

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, May 4th, 2026, at 6:30 p.m.** Full attendance is respectfully requested.

Nathan Garrison  
Zoning Administrator

TENTATIVE AGENDA-

**Consideration of:**

- I. **Call to Order and Establishment of Quorum**
- II. **Pledge of Allegiance**
- III. **Approval of Minutes from Monday, March 9th, 2026**
- IV. **Joint Public Hearing**

A joint public hearing, with the New Market Town Council, to consider whether to recommend a rezoning of parcel 104-A-15B, comprising of approximately 2.5473 acres, from Transitional Zoning Classification X to Business District B-1. The property is located in the Town's Annexation Area and referenced in the Comprehensive Plan and Voluntary Settlement Agreement as future Commercial/Retail Use. Density and future use will be subject and limited to the Town's Zoning Ordinance. There is a 5-acre minimum lot size in the X zoning district and a 6500 square feet minimum lot size for non-residential uses in the B-1 zoning district.
- V. **Old Business**
  1. Planning Department Report –Nathan Garrison
- VI. **New Business**
  1. Discussion and consideration to recommend the rezoning of parcel 104-A-15B comprising of approximately 2.5473 acres, from Transitional Zoning Classification X to Business District B-1.
  2. Discussion of a conditional use permit request for 9423 South Congress Street, Tax Map 103-A-2A133, to allow for a change in use allowing one first floor unit to change from commercial to residential.
- VII. **Adjournment**

1 **New Market Planning Commission**

2 **March 9th, 2026**

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

5 The regular meeting of the New Market Planning Commission was held on Monday, March 9<sup>th</sup>, 2026,  
6 at 6:30 p.m. The following Planning Commission members were in attendance: Chairman Harry  
7 Wine, Vice Chairman, Tom Linski, Jr., Sherri Erbaugh, and Bob King. Commission members Larry  
8 Hale, George Daugharty, and Sonny Mongold were absent.

9  
10 Mr. Wine opened the meeting at 6:30 p.m. and established a quorum with 4 members present.

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

13  
14 **APPROVAL OF MINUTES:**

15  
16 Mr. Wine entertained a motion to approve the minutes. Mr. King made a motion to approve the  
17 minutes of the February 2nd, 2026, meeting of the New Market Planning Commission as written.  
18 Mrs. Erbaugh seconded the motion. The motion passed with a unanimous voice vote 4-0.

19  
20 **JOINT PUBLIC HEARING: none**

21  
22 **JOINT MEETING:**

23  
24 Mr. Wine invited Mayor Hughes to open the Council's meeting for their joint meeting. Mayor Hughes  
25 called the Special Called Meeting of the New Market Town Council to order at 6:35 p.m. and  
26 established a quorum with five members present: Bob King, Janice Hannah, Peg Harkness, Scott  
27 Wymer and Jon Henry.

28  
29 Mr. Wine stated that the joint meeting was to discuss the kickoff of the Town's Comprehensive Plan  
30 (Comp Plan). Mr. Garrison introduced the consultants from EPR, P.C., Mr. Tyler Hinkle and Mr. Will  
31 Cockrell. He explained that this meeting will be more of a collective discussion about the  
32 comprehensive plan and the vision for New Market's future.

33  
34 Mr. Cockrell gave an overview of the agenda for the kickoff discussion and presented a PowerPoint  
35 presentation (a copy of the presentation is filed with the minutes). He stated that they received lots  
36 of great feedback from the survey that was sent out to the planning commission and council  
37 members. Mr. Cockrell explained what comprehensive plans are in Virginia and how every  
38 jurisdiction is required to have one and they are to be reviewed every five years. These are tools to  
39 help make decisions and are plans for the physical development of the locality, guiding future  
40 development, guidance for documents for ordinances, programs, and development.

41  
42 Mr. Hinkle moved the conversation to discuss the current comprehensive plan and stated that the  
43 last time it was updated was in 2008. He inquired about utilization of the current comprehensive  
44 plan, and whether it has proved to be helpful. Several noted that they have used the comp plan in

45 the past. Mr. Linski mentioned the need to reflect on what has been accomplished, did our growth  
46 stay on track, or did it not. Mrs. Harkness noted that Covid changed a lot of things.

47  
48 Mr. Hinkle continued the presentation with an overview of the existing vision of New Market which  
49 included the historic district preservation from adverse changes, high quality of life, tourism,  
50 downtown enrichment, and industry compatible with residential/tourist atmosphere. He inquired if  
51 this vision was still valid. The following feedback was given on the vision topics.

- 52 • Several noted the aspirations of the vision are still the same, but execution of the vision is  
53 the issue.
- 54 • Tourism is a weak point with the decline in Civil War history interest, and the golf industry.  
55 Increasing tourism with marketing to bring tourists to town and how to encourage travelers  
56 coming through town to stop.
- 57 • The historic district vision needs to be addressed, as well as the Historic Overlay Review  
58 Boards functions, and purpose.
- 59 • The need for growth in housing and business and attracting the young family demographic.
- 60 • Being landlocked makes it hard to grow
- 61 • Transportation issues with Rt. 11 and Rt. 211 intersection causing traffic flow issues and  
62 damage, too much traffic, the opportunity to shut down our downtown to host events is not  
63 available.
- 64 • Downtown lacking a welcoming environment due to the smell from the poultry plant
- 65 • Parking in the downtown area needs to be addressed.
- 66 • The completion of the Village at Smith Creek has been positive for the Town's growth.

67  
68  
69

70 The next topic in the presentation asked how they would rate the usability of the existing  
71 comprehensive plan.

- 72 • It's informative, and good details, but is more effective when it is updated more often.
- 73 • Need to advertise it more for citizens and business owners to understand
- 74 • Current plan compares New Market with bigger towns and moving forward it needs to use  
75 comparable communities.
- 76 • Tables in the current one are not relative.
- 77 • Noted the possibility of adding information such as local attractions that are outside of  
78 New Market.
- 79 • Make it more accessible on the website, so it is direct and transparent.
- 80 • It is too long.
- 81 • It needs to have more targeted goals.

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83 Mr. Cockrell discussed the best practices when it comes to the process of creating a  
84 comprehensive plan, and the utilization of it.

85  
86

86 The next topic was inquiring about what the top issues are in New Market.

- 87 • Economic Development to increase revenue to accomplish goals.
- 88 • Downtown engagement to entice travelers to stop.
- 89 • Conservation easements
- 90 • Attracting new businesses
- 91 • Affordable housing

- 92 • Being landlocked makes it hard to grow
- 93 • Better Retail

94

95 Next topic addressed was the inquiry of the categories that need the most attention, which per the  
96 survey the council and planning commission participated in were:

- 97 • Housing
- 98 • Economic Development
- 99 • Land Use and Development
- 100 • Community Services and Infrastructure
- 101 • Transportation

102

103 During the discussion the Town's infrastructure was mentioned, but also the need to follow up on  
104 the projects that are outlined so they get accomplished in an appropriate time frame. The topic of  
105 community engagement such as attending meetings and being more involved was discussed.

106

107 Moving forward with the presentation, the consultants discussed what a successful engagement  
108 process would be. Planning Commission members and Council members highlighted the  
109 following:

- 110 • Surveys
- 111 • Engaging events and just lectures
- 112 • Educate citizens more on the vision to help them understand and become more involved.
- 113 • "Meeting People Where They Are"-have educational pop-ups at events they attend.

114

115 Discussion about what a successful planning process would look like, and the top feedback was  
116 given in the presentation.

117

118 Mr. Cockrell continued the presentation to discuss the next steps of updating the comprehensive  
119 plan. He noted that communication with each other is key. An important step is creating the Citizen  
120 Steering Committee that will be an advisory group, and he gave recommendations on how to create  
121 the committee. He explained the Scope of Work as well.

122

123 Mr. Linski inquired about the timeline for the process, and the answer was 14 months.

124

125 Once the presentation was concluded, Mr. Wine thanked them for their time and stated that this  
126 was a very informative presentation. Mr. Garrison stated that this was the end of the Joint Meeting.  
127 Mr. Wine gave a three-minute recess at 8:30 p.m. Mayor Hughes asked for a motion to adjourn the  
128 Council's meeting. Mrs. Harkness moved to adjourn the meeting, and Mrs. Hannah seconded the  
129 motion. With no further discussion, the motion was carried with a 5-0 voice vote.

130

131 Mr. Wine reconvened the Planning Commission's meeting at 8:33 p.m.

132

### 133 **OLD BUSINESS:**

134 He inquired if there was any old business to be discussed. Mrs. Medina stated that she had a few  
135 permits that were approved. A fence permit at 123 and 113 Courtyard Terrace, a change of use  
136 permit for 9299 North Congress Street to be changed from business to residential, deck and porch

137 permit at 9547 S. Congress Street, and decks at 116 Courtyard Terrace, and 206 Clicks Lane. Mrs.  
138 Medina gave an update on Rt. 211 Sidewalk Project.  
139

140 **NEW BUSINESS:**

141 Mrs. Medina announced that her last day of employment will be on Friday, as she is moving.

142 **ADJOURNMENT**

143 **With no further business to discuss, Mr. Linski made a motion to adjourn the meeting.**  
144 **Mrs. Erbaugh seconded the motion, which passed on a unanimous 4-0 voice vote. Meeting**  
145 **adjourned at 8:35 p.m.**

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Planning Commission Secretary

Draft



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

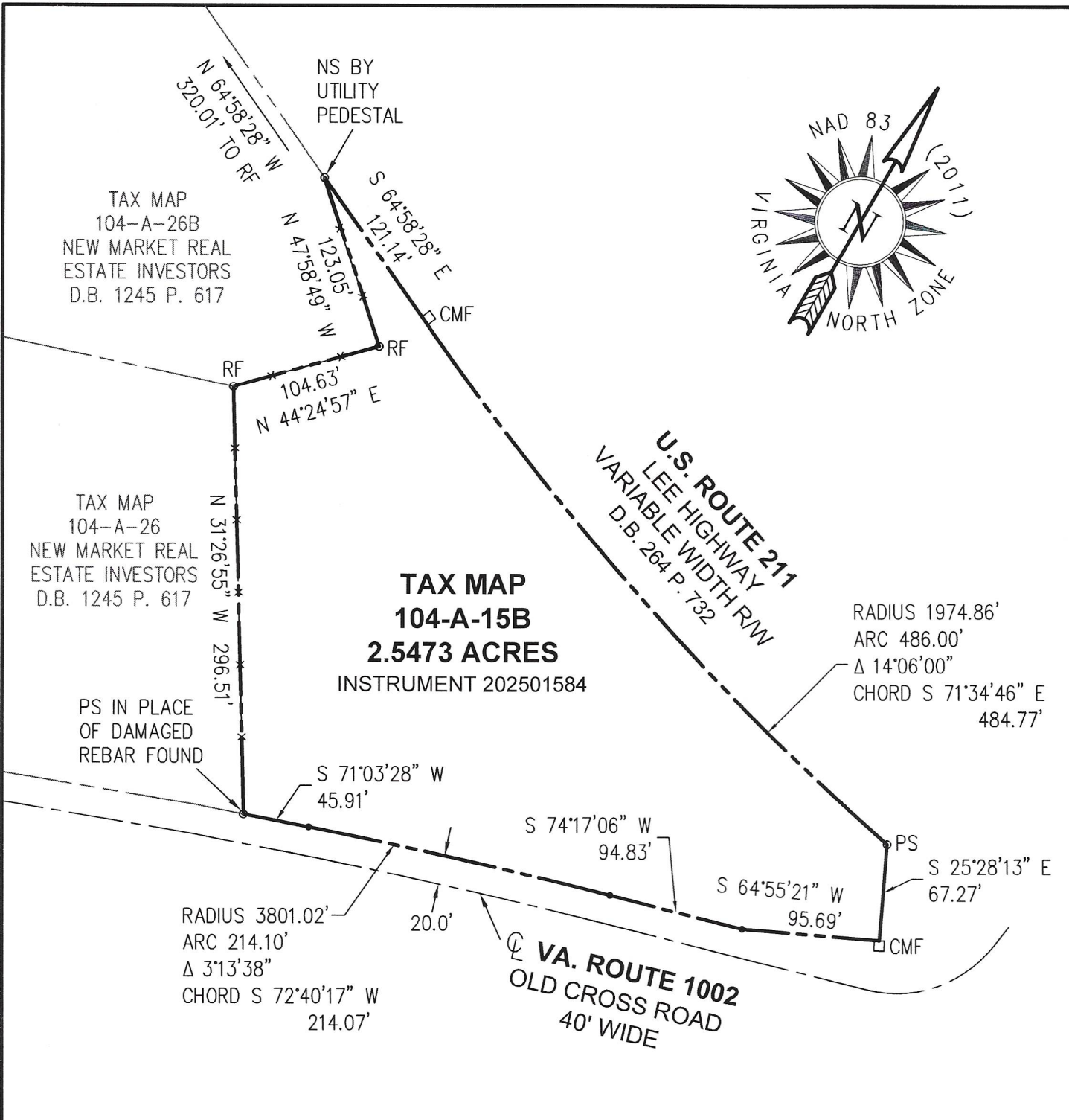
### **Notice of Public Hearing**

Notice is hereby given that the Town Council of the Town of New Market, Virginia (the “Town Council”) will consider whether to adopt, and the Town Planning Commission will consider whether to recommend, a rezoning of parcel 104-A-15B, comprising of approximately 2.5473 acres, from Transitional Zoning Classification X to Business District B-1. The property is located in the Town’s Annexation Area, and referenced in the Comprehensive Plan and Voluntary Settlement Agreement as future Commercial/Retail Use. Density and future use will be subject and limited to the Town’s Zoning Ordinance. There is a 5 acre minimum lot size in the X zoning district and a 6500 square feet minimum lot size for non-residential uses in the B-1 zoning district. A joint public hearing by the Town Council and Town Planning Commission will be held in the Council Chambers of the Arthur L. Hildreth Municipal Building, 9418 John Sevier Road, New Market, Virginia, on May 4<sup>th</sup>, 2026 at 6:30 p.m., or as soon thereafter as the matter may be heard, at which public hearing, interested persons will have the opportunity to speak and be heard regarding the rezoning.

A copy of the Zoning Ordinance and parcel information is available for public review during regular business hours at the New Market Town Office, 9418 John Sevier Road, New Market, Virginia.

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.

Nathan Garrison  
Zoning Administrator



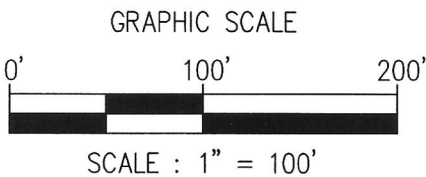
TAX MAP  
104-A-26B  
NEW MARKET REAL  
ESTATE INVESTORS  
D.B. 1245 P. 617

TAX MAP  
104-A-26  
NEW MARKET REAL  
ESTATE INVESTORS  
D.B. 1245 P. 617

**TAX MAP  
104-A-15B  
2.5473 ACRES**  
INSTRUMENT 202501584

RADIUS 1974.86'  
ARC 486.00"  
Δ 14°06'00"  
CHORD S 71°34'46" E  
484.77'

RADIUS 3801.02'  
ARC 214.10"  
Δ 3°13'38"  
CHORD S 72°40'17" W  
214.07'



**LEGEND**

- CMF - CONCRETE MONUMENT FOUND
- NS - 60P NAIL SET
- PS - PIPE SET
- RF - REBAR FOUND
- x — REMAINS OF WIRE FENCE

**NOTES**

1. NO TITLE REPORT FURNISHED; THEREFORE, EASEMENTS OR ENCUMBRANCES AFFECTING THE PROPERTY REPRESENTED BY THIS SURVEY MAY EXIST THAT ARE NOT SHOWN.
2. THE LOCATIONS OF UNDERGROUND UTILITIES OR OTHER SUBSURFACE IMPROVEMENTS, IF ANY, WERE NOT ASCERTAINED AND THEREFORE ARE NOT SHOWN.
3. THE INFORMATION SHOWN ON THIS PLAT IS BASED ON AN ACTUAL FIELD SURVEY COMPLETED UNDER MY SUPERVISION ON 12 AUGUST 2025.

**Shenandoah  
Land  
Surveying, PLC**  
309 South Main Street  
Woodstock, Virginia 22664  
(540) 459-3724

**BOUNDARY SURVEY  
OF THE LAND OF  
JON W. HENRY**  
LEE MAGISTERIAL DISTRICT  
SHENANDOAH COUNTY, VIRGINIA

COMMONWEALTH OF VIRGINIA  
Jon Gilmore  
Lic. No. 003040  
08/12/2025  
LAND SURVEYOR



TOWN OF NEW MARKET  
APPLICATION FOR  
CONDITIONAL USE PERMIT

1. The Applicant is the:  Owner [ ] Contract Owner

OWNER

CONTRACT OWNER

Name: Deborah N Wilson  
Address: 719 Brady Hollow Rd  
Braddywine, WV 26800  
Telephone Number: 540 849-8309

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
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 Shenandoah County recorded in deed book number 28900364 on page number 375, 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):  
9423 S. Congress St New Market VA 22844

4. Tax Map Number: 103A2A133

5. Zoning District: B-1

6. Proposed Use Applied For: Commercial to Residential

7. Has a previous application been made for this use? [ ] YES  NO  
If YES, give date: \_\_\_\_\_

8. Current Use: Empty Commercial

9. Total Acreage/Lot Size: .258

10. It is proposed that the following buildings, additions, or improvements will be constructed: Turn the commercial side 9423 S. Congress St New Market VA 22844 into one apt

11. It is proposed that 810 square feet out of the total building area footage of 4600 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: Every day 24 hours

13. Please supply an estimate of the traffic impact of the proposed use in relation to its access streets: Ø

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: Both sides of the Building Are Apartments / Commercial

15. Additional Comments: None of the construction makes any impact on parking



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): Deborah Wilson

Date: 3/5/2006

Mailing Address: 719 BRADY HOLLOW RD BRANDYWINE, WV 26802

Telephone Number: 540-849-8309

\*\*\*\*\*

**FOR TOWN USE ONLY:**

Amount of Fee: 500<sup>00</sup>

Date Paid: 3/5/06

Public Hearing Date: \_\_\_\_\_

Planning Commission Recommendation:

APPROVE       DENY

Date: \_\_\_\_\_

Town Council Action:

APPROVE       DENY

Date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator's Signature

Commercial Card 1 Photo/Sketch

