



**TROY CITY COUNCIL  
COMMITTEE MEETING  
COUNCIL CHAMBERS, CITY HALL  
100 S. Market Street, Troy, Ohio**

**MONDAY, JANUARY 12, 2026, 6:00 PM**

**Buildings & Utilities Committee**

**(Marshall [Chm.], Phillips, Snee)**

1. Provide a recommendation to Council regarding authorizing the Director of Public Service and Safety to enter into an amendment to the Professional Services Agreement with Jones & Henry Engineers, Ltd. of Cincinnati, Ohio to perform additional design services related to the Chlorine Gas Conversion Project at the Water Treatment Plant at a cost not to exceed \$26,300, for a total agreement cost not to exceed \$285,370.

**Community & Economic Development Committee**

**(Snee [Chm.], Hickman, Twiss)**

1. Provide a recommendation to Council regarding establishing a moratorium through May 30, 2026, on the acceptance of new zoning applications and issuance of zoning permits related to Automobile Fuel Dispensing Stations and Automobile Service Stations. To avoid further applications until a review can be completed, consideration of emergency legislation is also requested.

**Community Partnerships Committee**

**(Westfall [Chm.], Schilling, Whidden)**

1. Provide a recommendation to Council regarding authorizing the Director of Public Service and Safety to enter into an Agreement with the Troy Reinvestment Fund to accept \$200,000 to establish the City of Troy Reinvestment Fund (TRF) Downtown Revolving Loan Fund (RLF) Program and approval of the program guidelines related to fire sprinkling systems for downtown buildings. To enable implementation of this program as soon as possible, consideration of emergency legislation is requested.

1-9-2026

cc: Council  
Mayor  
Mr. Titterington, Mr. Kerber  
Mr. Frigge, Departments, Media  
Council-elect

**BUILDINGS &  
UTILITIES COMMITTEE**



B + U

**MEMORANDUM**

**TO:** Mr. Rozell, President of Council

**FROM:** Patrick E. J. Titterington, Director of Public Service and Safety

**DATE:** January 5, 2026

**SUBJECT: AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH JONES & HENRY ENGINEERS, LTD. FOR DESIGN OF THE WATER TREATMENT PLANT CHLORINE GAS PROJECT**

**RECOMMENDATION:**

That Council authorizes the Director of Public Service and Safety to enter into an amendment to the Professional Services Agreement with Jones & Henry Engineers, Ltd. of Cincinnati, Ohio to perform additional services for the Chlorine Gas Conversion Project at the Water Treatment Plant (WTP), at an additional cost not to exceed \$26,300, for a total agreement cost not to exceed \$285,370.

**BACKGROUND:**

The Chlorine Gas Conversion project is a project that will decrease risk, increase the resiliency of the WTP, and address anticipated future EPA regulatory changes by replacing chlorine gas with sodium hypochlorite. On May 15, 2023, Council enacted Resolution No. R-31-2023, which authorized the Director of Public Service and Safety to enter into a Professional Services Agreement with Jones & Henry Engineers, Ltd. of Cincinnati, Ohio, for the design of the project at a cost not to exceed \$226,430. On May 20, 2024, Council enacted Resolution No. R-22-2024, which amended Resolution No. R-31-2023 to include the design of the project at a cost not to exceed \$32,640 to bring an architect onboard for additional building code design, for a total agreement of \$259,070. The design of the project is complete and construction has commenced.

Staff requested that the agreement with Jones & Henry Engineers, Ltd. be further amended to add the amount of \$26,300. This is related to the following additional work by the consultant:

- City staff requested including the design of additional employee safety features for the project to prevent future incidents.
- Assisting with information required for the submittal of a \$1,000,000 Water and Wastewater Infrastructure Grant to the Ohio Department of Development. While the City was not successful in securing this grant, the expenditure of funds for the consultant's work was necessary to provide documentation for the grant submittal.
- To award the contract within the authorization and not request additional funds, the consultant was requested project. As a result of the value engineering, \$370,800 did not have to be added to the contract authorization:
  - a. Alternate 2 - \$101,700
  - b. Alternate 3 - \$143,700
  - c. Alternate 4 - \$126,400

This additional design cost was not included in the 2026 Budget. However, the amount should be accommodated within the Water Fund appropriation. With construction underway, no further design modifications are anticipated.

**REQUESTED ACTION:**


It would be appreciated if you would assign to a Committee of Council authorizing the Director of Public Service and Safety to enter into an amendment to the Professional Services Agreement with Jones & Henry Engineers, Ltd. of Cincinnati, Ohio to perform additional design services related to the Chlorine Gas Conversion Project at the Water Treatment Plant at a cost not to exceed \$26,300, for a total agreement cost not to exceed \$285,370.



**COMMUNITY &  
ECONOMIC DEVELOPMENT  
COMMITTEE**



**MEMORANDUM**

**TO:** Mr. Rozell, President of Council  
**FROM:** Patrick E. J. Titterington, Director of Public Service and Safety   
**DATE:** January 2, 2026  
**SUBJECT:** **MORATORIUM ON THE ACCEPTANCE OF ZONING APPLICATIONS AND ISSUANCE OF PERMITS RELATED TO AUTOMOBILE FUEL DISPENSING STATIONS AND AUTOMOBILE SERVICE STATIONS**

**RECOMMENDATION:**

That Council enacts legislation imposing a moratorium on the acceptance of zoning applications and issuance of zoning permits related to Automobile Fuel Dispensing Stations and Automobile Service Stations.

**DISCUSSION:**

Development Staff in partnership with American Structurepoint, Inc. are in the process of drafting a new Unified Development Code (UDC). It is intended that the UDC will go before the Planning Commission and City Council for review near the end of the first quarter in 2026.

The Principal Permitted Uses list in various commercial zoning districts identifies Automobile Service Stations and Automotive Fuel Dispensing Stations, however, the Zoning Code fails to define Automotive Fuel Dispensing Stations.

The Zoning Code Defines Automobile Service Stations under 1133.02 (20) "A building, lot, or both, where fuels, oils, and accessories for the use of passenger motor vehicles are dispensed, sold or offered for retail sale, and where mechanical repair service and washing of vehicles may be incidental to the dispensing of such items. The storage of junk or inoperable vehicles, and the sale and/or rental of new or used automobiles shall not be included in this definition."

A moratorium allows the City to:

- Temporarily restrict a specific land use for a defined period while the city investigates potential regulations.
- Suspend the issuance of permits related to this land use during the moratorium.
- Assess market saturation related to this land use, as there are currently twenty Automotive Fuel Dispensing/ Automomobile Service Stations (see Exhibit A – Location Map).
- Evaluate development trends, as the Development Department has received an increasing number of inquiries over the past year regarding new and expanded development of Automobile Fuel Dispensing Stations, including requests for potential rezoning. Many of the proposed sites are located within key areas of the City's limited Commercial Zoning Districts.

For the purposes of this moratorium, an Automobile Fuel Dispensing Station shall be defined as: "Facility limited to retail sales to the public of gasoline, motor oil, lubricants, motor fuels, travel aides, and minor automobile accessories."

It is asked that a moratorium be placed upon the acceptance of zoning applications and the issuance of permits related to Automobile Fuel Dispensing Stations and Automobile Service Stations so staff can review zoning laws, research the effects of gas stations on soils and groundwater, traffic management, noise, lighting, market saturation and compatibility with long-term land-use plans. Establishing this moratorium has been reviewed by the City of Troy Law Director.

On September 2, 2025, Council approved a 270-day moratorium on new applications for Community-Oriented Residential Social Service Facilities, which is also related to the new UDC. That moratorium runs through May 30, 2026. Staff recommends that the moratorium requested herein be for the same time period.

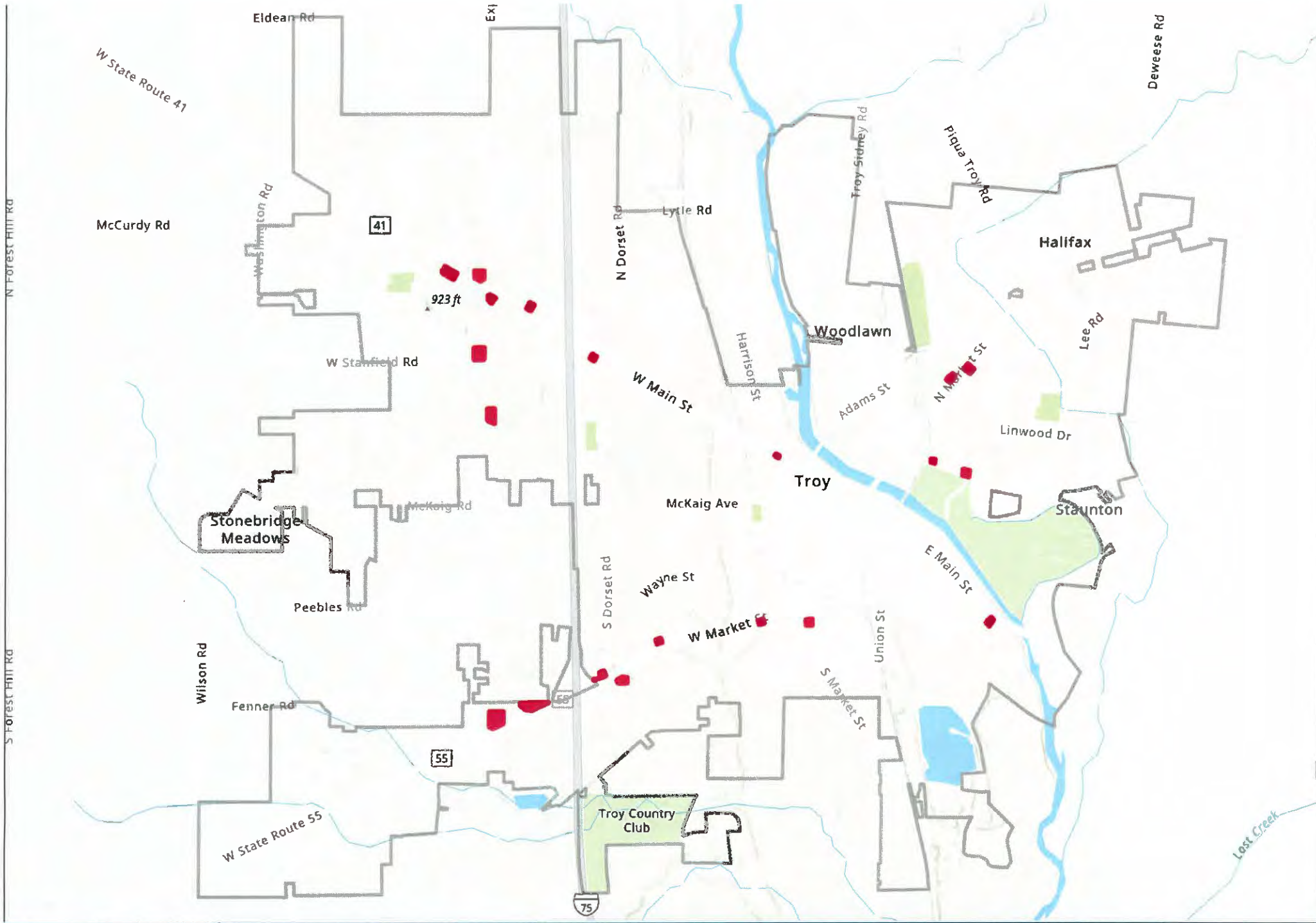


**TROY**  
OHIO

Patrick E. J. Titterington  
City Director  
Patrick.Titterington@TroyOhio.gov

**REQUESTED ACTION:**

It would be appreciated if you would assign to a committee of Council consideration of a moratorium through May 30, 2026, on the acceptance of new zoning applications and issuance of zoning permits related to Automobile Fuel Dispensing Stations and Automobile Service Stations. To avoid further applications until a review can be completed, consideration of emergency legislation is also requested.



**Legend**  
■ Gas Stations

**Exhibit A - Gas Station**



**COMMUNITY  
PARTNERSHIPS  
COMMITTEE**

**MEMORANDUM**

**TO:** Mr. Rozell, President of Council

**FROM:** Patrick E. J. Titterington

**DATE:** January 7, 2026

**SUBJECT:** Troy Reinvestment Fund Downtown Revolving Loan Fund Program

**RECOMMENDATION:**

That Council authorizes the Director of Public Service and Safety to enter into an Agreement with the Troy Reinvestment Fund to accept \$200,000 to establish the City of Troy Reinvestment Fund (TRF) Downtown Revolving Loan Fund (RLF) Program and that Council approves the Guidelines for that program.

**DISCUSSION:**

In preparation for the Downtown Streetscape Project, it was determined that some downtown buildings lack fire sprinkler systems or have systems that require improvements. With the utility upgrades that that will be occurring, this would be a cost effective opportunity for those systems to be upgraded. Recognizing that some property owners may need funding assistance for the capital costs, the nonprofit Troy Reinvestment Fund has agreed to allocate \$200,000 for qualified applicants to obtain loans ranging from \$10,000 to \$50,000 related to fire sprinkler systems. This program would include:

- Council authorizing an agreement for the acceptance of \$200,000 from the TRF to be deposited in Fund 245 with the City Development Department administering the program as it has administered our other RLF programs.
- The actual loans would be approved by the Loan Review Committee based on program guidelines approved by City Council, which guidelines may be later amended by the TRF and LRC. The guidelines are attached.
- This loan program would become part of the City's Revolving Loan Fund (Fund 245). As this program was not defined until after the 2026 Budget was approved, it may require a future reappropriation if determined that is needed by the City Auditor.
- The boundary for this program will be Market Street (Water Street to Franklin Street) and Main Street (Plum Street to Mulberry Street) but could be amended at a later date based on the program success.

**REQUESTED ACTION:**

It would be appreciated if you would assign to a Committee of Council authorizing the Director of Public Service and Safety to enter into an Agreement with the Troy Reinvestment Fund to accept \$200,000 to establish the City of Troy Reinvestment Fund (TRF) Downtown Revolving Loan Fund (RLF) Program and approval of the program guidelines. To enable implementation of this program as soon as possible, consideration of emergency legislation is requested.

encl.



**DEVELOPMENT DEPARTMENT  
100 S. MARKET ST.  
937-339-9481**

## **CITY OF TROY – TROY REINVESTMENT FUND**

### **REVOLVING LOAN GUIDELINES**

As part of the City of Troy's commitment to economic development and downtown reinvestment, the City created a locally funded Small Business Development Revolving Loan Fund (SBD). The SBD typically provides loans to qualified small businesses throughout the City for capital equipment, building improvements, property acquisition, and other expansion-related costs that support job creation. In partnership with the Troy Reinvestment Fund (TRF), an Ohio nonprofit, the City of Troy has created the Troy Reinvestment Fund Downtown Revolving Loan Program to target reinvestment in the historic downtown.

Using \$200,000 in funding from the TRF, the City will process loan applications and recommend eligible projects to the Loan Review Committee (LRC). Because of this targeted purpose, loans under this program are not required to meet traditional job creation requirements.

Loan amounts will range from a minimum of \$10,000 and maximum of \$50,000 with a typical term of five years, based on the useful life of the assets financed and the size of the loan.

The TRF Downtown Revolving Loan Program is administered by the Development Department in accordance by the guidelines set forth and which may be modified from time to time by the TRF and LRC.

### **Loan Amounts**

Minimum loan amount is \$10,000 and the maximum loan amount is \$50,000 per project. Loans will be granted by a majority vote of the LRC.

### **Eligible Uses of Loan Funds**

The primary purpose of the TRF loan program is to provide funds for the following types of improvements located in the boundary area shown in Exhibit A:

- Sprinkler system tie-ins;
- Sprinkler system upgrades;
- New sprinkler systems

### **Application Requirements**

Applicants must complete the TRF application provided by the LRC. The application shall be required to contain all of the following information and/or exhibits; unless specifically exempted by the Development Department:

#### **Project:**

- Verification of the costs/value of the assets to be funded as part of the total financing package;
- Written cost estimates or contracts for building improvements.

#### **Financial:**

- Approved construction plans by the Miami County Building Department and Troy Fire Department;
- Personal financial statement for each individual with at least twenty percent interest in the company or owner(s) of the building;
- Financial statements from prior three years (Balance Sheet and Profit and Loss statements) or Proforma of financial projections on a quarterly basis for the first two years following the loan closing;
- Letter of recommendation or acknowledgement from property owner(s) regarding this application when necessary;
- Proof of property insurance coverage including fire coverage.

#### **Collateral:**

Applicants shall be required to provide collateral of 100% of the full value of the loan granted. Collateral shall be in one or more of the following forms:

- Personal guarantee;
- Real estate, which requires recent appraisal or county tax records including a list of outstanding liens and mortgages on the property proposed as security. If real estate is used as collateral a recent title exam shall be required;
- Business assets, which require a list of outstanding liens on the assets proposed as security;

### Loan Terms

All loan recipients shall be required to enter a five year “Loan Agreement” with the City of Troy setting forth the following loan terms and obligations.

**Application Fee** – A non-refundable fee of \$100.00 is payable at the time the application is submitted for LRC review.

**Interest Rate** – Interest rates will be set at 50% of Prime Rate on the date that a COMPLETE application is submitted.

**Closing Fee** – To be paid at the time of the loan closing at 1.5% of the total loan amount.

**Repayment** – Complete repayment of the loan is required in monthly installments of amortized principal and interest within the loan period, as agreed upon by the applicant and the LRC. The City of Troy requires automatic deduction for the payment of the loan. This deduction will occur on first business day of each month. If the normal due date falls on a non-business day, then the deduction will occur on the proceeding business day.

**Late Payments** – A penalty of 10% of the overdue payment amount shall be required each month for any payment 10 or more days past due. Standard monthly payments shall be due on the first business day of each month.

**Additional Fees** - Requests for consideration of re-amortization of a loan or subordination of a mortgage shall be accompanied by a fee of \$100.

**Transferability** – TRF loans shall not be transferred from the borrower to another party without the prior approval of the Loan Review Committee and the Troy Reinvestment Fund.

### Loan Approval Process

Completed TRF loan applications shall be submitted to the Development Department for review and a recommendation to the LRC. The LRC shall review each application on its own merits and upon the LRC’s opinion of the impact the project will have on the economic development efforts in the City of Troy Historic District.

### Project Requirements

The City of Troy shall require the following items to be submitted:

- Paid receipts for purchases or services rendered with the use of the TRF loan finances;
- Completion of contracted work (i.e. signed invoices and statement of acceptance of release from the borrower);

- Copies of receipts of any required final inspection approvals from appropriate inspection agencies such as the Miami County Health District, the Miami County Department of Development, and various departments of the City of Troy;
- Borrowers shall agree to allow any duly authorized representatives of the City of Troy, at reasonable times and with seventy-two (72) hours prior notice, to have access to any portion of the project in which the City is involved, and the period of such right to this access shall be until the loan is paid in full.

**Loan Acceleration**

The Development Department may accelerate the loan, without notice, and demand full payment of the loan immediately if the borrower fails to:

- Spend loan funds within six months;
- Complete the project within six months;
- Obtain the necessary inspection approvals, or other requirements determined by the LRC;
- Provide evidence of receipts, contracts, or inspection approvals;
- Comply with all other laws and ordinances of the City of Troy.

The remaining loan proceeds not disbursed shall be returned to the Development Department and the outstanding loan amount shall be reduced accordingly. Previous fees, interest, and disbursed principal shall not be refunded.

**Federal CDBG and State of Ohio Requirements**

As this is not a CDBG funded program, the typical CDBG regulations and procedures, such as Davis-Bacon prevailing wages and final review approval of each loan by the Ohio Department of Development, shall not be required. General state and local requirements, such as payment of taxes, non-collusion, and conflict of interest avoidance, must be obeyed.

**Waiver and Revisions of Guidelines**

Waivers and revisions of these Guidelines including, but not limited to, Exhibit A and eligible uses of funds may be made administratively by the LRC and TRF.

**These Guidelines approved by City Council adoption of R-XX-2026 on January X, 2026.**

# EXHIBIT A

