



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

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

File Number	PLSUB-2505-0007		Contact	Christian Huelsman, chuelsman@duluthmn.gov	
Type	Minor Subdivision		Planning Commission Date		June 10, 2025
Deadline for Action	Application Date		May 1, 2025	60 Days	June 30, 2025
	Date Extension Letter Mailed		May 12, 2025	120 Days	August 29, 2025
Location of Subject		6300 block of Sherburne St			
Applicant	One Roof Community Housing		Contact	Debbie Freedman	
Agent			Contact		
Legal Description		010-2320-01680			
Site Visit Date		May 28, 2025	Sign Notice Date		N/A
Neighbor Letter Date		N/A	Number of Letters Sent		N/A

**Proposal:**

Subdivide the parcel to create 2 separate lots through a minor subdivision.

**Recommended Action:** Staff recommends approval.

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	MU-N	Vacant Land	Neighborhood Mixed Use
<b>North</b>	MU-N	Vacant Land	Neighborhood Mixed Use
<b>South</b>	MU-B	Railroad (Northern Pacific)	General Mixed Use
<b>East</b>	MU-N	Residential	Neighborhood Mixed Use
<b>West</b>	MU-N	Residential	Neighborhood Mixed Use

**Summary of Code Requirements:**

50-33.1 General: All subdivision plats and replats, and all registered land surveys, shall create lots, streets and walkways and open spaces consistent with the requirements of the zone district within which the land is located.

50-37.5, D 1. The planning commission shall approve the application if it determines that: (a) The lot or lots to be subdivided or combined have frontage on an improved public street; (b) Each proposed lot meets the minimum zoning requirements of the district that it is in; (c) If an existing structure on a lot complies with the requirements of this Chapter, then after the minor subdivision structures on each of the resulting lots will still comply with the requirements of this Chapter; and (d) If one or more of the existing lots, or a structure on one or more of those lots, does not comply with the requirements of this Chapter, the proposed relocation will not create any new nonconformity or increase any existing nonconformity between the requirements of this Chapter.

50-15.2-1 MU-N Minimum lot area: 4,000 square feet for a one family dwelling, 2,500 square feet per family for a two-family dwelling, 500 square feet per unit in multi-family; minimum lot frontage: 30 feet for one or two family, and 50 feet for multi-family.

**Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):**

Governing Principle #5 - Promote reinvestment in neighborhoods.

New development or redevelopment should maximize public investment that strengthens neighborhood commercial centers or diversifies residential opportunities that fit the neighborhood's character.

Governing Principle #8 - Encourage a mix of activities, uses, and densities.

Accommodating choice while protecting investment is a balance to strike in land use regulation. Mixed uses provide opportunities for a diversity of activity that segregated, uniform uses do not provide.

Housing Policy #2 – Provide affordable, attainable housing opportunities.

This subdivision will allow the applicant to divide a larger parcel to densify housing and to generate housing affordability through the applicant's mission to provide opportunities to attain safe and stable homes.

**Future Land Use:** Neighborhood Mixed Use – A transitional use between more intensive commercial uses and purely residential neighborhoods. Includes conversions of houses to office or live-work spaces. May include limited commercial-only space oriented to neighborhood or specialty retail markets.

**History:** The existing parcel was platted as part of Hunter's Grassy Point Addition to Duluth. The parcel has not previously been developed.

**Review and Discussion Items:**

Staff finds:

1. Applicant is requesting a Minor Subdivision to divide one parcel into 2 parcels. The land is owned by the applicant. The parcel currently contains no structures. Dividing the parcel will create a 50'x 125' Parcel B and a Parcel A measuring 50' x 125'.
2. Lots created by this subdivision are subject to the zoning requirements of the MU-N district. All parcels will satisfy the minimum area requirements contained in UDC Table 50-15.2.1
3. Parcel A will have frontage on Sherburne Street. Parcel B will have frontage on Sherburne St.
4. The proposed subdivision, if approved, would not make the parcels non-conforming due to lot frontage, lot area, or similar bulk standard.
5. Two City comments were received. The Chief Utility Engineer stated that the parcels must have separate sewer utilities. The Engineering Division also stated that the applicant needs a paved road along their frontage and that, due to its expansive nature, the applicant should meet with Engineering well in advance of the work. Despite the comment from Engineering, staff finds that the proposal meets street frontage requirements per zoning.
6. The attached exhibit demonstrates compliance with Minnesota statutes 462.358 and 505 or 508, as applicable.
7. Approval of this Minor Subdivision signifies that City of Duluth UDC standards are met. St. Louis County may have additional requirements. This subdivision approval lapses if deeds are not recorded with St. Louis County within 180 days. Applicant must provide the City with proof of recording.

**Staff Recommendation:**

Based on the above findings, Staff recommends that Planning Commission approve the minor subdivision with the following conditions:

1. Appropriate deeds be filed with St. Louis County within 180 days. Prior to recording the deed that results from this adjustment, the Planning Division will need to stamp the deed, indicating compliance with the local zoning code.
2. Any alterations to the approved plans that do not alter major elements of the plan may be approved by the Land Use Supervisor without further Planning Commission approval; however, no such administrative approval shall constitute a variance from the provisions of Chapter 50.



**PLSUB-2505-0007**

Minor Subdivision  
Sherburne St

## Legend

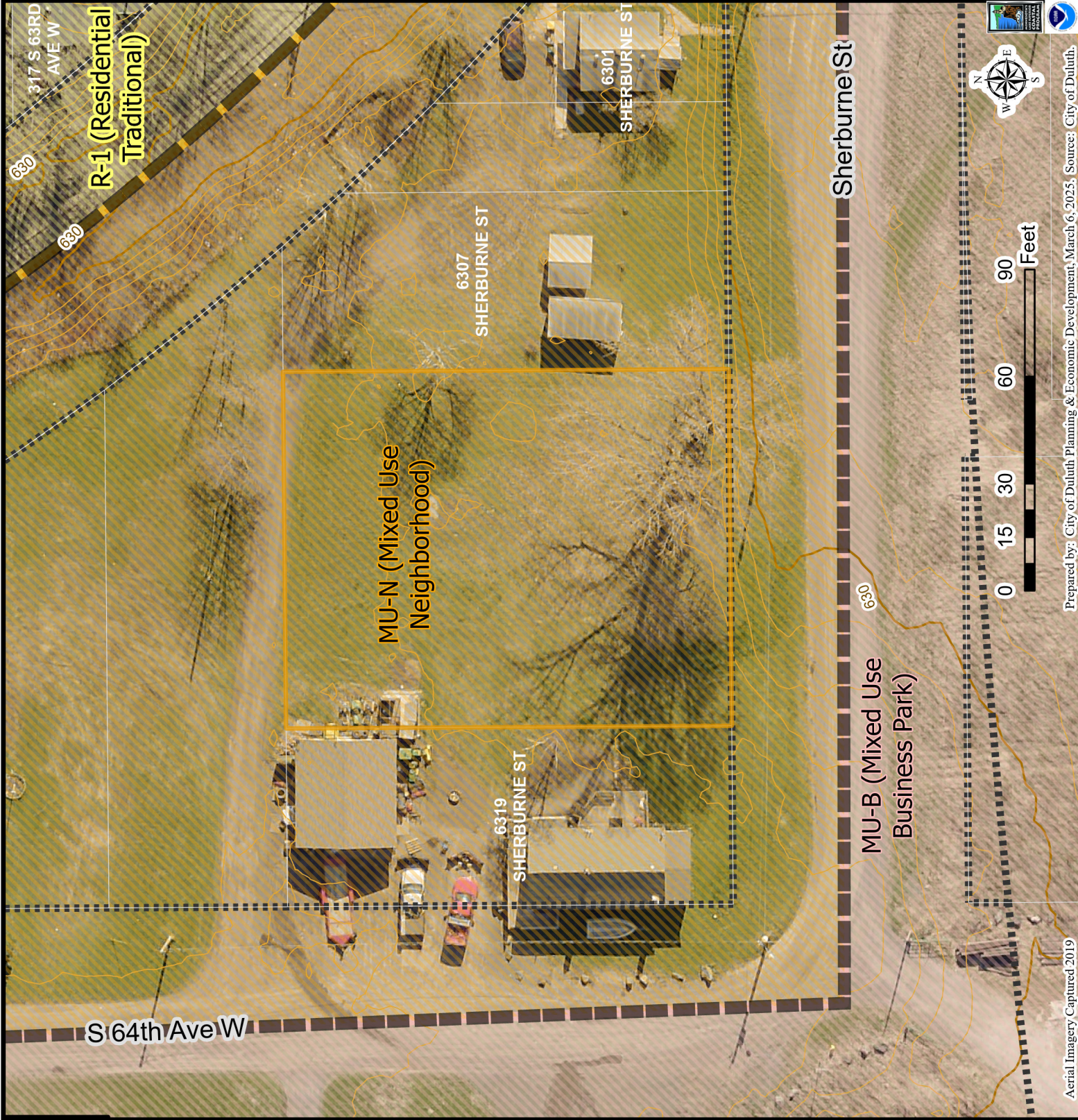
- Zoning Boundaries
- Road or Alley ROW
- County Parcel Data

## Zoning

### UDC Zoning

- R-1 (Residential Traditional)
- MU-N (Mixed Use Neighborhood)
- MU-B (Mixed Use Business Park)

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.





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**Fw: June Pending Items Notice**

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**From** Natalie Lavenstein <nladenstein@DuluthMN.gov>

**Date** Fri 5/23/2025 8:15 AM

**To** Christian Huelsman <chuelsman@DuluthMN.gov>

See Cindy's comment below.

**Natalie Lavenstein** | Planner I | **Planning and Development Division** | City of Duluth | 411 W 1st Street Room 160, Duluth, MN 55802 | [nladenstein@duluthmn.gov](mailto:nladenstein@duluthmn.gov) | 218-730-5326 | she/her/hers



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**From:** Cindy Voigt <cvoigt@DuluthMN.gov>

**Sent:** Friday, May 23, 2025 7:48 AM

**To:** Natalie Lavenstein <nladenstein@DuluthMN.gov>

**Cc:** Peggy Billings <pbillings@DuluthMN.gov>; Howard Smith <hsmith@DuluthMN.gov>; Cari Pedersen <cpedersen@DuluthMN.gov>; Bill Bergstrom <bbergstrom@DuluthMN.gov>

**Subject:** RE: June Pending Items Notice

2505-0007 the minor subdivision, our comment is they need a paved road for their frontage for access and this will be expansive. They should come and meet with us and their civil engineer well in advance of the work.

Cindy Voigt, P.E. (MN, ND & MI) | City Engineer | City of Duluth, MN | 411 W First Street, Room 240, Duluth, MN 55802 | [cvoigt@duluthmn.gov](mailto:cvoigt@duluthmn.gov) | 218-730-5071

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**From:** Natalie Lavenstein <nladenstein@DuluthMN.gov>

**Sent:** Friday, May 16, 2025 3:22 PM

**Subject:** June Pending Items Notice

Hello,

The Duluth City Planning Commission has received 8 new application(s) for review. The proposals can be found at the following link: [June Pending Items Notice](#). Please review the technical aspects and desirability of the proposals and provide comments at your earliest convenience. Note that City of

Duluth reviewers with access to EPL can view the applications there as well; by searching the project number under "Manage Plans".

\*\*If you have any questions, comments or need additional background information, please contact the assigned planner. Initials are provided at the end of each application item. Contact information here:

Christian Huelsman - [chuelsman@duluthmn.gov](mailto:chuelsman@duluthmn.gov)

Jason Mozol - [jmozol@duluthmn.gov](mailto:jmozol@duluthmn.gov)

Chris Lee - [cleee@duluthmn.gov](mailto:cleee@duluthmn.gov)

Natalie Lavenstein - [nlavenstein@duluthmn.gov](mailto:nlavenstein@duluthmn.gov)

**PLIUP-2504-0026** Interim Use Permit for a Vacation Dwelling Unit at 301 104th Ave W by Carie & Clinton Massey [CH]

**PLIUP-2505-0027** Interim Use Permit for a Vacation Dwelling Unit at 1329 Minnesota Ave by Kate Horvath [CL]

**PLSUB-2505-0007** Minor Subdivision at 010-2320-01680 (Sherburne St) by One Roof Community Housing [CH]

**PLUMA-2503-0003** UDC Map Amendment 3901 E Superior St by Northern Country Club [NL]

**PLUMA-2505-0004** UDC Map Amendment at 010-1773-00010 (Arrowhead Rd) by Titanium Partners [CL]

**PLVAR-2502-0004** Variance at 126 E 7th St by Pamela Matson [NL]

**PLVAR-2504-0006** Variance at 5713 Wadena St by Grace Place LLC [NL]

**PLVAR-2504-0007** Variance at 9426 Congdon Blvd by Amanda Flowers [NL]

We appreciate your time and input.

Thank you,

Natalie

**Natalie Lavenstein** | Planner I | **Planning and Development Division** | City of Duluth | 411 W 1st Street Room 160, Duluth, MN 55802 | [nlavenstein@duluthmn.gov](mailto:nlavenstein@duluthmn.gov) | 218-730-5326 | she/her/hers



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**Fw: June Pending Items Notice**

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**From** Natalie Lavenstein <nladenstein@DuluthMN.gov>

**Date** Wed 5/21/2025 10:50 AM

**To** Christian Huelsman <chuelsman@DuluthMN.gov>

**Natalie Lavenstein** | Planner I | **Planning and Development Division** | City of Duluth | 411 W  
1st Street Room 160, Duluth, MN 55802 | [nladenstein@duluthmn.gov](mailto:nladenstein@duluthmn.gov) | 218-730-5326 | she/her/hers



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**From:** Lisa Consie <LConsie@DuluthMN.gov>

**Sent:** Monday, May 19, 2025 9:07 AM

**To:** Natalie Lavenstein <nladenstein@DuluthMN.gov>

**Cc:** Armella Bijold <abijold@duluthmn.gov>

**Subject:** RE: June Pending Items Notice

Hi Natalie,

**PLIUP-2504-0026** Interim Use Permit for a Vacation Dwelling Unit at 301 104th Ave W by Carie & Clinton Massey [CH]

-This one will need a change of use permit through CSI, which will trigger a fire inspection from DFD, prior to them operating their short term rental.

Thanks!

**Lisa Consie**  
Fire Marshal

**City of Duluth – Fire Department/Life Safety**

615 West 1<sup>st</sup> Street

Duluth, MN 55802

[www.duluthmn.gov](http://www.duluthmn.gov)

218-730-4398 (office)

[Lconsie@duluthmn.gov](mailto:Lconsie@duluthmn.gov)



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Jason Mozol - [jmozol@duluthmn.gov](mailto:jmozol@duluthmn.gov)

Chris Lee - [cleee@duluthmn.gov](mailto:cleee@duluthmn.gov)

Natalie Lavenstein - [nlavenstein@duluthmn.gov](mailto:nlavenstein@duluthmn.gov)

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