

Council Chamber  
Henry L. Brown Municipal Bldg.  
One Grand Street  
Coldwater, Michigan



**March 15, 2023**  
4:30 p.m.  
(517) 279-9501  
[www.coldwater.org](http://www.coldwater.org)

**Zoning Board of Appeals Minutes  
Regular Meeting**

**ATTENDANCE**

**MEMBERS PRESENT:** The meeting was called to order by Chairman Gordon Swan at 4:30 p.m. with the following members present: Mike Eddy, Dave Sattler and Alternate Member Jim Billsborrow.

**MEMBERS ABSENT:** David Cole, Joseph Hayes, and Alternate Member Jeff Holbrook.

**OTHERS PRESENT:** Administrator Dean Walrack and Shauna Chávez.

**MINUTES**

1. Regular Meeting of October 19, 2022.

**Board Action:** Motion by Member Sattler, and seconded by Member Billsborrow, to approve the Regular Meeting minutes of October 19, 2022, as presented.

Ayes: 4

Nays: 0

Motion carried.

**PUBLIC COMMENTS**

- None.

**PUBLIC HEARING**

- None.

**OLD BUSINESS**

- None.

**NEW BUSINESS**

2. Election of Officers a. Chairperson b. Vice-Chairperson

**Board Action:** Motion by Member Sattler, and seconded by Member Billsborrow, to elect Member Gordon Swan, as Chairperson, as presented.

Ayes: 4

Nays: 0

Motion carried.

**Board Action:** Motion by Member Sattler, and seconded by Member Billsborrow, to elect Member Mike Eddy, as Vice-Chairperson, as presented.

Ayes: 4

Nays: 0

Motion carried.

3. Resoution No. 23-15 A resolution to establish the 2024 meeting dates for the Planning Commission

**Board Action:** Motion by Eddy, and seconded by Member Sattler, to adopt Res. No. 23-15 (attached in Addendum A), as presented.

Ayes: 4

Nays: 0

Motion carried.

4. 2022 Annual Report Presentation of the 2022 report of the Planning Department

**Board Action:** None - Presentation Only.

**ADMINISTRATOR'S REPORT**

5. Planning & Zoning Administrator Report- March 2023

**Board Action:** None - Presentation Only.

**ADJOURNMENT** – Next meeting 4:30 p.m. April 19, 2023.

Noting no other business to come before this Board, Chairman Swan, adjourned the meeting at 4:52 p.m.

A handwritten signature in blue ink that reads "Shauna Chávez". The signature is written in a cursive style with a large, looped 'S' and a distinct 'C'.

Shauna Chávez  
City Clerk,CMC

**CITY OF COLDWATER  
RESOLUTION NO. 23-15**

**A RESOLUTION REGARDING THE 2024 MEETINGS OF THE COLDWATER ZONING BOARD OF APPEALS**

**WHEREAS**, pursuant to Section 5(2) of Act 267 of 1976, the Open Meetings Act, the Coldwater Zoning Board of Appeals must establish and post notice of its regularly scheduled meetings; and

**WHEREAS**, regular Zoning Board of Appeals meetings are held at 4:30 p.m. local time on the **third Wednesday** of each month in the Coldwater City Council Chambers located at One Grand Street, Coldwater, Michigan, unless otherwise stated; and

**WHEREAS**, a regular meeting may be rescheduled or canceled or a special meeting may be called upon eighteen (18) hours' posted notice; and

**WHEREAS**, the City of Coldwater will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one week's notice to the City Clerk's office by writing or calling the following: City Clerk, One Grand Street, Michigan 49036, (517) 279-9501; and

**WHEREAS**, questions regarding meetings should be directed to the Planning and Zoning Administrator at One Grand Street, Coldwater, Michigan, (517) 279-6926;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

That the **Coldwater Planning Commission Meetings for 2024** are scheduled for the following dates:

- January 17
- February 21
- March 20
- April 17
- May 15
- June 19
- July 17
- August 21
- September 18
- October 16
- November 20
- December 18

AYES:

NAYS:

ABSENT:

3/15/23  
Dated

  
\_\_\_\_\_  
Gordon Swan, Chairman