



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-2510-0040		Contact	Chris Lee, clee@duluthmn.gov	
Type	Interim Use Permit– Vacation Dwelling Unit in Form District		Planning Commission Date		November 12, 2025
Deadline for Action	Application Date		October 10, 2025	60 Days	December 9, 2025
	Date Extension Letter Mailed		October 20, 2025	120 Days	February 7, 2026
Location of Subject		4721 E Superior St			
Applicant	Reilly Brennan		Contact		
Agent			Contact		
Legal Description		Lot 6, Block 50 London Addition to Duluth PIN: 010-3010-03500			
Site Visit Date		October 22, 2025	Sign Notice Date		October 29, 2025
Neighbor Letter Date		October 24, 2025	Number of Letters Sent		42

Proposal

Applicant is proposing a new interim use permit for a vacation dwelling unit. The permit would allow for a 3-bedroom condominium with a maximum of 7 occupants in the F-2 form district. This property was previously approved for an interim use permit in 2023 under a previous owner.

Staff is recommending Planning Commission approve with conditions.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	F-2	Mixed Use Building	Neighborhood Commercial
North	F-2	Residential Structure	Neighborhood Commercial
South	F-2	Street/Trail/Railroad	Neighborhood Commercial
East	F-2	Medical Office	Neighborhood Commercial
West	R-1	Residential Structure	Neighborhood Commercial

Summary of Code Requirements:

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the F-2 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 #8 - Encourage mix of activities, uses, and densities - The issuance of a permit allows an existing structure in a commercial corridor area to be functionally used, decrease vacancy levels, and increase tax base.

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. The proposed IUP in this location will enhance the level of activity in the downtown, and increase opportunities for additional commerce.

Future Land Use – Neighborhood Commercial: Small - to moderate-scale commercial, serving primarily the adjacent neighborhood(s). May include specialty retail; community -gathering businesses such as coffee shops or lower intensity entertainment; offices; studios or housing above retail (storefront retail with vertical mixed use).

Current History: The property currently is a mixed-use building constructed in 1936. The ground floor contains a closed restaurant. The property had a permit, PL23-043, under a previous owner.

Review and Discussion Items:

- 1) Applicant's property is located at 4721 East Superior Street. The unit is located on the second floor. The proposed vacation dwelling unit contains 3 bedrooms that would allow for a maximum of 7 guests.
- 2) 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 holder must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicants have listed themselves as the managing agent.
- 3) The site is not required to provide parking and there is no off-street parking indicated on the site plan.
- 4) The site does not have any outdoor amenities and will need to provide a dense urban screen or acquire waivers from the adjacent residential property.
- 5) A time limit on this Interim Use Permit ("IUP") is needed to minimize negative impacts to surrounding residential uses thereby causing damage to the public's health, safety and welfare. 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.
- 6) Applicant will apply for all relevant permits and licenses and these are contingent upon approval of the Interim Use Permit for a Vacation Dwelling Unit.
- 7) There are currently 189 licensed vacation dwelling units in the city, with 93 of those in form districts; the remaining 96 are subject to the cap of 110. The subject property is located within a residential district and is subject to the cap.
- 8) Applicant must comply with Vacation Regulations (included with staff report), including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 9) No comments from citizens, City staff, or any other entity were received regarding the application.
- 10) The permit will lapse if no activity takes place within 1 year of approval.

Staff Recommendation:

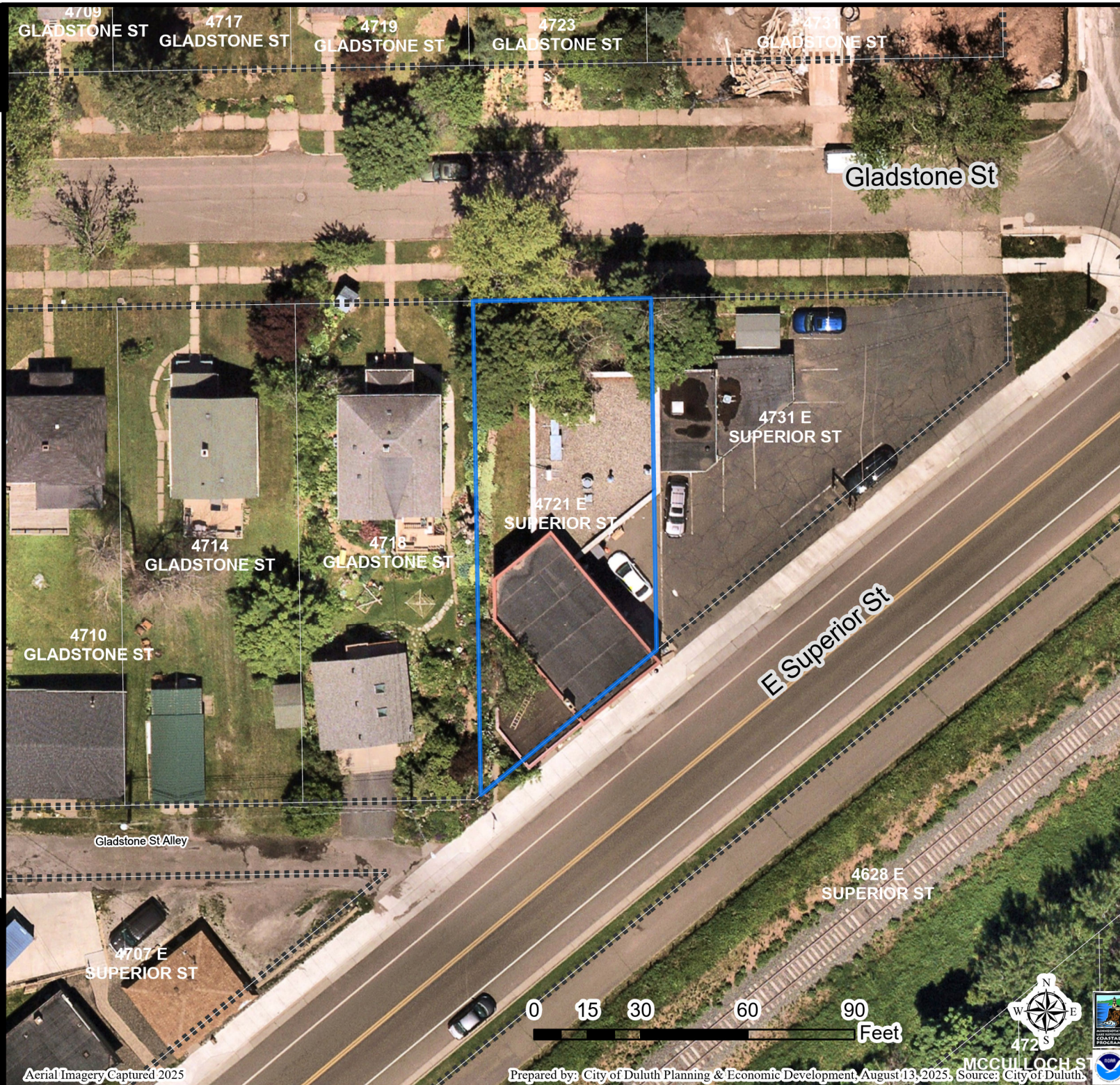
Based on the above findings, Staff recommends that Planning Commission approve the interim use permit subject to the following:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) The applicant will install a dense urban screen or acquire a waiver from the adjacent property.
- 3) 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; however, no such administration approval shall constitute a variance from the provisions of Chapter 50.



PLIUP-2510-0040

Interim Use Permit for a VDU
4721 E Superior St



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 2025

Prepared by: City of Duluth Planning & Economic Development, August 13, 2025, Source: City of Duluth

MCCULLOCH ST



No outdoor amenities
Guest Entrance

F-2 (Low-Rise
Neighborhood Mix)

R-1 (Residential
Traditional)

4721 E
SUPERIOR ST

4731 E
SUPERIOR ST

4710
GLADSTONE ST

4714

GLADSTONE ST

17TH
AVE

17TH
AVE

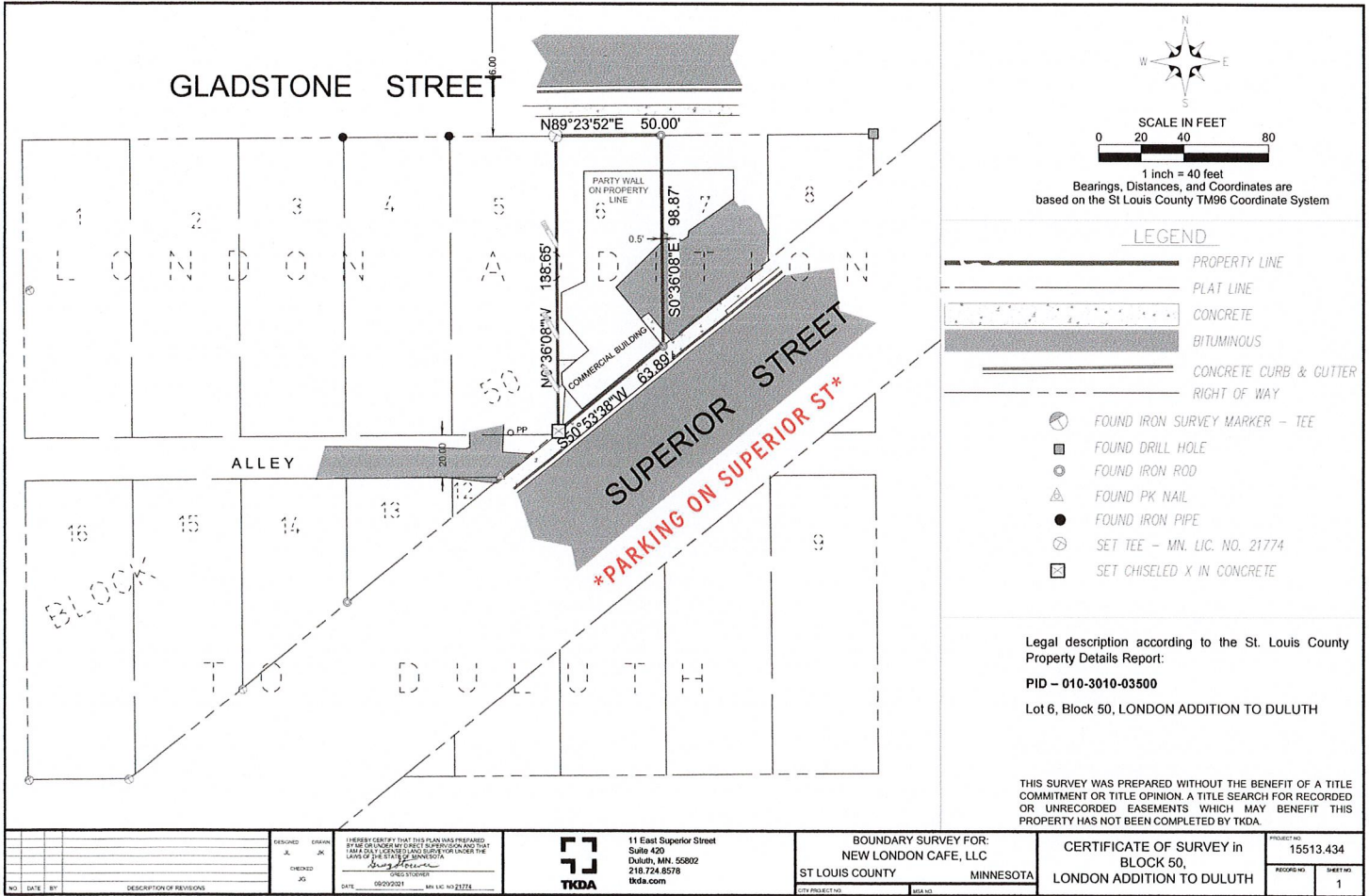
4628 E
SUPERIOR ST

4628 E
SUPERIOR ST

4701 E
SUPERIOR ST

4701 E
SUPERIOR ST

4728
MCQUILLOCH ST



SCALE IN FEET
0 20 40 80

1 inch = 40 feet
Bearings, Distances, and Coordinates are based on the St. Louis County TM96 Coordinate System

LEGEND

- PROPERTY LINE
- PLAT LINE
- CONCRETE
- BITUMINOUS
- CONCRETE CURB & GUTTER
- RIGHT OF WAY
- FOUND IRON SURVEY MARKER - TEE
- FOUND DRILL HOLE
- FOUND IRON ROD
- FOUND PK NAIL
- FOUND IRON PIPE
- SET TEE - MN. LIC. NO. 21774
- SET CHISELED X IN CONCRETE

Legal description according to the St. Louis County Property Details Report:

PID - 010-3010-03500

Lot 6, Block 50, LONDON ADDITION TO DULUTH

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT THIS PROPERTY HAS NOT BEEN COMPLETED BY TKDA.

NO.	DATE	BY	DESCRIPTION OF REVISIONS

REVIEWED	DATE
JK	JK
CHECKED	DATE
JK	08/09/2021

DATE: 08/09/2021 MN. LIC. NO. 21774



11 East Superior Street
Suite 420
Duluth, MN. 55802
218.724.8578
tkda.com

BOUNDARY SURVEY FOR:
NEW LONDON CAFE, LLC
ST LOUIS COUNTY MINNESOTA

CERTIFICATE OF SURVEY in
BLOCK 50,
LONDON ADDITION TO DULUTH

PROJECT NO.	15513.434
RECORD NO.	
SHEET NO.	1

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?

1 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?

3

What will be your maximum occupancy?

7 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?

0

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):

Professional property management 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:

via email through software

- 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:

Reilly Brennan
4721 E Superior St
5072733995
REILLY@THEINNONGITCHEGUMEE.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