

**Burr Oak Township Planning Commission
Meeting Minutes
January 19, 2026 at 7:00 p.m.**

Members present: Kasdorf, Peterson, Craven, Wickey, Conrod

- I. Call To Order Meeting called to order at 7:07 by the chair
- II. Pledge of Allegiance
- III. Approval of Meeting Agenda
Moved by Kasdorf to approve the agenda, second by Conrod
Motion Carried
- IV. Approval of Secretary's Report
October 20, 2025 BO Township Planning Commission Meeting Minutes
Moved by Craven to approve the minutes, second by Kasdorf
Motion Carried
- V. Chair's Report
Chair reported on two inquiries to the commission in November, one relating to a building permit – which was resolved by SafeBuilt, and one regarding a possible tiny house in the mobile home park – not permitted in our ordinance.
- VI. Old Business
 1. Revision of the new Home Occupation and Family Business ordinance. New Ordinance was submitted to the Twp lawyer for review, the planning commission considered each change suggested and adopted some and modified or rejected other suggestions. The Chair then directed the commission to hold a special session to work out the final draft of the proposed ordinance, set for Wednesday, March 4, 2026 at 7pm. Public notice will be published for the special session. A public hearing of the new ordinance will then be held at our regular meeting in April, and public notice will be published for that hearing as well.
 2. Discussion of a possible PUD amendment to our ordinances. Peterson had contacted the former Twp clerk of Sturgis Twp to see if their PUD ordinance had been put into effect in any development in their township. They had one party work partly through the process but never actually developed the PUD. The former clerk reported that their ordinance seemed clear and sufficient insofar as they have utilized it.

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VII. New Business

1. Election of officers for 2026:

A. Chair – The Chair called for nominations for Chair of the Planning Commission.

Peterson was nominated by Kasdorf, seconded by Wickey.
Craven nominated himself, seconded by Kasdorf.

B. Secretary – The Chair called for nominations for Secretary
Conrod was nominated by Kasdorf, seconded by Craven.
Peterson nominated himself, seconded by Kasdorf.

**Kasdorf moved to close nominations, Peterson seconded.
Motion to close carried.**

**In a secret ballot, Peterson was elected Chair and Conrod was elected
Secretary to serve for the 2026 year.**

VIII Adjournment

Meeting was adjourned at 8:55

Next scheduled meeting of the Planning Commission: April 20, 2026

Special session to be held March 4, 2026