The Town of New Market

1793

October 28, 2026

TO: New Market Planning Commission
FROM: Pat Faux, Zoning Administrator

RE: Staff Report on Planning Commission Recommendations to the Board of Appeals on Docket NM-B-26-03 at 73 West Main Street - Permit# 2155B.

Dear All,

Land Development Ordinance (LDO) 09-01 Article III Section 7.2.1 requires the Town Zoning Administrator to provide the Planning Commission with a copy of applications made to the Board of Appeals. It states that the Planning Commission may decide to send a recommendation to the Board of Appeals or appear as a party at the Board's Public Hearing. I am therefore providing the Commission with a copy of a Board of Appeals Special Application I also offer the following report and recommendation on this matter.



This property is in the Residential Merchant (RM) Zoning District and the Historic District Overlay. Permit # 2155/ Docket NM-B-26-03 is a request for a Special Exception to allow a Professional Office use in an existing accessory structure on a site on which the existing residential dwelling unit is the primary use. Per LDO Article IV section 1.5.57 a Professional Office use is permitted in the RM district as a Special Exception.

This application does not include a request for a new building or building expansion. It does include plans for a new driveway with 2 parking spaces at the rear of the site.

The existing accessory building is 470 sf and is currently vacant. It was previously used as a retail pottery studio/shop by a previous homeowner. The new owner of the property has stated that he intends to rent the house out to others and to occupy the former studio space as his insurance office. The office will accommodate two people.

LDO Article V section 9.4 Off Street Parking Schedule A, states that for Commercial uses and Residential Uses located on the same lot in the RM district the site must have 1 parking space for the dwelling unit and 1 parking space for each nonresident working in commercial use.

Two parking spaces currently exist on the property. This is sufficient only to accommodate the dwelling unit and one worker in the office space. The applicant has stated he intends to apply for a permit to build a driveway and parking pad in the rear of the site to provide 2 additional parking spaces. With this addition there is sufficient parking for both the residence and the 2 office occupants.

Should the Planning Commission choose to make a recommendation on this Board of Appeals application, I offer the following for consideration.

POSSIBLE DRAFT MOTION

I move that the Planning Commission make a recommendation of approval to Board of Appeals regarding Docket NM-B-26-03, on the condition that the rear driveway and parking pad be built before occupancy.