

PLAN COMMISSION MEETING MINUTES OF OCTOBER 14, 2025



SPECIAL MEETING MINUTES
City of Berkeley City Plan Commission
Tuesday, October 14, 2025

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, Carolyn Crimes (*arrived 1:13 PM*),
Debora White, Danita Neal

Staff present: Joanna Campbell Public Works Secretary
Art Jackson Police Chief

CALL TO ORDER / DECLARATION OF QUORUM

The Plan Commission members met in a virtual setting on Tuesday, October 14, 2025. Chairman Spraggins called the meeting to order at 1:03 PM. Quorum was established.

MINUTES

Approval of September 23, 2025 City Special Plan Meeting Minutes.

Chairman Spraggins made the **MOTION** to approve the September 23, 2025 minutes.

Commissioner White **SECONDED** the motion. A voice vote was taken, and the minutes were unanimously **approved** with a voice vote 3:0; Spraggins-Yes, Hoskins-Absent, Crimes-Absent, Neal-Yes, White-Yes.

PUBLIC COMMENT:

None

DISCUSSION:

None

OLD BUSINESS:

None

NEW BUSINESS:

Case PZ25-09: This request comes before the Commission from the owners of Dorothy Mae's Soul Food & Catering Services for a carryout restaurant located at 8363 Frost Avenue, former D&K's. (WARD 1)

Chairman Spraggins brought forth Case PZ25-09.

Sherryl Edwards-Jackson was present for the meeting as one of the applicants and business owners. Dorothy Mae Edwards was absent.

Applicant stated that the business already had a clientele as they started the business in a family member's store which they outgrew and are wanting to start their own entity. Edwards-Jackson had previously lived in Berkeley and desires to come back to the City and give back to the community. Both owners have been doing this for fifteen years. Currently, they are only doing catering and not the carryout. They have been using passed down recipes. Applicant stated that the location will need to be brought up to code due to information provided by the property manager which included replacing the back door, replacing sinks, a leak issue, and cosmetic work.

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Commissioner Crimes brought up that there is to be no loitering.

Chairman Spraggins asked about the business plan and marketing portion. Applicant stated they would use social media, billboards, radio, and passing out flyers, and that their network was beyond herself, family, and clientele. Their goal is to potentially be a chain restaurant and opening a sit-in restaurant in St. Charles County. They have done all types of catering events and have had word-of-mouth advertising.

Commission discussed hours of operation.

There will be no large truck deliveries.

Chairman Spraggins made the **MOTION** to amend condition #3 to state, *"Hours of Operation shall be Thursday – Saturday from 11:30 AM – 7:30 PM and Sunday from 11:00 AM – 6:00 PM, and shall be closed Monday, Tuesday, and Wednesday."* 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-Absent, Crimes-Yes, White-Yes, Neal-Yes.

Chairman Spraggins made the **MOTION** to amend condition #17 to grant the Special Use Permit for a period of no more than five (5) years before renewal. 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-Absent, Crimes-Yes, White-Yes, Neal-Yes.

Chairman Spraggins made the **MOTION** to recommend Case PZ25-09 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-Absent, Crimes-Yes, White-Yes, Neal-Yes.

OTHER BUSINESS

Commission discussed preliminary inspections for businesses.

CONCLUDED

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-Absent, Crimes-Absent, White-Yes, Neal-Yes.

Chairman Spraggins adjourned the meeting at 2:17 PM.

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

Approved for submittal by:
Kevin Spraggins – Chairman