

**Burr Oak Township Planning Commission Meeting**  
**April 17<sup>th</sup>, 2023 at 7:00 pm**

Commission Members Present: Tim Hahn, Rick Ultz, Mike Perry, Kevin Wickey  
Call to Order--Commission Chair Tim Hahn called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Approval of Meeting Agenda—A motion was made by Ultz with support by Hahn to approve the meeting agenda as presented. The motion passed.

Secretary's Report—The Secretary presented the January 16<sup>th</sup>, 2023 Planning Commission meeting minutes for review. A motion was made by Ultz with support by Perry to approve the minutes as presented. The motion passed.

New Business – The commission discussed the process to handle verbal requests to commission members and agreed that in general individuals seeking zoning changes and/or variances should first apply for a permit within their existing designated zoning status for the actions they anticipate. The Planning Commission or Zoning Board of Appeals can then act as appropriate on each request.

Adjournment - Having no other business and with no guests present with requests, motion was made by Hahn with support by Ultz to adjourn the meeting. The motion passed and the meeting was adjourned at 7:16 pm.

Respectfully submitted,  
Kevin Wickey, Secretary  
Burr Oak Township Planning Commission