

**PLANNING COMMISSION  
MINUTES OF THE MEETING  
November 10, 2020 – 6:00 pm via Zoom**

**CALL TO ORDER**

The City of Salem Planning Commission met in regular session Tuesday, November 10, 2020 at 6:00 pm using ZOOM meeting software due to the COVID-19 pandemic. The meeting was called to order at 6:00 p.m. by Chairman Rick McCullum. Members present (via Zoom) were: Sandie Phillips, Kathy Matthews, Brad Heaton and Rick McCullum. Members absent: Harold Hunsicker, Jim Davis and Jim Milano. Also present: Bev Quinn, City Clerk/Zoning Administrator, Paul Garrison, Petitioner and Laura Sullivan.

**APPROVAL OF  
MINUTES**

Action on the October 13, 2020 minutes was postponed, as the recording secretary is on COVID quarantine, and was unable to provide the minutes.

**STAFF  
RECOMMENDATIONS**

Preliminary Findings of Fact were provided to Planning Commission members via email, and will be entered into the record when the petition is reviewed.

**QUESTIONS BY  
COMMITTEE  
MEMBERS**

None.

**COMMISSION ACTION –  
SPECIAL USE – TEMP  
USE PERMIT – GARRISON  
1107 SBROADWAY**

Paul Garrison, 514 S. Pearl St., Salem, IL is petitioning the City of Salem for a Special Use – Temporary Use Permit to set up his food trailer at 1107 S. Broadway, Salem, IL. Hours of operation will be daily from 5:00 am to 10:00 pm. Petitioner will be setting up picnic tables at the front entrance of the building for sit down eating. Seating only – no wait staff.

Legal description of the property is: Porter Place 100 ft. x 400 ft. west of Broadway.

Mr. Garrison indicated he is renting the structure at 1107 S. Broadway, and it has a garage door that will allow him to pull his food truck inside. While the State of Illinois is prohibiting inside dining, he will have tables set up outside the structure. When inside dining is permitted again, he will move the tables inside. Garrison added that this new site has water and electricity. The site he has been at on W. Main does not, and has not worked out as well as he had hoped.

Chairman McCullum asked if any letters of opposition were received. Ms. Quinn responded that no letters either for or against the proposed use were received.

Chairman McCullum asked Ms. Quinn to read the Preliminary Findings of Fact that were sent out into the record, as follow:

In deciding what their recommendation will be, the Planning commission shall consider the following factors:

- (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 affect on the public healthy, safety, welfare or the physical environment.**
- (2) Whether the proposed special use is consistent with this municipality's comprehensive plan;  
**It is a temporary commercial use and is 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;  
**The municipality should receive some sales tax for retail sales made, but it will have no effect on property taxes.**
- (4) The effect the proposed special use would have on public utilities and on traffic circulation on nearby streets; and  
**The location is on a heavily traveled highway, so there will be no significant effect on 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 not.**

***Motion was made by Ms. Phillips and seconded by Mr. Heaton to recommend approval of Mr. Garrison’s request for a Special Use – Temporary Use Permit to operate his food truck at 1107 S. Broadway to City Council for final action. AYES: Matthews, Phillips, Heaton, McCullum. NAYS: None. Motion carried.***

Ms. Quinn indicated the Planning Commission recommendation would be placed on the November 16, 2020 City Council agenda for final action.

**NEW BUSINESS**                      None.

**OLD BUSINESS**                      None

**PUBLIC COMMENTS**                      None

**ADJOURNMENTS**                      As there was no further business to discuss, ***the meeting was adjourned 6:09 pm.***

Bev Quinn, CMC  
City Clerk/Zoning Administrator