

**PLANNING COMMISSION
MINUTES OF THE MEETING
January 9, 2018 – 6:00 PM**

CALL TO ORDER

The City of Salem Planning Commission met in regular session on January 9, 2018. The meeting was called to order at 6:00 p.m. by Chairman Rick McCullum. Members present were: Sandie Phillips, Kathy Matthews, Jim Milano, Harold Hunzicker and Neil Chance. Member absent: Jim Davis. Also present was Cindy Eller, Recording Secretary and Bev Quinn, Zoning Administrator.

ELECTION OF OFFICERS

Motion was made by Harold Hunzicker and seconded by Jim Milano to reelect the current officer, Chairman, Rick McCullum and Vice-Chairman Neil Chance, for 2018. Roll call vote: AYES: Harold Hunzicker, Kathy Matthews, Sandie Phillips, Jim Milano, Neil Chance and Chairman Rick McCullum. NAYES: None. Motion carried.

APPROVAL OF MINUTES

Minutes of the October 10, 2017 meeting were presented for action. **Motion was made by Neil Chance and seconded by Harold Hunzicker to approve the minutes as presented. Roll call vote: AYES: Jim Milano, Neil Chance, Kathy Matthews, Harold Hunzicker, Sandie Phillips and Chairman Rick McCullum. NAYS: None. Motion carried.**

STAFF RECOMMENDATIONS None

QUESTIONS BY COMMITTEE MEMBERS None

COMMISSION ACTION

The Planning Commission has been approached by the owner of a construction business, requesting that a Special Use Permit be issued to him to permit him to have a construction business in the NU District. The petitioner has already converted an accessory building into a commercial construction office, meaning there is a residential use (*rental*) and a commercial business (*construction*) on the same lot. Per discussion with the Chairman, it was determined that the first step would be to consider making a recommendation to the City Council to permit this type of use as a Special Use in the NU (Non-Urban) district. Any action regarding this request would be in form of a recommendation to the City Council for an amendment to the Zoning Code.

City Clerk Bev Quinn stated that if the Planning Commission recommended the revision and the Council approved the change, the contractor would need to apply for a Special Use permit.

Motion was made by Kathy Matthews and seconded by Neil Chance to recommend that City Council amend Section 23-140 – Special Uses to include Construction Sales and Service and to add a new section 23-141 as follows:

Sec. 23-141 – Use Restrictions

(a) *Repairs indoors.* All repair and maintenance services for businesses located in the NU district shall be conducted within completely enclosed structures. Storage areas may be open to the sky, but shall be enclosed by walls or solid fences at least eight (8) feet high.

(b) *Refuse containers.* All refuse generated by business facilities located in the NU district shall be stored in tightly covered containers placed in visually screened areas.

(c) *Screening.* Along the side and rear lot lines of any lot abutting any residential district or use screening (*a wall, solid fence or closely planted shrubbery*) at least six (6) feet high and of sufficient density to completely block the view from the adjacent residential property shall be installed.

(d) *Parking.* See article V of this chapter.

(e) *Signs.* See the sign control ordinance. (Article V, chapter 6)”

Roll call vote: Ayes: Jim Milano, Sandie Phillips, Kathy Matthews, Neil Chance, Harold Hunzicker and Chairman Rick McCullum. Nays: None. Motion carried.

The City was contacted by a resident regarding his desire to convert a storage building into an accessory dwelling unit for a mildly handicapped family member. Since the current Zoning Code permits only one dwelling unit per lot in the single-family residential districts, the Planning Committee discussed recommending the City Council to amend the Zoning Code to permit these type of dwellings.

The Planning Commission reviewed materials on Accessory Dwelling Units, Temporary Healthcare Structures and “Granny Pods” in detail as well as the following topics:

- Are these uses appropriate in any zoning district in Salem?
- If so, do we want to limit them for medical purposes only? (*Mentally or physically impaired person requiring assistance with two or more daily living activities – i.e. eating/meal prep, shopping, housekeeping, bill pay, bathing, dressing, grooming, bowel/bladder care, laundry, communication, self-administration of medication, ambulation, etc.*) If so, would we require that the impairment be documented in writing by a licensed physician for review by the Planning Commission?
- Family members only?
- Would we limit the number of persons living in an accessory dwelling unit to two? How would we enforce this?
- Would we limit the size of the accessory dwelling unit to a certain number of square feet? (*Connecticut limits theirs to 500 square feet.*)
- Would we require structures to meet primary structure setback requirements? Accessory structure setback requirements? Somewhere in between?
- Do we want to require that Special Use Permits for ADUs be renewed each year, to insure that the structures aren’t converted to rental units when there is no longer a need for family medical care?
- How would the City handle the building code issue? Storage buildings have widely different building code requirements than dwelling units. If a building is converted to meet residential requirements, could we require that the building be used as a hobby or storage room once the residential use is discontinued? How do we enforce this?
- The City does not employ a full-time building inspector. When new construction is taking place or a significant change in use is occurring, we require a set of plans, signed and sealed by an Illinois Registered Engineer or Architect. Would we require plans for ADUs?

The Planning Commission concluded that there has only been one request for this type of use, and there is not significant need in the community that the Zoning Code be revised to permit these types of uses.

Motion was made by Jim Milano and seconded by Sandie Phillips to recommend to City Council that no revision be made to the Zoning Code regarding Accessory Dwelling Units, at this time. Ayes: Jim Milano, Sandie Phillips, Kathy Matthews, Neil Chance, Harold Hunzicker and Chairman Rick McCullum. Nays: None. Motion carried.

NEW BUSINESS	None
OLD BUSINESS	City Manager Quinn stated that she had not heard back from the Solar Panel Company so had no updates.
PUBLIC COMMENTS	None.
ADJOURNMENTS	As there was no further business to discuss, <i>the meeting was adjourned 6:50 p.m.</i>