FLOOR PLANS



PROPOSED SITE PLAN

CONGRESS ST SHOPS + APARTMENTS