

The Town of New Market



Planning and Zoning Commission
40 South Alley, New Market, MD 21774
Virtual Meeting
May 7, 2026 - 7:00 p.m.

The regular meeting of the Planning Commission of New Market, convened to discuss and make decisions on various zoning matters, was held virtually via Zoom on Thursday, May 7, 2026, with Chair Anthony Bruscia presiding. The members present were Arnold Alcantar, Kevin DeLany (Town Council Liaison), Brooke Donahue, Brian Gable, and Chris Weatherly. Town Zoning Administrator/Town Planner Pat Faux and Town Engineers Shawn Burnett and Erica Adamski were also present.

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

MINUTES:

Motion: Town Council Liaison DeLany made a Motion to approve the April 2, 2026, minutes as written.

Second: Chair Bruscia

Public Comment: None

Vote: For – 3 (Bruscia, DeLany, Weatherly)
Against – 0
Abstain – 3 (Alcantar, Donahue, Gable)
Absent – 0
The Motion passed.

NEW BUSINESS

Permit #2077B – Combined Preliminary/Final Forest Conservation Plan New Market – England Woods Phase 1

Staff conducted a review of the referenced Combined Preliminary/Final Forest Conservation Plan (PCFP/FFCP) Plans dated January 2025 and plotted April 21, 2026, Three-Year Forest Improvements and Protection Agreements (FIPA), and Forest Resource Deed of Easement Maintenance and Covenants Agreements (DOE) that were received electronically on April 23, 2026. The review was guided by Article VIII of the Town's Land Development Ordinance (LDO). For further information, please refer to the April 23, 2026, Staff Report.

Chairperson Initials _____

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Motion: Commissioner Donahue made a Motion that the Planning Commission conditionally approve the plans labeled “Combined Preliminary/Final Forest Conservation Plan – England Woods” for Permit #2077B received April 23, 2026, with the condition that the remaining items listed in the April 23, 2026, Staff Report be addressed to the satisfaction of Town Staff and upon confirmation that all fees due to the Town relating to the processing of this application have been paid and processes.

Second: Town Council Liaison DeLany

Public Comment: None

Vote: For - 6 (Bruscia, Alcantar, DeLany, Donahue, Gable, Weatherly)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

Permit #2010B – East Main Street – Improvement Plans

Staff reviewed material digitally submitted to the Town on April 23, 2026, titled “Improvement and SWM Development Plans for East Main”, dated April 23, 2026, along with the April 23, 2026, response letter from Terra Solutions Engineering, LLC to staff review comments dated April 23, 2026. The submission was reviewed in accordance with the Town’s Land Development Ordinance (LDO), Article VI, Section 5. For further information, please refer to the Staff Report dated April 27, 2026.

Motion: Commissioner Donahue made a Motion that the Planning Commission conditionally approve Permit #2010B Improvement and SWM Development Plans for East Main dated April 23, 2026, upon confirmation from staff that all conditions in the associated April 27, 2026, Staff Report have been adequately satisfied and verification that there are no outstanding fees due to the Town for this permit application with staff’s request to amend the Motion to include two conditions: 1) that the location and design of a future crosswalk on Main Street be determined in coordination with Town staff; and, 2) no parking shall be permitted in the T-Turn Around area.

Second: Chair Bruscia

Public Comment: None

Vote: For - 6 (Bruscia, Alcantar, DeLany, Donahue, Gable, Weatherly)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

Chairperson Initials: _____

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Permit #2097B – East Main – Addition Plat

Staff reviewed material digitally submitted to the Town on April 21, 2026, and titled “Addition Plat East Main” revision dated March 31, 2026, which was provided in response to staff review comments emailed to the applicant’s representative on April 6, 2026.

Motion: Commissioner Gable made a Motion that the Planning Commission approve Permit #2097B, Addition Plat East Main, revision dated March 31, 2026, upon confirmation that there are no outstanding fees due to the Town for this permit application.

Second: Commissioner Donahue

Public Comment: None

Vote: For – 6 (Bruscia, Alcantar, DeLany, Donahue, Gable, Weatherly)

Against – 0

Abstain – 0

Absent – 0

The Motion passed.

CONTINUED BUSINESS

Ms. Pat Faux provided an update on the Master Plan. Chair Bruscia requested that Ms. Faux provide the Planning Commission members, the Mayor, and the Town Council with an opportunity to conduct an initial review and submit comments before the draft is released for public review.

Ms. Faux also provided an update on the Frederick County Planning Commission's public hearing regarding the IW2 and I-70/MD 75 rezoning requests. She reported that Frederick County appears to be proceeding without incorporating the changes requested by the Town.

ADMINISTRATIVE

Chair Bruscia discussed the appointment of a Vice Chair and an Alternate Vice Chair for the Planning Commission.

Motion: Chair Bruscia made a Motion to appoint Brooke Donahue as Vice Chair for the Planning Commission.

Second: Town Council Liaison DeLany

Public Comment: None

Vote: For – 6 (Bruscia, Alcantar, DeLany, Donahue, Gable, Weatherly)

Against – 0

Chairperson Initials: _____

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Abstain – 0

Absent – 0

The Motion passed.

Motion: Chair Bruscia made a Motion to appoint Arnold Alcantar as Alternate Vice Chair for the Planning Commission.

Second: Commissioner Donahue

Public Comment: None

Vote: For – 6 (Bruscia, Alcantar, DeLany, Donahue, Gable, Weatherly)

Against – 0

Abstain – 0

Absent – 0

The Motion passed.

The Planning Commission discussed a proposed amendment to the Land Development Ordinance (LDO), Article III – Administration and Review Bodies, specifically Sections 4.1.2 and 6.4. The Commission requested revisions to the membership requirements for both the Planning Commission and the Architectural Review Commission. Ms. Faux will prepare a draft amendment for consideration at the next Planning Commission meeting.

ADJOURNMENT

Motion: Chair Bruscia made a Motion to adjourn the meeting.

Second: Commissioner Weatherly

Public Comment: None

Vote: For – 6 (Bruscia, Alcantar, DeLany, Donahue, Gable, Weatherly)

Against – 0

Abstain – 0

Absent – 0

The Motion passed.

The meeting was adjourned at 8:44 p.m.

Respectfully submitted, Michelle Mitchell, Town Clerk

Chairperson Initials: _____