

Minutes from the Historic Preservation Board

Village of Waynesville, Ohio

March 24, 2026

Committee Members Present: Connie Miller, David Nation, Amanda Garrett, Linda Murray

Staff Present: None

Guests: Keith Alexander, Matt Lunsford

The meeting was called to order at 5:30 p.m.

Mrs. Miller called the meeting to order and conducted a roll call. Present were Mrs. Miller, Mr. Nation, Ms. Garrett, and Ms. Murray. Mr. Blankenship was absent.

A motion was made to approve the minutes from the February 25, 2026 meeting. The motion was seconded and passed with all in favor. A motion was then made to approve the minutes from the March 18, 2026 meeting. The motion was seconded and passed with all in favor.

Mrs. Miller read an opening statement outlining the purpose of the Board and expectations for meeting conduct. She stated that the Board's role is to review applications against established standards and that the focus of the meeting was strictly on the materials and plans presented for the Hammel House. She clarified that the meeting was not a forum to discuss past events. The process for public comment was also outlined.

The Board reviewed the action items assigned to Mr. Alexander from the previous meeting regarding his proposal for the Hammel House. Mr. Nation confirmed that the Board received a formal report from a structural engineer licensed in the State of Ohio, which concluded there was no fire damage to the original portion of the building.

The Board reviewed the detailed demolition plan submitted by Mr. Alexander. The plan included a defined process and anticipated timeframe, with demolition and site safety

preparation scheduled to begin on April 13, 2026, and demolition to be completed by April 30, 2026. The Board agreed the demolition plan was satisfactory.

The Board discussed the professional drawings and blueprints for the proposed rebuild. Mr. Alexander clarified that the plan is to have the kitchen area fully roughed in for plumbing and electrical, including 220-volt service, to accommodate a future commercial kitchen. Mr. Matt Lunsford confirmed that all plumbing and electrical will be installed to code, capped, and prepared for future installation of components. He also affirmed that structural provisions for a future exhaust hood system would be incorporated into the roof structure.

A detailed list of construction materials was reviewed. The Board noted the plan to use lumber from a specified supplier. Mr. Lunsford stated that windows and commercial fire-retardant doors would be sourced separately. The Board requested that samples of all exterior materials be presented for approval prior to installation and that any exterior colors must match the existing building unless otherwise approved by the Board.

The Board confirmed receipt of a written agreement between Mr. Alexander and Mr. Lunsford. The Board noted a clause allowing for immediate cancellation and stipulated that both the Board and Chief Copeland must be notified within 48 hours if the agreement is terminated.

Mr. Lunsford addressed the Board regarding his experience, noting familiarity with permitting processes in Clermont County, though not specifically in Warren County. He affirmed his experience with commercial rebuilds and work on older homes. The Board advised that any work impacting the original historic structure would require an immediate halt and further Board review. The Board also requested notification of any major complications that could impact the project timeline.

The Board reviewed the detailed implementation plan, which projected a rebuild start date of May 4, 2026, and a projected completion date of August 28, 2026.

Mr. Nation made a motion to approve Mr. Alexander's application based on the submitted documents. Mrs. Miller seconded the motion. A roll call vote was conducted, and the motion passed unanimously.

Following approval, Mr. Nation read a courtesy guidance statement for Mr. Alexander and Mr. Lunsford. The document clarified that Board approval is only the first step and does not grant permission to begin work. It outlined required next steps, including obtaining a building permit through Warren County, which requires drawings stamped by a licensed architect, as well as securing approvals from the Fire Marshal and Health Department. The guidance also emphasized that all contractors must be properly licensed and that separate trade permits and inspections are required for electrical, plumbing, and HVAC work.

The floor was opened for public comment. A guest inquired about insurance requirements for the project. Mr. Nation explained that while the Board does not have authority to require insurance, a proposed vacancy ordinance under consideration by Council would require insurance coverage for vacant properties such as the Hammel House.

Mrs. Miller announced that the next meeting will be held on April 22, 2026, at 5:30 p.m., with a focus on continued development of the handbook.

A motion to adjourn was made, seconded, and passed with all in favor.