

Minutes
Woodbury City Council
Wednesday, February 11, 2026

Pursuant to the due call and notice thereof, a regular meeting was duly held virtually and at the Woodbury City Hall, 8301 Valley Creek Road, on the 11th day of February 2026.

Call to Order

Mayor Anne Burt called the meeting to order at 7:30 p.m., and she welcomed those attending the meeting both in person and virtually.

Mayor Burt explained that members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone. She stated public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email at council@woodburymn.gov or at 651-714-3524. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Mayor Burt stated that meetings are recorded through True Lens Community Media and are broadcast live and replayed on cable channel 799. Meetings are also available on the City of Woodbury's YouTube channel. Members of the public are welcome to join and have an opportunity to speak in person, or can watch virtually. Virtual questions can be submitted online, and the City Clerk will monitor them throughout the meeting.

Pledge to Flag

Audience, staff, and Council pledged allegiance to the flag of the United States of America.

Roll Call

Upon roll call the following were present: Mayor Anne Burt, Councilmembers: Kim Wilson, Donna Stafford, Steve Morris, and Jennifer Santini.
Absent: None

Others Present: Ashleigh Sullivan, Assistant City Administrator/City Clerk; Kevin Sandstrom, City Attorney; Jeffrey Dahl, City Administrator; Janelle Schmitz, Community Development Director; and Chris Hartzell, Engineering Director.

Special Order of Business

No items scheduled

Open Forum

Steve Simon, City resident, noted that he serves as the treasurer for the Interlachen Neighborhood Association and is on the board. The organization has existed to keep the neighborhood safe, keep residents informed about items of interest and concern, foster a lively social environment, and keep the neighborhood looking great. The organization is run by volunteers, and each pays a voluntary fee. The fees collected are used to create a membership directory, periodic newsletters, a few social activities, and beautification of the neighborhood. He explained that they hire professionals to help with the beautification process, such as mowing, installing flowers, and maintaining the sprinkler system. Since the organization began in the 1990s, there has been an agreement with the City where the Interlachen Neighborhood Association is allowed to run water and electricity to the monuments. The water treatment facility project caused the water and electricity to be severed. The association was told that the property was City-owned, and if they wanted to have the electricity and water re-run, it would have to be paid for by the association. He explained that they hired someone to get the electricity and water re-run, and that the association takes great pride in the entrance to their community. He shared photos with the Council of the entrance to the property. He mentioned that the residents have not had positive feedback regarding how the entrance looks currently. He asked what the City would do to help beautify the entrance.

Bill Ehrlich, City resident, stated he was following up with the City regarding the ICE detention center. He asked if there was a way to ban ICE from doing something more permanent so that residents could be assured that a detention center would not happen in the City. He wondered if the Council had power over the HERO Facility to help regulate what happens there. He mentioned that he sent an email on February 1st and received a reply that the email was sent to the Council, but he did not know how long it would take to get an official answer. Mayor Burt mentioned that the Council has received hundreds of responses. She explained that a lot of responses sent to the Council are statements. A staff member reviews all the comments and will typically respond to responses that have a question in them. She added that the Federal Supremacy Clause limits some things the City can do. Some cities have put things in place as a statement, but they may not have legal standing. She noted that the City has received written documentation from the contractor and the federal government that says they are not interested in pursuing a facility in the City.

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Consent Agenda

Item A Approval of Council Workshop Minutes— January 28, 2026

Item B To adopt the following resolution

Resolution 26-12

Resolution of the City of Woodbury, Washington County, Minnesota amending the 2026 Budget for the City Hall Needs and Master Planning Study and authorizing the Mayor and City Administrator to execute a Professional Services Contract with HCM Architects.

Item C To approve renewing the tobacco licenses of the businesses on the attached list in Council Letter 26-23 for the period of April 1, 2026, through March 31, 2027.

Item D To approve renewing the liquor licenses of the businesses on the attached list in Council Letter 26-24 for the period of April 1, 2026, through March 31, 2027.

Item E The abstract of bills includes payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the mayor and City Administrator is hereby approved. Staff recommends approval of the abstract of bills for January 23, 2026, in the amount of \$832,720.56.

Councilmember Santini moved, seconded by Councilmember Morris, to approve the Consent Agenda items.

Voting via voice:

Kim Wilson – aye
Donna Stafford – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Public Hearings

A. Consider Approval of Country Estates 2nd Addition Public Hearing: Preliminary Plat, Project Nos. 32-2025-00595 and Final Plat, Project No. 32- 2025-00596

Mayor Burt declared the public hearing open.

Community Development Director Janelle Schmitz stated Mary Bert has submitted an application for a Preliminary Plat to be called Country Estates 2nd Addition. The preliminary plat requests to subdivide the existing 9.3-acre property into three (3), three-acre lots. The property is located east of Woodlane Drive and north of Woodlane Bay. The land is currently zoned R-2 Single Family Estate District and is guided as Rural Estate on the Land Use Plan. The proposed Preliminary Plat creates three (3) new single-family lots of at least three acres or more. The property is zoned R-2, Single-Family Estate District, which is intended to allow for a low-density, semi-rural lots to be served with a private well and sanitary sewer septic system. The minimum lot size in this zoning district is three (3) acres. No zoning flexibility is requested as part of this application, and all setbacks, lot width/depth, and area requirements are met.

Ms. Schmitz noted that the proposed lots will be served by the existing Woodlane Bay. Woodlane Bay was platted as a public right-of-way with the original Country Estates subdivision; however, the road itself is designed and maintained as a private roadway due to the limited driveways with frontage. The Engineering Department reviewed the roadway with this application and determined it should remain as a private road due to the costs to upgrade the street to City standards and maintain with limited driveway frontages.

Ms. Schmitz stated the lots are identified as heavily treed. As part of the subdivision, no more than 30 percent of significant trees may be removed without replacement pursuant to City Code. The Applicant will only be removing trees within the areas established for home construction, which is under that threshold.

Ms. Schmitz explained that the Planning Commission reviewed the Preliminary Plat application at its February 2, 2026, meeting. At that time, they recommended approval of Country Estates 2nd Addition by a 7-0 vote. She introduced Planning Commissioner Jake Guzik to provide a Planning Commission report. Planning Commissioner Guzik noted that the Commissioners had questions regarding the impact on trees, and drainage and utility easements. He noted that the Planning Commission added a condition to resolve the neighbors' encroaching driveway before the final plat is approved. Ms. Schmitz noted that it is condition seven.

Mayor Burt asked if there were any buildings or homes on the nine acres. Ms. Schmitz confirmed that there are no other buildings. The son of the applicant is proposing to purchase lot two and build on it.

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Mayor Burt moved, seconded by Councilmember Morris, to close the public hearing.

Voting in Favor: Wilson, Stafford, Morris, Santini, Burt
Absent: None

Mayor Burt opened opportunity for discussion and questions from the Council.

Councilmember Wilson asked if there was a wetland on the property that would prevent the project from meeting the minimum lot size. Ms. Schmitz replied that there are three acres that are free of wetlands.

Councilmember Santini asked if there was a road agreement. Ms. Schmitz replied that there is a maintenance agreement and that the new homes would be party to that agreement.

Councilmember Santini moved, seconded by Councilmember Stafford, to approve the Country Estates 2nd Addition Preliminary and Final Plat, Project Nos. 32-2025-00595 and 32-2025- 00596, all subject to the conditions outlined as listed in Council Letter 26-25.

Preliminary Plat Conditions

1. All terms and conditions of the original Country Estates preliminary plat shall remain in full force and effect.
2. The Preliminary Plat approval shall expire six (6) months from the date of the City Council approval unless a Final Plat has been requested or a time extension has been granted by the City Council.
3. Woodlane Bay will remain a private roadway within the City right-of-way with an established deed restriction and Homeowners Association covenants. Prior to the issuance of a building permit, the covenants shall be amended and recorded to incorporate the lots within this subdivision.
4. Prior to the issuance of a building permit, the Applicant shall record the Final Plat.
5. Final park dedication shall be satisfied through cash dedication. Final dedication shall be paid prior to the release of the Final Plat.
6. All homes shall have a 25-foot useable backyard area (flat for approximately 25 feet out from the house pad).
7. Prior to the release of the Final Plat, an encroachment agreement shall be recorded for the driveway on the east side of Lot 3, or the encroachment shall be removed.

Final Plat Conditions

1. All conditions of the Preliminary Plat approval shall remain in full force and effect.
2. Plat approval and release shall be conditional on adherence to all requirements of the city attorney, including, but not necessarily limited to, any express requirements contained in the city attorney's plat opinion.
3. All standard front, rear, and side yard lot easements shall be shown on the plat. Standard front and rear yard easements are 10 feet, and side yard easements are five (5) feet. Where public utilities are adjacent to side or rear lot lines, easements shall be a minimum of 10 feet wide on each side of the lot line. If the utilities are deeper than 10 feet, the easement width for each lot is calculated at a 1:1 depth-to-width ratio from the centerline of the utility. The easement width must then be adjusted to the nearest five-foot increment. If additional easements are not provided, then the layout of the watermain shall be adjusted.
4. The Final Plat shall be recorded prior to issuance of a building permit.

Councilmember Wilson noted that there was a neighborhood meeting and asked if there were any concerns that were brought up. Ms. Schmitz replied that there were questions regarding the timing of the project and the location of the homes.

Voting via voice:

Kim Wilson – aye
Donna Stafford – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Discussion

No items scheduled

City Administrator's Report

City Administrator Jeffrey Dahl gave a shoutout to Woodbury Green Talks. He noted it was the third event will be held on February 25th at Central Park in the amphitheater. The subject will be "Get Energy Smart: Starting at Home", and it is a free event. He mentioned that on

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February 26th, the annual State of the City will be hosted by Mayor Burt at Central Park at 6:00 p.m. and is a free event. He encouraged community members to RSVP on the City's website. The City is currently conducting the community survey, which is completed once every two years. The survey includes 5,000 randomly selected residents by mail. Respondents have until Wednesday, February 18th, to complete their survey. He noted that residents can still provide feedback, even if they were not chosen for the community survey, by going to the City's website. The Council will receive a report about the results of the survey in April.

Mr. Dahl highlighted the Public Safety department. East Ridge High School recently declared a day in January as Officer Ashley Kowarsch Day. He added that Fire Marshal Kevin Lynch was awarded the Public Safety Worker of the Year by the Woodbury Area Chamber of Commerce. He recognized Councilmember Morris's birthday and Councilmember Santini's birthday. He recognized Ty Okada for winning the Super Bowl. He mentioned that Ty Okada is a safety on the Seattle Seahawks and was born and raised in Woodbury.

Adjournment

Mayor Burt moved, seconded by Councilmember Morris, to adjourn the meeting at 7:57 p.m.

Voting in Favor: Wilson, Stafford, Morris, Santini, Burt
Absent: None

Respectfully submitted,



Ashleigh Sullivan, Assistant City Administrator/City Clerk

Approved by the Woodbury City Council on February 25, 2026.