

To: New Market Planning Commission
Harry Wine, Chairman
Sherri Erbaugh, Vice Chairman
George Daugharty
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, March 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, February 2, 2026**
- IV. **Joint Public Hearing**
- V. **Joint Meeting with the New Market Town Council**
 1. Comprehensive Plan Kick Off Discussion
- VI. **Old Business**
 1. Planning Department Report –Summer Medina
- VII. **New Business**
- VIII. **Adjournment**

1 **New Market Planning Commission**

2 **February 2, 2026**

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

5 The regular meeting of the New Market Planning Commission was held on Monday, February 2nd,
6 2026, at 6:30 p.m. The following Planning Commission members were in attendance: Chairman Harry
7 Wine, Vice Chairman Sherri Erbaugh, George Daugharty, Sonny Mongold, and Bob King. Commission
8 members Larry Hale and Tom Linksi, Jr. were absent.

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

11 Mr. Wine led all in attendance in the reciting of the Pledge of Allegiance.

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14 **APPROVAL OF MINUTES:**

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16 Mr. Wine entertained a motion to approve the minutes. Mr. Mongold made a motion to approve the
17 minutes of the January 5th, 2026, meeting of the New Market Planning Commission as written. Mr.
18 Daugharty seconded the motion. The motion passed with a unanimous voice vote 5-0.

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20 **JOINT PUBLIC HEARING: none**

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22 **OLD BUSINESS:**

23 Mrs. Medina reported that a zoning permit was approved for a deck at 154 Tyler Drive and one for a
24 shed at 9891 Woodbine Way. She reported that the Town Council voted to move forward with the
25 comprehensive plan update, therefore there will be a joint meeting with the Town Council during the
26 next Planning Commission meeting. This will kick off the project with EPR, the consultant for the
27 comprehensive plan project.

28 For the Route 211 Sidewalk Project, the due date for bids was moved to Wednesday, February 4th, 2026,
29 at 3 p.m. to accommodate for the winter weather. The bids will be opened right after that. Mr. King
30 asked if there were many interested. Mrs. Medina noted that there was a good turnout for the
31 mandatory pre-bid meeting.

32 **NEW BUSINESS:**

33 Mr. Wine asked Mrs. Medina to lead the discussion for the consideration of a conditional use permit at
34 9361-9365 North Congress Street. Mrs. Medina gave an overview of the conditional use permit, as the
35 Planning Commission has discussed this conditional use permit several times in the previous months.
36 She recapped that the CUP was tabled at the last meeting to give time to research more into the parking
37 regulations for this property. After research, it seems that historically the parking area in the back was
38 used for residential use and their guests, as well as employee parking for the commercial units. Staff
39 found that Sec. 70-150(a)(3) would be solution for this to help allow for the expansion of the parking for
40 the residential parking but not make it to where we would have to put a new ordinance on an old

41 commercial unit. This section states that only two additional parking spaces would be required for the
42 expansion.

43 Mrs. Medina stated that if they are comfortable with moving forward with the CUP that she would not
44 want to limit or put in a specific number of parking spaces, just in case the commercial units change use
45 in the future, which may require a different amount of required parking spaces. This way it doesn't limit
46 the use of the building.

47 Mr. Daugharty asked how many parking spaces are allowed based on the current zoning and how many
48 would be allowed if the whole building was residential. She explained that currently there are two
49 residential parking spaces in the back, and two more are required if the expansion is approved. For the
50 commercial units it varies depending on the use.

51 Mrs. Erbaugh asked if the customers would park on Congress Street. Mrs. Medina explained that they
52 would, and the employees would park in the back, and it is only 2-hour parking allowed on Congress
53 Street.

54 Mr. King recommended that they send the CUP to the Town Council to vote on, and deal with any
55 problems that may come up later.

56 Mr. Wine reminded them that the conditional use permit is to expand the residential unit to two units,
57 which requires only two parking spaces. Mr. Daugharty stated that a residential facility is less intense
58 than commercial.

59 Mr. King moved to send this conditional use permit for 9361-9365 North Congress Street to council for
60 approval. Mr. Mongold seconded the motion. With no further discussion, the motion passed with a
61 unanimous vote of 5-0.

62 Mr. Wine stated that was the only action item and asked if anyone had anything they would like to
63 discuss. Mr. King stated that he believes that the Town needs to investigate the parking restrictions.
64 Mrs. Medina said that she and the Town Manager are aware of this and have been looking into it. She
65 said they are hoping that this will be brought up during the comprehensive plan. Members discussed
66 different areas of town that may have opportunities to add more parking.

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68 **ADJOURNMENT**

69 **With no further business to discuss, at 6:47 p.m., Mr. King made a motion to adjourn the**
70 **meeting. Mr. Daugharty seconded the motion which passed on a unanimous 5-0 voice vote.**

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Amber Smoot, Secretary