



AGENDA - TROY PLANNING COMMISSION MEETING
WEDNESDAY, JUNE 24, 2026, 3:30 P.M.
CITY HALL, COUNCIL CHAMBERS

1. Roll Call
2. Approval of Minutes - June 10, 2026
June 18, 2026 Work Session
3. Review of Unified Development Code (UDC)
 - Determine if the Commission will hold a public hearing
 - Commission to provide a recommendation to Council
4. Other
5. Adjourn

Next Meeting Date: 7-8-2026

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

June 10, 2026

A regular meeting of the Troy Planning Commission was held in Council Chambers, City Hall on Wednesday, June 10, 2026, at 3:30 p.m. with Chairman James McGarry presiding. ATTENDING: Members – McGarry, Titterington, Oda, Westmeyer, Ehrlich and Emerick; Development Staff – Eidemiller and Burgei; and Development Director Tim Davis.

APPROVAL OF MINUTES: Upon motion of Mr. Westmeyer, seconded by Mrs. Ehrlich, the minutes of the May 27 2026, meeting were approved by unanimous voice vote.

HISTORIC DISTRICT REVIEW, CERTIFICATE OF APPROPRIATENESS, 121 NE PUBLIC SQUARE, STE. 101, INSTALLATION OF 6 SQUARE FOOT BUILDING SIGN AND GOOSENECK LIGHTING; OWNER – MARVIN RAMIREZ; APPLICANT – CAKE ALCHEMY, CHEYENNE NICHOLSON. Staff reported: the applicant has received permission of the property owner for the installation of a six square foot building sign and gooseneck lighting; the OHI form lists this property as a three-story brick High Victorian Italianate styled building built in 1873, with three bays defined by rusticated pilasters with stylized capitals; this property is listed on the National Historic Registry; the building is permitted to have a total of 67.75 square feet of building signage; the sign will be white three-dimensional carved letting; four gooseneck lights will be installed above the building sign.

STAFF ANALYSIS (Sign)

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

Section 5.4. 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 proposal meets this guideline.**

STAFF ANALYSIS (Lighting)

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

Section 4.6. A. Lighting should enhance the site and the building's design in a manner that is sensitive to surrounding properties. Light fixtures should be scaled appropriately based on the use and character of surrounding properties. **The lighting is scaled properly as the lights are directly located above the storefront. The proposal meets this guideline.**

Section 4.6 B. Light fixtures should be simple in design. Subdued, soft, warm lighting should be used. Avoid large, ornate light fixtures. **The light fixtures are simple in design with soft warm lighting. The proposal meets this guideline.**

Staff recommends approval of the sign due to the compliance with Design Manual Section 4.6 and 5.4 and the City of Troy Sign Code requirements

ACTION OF THE COMMISSION:

A motion was made by Mr. Emerick, seconded by Mr. Westmeyer, to approve the Historic District Application for the sign, and gooseneck lighting for 121 NE Public Square, Suite 101, based on the exact colors and materials submitted in the application and based on the findings of staff that the sign complies with the to the Design Manual Section 4.6 and 5.4 and the City of Troy Sign Code requirements and the lighting meets the guidelines.

MOTION ADOPTED, UNANIMOUS ROLL CALL VOTE

WORK SESSION ON THE UNIFIED DEVELOPMENT CODE (UDF): Staff advised that a draft of the document will be ready for transmittal to the Commission on 6-11. The Commission determined to set a work session om the UDC for Thursday, June 18, 2026 starting at 4:00 p.m. Members of City Council will also be invited to attend.

There being no further business, the meeting adjourned at 3:47 p.m. upon motion of Mr. Westmeyer, seconded by Mr. Emerick, followed by unanimous voice vote.

Respectfully submitted,

Chairman

Secretary

June 18, 2026

A Workshop Session of the Troy Planning Commission on the Unified Development Code (UDC) was held in Council Chambers, City Hall on Thursday, June 18, 2026, at 4:00 p.m. with Chairman James McGarry presiding. ATTENDING: Members – McGarry, Wolke, Oda, Ehrlich, Westmeyer and Emerick; Development Staff – Eidemiller, Bruner and Burgei; Development Director Tim Davis; Director of Law Grant Kerber, Members of Troy City Council – Hickman and Westfall; Council President Rozell; and citizens.

Representatives of the consultant American Structurepoint, Matt O'Rourke and David Barid provided a PowerPoint of an overview of the UDC. They noted that the development of the UDC is a major project of more than 400 pages that combines the existing Zoning Code, Subdivision Regulations and Sign Code into one document, including that the current Zoning Code includes 320 use types and the UDC reduces those uses into 86, each with a definition. They stated that following the adoption of the Comprehensive Plan by the Commission, which is the Commission's/City's policy document, the UDC was the next step.

Staff noted that this is the first meeting of the Planning Commission for the review of the UDC prior to the Commission making a recommendation to Council regarding approval of the UDC. Mr. Davis noted that the UDC is a fluid document and is still undergoing legal review and changes. Mr. Davis commented that once the Commission provides a recommendation to Council, the Council process will take some time as Council will be required to hold a Public Hearing. It was also commented that while a public hearing by the Commission is not required, the Commission will need to determine if it will hold a public hearing.

A copy of the PowerPoint presentation will be attached to the original minutes.

After all members of the Commission had an opportunity to provide initial comments, the Commission decided to continue with allowing some time at regular meetings for review/discussion of the UDC until the Commission makes a recommendation. Consultant representatives will be available by phone or some other mechanism, but will be in attendance in person if the Commission holds a public hearing.

Steve Hendriksen, 975 Dickerson Drive, asked how the draft will be kept updated for review. Mr. Davis advised that the Commission and citizens will have access to an updated "red-lined" draft.

There being no further business, the meeting adjourned at 5:35 p.m. upon motion of Mrs. Ehrlich, seconded by Mr. Westmeyer, followed by unanimous voice vote.

Respectfully submitted,

Chairman

Secretary