

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 **Tuesday, October 14th, 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, July 7th, 2025
- IV. Public Hearings
- V. Old Business
 1. Planning Department Report –Summer Barden
- VI. New Business
 1. Discussion and consideration to recommend a 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.
- VII. Adjournment

1 **New Market Planning Commission and Joint Public Hearing**

2 **July 7th, 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, July 7th, 2025, at
6 6:30 p.m. The following Planning Commission members were in attendance: Vice Chair Sherri Erbaugh,
7 Bob King, George Daugharty, Tom Linski Jr., Harry Wine. Commission member Mr. Sonny Mongold was
8 absent.
9

10 Mr. Hale opened the meeting at 6:30 p.m. and established a quorum with 5 members present.
11 Mr. Hale led all in attendance in the reciting of the Pledge of Allegiance.
12

13 **APPROVAL OF MINUTES:**

14 Mr. King entertained a motion to approve the minutes. Mr. Daugharty made a motion to approve the
15 minutes as written. Mr. Daugharty seconded the motion. The motion passed with a unanimous voice
16 vote 5-0.
17

18
19 **JOINT PUBLIC HEARING:**

20
21 Mr. Hale opened the Joint Public Hearing at 6:32 p.m. and invited Mayor Hughes to open the council's
22 meeting.
23

24 Mayor Hughes established a quorum of five members present: Vice Mayor Harkness, Mr. Bob King, Mr.
25 Jon Henry, Mrs. Janice Hannah, and Mr. Daryl Watkins. Mayor Hughes called the Special Meeting to
26 order and opened the Joint Public Hearing at 6:33 p.m.
27

28 Mr. Hale invited Ms. Barden to present the text amendment information for the joint public hearing. Ms.
29 Barden gave a presentation on the proposed sign text amendment. Ms. Barden explained that a sign
30 permit was submitted and had to be denied as it did not adhere to the current sign ordinance. Staff's goals
31 for 2025 were to update the sign ordinance and refresh some of the areas, so this permit came at a good
32 time. Ms. Barden explained that staff are proposing a text amendment to Article XIV. Supplementary
33 District Regulations, Section 70-152 (j)(7) to allow for attached canopy banner signage to be included with
34 in the B-2 Interstate Corridor District and to regulate attached canopy banner signage. She explained that
35 the sign area total would be 1 square foot for each foot of distance between the sign and the front
36 property line. That the sign area for an individual sign would be 60 square feet per sign, and the minimum
37 setback of 150 feet from the property line. The text amendment states that the attached canopy banner
38 signage will be temporary signs, that the permit should be obtained annually, and may be displayed for
39 no more than 180 consecutive days per calendar year. The signs must be affixed to columns, posts or
40 poles. She explained that these signs shall be included in the total allowable sign area for the premises
41 but shall not count against the number or square footage of any other sign type listed in this section. Ms.
42 Barden had images in her PowerPoint to give a perspective of what the banners would look like
43 throughout the town. Ms. Barden concluded her presentation and asked for any questions from the
44 Planning Commission or Council.
45

Mr. Daugharty inquired about the wording in the Other category on the graph that states, 'these signs shall be included in the total allowable Sign Area for the premises but shall not count against the number or square footage of any other sign type listed in this Section' and asked her to give an example. Ms. Barden explained that the total signage that is allowable for signs such as a freestanding, wall, projecting, roof or portable sign is a 250-foot square foot maximum. Since the canopy banners are temporary in nature, they will not be included in the maximum allowable square footage for signage as it gives more flexibility. Mr. Daugharty, for clarification, inquired if a business has a permanent sign that is already the maximum square footage, the business could also have the temporary canopy banners. Ms. Barden stated that that was correct. Mr. Linski asked how much the sign permits cost, and he was informed that it was \$25. Mr. Linski also inquired about the longevity of the temporary signage and whether the business was amicable with the 180-day consecutive day limit and if it would have a negative impact on tourism. Ms. Barden stated that this time frame is during their opening season, and the business has not commented on longevity. Mr. Wine asked if they are applying for one sign permit or four separates permits, as the photo shows four canopy banners. Ms. Barden stated at this time there is only one permit, and she would leave that up to Mr. Garrison's discretion. A copy of Ms. Barden's presentation will be filed with the minutes.

Mr. Hale asked if there were any other questions from the Planning Commission or from the Council. With no further discussion and no citizen comments, Mr. Hale closed the Joint Public Hearing.

Mayor Hughes closed the Joint Public Hearing and asked for a motion to close the meeting. Mrs. Hannah moved to close the meeting, with a second from Mr. Watkins. With no further discussion, the meeting was adjourned on a 5-0 voice vote. Meeting adjourned at 6:41 p.m.

OLD BUSINESS:

Ms. Barden reported that there were several zoning permits approved over the past month. These permits include a new house at 9997 South Congress St., a carport at 9198 John Sevier Rd., a deck and ramp at 184 W. Lee St., and a fence at 9640 John Sevier Rd. There was also a sign permit for 9394 South Congress St. Ms. Barden stated that she has received the easement from Holtzman for the sidewalk project, and it is awaiting signatures from the Town Manager and the attorney for it to be recorded. Mr. Daugharty asked if it would go out to bid then. Ms. Barden stated that the hope is to get the bid documents out by the end of the summer. Mr. Hale asked when the construction would begin, and Ms. Barden stated that we are unsure of that information at this time, and it would be determined after bids come in.

NEW BUSINESS:

The only item for new business was the discussion and consideration of a recommendation for the text amendment discussed during the joint public hearing. Mrs. Erbaugh made a motion to recommend the text amendment as stated to the Town Council for approval. Mr. King seconded the motion, and with no further discussion the motion passed with a 5-0 voice vote.

Mrs. Erbaugh inquired about the water project and the progress. Ms. Barden said that bids were opened on June 30th, and they are currently in review.

87 **ADJOURNMENT**

88 **With no further business to discuss, at 6:49 p.m., Mr. King made a motion to adjourn the**
89 **meeting. Mr. Linski seconded the motion which passed on a unanimous 5-0 voice vote.**
90

91

92

Amber Smoot, Secretary

Draft

PAID
2025

TOWN OF NEW MARKET
APPLICATION FOR
CONDITIONAL USE PERMIT

1. The Applicant is the: ☒ Owner ☐ Contract Owner

OWNER

CONTRACT OWNER

Name: Ramadan Gad

Name: _____

Address: _____

Address: _____

1458 Carrington Ridge Ln,
Vienna, VA 22182

Telephone Number: 703-894-7470

Telephone Number: _____

If the applicant is a contract owner, written approval of the owner must be filed with this application, along with a copy of the contract.

2. Ownership of this property is evidenced by deed from _____ recorded in deed book number _____ on page number _____, as found in the Office of the Circuit Court of the County of Shenandoah.

3. Location of the property (Please give exact address and/or directions): _____

9361-9365 N Congress St

4. Tax Map Number: 103 A1 A66

5. Zoning District: _____

6. Proposed Use Applied For: Residential and Commercial

7. Has a previous application been made for this use? ☐ YES ☒ NO

If YES, give date: X

8. Current Use: Residential and Commercial

9. Total Acreage/Lot Size: .3413 Acres

10. It is proposed that the following buildings, additions, or improvements will be constructed: _____

Expansion of the second story to accommodate 1 additional residential apartments.
Current building is 2 commercial, 1 residential. Proposal is to increase to 2 commercial, 2 residential

11. It is proposed that 5000 square feet out of the total building area footage of 5000 square feet will be utilized under this permit;

OR

It is proposed that _____ square feet/ acres of the total parcel of _____ square feet/ acres will be utilized under this permit.

12. The proposed days and hours of operation of the use are: N/A

13. Please supply an estimate of the traffic impact of the proposed use in relation to its access streets: No traffic patterns should change by adding additional residential units.

14. Briefly discuss how the proposed use and improvements are designed and arranged to fit into the development of the adjacent property and neighborhood and will not be detrimental to the immediate neighborhood:

As noted in the site plan, the lot is large enough to accommodate plenty of off-street parking without causing any disturbances to the neighboring properties.

In addition, the front elevation will remain untouched preserving the aesthetic of the historic district.

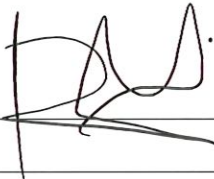
15. Additional Comments: Find attached proposed changes

- (a.) Boundaries of the entire area
- (b.) Total area of the property
- (c.) Location and size of all existing and proposed structures (including signs)
- (d.) All required minimum yards and the distances of all existing and proposed structures to the lot lines
- (e.) Public right(s)-of-way, indicating names and/or route numbers
- (f.) Proposed means of ingress and egress to and from the property from a public street
- (g.) Size and location of all existing and proposed off-street parking spaces, indicating minimum distance from the nearest property line(s)
- (h.) Proposed screening, landscaping, and fencing
- (i.) The existing use and zoning designation of adjacent properties

[illegible]

I (we), the undersigned, do hereby certify that the information provided is accurate to the best of my (our) knowledge and hereby apply for a conditional use permit under the provisions of Chapter 70 of the Code of the Town of New Market. I (we) understand that, after due notice and public hearing, the Town Council may approve, approve with conditions, or deny this application. I (we) authorize the Town to go upon the property for the purpose of making site inspections.

Applicant(s) Signature(s):



Date:

8/5/2025

Mailing Address:

1458 Carrington Ridge Ln
Vienna, VA 22182

Telephone Number:

703-894-7470

FOR TOWN USE ONLY:

Amount of Fee:

Date Paid:

Public Hearing Date:

Planning Commission Recommendation:

☐ APPROVE

☐ DENY

Date:

Town Council Action:

☐ APPROVE

☐ DENY

Date:

Special Conditions:

Zoning Administrator's Signature



Poche Drafting + Design LLC
Herndon, VA 20170

703.209.5131
angel@pochedrafting.com

SCALE: 1/4" = 1'

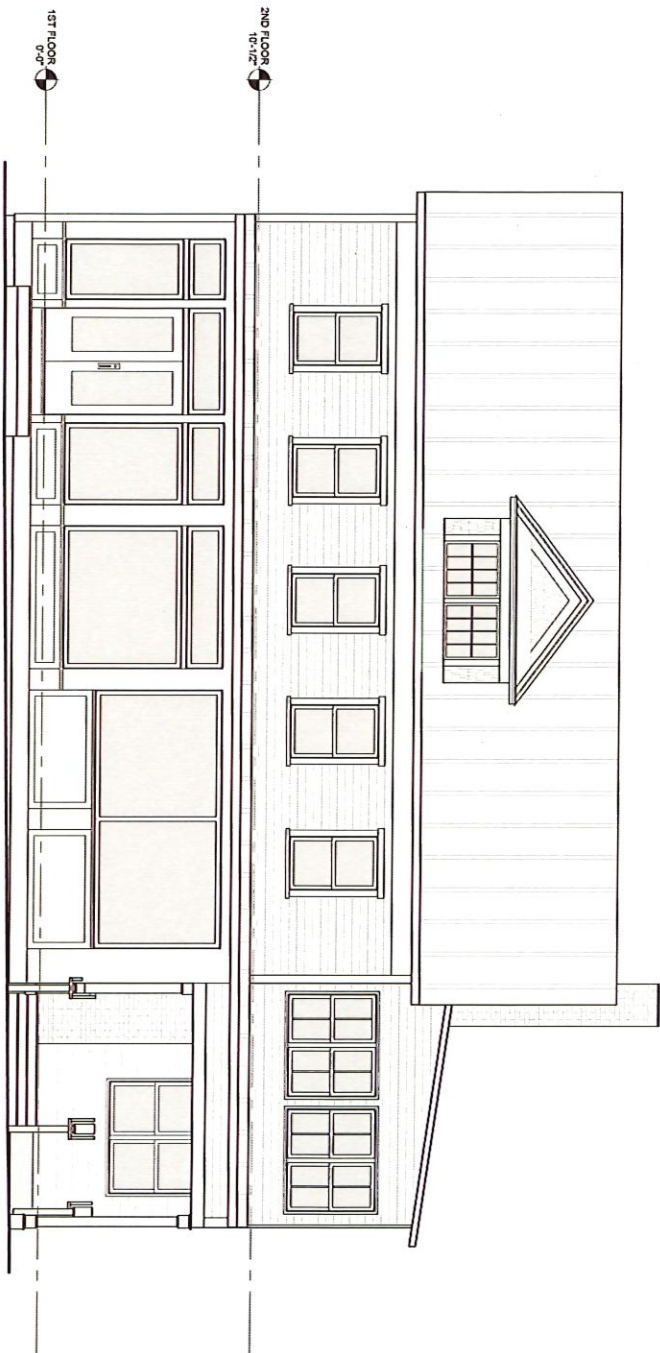
CONGRESS ST SHOPS + APARTMENTS

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10296 Abbott Road
Manassas, VA 20110

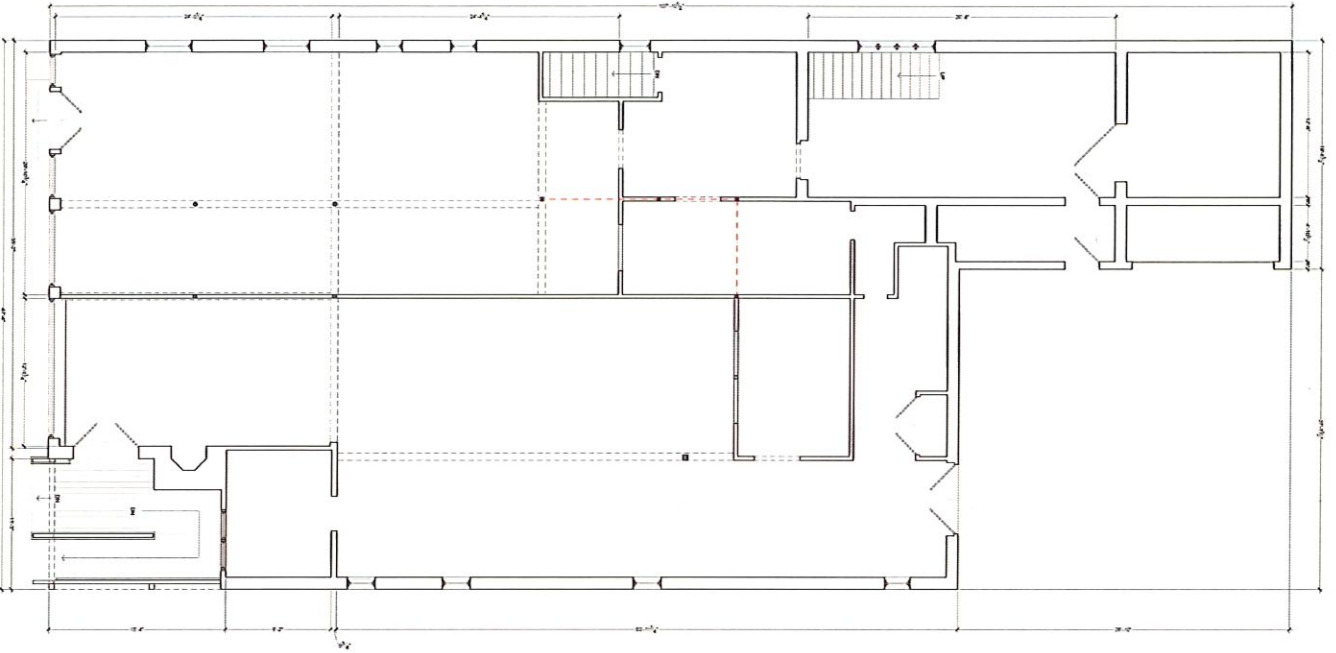
FRONT ELEVATION

04.09.25

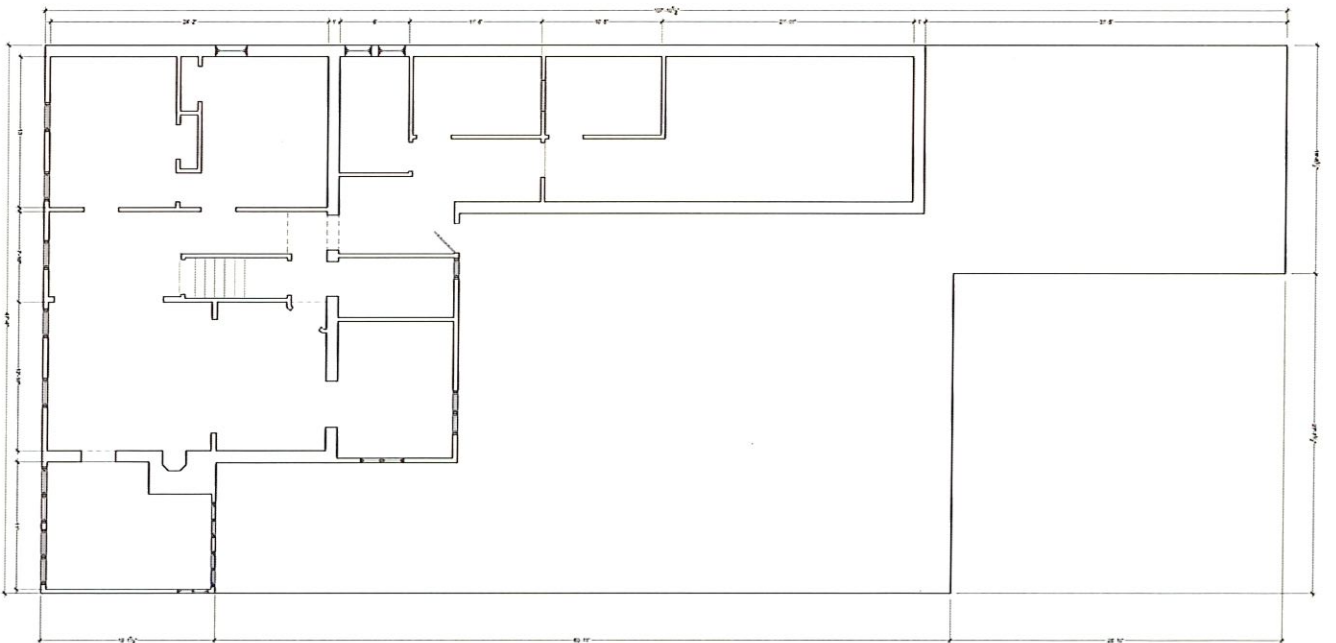


FRONT ELEVATION (to remain unchanged)

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



EXISTING 1ST FLOOR PLANS



EXISTING 2ND FLOOR PLANS



Pinkie Daring + Design LLC
Henderson, VA 22770
703.209.5131
info@pinkiedesigning.com
SCALE: 1/4" = 1'

CONGRESS STREET SHOPS + APARTMENTS

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EXISTING FLOOR PLANS
1ST + 2ND FLOORS

10306 Academy Road
Harrisonville, VA 22719

04.09.25

CONGRESS STREET SHOPS + APARTMENTS

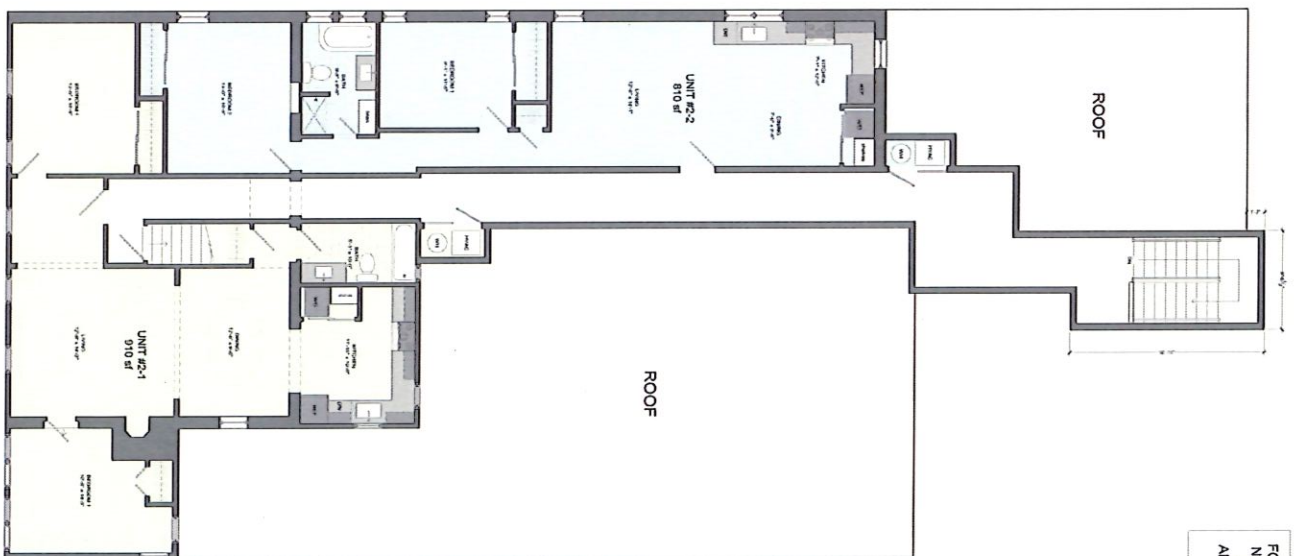
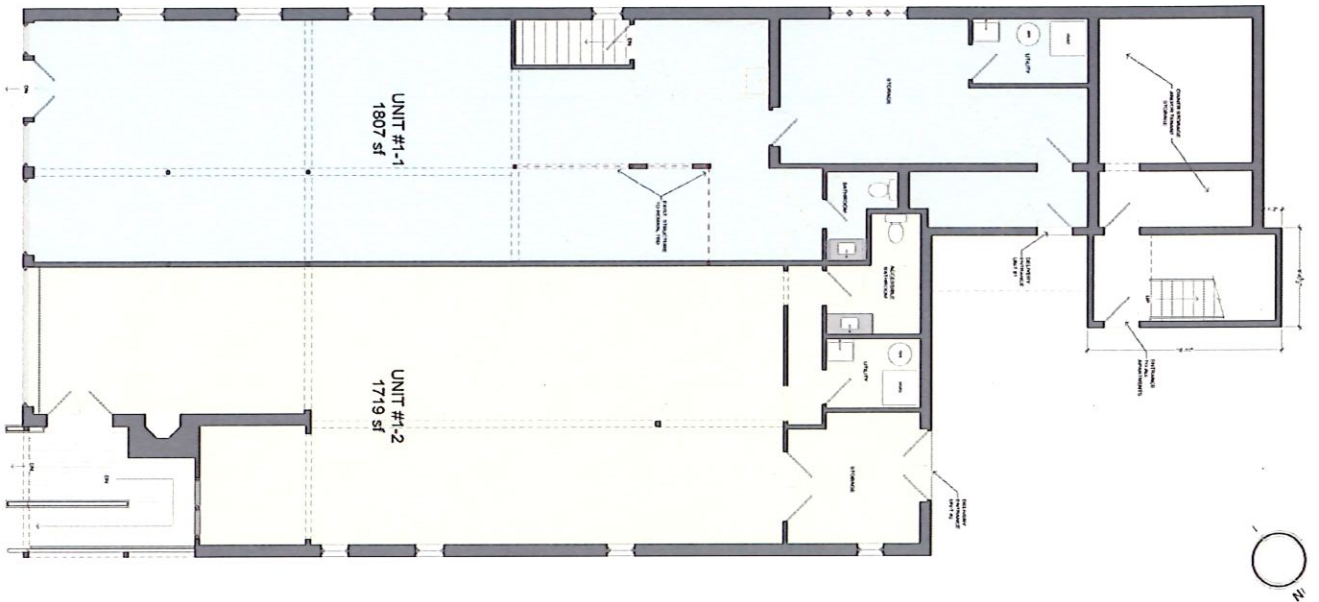
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PROPOSED FLOOR PLANS 1ST + 2ND FLOORS

UNIT 1-1 CONCEPT 1B
 1807 SF
 1807 SF

06.17.25

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



PROPOSED 1ST FLOOR PLANS

PROPOSED 2ND FLOOR PLANS

