

# MEMORANDUM



## PLANNING & ZONING COMMISSION

### CITY OF BERKELEY – ECONOMIC DEVELOPMENT DIVISION

*"Preserve and improve the health, safety, and welfare of our citizens, businesses and the general public in the City of Berkeley' while at the same time maintaining property values and improving the quality of life in the City of Berkeley."*

TO: City Manager DATE: August 04, 2025

FROM: Jeremy Taylor, Economic Development Coordinator c: City Manager's Office  
City Clerk's Office  
Board of Adjustment  
Public Works Secretary  
Applicant  
File

THROUGH: Economic Development Department

SUBJECT: Beauty Salon. (WARD 4)

## STAFF REPORT

### CASE NUMBER PZ25-10

#### I. PROJECT DESCRIPTION:

This request comes before the Commission from the owner of Glam Galore Salon Suites, Ms. Halo Mtu, located at 8521, 8523, 8529, 8531, 8533 Airport Rd. The request is to update a current SUP to include an additional two addresses located in the same strip mall where her current business are located. The location selected is currently operating all spaces excluding 8531 & 8533. Ms. Mtu has been in compliance and is looking to expand. She has had the dream of owning her own business since she was a little girl and is happy to continue her operations in Berkeley.

#### II. EXISTING SITE CONDITIONS:

The existing property has been kept in relatively good condition. The property does need to be made "restaurant ready" as it has been vacant for some time now.

#### III. SURROUNDING PROPERTIES:

Property is currently zoned as "C-2" General Commercial District and all surrounding properties are zoned the same.

**IV. ORDINANCE CONDITIONS:**

**1.** In accordance with Chapter 200, Title II, Public Health, Safety, and Welfare, Section 265 business, commercial entity, and/or commercial property has both interior and exterior cameras.

ANSWER: Yes

**2.** The compatibility with surrounding uses and compatibility with the surrounding neighborhood.

ANSWER: Business is deemed compatible.

**3.** The comparative site, floor area and mass of the proposed structure in relationship to adjacent structures and buildings in the surrounding properties and neighborhood.

ANSWER: Business is deemed compatible.

**4.** The frequency and duration of various indoor and outdoor activities and special events and the impact of these activities on the surrounding area.

ANSWER: The business is located in the Airport Rd Corridor which is designed for frequent in and out traffic so, this use will not have a significant impact on the surrounding area.

**5.** The number of transit movements generated by the proposed use and relationship to the amount of traffic on abutting streets and on minor streets in the surrounding neighborhood, not in terms of the street's capacity to absorb the additional traffic, but rather in terms of any significant increase in hourly or daily traffic levels.

ANSWER: The impact on traffic should be minimal as the Airport Rd Corridor is already busy.

**6.** The capacity of adjacent streets to handle increased traffic in terms of traffic volume.

ANSWER: The impact on traffic should be minimal as Airport Rd Corridor is already busy.

**7.** The added noise level created by activities associated with the proposed use and the impact of the ambient noise level of the surrounding area and neighborhood.

ANSWER: No significant increase in noise is expected.

80 **8.** In commercial districts, the negative impact on the economic viability of the commercial  
81 area of businesses with poor appearance due to type of goods or services offered; limited  
82 business hours or other evidence of limited use of building for commercial purposes; and  
83 interruption of the continuity of retail sales uses and walk-in customers in commercial areas  
84 predominately oriented to retail sales.

85  
86 ANSWER: As this business is of similar uses as the surrounding businesses, the type of use  
87 should not inherently a negative impact. It is up to the Applicant to demonstrate their past  
88 experience in this type of business and show that this specific Application is a benefit to the  
89 community.

90  
91 **9.** The requirements for public services where the demands of the proposed use is in excess  
92 of the individual demand of adjacent land uses in terms of Police and fire protection, the  
93 presence of any potential or real fire hazards created by the proposed use.

94  
95 ANSWER: There should be no increase in use of public services from this use.

96  
97 **10.** The general appearance of the neighborhood will not be adversely affected by the  
98 location of the proposed use on the parcel, nor will the materials used in the construction of  
99 the proposed buildings of the special use be greatly dissimilar, or that the general  
100 architecture of the building stand out or create a visual problem within the neighborhood.

101  
102 ANSWER: As this business is of similar uses as the surrounding businesses, the type of use  
103 should not inherently a negative impact. It is up to the Applicant to demonstrate their past  
104 experience in this type of business and show that this specific Application is a benefit to the  
105 community.

106  
107 **11.** The impact of night lighting in terms of intensity and duration and frequency of use as it  
108 impacts adjacent properties and in terms of presence in the neighborhood.

109  
110 ANSWER: There will be no change in night lighting.

111  
112 **12.** The impact of the landscaping of the proposed use in terms of maintained landscaped  
113 areas versus areas to remain in a natural state, openness of landscape versus the use of  
114 buffers and screens.

115  
116 ANSWER: The lot is fully paved, and the Applicant is a tenant, and not the property owner,  
117 there is no impact to landscaping, or new landscaping expected.

118  
119 **13.** The impact of a significant amount of hard-surfaced areas for buildings, sidewalks,  
120 drives, parking areas, and service areas in terms of noise transfer, water runoff and heat  
121 generation.

122  
123 ANSWER: Very low impact. Significantly no change.

124  
125 **14.** The potential for the proposed use to remain in existence for a reasonable period of  
126 time and not become vacant, or unused. Consideration should also be given to unusual  
127 single purpose structures or components of a more temporary nature.  
128

129 ANSWER: Business is located in a prime location. Applicant when initially interviewed  
130 appears to have the best intentions to keep business operational. There are zero businesses  
131 that are of similar type of restaurant within a visible radius giving likelihood of long-term  
132 success due to low competition.  
133

134 **15.** In the case of any antenna, any interference with a neighbor's vision, appearance or  
135 utilization of their property.  
136

137 ANSWER: N/A  
138

139 **16.** In addition to any other requirements, all requirements outlined in FCC Ruling PRB-1  
140 shall be met for any amateur radio towers and/or antennas. Due to the City's closeness to  
141 the St. Louis International Airport, any applicant shall provide a letter from the Airport  
142 Commission or the FAA stating that the proposed radio tower, antenna or wave length will  
143 not interfere with Airport operations and/or communications.  
144

145 ANSWER: N/A  
146

147 **V. ADDITIONAL PLANNING COMMISSION CONDITIONS:**  
148

149 **1.** The proposed names on the Special Use Permit shall be **Halo Mtu**  
150

151 **2.** The proposed name of business shall be **Glam Galore Salon Suites.**  
152

153 **3.** Hours of Operation shall be **Mon – Sun 9am – 8pm.**  
154

155 **4.** Unless noted as a non-conforming condition or noted herein, building and site shall  
156 comply with all applicable health, safety, building and sign code standards as required by the  
157 City of Berkeley.  
158

159 **5.** The building, lot, yard, and landscaped areas shall be maintained and kept free and clear  
160 of any debris or trash.  
161

162 **6.** The owner/operator of this facility need to possess a current State of Missouri  
163 Certification. A copy of which should be provided to the city.  
164

165 **7.** A sign permit is required for banners, pennants, festoons, human sign, searchlights are  
166 prohibited. Business signage shall be limited to no more than 10% of window space.  
167

- 168 8. No banners, balloons, flags, festoons, snipe signs, or directional signs are to be in the  
169 Public Right of Way.
- 170
- 171 9. No metal bars, mesh, or other durable material shall be installed over any portion of the  
172 frontage window or frontage opening in commercial buildings.
- 173
- 174 10. The exterior area shall be maintained and kept free and clear of any debris or trash or  
175 weeks.
- 176
- 177 11. Buildings and site conditions in need of repair shall be repaired or replaced per the  
178 approval of the Building Commissioner.
- 179
- 180 12. The building, lot, landscaping, and yard areas shall be maintained and kept free and  
181 clear of any debris, trash, or weeds including maintenance of all landscaped areas.
- 182
- 183 13. Only 10% of windows space shall be used for window signage. The petitioner will be  
184 permitted exterior signage as per the City's sign code.
- 185
- 186 14. The premise shall be subject to adherence to City of Berkeley annual fire inspections and  
187 life safety plans.
- 188
- 189 15. All required inspections by the City are required before issuance of occupancy permit or  
190 business license will be issued.
- 191
- 192 16. The interior will be thoroughly inspected by City's Building Commissioner and Fire  
193 Department, and any and all other jurisdictions, if applicable. All permits that are required  
194 by any of said mention must be received. Once, all required inspections are completed;  
195 apply for all necessary building/occupancy & fire safety permits from the City of Berkeley,  
196 and other jurisdictions, after obtaining City Council's approval on this Special Use Permit.  
197 Commercial Occupancy permit and Business License is required and shall be posted at all  
198 times.
- 199
- 200 17. In granting such special use permits, the City Council may provide that the permit be  
201 valid for a limited period of time not to exceed ten (10) years. Upon expiration of the time  
202 limit specified in the permit, the holder of the permit may request the permit be reviewed  
203 by the City Council, and the City Council may extend it for another limited period of time not  
204 to exceed ten (10) years. The City Council shall provide that the permit be exclusive only for  
205 the holder and non-transferable. **At this time the Planning Commission is recommending  
206 that the Council grant the Special Use Permit to applicant for a period of no more than  
207 TBD years before renewal.**
- 208
- 209 18. The Special Use Permit will be revoked if for any reason the applicant ceases operations  
210 and closes its doors to the public for a period of six (6) months or more, and not complying  
211 with the City's Special Use Permit. The Special Use Permit shall not be assigned, or sold, or

conveyed, or operated by another without prior approval by the City Council and occupancy permit, building permit or business license shall be issued to such assignee until such approves is secured.

**19.** Any violations can be a reason for the City to revoke this permit, according to the City's current regulations. To occupy the building and facilities the applicant must comply with all the applicable rules and 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, St. Louis County, State of Missouri, and Federal rules and regulations.

**20.** Prior to issuance of an Occupancy Inspection and Permits, the above noted conditions, the conditions as described in the attached Report, and the inspections as part of the normal occupancy permit process shall be met, and as approved by the City Council. This Special Use Permit takes effect upon the approval by City Council.

**21.** Must fill out and file the following with the City's Business Office/Finance Department where applicable: Business Owner Information Sheet, Miscellaneous Service Occupation License, Manufacturer's License, Merchant's License, Sign License, Vending Machine License, Liquor License, and/or any other Licenses that apply.

**22.** Commercial occupancy and business license are required from the City of Berkeley. Occupancy Permit and Business License shall be posted at all times. Planning Commission shall require that business owner take no more than six (6) months to obtain an occupancy permit.

**23.** The City Council may, in accordance with Section 400.580, institute a rezoning. The City Council, after a public hearing, may revoke a special use permit for failure of compliance with regulations and restrictions of this Chapter or the requirements of the special use permit.

**24.** If the City Council determines that the public health, welfare, and safety are adequately protected in view of the foregoing criteria, then the special use permit shall be granted; but if it is negative as to any of such paragraphs, then the special use permit shall be denied.

**25.** No part of the business or property shall be rented or leased to outside parties other than what was described by Special Use Permit applicant. Business owner shall submit to quarterly inspections from the Planning Commission to ensure compliance with all City regulations as well as the terms and conditions of this report.

**26.** Upon the permanent closing of the business, business owner must remove all signage and leave property condition free of trash, debris, boxes, etc. both inside and out.

**VI. STAFF ANALYSIS:**

The applicant/petitioner has done their best to remain compliant with the process.  
Business does not propose any significant risk of noise violations and is compliant with  
current zoning regulations.

**VII. STAFF RECOMMENDATIONS:**

**Suggested Motion:**

No suggestion at this time from the Economic Development Department.





269



270



271





272



273



274



275





# PLANNING & DEVELOPMENT APPLICATION

(Please check all that apply)

**INITIAL FEE: \$350 (non-refundable)**

<input type="checkbox"/> Preliminary (Plats)	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Re-Approval (Plats)	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Amending (Plats)	<input type="checkbox"/> Resubdivision/Reconsolidation
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Business Name/Ownership Change
<input type="checkbox"/> Lot Consolidation	<input type="checkbox"/> Variance (Land Use)
<input type="checkbox"/> Street Name (New, Change)	<input type="checkbox"/> Variance (Building Code)
<input type="checkbox"/> Street Vacation	<input type="checkbox"/> Liquor/Lottery/Financials (Money Grams/Order
<input type="checkbox"/> Medical Marijuana (Dispensary)	<input type="checkbox"/> Medical Marijuana (Grow Facility)
<input type="checkbox"/> Medical Marijuana (Researching/Testing)	<input type="checkbox"/> Building Code Appeal
<input type="checkbox"/> Food Truck - SUP \$100.00 (City Events Only)	<input type="checkbox"/> Food Truck - Fire Inspection \$75.00
<input type="checkbox"/> Food Truck Business License \$75.00	<input type="checkbox"/> Other

**REQUIREMENTS:**

1. Prepare one (1) legible set of drawings and one (1) PDF High Resolution copy on a USB drive detailing interior & exterior of property.
2. Submit a completed application three (3) weeks prior to Plan Commission Meeting.
3. **DO NOT** destroy, tear down or remodel proposed business structure until 'FINAL' approval by City Council.
4. If you do not submit your application in a timely manner your request will be considered on the next meeting date.

APPLICANT(S) LEGAL NAME(S):

Haw Ntu

APPLICANT IS (check one):

OWNER ☐AGENT ☐PURCHASER OF CONTRACT ☐TENANT ☒

APPLICANT(S) ADDRESS:

Street

Saint LouisMO63121

City

State

Zip

PHONE:

EMAIL:

**LOCATION OF PROPOSED USE**

STREET ADDRESS:

8521, 8523, 8529, 8531, 8533 airport rd

LEGAL DESCRIPTION:

Strip Mall

PRESENT ZONING DISTRICT:

C2 (ward 48)

PROPOSED ZONING DISTRICT (IF APPLICABLE):

PROPERTY IS PRESENTLY BEING USED AS FOLLOWS:

Salon

PROPERTY TO BE USED FOR (TYPE OF BUSINESS):

Salon**DAYS & HOURS OF OPERATION ETC:**Mon-Sun 9a-8p

PROPOSED NAME OF BUSINESS:

Glam Glam Salon Suites

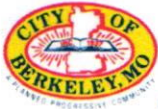
APPROXIMATE SIZE OF TRACT:

ACRES

SQ. FT. OF SPACE (UNDER ROOF)

5,000



**IF APPLICANT IS NOT OWNER:**OWNER(S) NAME: Jun Chen Mei YangOWNER(S) ADDRESS: [REDACTED]

STREET

CITY BerkeleySTATE MOZIP 63134PHONE: [REDACTED]EMAIL: [REDACTED]I HAVE AUTHORITY TO ACT ON BEHALF OF THE OWNER: [Signature]

Applicant(s) Signature

By signing this application, the owner(s) and applicant(s) attest that all information and facts provided on this form and attachments are complete and accurate and that any omission or incorrect fact or information may invalidate any notice or subsequent action taken by the City of Berkeley Board of Adjustments, City of Berkeley Planning & Zoning Commission. (All applicants and owners shall sign the application. Attach additional name/address/signature/date pages as needed.)

Applicant(s) signature: [Signature]Date: 8 / 5 / 25Owner(s) Signature: [Signature]Date:     /     /    **OFFICE USE ONLY**

All items necessary for a technical review of the proposed special use permit plan have been submitted and constitute a COMPLETE APPLICATION.

Staff Signature: [Signature]Date: 8 / 5 / 25Date Paid: 8 / 5 / 25☒ Cash☐ Check☐ Money Order☐ Debit/CreditReceipt No: 74418Case No:

**DESCRIPTION AND EXPLANATION OF PROPOSED PROJECT:**

This is a Salon that offers the following services and seldomly offers and hopefully can offer lash extensions, Sew ins, braids, nails, brows, ponytails, Make up, Wig installs, ~~locs~~ Micro/traditional locs, Quick weaves, Body wax. Not all services is currently being rendered