



City of Duluth

Council Chambers, City
Hall

Meeting Agenda Planning Commission.

Council Chambers

Tuesday, September 9, 2025

5:00 PM

Council Chambers

CALL TO ORDER AND ROLL CALL

APPROVAL OF PLANNING COMMISSION MINUTES

[PL 25-0812](#) Planning Commission Minutes 08/12/25

Attachments: [8-12-25 PC Minutes \(not approved yet\)](#)

PUBLIC COMMENT ON ITEMS NOT ON AGENDA

CONSENT AGENDA

[PLIUP-2507-0036](#) Interim Use Permit for a Vacation Dwelling Unit at 20 Sutphin St Unit 210 by Canal Park Square LLC [CL]

Attachments: [PLIUP-2507-0036 Staff Report and Attachments](#)

[PLSUB-2507-0009](#) Minor Subdivision at 106 E 9th St by Adam Kent [JM]

Attachments: [PLSUB-2507-0009 Staff Report with Attachments](#)

[PLVAC-2507-0007](#) Vacation of Right-of-Way at Hazel St between 79th and 81st Aves W by Darren J Leland [CH]

Attachments: [PLVAC-2507-0007 Staff Report with Attachments](#)

[PLVAR-2508-0009](#) Variance to Structure Height of an Accessory Structure at 010-3598-00030 (N 40th Ave W) by Force 1 LLC [CL]

Attachments: [PLVAR-2508-0009 Staff Report and Attachments](#)

[PLVAR-2508-0010](#) Variance to the 75 ft Shoreland Standards at 010-4680-01265 (Woodland Ave) by Northland Consulting [JM]

Attachments: [PLVAR-2508-0010 Staff Report with Attachments](#)

[PLVAR-2508-0011](#) Variance to the 150 ft Shoreland Standards at 2223 W 22nd St by Bruce and Deborah Allmon [JM]

Attachments: [PLVAR-2508-0011 Staff Report with Attachments](#)

PUBLIC HEARINGS

[PLIUP-2507-0033](#) Interim Use Permit for a Vacation Dwelling Unit at 1421 E Superior St Unit 1 by Heirloom Property Management [CH]

Attachments: [PLIUP-2507-0033 Staff Report with Attachments](#)

[PLIUP-2507-0034](#) Interim Use Permit for a Vacation Dwelling Unit at 1421 E Superior St Unit 2 by Heirloom Property Management [CH]

Attachments: [PLIUP-2507-0034 Staff Report with Attachments](#)

[PLIUP-2508-0037](#) Interim Use Permit for a Vacation Dwelling Unit at 5348 London Rd by Jill and Ryan Harden [JM]

Attachments: [PLIUP-2508-0037 Staff Report with Attachments](#)

[PLIUP-2508-0038](#) Interim Use Permit for a Vacation Dwelling Unit at 1111 Denney Dr by Kate Hage [CH]

Attachments: [PLIUP-2508-0038 Staff Report with Attachments](#)

[PLOR-2508-0011](#) Campus Sign Plan for Aspirus St Luke's by Aspirus St Luke's [CL]

Attachments: [PLOR-2508-0011 Staff Memo and Attachments](#)

[PLUMA-2507-0005](#) UDC Map Amendment to Rezone 010-2710-04040 from R-1 to RR-1 by Elana Campbell [CL]

Attachments: [PLUMA-2507-0005 Staff Report and Attachments](#)

COMMUNICATIONS

Land Use Supervisor Report

Heritage Preservation Commission Report

City of Duluth Planning Commission

August 12th, 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 5:00 p.m. on Tuesday, August 12th, 2025, in the Duluth city hall council chambers.

Roll Call

Attendance:

Members Present: Chris Adatte, Nik Bayuk, Gary Eckenberg, Brian Hammond, Danielle Rhodes, Dave Sarvela, and Kate Van Daele

Members Absent: Jason Crawford and Andrea Wedul

Staff Present: Nick Anderson, Shawn Krizaj, Chris Lee, Jason Mozol, Christian Huelsman, Ariana Dahlen, and Sam Smith

Approval of Planning Commission Minutes

Planning Commission Meeting – July 8th, 2025 –

MOTION/Second: Van Daele/Bayuk approved

VOTE: (7-0)

Planning Commission Special Meeting – July 21st, 2025 –

MOTION/Second: Bayuk/Sarvela approved

VOTE: (7-0)

Public Comment on Items Not on Agenda

No comments.

(Items PLIUP-2506-0032 and PLSUP-2507-0057 were removed from the consent agenda and placed under public hearings, and items PLIUP-2507-0033 and PLIUP-2507-0034 were removed and tabled)

Consent Agenda

PLIUP-2505-0002 Concurrent Use Permit for a Traffic Guardrail at E 11th St by ISD 709 [JM]

~~PLIUP-2506-0032 Interim Use Permit for a Vacation Dwelling Unit at 3 Mesaba Pl by
Heirloom Property Management [CL]~~

~~PLIUP-2507-0033 Interim Use Permit for a Vacation Dwelling Unit at 1421 E Superior St Unit~~

~~1 by Heirloom Property Management [CH]
PLIUP-2507-0034 Interim Use Permit for a Vacation Dwelling Unit at 1421 E Superior St Unit
2 by Heirloom Property Management [CH]
PLIUP-2506-0035 Interim Use Permit for a Vacation Dwelling Unit at 39 England Ave by
Darin Reinke [CH]
PLSUP-2507-0057 Special Use Permit for a Bed and Breakfast at 314 N Hawthorne Rd by
Carolyn Shull (CL)~~

Commissioners: Eckenberg requested that items PLIUP-2506-0032 and PLSUP-2507-0057 be pulled from the consent agenda to be considered separately.

MOTION/Second: Van Daele/Bayuk Approve the consent agenda items as per staff recommendations

VOTE: (7-0)

Public: Seth Sutherland with Heirloom Property Management addressed the commissioners. He requested that items PLIUP-2507-0033 and PLIUP-2507-0034 be tabled until the September meeting.

MOTION/Second: Sarvela/Van Daele Amend the approved consent agenda to table items PLIUP-2507-0033 and PLIUP-2507-0034

VOTE: (7-0)

Public Hearings

PLIUP-2506-0032 Interim Use Permit for a Vacation Dwelling Unit at 3 Mesaba Pl by Heirloom Property Management [CL]

Staff: Chris Lee stated that this property was previously caught operating as a vacation dwelling unit (VDU) without an interim use permit (IUP). Zoning enforcement staff notified and worked with the property owner to come into compliance, and they have done so. The subject property was on the VDU eligibility list.

Commissioners: Van Daele asked staff to clarify who the property owner is. She also asked why the property owner was illegally operating this property as a VDU when they have other properties that have gone through the permitting process and are operating as VDUs legally. Bayuk asked staff if they believe the non-compliance was intentional.

Staff: Lee responded that the owner of the property is Lakeview Land Co LLC, and Heirloom is the agent. There are two other IUPs for this property, so there may have been some confusion among the property management and the owner as to which units fell under which permits. Lee stated that staff can't assume whether the non-compliance issue was unintentional, but communication between the property owner and staff seems to indicate that it was not intentional.

Public: No speakers.

Motion/second: Bayuk/Sarvela approve as per staff recommendation with the following conditions:

- 1. The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.**
- 2. Applicant shall submit photos of the screening after installation to confirm it meets the requirements of a dense urban screen prior to the final interim use permit being issued.**

- 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.**

Vote: (7-0)

PLSUP-2507-0057 Special Use Permit for a Bed and Breakfast at 314 N Hawthorne Rd by Carolyn Shull (CL)

Commissioners: Eckenberg asked staff to clarify how many bedrooms the subject property has. He also asked staff to address the public comments that were received regarding potential impacts to the surrounding neighborhood.

Staff: Lee answered that there are currently six bedrooms with plans to add six more for a total of twelve. Even with twelve bedrooms, the building will still appear outwardly as a single-family home. Per the zoning code, only 60 guests, guests of guests, and guests participating in events may be on the property. The applicant will be allowed to host events exceeding 60 no more the 6 times per year from October 15 through June 15. For overnight guests, twelve bedrooms would likely serve twelve to twenty-four people at a time, but Lee deferred to the applicant to speak more about that.

Commissioners: Eckenberg addressed another public comment received regarding the location of the driveway and asked staff if there had been any traffic engineering study done for this property. He also asked staff to explain why the term 'boutique hotel' was used in the zoning notice for this application.

Staff: Staff determined that the threshold of traffic going in and out of the property on a regular basis did not trigger any need to reassess the traffic study. City Engineering was notified of this project and did not voice any concerns about traffic.

There is no definition for a boutique hotel in the UDC. It's possible that the applicant chose to use that language to align with their desired business model, but staff are still treating this application as a bed & breakfast. Staff have guidelines for what is required to appear on a zoning notice sign, but staff do not control what applicants put on the sign. The applicant met the zoning notice sign requirements for this application.

Applicant: Carolyn Shull addressed the commissioners. She and her partner recently purchased the subject property from a family member. Shull stated that the main house has six bedrooms, and the carriage house has two bedrooms. There are several other spaces on the property that could be converted into bedrooms. They want to share the property with others, and they are happy to answer questions.

Commissioners: Eckenberg asked the applicants if they would provide breakfast for their guests. He also asked the applicants to describe their definition of a boutique hotel.

Applicant: Shull believes that a boutique hotel is somewhere between hotel and bed and breakfast. She and her partner are choosing to advertise their property as a boutique hotel instead of a bed and breakfast because there will be no cooked breakfasts or breakfast buffets provided, but they will have pastries and coffee available for guests to take. By doing this, guests won't have the expectation of a breakfast buffet, but they'll be happy to see that some sort of refreshments are provided. It will be more of a boutique hotel because the guests will have access to common spaces such as a dining room or a library, whereas a regular hotel common space would be a lobby. Shull stated that she and her partner will live on the property. The bed and breakfast will not be staffed 24/7 and they will hire other companies to assist with cleaning as well as guest check-ins and check-outs.

Commissioners: Van Daele thanked the applicants for investing in their neighborhood. Her family also lives in the neighborhood. She has been approached by some of the other nearby property owners with concerns about this project. She feels anxious about the impact of adding 60 more people to an already busy traffic area. Van Daele asked the owners if they and the property management company would be willing to implement safety guidelines for guests to help keep the neighborhood safe.

Applicant: Shull responded that any increase in guest traffic will pale in comparison to the traffic from when the nearby school lets out each day. She also stated that they do not have a big enough area to host large events like weddings, so they plan on hosting smaller events. The applicants would ideally not allow children in the house because of the shared spaces in the home. Shull added that the driveway is also very narrow, and she believes this will encourage slower driving on the property. Shull is willing to add some sort of safety guidelines for guests wishing to stay at the bed and breakfast.

Public: Joy Pyle, 3232 E 4th St – Ms. Pyle is one of the neighbors to the subject property and she is not in favor of the project. She expressed concerns about safety, as she is uncomfortable with having strangers come in and out of the neighborhood. Pyle also voices concerns about traffic and how the property and business will be managed.

David Bjorkman, 120 N 33rd Ave E – Mr. Bjorkman is opposed to the project. He has lived in the neighborhood for decades and is concerned that the bed and breakfast will change the character of the neighborhood. The homes in his neighborhood have a lot of history and they've been maintained well over the years, but he worries that converting the subject property into a boutique hotel would encourage other homes to do the same. He also expressed concerns about parking and property management.

Staff: Shawn Krizaj, Fire Chief – Krizaj is not in favor or opposition of the project, but he would like to address some concerns on behalf of other city staff. There are fire code regulations for hotels and bed and breakfasts, but there is no classification in the code for boutique hotels. He is concerned that this creates gray area in the code, and it could become a way for people to get around the vacation dwelling unit requirements. Krizaj believes that the city needs to address boutique hotel classifications and requirements going forward for future projects. He also mentioned that there will be a routine pre-construction meeting with the property owners and city staff tomorrow to continue the permitting process, and he suggested that commissioners follow up with fire marshal Lisa Consie for more details if they wish.

Commissioners: Van Daele asked the Fire Chief to elaborate on the potential challenges city staff could face from having this gray area in the code. She also asked if it was normal for projects to have the pre-construction permitting meeting after a planning commission decision has been made.

Staff: Krizaj responded that it was hard to give an answer to that question. The property owners have been cooperating through the process so far, and he does not see problems with this specific project. He is concerned that the gray area could cause issues with future enforcement cases on other properties with similar projects. Each project timeline is different, so sometimes the planning commission decisions happen before other city staff meetings. Preconstruction meetings are often when concerns pop up for projects.

Lee added that it is not uncommon for pre-construction meetings to happen after a planning commission decision. Tomorrow's preconstruction is strictly about building code and the building permit process.

Commissioners: Van Daele asked staff how this project's timeline would be impacted if commissioners voted to table it.

Staff: Lee answered that the timeline for action is outlined in the staff report. Action for this application needs to be made by October 30th, 2025. No action would default to approval for this application.

Commissioners: Rhodes feels that the language for bed and breakfasts and vacation dwelling units may be confusing to the public, and she hopes that clarifying this part of the code is a priority going forward. Discussion ensued amongst the commissioners regarding classifications for bed and breakfasts and the role planning commission plays in this project.

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

1. **The project be limited, constructed, and maintained consistent with plans submitted and included in this report;**
2. **The property be limited to the 6 events per year from October 15 through June 15.**
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.**

Vote: (5-2)

Eckenberg and Van Daele opposed

PLVAC-2506-0005 Vacation of Right of Way at 26th Ave W & W 10th St by CF Designs [CL]

Staff: Chris Lee addressed the commission and gave a presentation of the project. The applicant is requesting to vacate a 140' x 33' portion of platted North 26th Avenue West between West 10th Street and West 10th Street Alley affecting Lot 1 of Block 17. Applicant is proposing to vacate the southwestern half of the right of way; the northeastern half is adjacent to city-owned property and contains the Superior Hiking Trail (SHT) so this portion will remain as right of way. The proposed vacation will allow the adjacent property owner to gain lot area to construct a single-family home. The platted street will not be needed by the City for the promotion of public health, safety, or welfare of the citizens of Duluth since the proposed vacation area is currently unimproved and the City has no plans to make improvements. The City has determined this portion of the street is not and will not be needed for the safe and efficient circulation of automobiles, trucks, bicycles or pedestrians or the efficient supply of utilities or public services in the city. Vacating the street also will not deny access to other property owners. Staff recommends approval with conditions.

Applicant: Cheryl Fosdick addressed the commissioners on behalf of the applicants. The applicants own the property that is immediately to the southwest of the subject property. The subject property is extremely steep, and it is almost all rock with no city services. This project will bring sewer and water to the subject property, and it will ultimately be added to the tax base. The proposed vacation is needed due to the steepness. The extra space would allow for easier access to the property. There is no road yet, but this project could help bring almost an entire street to the market.

Public: No speakers.

Commissioners: Rhodes commented that it is typical to split a vacation with neighbors, and in this case one of the recipients is the city.

Motion/second: Sarvela/Van Daele approve as per staff recommendation with the following conditions:

1. The vacation and easements must be recorded within 90 days of final approval by City Council or such approval will lapse.
2. The vacation must be approved with a 6/9 vote from City Council.

Vote: (7-0)

Other Business

No other business.

Communications

Land Use Supervisor (LUS) Report – Jason Mozol addressed the commissioners and announced that he is filling in for Jenn Moses. Staff are looking for feedback from commissioners to see if there is any interest in attending office hours for planning commissioners to meet with staff one-on-one to ask questions prior to planning commission meetings.

Commissioners: Eckenberg suggested a brown bag meeting for commissioners to discuss boutique hotels or other language changes. Emails have been working well for other commissioners if they have questions for staff about agenda items.

Van Daele suggested having conversations about getting other department feedback for future projects.

Heritage Preservation Commission Report – There was no official meeting for August because there was not a quorum. Parks and Recreation staff and a consultant gave a presentation of the Chester Bowl project to one of the HPC commissioners that showed up. It was a preliminary step that SHPO requires for the project. They will be back to present next month.

Adjournment

Meeting adjourned at 6:11 p.m.

Respectfully,

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

File Number	PLIUP-2507-0036	Contact	Chris Lee, clee@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit	Planning Commission Date		September 9, 2025
Deadline for Action	Application Date	July 21, 2025	60 Days	September 19, 2025
	Date Extension Letter Mailed	August 4, 2025	120 Days	November 18, 2025
Location of Subject		20 Sutphin St #210		
Applicant	Kevin Pietrusa	Contact		
Agent		Contact		
Legal Description		PIN: 010-2490-00010		
Site Visit Date		August 26, 2025	Sign Notice Date	August 26, 2025
Neighbor Letter Date		August 18, 2025	Number of Letters Sent	56

Proposal

The applicant proposes use of 1-bedroom apartment in a Form district as a new vacation rental property.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
North	F-5	Office	Tourism/Entertainment District
South	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
East	F-3	Restaurant/ Gas Station	Tourism/Entertainment District
West	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 on the subject property, 20 Sutphin St, was built in 1886. The existing structure is two stories with retail/restaurant space at street level and office/residential units above. Two other units in the building have approved vacation dwelling units (PL 24-062 and PLIUP-2406-00020).

Review and Discussion Items:

Staff finds that:

- 1) Applicant's property is located at 20 Sutphin St #210. One apartment unit will be rented. There is 1 bedroom, which allows for a maximum of 3 guests.
- 2) The minimum rental period will be one night.
- 3) One parking space will be provided in the rear of the building.
- 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 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 Kevin Pietrusa 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.V.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 183 licensed vacation dwelling units in the city, with 92 of those in form districts; the remaining 91 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.



Interim Use Permit for a VDU 20 Sutphin St Unit 210



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.

E:\Projects\24197-Kaizer Holdings-Duluth-Canal Park Code Review\02-Models\24197 - Canal Park Code Review.rvt 7/24/2024 10:43:52 AM Copyright Kaas Wilson Architects



Construction Services & Inspections
Reviewed For Code Compliance
MSBC 2020
Kaleb Montgomery 09/05/2024

MAX OCCUPANCY TO BE LIMITED TO 5 PERSONS PER PLIUP2406-0002

Lofts on Canal

20 Sutphin St
Duluth, MN 55802



1301 American Blvd. East
Suite 100
Bloomington, MN 55425
tel: (612) 879-6000
www.kaaswilson.com



Drawing Index			
Sheet Number	Sheet Name	Sheet Issue Date	Sheet Use
A000	Cover Sheet	07/24/2024	CD
A111	Code Plans Renovation	07/24/2024	CD

Lofts on Canal

20 Sutphin St
Duluth, MN 55802

Canal Park Square LLC

233 Park Ave S,
Minneapolis, MN 55413

Project Number 24197

Date 07/24/2024

Drawn By BLD

Checked By BLD

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.


BEN DELWICHE REG. NO. 50935

Date

Revision

Rev. No.

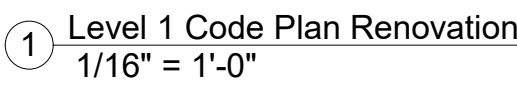
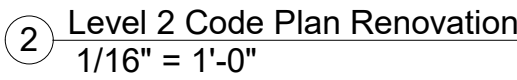
Cover Sheet

1" = 100'-0"

A000



1 PARKING LOCATION
1" = 100'-0"



③ Level 3 Code Plan Renovation
1/16" = 1'-0"

A111

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?

2 night(s).

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?

1

What will be your maximum occupancy?

2 or Bedroom # + 1

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?

No

If so, where?

5. 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):
online software

6. 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;

lied

- 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:

online software and booking and website as well as signage at property and house rules inside the unit

- 7. 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:

KEVIN PIETRUSA
20 Sutphin St
(218) 428-6143
kaizerholdings@yahoo.com

- 8. 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

city
e



Planning & Development Division
Planning & Economic Development Department

Room 160
 411 West First Street
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

File Number	PLSUB-2507-0009	Contact	Jason Mozol, jmozol@duluthmn.gov		
Type	Minor Subdivision	Planning Commission Date		September 9, 2025	
Deadline for Action	Application Date	July 18, 2025	60 Days	September 16, 2025	
	Date Extension Letter Mailed	August 18, 2025	120 Days	November 15, 2025	
Location of Subject		106 E 9 th St			
Applicant	Adam Kent	Contact			
Agent		Contact			
Legal Description		010-1350-06460			
Site Visit Date		August 10, 2025	Sign Notice Date		N/A
Neighbor Letter Date		N/A	Number of Letters Sent		N/A

Proposal

Subdivide the existing parcel to create two buildable parcels.

Recommended Action: Approve with conditions.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	R-1	Residential	Traditional Neighborhood
North	R-1	Residential	Traditional Neighborhood
South	R-1	Residential	Traditional Neighborhood
East	R-1	Residential	Traditional Neighborhood
West	R-1	Restaurant	Traditional Neighborhood

Summary of Code Requirements:

50-33.1 General: All subdivision plats and replats, and all registered land surveys, shall create lots, streets and walkways and open spaces consistent with the requirements of the zone district within which the land is located.

50-37.5.D.1. Minor Subdivision. The planning commission shall approve the application if it determines that: (a) The lot or lots to be subdivided or combined have frontage on an improved public street; (b) Each proposed lot meets the minimum zoning requirements of the district that it is in; (c) If an existing structure on a lot complies with the requirements of this Chapter, then after the minor subdivision structures on each of the resulting lots will still comply with the requirements of this Chapter; and (d) If one or more of the existing lots, or a structure on one or more of those lots, does not comply with the requirements of this Chapter, the proposed relocation will not create any new nonconformity or increase any existing nonconformity between the requirements of this Chapter.

50-14.5-1 R-1 minimum lot area: 4,000 square ft for a one family dwelling, 2,000 sq ft per family for a two-family dwelling, and 2,500 sq ft for a townhouse unit; minimum lot frontage: 40 ft for one or two family and 20 ft for townhomes.

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

Principle #1- Reuse previously developed lands. This subdivision provides the opportunity for infill residential development within an existing neighborhood on land that has been impacted by the surrounding residential development.

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. Includes many of Duluth 's older neighborhoods, infill projects, neighborhood extensions, and new traditional neighborhood areas.

History: The existing home and attached garage that will remain on Parcel B were built in 1965. The detached garage was built in 2007. A shed currently exists on Parcel A.

Review and Discussion Items:

Staff finds:

1. Applicant is requesting a Minor Subdivision to divide one parcel into two separate parcels. The land is owned by the applicant. The proposed Parcel B is occupied by a house with attached garage and an detached garage. Parcel A is occupied by a shed.
2. The shed is not a principal structure and may not remain as the only structure on Parcel A. The applicant has expressed a willingness to remove the shed from Parcel A. Staff recommends that approval of this minor subdivision be conditioned on the removal of the shed from Parcel A.
3. Lots created by this subdivision are subject to the zoning requirements of the R-1 district in UDC Table 50-14.5-1. Parcels A and B will meet minimum frontage and lot area requirements.
4. Both parcels have access to gas, water and sanitary sewer utilities in the streets surrounding the site.
5. The proposed subdivision would not make the parcels or existing structures non-conforming due to lot frontage, lot area, setbacks or similar bulk standard.
6. No public, agency, or other City comments were received.
7. Approval of this Minor Subdivision signifies that City of Duluth UDC standards are met. St. Louis County may have additional requirements. This subdivision approval lapses if deeds are not recorded with St. Louis County within 180 days. Applicant must provide the City with proof of recording.

Staff Recommendation:

Based on the above findings, Staff recommends that Planning Commission approve the Planning Review with the following conditions:

1. Prior to recording the minor subdivision, evidence that the shed has been removed from Parcel A must be submitted to the Land Use Supervisor.
2. Appropriate deeds be filed with St. Louis County within 180 days. Prior to recording the deed that results from this adjustment, the Planning Division will need to stamp the deed, indicating compliance with the local zoning code.
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 approval; however, no such administrative approval shall constitute a variance from the provisions of Chapter 50.



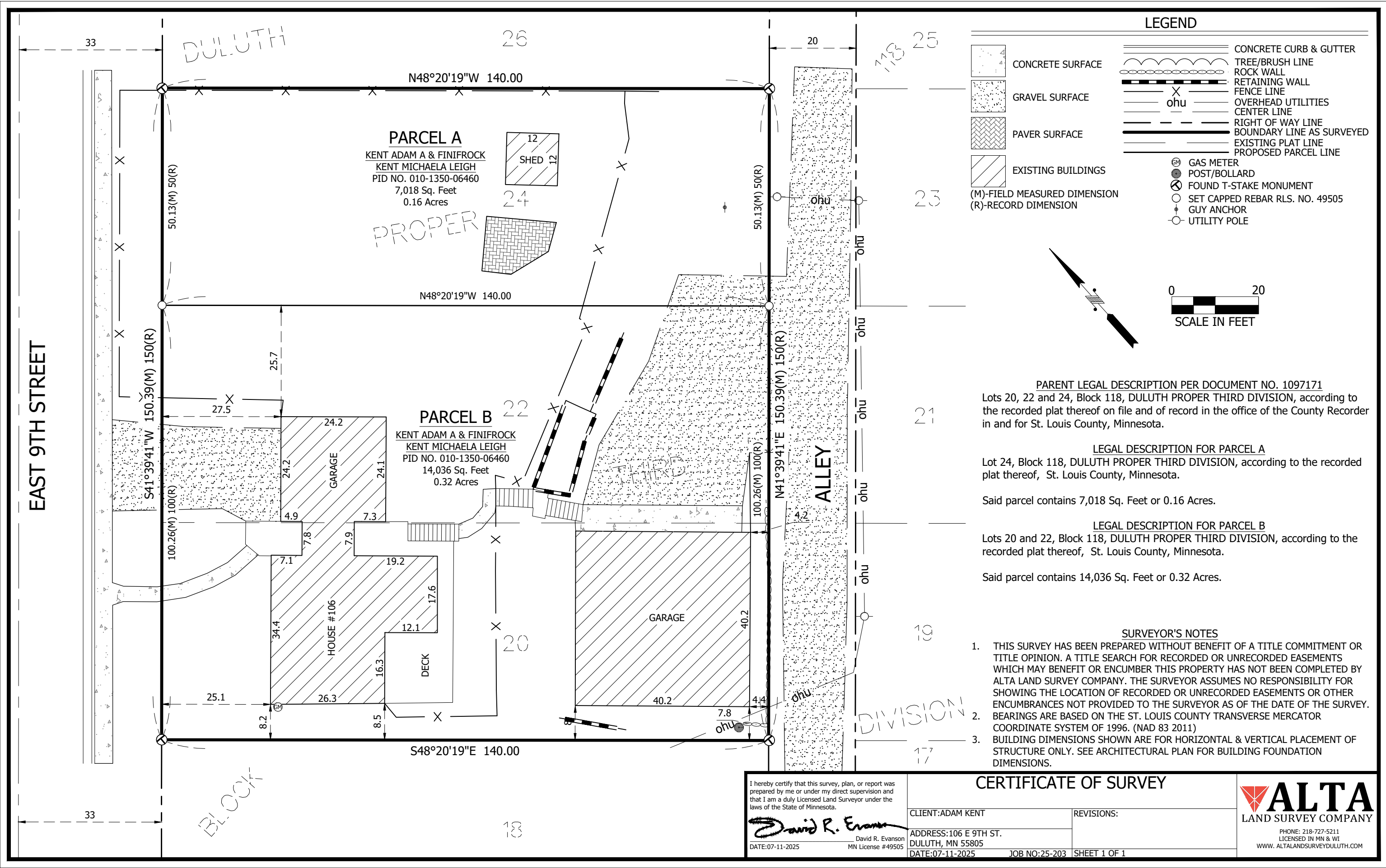
Minor Subdivision
106 E 9th St

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Aerial Imagery Captured 2025

Prepared by: City of Duluth Planning & Economic Development, August 13, 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	PLVAC-2507-0007		Contact	Christian Huelsman, chuelsman@duluthmn.gov	
Type	Vacation of Street		Planning Commission Date		September 9, 2025
Deadline for Action	Application Date		July 31, 2025	60 Days	September 29, 2025
	Date Extension Letter Mailed		August 4, 2025	120 Days	November 28, 2025
Location of Subject		4041 N 79 th Ave W			
Applicant	Darren Leland		Contact		
Agent			Contact		
Legal Description		See attached PIN: 010-3520-00665			
Site Visit Date		August 25, 2025	Sign Notice Date		August 26, 2025
Neighbor Letter Date		August 18, 2025	Number of Letters Sent		8

Proposal:

The applicant seeks to vacate a portion of 40-foot wide, unimproved, platted right-of-way of Hazel Street, between 79th and 81st Avenues West in the Bayview Heights neighborhood.

Recommended Action: Staff recommends that Planning Commission recommend approval to City Council with conditions.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	RR-1	Residential/Undeveloped	Low-density Neighborhood
North	RR-1	Undeveloped	Low-density Neighborhood
South	RR-1	Residential/Undeveloped	Low-density Neighborhood
East	RR-1	Undeveloped	Low-density Neighborhood
West	RR-1	Residential	Low-density Neighborhood

Summary of Code Requirements:

Vacation of public rights of way and/or easements require a Planning Commission public hearing with a Recommendation to City Council. City Council action is to approve or deny by resolution. Resolutions approving either a full or partial vacation require a 6/9's vote of the council.

UCD Sec. 50-37.6.C – The Planning Commission shall review the proposed vacation, and Council shall approve the proposed vacation, or approve it with modifications, if it determines that the street, highway, or easement proposed for vacation:

1. Is not and will not be needed for the safe and efficient circulation of automobiles, trucks, bicycles, or pedestrians or the efficient supply of utilities or public services in the city;
2. Where the street terminates at a waterfront or shoreline, the street is not and will not be needed to provide pedestrian or recreational access to the water;
3. Is not otherwise needed to promote the public health, safety, or welfare of the citizens of Duluth.

Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**Governing Principle #1 – Reuse previously developed lands**

Doing so strengthens neighborhoods and is preferred to a dispersed development pattern with associated alteration of natural landscapes and extensions of public services. Site preparation or building modification costs are offset by savings in existing public infrastructure such as streets and utilities, and transit, fire, and police services. The vacation will allow for the property owner to make improvements to their property.

Future Land Use – Low-density Neighborhood: An area characterized by single-family housing with urban services, typified by curvilinear streets, houses with longer side parallel to street, and attached garages. Includes a range of house sizes and lot sizes.

History: The Hazel Street right-of-way between 79th and 81st Avenues West has seen no physical development, apart from the property of the applicant in 1982.

Review and Discussion Items:

Staff finds that:

1. The applicant is requesting to vacate 40 ft x 415 ft of right-of-way running east along Hazel Street, from the intersection at N 79th Ave W and terminating at N 81st Ave W, as depicted in the attachments to this report. All the vacated area is within the plat of Norton's Garden Tracts.
2. The right-of-way is inactive and unimproved, and the applicant owns all the land along the south side of the proposed vacation.
3. The proposed vacation allows the adjacent property owner to make property improvements, if they would like to do so in the future. The applicant indicates their primary goal is to prevent a road from being built in this area.
4. The street proposed to be vacated was platted but never utilized for its intended purpose.
5. The 40 ft x 415 ft area of the proposed vacation is not served by utilities.
6. A Petition to Vacate Street, Alley, or Utility Easement was submitted by the applicant, exceeding 51% of titleholders as signatories, demonstrating no objection to the proposed vacation of right-of-way.
7. The proposed street to be vacated will not be needed by the City for the promotion of public health, safety, or welfare of the citizens of Duluth. Engineering anticipates no future improvement to the proposed vacation area.
8. The City has determined that this portion of the street is not needed for utility or pedestrian use. Vacating the easement will not impact or deny access to other property owners; all nearby properties have access via other rights of way.
9. Among City, public or agency comments received at the time of drafting this report, the City Attorney's Office expressed concerns about vacation of the platted street, interest from the applicant in the tax forfeit property to the north, and notification of the State of Minnesota via petition to vacate. The communication is attached.
10. Vacations of rights of way and easements lapse unless the vacation is recorded with the county recorder within 90 days after final approval. The vacation recording is facilitated by the City of Duluth.

Staff Recommendation:

Based on the above findings, Staff recommends that Planning Commission recommend approval of the vacation with the following conditions:

- 1) The vacation and easements must be recorded within 90 days of final approval by City Council or such approval will lapse.
- 2) The vacation must be approved with a 6/9 vote from City Council.



PLVAC-2507-0007

Vacation of Right-of-Way
Hazel St between 79th & 81st Aves W

Legend

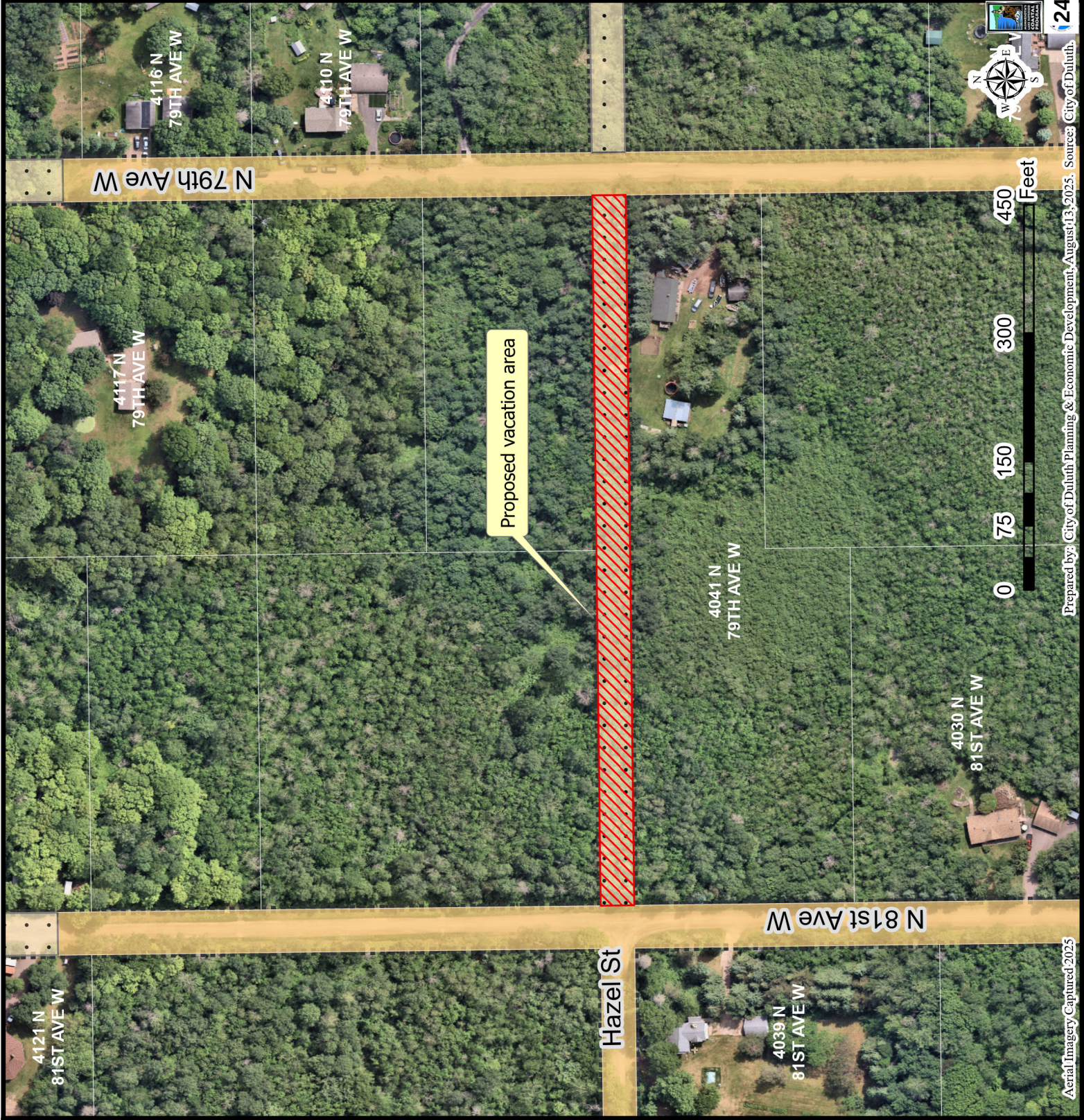
■■■■ Road or Alley ROW

□ County Parcel Data

ROW

■ Road, Active - currently in use

■ Road, Inactive - Dedicated, but not built



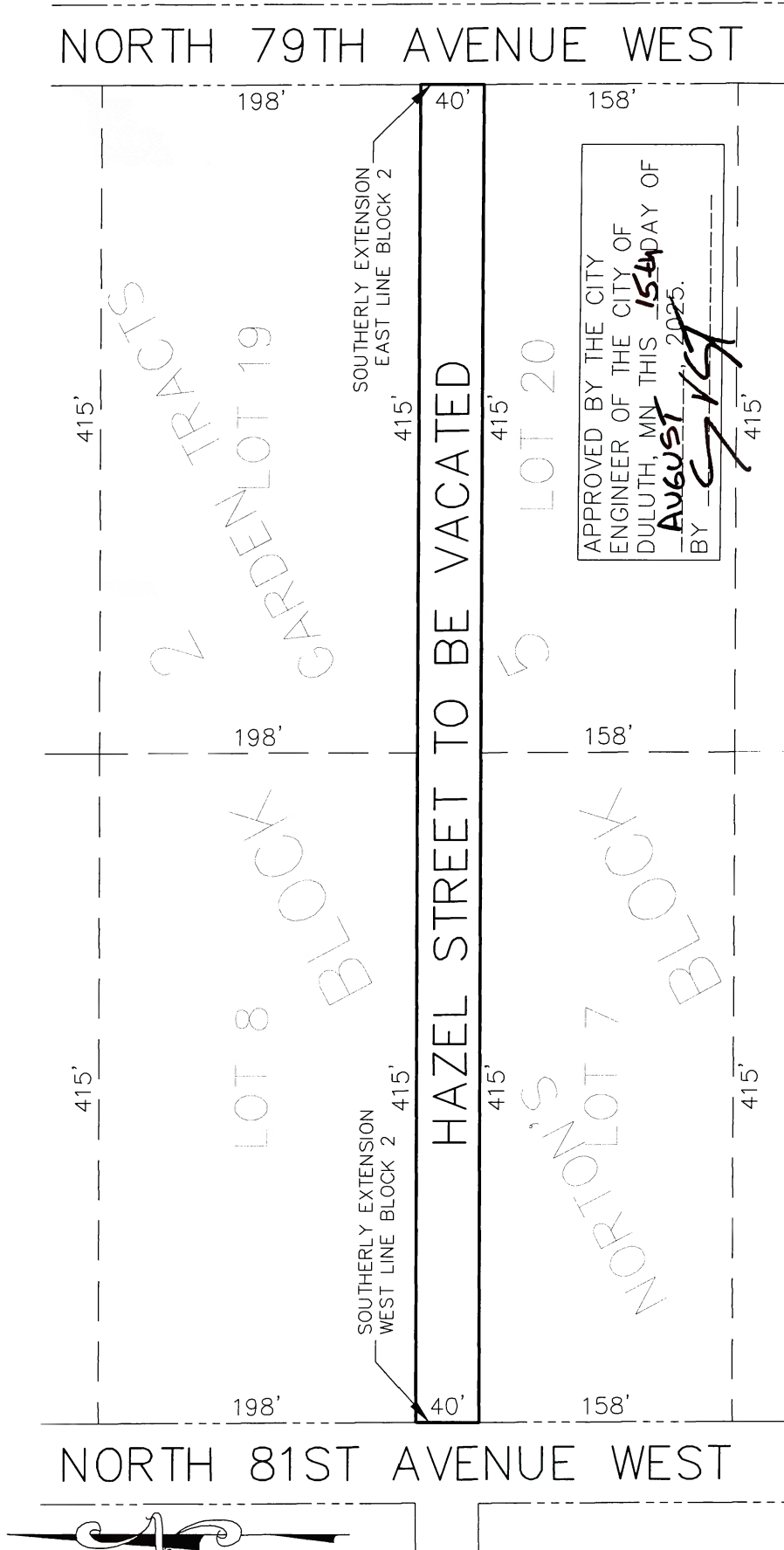
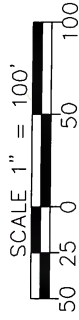
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Legal Description of Street to be Vacated

That part of Hazel Street as shown on the recorded plat of "NORTON'S GARDEN TRACTS" on file and of record in the office of the St. Louis County Recorder, St. Louis County, Minnesota, lying between the southerly extension of the west line of Block 2 in said "NORTON'S GARDEN TRACTS" and the southerly extension of the east line of said Block 2.

STRAIGHTLINE SURVEYING, INC.

P.O. Box 510, 500 Foltz Blvd
Moose Lake, MN 55767
Telephone: (218)-485-4811
Fax: (218)-485-4811
E-MAIL: banderson@straightlinesurveying.com



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.

Benjamin H. Anderson License No. 45498 Date 08-15-2025 Job No. 2025-176 Book No. NONE

RE: for review: Hazel St vacation exhibit

From Danielle Erjavec <derjavec@DuluthMN.gov>

Date Tue 8/19/2025 10:04 AM

To Christian Huelsman <chuelsman@DuluthMN.gov>; Peggy Billings <pbillings@DuluthMN.gov>

Cc Cindy Voigt <cvoigt@DuluthMN.gov>

Good morning Christian:

I apologize for the delay in responding, but I have been waiting for Engineering to confirm that they are supportive of this section of Hazel St. to be vacated. It is my opinion that the form needs to be completed in its entirety—there are only 4 questions on the form. If the form is not completed, it has always been my understanding that it is deemed “incomplete.” If PED has changed its policy or form, then my opinion may be based on outdated information. Does a *potential* future acquisition of nearby property meet the standard of “useless for the purpose of which it was dedicated”? (This standard is taken from the form itself.) We have no idea if the property owner will purchase the TF property or if the TF property is even eligible for sale—even if so, it would most likely be sold to the highest bidder (and the adjacent owner would be the Carrolls, not the applicant). The property owner appears to not have its own plan to develop its half of the right-of-way should it be vacated. We should also be mindful that all owners within a plat rely on the plat dedications for use—not just the owners who abut the right-of-way. Given that there is an undeveloped state-owned property that could be sold to anyone—not just the applicant—it seems premature to vacate the platted street. But if Engineering is OK with it, then I won’t continue to advocate for what could happen 5, 10, 20+ years down the line.

Cindy, please let me know your thoughts! You were going to check your file/notes.

~Danielle

From: Christian Huelsman <chuelsman@DuluthMN.gov>

Sent: Thursday, August 14, 2025 12:04 PM

To: Peggy Billings <pbillings@DuluthMN.gov>; Danielle Erjavec <derjavec@DuluthMN.gov>

Subject: Re: for review: Hazel St vacation exhibit

Thanks, Peggy.

[@Danielle Erjavec](#), the property owner was advised by the planner leading the preapp that the interest in vacation was not a required field. However, from my pre-app notes, *the applicant looks to purchase the state-owned parcel in the future and homestead*. They do not want a future street to be created along the inactive right-of-way. They have tech limitations and the form was completed in person during pre-app. Do they need to submit a new form with this information?

I can have the applicant connect with the surveyor to add the following:

- Darker lot lines, due to being too light when scanned
- Engineer signature block (I previously informed the applicant this is necessary, but I have not received an update exhibit.)
- East and west boundaries of the street
 - Legal description resembling the following:
"That part of Hazel Street as shown on the recorded plat of NORTON'S GARDEN TRACTS on file and of record in the office of the St. Louis County Recorder, St. Louis County, Minnesota, lying between the southerly extension of the west line of Block 2 in said NORTON'S GARDEN TRACTS and the southerly extension of the east line of said Block 2."

- Lot lines and ROW lines should be shown with different line types.
- Add Subdivision as a label to exhibit
- Remove the text in the upper left corner (SURVEY FOR: -TEXT- and SURVEY OF: -TEXT-).

Thanks so much. Hopefully they will submit a revised survey in time to be heard at September Planning Commission meeting.

Christian Huelsman

Planner II | Planning and Development Division

City of Duluth – Planning and Economic Development

411 West First Street

Duluth, MN 55802

218-730-5011

chuelsman@duluthmn.gov



From: Peggy Billings <pbillings@DuluthMN.gov>

Sent: Thursday, August 14, 2025 11:05 AM

To: Danielle Erjavec <derjavec@DuluthMN.gov>; Christian Huelsman <chuelsman@DuluthMN.gov>

Subject: RE: for review: Hazel St vacation exhibit

Christian, please follow up with Danielle regarding her concerns involving the State of Minnesota's interest in this vacation. Also, Danielle's comments on the exhibit and my additional comments should be sent to the surveyor for revision before the exhibit can be approved.

Additional comments: Lot lines and ROW lines should be shown with different line types. Add Subdivision as a label to exhibit . Remove the text in the upper left corner (SURVEY FOR: -TEXT- and SURVEY OF: -TEXT-).

PEGGY BILLINGS | Senior Engineering Specialist | **City of Duluth** | 411 West 1st St, Room 240, Duluth, MN 55802 | 218-730-5200 | pbillings@duluthmn.gov

From: Danielle Erjavec <derjavec@DuluthMN.gov>

Sent: Thursday, August 14, 2025 10:20 AM

To: Peggy Billings <pbillings@DuluthMN.gov>; Kariann Payton <kpayton@DuluthMN.gov>; Greg Stoewer <gstoewer@DuluthMN.gov>; Greg Stoewer <stoewerg@gmail.com>; Tom Johnson <tajohnson@DuluthMN.gov>

Subject: RE: for review: Hazel St vacation exhibit

Hi Peggy:

Who is the planner on this? It looks like part of the form is blank/incomplete—they did not fill in why they would like to vacate this street.

The State of Minnesota owns Block 19 in Block 2 and will acquire half of the ROW if it is vacated. It seems like they should be given notice that the street is proposed to be vacated even though the applicant has the consent of another adjacent owner—it's an undeveloped lot and we could be cutting off access/preventing development by the vacation of this street.

The lot lines need to be darker—they barely show up when I printed this and will not show up if the drawing is re-scanned. There is also no city engineer signature block. I would like to see east and west boundaries of the street, so the legal description should read something like this:

That part of Hazel Street as shown on the recorded plat of NORTON'S GARDEN TRACTS on file and of record in the office of the St. Louis County Recorder, St. Louis County, Minnesota, lying between the southerly extension of the west line of Block 2 in said NORTON'S GARDEN TRACTS and the southerly extension of the east line of said Block 2.

~Danielle

From: Peggy Billings <pbillings@DuluthMN.gov>
Sent: Wednesday, August 13, 2025 2:53 PM
To: Danielle Erjavec <derjavec@DuluthMN.gov>; Kariann Payton <kpayton@DuluthMN.gov>; Greg Stoewer <gstoewer@DuluthMN.gov>; Greg Stoewer <stoewerg@gmail.com>; Tom Johnson <tajohnson@DuluthMN.gov>
Subject: for review: Hazel St vacation exhibit

All, please review the attached proposed vacation of Hazel St, for next Planning Commission meeting.

Thanks,

PEGGY BILLINGS | Senior Engineering Specialist | **City of Duluth** | 411 West 1st St, Room 240, Duluth, MN 55802 | 218-730-5200 | pbillings@duluthmn.gov



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-2508-0009	Contact	Chris Lee, cleee@duluthmn.gov		
Type	Variance to structure height	Planning Commission Date		September 9, 2025	
Deadline for Action	Application Date	August 8, 2025	60 Days	October 4, 2025	
	Date Extension Letter Mailed	August 12, 2025	120 Days	December 3, 2025	
Location of Subject		103 N 40TH AVE W			
Applicant	Geoff Vukelich	Contact	City of Duluth		
Agent	Adam Henkensiefken	Contact	Greystone Construction		
Legal Description		010-3598-00030			
Site Visit Date		August 26, 2025	Sign Notice Date		August 26, 2025
Neighbor Letter Date		August 18, 2025	Number of Letters Sent		16

Proposal

The applicant is seeking a variance from the maximum height of an accessory structure.

Recommended Action: Staff recommends that Planning Commission approve the variance.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	MU-B	City Public Works	General Mixed Use
North	MU-B	City Impound Lot	General Mixed Use
South	MU-B	Commercial/Mini-Storage	General Mixed Use
East	MU-B	Residential	General Mixed Use
West	MU-B	Gas Station	General Mixed Use

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. 50-21.D – Accessory structure dimensional standards: Accessory dwelling units shall not exceed the height of the principal residential structure or 20 feet, whichever is greater. All other accessory structures shall not exceed 20 feet in height.

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

Governing Principle #1 – Reuse previously developed lands

Future Land Use – General Mixed Use: The broadest mix of uses, including light industrial, office, commercial, and residential use, with performance standards to ensure compatibility. Includes areas that are in transition from industrial uses and large redevelopments that require master plans and phased development. General or heavy industrial can be included when a large site is master planned to allow appropriate separation of uses.

History: The property has been serving as the City Street Maintenance Facility for several decades.

Review and Discussion Items:

Staff finds that:

- 1) The applicant is seeking a variance for a 53' by 80' salt storage barn that will be 28.25' tall on the southeast property line.
- 2) The maximum height of an accessory structure is 20'.
- 3) *Variance Criteria #1 (exceptional narrowness, shallowness, or shape):* The subject property is not exceptionally shallow or narrow. The lot and the physical features of the lot are not restrictive to the height. The height is necessary for the loading and unloading of material.
- 4) *Variance Criteria #2 (circumstances unique to the property, not created by the property owner):* The existing structures are the principle structures on the property. Due to having a principle structure on the parcel, the proposed salt barn is an accessory use and cannot be considered a principle structure to have a taller height.
- 5) *Variance Criteria #3 (circumstances are peculiar to this property and do not apply generally to other land or buildings):* The proposed structure is necessary for critical City services. Other properties in the area are not used in a similar commercial use.
- 6) *Variance Criteria #4 (proposes to use in a reasonable manner not permitted by code):* Applicant's proposal to build a salt barn is reasonable and is essential for the efficiency of City services.
- 7) *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.
- 8) *Variance Criteria #6 (will not impair intent of this Chapter or alter the essential character of the locality):* The salt barn will not alter the character of the neighborhood as there are several industrial users in the area.
- 9) No public, agency, or City comments were received.
- 10) 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 variance with the following conditions:

- 1) The project be constructed and limited to the plans submitted with the application, allowing a maximum height of 28.25'.
- 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; however, no such administration approval shall constitute a variance from the provisions of Chapter 50.

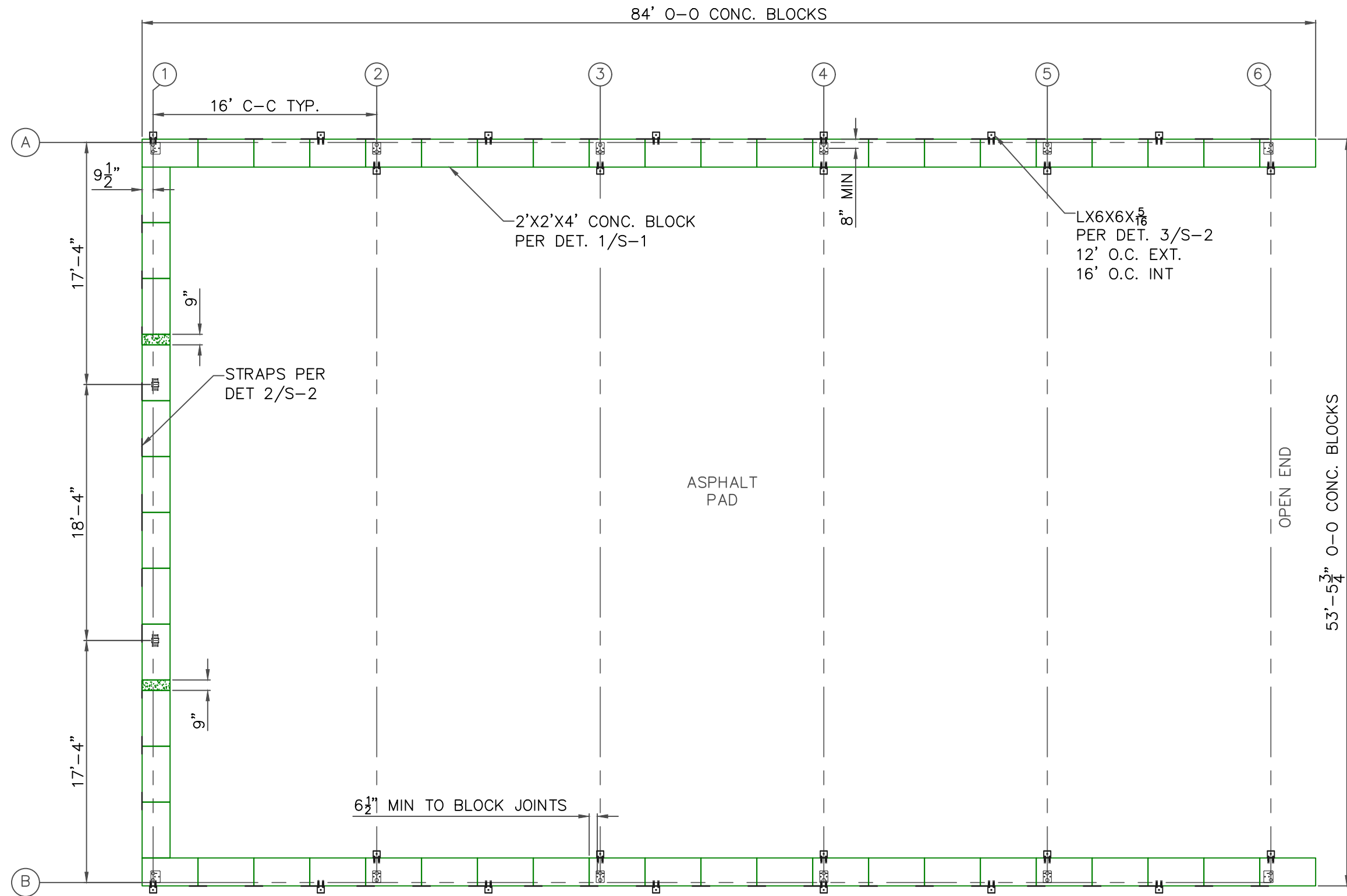


PLVAR-2508-0009

Variance to Structure Height
010-3598-00030

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REVISIONS				
BY	REV	DESCRIPTION	DATE	APPROVED
SC	0	ISSUED FOR CONSTRUCTION	12/10/24	MSS



SERVINSKY ENGINEERING
& ASSOCIATES
Consulting Structural Engineers
marks@servinskyeng.com

280 Douglas Ave
Holland, MI 49424-6515
(616) 738-1281
Fax (616) 738-6281

GREYSTONE CONSTRUCTION, INC.
2995 WINNERS CIRCLE DRIVE, SUITE 200
SHAKOPEE, MN 55379

FOUNDATION PLAN

DULUTH, MN. 55807

CITY OF DULUTH

SCALE: 1/8" = 1'-0"

DWG
NO:

GCR.23.025

SHEET
NO:

S-1

SHEET
SIZE:

B

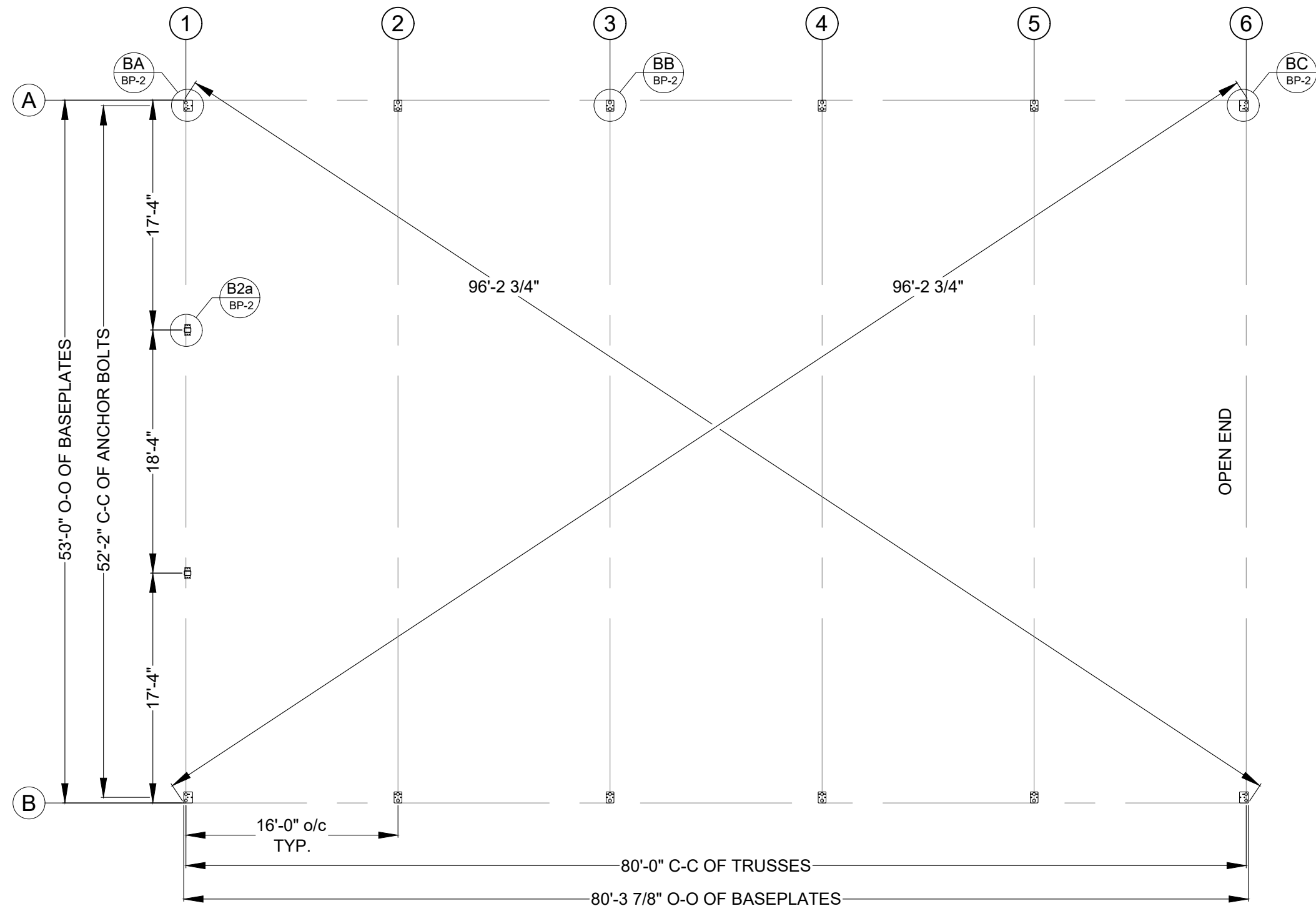
PROFESSIONAL ENGINEER

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 Professional Engineer under the laws of the State of Minnesota.

Print Name: **BALJEET SINGH JONJUA**

Signature: *[Signature]*

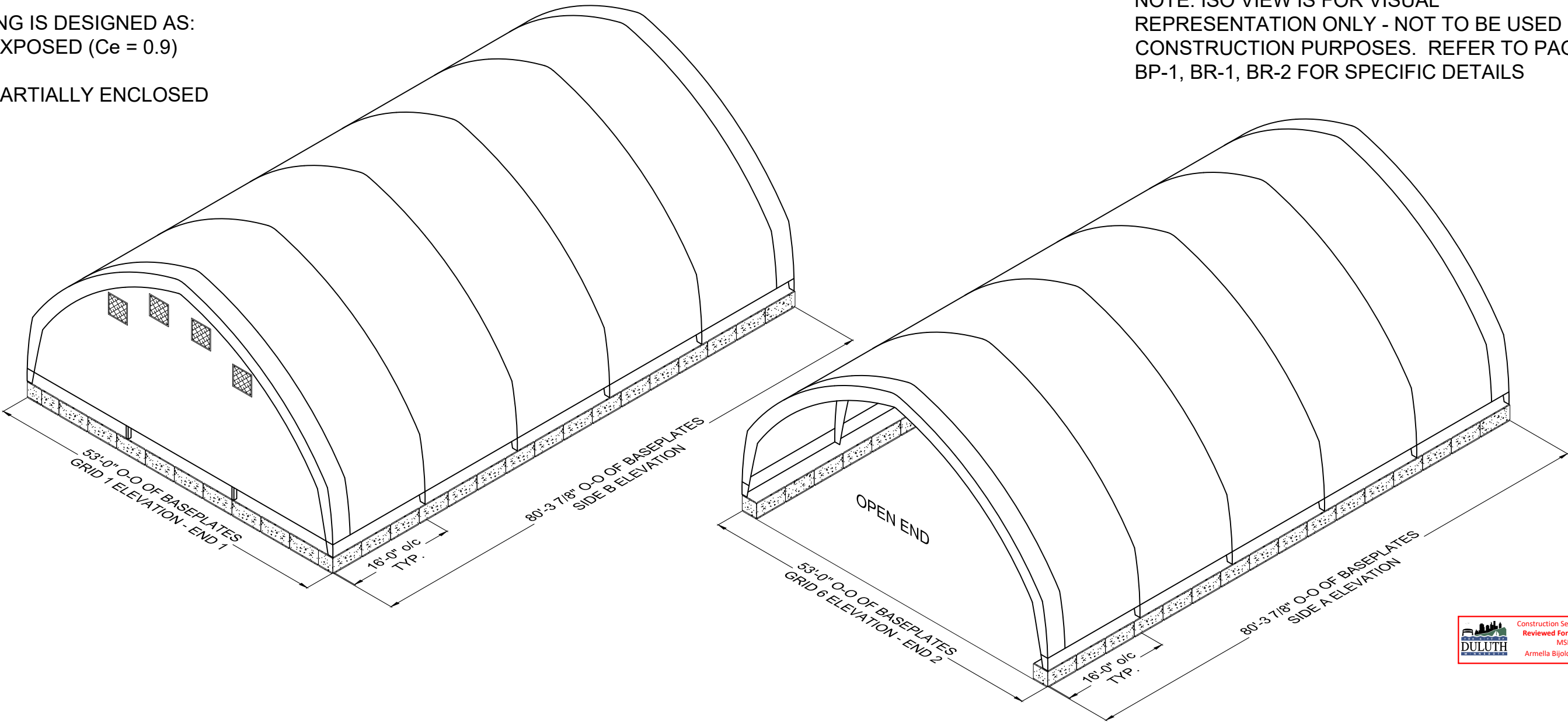
Date: **12/10/24** License # **60924**



 TF: 800-407-5846 www.britespanbuildings.com		REV #	CR #	DESCRIPTION:	DATE:	DEALER: GREYSTONE CONSTRUCTION 2995 WINNERS CIRCLE DRIVE SHAKOPEE, MN. 55379		CUSTOMER: CITY OF DULUTH 105 N 40TH AVE W DULUTH, MN. 55807		PROFESSIONAL ENGINEER 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 Professional Engineer under the laws of the State of Minnesota. Print Name: <u>BALJEET SINGH JONJUA</u> Signature: <u>[Signature]</u> Date: <u>11/27/24</u> License # <u>60924</u>	
		0		ISSUED FOR CONSTRUCTION	25.NOV.2024						
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		NLW						SO# 11620			
		CHECKED BY:						WIDTH-MOUNT-FABRIC			
		RDR						53-L10-220			
								SHEET NUMBER:			
								BP-1		02 /13	

NOTE:
BUILDING IS DESIGNED AS:
- EXPOSED (Ce = 0.9)
AND
- PARTIALLY ENCLOSED

NOTE: ISO VIEW IS FOR VISUAL
REPRESENTATION ONLY - NOT TO BE USED FOR
CONSTRUCTION PURPOSES. REFER TO PAGES
BP-1, BR-1, BR-2 FOR SPECIFIC DETAILS

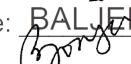


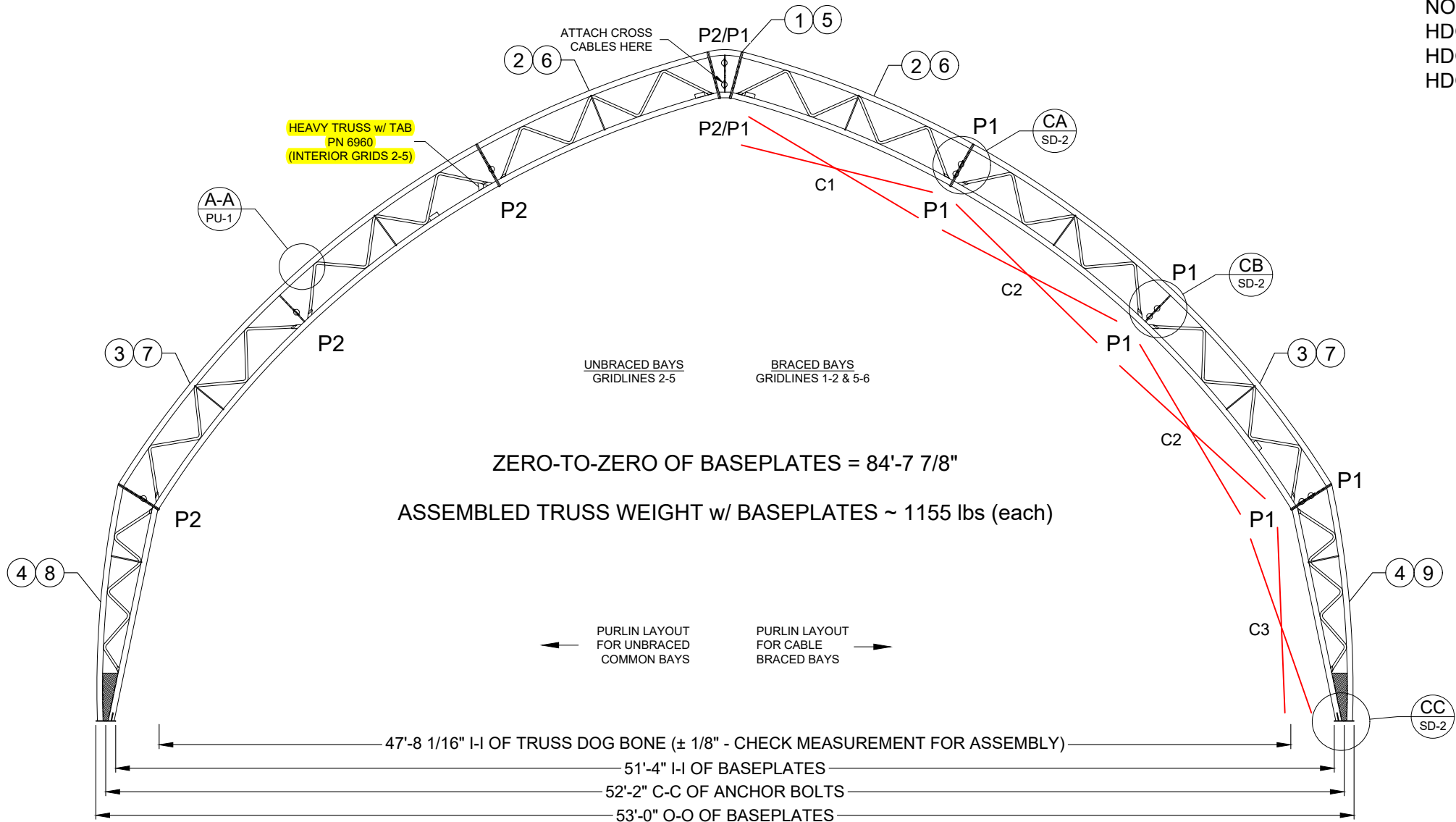
FOUNDATION
INCLUDED IN
THIS PLAN SET

MAIN COVER: WHITE PE NON-FR
END FLAPS: WHITE PE NON-FR
EENDWALL #1: WHITE PE NON-FR
MESH VENTS: BLACK

NOTE:
NO PETROLEUM BASED PRODUCTS ARE ALLOWED ON
ANY FABRIC (MINERAL OIL, BABY OIL, VASELINE, ETC).
APPLICATION TO FABRIC WILL VOID WARRANTY.

~~FOUNDATION
DESIGNED &
SUPPLIED BY
OTHERS~~

 TF: 800-407-5846 www.britespanbuildings.com		REV #	CR #	DESCRIPTION:	DATE:	DEALER: GREYSTONE CONSTRUCTION 2995 WINNERS CIRCLE DRIVE SHAKOPEE, MN. 55379		CUSTOMER: CITY OF DULUTH 105 N 40TH AVE W DULUTH, MN. 55807		PROFESSIONAL ENGINEER 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 Professional Engineer under the laws of the State of Minnesota. Print Name: BALJEET SINGH JONJUA Signature:  Date: 11/27/24 License # 60924	
		0		ISSUED FOR CONSTRUCTION	25.NOV.2024						
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		CHECKED BY: RDR						WIDTH-MOUNT-FABRIC 53-L10-220		SHEET NUMBER: ISO-1	
								PAGE NUMBER: 04 /13			



NOTE:
HDG PURLINS
HDG HARDWARE (BUILDING & ENDS)
HDG ESS

APEX 2.1 53L10	16' BAY	
	PART #	LENGTH
C1 CABLE	C05TT233G	233"
C2 CABLE	C05TT231G	231"
C3 CABLE	C05TT223G	223"

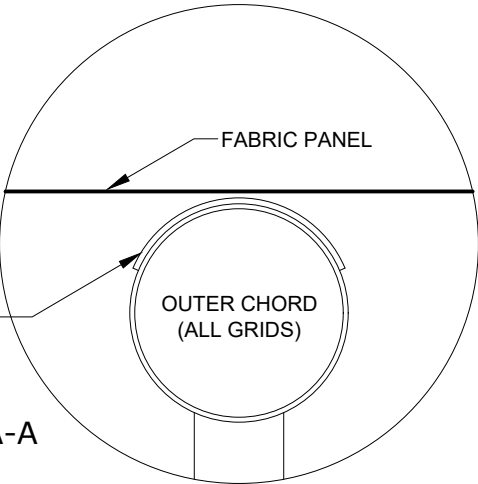
TRUSS COMPONENTS FOR APEX 2.1 - 53L10						
LOCATION	ITEM #	PART #	QTY.	DESCRIPTION	O/C	I/C
INTERIOR	1	118	1	SECTION - APEX 2.0 - 53W PEAK - COMMON	10GA.	10GA.
	2	9046	2	SECTION - AP2.1 - 53W - COMMON	10GA.	7GA.
	3	6960	2	SECTION - A24.1 - 65W/70W/72W/82W - HEAVY - COMMON	10GA.	7GA.
	4	6327	2	LEG - A24.1 - 65W/72W - L10 - COMMON	10GA.	7GA.
END	5	849	1	SECTION - APEX 2.0 - 53W PEAK - END	10GA.	10GA.
	6	9047	2	SECTION - AP2.1 - 53W - END	10GA.	7GA.
	7	6956	2	SECTION - A24.1 - 65W/70W/72W/82W - END	10GA.	10GA.
	8	9044	1	LEG - A24.1 - 65W/72W - L10 - LEFT END	10GA.	7GA.
	9	9045	1	LEG - A24.1 - 65W/72W - L10 - RIGHT END	10GA.	7GA.

CABLE LEGEND	
ITEM	DESCRIPTION
	CROSS CABLE 5/16"

BRACING LEGEND	
ITEM	DESCRIPTION
X	CROSS CABLE 5/16"
P1	BRACED BAY PURLIN - 3-1/2" DIA. X 14 GA.
P2	UNBRACED BAY PURLIN - 2-7/8" DIA. X 14 GA.



THERMA TAPE - APPLY
GROUND TO GROUND,
APPLY ON TOP OF
COUPLER PROTECTORS



DETAIL A-A

TF: 800-407-5846
www.britespanbuildings.com

REV # 0 CR # DESCRIPTION: ISSUED FOR CONSTRUCTION DATE: 25.NOV.2024

DRAWN BY: NLW
CHECKED BY: RDR

DEALER: GREYSTONE CONSTRUCTION
2995 WINNERS CIRCLE DRIVE
SHAKOPEE, MN. 55379

CUSTOMER: CITY OF DULUTH
105 N 40TH AVE W
DULUTH, MN. 55807

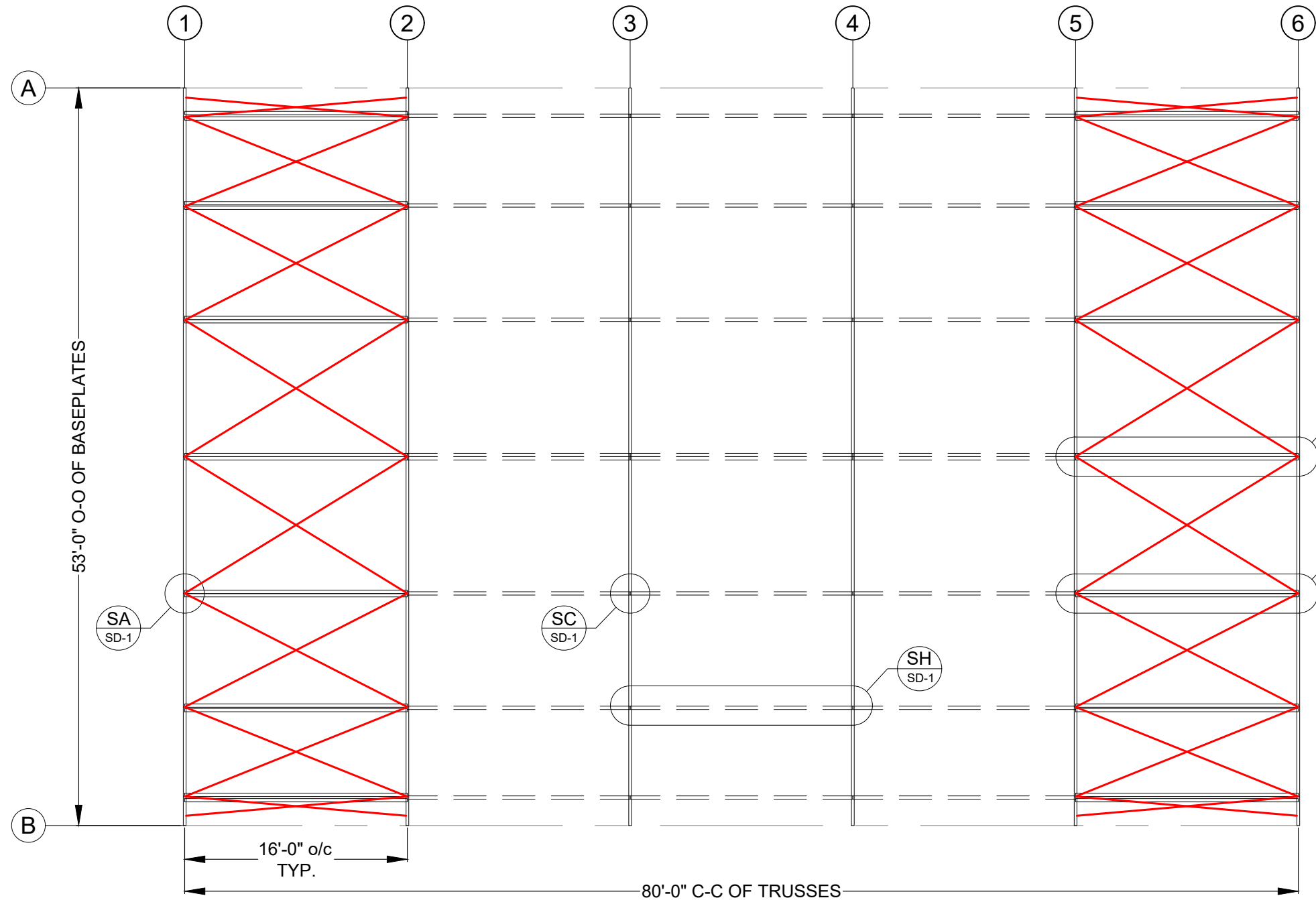
PROJECT: APEX 2.1
53L10 x 80'
16' oc

ORDER ID: SO# 11620
WIDTH-MOUNT-FABRIC
53-L10-220

DRAWING TITLE: PURLIN & X-CABLE LAYOUT
SHEET NUMBER: PU-1
PAGE NUMBER: 05 /13

PROFESSIONAL ENGINEER
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 Professional Engineer under the laws of the State of Minnesota.
Print Name: BALJEET SINGH JONJUA
Signature: [Signature]
Date: 11/27/24 License # 60924

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NOTE:
HDG PURLINS
HDG HARDWARE (BUILDING & ENDS)
HDG ESS

PLAN VIEW

FOR PURLIN DETAILS SEE: SD-1

FOR CABLE DETAILS SEE: SD-2



PURLIN LEGEND	
ITEM	DESCRIPTION
	BRACED BAY PURLIN 3-1/2" DIA. X 14 GA.
	UNBRACED BAY PURLIN 2-7/8" DIA. X 14 GA.
CABLE LEGEND	
ITEM	DESCRIPTION
	CROSS CABLE 5/16"

TF: 800-407-5846
www.britespanbuildings.com

REV #

0

CR #

DESCRIPTION:

ISSUED FOR CONSTRUCTION

DATE:

25.NOV.2024

DEALER:

GREYSTONE CONSTRUCTION
2995 WINNERS CIRCLE DRIVE
SHAKOPEE, MN. 55379

CUSTOMER:

CITY OF DULUTH
105 N 40TH AVE W
DULUTH, MN. 55807

PROJECT:

APEX 2.1
53L10 x 80'
16' oc

ORDER ID:

SO# 11620

WIDTH-MOUNT-FABRIC

53-L10-220

DRAWING TITLE:

BRACING LAYOUT - PLAN VIEW

SHEET NUMBER:

BR-1

PAGE NUMBER:

06 /13

PROFESSIONAL ENGINEER

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 Professional Engineer under the laws of the State of Minnesota.

Print Name: BALJEET SINGH JONJUA

Signature: [Signature]

Date: 11/27/24 License # 60924

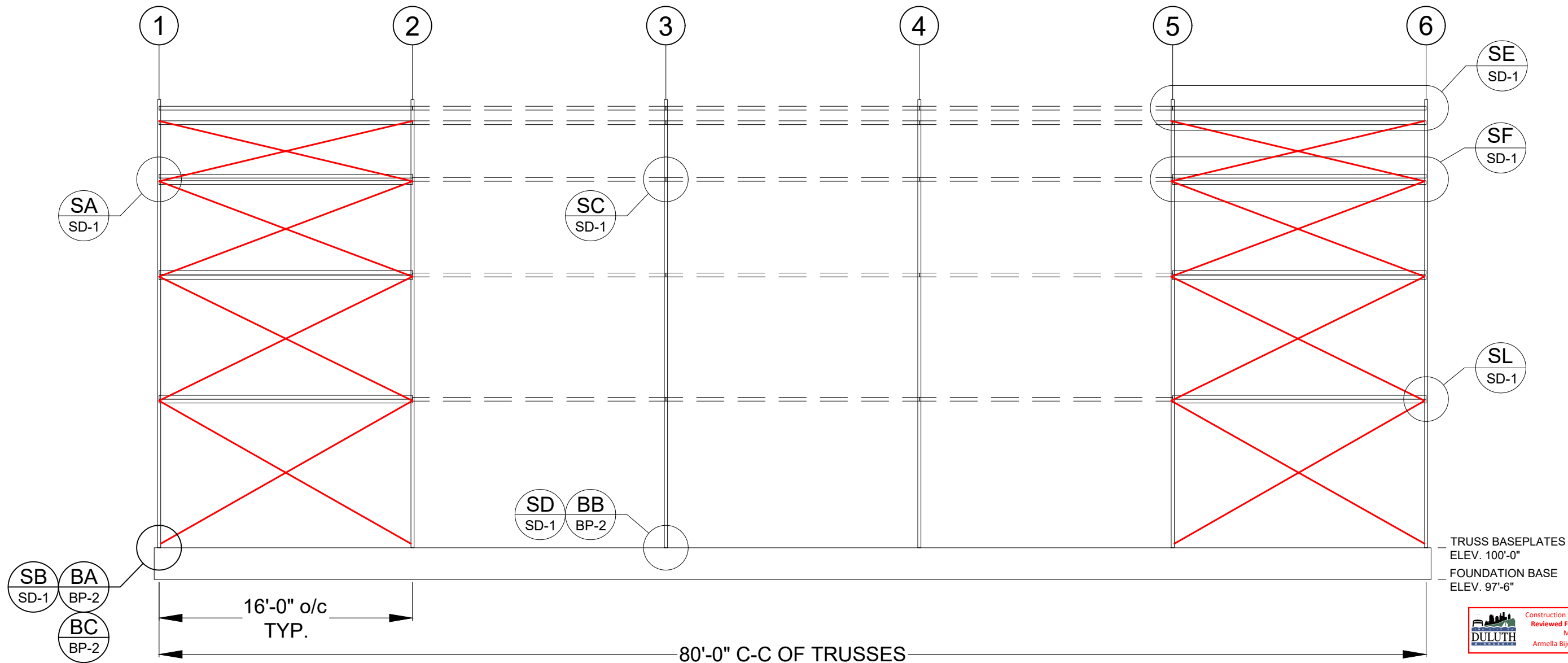
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DRAWN BY:

NLW

CHECKED BY:

RDR



NOTE:
HDG PURLINS
HDG HARDWARE (BUILDING & ENDS)
HDG ESS

ELEVATION

FOR PURLIN DETAILS SEE: SD-1
FOR CABLE DETAILS SEE: SD-2

PURLIN LEGEND		CABLE LEGEND	
ITEM	DESCRIPTION	ITEM	DESCRIPTION
	BRACED BAY PURLIN 3-1/2" DIA. X 14 GA.		CROSS CABLE 5/16"
	UNBRACED BAY PURLIN 2-7/8" DIA. X 14 GA.		

FOUNDATION
INCLUDED IN
THIS PLAN SET

~~FOUNDATION DESIGNED
& SUPPLIED BY OTHERS~~



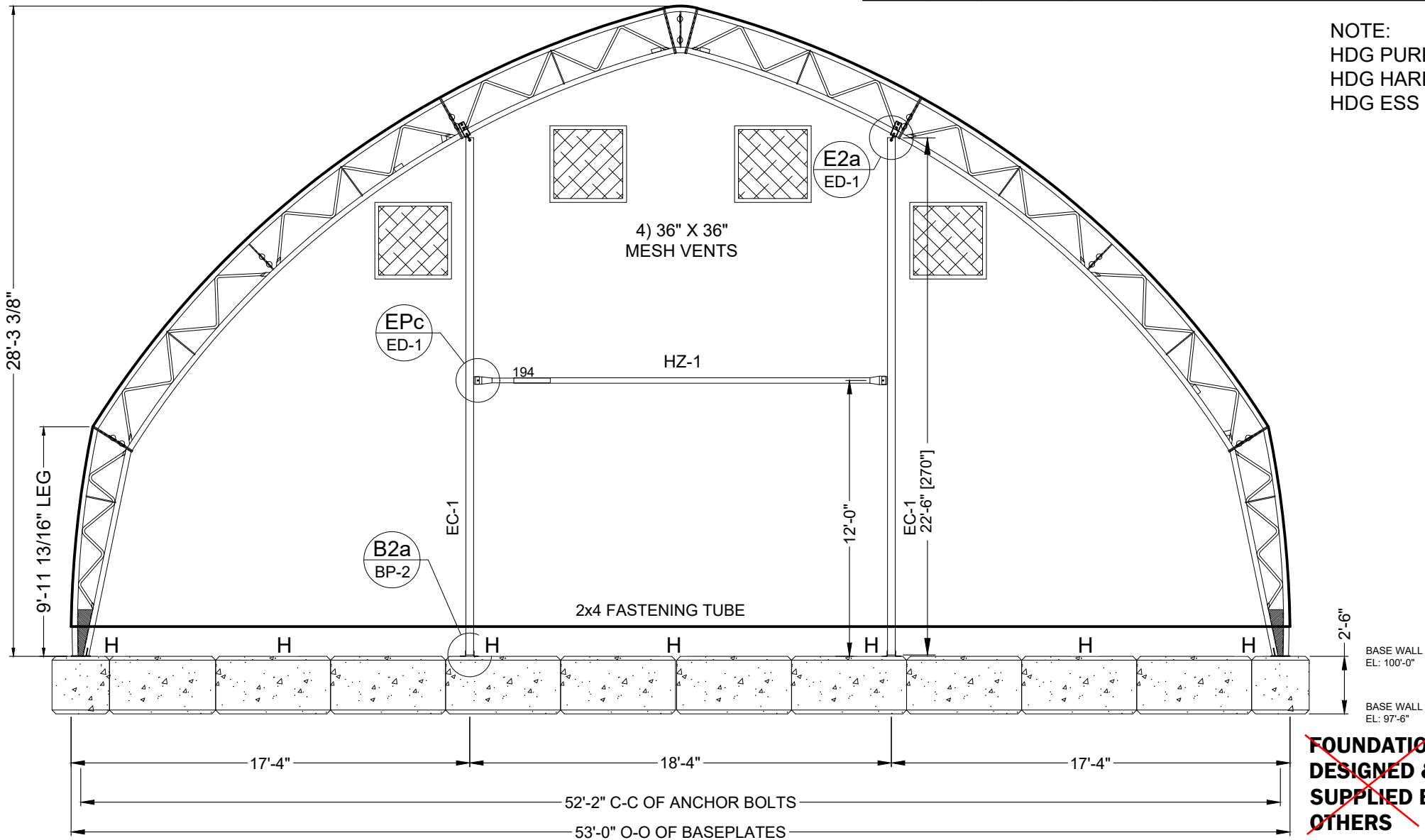
 TF: 800-407-5846 www.britespanbuildings.com	REV #	CR #	DESCRIPTION:	DATE:	DEALER:	CUSTOMER:	PROFESSIONAL ENGINEER I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Print Name: <u>BALJEET SINGH JONJUA</u> Signature: <u>[Signature]</u> Date: <u>11/27/24</u> License # <u>60924</u>
	0		ISSUED FOR CONSTRUCTION	25.NOV.2024	GREYSTONE CONSTRUCTION 2995 WINNERS CIRCLE DRIVE SHAKOPEE, MN. 55379	CITY OF DULUTH 105 N 40TH AVE W DULUTH, MN. 55807	
THIS DRAWING IS PROPERTY OF BRITESPAN BUILDING SYSTEMS INC.. ANY REPRODUCTION IN WHOLE OR IN PART WITHOUT THE EXPRESSED WRITTEN CONSENT OF BRITESPAN BUILDING SYSTEMS INC. IS PROHIBITED. THIS DRAWING IS NOT TO SCALE UNLESS OTHERWISE NOTED.	DRAWN BY:				PROJECT:	ORDER ID:	DRAWING TITLE:
	CHECKED BY:				APEX 2.1 53L10 x 80' 16' oc	SO# 11620 WIDTH-MOUNT-FABRIC 53-L10-220	BRACING LAYOUT - ELEVATION SHEET NUMBER: BR-2
						PAGE NUMBER: 07 /13	

NOTES:

- 1. ENDWALL AS VIEWED FROM OUTSIDE
- 2. "H" DENOTES BLOCK WINCH & STRAP FOR FASTENING TUBE
- 3. EC VERTICAL LOCATION DIMENSIONS ARE TO THE CENTRELINE OF MEMBERS
- 4. FIELD DRILL HSS AS REQUIRED

ITEM #	QTY.	PART #	LENGTH	DESCRIPTION
EC-1	2	2408	270"	HSS- VERTICAL- 4" X 6" X 3/16"- 3" CENTRES
-	2	162	-	BRKT- 6" DEEP HSS TOP SADDLE- 2-7/8" CHORD
-	4	2407	-	HEADER/ BASE ANGLE- 4" X 6" HSS - 3" CENTRES
HZ-1	1	1528 / 1530	39 & 194	1528-39 (2 1/2 - 14GA) + 1530-194 (2 7/8" 14GA) HDG
-	2	195	-	BRKT - ESS HORIZ. ANGLE

NOTE:
HDG PURLINS
HDG HARDWARE (BUILDING & ENDS)
HDG ESS



GRIDLINE 1 - END 1



Construction Services & Inspections
Reviewed For Code Compliance
MSBC 2020
Armella Bijold 07/07/2025



TF: 800-407-5846
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DRAWN BY:
NLW
CHECKED BY:
RDR

REV #	CR #	DESCRIPTION:	DATE:
0		ISSUED FOR CONSTRUCTION	25.NOV.2024

DEALER:
GREYSTONE CONSTRUCTION
2995 WINNERS CIRCLE DRIVE
SHAKOPEE, MN. 55379

PROJECT:
APEX 2.1
53L10 x 80'
16' oc

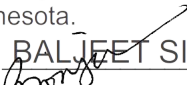
ORDER ID:
SO# 11620
WIDTH-MOUNT-FABRIC
53-L10-220

CUSTOMER:
CITY OF DULUTH
105 N 40TH AVE W
DULUTH, MN. 55807

DRAWING TITLE:
ENDWALL 1 LAYOUT

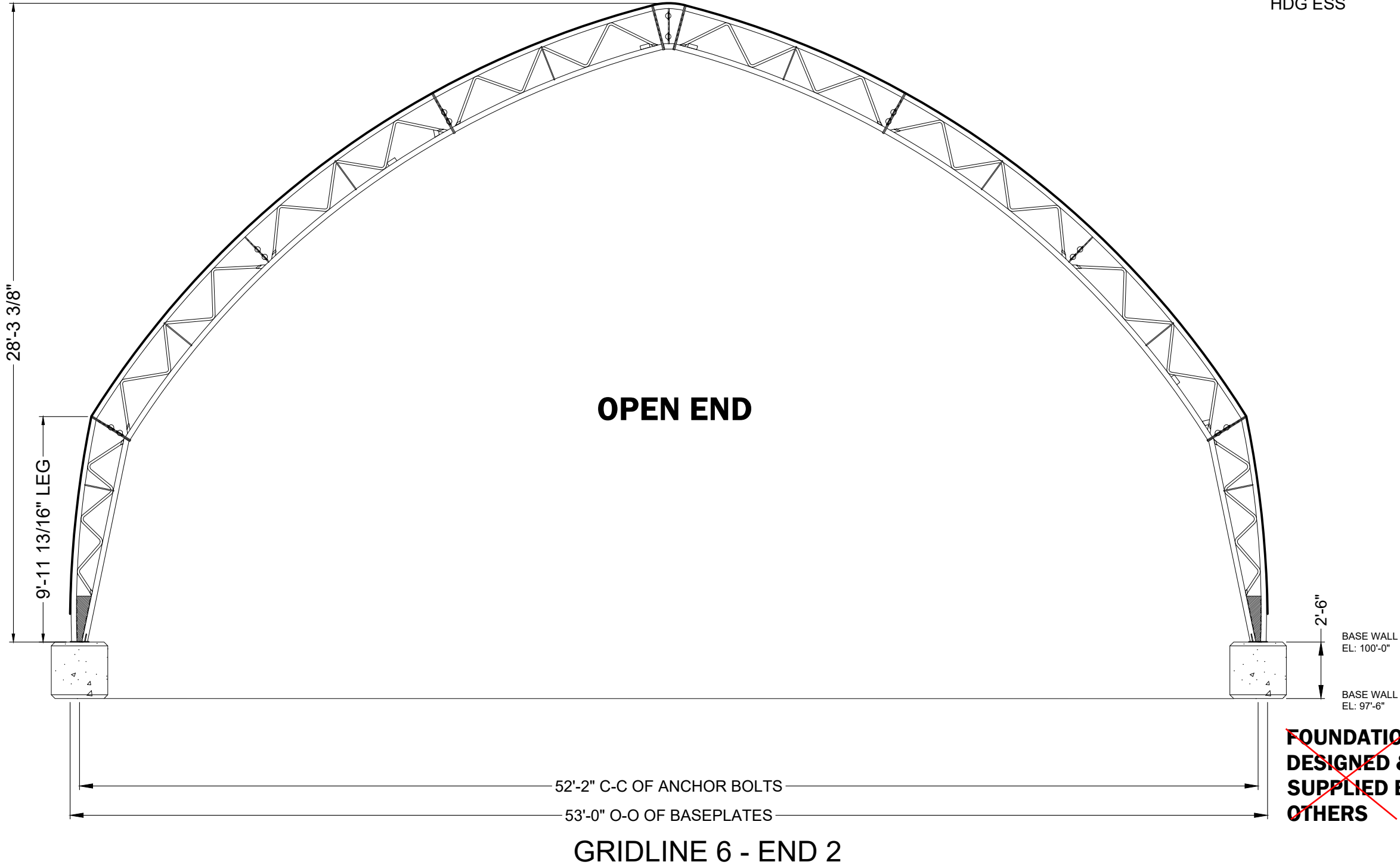
SHEET NUMBER:
EW-1

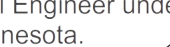
PAGE NUMBER:
08 /13

PROFESSIONAL ENGINEER
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 Professional Engineer under the laws of the State of Minnesota.
Print Name: **BALJEET SINGH JONJUA**
Signature: 
Date: **11/27/24** License # **60924**

NOTES:
1. ENDWALL AS VIEWED FROM OUTSIDE

NOTE:
HDG PURLINS
HDG HARDWARE (BUILDING & ENDS)
HDG ESS



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		0				ISSUED FOR CONSTRUCTION	25.NOV.2024																								
CHECKED BY: RDR		PROJECT:		ORDER ID:		DRAWING TITLE:																									
		APEX 2.1		SO# 11620		ENDWALL 2 LAYOUT																									
		53L10 x 80'		WIDTH-MOUNT-FABRIC		SHEET NUMBER: PAGE NUMBER:																									
		16' oc		53-L10-220		EW-2 09 /13																									

Construction Services & Inspections
Reviewed For Code Compliance
MSBC 2020
Armella Bijold 07/07/2025

Certificate of Survey

Prepared for: CITY OF DULUTH
Lot 2, Block 1, ONEOTA INDUSTRIAL PARK
City of Duluth, St. Louis County, Minnesota



LEGEND

- BOUNDARY LINE, THIS SURVEY
- BLOCK LINE
- LOT LINE
- VACATED PLAT LINE
- FOUND REBAR
- SET CHISELED "x"
- SET REBAR WITH CAP 44075
- (P) PLAT DATA
- (R) RECORD DATA

LEGAL DESCRIPTION :

LOT 2, BLOCK 1 , ONEOTA INDUSTRIAL PARK

SURVEYORS NOTES

- FOUND 2 REBAR WITH CAP 62289 0.52 FEET APART ALONG SUPERIOR STREET. PLAT OF ONEOTA INDUSTRIAL PARK INDICATES IRONS SET AT LOT CORNER AND PC OF CURVE. BASED UPON INTERPRETATION OF OLD EVIDENCE IN PLAT AND PC ACROSS SUPERIOR STREET FROM THIS POSITION, THE WESTERLY FOUND CAPPED REBAR IS HELD FOR DIRECTION ALONG SUPERIOR STREET FOR THE SOUTH LINE OF BLOCK 1 AND IS 0.05 FEET WESTERLY (AS MEASURED ALONG SUPERIOR STREET) OF THE SOUTHWEST CORNER OF LOT 2. THE EASTERLY OF THE 2 IRONS NOT BEING HELD. IT APPEARS THIS WAS AN ATTEMPT TO SET BOTH LOT CORNER AND PC.
- FOUND REBAR AT BLOCK CORNER IS HELD FOR DIRECTION ALONG SUPERIOR STREET AND IS 0.17 FEET NORTHEASTERLY OF BLOCK CORNER AS MEASURED ALONG SUPERIOR STREET EXTENDED.
- FOUND REBAR WITH CAP 62289 0.05 FEET SOUTHEASTERLY OF NORTHWESTERLY LINE LOT 2 AND 0.49 FEET NORTHEASTERLY OF SOUTHWESTERLY LINE LOT 2. THIS APPEARS TO BE IN A SIMILAR RELATIVE POSITION RELATED TO THE EASTERLY IRON FOUND AND DISCUSSED IN SURVEYORS NOTE 1.

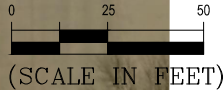
COPYRIGHT 2025 BY LHB, INC. ALL RIGHTS RESERVED.

DATE PREPARED: 6/12/25	 21 W. Superior St., Ste. 500 Duluth, MN 55802 218.727.8446
PROJ NO: 250370	
FILE: 250370vSURV.	
SHEET 1 of 1 SHEETS	

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 Land Surveyor under the laws of the State of Minnesota.

Print Name: Paul A. Vogel License # 44075

Signature:  Date: 6/12/2025



(SCALE IN FEET)
Basis of Bearing is Grid North,
St. Louis County Transverse
Mercator 96 Coordinate System.



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-2508-0010	Contact	Jason Mozol, jmozol@duluthmn.gov			
Type	Variance from Shoreland Setbacks	Planning Commission Date		September 9, 2025		
Deadline for Action	Application Date	August 5, 2025	60 Days	October 4, 2025		
	Date Extension Letter Mailed	August 18, 2025	120 Days	December 3, 2025		
Location of Subject		2732 Woodland Ave				
Applicant	Force 1 LLC	Contact	Brian Forcier			
Agent	Northland Consulting Engineers	Contact	David Bolf			
Legal Description		010-2710-00330				
Site Visit Date		July 29, 2025	Sign Notice Date		August 20, 2025	
Neighbor Letter Date		August 19, 2025	Number of Letters Sent		45	

Proposal

The applicant proposes to expand an existing driveway off Woodland Ave to connect to a multi-family development.

Recommended Action: Staff recommends that Planning Commission approve the variance with conditions.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	P-1	Driveway/Open Space	Open Space
North	P-1	Open Space	Open Space
South	P-1	Open Space	Open Space
East	R-P	Vacant Residential	Traditional Neighborhood/ Open Space
West	P-1	Open Space	Open Space

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 practical difficulties.

Sec. 50-37.9.L – Standards for variances in shorelands: No variance shall be granted that compromises the general purposes or intent of Section 50-18.1.D or results in adverse consequences to the environment. Variances shall include a requirement for the applicant to mitigate the impacts of the variance on shoreland areas

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

Governing Principle #1- Reuse previously developed land- The project is proposed on property that is previously impacted by residential development.

Governing Principle #2- Declare the necessity and secure the future of undeveloped places- The associated designation of common open space protects 2.88 acres of naturally vegetated property.

Future Land Use – Open Space: High natural resource or scenic value, with substantial restrictions and development limitations. Primarily public lands but limited private use is anticipated subject to use and design controls. Examples include: city parks and recreation areas, primary viewsheds, shorelands of the lake and streams, wetlands and floodplains, and high-value habitat.

History: An existing gravel driveway crosses a City owned parcel via an easement to provide access to the neighboring parcel to the east.

Review and Discussion Items:

Staff finds that:

- 1) The applicant proposes to reconstruct the existing gravel driveway to provide access to a multi-family development. This driveway is within the 75' shoreland setback for impervious surfaces from a tributary of Tischer Creek.
- 2) The applicant is requesting to reduce the required cold-water shoreland impervious surface setback from 75' to 20.5'.
- 3) *Variance Criteria #1 (exceptional narrowness, shallowness, or shape):* Access to the property from Woodland Ave is impeded by steep slopes. Connection via the existing driveway is the most gradual and least impactful route.
- 4) *Variance Criteria #2 (circumstances unique to the property, not created by the property owner):* The property was initially developed by another owner prior to the implementation of shoreland regulations.
- 5) *Variance Criteria #3 (circumstances are peculiar to this property and do not apply generally to other land or buildings):* This is the only property identified for residential use by the comprehensive plan that is directly adjacent to this tributary. Most of the properties in this neighborhood are not within the shoreland zone.
- 6) *Variance Criteria #4 (proposes to use in a reasonable manner not permitted by code):* It is reasonable to utilize the existing driveway route for access to the property.
- 7) *Variance Criteria #5 (not impair light/air, increase congestion, or impair public safety or property values):* Locating the driveway in this location will not impair neighboring properties adequate access to light or air. St Louis County manages Woodland Ave and they previously stated they did not have traffic safety or roadway capacity concerns with this driveway location or development. Further, the developer coordinated with St Louis County during the recent reconstruction of Woodland Ave to ensure the road design will accommodate traffic from this site.
- 8) *Variance Criteria #6 (will not impair intent of this Chapter or alter the essential character of the locality):* All residential properties in this neighborhood have driveways. Woodland Ave is a high volume roadway that is appropriate for access to this development. The proposed driveway location will not alter the essential character of the neighborhood.
- 9) *Standards for variances in shorelands (does not compromise intent of shoreland regulations and mitigates impacts):* Much of the tributary adjacent to this driveway is enclosed, running through a culvert below Woodland Ave and will not be directly impacted. Stormwater from the driveway will be treated on site prior to being discharged into the County's storm sewer system running along Woodland Ave. To mitigate remaining shoreland impacts, the applicant proposes to establish 2.88 acres of common open space within the development. Much of this is within the shoreland zone (see attached map).
- 10) Staff finds the applicant has demonstrated practical difficulty due to the unique location of the property to the tributary of Tischer Creek and the challenging access due to steep slopes along the rest of the Woodland Ave frontage.
- 11) No comments from the public, agencies or other City departments were received.
- 12) 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 must be constructed and limited to the plans submitted with the application, allowing a driveway that extends no closer than 20.52' from the tributary to Tischer Creek.
- 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 administration approval shall constitute a variance from the provisions of Chapter 50.

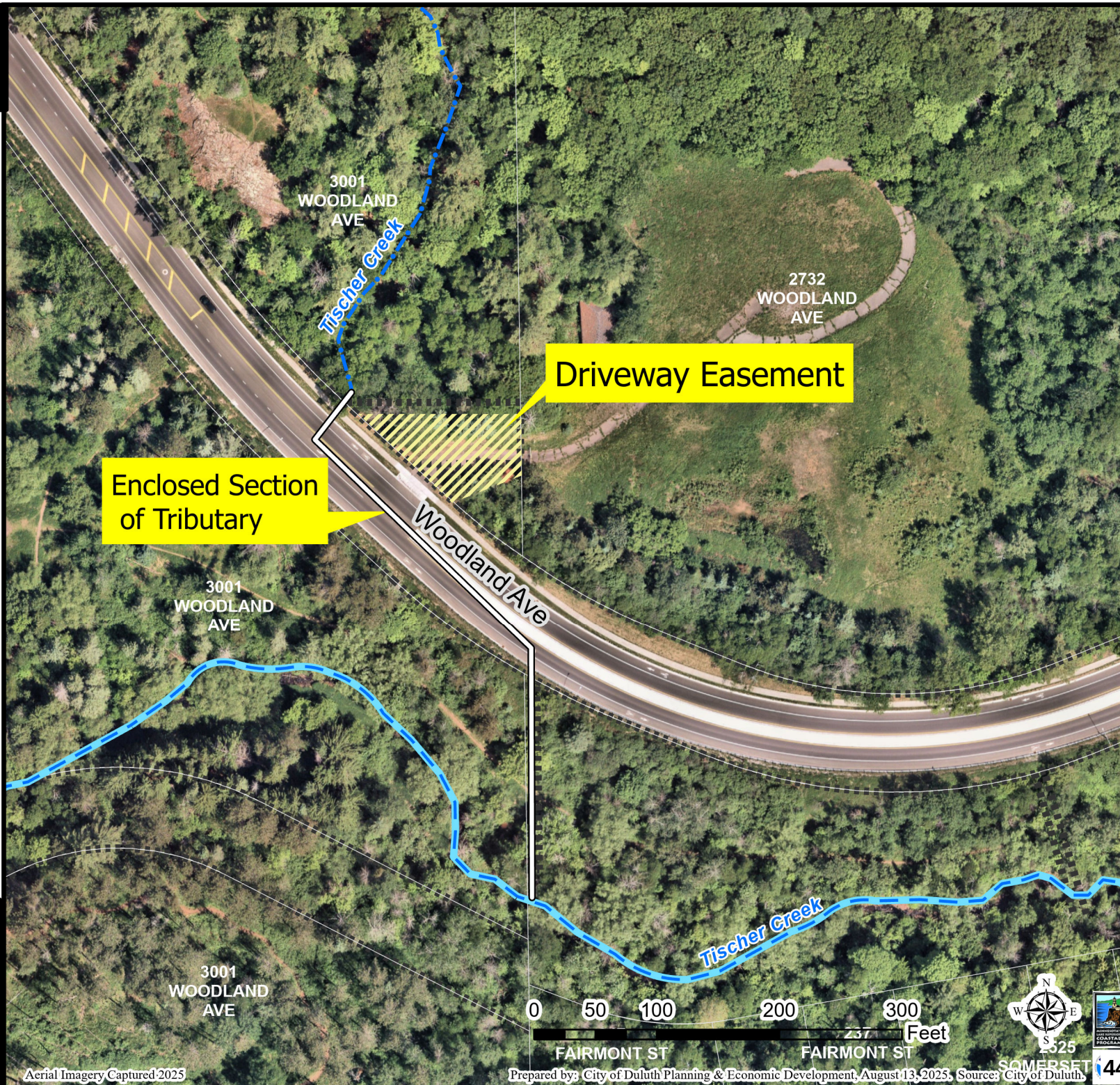


PLVAR-2508-0010

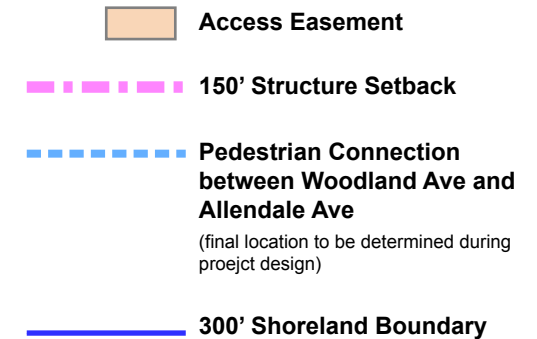
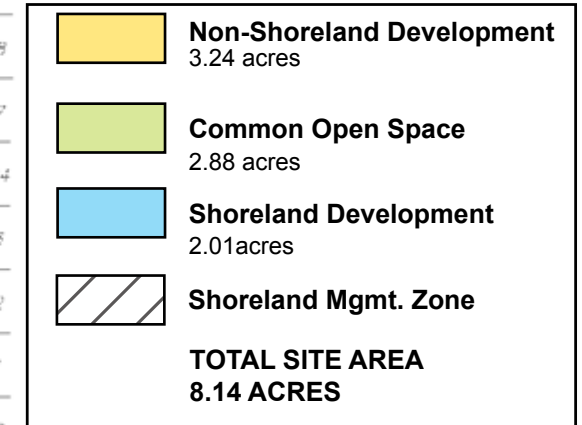
Variance to Shoreland Setback
010-4680-01265

Legend

- County Parcel Data
- Road or Alley ROW



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.



2732 Woodland Avenue

R-P Rezoning Concept Map

DEVELOPMENT DENSITY

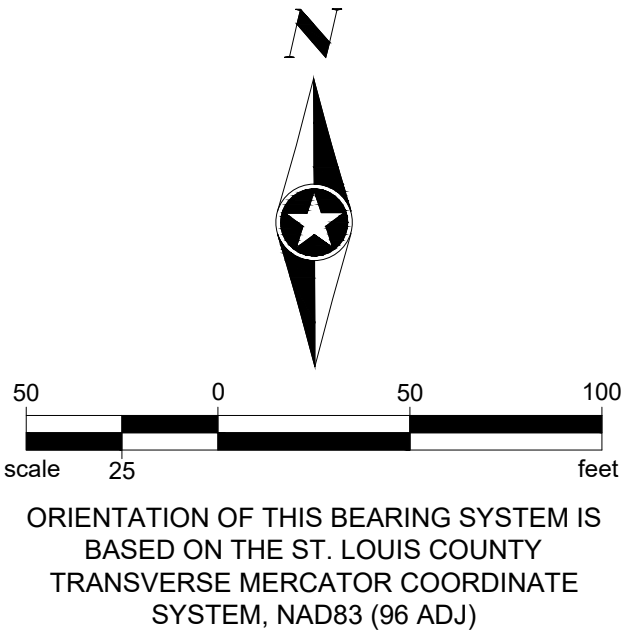
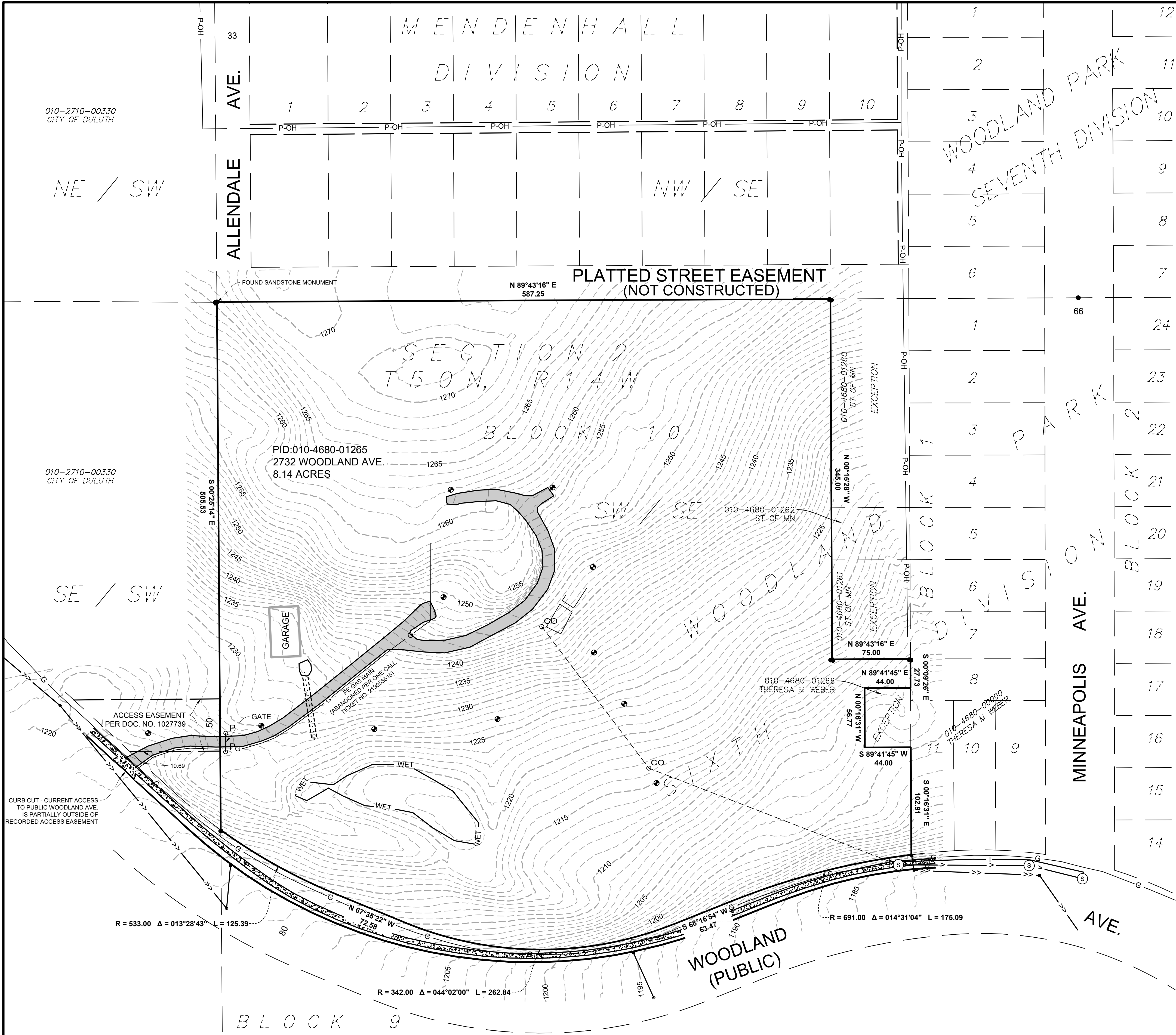
Shoreland Area	Max. 24 Units
Non-Shoreland Area	Max. 75 Units minus units located in Shoreland

OPEN SPACE IN SHORELAND AREA

Shoreland Area	4.83 Acres
50% of Shoreland*	2.42 Acres
Common Open Space In Shoreland	2.42 Acres
Total Common Open Space	2.85 Acres

*Per state statute residential in shoreland with 50% of Shoreland in Common Open Space.

Save: 11/17/2021 2:51 PM aorleskie Plot: 11/17/2021 3:03 PM X:\PT\TITPA\1641219-survey\92-CAD\15-dwg\T1164121_Topographic Exhibit.dwg



NOTE:
TOPOGRAPHIC CONTOURS ARE BASED ON A COMBINATION OF FIELD SURVEY DATA AND PUBLICLY AVAILABLE LIDAR CONTOUR DATA. THIS DATA WAS REVIEWED IN A GENERAL MANNER FOR A REASONABLY ACCURATE REPRESENTATION OF SITE CONDITIONS WITHIN THE PROPERTY BOUNDARY. SOME VARIATION MAY EXIST BETWEEN THE PUBLICLY AVAILABLE LIDAR CONTOUR DATA AND ACTUAL ELEVATION.

LEGEND	
	DENOTES FOUND IRON MONUMENT
	DENOTES SET 5/8"x18" REBAR WITH CAP STAMPED 45848
FO ——— FO	DENOTES BURIED FIBER OPTIC CABLE
T-BUR  T	DENOTES BURIED PHONE CABLE AND PEDESTAL
TV-BUR  TV	DENOTES BURIED TV CABLE AND PEDESTAL
P-BUR 	DENOTES BURIED ELECTRIC CABLE
	DENOTES OVERHEAD ELECTRIC, POLE AND DOWN GUY ANCHOR
P-OH	DENOTES OVERHEAD UTILITIES
G ———	DENOTES GAS MAIN
	DENOTES WOODED AREA
	DENOTES SECTION LINE
	DENOTES BOUNDARY LINE
	DENOTES SURVEY LINE
	DENOTES RIGHT OF WAY LINE
	DENOTES EASEMENT LINE
 WET	DENOTES WETLAND
	DENOTES MONITORING WELL
P 	DENOTES BOLLARD

WARNING
LOCATION OF UNDERGROUND UTILITIES
TO BE VERIFIED BY
GOPHER STATE ONE CALL
CALL BEFORE DIGGING,
1-800-252-1166
REQUIRED BY LAW

NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

SEH Project	TITPA 164121	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	ACO						
Surveyed By	SEH						
Checked By	CAL						

TOPOGRAPHIC EXHIBIT
COUNTY PID: 010-4680-01265
CITY OF DULUTH
ST. LOUIS COUNTY, MINNESOTA



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-2508-0011	Contact	Jason Mozol, jmozol@duluthmn.gov	
Type	Variance from Shoreland Setbacks	Planning Commission Date		September 9, 2025
Deadline for Action	Application Date	August 12, 2025	60 Days	October 11, 2025
	Date Extension Letter Mailed	August 19, 2025	120 Days	December 10, 2025
Location of Subject		2223 W 22 nd St		
Applicant	Bruce and Deborah Allmon	Contact		
Agent	J&RS Build	Contact	Tony Sundberg	
Legal Description		010-0610-01890		
Site Visit Date		September 3, 2025	Sign Notice Date	
			August 26, 2025	
Neighbor Letter Date		August 19, 2025	Number of Letters Sent	
			33	

Proposal

The applicant proposes to construct a 6'x12' deck with stairs on the rear of the home on the property.

Recommended Action: Staff recommends that Planning Commission approve the variance with conditions.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	R-1	Residential	Open Space
North	R-1	Park	Open Space/Transportation and Utilities
South	R-1	Residential	Traditional Neighborhood
East	R-1	Residential	Traditional Neighborhood
West	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 practical difficulties.

Sec. 50-37.9.L – Standards for variances in shorelands: No variance shall be granted that compromises the general purposes or intent of Section 50-18.1.D or results in adverse consequences to the environment. Variances shall include a requirement for the applicant to mitigate the impacts of the variance on shoreland areas

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

Governing Principle #1- Reuse previously developed land- The project is proposed on property that is previously impacted by the surrounding residential development.

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 property is currently occupied by a single-family home built in 1953 and a detached garage built in 2000.

Review and Discussion Items:

Staff finds that:

- 1) The applicant proposes to construct an attached 6'x12' deck with stairs off the rear of the house within the shoreland structure setback from a tributary of Miller Creek.
- 2) The applicant is requesting to reduce the required shoreland structure setback from 150' to 119'. They also propose to reduce the required lowest floor elevation above the Ordinary High Water Level (OHWL) from 3' to 0'.
- 3) The subject property is located downhill, 5' in elevation below the tributary. Elevating the deck 3' above the OHWL of the tributary would be impractical.
- 4) Staff finds the applicant has demonstrated practical difficulty due to the entire rear of the existing home falling within the structure setback. Further, runoff from this site runs downhill, away from the tributary, into the City's storm sewer system prior to discharging into the tributary.
- 5) The applicant's practical difficulty was not created by the landowner but is due to the location of the existing home that was developed prior to the establishment of shoreland protection regulations.
- 6) The variance will not alter the essential character of the neighborhood and a deck is a reasonable use of the property where many homes have rear decks of similar scale.
- 7) The variance allowing a reduction of a setback will not impair an adequate supply of light and air to adjacent properties.
- 8) The proposal will not increase congestion in public streets or unreasonably diminish or impair established property values within the surrounding areas.
- 9) *Standards for variances in shorelands (does not compromise intent of shoreland regulations and mitigates impacts).* The applicant has not submitted details to mitigate the impacts to shorelands. Staff recommends that approval of this variance be conditioned that a satisfactory mitigation plan is submitted to the Land Use Supervisor prior to approval of a building permit.
- 10) No comments from the public, agencies or other City departments was received.
- 11) 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 must be constructed and limited to the plans submitted with the application, allowing a deck that extends no more than 8.5' from the rear wall of the home.
- 2) Prior to building permit approval, a satisfactory mitigation plan offsetting impacts to shorelands must be submitted to the Land Use Supervisor.
- 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.



PLVAR-2508-0011

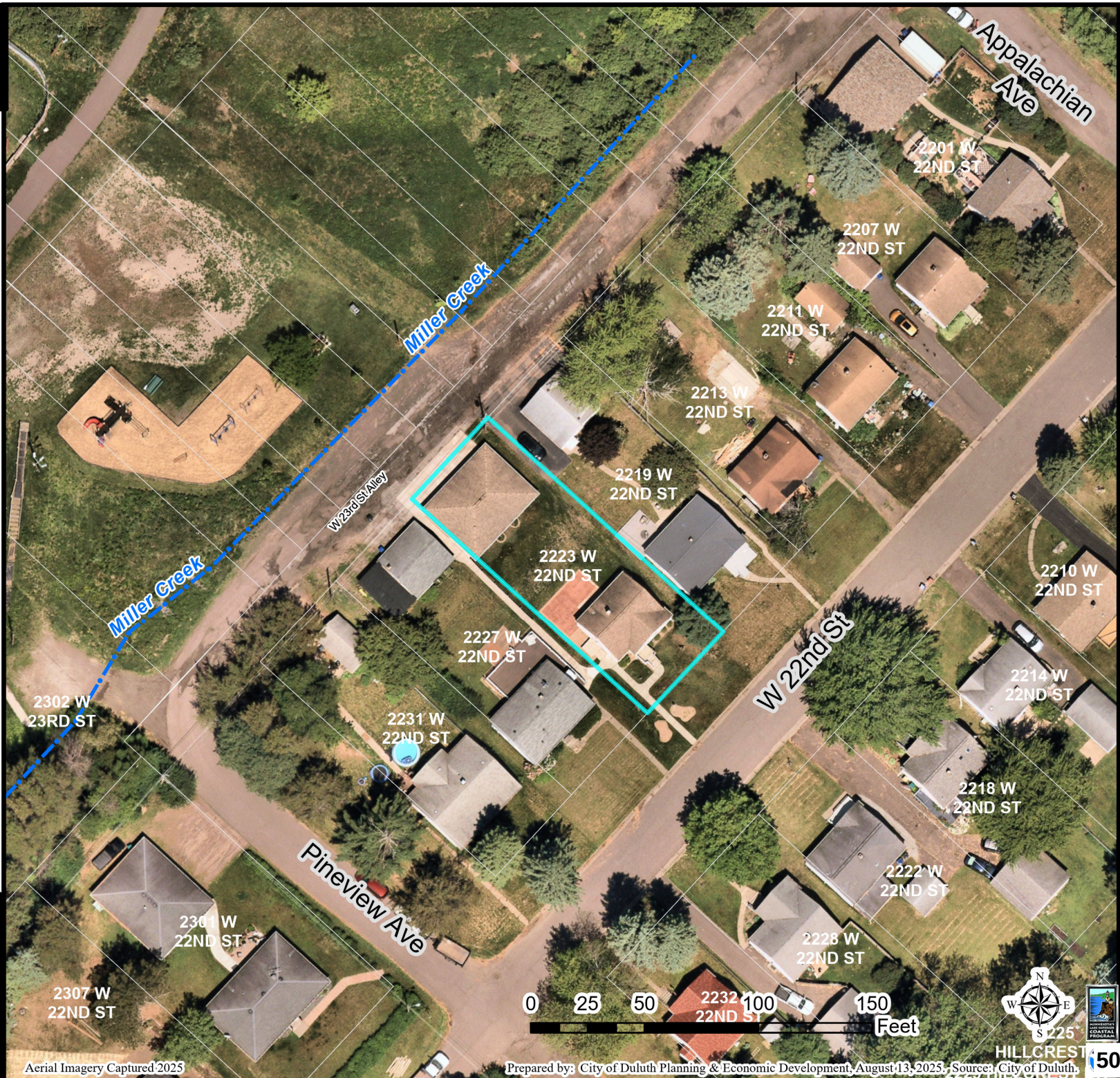
Variance to Shoreland Setback
2223 W 22nd St

Legend

Streams

-  Trout Stream
-  Non-trout Stream
-  County Parcel Data

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 2025

Prepared by: City of Duluth Planning & Economic Development, August 13, 2025. Source: City of Duluth.



STANDARD SHEET PRINT SIZE: 24 x 36. IF PRINTED IN OTHER/SMALLER SIZE, IMAGES AND FONT SIZES MAY DIFFER.



J&RS

CLIENT COMMENTS:

GENERAL NOTES:

- EXISTING HOME & STRUCTURE SHOWN IN GRAY.
- PROPERTY DIMENSIONS ROUNDED TO THE NEAREST FOOT.
- DIMENSIONS FROM PROPERTY LINES TO NEW & EXISTING STRUCTURES ROUNDED TO THE NEAREST FOOT.

1	ISSUED FOR CONSTRUCTION	STAT	05.29.25	
NO.	REVISION	DRWN	DATE	

SCALE:	1" = 10'-0"
DESIGNED BY:	DATE:
UPDATED & RE-ISSUED:	STAT 05.29.25
(ORDER SAME REVISION)	
CHECKED BY:	
(IF APPLICABLE)	
CHECKED BY:	
(IF APPLICABLE)	

CLIENT:	ALLMON
PROJECT:	DECK ADDITION
LOCATION:	2223 WEST 22ND ST, DULUTH, MN. 55811
SHEET NAME:	SITE PLAN

REVISION
1
SHEET NO.
A-01 51

1 SITE PLAN
1" = 10'-0"

2223 WEST 22ND ST. DULUTH, MN. 55811

NOTE:

- NEW DECK AND STAIRS TO BE ADDED (OUTLINED IN BLUE).
- ALL OTHER EXISTING ITEMS & FEATURES TO REMAIN UNCHANGED.



STANDARD SHEET PRINT SIZE: 24 x 36. IF PRINTED IN OTHER/SMALLER SIZE, IMAGES AND FONT SIZES MAY DIFFER.



J&RS

CLIENT COMMENTS:

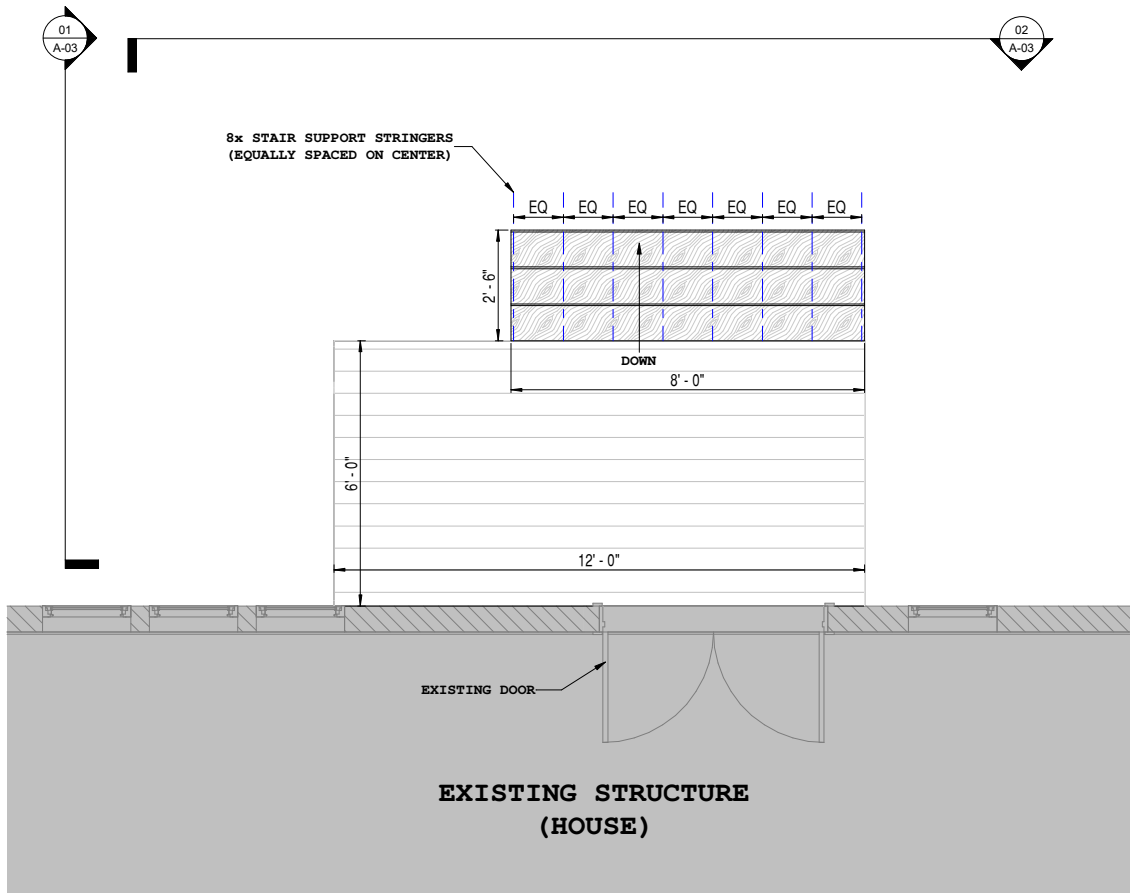
GENERAL NOTES:
1. EXISTING ITEMS & FEATURES SHOWN IN FILLED GRAY/HALFTONE.
2. RAILINGS HIDDEN FOR CLARITY.

1	ISSUED FOR CONSTRUCTION	STAT	05.29.25
NO.	REVISION	DRWN	DATE

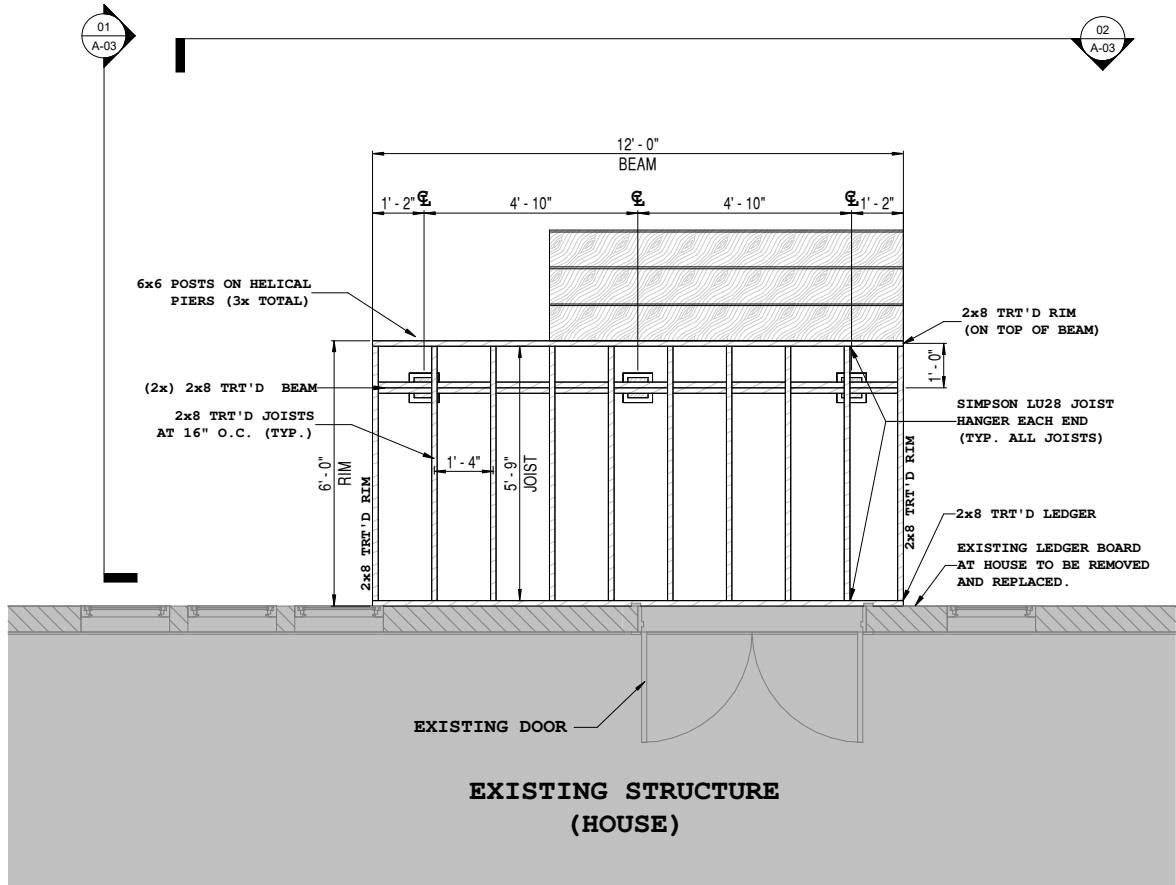
SCALE:	1/2" = 1'-0"
DESIGNED BY:	STAT
DATE:	05.29.25
UPDATED & RE-ISSUED:	
(ORDER SAME REVISION)	
CHECKED BY:	
(IF APPLICABLE)	
CHECKED BY:	
(IF APPLICABLE)	

CLIENT:	ALLMON
PROJECT:	DECK ADDITION
LOCATION:	2223 WEST 22ND ST, DULUTH, MN. 55811
SHEET NAME:	PLAN VIEWS

REVISION
1
SHEET NO.
A-02 52



1 PLAN VIEW - OVERALL
1/2" = 1'-0"



2 PLAN VIEW - RIMS, LEDGERS & JOISTS DETAILS
1/2" = 1'-0"



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-2507-0033		Contact	Christian Huelsman, chuelsman@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit		Planning Commission Date		September 9, 2025
Deadline for Action	Application Date		July 1, 2025	60 Days	August 30, 2025
	Date Extension Letter Mailed		July 8, 2025	120 Days	October 29, 2025
Location of Subject		1421 E Superior St, Unit 1			
Applicant	Heirloom Vacation Rentals		Contact	Seth Sutherlund	
Agent			Contact		
Legal Description		PIN: 010-1480-04980			
Site Visit Date		August 25, 2025	Sign Notice Date		August 26, 2025
Neighbor Letter Date		August 18, 2025	Number of Letters Sent		53

Proposal

The applicant proposes to use Unit 1 as a vacation rental. This unit contains 4 bedrooms. This is a new application and is on the eligibility list.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	MU-N	Vacation rental	Central Business Secondary
North	MU-N	Residential	Central Business Secondary
South	F-4	Dental office	Central Business Secondary
East	MU-N	Multi-family	Central Business Secondary
West	MU-N	Residential	Central Business Secondary

Summary of Code Requirements:

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the MU-N 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 – Central Business Secondary: An area adjacent to and supporting the primary central business area or standalone area providing a similar mix of destination land uses but as a lower intensity than the primary CB uses. Includes mixed regional and neighborhood retails, employment centers, public spaces, medium density residential, and public parking facilities.

History: The subject property, 1421 E Superior St, was built in 1899. The existing structure is a 7-bedroom, two-family home, including four bedrooms in Unit 1.

Review and Discussion Items:

Staff finds that:

- 1) The applicant's property is located at 1421 E Superior St. The dwelling unit contains 4 bedrooms, which allows for a maximum of 9 guests.
- 2) This is a new application. The applicant was on the eligibility list. Staff does not have record of any violations or enforcement actions relating to the subject property.
- 3) The minimum rental period will be two nights.
- 4) The applicant is proposing three off-street parking stalls, located in the parking lot on the west side of the building. Three off-street parking stalls meets the minimum requirement for a 4-bedroom vacation dwelling unit under UDC Sec. 50-20.3.V.3.
- 5) The applicant has indicated they will not allow motorhome or trailer parking.
- 6) The site plan does not indicate any outdoor amenities.
- 7) The site plan shows existing screening/buffering of outdoor space at the northeast corner of the rear yard from the adjacent property. The east side yard is not subject to screening requirements due to there being no usable outdoor space. Screening is not required in the front yard area abutting a street. The west side of the property features a shared driveway and does not mean the requirement of a dense urban screen per UDC 50-20.3.V.7, requiring a waiver from the abutting owner from screening requirements prior to operating the proposed short-term rental.
- 8) 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 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.
- 9) 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.V.9 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 10) 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").
- 11) There are currently 183 licensed vacation dwelling units in the city, with 92 of those in form districts; the remaining 91 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
- 12) No City, public or agency comments were received.
- 13) The permit will lapse if no activity takes place within 1 year of approval.

Staff Recommendation:

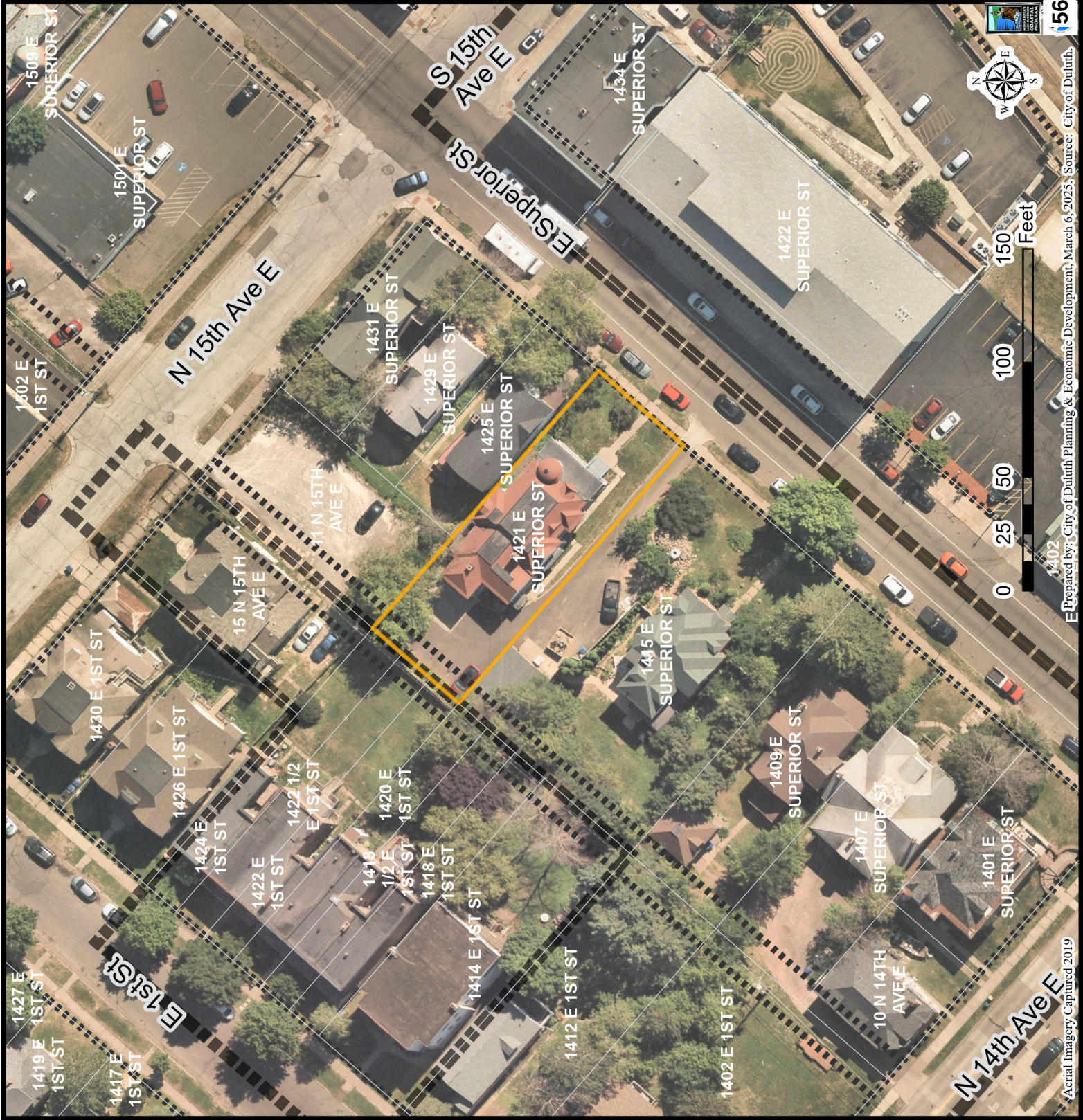
Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) The applicant must submit a waiver from screening requirements to Planning by the abutting property owner at 1415 E Superior St, prior to the operation of the short-term rental unit.
- 1) 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-2507-0033

Interim Use Permit
1421 E Superior St Unit 1

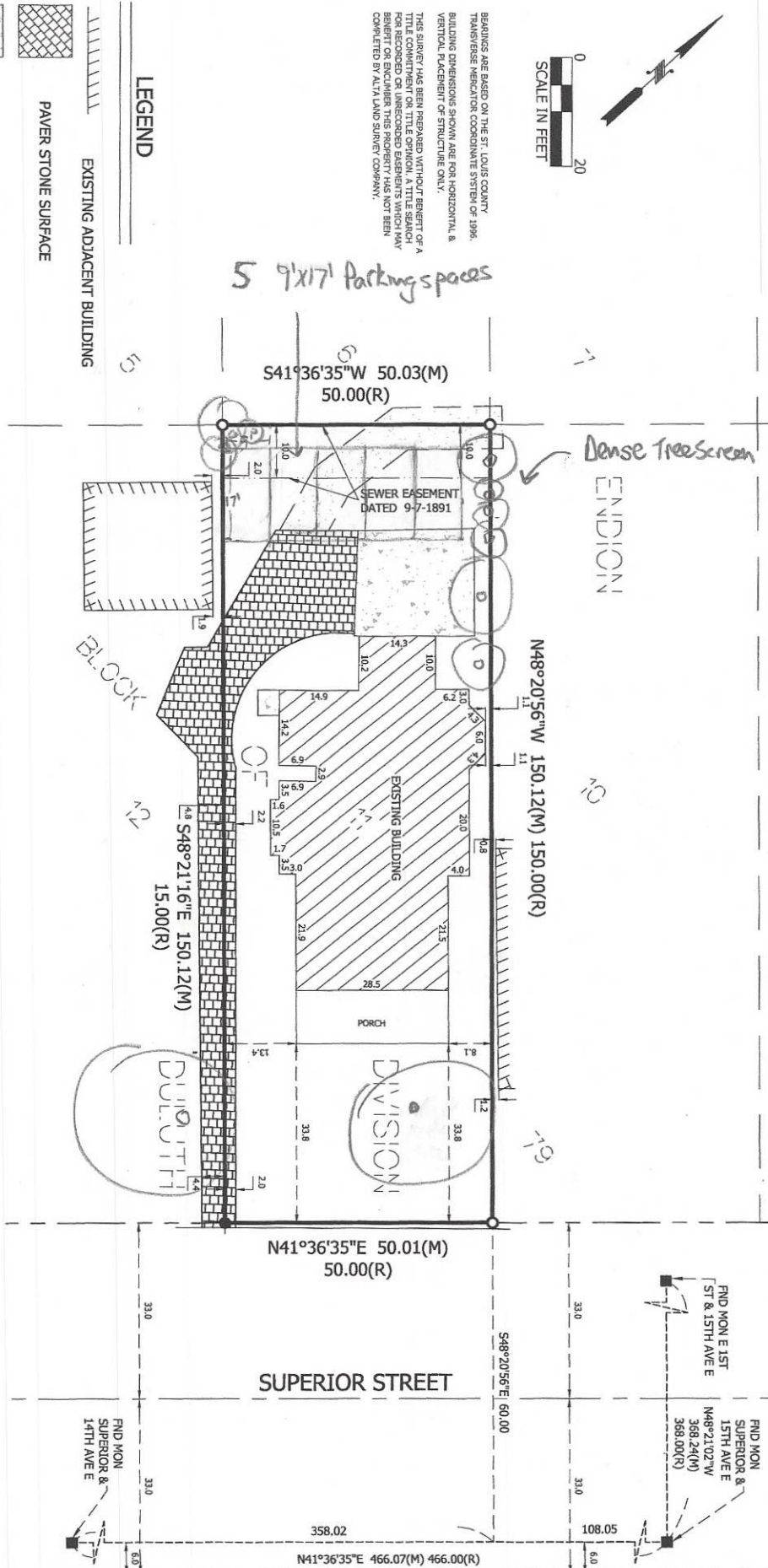


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THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY.

5 9'x17' parking spaces



LEGAL DESCRIPTION PER DOC 1271579
 Lot 11, Block 79, ENDION DIVISION OF DULUTH, St. Louis
 County, Minnesota.

FOUND CITY MONUMENT BOX
SET MAG NAIL
SET CAPPED REBAR RLS 49505

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. Evans
David R. Evanson

Date: 7-26-2016 PM LT. No. 49905

CERT
CLIENT: MICHAEL SCHRAEFER
DATE: 7-26-2016
ADDRESS: 1421 E SUPERIOR ST
FOR NUMBER: 45 200

FICATE OF SURVEY	
REVISIONS: XXX	

ALTA

LAND SURVEY COMPANY

PHONE: 218-727-5211

CEPHEIVED FEDERAL SURVEYOR

WWW.ALTAANDSURVEYDUTY

- LAND SURVEYING
- LAND DEVELOPMENT
- PLANNING
- LEGAL DESCRIPTIONS

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?

2 night(s).

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?

4

What will be your maximum occupancy?

9 or Bedroom # + 1

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?

3

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?

No

If so, where?

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):

Both in an Excel Spreadsheet and using an online CRM.

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:

1421 E Superior St

VACATION@RENTWITHHEIRLOOM.COM

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:

Both online through the rental website and in person in a pamphlet.

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.



Selected City Ordinances on Parking, Parks, Pets & Noise

Thanks for choosing to visit our wonderful city. The summary of ordinances below was assembled to answer commonly asked questions related to vehicle parking, park use, pets and noise. We hope you enjoy all that Duluth has to offer and that you'll return again soon!

Vehicle Parking Rules:

Sec. 33-82. Prohibitions generally.

(c) No person shall, for the purpose of camping, lodging, or residing therein, leave or park a vehicle or motor vehicle on or within the limits of any highway or on any highway right-of-way, except where signs are erected designating the place as a camp site;

Sec. 33-85. Parking more than 24 consecutive hours prohibited.

No vehicle shall be left standing or parked more than 24 consecutive hours on any street or highway within the city.

Sec. 33-97.8. Alternate side parking.

Except where signs direct otherwise, all vehicles parked on streets in Duluth must observe the alternate side parking program to enable street cleaning, plowing, and other maintenance. All vehicles must be parked on the side of the street designated for parking for the week with house numbers that are either odd or even, see <http://www.duluthmn.gov/> for the designation of "odd" or "even" side parking for the week. The following week vehicles must be parked on the opposite side of the street. Every Sunday between the hours 4:00 p.m. and 8:00 p.m. shall be a changeover period and the provisions of this Section shall not be in force during such time.

Park Rules:

Sec. 35-9.3. Use of parks between certain hours prohibited without prior registration.

Nearly all parks and beaches in Duluth are closed to public use after 10:00 p.m., including the beaches along Park Point.

Sec. 35-6. Vehicles, parking and recreational trails and paths.

(b) No person shall operate any motor vehicle or bicycle or ride a horse in any area of any park except on the roadway portion of streets, or highways, or parking areas in such park.

Many of the trails in Duluth are reserved for specific users year round or only during certain times of the year. This information is posted near trailheads to designate where bicycles, skis, and hikers are allowed. Direction of travel for trails may also be designated. Please observe these rules.

Additionally, winter use of ski trails within the City of Duluth requires that users have a DNR Ski Pass. See <http://www.dnr.state.mn.us/licenses/skipass/index.html> for more info. on obtaining this pass.

Sec. 35-7. Setting fires, prohibited.

(a) Except as provided in this Section, no person shall start or maintain any fire or hot coals in any park other than in designated park grills or privately owned grills suitable for the purpose for which they are used;

(c) The director of parks and recreation or the fire chief may ban all burning, including burning in grills, in parks at times of high fire danger.

It is a violation of this section to create a recreational fire on the beaches of Park Point.

Sec. 35-8. Prohibited activities.

Within any public park, no person shall:

- (a) Discharge any firearm, air gun, crossbow, bow and arrow, slingshot or other missile firing device, provided that the director of parks may, by written permit, authorize archery exhibitions and contests
- (b) Do any hunting or trapping or in any other manner disturb or injure or attempt to disturb or injure any animal, including birds;
- (c) Urinate or defecate anywhere but in a proper toilet facility;
- (d) Throw, deposit or place or cause to be thrown, deposited or placed any papers, bottles, cans or any other garbage or waste at any place except into a trash container;
- (e) Tip over any trash container or otherwise cause the contents of a trash container to be deposited on the ground;
- (i) Possess any glass beverage container while outside of a motor vehicle;
- (j) Consume alcoholic beverages or possess opened or unopened alcoholic beverages.

Sec. 35-2. Animals running at large, animal control.

- (a) No dogs, cats or other domestic pets shall be allowed to run at large upon any park. Dogs, cats and other domestic pets shall be considered to be at large if they are not under control of the owner or other responsible person by means of a leash of suitable strength not exceeding six feet in length;
- (b) The director of parks and recreation may designate any park or area in a park as prohibited to pets or other animals. Any area so designated shall be clearly marked by signs indicating such prohibition. No person owning, controlling or caring for any animal shall allow such animal to enter any park area where such animal is prohibited.

Sec. 35-3. Fastening animals to fences, trees, etc., prohibited.

No person shall tie or fasten any animal to any fence, building, railing, tree, shrub or plant in or upon any park in the city.

Pet Rules:

Sec. 6-33. Animal noise.

- (a) No person shall harbor or keep any dog which, by loud and frequent or habitual barking, yelping or howling shall cause reasonable annoyance of another person or persons;

Sec. 6-36. Running at large prohibited.

No person shall suffer or permit any animal owned or controlled by that person to run at large within the city.

Sec. 6-38. Animal litter.

- (a) The owner of any animal or any person having the custody or control of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner;
- (b) It is unlawful for any person owning, keeping or harboring an animal to cause said animal to be on property, public or private, not owned or possessed by such person without having in his/her immediate possession a device for the removal of feces and depository for the transfer of animal feces to a receptacle located on property owned or possessed by such person. A device may include a plastic or paper bag which is used to recover animal feces;
- (c) It is unlawful for any person in control of, causing or permitting any animal to be on any property, public or private, not owned or possessed by such person to fail to remove feces left by such animal to a proper receptacle located on the property owned or possessed by such person;
- (d) For the purposes of this Section, the term public property includes, without limitation, streets, sidewalks, boardwalks, trails, boulevards, playgrounds and parks;

Noise Rules:

Sec. 34-5. Disturbing the neighborhood.

No person, within the city, shall keep a dwelling, gaming area, party room, or meeting area which attracts people to the neighborhood at times or in such a manner that their arrival or leaving or activities while in the neighborhood result in an unreasonable disturbance of the usual peace, quiet, comfort, or decency of the neighborhood.

Sec. 34-6. Disorderly conduct.

(a) No person shall commit or suffer to be committed in any apartment or other dwelling owned, occupied or controlled by him, any rioting, quarreling, fighting, reveling, shouting, loud music or electronically amplified noise, or disorderly conduct which disturbs or annoys another person in a neighboring apartment or other dwelling, or in a neighboring building, or lawfully in the vicinity of said neighboring dwelling or building;

(b) No person within any public or private place shall take part in or incite or encourage any brawling, shouting, dancing, or noise production, which unreasonably disturbs others lawfully in the vicinity.

Sec. 40-10. Definitions, User Charge for Excessive Consumption of Police Services.

Nuisance event. An event requiring special security assignment in order to protect the public peace, health, safety and welfare. A nuisance event includes, but is not limited to, the following:

- (e) Loud and boisterous conduct, noises and activities that disturb the peace;
- (f) Events between 11:00 p.m. and sunrise which disturb the peace and tranquility of the neighborhood;
- (g) Congregating in a tumultuous, noisy or rowdy crowd;
- (h) Fighting or use of obscene or inflammatory language;
- (i) Loud music constituting a nuisance or disturbing the peace;
- (j) Activities causing excessive pedestrian or vehicular traffic and parking problems and congestion.



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-2507-0034		Contact	Christian Huelsman, chuelsman@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit		Planning Commission Date		September 9, 2025
Deadline for Action	Application Date		July 1, 2025	60 Days	August 30, 2025
	Date Extension Letter Mailed		July 8, 2025	120 Days	October 29, 2025
Location of Subject		1421 E Superior St, Unit 2			
Applicant	Heirloom Vacation Rentals		Contact	Seth Sutherlund	
Agent			Contact		
Legal Description		PIN: 010-1480-04980			
Site Visit Date		August 25, 2025	Sign Notice Date		August 26, 2025
Neighbor Letter Date		July 17, 2025	Number of Letters Sent		53

Proposal

The applicant proposes to use Unit 2 as a vacation rental. This unit contains 3 bedrooms. This is a new application and is on the eligibility list.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	MU-N	Vacation rental	Central Business Secondary
North	MU-N	Residential	Central Business Secondary
South	F-4	Dental office	Central Business Secondary
East	MU-N	Multi-family	Central Business Secondary
West	MU-N	Residential	Central Business Secondary

Summary of Code Requirements:

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the MU-N 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 – Central Business Secondary: An area adjacent to and supporting the primary central business area or standalone area providing a similar mix of destination land uses but as a lower intensity than the primary CB uses. Includes mixed regional and neighborhood retails, employment centers, public spaces, medium density residential, and public parking facilities.

History: The subject property, 1421 E Superior St, was built in 1899. The existing structure is a 7-bedroom, two-family home, including three bedrooms in Unit 2.

Review and Discussion Items:

Staff finds that:

- 1) The applicant's property is located at 1421 E Superior St. The dwelling unit contains 3 bedrooms, which allows for a maximum of 7 guests.
- 2) This is a new application. The applicant was on the eligibility list. Staff does not have record of any violations or enforcement actions relating to the subject property.
- 3) The minimum rental period will be two nights.
- 4) The applicant is proposing two off-street parking stalls, located in the parking lot on the west side of the building. Two off-street parking stalls meets the minimum requirement for a 3-bedroom vacation dwelling unit under UDC Sec. 50-20.3.V.3.
- 5) The applicant has indicated they will not allow motorhome or trailer parking.
- 6) The site plan does not indicate any outdoor amenities.
- 7) The site plan shows existing screening/buffering of outdoor space at the northeast corner of the rear yard from the adjacent property. The east side yard is not subject to screening requirements due to there being no usable outdoor space. Screening is not required in the front yard area abutting a street. The west side of the property features a shared driveway and does not mean the requirement of a dense urban screen per UDC 50-20.3.V.7, requiring a waiver from the abutting owner from screening requirements prior to operating the proposed short-term rental.
- 8) 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 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.
- 9) 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.V.9 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 10) 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").
- 11) There are currently 183 licensed vacation dwelling units in the city, with 92 of those in form districts; the remaining 91 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
- 12) No City, public or agency comments were received.
- 13) The permit will lapse if no activity takes place within 1 year of approval.

Staff Recommendation:

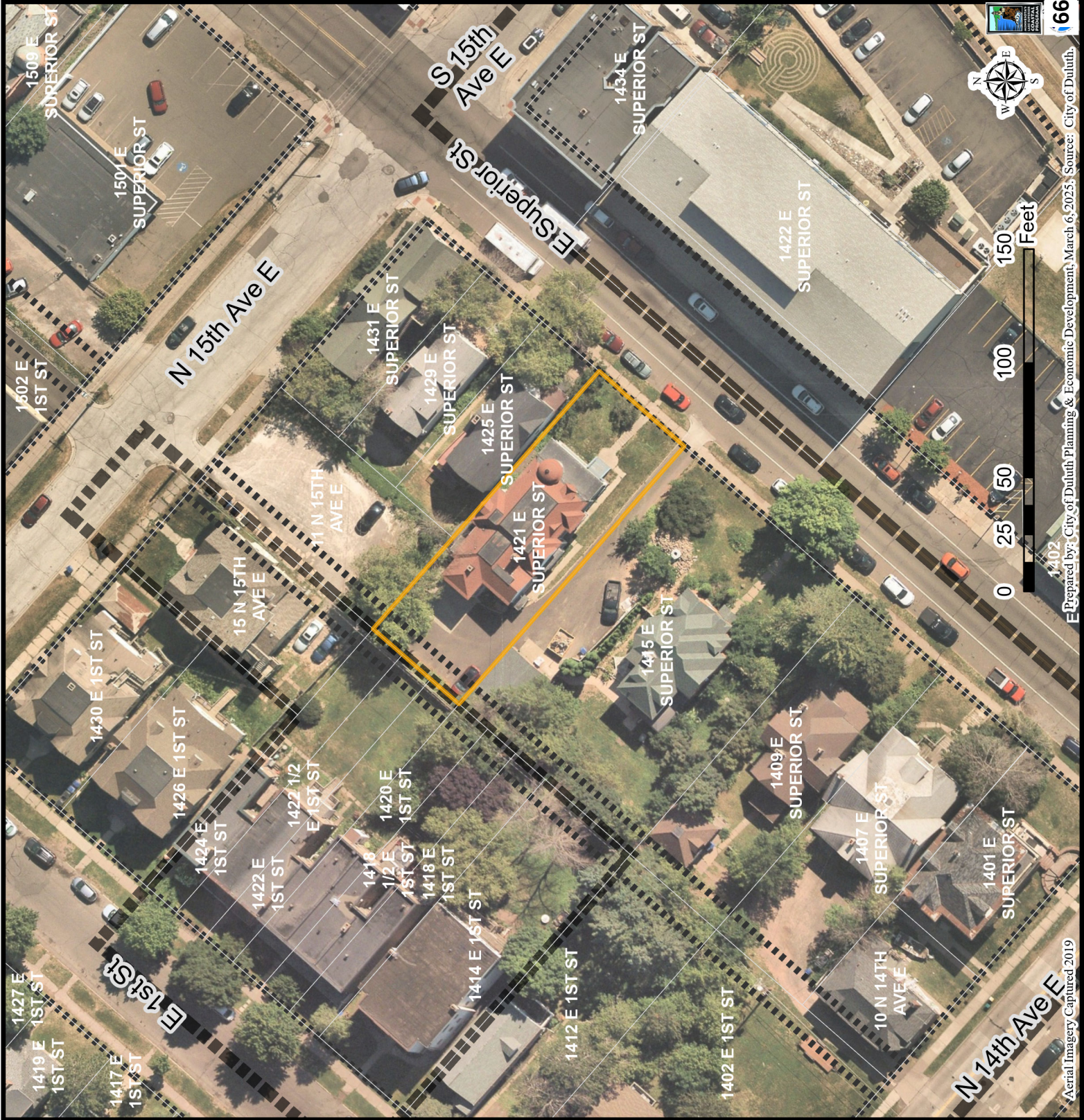
Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) The applicant must submit a waiver from screening requirements to Planning by the abutting property owner at 1415 E Superior St, prior to the operation of the short-term rental unit.
- 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-2507-0034

Interim Use Permit
1421 E Superior St Unit 1



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.

LEGEND

EXISTING ADJACENT BUILDING

PAVER STONE SURFACE

GRAVEL SURFACE

CONCRETE SURFACE

FOUND CITY MONUMENT BOX
SET MAG NAIL

SET CAPPED REBAR RLS 49505

LEGAL DESCRIPTION PER DOC 1271579

Lot 11, Block 79, ENDION DIVISION OF DULUTH, St. Louis County, Minnesota.

5 9'x17' Parking spaces

Dense Tree Screen

Figure 1

N48°20'56"W 150.12(M) 150.00(R)

SEWER EASEMENT
DATED 9-7-1891

EXISTING BUILDING

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"E 50.01(M)
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SUPERIOR STREET

N41°36'35"E 466.07(M) 466.00(R)

BLOCK

4.8 S48°21'16"E 150.12(M)
15.00(R)

DATE _____

CERTIFICATE OF SURVEY

E OF SURVIV

DATE: 7-26-2011

ADDRESS: 1421

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

David R. Evanson

Date: 7-26-2016 PM LT. No. 49303

JOB NUMBER: 11

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ALTA
LAND SURVEY COMPANY
LAND SURVEYING
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CERTIFIED FEDERAL SURVEYOR
WWW.ALTLANDSURVEY.COM

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 WWW.ITALANDSURVEYDULUT

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?

2 night(s).

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?

4

What will be your maximum occupancy?

9 or Bedroom # + 1

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?

3

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?

No

If so, where?

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):

Both in an Excel Spreadsheet and using an online CRM.

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:

1421 E Superior St

VACATION@RENTWITHHEIRLOOM.COM

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:

Both online through the rental website and in person in a pamphlet.

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.



Selected City Ordinances on Parking, Parks, Pets & Noise

Thanks for choosing to visit our wonderful city. The summary of ordinances below was assembled to answer commonly asked questions related to vehicle parking, park use, pets and noise. We hope you enjoy all that Duluth has to offer and that you'll return again soon!

Vehicle Parking Rules:

Sec. 33-82. Prohibitions generally.

(c) No person shall, for the purpose of camping, lodging, or residing therein, leave or park a vehicle or motor vehicle on or within the limits of any highway or on any highway right-of-way, except where signs are erected designating the place as a camp site;

Sec. 33-85. Parking more than 24 consecutive hours prohibited.

No vehicle shall be left standing or parked more than 24 consecutive hours on any street or highway within the city.

Sec. 33-97.8. Alternate side parking.

Except where signs direct otherwise, all vehicles parked on streets in Duluth must observe the alternate side parking program to enable street cleaning, plowing, and other maintenance. All vehicles must be parked on the side of the street designated for parking for the week with house numbers that are either odd or even, see <http://www.duluthmn.gov/> for the designation of "odd" or "even" side parking for the week. The following week vehicles must be parked on the opposite side of the street. Every Sunday between the hours 4:00 p.m. and 8:00 p.m. shall be a changeover period and the provisions of this Section shall not be in force during such time.

Park Rules:

Sec. 35-9.3. Use of parks between certain hours prohibited without prior registration.

Nearly all parks and beaches in Duluth are closed to public use after 10:00 p.m., including the beaches along Park Point.

Sec. 35-6. Vehicles, parking and recreational trails and paths.

(b) No person shall operate any motor vehicle or bicycle or ride a horse in any area of any park except on the roadway portion of streets, or highways, or parking areas in such park.

Many of the trails in Duluth are reserved for specific users year round or only during certain times of the year. This information is posted near trailheads to designate where bicycles, skis, and hikers are allowed. Direction of travel for trails may also be designated. Please observe these rules.

Additionally, winter use of ski trails within the City of Duluth requires that users have a DNR Ski Pass. See <http://www.dnr.state.mn.us/licenses/skipass/index.html> for more info. on obtaining this pass.

Sec. 35-7. Setting fires, prohibited.

(a) Except as provided in this Section, no person shall start or maintain any fire or hot coals in any park other than in designated park grills or privately owned grills suitable for the purpose for which they are used;

(c) The director of parks and recreation or the fire chief may ban all burning, including burning in grills, in parks at times of high fire danger.

It is a violation of this section to create a recreational fire on the beaches of Park Point.

Sec. 35-8. Prohibited activities.

Within any public park, no person shall:

- (a) Discharge any firearm, air gun, crossbow, bow and arrow, slingshot or other missile firing device, provided that the director of parks may, by written permit, authorize archery exhibitions and contests
- (b) Do any hunting or trapping or in any other manner disturb or injure or attempt to disturb or injure any animal, including birds;
- (c) Urinate or defecate anywhere but in a proper toilet facility;
- (d) Throw, deposit or place or cause to be thrown, deposited or placed any papers, bottles, cans or any other garbage or waste at any place except into a trash container;
- (e) Tip over any trash container or otherwise cause the contents of a trash container to be deposited on the ground;
- (i) Possess any glass beverage container while outside of a motor vehicle;
- (j) Consume alcoholic beverages or possess opened or unopened alcoholic beverages.

Sec. 35-2. Animals running at large, animal control.

- (a) No dogs, cats or other domestic pets shall be allowed to run at large upon any park. Dogs, cats and other domestic pets shall be considered to be at large if they are not under control of the owner or other responsible person by means of a leash of suitable strength not exceeding six feet in length;
- (b) The director of parks and recreation may designate any park or area in a park as prohibited to pets or other animals. Any area so designated shall be clearly marked by signs indicating such prohibition. No person owning, controlling or caring for any animal shall allow such animal to enter any park area where such animal is prohibited.

Sec. 35-3. Fastening animals to fences, trees, etc., prohibited.

No person shall tie or fasten any animal to any fence, building, railing, tree, shrub or plant in or upon any park in the city.

Pet Rules:

Sec. 6-33. Animal noise.

- (a) No person shall harbor or keep any dog which, by loud and frequent or habitual barking, yelping or howling shall cause reasonable annoyance of another person or persons;

Sec. 6-36. Running at large prohibited.

No person shall suffer or permit any animal owned or controlled by that person to run at large within the city.

Sec. 6-38. Animal litter.

- (a) The owner of any animal or any person having the custody or control of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner;
- (b) It is unlawful for any person owning, keeping or harboring an animal to cause said animal to be on property, public or private, not owned or possessed by such person without having in his/her immediate possession a device for the removal of feces and depository for the transfer of animal feces to a receptacle located on property owned or possessed by such person. A device may include a plastic or paper bag which is used to recover animal feces;
- (c) It is unlawful for any person in control of, causing or permitting any animal to be on any property, public or private, not owned or possessed by such person to fail to remove feces left by such animal to a proper receptacle located on the property owned or possessed by such person;
- (d) For the purposes of this Section, the term public property includes, without limitation, streets, sidewalks, boardwalks, trails, boulevards, playgrounds and parks;

Noise Rules:

Sec. 34-5. Disturbing the neighborhood.

No person, within the city, shall keep a dwelling, gaming area, party room, or meeting area which attracts people to the neighborhood at times or in such a manner that their arrival or leaving or activities while in the neighborhood result in an unreasonable disturbance of the usual peace, quiet, comfort, or decency of the neighborhood.

Sec. 34-6. Disorderly conduct.

(a) No person shall commit or suffer to be committed in any apartment or other dwelling owned, occupied or controlled by him, any rioting, quarreling, fighting, reveling, shouting, loud music or electronically amplified noise, or disorderly conduct which disturbs or annoys another person in a neighboring apartment or other dwelling, or in a neighboring building, or lawfully in the vicinity of said neighboring dwelling or building;

(b) No person within any public or private place shall take part in or incite or encourage any brawling, shouting, dancing, or noise production, which unreasonably disturbs others lawfully in the vicinity.

Sec. 40-10. Definitions, User Charge for Excessive Consumption of Police Services.

Nuisance event. An event requiring special security assignment in order to protect the public peace, health, safety and welfare. A nuisance event includes, but is not limited to, the following:

- (e) Loud and boisterous conduct, noises and activities that disturb the peace;
- (f) Events between 11:00 p.m. and sunrise which disturb the peace and tranquility of the neighborhood;
- (g) Congregating in a tumultuous, noisy or rowdy crowd;
- (h) Fighting or use of obscene or inflammatory language;
- (i) Loud music constituting a nuisance or disturbing the peace;
- (j) Activities causing excessive pedestrian or vehicular traffic and parking problems and congestion.



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-2508-0037		Contact	Jason Mozol, jmozol@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit Renewal		Planning Commission Date		September 9, 2025
Deadline for Action	Application Date		August 5, 2025	60 Days	October 4, 2025
	Date Extension Letter Mailed		September 3, 2025	120 Days	December 3, 2025
Location of Subject		5348 London Rd, lower unit			
Applicant	Jill and Ryan Harden		Contact		
Agent			Contact		
Legal Description		PIN: 010-2960-00780			
Site Visit Date		September 3, 2025	Sign Notice Date		August 26, 2025
Neighbor Letter Date		August 19, 2025	Number of Letters Sent		40

Proposal

The applicant proposes to use a 2-bedroom unit within a duplex as a vacation dwelling unit. This is a new vacation dwelling unit for a property on the eligibility list.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	R-1	Residential	Traditional Neighborhood
North	R-1	Residential	Traditional Neighborhood
South	N/A	Lake	N/A
East	R-1	Residential	Traditional Neighborhood
West	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. 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: The existing residential structure on the property was built in 1909. A detached garage was built on the property at an unknown date. Currently, the residential structure is used as a two-family dwelling. It has a gross floor area of 2,261 sq ft that is split between the two units.

Review and Discussion Items:

Staff finds that:

- 1) Applicants' property is located at 5348 London Rd. The lower unit of the two-family dwelling is proposed to be used as a vacation dwelling unit. This unit contains 2 bedrooms, which will allow for a maximum of 5 guests.
- 2) This application is for a new vacation dwelling unit in a residential district. The property was on the eligibility list.
- 3) The minimum rental period will be two nights.
- 4) This property must provide at least one off-street parking space. Space for several vehicles to park off-street is provided the rear-yard.
- 5) Motorhome or trailer parking will be allowed in the parking area in the rear-yard.
- 6) The site plan and aerial photos of the property indicate that guests will have access to open yard space in the front, side and rear yards, a deck off the rear of the house.
- 7) The adjacent property owners at 5400 London Rd (east of the subject property) and 5344 London Rd (west of the subject property) provided a letter waiving the need for screening along the shared property line and shared driveway.
- 8) 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 Jill Harden to serve as the managing agent.
- 9) 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.V.9 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 10) Applicant must comply with the City's vacation dwelling unit regulations, including providing information to guests on city rules.
- 11) There are currently 183 licensed vacation dwelling units in the city, with 92 of those in form districts; the remaining 91 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
- 12) One public comment was submitted in opposition, see attached.
- 13) No other City, public or agency comments were received.
- 14) The permit will lapse if no activity takes place within 1 year of approval.

Staff Recommendation:

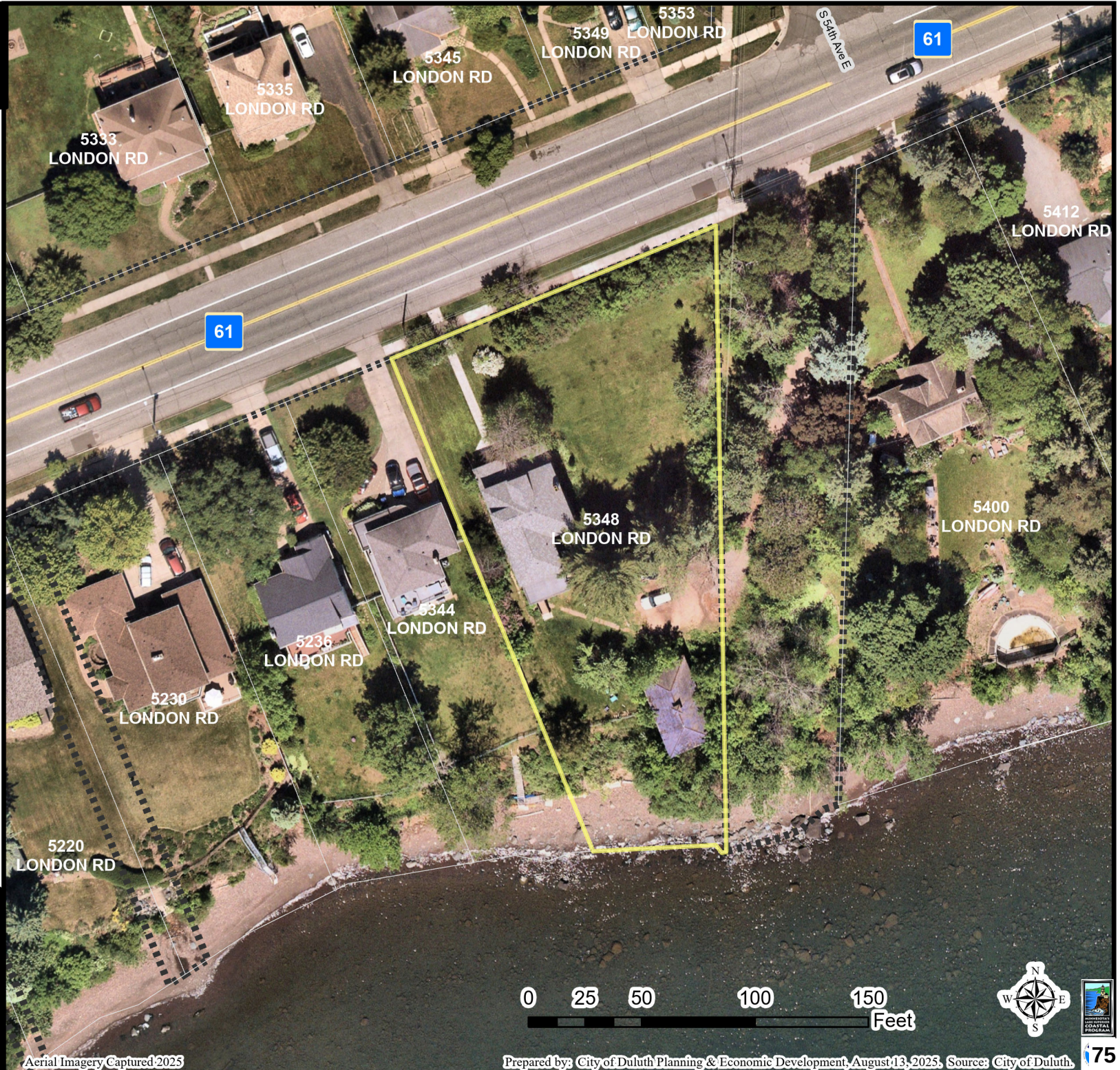
Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 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-2508-0037

Interim Use Permit for a VDU
5348 London 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.

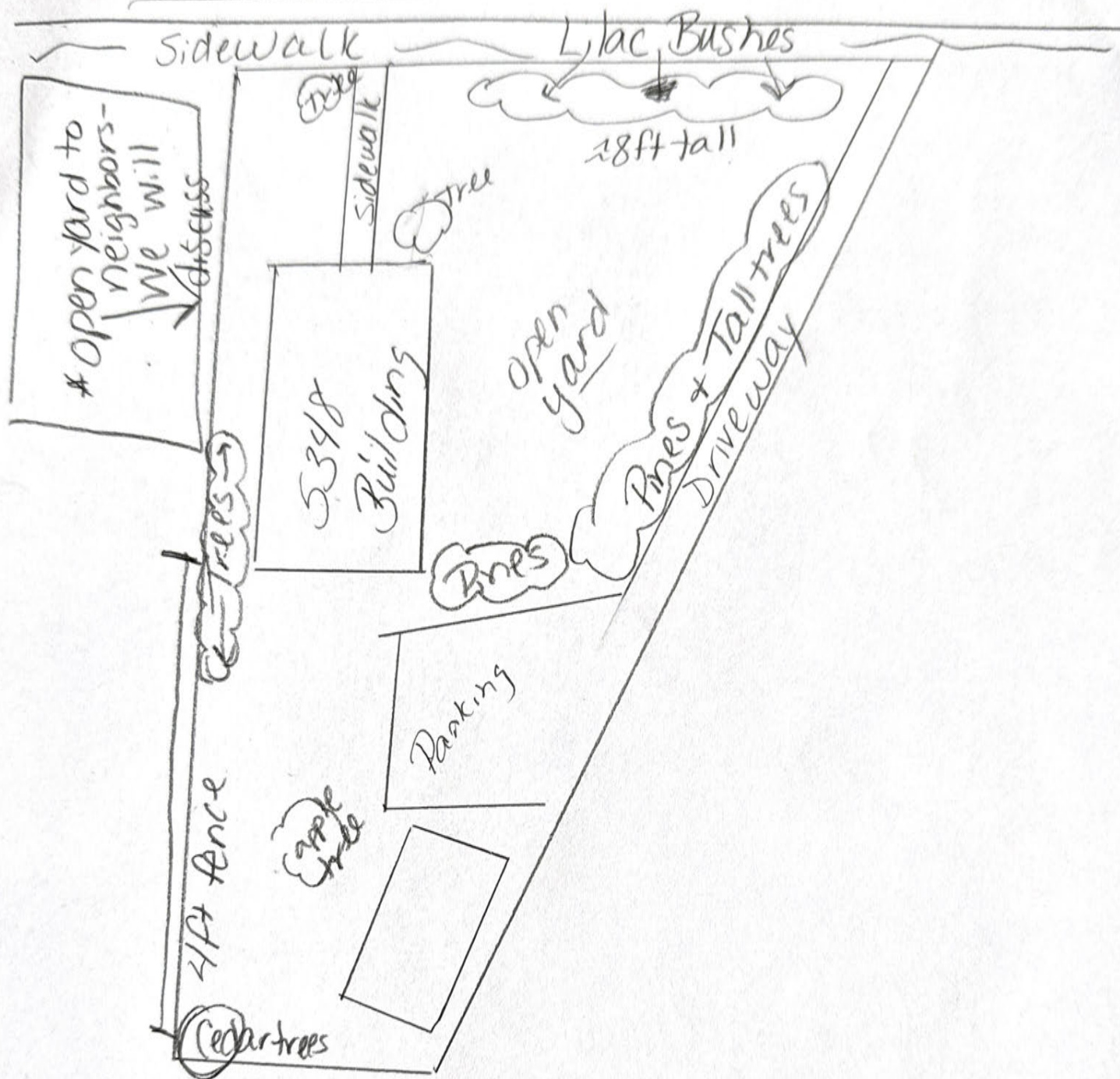
Aerial Imagery Captured 2025

Prepared by: City of Duluth Planning & Economic Development, August 13, 2025. Source: City of Duluth.



75

London Road



* We currently rent out long term. The neighbors have not wanted a barrier in the front yard. We will discuss w/ them.



Fw: Fence waiver for 5348 London Road

From Jill Harden [REDACTED]
Date Tue 9/2/2025 9:55 PM
To Jason Mozol <jmozol@DuluthMN.gov>

----- Forwarded Message -----

From: Ryan Harden [REDACTED]
To: Jill Harden [REDACTED]
Sent: Friday, August 29, 2025 at 07:42:06 PM CDT
Subject: Fw: Fence waiver for 5348 London Road

----- Forwarded Message -----

From: John Degelau [REDACTED]
To: Ryan Harden [REDACTED]
Sent: Friday, August 29, 2025 at 03:28:12 PM CDT
Subject: Fence waiver for 5348 London Road

Ryan and Jill,

Thank you for your notification of the short term rental in the lower unit at 5348 London Road.

In regards to the request that there be a 6 foot barrier of fence or foliage between 5348 London Road and our yard at 5344 London Road, I do not think that is necessary.

In general, the neighbors on the lake try to preserve lake views as much as possible and a 6 foot fence or foliage I think would get in the way of that.

Therefore we would waive that request for a 6 foot fence and in fact would oppose that requirement.

John Degelau
Rhonda Degelau
5344 London Road
Duluth MN 55804
[REDACTED]

TO WHOM IT MAY CONCERN:

I AM OKAY WITH

WAIVING THE NEED TO PUT UP
FENCING OR FOLIAGE BETWEEN

OUR PROPERTIES AT 5348 W

5400 LONDON RD! I DO NOT FEEL

IT IS A NECESSARY NEED!

KAY D. KILLEN,
PROPERTY OWNER AT
5400 LONDON RD.

Kay Killen,

AUG. 25, 2026



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-2508-0038		Contact	Christian Huelsman, chuelsman@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit		Planning Commission Date		September 9, 2025
Deadline for Action	Application Date		August 6, 2025	60 Days	October 5, 2025
	Date Extension Letter Mailed		August 15, 2025	120 Days	December 4, 2025
Location of Subject		1111 Denney Dr			
Applicant	Kate Hage		Contact	Hage Homes	
Agent			Contact		
Legal Description		PIN: 010-2790-04700, 010-2790-04710			
Site Visit Date		August 25, 2025	Sign Notice Date		August 26, 2025
Neighbor Letter Date		August 18, 2025	Number of Letters Sent		27

Proposal

The applicant proposes use of 1111 Denney Dr, a 4-bedroom dwelling unit in a single-family structure, as a new vacation rental property. This is a new application and was on the eligibility list.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	R-1	Single family residence	Traditional Neighborhood/Open Space
North	R-1	Single family residence	Open Space
South	R-1	Single family residence	Traditional Neighborhood
East	R-1	Single family residence	Traditional Neighborhood
West	R-1	Single family residence	Traditional Neighborhood/Open Space

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. Includes many of Duluth's older neighborhoods, infill projects, neighborhood extensions, and new traditional neighborhood areas.

History: The subject property was built in 1989. The existing structure is a single-family home with 4 bedrooms.

Review and Discussion Items:

Staff finds that:

- 1) The applicant's property is located at 1111 Denney Dr. The dwelling unit contains 4 bedrooms, which allows for a maximum of 9 guests.
- 2) This is a new application. The applicant was on the eligibility list. Staff does not have record of any violations or enforcement actions relating to the subject property.
- 3) The minimum rental period will be two nights.
- 4) The applicant is proposing three off-street parking stalls, located in the driveway at the side yard of the property. Three off-street parking stalls fulfill the minimum requirement for a 4-bedroom vacation dwelling unit under UDC Sec. 50-20.3.V.3: the number of spaces equal to the number of bedrooms minus one.
- 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 on the south and east sides of the main floor of the structure. The west side yard, east side yard, and rear of the property are screened by vegetation, meeting the standard of a dense urban screen. The vegetation appears to meet the standard in winter.
- 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 contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Kristie Essen 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.V.9 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 183 licensed vacation dwelling units in the city, with 92 of those in form districts; the remaining 91 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 or agency comments were received. Eight public comments were received in opposition of the application, which are attached. Each of the comments concerns a concentration of operating short-term rentals on the street. One comment cites quality of life impacts and mistreatment of other nearby properties. Other comments concern traffic noise, deck and yard noise, and impacts to property values. A petition expressing opposition was also received, totaling 13 signatories. Staff have reviewed the comments and find that they do not indicate anything in the application that fails to meet requirements of the UDC.
- 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-2508-0038

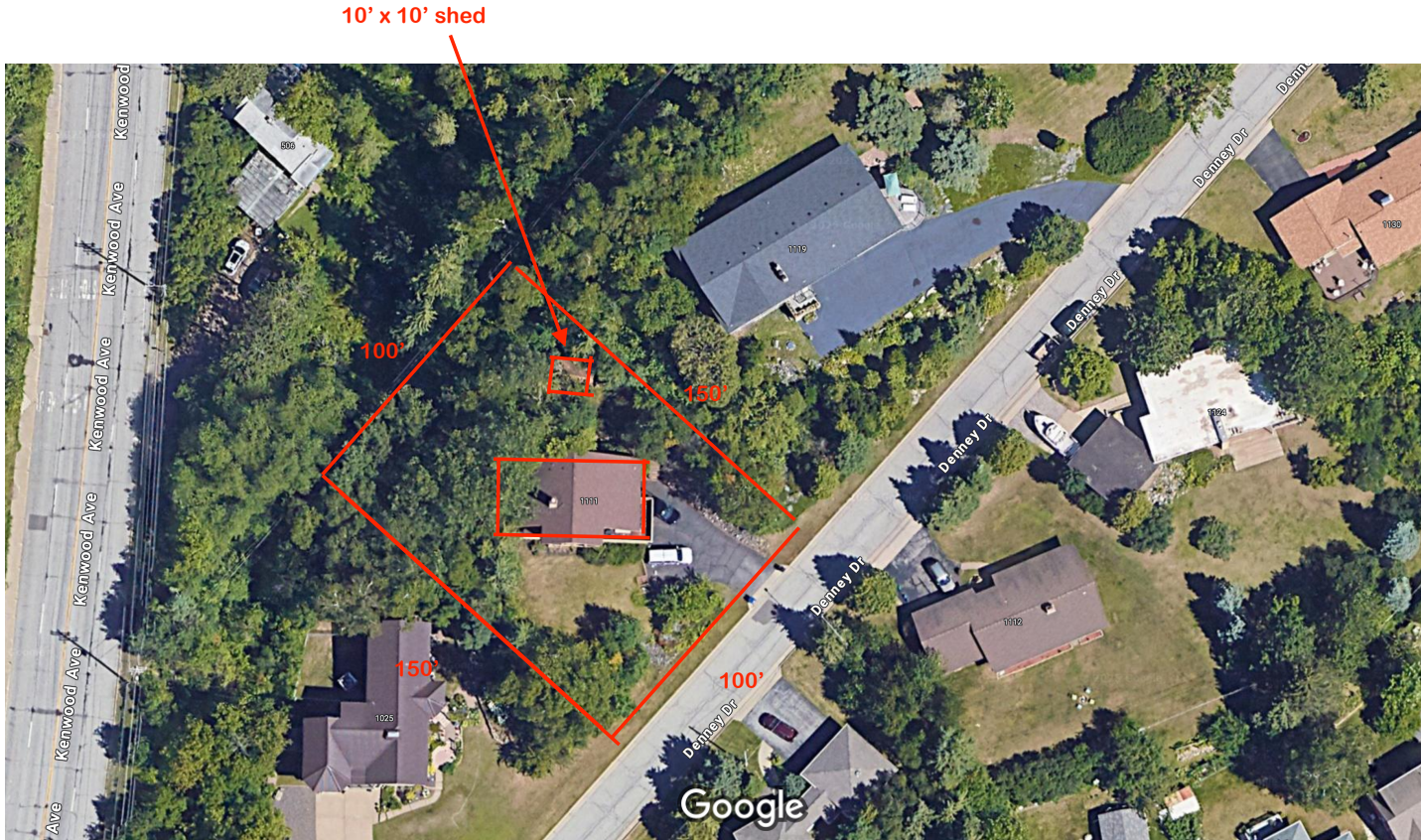
Interim Use Permit for a VDU
1111 Denney Dr



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.

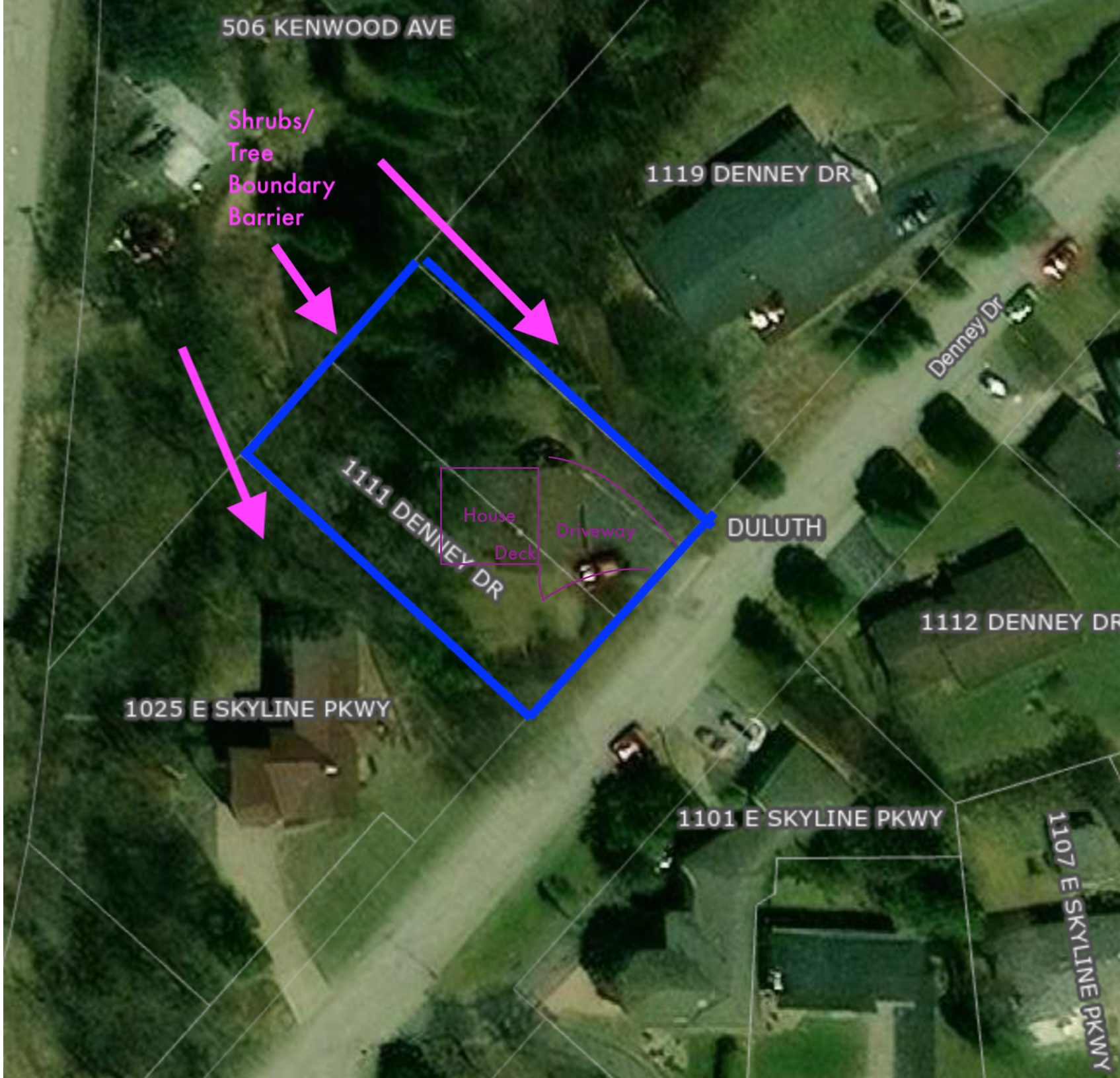
Aerial Imagery Captured 2025

Prepared by: City of Duluth Planning & Economic Development, August 13, 2025. Source: City of Duluth.



Imagery ©2025 Airbus, Map data ©2025 Google 20 ft

1400' footprint of house



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?

2 night(s).

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?

4

What will be your maximum occupancy?

9 or Bedroom # + 1

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?

3

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?

No

If so, where?

5. 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):

I will keep guest records on my laptop computer.

6. 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:

I will have a guidebook for the property detailing all of the rules and regulations. I will also list rules and regulations in the listing.

- 7. 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:

KATE HAGE
1111 Denney Dr
6123816539
kate@hagehomes.com

- 8. 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



Selected City Ordinances on Parking, Parks, Pets & Noise

Thanks for choosing to visit our wonderful city. The summary of ordinances below was assembled to answer commonly asked questions related to vehicle parking, park use, pets and noise. We hope you enjoy all that Duluth has to offer and that you'll return again soon!

Vehicle Parking Rules:

Sec. 33-82. Prohibitions generally.

(c) No person shall, for the purpose of camping, lodging, or residing therein, leave or park a vehicle or motor vehicle on or within the limits of any highway or on any highway right-of-way, except where signs are erected designating the place as a camp site;

Sec. 33-85. Parking more than 24 consecutive hours prohibited.

No vehicle shall be left standing or parked more than 24 consecutive hours on any street or highway within the city.

Sec. 33-97.8. Alternate side parking.

Except where signs direct otherwise, all vehicles parked on streets in Duluth must observe the alternate side parking program to enable street cleaning, plowing, and other maintenance. All vehicles must be parked on the side of the street designated for parking for the week with house numbers that are either odd or even, see <http://www.duluthmn.gov/> for the designation of "odd" or "even" side parking for the week. The following week vehicles must be parked on the opposite side of the street. Every Sunday between the hours 4:00 p.m. and 8:00 p.m. shall be a changeover period and the provisions of this Section shall not be in force during such time.

Park Rules:

Sec. 35-9.3. Use of parks between certain hours prohibited without prior registration.

Nearly all parks and beaches in Duluth are closed to public use after 10:00 p.m., including the beaches along Park Point.

Sec. 35-6. Vehicles, parking and recreational trails and paths.

(b) No person shall operate any motor vehicle or bicycle or ride a horse in any area of any park except on the roadway portion of streets, or highways, or parking areas in such park.

Many of the trails in Duluth are reserved for specific users year round or only during certain times of the year. This information is posted near trailheads to designate where bicycles, skis, and hikers are allowed. Direction of travel for trails may also be designated. Please observe these rules.

Additionally, winter use of ski trails within the City of Duluth requires that users have a DNR Ski Pass. See <http://www.dnr.state.mn.us/licenses/skipass/index.html> for more info. on obtaining this pass.

Sec. 35-7. Setting fires, prohibited.

(a) Except as provided in this Section, no person shall start or maintain any fire or hot coals in any park other than in designated park grills or privately owned grills suitable for the purpose for which they are used;

(c) The director of parks and recreation or the fire chief may ban all burning, including burning in grills, in parks at times of high fire danger.

It is a violation of this section to create a recreational fire on the beaches of Park Point.

Sec. 35-8. Prohibited activities.

Within any public park, no person shall:

- (a) Discharge any firearm, air gun, crossbow, bow and arrow, slingshot or other missile firing device, provided that the director of parks may, by written permit, authorize archery exhibitions and contests
- (b) Do any hunting or trapping or in any other manner disturb or injure or attempt to disturb or injure any animal, including birds;
- (c) Urinate or defecate anywhere but in a proper toilet facility;
- (d) Throw, deposit or place or cause to be thrown, deposited or placed any papers, bottles, cans or any other garbage or waste at any place except into a trash container;
- (e) Tip over any trash container or otherwise cause the contents of a trash container to be deposited on the ground;
- (i) Possess any glass beverage container while outside of a motor vehicle;
- (j) Consume alcoholic beverages or possess opened or unopened alcoholic beverages.

Sec. 35-2. Animals running at large, animal control.

- (a) No dogs, cats or other domestic pets shall be allowed to run at large upon any park. Dogs, cats and other domestic pets shall be considered to be at large if they are not under control of the owner or other responsible person by means of a leash of suitable strength not exceeding six feet in length;
- (b) The director of parks and recreation may designate any park or area in a park as prohibited to pets or other animals. Any area so designated shall be clearly marked by signs indicating such prohibition. No person owning, controlling or caring for any animal shall allow such animal to enter any park area where such animal is prohibited.

Sec. 35-3. Fastening animals to fences, trees, etc., prohibited.

No person shall tie or fasten any animal to any fence, building, railing, tree, shrub or plant in or upon any park in the city.

Pet Rules:

Sec. 6-33. Animal noise.

- (a) No person shall harbor or keep any dog which, by loud and frequent or habitual barking, yelping or howling shall cause reasonable annoyance of another person or persons;

Sec. 6-36. Running at large prohibited.

No person shall suffer or permit any animal owned or controlled by that person to run at large within the city.

Sec. 6-38. Animal litter.

- (a) The owner of any animal or any person having the custody or control of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner;
- (b) It is unlawful for any person owning, keeping or harboring an animal to cause said animal to be on property, public or private, not owned or possessed by such person without having in his/her immediate possession a device for the removal of feces and depository for the transfer of animal feces to a receptacle located on property owned or possessed by such person. A device may include a plastic or paper bag which is used to recover animal feces;
- (c) It is unlawful for any person in control of, causing or permitting any animal to be on any property, public or private, not owned or possessed by such person to fail to remove feces left by such animal to a proper receptacle located on the property owned or possessed by such person;
- (d) For the purposes of this Section, the term public property includes, without limitation, streets, sidewalks, boardwalks, trails, boulevards, playgrounds and parks;

Noise Rules:

Sec. 34-5. Disturbing the neighborhood.

No person, within the city, shall keep a dwelling, gaming area, party room, or meeting area which attracts people to the neighborhood at times or in such a manner that their arrival or leaving or activities while in the neighborhood result in an unreasonable disturbance of the usual peace, quiet, comfort, or decency of the neighborhood.

Sec. 34-6. Disorderly conduct.

(a) No person shall commit or suffer to be committed in any apartment or other dwelling owned, occupied or controlled by him, any rioting, quarreling, fighting, reveling, shouting, loud music or electronically amplified noise, or disorderly conduct which disturbs or annoys another person in a neighboring apartment or other dwelling, or in a neighboring building, or lawfully in the vicinity of said neighboring dwelling or building;

(b) No person within any public or private place shall take part in or incite or encourage any brawling, shouting, dancing, or noise production, which unreasonably disturbs others lawfully in the vicinity.

Sec. 40-10. Definitions, User Charge for Excessive Consumption of Police Services.

Nuisance event. An event requiring special security assignment in order to protect the public peace, health, safety and welfare. A nuisance event includes, but is not limited to, the following:

- (e) Loud and boisterous conduct, noises and activities that disturb the peace;
- (f) Events between 11:00 p.m. and sunrise which disturb the peace and tranquility of the neighborhood;
- (g) Congregating in a tumultuous, noisy or rowdy crowd;
- (h) Fighting or use of obscene or inflammatory language;
- (i) Loud music constituting a nuisance or disturbing the peace;
- (j) Activities causing excessive pedestrian or vehicular traffic and parking problems and congestion.

Public comment received by phone on 8/25/2025 by Kate Drevnick
Concerning PLIUP-2508-0038 (1111 Denney Dr)

Expressed concern over the concentration of short-term rentals in close proximity. If approved, both 1111 and 1131 will flank the caller's property on the north side of the street. 1131 Denney Drive, under the same ownership as the application location, was approved as a short-term rental last fall. 1112 Denney Drive currently operates as a short-term rental at 1112 Denney Drive, where the owner lives on the basement level. Last fall, the caller and nearby property owners submitted a petition in opposition of the Interim Use Permit for a Vacation Dwelling Unit application at 1131 Denney Drive.

The caller also mentioned having a survey done three years ago (2022), which revealed the applicant's shed crosses the property line.

The definition of *dense urban screen* (UDC 50-41.4) was provided to the caller, as well as language from the Vacation Dwelling Unit Worksheet related to the "provision of any dense urban screen that may be required to buffer these areas from adjoining properties."

FW: Protesting vacation dwelling at 1111 Denney Drive

From planning <planning@DuluthMN.gov>

Date Wed 8/27/2025 8:13 AM

To Christian Huelsman <chuelsman@DuluthMN.gov>

Public comment regarding PLIUP-2508-0038.

Thanks,
Sam

From: Fausch, Kurt <[REDACTED]>

Sent: Tuesday, August 26, 2025 7:40 PM

To: planning <planning@DuluthMN.gov>

Subject: Protesting vacation dwelling at 1111 Denney Drive

Dear Planning and Development Division,

My wife and I own the house at 1111 E. Skyline Parkway.

We write to protest the Interim Use Permit to operate a vacation dwelling at 1111 Denney Drive.

This is a residential neighborhood, and no place for a short-term rental property.

Such short-term rentals bring problems of noise, parking problems, and mis-treatment of other nearby properties.

Likewise, when one such permit is allowed in that neighborhood, then it will open the door for others to apply.

We strongly support maintaining a neighborhood community in this region of Duluth. Vacationers can stay in motels in neighborhoods where these are appropriate.

Kurt Fausch and Deborah Eisenhauer

Public comment received by phone on 8/27/2025 by Jack Curtis

Concerning PLIUP-2508-0038 (1111 Denney Dr)

Expressed concern over the concentration of short-term rentals on a single city street or in a neighborhood. The caller lives at 1133 Denney Drive, just behind the property recently approved for an Interim Use Permit for a Vacation Dwelling Unit (1131 Denney Drive). If approved, 1111 and 1131 will equal the number of owner-occupied homes on the block. The caller expressed concern with the lack of restrictions on vacation rentals and the opening provided to out-of-town parties to purchase property for this operation.

Public comment received by phone on 8/27/2025 by Steve Long

Concerning PLIUP-2508-0038 (1111 Denney Dr)

The caller is opposed to the proposed short-term rental due to potential hit on property values and traffic noise. He also expressed concern over the concentration of short-term rentals in close proximity and on the same block. If approved, the caller wonders what legal recourse they have against further vacation rentals to be operated along Denney Drive.

Public comment received by phone on 8/28/2025 by Jeannie Carroll

Concerning PLIUP-2508-0038 (1111 Denney Dr)

The caller is opposed to the proposed short-term rental due to the following concerns:

- (1) The proposed short-term rental will be the third such address on the street.
- (2) The caller's property is right next to the address of the proposed use, which already has generated deck and yard noise.
- (3) People staying for a holiday or long weekend don't have investment in the neighborhood or neighbors like permanent residents. Permanent residents develop relationships and mutual respect, united by location and by choice.
- (4) The applicant has previously reached out to the caller, either prior to the approval of the Interim Use Permit for 1131 Denney or the proposed use of the subject property.

1130 Denney Drive
Duluth MN 55805
August 29, 2025

Planning and Development Division
City of Duluth
411 West First Street
Room 160
Duluth MN 55802

Dear Members of the Planning Commission

As a nearly 50 year home owner and resident of my home on Denney Drive, I am writing to express my opposition to Kerry Hage and Kate Zlonis-Hage's request to obtain an Interim Use Permit to operate a Vacation Dwelling Unit at 1111 Denney Drive. It is my understanding that that permit would permit her to have short term rentals from 2-29 days.

Ours is a relatively small, quiet family oriented neighborhood on a dead end street with working professionals, children and a retirees. The property owned by Jeff Denney, the son of the family for whom our street was named some 45 years ago, rented to UMD students many years ago, and because of his not living in Duluth and monitoring the rental, there was significant noise, scattered debris and disturbance. This experience increases my concern for the Interim Use Permit as short term rental occupants do not have the same commitment or concern for our neighborhood values and commitment to one another.

The Hage family's request to obtain another Interim Use permit in less than a year compromises and overburdens our neighborhood of sixteen (16) homes. With them owning two of the six homes in the lower section of Denney Drive (one already with an interim use permit) and the Denney home operating an AirBnb, the remaining three homes either have non family homes next door or across the street. The Drevnick family actually would have one on each side of them and across the street!

I wish to make clear I do not object to long term rentals, but I think it is too much to ask our neighborhood to support three short term rentals. Our homes were purchased at significant cost for location and quality of life and our taxes represent that uniqueness.

My opposition is not to the Kerry and Kate Hage family personally or with the mindset of "not in my neighborhood" but instead to preserve our family oriented neighborhood that Kate knows well as she grew up here and experienced and benefited from it. Three rentals, be they long term or short term, alter the respect, safety and cohesion we now enjoy.

Please note enclosed map which shows the present and proposed rentals on Denney Drive - simple too many in proximity!

Sincerely,


Michelle Robbie
218 340-0575

Please note
 the X'd
 properties
 are present
 and proposed
 rentals

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 2025

Prepared by: City of Duluth Planning & Economic Development, August 13, 2025, Source: City of Duluth

August 29, 2025

Dear Members of the Commission,

We are disheartened to be writing to the planning commission for the second time in less than a year. In our letter dated October 30, 2024 we expressed concern over the owner (Kate Hage) of 1131 Denney Drive receiving a VDU permit. An additional concern we had last year was that Ms. Hage or her family might at some point in the future also seek a VDU permit for their property at 1111 Denney Drive. This letter is in opposition to the application for an Interim Use Permit (PLIUP2508-0038) for a Vacation Dwelling Unit (VDU) at 1111 Denney Drive that Kerry Hage now seeks.

As of today, the three houses around our home at 1119 Denney Drive are rentals (one AHS, one single family and VDU, and one single family). If this permit is granted, we will have short-term rentals surrounding our home. It is our experience thus far that rentals on our street where the owners do not reside hinder us from fully engaging with our neighbors as short-term renters have no investment, financial or otherwise, in our neighborhood.

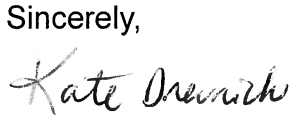
We have invested a significant amount of money and time into living on Denney Drive and value the relationships and trust we have built within our small community. We are concerned about the potential negative impact another VDU next door might have on the value and enjoyment of our home and neighborhood. We have concerns, shared by our neighbors, about unknown persons habitating next door, increased noise disturbance from renters who may be vacationing on Denney Drive, increased traffic, and absent landlords.

The Hages have not shown interest in the well-being and concerns of the residents of Denney Drive. They were aware of the neighborhood's opposition to adding an additional short-term rental to our street and yet they are requesting permission from the planning commission to add a third. They did not inform us or others in the neighborhood of their plans except for what they are legally required to post.

Further, Kerry Hage has a shed for 1111 Denney Drive that is partially on our property. We have not approached him about it, and he may not know that it is partially on our land. We now feel he needs to move the shed because his short-term renters will not know that they may be trespassing.

Duluth is short on housing. Please make the decision to prioritize housing people who live in Duluth, not visiting tourists.

Sincerely,



8/29/25

Kate and Paul Drevnick
1119 Denney Drive

We the undersigned owners and residents of homes on Denney Drive and Skyline Parkway wish to respectfully submit formal opposition to the Proposed Interim Use Permit (PLIUP-2508-0038) for a Vacation Dwelling Unit requested by Kerry Hage for his property at 1111 Denney Drive. This property is currently licensed as a single family rental. According to State Statute, written notice was sent only to property owners within 350 feet of the project location but the proposal is important to and would affect all Denney Drive property owners.

Mr. Hage and his family already own two houses on our street, one that is permitted as a single family rental (1111 Denney Drive) and another permitted as both a single family rental and a Vacation Dwelling Unit (1131 Denney Drive). There is also an Accessory Home Share (AHS) owned by Jeffery Denney at 1112 Denney Drive. With only 15 homes on Denney Drive, that brings the total short-term rental properties to 20 percent of our community-oriented, dead-end street. It is our belief that permitting both of the Hage's single family rental properties as short-term Vacation Dwelling Units would change the nature of our neighborhood and potentially reduce our property values. Moreover, another short-term rental property would not help with our city's deepening housing crisis.

Given the housing shortage in our city, we are not opposed to the long-term rental of these properties to renters who wish to reside on Denney Drive. However, we have significant concerns about the impacts of another VDU including the potential for increased nuisance concerns associated with short-term rentals and individuals who are not, and do not intend to become part of our small community, as well as increased traffic to our quiet street.

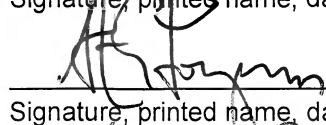
On October 30, 2024 the majority of Denney Drive homeowners submitted a formal opposition letter to the VDU permit application for 1131 Denney Drive to the planning commission. We reiterate to the planning commission our wishes for our street to be community-oriented and focused on residents of Duluth and respectfully ask the commission to deny the Proposed Interim Use Permit (PLIUP-2508-0038) for a Vacation Dwelling Unit at 1111 Denney Dr.

 Brian Wasserman, 1201 Denney Dr.

Signature, printed name, date, address

 Christine Wasserman, 1201 Denney Dr.

Signature, printed name, date, address

 Steven Long 1202 Denney Drive

Signature, printed name, date, address

 Catherine G. Long 1202 Denney Dr. 8/27/25

Signature, printed name, date, address

 Michelle M. Robbie 1130 Denney Dr 8/27/25

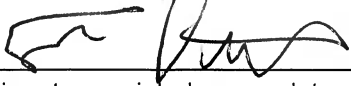
Signature, printed name, date, address

2
Jame + Chris Carroll Jame + Chris Carroll August 27, 2025 1025 E Skyles Ave

Signature, printed name, date, address

Kate Drenick Kate Drenick 8/28/25 1119 Denney Dr.

Signature, printed name, date, address

 8/28/25 1119 Denney Dr.

Signature, printed name, date, address

David Arnold David Arnold 8/28/25 1314 Denney Drive

Signature, printed name, date, address

Judith Arnold Judith Arnold 8/28/25 1314 Denney Dr.

Signature, printed name, date, address

Brenda Schwendt Brenda Schwendt 8/28/25 1214 Denney Drive

Signature, printed name, date, address

Karen Christy Karen Christy 8/28/25 1412 Denney Drive

Signature, printed name, date, address

Brian Groh Brian Groh 8/28/25 1412 Denney Drive

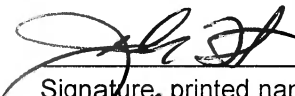
Signature, printed name, date, address

Nathan Hoffmann Nathan Hoffmann 1402 Denney Drive

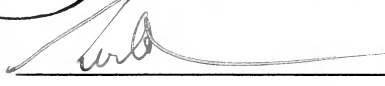
Signature, printed name, date, address

Nichelle Hoffmann Nichelle Hoffmann 1402 Denney Drive

Signature, printed name, date, address

 JEFFREY A FOSTER 1212 Denney Drive

Signature, printed name, date, address

 Paul Drenick 1119 Denney Dr.

Signature, printed name, date, address

Paul Drenick Paul Drenick 1119 Denney Drive

Signature, printed name, date, address

Signature, printed name, date, address

Signature, printed name, date, address

Signature, printed name, date, address

To the City of Duluth Planning Commission

August 31, 2025

Dear Members of the Commission,

I am writing in respectful opposition to the application for an Interim Use Permit for a Vacation Dwelling Unit (VDU) at 1111 Denney Drive. The problem is that if this permit is granted, there will be three short term rentals in a cluster on Denney Drive.

I understand the purpose of such rentals, but Denney Drive is a short dead end street with 15 homes in total. It seems reasonable to spread short term rentals throughout Duluth, so that any one street is not overwhelmed with city visitors, which dilutes the feeling of community which every street should encourage.

Thank you for your consideration of this request to deny this third vacation rental on our street.

Sincerely,

Judith Arvold, 1314 Denney Dr., Duluth 55805



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

Date: August 25, 2025
To: Planning Commission
From: Chris Lee, Planner
RE: PLOR-2508-0011 Campus Sign Plan

Aspirus St. Luke's (ASL) and consulting firm Kiku Obata has submitted exhibits for a Campus Sign Plan at the existing ASL medical facility at 915 East 1st Street. The intent of a campus plan is to provide a uniform signage plan for a large university, college, and hospital site. It also allows for more rapid zoning review of pending sign permit applications.

The project proposer has summarized the shortcomings of the current on-site signage on page 3 and 4 of their exhibit, and establishes a new signage strategy on page 6 of the attached exhibit. The wayfinding signs are generally categorized by a new naming nomenclature, as shown on page 5 of the attached exhibit. By using this strategy, every structure, building entrance, and parking area will have easily identifiable markings.

The signage proposed in the campus plan exceeds the restrictions imposed by the UDC in several areas: the size of monument signs (12 feet proposed versus 8 feet allowed), area of some structure signs (50 square feet), and the number of structure signs allowed per parcel. Under UDC Sec. 50-27.10, a campus plan site may be more permissive than the ordinary UDC signage standards.

A portion of citizens traveling to this site will likely be distracted or distressed, so small variations from the UDC for basic identification signs (to improve clarity or communication) is generally understood to be in the best interests in the community. Other signage, such as "branding" or "logo" signs fall within the limits for normal wall signage provided for by the code.

Staff recommend approval of the campus sign plan, with the understanding that:

1. Any signage (particularly monument signage) can not block vehicular site triangles, as determined by City of Duluth Engineering, and can not be located in public right of way without an approved concurrent use permit, and
2. Zoning and building permits are still required for signs allowed under this campus sign plan.

50-27.10 Campus sign plan.

- A. The city recognizes that university or college or hospital campuses have unique sign needs that may need to depart from the requirements of this Section. In such cases, the planning commission may recommend and city council may approve such sign standards for temporary and permanent signs through the review and adoption of a campus sign plan;

- B. A campus sign plan may be applied for by a university or college or hospital campus a minimum of two acres in size. In calculating the area, the entire area does not have to be contiguous and may be separated by public rights-of-way or by individual parcels not owned by the institution. However, the entire area must function as a connected campus;
- C. As part of the establishment of a campus sign plan, a comprehensive sign plan must be submitted. The comprehensive sign plan must describe the sign standards for the campus, including all exceptions to the requirements of this Section. A campus sign plan may be more permissive than the standards of this section. Directional signs within the campus may be described generally by sign area and height and general locations;
- D. The planning commission shall review the application, conduct a public hearing pursuant to Section 50-37.1.I, with public notice as required by Section 50-37.1.H, and make a decision to adopt, adopt with modifications, or deny the application;
- E. Alternately, a campus sign plan may be incorporated into the review and approval process of the district plan option of the MU-I District.



Aspirus
Aspirus St. Luke's
Duluth, MN

Proposed Campus Signage Plan
Design Intent - **DRAFT**

July 29, 2025

2024016.00

Drawing List

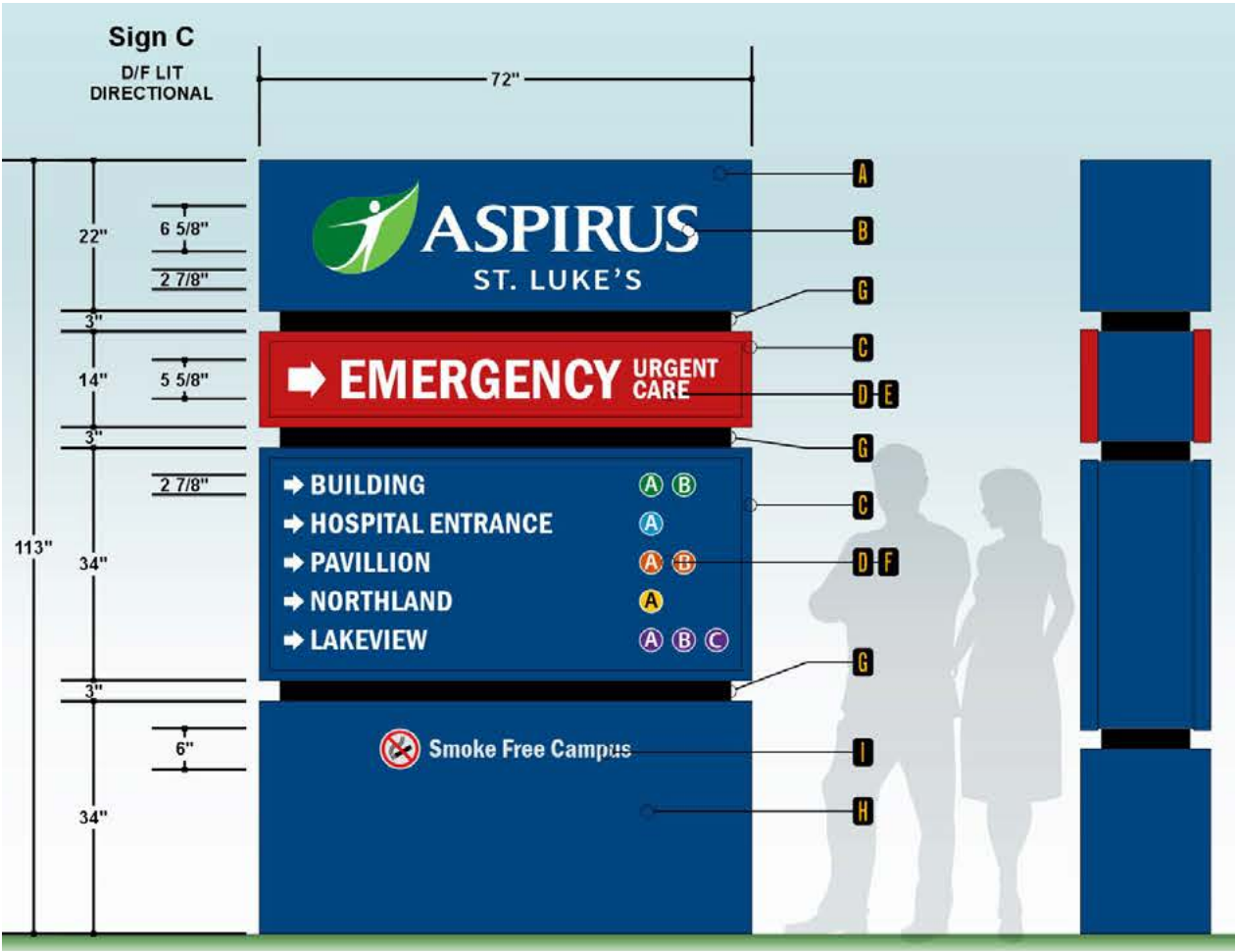
02	OVERVIEW	26	Sign Type F - Parking ID, Building Mounted
03	Overview - Assessment, Strategy, & Recommendations	27	Sign Types F & F.1 - Parking ID, Building Mounted, Details
04	Overview - Signage Standards & Existing Signs	28	Sign Type G - Permit Parking ID, Freestanding
05	Overview - Recommended Nomenclature Strategy	29	Sign Type G - Permit Parking ID, Freestanding, Details
06	Overview - Signage System Strategy	30	Sign Type H - Pedestrian Directional
07	Overview - Existing Directional Signage	31	Sign Type H - Pedestrian Directional, Details
08	Overview - Recommended Directional & Parking Signs	32	Sign Type J - Parking Lot Light Pole ID
09	Overview - Recommended Corner District ID & Directional Signs	33	Building Entrance Signage - Lakeview Clinics
10	Overview - Recommended Corner District ID & Directional Signs	34	Building Entrance Signage - Lakeview Clinics
11	Overview - Recommended Vertical District ID Sign	35	Building Entrance Signage - 9th Avenue Clinics
12	Overview - Graphics, Materials, and Paint Colors	36	Building Entrance Signage - Hospital EXIT Only
13	Overview - Sign Locations, Sign Type C	37	Building Entrance Signage - Hospital Entrance
14	Overview - Sign Locations, Sign Types, D, E, F, G, H, J	38	Parking Gateway Signage - Pavilion Clinics
15	DRAWINGS	39	Building Entrance Signage - Pavilion Clinics
16	Sign Type A - Aspirus District ID, Vertical	40	Brand Lighting Strategy
17	Sign Type A - Aspirus District ID, Vertical, Details	41	GENERAL NOTES & CONDITIONS. SPECIFICATIONS
18	Sign Type B - Aspirus District ID, Horizontal	42	General Notes and Conditions
19	Sign Type B - Aspirus District ID, Horizontal, Details	43	General Notes and Conditions
20	Sign Type C - Vehicular Directional	44	Specifications
21	Sign Type C - Vehicular Directional, Details	45	Specifications
22	Sign Type D - Destination ID	46	Specifications
23	Sign Type D - Destination ID, Details	47	Specifications
24	Sign Type E - Parking ID, Freestanding	48	Specifications
25	Sign Type E - Parking ID, Freestanding, Details	49	Specifications
		50	Specifications

OVERVIEW

- Aspirus St. Luke’s Exterior Wayfinding Signage Assessment, Strategy, and Recommendations**
- This urban location, with multiple, separate buildings and parking areas, is more complex than a suburban campus with multiple points of entry and challenging parking situations, and requires a different wayfinding solution than typical Aspirus locations.
 - The existing campus wayfinding system is outdated and is not suited to the needs of the current campus configuration.
 - The goals of the new exterior wayfinding program should be to create a consistent signage system, improve visibility and legibility of the signs, make navigation to their destination clearer to patients and visitors, and create awareness of the Aspirus brand.
 - The Aspirus brand should be an integral part of the wayfinding signaling to visitors that they have arrived and are in the “Aspirus District.”

Signage Standards and Existing Signs

- With all blue backgrounds, there is no hierarchical division between branding and wayfinding messages.
- For the Aspirus St. Lukes campus, the directional sign standard text is too small at 2 7/8".
- The text on the existing directional signage at Aspirus St. Lukes is also too small. The font is not easy to read and the arrows are too big.
- The multiple colors on the existing Aspirus St. Lukes directional signs is busy and diminishes the effectiveness of the EMERGENCY red band.



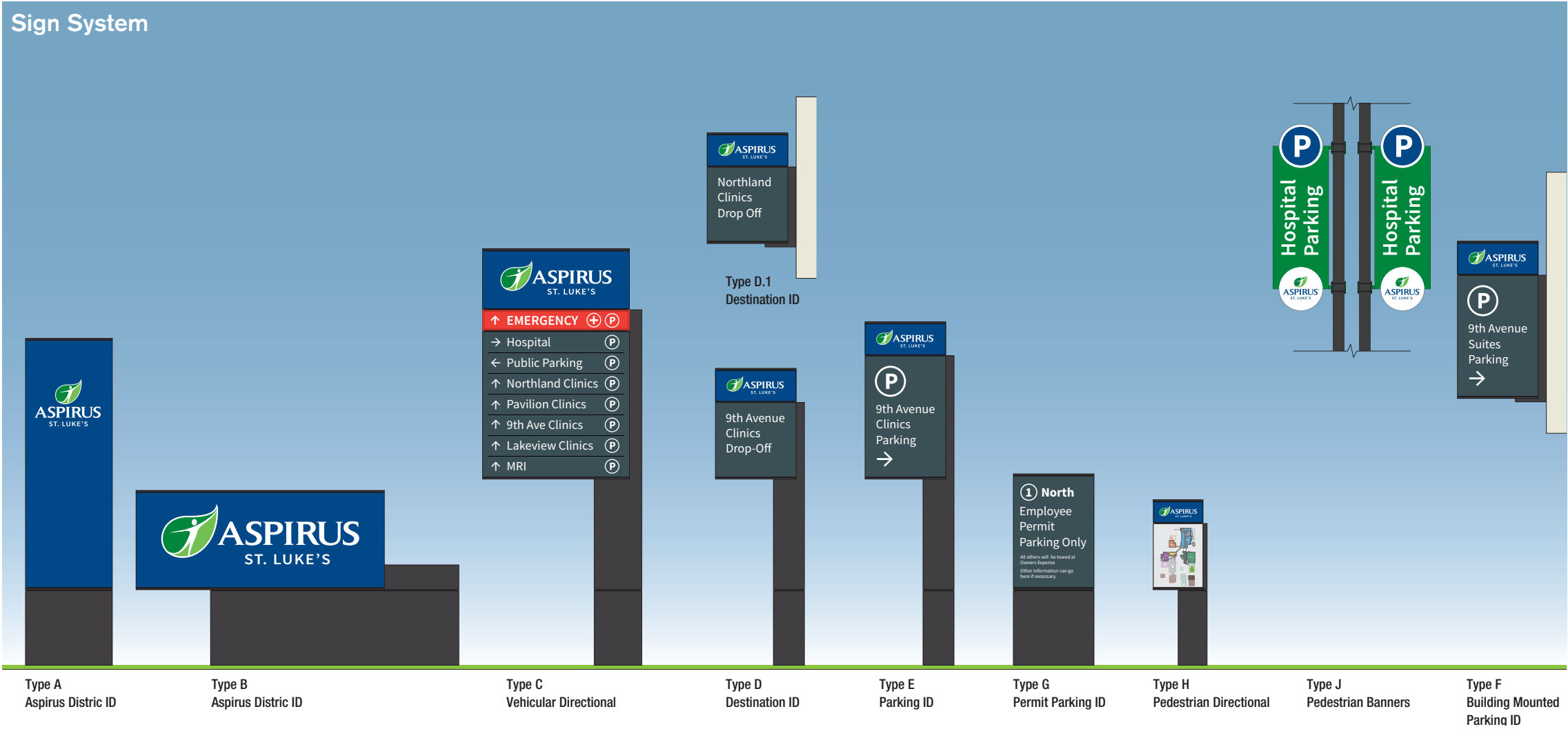
Nomenclature Strategy

- Since both the Hospital and Building A have hospital services well as clinical services, both should be identified as hospitals
- Eliminate “ramp” from all nomenclature
- For naming of future clinic buildings:
 unique name + “clinics”

Current Nomenclature	Exterior Wayfinding Nomenclature
Hospital Name	
Aspirus St. Luke’s	Aspirus St. Luke’s (logo)
Buildings	
Hospital	Hospital
Building A	
Northland Medical Center	Northland Clinics
Medical Office Pavilion	Pavilion Clinics
Lakeview Building	Lakeview Clinics
Entrances	
Emergency Department	Emergency
9th Avenue Suites	9th Avenue Clinics
MRI	MRI
Parking	
Hospital Ramp	Public Parking ⓘ
9th Avenue Suites Parking	9th Avenue Clinics ⓘ
MRI Parking	MRI ⓘ
Emergency Parking	Emergency ⓘ
Building A Parking	Hospital ⓘ
Pavilion Ramp	Pavilion Clinics ⓘ
Lakeview Ramp	Lakeview Clinics ⓘ

Signage System Strategy

- This configuration prioritizes getting patients and visitors to the appropriate parking for their destination.
- The proposed sign system is designed to fit the urban setting and offers a variety of sign types to address various conditions.
- Signs messages are placed at a height to avoid visual obstructions.
- Sign bases are narrow to allow for clear views at driver or pedestrian eye-level.
- This Aspirus brand is on a blue background which is the preferred color across the signage system.
- Wayfinding messages are visually separated from the brand panel by placing them on a neutral dark field that provides contrast and legibility. The messaging background color and sign base body color are inspired by the nature of Duluth and specifically the evergreen trees.



Evergreen Tree Color Reference











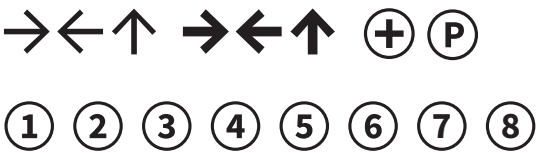
Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

GRAPHIC DEVICES



PAINT COLORS - ALL PAINTS SHALL BE MATTHEWS
ACRYLIC POLYURETHANE SATIN OR APPROVED EQUAL



P1
MATTHEWS
CUSTOM COLOR
TO MATCH
PANTONE 2154C
SATIN FINISH



P2
MATTHEWS
(310) MP15540
FRASER FUR
SATIN FINISH



P3
MATTHEWS
(15) MP04418
DORIC BROWN
SATIN FINISH



P4
MATTHEWS
CUSTOM COLOR
TO MATCH
PANTONE 1795 C
SATIN FINISH



P5
MATTHEWS
MP13901
GREY’S LAKE



P6
MATTHEWS
CUSTOM COLOR
TO MATCH
3630-128 PLUM
PURPLE VINYL

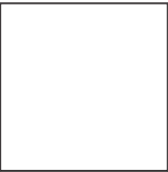


P7
MATTHEWS
CUSTOM COLOR
TO MATCH
3630-44 ORANGE
VINYL



P8
MATTHEWS
CUSTOM COLOR
TO MATCH
3630-156 VIVID
GREEN VINYL

ACRYLIC



A1
WHITE# 7328
TRANSLUCENT WHITE
ACRYLIC STANDARD
PRODUCT FINISH FOR
SHEETS/PANELS

LOGO



ASPIRUS BRAND COLORS



PANTONE 356 C



PANTONE 360 C



PANTONE 2154 C

VINYL COLORS



V1
OPAQUE
3M SCOTCHCAL
7725-22
MATTE BLACK
VINYL



V2
OPAQUE
3M SCOTCHCAL
7725-20
MATTE WHITE
VINYL



V3
OPAQUE
3M SCOTCHCAL
951-067
BLUE VINYL



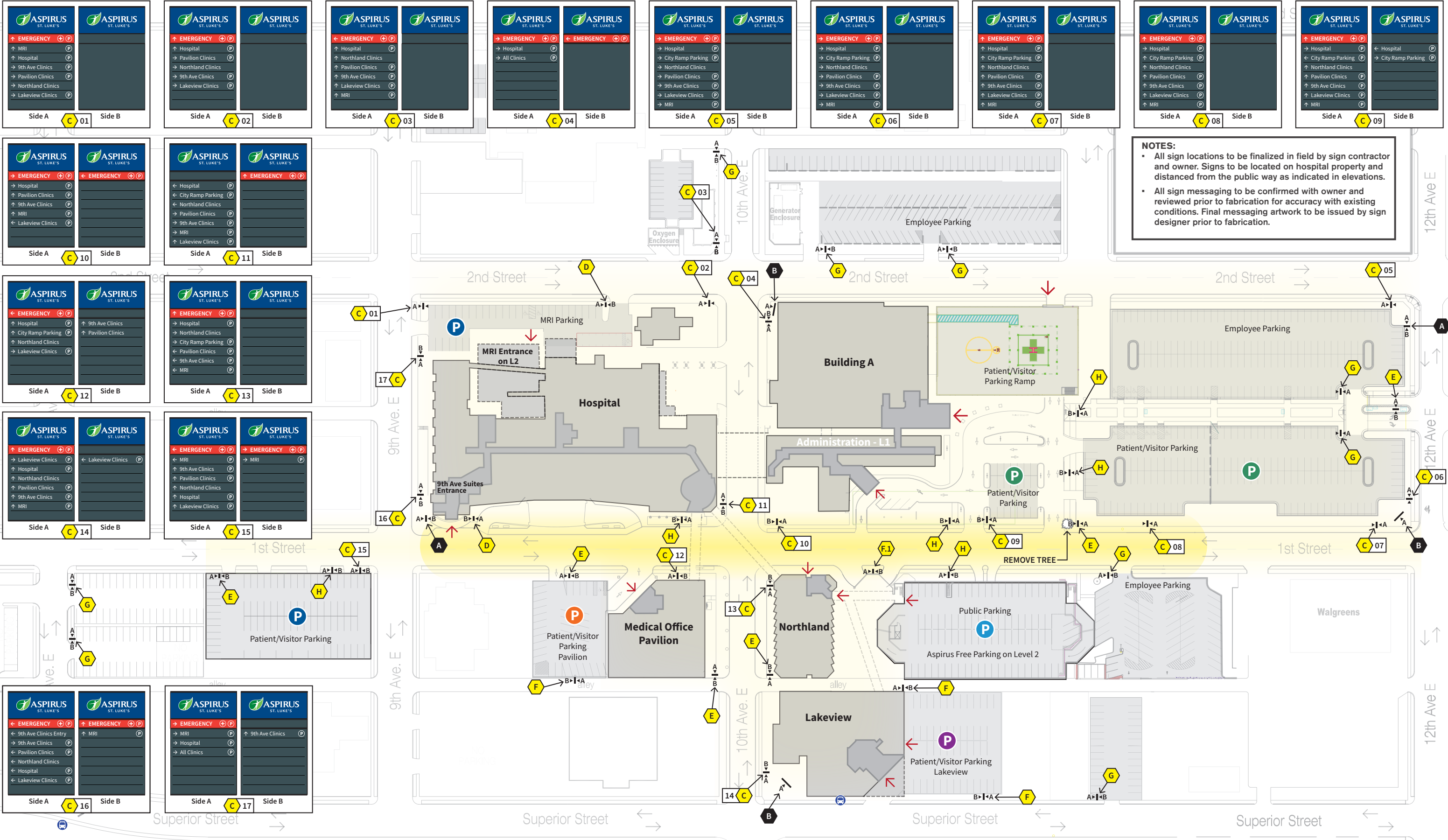
VT1
3M TRANSLUCENT
3630-43
LIGHT TOMATO
RED

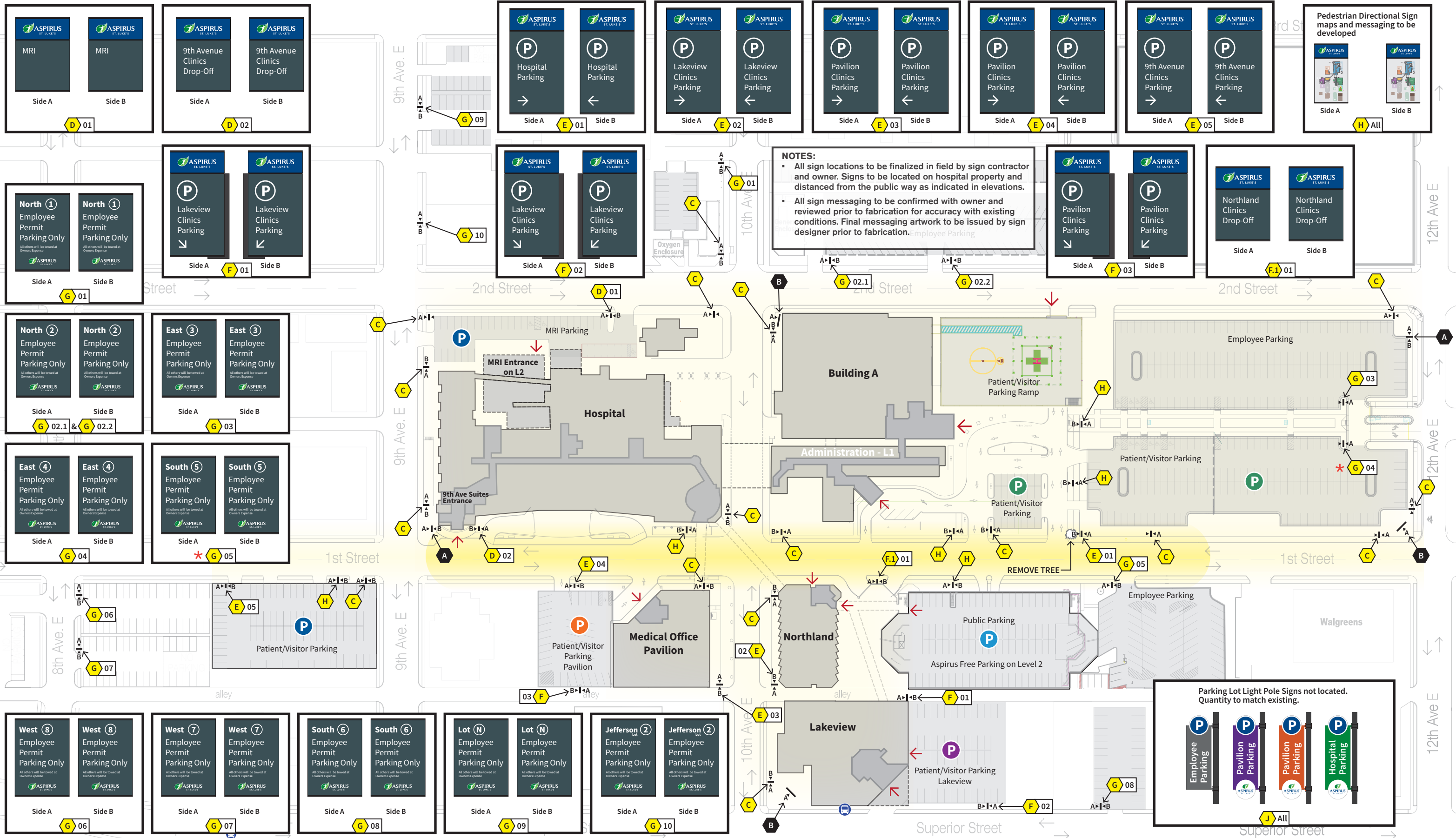


VT2
3M TRANSLUCENT
3630-97
BRISTOL BLUE



VT3
3M DIFFUSER FILM
65% LIGHT
TRANSMISSION
3635-70
WHITE



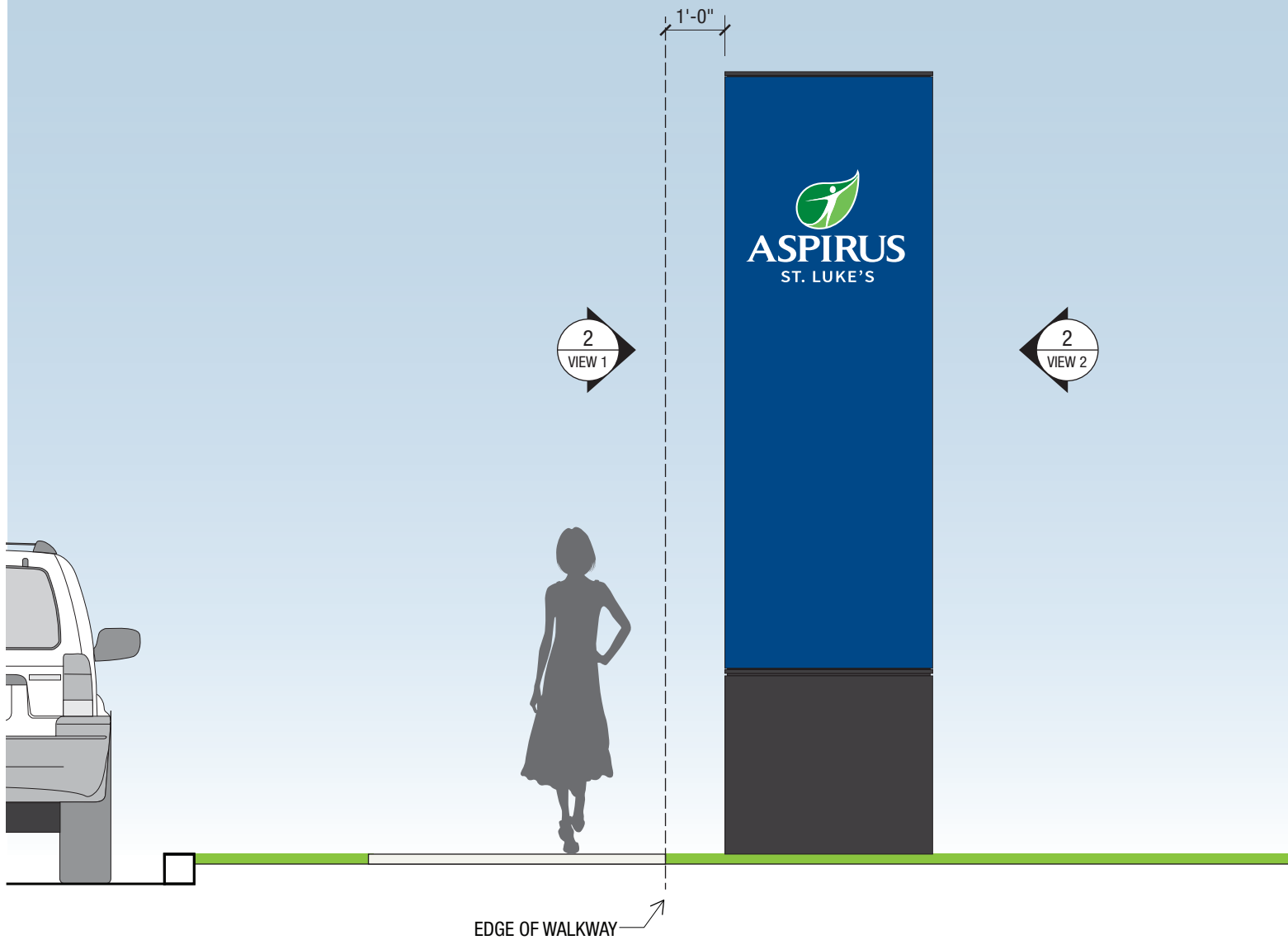


DRAWINGS

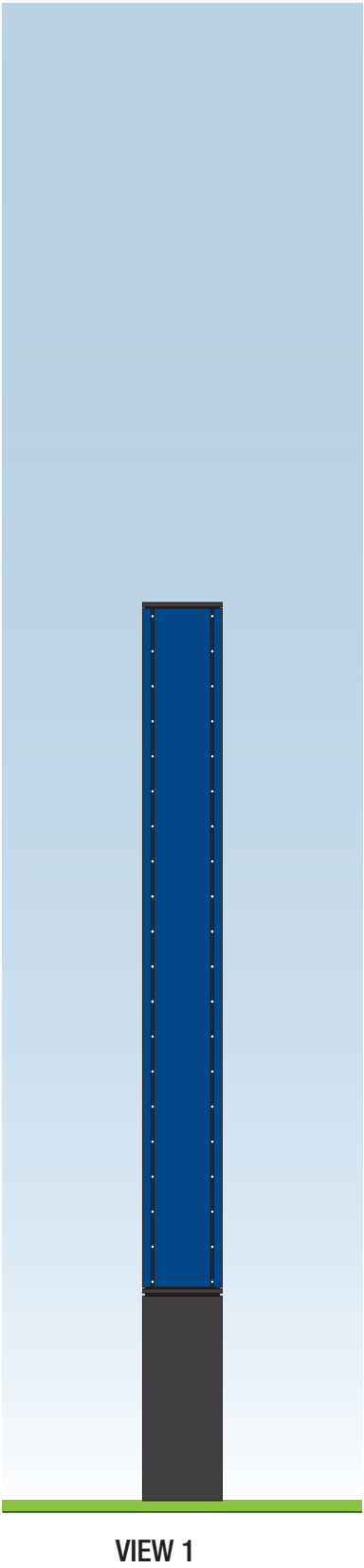
Shown in Color for Visual Reference

NOTE:
THESE SIGNS ARE INTERNALLY ILLUMINATED

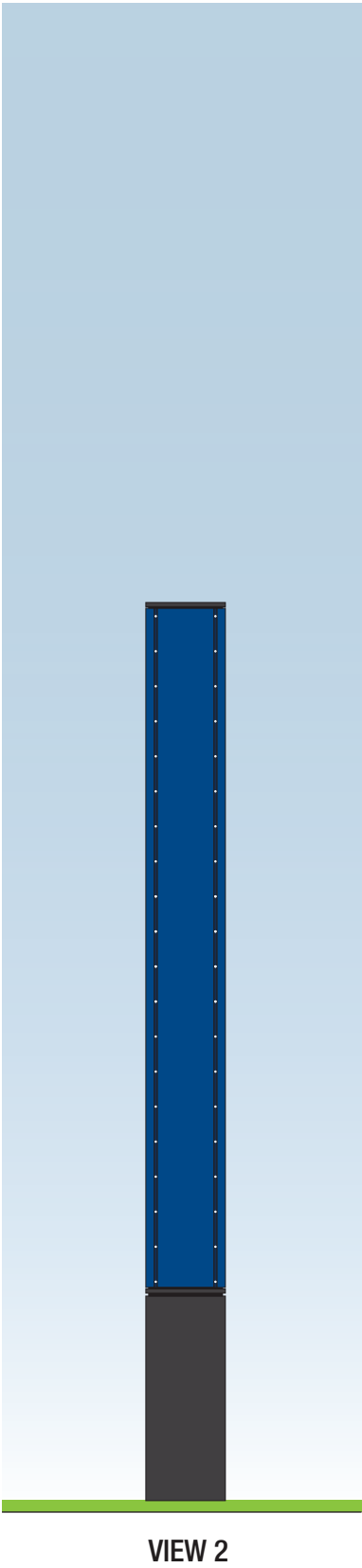
NOTE:
THIS IS A DOUBLE-SIDED SIGN. PREFERRED
INSTALLATION IS IN LANDSCAPED AREAS
ADJACENT TO THE SIDEWALK. HOWEVER SOME
LOCATIONS MAY REQUIRE INSTALLATION IN
HARDSCAPE.



1 ELEVATION: Type A - Aspirus ID
SCALE: 3/8 " = 1'-0"



VIEW 1



VIEW 2

2 ELEVATION: Type A - Aspirus ID
SCALE: 3/8 " = 1'-0"

KIKU OBATA

Kiku Obata & Company
6161 Delmar Blvd., Suite 200
St. Louis, MO 63112
Office 314.361.3110
Fax 314.361.4716
www.kikuobata.com

Client:



Aspirus St. Lukes
Duluth, MN

Authorized Use:

Design Intent - Draft

Issue Date: July 29, 2025

Revisions:			
No.	Date	Description	Drawn By
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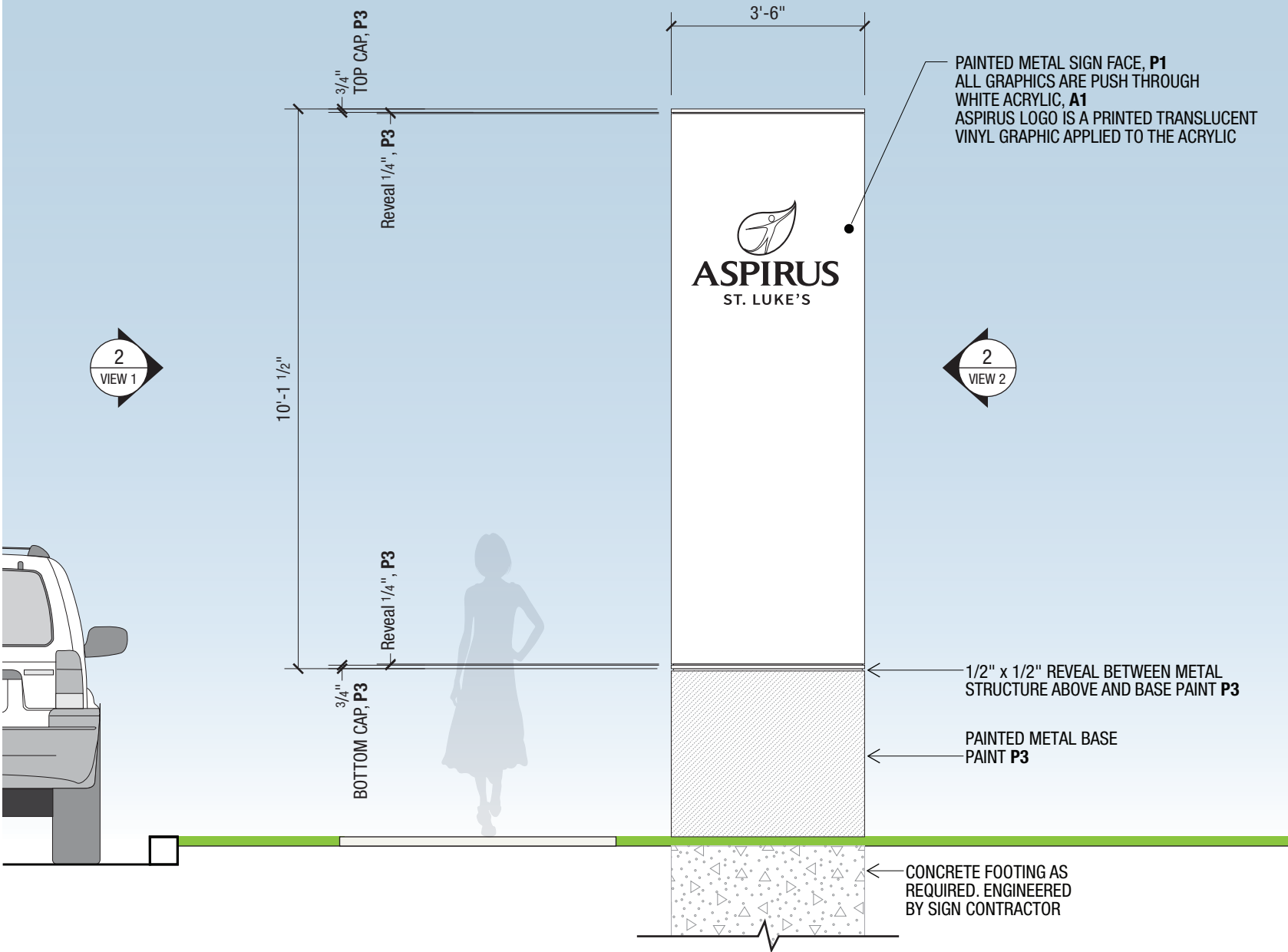
**Aspirus St. Lukes
Proposed Campus Signage Plan**
Duluth, Minnesota

Project Number: 2024016.01

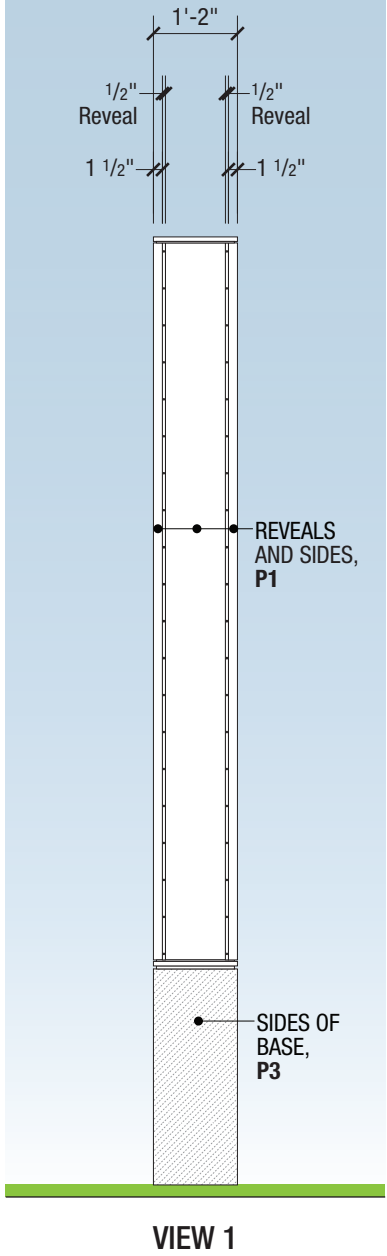
**Sign Type A
Aspirus District ID
Vertical**

Drawn by: JR
Checked by: DL

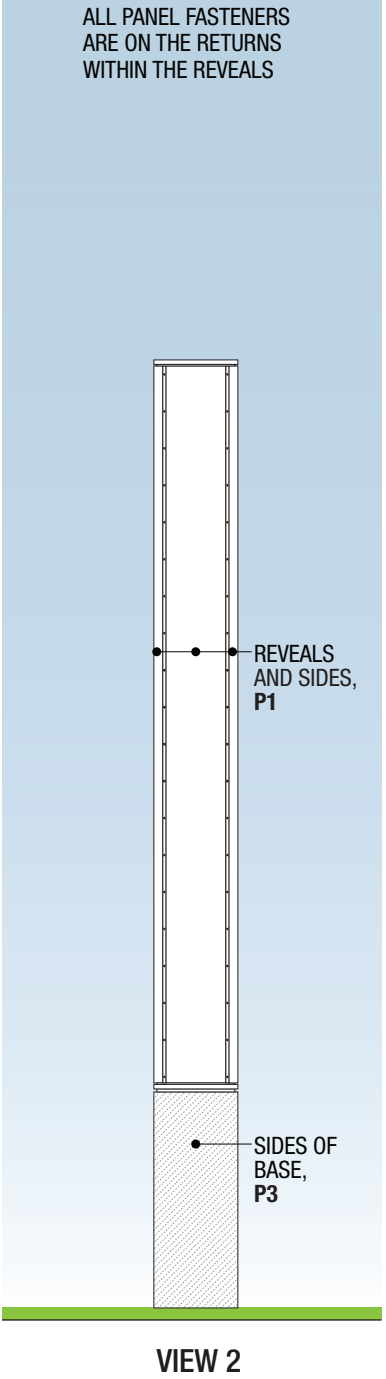
Shown in Black & White for Detail Clarity



1 ELEVATION: Type A - Aspirus ID
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type A - Aspirus ID
SCALE: 3/8 " = 1'-0"



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Client:

ASPIRUS
HEALTH

Aspirus St. Lukes
Duluth, MN

Authorized Use:
Design Intent - Draft

Issue Date: July 29, 2025

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**Aspirus St. Lukes
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Duluth, Minnesota

Project Number: 2024016.01

**Sign Type A
Aspirus District ID
Vertical - DETAILS**

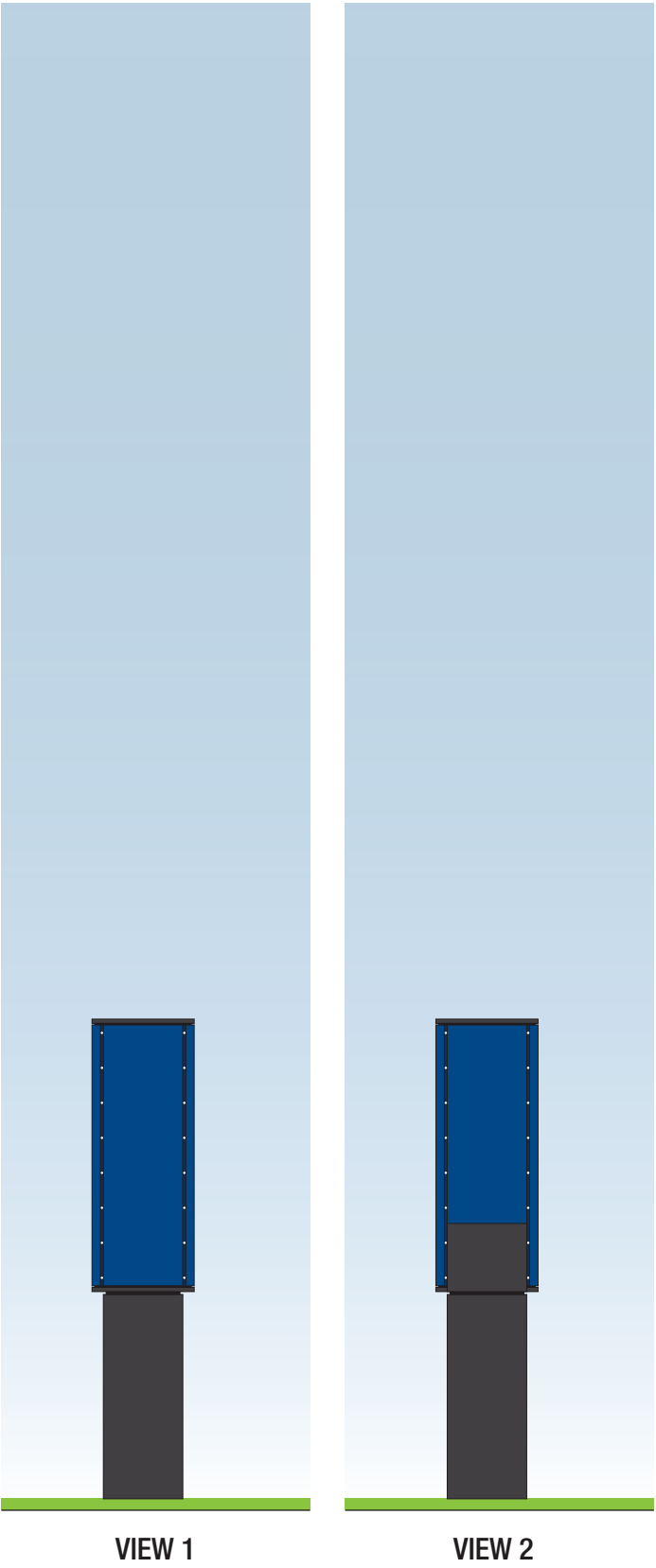
Drawn by: JR
Checked by: DL

Shown in Color for Visual Reference

NOTE:
THESE SIGNS ARE SINGLE-SIDED
AND ARE INTERNALLY ILLUMINATED



1 ELEVATION: Type B - Aspirus ID
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type B - Aspirus ID
SCALE: 3/8 " = 1'-0"

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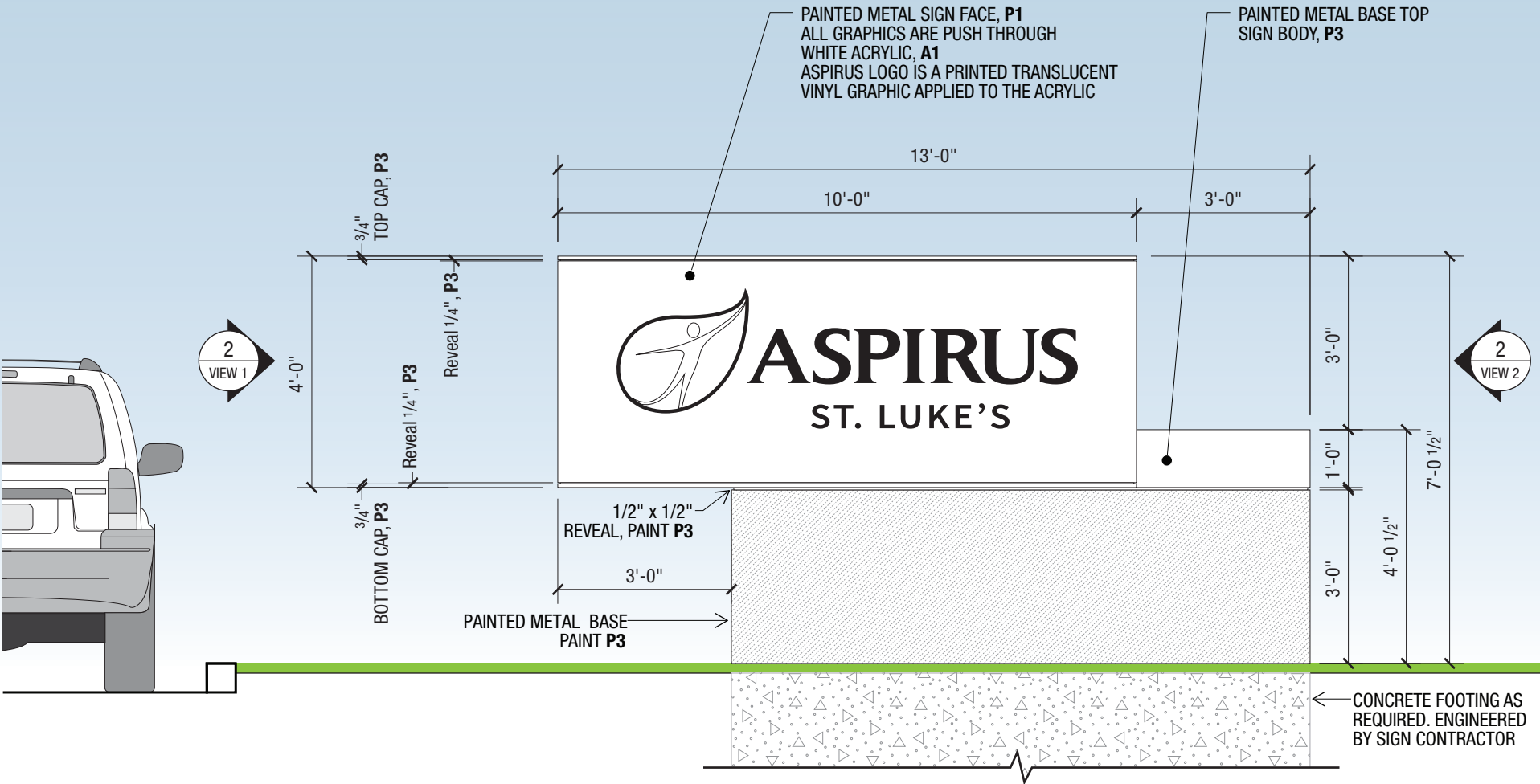
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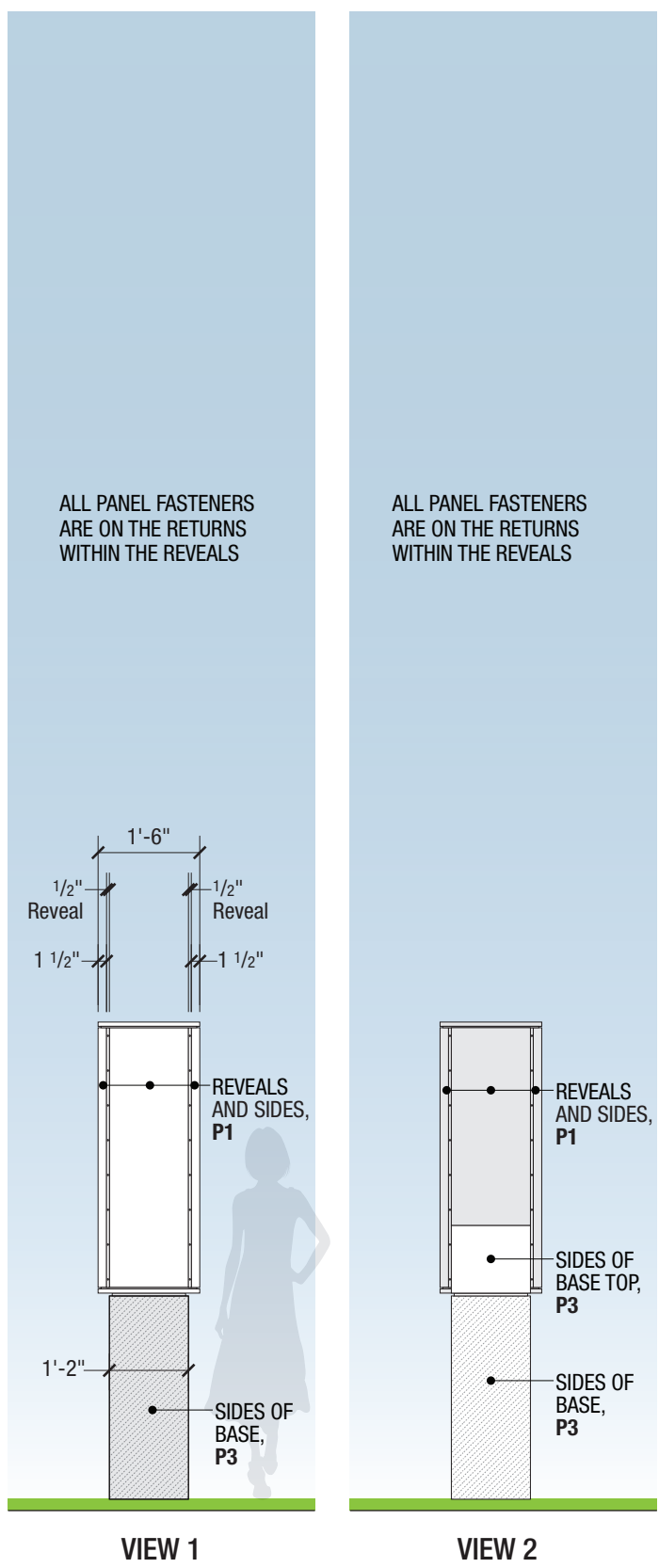
**Sign Type B
Aspirus District ID
Horizontal**

Drawn by: JR
Checked by: DL

Shown in Black & White for Detail Clarity



1 ELEVATION: Type B - Aspirus ID
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type B - Aspirus ID
SCALE: 3/8 " = 1'-0"

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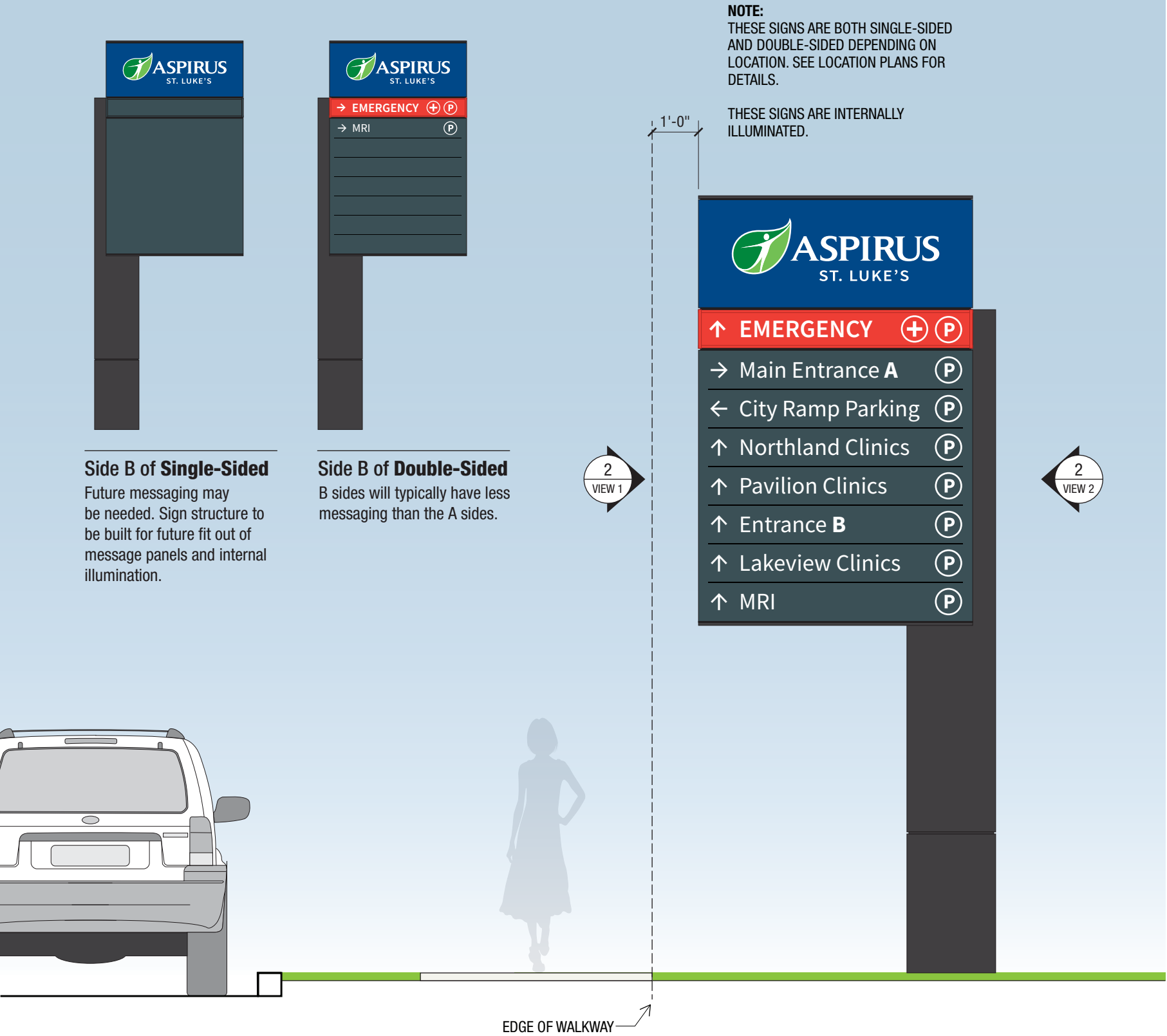
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Duluth, Minnesota

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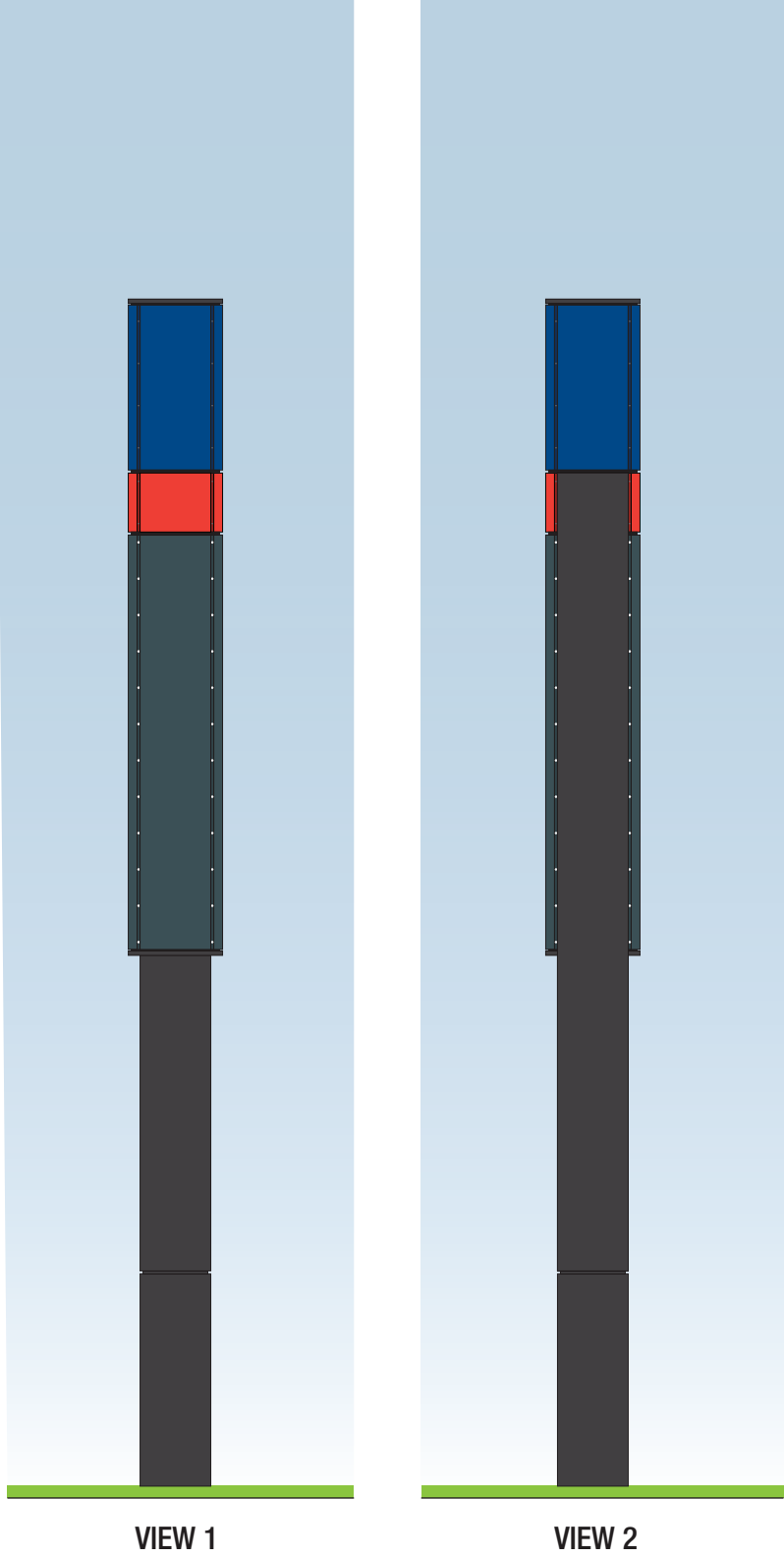
**Sign Type B
Aspirus District ID
Horizontal - DETAILS**

Drawn by: JR
Checked by: DL

Shown in Color for Visual Reference



1 ELEVATION: Type C - Vehicular Directional
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type C - Vehicular Directional
SCALE: 3/8 " = 1'-0"

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Duluth, MN

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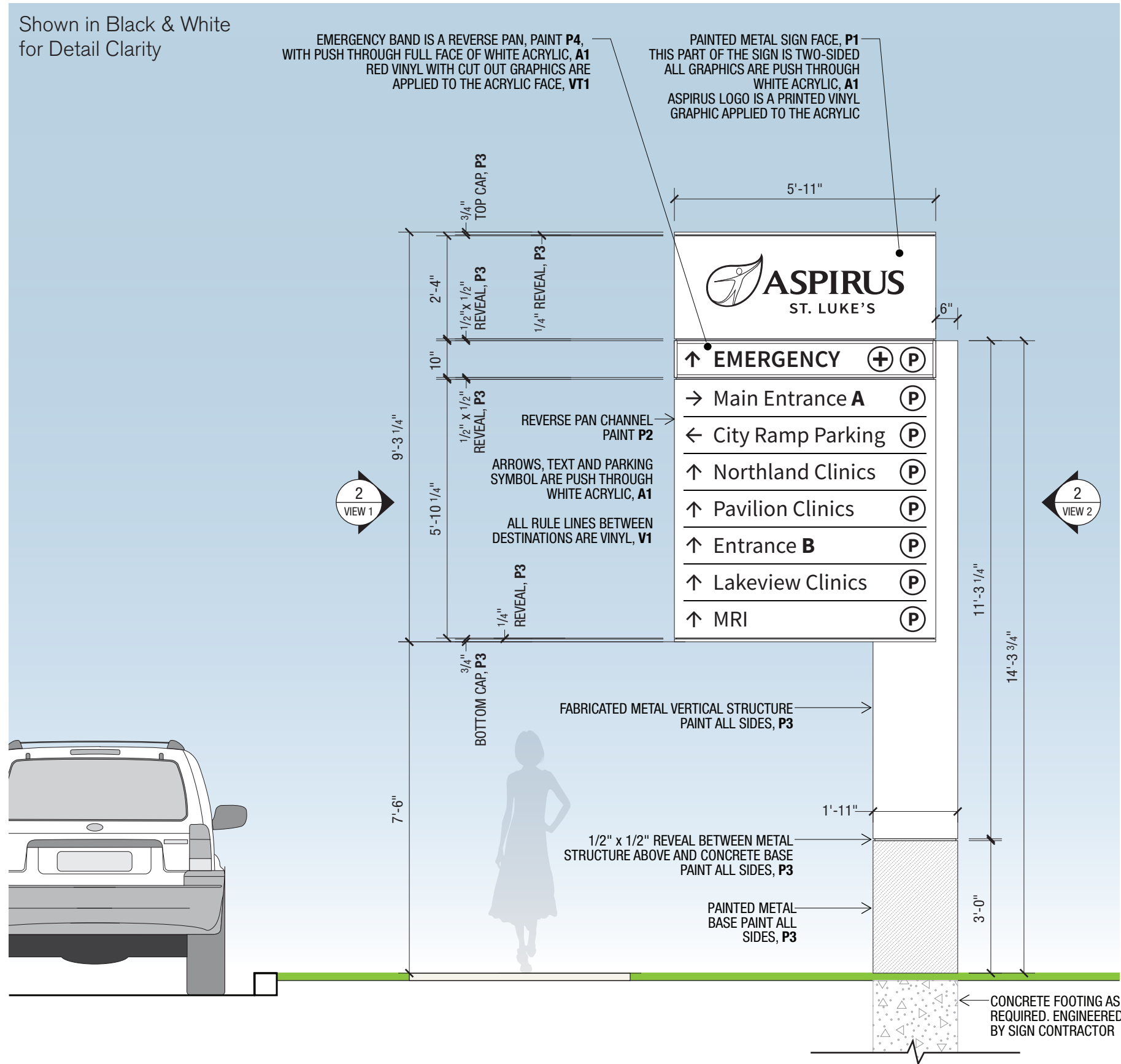
**Aspirus St. Lukes
Proposed Campus Signage Plan**
Duluth, Minnesota

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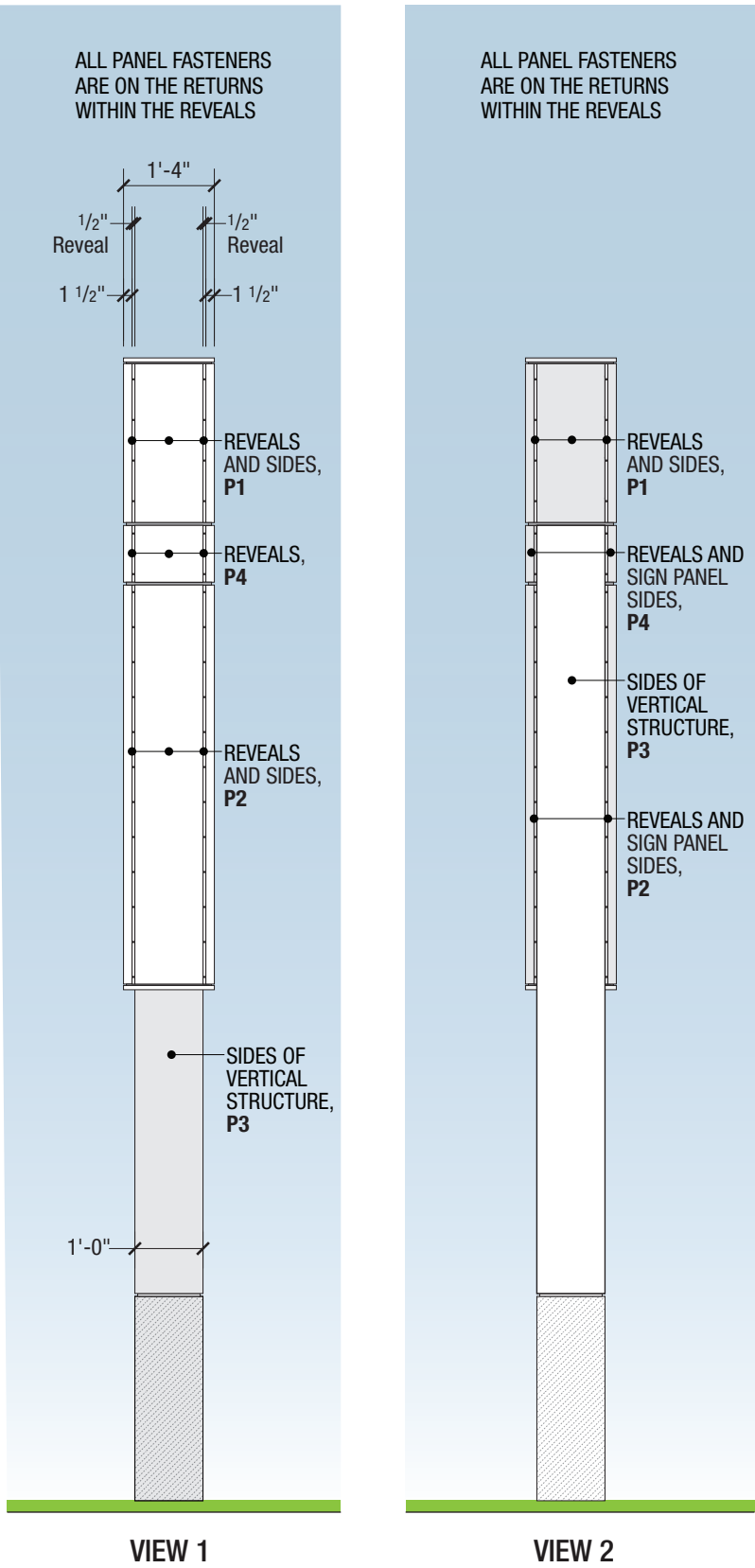
**Sign Type C
Vehicular Directional**

Drawn by: JR
Checked by: DL

Shown in Black & White
for Detail Clarity



1 ELEVATION: Type C - Vehicular Directional
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type C - Vehicular Directional
SCALE: 3/8 " = 1'-0"

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Client:

ASPIRUS[®] HEALTH

Aspirus St. Lukes
Duluth, MN

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Design Intent - Draft

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**Aspirus St. Lukes
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Duluth, Minnesota

Project Number: 2024016.01

**Sign Type C
Vehicular Directional
- DETAILS**

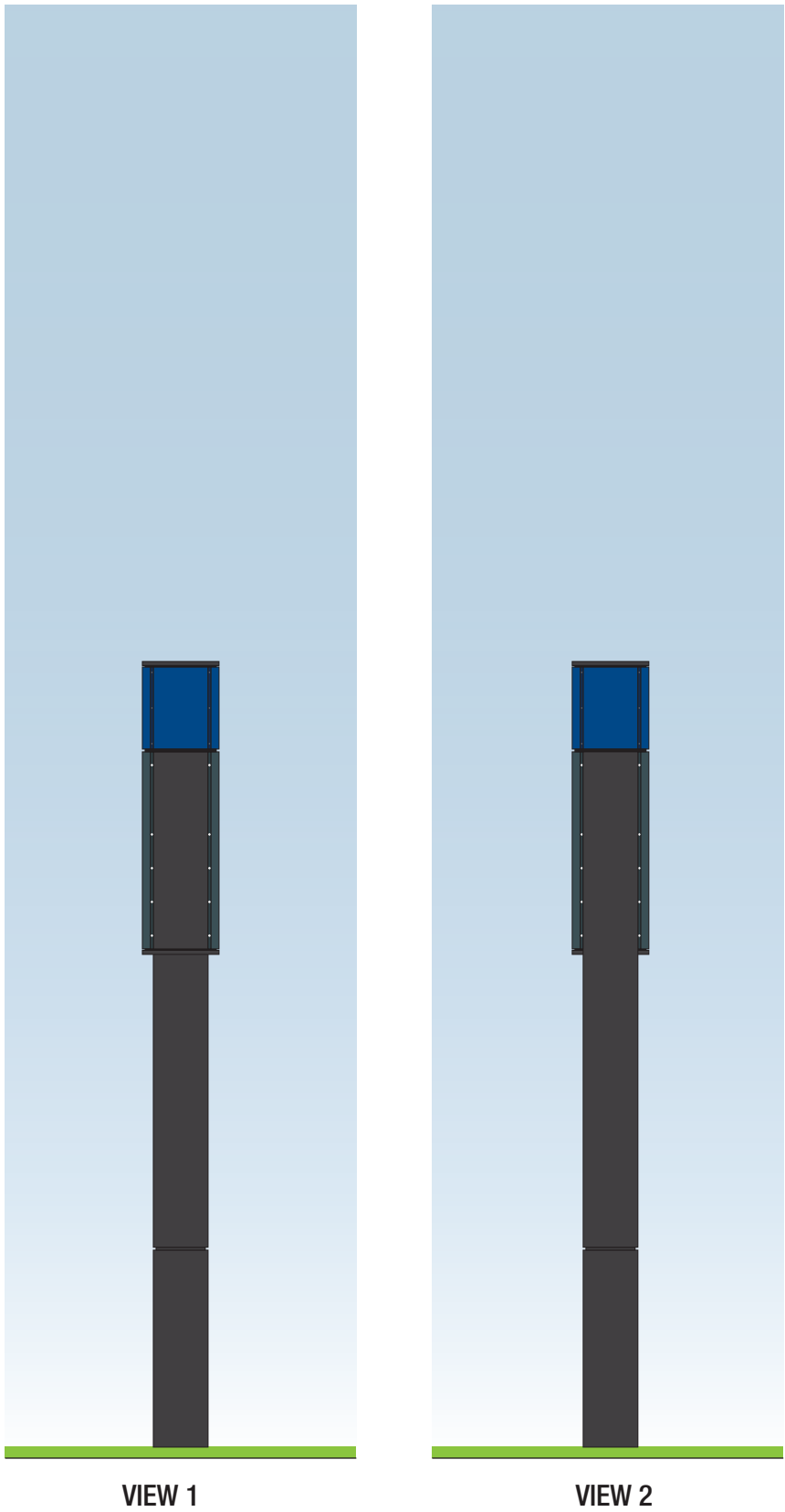
Drawn by: JR
Checked by: DL

Shown in Color for Visual Reference

NOTE:
THESE SIGNS ARE DOUBLE-SIDED
AND ARE INTERNALLY ILLUMINATED



1 ELEVATION: Type D - Destination ID
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type D - Destination ID
SCALE: 3/8 " = 1'-0"

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Aspirus St. Lukes
Duluth, MN

Authorized Use:

Design Intent - Draft

Issue Date: July 29, 2025

Revisions:			
No.	Date	Description	Drawn By
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**Aspirus St. Lukes
Proposed Campus Signage Plan**
Duluth, Minnesota

Project Number: 2024016.01

**Sign Type D
Destination ID**

Drawn by: JR
Checked by: DL

SCALE: 3/8"=1'-0"

ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS

1'-2"

1/2" Reveal

1 1/2"

REVEALS AND SIDES, P1

REVEALS AND SIDES, P2

SIDES OF VERTICAL STRUCTURE, P3

10"

VIEW 1

ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS

REVEALS
AND SIDES,
P1

REVEALS AND
SIGN PANEL
SIDES,
P2

SIDES OF
VERTICAL
STRUCTURE,
P3

VIEW 2

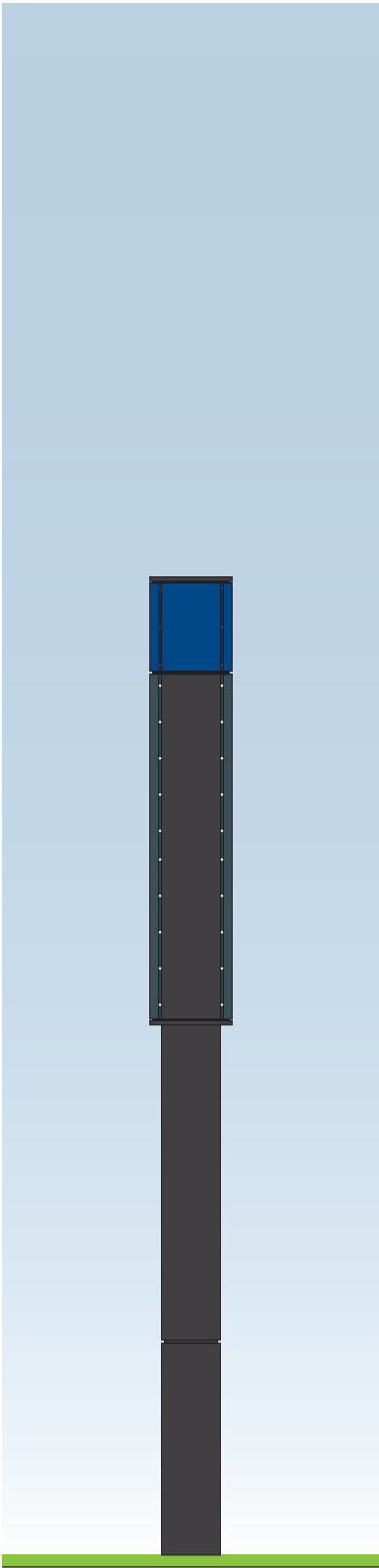
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Shown in Color for Visual Reference

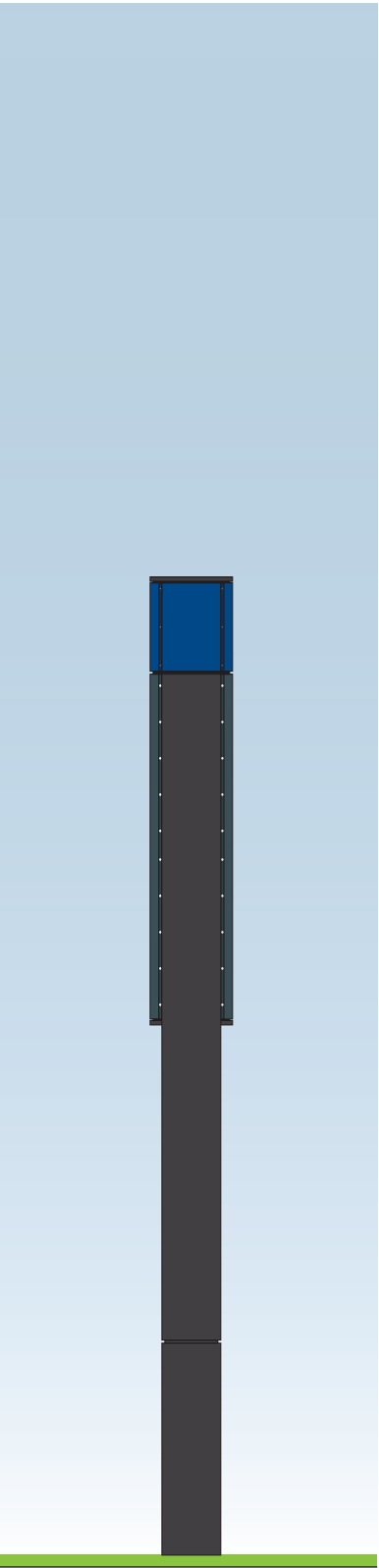
NOTE:
THESE SIGNS ARE DOUBLE-SIDED
AND ARE INTERNALLY ILLUMINATED



1 ELEVATION: Type E - Parking Identification
SCALE: 3/8 " = 1'-0"



VIEW 1



VIEW 2

2 ELEVATION: Type E - Parking Identification
SCALE: 3/8 " = 1'-0"

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Client:



Aspirus St. Lukes
Duluth, MN

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Issue Date: July 29, 2025

Revisions:			
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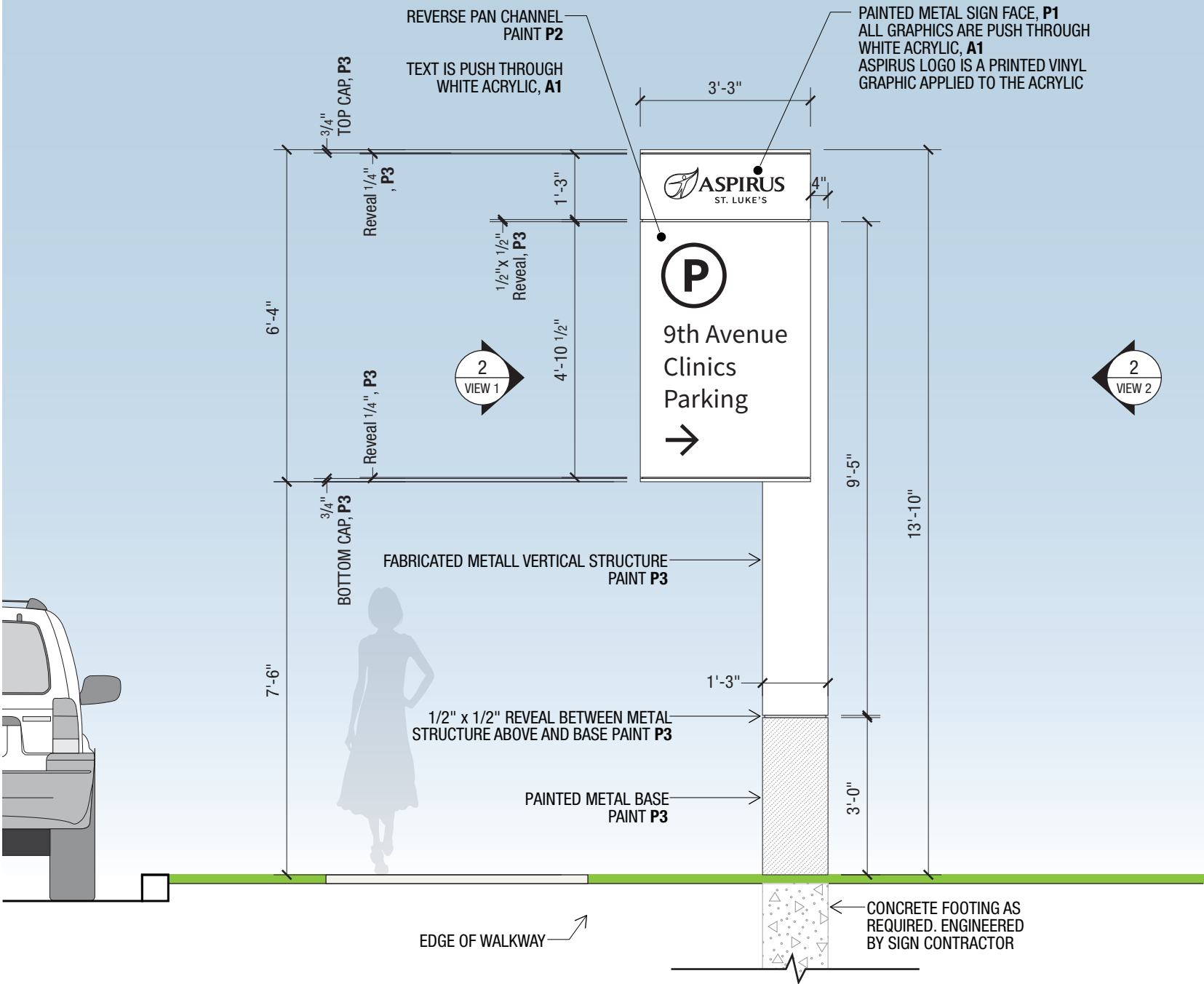
Aspirus St. Lukes
Proposed Campus Signage Plan
Duluth, Minnesota

Project Number: 2024016.01

Sign Type E
Parking ID
Freestanding

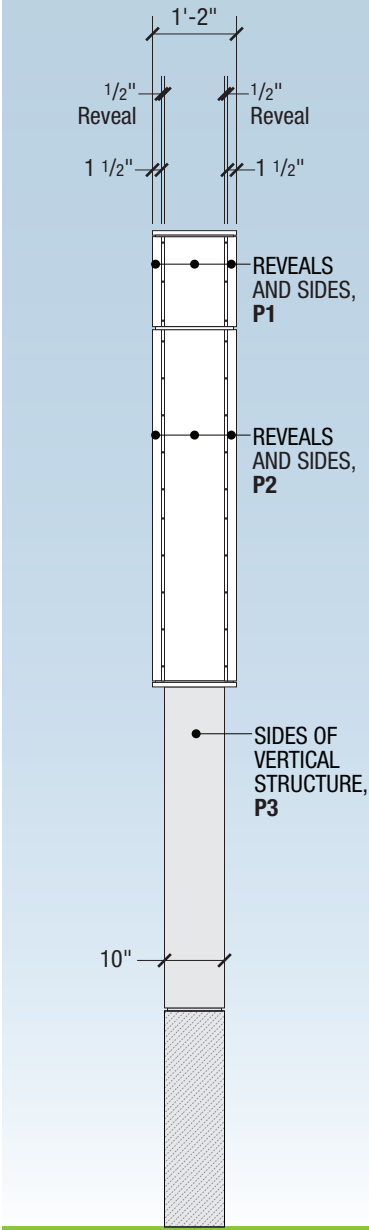
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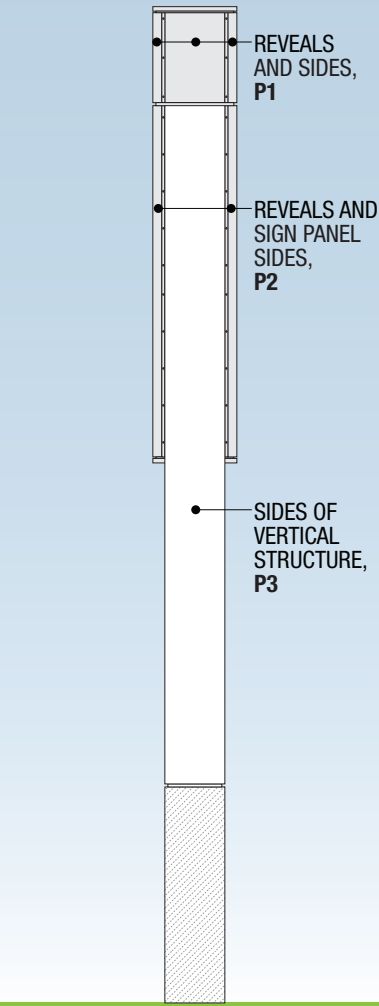
1 ELEVATION: Type E - Parking Identification
SCALE: 3/8 " = 1'-0"

ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS



VIEW 1

ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS



VIEW 2

2 ELEVATION: Type E - Parking Identification
SCALE: 3/8 " = 1'-0"

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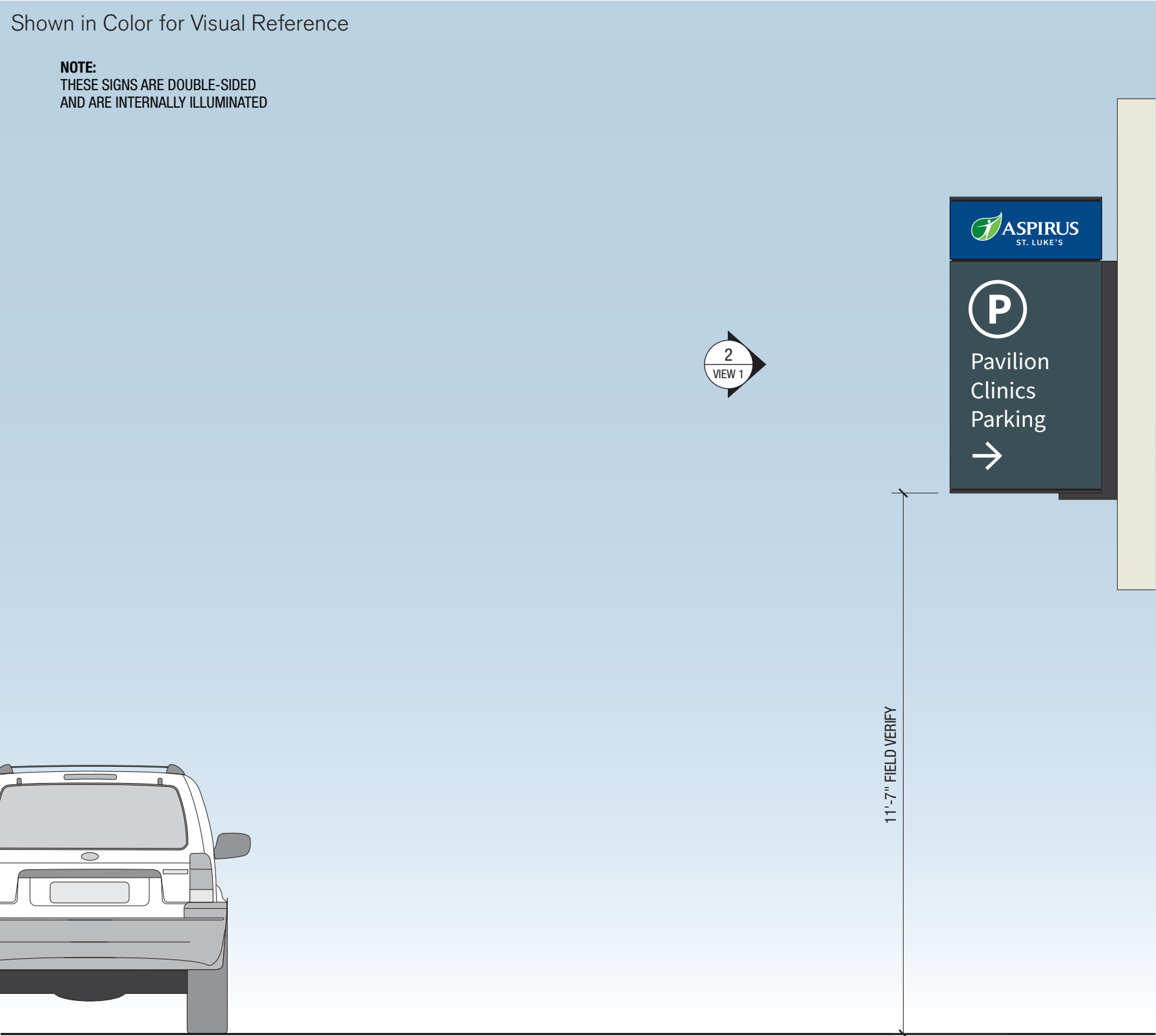
Project Number: 2024016.01

Sign Type E
Parking ID
Freestanding - DETAILS

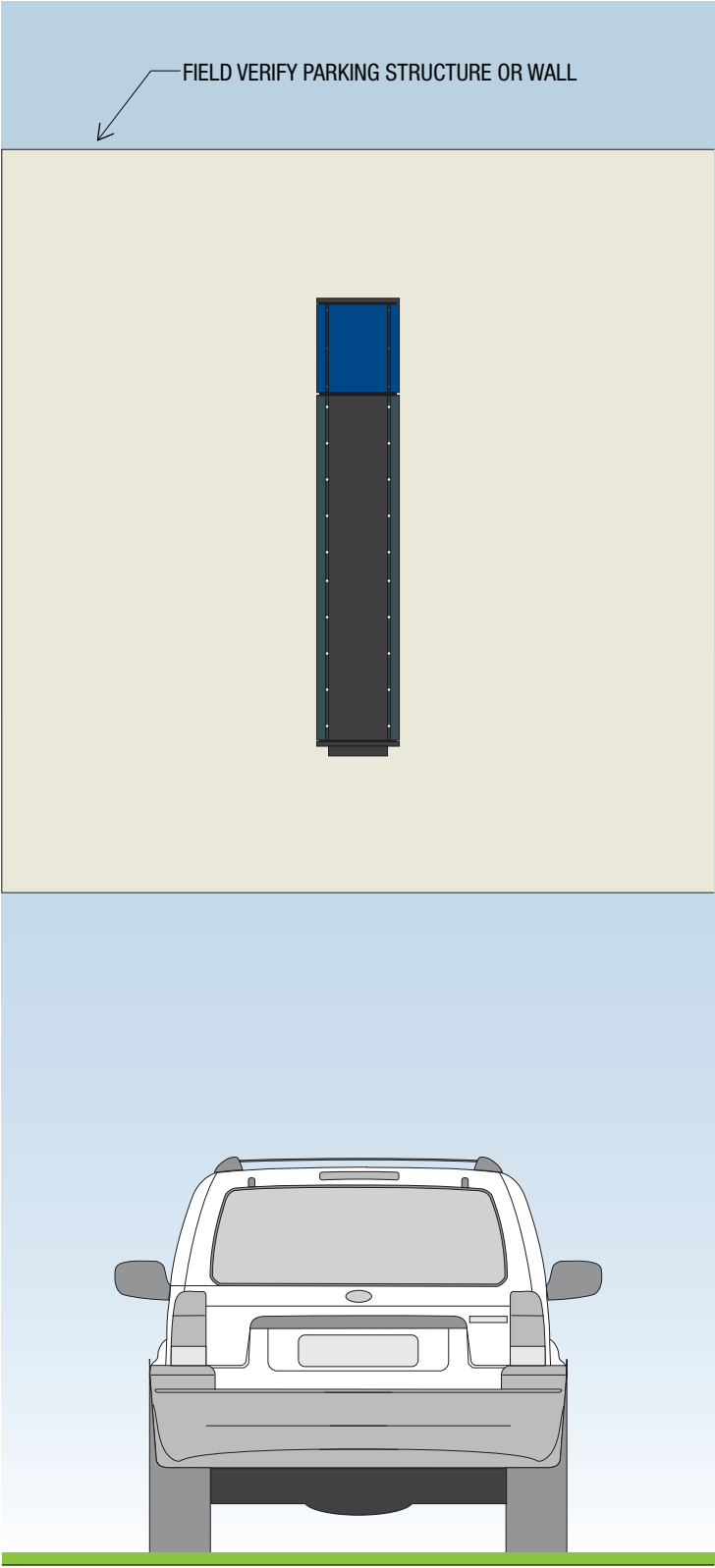
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NOTE:
THESE SIGNS ARE DOUBLE-SIDED
AND ARE INTERNALLY ILLUMINATED



1 ELEVATION: Type F - Parking Identification
SCALE: 3/8"=1'-0"



1 ELEVATION: Type F - Parking Identification
SCALE: 3/8"=1'-0"

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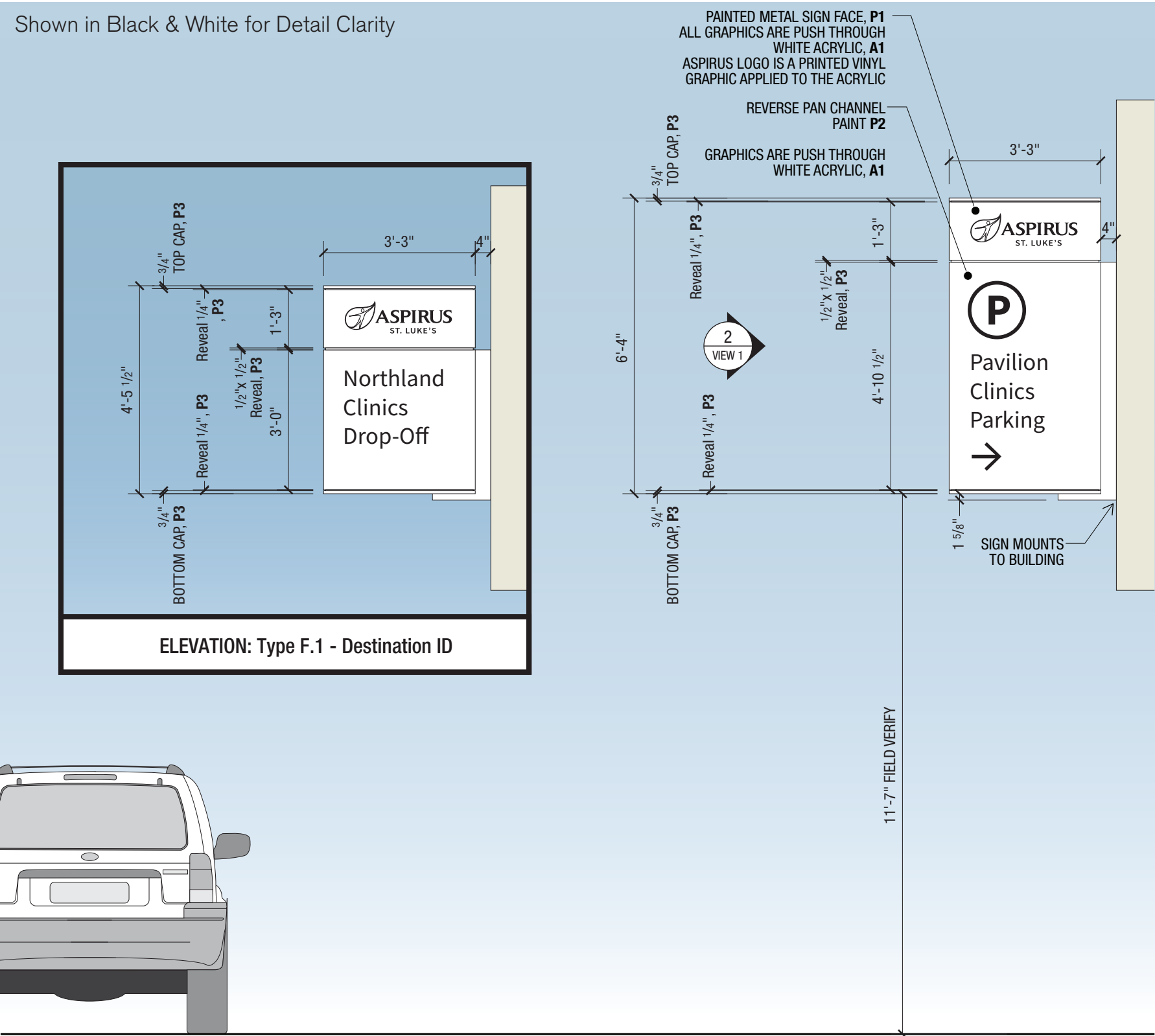
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Duluth, Minnesota

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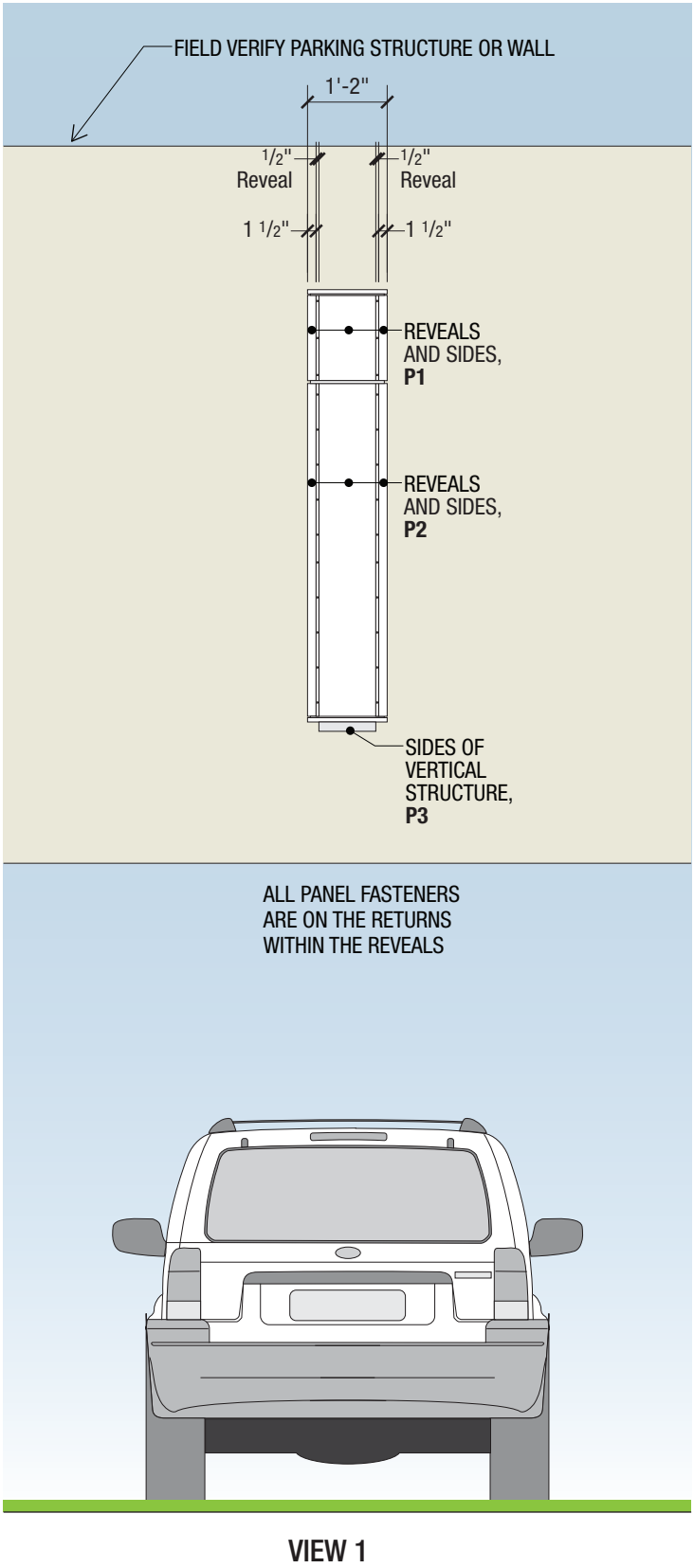
**Sign Type F
Parking ID
Building Mounted**

Drawn by: JR
Checked by: DL

Shown in Black & White for Detail Clarity



1 ELEVATION: Type F - Parking Identification - Building Mounted
SCALE: 3/8"=1'-0"



1 ELEVATION: Type F - Parking Identification - Building Mounted
SCALE: 3/8"=1'-0"

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HEALTH

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Aspirus St. Lukes
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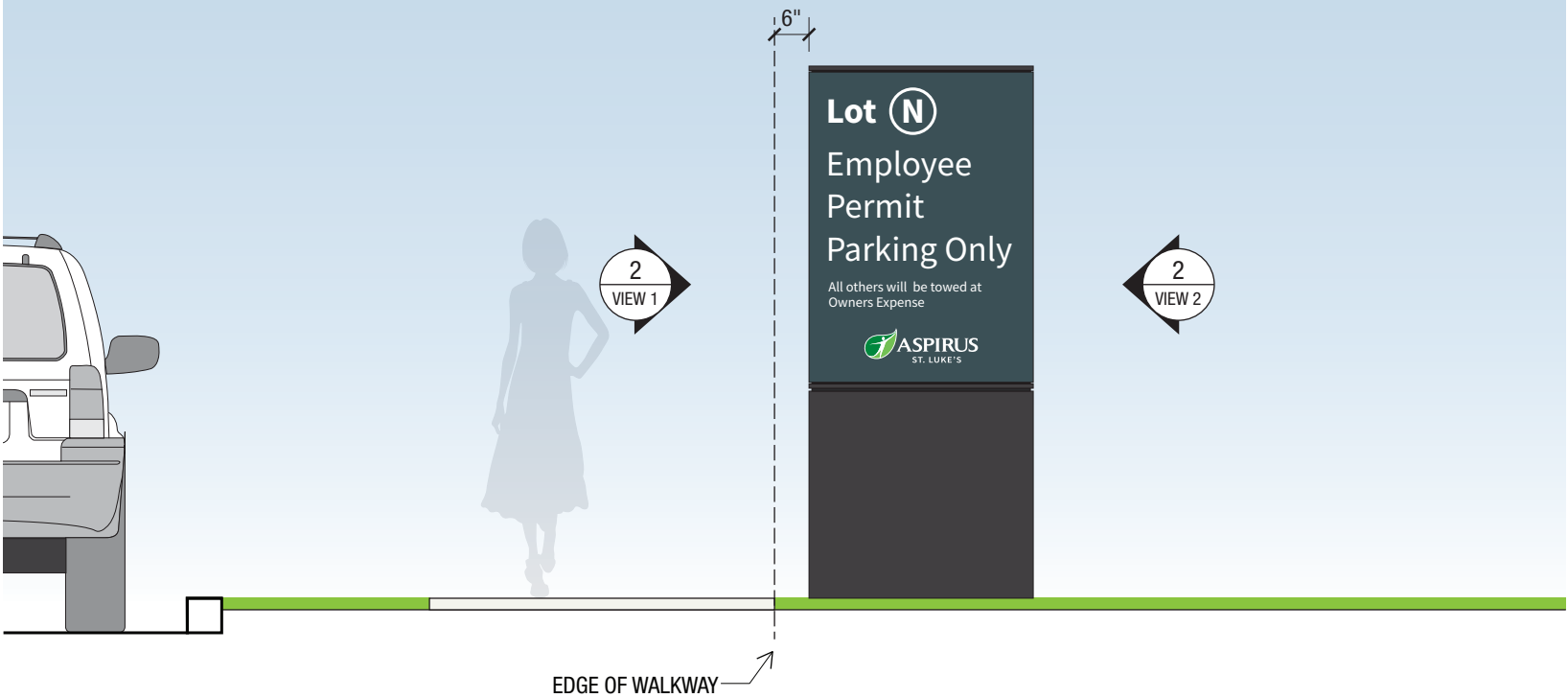
Project Number: 2024016.01

Sign Types F & F.1
Parking ID
Building Mounted - DETAILS

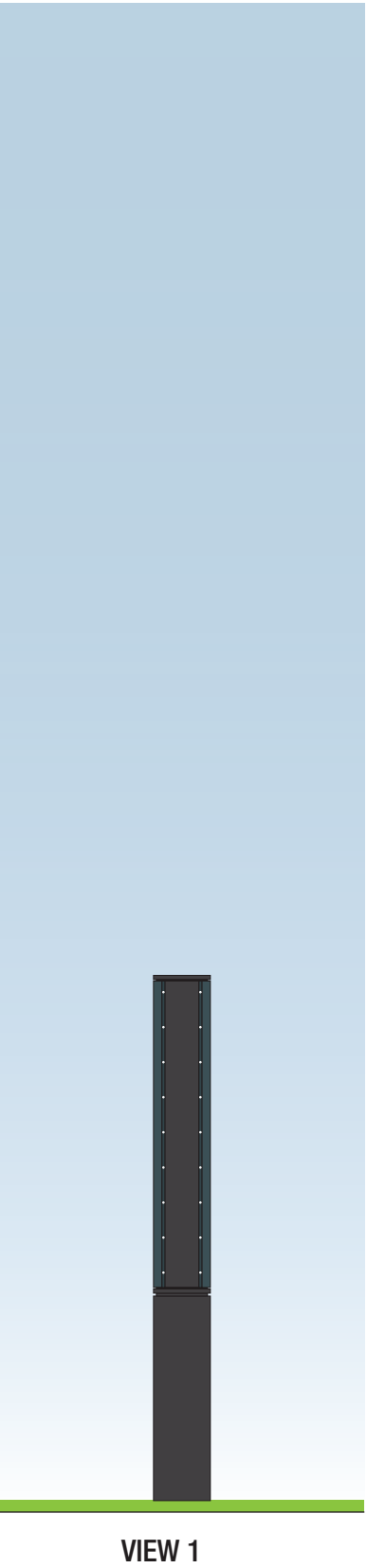
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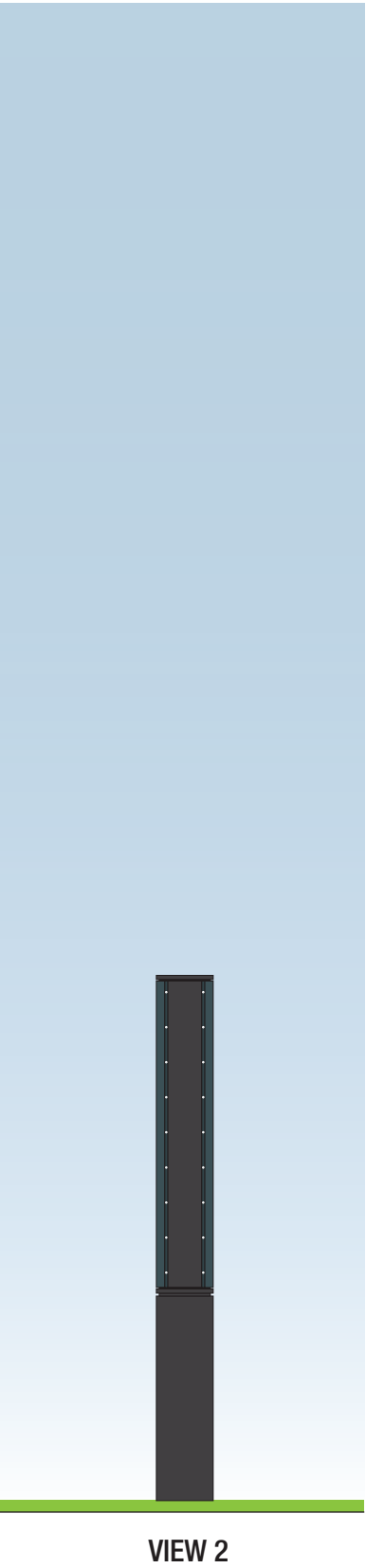
NOTE:
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AND ARE NOT ILLUMINATED



1 ELEVATION: Type G - Parking Identification
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type G - Permit Parking Identification
SCALE: 3/8 " = 1'-0"



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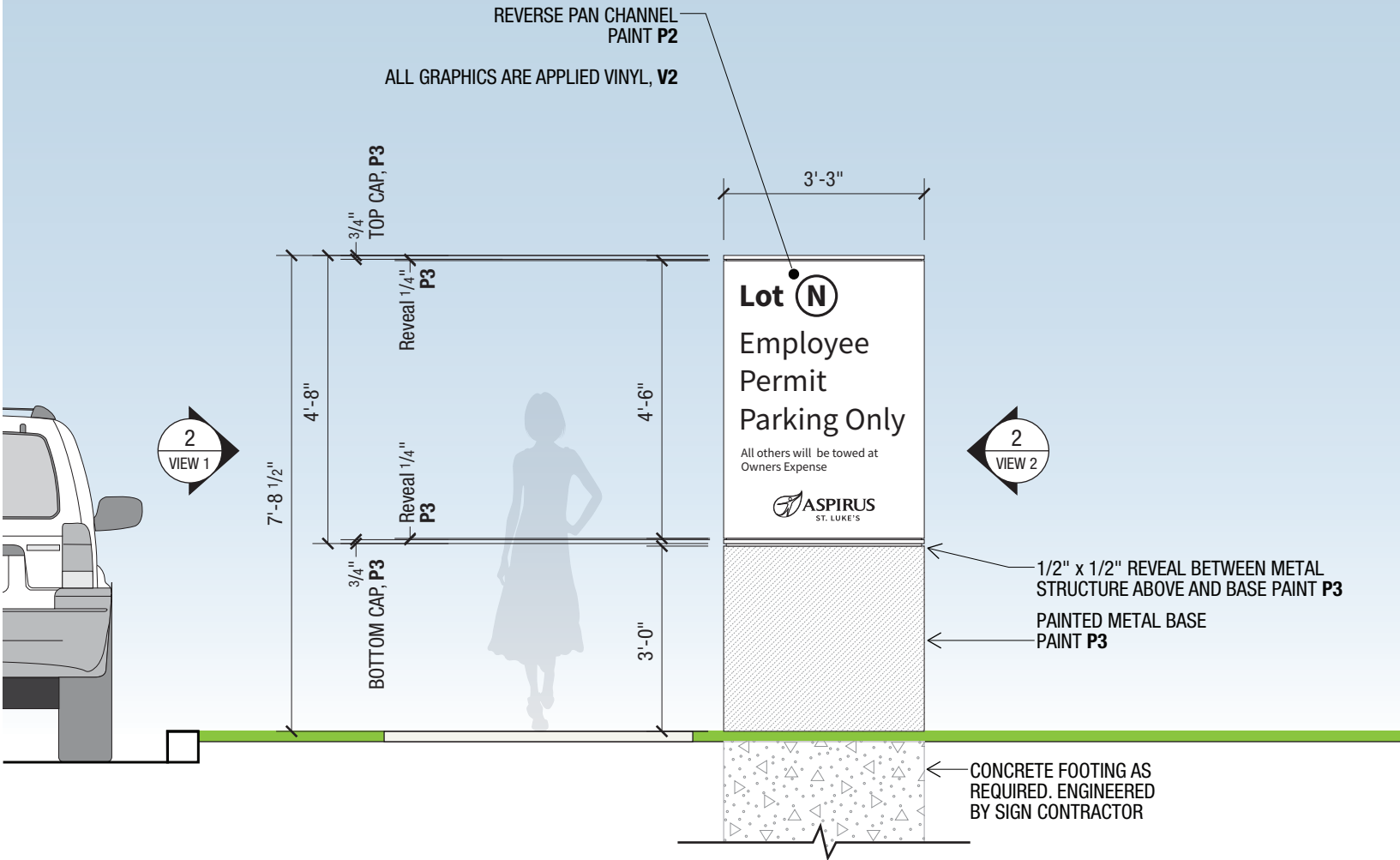
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Proposed Campus Signage Plan**
Duluth, Minnesota

Project Number: 2024016.01

**Sign Type G
Permit Parking ID
Freestanding**

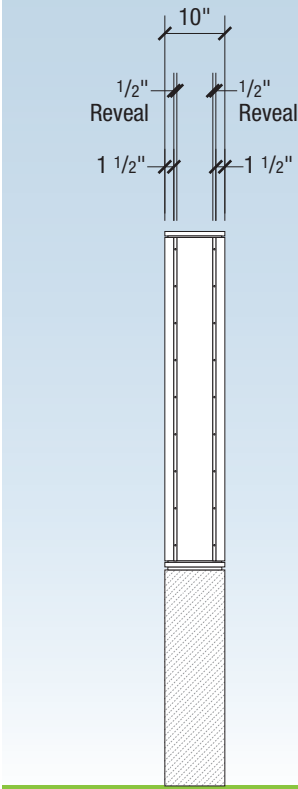
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1 ELEVATION: Type G - Permit Parking Identification
SCALE: 3/8 " = 1'-0"

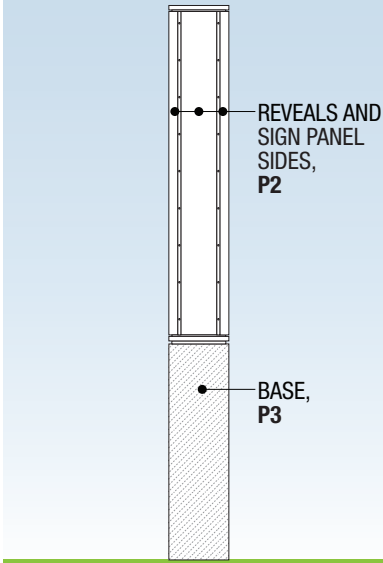
ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS



VIEW 1

2 ELEVATION: Type G - Permit Parking Identification
SCALE: 3/8 " = 1'-0"

ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS



VIEW 2

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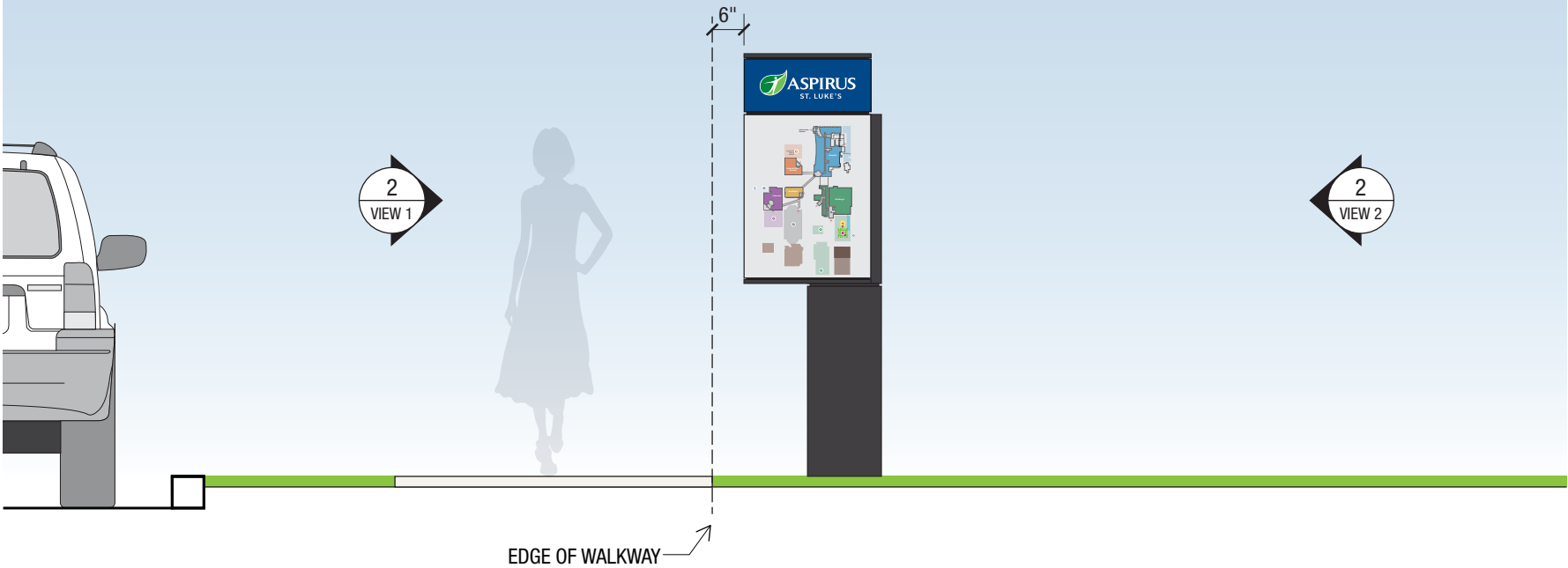
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**Sign Type G
Permit Parking ID
Freestanding - DETAILS**

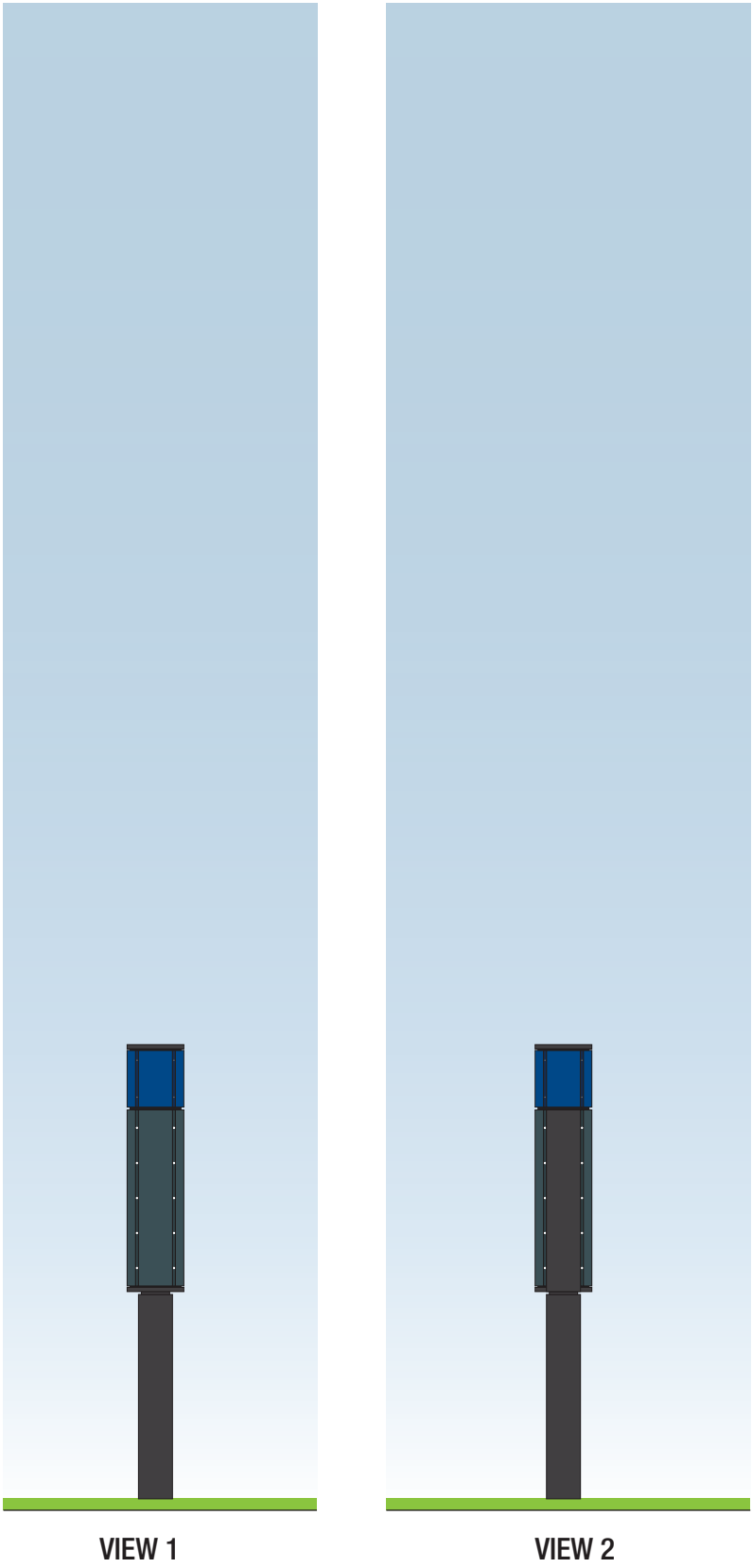
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Checked by: DL

Shown in Color for Visual Reference

NOTE:
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AND ARE NOT ILLUMINATED



1 ELEVATION: Type H - Pedestrian Directional
SCALE: 3/8 " = 1'-0"



2 ELEVATION: Type H - Pedestrian Directional
SCALE: 3/8 " = 1'-0"

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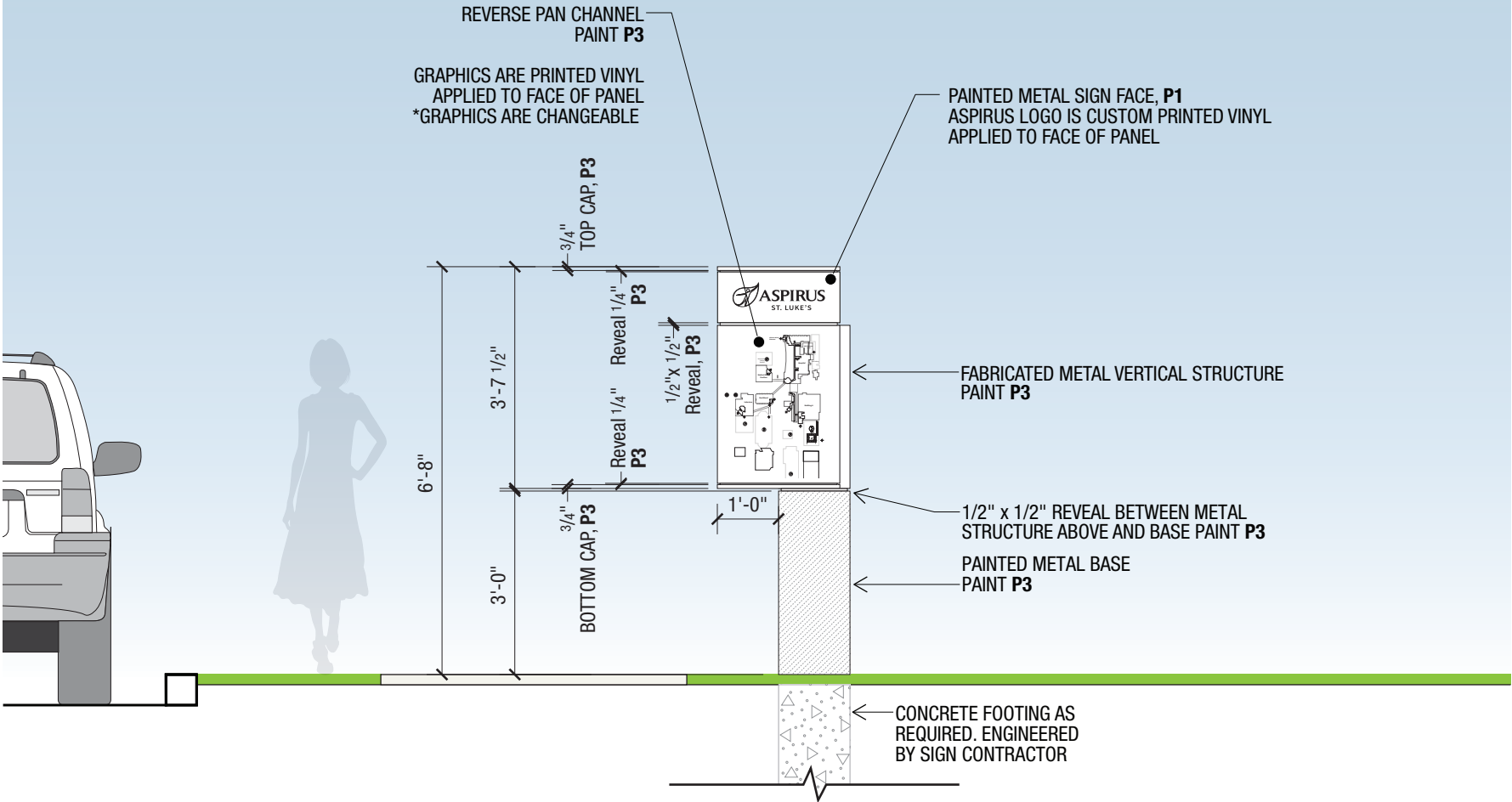
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Duluth, Minnesota

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**Sign Type H
Pedestrian Directional**

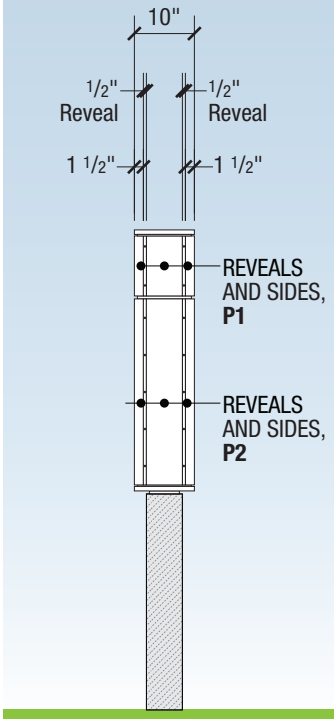
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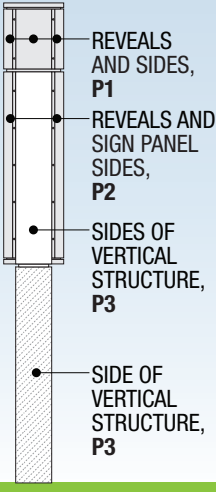
1 ELEVATION: Type H - Pedestrian Directional
SCALE: 3/8 " = 1'-0"

ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS



VIEW 1

ALL PANEL FASTENERS
ARE ON THE RETURNS
WITHIN THE REVEALS



VIEW 2

2 ELEVATION: Type H - Pedestrian Directional
SCALE: 3/8 " = 1'-0"

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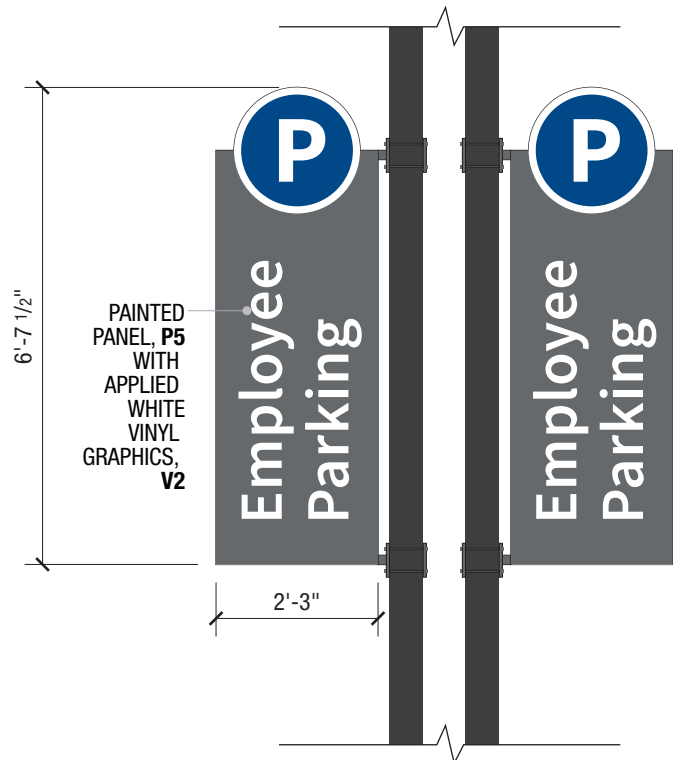
**Aspirus St. Lukes
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Duluth, Minnesota

Project Number: 2024016.01

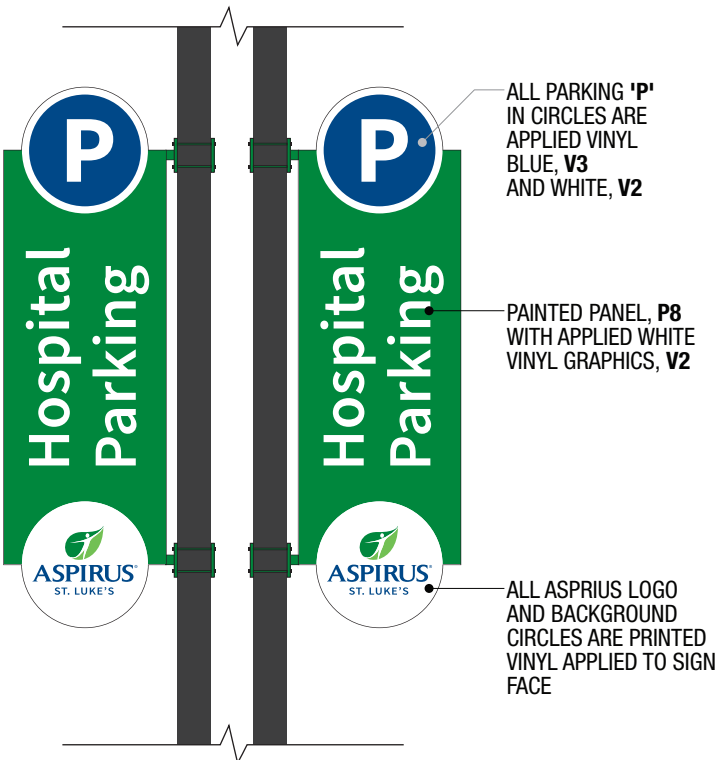
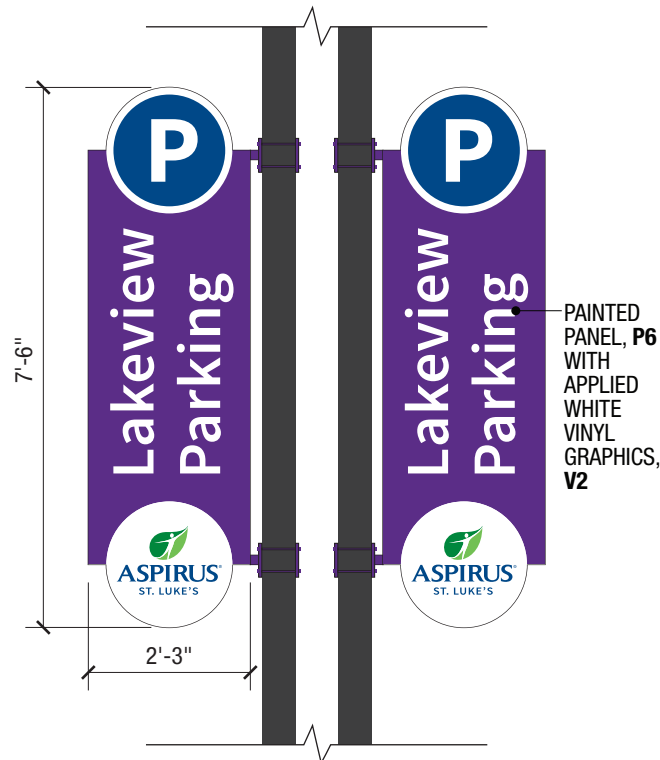
**Sign Type H
Pedestrian Directional
- DETAILS**

Drawn by: JR
Checked by: DL

NOTE:
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NOTE:
ALL EXISTING SIGNS ARE TO BE
UPDATED WITH NEW FACE GRAPHICS



Existing Signs

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**Aspirus St. Lukes
Proposed Campus Signage Plan**
Duluth, Minnesota

Project Number: 2024016.01

**Type J
Parking Lot Light Pole ID**

Drawn by: JR
Checked by: DL

32

134

1

ELEVATION: Type J - Parking Lot ID

SCALE: 3/8 " = 1'-0"



Lakeview Clinics Entrance

Existing.
Remove all existing graphics and vinyl from entry glass. Remove No Smoking sign.



Lakeview Clinics Entrance

Dashed outlined areas above to recieve new printed and cut vinyl graphics and messaging on exterior. Translucent blue vinyl applied to exterior of glass - **VT2**. Cut matte white opaque vinyl applied over translucent blue - **V2**. Printed Aspirus leaf logo on opaque vinyl also applied over translucent blue vinyl. Replace ‘No Smoking’ sign with new.

Provide field measurements of entrance glass and ‘No Smoking’ sign as required for final layout of graphics. KO&CO will provide final artwork in Adobe Illustrator format.

NOTE: Sign Contractor to take an inventory of ‘No Smoking’ signs around the hospital campus and replace one for one.

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Aspirus St. Lukes
Proposed Campus Signage Plan
Duluth, Minnesota

Project Number: 2024016.01

Building Entrance Signage
Lakeview Clinics

Drawn by: JR
Checked by: DL



Lakeview Clinics Entrance

Existing.
Remove all existing graphics and vinyl from entry glass. Remove No Smoking Sign.



Lakeview Clinics Entrance

Dashed outlined areas above to recieve new printed and cut vinyl graphics and messaging on exterior. Translucent blue vinyl applied to exterior of glass - **VT2**. Cut matte white opaque vinyl applied over translucent blue - **V2**. Printed Aspirus leaf logo on opaque vinyl also applied over translucent blue vinyl. Replace 'No Smoking' sign with new.

Provide field measurements of entrance glass and 'No Smoking' sign as required for final layout of graphics. KO&CO will provide final artwork in Adobe Illustrator format.

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Duluth, Minnesota

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Building Entrance Signage
Lakeview Clinics

Drawn by: JR
Checked by: DL



9th Street Clinics Entrance

Existing.
Remove all existing graphics and vinyl from entry glass. Remove Drop Off Zone signs. Patch and paint as necessary.



9th Street Clinics Entrance

Dashed outlined areas above to recieve new printed and cut vinyl graphics and messaging on exterior. Translucent blue vinyl applied to exterior of glass - **VT2**. Cut matte white opaque vinyl applied over translucent blue - **V2**. Printed Aspirus leaf logo on opaque vinyl also applied over translucent blue vinyl. Replace 'Drop Off Zone' signs with new.

Provide field measurements of entrance glass and 'Drop Off Zone' signs as required for final layout of graphics. KO&CO will provide final artwork in Adobe Illustrator format.

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Project Number: 2024016.01

Building Entrance Signage
9th Avenue Clinics

Drawn by: JR
Checked by: DL



Old Hospital Building EXIT
Existing.
Remove all existing graphics and vinyl from entry glass.



Old Hospital Building EXIT
Dashed outlined areas above to recieve new printed and cut vinyl graphics and messaging on exterior. Translucent white vinyl applied to exterior of glass - **VT3**. Cut matte black opaque vinyl applied over translucent white - **V1**. Printed Aspirus leaf logo on opaque vinyl also applied over translucent blue vinyl. Replace 'Drop Off Zone' signs with new.

Provide field measurements of all entrance glass as required for final layout of graphics. KO&CO will provide final artwork in Adobe Illustrator format.

Issue Date: July 29, 2025

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Hospital Entrance Canopy
Existing



Hospital Entrance Canopy
Reface existing hanging sign with new paint and vinyl graphics. Panel is painted Asprios brand blue, **P1**. White vinyl graphics are matte white opaque vinyl applied to sign face - **V2**. Provide field measurements of existing sign. KO&CO will provide final artwork in Adobe Illustrator format.



Hospital Entrance
Existing.
Remove all existing vinyl graphics and No Smoking sign.



Hospital Entrance
Dashed outlined areas above to recieve new printed and cut vinyl graphics. Translucent blue vinyl applied to exterior of glass - **VT2**. Cut matte white opaque vinyl applied over translucent blue - **V2**. Printed Asprios leaf logo on opaque vinyl also applied over translucent blue vinyl. Replace 'No Smoking' sign with new.

Provide field measurements of all entrance glass as required for final layout of graphics. KO&CO will provide final artwork in Adobe Illustrator format.

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Proposed Campus Signage Plan**
Duluth, Minnesota

Project Number: 2024016.01

**Building Entrance Signage
Hospital Entrance**

Drawn by: JR
Checked by: DL



Pavilion Parking Gateway

Existing.
Remove all existing signs. Patch, repair, and paint gateway structure as necessary.



Pavilion Parking Gateway

Dashed outlined areas above to recieve new printed and cut vinyl graphics on new panels. Panels are painted Asprius brand blue, **P1** and dark green, **P2**. White vinyl graphics are matte white opaque vinyl applied to sign faces - **V2**. Printed Aspirus leaf logo on opaque vinyl also applied to sign faces.

Provide field measurements of Gateway as required for final layout of graphics. KO&CO will provide final artwork in Adobe Illustrator format.

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Duluth, Minnesota

Project Number: 2024016.01

**Parking Gateway Signage
Pavilion Clinics**

Drawn by: JR
Checked by: DL



Pavilion Parking Gateway

Existing.
Remove all existing signs. Patch, repair, and paint wall and doors as necessary.



Pavilion Parking Gateway

Dashed outlined areas above to recieve new printed and cut vinyl graphics on new panel. Panel are painted Aspirus brand blue, **P1**. White vinyl graphics are matte white opaque vinyl applied to sign faces - **V2**. Printed Aspirus leaf logo on opaque vinyl also applied to sign face. Add and/or replace 'No Smoking' sign(s) with new.

Provide field measurements of Gateway as required for final layout of graphics. KO&CO will provide final artwork in Adobe Illustrator format.

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**Aspirus St. Lukes
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Duluth, Minnesota

Project Number: 2024016.01

**Building Entrance Signage
Pavilion Clinics**

Drawn by: JR
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Duluth, Minnesota

Project Number: 2024016.01

Brand Lighting Strategy

Drawn by: JR
Checked by: DL



Push through logo and letters - logo and letters are internally illuminated

GENERAL NOTES & CONDITIONS

SPECIFICATIONS

Existing Sign Removal & Surface Repair

- Refer to specific location drawing sets for existing signs to be removed.
- Contractor to inspect areas of all existing signs to be removed and inform owner of any damage, maintenance needs, or unsafe conditions.
- Building-mounted Signs: Contractor to remove all signs designated for removal and patch, repair, clean, paint, or refinish building as required to match existing adjacent conditions; all final repair to appear seamless with adjacent undamaged areas and as though original sign never existed (e.g. clear silicone fill alone for patching holed in masonry is not acceptable, fill must match color of brick and mortar). Metal panel repair may require repacing full panel(s) based on existing system/conditions. Terminate existing electrical if sign is not being replaced with new powered sign.
- Freestanding Signs: Sign contractor to remove all signs designated for removal including footings unless noted otherwise on specific drawing sheets; backfill to existing grade and plant grass seed, mulch, or finish concrete to match existing conditions. No additional landscaping is currently in scope other than as noted below. Terminate existing electrical if sign is not being replaced with new powered sign.

Civil/ Landscaping

- Extent of finished landscaping for freestanding signs is backfill to grade and plant grass seed or mulch to match adjacent unless otherwise noted as topsoil only.

Electrical Work

- Refer to specific drawing and plan sheets for signs requiring power.
- Contractor is responsible for running power to all signs illuminated signs as required where existing power source is not available. Verify all conditions and coordinate as required with Owner; provide cost and proposal accordingly. **If unable to verify and provide cost for bid, provide allowance for documenting electrical scope (to be bid out and awarded to electrical contractor).**
- Contractor is responsible for all required electrical components,connections for signage.
- Contractor is responsible for terminating existing electical for removed powered signs as described above.

Structural Engineering

- Contractor is responsible for the design of the structural elements and the structural integrity of all signs; and any stamped engineering drawings for permitting.

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Project Number: 2024016.01

**General Notes
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Sign Locations & Quantities

All final locations to be verified in the field with Owner. Contractor responsible for verifying existing conditions as noted in drawings and for documenting final locations. Signs may be added or removed based on verified conditions

Sign Layout Artwork

Designer to provide electronic layout artwork for all signs based on field verification and shop drawing dimensions from Sign Contractor.

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**General Notes
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PART 1 - GENERAL

1.1 SUMMARY

- A. The work includes the manufacture and installation of exterior signs.
- B. The Sign Contractor shall provide all labor, materials, equipment and services necessary for the fabrication, delivery and installation of signage as described in the detail drawings, including all fasteners, connectors, hardware and support structures, and as needed for a complete and proper installation. The Sign Contractor is responsible for visiting the Project site prior to starting the work and field verifying all existing conditions and dimensions, and shall notify the Designer and Owner immediately of any discrepancies.
- C. Refer to the Message Schedule for a complete list of sign types and quantities. Signs listed on Message Schedule should match those indicated on sign location plans. The Sign Contractor shall notify the Designer and Owner immediately of any discrepancies in sign quantities or locations.

1.2 SUBMITTALS

- A. The Sign Contractor shall not begin fabrication without approved Shop Drawings, Product Data, and Samples.
- B. Limitations on Substitutions:
 - 1. Sign Contractor-requested Substitutions for any materials, products, colors, and components will only be considered for acceptance if the following conditions are met:
 - a. Documented Delivery Problem: The Sign Contractor must provide substantial written documentation to support a claim of a delivery problem which is in conflict with the fabrication/installation schedule, including but not limited to copies of correspondence to and from the product manufacturer which demonstrates that a delivery problem exists relative to the timely completion of the work. Delivery problems caused by the Sign Contractor or any subcontractor failure to place orders for materials or items in a timely manner shall not be considered.
 - b. Requests for Substitution will NOT be considered during the Bid period. Sign Contractor’s bid shall be based on the Drawings and Specifications.
 - c. Sign Contractor-requested product substitution will NOT be considered if the Sign Contractor or any subcontractor has delayed executing subcontract labor agreements or scheduling subcontract work from the time of contract award.
- C. Substitutions will NOT be considered when indicated on shop drawings or product data submittals without prior approval by Designer.
- D. Substitutions will NOT be considered when requested directly by subcontractor or supplier.
- E. Additional studies, investigations, submittals, redesign and/or analysis by the Architect/Engineer or Designer caused by the requested substitutions shall be paid

by the Sign Contractor at no expense to Owner.

- F. Substitute products shall NOT be ordered or installed without written acceptance by Designer or Owner.
- G. Requests For Substitution:
 - 1. All Requests For Substitution submitted by the Sign Contractor shall include, for all products, finishes, or materials proposed to be substituted: Complete manufacturer’s product specification information; MSDS; catalog information; full range of colors and options available as applicable; and documentation demonstrating that the substitute product is equal to the specified product.
 - 2. Request For Substitution constitutes a representation that the Sign Contractor has investigated the proposed product and has determined that it is equal to or superior in all respects to the specified product.
 - 3. Request For Substitution constitutes a representation that the Sign Contractor will provide the same type of warranty for substitution as for the specified product.
 - a. Sign Contractor’s warranty shall be in writing guaranteeing all substituted products have same or superior performance as the product specified.
 - 4. Request For Substitution constitutes a representation that the Sign Contractor will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.
 - 5. The Sign Contractor shall state in writing the reason for the Request For Substitution; e.g., time, price, better quality, etc.
- H. Shop Drawings:
 - 1. Shop Drawings shall be submitted in electronic format (PDF).
 - 2. Sign Contractor shall provide complete fabrication and installation drawings for each type and version of sign, and each installation condition, clearly mark drawings with sign type and location, and indicate all dimensions, materials, components, parts, connections, and devices. Field-verified dimensions and conditions shall be included in shop drawings where applicable.
 - 3. Sign Contractor shall provide accurately scaled pattern layouts (in electronic format) for all signs of each type. All letter styles, fonts, and graphic elements shall be faithfully reproduced. Do not re-submit Message Schedule.
 - 4. Sign Contractor shall provide a copy of their stamped and signed Structural Design Drawings and Calculations, for record purposes only.
- I. Product or Catalog Data:
 - 1. Product or Catalog Data shall be submitted in electronic format (PDF)
 - 2. Submit only pages which are pertinent, or manufacturer’s standard drawings modified to delete non-applicable data:
 - a. Clearly mark the product information or catalog to identify pertinent materials, products, or models.
 - b. Clearly mark-the data to identify the sign type or specified material which it references.
 - c. Show dimensions and clearances required.
- J. Samples:

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1. Submit (3) samples of the following items:

a. Each type exposed metal used, with respective finish (5"x5" min. size).

b. Each type plastic used, with respective finish (5"x5" min. size).

c. Each type adhesive vinyl film, including computer-cut designs. Samples shall include actual fonts, glyphs or designs as specified in project. Sample size shall be large enough to clearly depict fonts or patterns.

d. All specified paint colors and finishes, on actual materials to be provided in project. If paint or finish has an appearance range or variation, provide a range of samples including extreme appearances.

e. Each type of stone or stone veneer (min. 12 inch high by 12 inch wide by 1 inch.); include samples of grout and/or joint sealants.

f. Special letters, numbers, or logo types.
2. Samples of each piece of hardware, that is visible on the exterior all finished signs, are to be submitted for approval.

K. Submittal Review:

1. Designer shall review submittals and return to Sign Contractor for revisions or re-submittals as indicated, within (7) business days of receipt.
2. Designer's review of submittals does not relieve the Sign Contractor of the responsibility to complete all work in accordance with the Contract Documents.

L. Typography

1. Lettering shown on the Contract Documents are intended as guidelines for layouts and type size only, and are based on scale calculations of the message lengths within estimated sign areas. Should conflicts arise in the final message layout, notify the Designer before proceeding. Notations contained within parenthesis () in the message schedule are instructions referencing a name to be supplied by the Owner or other instructions.
2. The Sign Contractor shall be responsible for purchasing all required fonts for the project.
3. All type shall be straight and accurately spaced with correct spelling and punctuation.

M. Artwork

1. Artwork representing typical sign types and representative messages shall be provided in electronic form (Adobe Illustrator, Adobe Photoshop), by the Designer. It is the responsibility of the Sign Contractor to access and translate the digital information correctly.
2. Sign Contractor shall be responsible for preparation of all Final Artwork (including, but not limited to: type, arrows, imagery, drawings, photographs, symbols) necessary beyond that provided with contract award and for any touch-up of artwork for photographic enlargement.
3. Quality of artwork for finished signage shall be the responsibility of the Sign Contractor. Owner and Designer reserve the right to reject artwork if it fails to meet the standard of quality established.
4. Do not, under any circumstances, use Contract Documents as final art.

- A. The Sign Contractor is responsible for structural and electrical engineering; structural integrity of signage, sign mountings, and attachments; and fabrication means and methods. Any significant structural or engineering changes in design, materials, fabrication techniques, or details that the Sign Contractor deems necessary to the successful completion of the Project shall be communicated in a timely manner to the Designer and Owner, and shall be subject to the following conditions:

1. Proposed changes solely related to cost issues shall not be considered. The Sign Contractor's bid shall be based on the Drawings and Specifications.
- B. Further development and engineering of Designer's details for fabrication and installation is required and shall be shown in the Sign Contractor's shop drawings.
- C. Nothing in this section shall be construed as allowing the Sign Contractor to make substitutions of any specified product or finish material without submitting a Request For Substitution and receiving Owner and Designer approval.

1.4 QUALITY ASSURANCE

- A. The work shall comply with all applicable codes and regulations as enforced by the governing jurisdiction.
- B. All signs shall comply with applicable provisions of the Americans with Disabilities Act, ADA Standards for Accessible Design, as revised 2010 (ADA).

1. Lettering and graphics including, but not limited to, copy height, letter stroke, symbols, materials, and finishes shown on the Contract Document are intended as guidelines for compliance. Should conflicts or questions arise, notify the Designer before proceeding.

2. Where braille copy is required, the Sign Contractor is responsible for the coordination of all messages in conjunction with sign schedule. Braille copy shown on Contract Documents is for general size and position only and should not be used for full message.

3. The Sign Contractor shall provide written documentation the braille translation included on the signage has been evaluated by the American Foundation for the Blind and is, in their opinion, correct and compliant with ADA.
- C. The work shall comply with the highest relevant industry and trade standards, and standards as indicated in product sections of this specification.
- D. Unless otherwise specified, materials and equipment shall be new and of the latest design.
- E. Use only personnel thoroughly skilled and experienced with the products and method for fabrication and installation of signage specified.
- F. The Owner shall reserve the right to reject any shop drawings, samples or other submittals, as well as any finished product or installation, that cannot meet the standard of quality established. Any such decision will be considered final and not subject to recourse.
- G. Materials and hardware not specified, but necessary to the complete functioning of the sign, shall conform to the quality level established.

1.3 ENGINEERING AND FABRICATION METHODS

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- H. Structural Design and Calculations: It shall be the responsibility of the Sign Contractor to provide complete structural design for signs and signage supports, foundations and attachments as required, and to coordinate with all other work. Design must meet all applicable local, state, and national codes, as well as testing laboratory listings where required. Sign Contractor drawings and calculations shall be prepared, stamped, and signed by a licensed structural engineer in the State of Minnesota.

1.5 DELIVERY STORAGE & HANDLING

- A. Transport, deliver, handle, and store materials and equipment at the job site in such manner as to prevent damage, including damage to finish and damage which might result from the intrusions of foreign matter or moisture from any source.
- B. Packaging:

1. Maintain packaged materials in manufacturer’s original container with seals unbroken and labels intact until they are incorporated into the Work.

2. Protect finishes on exposed surfaces from damage by application of strippable temporary protective covering prior to shipment.

3. Protect assemblies from injury at the shop, in transit to the job and until erected in place, completed, inspected and accepted.

4. Packaged material shall bear the name of the manufacturer, the product, including brand name, color, stock number, and all other complete identifying information.

5. Packages showing indications of damage that may affect conditions of content are not acceptable.
- C. Store all materials and equipment:

1. In accordance with manufacturer’s instructions, above grade, and properly protected from weather and construction activities.

2. For any attic stock ordered, package separately or in like groups labeled as to contents. Include installation hardware, adhesives and installation instructions; include a reasonable array of alternate adhesives, fasteners or materials to be able to respond effectively to varying field conditions.

1.6 SCHEDULING

- A. Within (14) business days of being awarded the contract, the Sign Contractor shall prepare and present to the General Contractor, Owner and Designer a schedule for submittals, reviews, fabrication and installation of the work. The Sign Contractor is responsible for coordinating the schedule of all necessary work with the General Contractor.

1.7 MAINTENANCE

- A. Maintenance Materials:

1. Touch-up paint: Provide Owner with one 1/2 pint can of touch-up paint of each type and color used in the work.

2. Extra parts: Sign Contractor shall provide a listing of extra stock or parts furnished as part of the Contract.

B. Maintenance Manual:

1. Provide electronic files of all shop drawings, product data, parts lists, nameplate data, warranties, and other information described in this section.

a. Provide all information in 8-1/2 x 11 or folded 11 x 17 sheets in tabbed and labeled three ring binders.

b. Provide specific manufacturer’s warranty. List each component covered, with day and date warranty begins, date of expiration, and name, address and telephone number of person to contact regarding problems during warranty period.

c. Provide names, addresses, email addresses, and telephone numbers of Sign Contractor and Sign Installation Contractor.

d. Compile and maintain a listing of all paint colors with the factory batch number and formulation code for all paints and coatings, including contact information for local representative.
2. Provide each manufacturer’s recommendations and instructions for maintenance of all items and materials:

a. The instructions shall cover cleaning, repair, repainting and maintenance of signs, including data on cleaning solutions or methods of application which should be avoided.

1.8 WARRANTIES AND SUBSTANTIAL COMPLETION

- A. Provide written warranty signed by the Sign Contractor agreeing to repair or replace products which fail because of faulty materials, workmanship, and design for a minimum period of two years from date of substantial completion, or within parts manufacturer’s specified warranty, whichever is greater.

1. Vinyl die-cut letters shall be warranted for five years against delamination from substrate.

2. Paint finishes shall be warranted for seven years against chalking and fading.
- B. Failure includes, but is not limited to: Fading, cracking, crazing, warping, peeling, fading, oxidizing, delaminating, rusting, corroding, improper functioning of electrical apparatus other than lamps, loose welds or fasteners, loose joints or panels, and structural failure, including distortion by whatever cause, shall be construed to mean failure because of faulty materials and workmanship.
- C. Failures during the warranty period shall be repaired or replaced to the satisfaction of the Owner.
- D. Products corrected under warranty shall have a warranty extension of minimum one year from the date of correction in addition to the two-year warranty.
- E. Punch List:

1. When the Sign Contractor considers the work to be acceptable to the Owner and Designer and is substantially completed, the Sign Contractor shall notify the Owner and Designer and request a Punch List.

2. When the Designer has observed the work and determined that the work or designated portion thereof is substantially complete, he will prepare and issue

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the Punch List and letter to the Owner and Sign Contractor indicating the project is substantially complete, or if not substantially complete, describing the portion of the work that is not acceptable.

- 3. This letter shall establish the date of Substantial Completion and shall fix the schedule in which the Sign Contractor shall complete the items listed in the Punch List.
- 4. Failure by the Designer to include any items on the Punch List does not relieve the Sign Contractor of the responsibility to complete all work in accordance with the Contract Documents.

F. Warranties shall commence on the Date of Substantial Completion of the Work or designated portion thereof.

PART 2 - PRODUCTS

2.1 GENERAL SIGN CONSTRUCTION

- A. It is intended that all finished work be of the highest quality to pass eye-level examination and scrutiny by the Designer and Owner.
 - 1. Construct all work to eliminate burrs, dents, cutting edges, and sharp corners.
 - 2. Finish welds on exposed surfaces shall be of the correct type to eliminate distortions of flat surfaces, and to be imperceptible in the finished work. At exposed connections, all flux, oxides, slag, and discolorations shall be removed so that these areas match the finish of adjacent areas. Any damage by welding must be repaired by grinding, polishing or buffing.
 - 3. Except as indicated or directed otherwise, finish all surfaces smooth.
 - 4. Surfaces which are intended to be flat shall be without dents bulges, oil canning, gaps, or other physical deformities.
 - 5. Surfaces which are intended to be curved shall be smoothly free-flowing to required shapes.
 - 6. Except where approved otherwise by Designer, conceal all fasteners.
 - 7. Make access panels tight-fitting, lightproof, and flush with adjacent surfaces.
 - 8. Place all identification labels and U.L. labels to conform to U.L. Codes in a discreet location.
 - 9. Carefully follow manufacturer’s recommended fabricating procedures regarding expansion/contraction, fastening, and restraining of acrylic plastic.
 - 10. Exercise care to assure that polished, plated, or finished surfaces are unblemished in the finished work.
 - 11. Isolate dissimilar materials. Exercise particular care to isolate nonferrous metals from ferrous metals.
 - 12. Sign Contractor responsible for coordination of work with other trades.
 - 13. Hangers, brackets and accessories shall be of the type indicated, and of size, material and construction to provide appropriate structural support as calculated by the Sign Contractor. Where such items are not specifically called for, provide hangers, brackets and accessories as required for the proper execution of the work, as approved by the Owner.

2.2 CUTTING AND ENGRAVING

- A. Engraving: Machine-engrave letters and shapes into sign material to a uniform depth without variation.
- B. Push-Through Letters: All “push-thru” or “punch-through” letters are to be through-cut with clean edges. Remove all saw marks and irregularities, chips, etc. provide uniform minimum required space between acrylic infill and sign face material for temperature expansion and contraction. All acrylic infill to be mechanically attached to sign face with blind (no exposed fasteners on sign face) mechanical fasteners designed to allow required movement for expansion and contraction.

2.3 PAINTING AND FINISHING

- A. Products:
 - 1. Aliphatic Polyurethane Enamel: Low VOC M.A.P. High Solids Acrylic Polyurethane System, Matthews Paint Co, Pleasant Prairie, WI 53158. (1-800-323-6593) Manufacturer’s specification MPC108.
 - 2. Clear topcoat over all painted surfaces: Matthews VOC clear topcoat products, gloss level to be determined by application.
 - 3. Gloss level of finish shall be as indicated on drawings.
- B. Application and Finish: Coatings shall be applied by an applicator having facilities, equipment and experience required to apply the finish to manufacturer specifications. All substrates shall be cleaned of any foreign substance such as oil, grease, dirt, etc.
 - 1. Aluminum components to receive painted finish: All faces shall be etched to give an even satin finish and remove oxidation, then conversion coated to improve paint adhesion and inhibit corrosion. Surface shall be belt-sanded for a smooth finish, edges filed and ground then immersed in hot alkaline cleaner to remove contamination.
 - 2. Provide manufacturer’s Recommended System as appropriate for specific substrates and applications.
 - 3. An acid-wash prime coat shall be applied per manufacturer’s specifications when using raw metal as a substrate.
 - 4. A primer / filler seal coat shall be properly applied to all substrates per manufacturer’s specifications.
 - 5. Primer / filler coat shall be sanded smooth before topcoating and coated with a minimum of two applications of acrylic polyurethane in colors as indicated on the drawings. Top coating shall be applied per manufacturer’s recommendations to a minimum total dry film thickness of 2.0 mil.
 - 6. All painting shall be free of oxidation, cracking, chipping, or any defect. Sign Contractor shall be required to touch-up or otherwise repair any damage to painted surfaces to the satisfaction of the Designer or Owner.
 - 7. Sign panels shall be predrilled in proper locations before any priming, painting or coating processes.
 - 8. Adhesion: No removal of any finish after 1/16” cross-hatching to base metal, impacting to the point of metal rupture, and subjecting to application and quick

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- removal of cellophane tape.
- C.

Pigmented (Opaque) finishes: Completely cover to provide an opaque, smooth surface of uniform color, appearance, and cover. Cloudiness, spotting, holidays, laps, brush marks, orange peel, runs sags, or other surface imperfections will not be acceptable.
- D.

All silkscreening shall be free of oxidation, cracking, chipping, or any defect. Sign Contractor shall be required to touch-up or otherwise repair any damage to painted surfaces to the satisfaction of the Designer or Owner.

2.4 ELECTRICAL

- A.

Sign Illumination: All illuminated signs and letters shall have an evenly distributed lighted surface. All areas of illumination shall be of equal intensity in all parts of the sign or illuminated letter. Non-illuminated areas of signage shall not have light leaks. All weep holes shall have baffles to prevent light leak.
- B.

Conform to State Electrical Code, National Electrical Code, and U.L. listings for all materials. Provide wiring and conductors as required by code and specific application. Sign Contractor is responsible for making final connections at all signs. Make provisions for future servicing of all electrical and lighting components.
- C.

Required disconnect switches shall be provided. Locations shall be inconspicuous and shown on shop drawings for approval by Designer. Use heavy duty, fused or unfused, by Square D™, ABB, or equal. Provide NEMA 1 for dry locations and proper enclosure for others.
- D.

LED:

1.

Provide all the necessary components required for a complete operational lighting system. Illumination at faces of letters and sign panels to be even and shadow free. System to include all necessary modules, cable & connectors, mounting accessories, and power supplies to achieve a completely operational U.L. rated system.

2.

Halo Illuminated Letters and Halo Illuminated Monument Sign Panel: provide Tetra® Lighting System or Approved Equal, specific model as required for optimal illumination, follow all manufacturers guidelines:

a.

Tetra® Mini Max (for small channel letters as shallow as 3” in depth)
Color Temp: 3,200K | Lumens: 30 lumens /module
Viewing Angle: 150 degrees | Lamp Life: 50,000 hours.

b.

Tetra® Max (for medium-size channel letters as shallow as 4” in depth)
Color Temp: 3,200K | Lumens: 43 lumens /module
Viewing Angle: 150 degrees | Lamp Life: 50,000 hours.

c.

Tetra® Power Max (for large channel letters from 4” to over 6” deep)
Color Temp: 3,200K | Lumens: 109 lumens /module
Viewing Angle: 170 degrees | Lamp Life: 50,000 hours.

3.

Back-lit Push Through Letters and Back-lit Sign Panels: provide Tetra® Lighting System or Approved Equal, specific model as required for optimal illumination, follow all manufacturers guidelines:

d.

Tetra® Power Strip
Color Temp: 4,100K | Lumens: 300 lumens /module – single sided and 600 lumens/module double sided
Viewing Angle: 140 degrees | Lamp Life: 50,000 hours.

2.5 METAL MATERIALS

- A.

Aluminum Extrusions:

1.

Conform to ASTM B- 221, Alloy 6063-T6. Shapes, sizes and weights of members shall be as required for structural stability. All connections of aluminum members shall be heli-arc welded, continuous fillets, ground smooth on all exposed faces, unless specifically detailed otherwise.

2.

Finishes as shown on drawings.
- B.

Aluminum Finishes:

1.

Finishes shall be consistent in color and surface appearance throughout the project.

2.

Matte finish - clear anodized: AA M12 C22 A41. Except as otherwise indicated or directed by Designer, use this type finish for all exposed aluminum.

3.

Matte finish - color anodized: AA M12 C22 A42.

4.

Bright finish - clear anodized: AA M21 C31 A41.
- C.

Aluminum sheet and plate:

1.

Type 5052-H-32 alloy aluminum, thickness as indicated on drawings.
- D.

Stainless steel

1.

Type 302 or 304, to meet ASTM A167.

2.

Type 316, to meet ASTM A240

3.

Exposed surfaces shall be No. 4 finish, unless otherwise indicated.

4.

Unexposed surfaces shall be mill finish.
- E.

Stainless steel tubing

1.

Type 300 Series, to meet ASTM A269 or ASTM A312.

2.

Exposed surfaces shall be No. 4 finish unless otherwise indicated.

3.

Unexposed surfaces shall be mill finish.
- F.

Metal thickness: Provide metal thickness indicated on drawings. When metal thickness is not indicated on drawings, provide thickness most appropriate for the fabrication condition to prevent warping or distortion.

1.

For sheet steel not indicated, use not less than 20 gauge.

2.

For non-ferrous metal not indicated, use not less than 0.063” thickness.
- G.

Corrosion Protection: Coat concealed surfaces which will be in contact with concrete, stone, masonry, wood, or dissimilar metals, in exterior work, with a heavy or double coat of bituminous paint.

2.6 PLASTIC MATERIALS

- A.

Acrylic: Provide cast (not extruded) methylmethacrylate Monomer plastic sheet with a minimum flexural strength of 16,000 psi, when tested in accordance with ATSM D790, minimum allowable continuous service temperature of 180 degrees
- F.

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No.	Date	Description	Drawn By
1	-		
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Aspirus St. Lukes
Proposed Campus Signage Plan
Duluth, Minnesota

Project Number: 2024016.01

Specifications
Section 10 40 00

Drawn by: JR
Checked by: DL

1.

Provide solid sheet, laminated sheet, or cast acrylic in size, thickness, clarity, opacity, texture, and color required for work or specified in Contract Documents.
2.

Edges shall be free of saw marks, chips, and to be square to face of material. All edges are to be smooth unless otherwise specified.
3.

Transparent Sheet: Where indicated as “Clear” provide colorless sheet with light transmittance of 92%, when tested in accordance with ASTM D 1003, in a non-glare finish unless otherwise indicated. The non-glare finish should not compromise the clarity or resolution of the the displayed image.
4.

White Translucent Sheet: Where indicated as “White” provide white translucent sheet of density required to provide uniform brightness and minimum halation.
5.

Colored Translucent Sheet: Where indicated as “Colored”, provide white translucent sheet of density required to provide uniform brightness and minimum halation.
6.

Frosted Acrylic : Where indicated as “Frosted” provide clear acrylic sheet with matte finish: Rohm & Haas # P-95 or approved equal.
7.

Cement for acrylic plastic: No. 4 cement by Industrial Polychemical Co.
- B.

Suppliers:
1.

Acrylite: Polyvantis Sanford LLC
1796 Main Street, Sanford, ME 04073
1-800-202-7467
- C.

Polycarbonate: Tuffak by Plaskolite, or Lexan by SABIC.
1.

Provide with scratch and ultra-violet resistant coating.
2.

Transparent Sheet: Where indicated as “Clear” provide colorless sheet with light transmittance of 92%, when tested in accordance with ASTM D 1003, in a non-glare finish unless otherwise indicated. The non-glare finish should not compromise the clarity or resolution of the the displayed image.
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2.7

ADHESIVE VINYL FILM

- A.

Computer-generated vinyl graphics:
1.

Non-reflective: Pressure-sensitive adhesive type, .0035 inch thickness minimum, .006 inch thickness maximum, 3M “Scotchcal” series OR APPROVED EQUAL.
2.

Reflective: Pressure sensitive adhesive type, .0065 inch minimum, .0075 inch maximum, 3M “Scotchlite” engineer-grade series OR APPROVED EQUAL.
- B.

Manufacturer:
1.

3M Commercial Graphics Division,
800-328-3908

2.

Avery Dennison
800-282-8379
- C.

All inks, paints dyes, and other materials used in the process will be compatible and guaranteed against discolorations, deterioration or delamination.

2.8

ADHESIVES

- A.

Very High Bond (VHB) Tape: Acrylic foam tape, in specific foam, adhesive, color, and release liner type appropriate to the materials, conditions, and substrates to be adhered. Provide products as manufactured by 3M Company, VHB Tape Specialty Tapes, or approved equal. Prepare surfaces and apply VHB tape per manufacturer’s recommendations and within recommended temperature ranges.
- B.

Liquid adhesive mounting: Use liquid adhesive recommended by manufacturer to attach pin mounted or flush mounted signs to porous or irregular surfaces.

2.9

CONCRETE

- A.

Cast-in-place concrete shall meet all applicable building code and jurisdictional requirements and applicable requirements of Section 03300. Concrete mix and reinforcement shall be designed and specified by the Sign Contractor.
- B.

Concrete footings are to be poured in place, from thoroughly mixed and agitated concrete in order prevent unreasonable voids. All exposed faces of concrete shall receive a finish to match existing, adjacent surfaces unless otherwise noted or described in the drawings.
- C.

All brackets, anchor bolts, connectors, base plates or other attachment points for signs shall be set and allowed to fully cure in place before any signage is attached or mounted in any way.

2.10

HARDWARE

- A.

All hardware at, on and within signs to be stainless steel unless noted otherwise.
- B.

Every piece and type of hardware used on the entire project, including all sign mounting hardware, is to be thoroughly documented. Information is to include hardware type, dimension, thread sizes, material, strength rating and identification number. ID number example is McMaster Carr catalogue number, or equal.

PART 3 - EXECUTION

3.1

INSPECTION AND OBSERVATION

- A.

Designer reserves the right to observe work or portions of the work in the Sign Contractor’s fabrication shop before it is shipped to the job site for installation.
- B.

Sign Contractor shall inspect installation locations for conditions which will adversely affect execution, permanence and quality of work, and shall not proceed with installation until unsatisfactory conditions have been corrected.

KIKU OBATA

Kiku Obata & Company
6161 Delmar Blvd., Suite 200
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Office 314.361.3110
Fax 314.361.4716
www.kikuobata.com

Client:



Authorized Use:
Design Intent - Draft

Issue Date: July 29, 2025

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- C. Approval by Designer or Owner of portions of the work, shop drawings, or submittals, prior to the time of final acceptance shall not preclude rejection of delivered items which do not satisfy these specifications.
- 3.2 PREPARATION

A. Protection:

1. Protect all finished building surfaces, including jambs and soffits of all openings used as passage-ways through which materials and equipment are handled.

2. Provide protection for all finished flooring surfaces in traffic areas before allowing materials and equipment to be moved over those finished surfaces.

B. Surface Preparation:

1. Maintain all finished surfaces clean, un-marred and suitably protected until accepted by the Owner
- 3.3 INSTALLATION

A. Verify the exact location with the Designer for all signs, which are not exactly dimensioned on the Contract Documents. Sign location plans represent general sign location only. The indicator representing the sign is not to scale, nor does it show exact placement. Field verify all sign locations.

B. Prior to installation, Sign Contractor must examine areas, surfaces and conditions under which work is to be installed. Sign Contractor shall inspect installation locations for conditions which will adversely affect execution, permanence and quality of work and shall not proceed with installation until unsatisfactory conditions have been corrected. Notify the Designer in writing of these conditions.

C. Except as may be indicated otherwise on the Contract Documents, install prefabricated work plumb, level, square, and true to line.

D. Provide anchors and fasteners required to secure work in place. All anchors/ fasteners shall be appropriate for the anchorage condition and be of non-corrosive type. Any signs that require cutting of building surface materials, shall be coordinated with the Owner and General Contractor. The Sign Contractor shall be responsible for repairing and patching the affected areas.

E. Sign Contractor is responsible for coordination of work with other trades as required.

F. Surfaces under adhesive-applied signs shall be smooth, clean, and free of dust, oil, fingerprints, or other foreign matter. All adhesives required shall be used in accordance with the manufacturer’s specifications. Signs shall be permanently installed and not removable unless indicated on the Contract Documents. No adhesives which will fade, discolor or delaminate as a result of ultra violet light or heat shall be used.

G. Final adjustment and cleaning:

1. Touch-up all scratched, marred, abraded, or otherwise damaged surface to match original finishes.

2. Clean-up work area after installation has been completed.
- 3.4 WORKMANSHIP

A. Tradeswork: It is intended that the workmanship be of the highest quality obtainable by the respective trades and crafts experienced in the fabrication of signs, and that all work be done by journeymen, or by tradesmen under the direct supervision of journeymen.

B. Artisans: It is intended that work of an artistic or specialized nature such as gilding, artistic carving and engraving, artistic painting, when included as part of Contract, be executed by artisans with experience, credentials, and reputation to satisfy the demands of the Designer.
- 3.5 SITE CLEANUP

A. Clean-up during construction:

1. Execute cleaning to ensure excavation sites, premises, adjacent and public properties are maintained free from accumulation of materials and construction debris.

B. Final Clean-up:

1. All interior and exterior sign surfaces, including light boxes, translucent materials, and internally illuminated signs, shall be cleaned and free of dirt, dust, oil, fingerprints or other foreign matter.

2. Repair, replace, and clean-up surrounding landscaping adjacent to excavated areas, restoring landscaping to original condition or better.

3. All evidence of installation work or damages incurred on other surfaces shall be cleaned or repaired prior to completion of work. Protect all work from damage until acceptance by the Owner.

4. Remove protective materials and dispose of properly.

5. Broom clean paved or concrete surfaces. Rake clean other surfaces of excavation site.
- END OF SECTION 10 40 00
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Proposed Campus Signage Plan**
Duluth, Minnesota
- Project Number: 2024016.01
- Specifications
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- Drawn by: JR
Checked by: DL
- 50
- 152



Planning & Development Division
Planning & Economic Development Department

Room 160
 411 West First Street
 Duluth, Minnesota 55802

218-730-5580

planning@duluthmn.gov

File Number	PLUMA-2505-0004	Contact	Chris Lee, clee@duluthmn.gov	
Type	UDC Map Amendment-R-1 to RR-1	Planning Commission Date		September 9, 2025
Deadline for Action	Application Date	July 17, 2025	60 Days	September 15, 2025
	Date Extension Letter Mailed	August 1, 2025	120 Days	November 14, 2025
Location of Subject		PID: 010-2710-04040, Adjacent to N Arlington Road		
Applicant	Elana Campbell	Contact		
Agent	N/A	Contact	N/A	
Legal Description		NW ¼ of SW ¼ EX W 660 FT of Section 16 Township 50 Range 14 of City of Duluth		
Site Visit Date		August 25, 2025	Sign Notice Date	August 27, 2025
Neighbor Letter Date		August 15, 2025	Number of Letters Sent	18

Proposal

Applicant is requesting a UDC Map Amendment (rezoning) from R-1 to Rural Residential (RR-1) to allow for rural uses and to preserve the open space around Chester Creek.

Staff Recommendation

Staff recommends that the Planning Commission recommend approval of the rezoning amendment to the City Council (via ordinance).

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	R-1	Vacant	Low-density Neighborhood/Open Space
North	MU-I	Institutional	Institutional
South	R-1	Residential	Low-density Neighborhood
East	R-1	Residential	Open Space
West	R-1	Residential	Low-density Neighborhood

Summary of Code Requirements

UDC Sec. 50-37.3.C: 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.

Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):Governing Principles**Governing Principle #2 – Declare the necessity and secure the future of undeveloped places.**

This rezoning lowers the amount of allowable density to preserve a sensitive waterway while also making way for development that is rural in nature.

Future Land Use

Low-density Neighborhood: Single-family housing with urban services. Typified by curvilinear streets, houses with longer dimension parallel to street, and attached garages. Includes a range of house sizes and lot sizes. Non-residential uses are mainly uses such as schools and churches. Parks and open space are located within or adjacent

Open Space: High natural resource or scenic value, with substantial restrictions and development limitations. Primarily public lands but limited private use is anticipated subject to use and design controls. Examples include: city parks and recreation areas, primary viewsheds, shorelands of the lake and streams, wetlands and floodplains, and high-value habitat.

History

The parcel is currently vacant and natural. There is no history of development on the site.

Review and Discussion Items:

Staff finds that:

1. The subject property incorporates a total of 20 acres. The area is currently zoned R-1 (Residential-Traditional). Applicant proposes rezoning to RR-1 (Rural Residential).
2. The proposed RR-1 zoning allows for rural uses on the large parcel and preserves the Chester Creek corridor from future high intensity uses that could impact the trout stream. As adopted with the comprehensive plan (Imagine Duluth 2035), the Future Land Use for the area is Low-density residential and open space. This proposed RR-1 zoning is (1) consistent with the comprehensive plan, (2) reasonably related to the overall needs of the community and the implementation of the future land uses and development goals in the comprehensive plan, and (3) is required by the general welfare and good zoning practice.
3. Permitted and special uses in RR-1 district are identified in the use table in UDC Sec. 50-19.
4. There have been no comments received at the time of drafting this report.
5. This amendment 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.

Staff Recommendation:

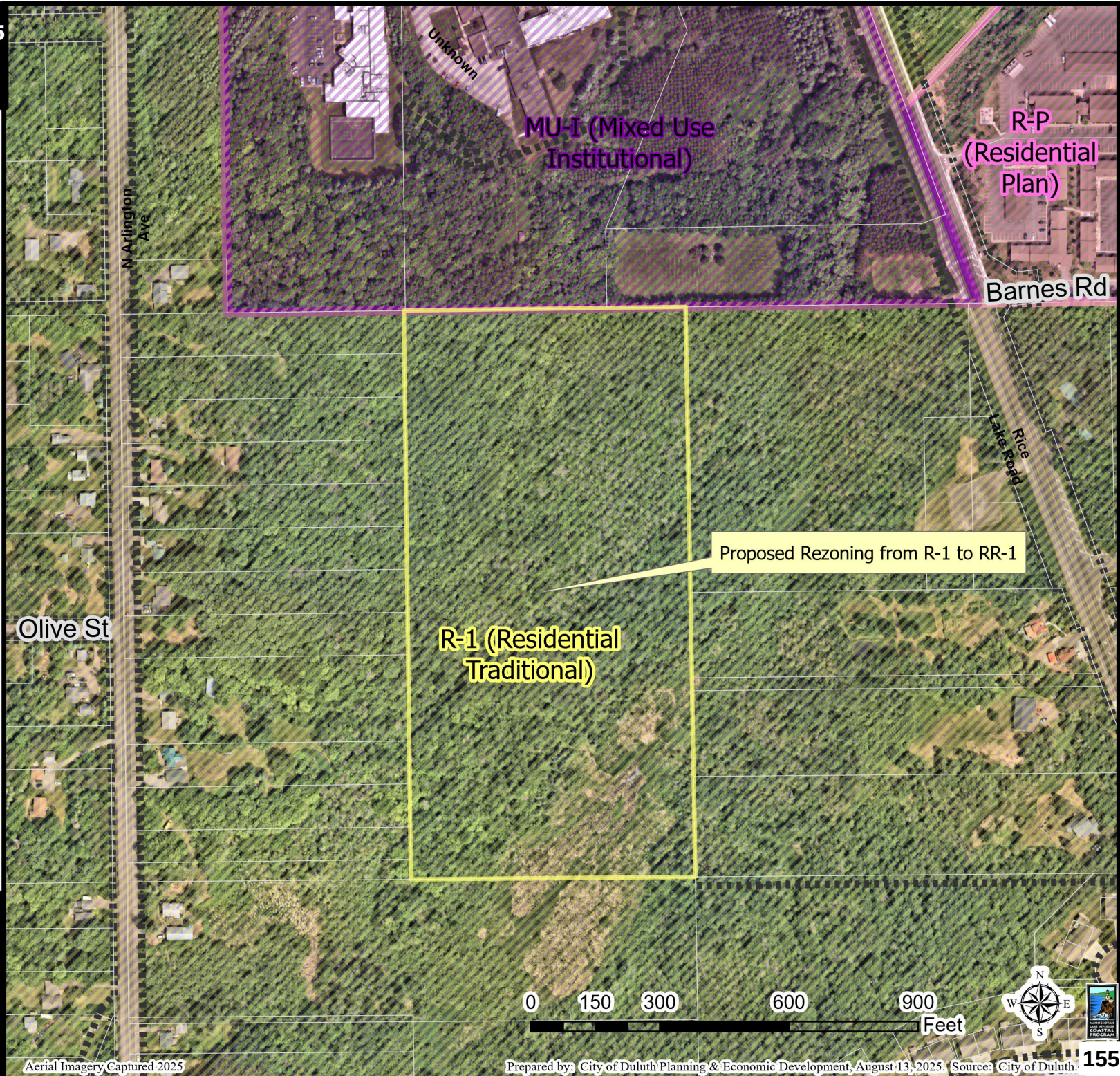
Based on the above findings, staff recommends to Planning Commission that the proposed RR-1 map amendment be recommended for approval by City Council for the following reasons:

- 1) This proposal is consistent with the Comprehensive Land Use Plan.
- 2) The proposed RR-1 zoning is consistent with the future land use categories of Neighborhood Mixed Use.



PLUMA-2507-0005

UDC Map Amendment
010-2710-04040



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Aerial Imagery Captured 2025

Prepared by: City of Duluth Planning & Economic Development, August 13, 2025. Source: City of Duluth.



PLUMA-2507-0005

UDC Map Amendment
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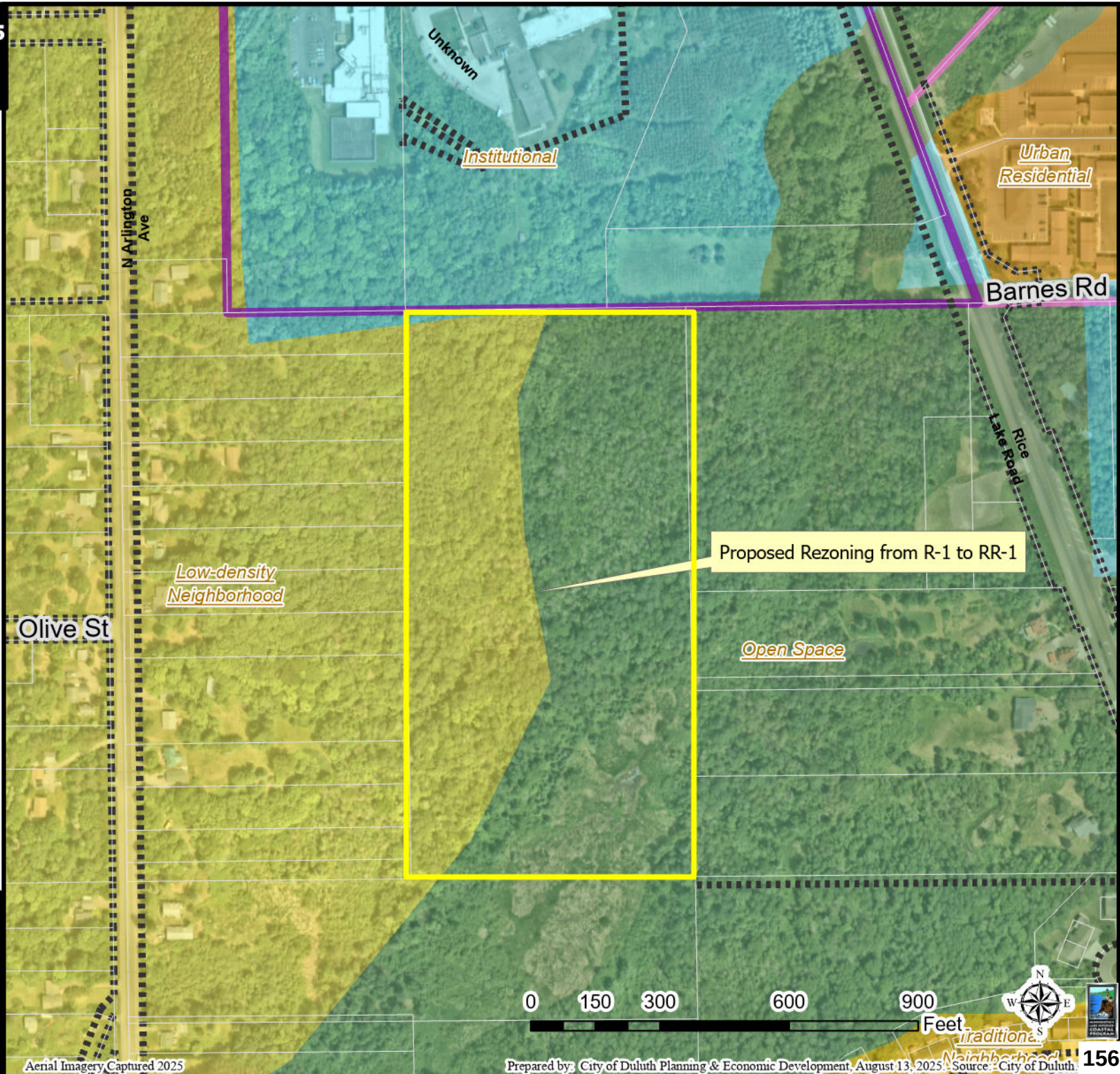
Legend

■■■ Road or Alley ROW

Future Land Use Plus

- Open Space
- Open Space/Outside Duluth
- Rural Residential
- Low-density Neighborhood
- Traditional Neighborhood
- Urban Residential
- Neighborhood Commercial
- Central Business Secondary
- Central Business Primary
- Large-scale commercial
- Tourism/Entertainment District
- Commercial Waterfront
- General Mixed Use
- Neighborhood Mixed Use
- Light Industrial
- General Industrial
- Industrial Waterfront
- Business Park
- Transportation and Utilities
- Transportation and Utilities/Outside Duluth
- Medical District
- Institutional
- County Parcel Data

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