



Planning & Development Division
Planning & Economic Development Department

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

Proposal

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

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
North	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
South	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
East	F-5	Mid-Rise Mixed Use	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 (Suites Hotel) on the subject property contains a number of approved vacation dwelling units.

Review and Discussion Items:

Staff finds that:

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

Staff Recommendation:

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

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



PLIUP-2502-0008

Interim Use Permit
301 S Lake Ave

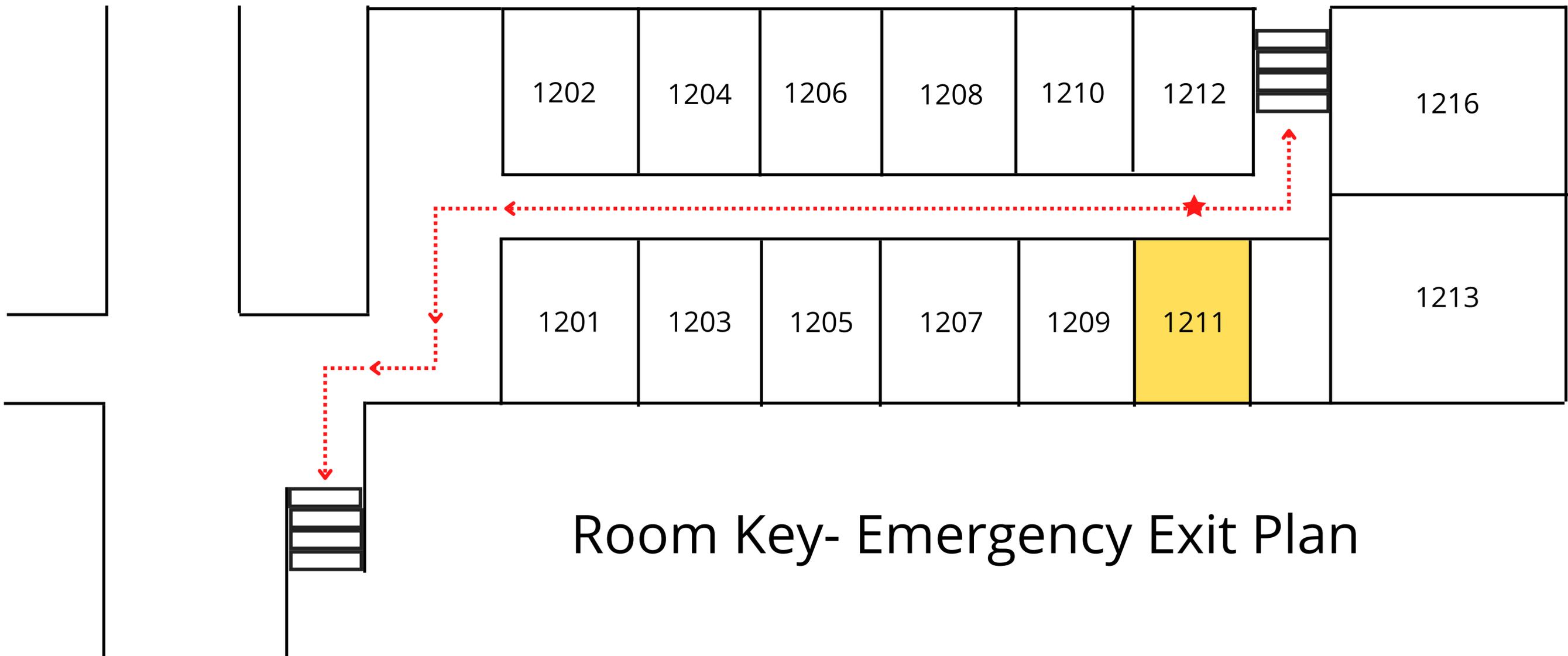


The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used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

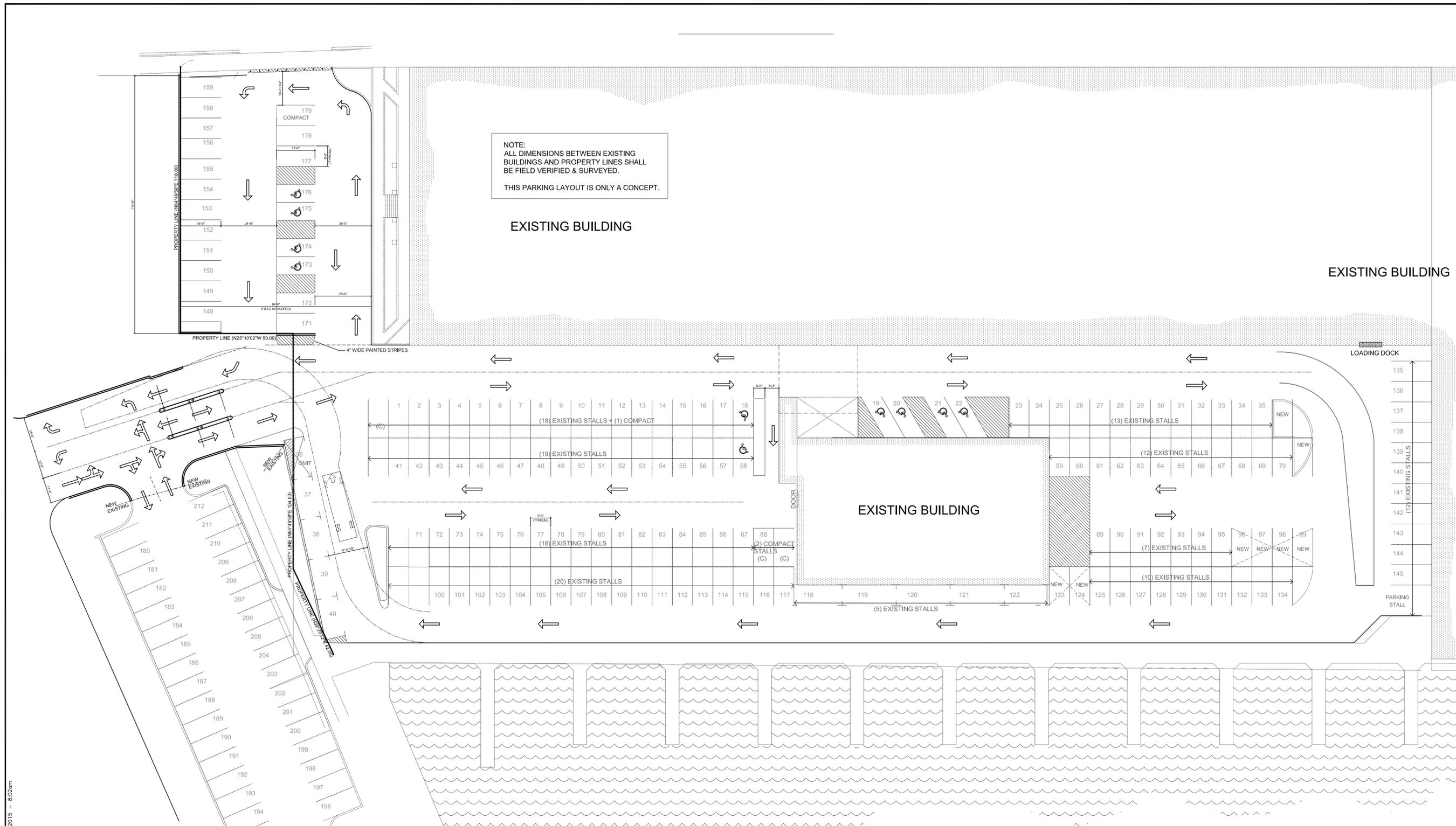
Aerial Imagery Captured 2019

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





Room Key- Emergency Exit Plan



NOTE:
ALL DIMENSIONS BETWEEN EXISTING BUILDINGS AND PROPERTY LINES SHALL BE FIELD VERIFIED & SURVEYED.
THIS PARKING LAYOUT IS ONLY A CONCEPT.

EXISTING BUILDING

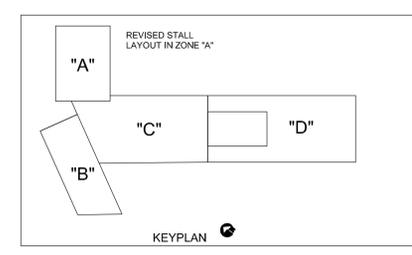
EXISTING BUILDING

EXISTING BUILDING

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

NOTE:
HANDICAP STALL CODE REQUIREMENTS
201 TO 300 STALLS REQUIRE (7) HANDICAP STALLS
TRUCK TURNING IS STILL PRELIMINARY

Waterfront Plaza Marina Parking Lot Layout Overall Plan



	PARKING STALLS							
	ZONE "A"		ZONE "B"		ZONE "C"		ZONE "D"	
	EXISTING	REVISED	EXISTING	NO CHANGE	EXISTING	REVISED	EXISTING	REVISED
REGULAR	32	17	34	34	79	80	61	67
HANDI-CAP	4	4	0	0	2	2	4	4
TOTAL	36	21	34	34	81	82	65	71
	-15 STALLS		NO CHANGE		+1 STALLS		+6 STALLS	

	PARKING STALLS	
	EXISTING	REVISED
GRAND TOTAL	206	198
REGULAR	10	10
TOTAL	216	208
	-8 STALLS	

REVISION DESCRIPTION	DATE	DATE
REVISED PARKING LAYOUT IN AREA "A"	7-1-15	1-26-15
REVISED PARKING LAYOUT	7-11-15	7-1-15
REVISED PARKING LAYOUT	7-17-15	7-1-15

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 _____ DATE _____
 REG. NO. _____ SIGNATURE _____

OPTION "B" PARKING LAYOUT

WATERFRONT PLAZA LOT

PALANISAMI & ASSOC., INC.
CONSULTING ENGINEERS
5661 International Parkway
Minneapolis, Minnesota 55428
P: 763-533-9403 | F: 763-533-9586
Email: eng@palanisami.com Web: www.palanisami.com

JOB NUMBER
14115
SHEET NUMBER
SK1R.3

Marina/ William A. Irvin

Parking

Waterfront Plaza Condominiums/Suites Hotel

Lake Ave.

Railroad St.

**Green space with
4 Poplar Trees**

**Green space with
3 Maple Trees**

General flowers and shrubs

General flowers and shrubs

Parking



Vacation Dwelling Unit Worksheet

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

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

How many legal bedrooms are in the dwelling?

What will be your maximum occupancy?

2

5

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

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

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

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

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

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

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

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

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

Excel Spreadsheet

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

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

Tiegen Brickson- (321) 831-5041

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

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

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

Via Email

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

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