



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-2507-0036		Contact	Chris Lee, clee@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit		Planning Commission Date		September 9, 2025
Deadline for Action	Application Date		July 21, 2025	60 Days	September 19, 2025
	Date Extension Letter Mailed		August 4, 2025	120 Days	November 18, 2025
Location of Subject		20 Sutphin St #210			
Applicant	Kevin Pietrusa		Contact		
Agent			Contact		
Legal Description		PIN: 010-2490-00010			
Site Visit Date		August 26, 2025	Sign Notice Date		August 26, 2025
Neighbor Letter Date		August 18, 2025	Number of Letters Sent		56

Proposal

The applicant proposes use of 1-bedroom apartment in a Form district as a new vacation rental property.

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

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
North	F-5	Office	Tourism/Entertainment District
South	F-5	Mid-Rise Mixed Use	Tourism/Entertainment District
East	F-3	Restaurant/ Gas Station	Tourism/Entertainment District
West	F-5	Mid-Rise Mixed Use	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-5 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 – Tourism/Entertainment-

Retail, entertainment, and lodging facilities, meeting facilities, waterfront related uses, open space uses.

History: The building on the subject property, 20 Sutphin St, was built in 1886. The existing structure is two stories with retail/restaurant space at street level and office/residential units above. Two other units in the building have approved vacation dwelling units (PL 24-062 and PLIUP-2406-00020).

Review and Discussion Items:

Staff finds that:

- 1) Applicant's property is located at 20 Sutphin St #210. One apartment unit will be rented. There is 1 bedroom, which allows for a maximum of 3 guests.
- 2) The minimum rental period will be one night.
- 3) One parking space will be provided in the rear of the building.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities.
- 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 Kevin Pietrusa 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.V.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 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 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.



Interim Use Permit for a VDU 20 Sutphin St Unit 210



E:\Projects\24197-Kaizer Holdings-Duluth-Canal Park Code Review\02-Models\24197 - Canal Park Code Review.rvt 7/24/2024 10:43:52 AM Copyright Kaas Wilson Architects



Construction Services & Inspections
Reviewed For Code Compliance
MSBC 2020
Kaleb Montgomery 09/05/2024

MAX OCCUPANCY TO BE LIMITED TO 5 PERSONS PER PLIUP2406-0002

Lofts on Canal

20 Sutphin St
Duluth, MN 55802



1301 American Blvd. East
Suite 100
Bloomington, MN 55425
tel: (612) 879-6000
www.kaaswilson.com



Drawing Index			
Sheet Number	Sheet Name	Sheet Issue Date	Sheet Use
A000	Cover Sheet	07/24/2024	CD
A111	Code Plans Renovation	07/24/2024	CD

Lofts on Canal


20 Sutphin St
Duluth, MN 55802

Canal Park Square LLC

233 Park Ave S,
Minneapolis, MN 55413

Project Number	24197
Date	07/24/2024
Drawn By	BLD
Checked By	BLD

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.


BEN DELWICHE REG. NO. 50935

Date

Revision

Rev. No.

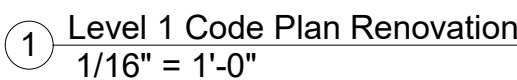
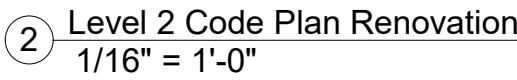
Cover Sheet

1" = 100'-0"

A000



1 PARKING LOCATION
1" = 100'-0"



③ Level 3 Code Plan Renovation
1/16" = 1'-0"

A111

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?

1

What will be your maximum occupancy?

2 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?

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?

No

If so, where?

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):
online software

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:

online software and booking and website as well as signage at property and house rules inside the unit

- 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:

KEVIN PIETRUSA
20 Sutphin St
(218) 428-6143
kaizerholdings@yahoo.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

city
e