

**PLANNING COMMISSION  
MINUTES OF THE MEETING  
May 12, 2020 – 6:00 PM**

**CALL TO ORDER**

The City of Salem Planning Commission met in regular session on May 12, 2020 via Zoom meeting software due to the governor's stay at home order. Instructions were provided to the public on how to participate. The meeting was called to order at 6:00 p.m. by Chairman Rick McCullum. Members present were: Sandie Phillips, Kathy Matthews, Jim Milano, Jim Davis and Brad Heaton. Members absent: Harold Hunzicker. Also present were Cindy Eller, Recording Secretary, Bev Quinn, Zoning Administrator and members of the public.

**APPROVAL OF  
MINUTES**

Minutes of the March 10, 2020 meeting were presented for action. **Motion was made by Jim Milano and seconded by Sandie Phillips to approve the minutes as presented. Roll call vote: AYES: Sandie Phillips, Jim Milano, Brad Heaton, Jim Davis and Chairman Rick McCullum. NAYS: None. ABSTAINED: Kathy Matthews, Motion carried.**

Minutes of the March 16, 2020 Special Meeting were presented for action. **Motion was made by Brad Heaton and seconded by Jim Milano to approve the minutes as presented. Roll call vote: AYES: Jim Milano, Sandie Phillips, Brad Heaton, Jim Davis and Chairman Rick McCullum. NAYES: None ABSTAINED: Kathy Matthews. Motion carried.**

**STAFF  
RECOMMENDATIONS**

None

**QUESTIONS BY  
COMMITTEE  
MEMBERS**

None

**COMMISSION ACTION –  
SPECIAL USE – HOME  
OCCUPATION**

Andrea McGaughy, 647 North Shelby Avenue, Salem, IL, is petitioning the City of Salem for a Special Use – Home Occupation Permit to offer retail sales from her home. The petitioner makes clothing, hats, facemasks, bags, car seat ponchos, curtains. *(Petitioner currently does online sales, but would like local customers to be able to come to her home.)* Specific days and hours have not been determined, but petitioner will not exceed the maximum days and hours permitted for a Home Occupation, which are Monday through Saturday, 6:00 am – 6:00 pm.

**Legal description of the project site: Oak Park Addition #2, Lot 6 and 80' x 100' west of Lot 6, Block 24, Salem, Marion County, Illinois.**

City Clerk Bev Quinn told the Commission that she had received no correspondence either for or against this petition. City Clerk Quinn then read into minutes the following:

Finding of Facts were presented for review as follows:

- (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 will have no adverse impact on the public health, safety and welfare or on the physical environment.
- (2) Whether the proposed special use is consistent with this municipality's comprehensive plan:** The comprehensive plan

calls for this area remain single family residential. This use as a Special Use, would be consistent with the Comprehensive Plan.

- (3) **The effect the proposed special use would have on the value of neighboring property and on this municipality’s overall tax base:** No impact, as the zoning is not changing, and the use is remaining residential.
- (4) **The effect the proposed use would have on public utilities and on traffic circulation on nearby streets:**  
The proposed use will have no adverse impact on public utilities utilities and should have minimal impact on traffic circulation on nearby streets.
- (5) **The trend of** emoval of mobile homes that were located aththe south end of Marshall Street, leaving the area open land. The only building permits issued in the area for the past few years were for storage buildings and pools. The zoning has not changed.
- (6) **Whether there are any facilities near the proposed special use( such ass schools or hospitals ) that require special protection:** There are no facilities near the proposed special use that would require special protection.

City Clerk Quinn told the Commission that she had discussed the Home Occupation requirements with Ms. McGaughy regarding unrelated employees, floor space, neighborhood interference, dwelling alterations, outdoor storage, nusisnces, delivery, parking, sign ordinance, hours of operation, and the use of accessory structures and Ms. McGaughy indicated she would comply.

**Motion was made by Kathy Matthews and seconded by Jim Davis to recommend the City Council approve the Special Use – Home Occupation Permit to offer retail sales at 647 N Shelby. AYES: Kathy Mathews, Jim Milano, Sandie Phillips, Jim Davis, Brad Heaton and Chairman Rick McCullum. NAYES: None. Motion Carried.**

City Clerk Bev Quinn told the petitioner that this recommendation would be placed on the agenda for the May 18 City Council meeting. City Clerk Quinn told Ms. McGaughy she recommended she attend the meeting to answer any questions the Council may have.

NEW BUSINESS	City Clerk Quinn told the Commission that there was possibly something coming to the Commission regarding property outside the City limits, but inside our zoning jurisdiction, that is zoned RS2. There may be a petition for a zoning amendment and special use permit..
OLD BUSINESS	None
PUBLIC COMMENTS	None
ADJOURNMENTS	As there was no further business to discuss, <i>the meeting was adjourned 6:20 p.m.</i>

Cindy Eller, Recording Secretary