

## Planning & Zoning Commission Staff Report

**Meeting Date:** November 5, 2025

**Location:** 4400 South Lindbergh Blvd.

**Applicant:** Brandon Harp

**Description:** **Divine, A Boutique Medspa (Brandon Harp) Planned Development Permit** – A request for a Planned Development Permit to construct a new full service medical spa on a 0.97-acre tract of land located at 4400 South Lindbergh Blvd.

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### PROPOSAL SUMMARY:

Brandon Harp, representing Divine, A Boutique Medspa, is seeking approval to construct a roughly 7,560-square-foot full service medical spa on a 0.97-acre parcel at 4400 South Lindbergh Blvd. To proceed with the project, the applicant must obtain a Planned Development Permit (PDP) for development approval. Below is an aerial image of the subject site.



Figure 1. Subject Site

**HISTORY OF SUBJECT SITE:**

The subject site was incorporated into the City of Sunset Hills in the early 1990’s. While historical records are limited, St. Louis County Assessor records indicate that the existing building was constructed in the late 1970’s.

**COMPREHENSIVE PLAN:**

The Land Use Plan is a key element of the City of Sunset Hills’ Comprehensive Plan, serving as a visual guide for the city’s long-term development. Represented as a two-dimensional map, the plan uses color-coded designations to indicate preferred land uses across the city. The subject site is designated for commercial use, as shown in Figure 2. This request seeks approval of a Planned Development Permit to construct a new full service medical spa. The proposed use is consistent with the City’s Comprehensive Plan.

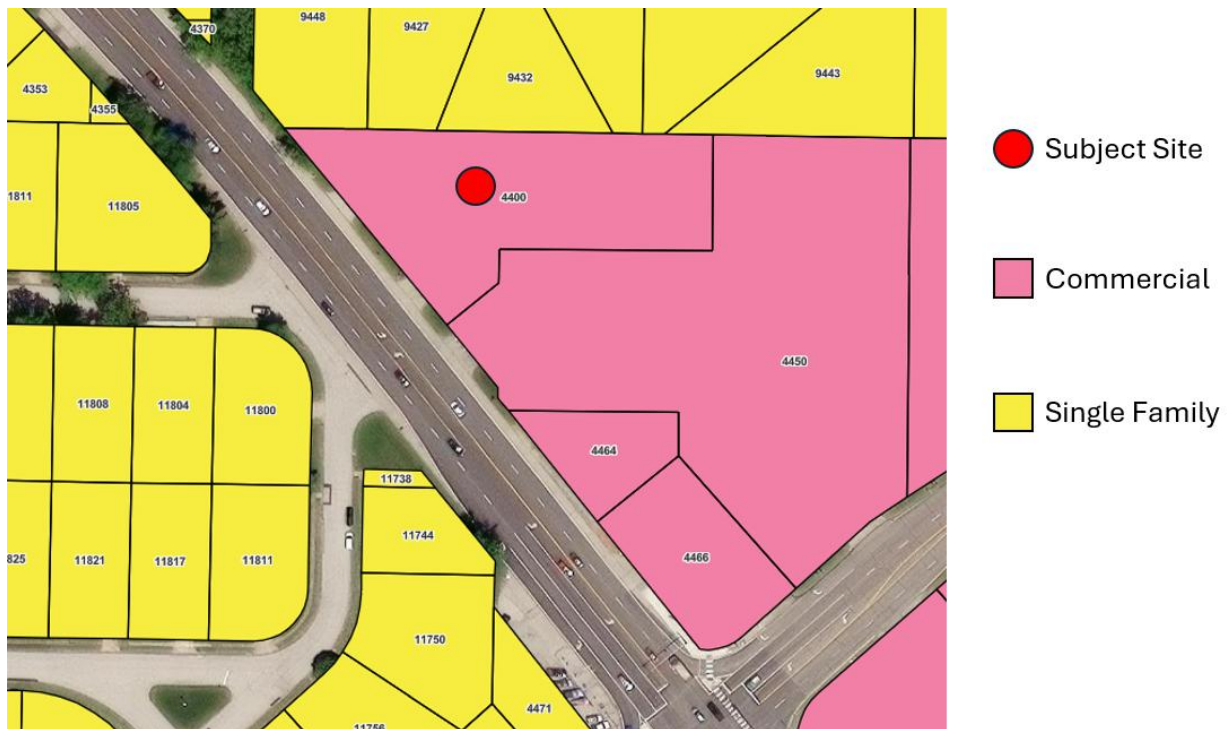


Figure 2. Land Use Plan

**ZONING DISTRICT:**

The subject site is currently zoned “LC” Local Commercial. Below is an image (Figure 3.) of the City’s zoning map for the subject site and surrounding properties.

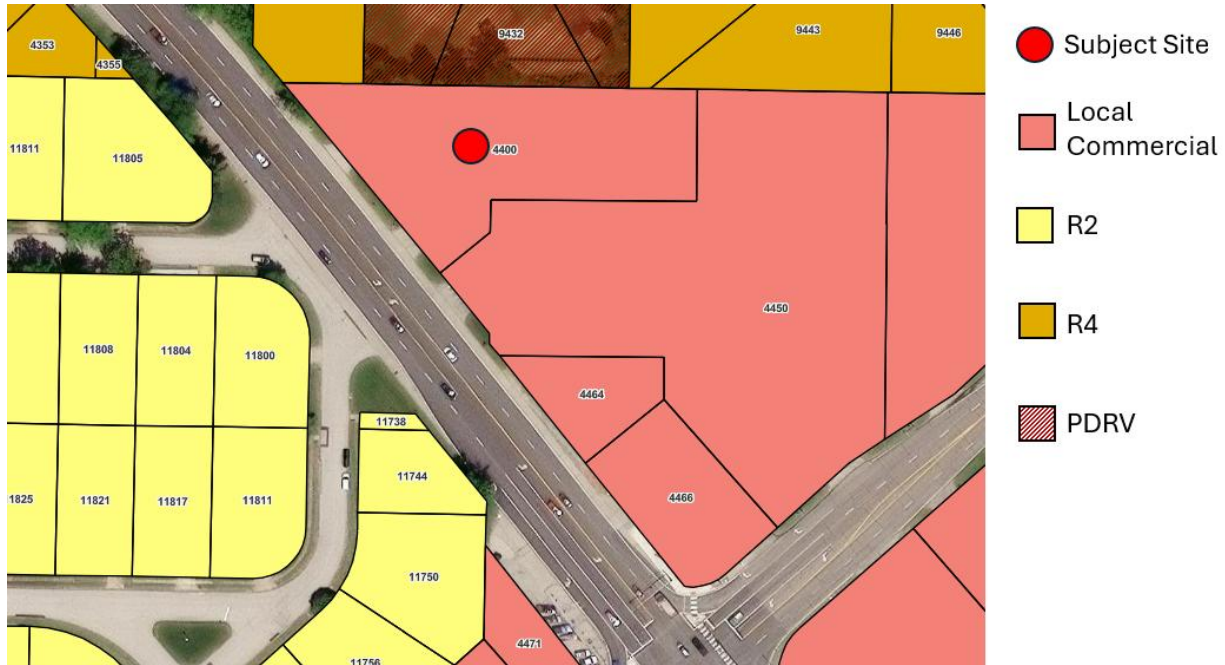


Figure 3. Zoning Map

The Planned Development Permit restricts allowable uses to only those explicitly requested and approved within the permit. The applicant is proposing four permitted uses for this site. These uses are all permitted in the local commercial zoning district and listed as General Office, Medical Office, retail sales, general and hair, nail, tanning and personal care. The properties directly to the north are all zoned residential, to the east and south are zoned commercial and Lindbergh Blvd., including 100’ of right-of-way is to the west.

**PLANNED DEVELOPMENT PERMIT**

Section 7 of the City’s UDO regulates new commercial, office, and or industrial planned development. This section has a robust set of pre-application and application requirements.

Before an application for a Planned Development may be submitted the following must be completed:

- **Conference** – The applicant shall meet with the City Administrator, Aldermen from the Ward and City staff. The purpose of the conference is to help the applicant understand the City Plans, including but not limited to the Comprehensive Plan and other relevant plans and planning policies of the City. The applicant completed this conference on July 08, 2025.
- **Board of Alderman** – Once the pre-filing conference occurs the applicant is required to introduce the project to the Board of Alderman during a public meeting with a brief narrative and concept plan. The Concept Plan and presentation occurred on August 12, 2025. The proposed Site Plan substantially conforms to the Concept Plan depicted at the Board of Alderman meeting.
- **Neighborhood Meeting** – The applicant, prior to submitting a formal application for a planned development is required to schedule a neighborhood meeting. That applicant shall send written notice via first class mail to owners and residents within 500 feet of the property line and send 15 days before the meeting. The applicant provided the neighborhood meeting on August 13, 2025, in which it was documented no residents attended.

Once the pre-application items are completed the applicant must submit the following as part of the application:

- Executed application from the City's website
- The names and addresses of all persons having an ownership or beneficial interest
- A statement from the owner approving the application
- A survey of, and legal description
- A narrative describing the proposed planned development's overall character, uses, operations, intent, and impact.
- A zoning analysis and narrative identifying conformity with zoning standards, any site development allowances being requested, and the rationale for why each requested site development allowance is necessary and desirable.
- A statement indicating compliance of the proposed planned development with relevant City plans, including, but not limited to, the Comprehensive Plan and other relevant plans and planning policies of the City; and evidence of the proposed project's compliance in specific detail with each of the "Standards for Review" for planned developments.
- A scaled site plan of the proposed planned development showing lot area, the required yards and setbacks, contour lines, common space, and the location, floor area ratio, lot area coverage and heights of buildings and structures, number of parking spaces and loading areas.
- Schematic drawings illustrating the design and character of the building elevations,
- Landscape plan
- Lighting Plan

- The substance of covenants, easements, and other restrictions existing and any to be imposed
- A schedule of development
- All applicants shall be required to submit a professional traffic study performed by a firm chosen by the City showing the proposed traffic circulation pattern within and in the vicinity of the area of the planned development, including the location and description of public improvements to be installed, any streets and access easements, and any impact on current conditions. The traffic study shall be reviewed to determine the effect of the proposed development on traffic, parking, and vehicular and pedestrian safety within and in the vicinity of the planned development. Conditions may be imposed based on the results of the traffic study.
  
- A professional economic analysis acceptable to the City, including the following:
  - The financial capability of the applicant to complete the proposed planned development
  - Evidence of the project's economic viability.
  - An analysis summarizing the economic impact the proposed planned development will have upon the City.
- Copies of all environmental impact studies as required by law.
- An analysis setting forth the anticipated demand for all City services.
- A plan showing off-site utility improvements required to service the planned development, and a report showing the cost allocations and funding sources for those improvements.
- A stormwater management plan, to include stormwater calculations and site drainage plan for the planned development.
- A written summary of residents' comments, pertaining to the proposed application, from the required pre-application

The applicant has supplied all the required application items and are included in the attached P&Z packet except for a traffic impact study. The applicant requested a traffic impact study waiver at the September 9<sup>th</sup> Board of Aldermen meeting which was approved unanimously.

### **STAFF ANALYSIS**

The proposed development at 4400 South Lindbergh Blvd. will feature a new full service medical spa. The building will be approximately 7,560 square feet in size and will include 37 parking spaces. The building will stand roughly 20 feet tall and will primarily feature a EIFS, CMU veneer and a vertical wood-looking siding. Access to the site will be provided via the existing full-access

entrance/exit onto Lindbergh Blvd. It should be noted that the current building has two points of access, in which the northern curb cut will be removed.

Below is an image (Figure 3.) that depicts the layout of the site which includes the new building and parking area with accents of color to help distinguish the general layout.



Figure 4. Site Layout

The development is proposing site specific setbacks for the property as depicted on the site plan. City Code states that when a subject property is adjacent to residentially zoned property, the setback shall be 75' for buildings 24' or less. The subject property neighbors the residential property to the north. The applicant is proposing a 12' building setback. The applicant states that although the building is 2 feet closer than the existing building, it is farther to the west. A site development allowance is being requested as part of the planned development permit application. This allowance, part of the overall Planned Development Proposal (PDP), grants flexibility from certain City Code provisions.

For Local Commercial zoning, a minimum of 15 % open space is required; however, the proposed development exceeds this requirement, providing 35% open space. Additionally, density is regulated through the Floor Area Ratio (FAR), which measures the ratio of a building's floor area to the total lot size. For this site, the FAR is 0.179, or 17.9%.

### **LANDSCAPE PLAN**

The applicant has submitted the required Landscape Plan, which meets the City Code's standards for parking lot and building perimeter plantings. Additionally, City Code mandates transition buffers between new commercial developments and adjacent residential properties. These transition buffers must include a specified number of ornamental trees, canopy trees, and shrubs per linear foot. There is a required transition buffer from the northern property line. The specifics of the transition buffer are labeled on the landscape plan and include, ornamental trees, canopy trees, evergreen trees and 80 shrubs meeting city code.

City Code also contains tree preservation requirements. The site is required to preserve 40% of the trees in which they are removing 91%. A site development allowance is being requested to lower the required percentage. Most of the trees being removed are located on the eastern edge of the site where parking is proposed.

### **LIGHTING PLAN**

The applicant has submitted the required Lighting Plan. The fixture and illumination standards conform to the requirements of City Code. The maximum light standard is 15' in height.

### **PUBLIC HEARING**

Section 7.4.2 of the City's UDO states the Planning and Zoning Commission shall hold at least one public hearing on the proposed planned development. Notice of the public hearing shall be provided and the public hearing shall be conducted in accordance with the provisions of State law and rules of procedure adopted by the Planning and Zoning Commission. Attached is the

public hearing's affidavit of publication in a local newspaper. The public hearing is an opportunity for City staff to articulate the applicant's request to the Planning and Zoning Commission, an opportunity for the public to provide input on the request and an opportunity for the applicant to respond to any questions or concerns.

### **DEPARTMENT INPUT**

City Staff has reviewed the submittal and found the application to be in conformance with the procedures outlined in the City of Sunset Hills' Unified Development Ordinance. City staff recommends action by the Planning and Zoning Commission for the requested Planned Development Permit.

### **MOTION**

The following options are available to the Planning and Zoning Commission for consideration relative to this application:

- 1) "I move to recommend approval (or denial) for the Planned Development Permit to construct a new full service medical spa on a 0.97-acre tract of land located at 4400 South Lindbergh Blvd.
  
- 2) "I move to recommend approval for the Planned Development Permit to construct a new full service medical spa on a 0.97-acre tract of land located at 4400 South Lindbergh Blvd. with the following conditions..." (Conditions may be added, eliminated, altered or modified)

### **EXHIBITS:**

1. Application
2. Site Plan
3. Landscape Plan
4. Tree Preservation Plan
5. Lighting Plan
6. Supplementary Exhibits