



MINUTES OF FEBRUARY 4, 2025

BOARD OF ZONING APPEALS MEETING

I. Opening of Meeting

Chairman McGuinness opened the Clayton Board of Zoning Appeals meeting that convened at 7:00 PM on Tuesday, February 4, 2025.

Chairman McGuinness administered the Oath of Office to new Board member Robert Pahren

II. Members in Attendance

Mr. Bob McGuinness, Ms. Ashley Caldwell, Mr. Bob Madewell, and Mr. Robert Pahren
Ms. Ellen Snyder, Zoning and GIS Manager

III. Minutes of the Previous Meetings

Mr. McGuinness presented the minutes of the November 6, 2024 Board of Zoning Appeals meeting, asking if there were any comments or changes. Hearing none, Mr. McGuinness asked for a motion to approve the minutes as presented. Motion to approve the minutes of November 6, 2024 was made by Mr. Madewell, second by Mr. McGuinness. Voting: Mr. McGuinness-yes, Ms. Caldwell-abstain, Mr. Madewell-yes, and Mr. Pahren-abstain. Motion passed 2-0 with two abstentions.

IV. Organizational Items

Mr. McGuinness advised this is our first meeting of 2025 so there are some organizational items we need to address.

Mr. McGuinness advised Board members received the Rules of Procedure of the City of Clayton Board of Zoning Appeals, which have not changed. He then asked if everyone acknowledges receipt and understanding.

Mr. McGuinness asked for approval of the 2025 Board of Zoning Appeals meeting schedule with meetings being held the first Tuesday of each month, with the exception of May and November, those meetings will be held on Wednesdays as May 6th and November 4th are election days. Motion by Mr. Madewell to approve the 2025 Board of Zoning Appeals meeting schedule as proposed, motion was second by Ms. Caldwell. Voting: Mr. McGuinness-yes, Ms. Caldwell-yes, Mr. Madewell-yes, and Mr. Pahren-yes. Motion passed 4-0.

Mr. McGuinness stated we need to appoint a Chair for 2025 and asked for nominations. Mr. Madewell made a motion to appoint Mr. McGuinness as Chair for 2025; motion was second by Ms. Caldwell. Voting: Mr. McGuinness-yes, Ms. Caldwell-yes, Mr. Madewell-yes, and Mr. Pahren-yes. Motion passed 4-0.



Mr. McGuinness stated we also need to appoint a Vice-Chair for 2025 and asked for nominations. Mr. McGuinness made a motion to appoint Ms. Caldwell as Vice-Chair 2025; motion was second by Mr. Madewell. Voting: Mr. McGuinness-yes, Ms. Caldwell-yes, Mr. Madewell-yes, and Mr. Pahren-yes. Motion passed 4-0.

Mr. McGuinness stated we then need to appoint a Commission Secretary. Mr. McGuinness made a motion to reappoint Barbara Seim as Commission Secretary; motion was second by Mr. Madewell. Voting: Mr. McGuinness-yes, Ms. Caldwell-yes, Mr. Madewell-yes, and Mr. Pahren-yes. Motion passed 4-0.

New Business

None

V. End of Meeting

There being no other business to come before the Board, the meeting adjourned at 7:16 PM.

Mr. Bob McGuinness, *Chair*

4 MARCH 2025

Date

Ms. Barbara Seim, *Secretary*

MARCH 4, 2025

Date