



**AGENDA - TROY PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 28, 2026, 3:30 P.M.
CITY HALL, COUNCIL CHAMBERS**

1. Roll Call
2. Approval of Minutes - Jan. 14, 2026
3. Historic District Application - Certificate of Appropriateness, 18 N, Market Street, installation of a building sign
Owner - Allen Lay
Applicant - Ken Thompson, Flawless Signs
-Commission to make decision
4. Other
5. Adjourn

Next Meeting Date - 2-11-2026

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

January 14, 2026

A regular meeting of the Troy Planning Commission was held in Council Chambers, City Hall on Wednesday, January 14, 2026, at 3:30 p.m. with Chairman James McGarry presiding. ATTENDING: Members – McGarry, Emerick, Ehrlich, Wolke, Titterington, Oda, and Westmeyer; Development Staff – Bruner, Eidemiller and Burgei; Development Director Davis.

REORGANIZATION – ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2026. Upon motion of Mr. Wolke, seconded by Mr. Titterington, Mr. McGarry was elected as Chairman and upon motion of Mr. McGarry, seconded by Mayor Oda, Mr. Wolke was elected as Vice-Chairman by unanimous voice vote.

APPROVAL OF MINUTES: Upon motion of Mr. Titterington, seconded by Mayor Oda, the minutes of the November 12, 2025, meeting were approved by unanimous voice vote.

MINOR AMENDMENT – TO PHASE 3 OF THE HALIFAX VILLAS AND PATIO HOMES PD-RESIDENTIAL KNOWN AS COTTAGES OF HALLIFAX, 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. Staff report: 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'; applicant is proposing a 3' black wrought iron fence installed at the top of the wall; finished wall will consist of a stone base, brick main body, along with the decorative black wrought iron fence; 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; and staff recommends the Planning Commission approve the minor amendment to Phase Three of the Halifax Villas and Patio Homes subdivision Planned Development - Residential as the subdivision will continue to conform to the Final Development Plan and General Plan as approved by the Planning Commission and City Council.

COMMISSION DISCUSSION:

Mr. McGarry asked how the owner planned to get into the garage without the wall being constructed, with staff explaining the house was still under construction as a design build so the need for the wall was factored in.

Mr. Wolke asked if the wall justification was based on erosion control and stability and if there was information in that regard from a structural engineer. Staff confirmed the justification but stated there was a letter from the developer stating the justification and not an engineer.

In response to Mr. Wolke, staff clarified that the wall construction was concrete with a brick and stone veneer.

ACTION OF THE COMMISSION:

A motion was made by Mr. Emerick, seconded by Mr. Titterington, to approve the minor amendment to Phase 3/Cottages of Hallifax, 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, based on the recommendation of staff and the wall materials stated in the application, and that the Planned Development – Residential will continue to conform to the Final Development Plan and General Plan as approved by the Planning Commission and City Council.

MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE

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. Staff reported: Application is for Parcel ID: D08-000140; 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; property is not listed on the National Historic Register; this building is permitted to have a total of 100 square feet of building signage; application is for 47.2 square feet of building signage; all proposed 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.

Staff further reported:

“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.

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.”

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.

COMMISSION DISCUSSION:

-In response to Mr. Titterington, staff commented that the paint colors for the building had been approved with that application expiring at the end of January; the applicant may reapply for a different color or submit for an extension to paint the building the approved color; and the applicant may be installing the signs prior to the painting taking place.

ACTION OF THE COMMISSION:

A motion was made by Mayor Oda, seconded by Mr. Westmeyer, to approve the historic district application, certificate of appropriateness for signage at 104 N. Market Street as submitted and for the exact colors included in the application and as viewed by the Commission, and based on the findings of staff that the proposed signage will meet the City of Troy Sign Code requirements and complies with sections 5.4 and 5.7 of the Design Manual.

MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE

REPLAT OF ALL PARCELS OF ARCHER PARK INTO ONE PARCEL, IN THE NAME OF THE BOARD OF PARK COMMISSIONERS. The City Engineer advised that this matter has been approved by Council; it had been a long process to first have all parcels of Archer Park put into the one name of the Board of Park Commissioners and then replated into a single parcel; and as this involves more than five parcels, approval of the Planning Commission is also required.

ACTION OF THE COMMISSION:

A motion was made by Mayor Oda, seconded by Mr. Westmeyer, to approve the replat of all the parcels of Archer Park into a single parcel, with the understanding the Park would be in the name of the Board of Park Commissioners.

MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE

There being no further business, the meeting adjourned at 3:42 p.m. upon motion of Mr. Titterington, seconded by Mr. Emerick, followed by unanimous voice vote.

Respectfully submitted,

_____ Chairman

_____ Secretary

MEMORANDUM

TO: City of Troy Planning Commission Members
FROM: Taylor Bruner, Zoning Inspector
DATE: January 21, 2026
SUBJECT: Historic District Review – 18 N Market Street

PROPOSAL:

A request by the applicant, Ken Thompson (Flawless Signs), on behalf of the owner, Allen Lay, for the installation of a building sign at the property located at 18 N Market Street, Parcel ID: D08-000430. The applicant has received authorization from the property owner for the proposed request.

This building is part of the row of five separate commercial buildings connected by common walls, as described in the OHI form attached. Most of the block was destroyed by a fire in 1824 and rebuilt in 1833 in vernacular style. Significant features mentioned in the OHI form include rectangular windows with stone lintels/sills, and the chimneys between each segment. This property is not listed on the National Register of Historic Places.

DISCUSSION:

This building is permitted to have a total of 27 square feet of building signage. The applicant is proposing to install the maximum square footage allowance of 27 square feet. The proposed building sign will have raised dimensional lettering and be made from aluminum composite material using black lettering, dark brown trim, and a faux wood background.

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.

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 sign 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.

Accessory/Sign Application

Date: 01/13/2026

Applicant / Owner

Applicant Name: Ken Thompson
Applicant Address: 2005 W Stanfield Rd
City, State, Zip: Troy, ohio, 45373
Phone: 9379697446
Email: val@flawlessigns.com

Owner Name:
Address:
City, State, Zip:
Phone:
Email:

Contractor

Contractor Name: Flawless signs
Applicant Address: 2005 W Stanfield Rd
City, State, Zip: Troy, OH, 45373

Phone: 9379697446
Email: val@flawlessigns.com
License #:

Project

Project Location: 18 N Market St
City, State, Zip: Troy, OH, 45373
Parcel:
Work Type:
Design Graphics:
Accessory Type:
Fence Type:
Material:

Height:
Right Setback:
Left Setback:
Rear Setback:
Square Feet: 27
Sign Type: Building Sign
Building Setback: 14'
Building Frontage: 17.5'

Project Description: Building Sign

I do hereby certify that the information contained herein is true and correct.



01/13/2026

Date



CITY OF TROY PLANNING COMMISSION

APPLICATION FOR HISTORICAL TROY ARCHITECTURAL DISTRICT

Date 1/13/2026

Applicant Ken Thompson Telephone No. 9379697446

Owner of Property Allen Lay Has the Owner been Notified? Yes

Address of Project 18 N. Market St. Troy, OH 45373

Contact Address (if different than Project Address) 2005 W Stanfield Rd

Name of Architect/Engineer and/or Contractor Ken Thompson

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: Signage |

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:

Ken Thompson

SIGNATURE OF PROPERTY OWNER:

Allen Lay

PRINTED NAME OF PROPERTY OWNER:

Allen Lay

OFFICE USE ONLY:

DATE FILED: _____

CASE #: _____

DATE OF MEETING: _____





12 ft

2.25 ft

— THE —
TRAVELERS MARKET
 FOOD • BEVERAGES • MERCHANDISE

AVAILABLE
 937.222.7884
 APEX
 Commercial Group
 ApexCommercialGroup.com

18

1/4" ACM SIGN 12X2.25 FT
 PRINTED FAUX WOOD BACKGROUND

RAISED BLACK ACRYLIC LETTERING
 "TRAVELERS MARKET" - 1/4" THICK
 ALL OTHER LETTERING - 1/8" THICK

Copyright © Any Proof Artwork. Drawings or ideas that are provided to a client remains the property of Flawless Signs & Wraps LLC. Digital or physical reproduction without written permission (for purposes other than proofing) is not permitted and is an infringement of copyright law. All original artwork, designs and layouts are owned by Flawless Signs & Wraps LLC. Thank You for your cooperation.

Customer:
 Job:
 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

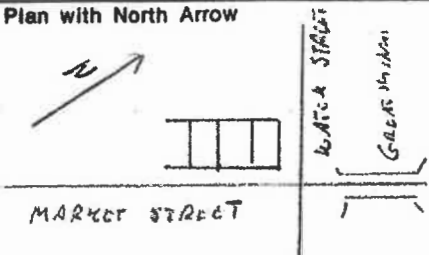

Customer Approval Signature _____ Date __/__/____

937.969.SIGN • FlawlessSigns.com

18-24 N Market Street

Ohio Historic Preservation Office
Ohio Historical Center
Columbus, Ohio 43211

OHIO HISTORIC INVENTORY

<p>1. No. <u>10928</u> <u>MSA 52-05</u></p> <p>2. County <u>Miami</u></p> <p>3. Location of Negatives <u>Regional office</u></p>	<p>4. Present Name(s) <u>Commercial Row</u></p> <p>5. Other Name(s)</p>	1. No.																	
<p>6. Specific Location <u>West side of Market Street extending south from Water Street</u></p> <p>7. City or Town <u>Troy</u> If Rural, Township & Vicinity</p> <p>8. Site Plan with North Arrow</p>  <p>9. Coordinates <u>Troy</u> Lat. _____ Long. _____ U.T.M. Reference <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>1</td><td>6</td><td>7</td><td>3</td><td>8</td><td>6</td><td>5</td><td>7</td><td>4</td><td>0</td> </tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>Zone</td> <td>Eastings</td> <td>Northing</td> </tr> <tr> <td></td> <td>Site <input type="checkbox"/> Building <input checked="" type="checkbox"/></td> <td>Structure <input type="checkbox"/> Object <input type="checkbox"/></td> </tr> </table> <p>11. On National Register? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>12. Is it Eligible? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>13. Part of Estab. Hist. Dist.? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>14. District Potent'l? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>15. Name of Established District <u>Troy Public Square</u></p> </p>	1	6	7	3	8	6	5	7	4	0	Zone	Eastings	Northing		Site <input type="checkbox"/> Building <input checked="" type="checkbox"/>	Structure <input type="checkbox"/> Object <input type="checkbox"/>	<p>16. Thematic Category <u>C</u> <u>Com</u></p> <p>17. Date(s) or Period <u>after 1824</u></p> <p>18. Style or Design</p> <p>19. Architect or Engineer</p> <p>20. Contractor or Builder</p> <p>21. Original Use, if apparent <u>commercial</u></p> <p>22. Present Use <u>commercial</u></p> <p>23. Ownership Public <input type="checkbox"/> Private <input checked="" type="checkbox"/></p> <p>24. Owner's Name & Address, if known <u>Robert Bravo et al.</u> <u>210 Ridge Ave</u> <u>Troy, Ohio</u></p> <p>25. Open to Public? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>26. Local Contact Person or Organization <u>Troy Historical Society</u></p> <p>27. Other Surveys in Which Included <u>Boese, Bravo, Fraula, et al. Historic Troy Ohio, Troy, Ohio: Troy Historical Society, 1974</u></p>	<p>28. No. of Stories <u>2</u></p> <p>29. Basement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>30. Foundation Material <u>stone</u></p> <p>31. Wall Construction <u>brick</u></p> <p>32. Roof Type & Material <u>pitched asphalt shingle</u></p> <p>33. No. of Bays Front <u>2</u> Side <u>2</u></p> <p>34. Wall Treatment</p> <p>35. Plan Shape <u>row structures</u></p> <p>36. Changes (Explain in #42) Addition <input type="checkbox"/> Altered <input checked="" type="checkbox"/> Moved <input type="checkbox"/></p> <p>37. Condition Interior _____ Exterior <u>good</u></p> <p>38. Preservation Underway? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>39. Endangered? By What? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>40. Visible from Public Road? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>41. Distance from and Frontage on Road <u>Street front 80' wide</u></p>	2. County <u>Miami</u>
1	6	7	3	8	6	5	7	4	0										
Zone	Eastings	Northing																	
	Site <input type="checkbox"/> Building <input checked="" type="checkbox"/>	Structure <input type="checkbox"/> Object <input type="checkbox"/>																	
<p>42. Further Description of Important Features <u>A row of two bay structures of early commercial construction; rectangular windows have stone lintels and sills; store facades are modified; chimney between each segment.</u></p>		4. Present Name(s) <u>Commercial Row</u>																	
<p>43. History and Significance <u>In 1824 most of the block burned. Rebuilt by Henry S. Mayo. They were the most important business block until after the Civil War. A skid row until 1975 when they were purchased and rehabilitated.</u></p>																			
<p>44. Description of Environment and Outbuildings <u>Main north south commercial street of Troy in downtown.</u></p>																			
<p>45. Sources of Information <u>Boese, Bravo, Fraula et al., Historic Troy Ohio, Troy, Ohio: Troy Historical Society, 1974</u></p>	<p>46. Prepared by <u>L.S. Gannon, Jr.</u></p> <p>47. Organization <u>Regional office SHA</u></p> <p>48. Date <u>1/77</u> 49. Revision Date(s)</p>	5. Other Name(s)																	