Planning & Development Division
Planning & Economic Development Department

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File Number	PLIUP-2507-0034	**Contact**	Christian Huelsman, chuelsman@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit	**Planning Commission Date**		September 9, 2025
Deadline for Action	**Application Date**	July 1, 2025	**60 Days**	August 30, 2025
	Date Extension Letter Mailed	July 8, 2025	**120 Days**	October 29, 2025
Location of Subject	1421 E Superior St, Unit 2			
Applicant	Heirloom Vacation Rentals	**Contact**	Seth Sutherlund	
Agent		**Contact**		
Legal Description	PIN: 010-1480-04980			
Site Visit Date	August 25, 2025	**Sign Notice Date**	August 26, 2025	
Neighbor Letter Date	July 17, 2025	**Number of Letters Sent**	53	

Proposal
The applicant proposes to use Unit 2 as a vacation rental. This unit contains 3 bedrooms. This is a new application and is on the eligibility list.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	MU-N	Vacation rental	Central Business Secondary
North	MU-N	Residential	Central Business Secondary
South	F-4	Dental office	Central Business Secondary
East	MU-N	Multi-family	Central Business Secondary
West	MU-N	Residential	Central Business Secondary

Summary of Code Requirements:

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the MU-N 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 – Central Business Secondary: An area adjacent to and supporting the primary central business area or standalone area providing a similar mix of destination land uses but as a lower intensity than the primary CB uses. Includes mixed regional and neighborhood retails, employment centers, public spaces, medium density residential, and public parking facilities.

History: The subject property, 1421 E Superior St, was built in 1899. The existing structure is a 7-bedroom, two-family home, including three bedrooms in Unit 2.

Review and Discussion Items:

Staff finds that:

1) The applicant's property is located at 1421 E Superior St. The dwelling unit contains 3 bedrooms, which allows for a maximum of 7 guests.
2) This is a new application. The applicant was on the eligibility list. Staff does not have record of any violations or enforcement actions relating to the subject property.
3) The minimum rental period will be two nights.
4) The applicant is proposing two off-street parking stalls, located in the parking lot on the west side of the building. Two off-street parking stalls meets the minimum requirement for a 3-bedroom vacation dwelling unit under UDC Sec. 50-20.3.V.3.
5) The applicant has indicated they will not allow motorhome or trailer parking.
6) The site plan does not indicate any outdoor amenities.
7) The site plan shows existing screening/buffering of outdoor space at the northeast corner of the rear yard from the adjacent property. The east side yard is not subject to screening requirements due to there being no usable outdoor space. Screening is not required in the front yard area abutting a street. The west side of the property features a shared driveway and does not mean the requirement of a dense urban screen per UDC 50-20.3.V.7, requiring a waiver from the abutting owner from screening requirements prior to operating the proposed short-term rental.
8) 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 contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed Heirloom Property Management to serve as the managing agent.
9) 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.V.9 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
10) 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").
11) There are currently 183 licensed vacation dwelling units in the city, with 92 of those in form districts; the remaining 91 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
12) No City, public or agency comments were received.
13) 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) The applicant must submit a waiver from screening requirements to Planning by the abutting property owner at 1415 E Superior St, prior to the operation of the short-term rental unit.
3) 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.

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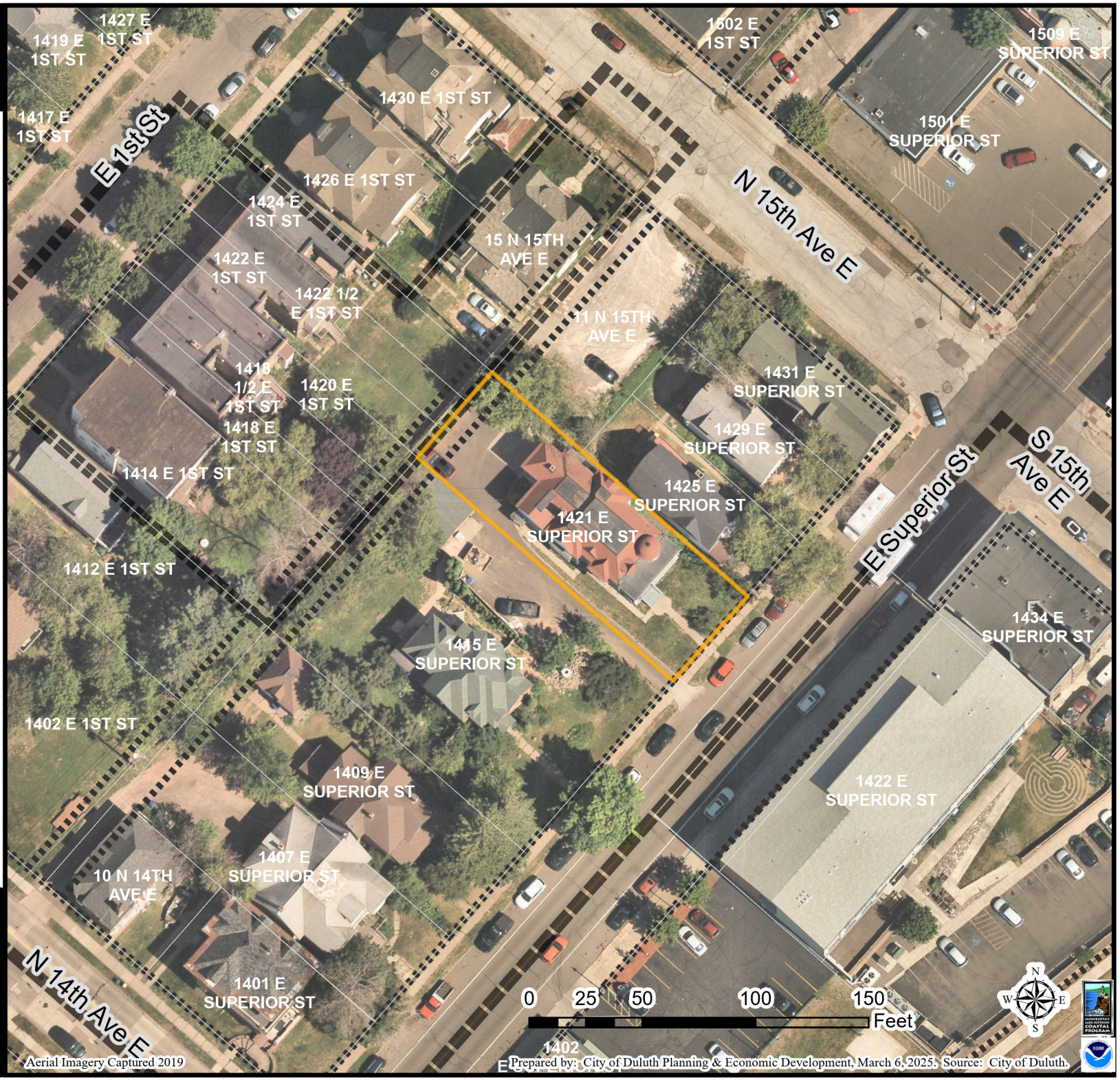
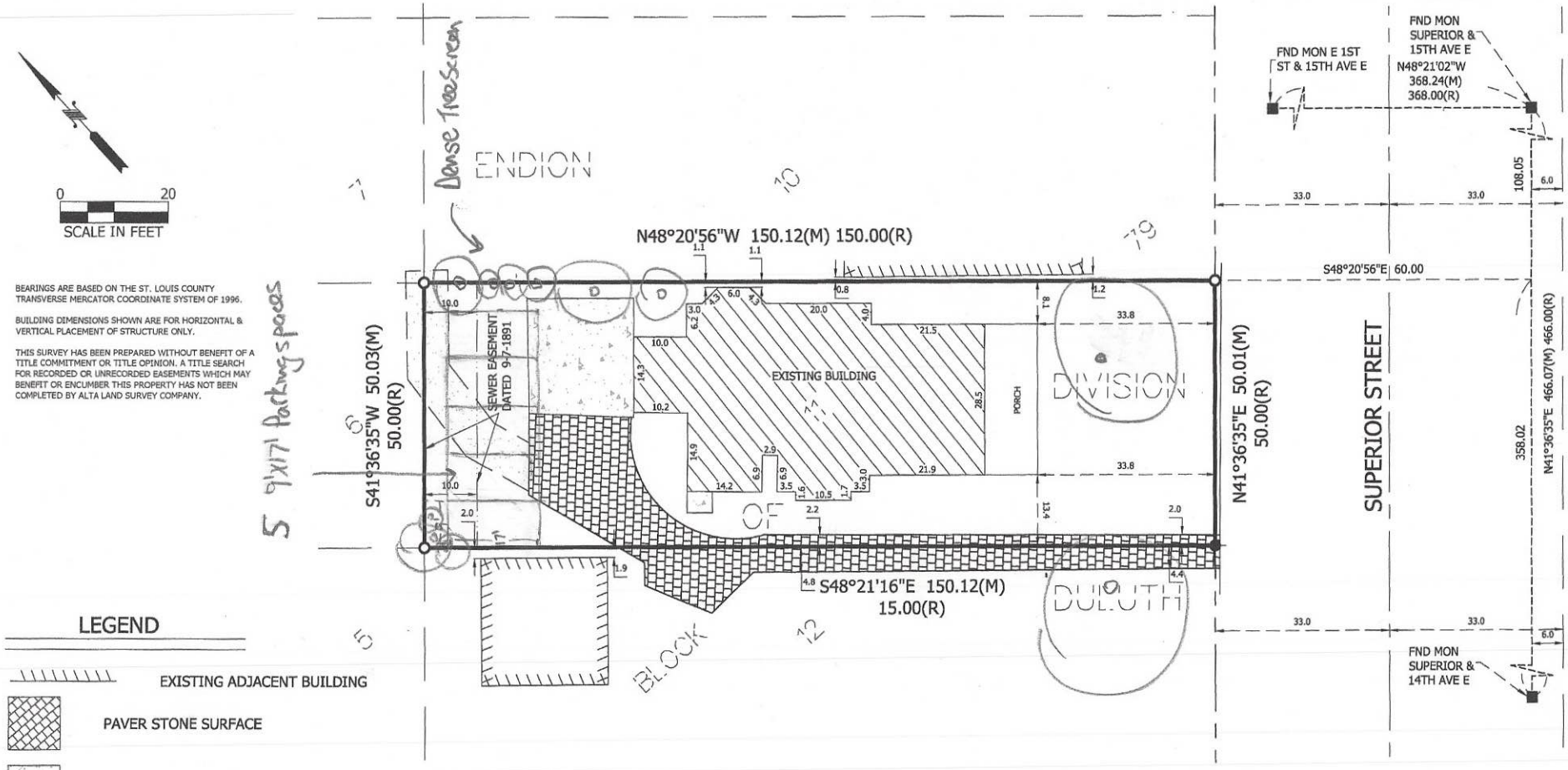
Interim Use Permit
1421 E Superior St Unit 1



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.



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. Evanson

Date: 7-26-2016 MN Lic. No. 49505

CERTIFICATE OF SURVEY	
CLIENT: MICHAEL SCHRAEPFER	REVISIONS: XXX
DATE: 7-26-2016	
ADDRESS: 1421 E SUPERIOR ST	
JOB NUMBER: 16-208	

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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 night(s).

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?
   4

   What will be your maximum occupancy?
   9 or Bedroom # + 1

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?
   3

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?
   No

   If so, where?

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, andinterim 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):
   Both in an Excel Spreadsheet and using an online CRM.

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:

   1421 E Superior St

   VACATION@RENTWITHHEIRLOOM.COM

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:
   Both online through the rental website and in person in a pamphlet.

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.

Selected City Ordinances on Parking, Parks, Pets & Noise

Thanks for choosing to visit our wonderful city. The summary of ordinances below was assembled to answer commonly asked questions related to vehicle parking, park use, pets and noise. We hope you enjoy all that Duluth has to offer and that you'll return again soon!

Vehicle Parking Rules:

Sec. 33-82. Prohibitions generally.

(c) No person shall, for the purpose of camping, lodging, or residing therein, leave or park a vehicle or motor vehicle on or within the limits of any highway or on any highway right-of-way, except where signs are erected designating the place as a camp site;

Sec. 33-85. Parking more than 24 consecutive hours prohibited.

No vehicle shall be left standing or parked more than 24 consecutive hours on any street or highway within the city.

Sec. 33-97.8. Alternate side parking.

Except where signs direct otherwise, all vehicles parked on streets in Duluth must observe the alternate side parking program to enable street cleaning, plowing, and other maintenance. All vehicles must be parked on the side of the street designated for parking for the week with house numbers that are either odd or even, see http://www.duluthmn.gov/ for the designation of "odd" or "even" side parking for the week. The following week vehicles must be parked on the opposite side of the street. Every Sunday between the hours 4:00 p.m. and 8:00 p.m. shall be a changeover period and the provisions of this Section shall not be in force during such time.

Park Rules:

Sec. 35-9.3. Use of parks between certain hours prohibited without prior registration.
Nearly all parks and beaches in Duluth are closed to public use after 10:00 p.m., including the beaches along Park Point.

Sec. 35-6. Vehicles, parking and recreational trails and paths.

(b) No person shall operate any motor vehicle or bicycle or ride a horse in any area of any park except on the roadway portion of streets, or highways, or parking areas in such park.

Many of the trails in Duluth are reserved for specific users year round or only during certain times of the year. This information is posted near trailheads to designate where bicycles, skis, and hikers are allowed. Direction of travel for trails may also be designated. Please observe these rules.

Additionally, winter use of ski trails within the City of Duluth requires that users have a DNR Ski Pass. See http://www.dnr.state.mn.us/licenses/skipass/index.html for more info. on obtaining this pass.

Sec. 35-7. Setting fires, prohibited.

(a) Except as provided in this Section, no person shall start or maintain any fire or hot coals in any park other than in designated park grills or privately owned grills suitable for the purpose for which they are used;

(c) The director of parks and recreation or the fire chief may ban all burning, including burning in grills, in parks at times of high fire danger.

It is a violation of this section to create a recreational fire on the beaches of Park Point.

Sec. 35-8. Prohibited activities.

Within any public park, no person shall:

(a) Discharge any firearm, air gun, crossbow, bow and arrow, slingshot or other missile firing device, provided that the director of parks may, by written permit, authorize archery exhibitions and contests

(b) Do any hunting or trapping or in any other manner disturb or injure or attempt to disturb or injure any animal, including birds;

(c) Urinate or defecate anywhere but in a proper toilet facility;

(d) Throw, deposit or place or cause to be thrown, deposited or placed any papers, bottles, cans or any other garbage or waste at any place except into a trash container;

(e) Tip over any trash container or otherwise cause the contents of a trash container to be deposited on the ground;

(i) Possess any glass beverage container while outside of a motor vehicle;

(j) Consume alcoholic beverages or possess opened or unopened alcoholic beverages.

Sec. 35-2. Animals running at large, animal control.

(a) No dogs, cats or other domestic pets shall be allowed to run at large upon any park. Dogs, cats and other domestic pets shall be considered to be at large if they are not under control of the owner or other responsible person by means of a leash of suitable strength not exceeding six feet in length;

(b) The director of parks and recreation may designate any park or area in a park as prohibited to pets or other animals. Any area so designated shall be clearly marked by signs indicating such prohibition. No person owning, controlling or caring for any animal shall allow such animal to enter any park area where such animal is prohibited.

Sec. 35-3. Fastening animals to fences, trees, etc., prohibited.

No person shall tie or fasten any animal to any fence, building, railing, tree, shrub or plant in or upon any park in the city.

Pet Rules:

Sec. 6-33. Animal noise.

(a) No person shall harbor or keep any dog which, by loud and frequent or habitual barking, yelping or howling shall cause reasonable annoyance of another person or persons;

Sec. 6-36. Running at large prohibited.

No person shall suffer or permit any animal owned or controlled by that person to run at large within the city.

Sec. 6-38. Animal litter.

(a) The owner of any animal or any person having the custody or control of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner;

(b) It is unlawful for any person owning, keeping or harboring an animal to cause said animal to be on property, public or private, not owned or possessed by such person without having in his/her immediate possession a device for the removal of feces and depository for the transfer of animal feces to a receptacle located on property owned or possessed by such person. A device may include a plastic or paper bag which is used to recover animal feces;

(c) It is unlawful for any person in control of, causing or permitting any animal to be on any property, public or private, not owned or possessed by such person to fail to remove feces left by such animal to a proper receptacle located on the property owned or possessed by such person;

(d) For the purposes of this Section, the term public property includes, without limitation, streets, sidewalks, boardwalks, trails, boulevards, playgrounds and parks;

Noise Rules:

Sec. 34-5. Disturbing the neighborhood.

No person, within the city, shall keep a dwelling, gaming area, party room, or meeting area which attracts people to the neighborhood at times or in such a manner that their arrival or leaving or activities while in the neighborhood result in an unreasonable disturbance of the usual peace, quiet, comfort, or decency of the neighborhood.

Sec. 34-6. Disorderly conduct.

(a) No person shall commit or suffer to be committed in any apartment or other dwelling owned, occupied or controlled by him, any rioting, quarreling, fighting, reveling, shouting, loud music or electronically amplified noise, or disorderly conduct which disturbs or annoys another person in a neighboring apartment or other dwelling, or in a neighboring building, or lawfully in the vicinity of said neighboring dwelling or building;

(b) No person within any public or private place shall take part in or incite or encourage any brawling, shouting, dancing, or noise production, which unreasonably disturbs others lawfully in the vicinity.

Sec. 40-10. Definitions, User Charge for Excessive Consumption of Police Services.

Nuisance event. An event requiring special security assignment in order to protect the public peace, health, safety and welfare. A nuisance event includes, but is not limited to, the following:

(e) Loud and boisterous conduct, noises and activities that disturb the peace;

(f) Events between 11:00 p.m. and sunrise which disturb the peace and tranquility of the neighborhood;

(g) Congregating in a tumultuous, noisy or rowdy crowd;

(h) Fighting or use of obscene or inflammatory language;

(i) Loud music constituting a nuisance or disturbing the peace;

(j) Activities causing excessive pedestrian or vehicular traffic and parking problems and congestion.