



# City of Duluth

Council Chambers, City  
Hall

## Meeting Agenda Planning Commission.

*Council Chambers*

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Tuesday, April 8, 2025

5:00 PM

Council Chambers

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### CALL TO ORDER AND ROLL CALL

### APPROVAL OF PLANNING COMMISSION MINUTES

[PL 25-0327](#) Planning Commission Minutes 03/27/25

**Attachments:** [3-27-25 PC Minutes \(not approved yet\)](#)

### PUBLIC COMMENT ON ITEMS NOT ON AGENDA

### CONSENT AGENDA

[PLIUP-2502-0008](#) Interim Use Permit for a Vacation Dwelling Unit at 325 S Lake Ave, Unit 1211 by Tucker and Katie Hanlon

**Attachments:** [PLIUP-2502-0008 Staff Report and Attachments](#)

[PLIUP-2502-0011](#) Interim Use Permit for a Vacation Dwelling Unit at 325 S Lake Ave, Unit 1214 by Skyline Real Estate, LLC

**Attachments:** [PLIUP-2502-0011 Staff Report and Attachments](#)

[PLIUP-2502-0012](#) Interim Use Permit for a Vacation Dwelling Unit at 325 S Lake Ave, Unit 1212 by Skyline Real Estate, LLC

**Attachments:** [PLIUP-2502-0012 Staff Report and Attachments](#)

[PLIUP-2502-0009](#) Interim Use Permit for a Vacation Dwelling Unit at 345 Canal Park Dr by 345 Canal Park Dr LLC

**Attachments:** [PLIUP-2502-0009 Staff Report with Attachments](#)

[PLIUP-2502-0010](#) Interim Use Permit for a Vacation Dwelling Unit at 345 Canal Park Dr by 345 Canal Park Dr LLC

**Attachments:** [PLIUP-2502-0010 Staff Report with Attachments](#)

[PLIUP-2503-0013](#) Interim Use Permit for a Vacation Dwelling Unit at 1 Mesaba Pl by Lake View Land Co LLC

**Attachments:** [PLIUP-2503-0013 Staff Report with Attachments](#)

[PLIUP-2503-0014](#) Interim Use Permit for a Vacation Dwelling Unit at 1235 Minnesota Ave by Lake View Land Co LLC

Attachments: [PLIUP-2503-0014 Staff Report with Attachments](#)

## PUBLIC HEARINGS

[PLIUP-2502-0005](#) Interim Use Permit for a Vacation Dwelling Unit at 2817 Minnesota Ave by Angela Delf

Attachments: [PLIUP-2502-0005 Staff Report and Attachments](#)

[PLIUP-2503-0016](#) Interim Use for an Outdoor Living Site at 1533 W Arrowhead Rd by Vineyard Christian Fellowship, Duluth

Attachments: [PLIUP-2503-0016 Staff Report and Attachments](#)

[PLVAR-2502-0002](#) Variance to Reduce Front Yard Setback and Accessory Structure Location at 711 Martha St by Tyler and Jensina Rosen

Attachments: [PLVAR-2502-0002 Staff Report and Attachments](#)

## COMMUNICATIONS

Land Use Supervisor Report

Heritage Preservation Commission Report

# **City of Duluth Planning Commission**

**March 27<sup>th</sup>, 2025 – City Hall Council Chambers  
Meeting Minutes**

## **Call to Order**

President Gary Eckenberg called to order the meeting of the city of Duluth Planning Commission at 5:01 p.m. on Thursday, March 27<sup>th</sup>, 2025, in the Duluth city hall council chambers.

## **Roll Call**

### **Attendance:**

Members Present: Chris Adatte, Brian Hammond, Gary Eckenberg, Danielle Rhodes, Dave Sarvela, and Andrea Wedul

Members Absent: Jason Crawford, Jason Hollinday, and Margie Nelson

Staff Present: Nick Anderson, Amanda Mangan, Chris Lee, Jason Mozol, Jenn Moses, Ariana Dahlen, Natalie Lavenstein, Christian Huelsman, and Sam Smith

## **Approval of Planning Commission Minutes**

Planning Commission Meeting – March 11<sup>th</sup>, 2025 –

**MOTION/Second:** Rhodes/Sarvela approved

**VOTE: (6-0)**

## **Public Comment on Items Not on Agenda**

No comments.

## **Consent Agenda**

PLIUP-2502-0003 Interim Use Permit for a Vacation Dwelling Unit at 5801 Grand Ave, Unit 1  
by Tanya Templer

PLIUP-2503-00019 Interim Use Permit for a Vacation Dwelling Unit at 5801 Grand Ave, Unit 1  
by Tanya Templer

PLIUP-2502-0004 Interim Use Permit for Vacation Dwelling Unit at 611 W Skyline by CCL  
PROPERTIES II LLC

PLIUP-2502-0006 Interim Use Permit for a Vacation Dwelling Unit at 37 England Ave by  
Riverside Rentals LLC

PLIUP-2502-0007 Interim Use Permit for a Vacation Dwelling Unit at 124 N Hawthorne Rd by  
David and Theresa Hanson

PLSUP-2502-00035 Special Use Permit for a Restaurant at 601 N 56th Ave by Bailey Builds

**Commissioners:** Commissioner Rhodes asked staff a clarifying question regarding item PLIUP-2502-0007. She asked which door on the structure is considered the front door. Rhodes also recognized that staff notified the applicant that there is no front yard parking, and asked staff if an updated site plan has been submitted.

**Staff:** Natalie Lavenstein stated that the front door is oriented towards East 2<sup>nd</sup> St. The required parking for a vacation dwelling unit of this size is 6 spaces, which can be achieved without parking in the front yard, so an updated site plan was not required.

**Public:** No speakers.

**MOTION/Second:** Rhodes/Adatte approve the consent agenda items as per staff recommendations

**VOTE: (6-0)**

### **Public Hearings**

PLSUB-2411-0007 Final Plat at 010-3921-00020 by Duluth HRA

**Staff:** Chris Lee addressed the commissioners and presented a visual of the plat. The proposal will plat 3.3 acres of unplatted land to form a new plat called the Harbor Highlands First Addition that consists of 24 residential building lots. The preliminary plat for this project came before the commissioners and was approved at the August 20<sup>th</sup>, 2024 meeting. The property is owned by the Duluth HRA but has given One Roof the rights to develop the property for housing. Back in August, commissioners asked about the history, lot size, and ownership of the subject property. Commissioners also looked at creating a connection from Lake Avenue to the Incline Village site. However, the final plat indicates that there is not a connection from Lake Avenue that would go up to the future Incline Village site. Staff found that the applicant has failed to meet this condition due to other conditions beyond the applicant's control. The current landowner, Duluth HRA, has stated the property has a HUD declaration of trust over the property that prevents this from being platted as right-of-way at this time. These factors are also out of city staff's control.

The final plat is consistent with the comprehensive land use plan designation of this site, which is urban residential allowing a mix of densities and uses. The final plat is located in an area of the city with adequate police, fire, and emergency facilities to serve the anticipated housing development. Staff finds that, other than the items addressed above and referenced in the recommendations below, the preliminary plat conforms to the requirements of Sec 50-37.5. and is consistent with all applicable requirements of MSA 462.358 and Chapter 505. As required under UDC Sec. 50-37.5.H.3.c., Applicant will sign a development agreement committing to the construction of unfulfilled conditions within two years after the approval of the final plat. Staff has reviewed the current conditions on the property and recommends approval of the final plat.

**Commissioners:** Commissioner Hammond asked staff to explain what other options were explored for connectivity to Lake Avenue regarding Governing Principal #7 in the staff report.

**Staff:** Lee responded that staff worked with One Roof's development team on other connectivity options for this project. They looked at various connectivity options through Redrock Trail, but those options were determined to be not adequate for providing the proper connection and would create challenges for the Incline developer. Lee explained that they looked at Redrock trail due to the HUD stipulations that eliminated the Lake Avenue connection option.

Jenn Moses added that connectivity is a very important governing principal for staff when helping to shape new developments. Initially, Lake Avenue seemed like a natural and



connection. Staff were not aware of the are legalities associated with HUD's Declaration of Trust over the property at the August meeting. Other adequate connection options largely depend on what is built at the Incline development site, and other additional engineering and design work may be necessary when revisiting this topic in the future.

**Applicant:** Chad Dipman, Housing Development & Construction Director at One Roof Community Housing, addressed the commissioners. He thanked staff for working diligently with them on this project and had no additional information to convey.

**Public:** No speakers.

**Commissioners:** Vice President Wedul expressed her disappointed in HUD's stipulations. She hopes this changes so future projects don't face similar obstacles.

Commissioner Hammond reiterated that he feels Governing Principal #7 is important. He believes that as a city, Duluth has fallen short, both recently and historically, with providing needed connectivity for other developments. He believes that there is a way to incorporate good connectivity into this project and does not feel that staff and the applicant have pursued all viable avenues. Hammond stated that he will be voting 'no'.

Commissioner Rhodes hopes that staff explore the possibility of having West 12<sup>th</sup> Street be a connectivity opportunity for Incline Village in the future without impacting the Harbor Highlands plat.

**Motion/second:** Wedul/Rhodes approve as per staff recommendation with the following conditions:

- 1. The Planning Commission President shall not sign the plat until the development agreement has been approved by City Council and signed by the applicant.**
- 2. Any alterations to the approved plans that do not alter major elements of the plan may be approved by the Land Use Supervisor without further Planning Commission review; however, no such administrative approval shall constitute a variance from the provisions of Chapter 50.**

**Vote: (5-1)**  
**Hammond opposed**

PLUMA-2502-0001 UDC Map Amendment for a Rezone from R-1 to R-P at 2732 Woodland Ave by FORCE 1 LLC

**Staff:** Jason Mozol addressed the commissioners. He presented a map of the subject property. Applicant is requesting a UDC Map Amendment (rezoning) from R-1 to Residential-Planned (R-P) to construct two multi-family buildings on the property. The Planning Commission shall review the application, and Council shall approve the application or approve it with modifications, if it determines that the application: 1. Is consistent with the Comprehensive Land Use Plan; 2. Is reasonably related to the overall needs of the community, to existing land use, or to a plan for future land use; 3. Is required by public necessity, convenience, or general welfare, or good zoning practice; 4. Will not create material adverse impacts on nearby properties, or if material adverse impacts may be created they will be mitigated to the extent reasonably possible.

As part of the Map Amendment process, an R-P plan identifying uses, density, and height is required. The comprehensive plan primarily identifies this area as "Traditional Neighborhood" with a goal density of 4-8 units per acre. 5.36 acres of the applicant's property is identified as developable with a proposed density of 14 units per acre. This allows for a maximum of 75 units. The remaining 2.78 acres would be kept as common open space. Taken as a whole, the

total density for the 8.14-acre site would be no greater than 9.2 units per acre. Permitted uses are identified as residential uses including single-family, two-family, townhouse, multi-family, and live work. The applicant has requested a maximum height of 45 feet. This is a 50% modification from the underlying R-1 standard as permitted in Table 50-14.7-1 if the application demonstrates avoidance of substantial impacts to views from uphill sites.

An R-P district requires a level of public benefit that exceeds what would be required in the underlying zone district. The R-P district requires a minimum of 30% of the area of the project be kept in open space; applicant is proposing to preserve 34% of the project as open space. This area includes high quality maple trees, a vegetated buffer around the perimeter of the site, and a shoreland buffer to protect the adjacent tributary to Tischer Creek. In addition to the open space, the public benefit includes a connector trail/sidewalk with pedestrian access through the development from Woodland Ave to Wadena St.

In order to ensure that the public-oriented aspects of the development are completed, the city will enter into a development agreement should this proposal be approved. A public meeting is required in advance of an application for a UDC Map Amendment to R-P. A meeting was held on Monday, January 27, 2025, with 14 people in attendance. The minutes from that meeting are included in tonight's packet.

A total of 50 public comments were received, some in favor some opposed leading up to tonight's meeting. Some of the concerns listed within the public comments include traffic volume and safety. Staff reached out to St. Louis County, as they are the entity that manages Woodland Avenue. They expressed that had no concerns regarding safety or capacity of the street. Woodland Avenue was partially reconstructed last year, and this development was included in the design process for the road. There are turn lanes and curb cuts already in place. Woodland Avenue is designed to carry capacity of between 15 thousand and 20 thousand cars a day and is currently carrying around 8 to 9 thousand cars each day.

There is also some concern about utilities. City engineering staff commented that water, gas and sewer are available to the site with adequate capacity. Services meeting City standards for storm water treatment and fire protection are required.

Concerns regarding tree clearing was brought up in some of the public comments, and with new developments, there will be some impacts to trees. The applicant is proposing some open space that will be preserved around the edge of the site to preserve some trees. Trees that are impacted will be subject to the city's tree preservation requirements and replacement plan. Impacts to Tischer Creek were noted as well. To mitigate the impacts, the shoreland setback will be left naturally vegetated. The development will be required to meet all city stormwater requirements as well.

Finally, another concern that was expressed was impact to neighborhood character, which is considered with any new development project that comes into a neighborhood. Some of those impacts will be mitigated by the project having direct access off of Woodland Avenue and by the vegetated buffers around the property.

Proponents of this project cited the need for housing in the community, an increase in the city's tax base, benefits of dense housing such as walkability and less impacts to natural resources. Staff recommends planning commission recommend approval to city council.

**Commissioners:** Commissioners asked staff about the live-work dwelling use that is listed as a permitted use for this project in the staff report, as it does not appear to be a permitted use for the R-P.

**Staff:** Mozol responded that the permitted uses in the R-P district are identified in the Use Table in the zoning code. When the property is rezoned, the permitted uses for the underlying zoning can be proposed as the permitted uses in the regulating plan. He also verified that live-

work is not a permitted use for the R-P. Moses stated that as a condition of recommendation for this project, commissioners may seek to remove the live-work use from the permitted uses.

**Applicant:** Brian Forcier addressed the commissioners. He was joined by David Bolf from Northland Consulting Engineers, and they were happy to answer commissioners' questions. Bolf has worked with St. Louis County and City Engineering staff for the past few years to help set the groundwork for the reconstruction of Woodland Avenue with Forcier's project in mind. Some pieces of the reconstruction project that were done in consideration of Forcier's vision include the construction of new driveway, putting in a center left turn lane, reducing 4 driving lanes down to 2 driving lanes, and more. Whenever St. Louis County does a project within the city, the County asks for municipal consent from the city. Engineering staff recommended to the city council to review the plan, and ultimately the City gave the County municipal consent for the design and reconstruction of Woodland Ave.

The main concern from the public comments for this rezoning project was traffic. Bolf reiterated that Woodland Ave has the capacity for 20 thousand cars each day but is running at less than half of that number. Adding the traffic from residents of the proposed condos would add around a 2% increase. There are adequate utilities for this project, stormwater management requirements will be met, a tree inventory report has been done, and the tree replacement plan will be followed. Another resident concern was connectivity to the adjacent neighborhood. Bolf stated that connectivity is a priority, and they are committed to insuring that this development has adequate connections to surrounding areas.

**Commissioners:** Commissioner Hammond asked the applicant if they considered these proposed condos to be "luxury condos".

**Applicant:** Forcier responded that he would not consider them to be luxury condos, but he believes that it's a relevant term. The price point for each condo will be somewhere between \$400 thousand and \$600 thousand per unit. If Forcier had chosen to design single-family homes in this area instead of the condos, the price point for those would have likely been closer to \$800 thousand to \$1 million, which he feels is more unattainable.

His hope is to create a space where folks can move into these condos to pursue a maintenance-free living situation, so they can then sell their more affordable homes to families who may be just starting out. He clarified that the proposed development would not be age restrictive.

**Commissioners:** Wedul asked the applicant to speak to how his team decided on the development area vs. the common space. She asked how the character of the site will be preserved, and wanted to know if the applicant would be willing to remove the live work dwelling use from the permitted uses for this plan.

**Applicant:** Forcier explained that he wanted to save as many of the trees on the site as possible. His team has worked on 17 or 18 different site plans leading up to this one. The alternative to this plan was to clear the site and put up duplexes or single-family homes. Placement of the 2 proposed buildings was carefully considered to help minimize impacts to the trees and the viewshed for the surrounding neighbors.

Bolf stated that the yellow on the site plan represents the development piece, while the green represents the common space. The red line is shoreland setback, which seemed like a natural boundary. There are pine trees planted along Woodland Ave that they plan to preserve, and the big corridor on the east side provides a nice buffer to neighboring residents as well. On the north side, there is a platted street is wooded with another 20 ft buffer, and there is no intent to clearcut those buffers. They plan to preserve as much as possible, and only take out the trees necessary to build the buildings.

Forcier stated that there are no plans for retail in this development, so he is fine with striking the live-work use.

**Commissioners:** President Eckenberg asked the applicant some clarifying questions regarding placement of the proposed buildings, lot access, turn lanes, and where the tree clearing will take place on the site plan.

**Applicant:** Bolf responded that that information was part of the January public meeting minutes summary. The previous owner of this property worked with the city planning department and the city council to be granted an easement across the city parcel to access the property from Woodland over a decade ago. This will permit a left-hand turn onto Woodland Ave from the property. The tree clearing will be to the north side of the north building for fire access and surface parking. Staff will have multiple opportunities to give input on building placement and the tree preservation throughout this process.

**Commissioners:** Wedul asked if there will be connection from the condos to the new bike path.

**Applicant:** Bolf said that there there will be a sidewalk on Woodland Ave that goes to the front door of each of the buildings, and though it will be steep, there will be direct access to the sidewalk and the bike lane.

**Public:** Shannon Smith, 1105 N 40<sup>th</sup> Ave E – Smith is in favor of the project. She was looking at buying the property before Forcier, and she walked the property many times. The applicant's proposal will allow the wooded areas to be saved because constructing condos instead of single-family homes will save more trees. Smith urged against clearing out trees for surface parking and encouraged the development team to find another place for parking if possible.

Mike Casey, 415 S 88<sup>th</sup> Ave W – Casey is in favor of the project because he was led to believe that the road to this development will be private, which will save taxpayers money. He expressed concerns about short-term vacation rentals being part of regulating plans, and he cited the River West development as an example. There is a housing crisis in Duluth, and he does not want to see more mansions being built.

James Lewis, 1510 Morningside Ave – Lewis is in favor of the project. As one of the owners of Western bank, he is pro-development. His grandfather owned Hartley field, which brought life into the area. He talked about the improvements made to the area over the years. Lewis's previous address was 431 Hartley Place, and his parents live there now. He hopes that his parents can move out of their current home and into one of the condos when they retire for an easier lifestyle, and in turn open up their house for a new family that needs it.

Terri Kronzer, 2135 Woodland Ave – Kronzer is in opposition of the project. She expressed concerns about increased traffic concerns, specifically in the mornings. Kronzer also had concerns regarding stormwater run-off, neighborhood aesthetics, viewshed obstructions, and the potential negative impact to the neighborhood's property values.

Anne Marie Edwards, 210 Wadena St – Edwards is in opposition of the project. She stated that the condos would be in her backyard, and the condos could negatively impact the wildlife near her home. Edwards expressed concerns about traffic safety, high housing costs and property value impacts.

Robin Mainella Annala, 121 W Redwing St – Annala is in opposition of the project. She stated that the Woodland area has been her home for 45 years, and she likes that it's close to nature. She believes the outcome of this development will be devastating to the neighborhood. She feels that developers should build in a thoughtful manner under R-1 zoning. Annala believes the positive changes from the Woodland reconstruction will be undone if this project is approved. She does not believe that residents, wildlife, commuters will benefit from this project.

Ramona Kruchowski, 109 E Anoka St – Kruchowski is in opposition of the project. She expressed concerns regarding traffic during rush hours, snow removal management, incorporating school bus routes, fire and EMS response times, environmental and wildlife concerns, noise pollution

from construction, light pollution, neighborhood integrity, and concerns of the developer changing project plans.

Bonnie Lou Dunphy, 402 Minneapolis Ave – She is in opposition of the project, and she read a letter that she had previously written to her councilor. Dunphy expressed concerns surrounding noise, traffic, crime, light pollution, wildlife, neighborhood character, more construction, and she worried that the condos would turn into college rentals. She believes this would be a good area for senior living instead.

Jill Crawford Nichols, 1505 W Morgan St – Nichols talked about the base zone of R-1 development standards. She pointed out the live work dwelling is not permitted in the R-P, and multifamily dwelling is not allowed in the R-1. She feels there are inconsistencies with how the UDC is applied and interpreted, and she wants commissioners to be aware of this.

Barb Ellingson, 122 Minneapolis Ave – Ellingson is in opposition of the project. She expressed traffic and safety concerns.

**Commissioners:** Commissioner Rhodes stated that she appreciates the plan as it addresses many community needs. She also like how close the area is to transit options, she likes the green spaces, and she does not believe it will impact neighbors in a detrimental way. She has questions about the rezoning process, and she referenced a staff memo from a different neighborhood in Lakeside. Throughout the staff recommendations, there was talk of what residential uses were included in the R-P zoning conversation. Rhodes said that it seems odd that it was discussed a lot with that application, but not so much with this application. She believes that there should be a more consistent procedure and policy when reviewing these types of applications.

**Staff:** Moses clarified that the development standards are in Article 4 of the zoning code, and they are not to be deviated from. When someone goes through the rezoning process of a planned district, part of the public process is looking at the big picture things that will be on the site that are in the purview of governing bodies to approve, which includes uses, density, height, and public benefit in exchange for some of the modifications that the applicant is requesting. The uses are included in the permitted use table for somebody to request and put into their concept plan. Staff will remove the live work use from this plan, as it is not a permitted use. Mozol clarified that the residential uses requested by the applicant include single-family, two-family, townhouse, and multifamily dwellings. These are the only residential uses that would be permitted.

**Commissioners:** President Eckenberg asked staff if vacation dwelling units (VDUs) will be allowed. Commissioner Sarvela asked staff how lighting is regulated in the R-P process.

**Staff:** Moses responded that vacation dwelling unit is a separate use listed in the use table. Unless that use is specifically listed part of the applicant's request, they would not be eligible for a VDU permit.

Mozol explained that the lighting will be subject to the exterior lighting section of the code and will be reviewed in the regulating plan as well as through the building permit, should one come forward.

**Commissioners:** Discussion ensued amongst the commissioners regarding the benefits of this project, including added housing, more market-rate housing that will up, and the increase of tax revenue. They also liked that the applicant is not asking for public subsidy, and that this project is a private investment in the community.

Commissioner Hammond addressed the stormwater concerns in the letters and explained that there is a stormwater permitting process that is overseen by the city, not the planning commission.

**Motion/second:** Wedul/Sarvela recommended approval as per staff recommendation. One amendment to the main motion was discussed as follows:

**Amendment: Wedul/Adatte motion to remove the live work use from item 4 under the Review and Discussion Items in the staff report.**

**Vote: (6-0)**

**MAIN MOTION Approved with one amendment.**

**Vote: (6-0)**

### **Other Business**

No other business.

### **Communications**

Land Use Supervisor (LUS) Report – Jenn Moses addressed the commissioners and thanked them for making time for tonight's special meeting. The recent floodplain ordinance approved by council, and staff will be working to integrate all of that language into the official copy of the UDC on the city's website. She thanked the commissioners for their work in reviewing that ordinance.

City council is working on interviews for those positions currently, and staff is looking to onboard a couple new commission members to fill the 2 empty seats as soon as the city council has completed their interviews. The next regular meeting is April 8<sup>th</sup>, and commissioners can expect to see around 15 agenda items.

Moses informed the commissioners that on April 16<sup>th</sup> there will be a public meeting for the Spirit Valley Core Investment Area Plan, and she will email the commissioners more details for that meeting.

Heritage Preservation Commission Report – No report.

### **Adjournment**

Meeting adjourned at 6:46 p.m.

Respectfully,

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Jenn Moses, Manager  
Planning & Economic Development





**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

<b>File Number</b>	PLIUP-2502-0008		<b>Contact</b>	Chris Lee, cleee@duluthmn.gov	
<b>Type</b>	Interim Use Permit – Vacation Dwelling Unit		<b>Planning Commission Date</b>		April 8 2025
<b>Deadline for Action</b>	<b>Application Date</b>		February 25, 2025	<b>60 Days</b>	April 26, 2025
	<b>Date Extension Letter Mailed</b>		March 10, 2025	<b>120 Days</b>	June 25, 2025
<b>Location of Subject</b>		325 S Lake Ave, Unit 1211			
<b>Applicant</b>	Tucker & Katie Hanlon		<b>Contact</b>		
<b>Agent</b>	Tiegen Brickson		<b>Contact</b>		
<b>Legal Description</b>		PIN: 010-4444-00080			
<b>Site Visit Date</b>		March 26, 2025	<b>Sign Notice Date</b>		March 25, 2025
<b>Neighbor Letter Date</b>		March 11, 2025	<b>Number of Letters Sent</b>		44

**Proposal**

The applicant proposes to use of a 2-bedroom dwelling as a vacation dwelling unit at 325 S Lake Ave, Unit 1211. This property is in a Form district.

**Recommended Action:** Staff recommend that Planning Commission approve the interim use permit.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>North</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>South</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>East</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>West</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the F-5 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #4- Support economic growth sectors

A short-term rental supports the tourism industry and provides a service for visitors.

Future Land Use – Tourism/Entertainment-

Retail, entertainment, and lodging facilities, meeting facilities, waterfront related uses, open space uses.

**History:** The building (Suites Hotel) on the subject property contains a number of approved vacation dwelling units.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicant's property is located at 325 S Lake Ave. Unit 1211. One apartment unit will be rented. There are 2 bedrooms, which allow for a maximum of 5 guests.
- 2) The minimum rental period will be one night.
- 3) One parking space will be provided in the parking lot on the site.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities.
- 6) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holder must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Tieggen Brickson to serve as the managing agent.
- 7) A time limit on this Interim Use Permit ("IUP") is needed to minimize negative impacts to surrounding residential uses thereby causing damage to the public's health, safety and welfare. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 8) Applicant must comply with Vacation Dwelling Unit Regulations, including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 9) There are currently 170 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 86 are subject to the cap of 110. This unit is in a form district and is not subject to the cap.
- 10) No City, public or agency comments were received.
- 11) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.





**PLIUP-2502-0008**

Interim Use Permit  
301 S Lake Ave



The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.

Aerial Imagery Captured 2019

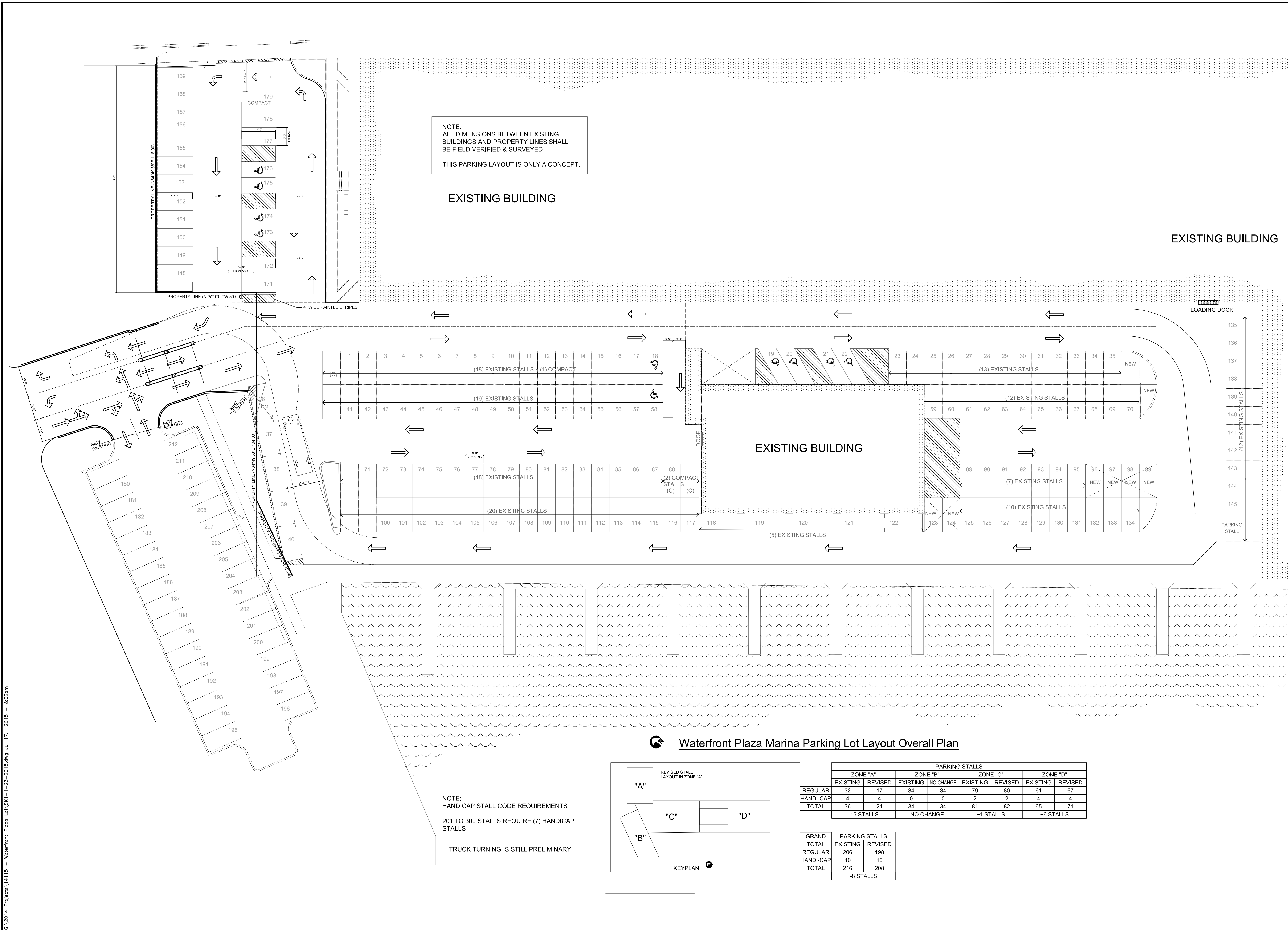
Prepared by: City of Duluth Planning & Economic Development, March 6, 2025; Source: City of Duluth.



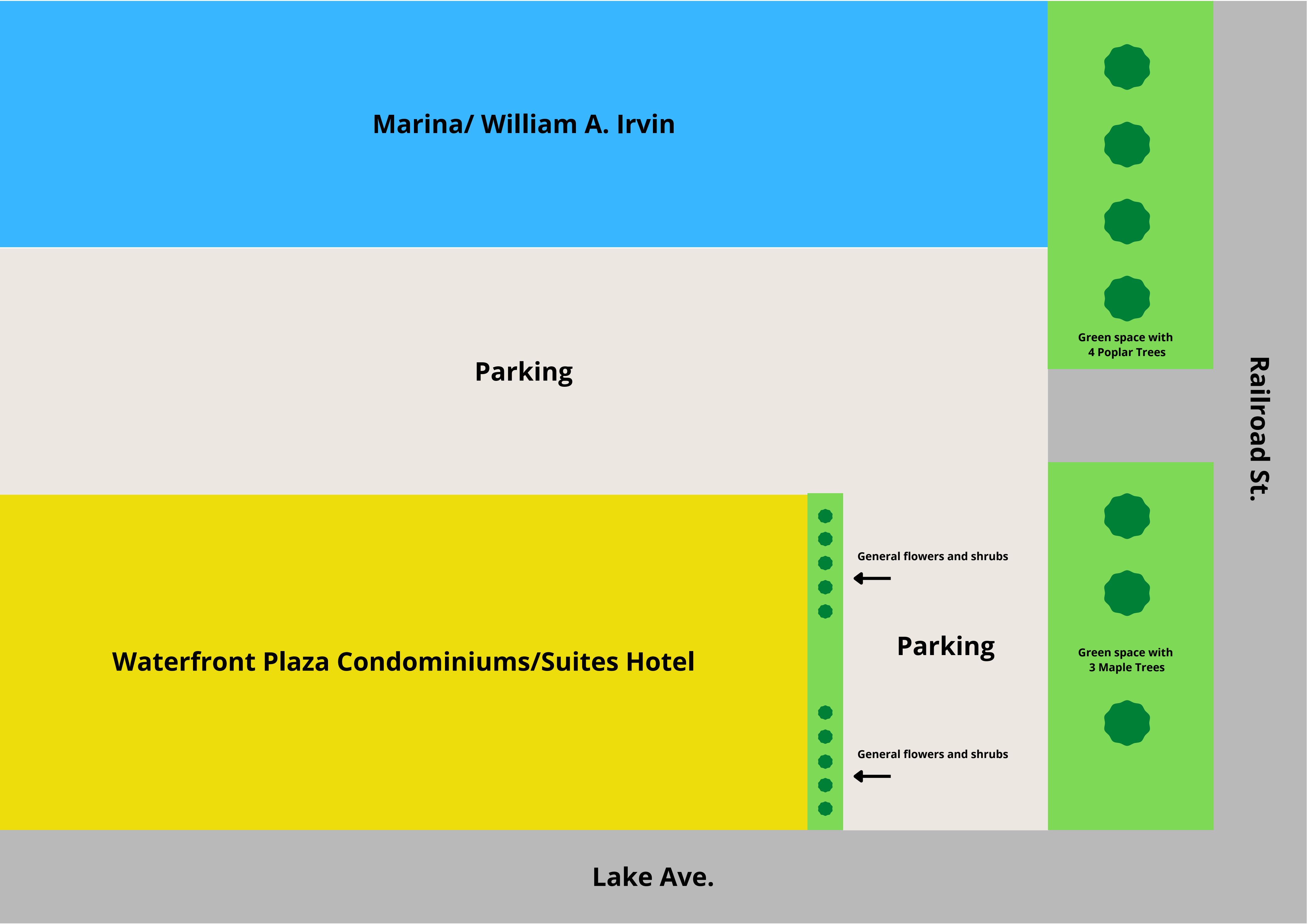




G:\2014 Projects\14115 - Waterfront Plaza Lot\SK1-1-23-2015.dwg Jul 17, 2015 - 8:02am



<b>OPTION "B"</b> PARKING LAYOUT	DATE		REVISION DESCRIPTION	
	1-26-15	7-1-15	Δ	REVISED PARKING LAYOUT IN AREA "A"
	DRAWN	WRE	Δ	REVISED PARKING LAYOUT
	CHECKED	MD	Δ	
WATERFRONT PLAZA LOT	DATE		REVISION DESCRIPTION	
	1-26-15	7-1-15	Δ	REVISED PARKING LAYOUT IN AREA "A"
	DRAWN	WRE	Δ	REVISED PARKING LAYOUT
	CHECKED	MD	Δ	
<b>Palanisami &amp; Assoc., Inc.</b> CONSULTING ENGINEERS 5661 International Parkway Minneapolis, Minnesota 55428 P: 763-533-9403 F: 763-533-9586 Email: eng@palanisami.com Web: www.palanisami.com	DATE		REVISION DESCRIPTION	
	1-26-15	7-1-15	Δ	REVISED PARKING LAYOUT IN AREA "A"
	DRAWN	WRE	Δ	REVISED PARKING LAYOUT
	CHECKED	MD	Δ	
JOB NUMBER <b>14115</b>		SHEET NUMBER <b>SK1R.3</b>		



## Vacation Dwelling Unit Worksheet

1. The minimum rental period shall be not less than two consecutive nights (does not apply to Form districts). **What will be your minimum rental period?** 1 nights

2. The total number of persons that may occupy the vacation dwelling unit is one person plus the number of bedrooms multiplied by two. You may rent no more than four bedrooms.

**How many legal bedrooms are in the dwelling?**

2

**What will be your maximum occupancy?**

5

3. Off-street parking shall be provided at the following rate:

- a. 1-2 bedroom unit, 1 space
- b. 3 bedroom unit, 2 spaces
- c. 4+ bedroom unit, number of spaces equal to the number of bedrooms minus one.
- d. Vacation dwelling units licensed on May 15, 2016, are entitled to continue operating under the former off-street parking requirement. The parking exemption for vacation dwelling units licensed on May 15, 2016, expires upon transfer of any ownership interest in the permitted property.
- e. Form districts are not required to provide parking spaces.

**How many off-street parking spaces will your unit provide?** 1

4. Only one motorhome (or pickup-mounted camper) and/or one trailer either for inhabiting or for transporting recreational vehicles (ATVs, boat, personal watercraft, snowmobiles, etc.) may be parked at the site, on or off the street. **Will you allow motorhome or trailer parking? If so, where?** No

5. The property owner must provide required documents and adhere to additional requirements listed in the City of Duluth's UDC Application Manual related to the keeping of a guest record, designating and disclosing a local contact, property use rules, taxation, and interim use permit violations procedures.

6. The property owner must provide a site plan, drawn to scale, showing parking and driveways, all structures and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, pool, hot tub, or sauna, and provide detail concerning the provision of any dense urban screen that may be required to buffer these areas from adjoining properties. Please note that this must be on 8 x 11 size paper.

7. The interim use permit shall expire upon change in ownership of the property or in six years, whichever occurs first. An owner of a vacation dwelling unit permitted prior to May 15, 2016, may request, and the land use supervisor may grant, an application for adjustment of an existing permit to conform to this section, as amended, for the remainder of the permit term.

8. Permit holder must keep a guest record including the name, address, phone number, and vehicle (and trailer) license plate information for all guests and must provide a report to the City upon 48 hours' notice. **Please explain how and where you will**

**keep your guest record (log book, excel spreadsheet, etc):**

Excel Spreadsheet

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**9.** Permit holder must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24-hours-a-day to any complaints from neighbors or the City. The permit holder must notify the Land Use Supervisor within 10 days of a change in the managing agent or local contact's contact information.

**Please provide the name and contact information for your local contact:**

Tiegen Brickson- (321) 831-5041

---

**10.** Permit holder must disclose in writing to their guests the following rules and regulations:

- a. The managing agent or local contact's name, address, and phone number;
- b. The maximum number of guests allowed at the property;
- c. The maximum number of vehicles, recreational vehicles, and trailers allowed at the property and where they are to be parked;
- d. Property rules related to use of exterior features of the property, such as decks, patios, grills, recreational fires, pools, hot tubs, saunas and other outdoor recreational facilities;
- e. Applicable sections of City ordinances governing noise, parks, parking and pets;

**Please state where and how this information will be provided to your guests:**

Via Email

---

**11.** Permit holder must post their permit number on all print, poster or web advertisements. **Do you agree to include the permit number on all advertisements?** Yes

**12. Prior to rental,** permit holder must provide the name, address, and phone number for the managing agent or local contact to all property owners within 100' of the property boundary; submit a copy of this letter to the Planning and Community Development office. In addition, note that permit holder must notify neighboring properties within 10 days of a change in the managing agent or local contact's contact information.



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

File Number	PLIUP-2502-0011	Contact	Chris Lee, clee@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit	Planning Commission Date		April 8 2025
Deadline for Action	Application Date	February 28, 2025	60 Days	April 29, 2025
	Date Extension Letter Mailed	March 10, 2025	120 Days	June 28, 2025
Location of Subject		325 S Lake Ave, Unit 1214		
Applicant	Skyline Real Estate, LLC	Contact	Mark Lanigan	
Agent	Tiegen Brickson	Contact		
Legal Description		PIN: 010-4444-00050		
Site Visit Date		March 26, 2025	Sign Notice Date	March 25, 2025
Neighbor Letter Date		March 21, 2025	Number of Letters Sent	44

**Proposal**

The applicant proposes to use a 1-bedroom dwelling as a vacation dwelling unit at 325 S Lake Ave, Unit 1214. This property is in a Form district.

**Recommended Action:** Staff recommend that Planning Commission approve the interim use permit.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>North</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>South</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>East</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>West</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the F-5 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #4- Support economic growth sectors

A short-term rental supports the tourism industry and provides a service for visitors.

Future Land Use – Tourism/Entertainment-

Retail, entertainment, and lodging facilities, meeting facilities, waterfront related uses, open space uses.

**History:** The building (Suites Hotel) on the subject property contains a number of approved vacation dwelling units.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicant's property is located at 325 S Lake Ave. Unit 1214. One apartment unit will be rented. There is 1 bedroom, which allow for a maximum of 3 guests.
- 2) The minimum rental period will be one night.
- 3) One parking space will be provided in the parking lot on the site.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities.
- 6) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holder must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Tiegen Brickson to serve as the managing agent.
- 7) A time limit on this Interim Use Permit ("IUP") is needed to minimize negative impacts to surrounding residential uses thereby causing damage to the public's health, safety and welfare. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 8) Applicant must comply with Vacation Dwelling Unit Regulations, including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 9) There are currently 157 licensed vacation dwelling units in the city, with 74 of those in form districts; the remaining 83 are subject to the cap of 100. This unit is in a form district and is not subject to the cap.
- 10) No City, public or agency comments were received.
- 11) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.





**PLIUP-2502-0011**

Interim Use Permit  
301 S Lake Ave



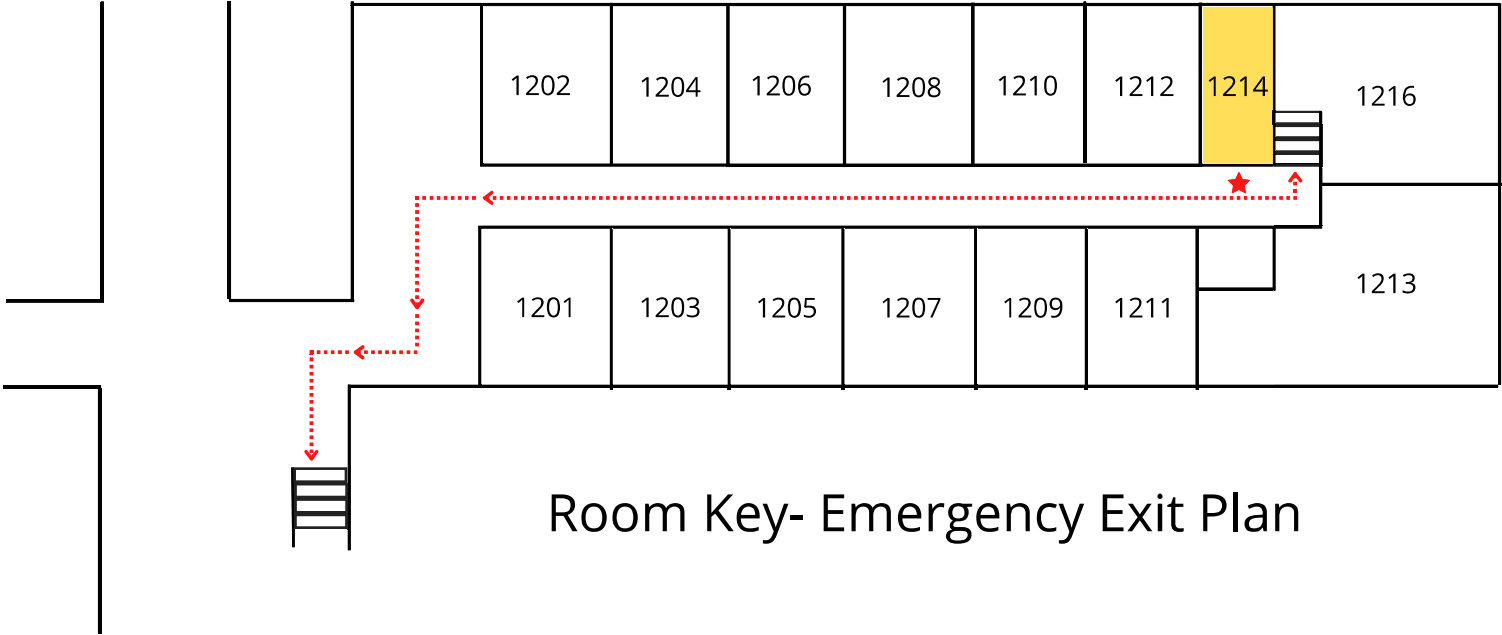
The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.

Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, March 6, 2025; Source: City of Duluth.










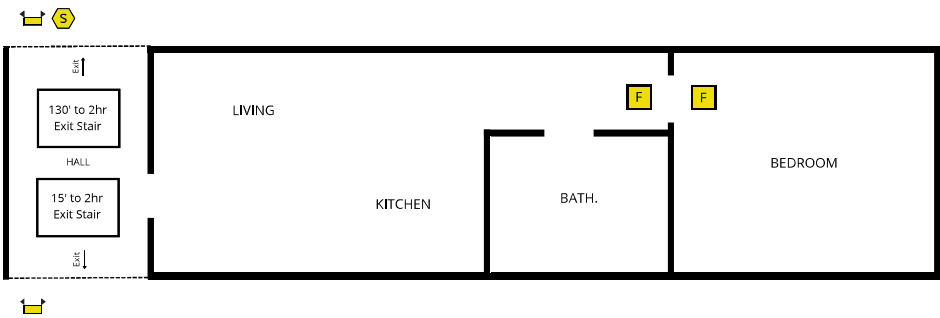
Room Key- Emergency Exit Plan

Floor Plan- Unit #1214

569 sq.ft. Area  
Second Floor Level

Legend

-  Fire & Smoke Detector
-  Alarm/Fire Strobe
-  Emerg. Ltg w/ Batt. Backup



Code Summary

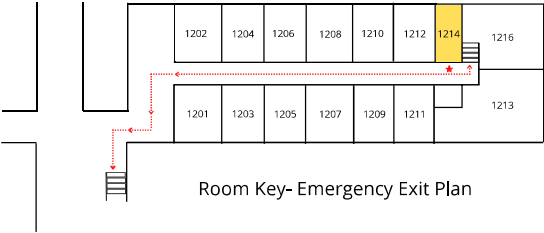
Code Used: 2020 MN State Bldg. Code

.....

Building Use: Residential - Hotel  
Bldg. Const. Type: 3B  
Sprinklers: Yes, throughout bldg.  
Fire Alarm: Yes, throughout bldg.  
Exits: (2) Exit stair wells, 2hr rated at each end of corridor.  
Distance to stair wells: North 15'-0", South, 130'-0"

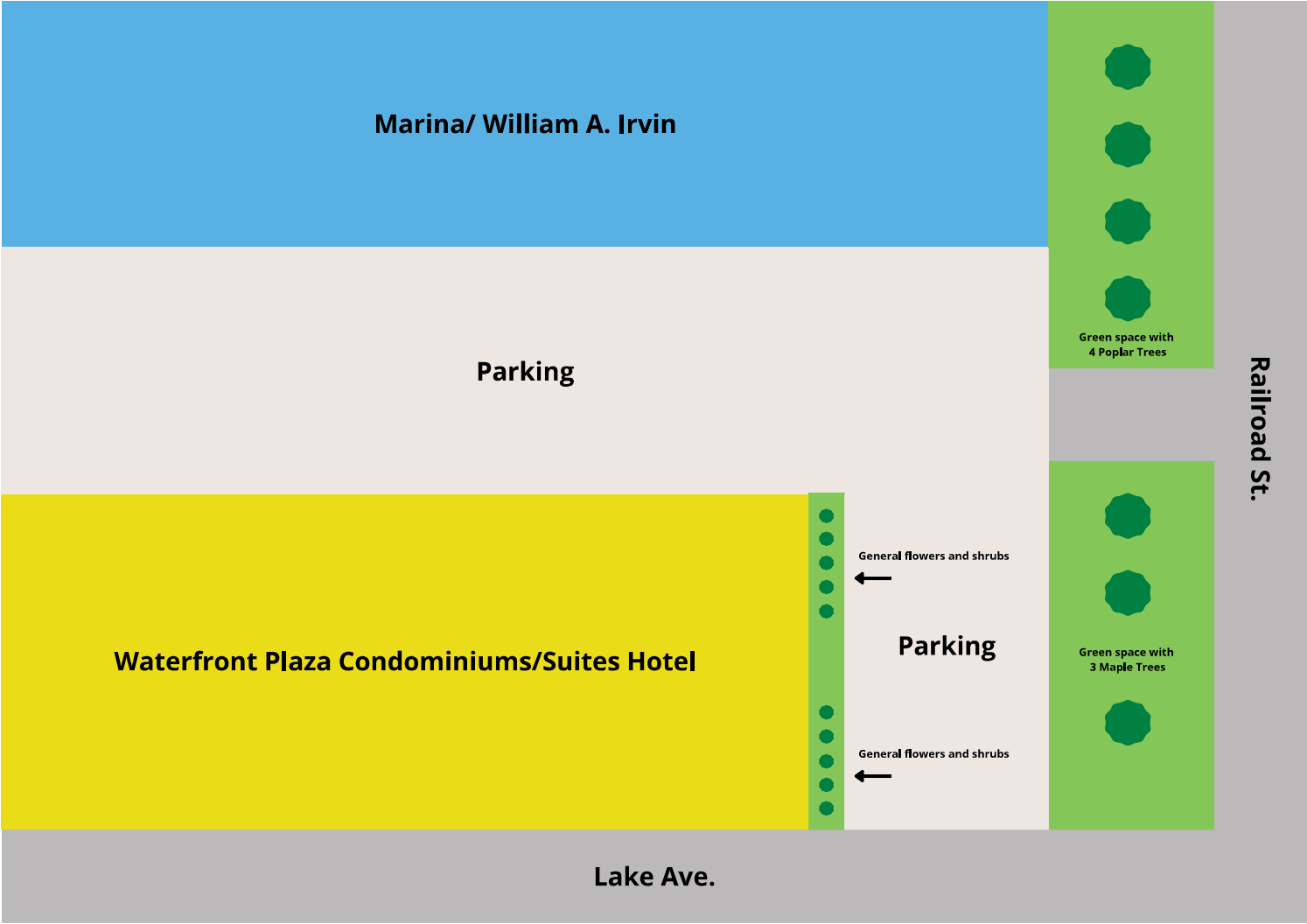
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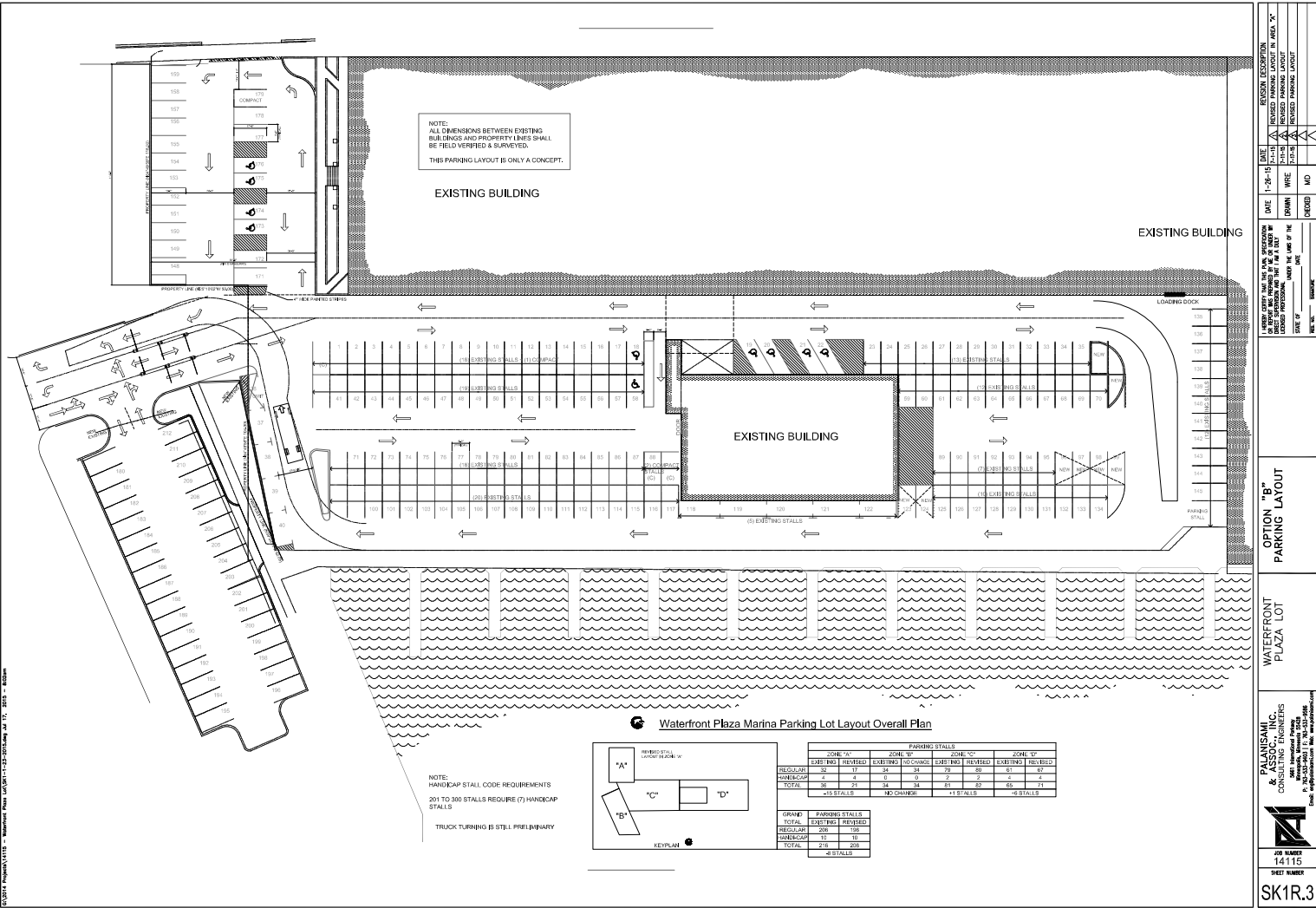
2nd Floor - Unit 1214      569 sq.ft.  
1 Bedroom, 1 Bath, Living Rm, Kitchen  
Occupant Load: 3 occupants



Project:  
Proposed Vacation Dwelling Unit  
325 S Lake Ave - Unit #1214  
Duluth, MN 55802

Owner:  
Mark & Linda Lanigan  
(218) 591-3785  
[laniganmark@msn.com](mailto:laniganmark@msn.com)





## Vacation Dwelling Unit Worksheet

1. The minimum rental period shall be not less than two consecutive nights (does not apply to Form districts). **What will be your minimum rental period?** 1 nights

2. The total number of persons that may occupy the vacation dwelling unit is one person plus the number of bedrooms multiplied by two. You may rent no more than four bedrooms.

**How many legal bedrooms are in the dwelling?**

**What will be your maximum occupancy?**

1

3

3. Off-street parking shall be provided at the following rate:

- a. 1-2 bedroom unit, 1 space
- b. 3 bedroom unit, 2 spaces
- c. 4+ bedroom unit, number of spaces equal to the number of bedrooms minus one.
- d. Vacation dwelling units licensed on May 15, 2016, are entitled to continue operating under the former off-street parking requirement. The parking exemption for vacation dwelling units licensed on May 15, 2016, expires upon transfer of any ownership interest in the permitted property.
- e. Form districts are not required to provide parking spaces.

**How many off-street parking spaces will your unit provide?** 1

4. Only one motorhome (or pickup-mounted camper) and/or one trailer either for inhabiting or for transporting recreational vehicles (ATVs, boat, personal watercraft, snowmobiles, etc.) may be parked at the site, on or off the street. **Will you allow motorhome or trailer parking? If so, where?** No

5. The property owner must provide required documents and adhere to additional requirements listed in the City of Duluth's UDC Application Manual related to the keeping of a guest record, designating and disclosing a local contact, property use rules, taxation, and interim use permit violations procedures.

6. The property owner must provide a site plan, drawn to scale, showing parking and driveways, all structures and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, pool, hot tub, or sauna, and provide detail concerning the provision of any dense urban screen that may be required to buffer these areas from adjoining properties. Please note that this must be on 8 x 11 size paper.

7. The interim use permit shall expire upon change in ownership of the property or in six years, whichever occurs first. An owner of a vacation dwelling unit permitted prior to May 15, 2016, may request, and the land use supervisor may grant, an application for adjustment of an existing permit to conform to this section, as amended, for the remainder of the permit term.

8. Permit holder must keep a guest record including the name, address, phone number, and vehicle (and trailer) license plate information for all guests and must provide a report to the City upon 48 hours' notice. **Please explain how and where you will**

**keep your guest record (log book, excel spreadsheet, etc):**

Excel Spreadsheet

9. Permit holder must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24-hours-a-day to any complaints from neighbors or the City. The permit holder must notify the Land Use Supervisor within 10 days of a change in the managing agent or local contact's contact information.

**Please provide the name and contact information for your local contact:**

Tiegen Brickson- (321) 831-5041

10. Permit holder must disclose in writing to their guests the following rules and regulations:

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- b. The maximum number of guests allowed at the property;
- c. The maximum number of vehicles, recreational vehicles, and trailers allowed at the property and where they are to be parked;
- d. Property rules related to use of exterior features of the property, such as decks, patios, grills, recreational fires, pools, hot tubs, saunas and other outdoor recreational facilities;
- e. Applicable sections of City ordinances governing noise, parks, parking and pets;

**Please state where and how this information will be provided to your guests:**

Via Email

11. Permit holder must post their permit number on all print, poster or web advertisements. **Do you agree to include the permit number on all advertisements?** Yes

12. **Prior to rental**, permit holder must provide the name, address, and phone number for the managing agent or local contact to all property owners within 100' of the property boundary; submit a copy of this letter to the Planning and Community Development office. In addition, note that permit holder must notify neighboring properties within 10 days of a change in the managing agent or local contact's contact information.



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

File Number	PLIUP-2502-0012	Contact	Chris Lee, clee@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit	Planning Commission Date		April 8 2025
Deadline for Action	Application Date	February 28, 2025	60 Days	April 29, 2025
	Date Extension Letter Mailed	March 10, 2025	120 Days	June 28, 2025
Location of Subject		325 S Lake Ave, Unit 1212		
Applicant	Skyline Real Estate, LLC	Contact	Mark Lanigan	
Agent	Tiegen Brickson	Contact		
Legal Description		PIN: 010-4444-00040		
Site Visit Date		March 26, 2025	Sign Notice Date	March 25, 2025
Neighbor Letter Date		March 21, 2025	Number of Letters Sent	44

**Proposal**

The applicant proposes to use a 2-bedroom dwelling as a vacation dwelling unit at 325 S Lake Ave, Unit 1212. This property is in a Form district.

**Recommended Action:** Staff recommend that Planning Commission approve the interim use permit.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>North</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>South</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>East</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
<b>West</b>	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the F-5 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.



**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #4- Support economic growth sectors

A short-term rental supports the tourism industry and provides a service for visitors.

Future Land Use – Tourism/Entertainment-

Retail, entertainment, and lodging facilities, meeting facilities, waterfront related uses, open space uses.

**History:** The building (Suites Hotel) on the subject property contains a number of approved vacation dwelling units.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicant's property is located at 325 S Lake Ave. Unit 1212. One apartment unit will be rented. There are 2 bedrooms, which allow for a maximum of 5 guests.
- 2) The minimum rental period will be one night.
- 3) One parking space will be provided in the parking lot on the site.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities.
- 6) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holder must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Tiegen Brickson to serve as the managing agent.
- 7) A time limit on this Interim Use Permit ("IUP") is needed to minimize negative impacts to surrounding residential uses thereby causing damage to the public's health, safety and welfare. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 8) Applicant must comply with Vacation Dwelling Unit Regulations, including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 9) There are currently 157 licensed vacation dwelling units in the city, with 74 of those in form districts; the remaining 83 are subject to the cap of 100. This property in a form district is not subject to a cap.
- 10) No City, public or agency comments were received.
- 11) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.





**PLIUP-2502-0012**

Interim Use Permit  
301 S Lake Ave



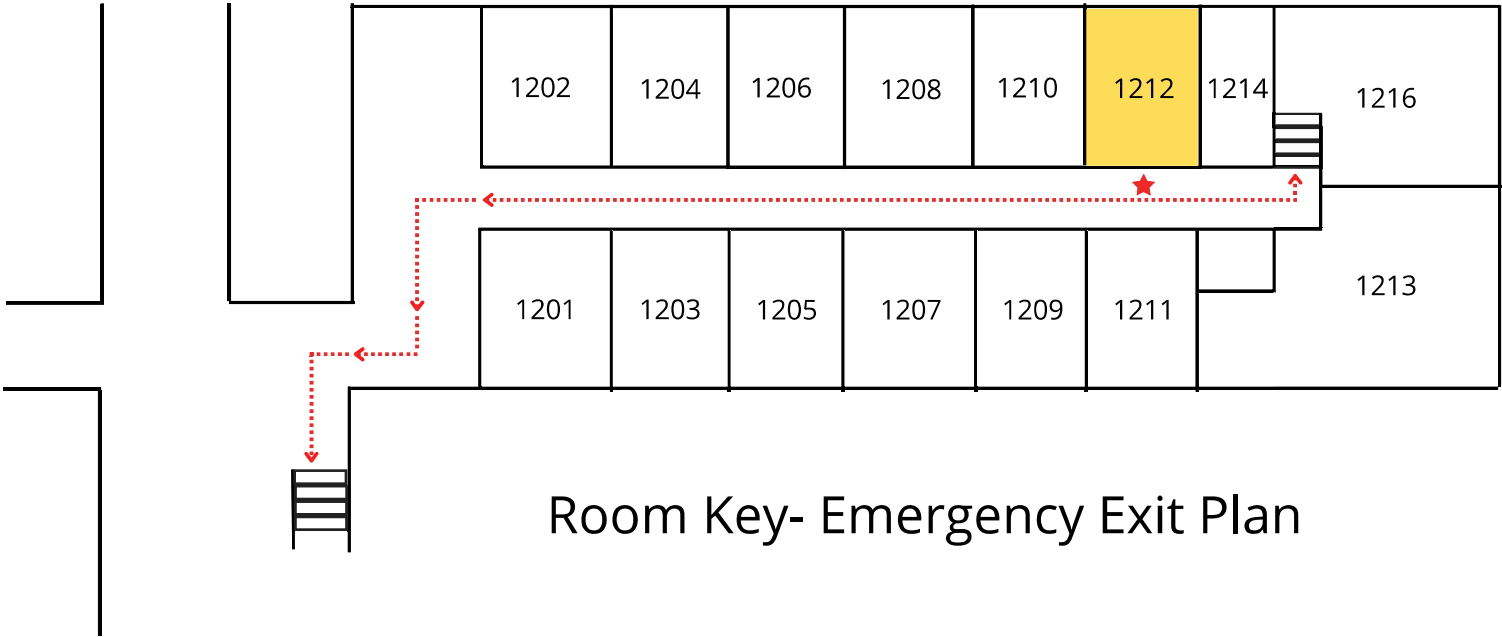
The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.

Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, March 6, 2025; Source: City of Duluth.








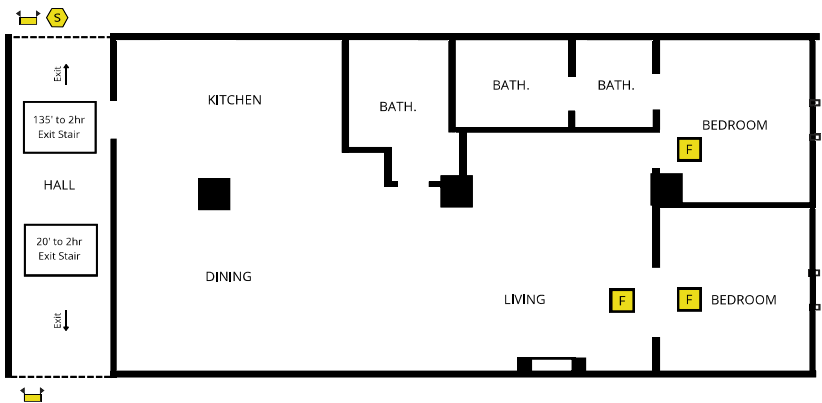


Floor Plan- Unit #1212

1,150 sq.ft. Area  
Second Floor Level

Legend

-  Fire & Smoke Detector
-  Alarm/Fire Strobe
-  Emerg. Ltg w/ Batt. Backup



Code Summary

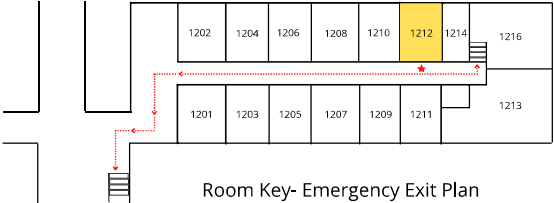
Code Used: 2020 MN State Bldg. Code

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Building Use: Residential - Hotel  
Bldg. Const. Type: 3B  
Sprinklers: Yes, throughout bldg.  
Fire Alarm: Yes, throughout bldg.  
Exits: (2) Exit stair wells, 2hr rated at each end of corridor.  
Distance to stair wells: North 20'-0", South, 135'-0"

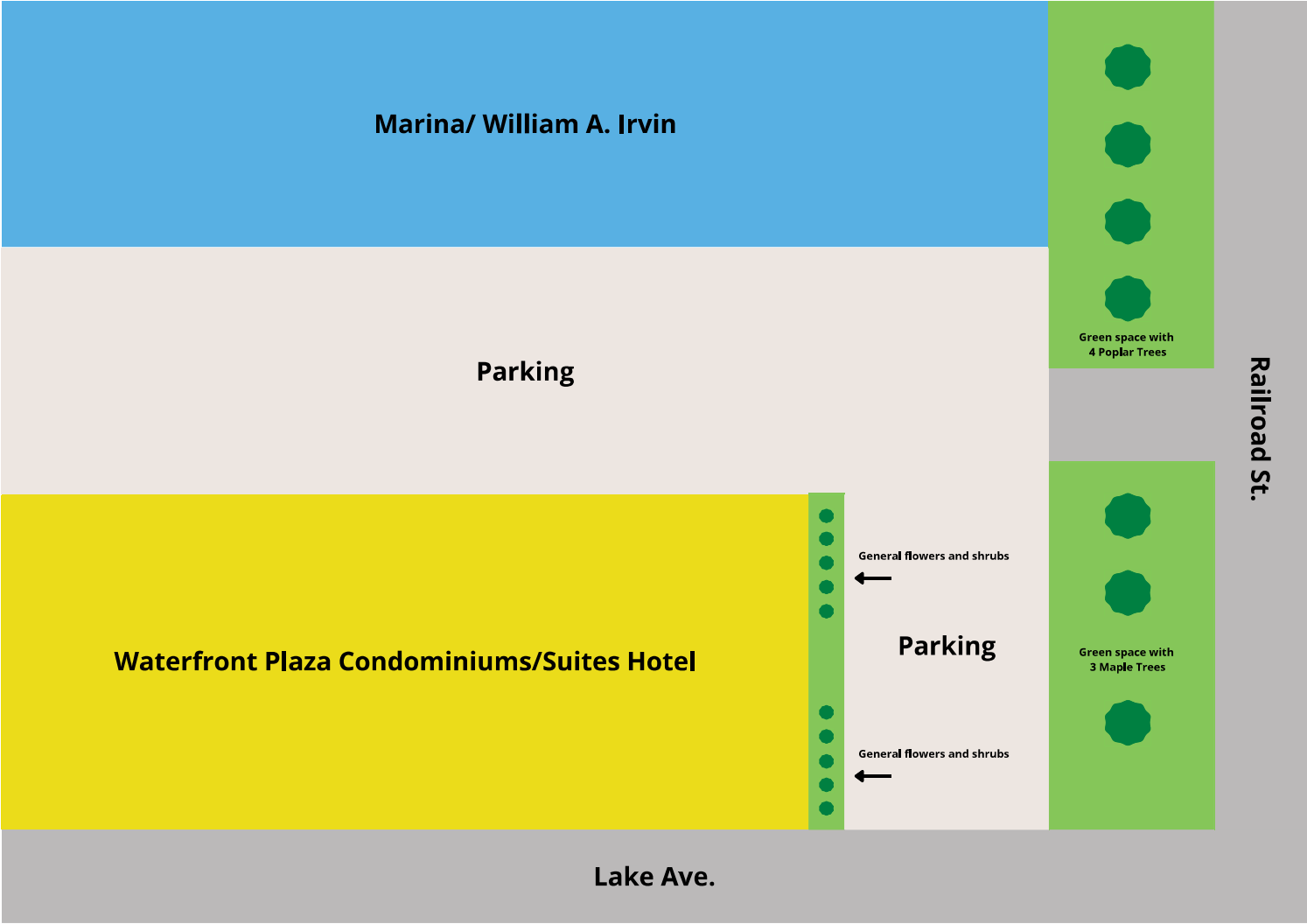
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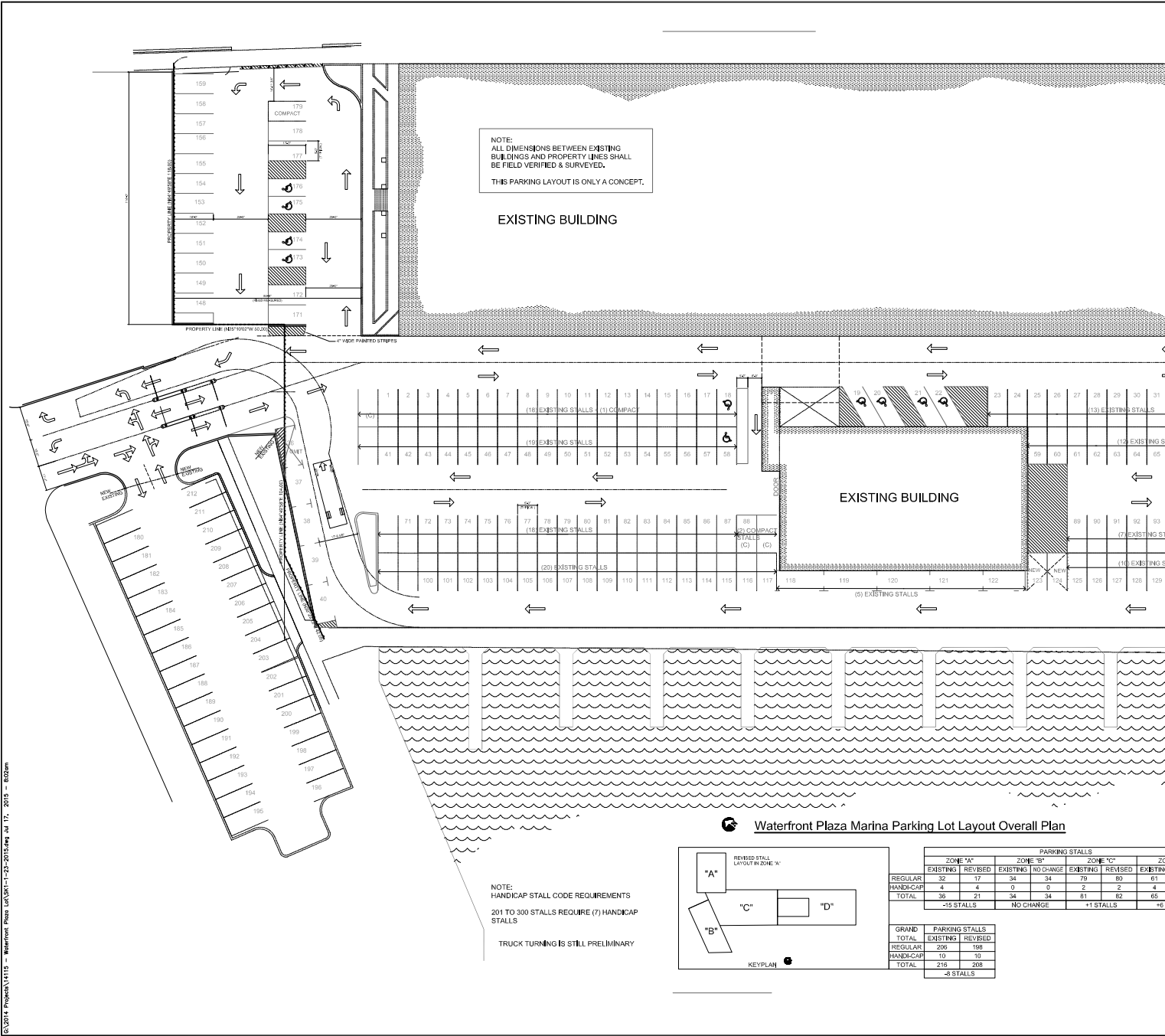
2nd Floor - Unit 1212      1,150 sq.ft.  
2 Bedroom, 2 Bath, Living Rm, Kitchen  
Occupant Load: 5 occupants



Project:  
Proposed Vacation Dwelling Unit  
325 S Lake Ave - Unit #1212  
Duluth, MN 55802

Owner:  
Mark & Linda Lanigan  
(218) 591-3785  
[laniganmark@msn.com](mailto:laniganmark@msn.com)





## Vacation Dwelling Unit Worksheet

1. The minimum rental period shall be not less than two consecutive nights (does not apply to Form districts). **What will be your minimum rental period?** 1 nights

2. The total number of persons that may occupy the vacation dwelling unit is one person plus the number of bedrooms multiplied by two. You may rent no more than four bedrooms.

**How many legal bedrooms are in the dwelling?**

**What will be your maximum occupancy?**

2

5

3. Off-street parking shall be provided at the following rate:

- a. 1-2 bedroom unit, 1 space
- b. 3 bedroom unit, 2 spaces
- c. 4+ bedroom unit, number of spaces equal to the number of bedrooms minus one.
- d. Vacation dwelling units licensed on May 15, 2016, are entitled to continue operating under the former off-street parking requirement. The parking exemption for vacation dwelling units licensed on May 15, 2016, expires upon transfer of any ownership interest in the permitted property.
- e. Form districts are not required to provide parking spaces.

**How many off-street parking spaces will your unit provide?** 1

4. Only one motorhome (or pickup-mounted camper) and/or one trailer either for inhabiting or for transporting recreational vehicles (ATVs, boat, personal watercraft, snowmobiles, etc.) may be parked at the site, on or off the street. **Will you allow motorhome or trailer parking? If so, where?** No

5. The property owner must provide required documents and adhere to additional requirements listed in the City of Duluth's UDC Application Manual related to the keeping of a guest record, designating and disclosing a local contact, property use rules, taxation, and interim use permit violations procedures.

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7. The interim use permit shall expire upon change in ownership of the property or in six years, whichever occurs first. An owner of a vacation dwelling unit permitted prior to May 15, 2016, may request, and the land use supervisor may grant, an application for adjustment of an existing permit to conform to this section, as amended, for the remainder of the permit term.

8. Permit holder must keep a guest record including the name, address, phone number, and vehicle (and trailer) license plate information for all guests and must provide a report to the City upon 48 hours' notice. **Please explain how and where you will**

**keep your guest record (log book, excel spreadsheet, etc):**

Excel Spreadsheet

---

9. Permit holder must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24-hours-a-day to any complaints from neighbors or the City. The permit holder must notify the Land Use Supervisor within 10 days of a change in the managing agent or local contact's contact information.

**Please provide the name and contact information for your local contact:**

Tiegen Brickson- (321) 831-5041

---

10. Permit holder must disclose in writing to their guests the following rules and regulations:

- a. The managing agent or local contact's name, address, and phone number;
- b. The maximum number of guests allowed at the property;
- c. The maximum number of vehicles, recreational vehicles, and trailers allowed at the property and where they are to be parked;
- d. Property rules related to use of exterior features of the property, such as decks, patios, grills, recreational fires, pools, hot tubs, saunas and other outdoor recreational facilities;
- e. Applicable sections of City ordinances governing noise, parks, parking and pets;

**Please state where and how this information will be provided to your guests:**

Via Email

---

11. Permit holder must post their permit number on all print, poster or web advertisements. **Do you agree to include the permit number on all advertisements?** Yes

12. **Prior to rental**, permit holder must provide the name, address, and phone number for the managing agent or local contact to all property owners within 100' of the property boundary; submit a copy of this letter to the Planning and Community Development office. In addition, note that permit holder must notify neighboring properties within 10 days of a change in the managing agent or local contact's contact information.





**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

File Number	PLIUP-2502-0009	Contact	Jason Mozol, jmozol@duluthmn.gov		
Type	Interim Use Permit – Vacation Dwelling Unit	Planning Commission Date		April 8, 2025	
Deadline for Action	Application Date	February 27, 2025	60 Days	April 28, 2025	
	Date Extension Letter Mailed	March 21, 2025	120 Days	June 27, 2025	
Location of Subject		345 Canal Park Dr, Unit 300A			
Applicant	345 Canal Park Dr LLC	Contact	Keenan Brickson		
Agent	Brickson Properties LLC	Contact	Tiegen Brickson		
Legal Description		PIN: 010-0358-00030			
Site Visit Date		March 31, 2025	Sign Notice Date		March 25, 2025
Neighbor Letter Date		March 20, 2025	Number of Letters Sent		35

**Proposal**

The applicant proposes to use a 3-bedroom dwelling as a vacation dwelling unit. This is a new permit for a property that is not subject to the eligibility list.

**Recommended Action:** Staff recommends that Planning Commission approve the interim use permit with conditions.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	F-3	Residential/Retail	Tourism/Entertainment District
<b>North</b>	F-3	Commercial	Tourism/Entertainment District
<b>South</b>	F-3	Commercial	Tourism/Entertainment District
<b>East</b>	F-9	Hotel	Tourism/Entertainment District
<b>West</b>	F-5	Parking	Tourism/Entertainment District

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the F-3 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #8 - Encourage mix of activities, uses, and densities.

A short-term rental allows property owners to generate income and provides a service for tourists.

Future Land Use – Traditional Neighborhood: Characterized by grid or connected street pattern, houses oriented with shorter dimension to the street and detached garages, some with alleys. Limited commercial, schools, churches, and home businesses. Parks and open space areas are scattered through or adjacent to the neighborhood.

**History:** This unit is part of a building that was built in 1918 and is currently occupied by retail on the ground floor with dwelling units above.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicants' property is located at 345 Canal Park Dr, Unit 300A. The dwelling unit contains 3 bedrooms, which allow for a maximum of 7 guests.
- 2) The minimum rental period will be one night; permitted in Form districts.
- 3) No off street parking is required for vacation dwelling units in form districts.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities. No outdoor screening is required due to the lack of outdoor space and the character of the unit being located within a multi-unit building.
- 6) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holders must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed themselves, Brickson Properties, to serve as the managing agent.
- 7) A time limit is needed on this Interim Use Permit ("IUP") to protect the public health, safety and welfare from potential longer-term impacts of the requested use at the location of the subject property. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 8) Applicant must comply with the City's vacation dwelling unit regulations, including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 9) There are currently 170 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 86 are subject to the cap of 110. The subject property is located within a form district and is not subject to the cap.
- 10) No City, public or agency comments were received.
- 11) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.





**PLIUP-2502-0009**

Interim Use Permit  
345 Canal Park Dr



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Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, March 6, 2025. Source: City of Duluth.





DESIGNER

BENJAMIN DAVID OLSEN  
2369 Doswell Avenue  
Saint Paul, MN 55108

PROJECT DESIGNER &  
PROJECT MANAGER

Benjamin Olsen  
218 398 0757  
benjamindavidolsen@gmail.com

ARCHITECT  
OF RECORD  
SAUNTER LLC  
889 Mound Street  
Saint Paul, MN 55106

ARCHITECT

Kyle Huberty, AIA  
612 298 4402  
kyle@saunterarchitects.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

DATE 03-18-2024

  
Kyle Huberty, AIA  
Minnesota License # 59653

GENERAL  
CONTRACTOR

GROPPOLI CUSTOM FINISHING  
Greg Groppoli  
TBD

651 207 9416  
groppoli@customfinishing.org

OWNER

BRICKSON PROPERTIES  
Tiegen Brickson  
TBD

321 831 5041  
tiegen.brickson@gmail.com

PROJECT ADDRESS

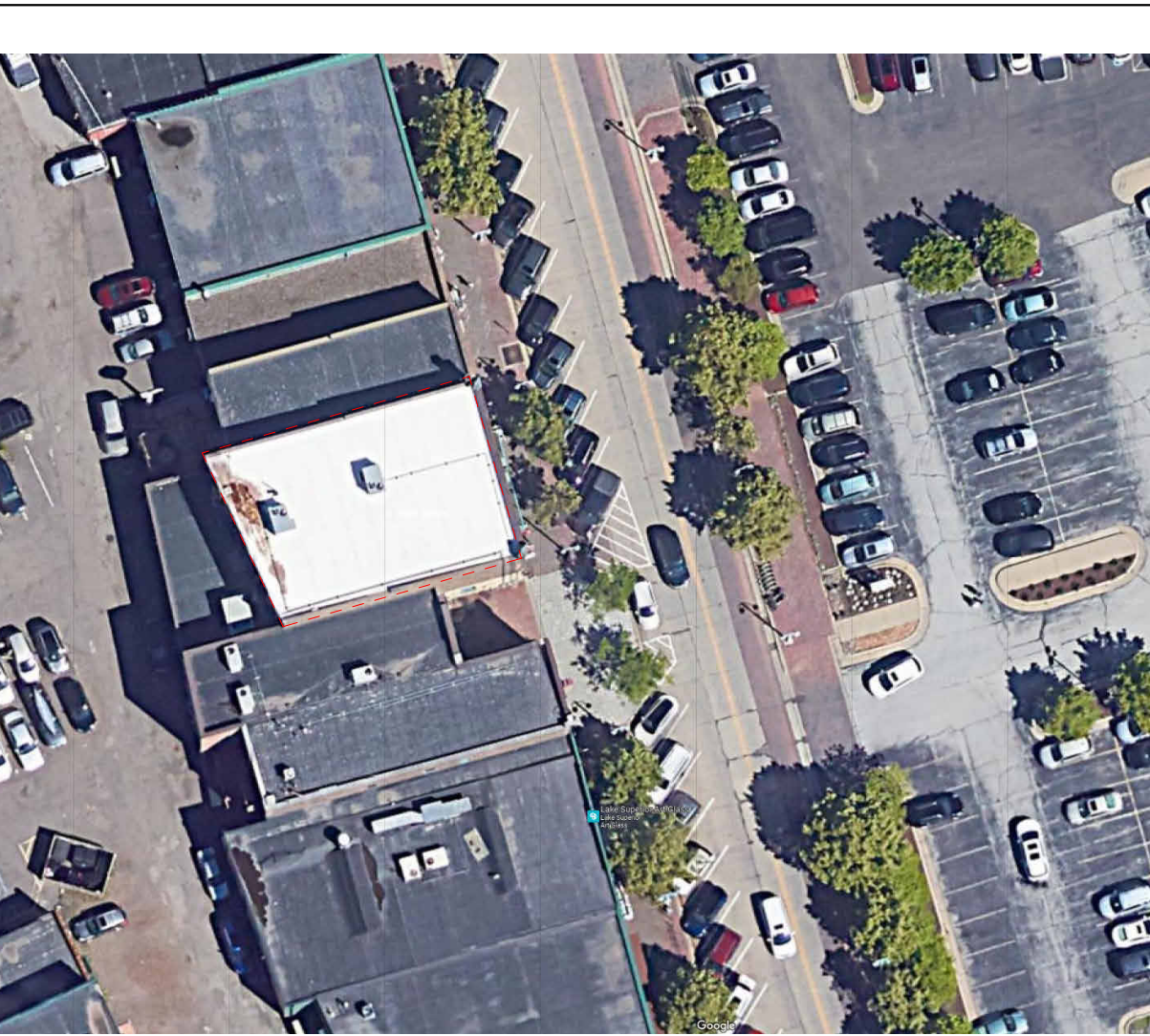
345 Canal Park Drive  
Level 3  
Duluth, MN 55805

PROJECT DESCRIPTION

THE PROPOSED PROJECT AT 345 CANAL PARK DRIVE CONSISTS OF AN INTERIOR REMODEL AND OCCUPANCY CHANGE FROM AND M-MERCANTILE TO AN R-3 RESIDENTIAL USE : THIS INTERIOR BUILD WILL IMPACT LESS THAN 50% OF OVERALL BUILDING IS CONSIDERED A LEVEL 2 ALTERATION ACCORDING TO THE MN CONSERVATION CODE FOR EXISTING BUILDINGS.

THIS BUILD-OUT WILL INCLUDE THE DEMO OF EXISTING OFFICE SPACE AND INCLUDE THE CONSTRUCTION OF TWO NEW APARTMENT UNITS. EACH UNIT WILL INCLUDE THREE SLEEPING ROOMS, KITCHEN AND AMENITIES. THE SCOPE OF WORK IS LIMITED TO THE INTERIOR OF THE THIRD FLOOR AND EXTERIOR OF THE EXISTING BUILDING ENVELOPE WILL REMAIN INTACT AND NOT BE IMPACTED BY THE SCOPE OF THIS PROJECT.

TRADE WORK INCLUDING HVAC PLUMBING AND ELECTRICAL WILL BE PERFORMED AS DESIGN BUILD AND PERMITTED SEPARATELY.



LOCATION MAP

Not to Scale



PROJECT CODE CHECKLIST

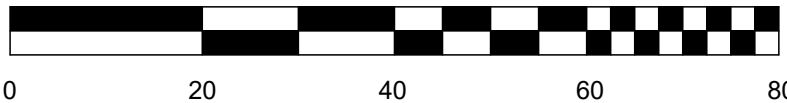
PROJECT SCOPE					
CODES REFERENCED:		2020 Minnesota State Building Code 2020 Minnesota Conservation Code for Existing Buildings 2020 Minnesota Accessibility Code 2020 Minnesota State Fire Code 2020 Minnesota Energy Code The 2020 Minnesota Mechanical and Fuel Gas Code			
CONSTRUCTION TYPE:		TYPE III-B,			
FIRE SPRINKLER SYSTEM:		YES			
PROJECT/SUITE AREA:		3,037 SQ FT			
NUMBER OF FLOORS:		Project takes place on 3rd Floor only First and second floor are are M Occupancies			
IBC Chapter 10 - Building Egress - Section 1004 Occupant Load Per Table 1004.5 – Maximum Floor Area Allowances per Occupant					
OCCUPANCY AREAS PER CHAPTER 3 IBC		TYPE	AREA	SF/OCCUP	% OF SPACE NUM OCCUP.
APARTMENTS SPACE:		R-3	3037	200	-% 16
			3037		100% 16

EXITING		PROVIDED	REQUIRED
NUMBER REQUIRED:		2	2
EXIT SEPARATION		YES	CONTINUOUS 1 HR FIRE SEPARATION
EXIT WIDTH:		(2) 32" 64" TOTAL	Per Section 1005.3.2, with sprinkler system. Egress width required = 59 occupants x .2 = 8.85" required
DOOR SWING DIRECTION:		N/A	EITHER DIRECTION, 1010.1.2.1. Doors shall swing in the direction of egress travel where serving a room or area containing an occupant load of 50 or more persons
EXIT ACCESS TRAVEL DISTANCE:		60' 1" MAX	≤ 125', table TABLE 1006.2.1 WITH SPRINKLER SYSTEM
COMMON PATH OF EGRESS DISTANCE:		N/A	table 1006.2.1 ≤ NOT REQUIRED
EXIST SIGNAGE		YES	REQUIRED IN EXIST PASSAGEWAY NOT REQUIRED IN DWELLING UNITS PER 1013.1 WHERE REQUIRED, EXCEPTION 3
FIRE PROTECTION		YES	EXISITING NFPA 13 SPRINKLER SYSTEM
FIRE SEPARATIONS		YES	1HR HORIZONTAL FIRE SEPARATION BETWEEN OCCUPANCY MIB AND R-3 FOR SPRINKLED BUILDING ACCORDING TO IBC 508.4
FIRE PARTITIONS		YES	IBC 420.2 and 708 1HR SEPARATION BETWEEN UNITS

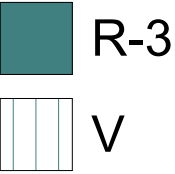
SUITE ACCESSIBILITY		ACCESSIBILITY NOT REQUIRED	NOT REQ. PER IEBC 305.4
SUITE DOOR CLEARANCES:		YES	
SUITE RESTROOMS:		YES	

Plumbing - Chapter 29 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES WORK SHEET				
REQUIRED -- RESIDENTIAL				
'R'	WATER CLOSET	LAVATORIES	OTHER	
DWELLING UNITS	2	2	2	2
TOTAL REQUIRED	1 PER DWELLING UNIT	1 PER DWELLING UNIT	1 KITCHEN SINK PER UNIT	1 CLOTHES WASHER PER 20 DWELLING UNITS
TOTAL REQUIRED	2	2	2	1
TOTAL PROVIDED	4	4	2	2

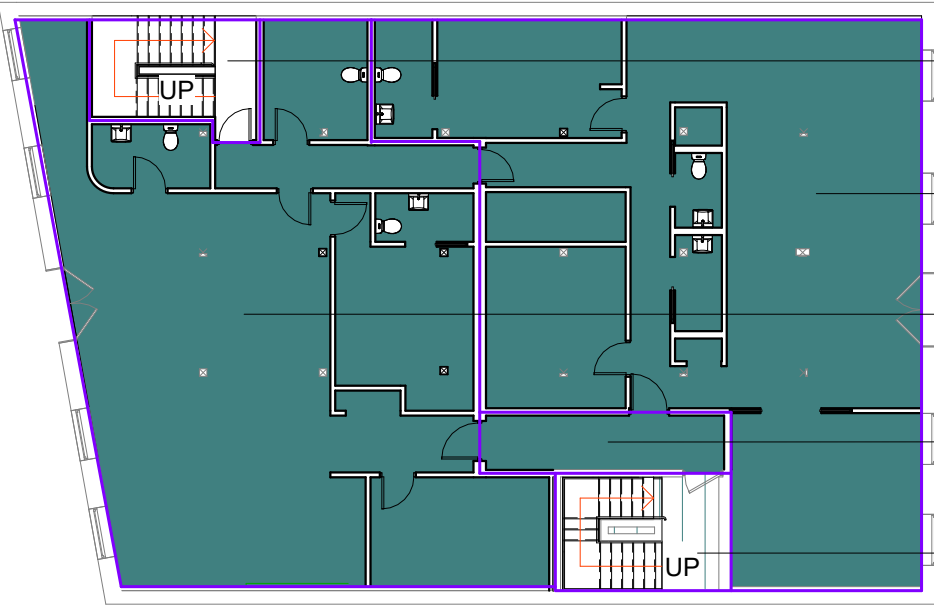
GRAPHIC SCALE



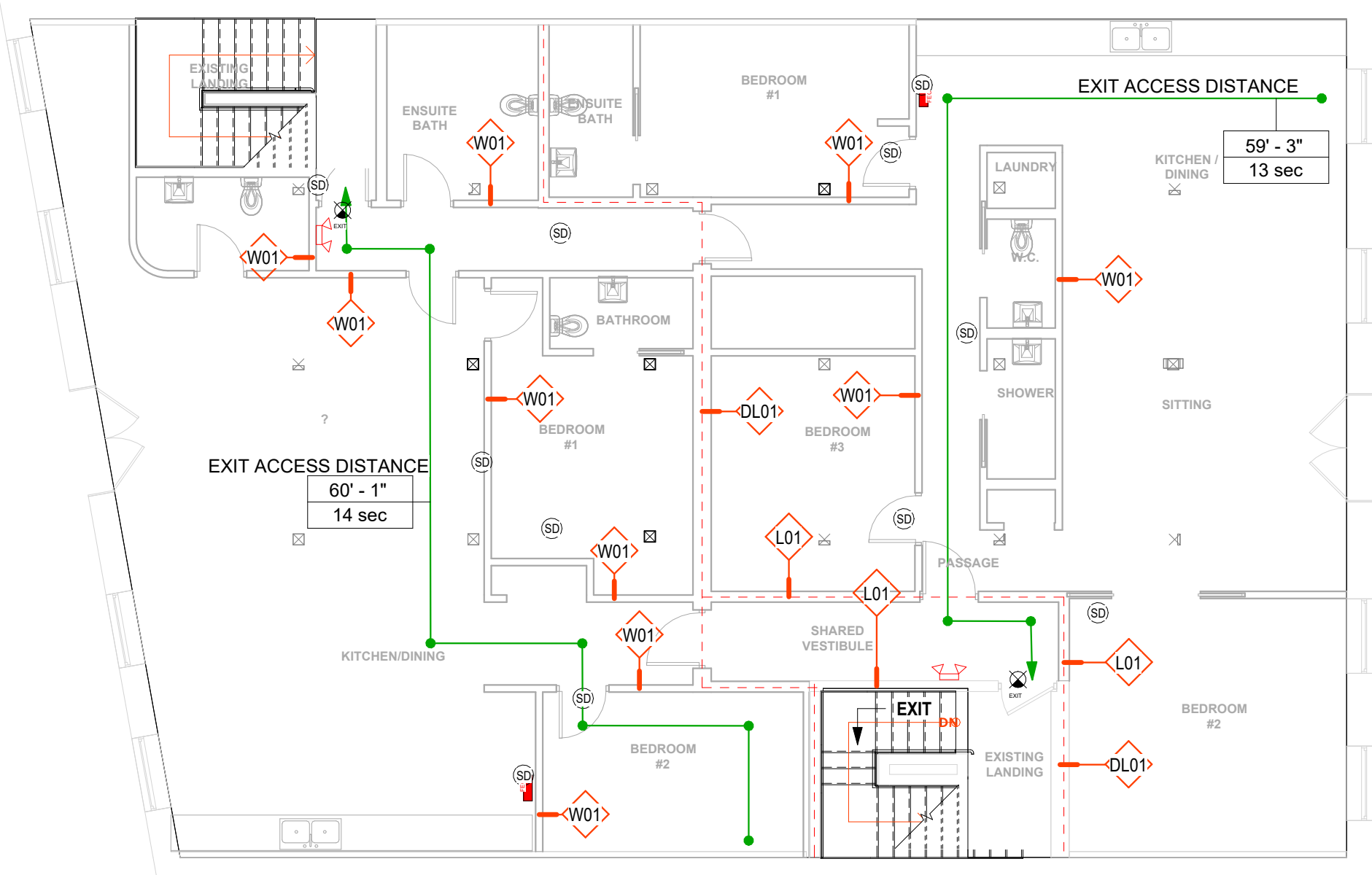
OCCUPANCY LEGEND



LIFE SAFETY LEGEND	
	PATH OF TRAVEL
	BATTERY PACK EMERGENCY LIGHT FIXTURE
	FIRE EXTINGUISHER CABINET
	EXIT SIGN
	OCCUPANT LOAD
	SMOKE DETECTOR
	1 HR FIRE SEPARATION



2  
A002  
AREA PLAN  
1/16" = 1'-0"



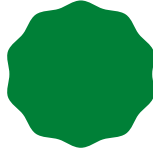
1  
A002  
LIFE SAFETY PLAN  
1/8" = 1'-0"

CONSTRUCTION GENERAL NOTES:

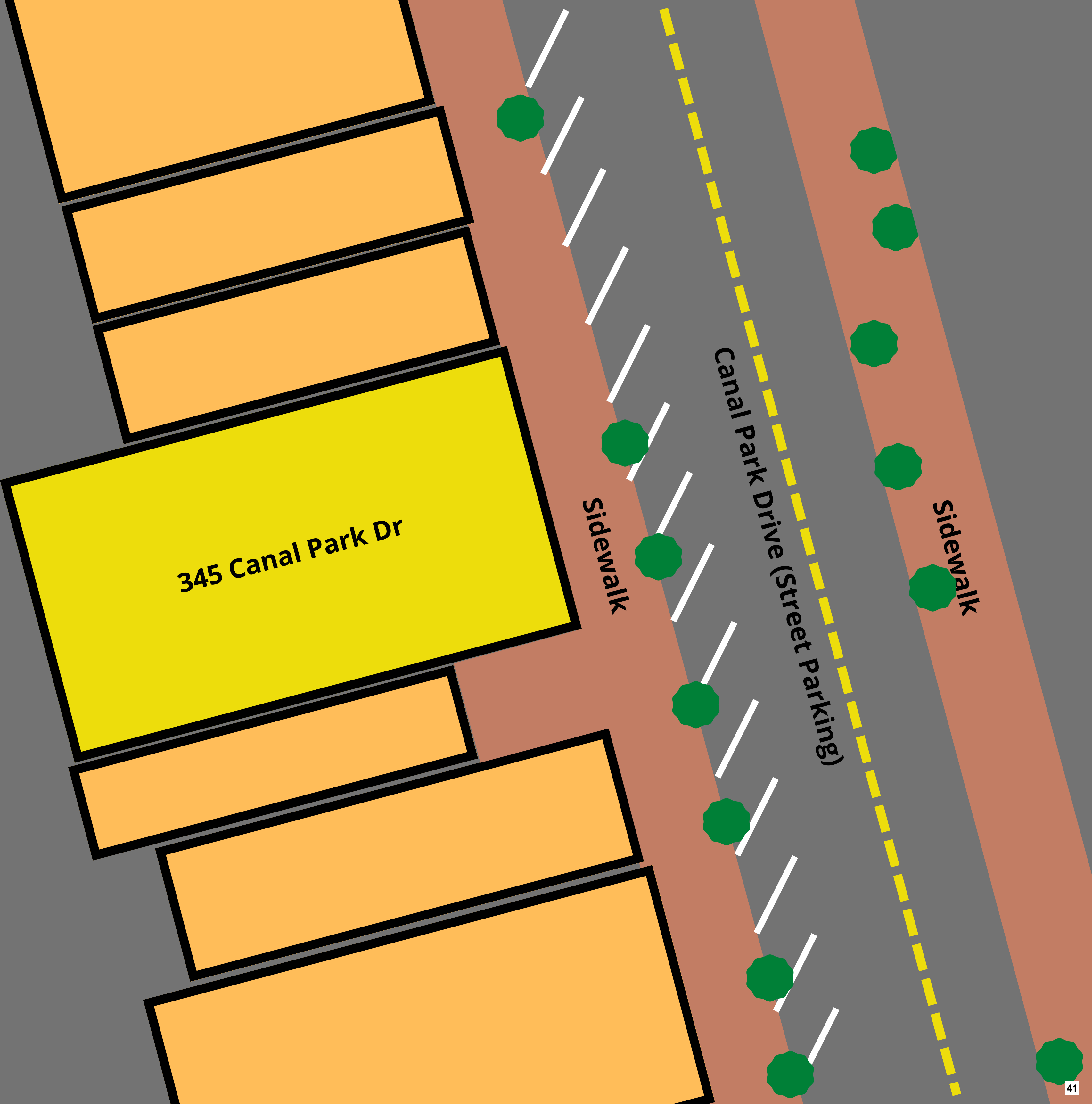
- PRIOR TO BEGINNING OF PLANNED WORK, CONTRACTOR AND SUB-CONTRACTORS SHOULD EXAMINE PREVIOUSLY BUILT CONSTRUCTION TO REMAIN, ADJACENT, AND IN THEIR PLANNED WORK AREA AND NOTIFY THE ARCHITECT IF CONFLICTS EXIST BETWEEN THE EXISTING TO REMAIN AND NEW CONSTRUCTION AREAS.
- THE CONTRACTOR SHALL OBTAIN NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY FEES CONNECTED THEREWITH.
- WORK SHALL BE ERECTED AND INSTALLED PLUMB, LEVEL, SQUARE AND TRUE AND IN PROPER ALIGNMENT U.N.O..
- DIMENSIONS ARE TO FINISH CONSTRUCTION, UNLESS NOTED OTHERWISE. DIMENSIONS NOTED "HOLD" MUST BE ACCURATELY MAINTAINED, AND SHALL NOT VARY MORE THAN ± 1/8" WITHOUT WRITTEN INSTRUCTION FROM ARCHITECT. "ALIGN" MEANS TO ACCURATELY LOCATE FINISHED FACES IN THE SAME PLANE. DIMENSIONS NOTED "CLEAR" ARE MINIMUM DIMENSIONS WHICH MUST BE MAINTAINED WITHOUT EXCEPTION. DIMENSIONS MARKED ± MEAN A VARIANCE NOT GREATER THAN 1 INCH. VERIFY DIMENSIONS EXCEEDING TOLERANCE WITH THE ARCHITECT. DIMENSIONS TO THE EXTERIOR WINDOW WALL ARE TO THE FINISH FACE OF WALL BELOW SILL, U.N.O..
- EXISTING FLOORS, PARTITIONS, DEMISING WALLS, AND CORRIDOR WALLS TO REMAIN ARE TO BE PATCHED AND REPAIRED TO MATCH ADJACENT SURFACES.
- PENETRATIONS THROUGH NEW OR EXISTING FIRE RESISTIVE CONSTRUCTION ARE TO BE SEALED WITH FIRESTOPPING SYSTEMS AS REQUIRED PER CODE TO MAINTAIN THE REQUIRED FIRE RATED SEPARATION REQUIREMENTS.
- NEW GLAZING PROVIDED AS PART OF THE WORK SUBJECT TO HUMAN IMPACT SHALL BE DESIGNED AND SUPPORTED TO WITHSTAND LOADS IMPOSED. PROVIDE SAFETY AND TEMPERED GLAZING AS REQUIRED. GLAZING TONG MARKS SHALL NOT BE VISIBLE. CLEAN & POLISH ALL GLASS PRIOR TO PROJECT DELIVERY.
- ARCHITECTURAL ADHESIVES, SEALANTS AND SEALANT PRIMERS MUST COMPLY WITH SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) RULE #1168. VOLATILE ORGANIC COMPOUND (VOC) LIMITS LISTED IN THE TABLE BELOW CORRESPOND TO AN EFFECTIVE DATE OF JULY 1, 2005 AND RULE AMENDMENT DATE OF JANUARY 7, 2005.
- PROPERLY TERMINATE PLUMBING, ELECTRICAL AND MECHANICAL ITEMS TO BE ABANDONED DURING CONSTRUCTION. REMOVE WIRES, PLUMBING DUCTS AND OTHER ITEMS NO LONGER BEING USED.
- DURING THE CONSTRUCTION PROCESS, CONTRACTOR TO MAINTAIN REQUIRED EXITS AND EMERGENCY EQUIPMENT AND SYSTEMS.
- DEMOLITION AND NEW CONSTRUCTION TO BE DONE IN AN ORDERLY MANNER SO AS TO MINIMIZE DISTURBANCE TO EXISTING TENANTS AND PUBLIC SPACES. ENSURE CLEAN AND SAFE PASSAGE TO HALLWAYS, ELEVATORS, STAIRS, EXIT PASSAGEWAYS AND EXITS.
- REFERENCE TO MECHANICAL, ELECTRICAL, COMMUNICATIONS, AND FIRE PROTECTION ENGINEERING DISCIPLINES IS FOR PURPOSE OF COORDINATION WITH ARCHITECTURAL DESIGN ONLY AND IS NOT INTENDED TO REPRESENT SYSTEMS DESIGN.
- MECHANICAL, ELECTRICAL, COMMUNICATIONS AND FIRE PROTECTION DESIGN TO BE PROVIDED BY THE CONTRACTOR ON A DESIGN-BUILD BASIS. CONSTRUCTION MANAGER OR SUB-CONTRACTORS TO PROVIDE THE REQUIRED DRAWINGS, SPECIFICATIONS AND CALCULATIONS AS REQUIRED BY STATE AND LOCAL CODES.
- UPON COMPLETION OF THE WORK THE NEW TENANT SPACE AND ADJACENT TENANT SPACES AND COMMON SPACES, INTERIOR AND EXTERIOR, SHALL BE MADE NEAT, CLEAN, WHOLE, TIGHT AND FIT FOR IMMEDIATE OCCUPANCY. EACH INDIVIDUAL SUB-CONTRACTOR SHALL BE RESPONSIBLE TO CLEAN UP AND MAKE AREAS NEAT, THAT WERE AFFECTED BY THEIR WORK.
- PROVIDE AND INSTALL WORK AND MATERIALS AS REQUIRED BY THE DRAWINGS AND SPECIFICATIONS - IN FULL ACCORDANCE WITH FEDERAL, STATE AND LOCAL CODES AND ORDINANCES.
- INFORM ARCHITECT AND OWNERS REPRESENTATIVE OF EQUIPMENT, PRODUCT, OR MATERIAL SUBSTITUTIONS PRIOR TO FABRICATION AND INSTALLATION. PROVIDE MINIMUM 5 BUSINESS DAYS FOR REVIEW OF THE SUBSTITUTION. AS PART OF SUBSTITUTION REQUEST PROVIDE REASON FOR SUBSTITUTION AND NECESSARY DOCUMENTATION TO COMPARE THE ORIGINAL AND SUBSTITUTED ITEMS INDICATING CRITICAL FEATURES, BENEFITS AND COST DIFFERENTIALS.
- EXIT SIGNS AND OTHER EMERGENCY DEVICES SHALL BE PROVIDED AS REQUIRED TO MEET CODE REQUIREMENTS. ARCHITECT TO APPROVE LOCATION OF EMERGENCY EXIT SIGNS AND OTHER EMERGENCY DEVICES, MECHANICAL GRILLES AND DIFFUSERS AND SIGNIFICANT ELECTRICAL DEVICES NOT OTHERWISE INDICATED IN THE DRAWINGS PRIOR TO INSTALLATION.
- GENERAL CONTRACTOR TO COORDINATE NEW KEY MATCHING AND QUANTITY REQUIREMENTS WITH THE TENANT'S POINT OF CONTACT AND BUILDING OWNERS REPRESENTATIVE.
- CONTRACTOR TO VERIFY AND PROVIDE SUFFICIENT EMERGENCY EGRESS ILLUMINATION THROUGH FULL PATH TO THE PUBLIC WAY.

Scale: Noted  
Date: 03/13/24



 = Tree

Public Parking





**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

<b>File Number</b>	PLIUP-2502-0010		<b>Contact</b>	Jason Mozol, jmozol@duluthmn.gov	
<b>Type</b>	Interim Use Permit – Vacation Dwelling Unit		<b>Planning Commission Date</b>		April 8, 2025
<b>Deadline for Action</b>	<b>Application Date</b>		February 27, 2025	<b>60 Days</b>	April 28, 2025
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<b>Location of Subject</b>		345 Canal Park Dr, Unit 300B			
<b>Applicant</b>	345 Canal Park Dr LLC		<b>Contact</b>	Keenan Brickson	
<b>Agent</b>	Brickson Properties LLC		<b>Contact</b>	Tiegen Brickson	
<b>Legal Description</b>		PIN: 010-0358-00030			
<b>Site Visit Date</b>		March 31, 2025	<b>Sign Notice Date</b>		March 25, 2025
<b>Neighbor Letter Date</b>		March 20, 2025	<b>Number of Letters Sent</b>		35

**Proposal**

The applicant proposes to use a 2-bedroom dwelling as a vacation dwelling unit. This is a new permit for a property that is not subject to the eligibility list.

**Recommended Action:** Staff recommends that Planning Commission approve the interim use permit with conditions.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	F-3	Residential/Retail	Tourism/Entertainment District
<b>North</b>	F-3	Commercial	Tourism/Entertainment District
<b>South</b>	F-3	Commercial	Tourism/Entertainment District
<b>East</b>	F-9	Hotel	Tourism/Entertainment District
<b>West</b>	F-5	Parking	Tourism/Entertainment District

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the F-3 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #8 - Encourage mix of activities, uses, and densities.

A short-term rental allows property owners to generate income and provides a service for tourists.

Future Land Use – Traditional Neighborhood: Characterized by grid or connected street pattern, houses oriented with shorter dimension to the street and detached garages, some with alleys. Limited commercial, schools, churches, and home businesses. Parks and open space areas are scattered through or adjacent to the neighborhood.

**History:** This unit is part of a building that was built in 1918 and is currently occupied by retail on the ground floor with dwelling units above.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicants' property is located at 345 Canal Park Dr, Unit 300B. The dwelling unit contains 2 bedrooms, which allow for a maximum of 5 guests.
- 2) The minimum rental period will be one night; permitted in Form districts
- 3) No off street parking is required for vacation dwelling units in form districts.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities. No outdoor screening is required due to the lack of outdoor space and the character of the unit being located within a multi-unit building.
- 6) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holders must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed themselves, Brickson Properties, to serve as the managing agent.
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- 9) There are currently 170 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 86 are subject to the cap of 110. The subject property is located within a form district and is not subject to the cap.
- 10) No City, public or agency comments were received.
- 11) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.





**PLIUP-2502-0010**

Interim Use Permit  
345 Canal Park Dr



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Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, March 6, 2025. Source: City of Duluth.





DESIGNER

BENJAMIN DAVID OLSEN  
2369 Doswell Avenue  
Saint Paul, MN 55108

PROJECT DESIGNER &  
PROJECT MANAGER

Benjamin Olsen  
218 398 0757  
benjamindavidolsen@gmail.com

ARCHITECT  
OF RECORD  
SAUNTER LLC  
889 Mound Street  
Saint Paul, MN 55106

ARCHITECT

Kyle Huberty, AIA  
612 298 4402  
kyle@saunterarchitects.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

DATE 03-18-2024

  
Kyle Huberty, AIA  
Minnesota License # 59653

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CONTRACTOR

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Greg Groppoli  
TBD

651 207 9416  
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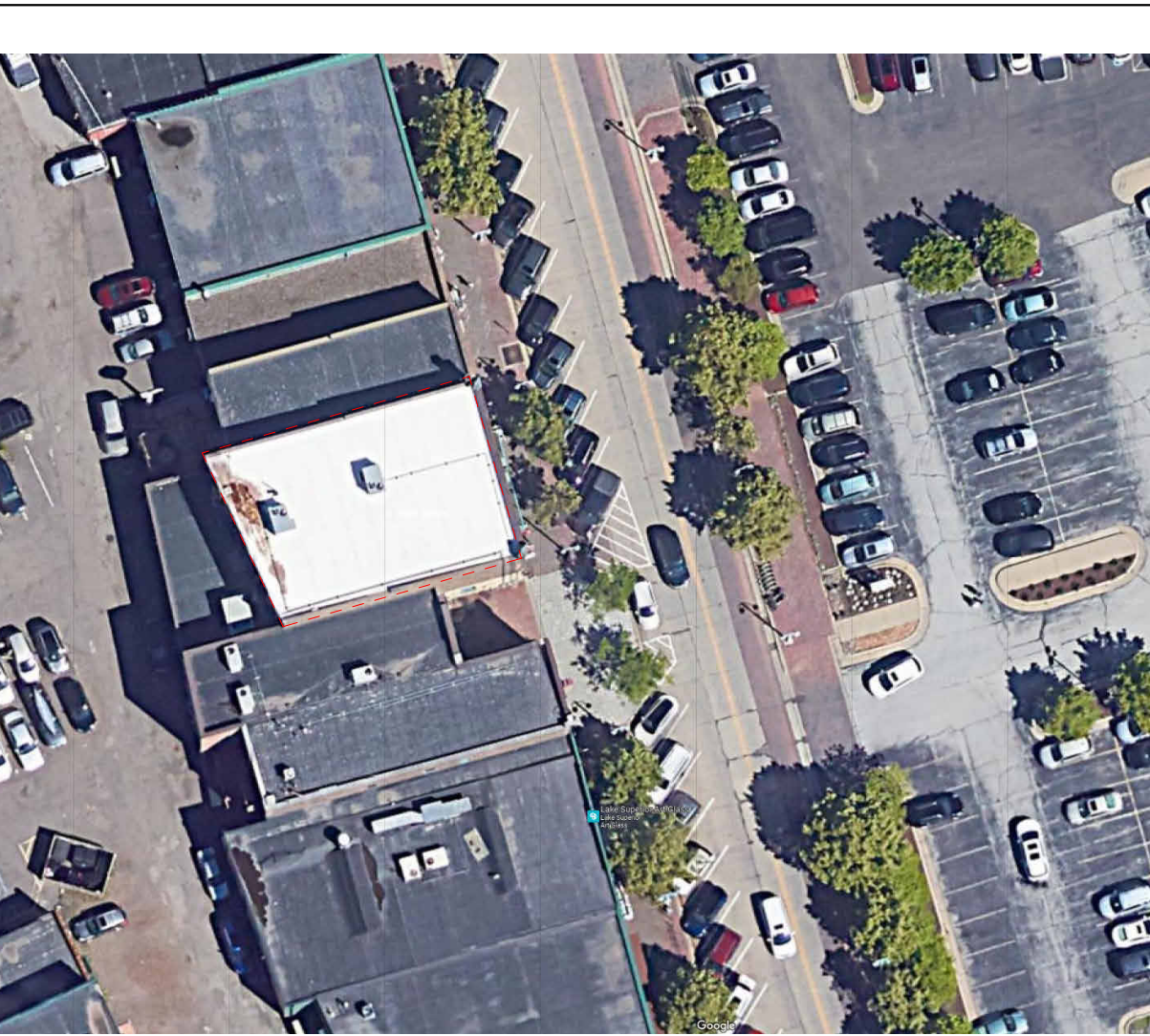
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TRADE WORK INCLUDING HVAC PLUMBING AND ELECTRICAL WILL BE PERFORMED AS DESIGN BUILD AND PERMITTED SEPARATELY.



LOCATION MAP

Not to Scale



PROJECT CODE CHECKLIST

PROJECT SCOPE	
CODES REFERENCED:	2020 Minnesota State Building Code 2020 Minnesota Conservation Code for Existing Buildings 2020 Minnesota Accessibility Code 2020 Minnesota State Fire Code 2020 Minnesota Energy Code The 2020 Minnesota Mechanical and Fuel Gas Code
CONSTRUCTION TYPE:	TYPE III-B,
FIRE SPRINKLER SYSTEM:	YES
PROJECT/SUITE AREA:	3,037 SQ FT
NUMBER OF FLOORS:	Project takes place on 3rd Floor only First and second floor are are M Occupancies

CONSTRUCTION TYPE:	TYPE III-B,
FIRE SPRINKLER SYSTEM:	YES
PROJECT/SITE AREA:	3,037 SQ FT
NUMBER OF FLOORS:	Project takes place on 3rd Floor only
	First and second floor are are M Occupancies

**IBC Chapter 10 - Building Egress - Section 1004 Occupant Load**  
Per Table 1004.5 - Maximum Floor Area Allowances per Occupant

EXITING	PROVIDED	REQUIRED
	NUMBER REQUIRED: 2	2
EXIT SEPARATION	YES	CONTINUOUS 1 HR FIRE SEPARATION
EXIT WIDTH:	(2) 32" 64" TOTAL	Per Section 1005.3.2, with sprinkler system. Egress width required = 59 occupants x .2 = 8.85" required
DOOR SWING DIRECTION:	N/A	EITHER DIRECTION, 1010.1.2.1. Doors shall swing in the direction of egress travel where serving a room or area containing an occupant load of 50 or more persons
EXIT ACCESS TRAVEL DISTANCE:	60' 1" MAX	≤ 125', table TABLE 1006.2.1 WITH SPRINKLER SYSTEM
COMMON PATH OF EGRESS DISTANCE:	N/A	table 1006.2.1 ≤ NOT REQUIRED
EXIST SIGNAGE	YES	REQUIRED IN EXIST PASSAGEWAY NOT REQUIRED IN DWELLING UNITS PER 1013.1 WHERE REQUIRED, EXCEPTION 3
FIRE PROTECTION	YES	EXISITING NFPA 13 SPRINKLER SYSTEM
FIRE SEPARATIONS	YES	1HR HORIZONTAL FIRE SEPARATION BETWEEN OCCUPANCY M1B AND R-3 FOR SPRINKLED BUILDING ACCORDING TO IBC 508.4
FIRE PARTITIONS	YES	IBC 420.2 and 708 1HR SEPARATION BETWEEN UNITS

SUITE ACCESSIBILITY	
ACCESSIBILITY NOT REQUIRED:	NOT REQ. PER IEBC 305.4
SUITE DOOR CLEARANCES:	YES
SUITE RESTROOMS:	YES

Plumbing - Chapter 29 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES WORK SHEET				
REQUIRED -- RESIDENTIAL				
'R'	WATER CLOSET	LAVATORIES	OTHER	
DWELLING UNITS	2	2	2	2
TOTAL REQUIRED	1 PER DWELLING UNIT	1 PER DWELLING UNIT	1 KITCHEN SINK PER UNIT	1 CLOTHES WASHER PER 20 DWELLING UNITS
TOTAL REQUIRED	2	2	2	1
TOTAL PROVIDED	4	4	2	2

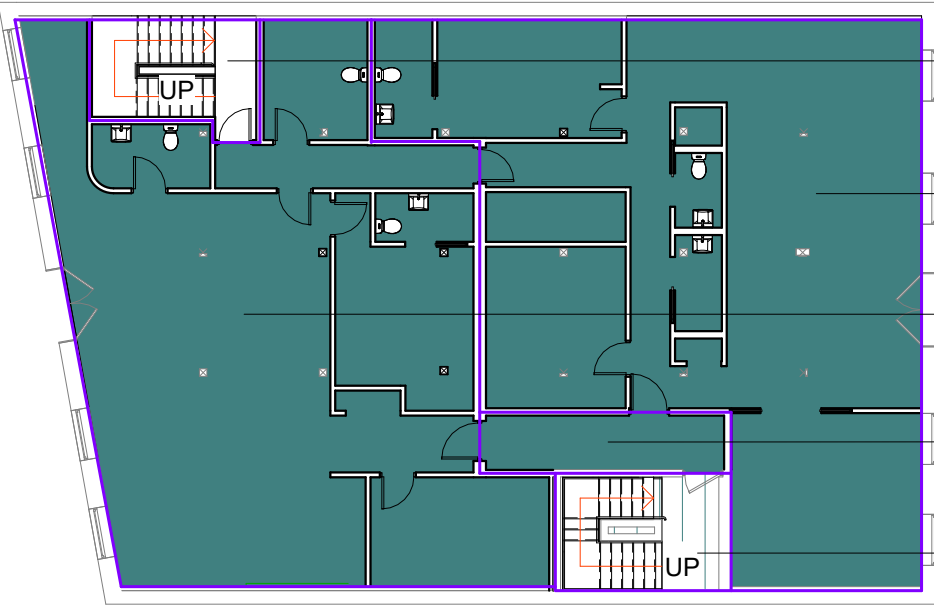
GRAPHIC SCALE



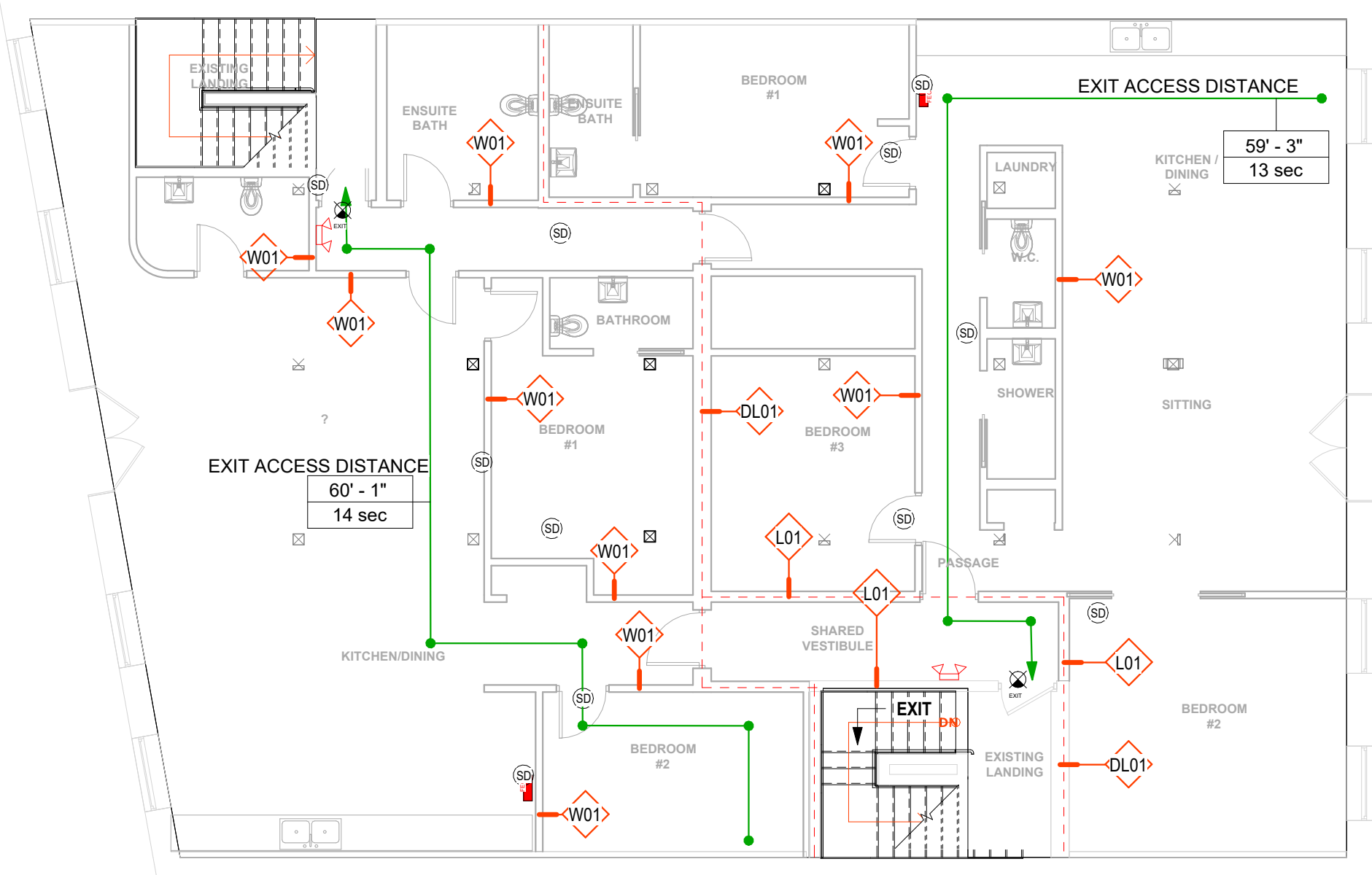
OCCUPANCY LEGEND



LIFE SAFETY LEGEND	
	PATH OF TRAVEL
	BATTERY PACK EMERGENCY LIGHT FIXTURE
	FIRE EXTINGUISHER CABINET
	EXIT SIGN
	OCCUPANT LOAD
	SMOKE DETECTOR
	1 HR FIRE SEPARATION



AREA PLAN  
1/16" = 1'-0"



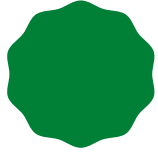
LIFE SAFETY PLAN  
1/8" = 1'-0"

CONSTRUCTION GENERAL NOTES:

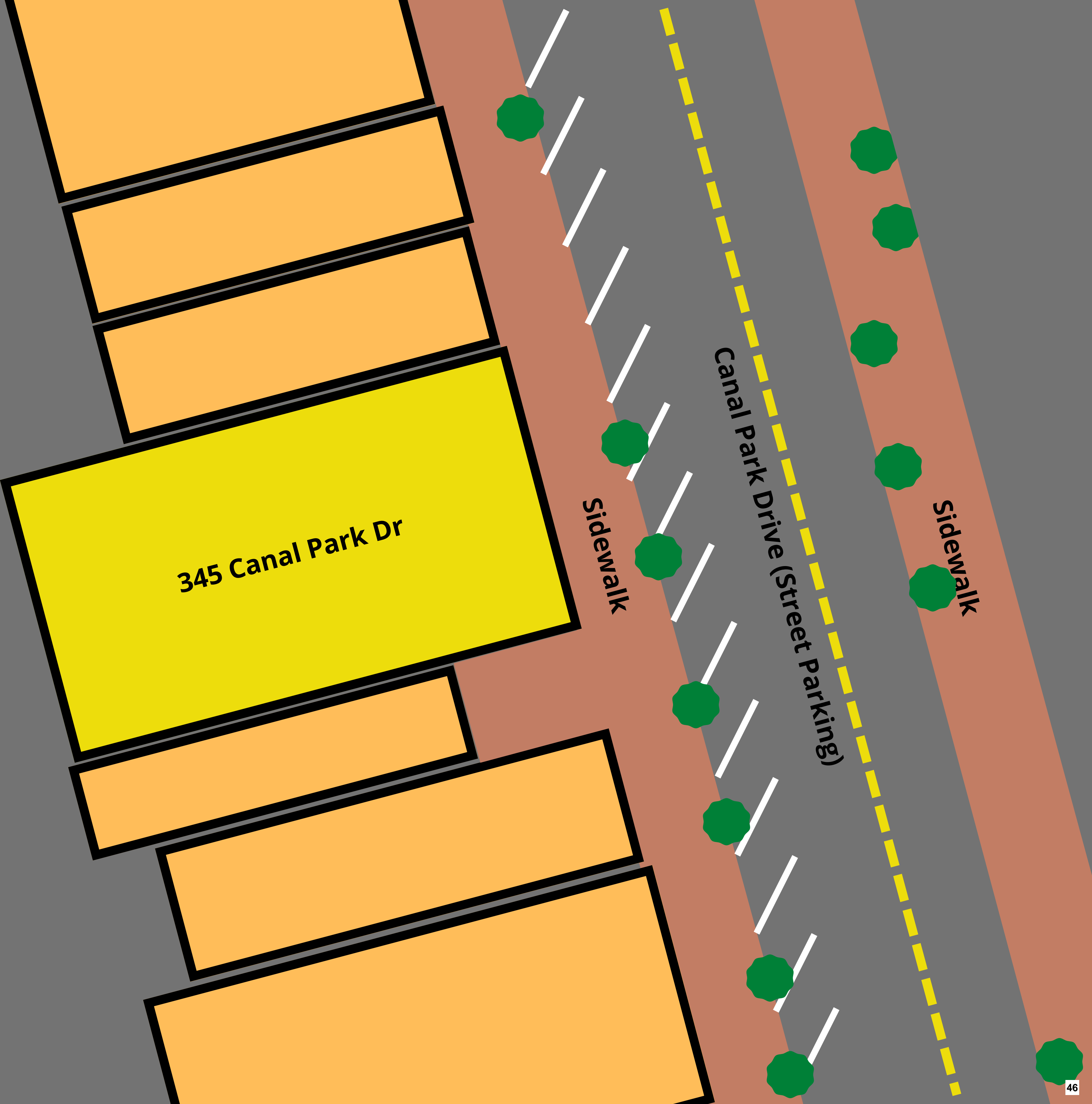
- PRIOR TO BEGINNING OF PLANNED WORK, CONTRACTOR AND SUB-CONTRACTORS SHOULD EXAMINE PREVIOUSLY BUILT CONSTRUCTION TO REMAIN, ADJACENT, AND IN THEIR PLANNED WORK AREA AND NOTIFY THE ARCHITECT IF CONFLICTS EXIST BETWEEN THE EXISTING TO REMAIN AND NEW CONSTRUCTION AREAS.
- THE CONTRACTOR SHALL OBTAIN NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY FEES CONNECTED THEREWITH.
- WORK SHALL BE ERECTED AND INSTALLED PLUMB, LEVEL, SQUARE AND TRUE AND IN PROPER ALIGNMENT U.N.O..
- DIMENSIONS ARE TO FINISH CONSTRUCTION, UNLESS NOTED OTHERWISE. DIMENSIONS NOTED "HOLD" MUST BE ACCURATELY MAINTAINED, AND SHALL NOT VARY MORE THAN ± 1/8" WITHOUT WRITTEN INSTRUCTION FROM ARCHITECT. "ALIGN" MEANS TO ACCURATELY LOCATE FINISHED FACES IN THE SAME PLANE. DIMENSIONS NOTED "CLEAR" ARE MINIMUM DIMENSIONS WHICH MUST BE MAINTAINED WITHOUT EXCEPTION. DIMENSIONS MARKED ± MEAN A VARIANCE NOT GREATER THAN 1 INCH. VERIFY DIMENSIONS EXCEEDING TOLERANCE WITH THE ARCHITECT. DIMENSIONS TO THE EXTERIOR WINDOW WALL ARE TO THE FINISH FACE OF WALL BELOW SILL, U.N.O..
- EXISTING FLOORS, PARTITIONS, DEMISING WALLS, AND CORRIDOR WALLS TO REMAIN ARE TO BE PATCHED AND REPAIRED TO MATCH ADJACENT SURFACES.
- PENETRATIONS THROUGH NEW OR EXISTING FIRE RESISTIVE CONSTRUCTION ARE TO BE SEALED WITH FIRESTOPPING SYSTEMS AS REQUIRED PER CODE TO MAINTAIN THE REQUIRED FIRE RATED SEPARATION REQUIREMENTS.
- NEW GLAZING PROVIDED AS PART OF THE WORK SUBJECT TO HUMAN IMPACT SHALL BE DESIGNED AND SUPPORTED TO WITHSTAND LOADS IMPOSED. PROVIDE SAFETY AND TEMPERED GLAZING AS REQUIRED. GLAZING TONG MARKS SHALL NOT BE VISIBLE. CLEAN & POLISH ALL GLASS PRIOR TO PROJECT DELIVERY.
- ARCHITECTURAL ADHESIVES, SEALANTS AND SEALANT PRIMERS MUST COMPLY WITH SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) RULE #1168. VOLATILE ORGANIC COMPOUND (VOC) LIMITS LISTED IN THE TABLE BELOW CORRESPOND TO AN EFFECTIVE DATE OF JULY 1, 2005 AND RULE AMENDMENT DATE OF JANUARY 7, 2005.
- PROPERLY TERMINATE PLUMBING, ELECTRICAL AND MECHANICAL ITEMS TO BE ABANDONED DURING CONSTRUCTION. REMOVE WIRES, PLUMBING DUCTS AND OTHER ITEMS NO LONGER BEING USED.
- DURING THE CONSTRUCTION PROCESS, CONTRACTOR TO MAINTAIN REQUIRED EXITS AND EMERGENCY EQUIPMENT AND SYSTEMS.
- DEMOLITION AND NEW CONSTRUCTION TO BE DONE IN AN ORDERLY MANNER SO AS TO MINIMIZE DISTURBANCE TO EXISTING TENANTS AND PUBLIC SPACES. ENSURE CLEAN AND SAFE PASSAGE TO HALLWAYS, ELEVATORS, STAIRS, EXIT PASSAGEWAYS AND EXITS.
- REFERENCE TO MECHANICAL, ELECTRICAL, COMMUNICATIONS, AND FIRE PROTECTION ENGINEERING DISCIPLINES IS FOR PURPOSE OF COORDINATION WITH ARCHITECTURAL DESIGN ONLY AND IS NOT INTENDED TO REPRESENT SYSTEMS DESIGN.
- MECHANICAL, ELECTRICAL, COMMUNICATIONS AND FIRE PROTECTION DESIGN TO BE PROVIDED BY THE CONTRACTOR ON A DESIGN-BUILD BASIS. CONSTRUCTION MANAGER OR SUB-CONTRACTORS TO PROVIDE THE REQUIRED DRAWINGS, SPECIFICATIONS AND CALCULATIONS AS REQUIRED BY STATE AND LOCAL CODES.
- UPON COMPLETION OF THE WORK THE NEW TENANT SPACE AND ADJACENT TENANT SPACES AND COMMON SPACES, INTERIOR AND EXTERIOR, SHALL BE MADE NEAT, CLEAN, WHOLE, TIGHT AND FIT FOR IMMEDIATE OCCUPANCY. EACH INDIVIDUAL SUB-CONTRACTOR SHALL BE RESPONSIBLE TO CLEAN UP AND MAKE AREAS NEAT, THAT WERE AFFECTED BY THEIR WORK.
- PROVIDE AND INSTALL WORK AND MATERIALS AS REQUIRED BY THE DRAWINGS AND SPECIFICATIONS - IN FULL ACCORDANCE WITH FEDERAL, STATE AND LOCAL CODES AND ORDINANCES.
- INFORM ARCHITECT AND OWNERS REPRESENTATIVE OF EQUIPMENT, PRODUCT, OR MATERIAL SUBSTITUTIONS PRIOR TO FABRICATION AND INSTALLATION. PROVIDE MINIMUM 5 BUSINESS DAYS FOR REVIEW OF THE SUBSTITUTION. AS PART OF SUBSTITUTION REQUEST PROVIDE REASON FOR SUBSTITUTION AND NECESSARY DOCUMENTATION TO COMPARE THE ORIGINAL AND SUBSTITUTED ITEMS INDICATING CRITICAL FEATURES, BENEFITS AND COST DIFFERENTIALS.
- EXIT SIGNS AND OTHER EMERGENCY DEVICES SHALL BE PROVIDED AS REQUIRED TO MEET CODE REQUIREMENTS. ARCHITECT TO APPROVE LOCATION OF EMERGENCY EXIT SIGNS AND OTHER EMERGENCY DEVICES, MECHANICAL GRILLES AND DIFFUSERS AND SIGNIFICANT ELECTRICAL DEVICES NOT OTHERWISE INDICATED IN THE DRAWINGS PRIOR TO INSTALLATION.
- GENERAL CONTRACTOR TO COORDINATE NEW KEY MATCHING AND QUANTITY REQUIREMENTS WITH THE TENANT'S POINT OF CONTACT AND BUILDING OWNERS REPRESENTATIVE.
- CONTRACTOR TO VERIFY AND PROVIDE SUFFICIENT EMERGENCY EGRESS ILLUMINATION THROUGH FULL PATH TO THE PUBLIC WAY.

Scale: Noted  
Date: 03/13/24



 = Tree

Public Parking





**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

<b>File Number</b>	PLIUP-2503-0013		<b>Contact</b>	Jason Mozol, jmozol@duluthmn.gov	
<b>Type</b>	Interim Use Permit – Vacation Dwelling Unit		<b>Planning Commission Date</b>		April 8, 2025
<b>Deadline for Action</b>	<b>Application Date</b>		March 3, 2025	<b>60 Days</b>	May 2, 2025
	<b>Date Extension Letter Mailed</b>		March 21, 2025	<b>120 Days</b>	July 1, 2025
<b>Location of Subject</b>		1 Mesaba Place, Unit A			
<b>Applicant</b>	Lake View Land Co LLC		<b>Contact</b>	Michael Schraepfer	
<b>Agent</b>	Heirloom Property Management		<b>Contact</b>	Seth Sutherlund	
<b>Legal Description</b>		PIN: 010-1270-00940			
<b>Site Visit Date</b>		March 28, 2025	<b>Sign Notice Date</b>		March 25, 2025
<b>Neighbor Letter Date</b>		March 20, 2025	<b>Number of Letters Sent</b>		33

**Proposal**

The applicant proposes to use Unit A, a 1-bedroom dwelling, as a vacation dwelling unit.

**Recommended Action:** Staff recommends that Planning Commission approve the interim use permit.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	R-2	Residential	Traditional Neighborhood
<b>North</b>	R-2	Residential	Traditional Neighborhood
<b>South</b>	R-2	Residential	Traditional Neighborhood
<b>East</b>	F-6	Transportation	Traditional Neighborhood
<b>West</b>	R-2	Residential	Traditional Neighborhood

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the R-2 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #8 - Encourage mix of activities, uses, and densities.

A short-term rental allows property owners to generate income and provides a service for tourists.

Future Land Use – Traditional Neighborhood: Characterized by grid or connected street pattern, houses oriented with shorter dimension to the street and detached garages, some with alleys. Limited commercial, schools, churches, and home businesses. Parks and open space areas are scattered through or adjacent to the neighborhood.

**History:** This property consists of three units. A separately permitted vacation dwelling unit operates on this parcel in Unit 3. The third unit on this parcel is a residential use.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicants' property is located at 1 Mesaba Place. The dwelling unit, Unit A, contains one bedroom, which allow for a maximum of 3 guests.
- 2) The minimum rental period will be two nights.
- 3) The applicant is proposing one off-street parking stalls; the minimum required is one.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities. Screening is required along the west property line from the rear of the building to the garage facing 4<sup>th</sup> street. Screening meeting the definition of a dense urban screen must be in place prior to permit issuance.
- 6) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holders must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Heirloom Property Management to serve as the managing agent.
- 7) A time limit is needed on this Interim Use Permit ("IUP") to protect the public health, safety and welfare from potential longer-term impacts of the requested use at the location of the subject property. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 8) Applicant must comply with the City's vacation dwelling unit regulations, including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 9) There are currently 170 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 86 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
- 10) This property was previously rented as a short-term unit without a permit. Upon receiving notification of non-compliance from the Planning Department, the owner removed the listing and brought the unit into compliance.
- 11) No City, public or agency comments were received.
- 12) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

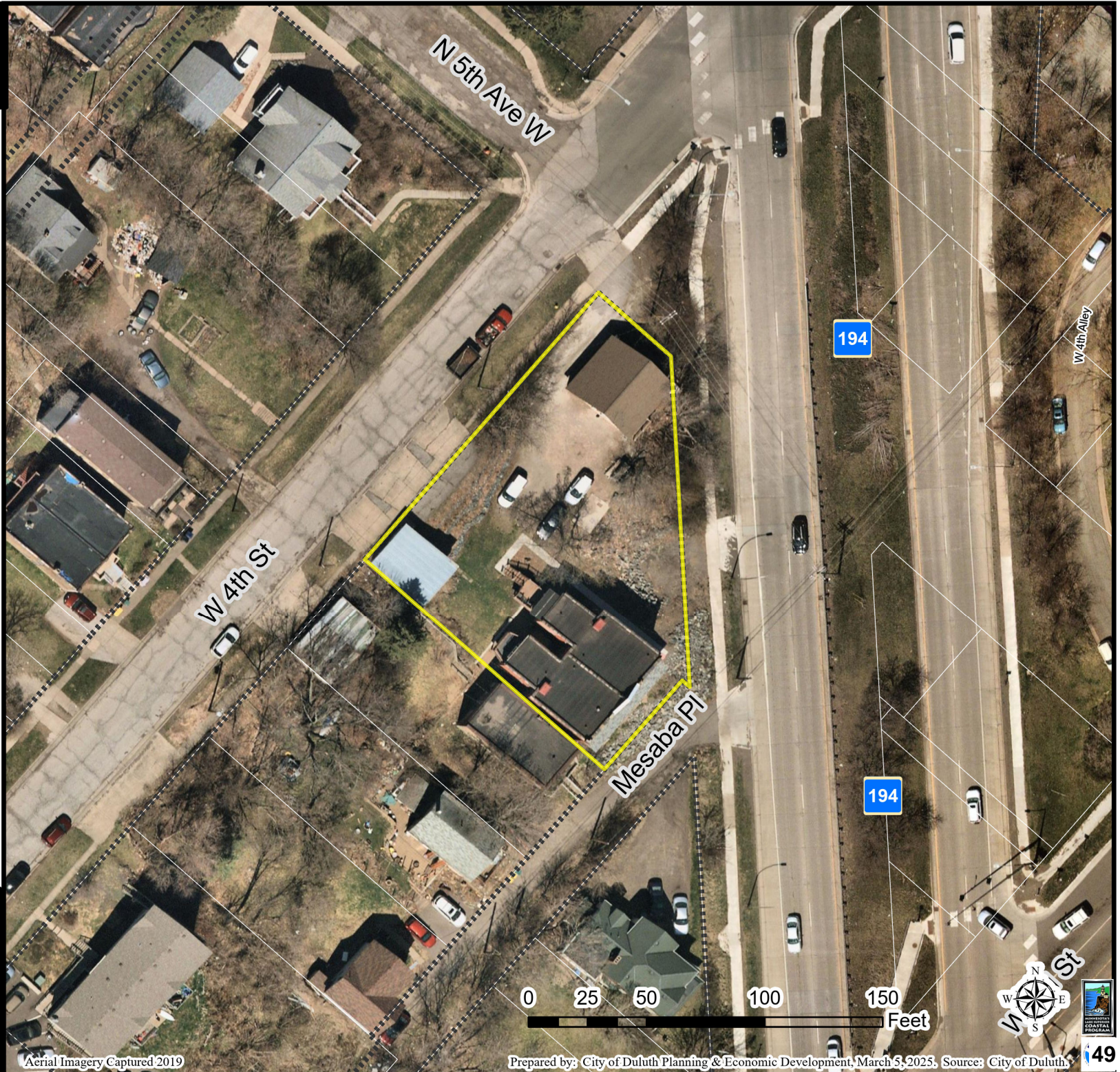
- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Screening meeting the standard of a dense urban screen must be installed prior to permit issuance.
- 3) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.





**PLIUP-2503-0013**

Interim Use Permit  
1 Mesaba Pl



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Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, March 5, 2025. Source: City of Duluth.









**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

File Number	PLIUP-2503-0014		Contact	Jason Mozol, jmozol@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit		Planning Commission Date		April 8, 2025
Deadline for Action	Application Date		March 3, 2025	60 Days	May 2, 2025
	Date Extension Letter Mailed		March 21, 2025	120 Days	July 1, 2025
Location of Subject		1235 Minnesota Ave			
Applicant	Lake View Land Co LLC		Contact	Michael Schraepfer	
Agent	Heirloom Property Management		Contact	Seth Sutherland	
Legal Description		PIN: 010-4390-01940			
Site Visit Date		March 23, 2025	Sign Notice Date		March 25, 2025
Neighbor Letter Date		March 20, 2025	Number of Letters Sent		17

**Proposal**

The applicant proposes to renew a 2-bedroom dwelling as a vacation dwelling unit. The unit was previously approved via PL19-038.

**Recommended Action:** Staff recommends that Planning Commission approve the interim use permit.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	R-1	Vacation Dwelling Unit	Traditional Neighborhood
<b>North</b>	R-1	Residential	Traditional Neighborhood
<b>South</b>	R-1	Residential	Traditional Neighborhood
<b>East</b>	R-1	Residential	Traditional Neighborhood/Open Space
<b>West</b>	MU-W	Utility Infrastructure	Transportation and Utilities

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the R-1 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #8 - Encourage mix of activities, uses, and densities.

A short-term rental allows property owners to generate income and provides a service for tourists.

Future Land Use – Traditional Neighborhood: Characterized by grid or connected street pattern, houses oriented with shorter dimension to the street and detached garages, some with alleys. Limited commercial, schools, churches, and home businesses. Parks and open space areas are scattered through or adjacent to the neighborhood.

**History:** A separately permitted vacation dwelling unit operates on this parcel in unit 1235 1/2.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicants' property is located at 1235 Minnesota Ave. The dwelling unit contains 2 bedrooms, which allow for a maximum of 5 guests.
- 2) This is a renewal application for PL19-038. To the best of our knowledge there are no reported code violations or police calls regarding the subject property.
- 3) The minimum rental period will be two nights.
- 4) One off-street parking space is required to be provided. The applicant is proposing one off street parking stall in an area of leased property on the adjacent property, 1232 St Louis Ave.
- 5) The applicant has indicated they will not allow motorhome or trailer parking.
- 6) The site plan does not indicate any outdoor amenities. Staff notes there is a deck located to the rear of the structure. The rear yard of the property is screened by a fence meeting the standard of a dense urban screen..
- 7) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holders must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Heirloom Property Management to serve as the managing agent.
- 8) A time limit is needed on this Interim Use Permit ("IUP") to protect the public health, safety and welfare from potential longer-term impacts of the requested use at the location of the subject property. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 9) Applicant must comply with the City's vacation dwelling unit regulations, including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 10) There are currently 170 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 86 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
- 11) No City, public or agency comments were received.
- 12) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

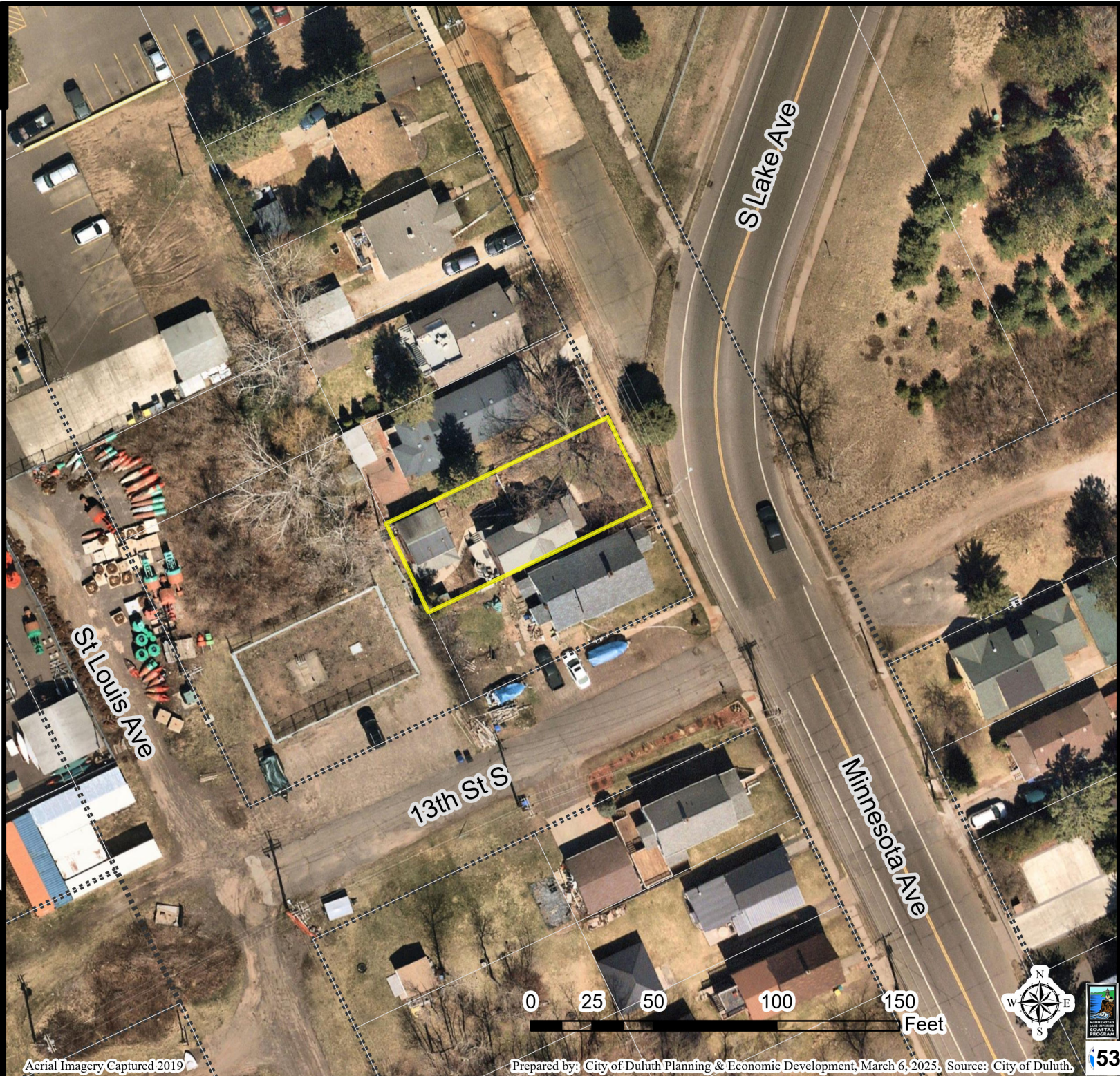
- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.





**PLIUP-2503-0014**

Interim Use Permit  
1235 Minnesota Ave



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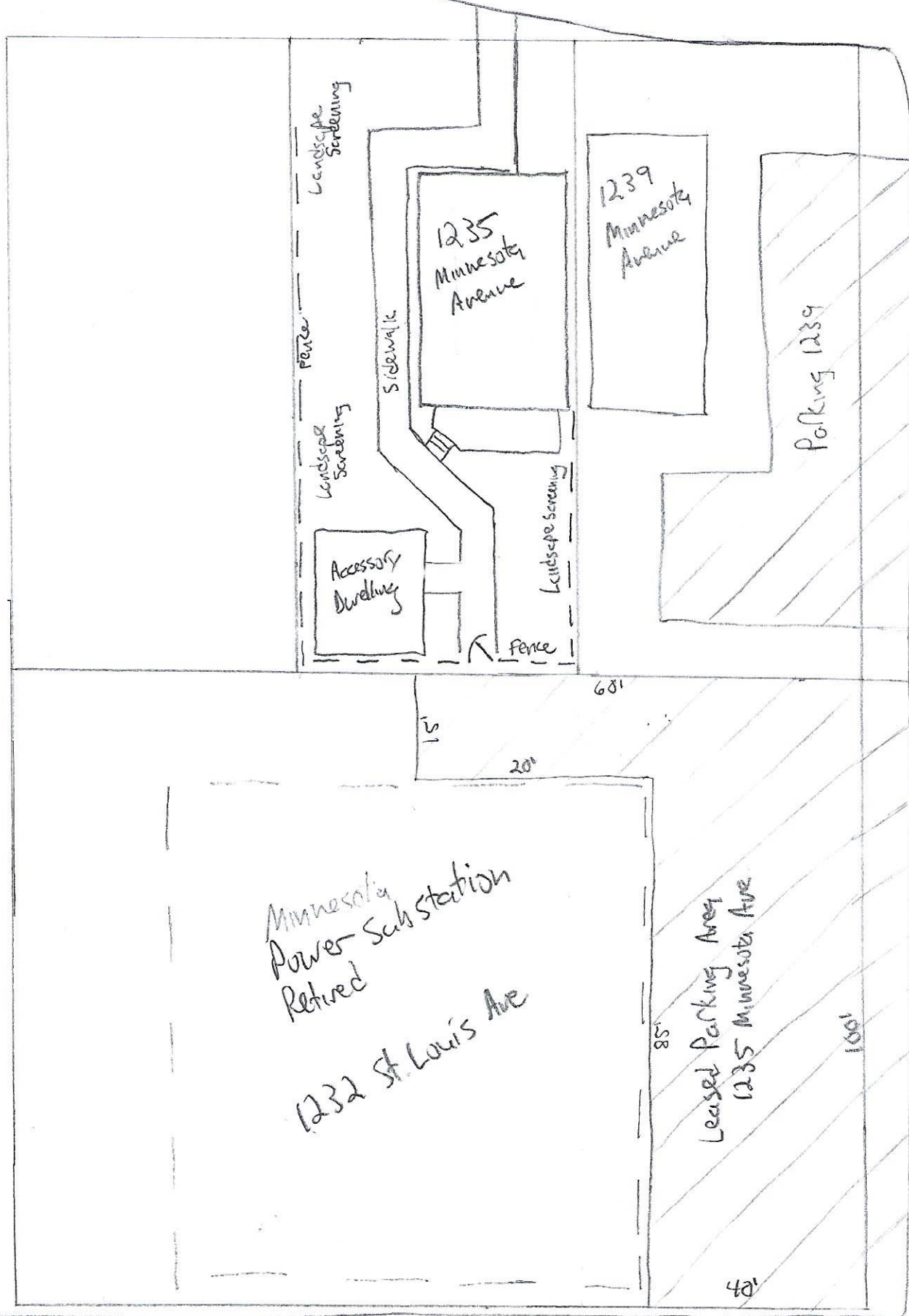
Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, March 6, 2025. Source: City of Duluth.





Minnesota Avenue





**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802

218-730-5580  
 planning@duluthmn.gov

File Number	PLIUP-2502-0005	Contact	Natalie Lavenstein, nlavenstein@duluthmn.gov			
Type	Interim Use Permit – Vacation Dwelling Unit	Planning Commission Date		April 8, 2025		
Deadline for Action	Application Date	February 21, 2025	60 Days	April 22, 2025		
	Date Extension Letter Mailed	March 14, 2025	120 Days	June 21, 2025		
Location of Subject		2817 Minnesota Ave				
Applicant	Angela and Jonathon Delf	Contact	NA			
Agent	NA	Contact	NA			
Legal Description		010-3110-00990				
Site Visit Date		March 25, 2025	Sign Notice Date		March 20, 2025	
Neighbor Letter Date		March 18, 2025	Number of Letters Sent		34	

**Proposal**  
 The applicant proposes use of a 3-bedroom single family home as a new vacation rental property. The applicant was on the vacation dwelling unit eligibility list.

**Recommended Action:** Staff recommends that Planning Commission approve the interim use permit.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	R-1	Residential	Traditional Neighborhood
<b>North</b>	R-1	Residential	Traditional Neighborhood
<b>South</b>	R-1	Residential	Traditional Neighborhood
<b>East</b>	R-1	Residential	Traditional Neighborhood
<b>West</b>	R-1	Residential	Traditional Neighborhood

**Summary of Code Requirements:**

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the R-1 zone district.

UDC Section 50-20.3.V Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location ....; 2. The applicant agrees to sign a development agreement with the city.



**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #4 – Support economic growth sectors

A short-term rental allows property owners to generate income and provides a service for tourists.

Econ. Dev. Policy #3 - Build on Existing Economic Strengths & Competitive Advantages

- **S9:** Encourage expansion of the city's tourism economy through efforts to expand in areas of current activity, such as in Canal Park, but also through marketing and investment in destination neighborhoods and iconic tourism experiences unique to Duluth.

Future Land Use – Traditional Neighborhood: Characterized by grid or connected street pattern, houses oriented with shorter dimension to the street and detached garages, some with alleys. Limited commercial, schools, churches, and home businesses. Parks and open space areas are scattered through or adjacent to the neighborhood.

**History:** The subject property was built in 2015. The existing structure is a 3-bedroom single family home with an attached 1 car garage.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicants' property is located at 2817 Minnesota Ave. The unit has 3 bedrooms, which allow for a maximum of 7 guests.
- 2) The minimum rental period will be two nights.
- 3) Two off-street parking spaces will be provided—one on the property's driveway and one in the property's garage.
- 4) The applicant has indicated they will allow motorhomes or trailers on the property's driveway.
- 5) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holders must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Heirloom Property Management to serve as the local contact.
- 6) Applicant has indicated a table and chairs in the rear yard as an outdoor amenity.
- 7) The adjacent property to the north provided a letter waiving the screening requirement. The adjacent residential property to the south provided a letter waiving part of the rear yard screening requirement to maintain the lake view but is requesting partial screening. The rear of this property is within the shoreland setback of 50' from Lake Superior, and structures are not allowed to be built within this setback without a variance. Applicant has been made aware of screening options including the vegetative options that do not require a variance.
- 8) A time limit is needed on this Interim Use Permit ("IUP") to protect the public health, safety and welfare from potential longer-term impacts of the requested use at the location of the subject property. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 9) Applicant must comply with vacation dwelling unit regulations, including providing information to guests on city rules.
- 10) There are currently 170 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 86 are subject to the cap of 110. The subject property is located within a residential traditional zone district and is subject to the cap.
- 11) Two public comments in opposition were received. The comments were in regard to the high amount of vacation dwelling units on Park Point and street parking. No agency, or City comments were received.
- 12) The permit will lapse if no activity takes place within 1 year of approval.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) Prior to issuing the permit, applicant must provide evidence that the dense urban screening was installed. Alternatively, the applicant must provide evidence that the adjacent property owner to the south has waived the dense urban screening requirement.
- 2) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 3) Any alterations to the approved plans that do not alter major elements of the plan may be approved by the Land Use Supervisor without further Planning Commission review; however, no such administration approval shall constitute a variance from the provisions of Chapter 50.





**PLIUP-2502-0005**

Interim Use Permit  
2817 Minnesota Ave



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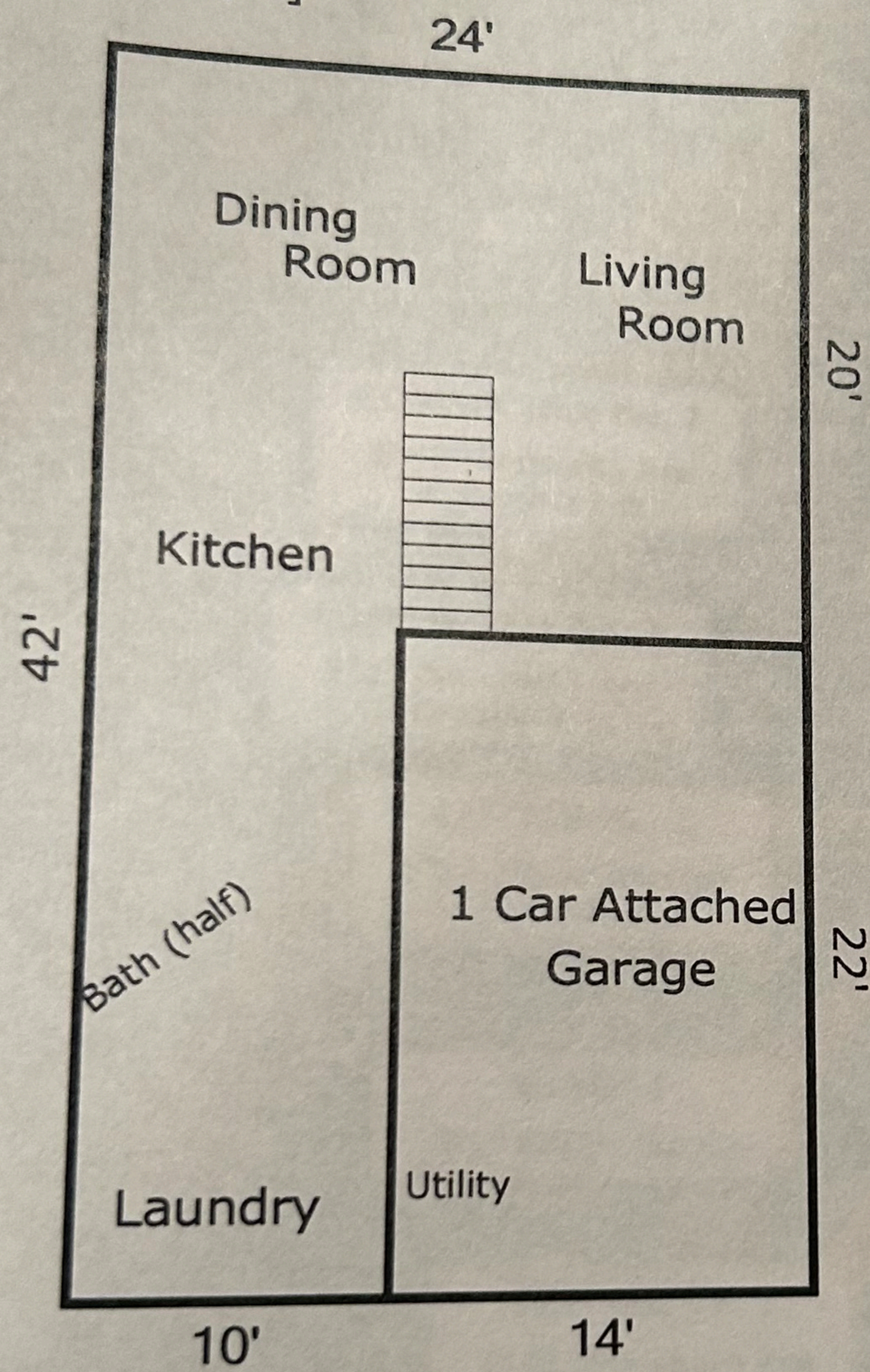
Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, March 6, 2025. Source: City of Duluth.

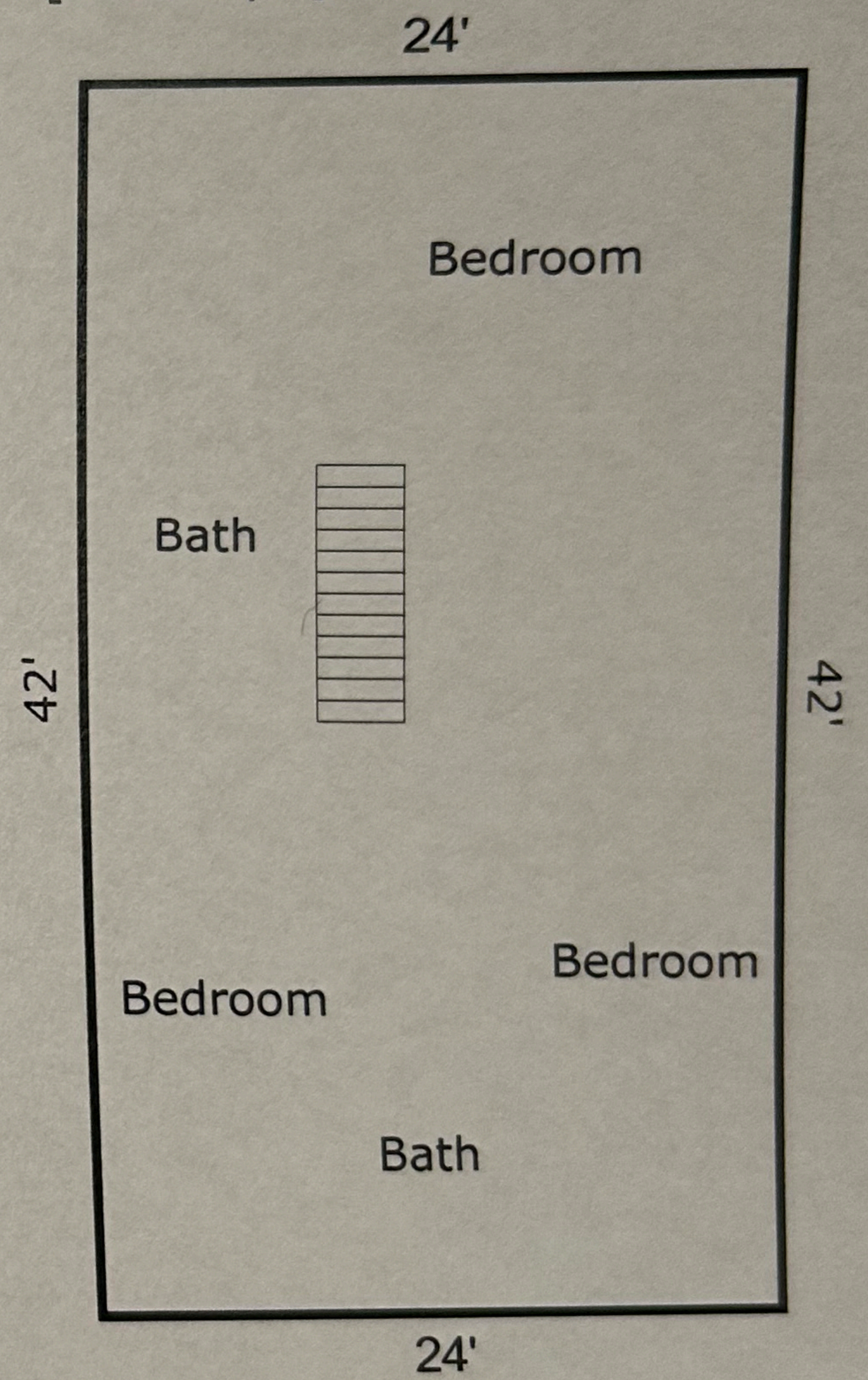




**First Floor**  
[700 Sq ft]



**Second Floor**  
[1008 Sq ft]



TOTAL Sketch by a la mode, inc.

**Area Calculations Summary**

**Calculation Details**

$24 \times 20 = 480$   
 $10 \times 22 = 220$   
 $42 \times 24 = 1008$

**Living Area**  
First Floor

700 Sq ft

Second Floor

1008 Sq ft

**Total Living Area (Rounded):**

**1708 Sq ft**

$14 \times 22 = 308$

**Non-living Area**

308 Sq ft





## Subject

2817 Minnesota Ave

Sales Price

Gross Living Area 1,700

Total Rooms 7

Total Bedrooms 3

Total Bathrooms 2.1

Location N;Res

View B;Wtr

Site 6970 sf

Quality Q3

Age 5



## Subject Rea



## Subject S



March 17, 2025

John & Cathy Longtin

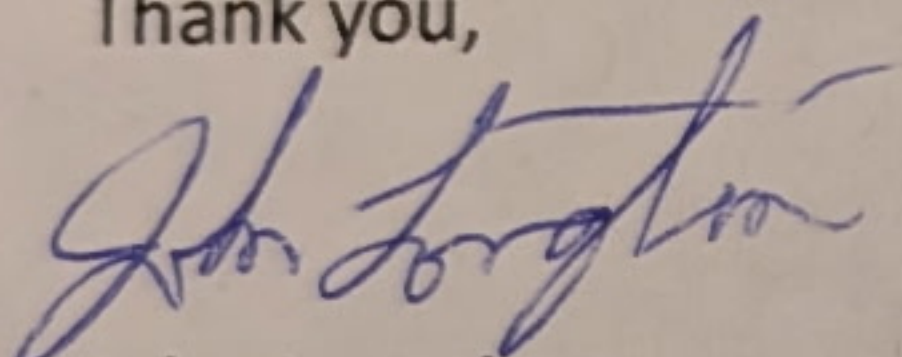
2825 Minnesota Ave

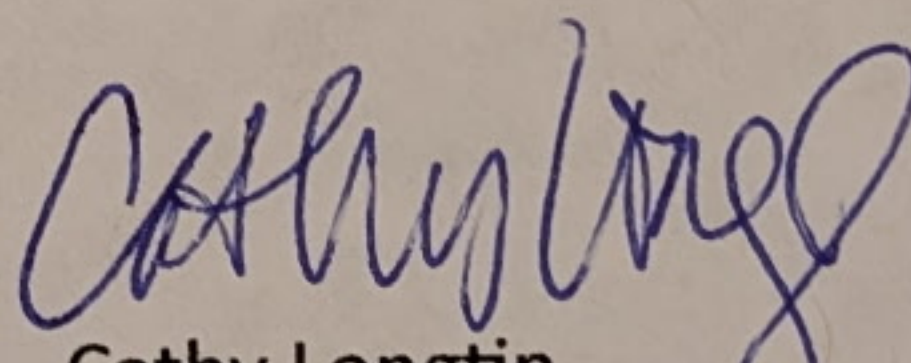
Duluth MN 55802

To Whom It May Concern

Our neighbors, Jonathon and Angela Delf (2817 Minnesota Ave, Duluth, MN) reached out to us as they intend to rent out their house and were told a fence was required between the properties unless neighbors agree to waive that requirement. While we do request a privacy fence, we would prefer the fence to start 10 feet from the rear rocky area along the lake shore as that will allow both properties more of a lake view.

Thank you,

  
John Longtin

  
Cathy Longtin



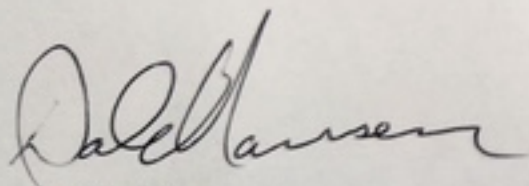
March 6, 2025

Dale & Donna Hansen  
2815 Minnesota Ave.  
Duluth, MN 55802

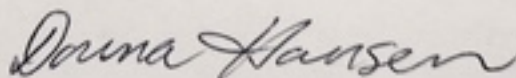
To Whom It May Concern,

Our neighbors, Jonathon & Angela Delf (2817 Minnesota Ave, Duluth, MN) reached out to us as they intend to rent out their house and were told a fence was required between properties unless neighbors agree to waive that requirement. We are fine without a fence between our properties.

Thank you,

A handwritten signature in cursive script, appearing to read "Dale Hansen".

Dale Hansen

A handwritten signature in cursive script, appearing to read "Donna Hansen".

Donna Hansen

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**FW: Vacation Dwelling Unit at 2817 Minnesota Avenue, Duluth, MN**

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**From** planning <planning@DuluthMN.gov>  
**Date** Tue 3/25/2025 2:17 PM  
**To** Natalie Lavenstein <nlavenstein@DuluthMN.gov>

Public comment for PLIUP-2502-0005

-----Original Message-----

**From:** Kathleen Berdan <[REDACTED]>  
**Sent:** Tuesday, March 25, 2025 1:33 PM  
**To:** planning <planning@DuluthMN.gov>  
**Subject:** Vacation Dwelling Unit at 2817 Minnesota Avenue, Duluth, MN

Dear Ms Lavenstein,

Regarding our neighbor's request for an Interim Use Permit for a Vacation Dwelling Unit at 2817 Minnesota Avenue, we would ask that the Planning and Development Division deny that request.

We are the owners of the home directly across the street from 2817.

We already have a long-term rental unit next door to us (2814), an Heirloom vacation rental two doors down from us (2832, 1 bedroom, 2 guests), and a monster VRBO rental across the street (2835, 3 bedrooms, 7 guests). Adding another vacation rental at 2817 would mean that we have four rental properties within 100 feet of our home.

Also, we have concerns that guests at 2817 would be trekking through our yard to get to the beach.

Having vacation rentals as neighbors is not without its problems. The VRBO at 2835 has brought issues both with parking (too many cars for the allotted parking spaces) and with light pollution (enough outdoor lighting at night to land an aircraft on Minnesota Avenue), which the owners seem unwilling to rectify.

Also, if you were to look at the listing of Park Point VRBOs (the list may not include Heirloom, Airbnb's or other privately listed properties), you would find that there are at least 40 vacation rental units on Park Point (with a total occupancy of 244 guests). Added to this, there are three hotels and one B&B. Isn't this a bit much for a 4-mile narrow strip of land? If not, where does it end??

Please, before we lose our neighborhoods on Park Point to commercialization, deny the request for an Interim Use Permit at 2817 Minnesota Avenue. Thank you.

Respectfully,

Frank Berdan III  
Kathleen W. Berdan, J.D.  
2818 Minnesota Avenue

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**FW: Interim Use Permit (PLIUP-2502-0005) for Vacation Dwelling Unit at 2517 Minnesota Ave**

---

From planning <planning@DuluthMN.gov>

Date Thu 3/27/2025 8:09 AM

To Natalie Lavenstein <nlavenstein@DuluthMN.gov>

Public comment for PLIUP-2502-0005

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**From:** John Longtin [REDACTED]

**Sent:** Wednesday, March 26, 2025 8:53 PM

**To:** planning <planning@DuluthMN.gov>

**Cc:** Cathy Longtin [REDACTED]

**Subject:** Interim Use Permit (PLIUP-2502-0005) for Vacation Dwelling Unit at 2517 Minnesota Ave

To Duluth Planning Commission,

My wife Cathy and I own the home at 2825 Minnesota Ave which is next to the home at 2817 Minnesota Ave which is applying for the Interim Use Permit for a Vacation Dwelling. We have the following concerns with having another Vacation Dwelling in the 2800 block of Minnesota Ave:

- There are two other known Vacation Dwellings in the 2800 block of Minnesota Ave. One at 2835 and another at 2832. Both of these properties are within 100 feet of our property. 2817 is directly adjacent to our property and thereby would be the third within 100 feet of our property. This seems like a high concentration of Vacation Dwellings within close proximity to each other in a residential area which is zoned R-1, Residential Traditional. Are there any city ordinances which govern the concentration of Vacation Dwellings in zone R-1?
- Parking is another concern. There is one parking space in the driveway of 2817 and there is no street parking in front of 2817 due to the narrow width of the lot (36 feet?), the width of the driveway and the proximity of the driveways of the adjacent properties. Additionally, there is only one on-site parking space for 2835 and the owners of 2832 request that their guests park in the street. The result of these constraints is that the guests for the two existing Vacation Dwelling often end up parking in front of our house if they have more than one vehicle and it is likely that guests at 2817 will also be parking in front of our house if they have more than one vehicle. The demand for parking is further increased on Sunday Mornings when attendees of St Andrews Church at 2801 Lake Ave arrive for worship service. Lastly, as you probably know, parking is limited to one side of Minnesota Ave. The side which parking is allowed alternates during the winter and is designated to our side, the odd side, during the summer when the recreational lane is utilized on the even side.

Respectfully,

John and Cathy Longtin  
[REDACTED]



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

<b>File Number</b>	PLIUP-2503-0016		<b>Contact</b>	Jason Mozol, jmozol@duluthmn.gov	
<b>Type</b>	Interim Use Permit for Temporary Outdoor Living Site		<b>Planning Commission Date</b>		April 8, 2025
<b>Deadline for Action</b>	<b>Application Date</b>		March 7, 2025	<b>60 Days</b>	May 6, 2025
	<b>Date Extension Letter Mailed</b>		March 20, 2025	<b>120 Days</b>	July 4, 2025
<b>Location of Subject</b>		1533 W Arrowhead Rd			
<b>Applicant</b>	Vineyard Christian Fellowship, Duluth		<b>Contact</b>	Melissa Hassebrock	
<b>Agent</b>	CHUM			Joel Kilgour	
<b>Legal Description</b>		PIN 010-3500-00095			
<b>Site Visit Date</b>		March 22, 2025	<b>Sign Notice Date</b>		March 25, 2025
<b>Neighbor Letter Date</b>		March 20, 2025	<b>Number of Letters Sent</b>		39

**Proposal**

This one-year Interim Use Permit would allow for 2025 operation of Safe Bay, an overnight parking lot, at the Vineyard Church. This parking lot would operate seasonally. This program previously operated at the Damiano Center in 2023 and 2024.

**Recommendation**

Staff recommends approval, subject to conditions.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	R-2	Church	Urban Residential/ Low Density Nbhd
<b>North</b>	R-1	Residential	Low Density Neighborhood
<b>South</b>	R-1	Residential	Traditional Neighborhood
<b>East</b>	R-2	Open Space	Neighborhood Mixed Use/ Low Density Nbhd
<b>West</b>	R-2	Residential	Urban Residential/ Low Density Nbhd

**Summary of Code Requirements**

50-20.1.I: Use-specific standards for Interim Outdoor Living Site

50-37.10: Authorizes the city to issue an interim use permit that authorizes a special use to exist until a specified date.



**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #13 – Develop a healthy community. Safe Bay allows a place for people without housing to sleep safely in their cars, with access to bathrooms and other services.

Governing Principle #14 – Integrate fairness in to the fabric of the community. Safe Bay provides people living in cars a designated, legal place to stay with access to basic amenities.

**Future Land Use –**

Urban Residential: A transitional use between more intensive commercial uses and purely residential neighborhoods.

Low Density Neighborhood: Single-family housing with urban services. Non-residential uses are mainly uses such as schools and churches.

**Site history:** CHUM has been providing services to people in need for over 50 years. Safe Bay is a piece of their programming that works to address homelessness. Safe Bay opened in 2023 under a temporary use permit at the Damiano Center, providing safe and secure overnight parking and sleeping places for people living in cars.

**Review and Discussion Items**

Staff finds that:

- 1) The Vineyard Church will provide an overnight parking lot. This is only for people sleeping in vehicles (not tents or other sleeping facilities). It will operate seasonally during the warmer months, May through October, and only at night (6:00 pm – 9:00 am). Vehicles will park in the existing, paved rear lot. Other parking lots in the front of the property will provide parking for other uses.
- 2) Safe Bay provides bathroom facilities, garbage and recycling dumpsters, and a sharps container, all meeting the requirements of UDC Section 50-20.1.I.
- 3) The maximum occupancy for this site is 50 people.
- 4) All minors present on the site will be accompanied by a parent or guardian.
- 5) Staff from CHUM and overnight hosts provide oversight at all hours the facility is open. The staff and hosts document vehicles and guests, ensure quiet hours starting at 10:00 pm, and monitor all activities on site.
- 6) In case of an emergency, such as an extreme weather event, the Vineyard Church facility is available for shelter.
- 7) The property will be screened by temporary fencing along the rear of the property. Trees and vegetation provide additional buffering between the proposed project site and the neighboring residential structures. A fence permit is required prior to installation of any fencing.
- 8) No additional exterior lighting will be provided.
- 9) A time limit on this Interim Use Permit is required because this is an interim living site. The time period for this use shall be one year from the date of approval.
- 10) Plans have been reviewed by the Fire Marshall without any comments.
- 11) Fourteen public comments have been received and are attached.
- 12) No other agency or City comments have been received.

**Staff Recommendation**

Based on the above findings, staff recommends that Planning Commission approve the interim use permit, subject to the following conditions:

- 1) The project be limited to, constructed, and maintained according to the information submitted with the application and all criteria in UDC Section 50-20.1.I.
- 2) This Interim Use Permit has a duration of one year and shall expire one year from the date of approval; however, the site will only be open from May - October.
- 3) Before operation commences, the applicant will ensure that the operator's name, telephone number, and e-mail address are posted on the site and easily visible to the public, and will provide a photo of this signage on the site to the Land Use Supervisor.
- 4) Any alterations to the approved plans that do not alter major elements of the plan may be approved by the Land Use Supervisor without further Planning Commission; however, no such administrative approval shall constitute a variance from the provisions of UDC Chapter 50.





**PLIUP-2503-0016**

Interim Use Permit  
1533 W Arrowhead Rd

The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.







GRAPHIC SCALE

1" = 40' feet

Now or Formerly:  
Wall Structure  
Tax lot: 010-3500-00217Now or Formerly:  
Curtain Wall  
Tax lot: 010-3500-00212Now or Formerly:  
Office Building  
Tax lot: 010-3500-00212Now or Formerly:  
Police Station  
Tax lot: 010-3500-00211Now or Formerly:  
Wardens' Quarters  
Tax lot: 010-3500-00280

Light Pole	Sanitary Sewer	Gas Valve
Water Valve	Wall Mount Gas Meter	Storm Inlet (Square)
Fire Hydrant	Property Line	Storm Inlet (Round)
Slamless Fire Hydrant	Telephone Pedestal	Indicative Building Height at This Spot
Stand Pipe	Low Area	Overhead Line
Wall Mount Electric Motor	PVC Pipe	Hand Hole
Electric Transformer	Site Access	Fence Line
Building Foot Print	Utility Pole w/ Transformer	N. North
Concrete Surface	Guy Wire	S. South
Gravel Surface	Set 1/2 inch by 14 inch iron	E. East
Rip Rap Rocks	Pipe with Plastic Cap Inscribed with License No. 43808	W. West
	Found Monumentation	(Plat) Record
	Fire Hydrant & Water Valve	(Meas.) Measured
	Pipe Outlet	R/W Right-of-way
	Flared End	Mail Box
		Indicates Handicapped Parking

NORTON'S

Now or Formerly:  
Police Station  
Tax lot: 010-3500-00250Lot 5  
1006.58  
S00°22'43"E

Lot 6

DULUTH

Lot 7

Lot 8

Lot 9

Lot 10

OUTLOTS

Now or Formerly:  
Andrew Hall  
Tax lot: 010-3500-00253Now or Formerly:  
Wardens' Quarters  
Tax lot: 010-3500-00280Now or Formerly:  
Wardens' Quarters  
Tax lot: 010-3500-00280Now or Formerly:  
Wardens' Quarters  
Tax lot: 010-3500-00280Wood Frame  
One Story Garage  
875 sq. ft.Wood Frame  
One Story Shed  
132 sq. ft.1701 W Arrowhead (Posted)  
One Story Wood Frame House  
1,538 sq. ft.Main entrance and  
directional sign 1

Directional sign 2

Directional sign 3

Dumpsters  
(additional  
garbage  
cans set  
up nightly  
in the lot)Picnic table &  
smokers post  
(25 ft from  
building  
entrance)Children's  
play areaBuilding  
access  
Bathroom, staff  
desk, sharps  
disposal, potable  
water, shelter  
during weather  
emergencies

Program parking

Wooded buffer



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**FW: Safe Bay**

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**Sent:** Tuesday, April 1, 2025 12:56 PM

**To:** planning <planning@DuluthMN.gov>;

**Subject:** Safe Bay

Hello, my name is Ashley and I am a support staff with Stepping On Up Duluth (CHUM). Safe Bay is such a wonderful option for the people who are living out of their vehicles as they work to save up for their needs and housing. Our Safe Bay clients are very respectful and quiet as they are out here working in the community by day, just like you and me. We must offer these folks a safe place to catch up on their rest so they too can face the day. As a support staff, we maintain the peace every shift, and pass the peace off to the next shift. We clean up after the program and make sure we leave it looking better then when we found it. This program is so vital to the people who use it.

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Outlook

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**FW: Concerns - Overnight Parking at Vineyard Church W Arrowhead Road**

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**Date:** March 27, 2025 at 9:16:32 PM CDT

**To:** [council@duluthmn.gov](mailto:council@duluthmn.gov), [mmayou@duluthmn.gov](mailto:mmayou@duluthmn.gov)

**Subject: Concerns - Overnight Parking at Vineyard Church W Arrowhead Road**

Greetings,

I am unsure who to exactly contact on this matter:

I wanted to state some serious concerns I have as a Duluth resident in the Kenwood neighborhood over the proposed "Safe" overnight parking at the Vineyard Church on West Arrowhead Road.

This neighborhood is a mixture of young families and college students who reside in rental housing. This neighborhood is currently a safe area for college students to live who come from far away. Parents of college students pay over \$20,000 per year to send their students to UMD or CSS and live in the Kenwood area.

This proposed "safe" overnight parking at the Vineyard Church will invite individuals who do not reside in the Kenwood area to come and park their vehicles to sleep in overnight. As a resident, these are not the types of individuals we want to incorporate into our area. These are not the types of people we want around our young adults in our community. What kinds of messages will this send to families of students away at colleges that right down the street we have a homeless population residing in a parking lot?

Our Duluth community is a fragile balance of displaying the best values, while also not destroying the current safety of the residents. I speak for many young adults in the Kenwood area: this "safe" overnight parking is not what we want! This is not the type of reputation and appearance the city of Duluth can afford. We need to put our

best on display in front of prospective families and students to the area who come from afar to receive an education at our nearby colleges. Duluth cannot afford to lose out on this economic significance from college families by placing homeless families in a nearby parking lot. This is a matter of safety for our students and families in the area. We choose to live on the hill in Kenwood for a reason. For the feeling of safety. We choose not to live downtown for a reason. We do not want to be welcoming this community into our area.

Please let our voices be heard.

Please respond at your earliest convenience. Feel free to call me to discuss.

[REDACTED]

Sincerely,  
Rose Carpenter, a Kenwood resident

Sent from my iPhone



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**FW: Safe Bay at Vineyard Church**

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To: planning <planning@DuluthMN.gov>  
Cc: Mike Mayou <mmayou@DuluthMN.gov>; joel@steppingonupduluth.org  
Subject: Safe Bay at Vineyard Church

Dear Planning Commissioners,

I am writing in support of Chum's application for Safe Bay to be located at Vineyard Church.

My experience as a past board member for Chum, a volunteer at the Warming Center, and an ongoing supporter of Chum has shown me how absolutely vital Chum's programs are to the health and well-being and movement toward stability of people in our community who are experiencing homelessness. I appreciate the congregation of Vineyard Church and many of its neighbors for their support of this initiative. Their welcome of people who need a safe place to park is commendable. The need is real!

Please approve this application.

Sincerely,  
Holly Church  
5326 Otsego St.  
Duluth, MN



Outlook

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**FW: In support of Safe Bay**

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**Sent:** Monday, March 31, 2025 4:44 PM**To:** planning <planning@DuluthMN.gov>**Cc:** Mike Mayou <mmayou@DuluthMN.gov>;**Subject:** In support of Safe Bay

Dear Duluth Planning Commissioners,

I am writing to express my full support to operate Safe Bay at the Vineyard Church. It is commendable and appreciated that the Vineyard Church has stepped up to help our community address the housing crisis. Safe Bay is a proven success story that has operated successfully for 2 years. Safe Bay connects people to resources, increases public health and safety, and saves lives.

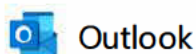
I have a friend who stayed with me for several months in 2016. He had spent time sleeping outside. His phone was taken when he fell asleep at the bus station. We can do better. Our community needs Safe Bay, as well as more emergency shelter, and more permanent affordable housing with supportive services.

Thank you,

Debbie Freedman

3528 E 4<sup>th</sup> St, Duluth, 55804





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**FW: Support for Safe Bay at Vinyard**

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**To:** planning <planning@DuluthMN.gov>  
**Cc:** Mike Mayou <mmayou@DuluthMN.gov>  
**Subject:** Support for Safe Bay at Vinyard

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Dear Planning Commission -

The need for safe alternatives for our unhoused population is critical. CHUM's Safe Bay project is one significant component of support for Duluth individuals and families without permanent shelter. I fully support CHUM's application to operate the Safe Bay program at the Vineyard Church this year, and urge you to as well. This program has been operating at Damiano safely for two years, and now is not the time to remove it from our community's resources for this population.

As a librarian for almost 30 years at Duluth public Library, I saw the great need for shelter of our homeless neighbors as, during the latter part of my tenure, the Library became a safe daytime shelter for many who had nowhere else to go. I know that that need didn't end at nightfall, and that the need has only grown since I retired in 2019. Decency and humanity call on us to continue to respond to their need.

Once again, I urge you on April 8 to approve the interim permit for CHUM and Vineyard to proceed with this program. Thank you for your attention to my thoughts.

Sincerely,

Michael P. Grossman  
5326 Otsego St.  
Duluth 55904  
[REDACTED]



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**FW: Support for Safe Bay**

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**Sent:** Tuesday, April 1, 2025 2:35 PM

**To:** planning <planning@DuluthMN.gov>

**Cc:** Mike Mayou <mmayou@DuluthMN.gov>;

**Subject:** Support for Safe Bay

Dear City of Duluth Planning Commission,

My name is Emma Haugen and I volunteered in the mornings at Safe Bay last summer. I am writing this to let you know that I fully support Chum's application for an interim use permit to operate Safe Bay at the Vineyard Church. In my time volunteering there, I met a lot of cool people. Most of the people who stayed there had jobs, families who they kept in touch with (some families that even stayed there together), and all were just trying to get to a better place in life.

The mornings were slow, often filled with light conversations, and talk about resources and next-steps for those close to getting housing (I remember how enthusiastic Joel Kilgour was during the Safe Bay orientation, telling me that Safe Bay has a much higher rate of getting people housing!) Before volunteering at Safe Bay, I was wary of what I might encounter there and I had several people who were wary for me, yet I'm pleased to say that I always felt safe (which as a young 23-year-old girl, you don't always), it was clean, and people were polite and respectful. There is always Chum staff members present, and they're consistently looking for new ways to improve the flow of the morning, safety of the guests, or anything else (for example, when I started volunteering, there was no fence. Chum devised a way to make a lightweight, easy for all to handle, fence that could be constructed each night and torn down each morning, giving the guests at Safe Bay more of a feeling of security, while also not permanently changing the landscaping of Damiano). This is why it's so wonderful that Safe Bay hopes to move to the Vineyard Church, as there will be more green space, more seclusion from the nightlife that downtown brings, and overall more feeling of safety for the guests who will be staying there.

I've been told that being at the Vineyard will also allow them to expand hours, which I know will help benefit those that work, as last summer some guests would work until late in the evening or even early morning, and still be required to get up and moving right away in the morning. This would allow them to get the sleep and rest they need. Churches have a long history of helping people who otherwise have nowhere else to go, certainly not anywhere as safe as Safe Bay would be for those living in their cars. I'm so happy that the Vineyard has volunteered their space to support this amazing program.

Thank you,  
Emma Haugen



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**FW: Interim use permit for Safe Bay**

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**Sent:** Tuesday, April 1, 2025 11:26 AM

**To:** planning <planning@DuluthMN.gov>

**Cc:** Mike Mayou <mmayou@DuluthMN.gov>;

**Subject:** Interim use permit for Safe Bay

I write in favor of the City of Duluth Planning Commission to issue an interim use permit for the operation of Safe Bay at the site of the Vineyard Church.

I have been a volunteer at Safe Bay for two seasons and am looking forward to doing so again this year. I have enjoyed meeting the people who are living out of their cars due to an inability to find affordable housing. Many of these people have jobs and appreciate having a safe place where they can spend the night. Based on my experience I think the concerns expressed by some people about having Safe Bay in their neighborhood are unnecessary.

I hope you will vote in favor of issuing the interim use permit. I simply think it is the right thing to do. Thank you for your consideration.

Larry Johnson  
1611 Minneapolis Ave.  
Duluth, MN 55803





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**FW: Safe Bay in Kenwood**

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**Sent:** Tuesday, April 1, 2025 2:05 PM

**To:** Mike Mayou <mmayou@DuluthMN.gov>; planning <planning@DuluthMN.gov>

**Subject:** Safe Bay in Kenwood

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Dear Members of the Planning Commission:

I live down the hill from the Kenwood shopping center, and I shop there two or three times a week. I am also a member of St. Andrew's by the Lake Episcopal Church, which has supported the Safe Bay program in Duluth since it started.

I am writing to unequivocally support Chum's application for a permit to operate Safe Bay at the Vineyard Church this summer (2025).

The Vineyard church is generously offering the use of some of their space to help people in need. Safe Bay is a supervised program which Chum has run very successfully for two years at the Damiano Center. There are staff working whenever Safe Bay is open, so there is always someone available to provide help or solve problems.

I don't know if you can imagine living out of your car. I talked to someone who had to live out of her car, and she described how much it helped her to have a safe place to sleep, and to use the toilet or take a shower. It is amazingly frightening to have no place to go, and to know that if you fall asleep, someone could come along and pound on your window and tell you to move, or even attack you.

The goal of Safe Bay is to provide a safe space for people who have no place to go. If the city is willing to approve the required permit, then those people will have a chance to sleep safely, and go through the day knowing they have a safe space to go back to. This allows them to focus their energy on the next steps to solving their problems, instead of worrying about where they will spend the night.

I urge you to approve the permit for Safe Bay.

Elizabeth Maeshima  
1202 E 7th St.  
Duluth, MN 55805



Outlook

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**Safe Bay Proposal**

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**To** Mike Mayou <mmayou@DuluthMN.gov>; Arik Forsman <aforsman@DuluthMN.gov>; Jason Mozol <jmozol@DuluthMN.gov>; Wendy Durrwachter <wdurrwachter@DuluthMN.gov>; Tara Swenson <tswenson@DuluthMN.gov>

 1 attachment (73 KB)

CoC Plan on Unsheltered Homelessness-MN-509 Special NOFO .docx;

Councilor Mayou and fellow Council persons,

We are writing to you with concerns about the Safe Bay site, proposed for the Vineyard Church parking lot.

We have lived on Linzie Rd for 31 years. We chose this neighborhood for the quiet and natural location. It has been a wonderful neighborhood to raise our kids and feel fortunate to call our neighbors friends.

We are aware that the search for a site began 3 years ago. And no "neighborhood" or church stepped up to the challenge. Why not?

Because of the concerns for safety, and I would assume an impact on property values? Certainly a topic of conversation we are currently having with our neighbors. Also liabilities? Who is responsible for possible damage to our property?

The lack of communication is an issue. To only notify those living within 350 feet of the parking lot, feels disrespectful to those who will possibly be impacted. Many were not able to attend the meeting at the church, because of the lack of notice. For that reason it feels as if they are being deliberately sneaky.

We do understand that there is an unhoused population problem in our city. But moving them into neighborhoods does not feel like a solution. What neighborhood would be welcoming to an increase of 10 to 60 people suddenly moving in next door?

We need answers, about noise, garbage, pet control, boundaries. What about behavior? We were told that there will be no screening and no one will be turned away. That sounds irresponsible. We have heard about issues around the Damiano Center, coming from the experiences of that neighborhood. We have had very few situations of concern in our little community, and work to keep it comfortable and safe.

We understand that the homeless issue is difficult for Duluth, but hiding them in a neighborhood is not a solution.

We are hoping that you will see that this is not a good location for Safe Bay.

Thank you for your time.

Michael and Kimberly Maki

**P. CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs: Duluth/St. Louis County (MN-509)**

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**Introduction:**

Duluth/St. Louis County (MN-509) CoC's (SLC CoC) plan to target unsheltered homelessness is a community plan called Stepping On Up (SOU). This plan was developed throughout 2021 with input and feedback from people experiencing homelessness, housing providers, business owners, landlords, local governments, CoC governance, culturally specific providers, funders, and faith communities. SOU is a collaboration of eight partner organizations; CHUM (host agency); American Indian Community Housing Organization (AICHO), the Human Development Center, and The Salvation Army. SOU is a three-phase, five-year plan to reduce unsheltered homelessness by expanding capacity for street outreach (SO), case management, Coordinated Entry, and HMIS capacity to work with unsheltered households trying to secure permanent housing. SOU will continue to foster additional relationships with housing developers and management companies such as Center City Housing Corporation to pair new and open rental units with people moving out of unsheltered homelessness. Simultaneously, SOU will develop and construct at least 100 shelter-next units and 200 culturally specific, harm reduction, service rich permanent supportive housing units. More than 600 people accessed Warming Centers in SLC CoC in winter 2021-2022 and emergency shelters operated at or over capacity. This represents a several year trend of rapidly increasing homelessness in SLC CoC, especially unsheltered homelessness. This proposal represents the SLC CoC vision for targeting SO and support services resources needed to successfully reach and support more than 550 unsheltered individuals.

**Stepping On Up Plan Overview**

**Phase 1:** Authorized Outdoor Living Zones & Street Outreach (SO) Expansion **Goals:** Provide basic emergency shelter from the elements through the summer and fall months when Warming Centers are closed; Reduce harm caused by substance abuse; Decrease violence and calls for emergency services **Action plan:** Develop 2-4 capacity controlled (10 persons each max) scattered sites where people are allowed to set up a tent or sleep in a car. Several of these sites are already identified and established; the authorized living zones will officially launch in Spring 2023. The Safe Bay site for people living in their vehicles will also open Spring 2023 and provide safe parking, hygiene facilities, and support staff. Authorized outdoor living zones do not prevent or end homelessness. It should be viewed as a temporary, emergency, harm-reduction response within a broader strategy toward permanent housing. In addition to authorized living zones, there is an urgent need to add SO staff to engage and assist unsheltered people in accessing services and permanent housing.

**Phase 2:** Shelter Next Response - Indoor Villages or Tiny Home Park **Goals:** Provide increased privacy and safety for residents. Provide shelter and protection from heat and cold. Provide people with a step up from shelter which helps build skills and support towards permanent housing. Create space for couples and other people who cannot or will not use traditional, congregate shelter. **Action Plan:** Develop at least 100, secure, step-up housing units that can be built quickly and for a fraction of the cost of permanent housing. SLC CoC is considering several models including an indoor village or tiny home park with communal hygiene facilities. This option offers people an alternative to outdoor camping and will allow us to phase out authorized living zones. All models include service provisions to assist people in stepping up into permanent housing and recovery. Discussion with government agencies and potential funders are underway to launch this phase. A site has not yet been identified, but this phase will launch in 2023-2024.

**Phase 3:** Transforming Response: Towards Long-Term Housing **Goals:** Move people out of shelter and the streets into permanent supportive housing. Add additional units that give preference to people who have experienced chronic unsheltered homelessness. **Action Plan:** Invest in development of at least 200 units of supportive housing for people who are experiencing chronic or long-term homelessness by 2026. This will require creative and cost-effective designs and long-term funding for supportive services. Two immediate, promising solutions that SLC CoC is targeting in phase 3 include the New Model of Housing Supports and the conversion of hotels/motels to permanent housing. The New Model was developed through community discussions with multiple Duluth providers, people experiencing homelessness, and

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fundings and is ready to move forward with a pilot project. One Roof Community Housing and The Salvation Army will develop and manage the Plover Place Project pilot which will open June 2023. This is intended to be a model that could be adopted by other organizations and affordably built. It consists of two 12-unit dormitory-style apartments (24 units total) including kitchenettes, toilet, shower, and sink. Plover Place is under development and will utilize State of Minnesota Long-Term Homeless (LTH) Housing Support funds for rental assistance and a blend of CoC Supportive Service funds and Medicare reimbursement services for Housing Stabilization Services to support residents. Center City Housing Corporation is also in the process of developing 60 units of permanent supportive housing for single adults. This building, Wadena West, will have on-site supportive services and target those who have experienced homelessness the longest and who have mental health conditions and/or co-occurring chemical dependency issues. This building will be key to moving unsheltered individuals into permanent supportive housing. Subsidies for these units are covered with a mix of Section 8 and LTH Housing Support funds. Additionally, SLC CoC will continue to target the purchase and conversion of hotels/motels to Permanent Housing. One such example is the St Francis Apartments (formerly the Downtown Duluth Inn) which is 32 units of CoC-funded rent subsidy units and 11 units of LTH Housing Support beds that opened in 2021 in Duluth, MN.

**P-1c. Landlord Recruitment**

1,2. Advocacy and person-centered housing plans are key strategies in SLC CoC. For example, The Human Development Center Homeless Team provides landlord advocacy for those who may have higher barriers to accessing housing such as low income, criminal record, low credit score, and/or past evictions. HDC outreach workers will match a client's background, safety needs, and cultural preferences with the rental criteria of landlords who may be more flexible and compassionate. This approach is used across the CoC to ensure those experiencing homelessness are connected to housing. In the past few years, SLC CoC has implemented several strategies to increase landlord partnership with people who have experienced homelessness. A key strategy has been securing cash incentives and damage funds for landlords. One key example of this has been partnerships with Minnesota Department of Veterans Affairs (MDVA) & Minnesota Assistance Council for Veterans (MACV). This project, called Home for Veterans, allowed MDVA to pay a cash stipend to any landlord who signed a lease with a veteran experiencing homelessness. The project also provided funds for any potential damages or missed rent. This approach was also utilized in the 5-year Landlord Incentive pilot project funded by Minnesota Housing to target reducing recidivism and securing permanent housing for people experiencing homelessness with a criminal record. This pilot recently ended and served 35 households in SLC CoC with criminal backgrounds. Duluth Housing & Redevelopment Authority (HRA) has also started using this approach by establishing a fund for potential damages or missed rent for any landlord working with programs such as Section 8, Housing Choice Vouchers, etc. These programs have been developed and administered to help recruit landlords into our CoC & PHA supportive and permanent housing programs. Relationship building with landlords is an ongoing strategy in our CoC that is always being improved and expanded. SLC CoC housing providers regularly attend landlord association meetings and regular landlord listening sessions in SLC CoC. Additionally, MDVA & MACV were able to conduct outreach to new landlords via the City of Duluth rental licensing office. This allowed a letter about working with veterans experiencing homelessness to be mailed out to all landlords holding a rental license in the City of Duluth. More rural areas of our CoC do not require a rental license, and as a result, this approach was focused on in the metro area of our CoC. This approach identified new landlords that had not previously worked with veterans experiencing homelessness in SLC CoC. Another key strategy has been expanding rental assistance opportunities such as adding VASH vouchers, expansion of the Long-Term Homeless Housing Support Program, and the Emergency Housing Voucher program through Duluth HRA. Lutheran Social Services (LSS) also utilizes a relationship-building approach with landlords to secure permanent housing for youth experiencing homelessness. LSS includes letters to landlords with housing applications that introduce the youth and offer a guarantee for the security deposit and first/last month's rent. The Stepping



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On Up (SOU) plan has built in funding to support paying deposits and potential damages or missed rent to landlords participating in SOU. All housing providers involved in SOU will attend Landlord Association meetings to build relationships and introduce service-rich supports offered to all participants engaged in SOU. The SOU street outreach team will network with private landlords to build long lasting relationships and provide incentives for landlords such as landlord tenant mediation and financial support when available. These landlord relationships will allow our clients to then use their housing subsidy to obtain housing among this network of landlords. SLC CoC's Affordable Housing Coalition 150 Campaign, a target outreach and relationship building campaign, launches in November 2022 with the goal of securing 150 new units of housing owned by independent landlords and management companies to pair with vouchers/scattered-site rental assistance. SLC CoC also utilizes a homelessness prevention approach when working with landlords. Significant state and local funding resources are used for past due rent and utilities. Case managers, landlord mediation and legal services are used to prevent evictions. Legal Aid Services of NE MN and The Tenant Landlord Connection (TLC) are essential partners in securing mutual recissions and sustaining landlord relations. The final strategy SLC CoC utilizes is tenant education & support. This happens through ready to rent classes offered by PHAs & the Tenant Landlord Connection. Ongoing support is offered to all people experiencing homelessness who secure housing to increase stability and reduce returns to homelessness. SLC CoC continues to expand services to support people after finding permanent housing and is rapidly expanding via the Medicaid service, Housing Stabilization Services. 3) SLC CoC uses multiple data sources to track landlord recruitment efforts. For example, voucher utilization via main PHAs, Duluth & Virginia HRA, are tracked. SLC CoC regularly receives data from PHAs on unused vouchers and discusses strategies for increasing utilization. PHAs also track how many households are awarded vouchers but cannot secure housing in a reasonable timeframe and share this information with the CoC. For CoC-funded programs, SLC CoC reviews unspent funds reports at least quarterly and works directly with projects to increase landlord engagement and program utilization. SLC CoC also reviews bed utilization data at least annually and works with projects to increase bed utilization and/or reallocate this funding to more effective projects/project types. For example, SLC CoC converted the CHUM Shelter Plus Care project to site-based rental assistance in order to open the 44-unit St. Francis Permanent Supportive Housing Apartments in 2021. SLC CoC also implemented a case conferencing model for households on the Coordinated Entry priority list which helps to track and support the highest need families and veterans to move into housing more quickly. This approach helped SLC CoC reach functional zero for veteran's homelessness in 2021 and is helping to reduce the length of time homeless for Rapid Rehousing-eligible HUD Homeless families. Due to COVID-19, the State of Minnesota held a lengthy eviction moratorium. During this time, many landlords did not receive rent. Although they were able to access emergency assistance once the moratorium lifted, many chose to sell their property and/or no longer work with supportive housing programs. SLC CoC has seen a loss in rental units overall in the CoC and currently has a unit deficit compared to the need; Therefore, housing expansion is a key strategy for SLC CoC moving forward.

**P-3. Current Strategy to Identify, Shelter, and House Individuals and Families Experiencing Unsheltered Homelessness**

**P-3.a Current Street Outreach Strategy**

1. St. Louis County (SLC) is a large and geographically diverse county. Due to this fact, street outreach (SO) is coordinated accordingly and occurs between partner agencies in both south SLC/City of Duluth and north SLC. In south SLC, SO is closely coordinated through the Stepping On Up (SOU) plan. In addition, SO coordinates with community partners that also intersect and engage with people who are unsheltered. These teams include our mobile crisis response team, operated by SOU partner, HDC, and our Co-responder team which includes Duluth Police, two embedded social workers and an RN. These teams and our SO staff are part of the Community Intervention Group (CIG). Unsheltered people will sign a release of information after building trust with SO staff that allows multiple service providers to



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support people collaboratively and work together to meet goals. CIG meets monthly to discuss any people who may need wrap-around support or are at risk and often includes people who are unsheltered. It is the goal to meet people where they are at and ensure they don't fall through the cracks. As part of CIG, SO staff also assist with community courts to work on connecting people with treatment and housing programs with the goal of permanent supportive housing. In north SLC, SO staff meet daily to review calls and decide how to use resources/time, assess the urgency of the situation, and work through risk mitigation strategies while trying to support people to access permanent supportive or permanent housing as rapidly as possible. 2. SO in the City of Duluth happens daily from 8 a.m. to 8 p.m., sometimes extending. In north SLC, SO happens on a more part-time basis but is available any time. SLC CoC also maintains a 24/7 homeless hotline which allows SO to be available when needed if a person is identified as being potentially unsheltered through a tip to the hotline. SOU will expand SO hours and capacity and add new SO staff on weekends. The SO staff respectfully engage and develop rapport with individuals experiencing homelessness by coordinating outreach at a variety of locations throughout the CoC. These locations include the streets, homeless encampments, drop-in centers, community kitchens, libraries, needle exchange programs, detox, skyways, outside living zones and other places where individuals experiencing homeless congregate. 3. The outreach workers help households exit homelessness and unsheltered homelessness by connecting them to housing assistance and other services. This is done by completion of Coordinated Entry (CE) assessments, completing applications for mainstream housing including Housing Choice Vouchers and public housing and completion of applications for mainstream benefits. Furthermore, outreach workers assist clients with accessing emergency shelter, expediting Diagnostic Assessments, and connecting to other community programs including services for victims of domestic violence. These services can often be crucial to supporting people with permanently exiting homelessness by providing mental health services, harm reduction services and/or treatment, medical care, and/or safety planning. SO staff can support people with accessing cash benefits from county resources including Family Homelessness Prevention and Assistance Program (FHPAP) and direct assistance grant funds to help pay for application fees, moving assistance, storage fees, essential furnishings, back rent owed, first month's rent and damage deposits. Through these means, SO staff work with partner agencies to connect households to financial supports as needed including assisting with funding upon securing housing. The CE system also conducts regular case conferencing focused on specific populations represented on the CE Priority List. There are now bi-weekly reviews of all veterans and HUD homeless families on the priority list in order to provide intensive support to quickly identify appropriate housing. This approach was a key element in the SLC CoC declaration on effectively ending veteran's homelessness in 2021. SLC CoC plans to expand this approach specifically to unsheltered individuals in partnership with SO staff in 2023. 4. Methods of engagement center on relationship building, developing trust, and utilizing trauma-informed and harm reduction approaches. SLC SO staff often engage with people who are the least likely to request assistance by engaging in a trauma conscious and culturally responsive way to gain trust over time. Resources that can serve as tools of engagement would also be provided such as water, bus passes, laundry tokens, tents, tarps, winter gear, hygiene kits and by later helping clients access other services and benefits. Youth SO staff engage youth, build rapport, and refer them to drop-in centers, shelters, or other age-appropriate services. Youth SO happens in close partnerships with schools across SLC CoC. SO staff specifically identify youth who are at-risk or victims of exploitation and human trafficking. SO and related resources are advertised on webpages, billboards, brochures, at shelters, youth organizations, schools, libraries, medical clinics, corrections, veteran and DV services sites. Additionally, SLC CoC's SOU plan includes expansion of SO, targeting unsheltered people in our CoC. This plan will include specialized SO for youth, families living in vehicles, and chronically homeless unsheltered individuals. SO staff co-create person centered housing plans that prioritize housing choice and cultural preferences/needs. Outreach workers will assist clients in connecting with and accessing culturally specific materials and programing that meet their identified needs. To support increase and development of



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cultural responsiveness, awareness and trauma responsive approaches to engagement, organizations have developed ongoing trainings for SO staff that address privilege, white privilege, and cross-racial competency/humility. Organizations stand with individuals who are experiencing discrimination and strive to dismantle structural racism. Partnerships are developed and nurtured with the social services/housing on neighboring Tribal lands, NAACP, Islamic Center, and cross-cultural alliance groups such as Voices for Ethnic and Multiracial Awareness (VEMA). Additionally, all CoC-funded organizations are required to have anti-discrimination statements and racial equity and culturally responsive care policies and procedures in place. These policies are evaluated bi-annually and play a key role in CoC project scoring during the annual CoC NOFO. SLC CoC has close partnerships with Fond du Lac Tribal Nation and Bois Forte Tribal Nation and integrates tribal partners into all CoC decision-making processes. SLC CoC will work with all projects funded to integrate culturally relevant care practices and build relationships with Tribal Nations. 5. The outreach teams will connect with individuals experiencing homelessness by assisting with the CE assessment, assistance with application completion and obtaining disability verifications. Cash assistance will be available to pay for application fees which is often a barrier to securing housing. Outreach workers have developed relationships with landlords and housing providers and will continue to engage and build relationships. These relationships help with combatting housing denials and provide access to housing. Outreach workers also connect households to a variety of services through direct partnerships to support people in recovery to obtain housing while receiving support with physical, mental, cultural, spiritual, and chemical health; truly taking a holistic and housing first approach. 6. SLC organizations providing SO, shelter and permanent supportive housing prioritize hiring staff who have lived experience of homelessness. The majority of CoC providers have hired staff with lived experience of homelessness and continue to increase the percentage of staff with lived experience, recognizing the power of peer support and the expertise of a person with lived experience walking side by side with a person who is in transition.

**P-3.b. Current Strategy to Provide Immediate Access to Low-Barrier Shelter and Temporary Housing for Individuals and Families Experiencing Unsheltered Homelessness**

1. SLC CoC's strategy to provide immediate access to low-barrier shelter and temporary housing for people experiencing unsheltered homelessness has numerous components that vary across our geographically diverse CoC. In the City of Duluth, CHUM is our largest low-barrier shelter that includes a 24/7 drop-in area coupled with sleeping areas. It is a rare occurrence that someone is not able to stay at CHUM. During the colder months (October 15 – April 15) people who are unsheltered can also access the permanent warming center (WC) in Duluth with access to showers and medical and behavioral health services on site. There are also 6 family shelter units embedded within family permanent supportive housing in Duluth. In north SLC there is low-barrier emergency shelter (12 units). When this shelter is full, our CoC utilizes hotel rooms for shelter expansion beyond designated shelter space. This is especially important for the winter season. Our strategy includes doubling the number of these units and expanding DV shelter and family shelter units in rural areas (north SLC) by use of Housing Supports and ARPA funds. As mentioned earlier, the Stepping On Up plan includes increasing emergency shelter and temporary housing in creative ways to meet people where they are at from outdoor authorized living zones to indoor villages. American Indian Community Housing Organization is currently expanding culturally specific shelter units for singles and families. 2. The diversity of our low-barrier shelter options has proven successful in meeting people where they are by providing sleeping areas, individual hotel rooms and spaces where people can be awake/drop in 24/7. Our strategy also includes embedding services and supports on site across shelter settings in our CoC. Services and supports include health care (e.g. general care and assessment, wound, burn, and foot care); public health (vaccination and testing); harm reduction services; substance use Comprehensive Assessments which are required to make referrals to inpatient and outpatient treatment; mental health care including diagnostic assessments, intake screenings and referrals. The Duluth Family Medical Clinic staffs the Hope Clinic which is located inside the CHUM shelter, our CoC's largest congregate, low-barrier shelter. Our strategy also significantly



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increases street outreach (SO) and navigation services that connect people to shelter, temporary housing, and permanent supportive housing. This will expand SO and case management to help more people make transformative steps toward stability and accessing emergency shelter, transitional housing, and non-congregate shelter. 3. Over time, we have learned that dignified shelter with individual units when possible (e.g.; hotel rooms) work. Not only do they provide more comfort but also more privacy. We have also learned the importance of literally meeting people where they are while providing services and supports. Because of this, we have worked to coordinate with social service partners and health care providers to come onsite to various shelter sites on a regular basis. This provides the opportunity for providers to build rapport and trust with guests staying there who may then eventually decide to engage in services, supports, and care. We have seen this through our family temporary shelter sites and WC sites as shared earlier. Additionally, we have done extensive research, including site visits of other temporary and emergency shelters across our state, and have learned about the benefits of indoor shelter sites from people who have lived in them. This coupled with what we have heard from people living outside and in their vehicles, is what has informed phases of our SOU strategy that we are currently working to implement. Because of the extreme shortage of shelter beds and subsidized housing, authorized outdoor living zones (AOLZs) are the quickest option to provide a place for people who are ready to begin working on stability. We have been able to pass the necessary city planning and zoning ordinances to allow for AOLZs and are in the process of acquiring land for the launch in Spring of 2023 after the WC closes. AOLZs will have provisions for private tent or hut dwellings, garbage disposal, sharps disposal, and basic hygiene facilities. We will seek residents who are attuned to living peacefully in a small tent community and ready to work on their stability. SO workers and support staff will support people moving into AOLZs, enforce safety and sanitation, help reduce harm from substance use, decrease incidents of violence and predatory behavior, and reduce unnecessary use of emergency services. We will engage medical, mental health, substance use, and housing providers to do in-reach at AOLZ sites, and SO workers and support staff will connect people to needed services and help people follow through with their commitments. Many of these providers are already experienced in providing services and supports in our shelters and overnight WCs. Our goal is that people living at the AOLZs will be good neighbors and we will establish a community covenant to be signed by residents that outlines guidelines for safety, sanitation, peacemaking, and a harm reduction approach to substance use. We will establish non-intrusive peer and community led safety and clean patrols (with resident input) to help enforce basic guidelines for sanitation, peacekeeping, and community building. During the winter, we will encourage people to use our WCs. Phase II develops 100 temperature-controlled, secure, step-up indoor shelter units that can be built quickly for a fraction of the cost of permanent housing that offers privacy and safety for guests, a continued in-reach and service-rich environment, and accommodations for individuals who cannot or will not use traditional, congregate shelters. This will allow us to eventually phase out the AOLZs. However, step-up indoor shelter units are not intended to be a permanent solution to homelessness but will offer people private space, safety and needed support so residents can work on their goals for stability and be successful in permanent housing.

**P-3.c Current Strategy to Provide Immediate Access to Low Barrier Permanent Housing for Individuals and Families Experiencing Unsheltered Homelessness**

1. Utilizing the Housing First Approach is key to SLC CoC strategy to provide low/no barrier permanent housing options to those who have experienced unsheltered homelessness. All CoC-funded programs adhere to Housing First and harm reduction protocols and avoid terminating tenancy whenever possible. When tenancy must be terminated, other housing options are considered before exiting a household to homelessness. Review of the projects requires that Housing First is a practice and not just a policy. Housing programs do not require a client to pass background checks that prohibit specified criminal convictions (except for registered sex offenders in certain programs). CoC-funded projects do not require clients to be sober to access housing. Projects do not deny housing based on family composition, marital



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status, or sexual orientation. Housing projects work expeditiously with the admission process, helping to secure all required documentation. SLC CoC providers assist in compiling documentation needed for housing during street outreach (SO) and Coordinated Entry (CE) assessments which expedites the process to access housing. CoC funded projects work with the clients where they are at through a harm reduction approach. The housing programs work toward engaging clients and connection to services as the client chooses. SLC CoC provides training to projects and providers to ensure they are up to date on housing first and harm reduction practices and culturally responsive care and services. SLC CoC conducts an annual housing first assessment of all CoC funded projects and all applicants for CoC funds. This assessment includes detailed questions about non-discrimination, criminal background barriers, LGBTQIA2S+ safety, domestic violence policies, and late rent policies. Each project is also required to submit a copy of their lease and any relevant organizational policies annually. This information is reviewed, scored, and feedback is provided annually. Projects that score low consistently on housing first assessments are in danger of reallocation through annual CoC project ranking processes. 2) The SLC CoC CE is also a key strategy to move households from unsheltered homelessness to permanent housing. All projects funded by SLC CoC are required to use CE for all housing placements. SLC CoC monitors CE referrals to ensure that CoC-funded projects are working with those with the highest barriers to housing and the highest priority needs first. The CE system also conducts regular case conferencing focused on specific populations represented on the CE Priority List. This has led to bi-weekly reviews of all veterans and HUD homeless families on the priority list to provide intensive support and to quickly identify appropriate housing for these individuals and families. This approach was a key element in the SLC CoC declaration on effectively ending veteran's homelessness in 2021. SLC CoC plans to expand this approach specifically to unsheltered individuals in partnership with SO staff in 2023. Another key strategy for SLC CoC for connecting individuals to permanent housing includes prioritizing new development and unit expansion. A key example of this has been CoC Coordination with landlords and business owners to rapidly expand the State of MN funded Long Term Homeless (LTH) Housing Support program. This program has more than doubled in recent years and allowed our CoC to expand available permanent housing options. There are currently 253 LTH units in SLC CoC and 49 additional units in development. SLC CoC is deeply engaged in the Low-Income Tax Credit Process which helps support the development of housing designated for people experiencing homelessness. The CoC is engaged in discussions with policy makers and developers to increase affordable housing development by advocating for American Rescue Plan (ARP) funding to be used for affordable housing. Another key step SLC CoC took in 2020 was to convert an underutilized scattered site CoC PSH program to a site-based program for 32 chronically homeless adults. SLC CoC recently developed the Stepping Up 5-year Plan for funding creative shelter and permanent supportive housing expansion across the CoC which includes 200 units of permanent housing. One such PH project is Salvation Army's (TSA) Plover Place. Plover Place will provide 24 units of efficiency housing in two buildings of 12 units each including kitchenettes, full bathrooms, and living/sleeping areas. TSA will provide building management staff, three full-time Case Managers, and 24-hour front desk staffing. TSA provides services using a Housing First approach. Consistent with Housing First, TSA's goal is to minimize barriers to housing and not impose pre-conditions such as sobriety, clean criminal background, etc. The project is targeted to individuals with high barriers and is intended to serve households who have been on the CE priority list for longer than two years. TSA will prioritize those who are unsheltered and on the priority list. SLC CoC has additionally supported and partnered to secure funding for new PH projects such Wadena West, Decker Dwelling, and Brewery Creek that are dedicated to serving people experiencing homelessness. Wadena West Apartments will be new construction. It is a new permanent supportive housing project adding 60 one-bedroom apartments into the Duluth market. Applicants for this project will come from the CE list, emergency shelters and/or unsheltered homeless individuals. Five units will be dedicated to individuals who meet the HUD chronic homeless definition. The project will house high-barrier, single adults. Tenants must have a serious mental health diagnosis and may also have dual occurring disorders, difficult



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rental and criminal histories, years living unhoused, etc. There is an extreme shortage of affordable rental housing in SLC CoC. 50% of Duluth renters are cost burdened and the vacancy rate for affordable housing is below 3%. Single homeless adults represent the largest number of people in the CE system. This project will have affordable rents for tenants with both Housing Supports and Section 8 certificates allowing all residents to only pay 30% of their income towards rent. All tenants will have access to a 24-hour front desk and on-site supportive services. Additionally, the CoC has a strong partnership with PHAs and helped launch the Emergency Housing Voucher program and supported affordable housing development processes for PHAs in the CoC. SLC CoC focused on increasing supportive services in the last year by adding new SO staff, Navigators, and Housing Stabilization Case Managers across the CoC. The CoC also established a permanent warming center (WC) location which allowed for wrap-around services for unsheltered households. SLC CoC has strong coordination with rapid rehousing programs to move households quickly from homelessness to permanent housing. Additionally, all households in the CoC have access to Ready to Rent and First Time Homebuyer classes to gain life skills related to housing retention. 3. In recent years, SLC CoC has seen a rapid increase in homelessness, especially unsheltered homelessness. In 2015, SLC CoC counted 490 total people in the PIT count with 94 unsheltered peoples. SLC CoC counted 555 total people in the 2022 PIT count, with 234 unsheltered. The 2022 count was low as it was conducted during a high surge of the COVID-19 delta variant. The 2020 PIT count (no unsheltered count in 2021) showed 612 total people, with 284 unsheltered people. When comparing 2015 to 2020, this shows a total increase of 25% in homelessness and a more than 200% increase of unsheltered homelessness in 5 years. Much of the unsheltered homelessness is concentrated in the one urban area in SLC CoC which is in Duluth, Minnesota. This plan thus targets Duluth, Minnesota as a starting point for addressing unsheltered homelessness in our CoC, with plans to expand successful interventions into the rural geography of our CoC. In the Duluth area, there were 1,362 people on the Coordinate Entry (CE) Priority List as of August 2022. 734 of those on the CE list are single adults, with 284 of those on the Priority List for 2+ years. This means that an average of 39% of single adults wait 2+ years for housing in SLC CoC. This has led SLC CoC to primarily target single adults in our CoC funding priorities and plan to target unsheltered homelessness. The Duluth area CE Priority List also has 19 couples, 239 families, and 117 youth currently waiting on housing opportunities. 135 of these households have been on the priority list for 2+ years. This means that an average of 36% of youth, couples, and families wait 2+ years for housing in SLC CoC. A secondary strategy will target youth and families as these numbers increased in recent years. Youth and families will also be targeted with additional homelessness prevention funds in 2023. While these numbers do not factor in housing options outside of CE, the current housing system needs rapid intervention to house folks more quickly and successfully. In the rural areas of our CoC, the population is much smaller with only 135 households on the CE priority list and wait times for housing are currently much shorter. Additionally, when reviewing CoC System Performance Measures for FY2021, SLC CoC saw 1,087 people experience homelessness for the first time and only 262 of those individuals accessed emergency shelter or transitional housing. Although not all those experiencing homelessness need to access shelter, this number still shows a large unmet need in SLC CoC. FY2021 SPMs also showed a high success rate of SLC CoC's current SO interventions; 61% of those who accessed SO and exited went to permanent housing. Currently, SLC CoC has two full-time SO staff covering the Duluth area and a few Case Managers with part-time SO duties covering the rural geography of SLC CoC. With over 600 unique individuals accessing WCs in Duluth in winter 2021-2022 and shelters at capacity, we estimate the need to be 550 individuals that are currently unsheltered in SLC CoC. In 2021, SLC CoC SO programs served more than 300 unique individuals. Although our current SO is effective, SLC CoC needs to expand SO and support services capacity to help move households through unsheltered homelessness more quickly and with more support and care. SLC CoC emergency shelters and transitional housing projects are currently operating at 85% capacity due to COVID-19 capacity changes but have historically operated at 100% capacity or higher. The largest emergency shelter in our CoC is CHUM and in recent years they have opened their small



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drop-in center for shelter overflow/additional WC space and consistently filled every bed. All permanent housing project types (PSH, OPH, RRH) in SLC CoC operate at 95-100% year-round which demonstrates a lack of available units to meet the current needs. SLC CoC is also proposing a service-rich plan to target unsheltered homelessness as 85% of households currently in the CE Priority List have severe services needs including disabilities, chemical dependency, mental health diagnoses, criminal backgrounds, evictions history, safety needs, etc. Finally, SLC CoC has seen an increase length of time homeless for those in emergency shelter & transitional housing in the CoC. For FY2015, the average length of time homeless was 62 days and for FY2021 the average was 101 days. 4. With emergency shelters operating at or over capacity year-round and long waitlists for permanent housing, SLC CoC has invested in the opening of WCs across the CoC. With dangerously cold winters, this strategy has been used as a harm reduction model until we are able to expand housing and shelter across the CoC. WCs across SLC CoC are a relatively new intervention to address unsheltered homelessness. In 2021, The Duluth WC secured a permanent, seasonal location and stabilized funding to keep doors open for years to come. Additionally, SLC CoC has been able to utilize hotel vouchers across the rural geography of our CoC to meet the needs for emergency WC stays. With over 600 unique individuals accessing WCs in the CoC in winter 2021-2022, the need is overwhelming and SLC CoC has rapidly responded to secure funding and locations. SLC CoC has learned many lessons from the past few years of operating WCs. People experiencing homelessness and accessing WCs have shared with housing providers that they do not feel comfortable in emergency shelter and prefer camping whenever possible. It has been clearly articulated that services need to be on-site and not referral based. We need to offer services where unsheltered people naturally gather. This has led to the addition of behavioral health providers, physical health providers, and vaccination clinics being added to the Duluth WC location. It is also clear that sobriety cannot be required in any of our current projects if we hope to see successful outcomes for folks entering our housing continuum. We have learned that many unsheltered individuals were not accessing the CE system and/or not updating their assessments when life situations changed. Finally, we learned that we need to plan our projects around diverse family structures including couples, chosen family, and extended family. Through HMIS data showing utilization of emergency shelters and WC locations and direct feedback from people experiencing unsheltered homelessness, SLC CoC has formed a plan to target additional low/no barrier options for people experiencing homelessness. This includes safe parking options (Safe Bay) for those living in their cars and authorized and monitored encampments (authorized living zones). Much of the growth is in unsheltered homelessness and has been exacerbated by increasing cases of substance abuse, mental illness, and a lack of housing and shelter options. Thus, SLC CoC invested in The Stepping On Up (SOU) plan, a far-reaching response to address the needs of unsheltered individuals. SOU is a collaborative effort between eight Duluth-based organizations, each with extensive experience serving people experiencing unsheltered homelessness. The goal of SOU is to transform the homeless response system in Duluth through a five-year, three-phase plan that provides innovative SO and case management, expanded access to support services, shelter development of 100 private units, and the creation of 200 affordable and supportive housing units accessible to people leaving shelter who are ready to enter permanent housing. The expansion of SO, shelter, and permanent supportive housing units across the CoC will be paired with a service-rich plan that incorporates behavioral health, physical health, cultural-specific healing, trauma-centered healing, and development of key skills such as employment skills or Ready to Rent Classes. SLC CoC has also secured a SO bus that is now owned by the Loaves & Fishes Community. This bus is being converted to a mobile SO unit that can hold supplies, be host to mobile healthcare interventions, and provide a low-barrier, warm, and safe space for SO interventions.

**P-4. Updating the CoC's Strategy to Identify, Shelter, and House Individuals Experiencing Unsheltered Homelessness with Data and Performance**

1, 2. The CoC Planning & Evaluation Committee meets monthly to review project-level annual performance reports, CoC-wide systems performance measures, HMIS data, PIT data, and racial disparities data. This committee is key to understanding unmet needs, who is accessing street outreach



(SO) and emergency shelter in SLC CoC, and how to expand services as needed. For example, the number of households experiencing homelessness guides funding decisions and the need for increased shelter beds & outreach expansion. The Coordinated Entry (CE) System works closely with emergency shelters and SO staff to locate people who come up on the Priority List for housing openings. When a household is referred to a housing program, the SO and shelter workers are more likely to be able to contact the household and will assist in follow through with housing. SO and shelter workers regularly conduct CE assessments in the field while doing outreach as well as at warming centers (WC) and emergency shelters. This approach will be expanded with additional funding for SO staff. SO data is currently entered into HMIS but we need quality improvements and enhanced HMIS technologies to support in-the-field HMIS data entry. SLC CoC is proposing HMIS expansion to target data collection, quality, and evaluation improvements for unsheltered people. The HMIS lead agency, Institute of Community Alliances (ICA), will maximize existing HMIS capacity for data collection and pursue performance solutions for SLC CoC SO projects by enhancing HMIS tools that exist and/or developing new tools to help the CoC meet data goals. This may include features like geospatial mapping, mobile-friendly applications, and on-screen data quality checks that would make the data entry and referral experience easier. This would make it possible for SO to access HMIS in the field and conduct live updates and CE assessments. Additionally, all Special NOFO project applicants have included HMIS budget line items, including CHUM's proposed FTE for managing data specifically for unsheltered individuals. This will greatly increase data collection and quality for those experiencing unsheltered homelessness in SLC CoC. SLC CoC shelter and outreach staff work closely with law enforcement, hospitals, jails, treatment centers, area schools, faith communities, and area businesses to identify people experiencing homelessness and connect them with resources. SLC CoC will continue to expand data-driven approaches for SO. SLC CoC will form new partnerships that bring services to where unsheltered people are living and naturally gathering including behavioral and physical health providers visiting the Safe Bay car camping site, WCs, and the authorized living zone encampments. The increased number of outreach workers is essential to connect those experiencing unsheltered homeless to safety at the WCs and emergency shelters. Data evaluation in SLC CoC has led to targeting shelter expansions across the CoC, including current CoC-wide domestic violence beds and future development of additional shelter units via the Stepping On Up plan. 3. The CoC Planning & Evaluation Committee meets monthly to review project level annual performance reports, CoC-wide systems performance measures, HMIS data, PIT/HIC data, and racial disparities data. This committee is key to understanding the current bed utilization and housing outcomes in all permanent housing settings as well as the unmet need for permanent housing. Case Managers and CE leads meet weekly across the CoC to communicate needs of people experiencing homelessness and rapidly connect households to permanent housing when units open. SLC CoC also has implemented a case conferencing model for households on the CE priority list which helps to track and support the highest need families and veterans to move into housing more quickly. This approach helped SLC CoC reach functional zero for veteran's homelessness in 2021 and is helping to reduce the length of time homeless for rapid rehousing eligible HUD Homeless families. SLC CoC will be extending this case conferencing model to those experiencing unsheltered homelessness in 2023. Finally, SLC CoC is using data-driven approaches to target permanent housing development across the CoC. Most recently this includes Plover Place, Garfield Square, Decker Dwellings, & Wadena West for single adults and the upcoming youth development, Brewery Creek.

**P-5. Identify and Prioritize Households Experiencing or with Histories of Unsheltered Homelessness.**

1. Our CoC has a comprehensive approach to identify and connect with individuals and families experiencing, or with histories of, unsheltered homelessness through street outreach (SO), and tenancy sustaining, behavioral health and physical health supports and services through partnerships outlined below. SLC CoC's Stepping On Up (SOU) strategic plan targets unsheltered homelessness by: outreach to unsheltered people with opportunities to develop relationships that will lead to



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engagement with stabilization and transformation over time; developing safe, private, dignified spaces for unsheltered people who, for health and safety reasons, avoid our current low-barrier shelters (and consequentially turn to living on the streets which is characterized by instability, trauma, and vulnerability); and supporting people who are experiencing unsheltered homelessness and/or people with severe service needs with a step-by-step process to transition from a crisis-driven, survival mode to living with hope, purpose, and meaning. As outlined below, resources are provided along the way from SO housing navigation and tenancy-sustaining services, including but not limited to, assistance with accessing insurance and other cash and food benefits, employment resources, physical healthcare, harm reduction and addiction resources, mental healthcare, medication, peer recovery and support, and dental care. 2. SLC CoC prioritizes providing people with current and histories of long-term homelessness (LTH) with housing and programming. For example, our CoC's largest and most rapidly expanding program is LTH permanent supportive housing which a household must have experienced long-term homelessness to be eligible. This program has grown by 62% in the past year, reducing the number of people facing unsheltered homelessness. Half of program referrals come from our coordinated entry (CE) process and the other half come directly from treatment centers and/or incarceration facilities that would otherwise release or discharge people directly into homelessness. The CoC is currently reviewing policies and procedures with HUD technical assistance to strengthen our efforts in reducing unsheltered homelessness through CE. We are constantly analyzing what is and is not working with access points, coordination, referrals, and other CE procedures. The CE process has increased case consultation which provides a broader knowledge base of resources for households experiencing homelessness. Case consultation and CoC prioritization of chronically homeless households has proven to put unsheltered homeless individuals/families first. Additionally, by increasing the number and capacity of SO staff, we will be able to assist more households in securing required documentation for housing. Housing programs within our CoC follow Housing First principles, reducing eligibility criteria. Pairing these, along with other housing programs in the CoC, households can move from homeless to housed, reducing unsheltered homelessness across our CoC. 3. The outreach and support services that are initiated in Phase I of SOU will help move people who are unsheltered through a pipeline of support so that they develop capacity to move on to permanent supportive housing (Phase III) as they develop the stability and resources to do so. One avenue of support SO provides is to connect people who are unsheltered to temporary shelter such as CHUM and the warming center. Our CoC strives to continually bring impactful resources, supports and services to meet people where they are in their housing and recovery journey. Resources and partners that come regularly to temporary shelters include: St. Louis County Public Health and professionals who volunteer their time from the Lake Superior Community Health Center; Duluth Family Medicine Clinic; Essentia Health; St. Luke's Hospital; University of Minnesota's Medical and Pharmaceutical Programs; St. Louis County Substance Use Recovery Team; ACCRA psychiatry and adult mental health rehabilitative services (ARMHS); Harm Reduction Sisters and St. Louis County Adult Mental Health Case Managers. Services range from providing testing and vaccines to medical and behavioral healthcare. Additionally, Loaves and Fishes obtained a bus that will be utilized by volunteer medical professionals to visit areas where unsheltered people with severe service needs are located, as well as AOLZ sites. Outreach workers will have clients sign releases of information as services are added so that they can act as liaisons between the services and person served. Outreach staff will assist clients in verifying when appointments are, what needs to be turned in (e.g.; documentation and verifications), and the client's evaluation of the service. Outreach workers will continue to build relationships with local nonprofits and human service agencies which is, and will continue to be, key to linking clients to services and benefits. More specifically, our partner, The Human Development Center (HDC), is a Certified Community Behavioral Health Clinic whose services are offered directly to anyone served through SO and the SOU program. They offer expedited referrals for diagnostic assessments when a client is homeless and care coordination with other medical and mental health providers. The outreach workers assist with setting up mental health services, reminding clients of



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scheduled appointments and providing transportation to those appointments. HDC also provides an array of services clients can access such as addiction counseling and medication assisted treatment, therapy, ARHMS, Peer Support, psychiatry, and children services. Workers assist clients in obtaining health insurance through partnerships with local MnSure Navigators to ensure continuity of care. 4. Each phase of SOU provides ongoing services including healthcare, life skills and job training, domestic violence support, treatment for substance misuse, and mental health services to individuals as they move from unsheltered homelessness to stability. HDC's homeless team has three Housing Navigators who help homeless individuals find a path to housing. Navigators create individual housing plans based on clients' backgrounds, cultural needs, and preferences. Navigators, often with SO staff, work on setting up apartment showings or housing interviews and attending the appointment with applicants. Navigators support clients in obtaining and maintaining housing (if at risk) by advocating for and with clients when working with landlords. Additionally, navigators assist clients in collecting verifications that are needed for housing and coordinating homeless referrals. After a client has been housed, appropriate support services will be put in place to follow up. Navigators can continue to coordinate with landlords, property managers and support service providers as needed or requested. As noted earlier, Phase III of SOU will develop at least 200 units of new permanent supportive housing (PSH) for people who have experienced unsheltered, chronic, or long-term homelessness. These additional supportive housing units are critical to our pipeline of support to help people resolve unsheltered homelessness and address concerns that previously affected their stability and well-being. SOU envisions several permanent supportive housing facilities (with service-rich environments) that are clustered around specific situations such as sobriety, re-entry, youth, etc. Culturally specific programming and activities provide opportunities for vocational development. Embedded services within PSH will build life skills and housing stability. Increasing PSH is a clear need and priority in our CoC that we have been actively working on. St Louis County coordinates a housing support program specifically for unsheltered households who have experienced long term homelessness (LTH) which means that people have faced homelessness for one year or four times in the past three years. LTH is a specific type of PSH and the program has grown by 62% in the past year alone. Two specific PSH housing projects connected to SOU is Plover Place and Wadena West. Plover Place will have 24 units of LTH housing with staff on site. Once moved in, residents will be supported through case management to maintain their housing. Project Case Managers will work with residents to apply for mainstream benefits and community services such as mental health services, substance abuse treatment, employment services, legal aid, basic needs assistance, and appropriate medical insurance. Those in need of care while their medical coverage is pending will be referred to community providers who offer free or sliding fee services. Once covered, Case Managers will help residents find primary providers of health and dental care and specialists as needed. Project staff will regularly assess residents' needs for other social services. If/when residents exit the project, staff will work with them to find alternative, suitable, affordable permanent housing in the community. Case Managers will assist residents in applying for housing and gathering the resources needed to move, such as financial assistance with security deposits, household goods, and assistance with moving costs. Project staff will complete exit plans with residents before they leave to ensure they have connections to long-term supports and community service providers. Wadena West will provide 60 units of PSH and a range of services including case management to help them navigate these services. Additional behavioral health supports (both mental and chemical health related) will be available on site through HDC.

**P-6. Involving Individuals with Lived Experience of Homelessness in Decision Making– Meaningful Outreach**

1,2. SLC CoC launched the Racial Equity & Accountability Project (REAP), a 9-person leadership team that is made up of LGBTQIA2S+, Black, Indigenous, and People of Color (BIPOC) individuals who have all experienced homelessness. REAP conducts listening sessions and on-going 1:1 conversations with people currently experiencing homelessness on needed systems changes and funding priorities. SLC CoC created REAP in response to voices of people with lived experience of homelessness requesting



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decision making pathways in the CoC. REAP participated in the CoC NOFO project review, scoring, and ranking for the first time in FY2022. All opportunities to participate in decision-making process in SLC CoC are shared on social media, via street outreach workers, shelter workers, the CoC website, public meetings, email notifications, and sometimes via partnerships with local news stations. Additionally, SLC CoC helps to host community summits annually that engage a diverse set of stakeholders in setting goals around ending homelessness across the CoC. These summits have an emphasis on the voices of those who have experienced homelessness as key decision-makers and have occurred for nearly 10 years in SLC CoC. SLC CoC governance board has a required seat for someone with lived experience of homelessness and prioritizes people with lived experience for all board openings. Additionally, all CoC committees, advisory committees, and working groups include people who have experienced homelessness. When identifying community needs and community solutions, individuals with lived experience of homelessness are always engaged in key planning and decision making related to housing and shelter. People who have experienced homelessness (especially unsheltered homelessness) are key leaders on the SLC CoC Stepping On Up (SOU) Committee which chairs the CoC plan to target unsheltered homelessness. SOU leaders regularly consult with individuals experiencing homelessness to ensure that their needs and perspectives are represented; this is a commitment that is built into every step of the process. The SOU Committee also hosted community listening sessions to design strategies to target unsheltered homelessness around the current needs and barriers communicated by those who are experiencing homelessness in SLC CoC. For example, when the Warming Center (WC) closed for the season in spring of 2022, SOU organizers held a meeting to consult with WC guests about SOU. The primary objective was to gather feedback around the planned project, with an initial focus on authorized living zones/encampments. Over 100 people with lived experiences of homelessness participated in these sessions and offered suggestions and recommendations about what would be useful and necessary given their experiences. This included suggestions about amenities, services offered, location, and security/regulations. As SLC CoC began designing Safe Bay, listening sessions and 1:1 conversations with people currently living in their vehicles were hosted to help create the site design. SLC CoC has formed the SOU plan and this Special NOFO application in direct response to the needs voiced by people currently experiencing unsheltered homelessness in the CoC. Additionally, each of the organizations engaged in SOU have people with lived experiences of homelessness on staff and SOU is committed to promoting employment and hiring people who have experienced homelessness. Phases I and II of SOU will be increasingly resident-led and guided by residents' collectively determined set of agreements and rules. 3. SLC CoC requires that all CoC-funded projects engage people who experience homelessness in project planning and feedback in the annual NOFO competition. Many CoC-funded organizations have a long history of engaging people experiencing homelessness in making decisions on program and building design and implementation. For example, The Salvation Army (TSA) of Duluth gathers feedback from program participants who are homeless through our case management process, in which participants are asked what services are working and what could be added or changed to better meet their needs. TSA's Plover Place proposal was developed through community input including that of people who have experienced homelessness. Prior to the development of Decker Dwellings, potential tenants were surveyed and invited to multiple community meetings to provide feedback input. In addition, Center City Housing Corporation hosts monthly tenant meetings to encourage community, pass on program information and get feedback from people. These meetings have resulted in significant changes to projects in development and existing programming. These suggestions and improvements include tenant access to computers, laundry facilities and supplies on site, increased unit sizes over time, brighter and airier units, 24-hour front desk staff, and culturally responsive programming. CHUM, as the lead agency of the SOU plan, has ensured that people who have experienced homelessness have been key to designing various aspects of programming including community education, volunteer recruitment, training, resident support, site design and construction, fundraising, and Good Neighbor Outreach.



Additionally, CHUM employs many people who experienced homelessness and involves them any time they are interested in project design and policy decisions. Human Development Center takes great care and value in collecting feedback from both clients and community partners alike. Twice a year, HDC collects client input through its Client Satisfaction Survey and PATH survey. The surveys collect both agency-wide and program-specific data and feedback which is then used to identify gaps in services and inform service providers on how to better serve clients. At Lutheran Social Services (LSS), youth feedback has created the vision and plan to build an additional youth emergency shelter, with specific LGBTQIA2S+ safe and centered units. LSS youth also participate in leadership councils. Additionally, SLC CoC is in the process of forming a Youth Action Board and many housing providers in the CoC already have internal youth leadership structures.

**P-7. Supporting Underserved Communities and Supporting Equitable Community Development**

1. In SLC CoC, unsheltered people, Indigenous people, and youth (especially LGBTQIA2S+ youth) have been historically underserved and will be the focus of the 5-year Stepping On Up (SOU) Plan to target unsheltered homelessness. SLC CoC's current strategy to identify those who have been historically underserved or unserved by the housing response is to expand street outreach (SO) capacity and Coordinated Entry (CE) capacity. This falls into the SOU plan which would add 9 SO staff and culturally specific outreach services. Additionally, youth specific, LGBTQIA2S+ centered outreach expansion will help SLC CoC better identify youth experiencing homelessness or housing instability. Outreach workers will conduct CE assessments to help reduce barriers to permanent housing. Expansion of the CE system (including but not limited to drop-in/walk-in appointments at scattered sites and additional staffing) will support outreach workers in identifying and connecting new individuals, couples, and families to housing resources. SLC CoC will continue to utilize the 2-1-1 hotline and domestic violence hotline as avenues for identification of those experiencing homelessness. School homeless liaisons will continue to partner with the CoC to identify students/youth experiencing homelessness. SLC CoC will target relationship building with school homeless liaisons to provide resources and supports for youth and families. SLC CoC will also continue to strengthen existing relationships with jails, prisons, hospitals, and treatment centers to support those exiting facilities who do not have housing secured to identify those experiencing homelessness and help prevent homelessness whenever possible. An additional strategy for identification of individuals and populations previously unserved or underserved in our CoC will be low/no barrier, harm-reduction options for services and support. This will include the Authorized Living Zones (small, authorized, and structured encampments) and Safe Bay (safe, staffed parking area) both launching in Spring 2023. Additionally, SLC CoC will continue to have low barrier warming center (WC) options across the CoC. This will help connect SLC CoC housing providers to those living in cars and those who do not often enter traditional emergency shelter. SLC CoC will continue to center the voices of people with lived experience of homelessness through our Racial Equity & Accountability Project Leadership Team, SOU, housing agency employees, Tribal Nations, and listening sessions as key informants in identifying underserved and unserved populations. Voices of people with lived experience of homelessness have been central to our CoC funding decisions and resource planning and have already helped to identify key gaps for those who are experiencing unsheltered homelessness. This will continue to be one of our most valuable strategies for reaching those who we have previously not been reached as a CoC. Finally, SLC CoC will continue to build on and strengthen our partnership with Bois Forte and Fond Du Lac Tribal Nations to best identify tribal members in need of housing and supportive services.

2. In SLC CoC, the homeless population has a disproportionate number of BIPOC people represented. According to the 2020 census, Indigenous people make up about 2% of the entire population of SLC CoC. Black people make up an additional 2% of the total population and mixed-race people make about 5% of the total population. Other people of color make up less than 2% of the total population. In the 2022 PIT count, Indigenous people made up 26% of the total sheltered/unsheltered population counted. Black people made up 11% of the total population counted, and mixed-race people made up 10% of the total population counted. The majority of those counted as unsheltered in the 2022 PIT count identified



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as Indigenous. SLC CoC will target this disparity through culturally specific SO and strengthening partnerships with Tribal Nations and culturally specific providers. Additionally, SLC CoC will continue to evaluate all funded projects on their racial equity and culturally responsive care programming and offer training and recommend improvements as needed. SLC CoC also sees a large population of LGBTQIA2S+ people experiencing homelessness and will target this issue through expansion of youth outreach and shelter, annual LGBTQIA2S+ competence training for staff, and site visits for compliance with the HUD Equal Access Rule. 3. SLC CoC plans to provide comprehensive SO expansion as the key strategy to provide housing interventions to previously underserved populations. SLC CoC is also targeting shelter expansion, including a pending expansion of the culturally specific domestic violence shelter, Dabinoo'Igan, run by the American Indian Community Housing Organization. Additionally, SLC CoC is adding 2 youth specific SO staff and supporting the expansion of youth emergency shelter beds in partnership with Lutheran Social Services of Minnesota (LSS). LGBTQIA2S+ youth are at the core of LSS's planning for expansion and targeting of new services. LSS hopes to expand outreach to the rural geography of SLC CoC in the future, knowing that many LGBTQIA2S+ youth in rural areas have little support and this can be a major contributor to housing instability for youth. An additional strategy for providing outreach and services to individuals and populations previously unserved or underserved in SLC CoC will be low/no barrier harm reduction options for services and support. This will include the Authorized Living Zones (small, authorized, and structured encampments) and Safe Bay (safe, staffed parking area) both launching in Spring 2023. Additionally, SLC CoC will continue to have low barrier WC options across the CoC geography. This will help SLC CoC housing providers bring services and housing options to those living in cars and those who do not often enter traditional emergency shelter. These settings will be service-rich environments with behavioral health and physical healthcare options on site. SLC CoC will continue to build on and strengthen our partnership with Bois Forte and Fond Du Lac Tribal Nations to best serve tribal members in need of housing and supportive services. SLC CoC will continue to support the development of permanent housing options across the CoC, such as Plover Place & Wadena West. The New Mode, which is being utilized in a pilot project at Plover Place, is designed to support smaller buildings and settings that would allow for culturally specific services and settings. For example, one building could be 12 units for LGBTQIA2S+ youth while another could be specifically for Indigenous people with histories of unsheltered homelessness. SLC CoC is supporting the expansion of this model of housing to meet the unique and diverse needs of those experiencing homelessness in the CoC who have not previously had their needs met by existing services. Finally, SLC CoC requires all CoC-funded programs to have racial equity and culturally responsive care policies and programs and conducts regular analysis of these projects to make existing services more accessible and appropriate for previously unserved populations.



This correspondence is in regards to CHUM and the Vineyard Church proposal to have Safe Bay located on Vineyard property from May 1, 2025 through October 31, 2025. CHUM, The Vineyard Church and Stay Bay has “good concept, without a good plan”, and their permitting approval should be denied until they present a plan that answers the neighborhood concerns.

I am a homeowner on Linzie Road, which borders the Vineyard property. On Wednesday morning I was contacted by a neighbor informing me of a “neighborhood information meeting” being held that night in which the leaders of the church and CHUM were going to have a listening and question and answer session. Being contacted by my neighbor brought up one glaring question. Why were only a select few notified, why not all of us. I informally asked my neighbors if they were notified and I found a disturbing trend. Those that supported Democratic campaign signs in their yard during the 2024 election cycle were contacted. One could infer that CHUM and the Vineyard were handpicking their audience for their meeting in the hopes there would be no dissent. This fact alone should delay the approval of “PLIUP-2503-0016 Interim Use for Outdoor Living Site at 1533 W Arrowhead Rd for CHUM” CHUM and Vineyard should in good faith notify all property owners, in accordance with state rules” and host a second “neighborhood information meeting” prior to the Duluth Planning Commission review of their application.

The first 30 minutes of the meeting was to present that Duluth has a homeless population and the various reasons for the cause. Then CHUM spent a total of about 5-10 minutes explaining what their plan was. After listening to their plan I quickly realized they have a “good concept, without a good plan”. For example, on their application they are stating CHUM and Vineyard is stating they have a wooden buffer between the proposed area and private property owners. This is not the case, they are encroaching on private property owners and including their land. At best this is a mistake, at worse if this permit is approved a possible violation of Minnesota Statute 117.102 and all sub statutes, *PREEMPTION; PUBLIC USE OR PURPOSE*, also known as eminent domain. This is violation because The City of Duluth would be granting non-property owners the conditional use of another’s private property without their consent, or permission. Again, CHUM and the Vineyard not being fully truthful about their intentions, similar to the limited notifications of the “neighborhood information meeting”.

Many in attendance at the “neighborhood information meeting” brought up what is the plan to keep the homeless on Vineyard property and they did not have a plan or answer other than we will give them a map. They had no plans to clearly identify Vineyard property lines, or to create any sort of barriers to protect boarding property owners’ property. The only plan that was presented was by the local police who stated “call 911 if your property has a trespasser”. Two issues with this response, is this really the best use of 911, and two the priority would be low and by the time an officer would respond the situation would probably have been resolved.



When the leader of CHUM was asked who do neighbors call when there are issues, he provided their daytime office number. This is an issue because their office will be closed when Safe Bay would be in operation. CHUM and Vinyard has zero plans in place for the community to contact them during Stay Bay hours of operations, leaving our only recourse to address immediate issues to utilize 911. Again, is this a well thought out plan?

Safety for the CHUM volunteers and those utilizing this resource was presented. This neighborhood has at least 2-3 bear sows with cubs (as seen on video door bells and trail cameras), and one tends to get a bit aggressive. Additionally, camera at 1605 Linzie Rd, recorded a cougar/mountain lion on August 23, 2023. When presented with these facts the presenters again had no answer or plans on who to maintain the safety of their staff or residents of Stay Bay. They sarcastically mentioned that they had a single bear last year. In this neighborhood we can not put our trashcans out on the street until the morning of trash pickup because of the bears. The vineyard pastor even stated they have to put 50 pound weights on their trash bins to keep the bears out, and when you look on Safe Bay permit application the trash collection site is directly alongside the proposed parking. With the proximity of trash, people and wildlife we are only asking for an incident to occur. It was obvious that CHUM and Vinyard has no plan for limiting wildlife encounters, their plan is to hope and pray it does not occur.

As I stated earlier “good concept, without a good plan”. They have no plans on protecting private property rights, they have no plans in place to protect their members and residents. They have no plans to protect wildlife. They have been deceitful in notifying the public of their intentions. Safe Bay on their website states it is drug-free but CHUM and Vinyard would not explain how they enforce this policy. My guess is they have no policy. This is concerning because, “The majority (76%) of people experiencing homelessness have significant health issues (Figure 6). While these numbers are staggeringly high across Minnesota, rates are even higher in greater Minnesota (84%) than in the Twin Cities metro (72%). This includes higher rates of the most common mental health concerns—anxiety, depression, and post-traumatic stress disorder—and substance use disorder.” (Wilder Research, 2024, pg 7, [https://www.wilder.org/sites/default/files/2023Homeless\\_TwinCities-GreaterMN\\_Brief1\\_6-24.pdf](https://www.wilder.org/sites/default/files/2023Homeless_TwinCities-GreaterMN_Brief1_6-24.pdf)). It makes me ask why would the city move this illegal activity from a high crime rate area near the Damiano Center to a neighborhood that has little to no crime (based on Duluth Police online crime map). Could it be because the Chamber of Commerce and City leaders want this population away from the tourism industry that brings in over \$780 million in annual direct economic impact ( <https://duluthchamber.com/resources/visitors/> )? Monica Haynes, director of UMD’s Bureau of Business and Economic Research (BBER) surveyed visitors during Sidewalk Days festival in July 2024, and it is no surprise she reported two of the top three concerns was



drug use and homelessness. What a perfect way to address visitors concerns by moving the problem to a location not seen by tourists.

What about alternate locations? There is Eastridge Community Church and St Johns Free Lutheran Church on Arrowhead that has no residential neighbors? Or even the Shepard of the Hills Lutheran Church on Maple Grove that has a back parking lot and commercial property as a boundary? It seems CHUM has teamed up with Vineyard one because their food distribution site is there and two Vineyard is attempting to reimage itself to the community after the church's youth pastor pled guilty in November to sexually assaulting girls, and the molester's parents were forced to resign from the church ( <https://www.duluthnewtribune.com/news/local/duluth-youth-pastor-pleads-guilty-to-sex-assaults-victims-sue> ). Currently, there are nine civil lawsuits against Vineyard. All of this seems more to be for presenting the Vineyard in a positive light, rather than the poor neighbors that they are.

Lastly, writing to the Planning Commission was probably a waste of my time. Safe Bay is already advertising their site has moved, the Duluth Police and Fire Department are supportive, and the City Council member Mike Mayou who represents this neighborhood was at the meeting and did not have the will to speak. All of these facts makes one to infer it is a forgone conclusion that the City of Duluth has already approved this project, and the April 8, 2025 meeting is only a formality. I only hope no one is seriously injured this summer, and myself and other neighbors will be calling 911 every time Safe Bay does not follow the conditions of their permit. Then next year I will have actual data on negative impacts the city caused to this safe and quite neighborhood.

Darrin Phillips  
Linzie Rd,  
Duluth, MN





Duluth Police  
Crime Map

Filter by Neighborhood(s)

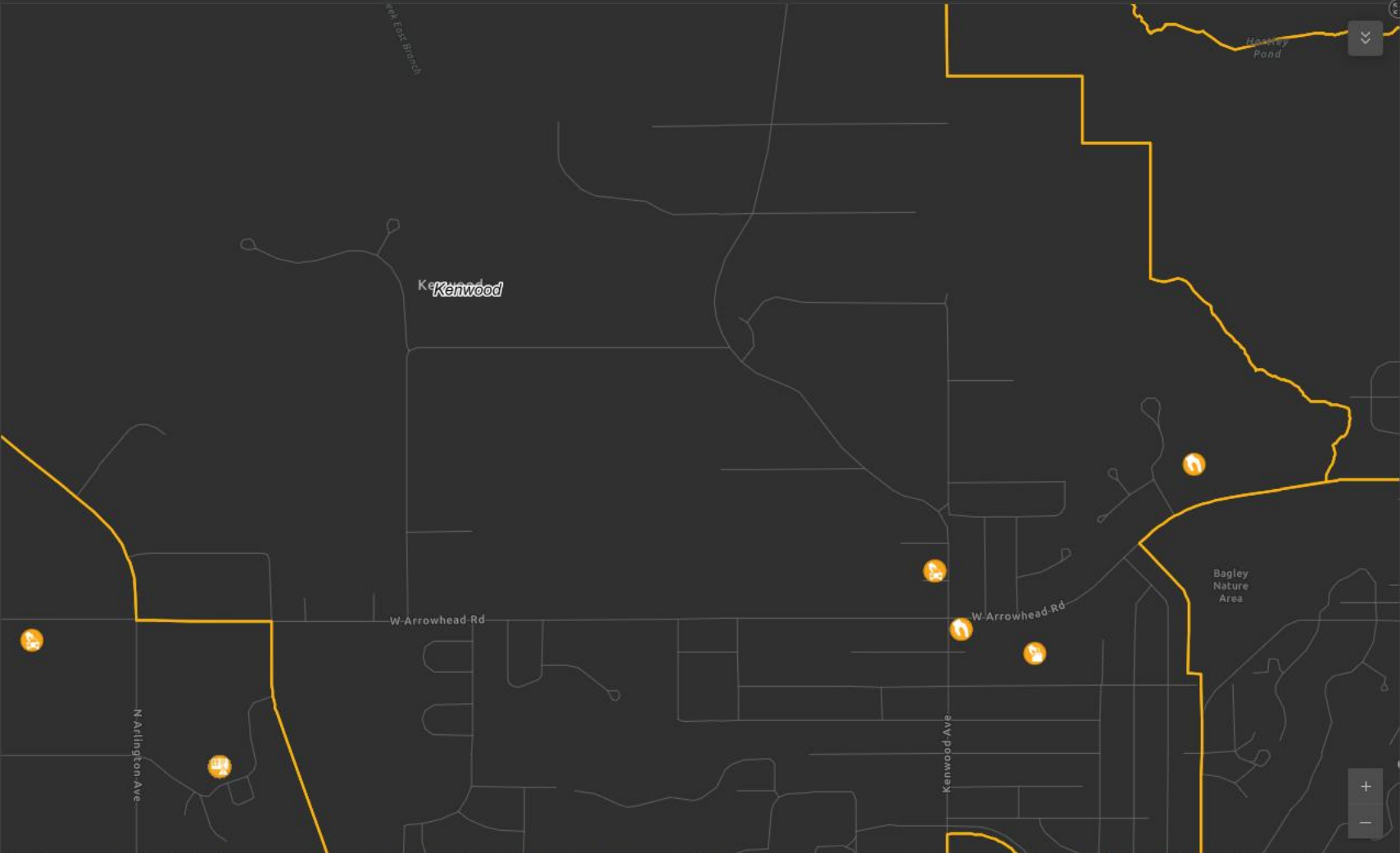
Select Neighborhood(s)

Filter by Crime Type(s)

Aggravated Assault, All Other Off... 42

Filter by Date(s)

2025



Esri Community Maps Contributors, University of Minnesota Duluth, St. Louis County (MN), Fond du Lac Reservation, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Cens... Powered by Esri

Mapped Crimes

1.3k

(Does not include sensitive crimes)



02025-25042479  
Larceny from Motor Vehicle  
100 BLK N 18th Ave E  
3/25/2025, 3:39 PM



02025-25042290  
Shoplifting  
5600 BLK Roosevelt St  
3/25/2025, 10:14 AM



02025-25042190  
Drug Offenses  
300 BLK N 6th Ave E  
3/25/2025, 2:24 AM



02025-25042147  
All Other Offenses (Except Traffic or Warrants)  
700 BLK W 1st St  
3/25/2025, 12:03 AM



02025-25042147  
Simple Assault  
700 BLK W 1st St  
3/25/2025, 12:03 AM



02025-25041991  
Shoplifting  
1200 RI K F Superior St

\*This list only displays the 200 most recent crime incidents per the filters applied, if any.

**Filtering Crime Map:**  
Above you may filter the crime incident data by one or more of the following criteria: neighborhoods(s), crime type(s), and date(s). To filter, click on the criteria you would like to adjust to view a dropdown menu of options; choose as many filters as to what applies to your search.





# Duluth Police

## Crime Map

### Filter by Neighborhood(s)

Select Neighborhood(s)

### Filter by Crime Type(s)

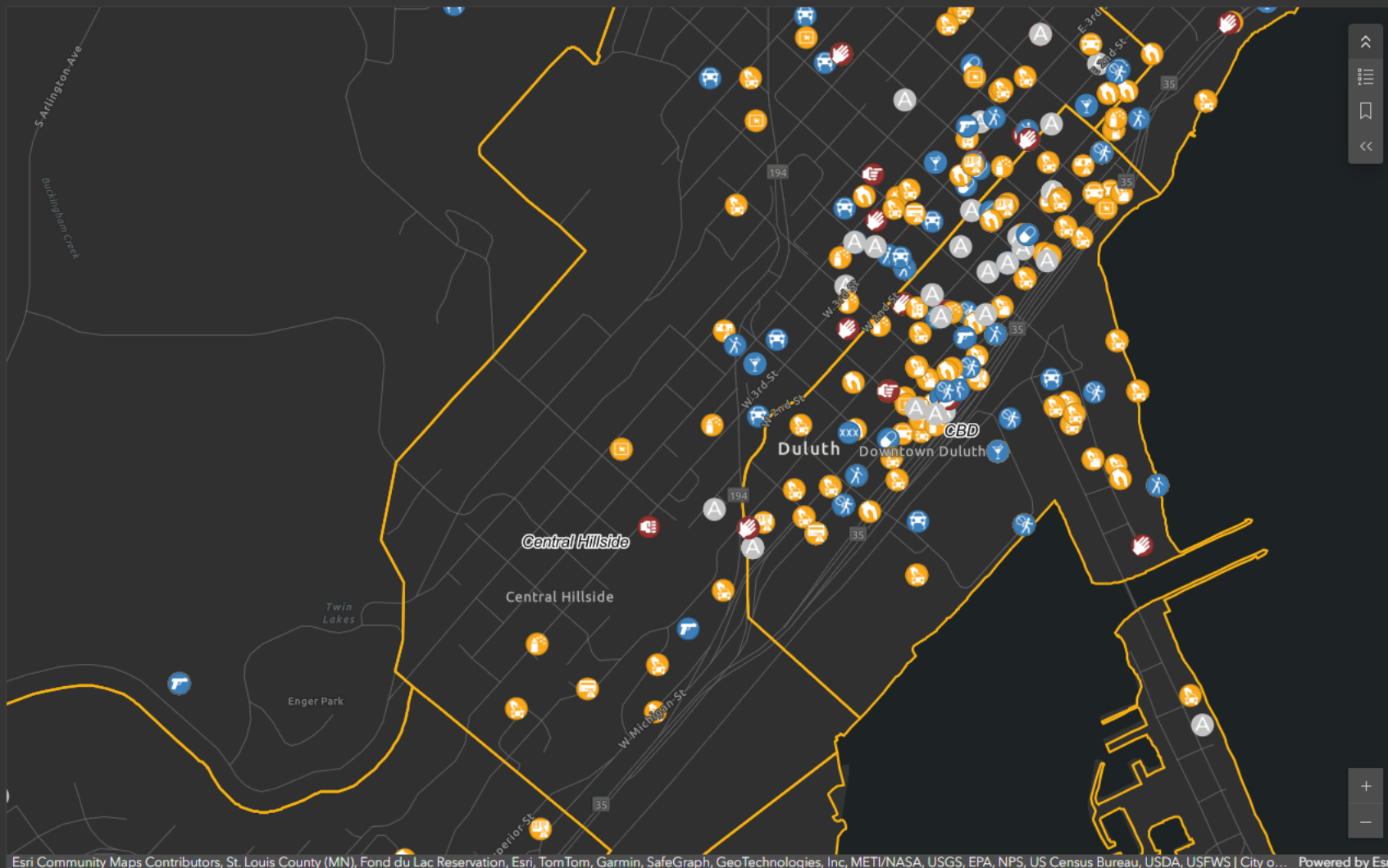
Aggravated Assault, All Other Off... 42

### Filter by Date(s)

2025

#### Filtering Crime Map:

Above you may filter the crime incident data by one or more of the following criteria: neighborhoods(s), crime type(s), and date(s). To filter, click on the criteria you would like to adjust to view a dropdown menu of options; choose as many filters as to what applies to your search.



Esri Community Maps Contributors, St. Louis County (MN), Fond du Lac Reservation, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | City of Duluth | Powered by Esri

[Crime Map](#)

[Sensitive Crimes Chart](#)

[About](#)

## Mapped Crimes

# 1.3k

(Does not include sensitive crimes)

- 02025-25042479  
Larceny from Motor Vehicle  
100 BLK N 18th Ave E  
3/25/2025, 3:39 PM
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Shoplifting  
5600 BLK Roosevelt St  
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Drug Offenses  
300 BLK N 6th Ave E  
3/25/2025, 2:24 AM
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All Other Offenses (Except Traffic or Warrants)  
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Simple Assault  
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- 02025-25041991  
Shoplifting  
1200 RI K F Superior St

\*This list only displays the 200 most recent crime incidents per the filters applied, if any.

[Mapped Crimes](#)

[Sensitive Crimes](#)



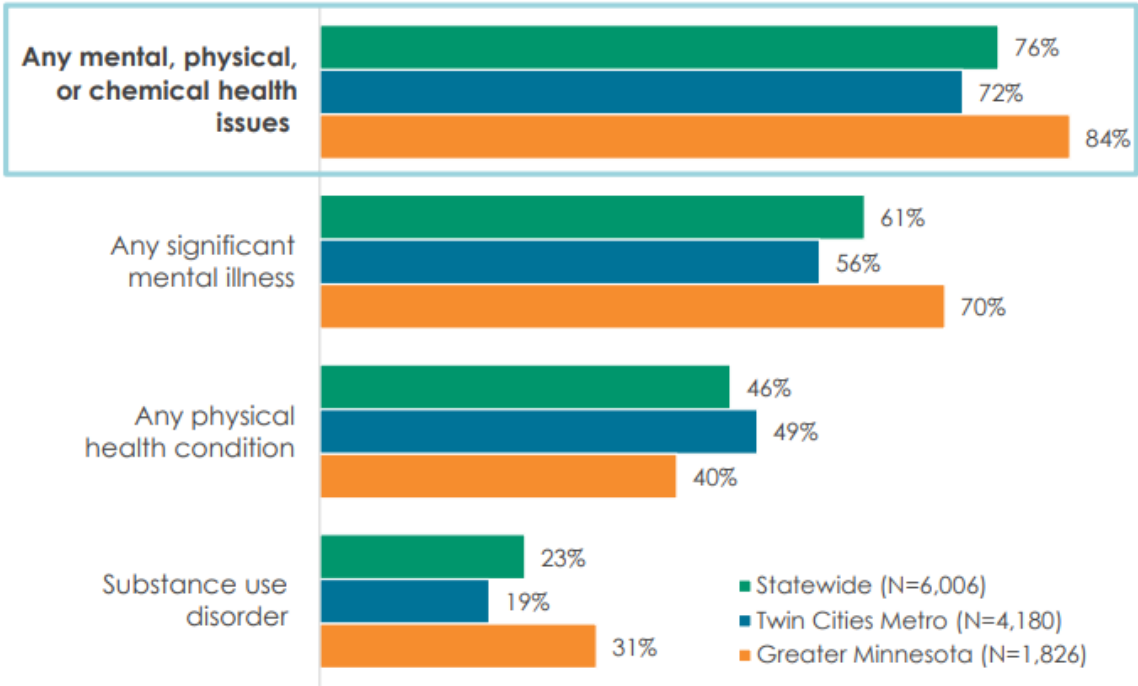
[https://www.wilder.org/sites/default/files/2023Homeless\\_TwinCities-GreaterMN\\_Brief1\\_6-24.pdf](https://www.wilder.org/sites/default/files/2023Homeless_TwinCities-GreaterMN_Brief1_6-24.pdf)

Wilder Research *Homelessness in the Twin Cities and Greater Minnesota* t  
mnhomeless.org

## Significant health issues are more prevalent among people in greater Minnesota.

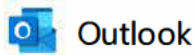
Like traumatic experiences, health has huge impacts on a person’s ability to find and maintain housing. The majority (76%) of people experiencing homelessness have significant health issues (Figure 6). While these numbers are staggeringly high across Minnesota, rates are even higher in greater Minnesota (84%) than in the Twin Cities metro (72%). This includes higher rates of the most common mental health concerns—anxiety, depression, and post-traumatic stress disorder—and substance use disorder.

### 6. Health conditions among Minnesota adults experiencing homelessness



Source. 2023 Minnesota Homeless Study interviews  
Note. Chart includes those who report a significant mental illness or substance use disorder in the past 2 years or a chronic physical health condition in the past 12 months.





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**FW: support for Safe Bay**

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**Sent:** Monday, March 31, 2025 5:53 PM

**To:** planning <planning@DuluthMN.gov>;

**Cc:** Mike Mayou <mmayou@DuluthMN.gov>; Terese Tomanek <tomanek@DuluthMN.gov>; Azrin Awal <aawal@DuluthMN.gov>; Arik Forsman <aforsman@DuluthMN.gov>; Lynn Marie Nephew <lnephew@DuluthMN.gov>

**Subject:** support for Safe Bay

Members of the Planning Commission-

I'm writing to share my support of the new Safe Bay site at The Vineyard Church. In our work with survivors of domestic violence, we witness firsthand that safe places for those who are unhoused can have an overwhelming positive impact on the trajectory of one's life. Intimate partner violence is a significant contributing factor to homelessness, and many survivors are forced to leave their homes to escape abusive situations. In fact, fleeing/attempting to flee domestic violence is a federally defined category of "homelessness". As one of only two shelters in our community designed specifically to support domestic violence survivors, we are often at capacity and the alternative options for safe places to stay are limited. Further, while we maintain the strictest of confidentiality expectations, it can be the case that abusive partners have learned our shelter location rendering our space unsafe for this small population of victims. A more discreet, unsuspected location- such as Safe Bay- may better suit the safety needs of certain individuals. Living in a congregate, communal facility can also be overwhelming to individuals who aren't used to residing with others even for a short time. The independence and autonomy of staying at an alternate location, even if it's in their own vehicle, can be a better option for survivors with these concerns.

As experts of their own lives, we believe in supporting survivors' choice in identifying what "safety" means to them. We are grateful for the collaborative partnerships we have with our sibling organizations and programs like CHUM and Stepping On Up that provide dignity for those who are most in need of support.

Warmly,

**Brittany Robb**

*pronouns: she/her/hers*

Executive Director

Safe Haven Shelter & Resource Center

[REDACTED]  
[REDACTED]  
[REDACTED]





Outlook

**To:** planning <planning@DuluthMN.gov>

**Cc:** planning <planning@DuluthMN.gov>;

**Subject:** In support of CHUM's application for an interim use permit for Safe Bay at Vineyard Church

Dear Members of the Duluth Planning Commission,

I would like to express my support and appreciation for the Vineyard Church's willingness to host the CHUM/Stepping Up Duluth Safe Bay program and to encourage your commission to approve CHUM's application for an interim use permit to operate the Safe Bay program at that location. I understand that the Safe Bay program has already been in operation for the past two years and trust that it will be able to continue to do so at this new location. The congregation I serve, Temple Israel, is a member of CHUM and a longtime supporter of programs such as this one. I also personally support the Safe Bay program. It is an extremely beneficial step in serving the needs of our unhoused population as a necessary interim step as our community continues to deal with the long-term challenges of homelessness.

Thank you for your consideration and attention to this important matter.

Sincerely,

Rabbi David Steinberg

Rabbi David Steinberg

Temple Israel

1602 E. 2nd Street

Duluth, MN 55812

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

*"We short-circuit religion when we treat it as an affair between the individual and God. To function normally, the religious current connecting the individual with God must pass through the life of a people."*



- Outlook

**FW: Permit PLIUP-2503-0013**

**Sent:** Wednesday, March 26, 2025 5:43 PM

**To:** planning <planning@DuluthMN.gov>

**Subject:** Permit PLIUP-2503-0013

It sounds like CHUM and the church are trying to do a good thing.

I just found out about the meeting today, and it's almost over.

In years past I've lived fairly close to homeless shelters (Minneapolis & Phoenix), camps (Minneapolis), and have seen how rough they can be on neighborhoods and surrounding wild areas if not carefully managed.

I currently live less than 1/2 mile from the Church.

My understanding is that permits are for 1 year. I don't know what renewal looks like, but I would ask that

1. A very low limit on overnight out-door livers be placed at the start, perhaps increasing to something that's still comparatively low during the first year. Quality of life in camps decreases radically at a couple different thresholds. Let's stay below all of them for the first year.
2. Regular patrols of the surrounding woodland, both on church premises and the surrounding properties, should be done for sharps and trash.
  - 2a. Anyone staying there should be registered, and required to sign a document that entering/exiting the property will be done only via arrowhead, or returning will not be allowed.
  - 2b. If the grade of people staying there includes those actively using, There should always be some presence there.
3. Establishing a practice of alternating years for licenses at locations like this would be a very good thing for the city. We want to spread the "burden" we want to avoid creating specific areas of chronic inflammation (homeless people are people! But there is a cost to the surrounding neighborhood, alternating years would give the areas a chance to recover and be better hosts in the years the outdoor living places are present)

Helping is good, is \*necessary\*. I'd love for it to be done in a way that allows every participant and witness to \*feel\* good about it.

Sincerely,

Donovan Walker





**Planning & Development Division**  
Planning & Economic Development Department

Room 160  
411 West First Street  
Duluth, Minnesota 55802

218-730-5580  
planning@duluthmn.gov

File Number	PLVAR-2502-0002	Contact	Natalie Lavenstein, nlavenstein@duluthmn.gov	
Type	Variance from front yard setback and accessory structure location	Planning Commission Date		April 8, 2025
Deadline for Action	Application Date	February 15, 2025	60 Days	April 16, 2025
	Date Extension Letter Mailed	March 13, 2025	120 Days	June 15, 2025
Location of Subject		711 Martha St		
Applicant	Jensina and Tyler Rosen	Contact	NA	
Agent	NA	Contact	NA	
Legal Description		010-2270-00910		
Site Visit Date		March 25, 2025	Sign Notice Date	
			March 24, 2025	
Neighbor Letter Date		March 18, 2025	Number of Letters Sent	
			68	

**Proposal**

The applicant is seeking a variance from the front yard setback and accessory structure between the house and street to construct a garage in the corner side yard. The entrance to the garage will be off 8<sup>th</sup> Avenue East.

**Recommended Action:** Staff recommends that Planning Commission approve the variances.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	R-1	Residential	Traditional Neighborhood
<b>North</b>	R-1	Residential	Traditional Neighborhood
<b>South</b>	R-1	Residential	Traditional Neighborhood
<b>East</b>	R-1	Residential	Traditional Neighborhood
<b>West</b>	R-1	Residential	Traditional Neighborhood

**Summary of Code Requirements:**

Sec. 50-37.9.C – General Variance Criteria (paraphrased): Granting of variances of any kind is limited to situations where, due to characteristics of the applicant’s property, enforcement of the ordinance would cause the landowner exceptional practical difficulties or undue hardship. The Planning Commission must find the following for a variance to be granted: a) That the landowner is proposing to use the property in a reasonable manner, b) that the need for relief from the normal regulations is due to circumstances unique to the property and not caused by the landowner, c) that granting the variance will not alter the essential character of the area, d) that granting the variance is consistent with the intent of the UDC and the Comprehensive Plan.

Sec. 50-14.5 – Residential Traditional District Dimensional Standards (paraphrased): Minimum depth of front yard: the smaller of 20 ft. or average of adjacent developed lots facing the same street. Corner lot: width of front side yard for principal and accessory structures is 15 ft.

Sec. 50-21.3 – Exceptions and Encroachments (paraphrased): No accessory structure may be located: (a) between a street



and any façade of a primary building facing that street, or (b) closer than 10 ft. to any principal structure on an adjoining property, or (c) closer than 5 ft to any rear lot line, or (d) closer than 3 ft. to any side long line.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #1 – Reuse previously developed lands

Future Land Use – Traditional Neighborhood: Characterized by grid or connected street pattern, houses oriented with shorter dimension to the street and detached garages, some with alleys. Limited commercial, schools, churches, and home businesses. Parks and open space areas are scattered through or adjacent to the neighborhood.

**History:** The City previously condemned a blighted single-family home built in 1925 that was previously located on the property. In 2024, the condemned home was torn down leaving the foundation for future development. A concurrent use permit for a staircase and retaining wall in the right-of-way was approved via City Council ordinance in November 2024. A new home was constructed on the existing foundation and received a certificate of occupancy in January 2025.

**Review and Discussion Items:**

Staff finds that:

- 1) The applicant is seeking 2 variances for an 18' by 20' garage: one to reduce the front yard setback from 20 feet to 6 feet and one to construct the garage between the façade of the primary structure and the street.
- 2) *Variance Criteria #1 (exceptional narrowness, shallowness, or shape):* The subject property is exceptionally shallow as the front of the lot runs along Martha St, the wider dimension of the lot. This is atypical for standard R-1 lots which have the front of the lot along the narrower dimension. The unusual lot configuration, in using the existing foundation and creating an entrance that fronted Martha Street, results in no remaining buildable area for a detached garage without a variance.
- 3) *Variance Criteria #2 (circumstances unique to the property, not created by the property owner):* The existing primary structure was not built by the current owner. The primary structure is a nonconforming building that was legally reconstructed per UDC Sec. 50-38.3.A and the need for a variance is due to the location of the home built in 1925.
- 4) *Variance Criteria #3 (circumstances are peculiar to this property and do not apply generally to other land or buildings):* The existing primary structure is located on the front property line and immediately adjacent to the alley; this is not a typical development pattern for residential properties in Duluth. There is almost no rear yard. The only buildable area for an accessory structure is between the façade of the primary structure and the street.
- 5) *Variance Criteria #4 (proposes to use in a reasonable manner not permitted by code):* Applicant's proposal to build a moderately sized 18' 20' garage to allow for year-round, off-street parking is a reasonable use.
- 6) *Variance Criteria #5 (not impair light/air, increase congestion, or impair public safety or property values):* The variance will not impair an adequate supply of light and air to adjacent properties as the garage will be no taller than 15' and the adjacent home is elevated several feet above the proposed garage.
- 7) *Variance Criteria #6 (will not impair intent of this Chapter or alter the essential character of the locality):* The garage will not alter the character of the neighborhood as there are several detached garages of similar size throughout the neighborhood.
- 8) One public comment was received in support of the proposed variances. No agency, or City comments were received.
- 9) Per UDC Section 50-37.1.N, approved variances lapse if the project or activity authorized by the permit or variance is not begun within one-year.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The project be constructed according to the site plan submitted with this application.
- 2) Any alterations to the approved plans that do not alter major elements of the plan may be approved by the Land Use Supervisor without further Planning Commission action; however, no such administration approval shall constitute a variance from the provisions of Chapter 50.





**PLVAR-2502-0002**

Variance  
711 Martha St

The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.

Aerial Imagery Captured 2019




Prepared by: City of Duluth Planning & Economic Development, March 6, 2025. Source: City of Duluth.







LEGEND




CONCRETE SURFACE



BITUMINOUS SURFACE



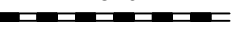
EXISTING BUILDINGS



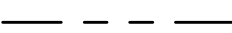
CONCURRENT USE AREA

ohu


OVERHEAD UTILITIES




RETAINING WALL




CENTER LINE




RIGHT OF WAY LINE




EXISTING EASEMENT LINE



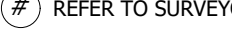
BOUNDARY LINE AS SURVEYED




EXISTING PLAT LINE




CONCURRENT USE LINE




CONCRETE CURB & GUTTER




FOUND CAPPED REBAR RLS. NO. 49505



SET CAPPED REBAR RLS. NO. 49505



ELEC METER



REFER TO SURVEYOR'S NOTES

POC-POINT OF COMMENCEMENT

POB-POINT OF BEGINNING

LEGAL DESCRIPTION PER CERTIFICATE OF TITLE NO. 364975

Lot 40 Block 2 HOMEWOOD ADDITION TO DULUTH

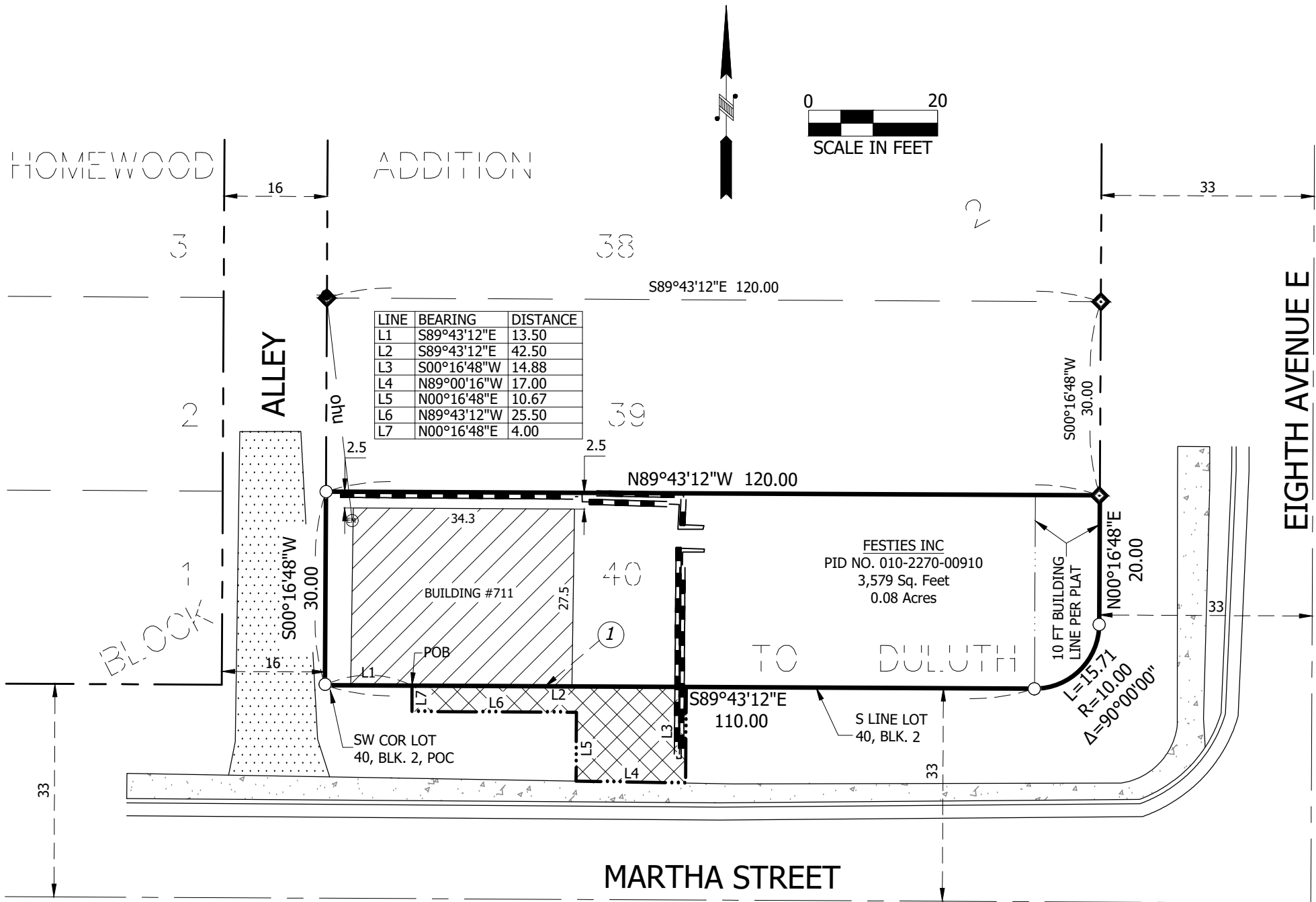
SURVEYOR'S NOTES

1. SOUTHERLY WALL OF BUILDING LIES ON OR NEAR THE SOUTHERLY LINE OF LOT 40, BLOCK 2.
2. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
3. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011)
4. BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY. SEE ARCHITECTURAL PLAN FOR BUILDING FOUNDATION DIMENSIONS.
5. NO SPECIFIC SOILS INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY ALTA LAND SURVEY COMPANY. THE SUITABILITY OF SOILS TO SUPPORT THE SPECIFIC STRUCTURE PROPOSED IS NOT THE RESPONSIBILITY OF ALTA LAND SURVEY COMPANY OR THE SURVEYOR.
6. DUE TO SNOW AND ICE COVERAGE, SOME FEATURES MAY NOT HAVE BEEN VISIBLE DURING THE COURSE OF THIS SURVEY.


LEGAL DESCRIPTION OF CONCURRENT USE AREA

That part of Martha Street, as dedicated on HOMEWOOD ADDITION TO DULUTH, according to the recorded plat thereof, St. Louis County, Minnesota described as follows:

Commencing at the Southwest corner of Lot 40, Block 2, said HOMEWOOD ADDITION TO DULUTH; thence on an assumed bearing of South 89 degrees 43 minutes 12 seconds East, along the South line of said Lot 40 for a distance of 13.50 feet to the point of beginning of the parcel herein described; thence continue South 89 degrees 43 minutes 12 seconds East, along said South line 42.50 feet; thence South 00 degrees 16 minutes 48 seconds West 14.88 feet; thence North 89 degrees 00 minutes 16 seconds West 17.00 feet; thence North 00 degrees 16 minutes 48 seconds East 10.67 feet to a line parallel with and distant 4.00 feet South of the South line of said Lot 40; thence North 89 degrees 43 minutes 12 seconds West, along said parallel line 25.50 feet; thence North 00 degrees 16 minutes 48 seconds East 4.00 feet to the point of beginning. Said parcel contains 353 square feet.



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

  
David R. Evanson  
MN License #49505  
DATE:01-26-2024

CERTIFICATE OF SURVEY

CLIENT:FESTIES INC C/O  
DAVE SUNDBERG  
ADDRESS:711 MARTHA ST,  
DULUTH, MN 55805  
DATE:01-26-2024

REVISIONS:4-25-24 ADD CONCURRENT  
USE AREA/9-16-24 REVISE CONCURRENT  
USE AREA

JOB NO:24-020 SHEET 1 OF 1

  
ALTA  
LAND SURVEY COMPANY  
PHONE: 218-727-5211  
LICENSED IN MN & WI  
WWW.ALTLANDSURVEYDULUTH.COM







**From:** planning <planning@DuluthMN.gov>

**Sent:** Monday, March 24, 2025 8:42 AM

**To:** Jason Mozol <jmozol@DuluthMN.gov>

**Subject:** FW: Notice of Public Hearing for a Variance at 711 Martha Street

Public comment

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**From:** Peggy Anderson <[REDACTED]>

**Sent:** Sunday, March 23, 2025 12:16 PM

**To:** planning <planning@DuluthMN.gov>

**Subject:** Notice of Public Hearing for a Variance at 711 Martha Street

I live at 1505 N. 8th Ave. E. and received a letter re the variance request at above address. I have no problem with it. The new home and, presuming a new garage, is a welcomed addition to the neighborhood after what we've all endured over the years, including mowing the lawn and other cleanups. So build, build, build!