



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

TO:

Abbie Hopper, 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: June 12, 2025

SUBJECT: Planning Commission Meeting Agenda Items for **July 8, 2025**

The Duluth City Planning Commission has received **9** 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 for the project number under "Manage Plans"**

PLCUP-2505-0002 Concurrent Use Permit for a traffic guardrail at E 11th St by Duluth School Board [NL]

PLIUP-2504-0025 Interim Use Permit for a Vacation Dwelling Unit at 702 S Lake Ave by Heirloom Vacation [JM]

PLIUP-2506-0029 Interim Use Permit for a Vacation Dwelling Unit at 732 E Superior St by Sorrento Group LLC [NL]

PLIUP-2506-0030 Interim Use Permit for a Vacation Dwelling Unit at 1429 London Rd by PJI Mountain Properties [CH]

PLIUP-2506-0031 Interim Use Permit for a Vacation Dwelling Unit at 1431 London Rd by PJI Mountain Properties [CH]

PLSUP-2505-0056 Special Use Permit for a Bed and Breakfast at 2400 E Superior St by CF Design [CL]

PLVAC-2505-0004 Vacation of a Utility Easement at 3501 E 2nd St by Meghan Klasic [CH]

PLVAR-2504-0006 Variance for construction of a deck at 5713 Wadena St by Grace Place LLC [NL]

PLVAR-2506-0008 Variance to front yard setback at 315 W Faribault St by Nathan Anderson [CL]

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

Natalie Lavenstein - nlavenstein@duluthmn.gov

Chris Lee - clee@duluthmn.gov

Jason Mozol - jmozol@duluthmn.gov



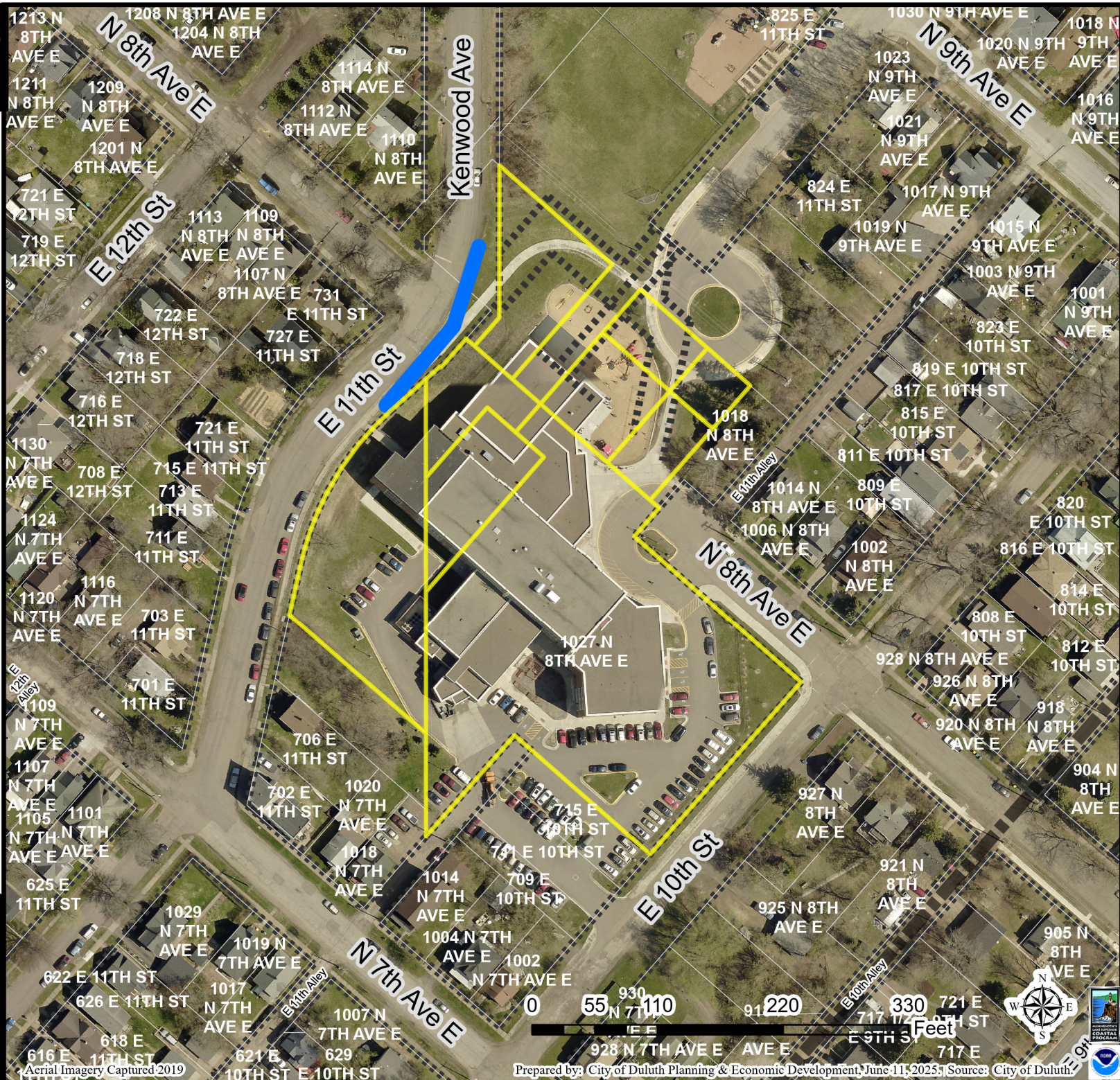
PLCUP-2505-0002

Concurrent Use Permit
Myers-Wilkins Elementary School

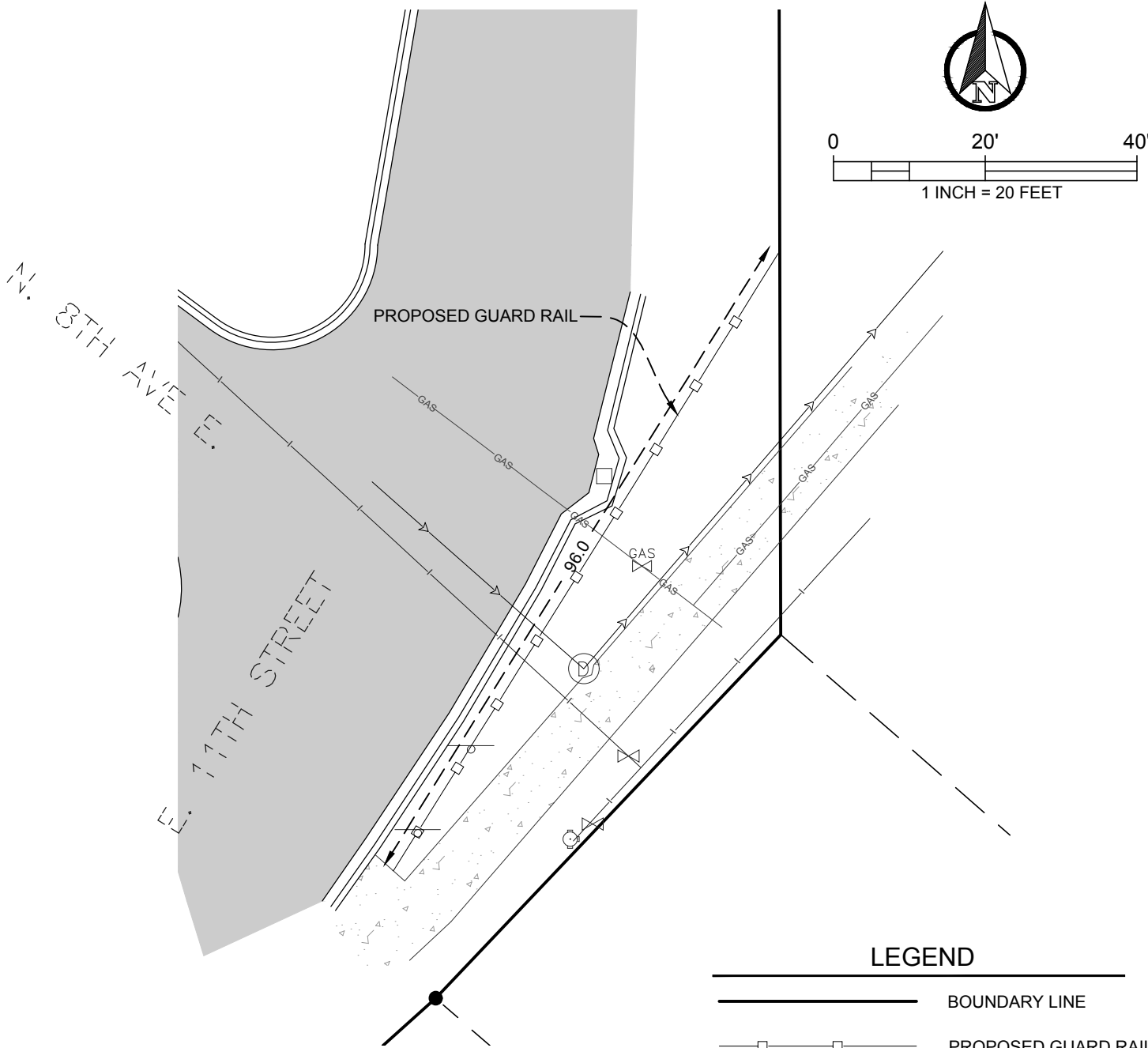
Legend

- Road or Alley ROW
- County Parcel Data
- Concurrent Use Area

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GUARD RAIL EXHIBIT



Surveyor's Note:

1. The underground utilities shown hereon have been located from field survey information and existing record drawings. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are located as accurately as possible from information available. The contractor is responsible to ensure that any existing utilities (shown or not shown) are not damaged during construction. The surveyor has physically located the underground utilities per Gopher State One Call Ticket No. 251250407.
2. The survey does not constitute a title search by Design Tree Engineering and Land Surveying to determine ownership or easements of record.

LEGEND

	BOUNDARY LINE
	PROPOSED GUARD RAIL
	STORM SEWER LINE
	WATERMAIN
	UNDERGROUND GAS LINE
	HYDRANT
	GATE VALVE
	STORM MANHOLE
	SIGN
	GAS VALVE
	FOUND IRON MONUMENT

NO. DATE DESCRIPTION

DATE: 04/23/25

SCALE: AS SHOWN

DRAWN BY: JDS

CHECKED BY: JDS

PROJECT NO. 12525002

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.

Jonathan D. Schuette
Jonathan D. Schuette 45352

DATE: 05/13/25

PREPARED FOR:
ISD 709
MYERS WILKINS
ELEMENTARY

DESIGN TREE
engineering + land surveying

Corporate Office:
120 17th Ave W Alexandria, MN 56308
888-216-1916

RE: PLCUP-2505-0002

From Michael J. Gerber <mjg@dte-ls.com>
Date Tue 6/3/2025 9:22 AM
To Natalie Lavenstein <nlavenstein@DuluthMN.gov>
Cc Bryan Brown <bryan.brown@dte-ls.com>

Good morning, Natalie,
Below is the requested legal description for the property:

That portion of the W'ly 1/2 of the SW 1/4 of Section 7, Township 50, Range 13 West, lying S'ly of Superior Street and N'ly of the right of way of the Duluth & Iron Range Railroad Company and E'ly of a line drawn parallel with and 20 rods E'ly of the West line of the SW 1/4 of the SW 1/4 of said Section 7.


Described parcel contains 27.4 acres, more or less

Thank you,

MIKE GERBER PE*

Civil Engineer
*(MN)

DESIGN TREE
engineering + land surveying

 [\(320\) 227-0203](tel:(320)227-0203)

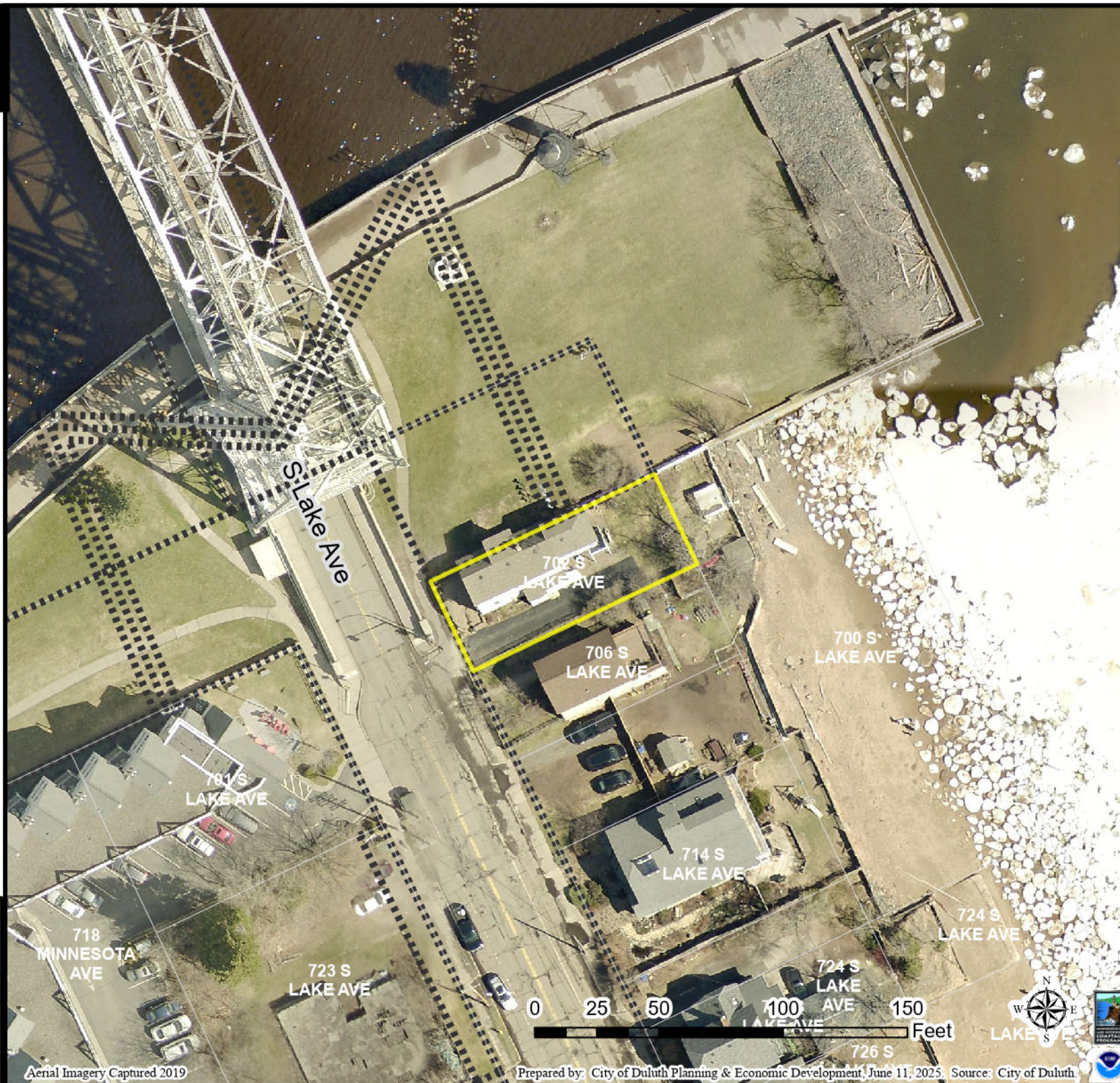
 MJG@dte-ls.com

 www.dte-ls.com



PLIUP-2504-0025

Interim Use Permit for VDU
702 S Lake Ave

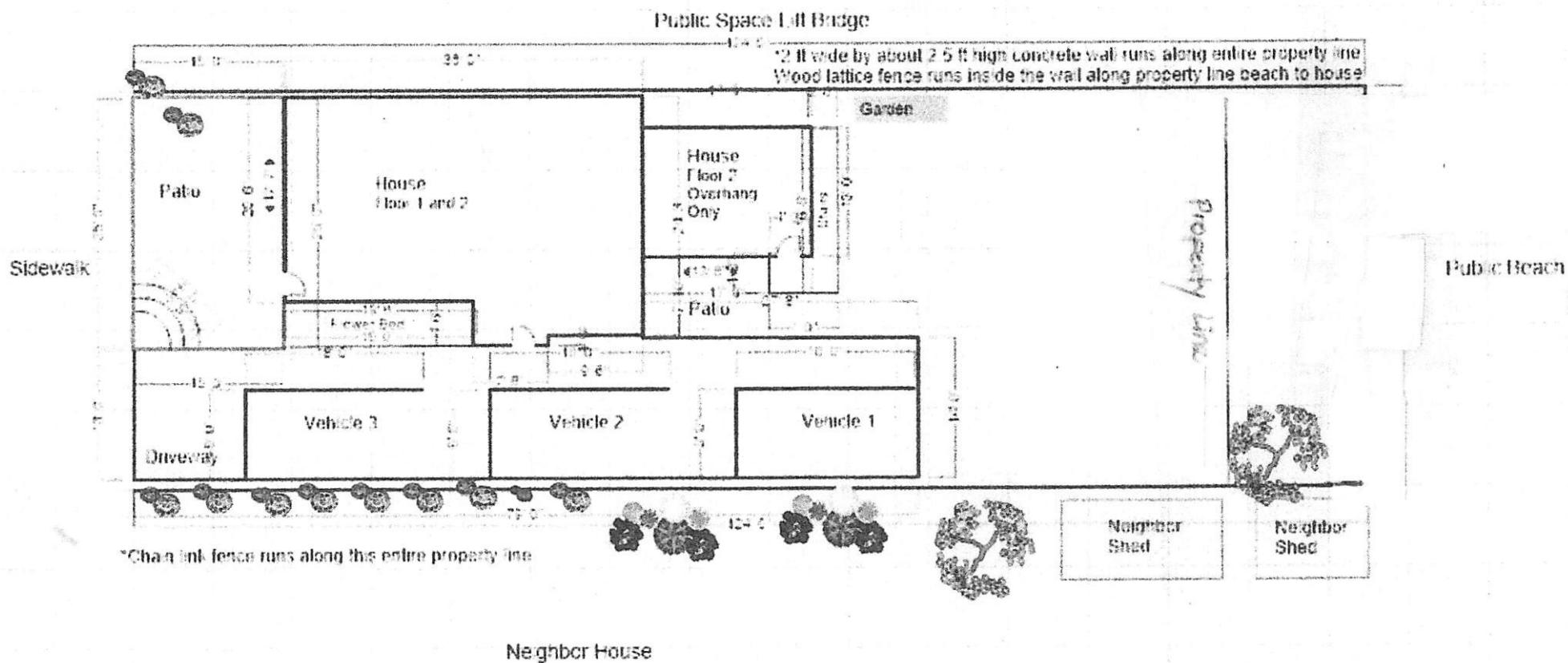


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Aerial Imagery Captured 2019

Prepared by: City of Duluth Planning & Economic Development, June 11, 2025. Source: City of Duluth.

Site Plan for 702 South Lave Ave, Duluth, MN





PLIUP-2506-0029

Interim Use Permit for VDU
732 E Superior St

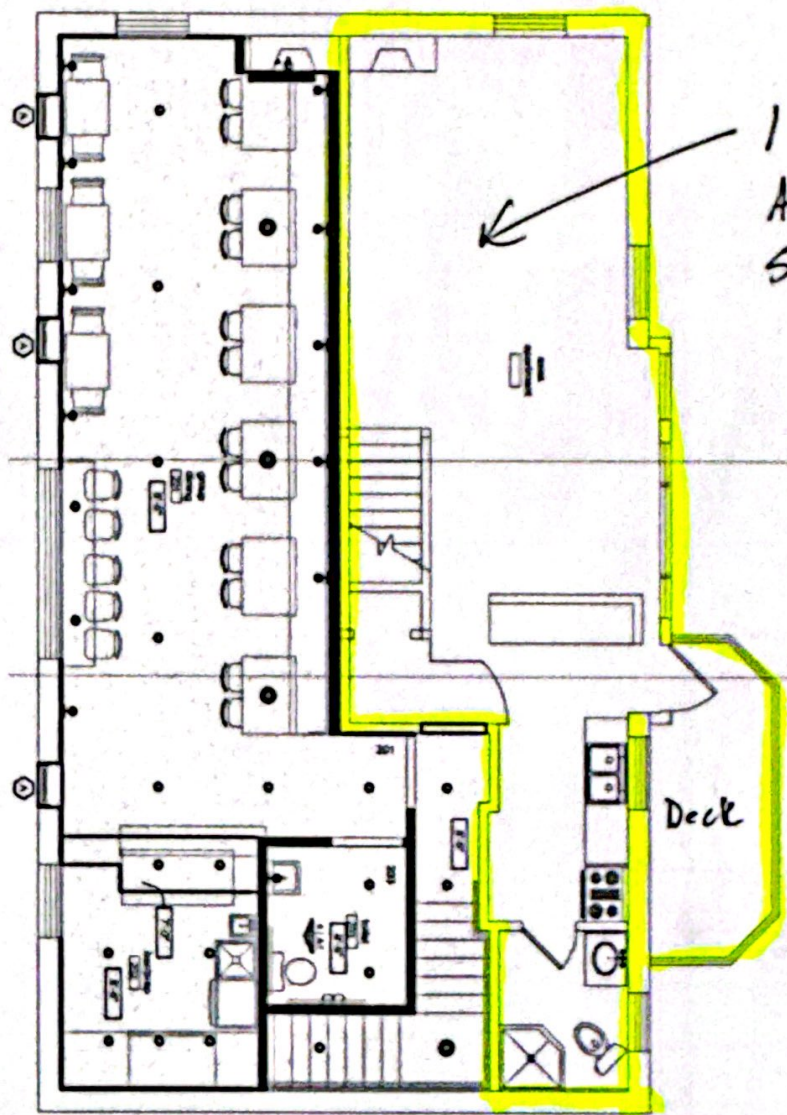


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1ST FLOOR OF
Apartment w/
stair to 2ND LEVEL

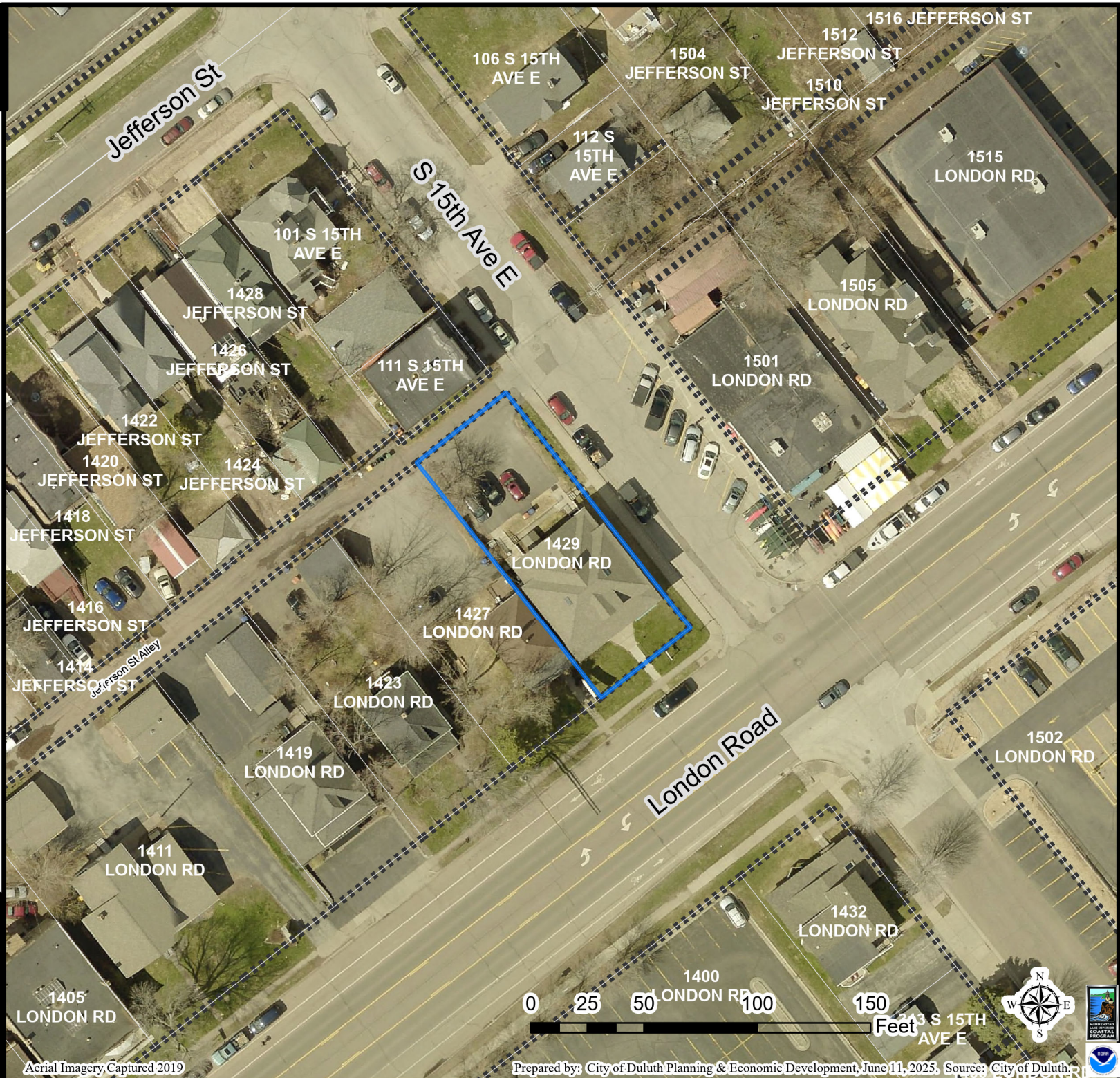
Deck



PLIUP-2506-0030

Interim Use Permit for VDU
1429 London Rd

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Aerial Imagery, Captured 2019

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102002 RD

Foot Print
Promotional
Advertising

1429

~~1429~~
1431

Foot Print

Deck

Deck

TRAIL

Deck-25

Deck-25

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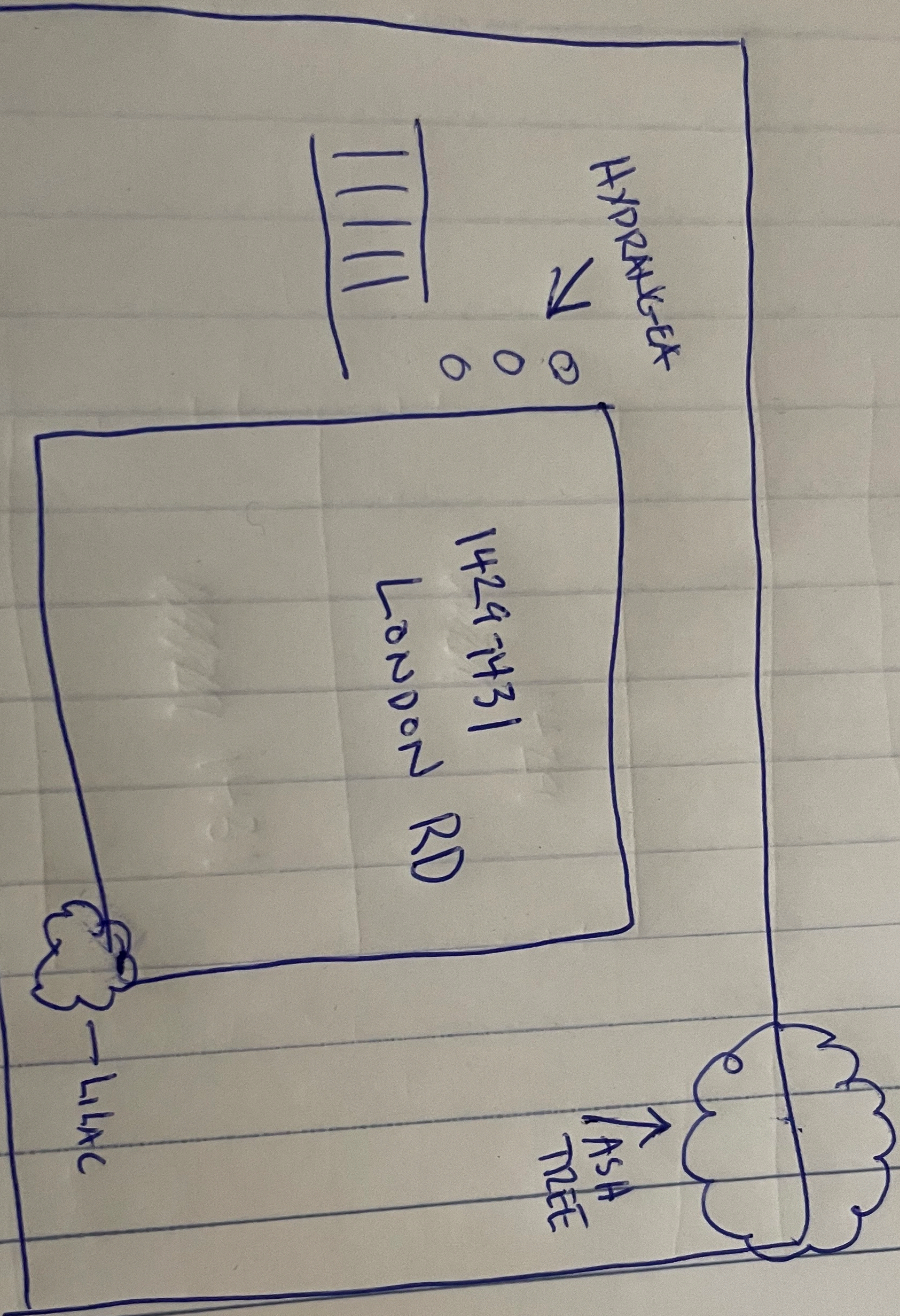
ALLEY

S. 15 AVE EAST

MARINE GENERAL

✓ 02902 RD

15 AVE E

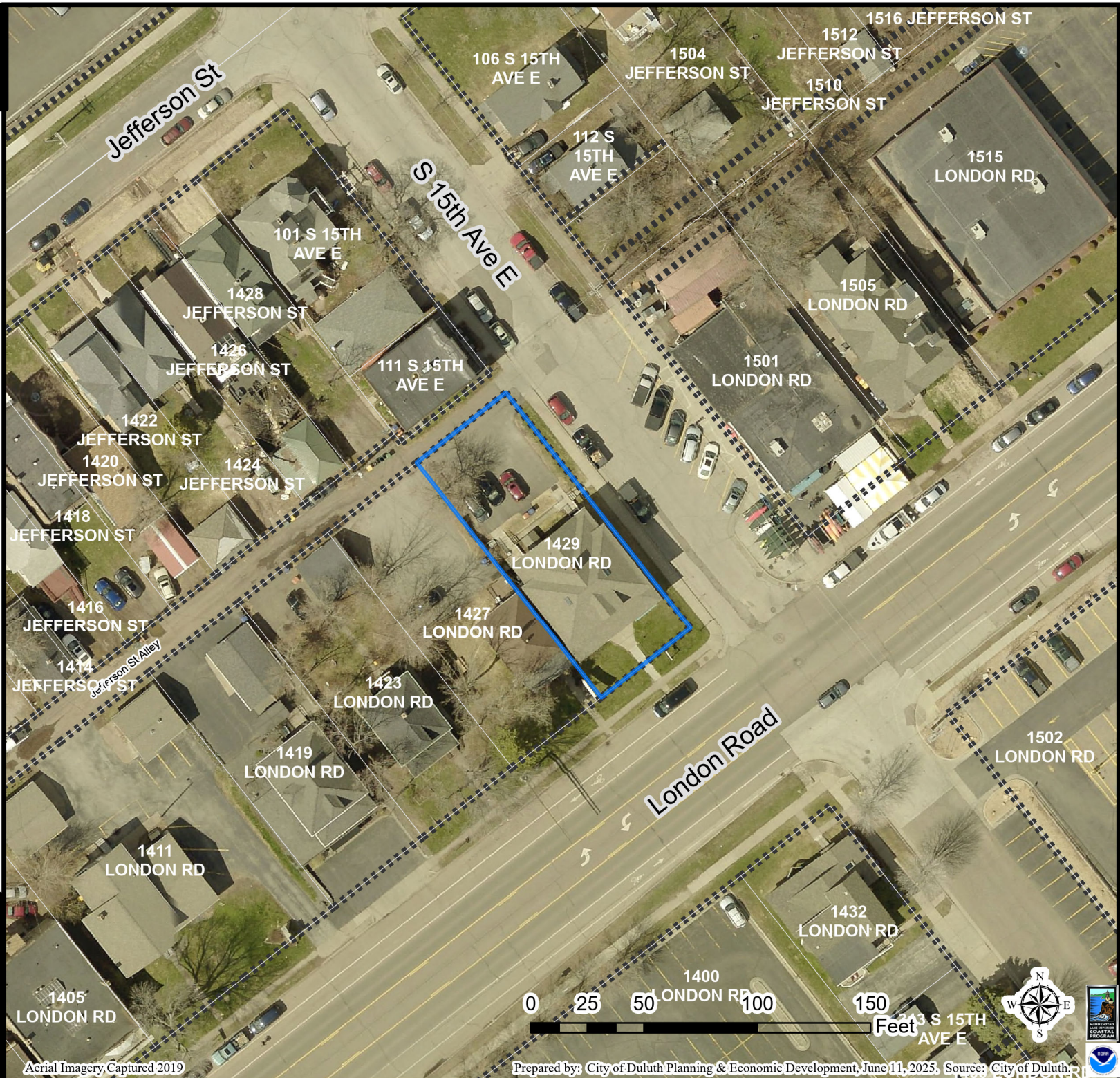




PLIUP-2506-0031

Interim Use Permit for VDU
1431 London Rd

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102002 RD

Foot Print
Promotional
Advertising

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1431

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TRAIL

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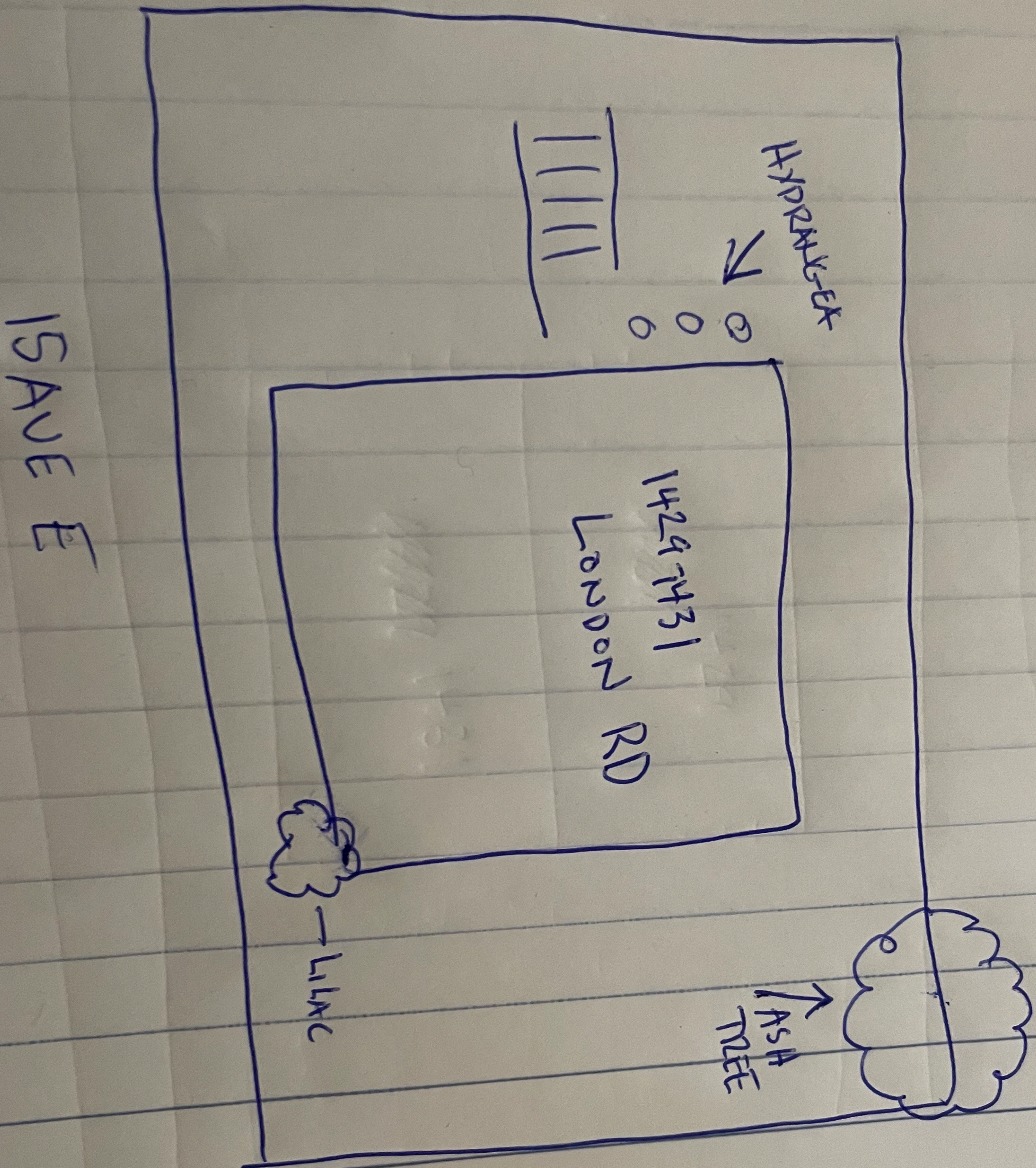
Deck-25

ALLEY

S. 15 AVE EAST

MARINE GENERAL

✓ 02902 RD



15 AVE E



PLSUP-2505-0056

Special Use Permit
2400 E Superior St

Legend

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

Zoning

UDC Zoning

- R-1 (Residential Traditional)

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Site Plan Annotations:

- EXISTING CONDENSER SCREEN
- PROPOSED NEW CONC. ACCESS STAIRWAY TO SUPERIOR STREET AND FRONT ENTRY
- EXISTING MAIN FLOOR SUNROOM STEEL STAIR
- PROPOSED TIERED PLANTER AT NEW STAIR LANDING
- EXISTING EXTERIOR PATIO AND STAIRWAY
- PROPOSED DROP-OFF AND ACCESS STAIR TO EXISTING STAIRWAY
- EXISTING FORESTED EDGE TO BE TRIMMED AND REFRESHED TO ACCOMMODATE NEW DRIVE
- PROPOSED PRIMARY RAIN GARDEN FOR WATERSHED AT YARD AND PARKING RUNOFF
- PROPOSED 12' X 24' RUNOFF CAPTURE BASIN WITH UNDER-ROAD DRAINAGE FROM PRIMARY RAIN GARDEN
- PROPOSED SECONDARY RAIN GARDEN FOR OVERFLOW AND POLLINATOR GARDEN
- 12' WIDE DRIVE - DUST-FREE MATERIAL ON SITE 3761 SF OF SAID SURFACE
- 12' WIDE ACCESS DRIVE IN RIGHT-OF-WAY - BITUMINOUS SURFACE
- PRIVATE PARKING SIGN
- BRANCH STREET
- EXISTING DRIVEWAY, DROP-OFF AND DRIVE-THRU
- DELIVERY AND MAINT. PARKING
- INKEEPER PARKING
- COVERED WASTE BIN W/ NEW SLAB
- RETAINING WALL EXIST'G
- EXISTING STORAGE GARAGE
- EXISTING MAIN STRUCTURE
- EXISTING MAIN FLOOR SUNROOM
- NEW SHADE TREE IN PLANTER
- EXISTING DECKED EXTERIOR PATIO NO CHANGE TO RUNOFF
- EXISTING FOREST EDGE REMOVED TO PROPERTY LINE
- PERVIOUS BRICK PAVER GUEST PARKING - 5 CARS
- NEW SHADE TREES
- PROPOSED 12' X 2' RUNOFF CAPTURE BASIN WITH UNDER-DRIVE DRAINAGE TO RAIN GARDBE
- PARKING VISUAL SCREEN
- FRUIT TREES



PLVAC-2505-0004

Vacation of a Utility Easement
3501 E 2nd St

Legend

- Road or Alley ROW
- County Parcel Data
- ▤ Vacation Area

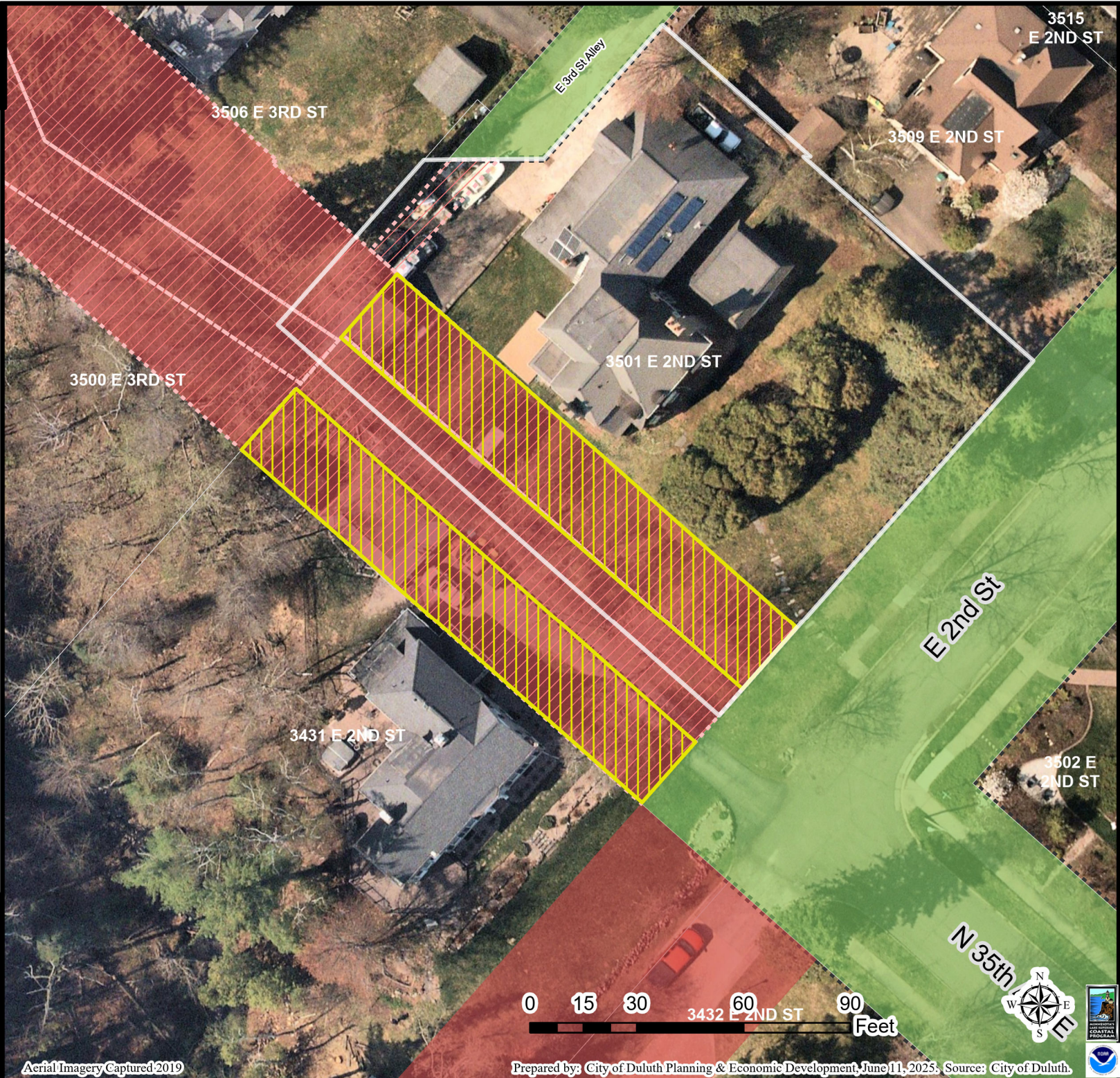
Easement Type

- ▤ Utility Easement
- ▤ Other Easement

ROW

- ▤ Utility, Active
- Road, Active - currently in use
- Utility, Vacated - vacated via recorded document
- Road, Vacated - vacated via recorded document

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Prepared by: City of Duluth Planning & Economic Development, June 11, 2025; Source: City of Duluth.



LEGEND



UTILITY EASEMENT
TO BE RETAINED



UTILITY EASEMENT
TO BE VACATED

————— .. ————— PLAT DIVISION LINE
————— ———— ————— CENTER LINE
————— - - - - - RIGHT OF WAY LINE
————— EXISTING EASEMENT LINE
————— RETAINED EASEMENT LINE
————— ———— ————— EXISTING PLAT LINE

LEGAL DESCRIPTION OF PORTION OF UTILITY EASEMENT TO BE VACATED

That part of Vacated 35th Avenue East lying adjacent to and abutting Lot 2 Block C and adjacent to and abutting Lot 16, Block 1, PLAT OF RE-ARRANGEMENT OF PART OF EAST DULUTH AND OF FIRST ADDITION TO EAST DULUTH, according to the recorded plat thereof, St. Louis County, Minnesota, which lies Northwesterly of the Northwesterly right of way line of East Second Street and lying Southeasterly of the Southwesterly extension of the Northwesterly line of said Lot 2, Block C, and Southeasterly of the Northeasterly extension of the Northwesterly line of said Lot 16, Block 1, EXCEPTING therefrom a 20.00 foot wide strip of land lying 10.00 feet on either side of the centerline of said Vacated 35th Avenue East.
Said utility easement vacation contains 6,900 Sq. feet or 0.16 Acres.

SURVEYOR'S NOTES

1. DIVISION LINE BETWEEN PLAT OF RE-ARRANGEMENT OF PART OF EAST DULUTH AND OF FIRST ADDITION TO EAST DULUTH AND CRESCENT VIEW PARK.
2. THE NORTHWESTERLY LINE OF LOT 2, BLOCK C, PLAT OF RE-ARRANGEMENT OF PART OF EAST DULUTH AND OF FIRST ADDITION TO EAST DULUTH AND ITS SOUTHWESTERLY EXTENSION.
3. THE NORTHWESTERLY LINE OF LOT 16, BLOCK 1, PLAT OF RE-ARRANGEMENT OF PART OF EAST DULUTH AND OF FIRST ADDITION TO EAST DULUTH AND ITS NORTHEASTERLY EXTENSION.
4. A 16 FOOT WIDE UTILITY EASEMENT RETAINED IN VACATED 35TH AVENUE EAST AS DESCRIBED IN TORRENS DOCUMENT NO. 507292 AND ABSTRACT DOCUMENT NO. 468020 FILED IN THE OFFICE OF THE REGISTRAR OF TITLES ST. LOUIS COUNTY, MINNESOTA ON DECEMBER 30, 1988.
5. VACATION OF 66 FOOT WIDE RIGHT OF WAY OF 35TH AVENUE EAST WITH A UTILITY EASEMENT RETAINED OVER ALL 66 FEET OF VACATED RIGHT OF WAY OF 35TH AVENUE EAST PER TORRENS DOCUMENT NO. 93756 FILED IN THE OFFICE OF THE REGISTRAR OF TITLES ST. LOUIS COUNTY MINNESOTA ON FEBRUARY 14, 1938.
6. THE NORTHWESTERLY RIGHT OF WAY LINE OF EAST SECOND STREET.
7. 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.
8. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011)
9. THIS IS NOT A BOUNDARY SURVEY.

Approved by the City Engineer of the City of
Duluth, MN this _____ day of _____ 20__

By _____

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
MN License #49505
DATE:02-18-2025

UTILITY EASEMENT VACATION EXHIBIT

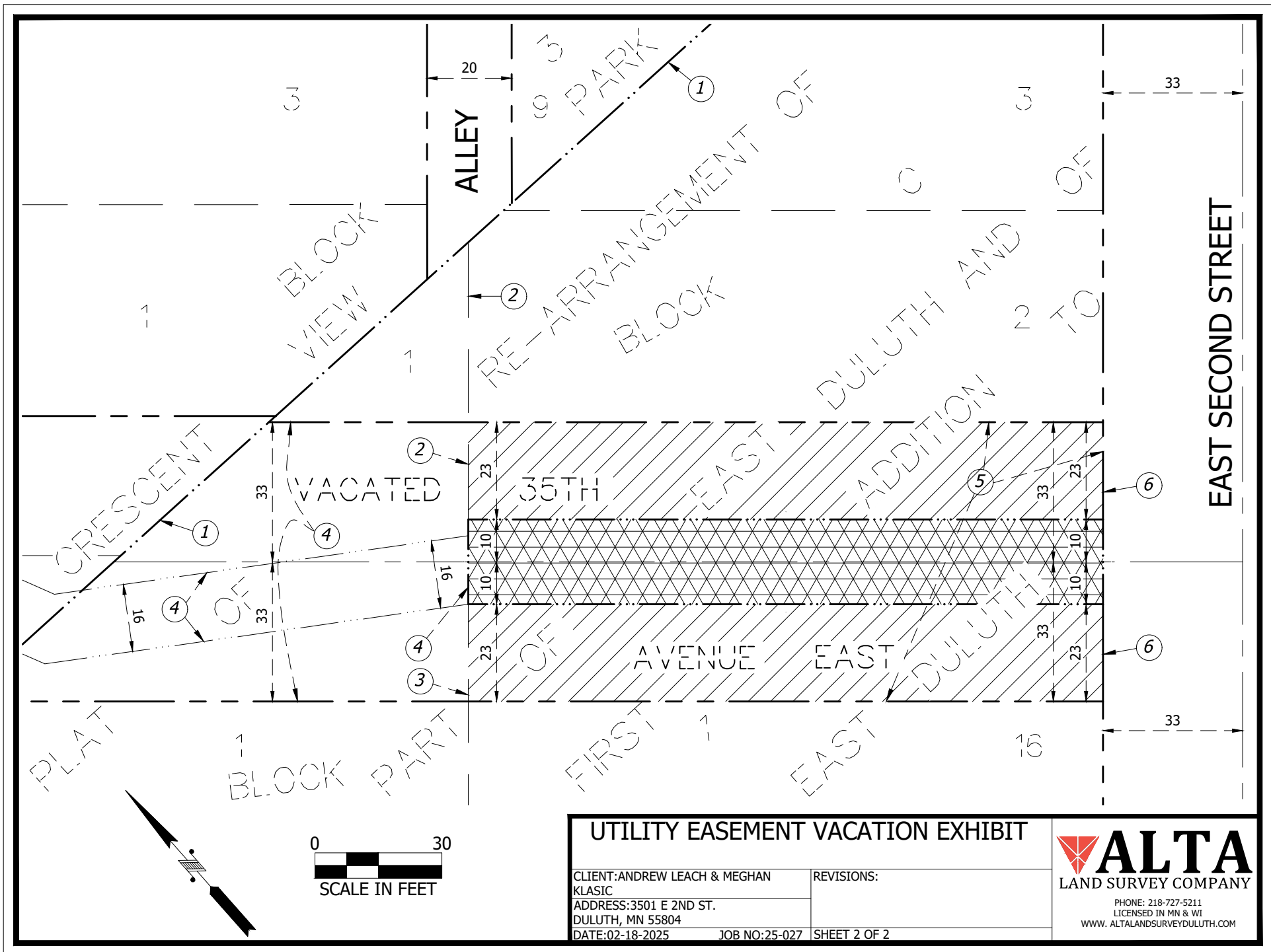
CLIENT:ANDREW LEACH & MEGHAN
KLASIC
ADDRESS:3501 E 2ND STREET
DULUTH, MN 55804
DATE:02-18-2025

REVISIONS:

JOB NO:25-027 SHEET 1 OF 2

ALTA
LAND SURVEY COMPANY

PHONE: 218-727-5211
LICENSED IN MN & WI
WWW. ALTALANDSURVEYDULUTH.COM



UTILITY EASEMENT VACATION EXHIBIT

CLIENT: ANDREW LEACH & MEGHAN
KLASIC
ADDRESS: 3501 E 2ND ST.
DULUTH, MN 55804
DATE: 02-18-2025

REVISIONS:

JOB NO: 25-027 SHEET 2 OF 2

ALTA
LAND SURVEY COMPANY

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Legal Description of Portion of Utility Easement to be Vacated





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PLVAR-2502-0006



Variance
5713 Wadena St

Legend

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

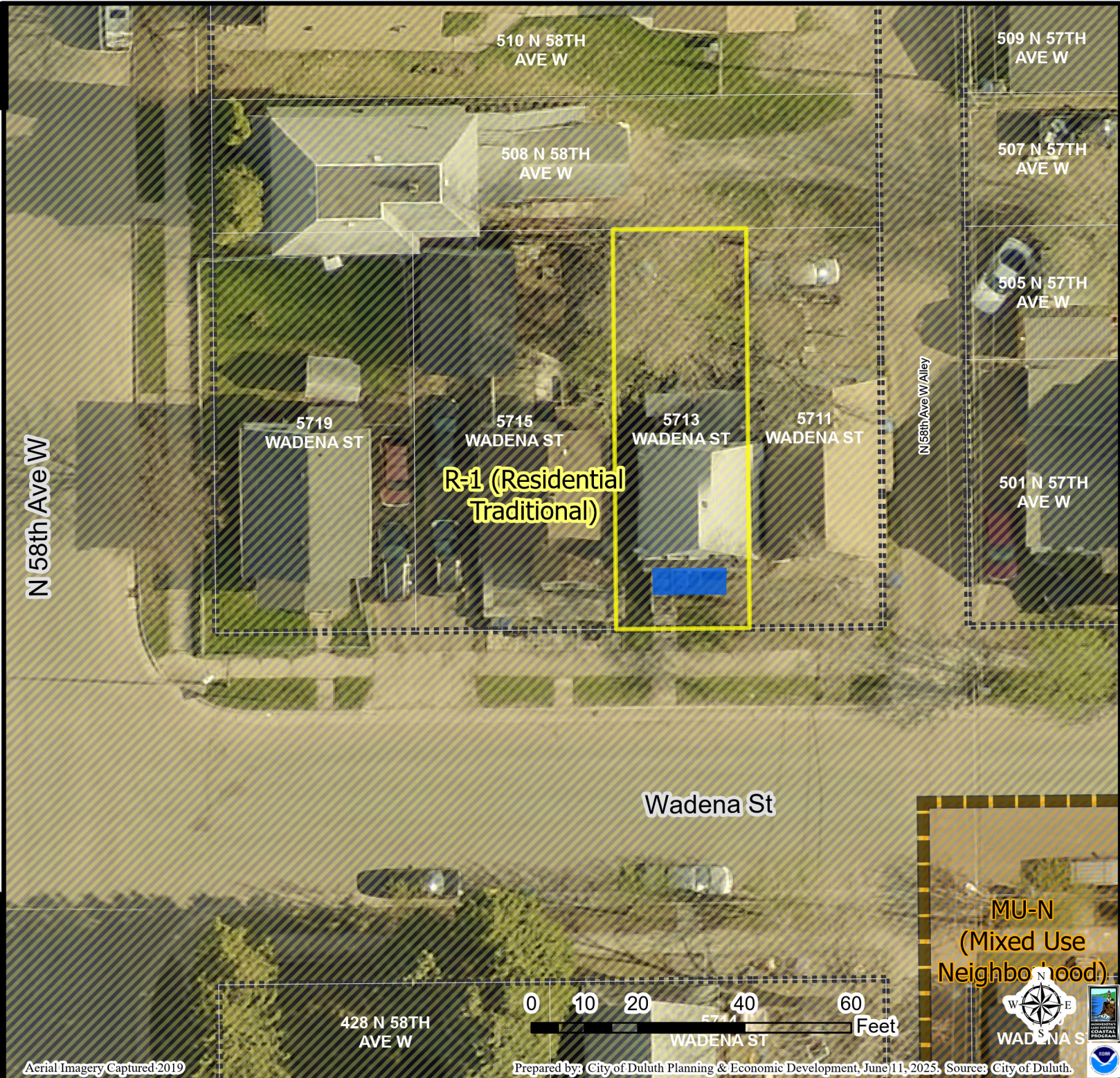
Zoning

UDC Zoning

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

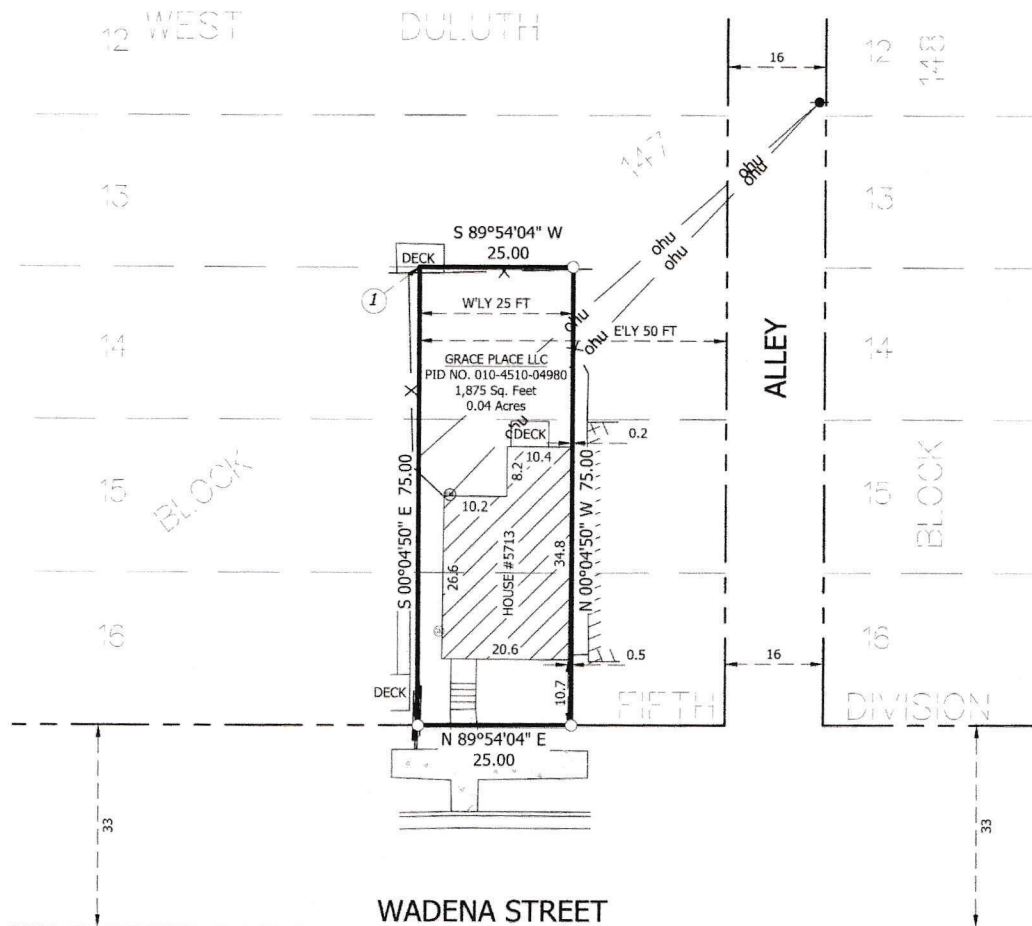
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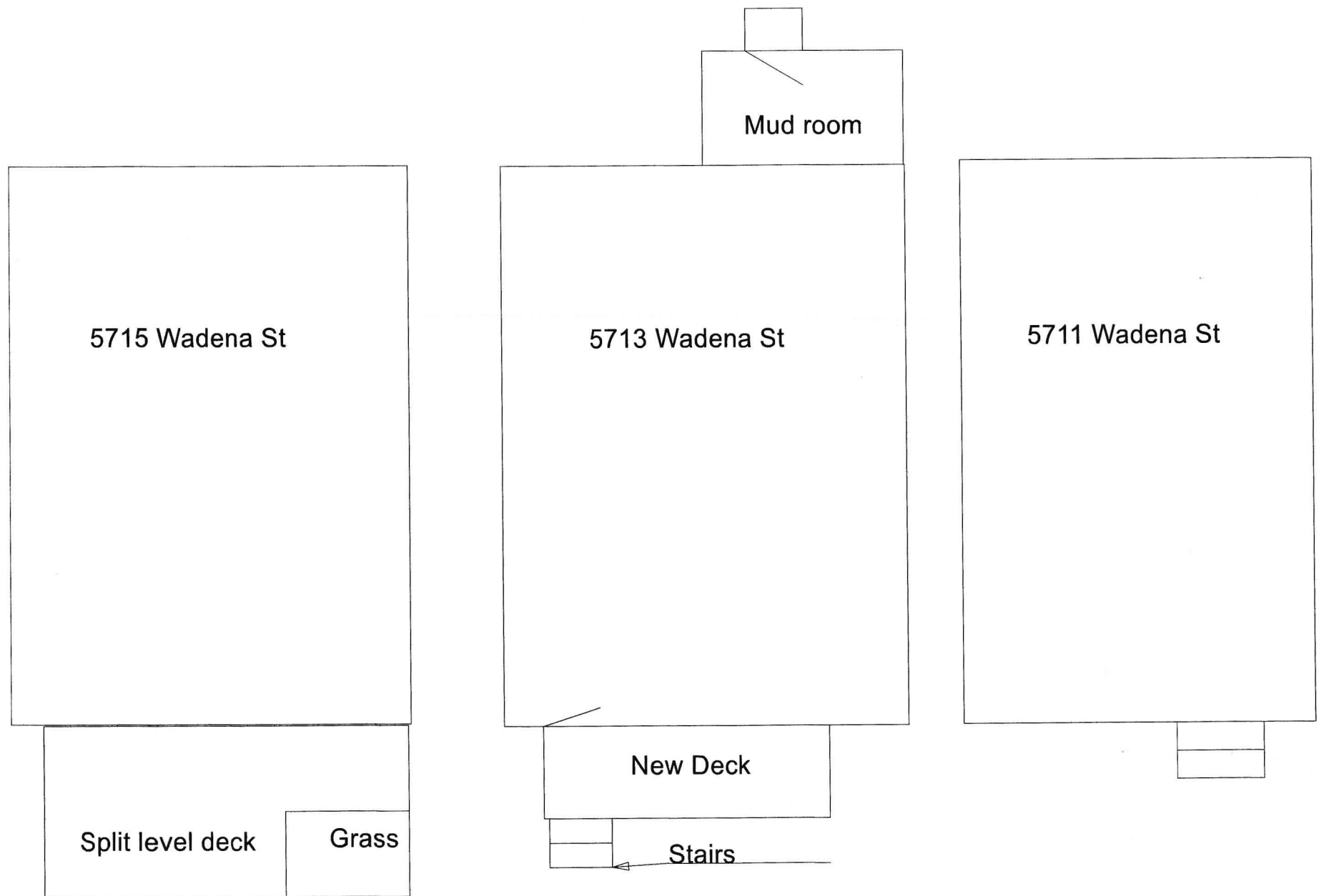
Aerial Imagery Captured 2019



0 10 20 40 60 Feet

Prepared by: City of Duluth Planning & Economic Development, June 11, 2025. Source: City of Duluth.





3 16" DIAMETER 6FT DEEP FROST FOOTINGS

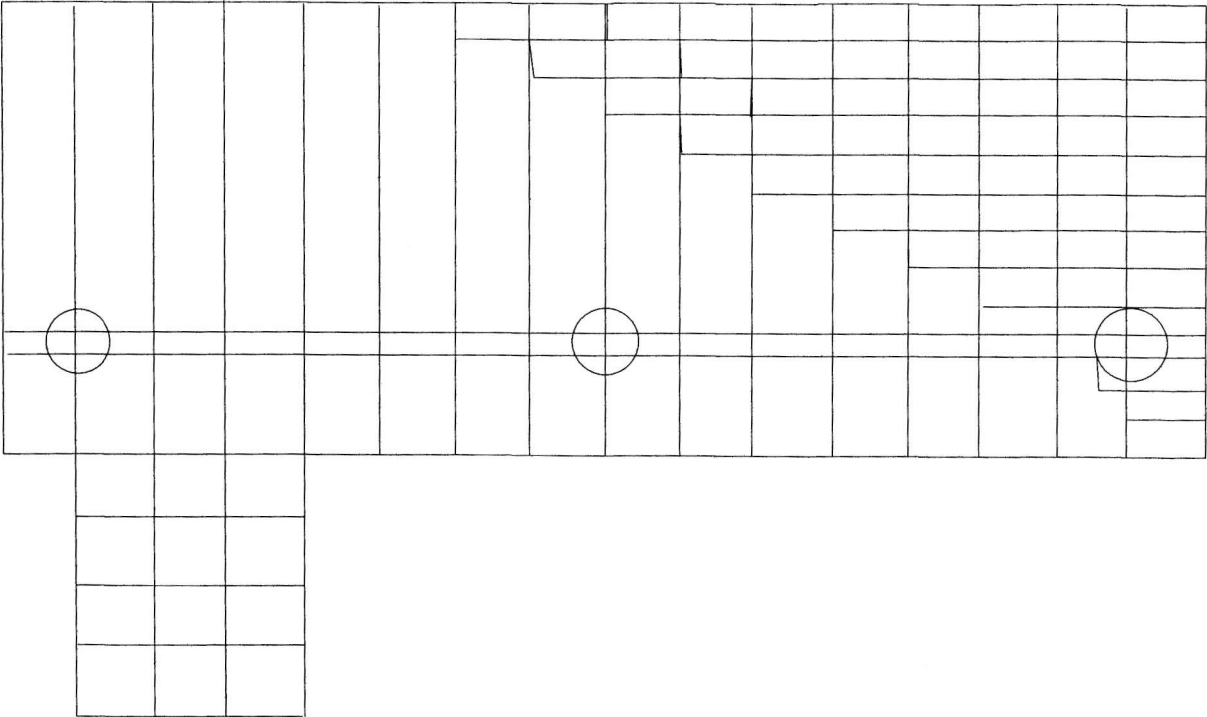
2x8 RIM JOYCE

2X8 INNER JOYCE

2X6X6 STRINGERS 16" ON CENTER

5/4 BULLNOSE DECKING

38" HIGH HAND RAILING





PLVAR-2506-0008

Variance
315 W Faribault St

Legend

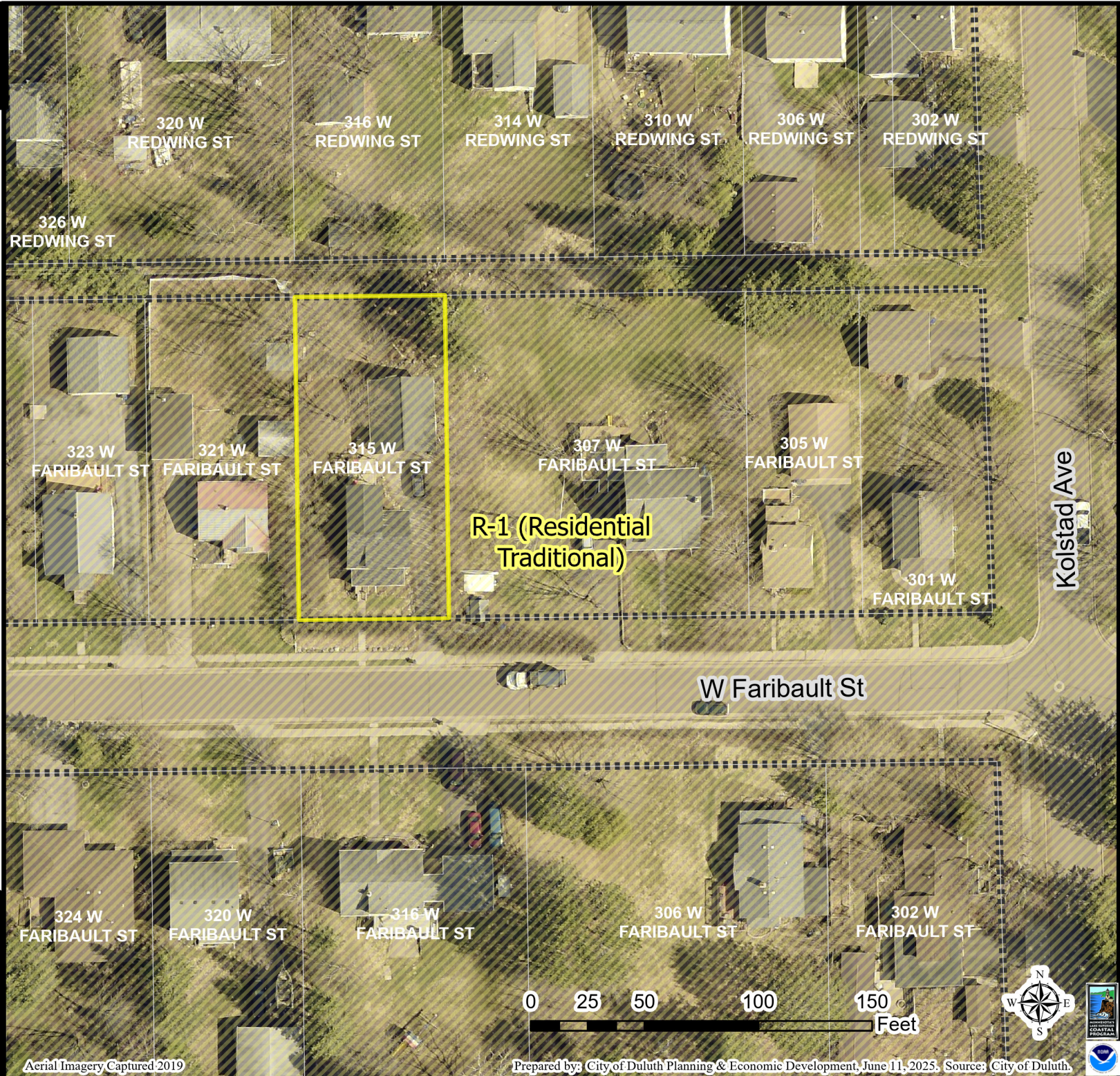
- Zoning Boundaries
- Road or Alley ROW
- County Parcel Data

Zoning

UDC Zoning

- R-1 (Residential Traditional)

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CERTIFICATE OF SURVEY

SITE PLAN
PLATTED ALLEY
(Unimproved)

Found 1.5 Inch
Pinched Pipe

COLMAN'S

Set RLS 50807
Capped Rebar

Set RLS 50807
Capped Rebar

* proposed
add'n
- Bedroom w/
3/4 bath

+
existing porch
to be demolished
& rebuilt due
to deteriorated
condition

N



Notes:

- 1). This survey is based on the St. Louis County Transverse Mercator Coordinate System of 1996 (NAD 83, 1996 Adjustment)
- 2). This survey was completed without the benefit of a title opinion. Any easements or encumbrances of record may not be shown on this survey.
- 3). Building corners were measured at the foundation.

LEGAL DESCRIPTION (Per Doc # 845499.0)

Lot 8 Block 4 Colman's Third Addition to Duluth
 Lot 9 Block 4 Colman's Third Addition to Duluth



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

Signature: *K. Sutherland* Date: 05/04/25
 Kevin M. Sutherland License No. 50807

CENTERLINE WEST FARIBAULT STREET

CLIENT	PROJECT NO.	SURVEY DATE	REVISIONS
Diser Construction	25-111	May 2025	

CHICKEN
COOP

GARAGE

PAVERS

DECK

ADDITION

HOUSE NO. 315

PORCH

Concrete
Retaining
Wall

Found 1.25 Inch
Iron Pin, 0.45'
East of Corner

SIDEWALK

SIDEWALK

Nathan Anderson
 315 W Faribault St
 Duluth, MN
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