



**Planning & Development Division**  
*Planning & Economic Development Department*

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<b>File Number</b>	PLIUP-2506-0032	<b>Contact</b>	Chris Lee, <a href="mailto:clee@duluthmn.gov">clee@duluthmn.gov</a>	
<b>Type</b>	Interim Use Permit – Vacation Dwelling Unit	<b>Planning Commission Date</b>		August 12, 2025
<b>Deadline for Action</b>	<b>Application Date</b>	June 23, 2025	<b>60 Days</b>	August 22, 2025
	<b>Date Extension Letter Mailed</b>	July 14, 2025	<b>120 Days</b>	October 21, 2025
<b>Location of Subject</b>	1 Mesaba Place, Unit 1B			
<b>Applicant</b>	Lake View Land Co LLC	<b>Contact</b>	Michael Schraepfer	
<b>Agent</b>	Heirloom Property Management	<b>Contact</b>	Seth Sutherland	
<b>Legal Description</b>	PIN: 010-1270-00940			
<b>Site Visit Date</b>	March 28, 2025	<b>Sign Notice Date</b>		March 25, 2025
<b>Neighbor Letter Date</b>	March 20, 2025	<b>Number of Letters Sent</b>		33

**Proposal**

The applicant proposes to use Unit 1B, a 2-bedroom dwelling, as a vacation dwelling unit.

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

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	R-2	Residential	Traditional Neighborhood
<b>North</b>	R-2	Residential	Traditional Neighborhood
<b>South</b>	R-2	Residential	Traditional Neighborhood
<b>East</b>	F-6	Transportation	Traditional Neighborhood
<b>West</b>	R-2	Residential	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-2 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 property consists of three units and a separately permitted vacation dwelling unit operates in the other 2 units under PLIUP-2503-0013 and PLIUP-2411-0021.

**Review and Discussion Items:**

Staff finds that:

- 1) Applicants' property is located at 1 Mesaba Place. This application relates to Unit 1B, which contains two bedrooms and allows for a maximum of 5 guests.
- 2) The minimum rental period will be two nights.
- 3) The applicant is proposing 2 off-street parking stalls; the minimum required is one.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities. Screening is required along the west property line from the rear of the building to the garage facing 4<sup>th</sup> street. Screening meeting the definition of a dense urban screen must be in place prior to permit issuance. Applicant is proposing a fence and shrubs for the lot line; a separate fence permit will be required prior to construction of the fence.
- 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 Heirloom Property Management 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 181 licensed vacation dwelling units in the city, with 92 of those in form districts; the remaining 89 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
- 10) This property was previously rented as a short-term unit without a permit. Upon receiving notification of non-compliance from the Planning Department, the owner removed the listing and brought the unit into compliance.
- 11) No City, public 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) Applicant shall submit photos of the screening after installation to confirm it meets the requirements of a dense urban screen prior to the final interim use permit being issued.
- 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-2506-0032**

Interim Use Permit for a VDU  
3 Mesaba Pl



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 2024

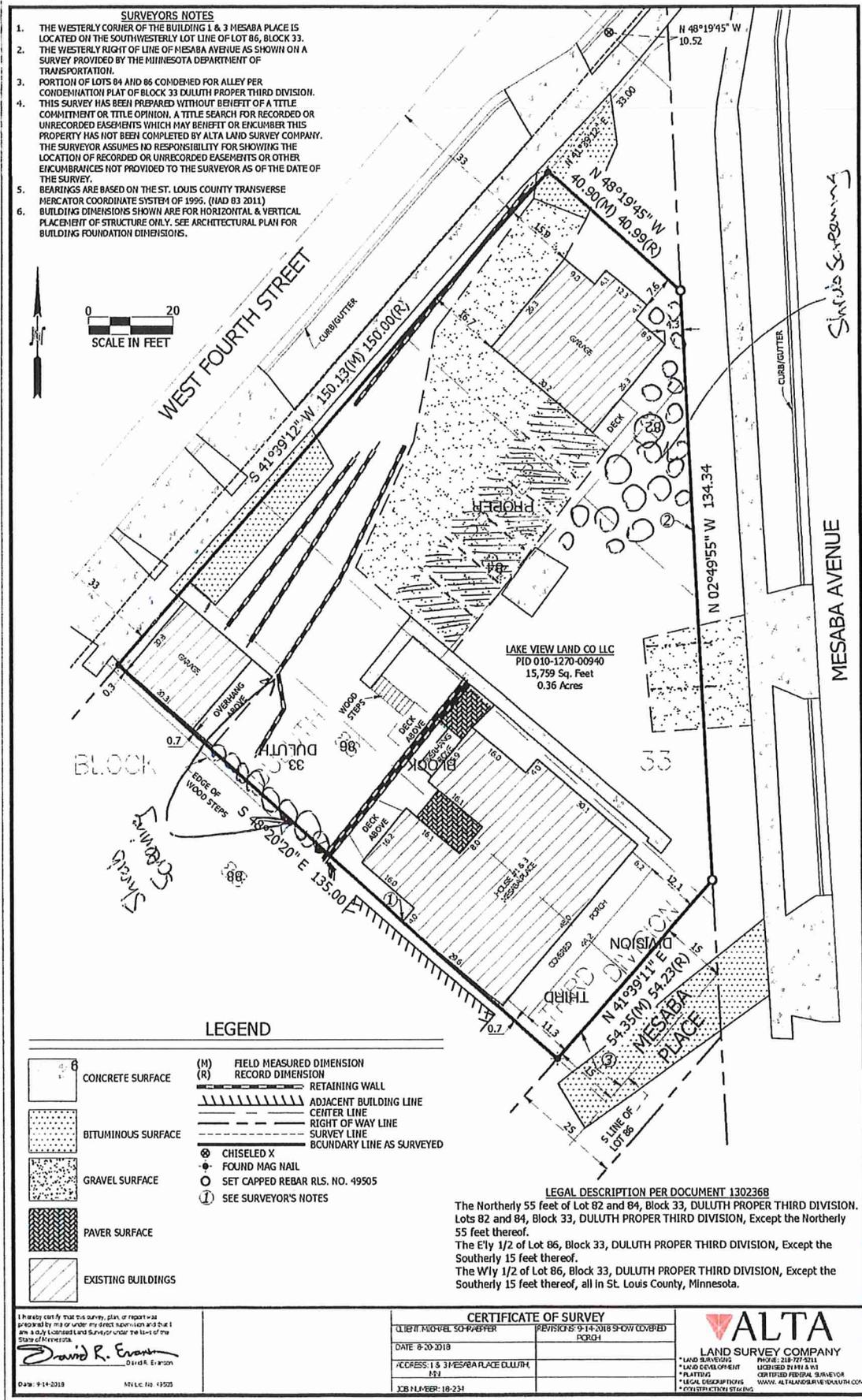
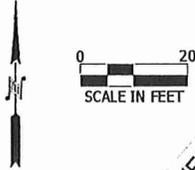
529 W 3RD ST

Prepared by: City of Duluth Planning & Economic Development, July 15, 2025. Source: City of Duluth.



**SURVEYOR'S NOTES**

1. THE WESTERLY CORNER OF THE BUILDING 1 & 3 MESABA PLACE IS LOCATED ON THE SOUTHWESTERLY LOT LINE OF LOT 86, BLOCK 33.
2. THE WESTERLY RIGHT OF LINE OF MESABA AVENUE AS SHOWN ON A SURVEY PROVIDED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION.
3. PORTION OF LOTS 84 AND 86 COMBINED FOR ALLEY PER CONDEMNATION PLAT OF BLOCK 33 DULUTH PROPER THIRD DIVISION.
4. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCLUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
5. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1995. (IAD 83 2011)
6. BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY. SEE ARCHITECTURAL PLAN FOR BUILDING FOUNDATION DIMENSIONS.



**LEGEND**

	CONCRETE SURFACE	(M) FIELD MEASURED DIMENSION	(R) RECORD DIMENSION
	BITUMINOUS SURFACE		RETAINING WALL
	GRAVEL SURFACE		ADJACENT BUILDING LINE
	PAVER SURFACE		CENTER LINE
	EXISTING BUILDINGS		RIGHT OF WAY LINE
			SURVEY LINE
			BOUNDARY LINE AS SURVEYED
			CHISELED X
			FOUND MAG NAIL
			SET CAPPED REBAR RLS. NO. 49505
			SEE SURVEYOR'S NOTES

**LEGAL DESCRIPTION PER DOCUMENT 1302368**

The Northerly 55 feet of Lot 82 and 84, Block 33, DULUTH PROPER THIRD DIVISION. Lots 82 and 84, Block 33, DULUTH PROPER THIRD DIVISION, Except the Northerly 55 feet thereof.  
 The Ely 1/2 of Lot 86, Block 33, DULUTH PROPER THIRD DIVISION, Except the Southerly 15 feet thereof.  
 The Wly 1/2 of Lot 86, Block 33, DULUTH PROPER THIRD DIVISION, Except the Southerly 15 feet thereof, all in 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. Erwin*  
 David R. Erwin

039: 9-14-2018 NY Lic. No. 49205

**CERTIFICATE OF SURVEY**

CLIENT: MICHAEL SCHAEFFER	REVISIONS: 9-14-2018 SHOW COVERED PORCH
DATE: 8-20-2018	
ADDRESS: 1 & 3 MESABA PLACE DULUTH, MN	
JOB NUMBER: 18-234	



**ALTA**  
 LAND SURVEY COMPANY  
 LAND SURVEYING PHONE: 218-727-2211  
 \* LAND DEVELOPMENT LICENSED IN MN & WI  
 \* PLATTING CERTIFIED FEDERAL SURVEYOR  
 \* LEGAL DESCRIPTIONS WWW.ALTAHOMESURVEYING.COM  
 \* CONSTRUCTION STAKING

# 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?**

2

**What will be your maximum occupancy?**

5 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?**

2

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):**

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:**

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.