

**Alexandria Township
Land Use Board
Meeting Minutes October 19, 2023**

Vice Chair Canavan announced that adequate notice of this meeting has been provided in accordance with section 3(d) of chapter 231 or the public laws of 1975, commonly known as the “Sunshine Law”. The meeting was called to order at 7:30pm.

Members Present: Papazian, Pauch, Canavan, Tucker, Committeeman Kiernan, Giannone, and Savacool.

Members Absent: Chair Rochelle, Freedman, Committeeman Pfefferle, Kimsey, Hahola.

Professionals Present: Attorney-Dragan, Engineer-Decker, Planner-Banisch

Others Present: Nicole Voigt-Attorney for Salvation Army, Jim Kyle, Planner for Salvation Army, John Copeland-Director of Salvation Army, Camp Tecumseh, Laurie Troy, resident.

Flag Salute

Minutes Approval

A motion to approve the minutes of the September 21, 2023, meeting of the Land Use Board was made by **Pauch** and seconded by **Tucker**. **Vote: Ayes: Papazian, Pauch, Canavan, Tucker. Abstain: Committeeman Kiernan, Giannone, Savacool. No Nays. Motion Carried.**

New and Pending Matters

- Windy Knoll –Request to carry
66 Sky Manor Road
Block 21 Lot 44

The Board announced the applicants’ request to carry to the next meeting of December 21, 2023. The applicant has given the Board an extension through the end of January 2024.

- Camp Tecumseh c/o The Salvation Army - Interpretation
445 Mechlin Corner Rd.
Block 10 Lot 46, Q0083

Dragan stated that the Land Use Board has the authority as the Board of Adjustment to hear requests for interpretations under NJSA 40:55D 70-B. The Board has the authority to hear requests and decide on requests for interpretation of the zoning map or ordinance or for decisions of other special questions on which are authorized to pass by a zoning or official map ordinance in accordance with this act. The Board’s role in deciding an interpretation request is different from site plan, variances, or subdivisions. **Dragan** continued that an interpretation is different from an approval request in that it presents a legal question. The board has the power to decide legal questions to determine what its ordinance and, in this case, ordinances and resolutions mean based on the Board’s knowledge of local circumstances and enforcement responsibility. In addition, because it involves a legal issue and is not a

review of a site plan, the board should not allow public comment because it is the Board's role to interpret what the ordinances and the past resolutions mean.

The Board will be presented with testimony on the ordinance and past resolution approvals. **Dragan** stated that where a planning board or administrative officer has construed a particular ordinance provision in a certain way over a long period of time, a court will give great weight to that kind of interpretation and evidence of legislative intent in adopting the ordinance.

When demonstrated that these types of uses have been allowed historically in the district and in the whole history of planning board applications have been consistent, then it is interpreted as legal. In some instances, interpretations involve Municipal Court violations, such as this one, the municipality is obligated to interpret the intended uses and prohibited uses in the ordinance. Review of ordinances and interpretations are precedent setting.

Nicole Voigt, attorney for Camp Tecumseh, Salvation Army was present along with John Copeland, the director of Camp Tecumseh, as well as Jim Kyle, Planner. She stated that they are here for an interpretation and to ask a special question. Notice is not required for this because it is not an application for development.

Voigt explained that there was a site visit of Camp Tecumseh by the Board professionals. She stated they are in receipt of the Planner's letter dated October 16, 2023. She stated the Salvation Army is a recreational conference center and camp facility located at 455 and 437 Mechlin Corner Rd. The request is for an interpretation of the zoning regulations. She stated the camp is primarily located in the Institutional District with a portion in the AR district. The structures in question are located in the Institutional District.

Dragan swore in all testifying for the interpretation. Kyle, Planner for the Salvation Army, was deemed to be a qualified expert.

Voigt stated within the institutional districts, there's two different categories of permitted uses. The C-5 permitted use is a recreational facility and the D-4 permitted use is a recreational facility/conference center. Prior applications to the Board, have characterized the camp as the C-5 recreational facility. However, in the review letter received from **Banisch**, he noted that the D-4 use seems to be a better fit. Voigt has no objection to that end. It doesn't change the question, for a permitted use for a camp like this, specifically a recreational facility/conference center, what are the permitted accessory uses. Permitted accessory uses are characterized as usual and customary uses for that particular primary use. In this case it is the year-round staff housing. The camp has year-round dwelling units that are used for staff housing on a year-round basis. She stated some housing units may be occupied by full-time permanent employees or a series of different temporary employees. There are distinctions being made between seasonal employees and employees who are hired and stay as long as they are employed. Voigt stated only employees stay in this housing. There are no rentals and Mr. Copeland will testify to that. It is in the employment agreement is conditioned upon employment.

Voigt stated that they are asking for the Board to confirm that this is a permitted accessory use. And one of the items that they are also asking the Board to consider is if it really matters that the year-round housing units are occupied by somebody's who's there indefinitely or over the course of the year or is occupied by different people who are there on a shorter term.

Voigt stated with regards to the question if staff housing is a permitted accessory use, the Board decided that it was in 2004. Voigt stated the other question to consider brought about by Banisch's review letter is whether it really matters if the year round housing dwelling units whether approved on a site plan or

grandfathered, does it really matter if that employee is somebody who is there at will indefinitely until their employment ends, or for multiple seasonal hires who will stay for random periods of time such as one, two, or three months. Voigt is seeking clarification on this question as well. Voigt stated in 2004, the camp came before the Zoning Board of Adjustment. The camp had a caretaker's residence and was seeking to add an additional caretaker's residence. At that time, the Board determined that a caretaker's residence was required for a camp like this and that it was a permitted accessory use.

In 2019, Voigt explained she was retained by the Salvation Army, due to concerns over housing. The camp had been brought to court by the Township and there needed to be clarification with regards to what the camp can do with these housing units. Voigt stated that it needs to be reviewed thoroughly and has been by the Board and applicant's professionals.

Materials found from prior applications referenced dwelling units for its staff such as the cook, caregiver, and camp director. There are also dormitory style camper cabins where camp counselors might live with the campers. The materials found in the township's records that were already signed off on were a site plan, zoning permit, and construction permits. The records also included a 1975 survey and a 1988 zoning permit for additional staff housing; a 1989 site plan approval that includes sleeping quarters available for year-round short-term stays; and a 1995 existing conditions plan that located the staff housing. In 1997, there was a site plan approval for staff housing and a 1997 zoning permit. On September 20, 2001, there was site plan approval for two residential camp structures. On November 15, 2001, there was site plan approval for new camper cabins. At the time there were also old cabins and the Township permitted that 20 of the older cabins could be used for programs such as pottery or for staff housing or storage. She stated at that time they had carte blanche for housing.

Voigt went on to reference other applications and housing approvals from 2004 to 2009 referenced in the July 20, 2023, exhibit list. Voigt stated in 2009 there was an application for site plan approval for leadership lodge, which had three dwelling units. In 2011, there was a zoning permit for the construction of a new caretaker's residence. She stated that the camp must have more staff than just camp counselors. The staff needs a place to live and there's dwellings available on site that are being used by the camp in order to retain staff for these needs. She stated the names of some of the dwelling units have changed over the years.

Papazian expressed a concern over a potential conflict, since the applicant's planner had represented **Papazian** in an application a few years ago. Kyle stated that they do not have a continuing and ongoing business relationship. Another concern was that **Papazian** constructed two buildings at the camp 25 years ago. **Dragan** stated that was a long time ago. **Dragan** asked if **Papazian** could be objective. He replied in the affirmative. Voigt stated that she did not have an issue with **Papazian** remaining. **Savacool** noted that her property is within 200 feet of the camp. Even though this is not a hearing and notice is not required, **Savacool** was deemed not qualified and left the meeting at 8:05pm.

Voigt introduced John Copeland, Camp Director for the Salvation Army's Camp Tecumseh, who was previously sworn in. He has been employed at the camp since 2007, first as the assistant camp director and then as camp director in 2016. He explained the mission and purpose of the camp. Voigt asked if they provide indoor activities for everyone from minors to seniors and veterans, and that the camp has been operational since 1964 by the Salvation Army. Copeland stated that is correct.

Voigt stated the improvements by the Salvation Army include full-time and seasonal staff housing. As well as camper cabins a dining hall, church, meeting hall, and infirmary and office, activity buildings and open-air chapel, a canteen, staff lounge, swimming pool, tennis courts, open shelters, a lake with a waterfront, farm animals as part of an educational program, animal facilities such as a barn, sewer treatment plant, a maintenance shop with related buildings, various storage sheds and buildings and

open space, including a frisbee golf course. There's also woodlands and fields that are in production of hay. The property has woodland management with the forester pursuant to a plan. Copeland replied that is correct. Voigt stated that they also employ a small and essential staff of full-time year-round. Copeland stated that is correct.

Voigt asked Copeland about efforts to be a good neighbor. He stated they support the community and have partnered with the Boy Scouts and Eagle Scouts for projects. He stated they limit the program during the summer and to keep the hours reasonable. He stated activities are far from the public road. Copeland stated with regards to the year-round housing that the property is about 371 acres. There's a lot to take care of year-round such as the animals, the water treatment plant, and grounds maintenance. The mower alone runs 8 hours a day.

Copeland stated the camp requires food service and housekeeping for rental groups and campers. There are in excess of 60 spaces, dormitories and bathrooms. There's a full-time housekeeper. There's also full-time maintenance staff. Voigt stated that in recent years, the camp has had 3-5 housing units that are occupied full time with year-round staff. Copeland stated he doesn't see more than 7 housing units full-time year-round for the foreseeable future. He stated that if the program continues to grow in the same direction, then they could justify up to 7 full-time housing units for full-time year-round employees.

Voigt asked if an employee is living in a house that they may have family members living with them. Copeland stated correct. Voigt asked if housing is conditioned upon employment. Copeland stated that is correct. Housing is an important part of hiring and retaining employees because the Salvation Army is a nonprofit organization, the pay is not as competitive. He stated it is difficult for anyone to find employees, but the benefits package is attractive to a quality person to work for them.

Copeland lives in Leadership Lodge, director's house, which is a three-unit building constructed in 2009. There is a caretaker who lives in the Caretaker's House, and an assistant caretaker who lives in the assistant Caretaker's House. The foodservice director lives in the cook's apartment, which is part of the dining hall. Voigt asked if there was a housekeeping supervisor who resided in the gatehouse, and they have now replaced that employee with someone who lives locally and does not require housing. The gatehouse is slated for a seasonal employee. Copeland stated that is correct. They hope to put a security officer in the gatehouse in the future. Voigt asked if the additional full-time year-round positions Copeland identified are the housekeeping supervisor, coming back to live on the grounds, a conference coordinator, maintenance and security personnel. Copeland stated that is correct. This is a total of 7 full-time employees.

Papazian asked associated with the 7 people, how many people actually live at the camp with their family members. Voigt stated the question will be addressed next. There is a request for flexibility with regards to housing. She stated that the camp needs between 4 and 7 people. Voigt asked if both seasonal and year-round staff have family live with them. Copeland replied yes. Voigt asked if there are 5, possibly a couple more housing units that are appropriate for families to live in. Copeland stated yes, suitable for year-round housing.

Giannone opined that he knows of the 5 buildings that are being listed, however, he knows of two more structures that have the capability of having full-time residents. Voigt stated that is correct, and that any building needs to have been approved on a site plan or grandfathered. Voigt stated that she would like to go through the plans to verify all the dwelling units that have been approved to be 100% correct. Voigt stated the gatehouse is grandfathered as a residential unit.

Voigt stated that if the unit is either grandfathered or on an approved site plan, and if it's accessory for a full-time year-round employee, then it has all the approvals to permit those units. She stated part of what they need to understand is, as Copeland has identified, the need to possibly increase to 7 employees in the future. She stated if a unit has already been approved as a residence, even if it is only being used for seasonal purposes, could he put his full-time conference coordinator, in that unit year-round. She opined that becomes the question.

Banisch asked in regard to the two units, they were being described as periodically occupied by employees or officers for the Salvation Army. He asked if they would be used intermittently throughout the Year. Copeland stated yes. **Giannone** said he believes there are 7 structures that are capable of having full-time employees. **Dragan** opined that they might not actually be approved. **Giannone** to his knowledge the two were approved in the 2009 site plan. These were #6 & #7 on exhibit 2 from the July 20, 2023, exhibit list. **Giannone** noted because it is an interpretation, he wants to be sure there is a clear understanding.

Voigt asked the Board to refer to exhibit 2, the color map, which was done to try and inventory dwelling units. Voigt stated the numbers in blue correlate to a location on an old site plan. These dwelling units were identified using municipal public records. These numbers correspond to exhibit 3 which is a table. The blue numbers on the table correspond to the blue numbers on the map and identify those buildings. She stated the rows shaded in gray in exhibit 3, are identified as currently or recently having been used for year-round housing for permanent at-will employees housing. Voigt stated that # 1, is the gate house out by the road, #3 is the caretaker's residence, however, it previously was listed as the assistant caretaker's residence. The name change occurred because the person living at the residence was promoted to caretaker instead of assistant caretaker and the employee did not want to change houses. Voigt continued #4, is the assistant caretaker's residence, #11 is the leadership lodge, which is the subject of the 2009 site plan. Copeland confirmed these units.

Voigt stated in the 2009 application documents, the Salvation Army had a statement that they wanted to use the leadership lodge for two full-time employees and then one seasonal employee. Copeland stated that the leadership lodge has two end units, each end unit has 4 bedrooms, kitchen, living room, and dining room area. These are each 4-bedroom houses, however, one has a garage underneath. He stated the middle is hotel-like and is seasonal with four bedrooms and four bathrooms, and a small common area in the middle. There is no kitchen. This section is designated for seasonal housing, which depends on the staff for the summer.

Voigt said that the Salvation Army understood that the two housing units #1 & #3 in the leadership lodge were intended for year-round staff. She stated in Exhibit 3, only Unit 1 is grayed out because it's been used for camp director, Copeland. The resolution did not state that both housing units in the leadership lodge were for year-round use. One would be for the camp director and the other unit would be seasonal.

Voigt stated that the other dwelling unit in the leadership lodge could be used for year-round staff housing but that was not reflected in the final resolution. Voigt stated when they talked about the 7 potential employees, the other unit in the leadership lodge would fulfill this need. Voigt again asked for the Board's interpretation if it really matters, since this unit was approved on a site plan for year-round use, if this particular unit has someone who's hired indefinitely or if the unit is used for one seasonal employee and then another seasonal employee. In the Township Ordinances, she doesn't find any ordinances that set a precedence for regulating this. Voigt stated in her opinion, this would not be a change of use to have seasonal employees occupy the unit versus someone who is hired for longer than a season.

Voigt continued to the next unit on the exhibit, #16, the cook's apartment which has two apartments. One is being used for year-round housing. Voigt commented that in **Banisch's** review letter noted that the gatehouse, which is a prior non-conforming use, has gone from year-round back to seasonal, with an intention to go back to year-round. Voigt stated that if the board decides that flipping from a year-round use for a permanent employee to a seasonal use is a change of use, then every single time something like that happens, the camp will need to go before the Board for a site plan application. **Banisch** stated this would only become an issue if the Salvation Army came in and said to the Board that they were abandoning the use altogether. **Banisch** noted that the Township committee will need to amend the ordinance and identify a maximum number of units. He continued as he understands the wastewater treatment facility on site, has a capacity of 30,000 gallons.

Voigt stated with regards to the cook's apartment in the dining hall there is a fluctuation of employees, some full time and some seasonal. She was not able to find anything definitive in the records regarding the cook's apartment whether it was approved on a site plan or was grandfathered. However, it doesn't change the two questions being asked of the Board. Voigt asked Copeland about a conversation regarding the cook's apartment from a former employee. Copeland stated that renovations were done in the dining hall in 1997. He contacted the former caretaker who was there for over 40 years. The former employee advised the renovations were done in 1997 and from that point on the apartments in the dining hall were used for the full-time cook and then the additional seasonal cook brought in for the summer. Copeland clarified that neither apartment has a kitchen, and the employees use the kitchen in the dining hall. He stated there is just a living area, bedroom and bathroom.

Banisch stated he originally raised the question regarding the cook's apartment because there was a resolution of approval in 1997 that was cleaning up a lot of conditions on the site and the resolution granted site plan approval for renovations and reconstruction at the dining hall. These were not specific, but the resolution stated there would be a small change in the footprint. **Banisch** was not aware that these spaces were not dwelling units, but more dormitory spaces. He commented that more evidence may not be required for the cook's apartments since the discussion with the prior employee seems to satisfy that the 1997 approval was for renovations which included the cook's units. He opined given the history of the site, prior to 1964, it makes sense that the dining hall would have had the units for the cooks prior to the Salvation Army purchasing the property. **Tucker** commented this to be a reasonable conclusion.

Voigt asked if there were any additional questions for Copeland. There were none. Voigt introduced the planner for the applicant, Kyle. Kyle commented the issue before the Board is the interpretation issue and the special question. When reviewing the ordinance for a recreational camp and conference center, they are trying to determine if full year-round living in these structures is an accessory use and is part of what is permitted within the camp. Kyle stated the main operation of this facility is a recreational camp and Conference Center. Kyle read the definition of an accessory building structure or use from the ordinance. The definition states that the building structure or use is subordinate and incidental to the principal building structure or use and which is located on the same lot therewith.

Kyle stated that from the testimony of Copeland, this is absolutely a year-round facility as described. Summer camp is the primary focus but throughout the year, in the wintertime, there are groups that come in and use the facilities. Kyle noted that maintenance of the large property requires full time employees. He continued that based on the way the camp functions, and the way that this definition is structured, he believes the year-round residential use is subordinate to the main function of the camp. It's a critical part of the function of the camp, but it's not the main thing, this is not a residential enclave. These units are not rented, they're only used for people that are employed by the camp and is a condition of residency. If the employee is a seasonal employee, there is other accommodation at the

camp. Kyle stated that he had spent a significant amount of time combing through the volumes of historical information and approvals that date back to the 1970's.

Kyle stated the key issue is that in 2004 the board found that year-round residence of a caretaker at the facility was indeed permitted as an accessory use and that it is customary. The Board's action from 2004, with regards to the caretaker's residence conflows through to the rest of the positions that are being discussed. Residential is not the primary use but it is a component of the camp.

Kyle stated in addition there is a discussion regarding the D-4 or C-5 use, and which is a better fit for the camp. He agrees with **Banisch** and Voigt that the D-4 use better encapsulates the use of the facility.

Voigt asked about the seasonal uses of the camp. Kyle stated that these are components of how the camp functions. He said there are certain units at the camp which are not appropriate for year-round occupancy as they are not winterized. The employee, though seasonal over the winter, would not be able to live in a unit that was not winterized. In his opinion, seasonal vs. year-round employment is not relevant to dwelling units as identified in exhibit #2 & #3. Kyle stated residential use is the same whether seasonal or permanent year-round.

Papazian asked about the number of family members that live in the units along with the employees. Copeland advised that currently the cook's apartment is one person, the assistant caretaker's residence is one person, the caretaker's residence has four people, and the camp director's residence currently has four people with one in college. **Canavan** asked if there were other questions from the Board.

Banisch stated that Kyle made the point that he does not see a difference between seasonal vs. year-round occupancy. There are buildings that are capable of being occupied on a year-round basis because they are weatherized.

Banisch commented that it appeared the gatehouse which was previously a residence was being used for storage. A board member thought that the building was going to be demolished. Although not 100% sure due to ambiguity in the resolution, **Banisch** stated he believes it would be used for storage. The testimony given is that it has been used continuously for residential use since it is a year-round weatherized dwelling unit. With regards to the status of that building, if the use has not been abandoned then they would be able to use this building for occupancy. If it was not used for storage and they did not come before the Board to say they were not going to use it any longer, then they would be able to continue to use it for residential occupancy. That would then clarify questions about the five units. Copeland stated that there is a garage at the gatehouse, which is used for storage, but the gatehouse itself has always been used for residency since he has been at the camp and to his knowledge prior to him being employed at the camp.

With regards to the special question, **Banisch** reviewed the dwelling units and the employee positions occupying the units. **Banisch** stated to his recollection the unit 3 at the leadership lodge would be used for year-round occupancy by an assistant camp director. He was surprised to hear on the site visit that it was only being occupied on a seasonal basis. This could be one additional unit that could be occupied on a year-round basis due to future growth and the needs of the camp.

Copeland wanted to clarify that there are more than 7 units that would be suitable for year-round occupancy. However, in terms of their program and future growth, he doesn't see a need for greater than 7 units. Copeland stated that he definitively can't say where these employees would go. The unit is based upon the needs of the employee. Copeland gave the example that if the housekeeping director is a single person, then at the same time there was a conference director with a family of four, those housing needs would be taken into consideration with regards to which housing unit would be offered.

He continued that the gatehouse is the best place for the security person, but in the past, it was used by the housekeeping supervisor and her family.

Copeland stated it is impossible to answer which employee would be occupying which building without knowing the need of the family unit that would be occupying the space. Voigt asked if you were in a pinch and had to pick another building out of the inventory to solve the puzzle, what could be the choices for year-round housing. Copeland stated building #5, is a one-bedroom apartment at the lodge at the lake that is closer to the log cabin. It is currently occasionally being used for weekend conferences. Copeland stated there are two buildings #6 & #7, the guesthouse and the DC cottage. Those could both be used for year-round housing.

Banisch asked if the Board agrees with the 2004 interpretation that staff housing needed on a year-round basis is an accessory building to this use. **Canavan** stated he agrees that this was the determination of the Board in 2004. **Banisch** asked if the other piece is of the five buildings identified, as listed in his report, does approval exist for those five units for full-time or part-time staff, whatever period of time of use is required for the year. **Canavan** asked if the use is acceptable and there are other units that can accommodate the camp, why does the Board need to be specific regarding the units. **Banisch** stated the prior applications to the Board in which the camp came in for approval to designate a spot for year-round occupancy, the approval was memorialized.

Banisch commented that if the Board chooses to agree with Kyle, that the H-4 use is accessory to the building, which is that a dwelling unit can be occupied for this use. He opined that if the Board wants to take the additional step of recognizing building 5, 6, & 7 as those types of accessory buildings then it could do so. Voigt asked why full-time is being discussed since both year-round and seasonal are permitted accessory uses.

Banisch stated it would be beneficial to clarify occupancy terms for the dwelling units and the use of terms. For example, he thinks of seasonal occupancy as the camping season. Whereas the term part time continuous occupancy, such as a caretaker, would be someone who stays there all the time and never leaves for years on end. Alternatively, someone could come in for a couple of months in the winter to help with conferences and wouldn't be described as seasonal occupancy. **Banisch** stated he would like to get the nomenclature clear.

Voigt stated she finds it useful to separate approval of a building from how it could be used. She stated first of all they are talking about year-round, winterized dwelling units. There are grandfathered units and then there are ones that have been in various permits.

Tucker asked that the issue seems to be that if there are winterized dwelling units, why does the Board need to restrict the building for either year-round or seasonal employees. She believes Camp Tecumseh is looking for flexibility in the use of the units to be able to fill the approved units with either full-time or seasonal employees based on the needs of the employee.

Copeland stated the needs of the camp never change, in terms of what is needed to take care of the property, however who he can get to come, and commit does change. He stated he needs a full-time assistant caretaker all the time. If the year-round caretaker leaves, he may not be able to find another caretaker who would commit to moving their family and living in the camp. However, he may be able to find someone who will come and give them three months in the interim. These employees would be seasonal in respect of a period of time but will live and work on the property. Voigt stated using the word temporary for employees may be better than seasonal, there are both temporary and permanent employees who will utilize the year-round dwelling units.

Voigt asked Copeland if 7 employees are the most that he would even want in an ideal world and that that's why you have testified that you see yourself at 7 max. Copeland replied yes. Voigt continued that there's only so many buildings that could potentially be used this way. An additional request after reviewing **Banisch's** report is that there needs to be a conversation that if there is an approved year-round dwelling unit, does it really matter if it is occupied by a temporary or permanent employee. She would ask that the use of the unit is not relevant to the use of the dwelling unit. Voigt again stated the additional request is if you have an approved year-round dwelling unit does it really matter if it's a temporary or a permanent employee. She stated she is asking for the board to agree with the camp that it isn't relevant to the use, not a change in use, and doesn't trigger a zoning permit or anything of that sort and would not trigger waiver of site plan.

Banisch asked if the terminology should be with regards to the year-round dwelling units that were identified on the list, that they may be occupied continuously or intermittently on a year-round basis for employees depending on the camp's employment and occupancy needs. Multiple Board members commented that this makes more sense.

Canavan asked Copeland that he stated occasionally he has consultants and other people that come in and use those facilities as well though. Copeland stated that if they're not being used by employees, the Salvation Army has a respite for their pastors as an internal Conference Center use of the camp.

From exhibits 2 & 3, Camp Tecumseh Housing Map reference, Voigt asked Copeland to point out the buildings that could potentially be used for continuous housing and housing at any time of the year for a staff person. They are:

- 1-the gate house
- 3-caretaker's residence
- 4-assistant caretakers' residence
- 5-lodge on the lake, which would be specifically the apartment
- 6-the guest house
- 7-the DC (Divisional Commander) house
- 11-2009 leadership lodge, Units 1 & 3 – two units
- 16A&B-Cooks apartments, these apartments do not have a kitchen.

Giannone stated that the cook's apartments are basically like hotel rooms, with a living area, bedroom and bathroom, except for the fact that it is a full-time living space. Voigt stated that is the intention.

The total count on the units is 10. Voigt asked to confirm the classification of the use in the Institutional District as D-4. **Dragan** stated it is, she stated she would clearly reference the exhibits in the resolution. There was a discussion of what should be inserted into the resolution for clarity of the buildings identified in the exhibits. Voigt suggested the survey, exhibit 1, could be part of the resolution, and that the camp worked with the surveyor to ensure that the labels of the buildings on the survey match the table. **Dragan** stated these would all be referenced in the resolution. Voigt suggested the resolution could reference exhibit 1, survey, with the surveyor, and the date of the plan and **Dragan** added, state that the applicant has identified, and the Board is in agreement that the following buildings hereon are in existence based upon past approvals.

Canavan asked if there were any additional items for review. **Banisch** stated that he asked about the certificate of occupancy for the caretaker's residence and today he received a copy of the building permit, which identified the dates that the certificate of occupancy was issued. That item was addressed. The other items were addressed in the discussion.

Canavan asked **Dragan** to formulate a motion from the discussion. She stated with regards to the first question, that number one, the Board would agree that the H-4 use for this property in the Institution District includes year-round staff housing as an accessory use. Number two regarding the special question, the Board would agree that all the dwelling units that are winterized can be used on a year-round basis, continuously or intermittently by employees depending upon occupancy needs of the camp. Number 3, the Board agrees that the use is more properly characterized as the D-4 use in the institution district. Lastly, the Board would recognize based upon prior applications, testimony of the applicant, and all the resolutions that the following units are used on a year-round basis. Those are the gatehouse, the caretaker's residence, the assistant caretaker's residence, the leadership lodge units 1 & 3, the apartment at the lodge on the lake, the DC house, the cook's apartments A&B, for a total of 10. **Tucker** made the motion. **Giannone** seconded the motion. **Vote: Ayes: Papazian, Pauch, Canavan, Tucker, Giannone. No Nays. Motion Carried.**

Correspondence

None

Approval of Bills

Papazian made a motion to approve the bill October 19, 2023 bill list. **Tucker** seconded the motion. **Vote: Ayes: Papazian, Pauch, Canavan, Tucker, Giannone. No Nays. Motion Carried.**

Comments from the Board/Public

There were no comments from the public.

Motion to Adjourn

A motion to adjourn was made by **Tucker** and seconded by **Pauch** at 9:35pm. **Vote: All Ayes: No Nays. Motion Carried.**

Respectfully Submitted,

Leigh Gronau, Board Secretary