

## **Zilwaukee Planning Commission**

**January 8, 2020**

The meeting was called to order by Chairman Steve Thayer at 6:00 p.m.

City Administrator Bourbina offered the invocation and the pledge.

**Roll Call:**

**Present:** Steve Thayer, Norman Burke, Joshua Grimes, Grace Macomber, and Jordan Driscoll

**Absent:** Dennis Duro

Approval of the minutes from the December 11, 2019 meeting. A motion was made by Joshua Grimes and seconded by Norm Burke.

Approval of the Agenda for the January 8, 2020 meeting. A motion was made by Grace Macomber and seconded by Jordan Driscoll.

City Administrator Bourbina reviewed the proposed projects for the Capital Improvement Plan and answered questions from the Commission. She also reviewed how money is allocated for City projects and which funds can be utilized. Finally, she shared about upcoming training for Planning Commissioners and recommended that a couple of the members attend.

There was a motion to move forward with the proposed Capital Improvement Projects as a recommendation to the Zilwaukee City Council. A motion was made by Joshua Grimes and seconded by Grace Macomber. The Commission voted; all the votes were yea.

Grace Macomber was appointed as Secretary for the Planning Commission.

Jordan Driscoll was appointed as Co-chair for the Planning Commission.

Norm Burke recommended that all the Commission read Ordinance 32- Building Permits. It gives further detail as to what makes up a site plan.

The next Planning Commission Meeting is scheduled for April 8, 2020.

A motion was made to adjourn by Grace Macomber and seconded by Jordan Driscoll, all voted aye. The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

**Mary Bourbina**  
Zilwaukee City Administrator