

Town of New Bremen  
Zoning Board of Appeals  
August 23, 2022  
6:00 PM

## **Minutes**

**Board Members Present:** Jessica Clemons, Tim Lee, McKenzie Lehman

### **I. Roll Call**

- a. Chairwoman Jessica Clemons called the meeting to order at 6:08 PM.

### **II. Public Hearing**

### **III. General Public Comments**

### **IV. Old Business**

### **V. Reading and Approval of the Previous Meeting Minutes**

### **VI. Correspondence**

- a. An email was received earlier in the day from Casandra Buell regarding the meeting agenda, access to the building, and meeting minutes. All board members reviewed the email and had no further comments.

### **VII. New Business**

#### **▪ Document Updates**

- a. McKenzie Lehman updated the documents so they are specific to the Town of New Bremen. She will upload them to a platform capable of sharing with the rest of the board members.

#### **▪ Adoption of Bylaws**

- a. McKenzie Lehman updated the Bylaws so they are specific to the Town of New Bremen.
  1. A motion to approve the adoption of the Bylaws was made by McKenzie Lehman and seconded by Tim Lee. Roll call:  
Jessica Clemons – Aye  
Tim Lee – Aye  
McKenzie Lehman – Aye  
Motion carries.

### **VIII. Adjournment**

- a. A motion to adjourn was made at 6:36 PM by Tim Lee and seconded by McKenzie Lehman. Motion carried.