

**Planning Commission Report**  
**Meeting Date: May 9, 2024**

- Application Filed: 04/09/2024
- Review Period (60-day) Deadline: 06/08/2024
- Extension Declared: No
- Extended Review Period Deadline:

**Application No.** 2024-004  
**Applicant | Property Owner:** Keshia Deon (Treasure Hunt Early Learning Center)| Brooklyns Cultural Vill LLC  
**Location:** 6098 Shingle Creek Parkway (Shingle Creek Center)  
**Requests:** Conditional Use Permit



**Map 1.** Subject Property Location (in blue).

**Requested Action**

Keshia Deon of Treasure Hunt Early Learning Center (“the Applicant”) is requesting approval of a conditional use permit (CUP) that would convert a tenant space within Shingle Creek Center shopping center, and commonly addressed as 6098 Shingle Creek Parkway (“the Subject Property”), into an early learning child care center (licensed day care facility)—refer to Exhibit A.

The Subject Property is a vacant, approximately 3,500-square foot retail space that was previously leased to FastSigns, which provided sign design and installation services. The Property Owner (“Brooklyns

Cultural Vill LLC”) purchased the entire shopping center in October 2023 and has been engaged with the Applicant for a number of months regarding this space.

A public hearing notice for the conditional use permit request was published in the Brooklyn Center *Sun Post* on April 25, 2024—refer to Exhibit B. Notifications were mailed to those physical addresses and property owners located within a 350-foot of the Subject Property, and a copy of the public hearing notice was published to the City of Brooklyn Center website. A link to the public hearing notice was also published on the City’s website and sent out by email to subscribers of the City’s weekly events bulletin.



**Image 1.** Existing Site Conditions at Subject Property.

**Background**

**Site Data:**

<b>2040 Land Use Plan:</b>	Commercial Mixed-Use (C-MU)
<b>Neighborhood:</b>	Centennial
<b>Current Zoning:</b>	Commercial Mixed-Use (MX-C)
<b>Site Area:</b>	Approximately 2.8 acres

**Surrounding Area:**

Direction	2040 Land Use Plan	Zoning	Existing Land Use
North	Commercial Mixed-Use (C-MU)	MX-C (Commercial Mixed-Use) District	Commercial (Former Target)
South	Commercial Mixed-Use (C-MU)	MX-C (Commercial Mixed-Use) District	Commercial (Strip Mall)
East	Commercial Mixed-Use (C-MU)	MX-C (Commercial Mixed-Use) District	Commercial (Former Office/Retail Building-Vacant)   Restaurant Depot)
West	Public-Semi-Public/Institutional (PSP/I)	MX-C (Commercial Mixed-Use) District	Public-Semi-Public/Institutional (Hennepin County Service Center   Brookdale Library)

The Applicant originally approached City Staff in October 2023 with a desire for a new daycare in Shingle Creek Center shopping center, and located at the southeast corner of Shingle Creek Parkway and Summit Drive. It was through these conversations with the Applicant, as well as other individuals and businesses seeking space for daycares in the same timeframe, that City staff realized the provisions under the City’s new Unified Development Ordinance (UDO) no longer accounted for larger day cares (13 or more persons).

City staff ultimately worked with the City Attorney to process an amendment to the UDO that would allow for the addition of a new use category for licensed daycare facilities (13 or more persons) in the City’s multi-family residential and mixed-use districts, of which includes the Commercial Mixed-Use District (MX-C) where the Subject Property is located. Although City staff began the amendment process in January 2024, the new language for daycare was not adopted by City Council until March 2024, and the ordinance language did not go into effect until late April 2024. As adopted, daycares with 13 persons or greater are considered a “conditional use” in the Commercial Mixed-Use District, hence the application request.

With the extended timeframe in mind, the Applicant has been in communication via email and in-person regarding the process for City permits (assuming approval) and potential requirements for the space, and a pre-application meeting was held in advance of the application submittal.

**CONDITIONAL USE PERMIT**

The site plan presented by the Applicant requires minimal interior changes necessary to run the daycare as the former Fast Signs location was set up for office/retail space. Most of the proposed alterations address the reconfiguration of walls, additional bathrooms, and a kitchenette to prepare food for the children, although the Applicant would need to coordinate with the Building Official to address any necessary modifications to the fire sprinkler system/heads, plumbing for additional bathrooms, etc.

With the recent amendments to the UDO and daycare provisions, and in discussions with the City Attorney, the code was also updated to reference State Statute as it outlines specific licensure requirements for daycare programs, and as the City’s provisions were not in alignment with certain licensure requirements at the state and county levels (e.g. playgrounds).

In the case of the Applicant’s request, City staff reviewed Minnesota State Statute 9503.0155 (Child Care

Center), which requires an outdoor activity area of at least 1,500-square feet and certain minimum square footage requirements per child or that the proposed outdoor activity area for use by children under school age must be located within 2,000 feet of the center or transportation provided by the license holder. In no case shall the outdoor activity area be farther than one-half (1/2) mile from the child care center.

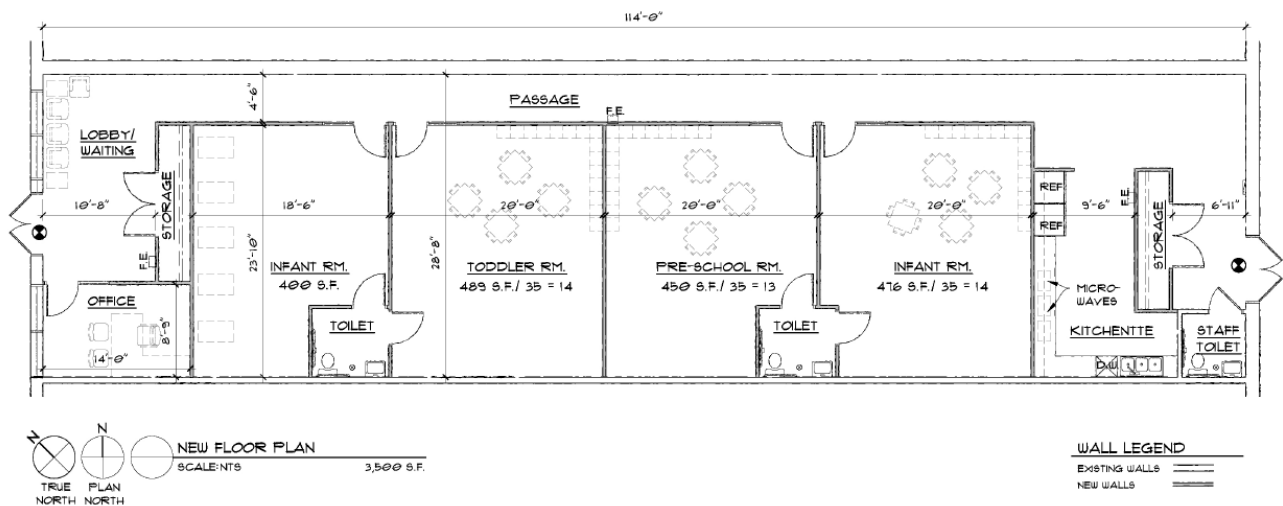
Although this is a licensure requirement, City staff did review the location against the location of the nearest “outdoor activity area,” which is Centennial Park, located to the west of Brooklyn Center City Hall (6301 Shingle Creek Parkway). In discussions with the State of Minnesota Department of Human Services (DHS), it was determined that the Applicant should be close enough to Centennial Park to move forward with licensure at this location, subject to City approval for the conditional use permit.

The Applicant has also indicated plans to purchase a commercial van to transport children to and from Centennial Park and for field trips; however, the Applicant indicated a desire to create a dedicated outdoor activity area in the future.

As previously stated, the Applicant approached City staff in late October regarding the potential conversion of the former FastSigns to a child care center (daycare). During these initial discussions, the Applicant indicated an interest in the Subject Property for the “high need of childcare in the area” and the capacity to offer quality childcare at affordable rates to the Brooklyn Center community.

The Applicant proposes 10 staff members for the facility, including teachers and a director. The number of children that will be able to attend has yet to be determined; however, based on finished space and State Statute provisions requiring a minimum of 35-square feet of indoor space for each child in attendance (and excluding hallways, closets, utility rooms, lavatories, water closets, kitchens, and space occupied by cribs), and in reviewing Image 2 below, it would be expected that no more than 41 children would be present, at maximum.

The Applicant provided City staff with an interior floor plan which identifies the approximately 3,500-square foot space, with a proposed office and lobby in the front of the building, a common hallway running the full length of the space, an infant room (with cribs), a toddler room, pre-school room, and infant room. Two sets of bathrooms are shared between these four spaces. The rear of the space would provide for a kitchenette, additional storage, and a staff bathroom.



**Image 2.** Interior Floor Plan for Proposed Daycare (Treasure Hunt Early Learning Center).

The shopping center, where the Subject Property is located, is subject to a Reciprocal Easement Agreement (REA) with the adjacent former Target located at 6100 Shingle Creek Parkway, which is owned by the City of Brooklyn Center's Economic Development Authority (EDA). The REA, in part, establishes certain shared parking and access provisions. In reviewing the 1985 approvals outlined under Planning Commission Application No. 85001, which provided site and building plan approval for the construction of a 105,000-square foot Target store and approximately 34,160-square feet of attached retail space, the plans accounted for 880 parking stalls.

It should be noted that the separate retail space located along John Martin Drive was not accounted for in these figures. In reviewing current provisions for parking as outlined under Section 35-5506 (*Required Parking Spaces*), the maximum allowable parking shall be no more than four (4) parking spaces per 1,000-square feet. No additional parking spaces beyond those allowed in the retail formula shall be required of restaurant uses which altogether do not occupy more than 15% of the gross floor area of the center. Assuming the approximately 34,160-square foot center where the Subject Property is located, *no more than* 137 parking spaces would be required. In reviewing the existing parking layout, it appears the shopping center is already parked at maximum for retail center use.

As is outlined in the Applicant's narrative, the intent is to employ 10 staff members. As parents and guardians would be dropping their children off and providing at pickup throughout the day, City staff does not have any major concerns with the existing parking other than to ensure parents and guardians are parking in designated parking and not blocking the existing drive aisles. For those parents/guardians utilizing public transit, the Subject Property is located in proximity to the 722 line, which provides service up to the Target headquarters in Brooklyn Park as well as connections at the Transit Center off County Road 10/Bass Lake Road.

Conditional use permits, as outlined under Section 35-7700, are those uses which have been identified, because of their nature, operation, location, special requirements or characteristics, and that may only be allowed in a particular zoning district after submittal of an application, review, and recommendation by the Planning Commission, and approval by the City Council.

The conditional use permit process regulates: the location, magnitude, and design of conditional uses consistent with the 2040 Comprehensive Plan, and the regulations, purposes, and procedures of this Unified Development Ordinance (UDO).

A conditional use permit ***may not*** be granted by the City Council unless the following criteria have been satisfied (**Note:** Applicant responses are transcribed from the submitted narrative—Exhibit A):

- a. The conditional use will be in accordance with the general objectives, or with any specific objective, of the City's Comprehensive Plan and this UDO.

***Applicant Response:*** Yes, the conditional use will be in accordance with the general objectives, or with any specific objective, of the City's Comprehensive Plan and this UDO.

***City Staff Response (Finding):*** As noted above, the Subject Property is located within the City's Commercial Mixed-Use (MX-C) District, and is future guided as Commercial Mixed-Use (C-MU) under the City's 2040 Comprehensive Plan. This zoning district and future land use designation are brand new to the City as of 2023 and 2019, respectively. The use, as proposed, is permitted within this district as a conditional use per Section 35-4103 (*Allowed Use Table*), following the recent adoption of code

amendments to accommodate licensed daycare with 13 or greater persons.

The Commercial Mixed-Use future land use designation under the 2040 Comprehensive Plan is guided to allow for a mix of commercial, office, retail, service and residential uses. As the Subject Property is located within the City's designated Opportunity Site, which is approximately 80-acres in size, City staff reviewed the comprehensive plan and focus on creating a central spine, which embraces opportunities to create a walkable, transit connected, experience-based place that offers new opportunities to existing and future residents, and encourages the integration of land uses—hence a desire for a mix of uses.

The 2040 Comprehensive Plan acknowledges that the Commercial Mixed-Use future land use designation should focus on creating more active and vibrant centers. While the Subject Property is located in a 1980s strip mall, the addition of a child care center will almost certainly bring more foot traffic to the shopping center, which has long been isolated from the rest of the City. This may also provide a service to those either working in proximity to the shopping center or residing nearby.

- b. The establishment, maintenance, or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals or comfort.

**Applicant Response:** Agreed, the establishment, maintenance and operation of the conditional use will promote, enhance the general public welfare, and will not be detrimental to or endanger the public health, safety, morals, or comfort.

**City Staff Response (Finding):** City staff initially expressed concerns regarding the distance to an outdoor play area, as the preceding zoning code had always required outdoor playground areas. In discussing with the State and licensing requirements, it was determined that Centennial Park would meet the distancing requirements as outlined for licensure. Further, the Applicant indicated plans to purchase a commercial van to not only provide transportation, as necessary, to the park for large motor play, but also for field trips.

It is assumed the proposed child care center will not be detrimental to or endanger the public health, safety, morals, or comfort as the business (child care center) as the use will be contained, for the most part, to the interior of the approximately 3,500-square foot space. As this will be a licensed facility, the Applicant is beholden to certain safety protocols and staffing ratios for the children under care at the center.

- c. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

**Applicant Response:** Agreed, the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. In fact, the conditional use will add value economically and community through job creation, childcare service, and outreach.

**City Staff Response (Finding):** The Subject Property is located in a strip mall, which was recently sold to an entity (Brooklyn's Cultural Village) whose business model is to create an Innovation and Catalyst

Center (ICC) that would serve as an accessible economic hub and workforce center in the City of Brooklyn Center. The proposed use has thus been reviewed by the Property Owner and lessor and established it as consistent with their goals.

Most of the businesses in the immediate vicinity are public services (e.g. Hennepin County Service Center, Brookdale Library, Brooklyn Center City Hall and Community Center), office users (e.g. 6200 and 6300 Shingle Creek Parkway, 6160 Summit Drive), and other small business owners and restaurants located in Shingle Creek Center. Although the City's Economic Development Authority owns the former Target building, which is located immediately adjacent to and shares a wall with the proposed child care center, the City intends to demolish the former Target later this summer and has eventual plans to redevelop the property sometime in the future.

Although City staff has had logistical conversations with the Applicant and Property Owner regarding temporary impacts to her business, City staff is cognizant of the new Property Owner's desire to refill shopping center and once again create vibrancy in this area of the city. With respect to the use, this space has been vacant for some time, and given the proposed hours of operation (6 a.m. to 11 p.m.), the proposed use would provide extended activity and presence at the site while providing a service to local residents and workers who might not work typical daytime hours.

- d. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

**Applicant Response:** Correct, the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

**City Staff Response (Finding):** The child care center will be open from 6 a.m. to 11 p.m. and plans to use 15 parking spaces per the lease agreement provided by the Property Manager of Shingle Creek Center. The proposed use would be contained to the existing approximately 3,500-square foot tenant space.

The Subject Property has two full access points, one on John Martin Drive and another on Summit Drive, and limited access (right turn only) off Shingle Creek Parkway. There are no plans at this time to conduct any exterior renovations to the area outside the tenant space, and the shopping center where the Subject Property is located is part of a Reciprocal Easement Agreement (REA) with the City EDA-owned Target site, which outlines shared responsibilities and provisions for parking and access.

City Staff has notified the Applicant of the former Target's imminent demolition in the summer of 2024 and has discussed temporary impacts to the business, which may or may not have implications on the business and is dependent on when the Applicant obtained their licensure and completed the proposed renovations. As the space shares a wall with the former Target, restoration to the north end cap wall of the shopping center where the tenant space is located will need to take place.

- e. Adequate measures have been or will be taken to provide ingress, egress, and parking so designed as to minimize traffic congestion in the public streets.

**Applicant Response:** Yes. Adequate measures will be taken to provide ingress, egress, and parking so designed as to minimize traffic congestion in the public streets.

**City Staff Response (Finding):** City Staff has no major concerns regarding potential traffic congestion for the proposed use in the public streets. It is rather assumed that any traffic impacts will be minimal given the extended hours of operation for the day care facility. Although the parking lot is private, City staff wants to reiterate that any parents/guardians park in designated parking spaces to avoid parking along the main drive aisle located in the front of the businesses.

- f. Impacts such as noise, hours of activity, and exterior lighting have been sufficiently addressed to mitigate negative impacts on nearby uses.

**Applicant Response:** Yes. Adequate measures will be taken to avoid impacts such as noise, hours of activity, and exterior lighting will be addressed to mitigate negative impacts on nearby uses.

**City Staff Response (Finding):** City Staff would ask the Applicant and Property Owner to ensure site lighting remains on to provide proper lighting to the exterior and the parking lot, as the Applicant intends to operate from 6 a.m. to 11 p.m. Currently, the former Target’s parking lot lights are on 24/7; however, there may be temporary impacts during construction and as the building is demolished and as the parking lot lights are controlled from within the building. City staff has discussed purchasing an astrological timer, which would operate based off the assumed hours of sunrise and sunset.

- g. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

**Applicant Response:** Agreed, the conditional use will, in all other respects, conform to the applicable regulations of the district in which it is located.

**City Staff Response (Finding):** The Applicant’s required licensure will govern administration of the center and all regulations necessary for operation. Rather, “conditional uses” are generally a *permitted* use with the caveat of being subject to additional requirements, as necessary. As such, City staff’s review accounts for potential impacts given a use’s location, magnitude, and overall design, and its complementariness with the 2040 Comprehensive Plan and ability to meet the requirements of the City’s Unified Development Ordinance.

### **Building Official Review**

Building Official Dan Grinsteiner conducted a cursory review of the proposed use of the tenant space at 6098 Shingle Creek Parkway and for the intended use as a child care center—refer to Exhibit C.

### **ANTICIPATED PERMITTING AND CONDITIONS**

Following a review of the submittal materials and the request, City staff recommends the following conditions be attached to any positive recommendation on the approval of Planning Commission Application No. 2024-004 for the Subject Property located at 6098 Shingle Creek Parkway and approval of a conditional use permit to operate a child care center (licensed day care facility):

1. The Applicant and Property Owner shall adhere to the provisions as outlined under Section 35-7700 (*Conditional Use Permit*), and shall coordinate with City staff to file a copy of the City Council resolution approving the requested conditional use permit, along with a legal description of the Subject Property for which the permit was issued, and list of any conditions set forth by City Council as a condition of said conditional use permit. A



certified copy shall be recorded by the Applicant with the Hennepin County Recorder-Registrar of Titles within 60 days of approval of said resolution.

- i. The day care facility shall maintain a valid license and a copy of said license and application shall be submitted to the City annually. Failure to maintain a license shall be subject to the conditions as outlined under Section 35-7700.
2. The Applicant shall ensure parking spaces are utilized during designated drop off and pick up times. Vehicles shall not be left unattended or to queue along the front of the building in the shared drive aisle. Should any issues arise, City staff may request a review of on-site operations and installation of no parking signage.
3. The Applicant shall submit a Sign Permit Application for any proposed signage (e.g., wall, freestanding) and receive issuance of a permit prior to any installation. All signage shall conform to City requirements.

### **RECOMMENDATION**

*Based on the above-noted findings, City staff recommends the Planning Commission recommends City Council approval of Planning Commission Application No. 2024-004 for approval of a conditional use permit (CUP) for the Subject Property located at 6098 Shingle Creek Parkway for a child care center (licensed day care facility), subject to the Applicant complying with the Approval Conditions.*

### **ATTACHMENTS**

**Exhibit A** – Planning Commission Application No. 2024-004 Plans and Documents, submitted April 9, 2024.

**Exhibit B** – Public Hearing Notice, submitted for publication in the Brooklyn Center *Sun Post*, and dated April 25, 2024.

**Exhibit C** – Review Memorandum, prepared by Building Official Dan Grinsteiner, and last revised May 8, 2024.

03/11/2024

Hi, my name is Keshia Deon, I am the owner of The Treasure Hunt Early Learning Center. I am planning to open a childcare center at 6098 Shingle Creek Parkway, Brooklyn Center MN, 55430 upon your approval.

I will hire a licensed Plumber, Electrician, Sprinkler Adjuster, HVAC staffer, and a Contractor for my buildout process. Each licensed provider will submit permit requests to the City Inspector and wait for his approval before beginning their work.

I am currently working with an Architect to create my floor plans and lay out designs. The architect is assisting me with - Preliminary floor plans - Building codes- life safety information- Site plans- Zoning information and Coordinating with city planning and commission staff.

Based on the high need of childcare in the area I really believe that I will be an asset to the community by improving the quality of everyday life of those who need childcare.

I believe one of the key ingredients to a successful childcare center is an understanding of the business. I know that I cannot be everything to everyone. However, I have the experience, education, and love for the field. In addition, I plan to offer my services at a price that will be affordable for working families, something that this community really needs.

My goal is to give each hard-working parent the opportunity to do their work without the hassle of worrying about their childcare needs and affordability. I want each parent to have peace of mind knowing that their child is getting the same skills, experience, love, education, and treatment as children in higher income families.

I plan to be to provide high quality, affordable childcare to families, single mothers, and single fathers. To accomplish this, I will follow DHS licensing Rule 3 guidelines and manage the childcare professionally. I plan to provide an activity-based learning environment that mirrors those used at colleges, universities and vocational centers around the nation. The environment I hope to create will promote healthy physical, emotional, and social development for each child while providing fun educational opportunities. I will establish a community of professional care givers with the credentials to not only enhance children's early social skills, but to also teach them advanced studies in the arts and sciences found at childcare centers at institutions of higher learning. I will provide affordable, first-class care giving and education by providing a broad range of integrated programs and services and innovative learning approach.

My center will offer full-day services as well provide all meals and snacks to the children we serve. I plan to be open from 6:00 a.m. until 11:00 p.m. with parents who work the second shift in mind. I will offer field trips, computers, books, learning toys, and other educational services all in a loving, fun, and safe environment. Furthermore, all my staff will be trained or will hold a childcare certificate from well-known schools or colleges.

I plan to hire 10 staff members from the community. 1 Director 1 Assistant Director 4 Teachers and 4 Teacher's Aides.

I will utilize the assigned 15 parking spaces per my lease agreement.

I plan to purchase a commercial van to transport the children back and forth to Centennial Park until the city allows me to build an outdoor space for the children large motor needs.

Here at The Treasure Hunt Early Center we love kids and are fully committed to this plan.

For every CUP that we bring through, we have to ask the questions below. Please answer to the best of your ability or knowledge.

The conditional use will be in accordance with the general objectives, or with any specific objective, of the City's Comprehensive Plan and this UDO

Applicant Response: **Yes, the conditional use will be in accordance with the general objectives, or with any specific objective, of the City's Comprehensive Plan and this UDO**

The establishment, maintenance, or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals, or comfort

Applicant Response: **Agreed, the establishment, maintenance and operation of the conditional use will promote, enhance the general public welfare, and will not be detrimental to or endanger the public health, safety, morals, or comfort.**

The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood

Applicant Response: **Agreed, the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. In fact the conditional use will add value economically and community through job creation, childcare service, and outreach**

The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district

Applicant Response: **Correct, the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district**

Adequate measures have been or will be taken to provide ingress, egress, and parking so designed as to minimize traffic congestion in the public streets

Applicant Response: **Yes. Adequate measures will be taken to provide ingress, egress, and parking so designed as to minimize traffic congestion in the public streets**

Impacts such as noise, hours of activity, and exterior lighting have been sufficiently addressed to mitigate negative impacts on nearby uses

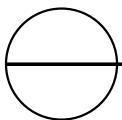
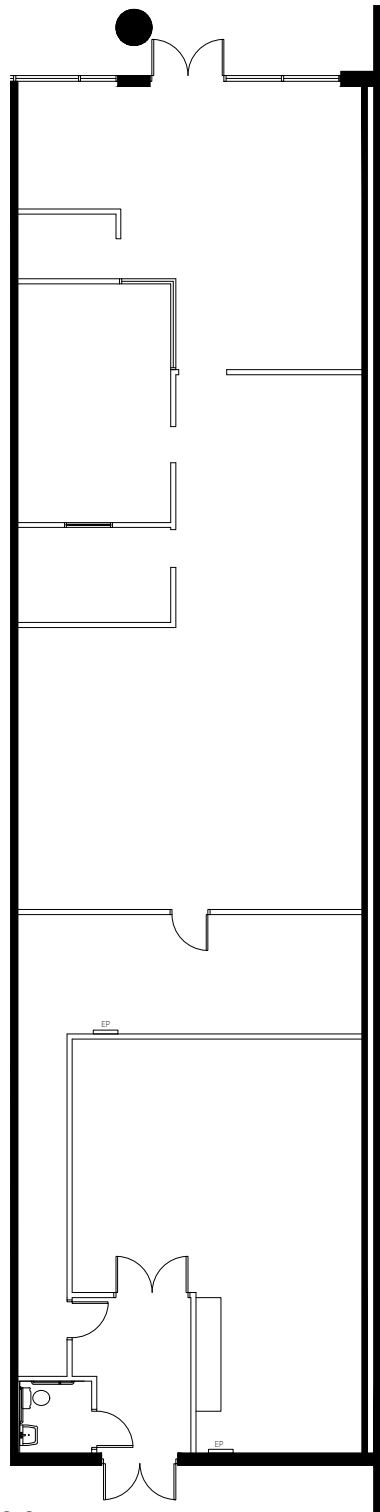
Applicant Response: **Yes. Adequate measures will be taken to avoid Impacts such as noise, hours of activity, and exterior lighting will be addressed to mitigate negative impacts on nearby uses**

The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located (Transit-Oriented Development/TOD District)

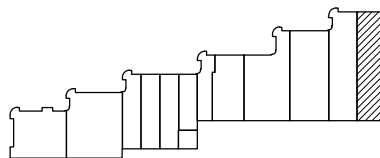
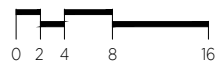
Applicant Response: **Agreed, the conditional use will, in all other respects, conform to the applicable regulations of the district in which it is located.**

Thank you!

Keshia Deon



VACANCY - SUITE #6098



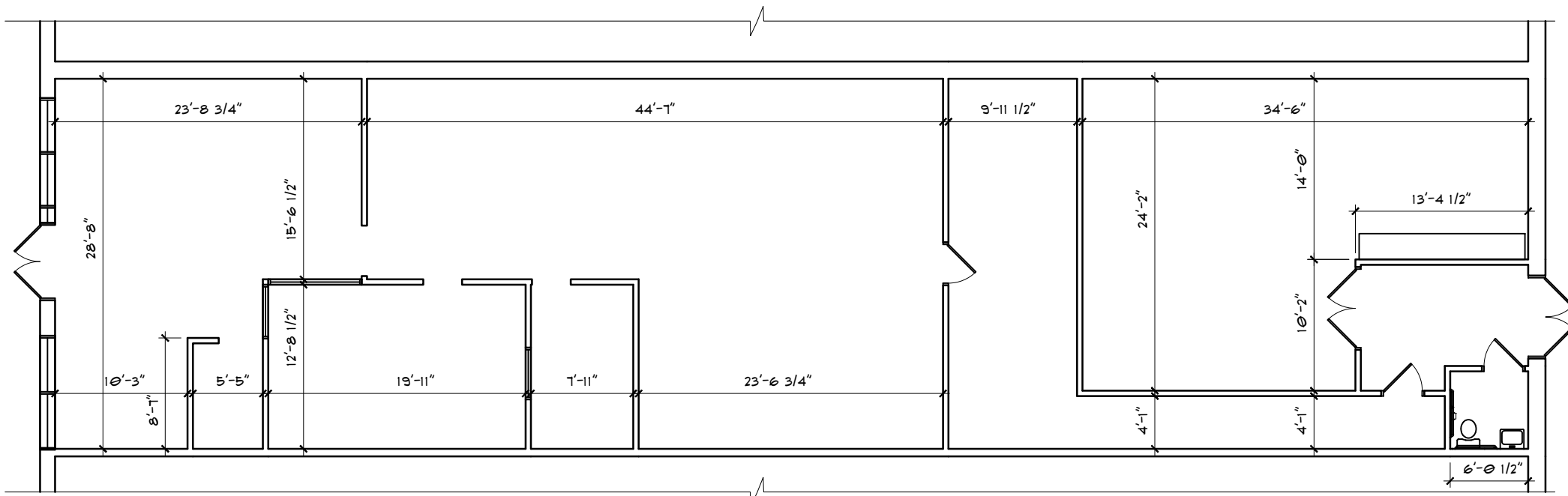
## SHINGLE CREEK CROSSING CENTER

6056-6098 SHINGLE CREEK PARKWAY

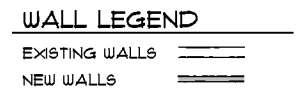
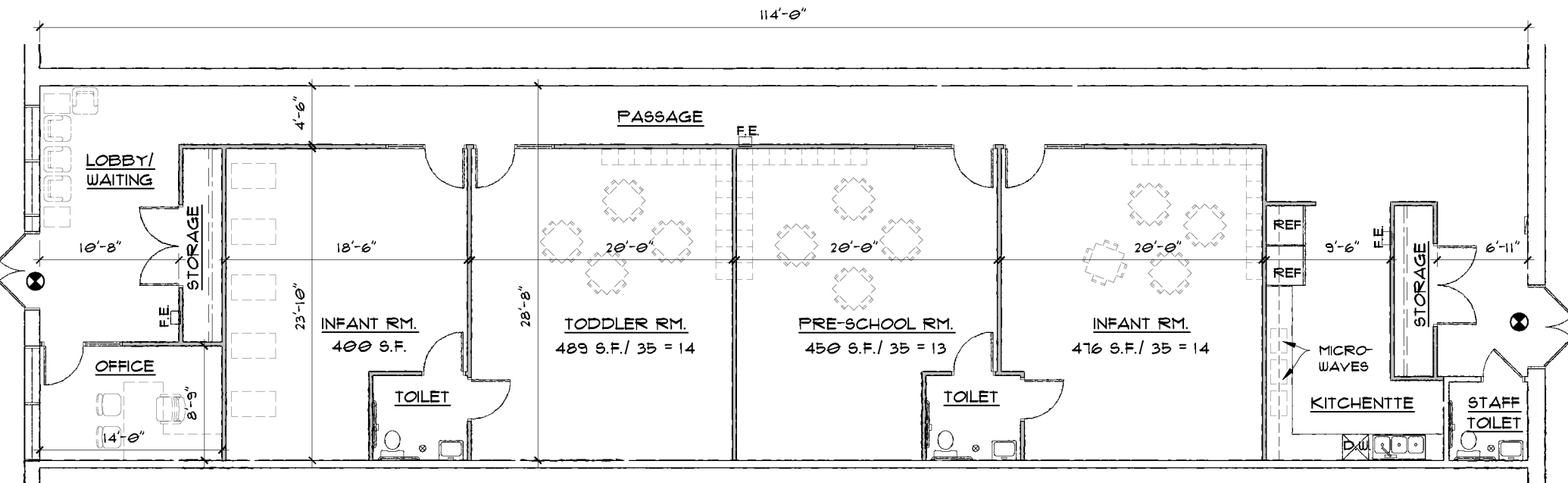
BROOKLYN CENTER, MN 55430

02/28/24

3,525 RSF



**EXISTING FLOOR PLAN**  
 SCALE: NTS 3,500 S.F.  
 TRUE NORTH PLAN NORTH



CITY OF  
BROOKLYN CENTER  
NOTICE OF  
PUBLIC HEARING

**TO WHOM IT MAY CONCERN:**

Please take notice that the Planning Commission of the City of Brooklyn Center will hold an in-person public hearing on Thursday, May 9, 2024 at approximately 7:00 p.m. Meeting materials can be accessed by visiting the City of Brooklyn Center's website at: <https://www.brooklyncentermn.gov/>. A definite time for this application to be considered cannot be given as it will depend on the progression of the agenda items.

**TYPE OF REQUEST:**

Conditional Use Permit

**APPLICANT | PROPERTY**

**OWNER:** Keshia Deon (Treasure Hunt Early Learning Center) | Brooklyn Cultural Vill LLC

**PROPERTY ADDRESS | PID:**

6098 Shingle Creek Parkway,  
Brooklyn Center, MN 55430 | 02-118-21-12-0015

**BRIEF STATEMENT OF CONTENTS OF PETITION:**

The Applicant is requesting a review and consideration of a conditional use permit that would allow for a licensed day care facility (13 or greater persons) in a tenant space located at 6098 Shingle Creek Parkway in Shingle Creek Center shopping center. As the proposed use is considered a conditional use within the Commercial Mixed-Use (MX-C) District where the property is located, approval of a conditional use permit is required as outlined under Section 35-7700.

Comments and questions may be forwarded to [gmcintosh@brooklyncentermn.gov](mailto:gmcintosh@brooklyncentermn.gov) up until 4:30 pm on the day of the meeting, or by contacting Ginny McIntosh at (763) 569-3319. Your comments will be included in the record and addressed as part of the meeting. Alternatively, you may participate in the Planning Commission meeting via Webex at: [logis.webex.com](https://logis.webex.com)

Meeting Number (Access Code):

2630 082 8737

Password: BCPC05092024

By Phone: 1 (312) 535-8110

(Enter Access Code)

Auxiliary aids for persons with disabilities are available upon request at least 96 hours in advance. Please contact the City Clerk at (763) 569-3300 to make arrangements.

Respectfully,  
Ginny McIntosh  
Planning Manager





Community Development  
763-569-3300

May 8, 2024

6098 Shingle Creek Pkwy  
Keshia Deon – Treasure Hunt Early Learning Center

Building review comments for the remodel/change of occupancy for the Proposed Space (Daycare) to be located at 6098 Shingle Creek Pkwy.

Previous Building Occupancy Classification: B (Business) use.

Proposed Building Occupancy Classification: E or I4 (Daycare) pending the age of the occupants and amount per licensing.

1. The building may be required to have a sprinkler permit where changes to the system involves the ceiling being removed or if any new rooms are added to provide the proper coverage per NFPA 13.
2. A Building permit will be required with signed architectural plans. Plans shall include a code analysis and floor layout showing the existing and new rooms.
3. A SAC determination is required by MET Council. A determination letter is required to be received before a permit is issued.
4. The Health Department is required to review plans and provide an approval letter prior to permit issuance for any food services being provided.
5. Separate permits may be required for and plumbing, electrical or mechanical work that is to be done.
6. All signage on site will need a sign permit from zoning and approval.

Sincerely,

Dan Grinsteinner  
Building Official  
City of Brooklyn Center  
763-569-3313