

**Burr Oak Township Planning Commission  
Meeting Minutes  
October 21<sup>st</sup>, 2024 at 7:00 p.m.**

**Present: Kasdorf, Peterson, Craven, Wickey (Ultz absent)**

*[no public guests attended]*

- I. Call To Order by Commission Chair Wickey at 7:02 p.m.
- II. Pledge of Allegiance
- III. Approval of Meeting Agenda  
Additions to the Agenda – Resignation of Rick Ultz. Motion by Kasdorf to approve agenda, second by Peterson, motion carried.
- IV. Secretary's Report  
July 15<sup>th</sup>, 2024 BO Township Planning Commission Meeting Minutes presented by secretary Peterson. Motion by Peterson to accept minutes, second by Kasdorf, motion carried.
- V. Chair's Report
  1. Review a draft of the county master plan. Must have public meeting for our portion. County wants our input by November. Chair brought this to commission last meeting; there will be a meeting Nov 4 including public meeting at 5:30 to hear comments plus planning commission recommendation. The commission reviewed the existing master plan and focused discussion on commercial land use. Craven moved to make a recommendation to twp board with no changes from the current draft master plan update to future land use plan, Kasdorf seconded. Motion carried.
  2. Chair informed the commission of two calls about placing single wide house trailers in twp. It's allowed if square footage is added to the structure to make the 24x24 core area. Safebuilt needs to work with one owner to comply with zoning ordinance. Another person wants to place one in the old trailer park north of town.
  3. Another chicken farm has been started south of Finley Rd, east of Happel Rd. It's in the appeal phase with state.
- VI. Old Business
  1. Report on progress of the committee studying home occupation and family business ordinances. (Peterson and Craven)

Discussion: There is general agreement to allow certain home occupations in our zoning districts R-1, R-2, and Ag by right, providing the residents meet all requirements and limitations. We need to develop specific language for Home-based Business to clearly delineate home occupation vs Business vs Commercial designation. Draft ordinance language will eventually be submitted to appropriate legal and agency consultants for presentation to the township board.

2. Report on progress of the committee studying a possible PUD development amendment to our ordinances. (Kasdorf and Ultz)

Discussion: Action postponed until January due to resignation by Ultz. Craven volunteered for the committee along with Kasdorf.

VII. New Business

1. Set meeting schedule for 2025.

Kasdorf makes motion to hold 4 meetings: Jan 20, April 21, July 21, Oct 20, at 7:00, seconded by Craven. Motion carried.

2. Ultz resignation from Planning Commission.

Craven moves to accept resignation by Ultz effective Oct 21. Second by Kasdorf. Motion carried.

VIII. Adjournment

Motion by Peterson to adjourn, second by Craven, motion carried: Meeting adjourned by Chair at 8:50.

Next scheduled meeting of the Planning Commission: January 20, 2025