



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

TO:

Joe Miller, Duluth Parks
Sam Smith, Duluth Planning & Development
Nicholas Anderson, Duluth Attorney
Tricia Hobbs, Duluth Planning & Development
Patrick F. Loomis, Duluth Engineering
Bri Speldrich, Area Hydrologist DNR
Patricia Fowler, DNR Liaison
Branden Heidelberger, Duluth Engineering
Jim Filby Williams, Public Administration
Jim Benning, Duluth Public Works & Utilities
Tom Johnson, Duluth Project Engineer
Chris Kleist, Duluth Utility Operations
Cindy Voigt, Duluth City Engineer
Howard Smith, Chief Engineer of Utilities
Greg Guerro, Duluth Utility Ops Mngr
Peggy Billings, Engineering Technician
Bill Bergstrom, Engineering Technician
Cari Pedersen, Chief Engineer of Transportation
Andy Swanson, Duluth Utility Operations
Ryan Granlund, Duluth Utility Programs Coordinator
Shawn Krizaj, Duluth Fire Chief
Lisa Consie, Fire Marshal
Mike Ceynowa, Duluth Police
Mark Bauer, Duluth Parking
Jim Shoberg, Duluth Parks
Jessica Peterson, Duluth Parks
Cliff Bentley, MnDNR
John Hinzmann, MnDOT
Jim Miles, MnDOT
Clark Christensen, City of Duluth Forester
Tom Church, Duluth Planning & Development
Danielle Erjavec, Duluth Property & Facilities
Ron Chicka, MIC
Brandon Kohlts, WLSSD

Anne Sims, SLC Assessor's Office
John Otis, Duluth Deputy Fire Chief
Amanda Mangan, Duluth Attorney
Jon Osterberg, SLC Accessors Office
Chris Belden, DTA
Bill Byers, Duluth Engineering
Duncan Schwensohn, Duluth Public Works & Utilities
Henry Martinsen, Duluth Property & Facilities
Jim Foldesi, St Louis Co. Pub. Works
Stacy Caldwell Melcher, SLC County Land Dept.
Jill Helmer, Minnesota Power
Dean Dulinski, Minnesota Power
Sue Larkin, Lumen
Joe Kutter, CenturyLink/Lumen
Michael Coughlin, CenturyLink/Lumen
Darren Kitchak, Charter Spectrum
Chad Lawrence, Charter Spectrum
Cliff Knettel, Duluth Parks
Ben VanTassel, Planning and Economic Development Director
James Gittemeier, Planning & Development
Steven Robertson, Duluth Construction Services
Blake Nelson, Building Inspector, CSI
Armella Bijold, CSI
Reina Owecke, Permit Coordinator, CSI
Suzanne Kelley, Planning & Development
Jenn Reed Moses, Planning & Development
Kyle Deming, Planning & Development
Chris Lee, Planning & Development
Jason Mozol, Planning & Development
Natalie Lavenstein, Planning & Development
Christian Huelsman, Planning & Development
Tara Smith, Permit Coordinator, CSI
Emily Schouweiler, Permit Coordinator, CSI

DATE: May 16, 2025

SUBJECT: Planning Commission Meeting Agenda Items for **June 10, 2025**

The Duluth City Planning Commission has received **8** new application(s) for review. Please review the technical aspects and desirability of the proposals and provide comments at your earliest convenience. **Note that City of Duluth reviewers with access to EPL can view the applications there as well, by searching the project number under "Manage Plans"**

PLIUP-2504-0026 Interim Use Permit for a Vacation Dwelling Unit at 301 104th Ave W by Carie & Clinton Massey [CH]

PLIUP-2505-0027 Interim Use Permit for a Vacation Dwelling Unit at 1329 Minnesota Ave by Kate Horvath [CL]

PLSUB-2505-0007 Minor Subdivision at 010-2320-01680 (Sherburne St) by One Roof Community Housing [CH]

PLUMA-2503-0003 UDC Map Amendment 3901 E Superior St by Northern Country Club [NL]

PLUMA-2505-0004 UDC Map Amendment at 010-1773-00010 (Arrowhead Rd) by Titanium Partners [CL]

PLVAR-2502-0004 Variance at 126 E 7th St by Pamela Matson [NL]

PLVAR-2504-0006 Variance at 5713 Wadena St by Grace Place LLC [NL]

PLVAR-2504-0007 Variance at 9426 Congdon Blvd by Amanda Flowers [NL]

We appreciate your time and input. If you have any questions, comments or need additional background information, please find the initials of the assigned planner at the end of the application item and contact the planner directly.

Christian Huelsman - chuelsman@duluthmn.gov

Jason Mozol - jmozol@duluthmn.gov

Chris Lee - clee@duluthmn.gov

Natalie Lavenstein - nlavenstein@duluthmn.gov



PLIUP-2504-0026

Interim Use Permit
301 104th Ave W

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Aerial Imagery Captured 2019

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



104th Ave W Alley

SITE PLAN

Address: 301 104th Ave W

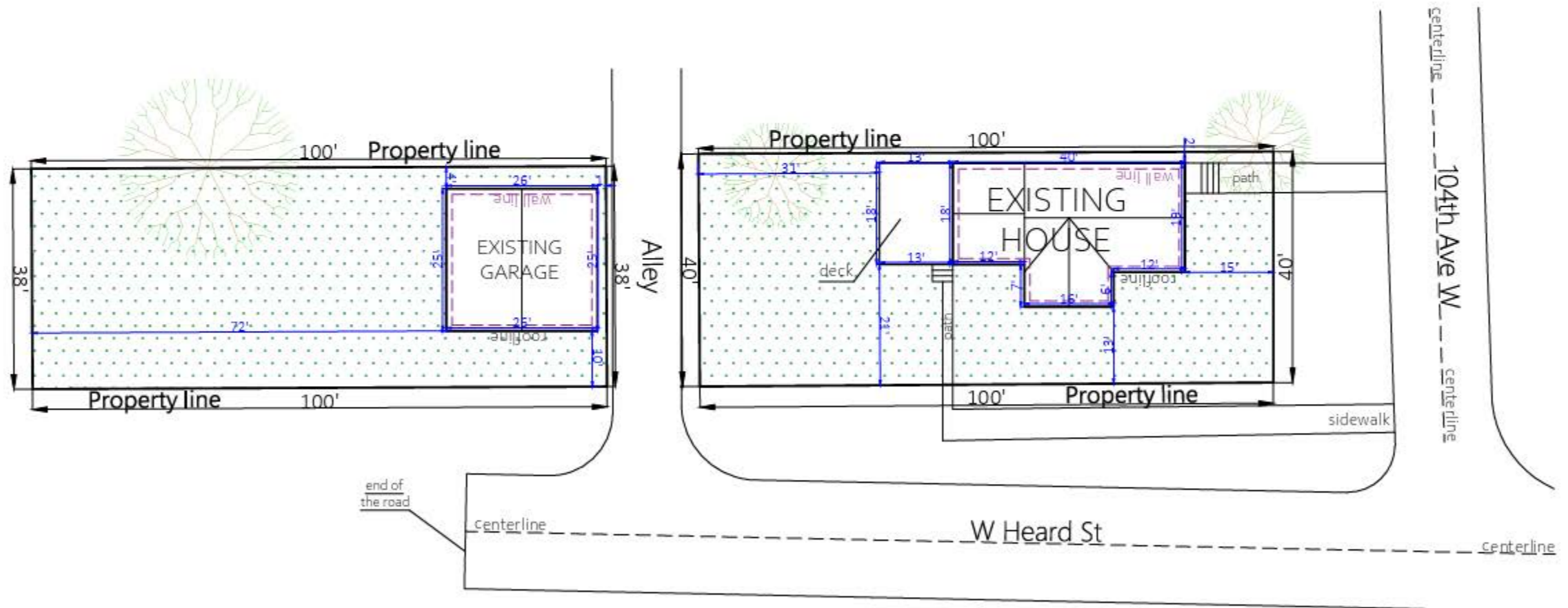
Duluth, MN 55808

Parcel ID: 010-2260-07950

Lot area: 0.18 Acres

Plot Size: 8.5"x11"

Drawing scale: 1"=30'



BuyaSitePlan

Fast and Quality Site Plans



PLIUP-2505-0027

Interim Use Permit
1329 Minnesota Ave

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Aerial Imagery Captured 2019



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

1329 Minnesota Ave.
Site Plan: Application date
Kate Harvath 10/28/19
218-310-3787








PLSUB-2505-0007




Minor Subdivision
Sherburne St

Legend

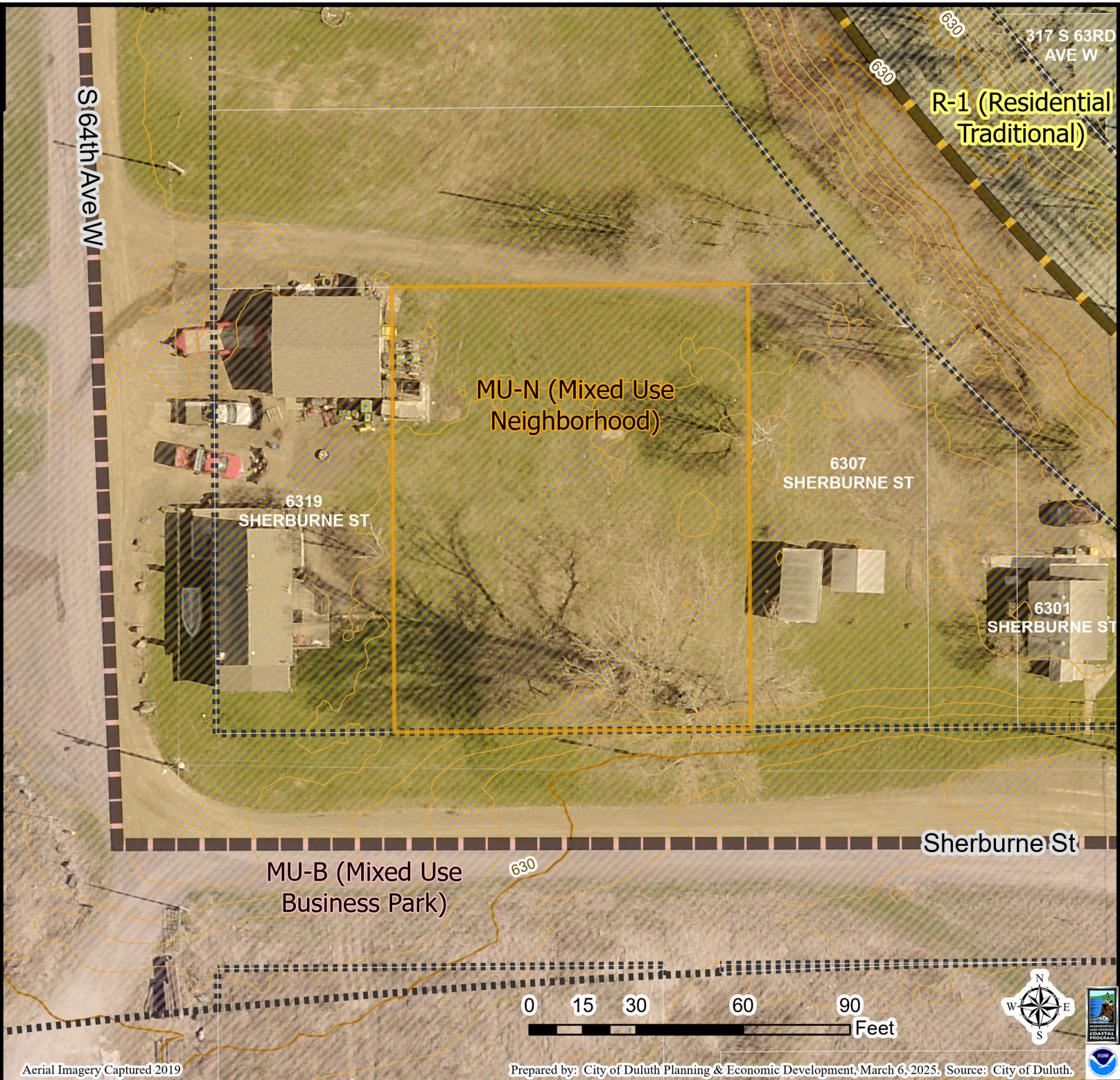
-  Zoning Boundaries
-  Road or Alley ROW
-  County Parcel Data

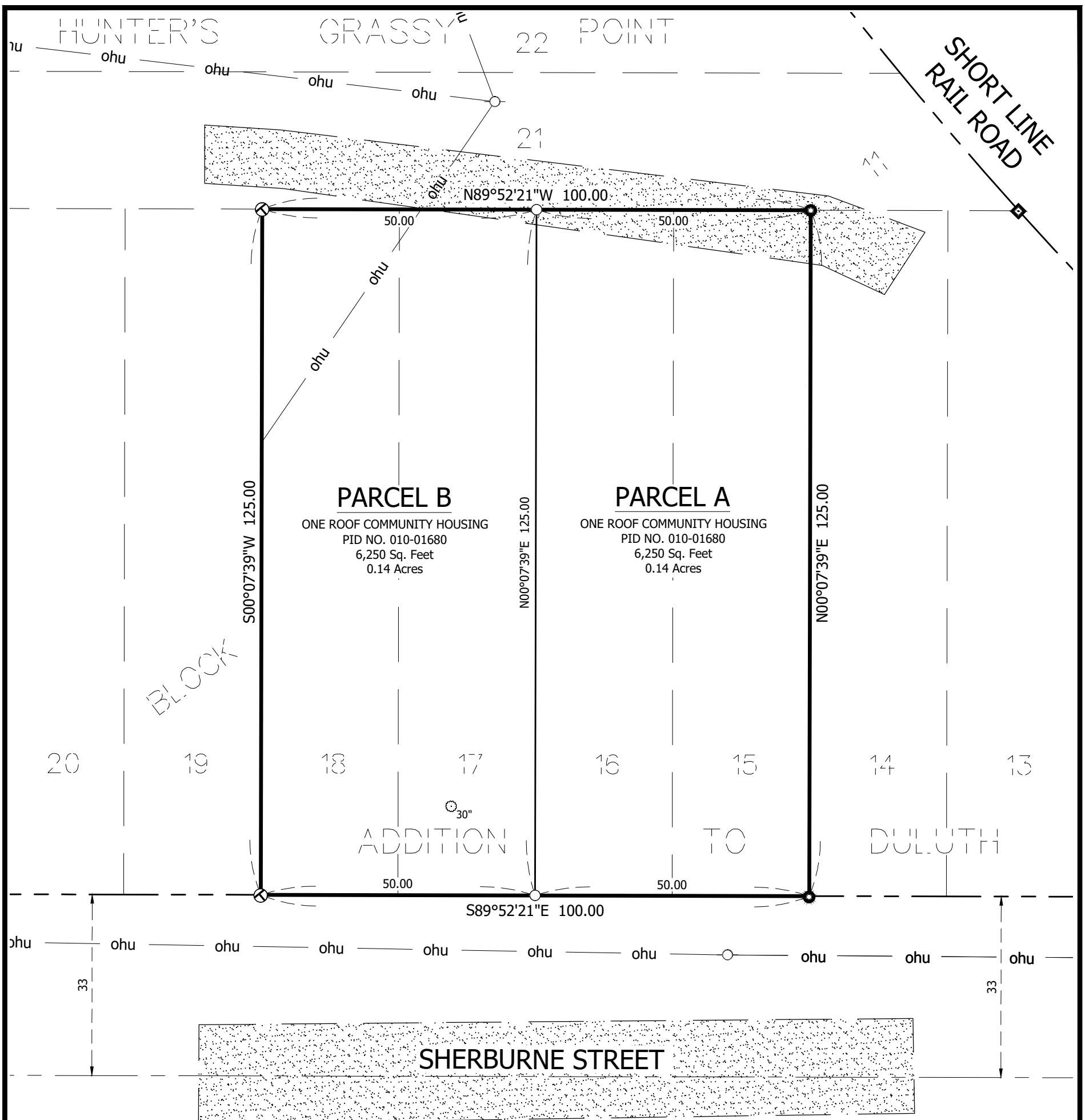
Zoning

UDC Zoning

-  R-1 (Residential Traditional)
-  MU-N (Mixed Use Neighborhood)
-  MU-B (Mixed Use Business Park)

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LEGEND



GRAVEL SURFACE

-  UTILITY POLE
-  DECIDUOUS TREE
-  FOUND IRON PINCH TOP PIPE
-  FOUND T-STAKE MONUMENT
-  FOUND CAPPED REBAR RLS. NO. 49505

_____ ohu _____ OVERHEAD UTILITIES
 _____ — _____ CENTER LINE
 _____ - - - - - RIGHT OF WAY LINE
 _____ BOUNDARY LINE AS SURVEYED
 _____ EXISTING PLAT LINE
 _____ PROPOSED PARCEL LINE

PARENT LEGAL DESCRIPTION PER DOCUMENT NO. 1501209
 Lots 15, 16, 17 and 18, Block 11, HUNTERS GRASSY POINT ADDITION TO DULUTH.

SURVEYOR'S NOTES

1. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
2. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011)


LEGAL DESCRIPTION FOR PARCEL A

Lots 15 and 16, Block 11, HUNTER'S GRASSY POINT ADDITION TO DULUTH,
according to the recorded plat thereof, St. Louis County, Minnesota.
Said parcel contains 6,250 Sq. Feet or 0.14 Acres.

LEGAL DESCRIPTION FOR PARCEL B

Lots 17 and 18, Block 11, HUNTER'S GRASSY POINT ADDITION TO DULUTH,
according to the recorded plat thereof, St. Louis County, Minnesota.
Said parcel contains 6.250 Sq. Feet or 0.14 Acres.

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.


DATE: 05-08-2025

CERTIFICATE OF SURVEY

CLIENT: ONE ROOF COMMUNITY HOUSING | REVISIONS:

ADDRESS:VACANT PROPERTY SHERBURNE
STREET, DULUTH, MN 55807

REVISIONS:

JOB NO:25-129	SHEET 1 OF 1
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PHONE: 218-727-5211
LICENSED IN MN & WI
WWW.ALTALANDSURVEYDILLITH.COM



PLUMA-2505-0003

UDC Map Amendment
3901 E Superior St

Legend

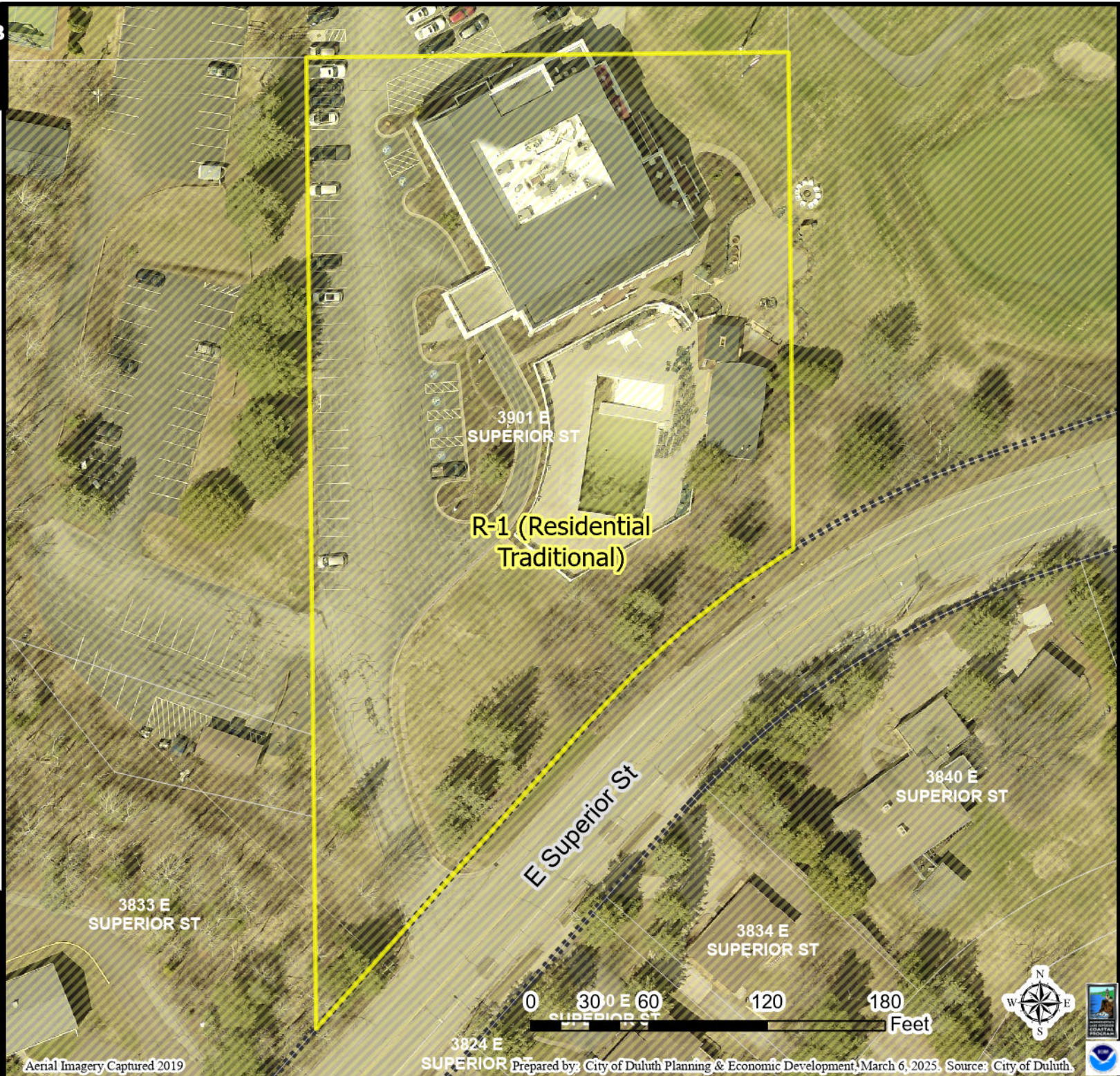
- Zoning Boundaries
- Road or Alley ROW
- County Parcel Data

Zoning

UDC Zoning

- R-1 (Residential Traditional)

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LEGAL DESCRIPTION
PARCEL I.D. - 010-2710-03500
CITY OF DULUTH
SECTION 12 TOWNSHIP 50 RANGE 14
NE 1/4 OF SE 1/4 EX 5 17/100 ACRES AT SW CORNER

SINGLE FAMILY
DEVELOPMENT
±/- 2 ACRES

- CREEK/ WETLAND/ TREE/ WILDLIFE HABITAT
PRESERVATION AREA ☐ OPEN SPACE ☒ +/- 4.2 AC ☐

50' CREEK BUILDING SETBACK

— INTERNAL
PARCEL LINES

- TOWNHOME DEVELOPMENT
- ±/- 2.8 ACRES ± FINAL
- LOCATIONS TO BE DETERMINED
- DURING PROJECT DESIGN ±

- PEDESTRIAN ACCESS FOR RESIDENTS, CLUB MEMBERS, EMPLOYEES, GUESTS OF CLUB

– SPORT COURT □
PEDESTRIAN PLAZA □

– GENERAL DEVELOPMENT
SHORELAND AREA, TYP:

**NORTHLAND
COUNTRY CLUB**

**3901 E. SUPERIOR ST.
DULUTH, MINNESOTA**

ISSUE RECORD/REVISION

PURPOSE _____ DATE _____

[illegible]

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WITHOUT WRITTEN CONSENT OF
SAS+ASSOCIATES.

+ ASSOCIATES

WWW.SASLANDARCH.COM

219 WEST FIRST STREET, SUITE 350
DULUTH, MN 55802
(P) 218.391.1335
MAIL@SASLANDARCH.COM

LANDSCAPE ARCHITECTURE



PROPOSED BED AND -
BREAKFAST FOR "PLAY
□ STAY" □ MIN. 1.2 AC□

NORTHLAND COUNTRY
CLUB PROPERTY LINE

LEGAL DESCRIPTION
PARCEL I.D. - 010-2710-03550

CITY OF DULUTH
SECTION 12 TOWNSHIP 50 RANGE 14

PART OF SE 1/4 OF SE 1/4 BEGINNING AT A POINT 695 38/100 FT E
OF NW CORNER RUNNING THENCE E 377 89/100 FT THENCE S 344
63/100 FT THENCE NWLY AT AN ANGLE OF 108 DEG 13 3/4 MIN 285
FT THENCE NWLY 276 62/100 FT TO POINT OF BEGINNING

PROPOSED REASONING INFORMATION

PROPOSED GENERAL USE OF THE PROPERTY IS FOR SINGLE FAMILY ☐
 DUPLEX/ TOWNHOME OWNERSHIP☐A COUPLE UNITS WILL BE USED AS "PLAY ☐
 STAY" FOR THE CLUB ☐UNDER THE BED ☐BREAKFAST MODEL - UDC 50-20.3.F

PROPERTY TO BE REZONED	13.4 AC
CURRENT ZONING	R-1
PROPOSED ZONING	R-P
PROPOSED SINGLE-FAMILY LOTS	4
PROPOSED TOWNHOMES	11 - 22 UNITS TOTAL
PROPOSED BED AND BREAKFAST	2 - 4 UNITS TOTAL - 1.2 AC
RESIDENTIAL SITE AREA	4.8 AC [69] []
COMMON OPEN SPACE	6.4 AC [48] []
MAX BUILDING HEIGHT	30 FT




May 14, 2025 - 2:34pm
117200 - NCC Holland/B20 - NCC Development Graphic - 5-14-25.dwg



PLUMA-2505-0004


UDC Map Amendment
Arrowhead Rd

Legend

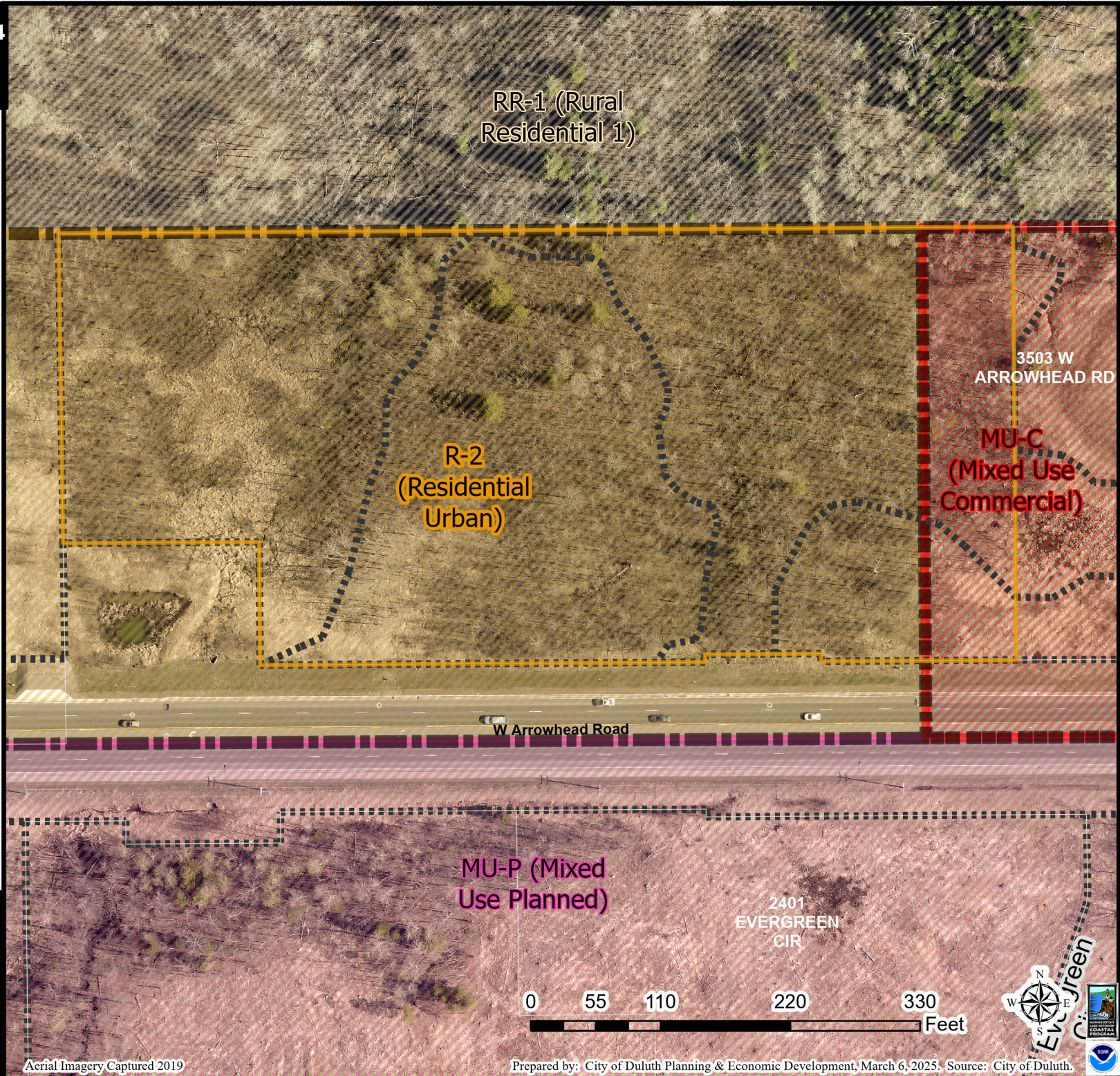
-  Zoning Boundaries
-  Road or Alley ROW
-  County Parcel Data

Zoning

UDC Zoning

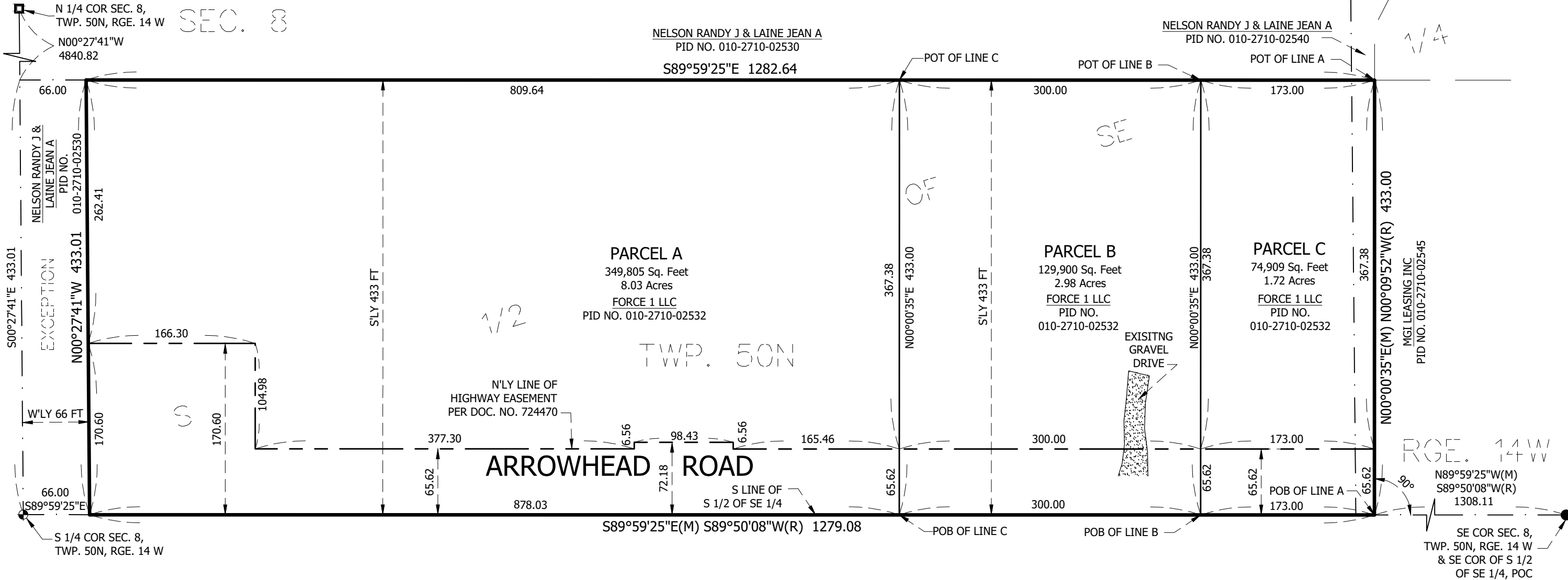
-  RR-1 (Rural Residential 1)
-  R-2 (Residential Urban)
-  MU-P (Mixed Use Planned)
-  MU-C (Mixed Use Commercial)

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LEGEND

- (M)-FIELD MEASURED DIMENSION
(R)-RECORD DIMENSION
POC-POINT OF COMMENCEMENT
POB-POINT OF BEGINNING
POT-POINT OF TERMINATION
- ALUM CAPPED MONUMENT OF RECORD
IRON PIN OF RECORD
SURVEY MONUMENT OF RECORD
- SECTION SUBDIVISION LINE
RIGHT OF WAY LINE
BOUNDARY LINE AS SURVEYED
EXISTING PLAT LINE
PROPOSED PARCEL LINE



- SURVEYOR'S NOTES
- THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
 - BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011)
 - NO SPECIFIC SOILS INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY ALTA LAND SURVEY COMPANY. THE SUITABILITY OF SOILS TO SUPPORT THE SPECIFIC STRUCTURE PROPOSED IS NOT THE RESPONSIBILITY OF ALTA LAND SURVEY COMPANY OR THE SURVEYOR.

CERTIFICATE OF SURVEY

CLIENT:TITANIUM PARTNERS
ADDRESS:XXXX ARROWHEAD ROAD
DULUTH, MN 55811
DATE:04-06-2022

REVISIONS:

JOB NO:22-073 SHEET 2 OF 2





PLVAR-2502-0004

Variance
126 E 7th St

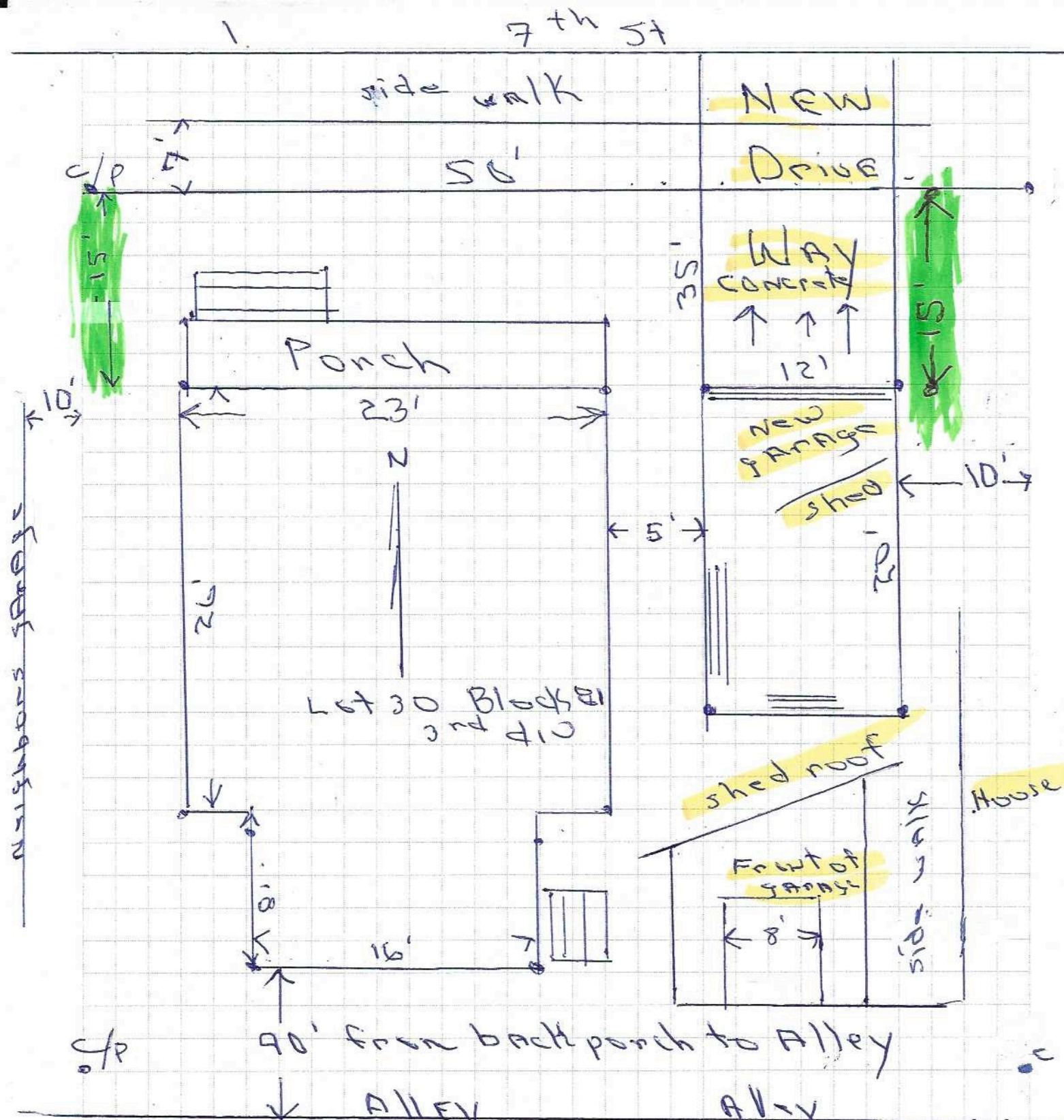


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Site Address 126 E 7th St Duluth

Owner's Name DENNIS MATSON

This site plan is an accurate and complete representation of the footprint(s) of all existing and proposed structure(s) and their location(s) on the subject property

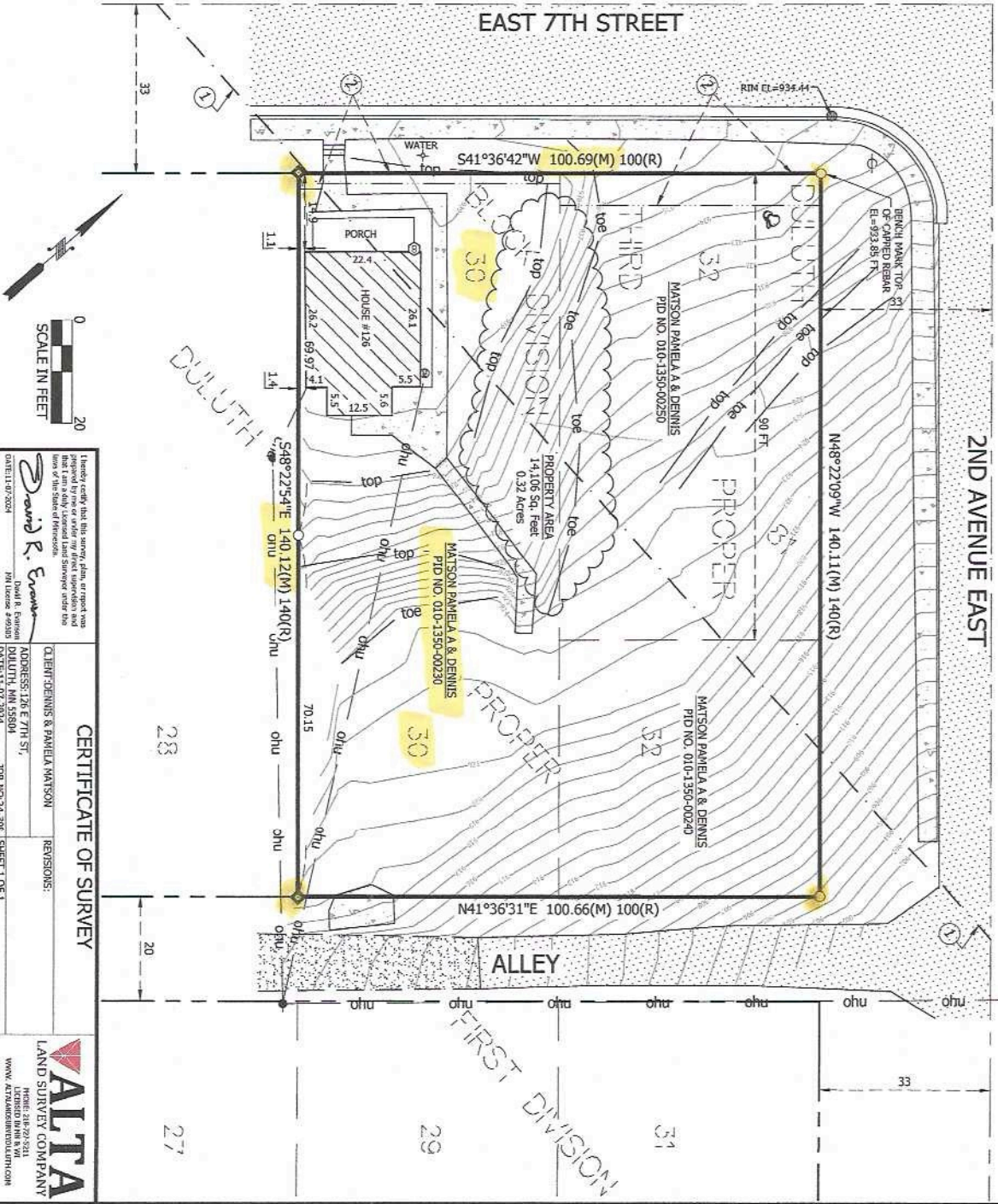
Applicant's Signature Dennis Matson Date Feb 25 2025

LEGEND

	CONCRETE SURFACE	(M)-FIELD MEASURED DIMENSION
	(R)-RECORD DIMENSION	
	GAS METER	
	SIGN	
	REFER TO SURVEYOR'S NOTES	
	SANITARY CLEANOUT	
	LARGE LANDSCAPE BOULDER	
	FOUND CAPPED REBAR R.L.S. NO. 49505	
	SET CAPPED REBAR R.L.S. NO. 49505	
	UTILITY POLE	
	CATCH BASIN	
	EXISTING BUILDINGS	
	TOE OF BANK OR GRADE BREAK	
	TOP OF BANK OR GRADE BREAK	
	TREE/BRUSH LINE	
	OVERHEAD UTILITIES	
	APPROX. DIVISION LINE	
	CENTER LINE	
	RIGHT OF WAY LINE	
	EXISTING EASEMENT LINE	
	BOUNDARY LINE AS SURVEYED	
	EXISTING PLAT LINE	
	CONCRETE CURB & GUTTER	

LEGAL DESCRIPTION PER CERTIFICATE OF TITLE NO. 367050
 LOT 30 EAST SEVENTH STREET, DULUTH PROPER FIRST DIVISION
 LOT 30, BLOCK 81 DULUTH PROPER THIRD DIVISION
 LEGAL DESCRIPTION PER CERTIFICATE OF TITLE NO. 367051
 LOT 32 BLOCK 81 DULUTH PROPER THIRD DIVISION
 LOT 32 EAST SEVENTH STREET, DULUTH PROPER FIRST DIVISION

1. SURVEYOR'S NOTES
2. APPROXIMATE DIVISION LINE BETWEEN THE RECORDED PLATS OF DULUTH PROPER FIRST DIVISION AND DULUTH PROPER THIRD DIVISION, EASEMENT FOR SLOPES, RETAINING WALLS AND FILLS PER DOCUMENT NO. 16277.
3. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
4. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011)
5. BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY. SEE ARCHITECTURAL PLAN FOR BUILDING FOUNDATION DIMENSIONS.
6. NO SPECIFIC SOILS INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY ALTA LAND SURVEY COMPANY. THE SUITABILITY OF SOILS TO SUPPORT THE SPECIFIC STRUCTURE PROPOSED IS NOT THE RESPONSIBILITY OF ALTA LAND SURVEY COMPANY OR THE SURVEYOR.
7. BENCHMARK SHOWN ON SURVEY.



CERTIFICATE OF SURVEY

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 Professional Land Surveyor in the State of Minnesota.

David R. Evans
 David R. Evans
 License No. 95930
 DATE: 11-07-2024

CLIENT: DENNIS & PAMELA MATSON
 ADDRESS: 126 E 7TH ST,
 DULUTH, MN 55801
 DATE: 11-07-2024

REVISIONS:

ALTA
 LAND SURVEY COMPANY
 PHONE: 218-722-5231
 WWW.ALTA-SURVEYING.COM

pd



PLVAR-2502-0006

Variance
5713 Wadena St

Legend

- Zoning Boundaries
- Road or Alley ROW
- County Parcel Data

Zoning

UDC Zoning

- R-1 (Residential Traditional)
- MU-N (Mixed Use Neighborhood)

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N 58th Ave W

510 N 58TH
AVE W 510 N 58TH
AVE W

509 N 57TH
AVE W

507 N 57TH
AVE W

505 N 57TH
AVE W

501 N 57TH
AVE W

N 58th Ave W/Alley

5719
WADENA ST

5715
WADENA ST

5713
WADENA ST

5711
WADENA ST

**R-1 (Residential
Traditional)**

Wadena St

**MU-N
(Mixed Use
Neighborhood)**

428 N 58TH
AVE W

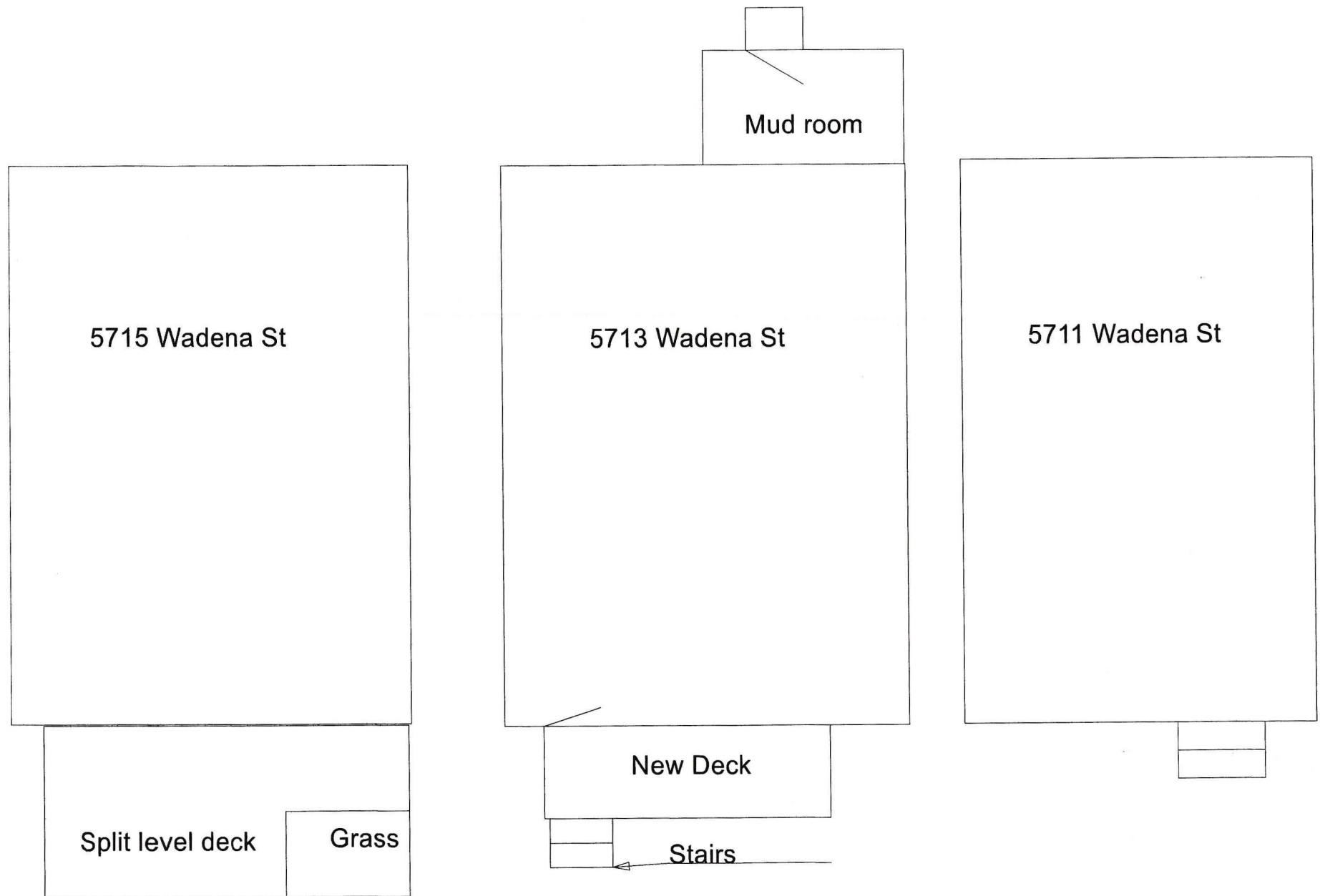
WADENA ST

0 10 20 40 60 Feet

Aerial Imagery Captured 2019

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







PLVAR-2504-0007

Variance
9426 Congdon Blvd

Legend

Zoning Boundaries

Road or Alley ROW

County Parcel Data

Zoning

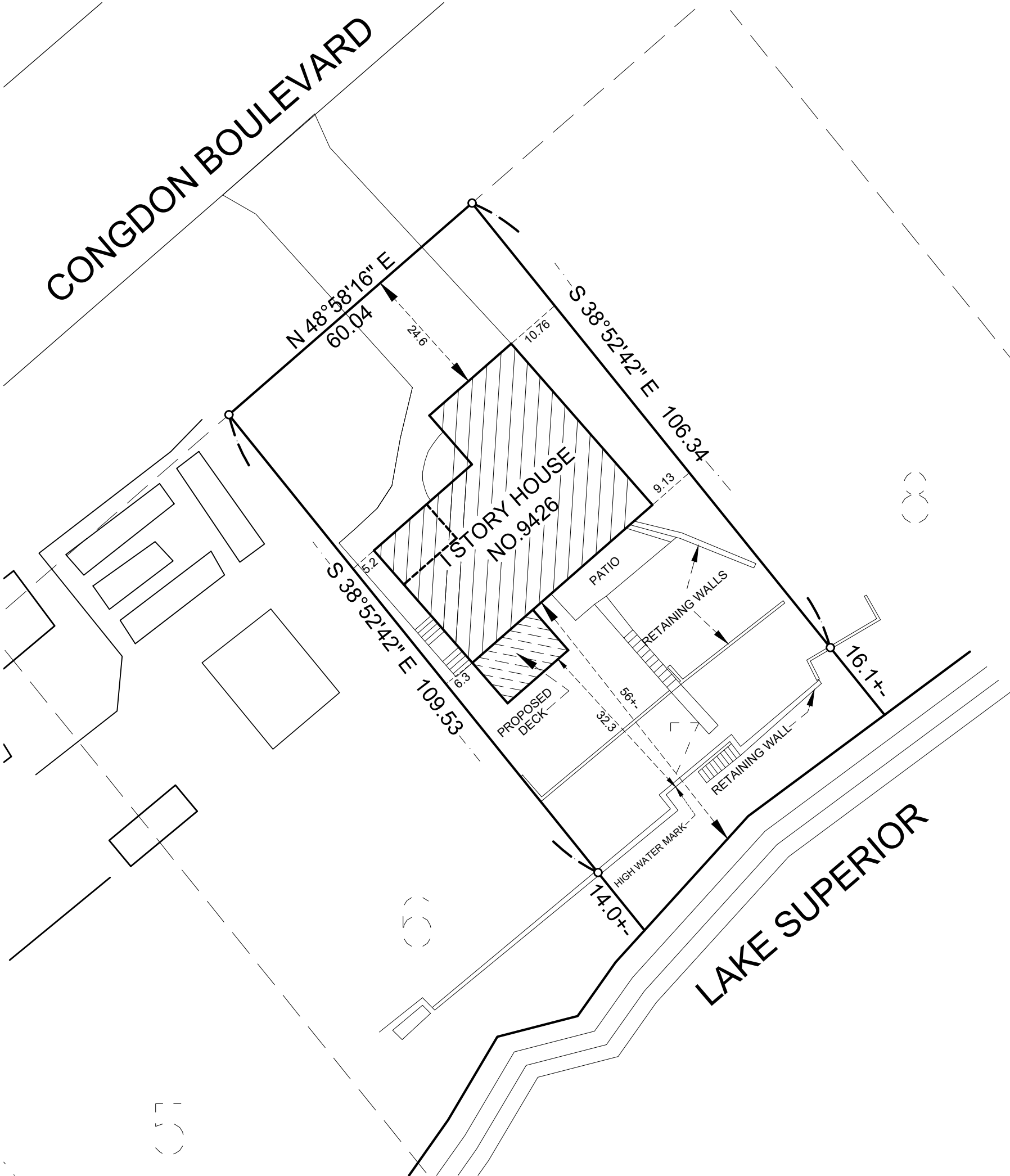
UDC Zoning

RR-2 (Rural Residential 2)

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CERTIFICATE OF SURVEY
FOR: AMANDA FLOWERS



LEGAL DESCRIPTION

Lot 7, Block 5, Bristol Beach Division

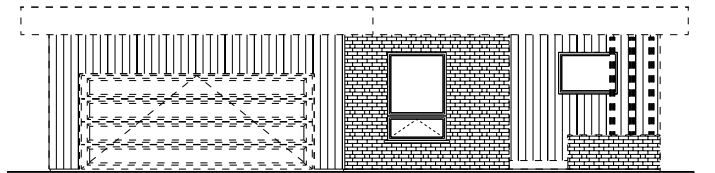
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Date: 5-14-25

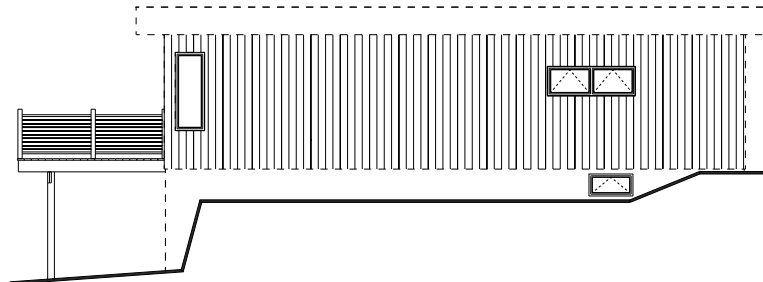
Ronald L. Krueger
Ronald L. Krueger MN License No. 14374

RON KRUEGER
Land Surveyor
7066 HIGHWAY 8
SAGINAW, MN 55779
Phone: 218-390-4030

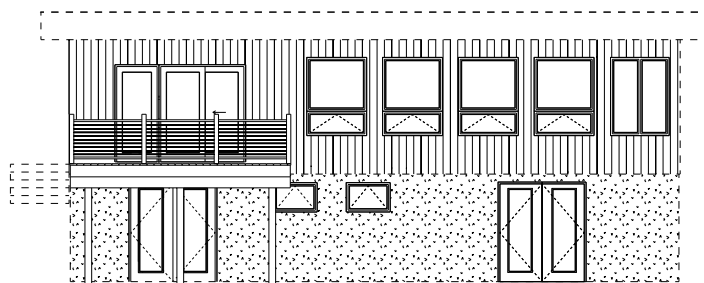
DATE: 5/14/22
SCALE: 1 IN = 20 FEET
PROP ADD: XXX
PROJECT NO: 25-007



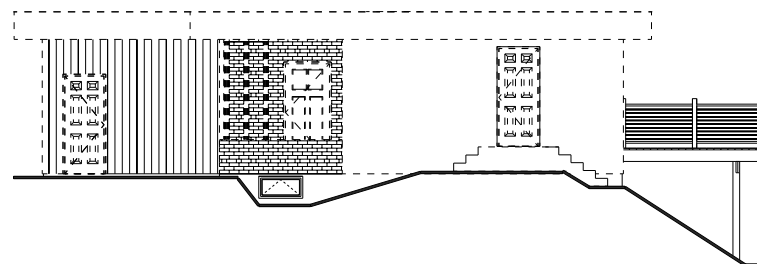
1 FRONT ELEVATION
SCALE: 1/4" = 1'-0"



2 LEFT ELEVATION
SCALE: 1/4" = 1'-0"



3 REAR ELEVATION
SCALE: 1/4" = 1'-0"



4 RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



ARCTEK DESIGN LLC

462 STRAIT VIEW DR
PORT ANGELES
WASHINGTON
98362
PHONE: (715) 494-9668
ARCTEKDESIGN@OUTLOOK.COM

APPROVED:

CHECKED BY:

SCALE: 1/4" = 1'-0"

DRAWN BY: MSS

4/21/2025

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FLOWERS

9426 CONGDON BLVD
Duluth
Minnesota
55804

PAGE:

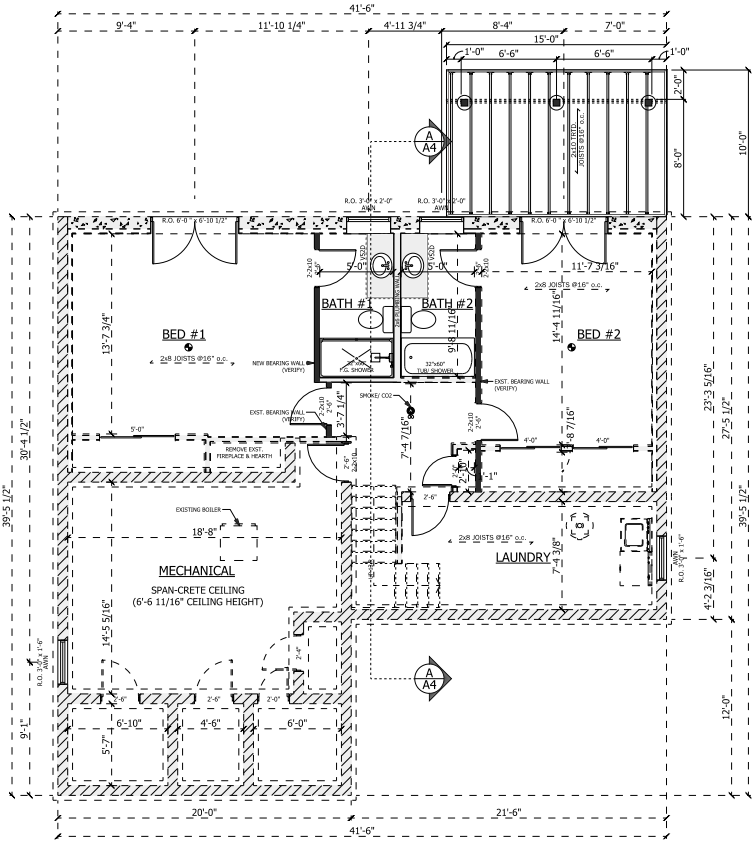
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NOTES:

FOUNDATION WALL DIMENSIONS FROM OUTSIDE OF CONC.
EXTERIOR WALL DIMENSIONS FROM OUTSIDE OF SHEATING/ BRICK
INTERIOR WALL DIMENSIONS FROM WALL FINISH
EXISTING SHOWN AS DASHED

DETAILS:

BASEMENT WALL HGT. = 7'-4"
MAIN FLOOR PLATE HGT. = 8'-4"
GARAGE PLATE HGT. = 9'-2"
MAIN FLOOR SYSTEM = 2x8 JOISTS @16" o.c.



1 FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



ARCTEK DESIGN LLC

462 STRAIT VIEW DR
PORT ANGELES
WASHINGTON
98362
PHONE: (715) 494-9668
ARCTEKDESIGN@OUTLOOK.COM

APPROVED:

CHECKED BY:

SCALE: 1/4" = 1'-0"

DRAWN BY: MSS

4/21/2025

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FLOWERS

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Minnesota
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