



Planning & Development Division
Planning & Economic Development Department

Room 160
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 Duluth, Minnesota 55802



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File Number	PLIUP-2502-0004		Contact	Chris Lee, clee@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit - Renewal		Planning Commission Date		March 27, 2025
Deadline for Action	Application Date		February 20, 2025	60 Days	April 21, 2025
	Date Extension Letter Mailed		March 6, 2025	120 Days	June 20, 2025
Location of Subject		611 W Skyline Parkway			
Applicant	Connie and Lee Hoffman		Contact	Skyline Vacation Rental	
Agent	Chad Hoffman		Contact		
Legal Description		PIN: 010-1350-02900			
Site Visit Date		March 13, 2025	Sign Notice Date		March 13, 2025
Neighbor Letter Date		March 13, 2025	Number of Letters Sent		28

Proposal

The applicant proposes to renew a 4-bedroom dwelling as a vacation dwelling unit at 611 West Skyline Parkway. This property was previously approved as permit PL19-080.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	R-1	Single Family Home	Traditional Neighborhood
North	R-1	Residential	Traditional Neighborhood
South	R-1	Single Family Home	Traditional Neighborhood
East	R-1	Single Family Home	Traditional Neighborhood
West	R-1	Single Family Home	Traditional Neighborhood

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.

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 – 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: The subject property is a single-family home built in 1911. The property had an existing vacation dwelling unit that expires in 2025.

Review and Discussion Items:

Staff finds that:

- 1) Applicants' property is located at 611 W Skyline Parkway. The dwelling unit contains 4 bedrooms, which allow for a maximum of 9 guests.
- 2) The minimum rental period will be two nights.
- 3) The applicant is proposing four off-street parking stalls in the rear of the property, satisfying the off-street parking requirement in UDC Section 50-20.3.V.3. Applicant has been made aware that the front yard parking is not allowed.
- 4) The site plan does not indicate any outdoor amenities and has acceptable vegetative screening on the site.
- 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 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 Jennifer McPherson to serve as the managing agent.
- 6) There are no known reported code violations or police calls to the property.
- 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 169 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 85 are subject to the cap of 100. The subject property is located within a residential district and is 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:

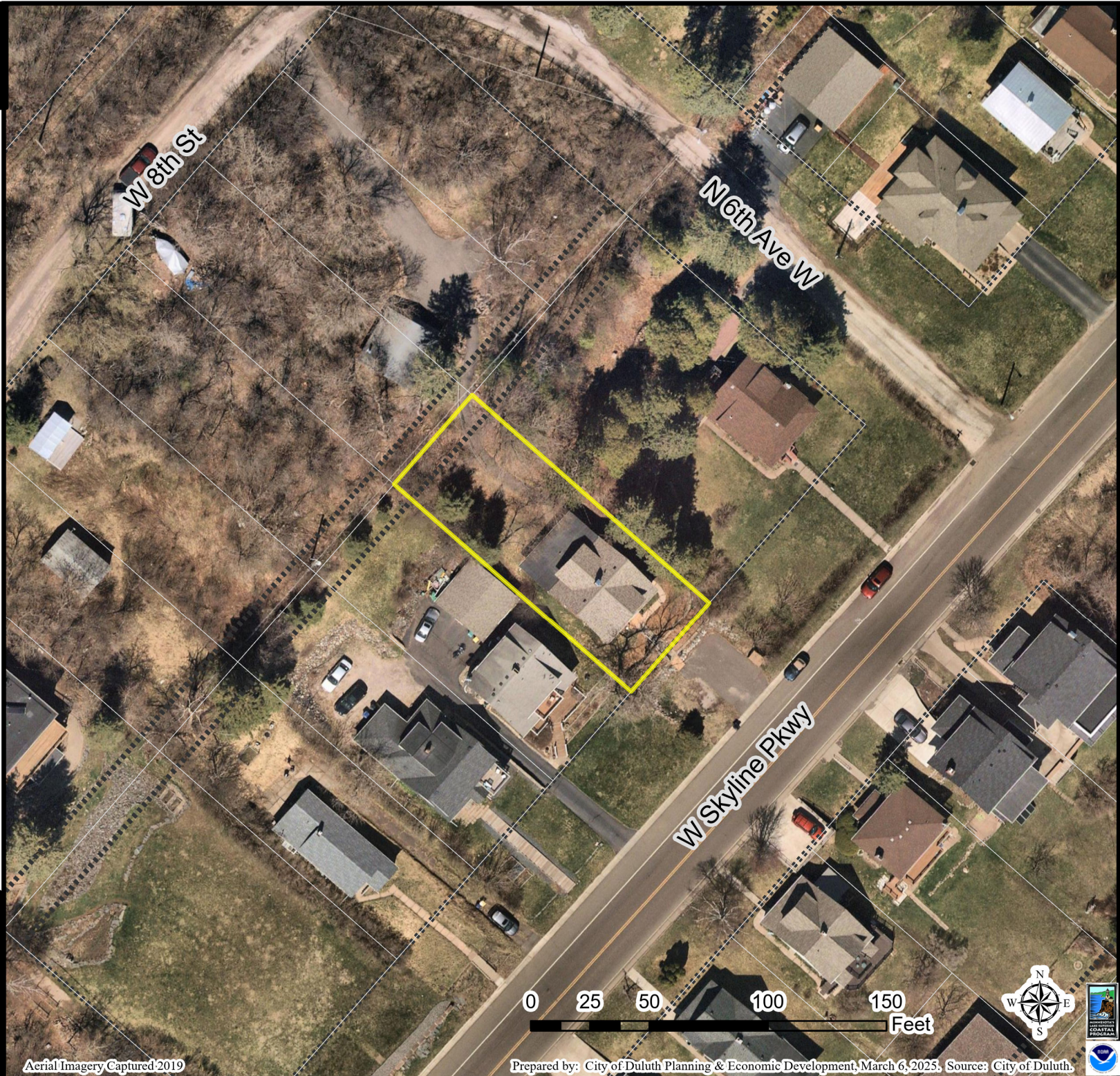
Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 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.



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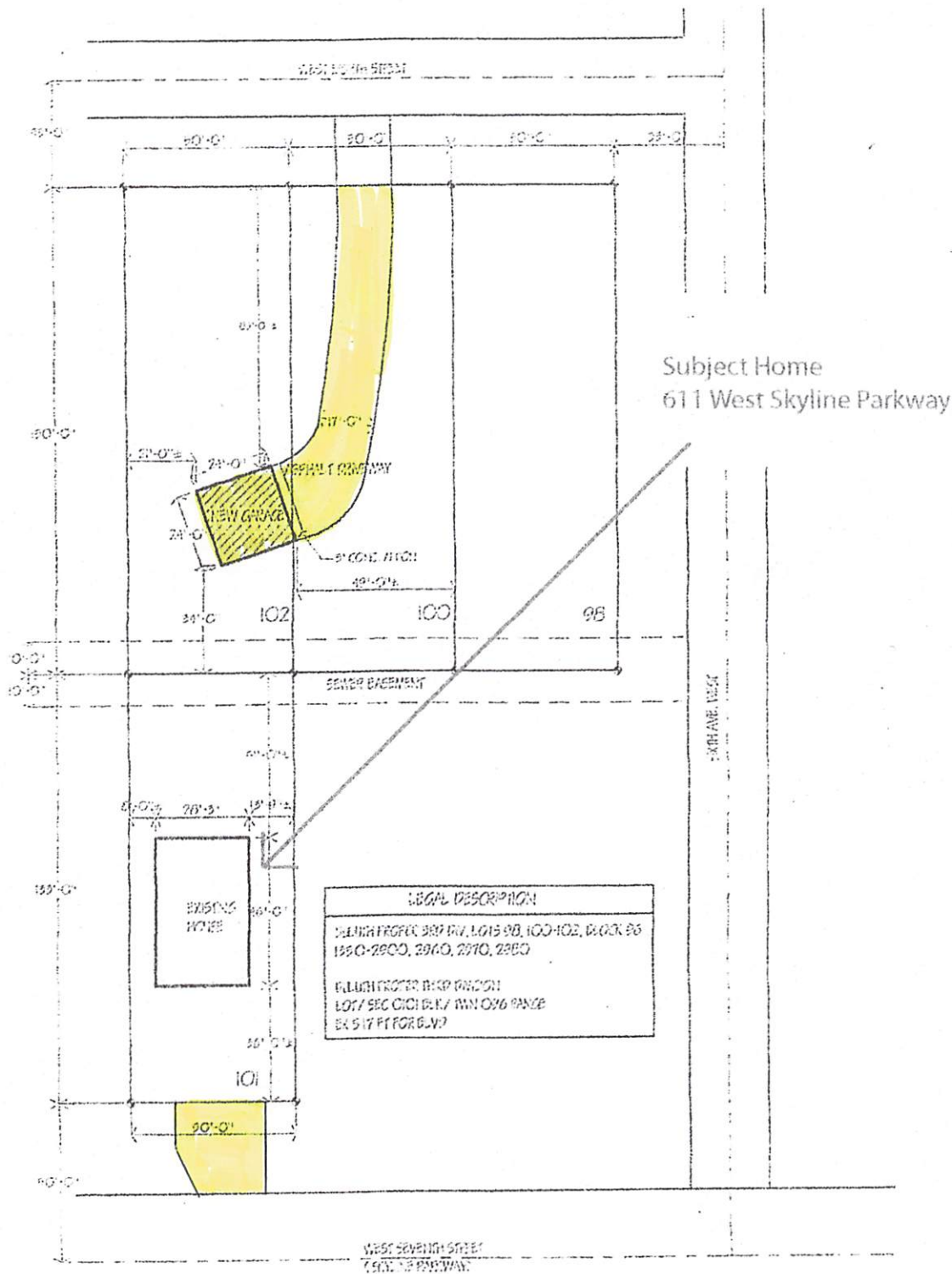
Interim Use Permit
611 W Skyline Pkwy



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.



SITE PLAN
1/20



Yellow = Parking

Renewal Application Cover Sheet – Description 611 West Skyline Parkway

We are renewing our Interim Use Permit for a Vacation Rental at 611 West Skyline Parkway.

Our home has 4 bedroom and 2 bathrooms which mandates a maximum of 9 people per stay. Our bookings are set for a minimum of 2 day increments that would not overlap each other.

We will provide off street parking for a minimum of 6 parking spaces.

Our record keeping of guests consists of the following: confirming booking through online portal, getting guests personal information on the rental agreement and following all city of Duluth and state of Minnesota requirements.

Our backyard is heavily wooded with no outside facilities readily available to guest, minimizing noise and interruption to any neighbors. To the south there is a garage, tree line, to the west there is no backyard neighbor, and is heavily treed. To the north is heavily treed with the neighbor's home being 60 – 70 feet from the backyard.



611 West Skyline Parkway
Duluth, MN

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?

6

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, 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):

Guest booking sheets, these are kept in a secure off site safe to prevent identity theft.

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:

Jennifer Mc Pherson
611 W Skyline Pkwy
(218) 260-7470

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:

This info is provided after booking. We also have it posted in the welcome book located on the dining room table to be viewed by all.

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.