



**AGENDA - TROY PLANNING COMMISSION MEETING  
WEDNESDAY, JANUARY 14, 2026, 3:30 P.M.  
CITY HALL, COUNCIL CHAMBERS**

1. Roll Call
2. Re-Organization - Election of Chairman and Vice-Chairman
3. Approval of Minutes - Nov. 12, 2025
4. Minor Amendment - to Phase 3 of the Halifax Villas and Patio Homes PD-Residential, to allow the installation of a wall at 1230 Knob Hill Court, with a 3' black wrought iron fence installed at the top of the wall.  
Owner/Applicant: Frank Harlow  
-Commission to make decision
5. Historic District Application - Certificate of Appropriateness, 104 N, Market Street, installation of two building signs and a projecting sign.  
Owner - Matt Erwin  
Applicant - Flawless Signs & Wraps for Modern on Market  
-Commission to make decision
6. Other
7. Adjourn

Next Meeting Date - 1-28-2026

Members - if you will not be attending, please call or email Sue

A regular meeting of the Troy Planning Commission was held in Council Chambers, City Hall on Wednesday, November 12, 2025, at 4:00 p.m. with Chairman James McGarry presiding. ATTENDING: Members – McGarry, Ehrlich, Wolke, Titterington, Oda, and Westmeyer; Development Staff – Bruner, Eidemiller and Burgei; Development Director Davis.

**APPROVAL OF MINUTES:** Upon motion of Mr. Titterington, seconded by Mrs. Ehrlich, the minutes of the October 22, 2025, meeting were approved by unanimous voice vote.

**HISTORIC DISTRICT APPLICATION, CERTIFICATE OF APPROPRIATENESS, 101 W. MAIN STREET, INSTALLATION OF TWO 14.3 SQUARE FOOT BUILDING SIGNS; OWNER – 107 W. MAIN LLC, SAM O’NEAL; APPLICANT SAM O’NEAL.** Staff report: applicant received approval of the property owner to install the sign; the sign was then installed without approval of the Planning Commission; the OHI form lists this property as built in 1904, is made of stucco and brick and is described as an eclectic style building and a major landmark for downtown Troy, contributing descriptive features include the Eclectic design with Egyptian Revival entrance at the southwest corner, and distinctive religious and Masonic ornamentation; the building is not listed on the National Register. Staff further noted:

“This multi-tenant building is permitted to have a total of 100 square feet in signage, with each tenant space sign area calculated separately based on the frontage they occupy. This tenant space is permitted 66 square feet. The applicant is proposing to install two (2) 14.3 square feet building signs. Each sign will be 24” x 86” on the building. The signs will be made of polymetal with .75” dimensional lettering.

This application has been reviewed for compliance with all requirements of the Zoning and Sign Code except for the additional design standards imposed by the historic district regulations and has been found to comply with those requirements.

**DESIGN MANUAL:**

The Design Manual section 5.4 states “wall signs should be three dimensional, with letters carved by a router, or, letters should be individually pin-mounted or incorporated into a sign panel. **The proposed sign meets section 5.4 of the Design Manual.** “

Staff recommended approval of the proposed signs based on the following:

- The proposed sign will meet the City of Troy Sign Code requirements.
- The proposed sign complies with section 5.4 of the Design Manual.

**COMMISSION DISCUSSION:**

-Since the sign was placed prior to the review of the Commission, Mr. Titterington asked if there was some confusion about the process. Mr. Eidemiller stated that staff understand the contractor placed the sign earlier than the applicant anticipated.

-Mayor Oda stated she understood the applicant had submitted an application prior the sign being placed, and encouraged staff to make sure people know there is a process and the timing of the process, so people know not to jump elements of the process.

**ACTION OF THE COMMISSION:**

A motion was made by Mr. Wolke, seconded by Mrs. Ehrlich, to approve the historic district application, certificate of appropriateness for the two signs at 101 W. Main Street as submitted and for the exact colors, materials and style viewed by the Commission and based on the findings of staff that the signs meet the Troy Sign Code requirements and comply with Section 5.4 of the Design Manual.

**MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE**

**HISTORIC DISTRICT APPLICATION, CERTIFICATE OF APPROPRIATENESS, 18 N. MARKET STREET, FOR EXTERIOR PAINT; OWNER/APPLICANT ALLEN LAY.** Staff report: Ohio Historic Inventory (OHI) Form lists the following significant features: gabled roofs, chimneys between each segment, and simple stone lintels and sills.; the property is not listed on the National Register of Historic Places; Paint Colors: main body color is proposed to be painted a deep warm matte burgundy (Sherwin Williams SW 2802 Rookwood Red), trim and windows will be painted soft vintage cream (Sherwin Williams SW 6116 Antique White), and accent trim will be painted darker beige (Sherwin Williams SW 7036 Accessible Beige). Staff further reported:

**DESIGN MANUAL:**

Staff analysis can be found in **bold** following each Design Manual criteria. The Design Manual section 2.6 states:

- A. A concentration of similar colors on the same block should be avoided. **There are no similar colors on the same block.**
- B. Historically unpainted surfaces should not be painted. Historically painted surface should remain painted. **All surfaces are currently painted.**
- C. Simpler buildings should have a simple color scheme. More ornate structures, such as larger Queen Anne styles, may incorporate three or more colors. **A simple color scheme is provided.**
- D. **Matte, flat, or semi-gloss paint should be used. Avoid high gloss paint. High gloss paint is being avoided.**
- E. In all circumstances, avoid bright and obtrusive colors, such as neon or day-glow hues. **Bright, obtrusive colors are being avoided.** “

Staff recommended approval of the proposed paint based on the proposed paint complies with section 2.6 of the Design Manual.

**COMMISSION DISCUSSION:**

-In response to Mr. Wolke, staff commented that the sign that was shown in the application is not part of this consideration, and the sign will need to be considered by the Commission at a later date; and the only item for consideration is the exterior paint colors.

**ACTION OF THE COMMISSION:**

A motion was made by Mr. Westmeyer, seconded by Mr. Titterington, to approve the historic district application, certificate of appropriateness for exterior painting for 18 N. Market Street as submitted and for the exact colors included in the application (Sherwin Williams SW 2802 Rookwood Red, Sherwin Williams SW 6116 Antique White, and Sherwin Williams SW 7036 Accessible Beige) and as viewed by the Commission, and based on the findings of staff that the proposed paint complies with section 2.6 of the Design Manual.

**MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE**

**NEXT MEETING:** It was determined that the Commission will not need to meet on Nov. 26 (day before Thanksgiving) as no applications have been submitted for that meeting date, and the date for submittals has passed.

There being no further business, the meeting adjourned at 3:57 p.m. upon motion of Mr. Westmeyer, seconded by Mrs. Ehrlich, followed by unanimous voice vote.



MEMORANDUM

**TO:** City of Troy Planning Commission Members  
**FROM:** Austin Eidemiller, Planning & Zoning Manager  
**DATE:** January 7, 2026  
**SUBJECT:** Cottages of Halifax Planned Development – Minor Amendment

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**DISCUSSION:**

The applicant and owner, of the Halifax Villas Planned Development, comes before the Planning Commission to request a minor amendment for Phase Three of the Halifax Villas and Patio Homes subdivision, known as the Cottages of Halifax Planned Development.

**PROPOSAL:**

This area of the Planned Development is located north of the Halifax Villas and Patio Homes along Knob Hill Court and Holly Court. The homeowner of 1230 Knob Hill Court has started installment of a wall at the side property line to provide structural support for the driveway to the rear garage attached to the home. The base of the wall was constructed at a height of 5' to the west of the property line (near Holly Court) and rises to a height of 14'. The applicant is proposing a 3' black wrought iron fence installed at the top of the wall. The finished wall will consist of a stone base, brick main body, along with the decorative black wrought iron fence (drawings attached). The fence will have a large amount of landscaping that will cover a majority of the wall leaving only a small amount visible at the highest point. The proposed brick is of the same design as the house.

The adjacent property owners approve of the proposed minor amendment.

**RECOMMENDATION:**

Staff recommends the Planning Commission approve the minor amendment to Phase Three of the Halifax Villas and Patio Homes subdivision, known as the Cottages of Halifax Planned Development as the subdivision will continue to conform to the Final Development Plan and General Plan as approved by the Planning Commission and City Council.

BUILT BY:  
 HARLOW BUILDERS, INC.  
 701 N. MARKET ST.  
 TROY, OH. 45373

PLANS FOR:  
 DITMER RESIDENCE  
 RETAINING WALL  
 COTTAGES OF HALIFAX  
 TROY, OH. 45373

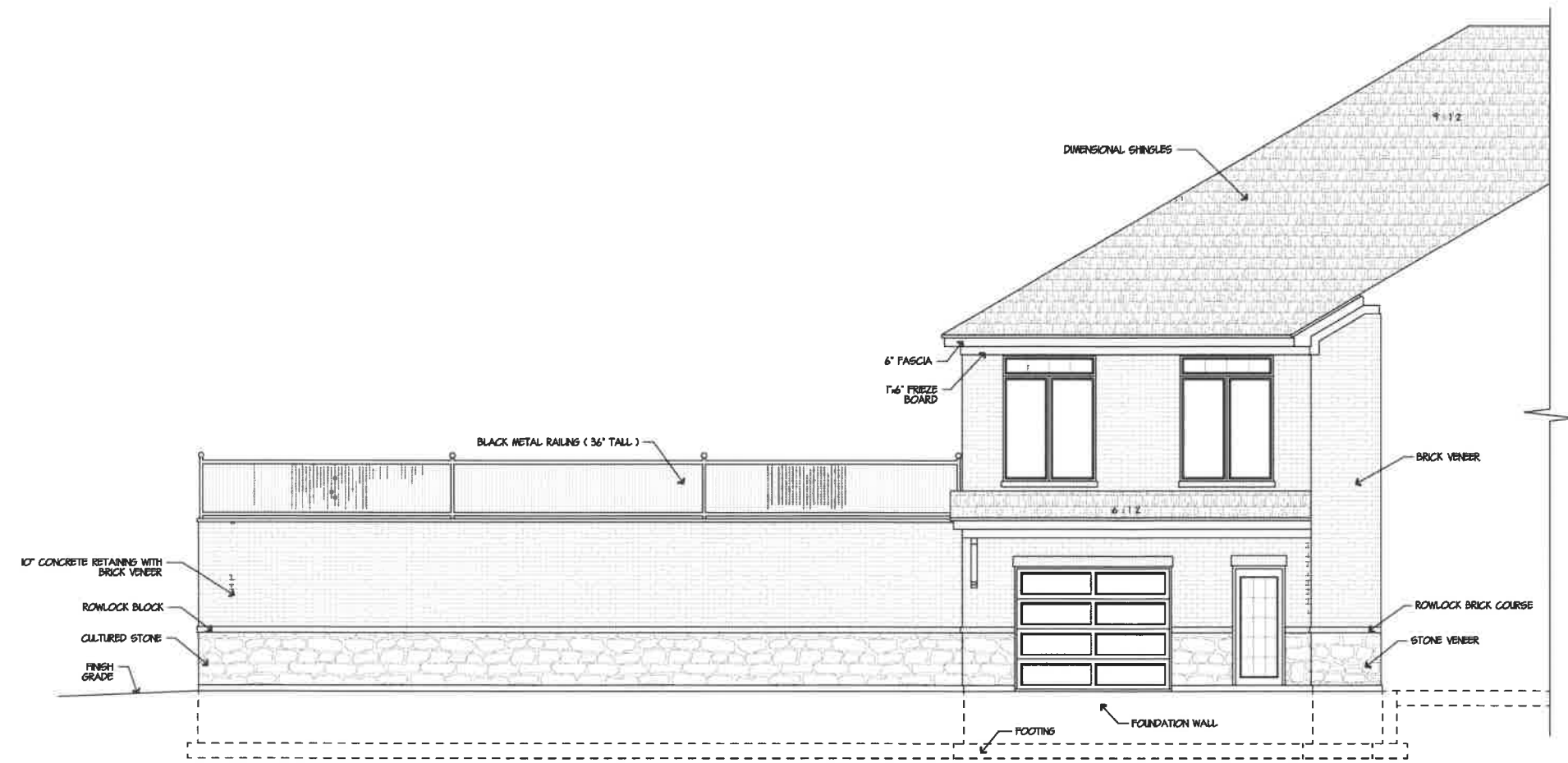
DISCLAIMER NOTE:  
 WHILE EVERY ATTEMPT HAS BEEN MADE IN PREPARATION OF THESE PLANS TO MAKE THEM ACCURATE AND COMPLETE, THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING AS SHOWN ON THESE PLANS. THE ARCHITECT DOES NOT GUARANTEE THE ACCURACY OF ANY INFORMATION PROVIDED BY OTHERS. THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING AS SHOWN ON THESE PLANS. THE ARCHITECT DOES NOT GUARANTEE THE ACCURACY OF ANY INFORMATION PROVIDED BY OTHERS. THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING AS SHOWN ON THESE PLANS. THE ARCHITECT DOES NOT GUARANTEE THE ACCURACY OF ANY INFORMATION PROVIDED BY OTHERS.

SQUARE FEET:

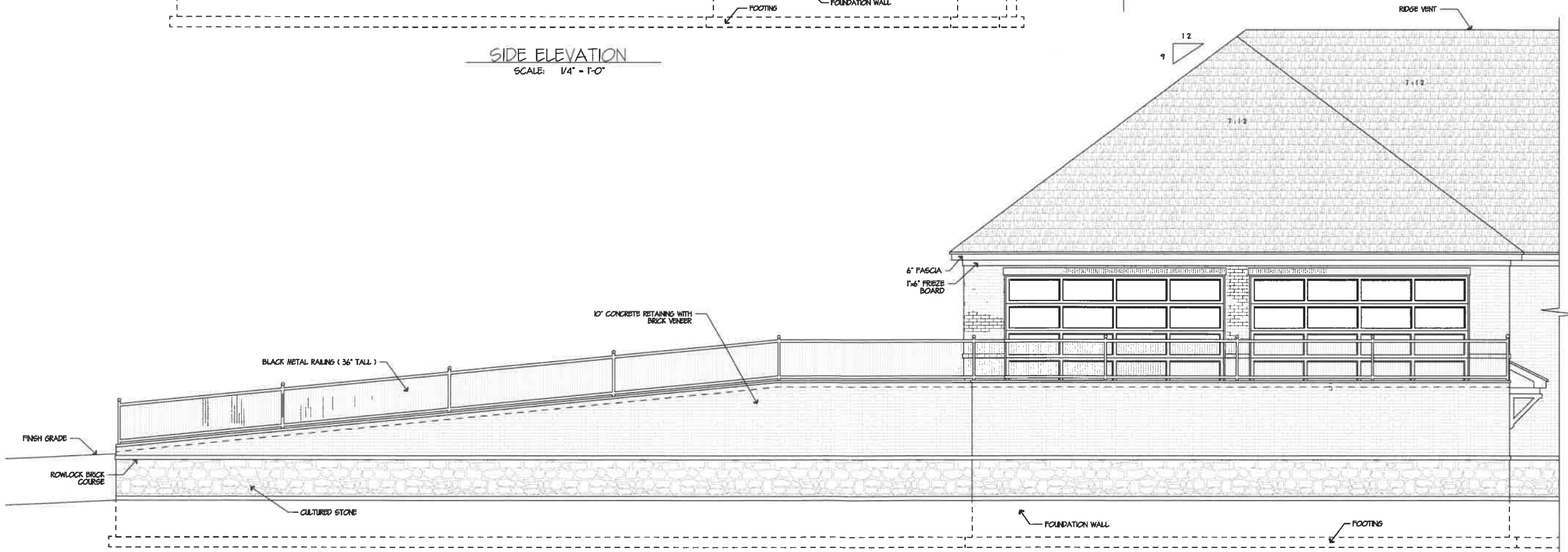
MAIN LEVEL:	3558
UPPER LEVEL:	
TOTAL LIVING:	3558
BASEMENT:	3558
FINISHED:	
UNFINISHED:	
GARAGE:	4955
LOWER GARAGE:	1320
SUN ROOM:	277
PORCH:	281
TOTAL OVERALL:	13949

PLAN NUMBER:  
 SRD - 9292

SHEET:  
 1 OF 2



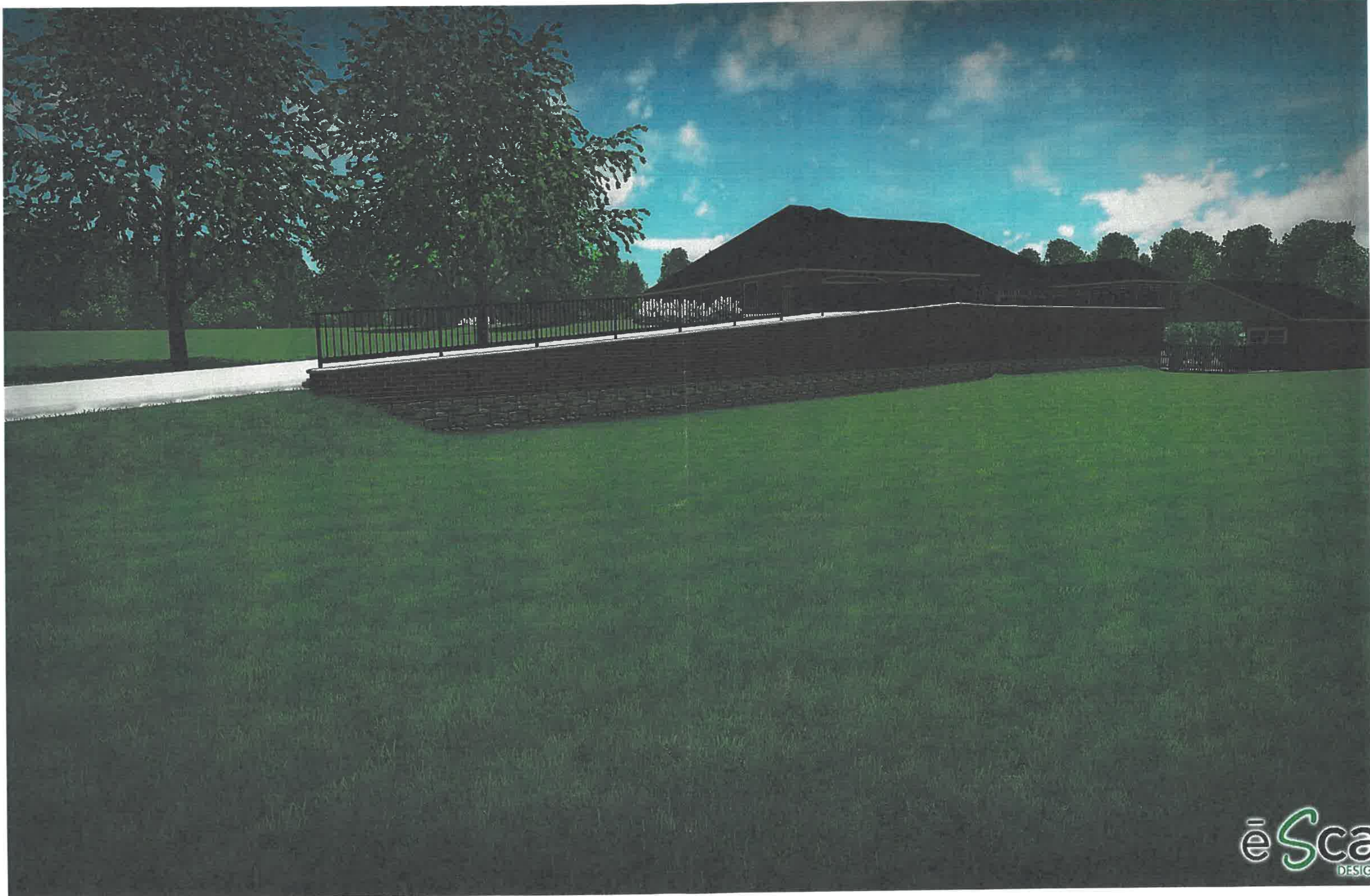
SIDE ELEVATION  
 SCALE: 1/4" = 1'-0"



REAR ELEVATION  
 SCALE: 1/4" = 1'-0"











**MEMORANDUM**

**TO:** City of Troy Planning Commission Members  
**FROM:** Taylor Bruner, Zoning Inspector  
**DATE:** January 7, 2026  
**SUBJECT:** Historic District Review – 104 N Market Street

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**PROPOSAL:**

A request by the applicant, Modern on Market, on behalf of the owner, Matt Erwin, for the installation of two building signs and a projecting sign at the property located at 104 N Market Street, Parcel ID: D08-000140. The applicant has received authorization from the property owner for the proposed request.

The OHI form lists the property as a two-story frame home in the High Victorian Italianate style built in 1875. Contributing design features include a central doorway with semi-circular transom, art glass on both double doors, moulded frontispiece, rectangular 1/1 DHS windows with shouldered pedimental caps incised, heavy bracketed cornice with paneled frieze, neo-classic revival entrance porch added, and shallow rear wings. The property is not listed on the National Historic Register.

**DISCUSSION:**

This building is permitted to have a total of 100 square feet of building signage. The applicant is proposing to install a total of 47.2 square feet of building signage. All building signs including the projecting sign will have raised dimensional lettering and be made from aluminum composite material using black or white lettering, gold/tan lines, and black backings.

**DESIGN MANUAL:**

The Design Manual section 5.4 states, “Wall signs should be three dimensional, with letters carved by a router, or; letters should be individually pin-mounted or incorporated into a sign panel”. The proposed building signage will meet section 5.4 of the Design Manual.

The Design Manual section 5.7 states, “Three-dimensional elements are strongly encouraged, along with the creative use of textures and shadows to give the sign dimensionality and interest”. The proposed projecting sign will meet section 5.7 of the Design Manual.

This application has been reviewed for compliance with all requirements of the sign code except for the additional design standards imposed by the historic district regulations and has been found to comply with same.

**RECOMMENDATION:**

Staff recommends approval of the proposed signage based on the following:

- The proposed signage will meet the City of Troy Sign Code requirements;
- The proposed signage complies with sections 5.4 and 5.7 of the Design Manual.



approx 13' from sidewalk

raised dimensional letters  
 MM = 1/2" thick  
 All other text = 1/4" thick



approx 3'6" from building to edge of sign

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Customer:  
 Job:  
 Size:  
 Materials:  
 Colors:  
 Description:

Customer Approval Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Price: Plus Tax  
 50% Deposit Required to begin production  
 3% Credit Card Fee on orders over \$1,000

Contact: Val Baker  
 Email: Val@FlawlessSigns.com



937.969.SIGN • FlawlessSigns.com



8-10'  
from  
sidewalk



60"x67"

black sign with white letters,  
gold/tan lines

raised dimensional letters

Logo = 1/2" thick  
All other text = 1/4" thick

*sidewalk*

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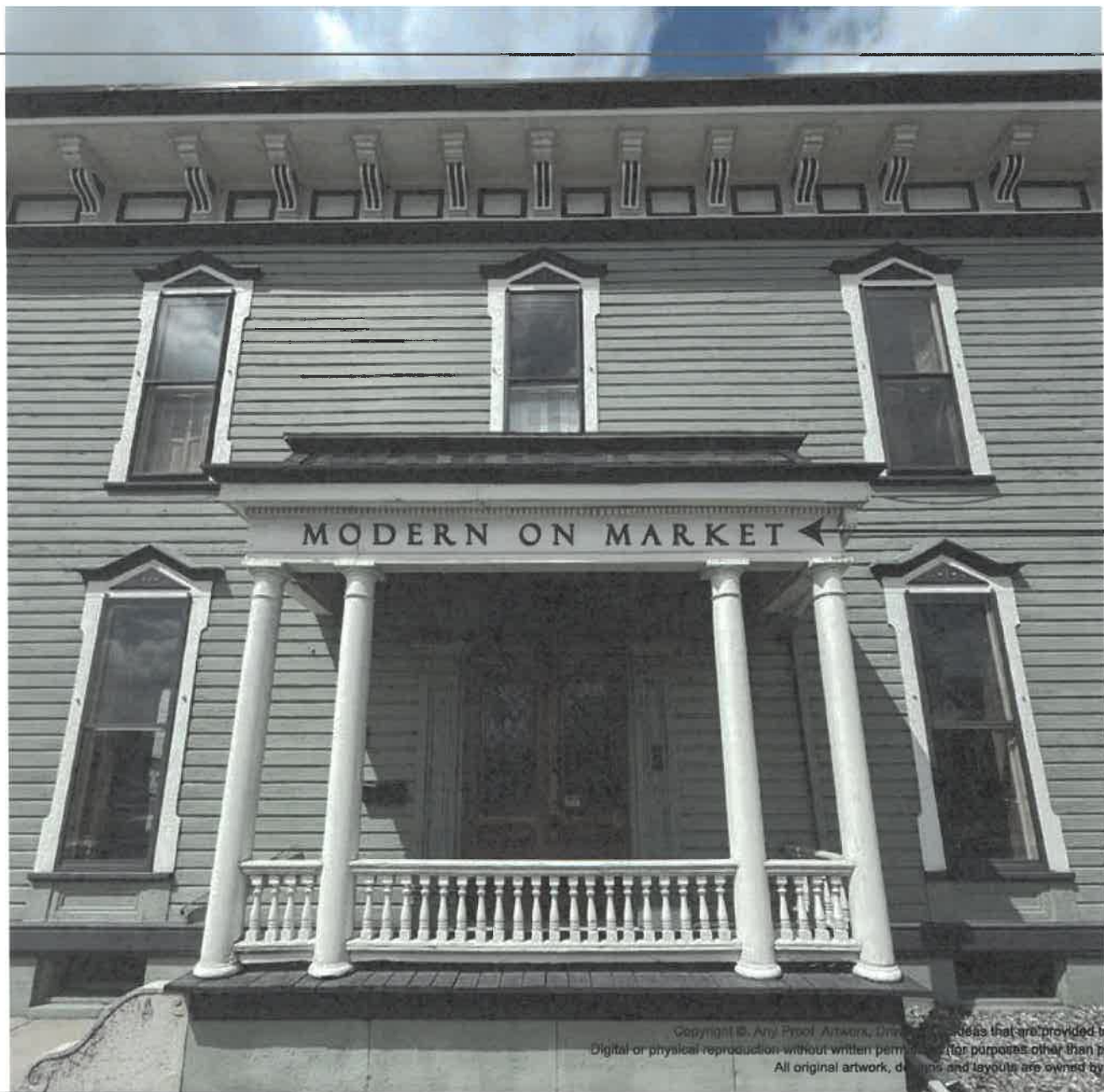
Customer:  
Job:  
Size:  
Materials:  
Colors:  
Description:

Customer Approval Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Price: Plus Tax  
50% Deposit Required to begin production  
3% Credit Card Fee on orders over \$1,000

Contact: Val Baker  
Email: Val@FlawlessSigns.com

  
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raised dimensional letters  
 1/2" thick  
 7"x150"

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Customer:  
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 Size:  
 Materials:  
 Colors:  
 Description:

Price:  
 50% Deposit Required to begin production  
 3% Credit Card Fee on orders over \$1,000

Plus Tax

Contact: Val Baker

Email: Val@FlawlessSigns.com

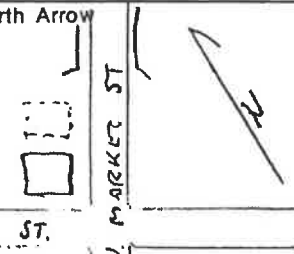


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Customer Approval Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# OHIO HISTORIC INVENTORY

Ohio Historic Preservation Office  
Ohio Historical Center  
Columbus, Ohio 43211

1. No. 928-00007S <i>MIA 152-65</i>		4. Present Name(s) 104 North Market Street		1. No. 10928 2. County Miami 4. Present Name(s)
2. County Miami		5. Other Name(s) Charles H. Culbertson House		
3. Location of Negatives Regional Office 5HA H7-9				
6. Specific Location Northwest corner of Market and Water Streets 104 N. Market		16. Thematic Category C		28. No. of Stories 2
7. City or Town If Rural, Township & Vicinity Troy		17. Date(s) or Period .. 1875		29. Basement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8. Site Plan with North Arrow 		18. Style or Design High Victorian Italianate		30. Foundation Material stone
9. Coordinates Troy Lat. _____ Long. _____ U.T.M. Reference 16 7 3 8 6 6 0 4 4 3 5 7 8 0		19. Architect or Engineer		31. Wall Construction frame
10. Zone _____ Easting _____ Northing _____ 10. Site <input type="checkbox"/> Building <input checked="" type="checkbox"/> Structure <input type="checkbox"/> Object <input type="checkbox"/>		20. Contractor or Builder		32. Roof Type & Material truncated hip asphalt shingl
11. On National Register? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		21. Original Use, if apparent residence		33. No. of Bays Front 3 Side 3+1
12. Is It Eligible? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		22. Present Use apartments		34. Wall Treatment shiplap
13. Part of Estab. Hist. Dist.? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		23. Ownership Public <input type="checkbox"/> Private <input checked="" type="checkbox"/>		35. Plan Shape square
14. District Potent'l? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		24. Owner's Name & Address, if known Vintage Investment Properties 131 W. South St Northampton, OH		36. Changes (Explain in #42) Addition <input type="checkbox"/> Altered <input checked="" type="checkbox"/> Moved <input type="checkbox"/>
15. Name of Established District Troy Historic District		25. Open to Public? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		37. Condition Interior _____ Exterior <del>XBOOX</del> fair
16. Further Description of Important Features Central doorway with semi-circular transom and double doors both are art glass, moulded frontispiece, rectangular 1/1 D.H.S. windows with shouldered pedimental caps incised. Heavy bracketed cornice with panelled frieze. Neo-Classic Revival entrance porch added, shallow rear wings. Two-story frame home in the High Victorian Italianate style. CDF: include a central entrance with a semi-circular		26. Local Contact Person or Organization Troy Historical Society		38. Preservation Underway? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
17. History and Significance Fair example, surviving under difficult conditions Built in 1875 by Charles H. Culbertson.		27. Other Surveys in Which Included		39. Endangered? By What? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
18. Description of Environment and Outbuildings Downtown on a busy main street.		28. Visible from Public Road? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		5. Other Name(s)
19. Sources of Information		40. Distance from and Frontage on Road 10' back 60' wide		
20. Sources of Information		46. Prepared by L.S. Gannon, Jr.		
		47. Organization Regional Office 5HA		
		48. Date   49. Revision Date(s)		





CITY OF TROY PLANNING COMMISSION  
Certificate of Appropriateness (Historical Review)

Date 11/20/2025

Applicant Modern On Market Telephone No. 9375527288

Owner of Property Matt Erwin Has the Owner been Notified? yes

Address of Project 104 N. Market St. Troy, OH 45373

Contact Address (if different than Project Address) \_\_\_\_\_

Name of Architect/Engineer and/or Contractor Flawless Signs

Application for renovation to include the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Alteration        | <input type="checkbox"/> Repair                         |
| <input type="checkbox"/> Construction      | <input type="checkbox"/> Demolish - Principal Structure |
| <input type="checkbox"/> Moving A Building | <input type="checkbox"/> Demolish - Accessory Structure |
| <input type="checkbox"/> Painting          | <input checked="" type="checkbox"/> Other: <u>Sign</u>  |

Will the work require use of the public right of way? (Blocking of sidewalk, parking spaces, etc?)  Yes  No

\*If yes, a use of public space application is required

**ONE (1) COPY OF INFORMATION TO BE SUPPLIED BY APPLICANT:**

- (a) Site Plan drawn to scale shall be provided showing structure in question & its relationship to adjacent structures.
- (b) Description of proposed use, if different than existing use.
- (c) Plans illustrating the proposed structural or exterior changes, including changes in parking facilities, landscaping, screening, fences, signs and other relevant structures and fixtures, and relationship to surrounding structures.
- (d) Description and samples of materials proposed to be used in the project.
- (e) Paint samples for painting applications.
- (f) Any other photographs or illustrative visual aids and/or materials relevant to the project.
- (g) A written letter from the owner acknowledging the application, or a printed signature from the property owner on this form.
- (h) Application fee: \$25.00

\*The Planning Commission meets on the second and fourth Wednesday of every month. Completed applications are due a minimum of two weeks prior to the requested meeting date.

SIGNATURE OF APPLICANT:

*[Handwritten Signature]*

*Matt Erwin*

SIGNATURE OF PROPERTY OWNER:

*[Handwritten Signature]*

PRINTED NAME OF PROPERTY OWNER:

OFFICE USE ONLY:

DATE FILED: \_\_\_\_\_

CASE #: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_





### APPLICATION FOR SIGN PERMIT:

A separate application must be filed for each type of sign.

**Type of Project:** -New Industrial   -New Commercial   -New Residential   -Temporary   - Reface of Existing

Address of Project: 104 N Market St. Troy, OH 45373

Applicant/ Business Name: Modern On Market St.

Address: 104 N Market St. Troy

Phone: 9375527288      Email: oliviaashleyllc@gmail.com

Contractor Name: Flawless Signs

Address: \_\_\_\_\_

Phone: 9379697446      Email: \_\_\_\_\_

Property Owner Name: Matt Erwin

Address: \_\_\_\_\_

Phone: 9372329595      Email: \_\_\_\_\_

New tenant? -Yes   -No

Building setback: \_\_\_\_\_

Height & Stories of Building: \_\_\_\_\_

Building/Tenant Frontage (linear feet): \_\_\_\_\_

Top of New Sign from Grade: \_\_\_\_\_

Number of Faces: 2

Cost of Sign(s): n/a

#### Type of Proposed Sign:

- Awning
- Billboard
- Building
- Canopy
- Development I.D.
- Freeway Oriented
- Ground
- Projecting
- Window
- Other

- Temporary Banner: 28 days or 4, 7-day increments total: Dates for display: \_\_\_\_\_

- Temporary Const. Sign: Removed within 14 days of beginning of intended use or completion of const, whichever is sooner.

Illuminated: -Internal   -External   -Electronic Changeable   - No

Historic District: - Yes   -No   If YES, a Historic District Review Application is Required.

#### Dimensions:

Quantity: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Total Sq.ft.: \_\_\_\_\_

-Provided separate drawings w/ dimensions

**Fees:** - New Signs - \$50       - Temporary Signs - \$25

By signing this application, I acknowledge that I am authorized by the owner to make this application. The information presented is accurate. I agree to allow City of Troy employees to enter the property in order to complete necessary inspections. I agree to conform to all applicable laws of the City.

Signature: *[Handwritten Signature]*      Date: 11/20/2025

100 South Market Street, Troy, OH 45373-7303

*Make it yours.*





## INDEMNIFICATION AGREEMENT FOR PROJECTING SIGN OVER THE PUBLIC RIGHT-OF-WAY

Flawless Signs & Wraps (applicant)  
on behalf of Modern on Market Bridal Boutique (business name)  
wishes to install a projecting sign over the public right-of-way at 104 N Market St STE B (address),  
Troy, Ohio, 45373.

For the City agreeing to allow the placement of the projecting sign, the applicant agrees to provide liability insurance equivalent to that set forth in Section 717.13, Insurance, of the City of Troy Codified Ordinances, which is attached hereto and made a part of this Agreement.

The City of Troy must be in possession of a current Certificate of Insurance as required by the attached Ordinance Section as long as the sign is in place. The additional insured language set forth within Section 717.13 must be stated on the Certificate of Insurance without change.

Further, the above listed applicant, in conjunction with the approval for the placement of the projecting sign over the public right-of-way, agrees to indemnify, hold harmless and defend the City and its directors, officers, employees, volunteers and agents from and against any loss, damage, cost, expense, action, claim, demand or liability (including reasonable attorneys' fees) arising from the acts or omissions of the applicant regarding said projecting sign.

Further, the above listed applicant agrees to keep the insurance current while the sign is in place and to provide the City with a Certificate of Insurance prior to any expiration date.

Further, the above listed applicant agrees to provide any documentation required by the City and the applicant agrees to inspect (or have the sign inspected) the projected sign based on the manufacturer's recommendation and to maintain the sign in excellent and safe condition at all times.

Patrick E. J. Titterington  
Director of Public Service and Safety  
City of Troy, Ohio

Lance Bolton  
Applicant

Date

12/30/25  
Date



