

The Town of New Market



Planning and Zoning Commission
40 South Alley, New Market, MD 21774
Virtual Meeting
November 6, 2025 - 7:00 p.m.

The regular meeting of the Planning and Zoning Commission of New Market, convened to discuss and make decisions on various zoning matters, was held virtually via Zoom on Thursday, November 6, 2025, with Chair Anthony Bruscia presiding. The members present were Brooke Donahue, Brian Gable, Todd McEntire, and Kevin DeLany (Town Council Liaison). Commission member Arnold Alcantar was absent. Town Zoning Administrator/Town Planner Pat Faux and Town Engineer Tim Rye were also present.

CALL TO ORDER: The meeting was called to order at 7:11 p.m.

MINUTES:

Motion: Commissioner Donahue made a Motion to approve the October 2, 2025, minutes as written.

Second: Town Council Liaison DeLany

Public Comment: None

Vote: For – 5 (Bruscia, DeLany, Donahue, Gable, McEntire)
Against – 0
Abstain – 0
Absent – 1 (Alcantar)
The Motion passed.

CONTINUED BUSINESS

Permit #1958B – West Main Street Improvement Plans

This matter was continued from the October 2, 2025, meeting.

Motion: Commissioner Donahue made a Motion that the Planning Commission conditionally approve the plan set entitled “105 West Main Street & Lawson Properties Improvement Plans” for Permit #1958B, with the condition that the remaining administrative items in the September 24, 2025, Staff Report be addressed to the satisfaction of Town staff.

Chairperson Initials ABme

Second: Commissioner Gable
Public Comment: None
Vote: For – 5 (Bruscia, DeLany, Donahue, Gable, McEntire)
Against – 0
Abstain – 0
Absent – 1 (Alcantar)
The Motion passed.

NEW BUSINESS

Permit #1918B – 17 E Main Street Subdivision

Staff presented the combined Preliminary/Final Plat of Subdivision dated April 1, 2024, with a revision date of October 13, 2025, titled Resubdivision of Lots 19 & 20 for the 17 E Main Street property, received October 20, 2025, for approval by the Planning Commission. The application is considered a resubdivision as the existing lot is comprised of two of the Town's original lots. For further information, please refer to the Staff Report dated October 20, 2025.

Motion: Commissioner Donahue made a Motion that the Planning Commission approve the combined Preliminary/Final Plat of Subdivision revision dated October 13, 2025, for Permit #1918B.
Second: Chair Bruscia
Public Comment: None
Vote: For – 5 (Bruscia, DeLany, Donahue, Gable, McEntire)
Against – 0
Abstain – 0
Absent – 1 (Alcantar)
The Motion passed.

Permit #2016B – Marley Commons Final Plat Plan

Staff received the referenced Final Plat dated October 2025, electronically on October 23, 2025. The submission was reviewed following the Town Land Development Ordinance (LDO) Article IV. Item 2.4 and Item 6.0. For further information, please refer to the Staff Report dated October 28, 2025.

Motion: Chair Bruscia made a Motion that the Planning Commission conditionally approve the Final Plat entitled "Lots 1-11 & Outlots A & B Marley Commons' dated October 2025 for Permit #2016B, pending the

Chairperson Initials: AB/ml

completion of Note 7 to document the recordation of the Town staff approved HOA documents.

Second:

Commissioner Donahue

Public Comment:

None

Vote:

For – 5 (Bruscia, DeLany, Donahue, Gable, McEntire)

Against – 0

Abstain – 0

Absent – 1 (Alcantar)

The Motion passed.

Master Plan Update

Ms. Faux provided a summary of the second Master Plan Focus Group meeting held on October 21, 2025. She also brought to the Commission’s attention that Frederick County is currently considering adopting two plans that will amend the County’s Comprehensive Plan and change its current land-use and zoning for 16 parcels within the Town’s growth Area. She will provide further information at the next Planning Commission meeting.

Administrative

Due to the January Planning Commission meeting falling on a holiday, by unanimous consent it was rescheduled to January 7, 2026.

ADJOURNMENT

Motion:

Chair Bruscia made a Motion to adjourn the meeting.

Second:

Town Council Liaison DeLany

Public Comment:

None

Vote:

For – 5 (Bruscia, DeLany, Donahue, Gable, McEntire)

Against – 0

Abstain – 0

Absent – 1 (Alcantar)

The Motion passed.

The meeting was adjourned at 7:52 p.m.

Respectfully submitted, Michelle Mitchell, Town Clerk

Chairperson Initials: AB/me