



AGENDA - TROY PLANNING COMMISSION MEETING
WEDNESDAY, NOVEMBER 12, 2025, 3:30 P.M.
CITY HALL, COUNCIL CHAMBERS

1. Roll Call
2. Minutes - Oct. 22, 2025
3. Historic District Application - Certificate of Appropriateness, 101 W. Main Street, installation of a 28 square foot building sign.
Owner - 107 W Main LLC, Sam O'Neal
Applicant - Sam O'Neal
-Commission to make decision
4. Next Meeting Date is Nov. 26, the day before Thanksgiving. Determine who would be available to meet that day if there are agenda items.
5. Other
6. Adjourn

Next Meeting Date - 11-26-2025

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

October 22, 2025

A regular meeting of the Troy Planning Commission was held in Council Chambers, City Hall on Wednesday, October 22, 2025, at 4:00 p.m. with Vice-Chairman Larry Wolke presiding. ATTENDING: Members – Wolke, Emerick, Titterington, Oda, and Westmeyer; Development Staff – Bruner and Burgei; Development Director Davis.

APPROVAL OF MINUTES: Upon motion of Mayor Oda, seconded by Mr. Emerick, the minutes of the October 8, 2025, meeting were approved by unanimous voice vote.

HISTORIC DISTRICT APPLICATION, CERTIFICATE OF APPROPRIATENESS. 203 & 203 ½ S. MULBERRY STREET, EXTERIOR ALTERATIONS AND REPAIRS: OWNER/APPLICANT– BONNIE KINNEY. Staff report: property is located in the R-7 Multi-Family Residential District; the Ohio Historic Inventory (OHI) form describes this property as a two-story brick and frame residence with Queen Anne elements, unusual brick first floor and frame on the second floor; contributing features include: round-end wood shingles, 2 dormers, 1/1 and ornate 1/1 windows, front porch; and alterations include a shed roof addition and stairs & porch added at the rear for second floor access. At the July 9, 2025, Planning Commission meeting, the Commission denied the request due to the replacement of the round end wood siding (fish scaled siding) with vinyl siding. Staff recommend that the owner look at other alternatives to the traditional vinyl siding. The Owner is now proposing the alternative that staff recommended. Staff further reported:

“DISCUSSION:

Exterior Alterations/Repair. The applicant proposes alterations and repairs including replacement of deteriorated boards with new vinyl siding. The vinyl siding that is proposed will replicate the round end wood siding (fish scaled) siding on the upper floors of the structure. The proposed color is (pacific blue).

STAFF ANALYSIS (Design Manual):

Staff analysis can be found following each **bold** Design Manual guideline below:

Section 2.1 C. If it is not practical to retain the original materials or features due to the condition, unavailability, safety, or energy efficiency of original materials, then quality, contemporary, substitute materials, when approved by the Board, should replicate the material being replaced in composition, design, color, texture, and other visual qualities. Contemporary materials may be used if it is demonstrated that they have the same quality and character as historic materials. The new vinyl siding will match the design characteristics of the contributing features. The proposal meets this guideline. "

Staff recommended approval of the vinyl siding due to compliance with Design Manual Section 2.1 C.

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 203 and 203 ½ S. Mulberry Street as submitted and for the exact colors, materials and style viewed by the Commission and based on the findings of staff that the vinyl siding complies with Design Manual Section 2.1 C.

MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE

HISTORIC DISTRICT APPLICATION – CERTIFICATE OF APPROPRIATENESS. 220 W. MAIN STREET, FOR THE INSTALLATION OF A 15 SQUARE FOOT WALL SIGN: OWNER - KLEPTZ DEVELOPMENT GROUP, LLC; APPLICANT – BEHR DESIGN LLC. Staff reported: property is zoned B-2 General Business District; the OHI form describes this as a Queen Anne Style building with contributing features including complex roof massing, paneled recess with transom and high side lights with etched glass windows 1/1/ DHS. The large bay with overhanging eaves, eaves and box cornice and half-timbered gables with mullion windows and the front gable has a split ridge and ridge ornaments are also referenced; application is to install a 15 square foot building sign made from aluminum composite material using black three-dimensional routed lettering with colors of Red - C15 M96 Y81 K4 and Gray - C59 M47 Y47 K14. The applicant also requested to reface the existing ground sign, which has been approved administratively. Staff recommends approval of the application of the application as the sign complies with Design Manual Section 5.4.

COMMISSION DISCUSSION.

In response to Mr. Titterington staff commented that the ground sign size is not calculated against the wall sign sizing, and the wall sign size is within the allowed size.

ACTION OF THE COMMISSION:

A motion was made by Mr. Emerick, seconded by Mr. Titterington, to approve the historic district application, certificate of appropriateness for the wall sign at 220 W. Main Street as submitted, for the exact colors of black, Red - C15 M96 Y81 K4 and Gray - C59 M47 Y47 K14, and materials submitted in the application and viewed by the Commission and based on the findings of staff that the sign complies with Design Manual Section 5.4.

MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE

REVIEW OF CITY BEAUTIFICATION COMMITTEE PROPOSED PLANTINGS AND COLOR PALATE FOR 2026. PRESENTED BY GARETH JOHNSTON, CHAIR OF THE CITY BEAUTIFICATION COMMITTEE, AND RENEE LAVEY. It was noted that the primary colors for 2026 will be red, white and blue in recognition of America's 250th anniversary, with complimentary colors mixed in. Ms. Lavy discussed the types of plantings to be used and noted that some of the flowering plants will be more in the "purple" shade due to the lack of flowering plants that are actually dark blue.

A motion was made by Mr. Westmeyer, seconded by Mr. Titterington, to approve the plantings/color palate provided by the City Beautification Committee for public plantings of the City Beautification Committee for 2025.

Vote: YES - Oda, Emerick, Westmeyer, Emerick and Titterington. NO – NONE; ABSTAIN – Wolke (to avoid the appearance of a conflict of interest as his wife is a member of the City Beautification Committee)

MOTION ADOPTED

There being no further business, the meeting adjourned at 3:46 p.m. upon motion of Mr. Westmeyer, seconded by Mr. Titterington.

Respectfully submitted,

Chairman

MEMORANDUM

TO: City of Troy Planning Commission Members

FROM: Austin Eidemiller, Planning and Zoning Manager

DATE: September 4, 2025

SUBJECT: Certificate of Appropriateness – 101 W. Main Street

PROPOSAL:

A request by the applicant, W Productions, on behalf of the owner, 107 W Main LLC, for the installation of a 28 square feet building sign at the property located at 101 W Main Street, Parcel ID: D08-001040. The applicant has received authorization from the property owner for the proposed request. It is important to note that the sign was installed without Planning Commission approval.

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. This building is not listed on the National Register.

DISCUSSION:

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 sign will be made of polymetal with .75" dimensional lettering. See attached Design Graphics:

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.**

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.









20250511
Troy Development Department
102 S. Market St.
Troy, OH 45373
937.339.9481

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

Date 10/29

Applicant Sam O'Neal Telephone No. 937-510-7730

Owner of Property 107 W MAIN LLC Has the Owner been Notified?

Address of Project 101 W. Main St

Contact Address (if different than Project Address) 101-105 W. Main St

Name of Architect/Engineer and/or Contractor W Productions

Application for renovation to include the following:

- ☐ Alteration
☐ Construction
☐ Moving A Building
☐ Painting

- ☐ Repair
☐ Demolish - Principal Structure
☐ Demolish - Accessory Structure
☒ 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:

[Signature]
SIGNATURE OF PROPERTY OWNER:

PRINTED NAME OF PROPERTY OWNER:

OFFICE USE ONLY:

DATE FILED:

CASE #:

DATE OF MEETING:

102 South Market Street, Troy, OH 45373-7303

Make it yours.

