

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, November 3rd, 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 Tuesday, October 14th, 2025
- IV. Public Hearings –

A joint public hearing, with the New Market Town Council, to consider whether to recommend a Conditional Use Permit (C.U.P.) requested by Ramadan Gad, property owner of certain real property located at 9361-9365 N Congress Street, New Market, VA 22844 (Tax Map # 103A1-((A))-66). The applicant proposes to increase the property's use from two (2) commercial units, and one (1) residential apartment to two (2) commercial units, and two (2) residential apartments.

- V. Old Business

1. Planning Department Report –Summer Barden

- VI. New Business

- VII. Adjournment

1 **New Market Planning Commission**

2 **October 14th, 2025**

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

5 The regular meeting of the New Market Planning Commission was held on Tuesday, October 2025, at
6 6:30 p.m. The following Planning Commission members were in attendance: Vice Chair Sherri Erbaugh,
7 Bob King, Harry Wine and Sonny Mongold. Commission members Tom Linski, Jr., and George Daugharty
8 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 **APPROVAL OF MINUTES:**

14 Mrs. Erbaugh entertained a motion to approve the minutes. Mr. Wine made a motion to approve the
15 minutes as written. Mr. Mongold seconded the motion. The motion passed with a unanimous voice vote
16 4-0.
17

18
19 **JOINT PUBLIC HEARING: none**
20

21 **OLD BUSINESS:**

22 Ms. Barden reported that there were seven zoning permits for new houses at 117, 123, 127,129, 131,
23 133, and 135 Courtyard Terrace. Mr. Wine commented that he was happy to see the construction of
24 Courtyard Terrace and how much was done already. Mrs. Erbaugh commented that they a couple come
25 into the library from out of town that had just purchased one of the homes in the Courtyard Terrace
26 area. Mr. Wine commended Ryan Homes for the pricing of the units. Ms. Barden reported that she
27 approved a sign permit for 9500 George R. Collins Parkway was approved. She approved zoning permits
28 for a shed at 9977 S. Congress Street, fence at 9482 John Sevier Road, and a front porch at 237 Clicks
29 Lane. She reported a change of use permit for 9700 S. Congress Street to change from office space to a
30 retail space. Ms. Barden announced that at the last council meeting she was appointed as the Zoning
31 Administrator. Mr. King inquired about the change of use permit, and which building that was. Ms.
32 Barden stated the building used to be the Franwood Farms office but will be used to sell farm products.
33

34 **NEW BUSINESS:**

35 The only item for discussion and consideration for a proposed second story expansion that will add one
36 additional residential apartment to the property at 9361-9365 North Congress Steet. Ms. Barden
37 explained that the building would maintain the two commercial units and increase the residential units
38 from one to two. She explained that the permit was in the packet in front of them, and she had a power
39 point to coincide with the discussion. Mr. King inquired if this was a new owner of the building, and Ms.
40 Barden stated that it was. The reason for the conditional use permit requirement is due to Section 70-
41 146 Multi-family Regulations (m) and Section 70-51 Permitted Uses with a Conditional Use Permit (b.)
42 Per the request there would be a small addition of a stairwell on the back side of the building to give
access to the residential units. Mr. Wine asked if this would be the only square footage added, and Ms.

43 Barden stated that he was correct. There is enough room for about 18 parking spaces that could be
44 created in the back section of the property to assist with residential parking and off-street parking. She
45 stated there are no changes to the setbacks and the area regulations are still met. Mr. King inquired
46 about the parking requirements, as he wanted to know if there would be assigned parking for the
47 residential units for off-street parking. Ms. Barden explained that could be requested of the property
48 owner. Mr. King explained that the previous owner had discussed making the back area into gardens
49 and that is why he was inquiring. Mrs. Barden showed the proposed floor plans, and the proposed
50 stairwell for the residential units. Ms. Barden explained that if this was recommended to go to the
51 council there would have to be a joint public hearing scheduled.

52 Mr. Mongold made a recommendation to present this conditional use permit to the town council for
53 review and approval. Mr. Wine seconded the motion. Mr. King asked that clarification be made about
54 the required amount of parking, and Ms. Barden stated she would have that information for the
55 presentation during the joint public hearing. With no further discussion, the motion passed unanimously
56 with a 4-0 voice vote.

58 **ADJOURNMENT**

59 **With no further business to discuss, at 6:49 p.m., Mr. King made a motion to adjourn the**
60 **meeting. Mr. Mongold seconded the motion which passed on a unanimous 4-0 voice vote.**
61

62
63

Amber Smoot, Secretary



9418 JOHN SEVIER ROAD • P. O. BOX 58 • NEW MARKET, VIRGINIA 22844

NOTICE OF PUBLIC HEARING

Notice is hereby given in accordance with Section 15.2-2204 of the Code of Virginia that the New Market Town Council will consider whether to approve, and the New Market Planning Commission will consider whether to recommend, a Conditional Use Permit (C.U.P.) requested by Ramadan Gad. A joint public hearing will be held in the Council Chambers of the Arthur L. Hildreth Municipal Building, 9418 John Sevier Road New Market, Virginia, on Monday, November 3, 2025, at 6:30 p.m., or as soon thereafter as the matter may be heard, at which time interested persons will have the opportunity to speak and be heard concerning the C.U.P. The details of the C.U.P. application include the following:

- Ramadan Gad owns certain real property located at 9361-9365 N Congress Street, New Market, VA 22844 (Tax Map # 103A1-((A))-66).
- The applicant proposes to increase the property's use from two (2) commercial units, and one (1) residential apartment to two (2) commercial units, and two (2) residential apartments.

A copy of the C.U.P. application referenced above, and the current zoning ordinance are available for public review during regular business hours at the New Market Town Office, 9418 John Sevier Road, New Market, Virginia. Copies are also available for review online at <http://www.newmarketvirginia.com/planning-commission>.

All public meetings are intended to be accessible to persons with disabilities in accordance with the Americans with Disabilities Act. A person requiring accommodation and/or auxiliary aids shall notify the Zoning Administrator at least five days prior to the scheduled meeting.

Summer Barden, Zoning Administrator



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Herndon, VA 20170

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SCALE: 1/4" = 1'



FRONT ELEVATION (to remain unchanged)

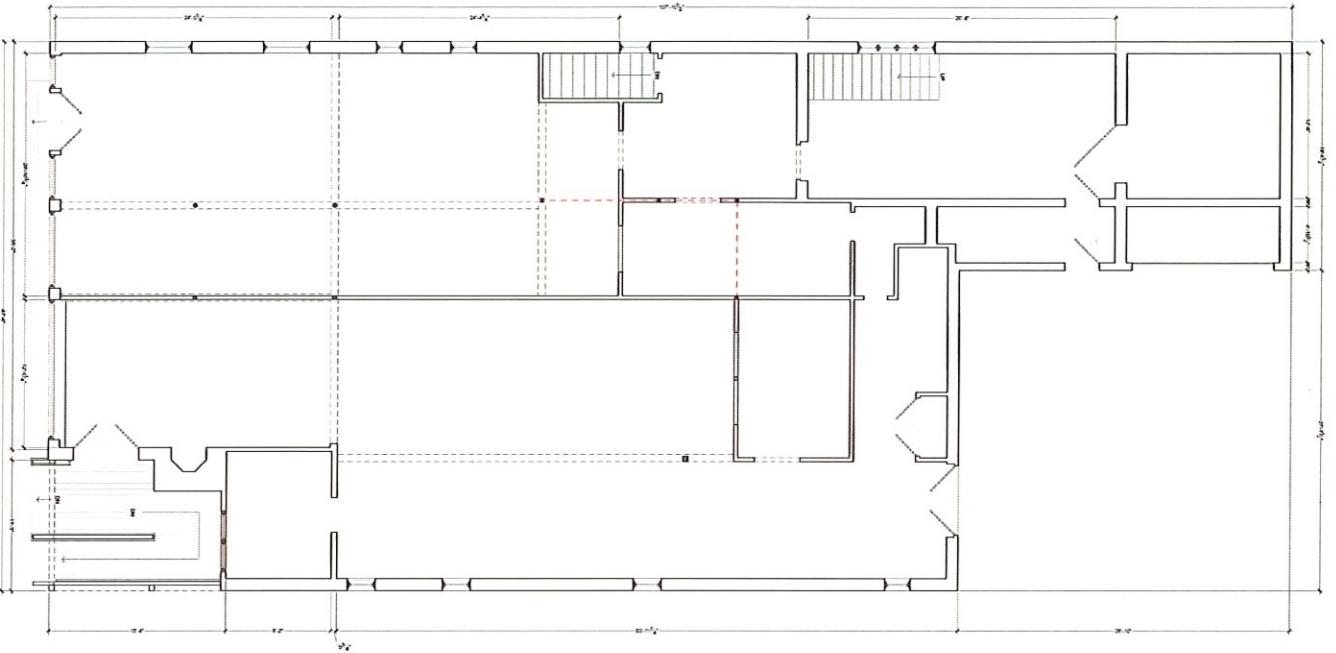
CONGRESS ST SHOPS
+ APARTMENTS

10296 Abbott Road
Manassas, VA 20110

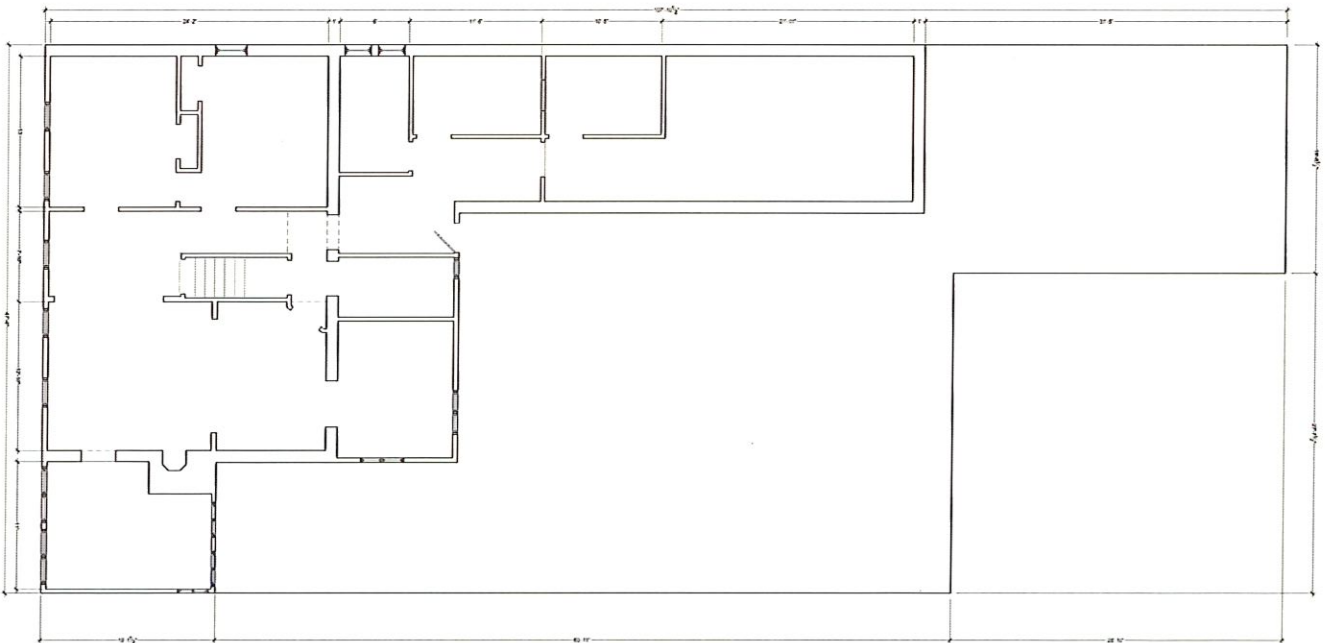
FRONT ELEVATION

04.09.25

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



EXISTING 1ST FLOOR PLANS



EXISTING 2ND FLOOR PLANS



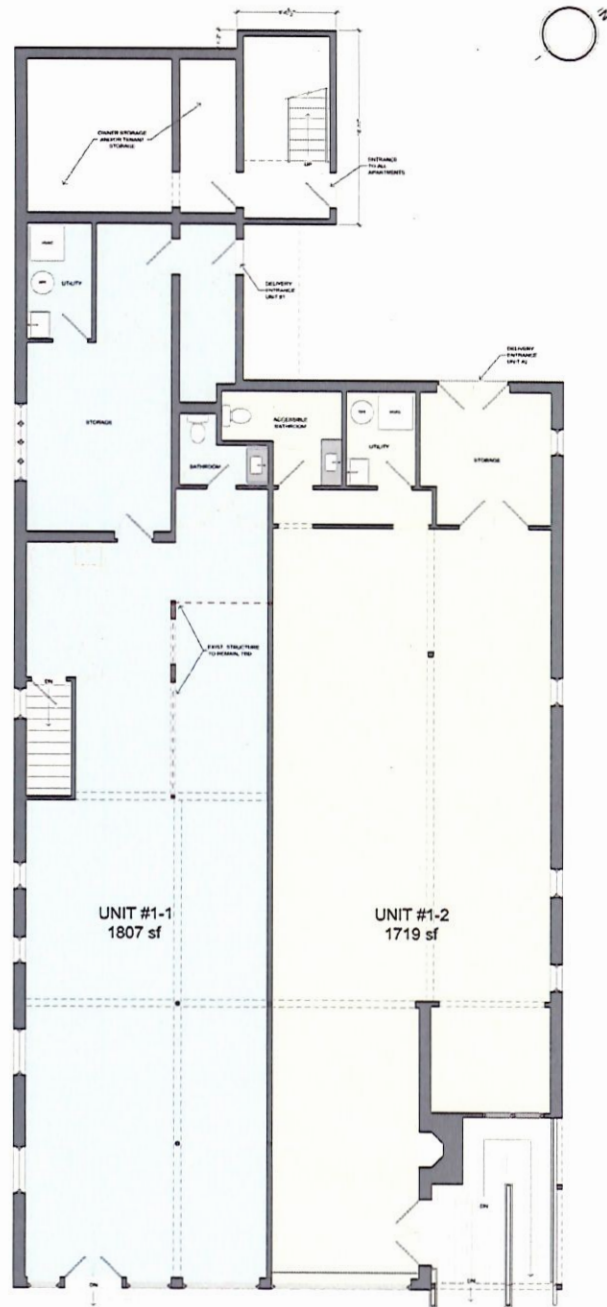
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SCALE: 1/4" = 1'

CONGRESS STREET SHOPS + APARTMENTS

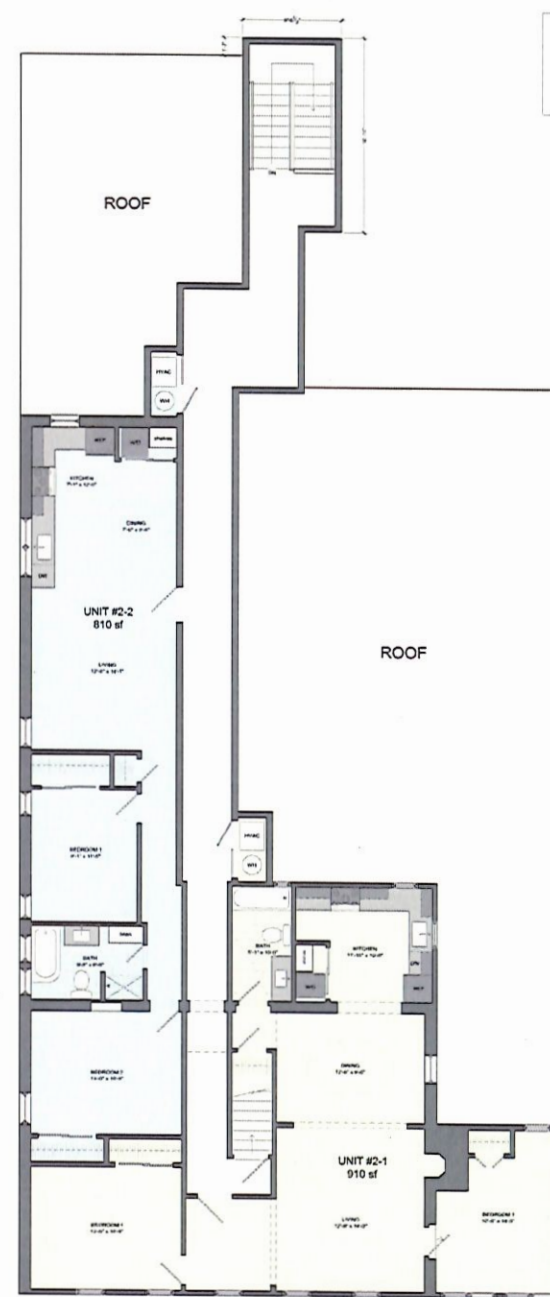
EXISTING FLOOR PLANS
1ST + 2ND FLOORS

10306 Academy Road
Harrisonville, VA 22719

04.09.25



PROPOSED 1ST FLOOR PLANS



PROPOSED 2ND FLOOR PLANS

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



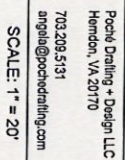
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CONGRESS STREET SHOPS + APARTMENTS

9365 N Congress St
New Market, VA 22046

PROPOSED FLOOR PLANS
1ST + 2ND FLOORS

06.17.25



10296 Abbott Road
Manassas, VA 20110

04.09.25

