SPECIAL MEETING MINUTES
City of Berkeley City Plan Commission
Tuesday, September 23, 2025
1:00 P.M.
Virtual Zoom Meeting, 8425 Airport Road, St. Louis, MO 63134

Note: The agenda for this meeting was posted and is in compliance with the Open Meetings Law.

Members Present: Kevin Spraggins, Theodore Hoskins *(arrived 1:03 PM)*, Carolyn Crimes, Debora White *(left at 1:36 PM)*, Danita Neal

Staff present:	Joanna Campbell	Public Works Secretary
	Art Jackson	Police Chief
	April Walton	Acting City Manager (arrived 1:08 PM)
	Chrilisha Burton	Inspections Supervisor (arrived 1:10 PM)

CALL TO ORDER / DECLARATION OF QUORUM
The Plan Commission members met in a virtual setting on Tuesday, September 23, 2025.
Chairman Spraggins called the meeting to order at 1:00 PM. Quorum was established.

MINUTES
Approval of September 9, 2025 City Plan Meeting Minutes.
Chairman Spraggins made the **MOTION** to approve the September 9, 2025 minutes. Commissioner White **SECONDED** the motion. A voice vote was taken, and the minutes were unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Absent, Crimes-Yes, Neal-Yes, White-Yes.

PUBLIC COMMENT:
None

DISCUSSION:
None

OLD BUSINESS:

Case PZ25-07: This request comes before the Commission from the owners of the 9600 Natural Bridge Hotel. The hotel is in the process of attempting to acquire a brand in order to complete renovations per brand specifications. Temporary Commercial Occupancy Permit issued on 05/16/2025 and expired on 07/16/2025. Currently the hotel is operating the Lobby, 4th Floor, 5th Floor, and 6th Floor. (WARD 5)

Chairman Spraggins brought forth Case PZ25-07.
Girish Shetty and Michael Shelton were present for the meeting.
Chairman Spraggins referred to the walkthrough that occurred previously and stated the need to have the hotel operating on all levels and the discussion to acquire a brand to attract certain category of customers.
Commissioner Crimes stated that operating all floors would be down the road, but the present concern was making sure the hotel was in compliance with the City and knowing the brand decided on.
Shetty confirmed that the issues presented by the Acting City Manager and Inspections were resolved and that a meeting with IHG and Marriot were scheduled and that the City will be updated. The brand process is a sixty (60) day process. The decision to choose a brand is a 30 day process.

St. Louis County Real Estate Taxes are past due for years 2023 and 2024. Shelton stated that the taxes were submitted for abatement to the Board of Equalization. Before the end of this year, a new tax bill will be generated, possibly by the end of September. Once the decision is made, the process will move forward from there.
Special Use Permit procedures were discussed.
Total amount of rooms is 197. Ninety (90) rooms are operating on floors 4, 5, and 6.

Chairman Spraggins made a motion to approve the Special Use Permit for two years.
Commissioner Crimes seconded the motion.
Chairman Spraggins withdrew his motion.

Commission discussed receiving regular updates.
Acting City Manager had conditions C, D, & E read from the previous Resolution #3646 for clarity.

Chairman Spraggins made the **MOTION** to amend condition #17 to grant the Special Use Permit for a period of no more than two (2) years before renewal. Commissioner Crimes **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 5:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Yes, Neal-Yes.

Chairman Spraggins made the **MOTION** to add the condition, "Required to give a monthly report by the end of each month to the City Manager and Public Works Secretary immediately upon approval of their Special Use Permit." Commissioner Crimes **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Absent, Neal-Yes.

Chairman Spraggins made the **MOTION** to add the condition, "Required to provide a brand decision and status of St. Louis County Real Estate Taxes paid by October 22, 2025." Commissioner Neal **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Absent, Neal-Yes.

Chairman Spraggins made the **MOTION** to recommend Case PZ25-07 with conditions to the Council for approval. Commissioner White **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Absent, Neal-Yes.

Case PZ25-10: A request for referral to the City Plan Commission for a Special Use Permit revision located at 8521, 8523, 8529, 8531, and 8533 Airport Road from the owner of Glam Galore Salon. This request is to update the owner's current SUP to include two additional suite addresses of 8521 and 8523. Business is currently operating in Suites 8529-8533 under Special Use Permit Resolution #3687 approved on November 20, 2023. (WARD 4)

Chairman Spraggins brought forth Case PZ25-10.
Halo Mtu was present for the meeting as applicant and business owner. Mtu stated she was looking to bring more business to Berkeley, looking for additional space and wanting to operate in two more suites. Her services include hair, but she is wanting to add barber services, makeup, and brows. She stated there were no nail services at the present time. She does have a State of Missouri Master Cosmetology License. There are thirteen employees.
Commission discussed all employees needing to be licensed and the licenses provided to the City as soon as possible. Licenses need to be posted on the wall per state requirements.

Chairman Spraggins made the **MOTION** to amend condition #7 to include, "And that all employees providing salon services are to submit current licenses to the City and have licenses posted within the next 30 days." Commissioner Crimes **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Absent, Neal-Yes.

Public Works Secretary and Inspections will follow up with condition requirements.

Chairman Spraggins made the **MOTION** to amend condition #18 to grant the Special Use Permit for a period of no more than ten (10) years before renewal. Commissioner Crimes **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Absent, Neal-Yes.

Chairman Spraggins made the **MOTION** to recommend Case PZ25-10 with conditions to the Council for approval. Commissioner Crimes **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Absent, Neal-Yes.

Case PZ25-11: A request for referral to the City Plan Commission for a replat of three lots involved in a land swap. (WARD 4)

Chairman Spraggins brought forth Case PZ25-11.
Jamey Henson from Sterling Engineering was present for the meeting on behalf of both property owners, Thermo Fisher and John Henry Foster. Three properties are involved with the land swap and two property owners. Thermo Fisher is desiring a piece of property from John Henry Foster to have an access to parking. There are plans to tie the properties together with sidewalks and allow access to Le Bourget and a sidewalk to walk to other Thermo Fisher properties. The only current access is through 9451 Natural Bridge Road. The size of each of piece of land is 3,900 sq. ft. They are needing the boundary adjustment for public record. They currently have permits pulled through the City for parking lot improvements at 9451 Natural Bridge Road and 4709 La Guardia Drive.

Chairman Spraggins made the **MOTION** to recommend Case PZ25-10 with conditions to the Council for approval. Councilman Hoskins **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Yes, White-Absent, Neal-Yes.

NEW BUSINESS:
None

OTHER BUSINESS
Chairman Spraggins thanked the Commission for their work in regards to the hotel at 9600 Natural Bridge Road.
Commission discussed concern in regards to the hotel renting out a room to a church and condition #25, and regulations applying to churches. More research is needed on this issue.

CONCLUDED
The next monthly scheduled meeting of the City Plan Commission is held on:
TUESDAY, OCTOBER 14, 2025 at 1:00 PM.

ADJOURNMENT
No further business came before the Commission. Chairman Spraggins made the **MOTION** to adjourn. Commissioner Neal **SECONDED** the motion. A voice vote was taken, and the motion was unanimously ***approved*** with a voice vote 4:0; Spraggins-Yes, Hoskins-Yes, Crimes-Absent, White-Absent, Neal-Yes.

Chairman Spraggins adjourned the meeting at 2:48 PM.

Respectfully submitted by:
Joanna Campbell – Public Works Secretary
Recording Secretary

Approved for submittal by:
Kevin Spraggins – Chairman