

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, June 1st, 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 -none**
- IV. **Joint Public Hearing**

A joint public hearing, with the New Market Town Council, to consider whether to recommend, a Conditional Use Permit (C.U.P.) requested by Deborah Wilson for real property located at 9423 South Congress Street, New Market, Virginia (Tax Map# 103A2A133). The applicant proposes to change the property's use and density from two (2) first floor commercial units, and one (1) second floor residential apartment to one (1) first floor commercial unit, one (1) first floor residential apartment, and (1) second floor residential apartment. The Town's Comprehensive Plan and Zoning Ordinance designates this property as zoning district B-1, allowing usage for both commercial and residential; however, multi-family or apartments by conditional use approval only. The density range for such use within the Comprehensive plan is unspecified. The request in total is to continue multiple uses of the property, including commercial and residential, however change one (1) first floor commercial unit into one (1) first floor residential unit.

V. **Old Business**

1. Planning Department Report –Nathan Garrison

VI. **New Business**

1. Discussion and consideration to recommend 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**



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 Deborah Wilson. 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, June 1st, 2026, 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:

- Deborah Wilson owns certain real property located at 9423 South Congress Street New Market, VA 22844 (Tax Map # 103A2A133).
- The applicant proposes to change the property's use and density from two (2) first floor commercial units, and one (1) second floor residential apartment to one (1) first floor commercial unit, one (1) first floor residential apartment, and (1) second floor residential apartment. The Town's Comprehensive Plan and Zoning Ordinance designates this property as zoning district B-1, allowing usage for both commercial and residential; however, multi-family or apartments by conditional use approval only. The density range for such use within the Comprehensive plan is unspecified.
- The request in total is to continue multiple uses of the property, including commercial and residential, however change one (1) first floor commercial unit into one (1) first floor residential unit.

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 <https://www.newmarketvirginia.com/>.

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



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

16. A site plan must be submitted with this application. The Zoning Administrator will supply a checklist of the information that is required, which shall include, but is not limited to, the following:

- (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

17. Provide the names and complete addresses of all adjacent landowners, including landowners across any road (use an additional sheet if necessary):

NAME	ADDRESS	TAX MAP #
Linda Caldwell	9400/9404 S. Congress St Newmarket VA.	103A2A105
Joe Tusings	9417 S. Congress St Newmarket VA	103A1A035
Hazel Frazier	9431 S. Congress St Newmarket VA	103A2A135

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: 500⁰⁰

Date Paid: 3/5/06

Public Hearing Date: _____

Planning Commission Recommendation:

APPROVE DENY

Date: _____

Town Council Action:

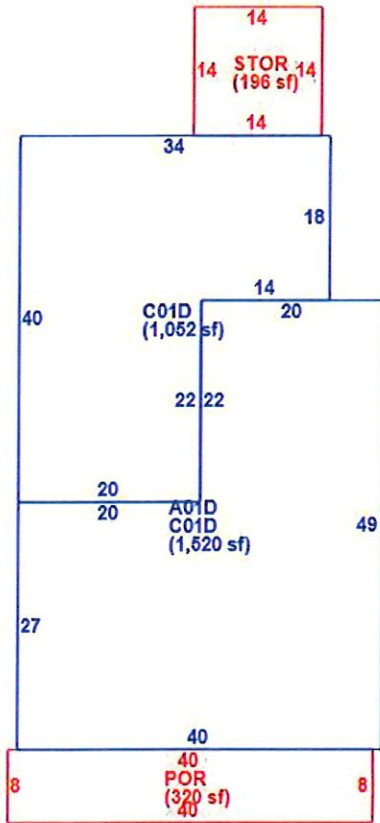
APPROVE DENY

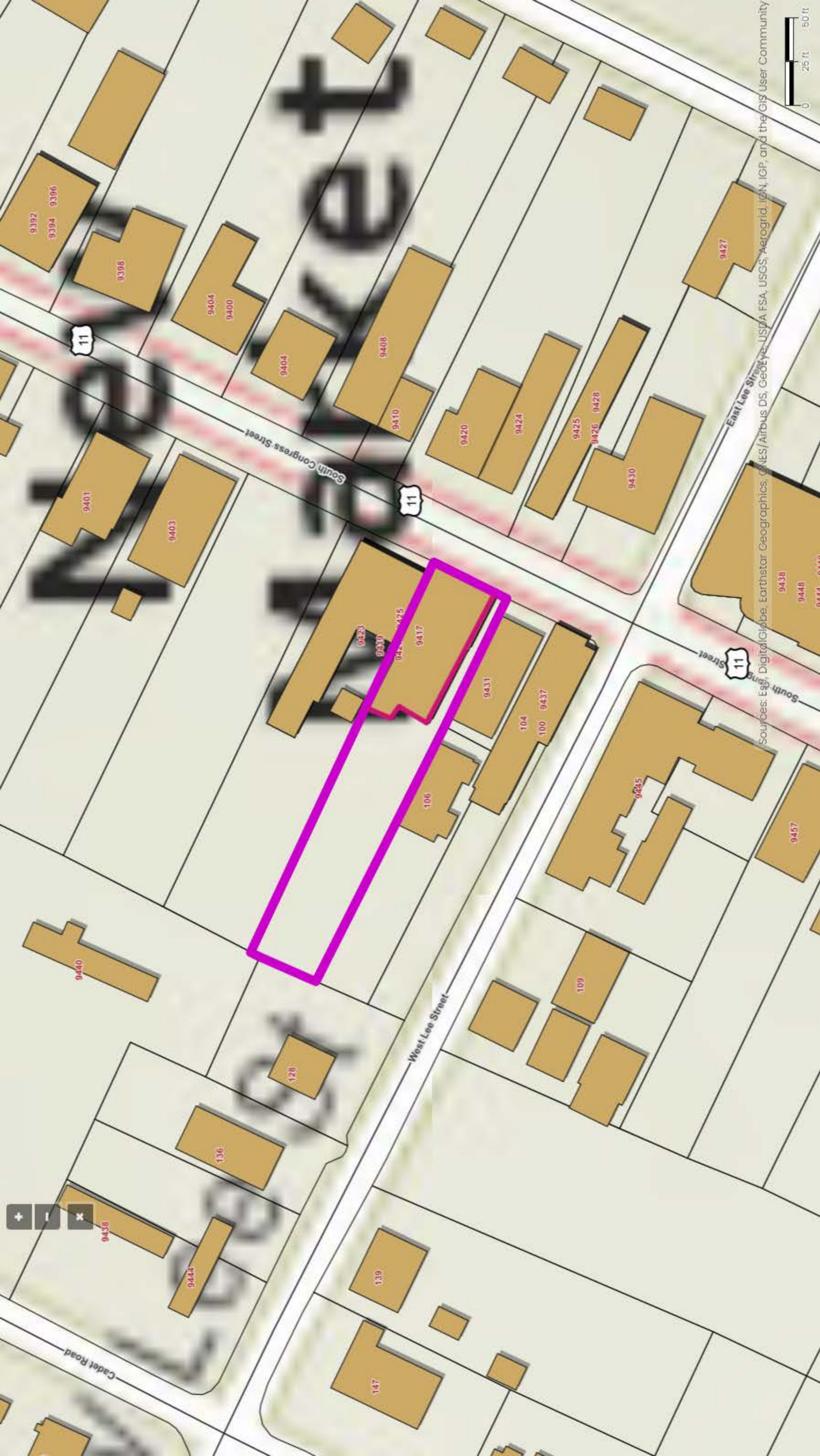
Date: _____

Special Conditions: _____

Zoning Administrator's Signature

Commercial Card 1 Photo/Sketch





9417

South Congress Street

East Lee Street

West Lee Street

Cadet Road

Sources: Esri, DigitalGlobe, Earthstar Geographics, CNES/Airbus DS, GeoEye, USDA FSA, USGS, AeroGRID, IGN, IGP, and the GIS User Community

0 25 ft 50 ft

