

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

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, February 2nd, 2026, at 6:30 p.m. Full attendance is respectfully requested.

Summer Medina
Zoning Administrator

TENTATIVE AGENDA-

Consideration of:

- I. Call to Order and Establishment of Quorum
- II. Pledge of Allegiance
- III. Approval of Minutes from Monday, January 5, 2026
- IV. Joint Public Hearing
- V. Old Business
 1. Planning Department Report –Summer Medina
- 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

New Market Planning Commission

January 5th, 2026

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

The regular meeting of the New Market Planning Commission was held on Monday, January 5th, 2026, at 6:30 p.m. The following Planning Commission members were in attendance: Chairman Larry Hale, Bob King, Harry Wine , Tom Linski, Jr., and Sonny Mongold. Commission member George Daugherty and Vice-Chair Sherri Erbaugh were absent.

Mr. Hale opened the meeting at 6:30 p.m. and established a quorum with 5 members present.

Mr. Hale led all in attendance in the reciting of the Pledge of Allegiance.

APPROVAL OF MINUTES:

Mr. Hale entertained a motion to approve the minutes. Mr. Mongold made a motion to approve the minutes of the December 1st, 2025, meeting of the New Market Planning Commission as written. Mr. Linski seconded the motion. The motion passed with a unanimous voice vote 5-0.

JOINT PUBLIC HEARING:

Mrs. Medina stated that the public hearing was for the conditional use permit requested for the property at 9361-9365 North Congress Street. This property is zoned B-1, and the current use is for two commercial units on ground level and one residential unit on the second floor. The proposed use for the property is to maintain the two commercial units and increase the residential units to two. The reason for the conditional use permit is due to the zoning ordinance Section 70-146 Multi-Family Regulations-m. Additional Requirements-subsection 2 and Section 70-61 Permitted Uses with a Conditional Use Permit-(b.) Two-family Dwellings-(nn.) Multiple uses on any lot. A stairwell is proposed to be built on the back side of the building to give access to the residential units. The lot in the back can maintain up to 18 parking spaces, with a minimum of four parking spaces for the residential units per code. There are no changes to the setbacks, and the area regulations are still met with the requirement being 10,000 square feet as this property is approximately 15,000 square feet.

In her PowerPoint presentation, she shared an aerial overview of the property and noting the alley way entrance from North Congress Street. She shared the site plans to show the front elevation that would not be changed. The existing site plans were shared in the presentation to show the current layout and the proposed layouts for both the first and second floors. The proposed site plan for the back of the property to show the stairwell was included in the report.

Mrs. Medina addressed concerns that had been raised through various other meetings. She spoke with Shenandoah County's Erosion and Sediment Control Program Administrator about the stormwater run-off concerns, and due to the size of the property there were no red flags or concerns. She noted that if the property owner does pave the parking lot and the run-off becomes an issue with the neighboring property then it is a civil matter. Another concern was about ADA compliance and building codes and

46 she spoke and shared the plans with a Shenandoah County building official. There were no red flags or
47 concerns with the county for ADA compliance. The last topic of concern was the accessibility to the
48 parking area from North Congress Street and if there would be access at the back which would be
49 crossing over someone else's property. She spoke with the property owner about the concerns, and
50 their only intended entrance and egress to the property would be from North Congress Street. Mrs.
51 Medina stated that a condition could be put in place addressing this; however, it needs to be very
52 specific and state as to who we put that to, and it cannot be a blanket statement for that. It would have
53 to pinpoint tenants and customers that would use the entrance.

54
55 The floor was open for public comment. Mr. Keven Walker spoke on behalf of the Shenandoah Valley
56 Battlefields Foundation (SVBF), as their Chief Executive Officer and as a resident at 9349 North Congress
57 Street. He noted that SVBF owns property on two sides of the property at 9361-9365 North Congress
58 Street. Mr. Walker stated that they applaud the property owners for purchasing the property but also
59 moving forward with continued use as commercial use. He wanted to remind them that it is a historical
60 structure and dates to the early 19th century, and he gave some history on the building. He asked that
61 they keep that in mind when approving uses or conditions put on the building. They are excited about
62 the increased residential use, as they have been hoping for downtown property owners to embrace that
63 to invigorate downtown. The SVBF has a couple of concerns that are related to parking, primarily the
64 safety concerns for pedestrians. He noted that this is a blind entrance and exit. As a private citizen, he
65 stated that even coming out of Seminary Lane it is hard to turn onto Congress Street due to visual
66 barriers, and the traffic. The property at 9361-9365 North Congress Street has even more visual barriers,
67 and he noted that they feel the town would have to take away some of the on-street parking to increase
68 visibility to get people in and out of there safely. However, he stated that the town cannot afford to get
69 rid of any parking spaces, as parking is an issue. The SVBF does not feel it is conducive for an 18-space
70 parking lot, especially when you are talking about use for the public as well as visitors that do not know
71 their way around. He also noted the traffic that backs up at the light at the main entrance. They ask that
72 the lot be limited to residents and their guests only, and a limit of four assigned parking spaces for the
73 residents. Mr. Walker stated that they don't believe that 18-parking spaces are needed and the entrance
74 and exit are not conducive to that. Regardless of whether the county is concerned or not, all you have to
75 do is walk around back and see there are major erosion issues with the sheet flow of the water from the
76 property. He discussed the issues that SVBF has seen on their property due to this issue, and the flow of
77 the water from the entire block. SVBF is trying to look into erosion control gardens, as well as pollution
78 control gardens due to this issue. The third issue with parking is the current AirBnB traffic, and the
79 visitors trespassing on SVBF property. They believe encouraging anything other than full time resident
80 parking at that site would increase the issue and ask that they do not allow it. There are concerns of
81 future residents trying to access the back of the property through SVBF property, which has happened in
82 the past with some of the other neighboring lots. He noted that it doesn't matter what the property
83 owners' states will happen, as it has more to do with what the tenants chose to do. Although Mrs.
84 Medina stated that these are civil matters, he is asking for the Town put things in place to prevent
85 conflict between property owners. He reiterated that they are excited about this property being used,
86 and adding new business on main street, and a residential place. He asked again that they consider only
87 making the parking limited to residential use only.

88
89 There were no other citizen comments.
90
91 Mr. Hale inquired if of the four required spots would any be marked handicapped. Mrs. Medina stated
92 that she was unsure how the owner of the property would address that, but the spaces would have
93 signage for the residential spaces.

94
95 Mayor Hughes closed the public hearing for the Council's portion at 6:49 p.m.
96 Mr. Hale closed the public hearing for the Planning Commission at 6:49 p.m.
97 (A copy of the presentation will be on file with the minutes.)
98
99 **JOINT MEETING SESSION WITH COUNCIL:**
100 Mr. Hale invited Mrs. Medina to give the comprehensive plan update information.
101
102 Mrs. Medina stated that she and Mr. Garrison have put a lot of thought into the comprehensive plan
103 and economic development strategies and they have few updates to share with both the council and
104 planning commission.
105
106 Mr. Garrison explained that the council has heard some of this information already, but they felt it was
107 good to go over while everyone was in the room as this will be a joint effort project.
108
109 Mrs. Medina gave an update with a PowerPoint presentation (*a copy will be on file with the minutes*)
110 and explained that the last time the comprehensive plan was significantly updated was in 2012, with a
111 partial update approved in 2017. She explained that a new plan ensures decisions are based on updated
112 data, community input, and long-term goals. This provides a 20–25-year policy framework to guide land
113 use, growth, and reinvestment.
114
115 She said they looked at a few different consultant firms that could help with this process, and the firm
116 that was chosen was EPR-Engineering and Planning Resources. It is a Virginia-based, multidisciplinary
117 planning and engineering firm. They specialize in comprehensive plans, economic development,
118 transportation, housing and public engagement. She noted that they have extensive experience working
119 with small towns, rural communities, and regional partners. She gave several examples in her
120 presentation. She highlighted their best practices for comprehensive plans.
121
122 Mr. Garrison explained that EPR excels in communications with the community and sets up a website
123 tracker and helps notify the community of what is happening.
124
125 Mrs. Medina showed the 14-month timeline structure and explained the process. EPR's public
126 engagement strategy was discussed. They would help coordinate steering committee meetings, monthly
127 updates, live interactive website for public engagement and post updates, along with engagement with
128 the business community. She said there would be communication with the town council and planning
129 commission at four strategic moments during the process. There would be stakeholder group meetings,
130 and up to five public events. There would a community survey, and digital outreach.
131
132 Mr. Garrison explained how the steering committee could potentially be set up, and how important the
133 stakeholder meetings and the importance of each meeting during the process. He said that they want to
134 ensure there is significant input from the community.
135
136 Mrs. Medina continued with the presentation to discuss the stakeholder and public input sessions and
137 how those are broken down. She showed a preliminary structure and drafting of the different chapters
138 for the comprehensive plan. The major points of the structure included the engagement and data, state
139 of the town, vision and goals, draft plan and the implementation.
140

141 Mr. Garrison explained that these are key parts for any comprehensive plan. The transportation portion
142 of the plan would have to go through VDOT screening per state requirement. This looks at our
143 transportation networks and sidewalks, and looks at traffic data, so we can better project for the future.
144

145 Mrs. Medina continued to explain the enhancements and added value from EPR. There would be
146 strategic opportunity areas, which would be four potential locations based on the market conditions
147 within the business community, addressing infrastructure, redevelopment potential, and community
148 priorities. Then two of these areas will advance to detailed mini plans.
149

150 The economic development and downtown were another big piece included. There will be a market
151 analysis completed, and a downtown strategy plan.
152

153 The total cost of EPR's proposal is \$86,521.25. Mr. Garrison followed up that the last real comprehensive
154 plan update was in 2012, and it is time to dive into this project. EPR offers a significant public
155 engagement process and engages with our stakeholders. He explained that successful localities have a
156 plan and can show what is wanted.
157

158 Mr. King asked what the next step in the process would be. Mr. Garrison stated that this would go to the
159 council for approval at the January meeting.
160

161 Mr. Linski inquired if the current comprehensive plan would be used to help with this. Mr. Garrison
162 answered that they would have the current comprehensive plan along with other documentation to
163 help with the baseline.
164

165 Mr. Mongold stated that this is grossly needed and that it is an excellent idea.
166

167 Mr. Wine said he thinks this is a great idea, especially with getting the community input.
168

169 Mr. Linski was asked by Mr. Hale to finish conducting the meeting. Mr. Linski moved forward with the
170 meeting by asking Mayor Hughes to close the council's meeting.
171

172 Mayor Hughes asked for a motion to adjourn the meeting. Mr. Wymer motioned to adjourn the
173 meeting, and Mr. Henry seconded the motion. With no further discussion, the motion passed with a
174 unanimous voice vote of 6-0. Council meeting adjourned at 7:05 p.m.
175

176 Mr. Linski gave a three-minute recess to allow the council to be dismissed.
177

178 Mr. Hale resumed control of the meeting, and reconvened the meeting at 7:10 p.m.
179

180 **OLD BUSINESS:**

181 Mrs. Medina reported that zoning permits were approved for a deck at 124 Tyler Drive. She gave an
182 update on the Route 211 Sidewalk Project. Prior to Christmas the bid documents went out and are now
183 public. There is a pre-bid meeting on January 8th, 2026, questions are due on January 28th, 2026, and
184 bids are due and opened on January 30th, 2026.

185 Mr. Garrison noted that the Water Tank Project has been awarded and is working with the contractor,
186 Lantz of Winchester. Dirt hasn't started moving yet, but that will happen in the next couple of months.

187 This plan is to build one brand new 500,000 gallon storage tank on top of the hill, improve the access
188 road and the water main that connects to Miller Lane. Once that project is completed, we will work with
189 a tank maintenance contractor that works on rehabilitation of tanks and maintaining tanks. They will
190 rehab our current tank after the new one is built. The town is saving quite a bit of money by doing the
191 project this way.

192 **NEW BUSINESS:**

193 Mr. Hale started new business with new business is the annual selection of Planning Commission
194 officers, the chairman, vice-chairman, and the secretary. Mrs. Medina noted that these positions do not
195 have to be held by the same people, a member that is nominated for a position does not have to accept
196 the position as it is voluntary. Mrs. Medina stated that Mrs. Erbaugh submitted an email to the Planning
197 Commission Secretary, Amber Smoot, stating if she is nominated for vice-chairman that she would
198 accept it; however, did not want to be chairman. Mr. Garrison asked if the secretary was a staff
199 member. Mrs. Medina said yes, it is a staff member, and Amber Smoot is currently the secretary. Mr.
200 Linski nominated Mr. Harry Wine as Chairman, Mrs. Sherri Erbaugh as Vice-Chairman, and Amber Smoot
201 as the Secretary. Mr. Mongold seconded that. Mr. Hale asked for a vote, and the motion passed with a
202 unanimous 5-0 voice vote. Mr. Wine thanked Mr. Hale for his years serving as the Chairman. Mr. Hale
203 stated he has enjoyed his time as Chairman.

204 Mr. Hale moved to the second item of new business, which was the discussion and consideration to
205 recommend a conditional use permit for a proposed second-story expansion that will add one additional
206 residential apartment to the property at 9361-9365 North Congress Street, Tax Map #103-A1-A66. This
207 expansion would increase the property from two (2) commercial spaces, and one (1) residential
208 apartment to two (2) commercial spaces, and two (2) residential apartments. He noted that this was just
209 presented during the joint public hearing.

210 Mr. Wine thanked Mr. Walker for his comments during the joint public hearing. Mr. Wine stated that
211 this has him rethinking his position on this property a little bit. He agreed that we do not need to lose
212 any parking on the main street, especially if we get new business. He agreed that the residents should
213 park behind the building and believes the employees should park there as well. This would keep them
214 from using up valuable parking spaces on main street. He stated he didn't know if there is a way we
215 could change it, that it would be a private parking lot for the residents and employees only. This would
216 help limit traffic concern.

217 Mr. Linski stated the building was indeed a grocery store at one time. He stated that he believes most
218 customers would rather park on the main street instead of parking in the back and hauling their items
219 back to the vehicle. He believes it would only be used by the residents that live there and likes the idea
220 of employees using it as well. He noted that front sidewalks and alleys are in small towns and big cities
221 and gave a few examples. He said there is always a risk and people need to be cautious. This is a
222 concern, but it has been this way for a long time. He doesn't want to restrict the property owner and
223 potential businesses and would like to pass this along to the council instead of kicking around the
224 details.

225 Mr. Mongold stated that signs could be placed that says business parking only, and that he wouldn't be
226 opposed to that. Mr. Linski stated that this would be a good topic for the council to discuss. Mr. Hale
227 asked if we could ask the property owner to reduce the amount of parking. He asked if we knew how

228 many were supposed to be for the residents, and businesses. Mrs. Medina explained that for the
229 residential units we do have zoning ordinances for parking, and for the residential units there will be a
230 minimum of four spaces required. There are requirements for the commercial units for parking, and that
231 is based off the square footage, and what it is being used for. Mr. Hale asked if the minimum was 18
232 spaces. Mrs. Medina stated that she made rough calculations with both spaces being retail, and roughly
233 what the square footage is. The calculations for the first space would need about seven spaces, and the
234 second unit would need about six spaces. This was a rough calculation not knowing if it will be used for
235 retail and what the exact floor area the customer would be using. Mr. Hale noted that with the required
236 residential units that would be around 17 spaces, so the 18 spaces is not an egregious amount.

237 Mr. King gave a reminder that the reason for the off-street parking spaces is to help free up the on-
238 street parking for other people, as The Home Store is next door and we wouldn't want to tie up spaces
239 for them.

240 Mr. Garrison stated that a challenge in general, in which staff get frustrated, is the parking requirements
241 and this should be a larger discussion for downtown is to address required customer off-street parking.
242 Residential is very important as they need a place to be able to park all day. The challenge with off-
243 street parking is that New Market has very old lots that aren't very large and have existing businesses.
244 He gave an example of the old theatre building. He noted that we have conflicting issues within our
245 zoning and when real world issues come up. In this specific case, the only change in the use of this
246 property is that it is going from one residential unit to two residential units, which is two additional
247 parking spaces. Historically, there has been off-street parking, but as discussed, most people used the
248 on-street parking. Regardless of this situation, it is a challenge with parking in general on the north end
249 of Congress Street, as the public parking lot gets further away and what the town allows business to say
250 is off-street parking. There are numerous things that conflict when staff try to work with prospective
251 business owners.

252 Mr. Wine asked if we could recommend that mirrors be placed at the entrance of the alley to help
253 visually with pedestrian traffic. Mr. King noted maybe signage to be cautious of pedestrian traffic. Mr.
254 Garrison inquired if the use would even trigger the use of the off-street parking. Several members noted
255 that most of them have only ever used on-street parking. Mr. Wine stated that he thought parking in the
256 back was for deliveries.

257 Mr. Garrison stated that historically this property does not have off-street parking, and if you look at
258 other businesses along main street, they do not have off-street parking. When talking about this
259 property, the only real expansion is the two spaces for the new residential unit, and it doesn't take into
260 effect the commercial use as it is staying the same. The two new spaces would fit in the rear of the
261 building. This is something we could work through with the town council.

262 Vice-Mayor Harkness spoke from the audience to state that she agrees, and the main responsibility here
263 is to the residential apartments, and we should look at shrinking the number of spaces. She did note
264 that it is a matter of having to creep out on to Congress Street when you leave these spaces, and it
265 always has been for many of these lots.

266 Mr. King asked about the waste management and if they will need a dumpster. Mr. Garrison said that
267 this would be up to the owner. Mrs. Medina stated that it depends on the usage as to whether or not a
268 dumpster is required. Mr. Walker spoke from the audience to state an issue they have with the Mexican

269 restaurant's dumpster being on there property, and this is why they are concerned about what the
270 planning commission decides. Mr. King asked if the waste removal would limit the type of business that
271 would go in that space and if that is something we can do. Mrs. Medina said there are many factors that
272 can limit what kind of business is able to be in that space. With restaurants they require certain health
273 codes. Mr. Hale asked what the current use of the property is. Mrs. Medina stated that it was retail, and
274 unsure if it would continue to be retail.

275 Mr. Mongold asked if the commission could approve the schematic as presented and let the town
276 council decide how to handle the parking and the trash.

277 Mr. Garrison said there isn't anything to be done about the trash situation. He gave a couple of actions
278 that can be done moving forward. One would be making a motion to recommend that council consider
279 those items for their final consideration or two we table this and bring it back to the planning
280 commission next month with thoughts addressing the issues brought up today. Generally, the planning
281 commission gives recommendations to council for these types of land use things.

282 Mr. Hale asked what the timeline for completion of this project was. Mr. Garrison stated that the initial
283 original application was submitted in March of 2025, but staff had to work with the owner on some
284 things in the request. In August they submitted the new application, and March would be fine. Staff
285 would bring this back during the February meeting for the Planning Commission to decide, and it would
286 go to council in their March meeting. Mr. Garrison stated he would prefer that this be tabled due to the
287 conditions being put on the property owner, and relooking at what the actual commercial parking lot
288 requirement is since historical the rear of the building was not used.

289 Mr. King motioned to table the conditional use permit until next month's meeting. Mr. Mongold
290 seconded the motion, and with no further discussion the motion passed with a unanimous voice vote of
291 5-0.

292

293 **ADJOURNMENT**

294 **With no further business to discuss, at 7:36 p.m., Mr. Linski made a motion to adjourn the
295 meeting. Mr. Wine seconded the motion which passed on a unanimous 5-0 voice vote.**

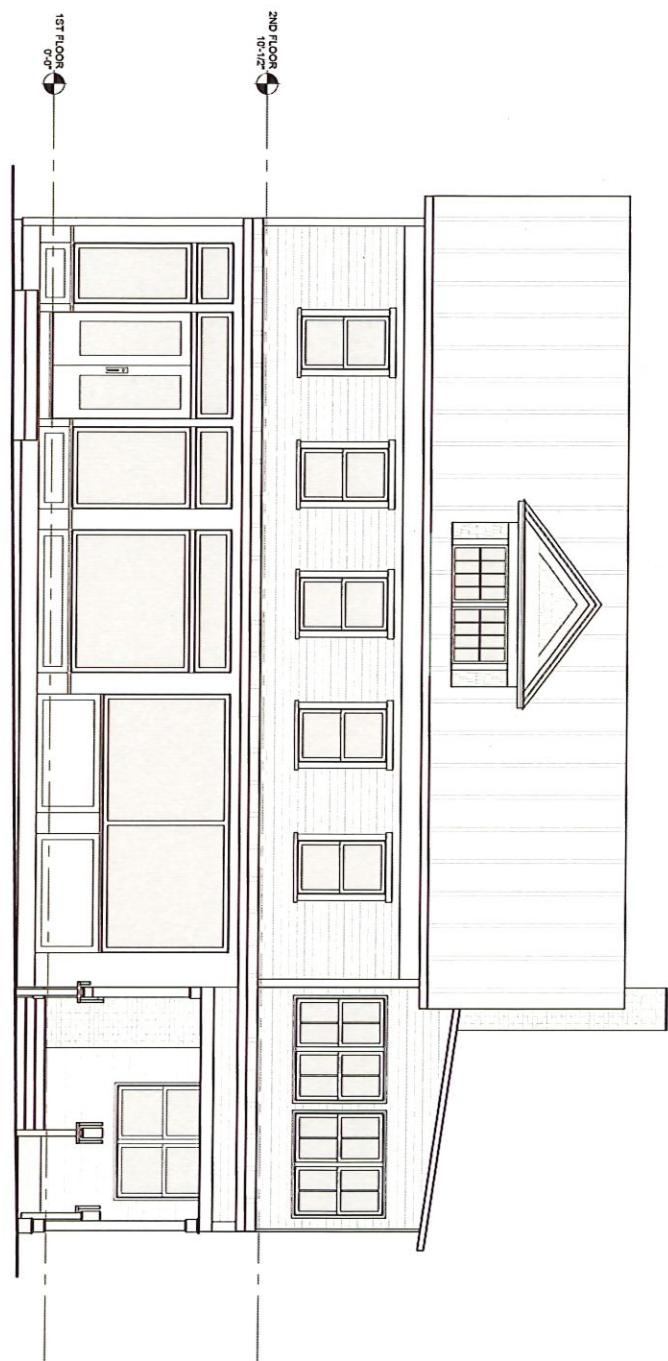
296

297

298 Amber Smoot, Secretary

FRONT ELEVATION

FRONT ELEVATION (to remain unchanged)



04.09.25

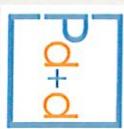
CONGRESS ST SHOPS
+ APARTMENTS

9 of 12

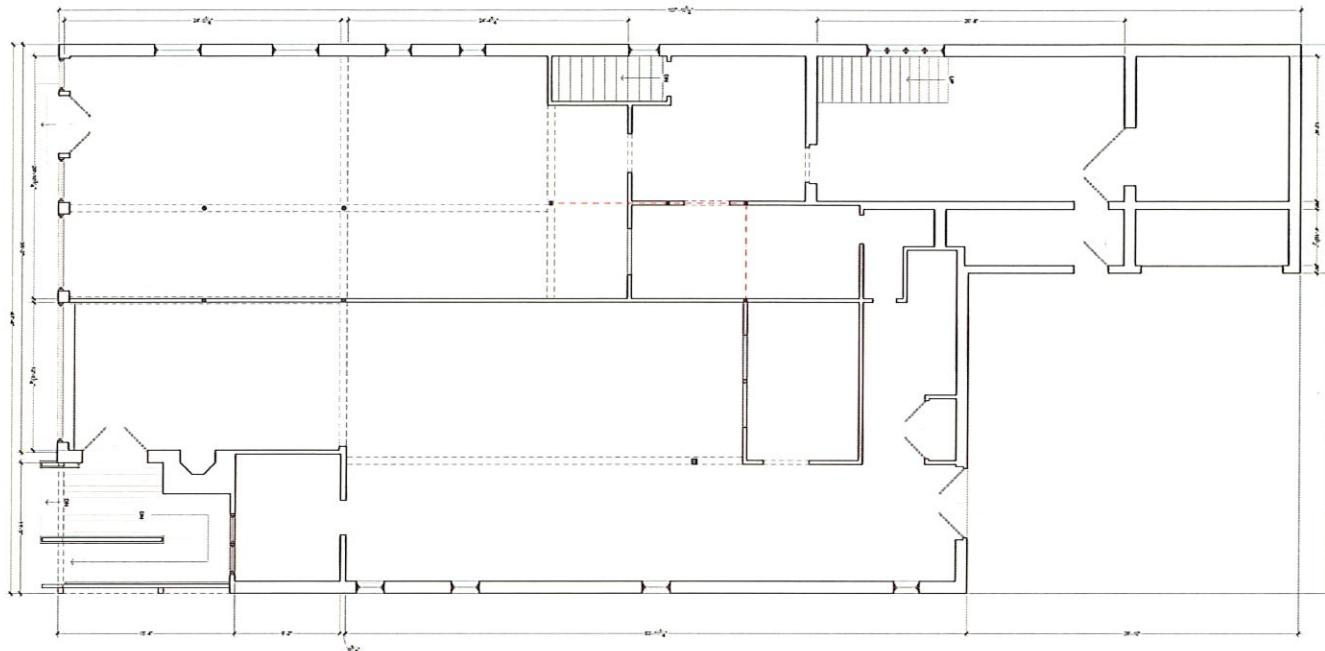
10236 Abbott Road
Manassas, VA 20110

Poche Drafting + Design LLC
Hampton, VA 23670
757.239.5331
angel@pochedrafting.com

SCALE: 1/4" = 1'

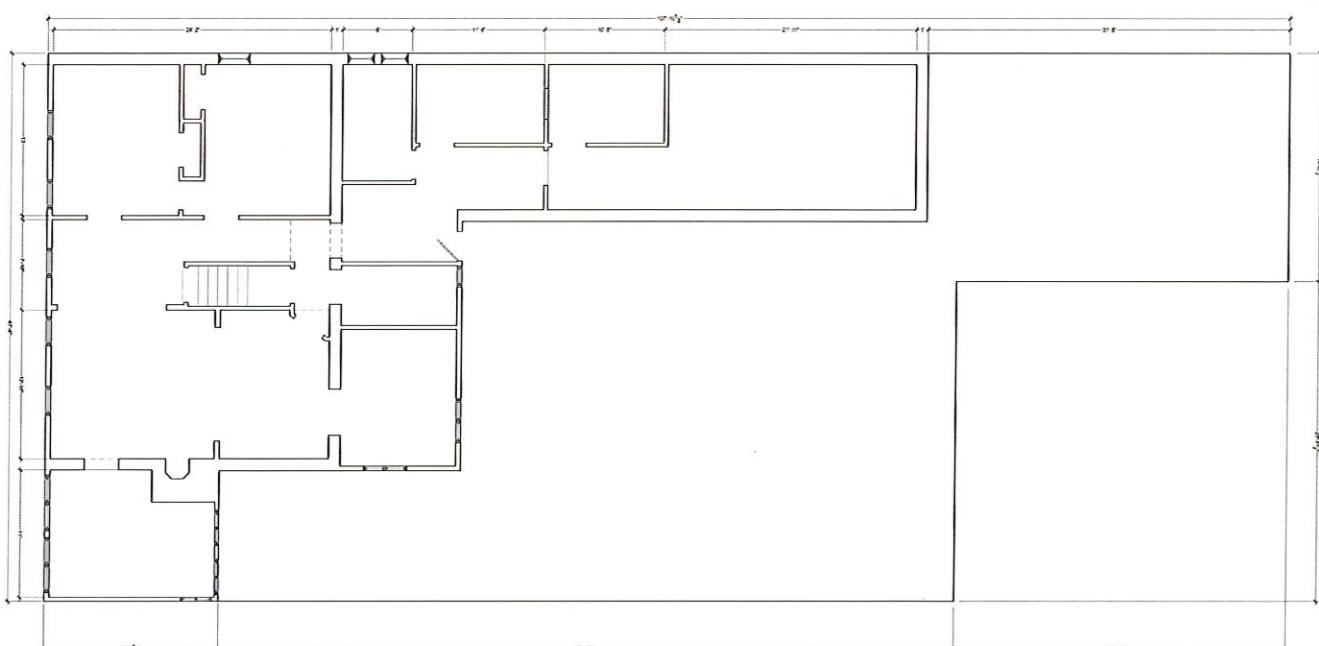


EXISTING 1ST FLOOR PLANS

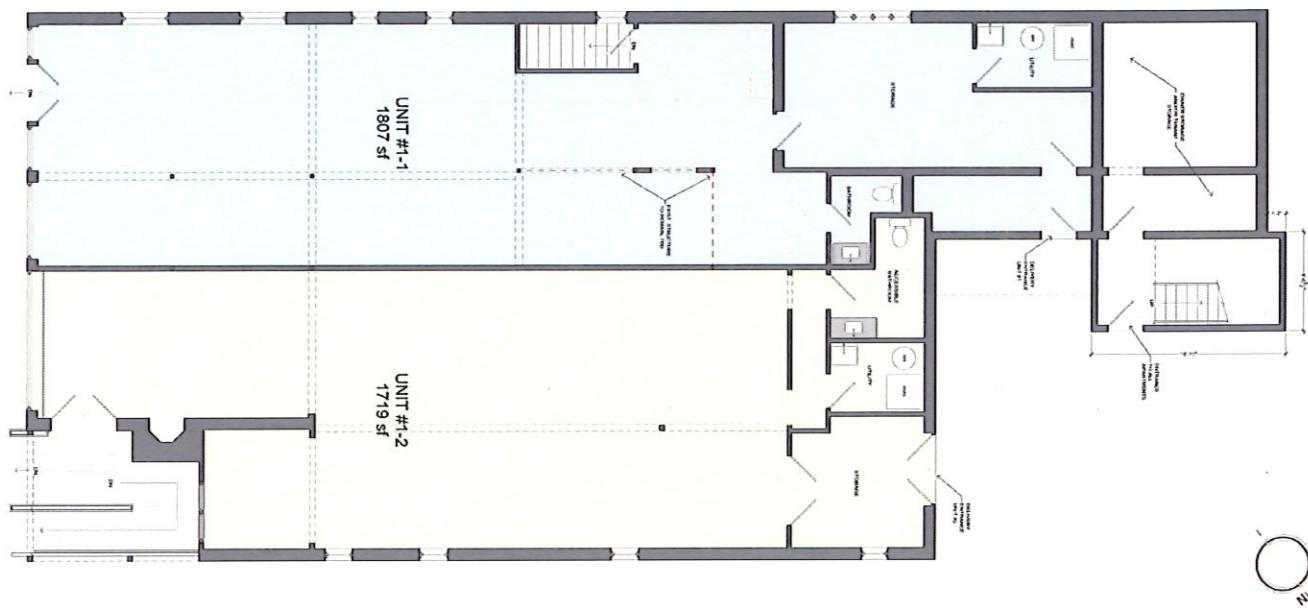


ALL DIMENSIONS AND WALL
THICKNESSES ARE
APPROXIMATE AND TO BE
VERIFIED IN FIELD

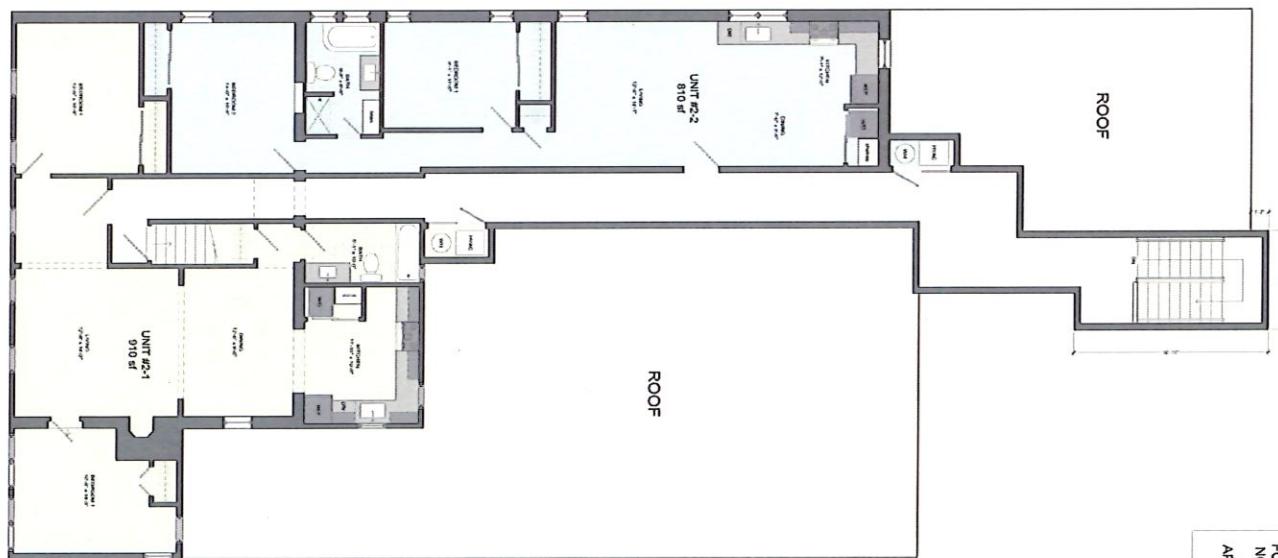
EXISTING 2ND FLOOR PLANS



PROPOSED 1ST FLOOR PLANS



PROPOSED 2ND FLOOR PLANS



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

PROPOSED FLOOR PLANS
1ST + 2ND FLOORS

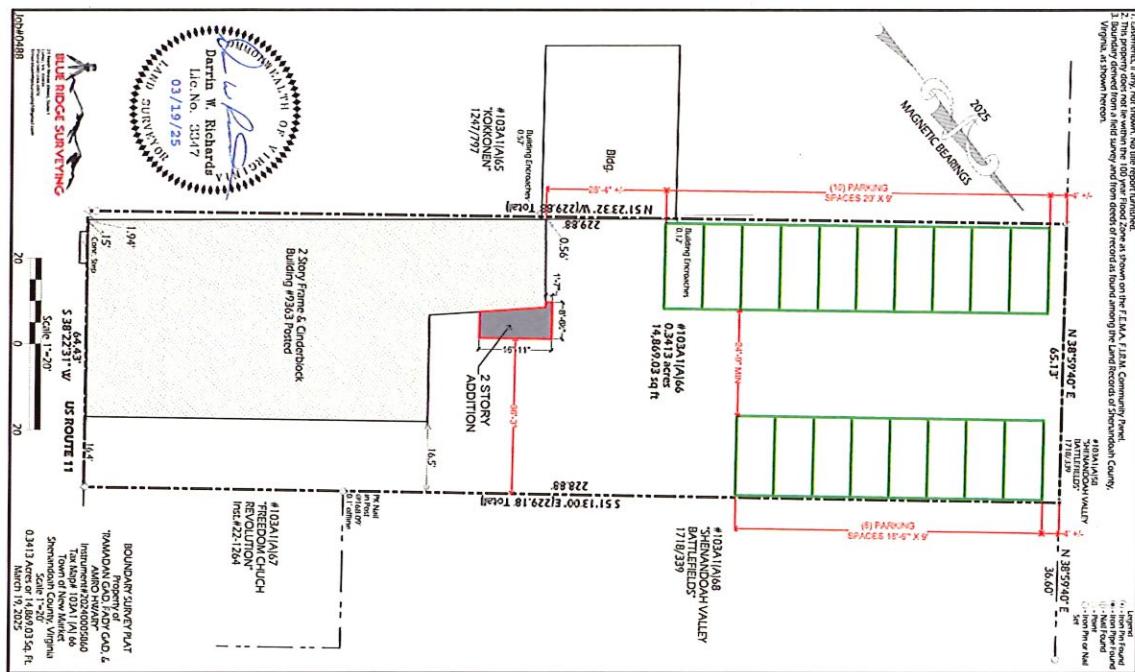
0000 N Congress St
New Market, VA 22843

CONGRESS STREET
SHOPS + APARTMENTS
11 of 12

Prine Design + Design LLC
Herndon, VA 20170
703.299.1113
info@PrineDesign.com
SCALE: 1/4" = 1'



PROPOSED SITE PLAN



PROPOSED SITE PLAN

CONGRESS ST SHOPS + APARTMENTS

10296 Abbott Road
Manassas, VA 20110

12 of 12

Pocho Drafting + Design LLC
Herndon, VA 20170
703.209.5131
angela@pochodrafting.com
SCALE: 1" = 20'