



Planning & Development Division
Planning & Economic Development Department
Room 160
411 West First Street
Duluth, Minnesota 55802

218-730-5580
planning@duluthmn.gov

File Number	PLIUP-2510-0042	Contact	Chris Lee, clee@duluthmn.gov	
Type	Interim Use Permit Renewal – Vacation Dwelling Unit	Planning Commission Date		November 12, 2025
Deadline for Action	Application Date	October 13, 2025	60 Days	December 12, 2025
	Date Extension Letter Mailed	October 21, 2025	120 Days	February 10, 2026
Location of Subject		1520 Minnesota Ave		
Applicant	William Michels	Contact		
Agent		Contact		
Legal Description	PID # 010-4390-00390			
Site Visit Date	October 24, 2025	Sign Notice Date	October 29, 2025	
Neighbor Letter Date	October 23, 2025	Number of Letters Sent	29	

Proposal

Applicant is proposing a renewal of an existing interim use permit for a vacation rental. The permit is good for a 5 bedroom home with 11 occupants. The previous permit is PL 19-173 with no proposed changes to this renewal.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	R-1	Single family residence	Traditional Neighborhood/Open Space
North	R-1	Single family residence	Open Space
South	R-1	Single family residence	Traditional Neighborhood
East	R-1	Lake	Traditional Neighborhood
West	R-1	Single family residence	Traditional Neighborhood/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.V. 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 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: The property currently has two structures - both built in 1905. The primary home is 1,019 square feet and the cottage is 528 square feet. There is an existing interim use permit for a vacation rental issued in 2013 and 2019.

Review and Discussion Items:

Staff finds that:

- 1) Applicant's property is located at 1520 Minnesota Avenue. The proposed vacation dwelling unit contains 5 bedrooms spread among 2 structures (a 2-story home and 1-story cottage), which would allow for a maximum of 11 guests.
- 2) This is a renewal application. 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 three off-street parking stalls, located in the driveway at the side yard of the property. While this does not meet the minimum, this property is permitted to have fewer parking spaces as it was approved prior to 2016.
- 5) The applicant has indicated they will allow motorhome or trailer parking on the driveway.
- 6) The site plan does indicate a deck and firepit as outdoor amenities. There is dense urban screening on the property lines in the form of a privacy fence and dense vegetation. One property line does contain a shared driveway that is currently not screened. The applicant will need to obtain a waiver from the screening requirements for the shared driveway.
- 7) 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 Lynn Taipale to serve as the managing agent.
- 8) 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.
- 9) 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").
- 10) 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.
- 11) No City or agency comments were received.
- 12) 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 will obtain a screening waiver from the adjacent property owner.
- 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.



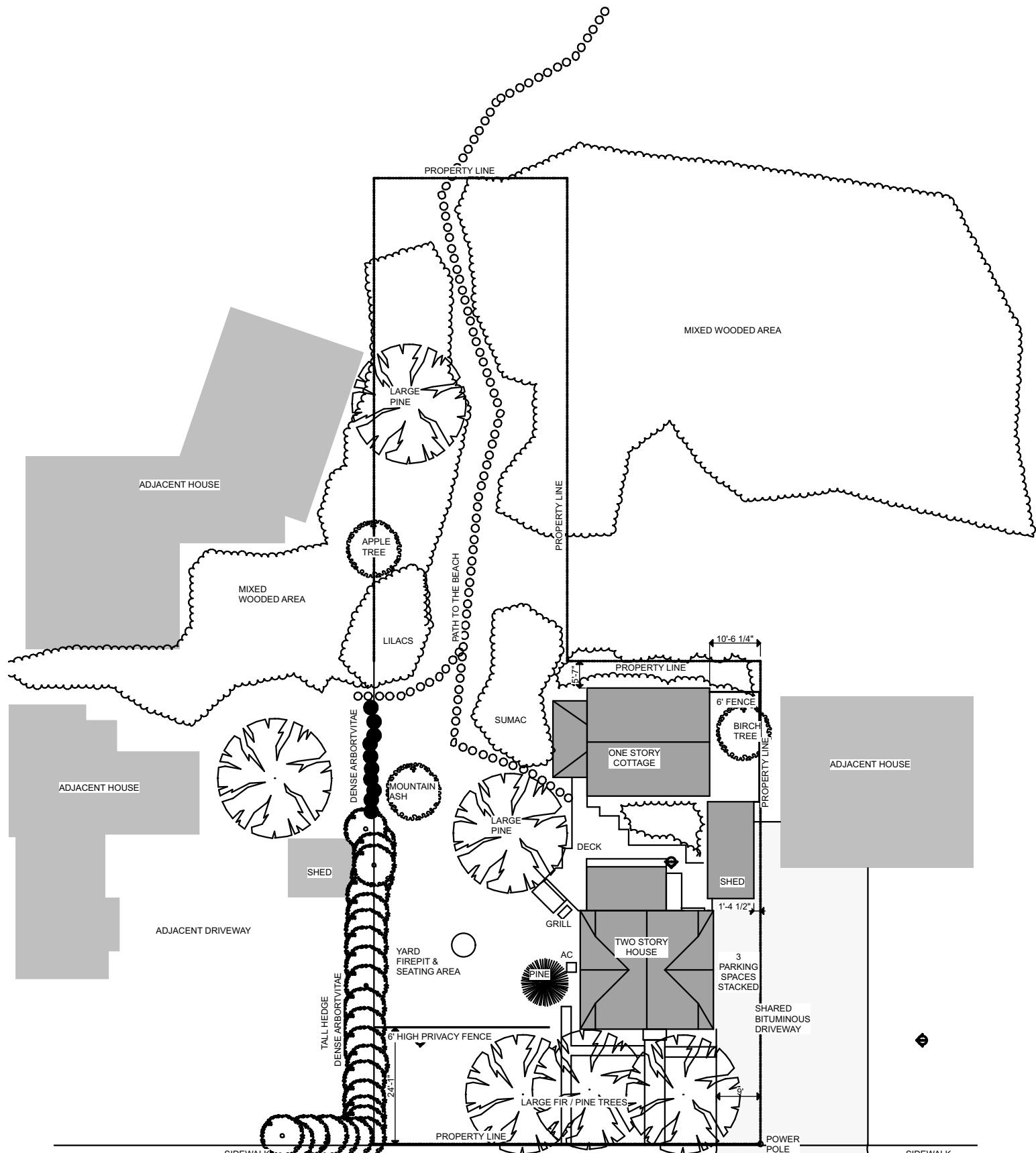
PLIUP-2510-0042

Interim Use Permit for a VDU
1520 Minnesota Ave



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Site Plan



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?

5

What will be your maximum occupancy?

11 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?

Yes

If so, where?

Driveway

5. 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):

At primary residence in guest book.

6. 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;

lied

- 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:

Information is posted on our VRBO website and as part of our rental agreement which is submitted to each guest at the time of booking. There is also additional instructions on noise, fireplace use, beach use at the rental house.

7. 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:

William Michels
1520 Minnesota Ave
6123823743
wamichels@gmail.com

8. 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

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