

MEMORANDUM



CITY COUNCIL

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 Plan Commission DATE: October 6, 2025

FROM: Joanna Campbell cc: City Manager's Office
Public Works Secretary City Clerk's Office

THROUGH: Economic Development Department Applicant
File

SUBJECT: BEAUTY SALON (WARD 4)

PLAN COMMISSION REPORT

CASE NUMBER PZ25-10

I. PROJECT DESCRIPTION:

This request comes before the Commission from the owner of Glam Galore Salon Suites, Halo Mtu, located at 8529, 8531, 8533 Airport Rd. The request is to update a current SUP to include an additional two addresses, 8521 & 8523, located in the same strip mall where her current business is located. The location selected is currently operating in Suites 8529-8533 under Special Use Permit Resolution #3687 approved on November 20, 2023.

II. EXISTING SITE CONDITIONS:

The existing property has been kept in relatively good condition.

III. SURROUNDING PROPERTIES:

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

39 **IV. ORDINANCE CONDITIONS:**
40

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

44 ANSWER: Yes
45

- 46 2. The compatibility with surrounding uses and compatibility with the surrounding
47 neighborhood.

48 ANSWER: Business is deemed compatible.
49

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

52 ANSWER: Business is deemed compatible.
53

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

56 ANSWER: The business is located in the Airport Rd Corridor which is designed
57 for frequent in and out traffic so, this use will not have a significant impact on
58 the surrounding area.
59

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

64 ANSWER: The impact on traffic should be minimal as the Airport Rd Corridor is
65 already busy.
66

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

68 ANSWER: The impact on traffic should be minimal as Airport Rd Corridor is
69 already busy.
70

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

73 ANSWER: No significant increase in noise is expected.
74

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

80 ANSWER: As this business is of similar uses as the surrounding businesses, the
81 type of use should not inherently a negative impact. It is up to the Applicant to
82 demonstrate their past experience in this type of business and show that this
83 specific Application is a benefit to the community.
84

- 85 9. The requirements for public services where the demands of the proposed use is in
86 excess of the individual demand of adjacent land uses in terms of Police and fire

87 protection, the presence of any potential or real fire hazards created by the proposed
88 use.

89 ANSWER: There should be no increase in use of public services from this use.
90

- 91 10. The general appearance of the neighborhood will not be adversely affected by the
92 location of the proposed use on the parcel, nor will the materials used in the
93 construction of the proposed buildings of the special use be greatly dissimilar, or that
94 the general architecture of the building stand out or create a visual problem within the
95 neighborhood.

96 ANSWER: As this business is of similar uses as the surrounding businesses, the
97 type of use should not inherently a negative impact. It is up to the Applicant to
98 demonstrate their past experience in this type of business and show that this
99 specific Application is a benefit to the community.
100

- 101 11. The impact of night lighting in terms of intensity and duration and frequency of use as it
102 impacts adjacent properties and in terms of presence in the neighborhood.

103 ANSWER: There will be no change in night lighting.
104

- 105 12. The impact of the landscaping of the proposed use in terms of maintained landscaped
106 areas versus areas to remain in a natural state, openness of landscape versus the use of
107 buffers and screens.

108 ANSWER: The lot is fully paved, and the Applicant is a tenant, and not the
109 property owner, there is no impact to landscaping, or new landscaping
110 expected.
111

- 112 13. The impact of a significant amount of hard-surfaced areas for buildings, sidewalks,
113 drives, parking areas, and service areas in terms of noise transfer, water runoff and heat
114 generation.

115 ANSWER: Very low impact. Significantly no change.
116

- 117 14. The potential for the proposed use to remain in existence for a reasonable period of time
118 and not become vacant, or unused. Consideration should also be given to unusual
119 single purpose structures or components of a more temporary nature.

120 ANSWER: Business is located in a prime location. Applicant when initially
121 interviewed appears to have the best intentions to keep business operational.
122

123 v. **PLANNING COMMISSION CONDITIONS:**
124

- 125 1. The proposed names on the Special Use Permit shall be **Halo Mtu**
126
127 2. The proposed name of business shall be **Glam Galore Salon Suites**.
128
129 3. The business would be operating out of **Suites 8521, 8523, 8529, 8531, 8533 Airport Road**.
130
131 4. Hours of Operation shall be **Monday – Sunday from 9:00 AM – 8:00 PM**.
132

5. Unless noted as a non-conforming condition or noted herein, building and site shall comply with all applicable health, safety, building and sign code standards as required by the City of Berkeley.
6. The building, lot, yard, and landscaped areas shall be maintained and kept free and clear of any debris or trash.
- 7. The owner/operator of this facility needs to possess a current State of Missouri Certification. A copy of which should be provided to the city, and that all employees providing salon services are to submit current licenses to the City and have licenses posted within the next 30 days.**
8. A sign permit is required for banners, pennants, festoons, human sign, searchlights are prohibited. Business signage shall be limited to no more than 10% of window space.
9. No banners, balloons, flags, festoons, snipe signs, or directional signs are to be in the Public Right of Way.
10. No metal bars, mesh, or other durable material shall be installed over any portion of the frontage window or frontage opening in commercial buildings.
11. The exterior area shall be maintained and kept free and clear of any debris or trash or weeks.
12. Buildings and site conditions in need of repair shall be repaired or replaced per the approval of the Building Commissioner.
13. The building, lot, landscaping, and yard areas shall be maintained and kept free and clear of any debris, trash, or weeds including maintenance of all landscaped areas.
14. Only 10% of windows space shall be used for window signage. The petitioner will be permitted exterior signage as per the City's sign code.
15. The premise shall be subject to adherence to City of Berkeley annual fire inspections and life safety plans.
16. All required inspections by the City are required before issuance of occupancy permit or business license will be issued.
17. The interior will be thoroughly inspected by City's Building Commissioner and Fire Department, and any and all other jurisdictions, if applicable. All permits that are required by any of said mention must be received. Once, all required inspections are completed; apply for all necessary building/occupancy & fire safety permits from the City of Berkeley, and other jurisdictions, after obtaining City Council's approval on this Special Use Permit. Commercial Occupancy permit and Business License is required and shall be posted at all times.

- 180 18. In granting such special use permits, the City Council may provide that the permit be valid
181 for a limited period of time not to exceed ten (10) years. Upon expiration of the time limit
182 specified in the permit, the holder of the permit may request the permit be reviewed by the
183 City Council, and the City Council may extend it for another limited period of time not to
184 exceed ten (10) years. The City Council shall provide that the permit be exclusive only for
185 the holder and non-transferable. **At this time the Planning Commission is**
186 **recommending that the Council grant the Special Use Permit to applicant for a period**
187 **of no more than ten (10) years before renewal.**
188
- 189 19. The Special Use Permit will be revoked if for any reason the applicant ceases operations
190 and closes its doors to the public for a period of six (6) months or more, and not complying
191 with the City's Special Use Permit. The Special Use Permit shall not be assigned, or sold, or
192 conveyed, or operated by another without prior approval by the City Council and occupancy
193 permit, building permit or business license shall be issued to such assignee until such
194 approves is secured.
195
- 196 20. Any violations can be a reason for the City to revoke this permit, according to the City's
197 current regulations. To occupy the building and facilities the applicant must comply with all
198 the applicable rules and regulations pertaining to health and safety for vehicular and
199 pedestrian traffic, zoning, building, sign codes, fire and safety protection standards as
200 required by the City Fire Department, City of Berkeley, St. Louis County, State of Missouri,
201 and Federal rules and regulations.
202
- 203 21. Prior to issuance of an Occupancy Inspection and Permits, the above noted conditions, the
204 conditions as described in the attached Report, and the inspections as part of the normal
205 occupancy permit process shall be met, and as approved by the City Council. This Special
206 Use Permit takes effect upon the approval by City Council.
207
- 208 22. Must fill out and file the following with the City's Business Office/Finance Department
209 where applicable: Business Owner Information Sheet, Miscellaneous Service Occupation
210 License, Manufacturer's License, Merchant's License, Sign License, Vending Machine
211 License, Liquor License, and/or any other Licenses that apply.
212
- 213 23. Commercial occupancy and business license are required from the City of Berkeley.
214 Occupancy Permit and Business License shall be posted at all times. Planning Commission
215 shall require that business owner take no more than six (6) months to obtain an occupancy
216 permit.
217
- 218 24. The City Council may, in accordance with Section 400.580, institute a rezoning. The City
219 Council, after a public hearing, may revoke a special use permit for failure of compliance
220 with regulations and restrictions of this Chapter or the requirements of the special use
221 permit.
222
- 223 25. If the City Council determines that the public health, welfare, and safety are adequately
224 protected in view of the foregoing criteria, then the special use permit shall be granted; but
225 if it is negative as to any of such paragraphs, then the special use permit shall be denied.
226

227 26. No part of the business or property shall be rented or leased to outside parties other than
228 what was described by Special Use Permit applicant. Business owner shall submit to
229 quarterly inspections from the Planning Commission to ensure compliance with all City
230 regulations as well as the terms and conditions of this report.
231

232 27. Upon the permanent closing of the business, business owner must remove all signage and
233 leave property condition free of trash, debris, boxes, etc. both inside and out.
234

235 **VI. STAFF ANALYSIS:**

236 Staff discovered additional issues after the Plan Commission Meeting on 09/23/2025.
237 Applicant has done renovation work and Staff is investigating if proper permitting
238 procedure was followed.

239 Applicant's license expires on 09/30/2025. Applicant informed Staff via email that she
240 is still working on her employees updating/getting new licenses.
241

242 **VII. PLAN COMMISSION RECOMMENDATIONS:**

243 Recommends approval with conditions.
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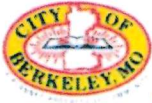


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PLANNING & DEVELOPMENT APPLICATION

(Please check all that apply)

INITIAL FEE: \$350 (non-refundable)

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

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 4B)

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 Galore 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: 8525 airport Rd

STREET

CITY BerkeleySTATE moZIP 63134

PHONE: (____) _____

EMAIL: _____

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: 74418

Case No: _____



DESCRIPTION AND EXPLANATION OF PROPOSED PROJECT:

This is a salon that offers the following services and semi-permanently offers and hopefully can offer lash extensions, sew ins, braids, nails, brows, phytails, make up, wig installs, ~~wigs~~ micro-traditional locs, quick weaves, body wax. Not all services is currently being rendered