

**Burr Oak Township Planning Commission
Meeting Minutes for July 21, 2025, 7:00 p.m.**

Members Present: Kasdorf, Peterson, Wickey, Conrod. **Absent:** Craven. **Guests attending:** None

- I. Call To Order: 7:00 Commission Chair Wickey
- II. Pledge of Allegiance
- III. Approval of Meeting Agenda
Motion by Kasdorf to approve the agenda, with addition of Chair's Report. Second by Conrod, motion carried.
- IV. Approval of Secretary's Report
April 21, 2025 BO Township Planning Commission Meeting Minutes. **Motion by Kasdorf to approve the minutes, seconded by Conrod, motion carried.**
- V. Public Hearing on Revised Township Master Plan
 1. Public Comments: 7:04 - No members of the public commented.
 2. Discussion summarized the overall intent of the township master plan.
 3. **Allen Kasdorf moved to approve and distribute the revised and updated township master plan, Stephanie Conrod seconded, motion carried 4-0.**
- VI. Old Business
 1. Findings of the committee studying home occupation and family business ordinances. A final draft of recommended ordinance changes was presented to the commission. The commission discussed what steps are needed next?
Wickey moved to proceed with the proposal and recommend the draft language to the township board, Kasdorf seconded, motion carried.
 2. Report on a possible PUD development amendment to our ordinances. Sherman Twp PUD is too detailed and lengthy. We want a simpler approach to consider a development proposal. Will look into Sturgis Twp PUD ordinance for examples.
- VII. New Business
 1. Chair's report: Commission members reported to Chair on the results of their attendance at an MSUE workshop on Planning Commission Roles and Responsibilities. Each member found the workshop useful and well-presented. Our role vis a vis the three branches of government was stressed and the open meetings act requirements were also presented at the workshop.
- VIII. Adjournment **Motion by Kasdorf to adjourn, seconded by Peterson, motion carried.** Chair adjourned meeting at 7:50.
Next scheduled meeting of the Planning Commission: October 20, 2025

Submitted by Tim Peterson, Planning Commission Secretary