



City of  
**Woodson Terrace**  
August 20<sup>th</sup>, 2026

4323 Woodson Road  
Woodson Terrace, MO 63134  
Office: 314-427-2600  
Fax: 314-427-0571

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**BOARD OF ALDERMAN MEETING**

**7pm**

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL**
- 4) PUBLIC HEARING**
- 5) APPROVAL OF MINUTES (July 16th, 2026)**
- 6) APPROVE PAYMENT OF BILLS**
- 7) OPEN FORUM FOR CITIZENS**
  
- 8) REPORT OF OFFICERS:**
  - A. POLICE DEPARTMENT**
  - B. COLLECTOR**
  - C. CITY ADMINISTRATOR**
  - D. CITY CLERK**
  - E. COURT CLERK**
  - F. ALDERMAN COMMENTS**
  - G. MAYOR**
  
- 9) REPORT OF COMMITTEES:**
  - A. M. ZAIZ – PUBLIC WORKS COMMITTEE**
  - B. MILLS – BUDGET, WAGE & JOB STUDY COMMITTEE**
  - C. MILLS – PLANNING & ZONING COMMITTEE**
  - D. MILLS– ECONOMIC DEVELOPMENT COMMITTEE**
  - E. WILLEY –PARK BOARD COMMITTEE**
  - F. C. MARTIN – VETERAN’S COMMITTEE**
  - G. C.MARTIN – SPECIAL PROJECTS**
  
- 10) LEGISLATION**
  - 1. BILL 2257**  
  
**AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MASSAGE THERAPIST – THERAPEUTIC (LICENSED) BUSINESS BY HUI XIN SPA LLC AT 4434 WOODSON ROAD IN THE “C-4 TOWN CENTER” ZONING DISTRICT**



City of  
**Woodson Terrace**  
August 20<sup>th</sup>, 2026

4323 Woodson Road  
Woodson Terrace, MO 63134  
Office: 314-427-2600  
Fax: 314-427-0571

**2. RESOLUTION R9-2026**

**A RESOLUTION AMENDING THE RESIDENTIAL BRUSH CHIPPING SCHEDULE**

**3. RESOLUTION R10-202**

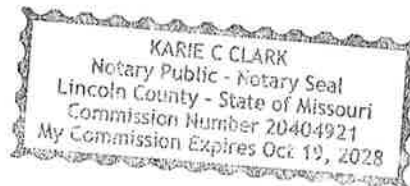
**A RESOLUTION ESTABLISHING A COOLING/WARMING CENTER ACTIVATION  
POLICY**

**11) CLOSED SESSION**

**12) ADJOURN**

"Notice: The Board of Aldermen may at any time during this meeting vote to enter closed session pursuant to Section 610.021 RSMo. to discuss Legal (1), real estate (2), personnel actions (3), contracts (12), or personnel records (13), or any other matter which is considered closed under the law."

THE  
COUNTIAN





City of  
**Woodson Terrace**

4323 Woodson Road | Woodson Terrace, MO 63134

P: 314-427-2600 | F: 314-427-0571

[www.woodsonterrace.net](http://www.woodsonterrace.net)

**LICENSE FEE SCALE**

**PAY WHICH IS GREATEST OF THE FOLLOWING**

1. \$1.00 per each \$1,000.00 of gross receipts
2. \$10.00 per each employee
3. \$.10 per square foot of floor space
4. Minimum Fee of \$150.00

\$ 198.70 X .25 % = \$ 150  
(License Fee) (Move-in Date) (Total Amount Due)

**APPLICATION FOR BUSINESS LICENSE**

**LOCATION INFORMATION**

Address to be occupied 4434 WOODSON RD. Suite No. N/A Total Square Footage 1987

**Anticipated Move-in Date (Check One):**

- ☐ July 1<sup>st</sup> to September 30<sup>th</sup> = 100%  
☐ October 1<sup>st</sup> to December 31<sup>st</sup> = 75%  
☐ January 1<sup>st</sup> to March 31<sup>st</sup> = 50%  
☒ April 1<sup>st</sup> to June 30<sup>th</sup> = 25%

(Use Scale to determine Business License Fee)

**Please Check One:**

- ☒ New Business Application  
☐ Change of Ownership  
☐ Change of Address  
☐ Change of Business Name  
☐ Business Application Renewal

**BUSINESS INFORMATION**

Name of Business (DBA) HUI XIN SPA

Business Owner YANHUI HAO / JIANNAN LI

Current Address 4434 WOODSON ROAD

City, State, Zip ST LOUIS, MO. 63134

Phone 314-536-4086 (SCOTT APPEL) BUSINESS COORDINATOR

Email Address YANHUI.HA@YAHOO.COM

Will there be any outdoor storage? Yes ☐ No ☒

Employees: Full Time 2 Part Time       

Will you have on premise vending machines?

Yes ☐ No ☒

Vending machine owner:       

**PROPERTY INFORMATION**

Please provide a detailed description of the proposed business practice:

FOOT AND BODY THERAPEUTIC MASSAGE

Property Manager H1 OF ST. LOUIS AIRPORT, LLC

Address 4482 WOODSON

City, State, Zip ST LOUIS, MO 63134

Contact Person HEMAL PATEL

Phone 314-393-8097

Email Address hemal@ohmgroup.com

**AS AN AUTHORIZED REPRESENTATIVE OF THE ABOVE BUSINESS, I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signature YANHUI HAO Print Name YANHUI HAO

Notary Public        Date



City of  
**Woodson Terrace**

4323 Woodson Road | Woodson Terrace, MO 63134  
P: 314-427-2600 | F: 314-427-0571  
[www.woodsonterrace.net](http://www.woodsonterrace.net)

\$25.00

**APPROVALS (CITY OFFICIALS ONLY)**

\_\_\_\_\_  
Chairman of Planning & Zoning Date \_\_\_\_\_  
\_\_\_\_\_  
Director of Public Works Date \_\_\_\_\_

**LOCATION INFORMATION**

Business Tenant HUI XIN SPA  
Property Owner HEMAL PATEL (OHMGROUP)  
Property Address 4434 WOODSON ROAD  
Phone Number 314-858-6888  
Fax Number \_\_\_\_\_  
Email Address YANHUI.HA@YAHOO.COM

Contractor Name LUCKY CONSTRUCTION  
Contact Person Zhang Jian Hua  
Address 2514 GOODALE AVE, 63114  
Phone Number 314-498-6888  
Fax Number \_\_\_\_\_  
Email Address Zhangcheng112@HOTMAIL.COM

Sign Location Address (if different from above) \_\_\_\_\_

Estimated Project Cost \$ 250,000

**SIGN INFORMATION**

Please check the appropriate box:      Illuminated      Not Illuminated  
☒      ☐

If illuminated, St. Louis County electrical permit number required \_\_\_\_\_

**ATTACHED SIGNAGE (ON WALL/BUILDING)**

Size: 34' 5' 170 SQ FT  
10300 mm X 1500 mm = 15,450,000 mm  
Sign Length X Sign Width = Total Square Feet

Height: \_\_\_\_\_  
Length above roof N/A Ft

**DETACHED SIGNAGE (FREE STANDING)**

Size: N/A  
Sign Length X Sign Width = Total Square Feet

Height: \_\_\_\_\_  
Length above ground \_\_\_\_\_ Ft

**SUBMITTAL REQUIREMENTS**

1. Site plan illustrating sign location including required setbacks or for an attached sign showing location of sign on structure (3 copies)
2. Colored rendering or illustration of signage (3 copies)
3. Color photos or elevations of building to determine consistency in color, materials, and/or design (1 set)
4. (For tenant signage) Photos of other signage on the multi-tenant building to determine consistency in color and design

**ACCEPTANCE**

I hereby certify that the information contained in this application and accompanying plans is correct, and that I will conform to all applicable laws of the City of Woodson Terrace.

Signature of Applicant YAN HUI HAO Date 5-7-2026

# STATE OF MISSOURI



**John R. Ashcroft**  
**Secretary of State**

**CORPORATION DIVISION**  
**CERTIFICATE OF GOOD STANDING**

I, JOHN R. ASHCROFT, Secretary of State of the STATE OF MISSOURI, do hereby certify that the records in my office and in my care and custody reveal that

***HUI XIN SPA LLC***  
***LC014596661***

was created under the laws of this State on the 17th day of December, 2024, and is active, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 17th day of December, 2024.

  
Secretary of State



Certification Number: CERT-12172024-0150



# STATE OF MISSOURI



**John R. Ashcroft**  
**Secretary of State**

## CERTIFICATE OF ORGANIZATION

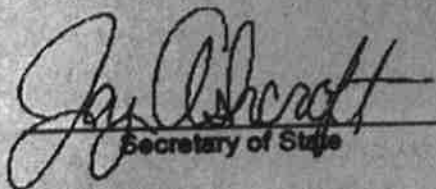
WHEREAS,

*HUI XIN SPA LLC*  
*LC014596661*

filed its Articles of Organization with this office on the 17th day of December, 2024, and that filing was found to conform to the Missouri Limited Liability Company Act.

NOW, THEREFORE, I, John R. Ashcroft, Secretary of State of the State of Missouri, do by virtue of the authority vested in me by law, do certify and declare that on the 17th day of December, 2024, the above entity is a Limited Liability Company, organized in this state and entitled to any rights granted to Limited Liability Companies.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri.  
Done at the City of Jefferson, this 17th day of December, 2024.

  
Secretary of State



UNITED STATES OF AMERICA  
PERMANENT RESIDENT



210 1100 15 115 111

Surname  
HAO

Given Name  
YANHUI

IR#  
229-054-081

Category  
IR4

Country of Birth  
China People's Republic

Sex  
F

Card Expires  
10/22/31

Cardholder's Signature  
03/27/18







St. Louis County, Missouri  
Department of Public Works

## COMMERCIAL

# CERTIFICATE OF USE AND OCCUPANCY

SAINT LOUIS COUNTY  
Transportation and Public Works

Permit No.: 24BLD-09832

Mailing Hi Of Stl Airport Llc  
Address: 4482 WOODSON RD  
SAINT LOUIS, MO 63134

RECEIVED

JUN 15 2026

Application Date: 12/19/2024  
Parcel/Locator No.: 13K430672

### THE PREMISES IS SUITABLE FOR USE AND OCCUPANCY AS DESCRIBED BELOW:

Location 4,434 WOODSON RD.  
Address: SAINT LOUIS, MO 63134

Zoning: Municipal

Structure Type: Other Buildings & Structures

Municipality: WOODSON TERRACE

Work Type: Alteration for a New Tenant

# of Parking Spaces:

Tenant Name: Hui Xin Spa Llc

Business/Applicant:

Fire District: COMMUNITY

Lot:

Subdivision: Woodson Hills Plat No 2

Construction Class: 014

Use Group:

Max # of Occupants:

Date Printed:  
6/11/2026

APPROVED BY: DIRECTOR OF PUBLIC WORKS, ST. LOUIS COUNTY, MISSOURI  
THIS PERMIT MUST BE DISPLAYED IN A PROMINENT LOCATION ON THE PREMISES.

Comments:

FEE PAID  
\$797.00

ISSUED DATE  
06/10/2026

ISSUED BY  
PW1SBC

FINAL INSPECTION DATE  
26-06-10 11:02:00 AM

**State of Missouri**  
Division of Professional Registration  
Massage Therapy Business

VALID THROUGH JANUARY 31, 2029  
ORIGINAL CERTIFICATE/LICENSE NO. 2026031795  
HUI XIN SPA  
YANHUI HAO  
4434 WOODSON ROAD  
SAINT LOUIS MO 63134  
UNITED STATES



**State of Missouri**

**Missouri Department of Commerce and Insurance**  
**Division of Professional Registration**  
**Missouri Board of Therapeutic Massage**  
**Massage Therapy Business**



VALID THROUGH JANUARY 31, 2029  
ORIGINAL CERTIFICATE/LICENSE NO. 2026031795

HUI XIN SPA  
YANHUI HAO  
4434 WOODSON ROAD  
SAINT LOUIS MO 63134  
UNITED STATES



*Gloria Lindsay*  
EXECUTIVE DIRECTOR

*Sheila Soler*  
DIVISION DIRECTOR

# State of Missouri

**Missouri Department of Commerce and Insurance  
Division of Professional Registration  
Missouri Board of Therapeutic Massage  
Massage Therapist**

VALID THROUGH January 31, 2027  
ORIGINAL CERTIFICATE/LICENSE NO. 2022017929

YAN WANG



*Gloria Lindsey*  
EXECUTIVE DIRECTOR

*Sheila Solan*  
DIVISION DIRECTOR

# State of Missouri

**Missouri Department of Commerce and Insurance  
Division of Professional Registration  
Missouri Board of Therapeutic Massage  
Massage Therapist**

VALID THROUGH JANUARY 31, 2027  
ORIGINAL CERTIFICATE/LICENSE NO. 2018039521

YANHUI HAO

  
*Gloria Lindsay*  
EXECUTIVE DIRECTOR

*Sheila Solen*  
DIVISION DIRECTOR

# State of Missouri

**Missouri Department of Commerce and Insurance  
Division of Professional Registration  
Missouri Board of Therapeutic Massage  
Massage Therapist**

VALID THROUGH JANUARY 31, 2029

ORIGINAL CERTIFICATE/LICENSE NO. 2026006387

YUFEN XING



*Gloria Lindsay*

EXECUTIVE DIRECTOR

*Sheila Solan*

DIVISION DIRECTOR



## Certificate of Occupancy

### OCCUPANT NAME

**Occupant Name:** Hui Xin Spa LLC

### ADDRESS TO BE OCCUPIED

**Address:** 4434 Woodson Road, Woodson Terrace, Missouri 63134

### BUSINESS OWNER or AUTHORIZED REPRESENTATIVE

**Name:** Yanhui Hao

**Mailing Address:** 2802 McClay Road, St. Charles, Mo, 63303

### OCCUPANT & BUILDING DETAILS

**Occupancy Use Group(s):** Business B

**Sprinkler System Present?:** No

**Construction Classification:** IIIB

**Sprinkler System Required?:** No

**Design Occupant Load:** 14

The above building or portion thereof has been inspected for compliance with the requirements of the occupancy group indicated above as specified by the 2021 International Building Code as adopted by the Community Fire Protection District and for compliance with the applicable codes and standards referenced in the 2021 International Building Code. Use of this building other than as allowed by the occupancy group specified hereon is prohibited by law.

### 2021 IBC 105.4 VALIDITY OF PERMIT

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in th

### 2021 IBC 105.6 SUSPENSION OR REVOCATION

The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

**Occupant ID:** 241026

**Approved By:** Culleton, Sean

**Date Issued:** 06/05/2026

**Permit Fee:** \$100.00

# ELECTRICAL ROUGH INSPECTION APPROVED

Inspection must be made when all electrical work is complete

25 SEPT. 2025 No. 25ELE-12421

Address 4434 WOODSON RD.

Memo TRENCHES & CONDUITS FOR FLOOR OUTLETS

D-09832

Inspector

Contractor

DALE SION



SAINT LOUIS COUNTY  
Transportation and Public Works

Division of Code Enforcement  
Electrical Inspections - (314) 615-3722  
41 South Central, Clayton, MO 63105

<https://aca.stlouisco.com/CitizenAccess/Default.aspx>

|                   |                                                           |
|-------------------|-----------------------------------------------------------|
|                   | 28-26 M Miller<br>ceiling cover/cond ceiling in back room |
| 9/1/25 JH         |                                                           |
| 12-1-25 RKE       | 2-17-26<br><del>2-17-26</del> CS                          |
|                   | 5-29-26 Doctor/Kenneth Rohr                               |
|                   | 2-24-26                                                   |
|                   |                                                           |
|                   |                                                           |
|                   | 6/15/26                                                   |
|                   | 6/10/26 Stang Co Jan                                      |
| 4-24-26 TV        | 6/4/26                                                    |
| 5-15-26 Rayt Rohr |                                                           |



# ELECTRICAL ROUGH INSPECTION APPROVED

Final Inspection must be made when all electrical work is complete

Date 11-14-25 No. 25ELE-10401

Address 4434 WOODSON

Memo ALL WALLS COU

DOWN / SUM

Inspector AT

Contractor DALE

Saint Louis  
**COUNTY**  
TRANSPORTATION  
PUBLIC WORKS

Division of Code Enforcement  
Electrical Inspections - (314) 615-3722  
41 South Central, Clayton, MO 63105

**D-09832**

<https://a.ca.stlouisco.com/CitizenAccess/Default.aspx>

|                              |                                                            |
|------------------------------|------------------------------------------------------------|
|                              | 38-26 M Muller<br>Ceiling cover / gold ceiling in back rm. |
| 9/1/25 <i>[Signature]</i>    |                                                            |
| 12-1-25 RKE                  | 2-17-26<br><del>2-17-26</del> CS                           |
|                              | 5-29-26 Dostoyevskiy Rch                                   |
|                              | 2-24-26                                                    |
|                              | 6/5/26                                                     |
|                              | 6/10/26 Stamp G. Pen                                       |
| 4-24-26 TV 5-15-26 Roust Rch | 6/14/26                                                    |



**ARS Construction: Missouri Corporate**  
16943 Manchester Road  
Wildwood, MO 63040

Phone: 844-445-7663

**Company Representative**  
Chase Griffin  
Phone: (636) 688-9686  
Chase@arsbuild.com

07/20/2026  
Claim Information

**Hemal Patel**  
4434 Woodson Road  
St. Louis, MO 63134  
(314) 393-8097

Job: Hemal Patel  
**Woodson Plaza Building**

## Flat Roof Section

|                             | Qty  | Unit |
|-----------------------------|------|------|
| Flat Roof Inspection Report | 1.00 | EA   |
| Roof Inspection Report      |      |      |

Property Inspection Date: July 20, 2026  
Inspection Time: Approximately 10:30 AM  
Inspector: Kevin Larson, Owner – ARS Construction

Kevin Larson, owner of ARS Construction with over 20 years of roofing and construction experience, was hired by Mr. Patel to perform a comprehensive roof inspection of the property. Mr. Larson is HAAG Certified and OSHA Certified.

On July 20, 2026, at approximately 10:30 AM, with temperatures exceeding 90°F, Kevin Larson inspected the roof alongside Mr. Patel and Chase Griffin, ARS Construction Sales Representative.

### TPO Roof Inspection

The building is covered with a TPO roofing system that appears to have been installed approximately nine years ago. Based on the roof's appearance, it is assumed that the TPO membrane was installed over an existing roof system, as the roof surface is not perfectly flat.

The TPO membrane remains in good overall condition. During the inspection, no tears, punctures, seam failures, or delamination were observed. There was also no evidence of ponding water or hail damage.

ARS Construction recommends the following proactive maintenance:

Clean and wash all gutters to ensure proper drainage.  
Reseal the makeshift walk pads to help prevent wind blow-off and extend their service life.  
Asphalt Shingle Roof Inspection

The asphalt shingle roof consists of 30-year architectural shingles, believed to be GAF Timberline in a light gray color. Based on the visual inspection, there is no evidence of wind damage, hail damage, or other significant deterioration.

### Overall Assessment

Based on the inspection, ARS Construction assigns both roofing systems an overall condition rating of A-. Both roofs appear to have an estimated remaining service life of 10 or more years, assuming normal maintenance is performed.

At the time of inspection, no active leaks, roof failures, or conditions requiring immediate repair were identified.

### Professional Opinion

Based on our findings, ARS Construction sees no roofing-related issues that would prevent approval for occupancy of this building. The roofs are performing as intended and are in good overall condition, with only minor preventative maintenance recommended.

**Bhasin Associates  
Consulting Engineers**

12726 Chandler Ridge Court  
St. Louis, MO. 63131  
bhasinassociates1@hotmail.com  
TNO: (314) 698-2232

**Truth can be told in only one way.**

Celebrating 50 years of service to Public Works field.

**Vijay K. Bhasin, PE, PWLF**  
LM & F. ASCE; LM. APWA

July 1, 2026

**TO: Planning & Zoning Committee Members of Woodson Terrace**

**Subject: Consideration of Development/Site Plan for Hui Xin Spa,  
located at 4434 Woodson Road in C-4 Zone under "Town Center"  
Overlay District, as explained in Section 400.200 (C) (b) of Zoning Code  
in City of Woodson Terrace**

A Massage Therapist-Therapeutic (Licensed) use is a permitted use in C-4 District with a Conditional Use Permit (CUP) as explained in Appendix A—Land Use Table, subsection "D" on page 85 of the zoning Code.

Owner of this strip plaza is Mr. Hemal Patel HI of STL Airport LLC, 4482 Woodson Road, Woodson Terrace, MO 63134 with telephone number of 314-393-8097 and e-mail of [hemal@ohmgroup.com](mailto:hemal@ohmgroup.com)

The proposed tenant is Ms. Yan Hui Hao with Business Name of Hui Xin Spa LLC with phone number of 314-536-4086 and mailing address of the business is 4434 Woodson Road, City of Woodson Terrace, MO 63134. This tenant space is about 2,000 square feet in an existing strip plaza (of about 20,000 square feet) along the east side of Woodson Road, just South of Aero Space Drive.

The applicant has submitted the following set of six-sheet drawings, prepared by Missouri Licensed Architect Jeanne Oiu (A-2005024313) of SIU Design of 10001 Delta Drive, St. Ann, MO 63043 (636-230-6308).

Following documents have been received:

**A.** The set of drawing has Six (6) sheets as mentioned below:

1. -A-01—Location Map and Code Analysis with Project # 241203 dated 2024.12.11
2. -A-02---Demo Plan
3. -A-03----Floor Plan
4. -A-04----Reflected Ceiling Plan (RCP)
5. -A-05---Details
6. -A-06----Ceiling Details and Door Schedule

**B.** Also provided is a survey from “Volkert” of Collinsville, Illinois, which is dated 01/31/18 and shows the parcel with foot-print of the existing building and cub-cuts along Woodson Road and parking and drive in the rear.

**C.** US Bank Check # 127 dated 6/11/26 for \$300, as application fees.

**D.** US Bank check # 128 of 06/11/26 for \$500.00 as CUP fees.

**Owner of the Project:** Ms. Yan Hui Hao of Hui Xin Spa, LLC

Hui Xin Spa LLC will operate this facility as a foot and body spa providing non-medical massage and relaxation services. The business will employ three (3) licensed therapeutic masseuses, each holding a valid Missouri Massage Therapy License. All proposed activities are planned to be inside of the building (enclosed are the typed documents provided by the applicant).

**Hours of work:** 10.00 AM to 8.00 PM daily.

**Existing Lot:** Located along the east side of Woodson Road with paved parking and other stores in the plaza are shown on the attached survey.

**Existing Building:** One (1) story of about 20,000 square feet area

This site is surrounded with different uses of this zone, while across from Aero Space Drive (City maintained) and Woodson Road (maintained by MODOT)

### **Review Comments**

The applicant has provided a "development plan" in accordance with section 400.410 (C) of the City Code for substantial renovations for this use.

The applicant has provided the following information:

This parcel falls under planned overlay district of "Town Center" as described in Section 400.200 (C) (b)

- Total parking for this intended use, based on 2,000 square feet areas Based on Section 400.300 (C), requirements of 5 stalls per 1000 square feet on "gfa" comes to 10 parking spots. This drawing shows about 70 stalls of standard dimensions including 2-ADA marked stalls. **As such, this item seems to comply.**
- All parking stalls shall contain wheel guards—Section 400.300 (B) (5).
- Parking lot lights to comply with section 400.300 (G) (5 & 7)
- The overnight storage of vehicles in non-residential district requires permit & fee as per section 400.300 (B) (7).
- All parking spaces to comply with section 400.300 (G) including worn out asphalt needing new resurfacing.

### **Following list of items need additional information:**

1. Existing dumpsters are located in the rear of the building.
2. The existing roof needs to be inspected by a licensed roofer. ← I
3. All exterior lights (in the front and rear) to be properly functional.
4. No outside sitting is allowed.
5. No one will be staying overnight at this facility.

**Approvals from outside agencies** are required to supplement the City's Review & Approval of this project:

- A. Fire Protection District having jurisdiction of this site. — II

B. St. Louis County Public Works Department for permits and compliance.

C. All necessary permits from St. Louis County Health department and for plumbing, electrical and building.

D. Different "sign permit" will be required from the City of Woodson Terrace.

**COMMENTS:**

1. This conditional use permit is issued solely to the applicant named on the application filed with the City of Woodson Terrace with respect to this permit ("Permittee"). It cannot be transferred to any other party without the consent of the City of Woodson Terrace. If the Permittee wishes to transfer this permit to any other party, both the Permittee and the party to whom transfer is sought must file an application for transfer with the City of Woodson Terrace. An application for transfer shall be treated as an amendment to the original CUP under Section 400.420 of the City Code.
2. In addition to all foregoing conditions, the Permittee shall comply with all other applicable requirements of the City's Zoning Ordinances.

**With the above said items and explanations, the staff is requesting a "positive consideration of this CUP" by the City's Planning & Zoning and will forward its decision & recommendation to the City Council for further consideration.**

The City staff will issue "zoning approval" letter after all the compliances (as defined above and in accordance with City Code) are provided by the applicant. The applicant will need necessary "business license" from the City of Woodson Terrace prior to its operating business.

The P&Z Committee can add or remove any of the above said item/s before forwarding to Mayor & Council for further action.

If you need any more information, please advise. Thanks

Sincerely

*Vijay K. Bhasin*  
Vijay K. Bhasin

RECEIVED ON  
JULY 27, 2020

III

IV

COPY OF OWNER/OPERATOR'S MISSOURI  
LICENSED THERAPIST V

YANHUI HAO  
2236 S ARCHER AVE  
CHICAGO, IL 60616-1912

70-477/719 127

DATE 6-11-2026

PAY TO THE ORDER OF three hundred \$ 300.-  
DOLLARS

**usbank.**

MEMO Yan Hui Hao

⑆071904779⑆ 199376295861⑈0127

© DELUXE DELUXE CONCEPTS SAFETY PAPER

Security Features Included. Details on Back.

YANHUI HAO  
2236 S ARCHER AVE  
CHICAGO, IL 60616-1912

70-477/719 128

DATE 6-11-2026

PAY TO THE ORDER OF Five hundred \$ 500.-  
DOLLARS

**usbank.**

MEMO Yan Hui Hao

⑆071904779⑆ 199376295861⑈0128

© DELUXE DELUXE CONCEPTS SAFETY PAPER

Security Features Included. Details on Back.

**CITY OF WOODSON TERRACE – CONDITIONAL USE PERMIT APPLICATION Hui Xin Spa LLC –  
4434 Woodson Road**

**APPLICANT INFORMATION**

Applicant: **Yanhui Hao** Business Name: **Hui Xin Spa LLC** Telephone: 314-536-4086  
Applicant Address: 4434 Woodson Road

**OWNER INFORMATION**

Owner/Owner by Contract: **Hemal Patel HI of STL Airport LLC** 4482 Woodson Road Woodson  
Terrace, MO 63134 314-393-8097 hemal@ohmgroup.com

**PROPERTY INFORMATION**

Property Address: **4434 Woodson Road, Woodson Terrace, MO** Present Zoning: **Commercial**  
(exact designation to be confirmed by City) Requested Zoning: **No change; Conditional Use**  
Permit Acreage: **N/A** – tenant space within existing multi-tenant commercial building  
Underlying Zoning (if POD): **N/A**

**Present Use:** Commercial retail/service suite within existing strip mall.

**Proposed Use:** Foot and body spa providing non-medical massage and relaxation services within  
a 2,000 sq ft suite of an existing 20,000 sq ft commercial strip mall. The business will operate  
10:00 AM to 8:00 PM daily and will employ 3 licensed therapeutic masseuses, each holding a  
valid Missouri massage therapy license. No structural, mechanical, or exterior changes are  
proposed.

**SURROUNDING LAND USE & ZONING**

North: Commercial retail and service uses South: Commercial corridor along Woodson Road  
East: Mixed commercial uses West: Additional commercial and service businesses

**Character of the Neighborhood:** Established commercial district with retail, restaurant, and  
personal service businesses along Woodson Road. Operations occur entirely indoors during  
standard commercial hours (10 AM–8 PM), consistent with surrounding uses.

**RELATIONSHIP TO EXISTING ZONING PATTERN**

1. **Would the proposed change create a small, isolated district?** No — the use is fully  
compatible with surrounding commercial zoning.
2. **Are there substantial reasons the property cannot be used under existing zoning?** Yes  
— the zoning allows personal service uses with a CUP. The CUP is required solely to  
authorize the specific business type.



## **COVER LETTER**

City of Woodson Terrace Planning & Zoning Commission 4323 Woodson Road Woodson Terrace,  
MO 63134

**Re: Conditional Use Permit Application – Hui Xin Spa LLC Property: 4434 Woodson Road,  
Woodson Terrace, MO**

Dear Planning & Zoning Commissioners,

I respectfully submit this application for a Conditional Use Permit for Hui Xin Spa LLC, to be located at 4434 Woodson Road within an existing 2,000 sq ft suite of a 20,000 sq ft commercial strip mall.

Hui Xin Spa LLC will operate as a foot and body spa providing non-medical massage and relaxation services. The business will employ three (3) licensed therapeutic masseuses, each holding a valid Missouri massage therapy license. Hours of operation will be 10:00 AM to 8:00 PM daily.

The proposed use is fully contained indoors, low-impact, and compatible with surrounding commercial activity along Woodson Road. No structural, mechanical, electrical, or exterior modifications are proposed. The business will not affect drainage, utilities, parking, or traffic patterns.

We appreciate your consideration and look forward to working cooperatively with the City throughout the approval process.

Respectfully submitted,

**Yanhui Hao** Applicant, Hui Xin Spa LLC

## CONFORMANCE WITH COMPREHENSIVE PLAN

1. Consistent with Development Policies? Yes
2. Consistent with Land Use & FEMA Maps? Yes

## TRAFFIC CONDITIONS

Street Classification: **Woodson Road — commercial corridor** ROW Width: **Existing ROW; no changes proposed**

**Traffic Impact:** Low-volume, appointment-based business with no anticipated parking or traffic impact.

## PLATTING / REPLATTING REQUIREMENTS

Appropriately sized lots? **N/A** Drainage easement? **N/A** Utility easements? **N/A**

## ADDITIONAL COMMENTS

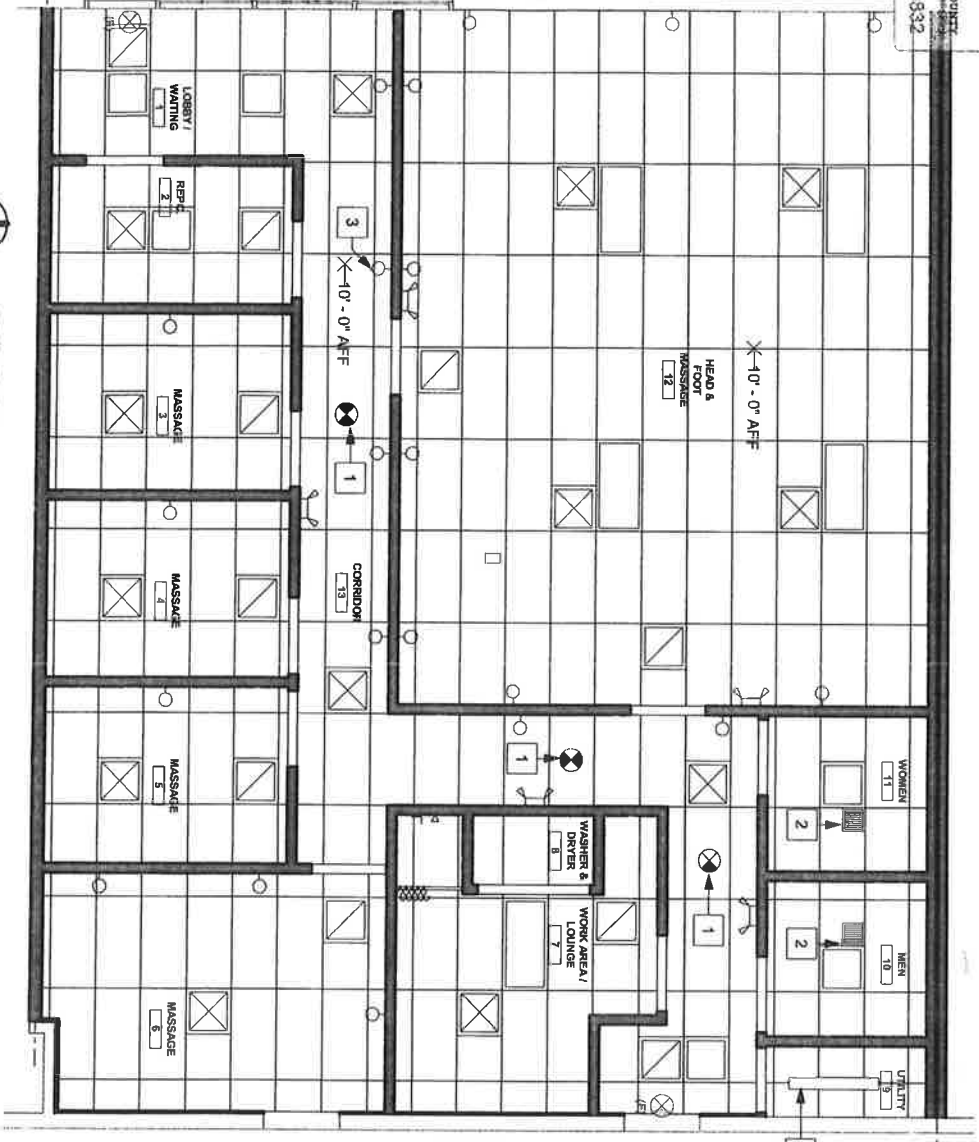
Hui Xin Spa LLC will employ 3 licensed therapeutic masseuses, each holding a valid Missouri massage therapy license. The business operates from 10:00 AM to 8:00 PM daily, fully indoors, and does not involve hazardous materials, special ventilation, or any structural or site modifications.

## REQUIRED ATTACHMENTS

1. Legal Description: Provided by property owner
2. Ten (10) copies of project plans: **N/A**
3. Reduced plans & mounted board: **N/A**
4. POD memo: **N/A**
5. Fees:
  - o \$300 Planning & Zoning
  - o \$500 City Engineer

YANKUI HAO

6/15/2026



REF CLG PLAN  
SCALE: 3/16" = 1'-0"

GENERAL NOTES - REFLECTED CEILING PLAN

- A. REFERENCE MECHANICAL AND PLUMBING DRAWINGS FOR ALL VENTS, GRILLES, REGISTERS, DIFFUSERS, DUCTS, DETECTORS, ETC., AND COORDINATE SAME AS REQUIRED.
- B. CONTRACTOR SHALL COORDINATE ALL STRUCTURAL, PLUMBING, MECHANICAL, FIRE PROTECTION AND ELECTRICAL WORK WITH CEILING HEIGHTS AND ARCHITECTURAL WORK.
- C. ALL CEILING MOUNTED OR RECESSED ITEMS INDICATED OR NOT INDICATED ON REFLECTED CEILING SUCH AS SPEAKERS, GRILLES, LIGHTS, ETC., SHALL BE CENTERED IN THE LAY-AN PANELS. AT GYPSUM BOARD CEILING INSTALL IN A CONSISTENT PATTERN.
- D. NOTIFY ARCHITECT/ENGINEER OF ALL ITEMS NOT SHOWN ON THE REFLECTED CEILING PLAN AND LOCATE PER ARCHITECT/ENGINEER'S DIRECTION.

REFLECTED CEILING PLAN LEGEND

- 2' X 4' ACOUSTICAL CEILING PANELS AND GRID
- EXISTING EMERGENCY EXIT SIGN
- AIR SUPPLY DIFFUSE
- AIR RETURN
- EXISTING EXHAUST FAN
- 2X4 LIGHTING FIXTURE
- 2X2 LIGHTING FIXTURE
- NEW EMERGENCY EXIT SIGN
- NEW PENDANT LIGHT FIXTURE

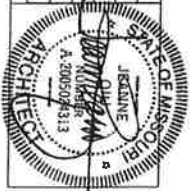
\* KEYED NOTES - REFLECTED CEILING PLAN

NEW CEILING MOUNTED EMERGENCY EXIT SIGN. NEW EXHAUST FAN TO CONNECT EXISTING DUCT. MECHANICAL AIR TERMINALS (GRILLES, DIFFUSERS, ETC.) NEW AND REPLACED MECHANICAL AIR TERMINALS MUST BE POSITIVELY IDENTIFIED AND KEYED TO THE REFLECTED CEILING PLAN. THIS ATTACHMENT SHALL CONSIST OF FOUR EQUALLY SPACED ATTACHMENT DEVICES, IN WORKING, THE FOLLOWING SUPPLEMENT SHALL BE PROVIDED: 2 800(2) AIR TERMINALS, 2 800(2) AIR TERMINALS, 2 800(2) AIR TERMINALS, 2 800(2) AIR TERMINALS. GAUGE WIRES CONNECTING OPPOSITE CORNERS OF THE MECHANICAL AIR TERMINAL, 2 800(2) AIR TERMINALS, 2 800(2) AIR TERMINALS, 2 800(2) AIR TERMINALS, 2 800(2) AIR TERMINALS. IN ADDITION, OTHER APPLICABLE REQUIREMENTS OF THE COUNTY BUILDING CODE AND RULES FOR EXISTING RESIDENTIAL MECHANICAL SYSTEM COMPONENTS SHALL APPLY. NEW WALL MOUNTED LIGHT FIXTURES.

10001 Dale Drive  
St. Ann, MO 63043  
Tel: 636-234-4336  
St. Ann, MO 63043  
HUI XIN DESIGN

Hui Xin Spa  
4434 Woodson Rd, St. Louis, MO 63134

| No. | Description | Date       |
|-----|-------------|------------|
| 1   | Revision 1  | 2025.03.07 |



|                    |            |
|--------------------|------------|
| RCP PLAN           |            |
| Project number     | 241203     |
| Date               | 2024.12.11 |
| Drawn by           | Author     |
| Checked by         | Checker    |
| Scale As indicated |            |



St. Louis County, Missouri  
Department of Public Works

SAINT LOUIS COUNTY  
Transportation and Public Works

## COMMERCIAL CERTIFICATE OF USE AND OCCUPANCY

Permit No.: 24BLD-09832

Application Date: 12/19/2024

Mailing: HI Of Stl Airport Llc

Parcel/Locator No.: 13K430672

Address: 4482 WOODSON RD  
SAINT LOUIS, MO 63134

### THE PREMISES IS SUITABLE FOR USE AND OCCUPANCY AS DESCRIBED BELOW:

Location: 4,434 WOODSON RD.

Address: SAINT LOUIS, MO 63134

Fire District: COMMUNITY

Zoning: Municipal

Lot:

Structure Type: Other Buildings & Structures

Subdivision: Woodson Hills Plat No 2

Municipality: WOODSON TERRACE

Construction Class: 014

Work Type: Alteration for a New Tenant

Use Group:

# of Parking Spaces:

Max # of Occupants:

Tenant Name: Hui Xin Spa Llc

Business/Applicant:

Date Printed:  
6/11/2026

APPROVED BY: DIRECTOR OF PUBLIC WORKS, ST. LOUIS COUNTY, MISSOURI  
THIS PERMIT MUST BE DISPLAYED IN A PROMINENT LOCATION ON THE PREMISES.

Comments:

FEE PAID  
\$797.00

ISSUED DATE  
06/10/2026

ISSUED BY  
PW1SBC

FINAL INSPECTION DATE  
26-06-10 11:02:00 AM



City of  
**Woodson Terrace**  
Missouri  
**Minutes**

4323 Woodson Road  
Woodson Terrace, MO 63134  
Office: 314-427-2600  
Fax: 314-427-0571  
[www.woodsonterrace.net](http://www.woodsonterrace.net)

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**REGULAR BOARD OF ALDERMEN MEETING**

Woodson Terrace City Hall

July 16<sup>th</sup>, 2026

**CALL TO ORDER**

A meeting of the Board of Alderman of the City of Woodson Terrace was held on Thursday, July 16<sup>th</sup>, 2026, at City Hall, 4323 Woodson Road. Mayor Caroline Martin presided and called the meeting to order at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

Mayor Martin led the Pledge of Allegiance.

**ROLL CALL**

Aldermen Present

John Belford  
Joseph Earls  
Gregory Mills  
Lisa Walton  
Robert Welby  
Joan Willey  
Maryanne Zaiz

Aldermen Absent

Ryan Marshall

Also present were Mayor Caroline Martin, City Administrator Doug Zaiz, Director of Public Works Doug Hill, Chief of Police Bret Carbray, Police Major Paul Wactor, City Clerk Sarah Piel, City Collector Lindsey Buxman Serna and members of the general public.

**APPROVAL OF MINUTES**

Following a motion from Alderman Zaiz, seconded by Alderman Mills; the Board unanimously approved minutes from June's Board Meeting. Motion Carried.

**APPROVAL OF PAYMENT  
OF THE BILLS**

Following a motion from Alderman Mills, seconded by Alderman Walton; the Board unanimously approved the payment of the bills. Motion carried.

**OPEN FORUM FOR  
CITIZENS**

David Bryant introduced himself as a candidate for St. Louis County Prosecutor.

**CHIEF OF POLICE**

Chief Carbray recognized Officer McGrotty as Officer of the Quarter. Chief Carbray also informed the Board that Lt. Anton will appear on Channel 4 to discuss domestic violence against women.

**CITY COLLECTOR**

City Collector Lindsey Buxman Serna announced the June Collector's Report. The official document is available at City Hall.

**CITY ADMINISTRATOR**

City Administrator Doug Zaiz went over the upcoming street paving project.

**CITY CLERK**

City Clerk Sarah Piel informed the Board that the Newsletter is being worked on and will be distributed in early August. The contract has been signed for the new City website. There are still two outstanding Liquor License renewals.

**COURT CLERK**

City Clerk Sarah Piel announced the Court totals for June, \$9, 049.81.

**ALDERMEN  
COMMENTS**

Alderman Welby asked when the 287G Agreement was signed.

**MAYOR**

At this time the Mayor and Aldermen were presented with badges.

**COMMITTEES:**

**PUBLIC WORKS**

Alderman Zaiz gave the report for Public Works.

**BUDGET, WAGE & JOB  
STUDY**

Alderman Belford made a motion for the approval of purchasing two new Police vehicles and the decommission of one Police vehicle totaling \$98,728.00 seconded by Alderman Welby. Motion Passes

Alderman Zaiz made a motion for the approval of purchasing event banners and yard signs totaling \$1,733.02 seconded by Alderman Belford. Motion Passes.

**BUDGET, WAGE & JOB  
STUDY**

Alderman Zaiz made a motion for the approval of tent, table, and chair rentals for the 80<sup>th</sup> Anniversary Celebration totaling \$3,611.85 seconded by Alderman Walton. Motion Passes.

**PLANNING & ZONING**

Alderman Mills gave the report for Planning & Zoning.

**ECONOMIC  
DEVELOPMENT**

No Report

**PARK BOARD**

Alderman Willey announced the Beautification Winner, Ward 3, 9535 Guthrie.

**VETERANS  
COMMITTEE**

Mayor Martin thanked everyone that came to the Memorial Day ceremony.

**SPECIAL PROJECTS**

Mayor Martin informed the Board that a mammogram van is scheduled to be at City Hall August 14<sup>th</sup>, 2026, from 10 am to 2 pm. Cardinals tickets are available for purchase, and the profits will go to the Veterans Committee. Mayor Martin also gave information on the 80<sup>th</sup> Anniversary Celebration and other upcoming events.

**LEGISLATION:**

**BILL 2256 TRAFFIC  
RESTRICTIONS ON  
CERTAIN STREETS**

Mayor Martin called for a motion to have Bill 2256 introduced and read twice by title only. Alderman Mills made the motion, seconded by Alderman Welby, and unanimously carried. Bill 2256 reads:

*AN ORDINANCE IMPOSING NEW TRAFFIC RESTRICTIONS ON CERTAIN STREETS AND AMENDING TABLE III-A OF SCHEDULE III OF TITLE III OF THE MUNICIPAL CODE TO REFLECT SUCH ADDITIONAL PARKING RESTRICTIONS*

Introduced by Alderman Mills, read by title only. Some discussion followed; read a second time by title only. The vote thereon was as follows:

**BILL 2256 TRAFFIC  
RESTRICTIONS ON  
CERTAIN STREETS**

|                  |       |
|------------------|-------|
| Alderman Belford | "Aye" |
| Alderman Earls   | "Aye" |
| Alderman Mills   | "Aye" |
| Alderman Walton  | "Aye" |
| Alderman Welby   | "Aye" |
| Alderman Willey  | "Aye" |
| Alderman Zaiz    | "Aye" |

Bill 2256 passes and becomes Ordinance 2098.

**RESOLUTION R7-2026  
ESTABLISHING  
DRIVEWAY ACCESS  
SNOW REMOVAL  
PROGRAM**

Mayor Martin called for a motion to have Resolution R7-2026 introduced and read twice by title only. Alderman Willey made the motion, seconded by Alderman Mills, and unanimously carried. Resolution R7-2026 reads:

*A RESOLUTION ESTABLISHING THE "DRIVEWAY ACCESS SNOW REMOVAL PROGRAM", ADOPTING A POLICY AND APPLICATION FOR THOSE ELIGIBLE FOR PARTICIPATION IN THE PROGRAM, AND AUTHORIZING STAFF TO IMPLEMENT SUCH PROGRAM*

Introduced by Alderman Walton, read by title only. Some discussion followed; read a second time by title only. The vote thereon was as follows:

|                  |       |
|------------------|-------|
| Alderman Belford | "Aye" |
| Alderman Earls   | "Aye" |
| Alderman Mills   | "Aye" |
| Alderman Walton  | "Aye" |
| Alderman Welby   | "Aye" |
| Alderman Willey  | "Aye" |
| Alderman Zaiz    | "Aye" |

Motion Passes.

**RESOLUTION R8-2026  
AUTHORIZING TWO  
CONTRACTS FOR  
STREET  
IMPROVEMENTS**

Mayor Martin called for a motion to have Resolution R8-2026 introduced and read twice by title only. Alderman Walton made the motion, seconded by Alderman Mills, and unanimously carried. Resolution R8-2026 reads:

*A RESOLUTION AUTHORIZING TWO CONTRACTS FOR SERVICES ASSOCIATED WITH STREET IMPROVEMENTS TO CERTAIN STREETS AND FURTHER AUTHORIZING THE MAYOR TO EXECUTE SUCH CONTRACTS.*



**RESOLUTION R8-2026  
AUTHORIZING TWO  
CONTRACTS FOR  
STREET  
IMPROVEMENTS**

Introduced by Alderman Mills, read by title only. With no discussion; read a second time by title only. The vote thereon was as follows:

|                  |       |
|------------------|-------|
| Alderman Belford | "Aye" |
| Alderman Earls   | "Aye" |
| Alderman Mills   | "Aye" |
| Alderman Walton  | "Aye" |
| Alderman Welby   | "Aye" |
| Alderman Willey  | "Aye" |
| Alderman Zaiz    | "Aye" |

Motion Passes.

**ADJURNMENT**

With nothing further Mayor Martin entertained a motion to adjourn. Alderman Mills made the motion, seconded by Alderman Welby, and unanimously carried. Meeting adjourned at 7:37 pm.

Respectfully Submitted,

  
Lindsey Buxman Serna, City Collector



# Woodson Terrace Police Department

## Monthly Report

### July 2026



#### Excellence From Training

- Officer McGrotty attended ASP and OC Spray Instructor School and will start instructing our officers in house.
- Carrie Banks attended Property Room Management Training through IAPE
- Chief Carbray started his "New Chief's Training" Courses through Missouri Police Chiefs Association

#### Department Highlights



Officer McGrotty recieved Officer of the Quarter award for outstanding work and accomplishments during the quarter.

Officer Strode received a Chief's Commendation Award for his months of outstanding work updating and auditing the evidence room.

#### Calls for Service

| Crimes against Person     |    |
|---------------------------|----|
| Homicide                  | 0  |
| Sexual Assaults           | 0  |
| Robbery / Car Jacking     | 0  |
| Assaults                  | 6  |
| Peace Disturbance         | 13 |
| Domestic                  | 10 |
| Kidnapping                | 0  |
| Mental Health             | 7  |
| Property Crimes           |    |
| Bombing / Arson           | 0  |
| Burglary - Residential    | 1  |
| Burglary - Business       | 0  |
| Destruction of Property   | 3  |
| Frauds / ID Theft         | 0  |
| Larceny - Shoplifting     | 1  |
| Larceny - from Vehicle    | 1  |
| Stolen Vehicles           | 4  |
| Trespassing               | 5  |
| Recovered Weapons         | 1  |
| Leaving Scene of Accident | 1  |
| Auto Accidents            | 4  |

| Key Incident Calls for Service |       |
|--------------------------------|-------|
| Alarm Calls                    | 23    |
| Animal Calls                   | 2     |
| Check the Welfare              | 9     |
| Motorist Assists               | 3     |
| Community Relations            | 0     |
| Solicitors                     | 0     |
| Suspicious Person / Vehicle    | 7 / 5 |
| Fireworks                      | 4     |
| Arrests Made                   |       |
| Adults                         | 17    |
| Juveniles                      | 0     |
| Arrest Types                   |       |
| FTA / Fugitive                 | 1     |
| Non-Traffic Arrest             | 12    |
| Traffic Arrest                 | 4     |
| Self-Initiated Patrol          |       |
| Area / Vacation Checks         | 1     |
| Business Checks                | 85    |
| Traffic Stops                  | 62    |
| Summonses Issued               | 47    |
| Total Calls for Service        | 598   |

**COLLECTOR'S REPORT JULY, 2026**

Mayor, Board of Aldermen:

I HEREWITH SUBMIT MY REPORT ON COLLECTIONS FOR THE MONTH OF JULY, 2026

|                                |    |            |
|--------------------------------|----|------------|
| ECONOMIC DEVELOPMENT TAX       | \$ | 59,150.14  |
| PUBLIC SAFETY TAX              | \$ | 22,686.22  |
| CAPITAL IMPROVEMENT TAX        | \$ | 50,277.65  |
| PARKS/STORM WATER              | \$ | 59,150.14  |
| USE TAX                        | \$ | 17,941.40  |
| 1 CENT SALES TAX               | \$ | 114,678.54 |
| 1/4 CENT TAX                   | \$ | 21,682.76  |
| REAL ESTATE TAX                | \$ | 3,305.42   |
| REAL ESTATE INTEREST           | \$ | 481.80     |
| PERSONAL PROPERTY TAX          | \$ | 1,110.94   |
| PERSONAL PROPERTY TAX INTEREST | \$ | 180.83     |
| ROAD & BRIDGE                  | \$ | 1,250.34   |
| ROAD & BRIDGE INTEREST         | \$ | 188.06     |
| VEHICLE LICENSE FEE            | \$ | 525.19     |
| VEHICLE LICENSE INTEREST       | \$ | 1.16       |
| SEWER LATERAL TAX              | \$ | 471.24     |
| SEWER LATERAL INTEREST         | \$ | 1.04       |
| FUEL TAX                       | \$ | 15,387.08  |
| VEHICLE SALES TAX              | \$ | 3,851.32   |
| VEHICLE FEE INCREASE           | \$ | 1,361.49   |
| CIGARETTE TAX                  | \$ | 276.90     |
| UTILITY TAX                    | \$ | 26,760.59  |

**OTHER:**

|                                      |    |            |
|--------------------------------------|----|------------|
| BUILDING PERMITS                     | \$ | 730.00     |
| CAT/DOG LICENSE                      | \$ | 3.00       |
| FACILITY RENTALS                     | \$ | 2,255.00   |
| OCCUPANCY INSPECTIONS                | \$ | 2,630.00   |
| OCCUPANCY PERMITS                    | \$ | 200.00     |
| POOL                                 | \$ | 325.00     |
| LIQUOR LICENSES                      | \$ | 3,262.50   |
| BUSINESS LICENSES                    | \$ | 313,053.76 |
| POLICE REPORTS                       | \$ | 170.00     |
| MUNICIPAL COURT                      | \$ | 700.50     |
| COURT COSTS                          | \$ | 60.00      |
| POLICE TRAINING                      | \$ | 6.00       |
| POLICE OFFICER STANDARDIZED TRAINING | \$ | 5.00       |
| BIOMETRIC VERIFICATION SYSTEM FEE    | \$ | 2.00       |
| REIMBURSEMENT - Specials             | \$ | 2,637.63   |
| BONDS APPLIED/BONDS FORFEITED        | \$ | 200.00     |

|          |    |            |
|----------|----|------------|
| Subtotal | \$ | 726,960.64 |
|----------|----|------------|

# 2026 Asphalt Program

## For

### Woodson Terrace

| Street Name | From         | to                 |
|-------------|--------------|--------------------|
| Bataan      | Corregidor   | Woodson Road       |
| Bataan      | Woodson Road | Herbert            |
| Calvert     | Bataan       | City Limit #3706   |
| Harold      | Edmundson    | Woodson Road       |
|             | Woodson East | City Limits # 9133 |
| Keats       | #3801 Keats  | 9813 Corregidor    |
| Macon       | Boswell      | Herbert            |
| Muriel      | Calvert      | Edmundson Road     |
| Tipton      | Harold       | Corregidor         |

## MEMORANDUM

**To:** Board of Aldermen, Mayor, and Finance Committee

**From:** Director of Public Works

**Date:** August 5, 2026

**Subject:** Recommendation for Purchase of Commercial Zero-Turn Mower

The Public Works Department respectfully requests approval to purchase a new commercial zero-turn mower to replace the department's aging mower currently assigned to John L. Brown Park.

The replacement of this mower has been included in the City's capital budget for the past three fiscal years; however, the purchase has not yet been executed. Due to the increasing age and condition of the existing equipment, replacement is now recommended.

The mower currently in service at John L. Brown Park is a 2014 model that has provided many years of reliable service. While the unit remains operational, the frame has begun to bend as a result of normal wear associated with commercial use. Continued operation as the department's primary mowing unit presents an increased risk of equipment failure and potential downtime during the mowing season.

To ensure the City receives the best value, the Public Works Department obtained competitive quotations from three commercial equipment dealers:

| Vendor                      | Total Bid                                        |
|-----------------------------|--------------------------------------------------|
| Scott's Power               | \$11,619.00                                      |
| Lawn Care Equipment Company | \$10,957.00 <i>(includes airless rear tires)</i> |
| Art's Lawnmower Shop        | \$11,359.00                                      |

Although Lawn Care Equipment Company submitted the lowest quotation, the proposed mower is the next model down in the manufacturer's commercial product line. The unit quoted by Art's Lawnmower Shop is the same commercial model currently utilized by the Public Works Department and offers increased durability and performance for the City's mowing operations. The difference in cost between the two proposals is \$402.00, which the department believes is justified by the upgraded equipment and long-term value.

Rather than disposing of the existing 2014 mower, the department intends to retain it as a backup unit. More importantly, because it is the same make and model as another mower currently in service, it will serve as a valuable source of replacement parts. Many components for this model are no longer readily available through the manufacturer, making the existing mower an important parts donor. This strategy is expected to significantly extend the service life of the remaining mower while reducing future maintenance costs and equipment downtime.

Approving this purchase will provide the Public Works Department with reliable equipment for maintaining City parks and public properties while maximizing the value of the City's

existing assets through continued use of the retired mower as both a backup unit and a parts inventory.

### **Recommendation**

The Public Works Department recommends approval of the purchase of one commercial zero-turn mower from **Art's Lawnmower Shop** in the amount of **\$11,359.00**. While this proposal is not the lowest bid received, it represents the best overall value by providing the higher commercial model currently used by the department for an additional cost of only **\$402.00** over the lowest bidder. This purchase will provide greater long-term reliability, maintain consistency within the City's equipment fleet, and reduce future maintenance and operating costs.

**BILL NO. 2257**

**ORDINANCE NO. 2099**

**AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MASSAGE THERAPIST-THERAPEUTIC (LICENSED) BUSINESS BY HUI XIN SPA LLC AT 4434 WOODSON ROAD IN THE “C-4 TOWN CENTER” ZONING DISTRICT**

**WHEREAS**, the Applicant submitted an application for Conditional Use Permit (“CUP”) for the operation of a business which provides non-medical massage and spa services by state-licensed therapeutic masseuses; and

**WHEREAS**, this type of business is a condition use within the C-4 Town Center Zoning District; and

**WHEREAS**, notice of a public hearing to be held before the Board of Aldermen on August 20, 2026, has been published and provided as required by law.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WOODSON TERRACE, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:**

**Section One.** A Conditional Use Permit is hereby granted by the Board of Aldermen to allow a Massage Therapist Therapeutic (Licensed) business to be operated by Hui Xin Spa LLC at 4434 Woodson Road within the C-4 Town Center Zoning District. The property and all business operations must comply with all applicable law including the Woodson Terrace Municipal Code.

In addition to the general requirement of compliance with all applicable law, the special conditions shall apply:

1. All persons providing therapeutic massage and related services must maintain a valid license from the State of Missouri at all times.
2. The business must obtain and maintain a business license from the City.
- 3.
- 4.
- 5.

**Section Two.** It is hereby declared to be the intention of the Board of Aldermen that each and every part, section and subsection of this Ordinance shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Aldermen intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part of this Ordinance shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect.

**Section Three.** This Ordinance shall be in full force and effect both from and after its passage by the Board of Aldermen.

**PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WOODSON TERRACE,  
MISSOURI, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.**

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
City Clerk

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



**RESOLUTION NO. R9-2026**

**A RESOLUTION AMENDING THE RESIDENTIAL BRUSH CHIPPING SCHEDULE**

**WHEREAS**, the City of Woodson Terrace provides residential brush chipping services to eligible residents; and

**WHEREAS**, the current residential brush chipping schedule is October 1 through June 30; and

**WHEREAS**, the City desires to amend the annual operating months for its residential brush chipping program to better align with seasonal brush removal needs and the City's Public Works operations; and

**WHEREAS**, the City desires to establish the residential brush chipping season as March 1 through October 31, with brush chipping services continuing to be provided on Thursdays, weather permitting; and

**WHEREAS**, periods of inclement weather, severe storms, or other emergency conditions may result in storm-related debris requiring immediate or additional response by the City's Public Works Department; and

**WHEREAS**, the change to the regular residential brush chipping schedule is intended only to modify the City's annual operating months and shall not affect the City's ability or responsibility to respond to storm-related debris or other conditions affecting public safety.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Woodson Terrace, Missouri, as follows:

**Section 1. Residential Brush Chipping Schedule**

The City's regular residential brush chipping season is hereby amended from **October 1 through June 30** to **March 1 through October 31** of each year.

**Section 2. Regular Brush Chipping**

During the established residential brush chipping season, the City will provide residential brush chipping services **each Thursday, weather permitting**, subject to the City's established brush chipping procedures and operational capabilities.

**Section 3. Inclement Weather and Storm-Related Debris**

During periods of inclement weather, severe storms, or other emergency conditions, the City's Public Works Department shall continue to respond outside of the regular residential brush chipping schedule as necessary to address storm-related debris and conditions that may affect public safety.

**Section 4. No Change to Emergency Response**

The amendment to the residential brush chipping schedule changes only the **annual operating months of the regular residential brush chipping program**. Nothing in this Resolution shall be interpreted to limit, eliminate, or otherwise affect the City's responsibility or ability to respond to emergency storm-related debris, hazardous conditions, or other situations requiring a Public Works response to protect public safety.

#### **Section 5. Administrative Implementation**

The City Administrator and appropriate City staff are authorized and directed to implement the revised residential brush chipping schedule and make any necessary administrative changes to City publications, notices, website information, and other informational materials.

#### **Section 6. Effective Date**

This Resolution shall take effect immediately upon its adoption.

**PASSED AND RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Mayor, Caroline Martin

Attest:

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Sarah Piel, City Clerk

**RESOLUTION NO. R10- 2026**

**A RESOLUTION ESTABLISHING A COOLING/WARMING CENTER ACTIVATION POLICY**

**WHEREAS**, the City of Woodson Terrace recognizes that periods of extreme heat and extreme cold may pose risks to the health, safety, and welfare of residents and visitors; and

**WHEREAS**, the City desires to establish procedures for activating and operating the Woodson Terrace Community Center as a temporary Cooling/Warming Center during periods of extreme weather; and

**WHEREAS**, the City desires to establish a Cooling/Warming Center Activation Policy that provides procedures and responsibilities for the activation, operation, and deactivation of the Cooling/Warming Center.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WOODSON TERRACE, MISSOURI, AS FOLLOWS:**

**Section 1. Establishment of Policy**

The Board of Aldermen hereby establishes the **City of Woodson Terrace Cooling/Warming Center Activation Policy**, attached hereto as **Exhibit A** and incorporated herein by reference.

The policy shall establish the procedures, responsibilities, operating guidelines, and conditions for activation and operation of the City's Cooling/Warming Center during periods of extreme heat or extreme cold.

**Section 2. Effective Date**

This Resolution shall become effective immediately upon its approval and adoption by the Board of Aldermen.

**PASSED AND ADOPTED** by the Board of Aldermen of the City of Woodson Terrace, Missouri, this \_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF WOODSON TERRACE, MISSOURI**

**Mayor:** \_\_\_\_\_

**ATTEST:**

**City Clerk:** \_\_\_\_\_

# CITY OF WOODSON TERRACE

## Cooling Center Activation Policy

**Policy Number:** ADM-\_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Approved By:** Board of Aldermen

**Responsible Departments:** Administration, Police Department, Public Works, Parks & Recreation

### I. Purpose

The purpose of this policy is to establish procedures for activating and operating the City of Woodson Terrace Community Center as a temporary Cooling/Warming Center during periods of extreme heat/cold to protect the health and safety of residents and their visitors

### II. Policy

The City of Woodson Terrace may activate the Community Center as a Cooling/Warming Center whenever dangerous heat/cold conditions pose a risk to public health/or safety.

Activation may occur when:

- The National Weather Service issues a **Heat/Cold Advisory** or **Extreme Heat/Cold Warning** affecting St. Louis County; or
- The Mayor or City Administrator determines that weather conditions warrant opening the facility to protect public health and safety

### III. Authority

The Mayor or City Administrator is authorized to activate and deactivate the Cooling/Warming Center after consulting with appropriate department heads when practical.

### IV. Location

Unless otherwise designated, the Cooling/Warming Center shall operate at:

**Woodson Terrace Community Center**

4301 Calvert Avenue

Woodson Terrace, Missouri

## **V. Hours of Operation**

Operating hours shall be established based on the severity of the weather event and staffing availability. Typical operating hours may be **10:00 a.m. to 7:00 p.m.**, with extended hours authorized as necessary.

## **VI. Department Responsibilities**

### **Administration**

- Coordinate activation and public notification
- Notify elected officials and department heads
- Coordinate staffing and volunteer assistance as needed

### **Police Department**

- Conduct periodic security checks
- Respond to emergencies and assist with public safety concerns
- Coordinate with Fire/EMS when medical assistance is required

### **Public Works/Parks**

- Prepare and unlock the facility
- Ensure HVAC/or heating systems are operational
- Provide tables, chairs, trash receptacles, drinking water, and medication/cell phone charging stations
- Maintain restroom facilities during operation

## **VII. Public Information**

Upon activation, the City shall make reasonable efforts to notify the public through available communication methods, including:

- City website
- Official social media platforms
- Local media outlets, when appropriate
- St. Louis County Emergency Management and partner agencies, as applicable

## **VIII. Facility Rules**

The Cooling/Warming Center is intended as a temporary refuge from extreme heat/cold.

Visitors shall:

- Sign Insurance Liability Waiver
- Conduct themselves in a respectful manner
- Follow instructions from City staff
- Refrain from disruptive or unlawful behavior
- Comply with all applicable City policies
- Bring only essential medications and cell phones
- Not bring pets or other animals into the facility, except for service animals permitted under applicable law

Alcohol, illegal drugs, weapons prohibited by law, and smoking/vaping inside the facility are prohibited.

Only service animals, as defined by applicable law, are permitted unless otherwise authorized by the City.

## **IX. Medical Emergencies**

The Cooling/Warming Center is **not** a medical shelter. Individuals requiring emergency medical attention shall be evaluated by EMS through 911. City personnel are not responsible for providing medical care beyond basic first aid within the scope of their training.

## **X. Deactivation**

The Cooling/Warming Center may be closed when weather conditions improve, staffing is no longer available, or the Mayor or City Administrator determines continued operation is no longer necessary.

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**Approved by the Board of Aldermen**

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_