

**PLANNING COMMISSION
MINUTES OF THE MEETING
TUESDAY, JUNE 14, 2022
6:00 PM**

CALL TO ORDER

The City of Salem Planning Commission met in regular session on Tuesday, June 14, 2022, in the Council Chambers of Salem City Hall. Chairman Rick McCullum called the meeting to order at 6:00 pm in the presence of the following Planning Commission members: Brad Heaton, Sandie Phillips, Kathy Matthews, Frank Addison and Jim Milano. Also present were Mayor Nicolas Farley and City Clerk/Zoning Administrator Bev Quinn.

Chairman McCullum welcomed new Planning Commission member Frank Addison to the Commission.

APPROVAL OF MINUTES

Minutes of the April 12, 2022 meeting were presented for action. ***Motion was made by Mr. Milano and seconded by Ms. Matthews to approve the minutes as presented. Roll call vote: AYES: Heaton, Milano, Matthews, Phillips, McCullum. NAYS: None. Addison abstained. Motion carried.***

STAFF REPORTS

Preliminary findings will be presented after the petitioner speaks.

PETITION

ERLINGER – SPECIAL USE
DWELLING UNIT IN
B-2 CENTRAL BUSINESS
DISTRICT

Lisa Erlinger is petitioning the City of Salem for a Special Use Permit to develop a single-family dwelling unit in the second story of a commercial building located at 115 W. Main St. The property is legally described as O.T. W part 38 ft. of Lot 2 Block 2, Square 3, Salem, Marion County, Illinois.

Ms. Erlinger indicated she has spoken to an architect, and understands she will need to present a sealed set of plans to Building Inspector Annette Sola. There are two entrances/exits from the upper floor to meet fire code, and they will be sealing off the balcony on the second floor. The area downstairs will hold her GoGourmet business, and they will be implementing a coffee bar (*no alcohol*) that will contain a waterfall and gazebo to make the inside of the area feel like guests are outside. Each week they will be serving one of the coffee brands that customers can purchase in their store. Erlinger indicated they want the space to have a family feel, and they may occasionally have acoustic music for those enjoying coffee, tea, soda, pastries, and bagels in the coffee bar. A former employee of The Rail in Centralia will be training them as baristas.

Ms. Phillips asked if they intend to keep both entrances to the shop. Ms. Erlinger indicated they do, and they will also be installing a generator so they will be able to stay open in case of a power failure.

Chairman McCullum asked if the residential unit will be a rental or owner occupied. Ms. Erlinger indicated she and her husband will be living in the residential space.

The following “Findings of Fact” were read into the minutes:

- (1) Whether the proposed design, location, and manner of operation of the proposed special use will adequately protect the public health, safety, and welfare, and the physical environment.** The proposed special use would not affect the Public health, safety, or welfare.
- (2) Whether the proposed special use is consistent with this municipality's comprehensive plan:** The proposed use is consistent with the comprehensive plan.
- (3) The effect the proposed special use would have on the value of neighboring properties and on this municipality's overall tax base:** This would improve the value of the property.
- (4) The effect the proposed special use would have on public utilities and on traffic circulation on nearby streets:** The proposed use is on a major highway, in a heavily traveled area. The proposed special use will have no adverse effect on public utilities or traffic.

- (5) **Whether there are any facilities near the proposed special use (such as schools or hospitals) that require special protection.** There are no facilities near the proposed special use that would require special protection.

Motion was made by Mr. Heaton and seconded by Ms. Phillips to recommend approval of the Special Use Request to City Council. Roll call vote: AYES: Phillips, Matthews, Milano, Heaton, Addison, McCullum. NAYS: None. Motion carried.

Chairman McCullum commented that a healthy downtown contains residential, service and retail uses, and he’s looking forward to Ms. Erlinger’s project. Mayor Farley added that he supports anything that brings people downtown. City Clerk Quinn indicated this will be placed on the June 20th City Council meeting agenda for final action.

NEW BUSINESS

City Clerk Quinn indicated there will be a meeting in July. There will be a petition for a Special Use Permit to erect a double-wide in an area zoned RS-2 Single-Family Residential.

OLD BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

As there was no further business for discussion, ***motion was made by Ms. Matthews and seconded by Mr. Addison to adjourn the meeting at 6:30 pm. Roll call vote: AYES: Matthews, Phillips, Addison, Milano, Heaton, McCullum. NAYS: None. Motion carried.***

Bev Quinn, CMC
City Clerk/Zoning Administrator