

# PLAN COMMISSION MEETING MINUTES OF October 9, 2019

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## MEETING MINUTES City of Berkeley City Plan Commission Wednesday, October 9, 2019 6:00 P.M.

Council Chambers, 8425 Airport Road, St. Louis, MO 63134

Note: The agenda for this meeting was posted on the bulletin board at the City Hall complex, 8425 Airport Road and is in compliance with the Open Meetings Law.

Members Present: Robert Phillips, Mayor Hoskins, Will Ferguson, and Kyra Watson

Staff present: Kimberley Smith-Drake, Economic Development Coordinator

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### CALL TO ORDER / DECLARATION OF QUORUM

With a quorum established, Chairperson Watson called the meeting to order at 6:03 pm

### MINUTES

Approval of September 11, 2019 City Plan Regular Meeting Minutes.

Commissioner Phillips made a **MOTION** to approve the minutes. Commissioner Ferguson **SECOND** the motion. A voice vote was taken, and the minutes were unanimously approved with a voice vote 4:0, Phillips, Watson, Hoskins, and Ferguson.

### PUBLIC COMMENT:

None

### OLD BUSINESS

None

### NEW BUSINESS:

**Case No. 19-17** - A request for a Special Use Permit by Kevin Shepard, PE of Oats Associates acting on behalf of the St. Louis Fleet Wash, to operate a large vehicle and fleet service at 9418 Natural Bridge Road , Berkeley, MO.

Chairperson Watson began the discussion with asking the petitioner to come before the board and state his name, address, and his business proposal. Mr. Kevin Shepard appeared before the members of the board and introduced himself. Mr. Shepard is a resident from St. Peters, Missouri and is an active engineer for Oats Associates in Collinsville Illinois. Mr. Shepard submitted a Special Use Permit application with the City of Berkeley proposing a large vehicle and fleet vehicle car wash located along Natural Bridge Road near the airport. The car wash itself will service large vehicles such as school buses, park and ride vans, large RV's tractor trailers etc. Mr. Shepard provided images of vehicle types that will be serviced. This will be a new building construction, demolishing and or rehabbing areas of the building to make suitable for operation type. There are a few requirements that are still processing. Kevin Shepard stated one of the requirements is the concept review from Metropolitan St. Louis Sewer District. Chairperson Watson asked if there was a date

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set for the concept review. Mr. Shepard noted at this time no date has been set for approval. Moving forward Chairperson Watson made a motion to Mr. Kevin Shepard to state the meaning of PE. Mr. Shepard providing the meaning being a professional of Oates Associates. Next Kevin Shepard provided the board members with the building structural details such as building and lot square footage. Approximately the building and lot is about 4,600 square foot. There will be a total of 3 bays for service, 2 for the larger vehicles and 1 for the smaller vehicles. Entrance to the Fleet Wash will be along the east bound of Natural Bridge road exiting on the north side. Moving forward with the operation details, St. Louis Fleet Wash will service commercial vendors and or vendors with a contract agreements and will not provide services to the public. Operational hours providing services 24 hours a day and 7 days a week. This will be an automatic service wash providing set time cleans for each vehicle being serviced. For example there will be vehicle scanners to detect the wash type, the larger vehicles will wash between 9 and 10 minutes and smaller size vehicles will wash for 4 to 5 minutes. There will be employees as needed to service the equipment but will not be open for new hires within the city. For payment options commercial customers will be provided with an ID to scan and credit card payments for all other customers. Vehicles will be left on during the time of service.

After Mr. Shepard presented his business proposal to the Plan Commission the discussion began.

It should be noted that Chairperson Watson stated that the board will review the staff report provided by the Economic Development Coordinator Kimberly Smith-Drake after the discussion with Mr. Shepard.

Chairperson Watson referred back to Mr. Shepard's building construction details surrounding the exits and entrances of the Fleet Wash. She expressed her concerns with residential properties surrounding the business. Mr. Shepard was able to review the Ordinance of what the property was zoned for and reassured that the location is approximately 1000 feet away from residential areas. With the discussion coming to an end, Chairperson Watson asked Ms. Kimberly Smith-Drake to review the staff report and conditions with Mr. Shepard. Kimberly Smith-Drake stated that Mr. Shepard was given a staff report along with the condition at the last Public Hearing on October 7<sup>th</sup>, 2019. Member Phillips noted in the past previous petitioners were not given staff reports beforehand. Kimberly Smith Drake stated that Mr. Shepard is proposing a new building construction and needed approval from the Building Commissioner Debra Irvin and needed to have a copy of the staff report before the Plan Commission meeting.

More discussion ensued, Mayor Hoskins asked about the approximate time frame for the new building construction. Mr. Shepard stated about 120 days of construction before operating.

With no further discussion, Mayor Hoskins made **MOTION** to approve, Commissioner Phillips **SECOND**. A voice vote was taken 4; 0, Watson, Phillips, Hoskins, and Ferguson.

Case No 19-17- A request for a Special Use Permit by Kevin Shepard, PE of Oates Associates acting on behalf of the St. Louis Fleet Wash to operate a large vehicle and fleet wash service at 9418 Natural Bridge Road, Berkeley, MO will move forward and the final approval will be determined at the next Public Hearing on November 4<sup>th</sup>, 2019.

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## CONCLUDED

That the next regularly scheduled meeting of the City Plan Commission is held on **Wednesday, November 13<sup>th</sup>, 2019 at 6:00 p.m.** and that consideration of the dates and times of future Committee meetings be deferred to this meeting.

## ADJOURNMENT

There being no further business to come before the Commission, Chairperson Watsons adjourned the meeting for a second time at 6:30 p.m.

*Sabrina Bozeman*

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Respectfully submitted by:  
Sabrina Bozeman Public Works Secretary  
Recording Secretary

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Approved for submittal by:  
Kyra Watsons, Chairperson

## REQUESTED COMMISSION ACTION

Recommend to the City Council that the Special Use Permit be considered for approval for St. Louis Fleet Wash, to operate a large vehicle and fleet wash at 9418 Natural Bridge, Berkeley MO 63134 in accordance with the City's regulations.

### **Staff request approval, with the following conditions:**

1. This application must comply with all building and premise requirements under the C-2 Zoning district as set by the City of Berkeley through its municipal code and specifically those mentioned above under *Justification*.
2. The project must have prior MSD storm water approval.
3. Established hours of operations - 24 hours/7 days per week
4. The entire interior will be thoroughly inspected by City's Building and Fire Departments. The applicant will need to acquire all the necessary building/occupancy & fire safety permits from the City of Berkeley and other jurisdictions, after getting Council's approval on this Special Use Permit application.
5. The applicant must complete all demolition and construction requirements for the lot and the building exterior and interior under the auspices of the Building Commissioner and Department of Public Works.
6. The building, lot, landscaping, and yard areas shall be maintained and kept free and clear of any debris or trash or weeds including maintenance of all landscaped areas.
7. Commercial occupancy inspection and business license will be required from the City of Berkeley.
8. This Special Use Permit will be revoked if for any reasons the applicant ceases operations and not complying with the City's Special Use Permit.
9. This Special Use Permit shall not be assigned, or sold, or conveyed, without prior written approval from the City Council.
10. Any violations can be a reason for the City to revoke this permit, according to the City's current regulations. The applicant agrees to comply with all the City's rules and regulations.
11. Prior to issuance of any Occupancy Permit, the above noted conditions shall be met.
12. In granting such special use permits, the City Council may provide that the permit be valid for a limited period of time not to exceed ten (10) years. Upon expiration the holder may request a

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review and the City Council may extend it for another limited period of time not to exceed ten (10) years.

The Board members can modify or add any other conditions with their recommendations to the City Council for this project.

### **PUBLIC NOTICE AND COMMENT**

Public Hearing notification is applicable. Upon recommendation by City Planning Commission to City Council, notices shall be mailed to owners and occupants of property within 185 feet of the site.

**Respectfully submitted,**

**Kimberly Smith-Drake**