

# PLAN COMMISSION MEETING MINUTES OF AUGUST 12, 2020

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## MEETING MINUTES City of Berkeley City Plan Commission Wednesday, August 12, 2020 1:00 P.M.

Virtual Meeting, 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: Mayor Deinbo, DeBora White, Kevin Spraggins, and Carolyn Crimes. Will Ferguson absent

Staff present: Debra Irvin City Manager

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### CALL TO ORDER / DECLARATION OF QUORUM

The Plan Commission members met in a virtual setting on Wednesday August 12, 2020; Commissioner White called the meeting to order at 1:02 pm.

A quorum was established. Member White serve as Interim Chair

### MINUTES

Approval of July 8, 2020 City Plan Regular Meeting Minutes.

Member White asked for a motion to approve the minutes. Member Crimes made a motion, Mayor Deinbo **SECOND** the motion. On the discussion, Mayor Deinbo stated correction needed to be made. A voice vote was taken, and the amended minutes were unanimously approved with a voice vote 4:0, White, Crimes, Deinbo, Spraggins.

### PUBLIC COMMENT:

None

### OLD BUSINESS

Selecting a new chair for the Plan Commission – Member Crimes made a motion to appoint Member Kevin Spraggins as the new Chair. Member White **SECOND** the motion; on the discussion, Member Spraggins accepted the role of Chairman. A voice vote was taken, and the motion was unanimously approved 4:0, White, Crimes, Deinbo, and, Spraggins.

Member Spraggins took over as Chairman. Members White and Crimes were thanked for acting as Chairperson when called upon.

### NEW BUSINESS:

**Case #20-15:** A request for a Special Use Permit to Kimberly Henderson to Operate a Kay's Korner, a Convenience Store at 8351 Frost Ave

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Applicant Kimberly Henderson gave a short presentation about her proposed business. She noted that she is the property manager of mini strip mall and they are making exterior repairs, tearing out old asphalt, and re-sealing the existing parking lot. The commission members asked questions of security, COVID-19, social distancing, store access and hours. The applicant provided acceptable responses to the members. After the discussion between the members and the applicant, the chair called for a vote to approve the SUP with conditions. Member White made a motion, Member Crimes **SECOND** the motion. A voice vote was taken, and the motion was unanimously approved 4:0, White, Crimes, Deinbo, and, Spraggins.

### **PUBLIC COMMENTS**

None

### **OTHER BUSINESS**

CM Irvin asked the members to consider a special meeting; after discussion among the members they agreed on special meeting for Wednesday, August 26, 2020 at 1:00pm to be held virtually. Member Spraggins moved, Crimes **SECOND** the motion for special meeting. A voice vote was taken, and the motion was unanimously approved 4:0, White, Crimes, Deinbo, and, Spraggins.

### **CONCLUDED**

That a special meeting of the City Plan Commission is scheduled for *Wednesday, August 26, 2020 at 1:00pm.*

And, that the next regularly scheduled meeting of the City Plan Commission is held on *Wednesday, September 9, 2020 at 6:00 p.m. unless otherwise noted for virtual meeting* 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 Spraggins adjourned the meeting at 1:20pm

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Respectfully submitted by:  
Debra Irvin, City Manager  
Recording Secretary

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Approved for submittal by:  
Kevin Spraggins

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## **CONDITIONS- Case #20-15: A Special Use Permit to Kimberly Henderson to Operate a Kay's Korner, a Convenience Store at 8351 Frost Ave**

### **CONDITIONS – CASE NO. 20-15**

#### **Staff recommends approval with following conditions:**

1. Business Name – *Kay's Korner*
2. Security cameras shall be installed at perimeter and interior of space and monitored by the business operator at all times
3. Hours as approved as requested, Tuesday - Saturday (12:00pm – 7:00pm) any change of hours shall be approved by the City Council
4. A sign permit is required
5. Banners, pennants, festoons, human sign, searchlights are prohibited
6. Business signage shall be limited to no more than 10% of window space. The petitioner will be permitted one exterior wall mounted sign at the front wall of the business.
7. Sale of pre-packaged food is acceptable
8. No sale of liquor
9. No sale of medical marijuana
10. Cooking and selling hot foods prohibited – not approved for kitchen
11. An alarm system and panic button installed; alarm system permit also required.
12. Surveillance cameras that capture the images of the store's interior and exterior are required
13. Install “No Loitering” and “No Loud Music” signs at entrance wall
14. This site shall comply with all the applicable regulations pertaining to health and safety for vehicular and pedestrian traffic, zoning, building, sign codes, fire and safety protection standards as required by the City Fire Department, City of Berkeley and St. Louis County. Commercial Occupancy Inspection is required.
15. The exterior area shall be maintained and kept free and clear of any debris or trash or weeds. All plants/trees/bushes and landscaped material will be properly maintained along Airport Rd
16. This Special Use Permit will be revoked if for any reason the applicant ceases operations and not complying with the City's Special Use Permit.
17. Prior to issuance of any Occupancy Permit, the above noted conditions shall be met.
18. 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 of the time limit specified in the permit, the holder of the permit may request the permit be reviewed by the City Council, and the City Council may extend it for another limited period of time not to exceed ten (10) years.
19. The Special Use Permit take effect upon the approval by City Council.
20. This Special Use Permit shall not be assigned, or sold, or conveyed, without prior written approval from the City Council.

#### **OWNER SHALL MAKE THE FOLLOWING REPAIRS:**

1. Structural safety of the roof as the top boards appears to be bowed down.
2. Replace broken slabs of concrete at rear of building
3. Façade repairs/paints, etc. Owner painted over bad wood – remove and replace wood
4. The fenced areas on the west side of this plaza are in need of repairs.
5. The parking needs asphalt overlay with proper parking markings and concrete wheel stoppers. The concrete aprons also need attention.
6. The total site needs to be cleaned and weeds/debris to be removed from side and rear of property.
7. Exterior shall be maintained and free of debris at all times