



Planning & Development Division
Planning & Economic Development Department
Room 160
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File Number	PLIUP-2502-0010		Contact	Jason Mozol, jmozol@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit		Planning Commission Date		April 8, 2025
Deadline for Action	Application Date		February 27, 2025	60 Days	April 28, 2025
	Date Extension Letter Mailed		March 21, 2025	120 Days	June 27, 2025
Location of Subject		345 Canal Park Dr, Unit 300B			
Applicant	345 Canal Park Dr LLC		Contact	Keenan Brickson	
Agent	Brickson Properties LLC		Contact	Tiegen Brickson	
Legal Description		PIN: 010-0358-00030			
Site Visit Date		March 31, 2025	Sign Notice Date		March 25, 2025
Neighbor Letter Date		March 20, 2025	Number of Letters Sent		35

Proposal

The applicant proposes to use a 2-bedroom dwelling as a vacation dwelling unit. This is a new permit for a property that is not subject to the eligibility list.

Recommended Action: Staff recommends that Planning Commission approve the interim use permit with conditions.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	F-3	Residential/Retail	Tourism/Entertainment District
North	F-3	Commercial	Tourism/Entertainment District
South	F-3	Commercial	Tourism/Entertainment District
East	F-9	Hotel	Tourism/Entertainment District
West	F-5	Parking	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-3 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 #8 - Encourage mix of activities, uses, and densities.

A short-term rental allows property owners to generate income and provides a service for tourists.

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.

History: This unit is part of a building that was built in 1918 and is currently occupied by retail on the ground floor with dwelling units above.

Review and Discussion Items:

Staff finds that:

- 1) Applicants' property is located at 345 Canal Park Dr, Unit 300B. The dwelling unit contains 2 bedrooms, which allow for a maximum of 5 guests.
- 2) The minimum rental period will be one night; permitted in Form districts
- 3) No off street parking is required for vacation dwelling units in form districts.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities. No outdoor screening is required due to the lack of outdoor space and the character of the unit being located within a multi-unit building.
- 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 holders 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, Brickson Properties, to serve as the managing agent.
- 7) A time limit is needed on this Interim Use Permit ("IUP") to protect the public health, safety and welfare from potential longer-term impacts of the requested use at the location of the subject property. 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 the City's 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. The subject property is located within 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-2502-0010

Interim Use Permit
345 Canal Park Dr

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Aerial Imagery Captured 2019

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



DESIGNER

BENJAMIN DAVID OLSEN
2369 Doswell Avenue
Saint Paul, MN 55108

PROJECT DESIGNER &
PROJECT MANAGER

Benjamin Olsen
218 398 0757
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ARCHITECT
OF RECORD
SAUNTER LLC
889 Mound Street
Saint Paul, MN 55106

ARCHITECT

Kyle Huberty, AIA
612 298 4402
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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 Architect under the laws of the State of Minnesota.
DATE 03-18-2024

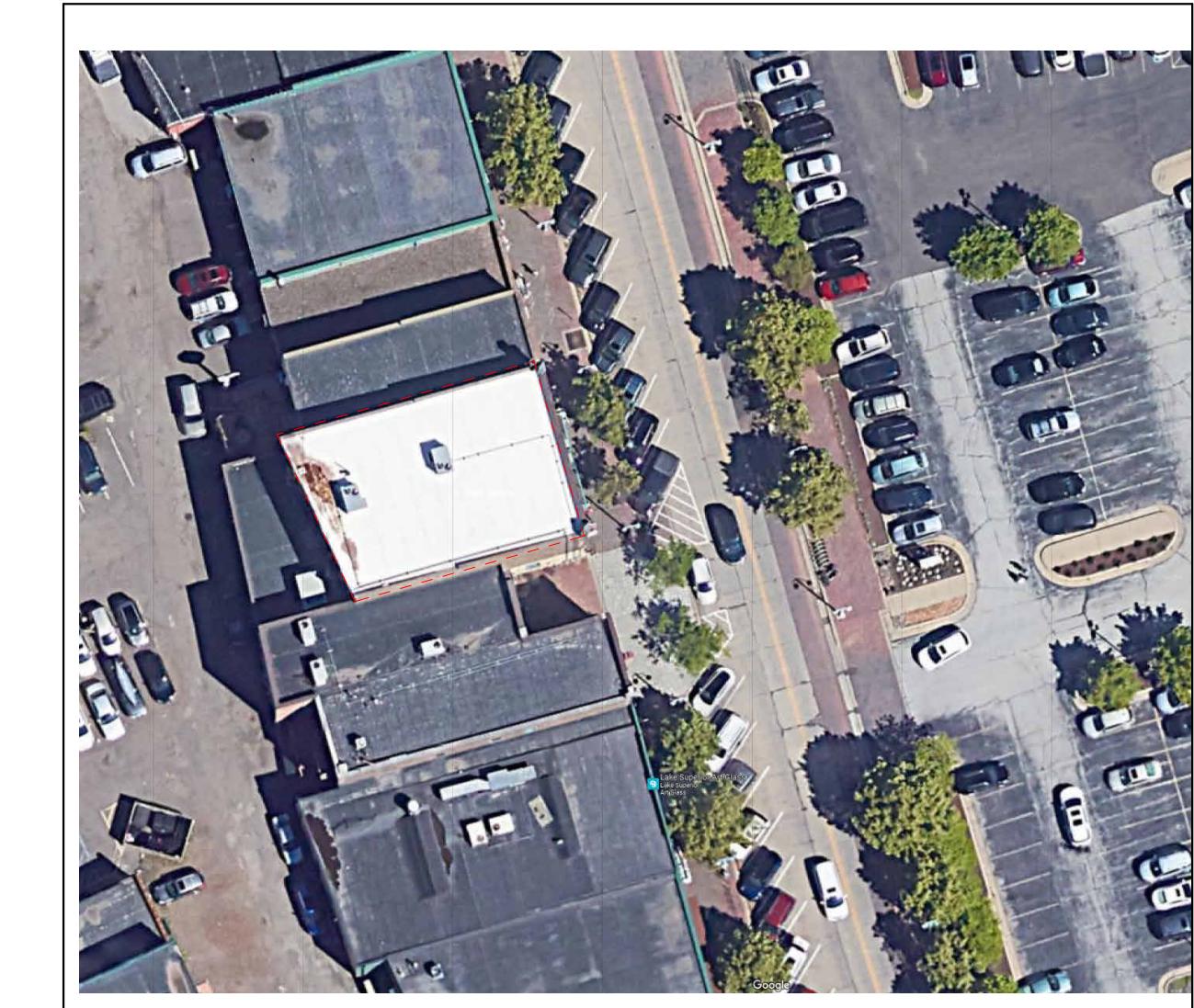
Kyle Huberty, AIA
Minnesota License # 59653

GENERAL
CONTRACTOR
GROPPOLI CUSTOM FINISHING
Greg Groppoli
TBD

OWNER
BRICKSON PROPERTIES
Tiegen Brickson
TBD

321 831 5041
tiegen.brickson@gmail.com

PROJECT ADDRESS
345 Canal Park Drive
Level 3
Duluth, MN 55805



PROJECT DESCRIPTION

THE PROPOSED PROJECT AT 345 CANAL PARK DRIVE CONSISTS OF AN INTERIOR REMODEL AND OCCUPANCY CHANGE FROM M-MERCANTILE TO AN R-3 RESIDENTIAL USE: THIS INTERIOR BUILD WILL IMPACT LESS THAN 50% OF OVERALL BUILDING IS CONSIDERED A LEVEL 2 ALTERATION ACCORDING TO THE MN CONSERVATION CODE FOR EXISTING BUILDINGS.

THIS BUILD-OUT WILL INCLUDE THE DEMO OF EXISTING OFFICE SPACE AND INCLUDE THE CONSTRUCTION OF TWO NEW APARTMENT UNITS. EACH UNIT WILL INCLUDE THREE SLEEPING ROOMS, KITCHEN AND AMENITIES. THE SCOPE OF WORK IS LIMITED TO THE INTERIOR OF THE THIRD FLOOR AND EXTERIOR OF THE EXISTING BUILDING ENVELOPE WILL REMAIN INTACT AND NOT BE IMPACTED BY THE SCOPE OF THIS PROJECT.

TRADE WORK INCLUDING HVAC PLUMBING AND ELECTRICAL WILL BE PERFORMED AS DESIGN BUILD AND PERMITTED SEPARATELY.

LOCATION MAP

Not to Scale



PROJECT CODE CHECKLIST

PROJECT SCOPE

CODES REFERENCED: 2020 Minnesota State Building Code
2020 Minnesota Conservation Code for Existing Buildings
2020 Minnesota Accessibility Code
2020 Minnesota State Fire Code
2020 Minnesota Energy Code
The 2020 Minnesota Mechanical and Fuel Gas Code

CONSTRUCTION TYPE: TYPE III-B.

FIRE SPRINKLER SYSTEM: YES

PROJECT/SUITE AREA: 3,037 SQ FT

NUMBER OF FLOORS: Project takes place on 3rd Floor only

First and second floor are M Occupancies

IBC Chapter 10 - Building Egress - Section 1004 Occupant Load
Per Table 1004.5 - Maximum Floor Area Allowances per Occupant

OCCUPANCY AREAS PER CHAPTER 3 IBC	TYPE	AREA	SF OCCUP.	% OF SF	NUM OCCUP.
APARTMENTS SPACE:	R-3	3037	200	-%	16
		3037	100%		16

EXISTING | PROVIDED | REQUIRED

NUMBER REQUIRED: 2 2

EXIT SEPARATION: YES CONTINUOUS 1 HR FIRE SEPARATION

EXIT WIDTH: (2) 32" 64" TOTAL Per Section 1005.3.2, with sprinkler system.
Egress width required = 59 occupants x .2 = 8.85" required

DOOR SWING DIRECTION: N/A EITHER DIRECTION
1010.1.2.1. Doors shall swing in the direction of egress travel where serving a room or area containing an occupant load of 50 or more persons

EXIT ACCESS TRAVEL DISTANCE: 60' 1" MAX $\leq 125'$, table TABLE 1006.2.1 WITH SPRINKLER SYSTEM

COMMON PATH OF EGRESS DISTANCE: N/A table 1006.2.1 \leq NOT REQUIRED

EXIST SIGNAGE: YES REQUIRED IN EXIST PASSAGEWAY
NOT REQUIRED IN DWELLING UNITS PER 1013.1 WHERE REQUIRED, EXCEPT 3

FIRE PROTECTION: YES EXISTING NFPA 13 SPRINKLER SYSTEM

FIRE SEPARATIONS: YES 1HR HORIZONTAL FIRE SEPARATION
BETWEEN OCCUPANCY M-B AND R-3 FOR SPRINKLED BUILDING
ACCORDING TO IBC 508.4

FIRE PARTITIONS: YES IBC 420.2 and 708 1HR SEPARATION
BETWEEN UNITS

SUITE ACCESSIBILITY

ACCESSIBILITY NOT REQUIRED NOT REQ. PER IBC 305.4

SUITE DOOR CLEARANCES: YES

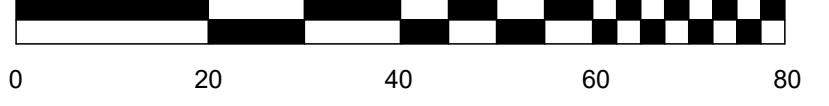
SUITE RESTROOMS: YES

Plumbing - Chapter 29
MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES WORK SHEET

REQUIRED - RESIDENTIAL

'R'	WATER CLOSET	LAVATORIES	OTHER
DWELLING UNITS	2	2	2
TOTAL REQUIRED	1 PER DWELLING UNIT	1 PER DWELLING UNIT	1 KITCHEN SINK PER UNIT 1 CLOTHES WASHER PER 20 DWELLING UNITS
TOTAL REQUIRED	2	2	1
TOTAL PROVIDED	4	4	2

GRAPHIC SCALE

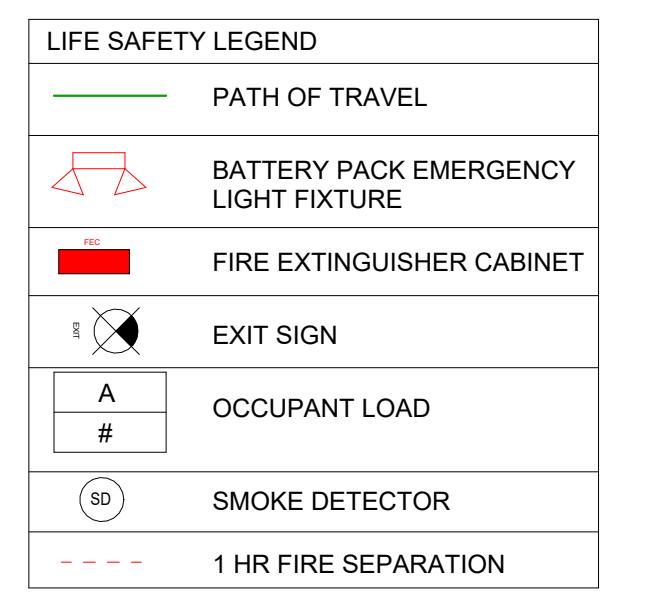
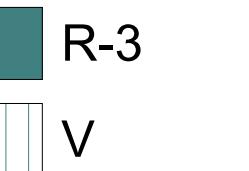


Scale: Noted
Date: 03/13/24

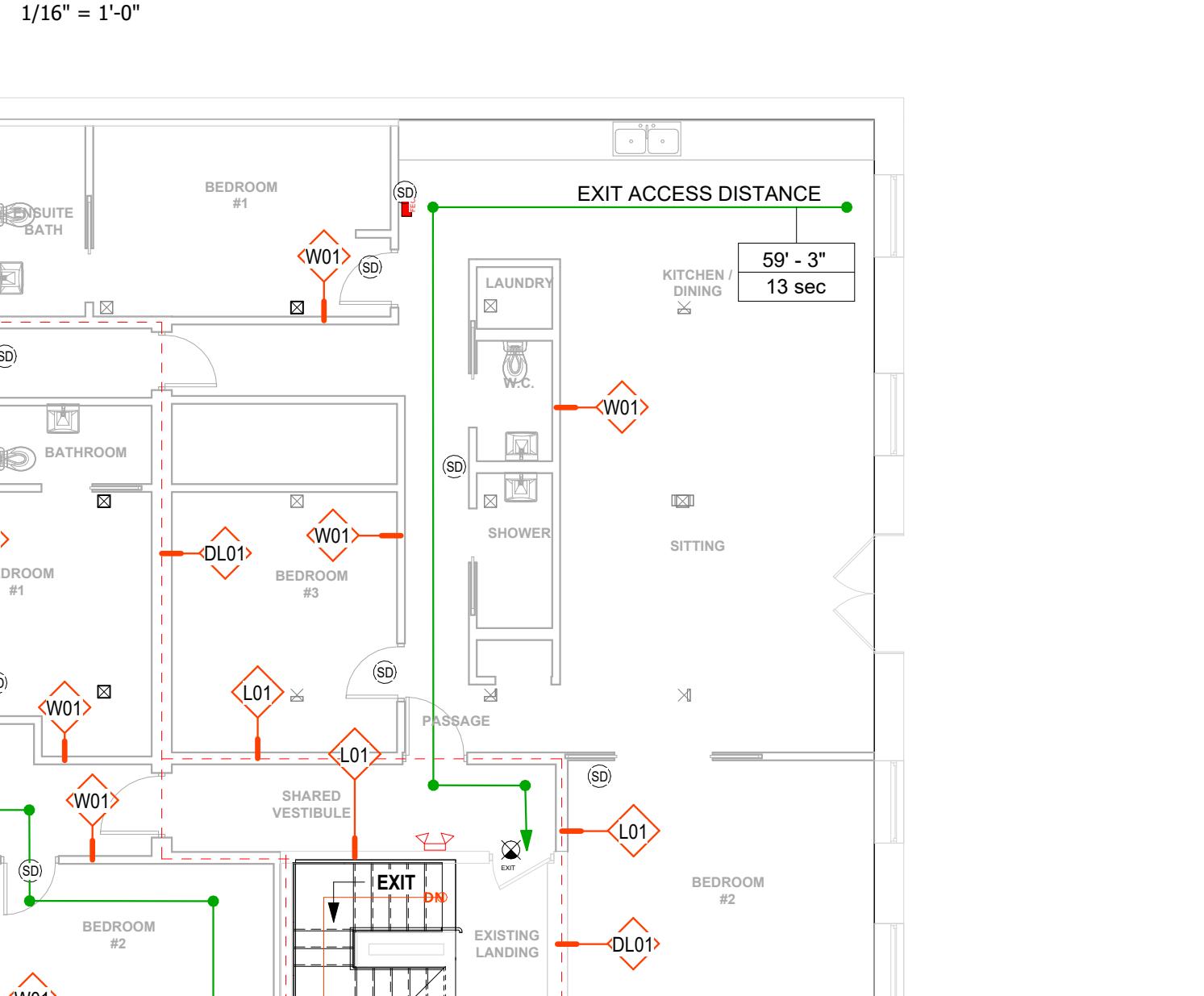
CONSTRUCTION GENERAL NOTES:

- PRIOR TO BEGINNING OF PLANNED WORK, CONTRACTOR AND SUB-CONTRACTORS SHOULD EXAMINE PREVIOUSLY BUILT CONSTRUCTION TO REMAIN, ADJACENT, AND IN THEIR PLANNED WORK AREA AND NOTIFY THE ARCHITECT IF CONFLICTS EXIST BETWEEN THE EXISTING AND NEW CONSTRUCTION AREAS.
- THE CONTRACTOR SHALL OBTAIN NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY FEES CONNECTED THEREWITH.
- WORK SHALL BE ERECTED AND INSTALLED PLUMB, LEVEL, SQUARE AND TRUE AND IN PROPER ALIGNMENT U.N.O.
- DIMENSIONS ARE TO FINISH CONSTRUCTION, UNLESS NOTED OTHERWISE. DIMENSIONS NOTED "HOLD" MUST BE ACCURATELY MAINTAINED, AND SHALL NOT VARY MORE THAN $\pm 1/8"$ WITHOUT WRITTEN INSTRUCTION FROM ARCHITECT. "ALIGN" MEANS TO ACCURATELY LOCATE FINISHED FACES IN THE SAME PLANE. DIMENSIONS NOTED "CLEAR" ARE MINIMUM DIMENSIONS WHICH MUST BE MAINTAINED WITHIN EXCEPTED DIMENSIONS MARKED WITH A VARIANCE NOT GREATER THAN 1 INCH, VERIFY DIMENSIONS EXCEEDING TOLERANCE WITH THE ARCHITECT. DIMENSIONS TO THE EXTERIOR WALL WALL ARE TO THE FINISH FACE OF WALL BELOW SILL, U.N.O..
- EXISTING FLOORS, PARTITIONS, DEMISING WALLS, AND CORRIDOR WALLS TO REMAIN ARE TO BE PATCHED AND REPAIRED TO MATCH ADJACENT SURFACES.
- PENETRATIONS THROUGH NEW OR EXISTING FIRE RESISTIVE CONSTRUCTION ARE TO BE SEALED WITH FIRESTOPPING SYSTEMS AS REQUIRED PER CODE TO MAINTAIN THE REQUIRED FIRE RATED SEPARATION REQUIREMENTS.
- NEW GLAZING PROVIDED AS PART OF THE WORK SUBJECT TO HUMAN IMPACT SHALL BE DESIGNED AND SUPPORTED TO WITHSTAND LOADS IMPOSED. PROVIDE SAFETY AND TEMPERED GLASS AS REQUIRED. GLAZING TONG MARKS SHALL NOT BE VISIBLE. CLEAN & POLISH ALL GLASS PRIOR TO PROJECT DELIVERY.
- ARCHITECTURAL ADHESIVES, SEALANTS AND SEALANT PRIMERS MUST COMPLY WITH SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) RULE #168, VOLATILE ORGANIC COMPOUND (VOC) LIMITS LISTED IN THE TABLE BELOW CORRESPOND TO AN EFFECTIVE DATE OF JULY 1, 2005 AND RULE AMENDMENT DATE OF JANUARY 7, 2005.
- PROPERLY TERMINATE PLUMBING, ELECTRICAL AND MECHANICAL ITEMS TO BE ABANDONED DURING CONSTRUCTION. REMOVE WIRES, PLUMBING DUCTS AND OTHER ITEMS NO LONGER BEING USED.
- DURING THE CONSTRUCTION PROCESS, CONTRACTOR TO MAINTAIN REQUIRED EXITS AND EMERGENCY EQUIPMENT AND SYSTEMS.
- CONTRACTOR TO VERIFY AND PROVIDE SUFFICIENT EMERGENCY EGGS ILLUMINATION THROUGH FULL PATH TO THE PUBLIC WAY.

OCCUPANCY LEGEND

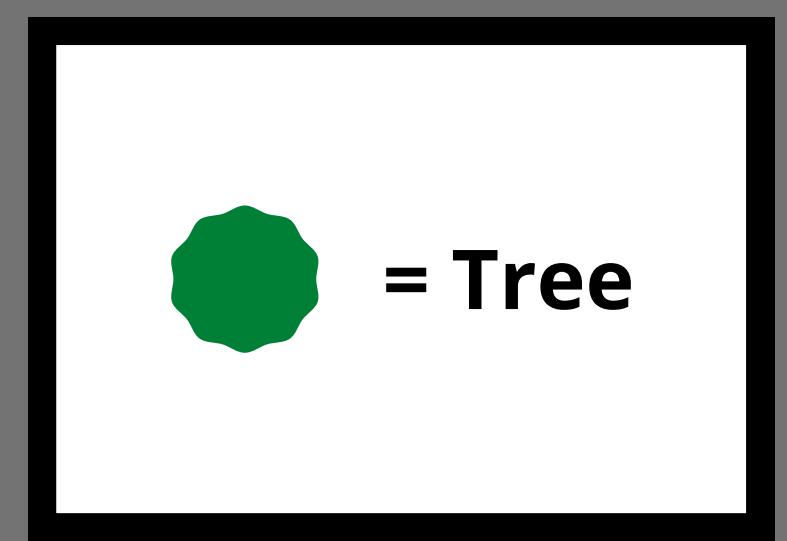


AREA PLAN



LIFE SAFETY PLAN

1/8" = 1'-0"



Public Parking

345 Canal Park Dr

Sidewalk

Canal Park Drive (Street Parking)

Sidewalk