



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

TO:

Jim Filby Williams, Public Administration
Jessica Peterson, Duluth Parks
Cliff Knettel, Duluth Parks
Katie Bennett, Duluth Parks
Jim Shoberg, Duluth Parks
Abbie Hopper, Duluth Parks
Danielle Erjavec, Duluth Property & Facilities
Henry Martinsen, Duluth Property & Facilities
Amanda Mangan, Duluth Attorney
Nicholas Anderson, Duluth Attorney
Jim Benning, Duluth Public Works & Utilities
Cari Pedersen, Chief Engineer of Transportation
Patrick F. Loomis, Duluth Engineering
Cindy Voigt, Duluth City Engineer
Tom Johnson, Duluth Project Engineer
Howard Smith, Chief Engineer of Utilities
Duncan Schwensohn, Duluth Public Works & Utilities
Branden Heidelberger, Duluth Engineering
Bill Byers, Duluth Engineering
Greg Guerro, Duluth Utility Ops Manager
Chris Kleist, Duluth Utility Operations
Peggy Billings, Engineering Technician
Bill Bergstrom, Engineering Technician
Andy Swanson, Duluth Utility Operations
Ryan Granlund, Duluth Utility Programs Coordinator
Shawn Krizaj, Duluth Fire Chief
John Otis, Duluth Deputy Fire Chief
Lisa Consie, Fire Marshal
Mike Ceynowa, Duluth Police
Mark Bauer, Duluth Parking
John Hinzmann, MnDOT
Jim Miles, MnDOT
Clark Christensen, City of Duluth Forester
Chris Belden, Duluth Transit Authority

Patricia Fowler, DNR Liaison
Bri Speldrich, Area Hydrologist DNR
Cliff Bentley, MnDNR
Brandon Kohlts, WLSSD
Anne Sims, SLC Assessor's Office
Jon Osterberg, SLC Accessors Office
Ron Chicka, MIC
Stacy Caldwell Melcher, SLC County Land Dept
Jim Foldesi, St Louis Co. Public Works
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
Ben VanTassel, Planning and Economic Development Director
Jenn Reed Moses, Duluth Planning & Development
Tricia Hobbs, Planning & Development
Steven Robertson, Duluth Construction Services
Blake Nelson, Building Inspector, CSI
Armella Bijold, CSI
Reina Owecke, Permit Coordinator, CSI
Tara Smith, Permit Coordinator, CSI
Emily Schouweiler, Permit Coordinator, CSI
Kyle Deming, Planning & Development
Suzanne Kelley, Planning & Development
Jason Mozol, Planning & Development
Chris Lee, Planning & Development
Tom Church, Duluth Planning & Development
Sam Smith, Duluth Planning & Development
Christian Huelsman, Planning & Development
James Gittemeier, Planning & Development

DATE: July 17, 2025

SUBJECT: Planning Commission Meeting Agenda Items for **August 12, 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 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 [JM]

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

PLIUP-2506-0033 Interim Use Permit for a Vacation Dwelling Unit at 1421 E Superior St Unit 1 by Heirloom Property Management [CH]

PLIUP-2506-0034 Interim Use Permit for a Vacation Dwelling Unit at 1421 E Superior St Unit 2 by Heirloom Property Management [CH]

PLIUP-2507-0035 Interim Use Permit for a Vacation Dwelling Unit at 39 England Ave by Darin Reinke [CH]

PLSUP-2507-0057 Special Use Permit for a change of use from R-1 Residential – Single-Family to R-1 Commercial – Bed and Breakfast at 314 Hawthorne Rd by Carolyn Shull [CL]

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

PLVAR-2502-0004 Variance to Accessory Structure Condition at 126 E 7th St by Pamela and Dennis Matson [JM]

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

Chris Lee - clee@duluthmn.gov

Jason Mozol - jmozol@duluthmn.gov



PLCUP-2505-0002

Concurrent Use Permit
Myers-Wilkins Elementary School

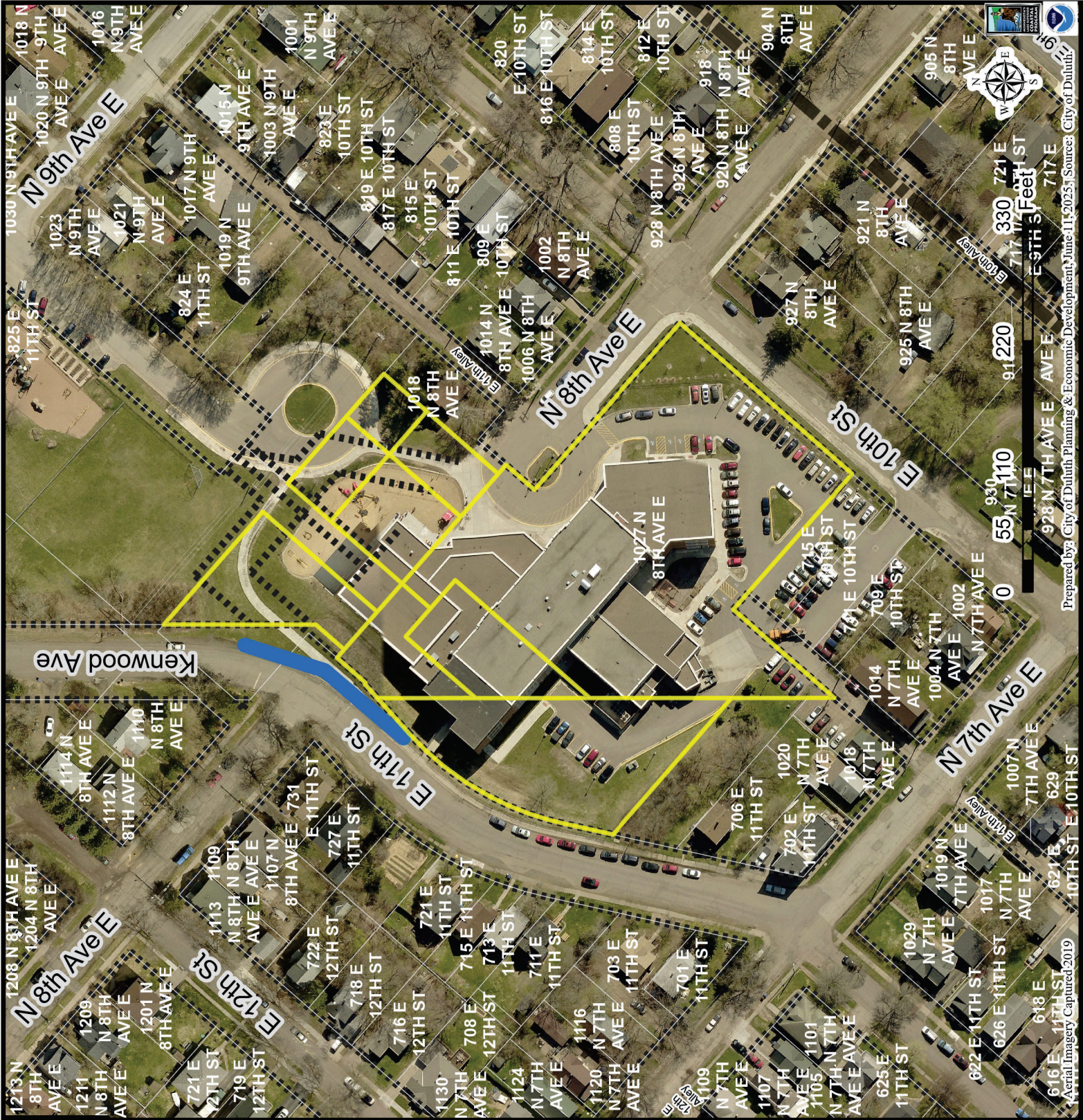
Legend

..... Road or Alley ROW

County Parcel Data

Concurrent Use Area

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Aerial Imagery Captured 2019

10TH ST E, 10TH ST

621 E, 629

928 N 7TH AVE E, AVE E

91220, 930

55 N 7TH ST, 55

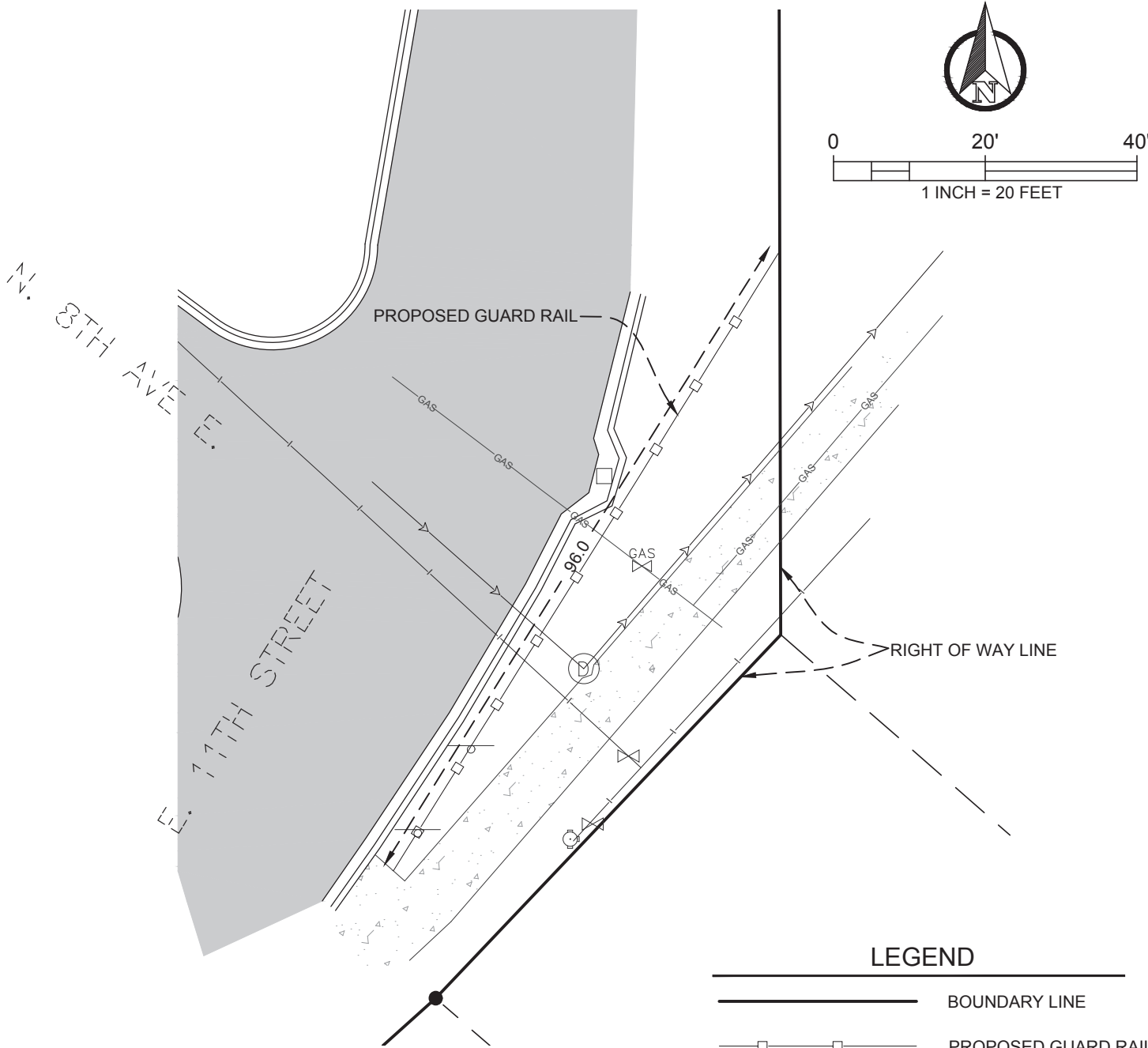
717 E, 717 E

721 E, 721 E

330, 330

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

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

Job No. 12525002

Project: Myers Wilkins Elementary School

CONCURRENT USE LEGAL DESCRIPTION:

That part of Lot 1, Block 30 and Eighth Avenue East, LAKE VIEW DIVISION OF DULUTH, according to the recorded plat thereof, St. Louis County, Minnesota described as follows:

Commencing at the most easterly most corner of Block 29, said LAKE VIEW DIVISION OF DULUTH; thence North 48 degrees 51 minutes 15 seconds West along the northeasterly line of said Block 29, 67.83 feet; thence North 41 degrees 08 minutes 45 seconds East, 4.43 feet to the point of beginning; thence North 58 degrees 03 minutes 53 seconds West, 5.00 feet; thence North 31 degrees 56 minutes 07 seconds East, 106.00 feet; thence South 58 degrees 03 minutes 53 seconds East, 5.00 feet; thence South 31 degrees 56 minutes 07 seconds West, 106.00 feet to the point of beginning.



PLIUP-2506-0032
Interim Use Permit for a VDU
3 Mesaba Pl

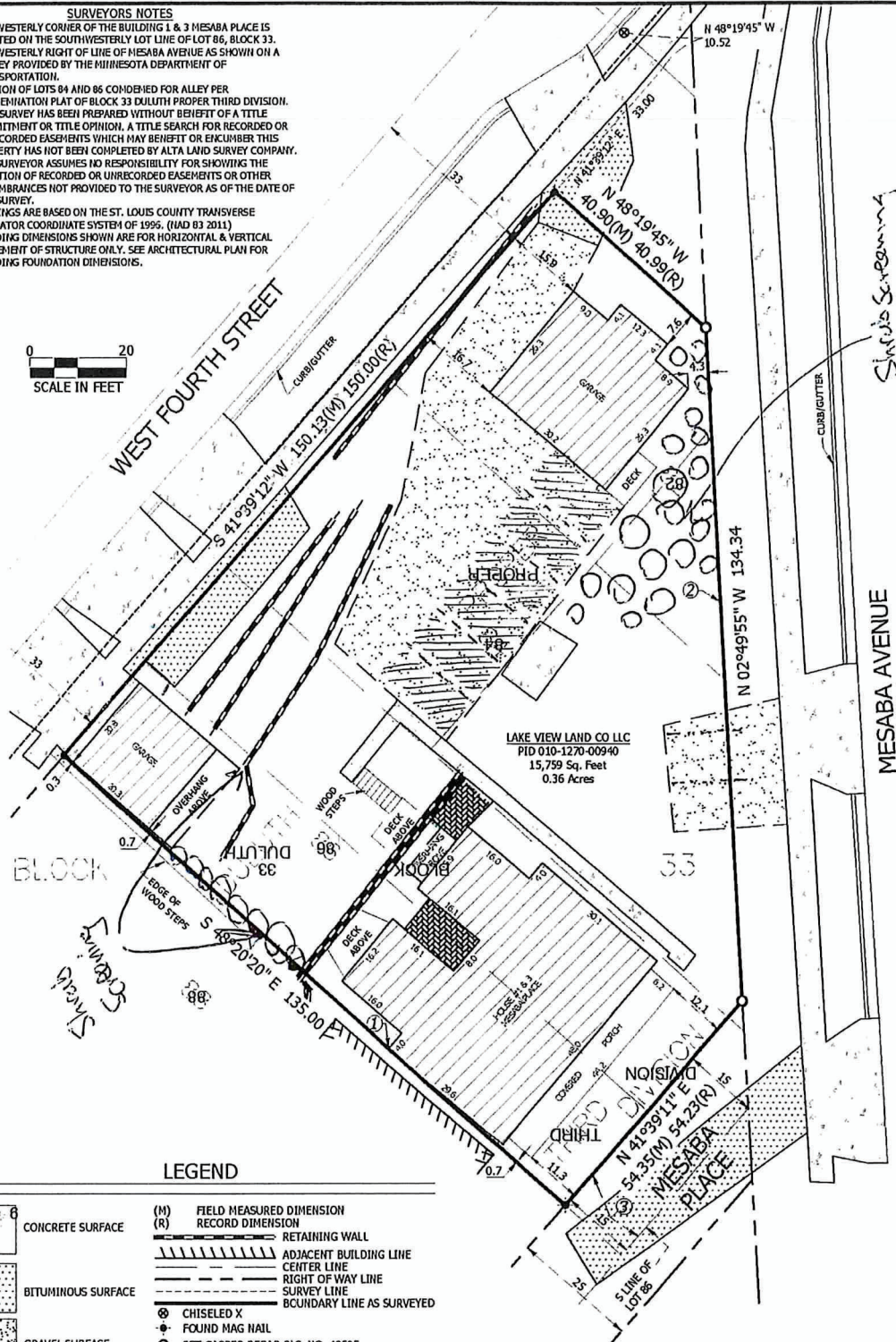
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SURVEYOR'S NOTES

1. THE WESTERLY CORNER OF THE BUILDING 1 & 3 MESABA PLACE IS LOCATED ON THE SOUTHWESTERLY LOT LINE OF LOT 86, BLOCK 33.
2. THE WESTERLY RIGHT OF LINE OF MESABA AVENUE AS SHOWN ON A SURVEY PROVIDED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION.
3. PORTION OF LOTS 84 AND 86 CONDEMNED FOR ALLEY PER CONDEMNATION PLAT OF BLOCK 33 DULUTH PROPER THIRD DIVISION.
4. 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.
5. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1995. (UAD 83 2011)
6. BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY. SEE ARCHITECTURAL PLAN FOR BUILDING FOUNDATION DIMENSIONS.



0 20
SCALE IN FEET



LEGEND

	CONCRETE SURFACE	(M) FIELD MEASURED DIMENSION	(R) RECORD DIMENSION
	BITUMINOUS SURFACE		RETAINING WALL
	GRAVEL SURFACE		ADJACENT BUILDING LINE
	PAVER SURFACE		CENTER LINE
	EXISTING BUILDINGS		RIGHT OF WAY LINE
			SURVEY LINE
			BOUNDARY LINE AS SURVEYED
			CHISELED X
			FOUND MAG NAIL
			SET CAPPED REBAR RLS. NO. 49505
			SEE SURVEYOR'S NOTES

LEGAL DESCRIPTION PER DOCUMENT 1302368

The Northerly 55 feet of Lot 82 and 84, Block 33, DULUTH PROPER THIRD DIVISION, Lots 82 and 84, Block 33, DULUTH PROPER THIRD DIVISION, Except the Northerly 55 feet thereof.
 The Ely 1/2 of Lot 86, Block 33, DULUTH PROPER THIRD DIVISION, Except the Southerly 15 feet thereof.
 The Wly 1/2 of Lot 86, Block 33, DULUTH PROPER THIRD DIVISION, Except the Southerly 15 feet thereof, all in St. Louis County, Minnesota.

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. Erwin
 David R. Erwin
 Date: 9-14-2018
 License No. 49505

CERTIFICATE OF SURVEY

CLIENT: MICHAEL SCHWEPFER	REVISIONS: 9-14-2018 SHOW COVERED PORCH
DATE: 8-20-2018	
ADDRESS: 13 MESABA PLACE DULUTH, MN	
JOB NUMBER: 18-234	



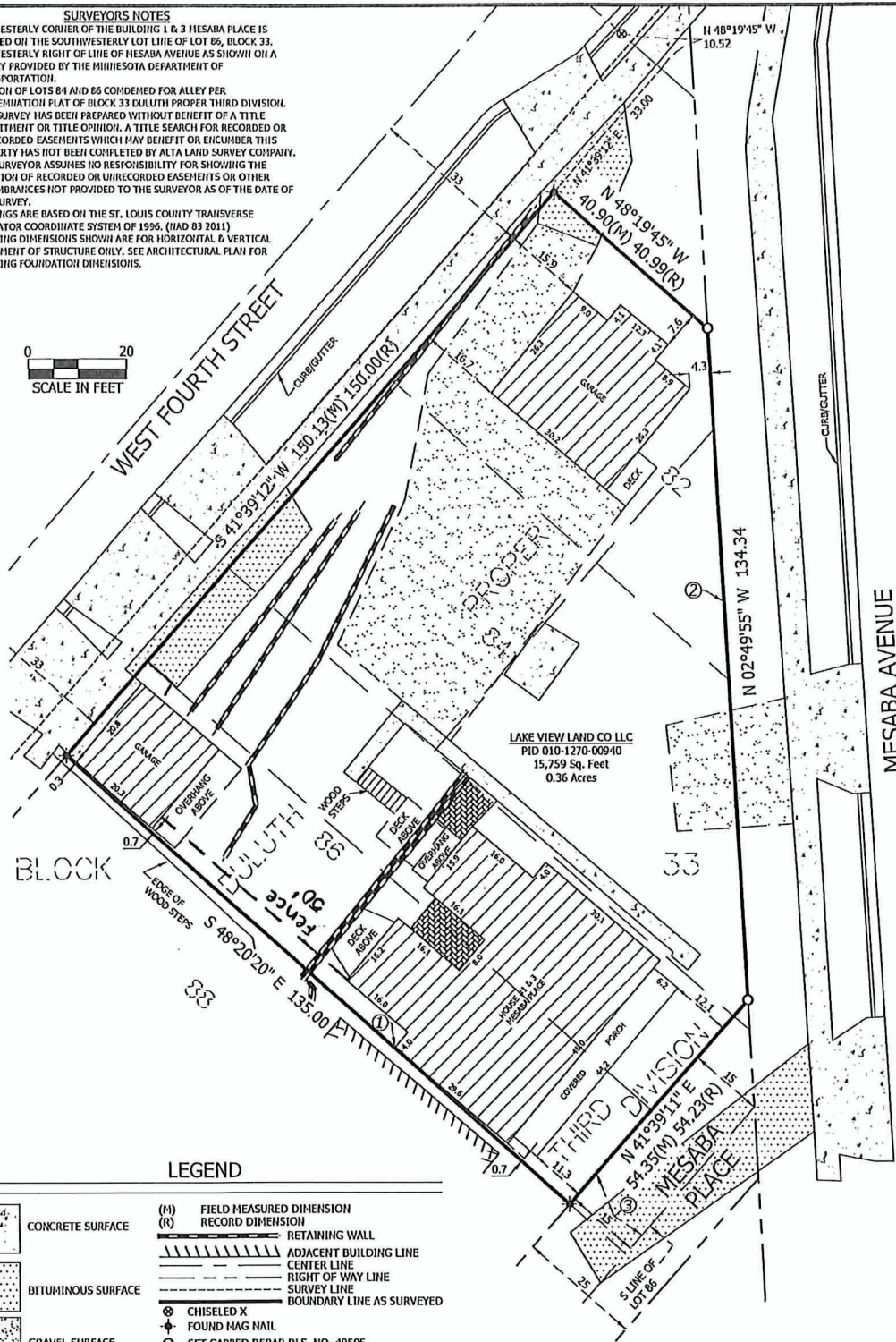
ALTA
 LAND SURVEY COMPANY
 * LAND SURVEYING * PHONE: 218-727-2211
 * LAND SCIENCE * LICENSED IN MN & WI
 * PLATTING * CERTIFIED FEDERAL SURVEYOR
 * LEGAL DESCRIPTIONS * WWW.ALTAANDSURVEYDULUTH.COM
 * CONSTRUCTION STAKING *

SURVEYOR'S NOTES

1. THE WESTERLY CORNER OF THE BUILDING 1 & 3 MESABA PLACE IS LOCATED ON THE SOUTHWESTERLY LOT LINE OF LOT 86, BLOCK 33.
2. THE WESTERLY RIGHT OF LINE OF MESABA AVENUE AS SHOWN ON A SURVEY PROVIDED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION.
3. PORTION OF LOTS 84 AND 86 COMDMED FOR ALLEY PER CONDEMNATION PLAT OF BLOCK 33 DULUTH PROPER THIRD DIVISION.
4. 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.
5. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011).
6. BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY. SEE ARCHITECTURAL PLAN FOR BUILDING FOUNDATION DIMENSIONS.



0 20
SCALE IN FEET



LEGEND

	CONCRETE SURFACE	(M)	FIELD MEASURED DIMENSION
	BITUMINOUS SURFACE	(R)	RECORD DIMENSION
	GRAVEL SURFACE		RETAINING WALL
	PAVER SURFACE		ADJACENT BUILDING LINE
	EXISTING BUILDINGS		CENTER LINE
			RIGHT OF WAY LINE
			SURVEY LINE
			BOUNDARY LINE AS SURVEYED
			CHISELED X
			FOUND MAG NAIL
			SET CAPPED REBAR RLS. NO. 49505
			SEE SURVEYOR'S NOTES

LEGAL DESCRIPTION PER DOCUMENT 1302360

The Northerly 55 feet of Lot 82 and 84, Block 33, DULUTH PROPER THIRD DIVISION, Except the Northerly 55 feet thereof.
 The Ely 1/2 of Lot 86, Block 33, DULUTH PROPER THIRD DIVISION, Except the Southerly 15 feet thereof.
 The Wly 1/2 of Lot 86, Block 33, DULUTH PROPER THIRD DIVISION, Except the Southerly 15 feet thereof, all in St. Louis County, Minnesota.

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. Evans

Date: 9-11-2018

PLC No. 49505

CERTIFICATE OF SURVEY

CLIENT: MICHAEL SCHWARTZ

DATE: 8-20-2018

ADDRESS: 1 & 3 MESABA PLACE DULUTH, MN

JOB NUMBER: 18-231

REVISIONS: 9-14-2018 SHOW COVERED PORCH

ALTA
LAND SURVEY COMPANY

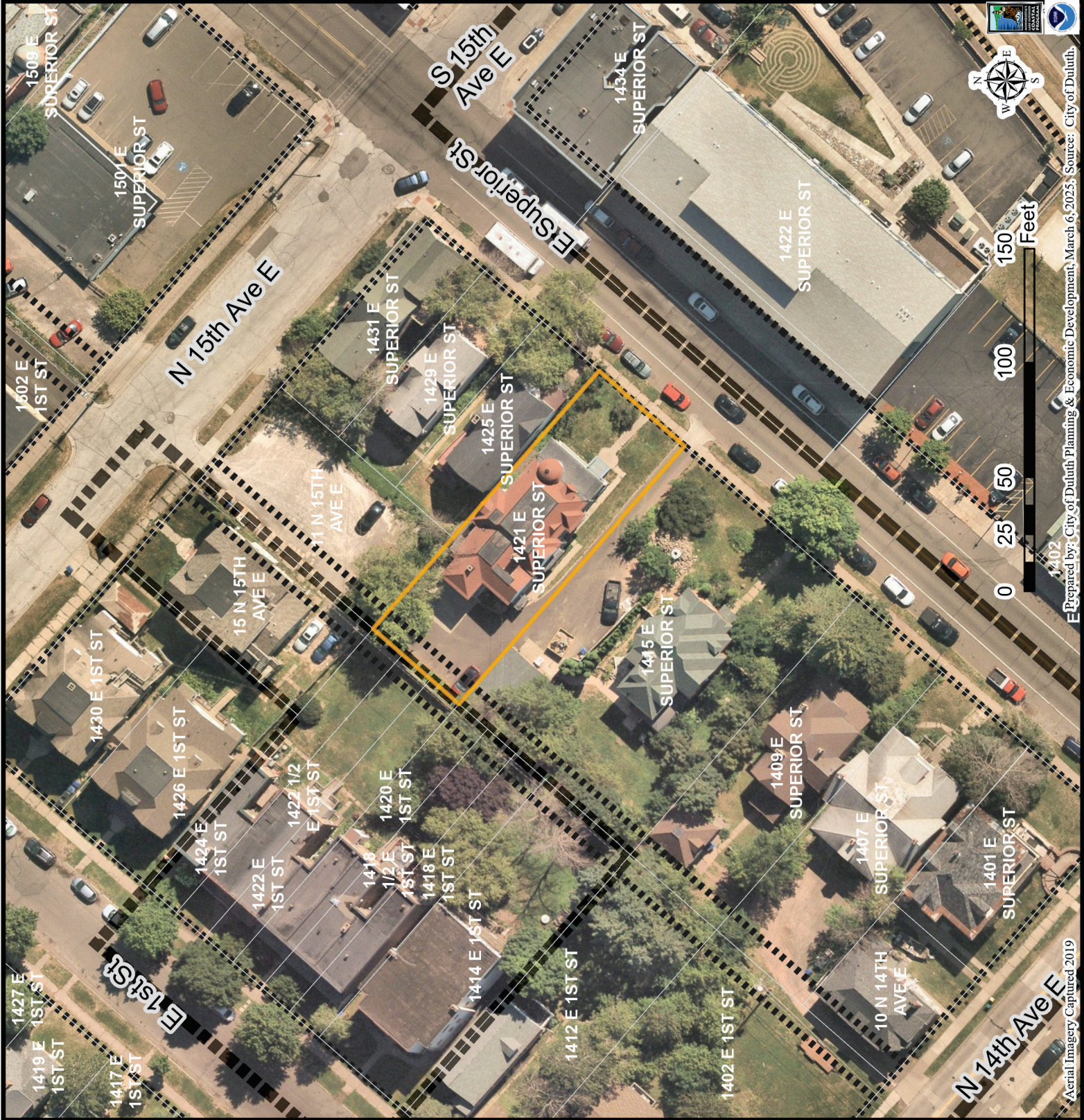
• LAND SURVEYING
• LAND DEVELOPMENT
• PLATTING
• LEGAL DESCRIPTIONS
• CONSTRUCTION STAKING

PHONE: 218-727-5211
LICENSED MINN & WI
CERTIFIED FEDERAL SURVEYOR
WWW.ALTA-SURVEY.COM



PLIUP-2507-0033

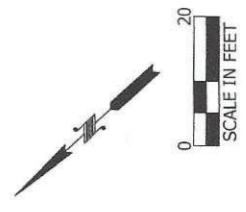
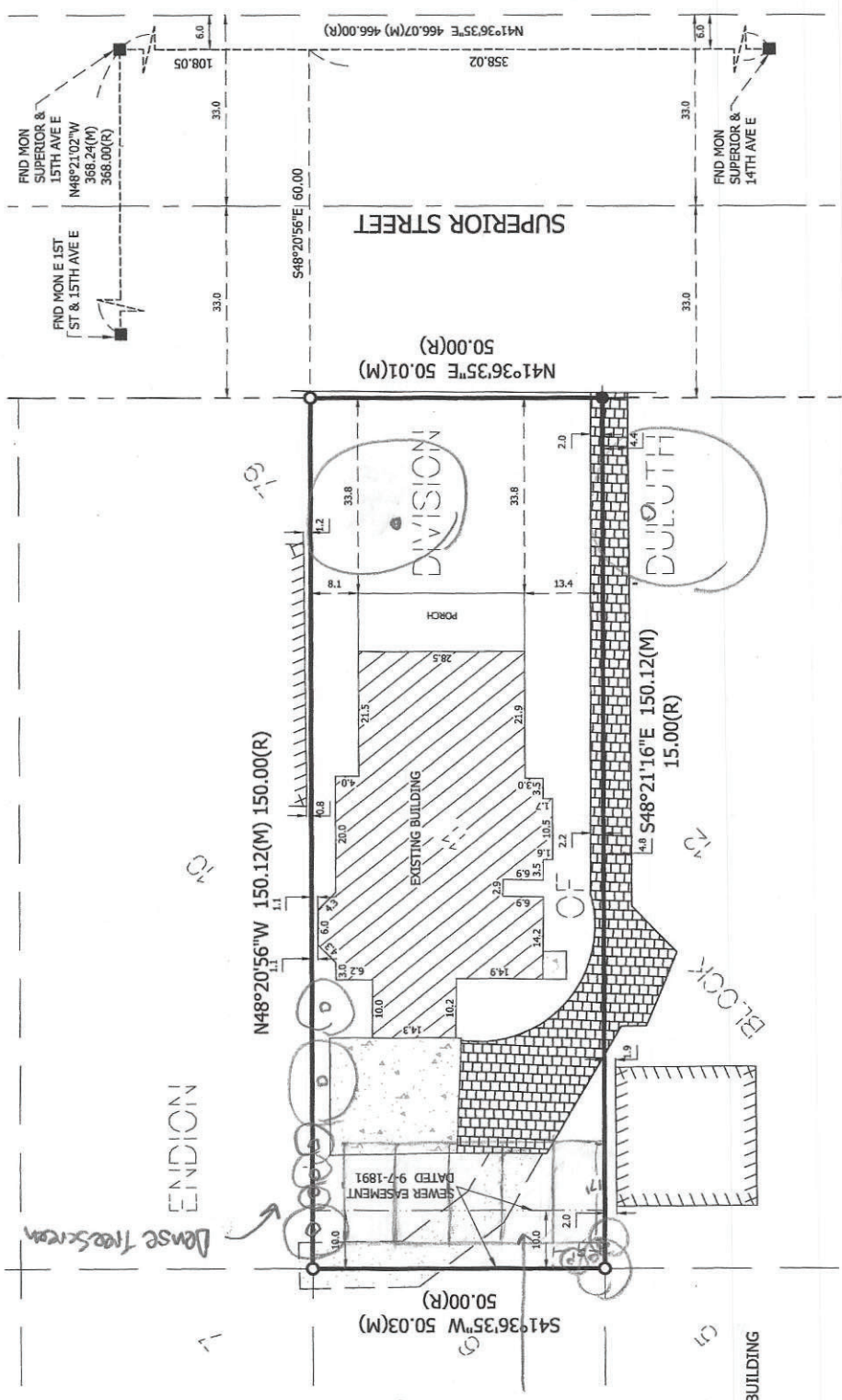
Interim Use Permit
1421 E Superior St Unit 1



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Aerial Imagery Captured 2019

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



BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1995. BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY.

THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A PROFESSIONAL ENGINEERING DESIGN. IT IS NOT TO BE USED FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY.

5' 9" x 17' Parking spaces

LEGEND

- EXISTING ADJACENT BUILDING
- PAVER STONE SURFACE
- GRAVEL SURFACE
- CONCRETE SURFACE
- FOUND CITY MONUMENT BOX
- SET MAG NAIL
- SET CAPPED REBAR RLS 49505

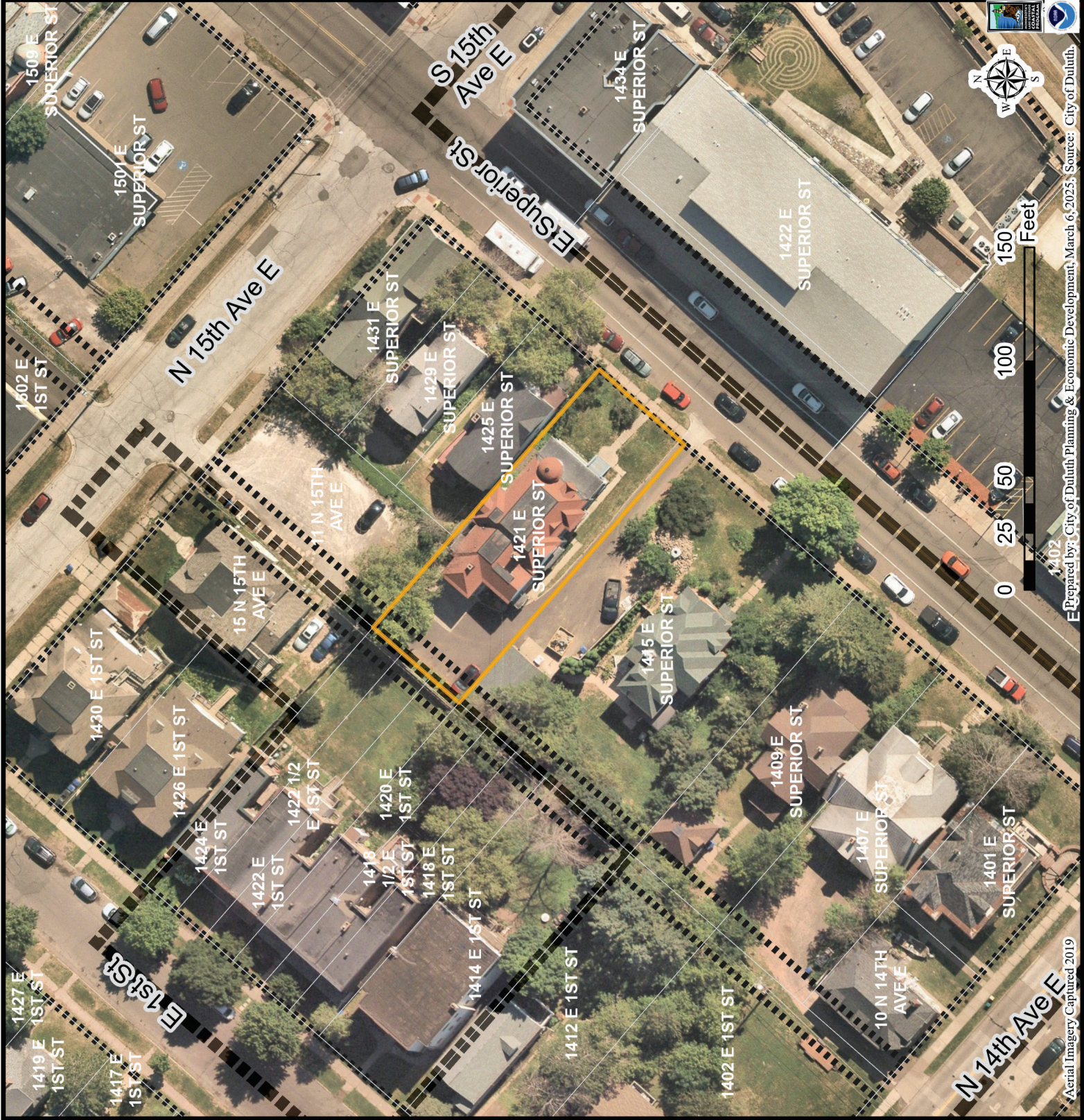
LEGAL DESCRIPTION PER DOC. 1271579
 Lot 11, Block 79, ENDION DIVISION OF DULUTH, St. Louis County, Minnesota.

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. Evans Date: 7-28-2016		CERTIFICATE OF SURVEY CLIENT: MICHAEL SCHROEDER DATE: 7-28-2016 ADDRESS: 1421 E SUPERIOR ST JOB NUMBER: 15-208	
ALTA LAND SURVEY COMPANY • LAND SURVEYING • LAND DEVELOPMENT • PLATTING • CONSTRUCTION STAKING LICENSED IN MN & WI CERTIFIED FEDERAL SURVEYOR WWW.ALTLANDSURVEY.COM		REVISIONS: XXX	



PLIUP-2507-0034

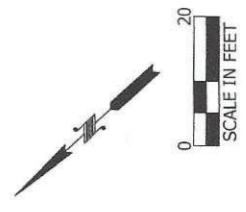
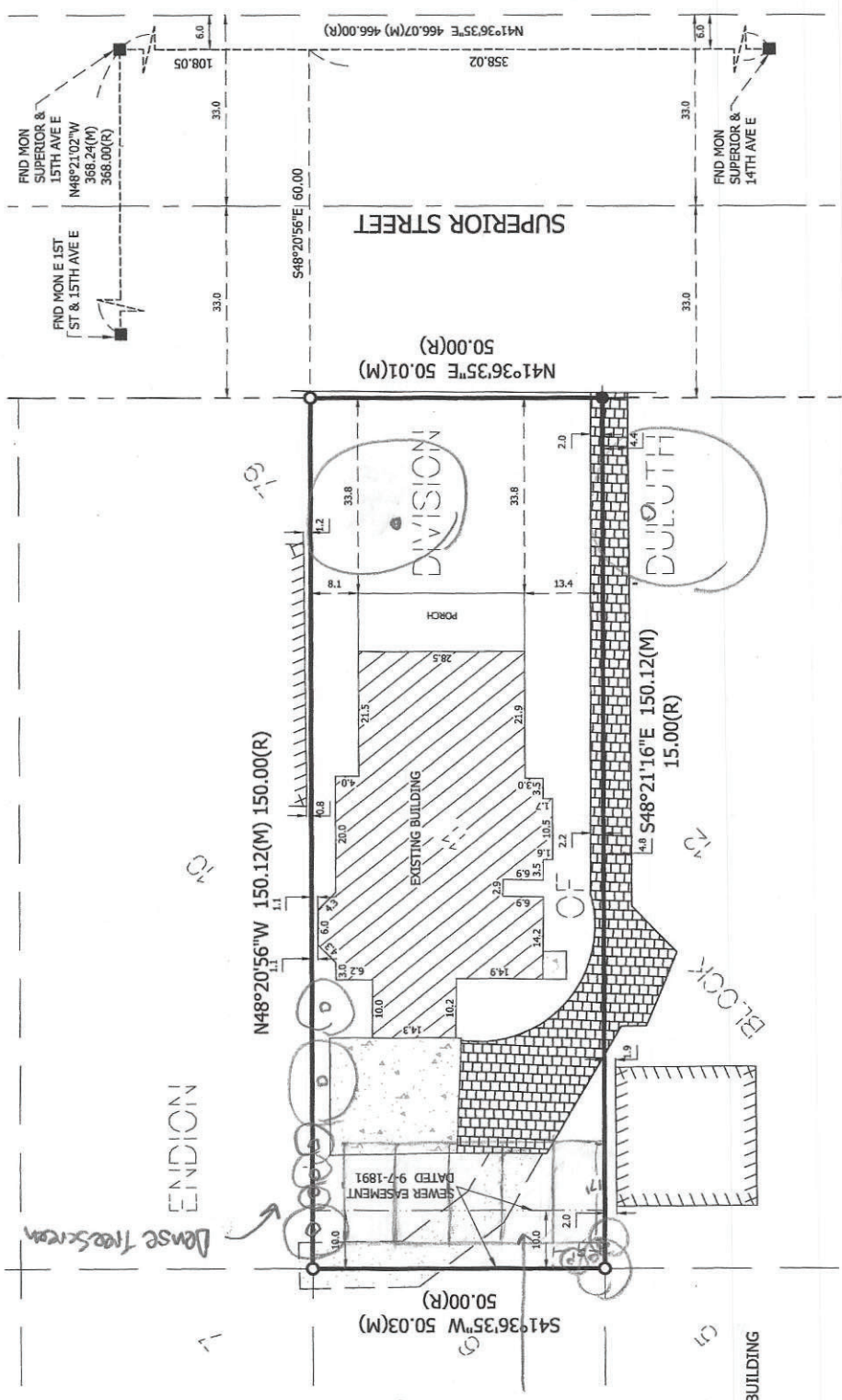
Interim Use Permit
1421 E Superior St Unit 1



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5' 9" x 17' Parking spaces

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.

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PLIUP-2507-0035

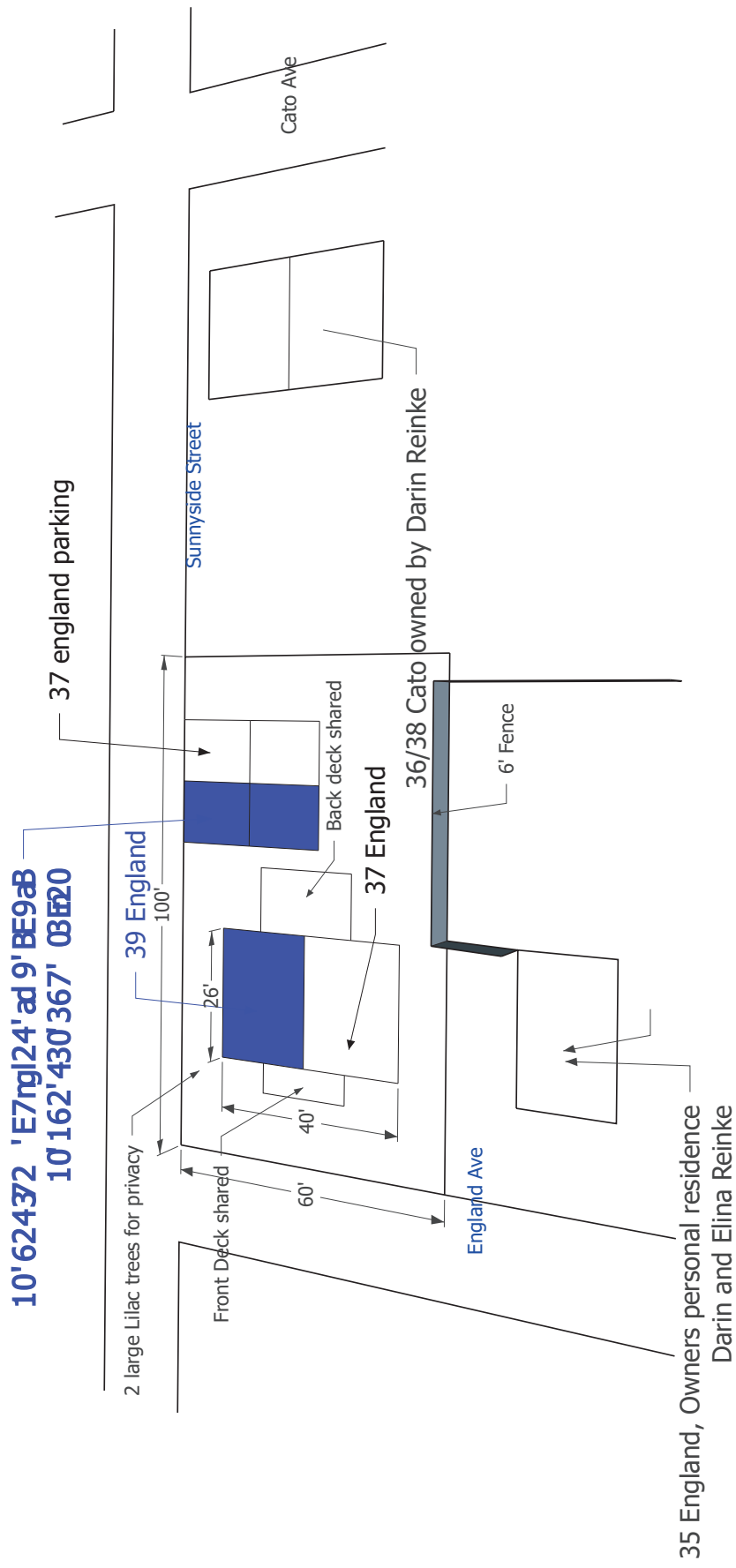
Interim Use Permit for a VDU
39 England Ave



Aerial Imagery Captured 2025

Prepared by: City of Duluth Planning & Economic Development, July 16, 2025; Source: City of Duluth.

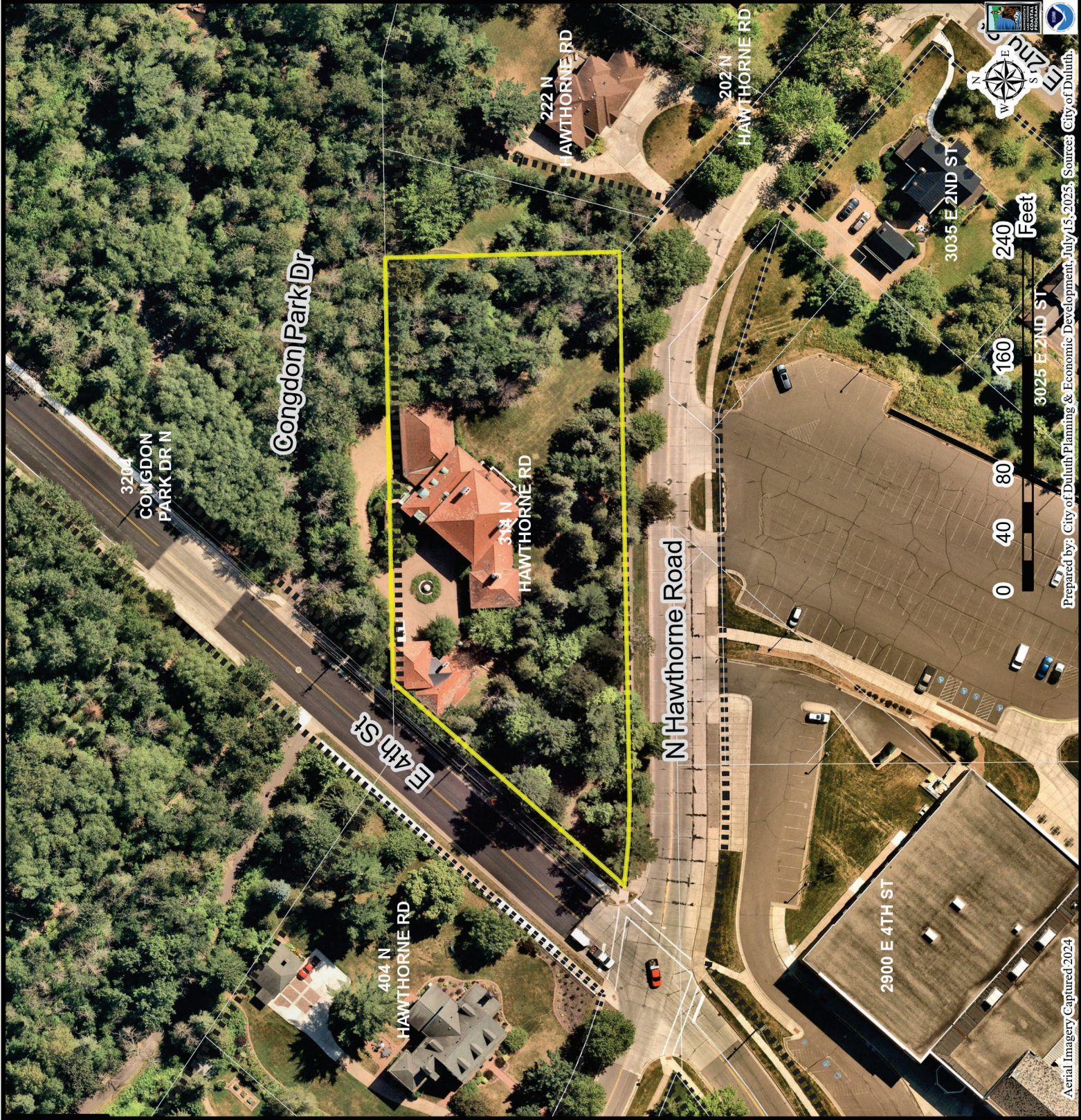
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PLSUP-2507-0057

Special Use Permit
314 Hawthorne Rd



Aerial Imagery Captured 2024

Prepared by: City of Duluth Planning & Economic Development, July 15, 2025. Source: City of Duluth.

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Permission to apply for a Special Use Permit...

Inbox x



Chris Shull

to planning, me, James ▾



9:35AM (13 hours ago)



City of Duluth Planning Commission:

I'm writing to you today as the Executor of the Estate of Jane T. and H. Eugene Shull and as Trustee of the Eugene and Jane Shull Joint Revocable Trust Agreement.

The property at 314 N. Hawthorne Road, Duluth, MN 55812, is being purchased by my sister, Carolyn Shull, and James Braunwarth. They have requested permission from the Trust, as pending owners, to apply for a Special Use Permit for the property.

I am pleased to grant this permission on behalf of the Trust.

Please let me know what documentation you need from me to make this official.

Sincerely,

Chris Shull
120 Deerfield Drive
Cherry Hill, NJ 08034
cell: 267-496-0137
email: ceshull@gmail.com



PLVAC-2506-0005

Vacation of Right-of-Way
26th Ave W & W 10th St

Legend

..... Road or Alley ROW

County Parcel Data

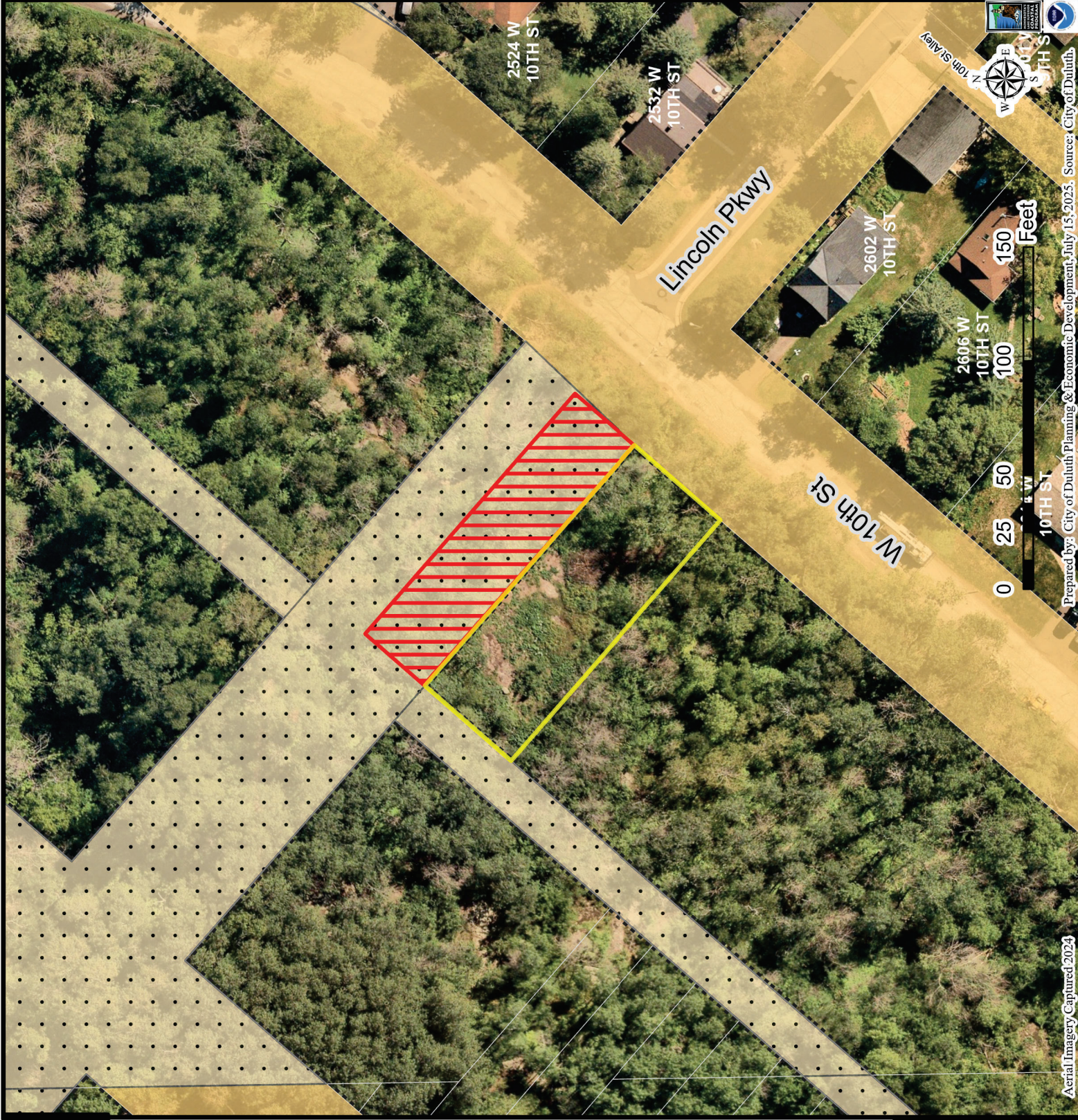
Vacation

ROW

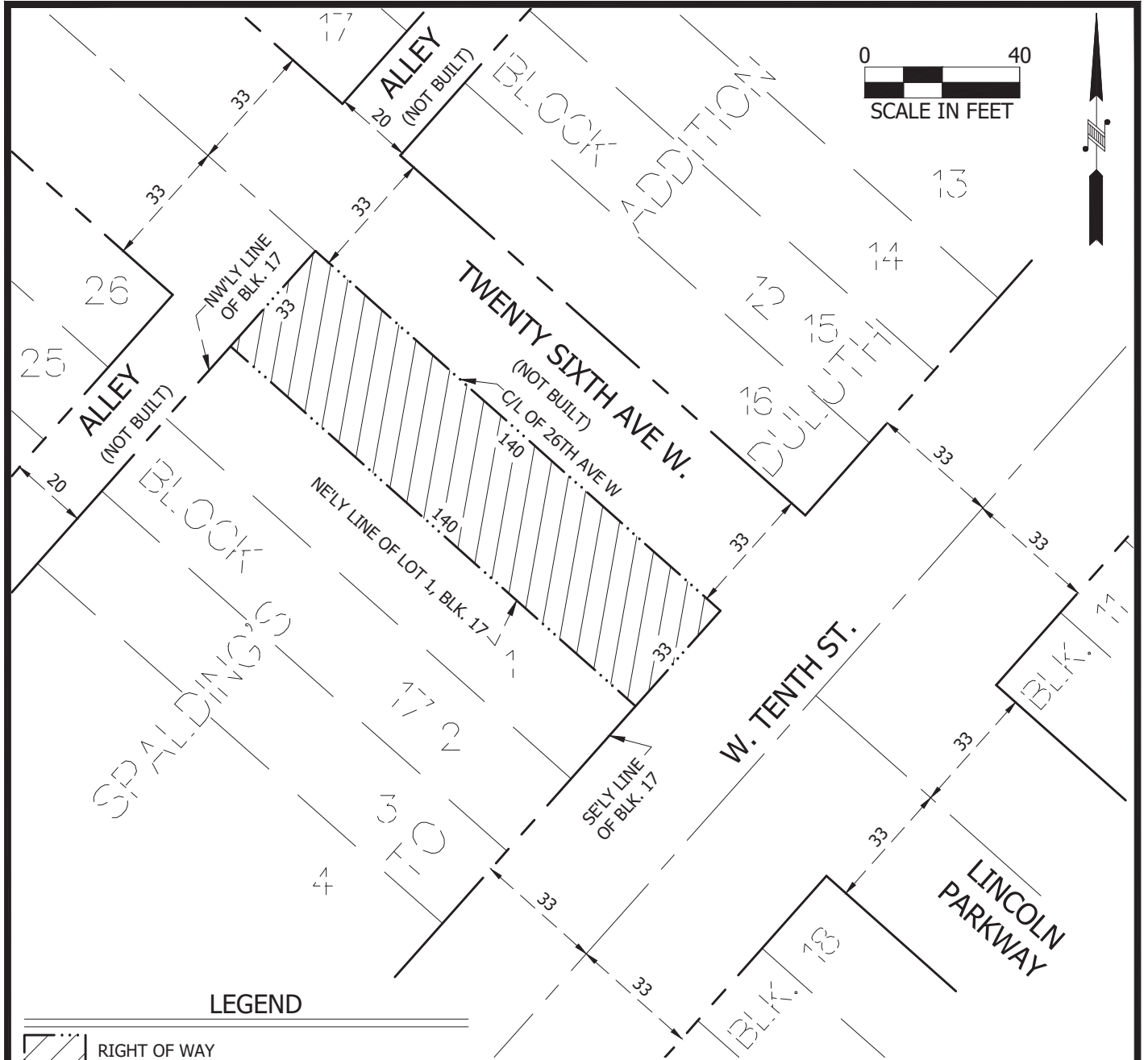
Road, Active - currently
in use

Road, Inactive -
Dedicated, but not built

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Aerial Imagery Captured 2024



LEGEND



RIGHT OF WAY
VACATION AREA

--- CENTER LINE
 --- RIGHT OF WAY LINE
 --- RIGHT OF WAY VACATION LINE
 --- EXISTING PLAT LINE

LEGAL DESCRIPTION FOR VACATION OF RIGHT OF WAY

The Southwesterly 33.00 feet of 26th Avenue West lying adjacent to and abutting Lot 1, Block 17, SPALDING'S ADDITION TO DULUTH, according to the recorded plat thereof, St. Louis County, Minnesota and lying Northwesterly of the Northeasterly extension of the Southeasterly line of said Block 17 and lying Southeasterly of the Northeasterly extension of the Northwesterly line of said Lot 1, Block 17.

Said vacation contains 4,620 Sq. Feet or 0.11 Acres.

SURVEYOR'S NOTES

1. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011)
2. 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:05-09-2025

RIGHT OF WAY VACATION EXHIBIT

CLIENT:TODD AMUNRUD

REVISIONS:

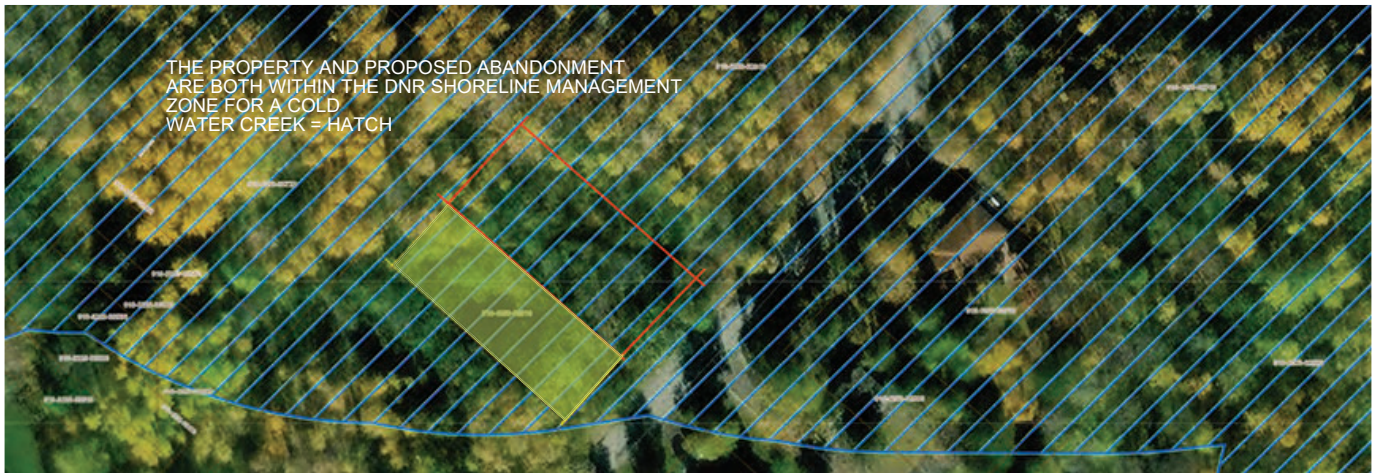
ADDRESS:W 10TH ST,
DULUTH, MN 55807

DATE:05-09-2025

JOB NO:25-112 SHEET 1 OF 1

ALTA
 LAND SURVEY COMPANY

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





PLVAR-2502-0004

Variance
126 E 7th St

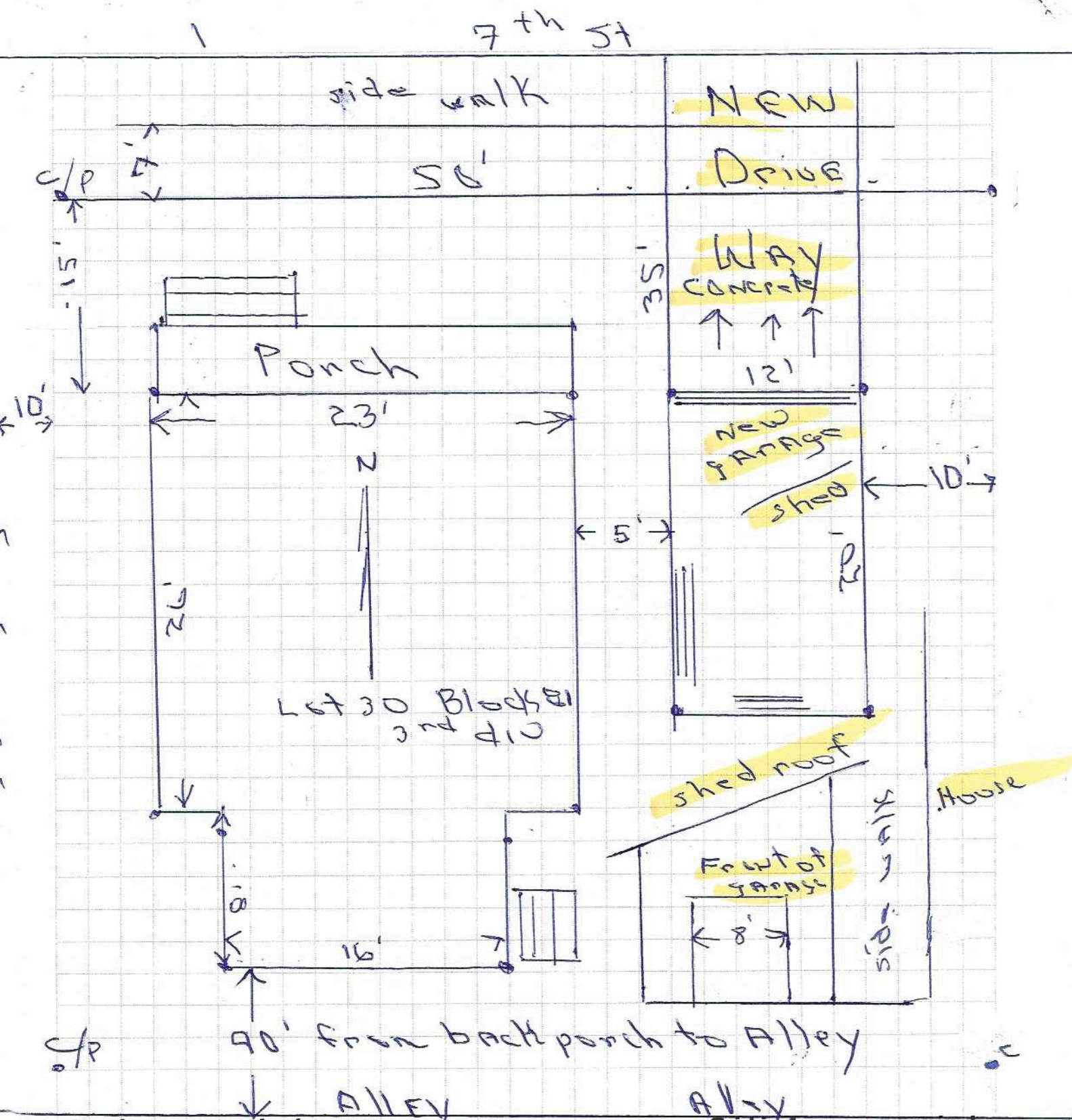
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Aerial Imagery Captured 2019



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





North arrow required

Scale: 1" = 8 feet

SITE PLAN

Grid is 4 squares per inch
DO NOT USE PENCIL

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