



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802

218-730-5580

planning@duluthmn.gov

<b>File Number</b>	PL 22-139	<b>Contact</b>	Chris Lee, clee@duluthmn.gov	
<b>Type</b>	Interim Use Permit – Vacation Dwelling Unit	<b>Planning Commission Date</b>	September 13, 2022	
<b>Deadline for Action</b>	<b>Application Date</b>	July 28, 2022	<b>60 Days</b>	September 26, 2022
	<b>Date Extension Letter Mailed</b>	August 18, 2022	<b>120 Days</b>	November 25, 2022
<b>Location of Subject</b>	130 Charlotte Place			
<b>Applicant</b>	Daniel Frank	<b>Contact</b>		
<b>Agent</b>		<b>Contact</b>		
<b>Legal Description</b>	PID # 010-0320-00200			
<b>Site Visit Date</b>	September 1, 2022	<b>Sign Notice Date</b>	August 30, 2022	
<b>Neighbor Letter Date</b>	August 31, 2022	<b>Number of Letters Sent</b>	TBD	

**Proposal**

Applicant proposes to use a one-bedroom home as a vacation dwelling unit. Up to 3 people will be allowed to stay in the home.

This is a renewal application.

**Recommended Action:** Staff recommends that Planning Commission approve.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	R-1	Residential	Open Space
<b>North</b>	R-1	Residential	Traditional Neighborhood
<b>South</b>	R-1	Tischer Creek	Open Space
<b>East</b>	R-1	Residential	Open Space
<b>West</b>	R-1	Residential	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. 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.



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**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.

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:** This 1,200 sq. ft. home was built in 1964 and contains 4 bedrooms. This proposed vacation rental is located in the lower level with separate access.

**Review and Discussion Items:**

- 1) Applicant's property is located at 130 Charlotte Place. The proposed vacation dwelling unit contains 1 bedroom, which would allow for a maximum of 3 guests.
- 2) The applicant is proposing 1 off street parking space on a driveway/parking area located in the side yard area with access from the street
- 3) The applicant has indicated there will not be a space for camper or trailer storage by VDU guests.
- 4) The applicant has does not indicate any outdoor amenities on the site plan. The site plan depicts a dense screening of trees on two sides and a retaining wall built up on the adjacent property above. Because the required dense urban screen must be maintained continuously by the applicant, the retaining wall does not constitute part of the screening. Staff recommends the applicant provide photos of the trees in the property's rear yard to confirm they meet the requirement of 75% opacity prior to receiving the interim use permit.
- 5) 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 themselves 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



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(included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").

9) No comments from City staff, or any other entity were received regarding the application.

10) 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) Prior to receiving the interim use permit, the applicant shall provide evidence that the existing vegetation in the rear yard meets the screening requirement of 75% opacity.
- 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.

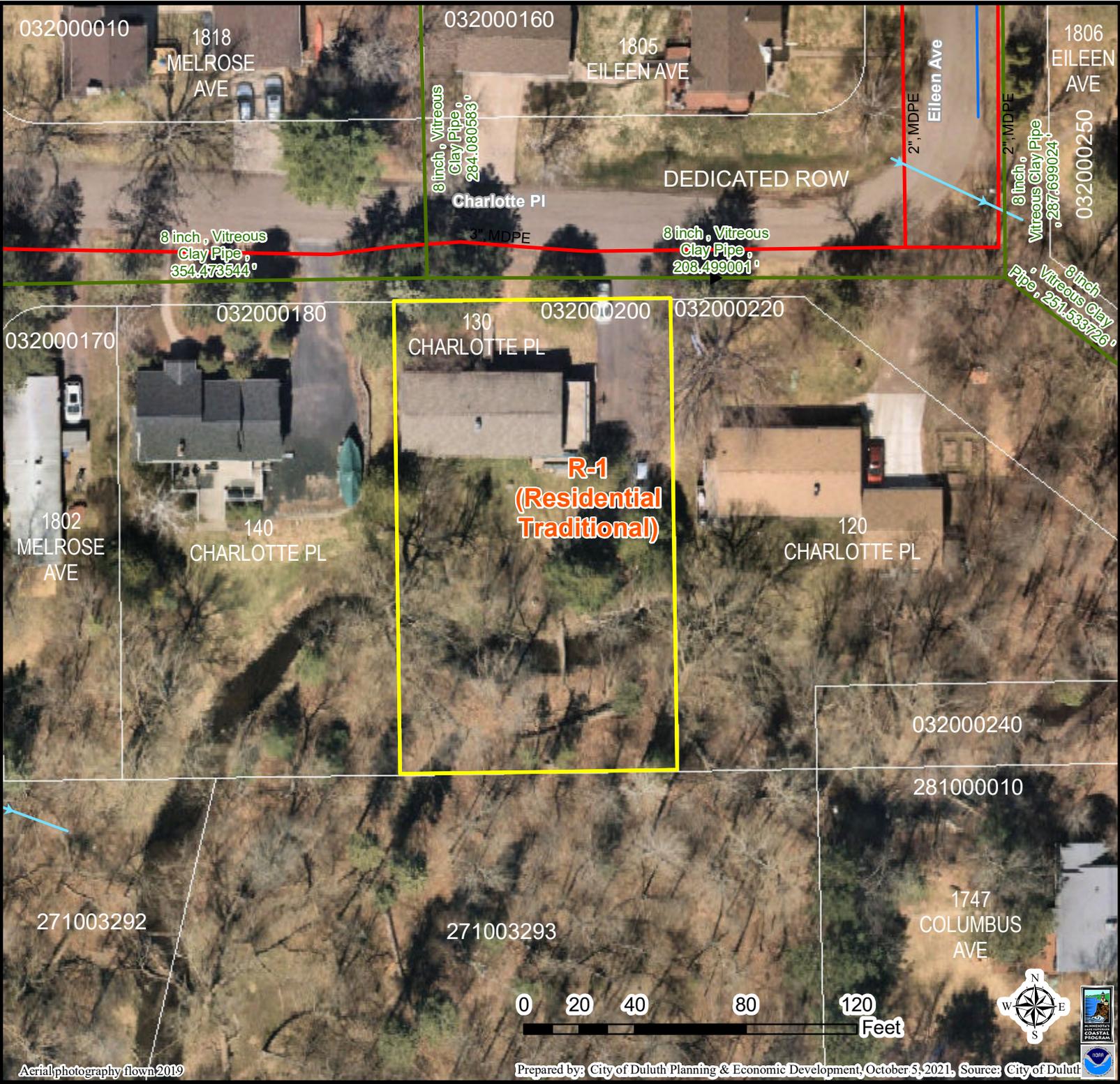


PL22-139

Interim Use Permit - Renewal  
130 Charlotte Place

**Legend**

- Gas Main
- Water Main
- Hydrant
- Sanitary Sewer Mains
  - CITY OF DULUTH
  - WLSSD; PRIVATE
- Sanitary Sewer Forced Main
- Storage Basin
- PS Pump Station
- Storm Sewer Mains
  - Storm Sewer Pipe
  - Storm Sewer Catch Basin
  - Zoning Boundaries



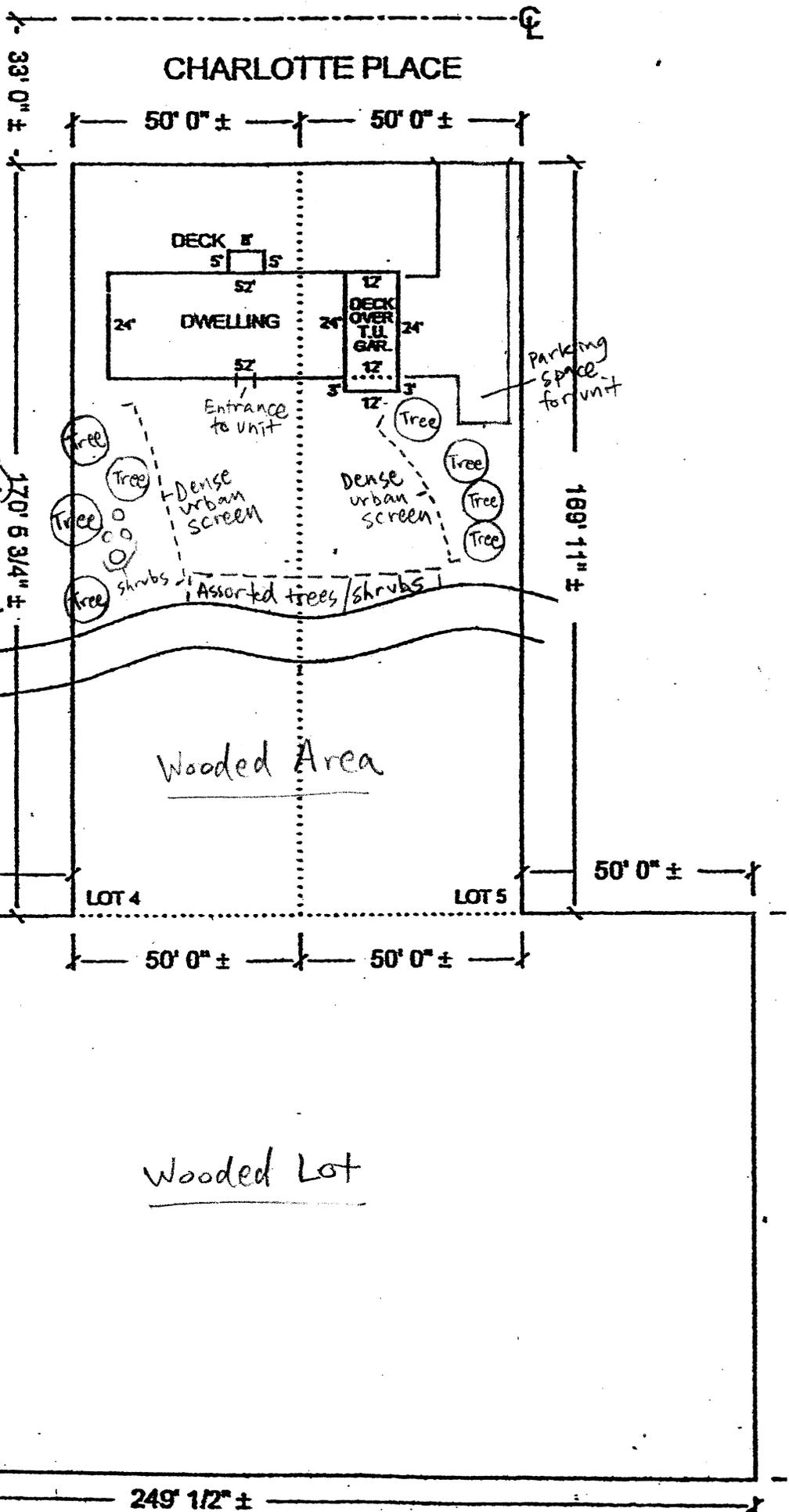
The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used 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.

# Appendix A.1: Site Plan

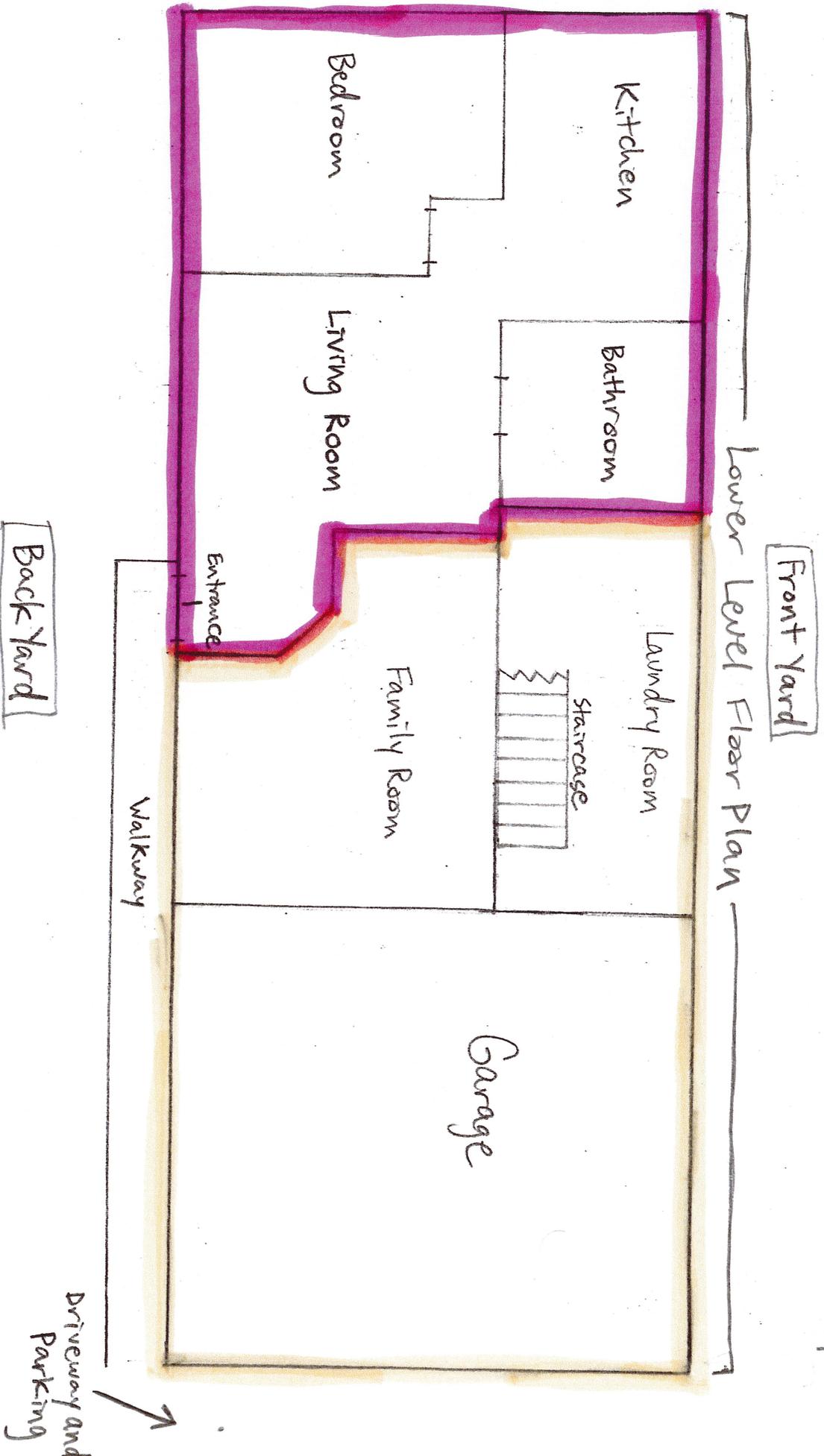
Scale  $\frac{3}{8}'' = 12'$   
 (Trees and shrubs not drawn to scale)

## Notes

1. All access to accessory unit is from south side (rear) of primary unit.
2. Accessory unit occupies a portion of lower level of primary unit (see Appendix A.2 for accessory unit floor plan).
3. See Appendix A.3 for additional details regarding dense urban screen.



# Appendix A2: Accessory Dwelling Unit Floor Plan



- Accessory Dwelling Unit
- Primary Dwelling Unit

130 Charlotte Place

### Legend

- Coffee Creek 150' Buffer
- Trout Stream (GPS)
- Other Stream (GPS)

### Zoning Boundaries

- Zoning Boundaries

### Water Distribution System

- 30 - 60" Water Pipe
- 16 - 24" Water Pipe
- 4 - 6" Water Pipe

### Sanitary Sewer Collection System

- Sanitary Sewer Collector
- Sanitary Sewer Interceptor
- Sanitary Sewer Forced Main

- Storage Basin
- Pump Station

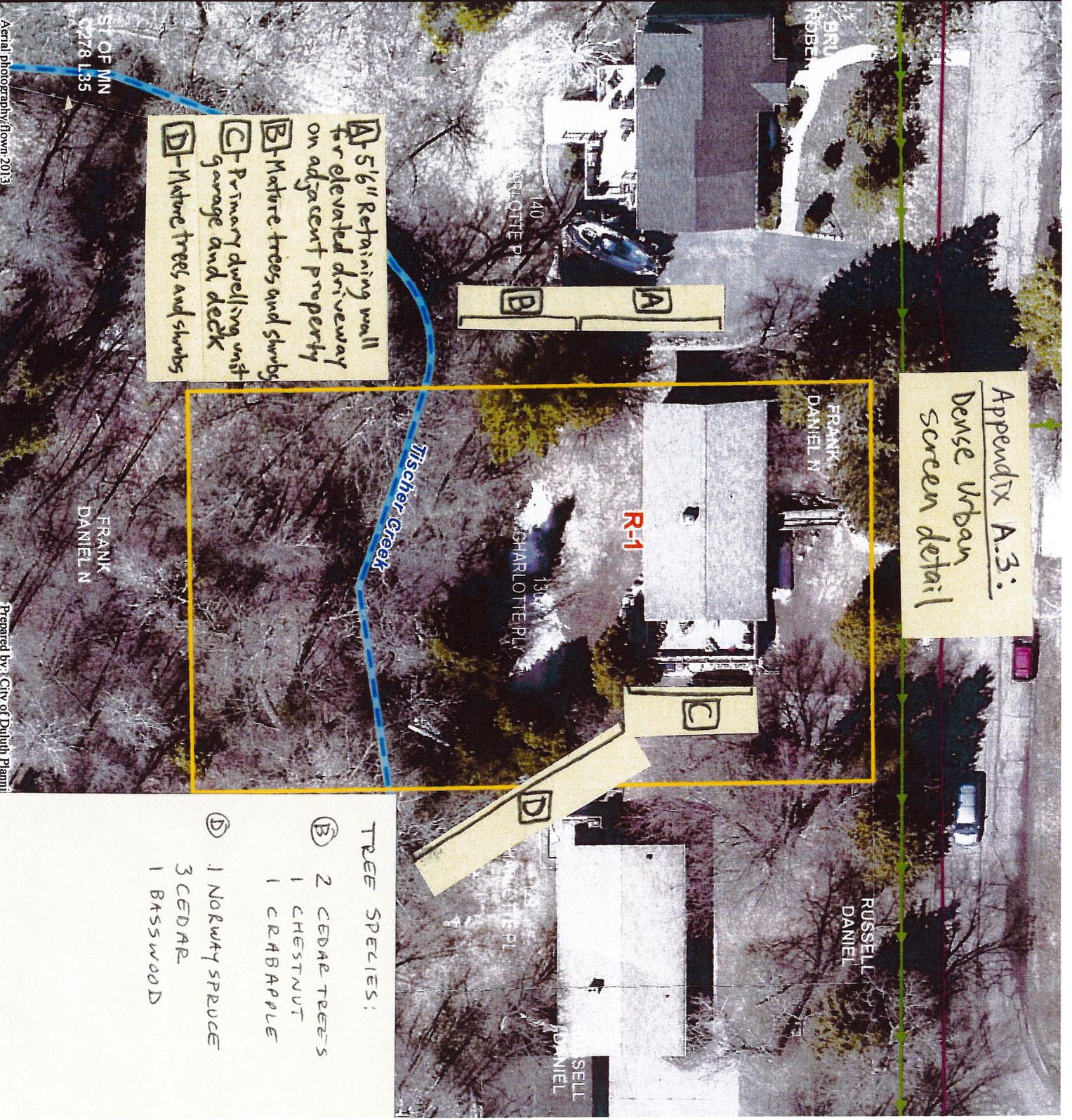
### Gas Distribution Main

- 8" - 16" Gas Pipes
- 4" - 6" Gas Pipes
- 0" - 4" Gas Pipes

### Storm Sewer Collection System

- Storm Sewer Pipe
- Storm Sewer Catch Basin
- Vacated ROW

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Appendix A.3:  
Dense Urban  
screen detail

A) 5/6" retaining wall for elevated driveway on adjacent property  
 B) Mature trees and shrubs  
 C) Primary dwelling w/ garage and deck  
 D) Mature trees and shrubs

TREE SPECIES:

- ② 2 CEDAR TREES
- 1 CHESTNUT
- 1 CRABAPPLE
- ① 1 NORWAY SPRUCE
- 3 CEDAR
- 1 BASSWOOD

Aerial photography: flover, 2013

Prepared by: City of Duluth Planning

## 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 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?**

1

**What will be your maximum occupancy?**

4

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. OK

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. OK

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. OK

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):

WE WILL COLLECT THE INFO ON A REGISTRATION CARD AND SAVE IN A 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:

DANNY FRANK 218 340 7015, ANGIE FRANK 218 349 0354

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; *OK*

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

IT WILL BE PLACED IN THE WELCOME BINDER OF INFORMATION.

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.