

**MINUTES OF  
RENSELAER BOARD OF ZONING APPEALS**

**Thursday January 16, 2025 at 6:30 pm CT**

**I. Call to Order:**

The Rensselaer Board Of Zoning Appeals met on Thursday January 16, 2025 in City Hall Council Chambers. BZA Chairman Stan Haines called the meeting to order at 6:32 PM CT. Building Commissioner Davis was asked to proceed with roll call.

**II. Roll Call:**

**Present:** Chairman Stan Haines, Vice-Chair Sean Cawby, Mike Lyons, Craig Hewitt, Chad Gutwein (Zoom) & Building Commissioner (BC) Joshua Davis, City Attorney Todd Sammons

**Absent:**

**Guests:** Councilman Arnold, PC Secretary Krystal Bassett

**III. Swearing-in:**

Attorney Sammons commenced the Swearing-in Ceremony of Mike Lyons.

**IV. Review and Approval of Past Minutes:**

Chairman Haines presented the minutes from the last BZA Meeting, held on Thursday July 18<sup>th</sup>, 2024. Motion to approve was made by Cawby, seconded by Lyons. **Motion Passed.**

**V. Old Business:**

None to Report.

**V. New Business:**

**A. Election of Officers**

Chairman Haines commenced the nomination procedure for the officers. Cawby proposed that Haines continue in the role of Chairman, a motion that was seconded by Hewitt. Subsequently, Hewitt nominated Cawby to retain the position of Vice-Chair, with Lyons providing a second. Additionally, Haines put forward Hewitt's name for the Secretary position, which was also seconded by Cawby. **Motion Passed**

**B. Approval of the 2025 Meeting Schedule**

BC Davis proposed the meeting schedule for 2025, suggesting that the dates remain unchanged while adjusting the time to commence immediately after the APC, with a start time no earlier than 6 PM. Furthermore, he indicated that a 48-hour public notice would be provided for any intended modifications to the start time.

Cawby proposed the approval of the 2025 Meeting Schedule, including maintaining the suggested dates and arranging for the commencement of meetings to take place immediately after the APC, with a start time no earlier than 6 PM. Lyons seconded this motion. **Motion Passed**

**VI. Adjournment:**

With no other business before the board, Chairman Haines entertained a motion to adjourn the meeting. Motion made by Hewitt, seconded by Cawby. **Motion Passed** Meeting adjourned at 6:41 PM CT

**Next Meeting:** Tentative for Thursday, February 20<sup>th</sup>, 2025

**Minutes Prepared by:** Krystal Bassett, PC Secretary