

# Welcome to New Market

## Message from the Mayor

Along with the Town Council, I would like to welcome you to The Town of New Market. I am the seventh generation of my family to grow up here. My great-grandparents owned and operated the New Market General Store for many decades. My son, Kai, attends Linganore High School and my daughter, Hannah, attends FCC. My wife and our family live at 69 West Main Street. My father and I operate a small family cabinet making business. We have 11 family members who live in town. We attend Life of Christ Church and are also members of the New Market Methodist Church where many of my ancestors are buried. Our family has much invested in the town.

We invite you to share with us all that was good about growing up in New Market. In the old days we all lived and worked together in the stores, factories and farms surrounding the town. We attended one of three local churches, ran fire calls and belonged to at least one of several civic organizations in town.

The Town Council and I have worked hard over the last few years to maintain the cultural heritage and traditional lifestyle that is New Market. Although the economy has presented significant challenges, we have many of the building blocks in place to ensure a vibrant future. We have new zoning laws that permit more shops and businesses along Main Street. Before I became Mayor, it was antiques only. We installed new water lines through Main Street and other areas to fuel economic development and provide a safe and reliable source of drinking water. We have a Blue Ribbon school that is not only the best in the County, but perhaps the nation. We have provided playing fields for our local youth athletic association (LOUYAA – Linganore Oakdale Urbana Youth Athletic Association), so our kids have a place to play sports. We have one of the County's best Historic District Commissions which helps not only preserve the Historic District, but also provides architectural guidelines for all our new villages. We have a Planning Commission that is forward looking in their planning to ensure that the Town not only moves boldly forward into the future but does so in fashion consistent with our culture identity and history.

Our vision is to create a community where one can live, work, play, dine, walk, shop and go to school. We welcome you to our town and hope you will join us in growing our vision and our town to share with future generations.

You are free to contact me anytime if you have any needs or questions. My email address is [winslow.burhans@burhanscabinetco.com](mailto:winslow.burhans@burhanscabinetco.com) and my cell phone number is 301.748.6517. If I don't have an answer to your question, I'll get you one.

Sincerely,

Winslow Burhans, III



*Photos top to bottom: Paul Zimmerman (Mayor's Uncle); Paul & Pat Zimmerman (Mayor's Aunt & Uncle); Jean & Paul Zimmerman, Paul Jr. (Mayor's grandparents & uncle); Frank Sutton, Mayor Burhans, Andy Zimmerman, & Tom Zimmerman; Mayor Burhans & Andy Zimmerman – New Market Days in Mealey's foyer; Mayor Burhans with his family today – Kai, Kate, & Hannah.*

### Town of New Market

Town Hall: 39 West Main Street, PO Box 27, New Market MD 21774  
Phone: 301.865.5544 Fax: 301.865.5638 [www.townofnewmarket.org](http://www.townofnewmarket.org)  
Office Hours: Monday through Thursday – 9:00 to 5:00 | Friday – 10:30 to 5:00

# Town Government

## Mayor & Council

Hon. Winslow F. Burhans III, Mayor  
[MayorBurhans@townofnewmarket.org](mailto:MayorBurhans@townofnewmarket.org)

Lawrence "Jake" Romanell, Vice President of Council  
[CouncilmanRomanell@townofnewmarket.org](mailto:CouncilmanRomanell@townofnewmarket.org)

Michael Davies  
[CouncilmanDavies@townofnewmarket.org](mailto:CouncilmanDavies@townofnewmarket.org)

Dennis Kimble  
[CouncilmanKimble@townofnewmarket.org](mailto:CouncilmanKimble@townofnewmarket.org)

Scott Robertson  
[CouncilmanRobertson@townofnewmarket.org](mailto:CouncilmanRobertson@townofnewmarket.org)

Shannon "Shane" Rossman  
[CouncilmanRossman@townofnewmarket.org](mailto:CouncilmanRossman@townofnewmarket.org)

## Board of Appeals

Joe Oliverio Chair  
[BOA.Chairman@townofnewmarket.org](mailto:BOA.Chairman@townofnewmarket.org)  
 Open, Vice-Chair  
 Open, Member  
 Scot Morrow, Alternate



## Planning & Zoning

Anthony Bruscia, Chair  
[P&Z.Chairman@townofnewmarket.org](mailto:P&Z.Chairman@townofnewmarket.org)

Todd Hansen  
 Martin Hart  
 Todd McEntire  
 David Price  
 Open, Member  
 Dennis Kimble, Town Council Liaison

## Historic District & Architectural Review Commission

Kevin Witmer, Chair  
[HDC-ARC.Chairman@townofnewmarket.org](mailto:HDC-ARC.Chairman@townofnewmarket.org)

Larry Wrinn, Vice Chair  
 John Farrell  
 Andy Stacey  
 Steve Sykes  
 Shane Rossman, Town Council Liaison

## Board of Supervisor of Elections

Krista Thomas  
[BOE.Chairman@townofnewmarket.org](mailto:BOE.Chairman@townofnewmarket.org)

Howard Edwards  
 Ruth Scurto

## Town Officials

Karen Durbin, Clerk to Council  
[KarenTownofNewMarket@gmail.com](mailto:KarenTownofNewMarket@gmail.com)

Maria Dalton, Town Clerk, Main Street Coordinator  
[MariaTownofNewMarket@gmail.com](mailto:MariaTownofNewMarket@gmail.com)

Deb Butler, Clerk-Treasurer, [DebTownofNewMarket@gmail.com](mailto:DebTownofNewMarket@gmail.com)

Patricia Faux, Zoning Administrator

William Wantz, Town Attorney | Shawn Burnett, Town Engineer

# Town Meetings & Committees

## MEETING DATES & TIMES

|  |                          |           |
|--|--------------------------|-----------|
| Town Council   | 2 <sup>nd</sup> Thursday | 7:00 p.m. |
| Board of Appeals*  | As needed*               | 7:00 p.m. |
| Planning & Zoning  | 1 <sup>st</sup> Thursday | 7:00 p.m. |
| Historical District Commission/<br>Architectural Review Commission | 2 <sup>nd</sup> Tuesday  | 7:00 p.m. |

**Meetings are held at Town Hall, 39 West Main Street, unless specified otherwise**

*\*Only meets when there is a case pending*

## COUNCIL & COMMITTEE TERMS

## # OF MEMBERS

|                                  |                          |
|----------------------------------|--------------------------|
| Mayor & Council                  | Mayor & 5 councilmembers |
| Board of Appeals                 | 3 & 1 alternate          |
| Planning & Zoning                | 6 & TC liaison           |
| HDC/ARC                          | 4 + P&Z liaison          |
| Board of Supervisor of Elections | 3                        |

## SECONDS COUNT! POST YOUR ADDRESS

The following requirements pertain to all new & existing buildings, structures, or properties in Frederick County.

- The design, style, and shape of address numbers must render them easily readable from the street, day or night. Numbers must contrast with background and be separate from the mailbox.
- In some circumstances, addresses may be required to be posted next to driveways, alleys, walkways, or other access ways.

## SPECIFIC REQUIREMENTS

Primary address numeral and or letters displayed on a building or structure shall minimally be clearly legible and conform to the following requirements: One & Two Family Dwellings – 4 inches high (front of structure) Address numbers shall be Arabic numerals or alphabet letters. Numbers should not be spelled out.

If you have questions, contact the Frederick County Fire Marshal's Office at 301.600.1626.



## HISTORIC DISTRICT MAIL DELIVERY

The US Postal Service delivers mail to the Historic District at the cluster boxes located in the parking lot behind the community park (8<sup>th</sup> & South Alley). There is no charge for the use of the cluster box and you may pick up a key at the Post Office located at 168 W. Main Street.

The Post Office also has postal boxes at their facility for rent. You may reach the New Market branch at 301.865.3333.

# Important Phone Numbers

## **EMERGENCY – DIAL 911**

Fire — Ambulance — Police

## **Frederick County Sheriff Department**

(Non-emergency) 301.600.1046

## **New Market Volunteer Fire Department**

(Non-emergency) 301.865.5700

## **Town Hall**

39 West Main Street, PO Box 27  
New Market, MD 21774  
301.865.5544 & 301.865.5638 (fax)

## **Post Office**

165 West Main Street – 301.865.3333

## **Utilities**

Potomac Edison/Allegheny Power – 800.255.3443  
or via website at: <http://www.alleghenypower.com/ForYourHome/APResidential.asp>

Washington Gas – 301.662.2151

Water/Sewer – 301.600.2956

Comcast Cable – 877.392.6725

Key Sanitation (trash service) – 301.668.8282

Frederick County Recycling Office – 301.694.6498

## **Schools**

New Market Elementary (K-5) – 240.236.1300

New Market Middle (6-8) – 240.236.4600

Linganore High (9-12) – 240.566.9700

Frederick Community College – 301.846.2431

## **Financial Institutions**

PNC – 301.663.6868

BB&T – 301.662.1118

## **Community Organizations**

Grange #362 – 301.865.5492 (membership) or  
301.865.5651 for rental.

Lions Club – 202.512.7803

Masonic Lodge – 301.712.5152

New Market Dealers Association – 301.831.6755

Boy Scouts of America Troop #628 – Contact  
Troop Leader Mike Grenier – 301.676.8959

Girl Scouts of America – For local troop, contact  
the regional office at 301.638.5373

Linganore-Oakdale-Urbana Youth Athletic  
Association (LOUYAA) – 240.331.9184  
(registration hotline) or visit [www.luyaa.org](http://www.luyaa.org)

New Market Day & Christmas in New Market  
Committees – 301.865.5544

## **Parks, Recreation & Community Events**

New Market Community Park – 301.865.5544

Local Golf Courses (both public & private):

Holly Hills – 301.694.7210

Hope Valley – 301.865.0026

West Winds – 301.831.6191

Whiskey Creek – 888.883.1174

Clustered Spires – 301.624.1295

PB Dye – 301.607.GOLF

Worthington Manor – 301.874.5400

Adventure Park – Amusements & Camps:  
301.865.6800 or visit [www.adventureparkusa.com](http://www.adventureparkusa.com)

Christmas in New Market – 1<sup>st</sup> Saturday in December

New Market Day – 1<sup>st</sup> Saturday in May

Linganore Homecoming Parade – Fall

*See our website for more information on  
upcoming events....*[www.townofnewmarket.org](http://www.townofnewmarket.org)

## **Voter Registration**

Frederick County Voter Registration –  
301.600.VOTE

(Registering in Frederick County will enable you to  
vote in Town of New Market, County, State, &  
National elections)

Town Hall (Will register you for Town elections  
only)301.865.5544

## **Places of Worship**

Simpson Christian Community Church – 240.422.9022

Grace Episcopal – 301.865.3270

Email: [gracechurchoffice@comcast.net](mailto:gracechurchoffice@comcast.net)

New Market United Methodist Church – 301.865.3530

Email: [newmarketumc@aol.com](mailto:newmarketumc@aol.com)

Light of Christ Lutheran Church – 301.606.7349

Email: [admin@lightofchrist.org](mailto:admin@lightofchrist.org)

# Trash & Recycling

## Key Sanitation (301.668.8282)

### Regular trash pickup: Tuesday.

1. Please have your one container (supplied by resident – 70 gallons or less) at your front curb by 6:00 a.m.
2. Note: Residents in Brinkley Manor that have an alley at the rear of their home, may place their trash at the rear curb instead).
3. Do not put recycling, yard waste, bulk items, tires, or hazardous materials in with the trash.

### Yard Waste pickup: Wednesday. April-November.

1. Place at curb by 6:00 a.m. Place it no earlier than the evening before pickup.
2. Must be in biodegradable paper bags. These can be purchased at local hardware & other stores.

#### Accepted Items:

- Yard trimmings
- Grass clippings
- Tree, hedge, garden clippings
- Leaves
- Brush & branches – cut to 3 foot length and no more than 3 inches in diameter. Tie in bundles.

#### Unacceptable Items:

- Hazardous materials
- Root balls
- Dirt or Sod
- Rocks
- Brush & Branches – larger than 3 feet in length and more than 3 inches in diameter. Not tied in bundles.

Both of the regular trash pickup and the yard waste pickup are at no charge for all Town of New Market residents.

## Recycling (301.600.2960)

**Frederick County Recycling** is every other Wednesday. To obtain your rolling bin (no charge for the bin or to recycle) call 301.600.2960. They will deliver the bin to your home and give you the calendar of scheduled pickups.



**A copy of the town ordinance on trash and recycling can be viewed at:**  
[www.townofnewmarket.org](http://www.townofnewmarket.org)

# Permits 101



As you settle into your new home, you may be considering adding a fence, deck, shed or some other structure or improvement. To aid you in this effort, we have outlined below the proper procedures for requesting these additions/improvements. Any improvements involving new structures outdoors, or plumbing, electrical, or structural changes indoors, will require a permit. **Remember, no improvements can begin until the following approvals have been processed.**

1. Apply for and receive approval with your Homeowner's Association (if applicable).
2. Apply for a permit with the Town of New Market. There is an application fee. Fee amounts may be found on the town website. Applications can be downloaded from the town website at [www.townofnewmarket.org](http://www.townofnewmarket.org) or picked up in the Town Office located at 39 West Main Street. Applications should be returned to the Town Office. It is very important that you include your HOA approval letter and provide diagrams, site plans, and/or photos with your application.

3. Your application will be reviewed by the Zoning Administrator to ensure that the request meets Town ordinances.
4. If your application is approved you will be notified by the Town Office. You may then either pick up your signed approval or have it mailed to you.
5. For some projects, your signed application will have to be taken to Frederick County to obtain County permits. You will need to contact the County to determine their procedures (301.600.1134).
6. If your project requires a County permit, you will need to notify the Town Office with the AP# that you receive from the County in order for the Town to sign off on the County's computerized system.

Plan your projects accordingly - this process takes a minimum of 15 days if the County is involved.

We hope that this information will help you with your projects. Please call our office at 301.865.5544 with questions or concerns.

# Town Snow Policy

Every owner, tenant or occupant of a building, property or lot abutting on a public sidewalk shall remove and clear all snow and ice from the surface of the sidewalk for a minimum width of two feet, within six hours from the end of the snowfall or other precipitation, or if the snowfall or other precipitation occurred overnight, by 2:00 p.m. the following afternoon. If ice is

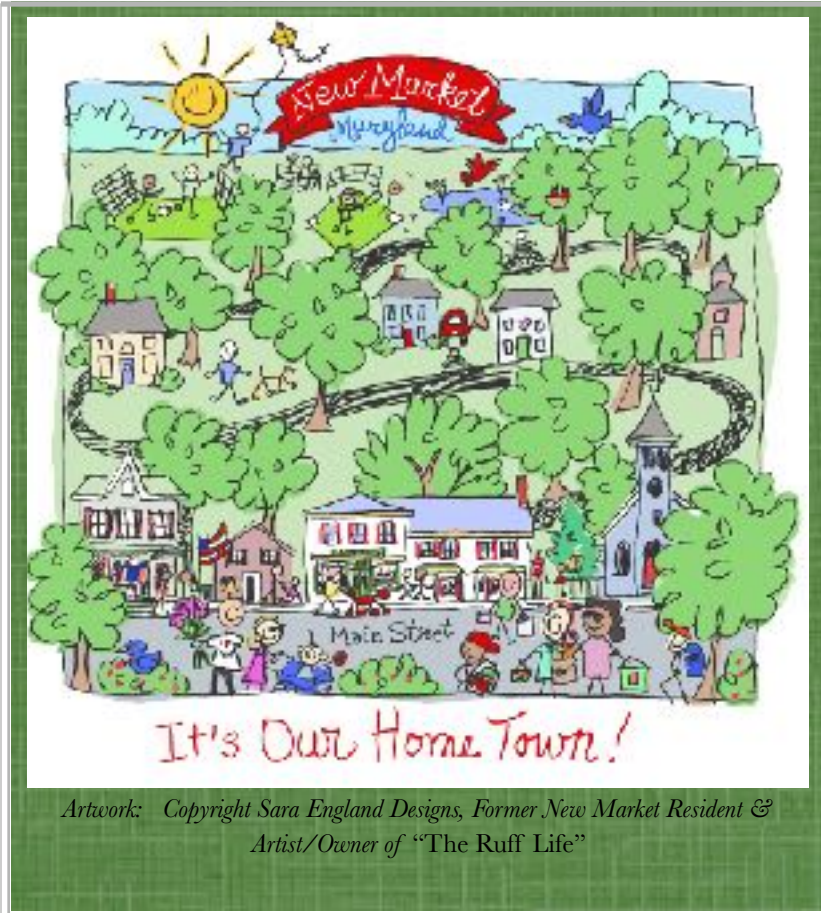


not readily removable, please apply sufficient calcium chloride or similar commercially available product to effectively melt and remove the accumulation of ice. A violation of this ordinance shall be a municipal infraction. Each day a violation occurs or continues is deemed a separate offense. The penalty for violation shall be one hundred (\$100.00) dollars. For a complete copy of the snow policy, please visit our website at [www.townofnewmarket.org](http://www.townofnewmarket.org).

hundred (\$100.00) dollars. For a complete copy of the snow policy, please visit our website at [www.townofnewmarket.org](http://www.townofnewmarket.org).



Top Row (L-R): NM Elementary School Annual 5K Fun Run, Linganore High School Homecoming Parade, New Market Baseball  
 Middle Row: Christmas in New Market, Civil War Re-enactors, LUTAA Thanks New Market. Bottom Row: Annual New Market Day Celebration  
 Photos this page courtesy of: Shane Rossman, David Price, Jill Murtagh, Amy Gilley, Winslow Burhans



## Now It's Your Home Town Too!

On behalf of the council and staff of the Town of New Market, I would like to welcome you to the community and your new home.

This information packet is your guide to the services, programs, and contacts you will need here in New Market. For your convenience, additional information is available on the web at [www.townofnewmarket.org](http://www.townofnewmarket.org), on FaceBook, or by calling our office at 301.865.5544. Our Town also publishes a quarterly newsletter and maintains an email Alert Distribution List. To sign up, please call Town Hall.

New Market has many attributes that make it a desirable place to live – clean, safe communities, natural surroundings centrally located between major economic centers, airports, and recreation. New Market offers historic charm and small town friendliness.

We are pleased that you have chosen to be a part of our town. Please feel free to call the town office or stop in anytime. Town Clerks Karen Durbin & Deb Butler will be happy to assist you.

Thank you for making New Market your home town!



PO Box 27  
New Market, MD 21774

**ADDRESS SERVICE REQUESTED**

