

**CITY OF WOODBURY  
PLANNING COMMISSION MINUTES  
February 2 , 2026**

Pursuant to due call and notice thereof, a regular meeting was held at Woodbury City Hall, 8301 Valley Creek Road on the Monday the 2<sup>nd</sup>, day of February, 2026.

**CALL TO ORDER**

Chair John Kollm called the meeting to order at 7:00 p.m.

**ROLL CALL**

Upon roll call the following members were present: John Kollm, Stephanie Swanson, Marcia Kennedy, Saurin Shah, Shae Seabrooks, Jim Gentile, Jacob Guzik, Gisele Parnell, and Riyaan Hilowle.

Absent member: none

Council Liaison Present: Steve Morris

Staff Present: Eric Searles, Assistant Community Development Director/City Planner, Gina McCormack, Senior Planner and Dan Krumwiede, Planner I.

**DEVELOPMENT ITEMS**

**ITEM 1 : COUNTRY ESTATES 2<sup>ND</sup> ADDITION, PRELIMINARY PLAT, PROJECT NO. 32-2025-00596**

Gina McCormack, Senior Planner stated Mary Bert has submitted an application for a Preliminary Plat to be called Country Estates 2<sup>nd</sup> Addition. She said the preliminary plat requests to subdivide the existing 9.3 acre property into three (3), three acre lots. She stated the project property is located east of Woodlane Drive and north of Woodlane Bay. She said the land is currently zoned R-2 Single Family Estate District and is guided as Rural Estate on the Land Use Plan.

Ms. McCormack discussed the history of the project stating at their April 13, 1988 meeting, the City Council approved an amended preliminary plat for Country Estates which subdivided 26.6 acres into three (3) lots and established access to the lots by private road. She said all driveways are required to utilize Woodlane Bay for access. She said at the June 22, 1988 meeting, City Council approved the final plat. She said one of the lots established with that subdivision, is proposed to be subdivided with this application.

Ms. McCormack said the proposed Preliminary Plat creates three (3) new single-family lots of at least three acres or more. She said the property is zoned R-2, Rural Estate District which is intended to allow for a low density, semi-rural life lots to be served with private well and sanitary sewer septic system. She said the minimum lot size in this zoning district is three (3) acres. She said no zoning flexibility is requested as part of this application and all setbacks, lot width/depth and area requirements are met.

She also discussed site access saying the proposed lots will be served by the existing Woodlane Bay.

She said Woodlane Bay was platted as 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. She said the Engineering Department reviewed the roadway with this application and determined it shall remain as a private road due to costs to upgrade the street to City standards and maintain with limited driveway frontages.

Ms. McCormack discussed tree removal saying the lots are identified to be heavily treed. As part of the subdivision, no more than 30 percent of significant trees may be removed without replacement pursuant to City Code. She said a significant tree is defined is a healthy tree measuring a minimum of six (6) inches in Diameter for Hardwood Deciduous trees, six (6) inches in Diameter or 12 feet in height for

Coniferous trees, or 12 inches in diameter for common trees. She said the Applicant will only be removing trees within the areas established for home construction.

Ms. McCormack said a neighborhood meeting was held on January 7, 2026 with two (2) residents in attendance. She stated questions were asked regarding the timing of the project and location of home construction.

She stated that staff recommends approval of the Preliminary Plat, Project 32-2025-00595, for Country Estates 2<sup>nd</sup> Addition, subject to the following conditions outlined in the staff report.

Chair Kollm asked if the Applicant wanted to make any additional comments, Andy Bert introduced himself as the son to the Applicant and gave information on the project.

Chair Kollm asked if there were any questions from online or in person attendees, with none he opened it up to the Commission for questions.

Commissioner Gentile asked about the tree removal on page 204. He asked if that could be expanded to driveway, septic and drain field. He also asked if item number five (5) that stated park dedication shall be satisfied with cash deductions and wondered if that was for each lot. Ms. McCormack elaborated stating that each lot did have a cash dedication and said the city code establishes \$4,000 for park deduction per lot and advised this is the intent of the requirements as the applicant is only removing trees within the areas for home construction which includes the area Mr. Gentile asked about. She also stated that the Environmental department looked at this and didn't find concerns with the removals.

Commissioner Guzik asked with the 10 foot and 5 foot drainage and utility easements laid out if there was any opportunity to adjust any of them. Ms. McCormack stated the Engineering Team would conduct a detailed review to ensure they don't have any concerns but stated without major drainage swails the 10 foot easement is sufficient.

Mr. Guzik asked on the east side of lot three seemed to have some sort of driveway coming close to the proposed house and if it needed to be addressed before. Ms. McCormack said that lot was established prior to this subdivision and asked the Applicant, Mr. Bert had any context on the turnaround Mr. Guzik was questioning. Mr. Bert stated when the surveyor came out to do the survey they realized that the neighbors put a turnaround on the property. He said lot three (3) drawing is proposed for a potential spot and information on the lot. Ms. McCormack said staff could work on drafting a condition memorializing that encroachment on when that needs to go away.

Commissioner Kennedy asked about the property description and if there are any contingencies that need to be stated or addressed. Ms. McCormack stated title work would typically be items recorded against this but they had all of the original approval documents so it is probably just a note from the surveyor but gave information on how the Final Plat would require them having to have the title commitment and all of the documents which are taken care of with it.

Ms. Kennedy asked if lot two was the one that had the intent to build on and if when homes were to be built on the other lots, if they would have to come back to the Planning Commission for approval. Ms. McCormack confirmed and stated they wouldn't have to come back to the Commission as they would just need to maintain a building permit.

Commissioner Shah asked if the lot was empty and didn't currently have any houses on it. He asked if the lots would have new constructed homes. Ms. McCormack said there would only be one house constructed at this time as the two other lots would be reserved for future homes if they so chose.

Commissioner Seabrooks asked being Woodlane Bay is a private road with a public right of way if it would accommodate the size needed for emergency services to access. Ms. McCormack said it was designed to more of a rural section at the time when the plat went forward but stated the City reserved the right to have it be public right of way in case expansion was needed due to a significant density increase driveways but said it has been operating as a private drive in operation for 35 years acknowledging that it is sufficient for Emergency vehicles.

Chair Kollm asked if there was any zoning changes needed or if it remained with the same zoning. Ms. McCormack said there wasn't need or requests for zoning changes.

Chair Kollm asked if this would remain having well and septic and would not have city services for some period of time. Ms. McCormack stated that was an item that is looked at through the Comprehensive Plan process and gave information on how the city works with Cottage Grove if there is capacity to serve and how this area wasn't identified as an area that could be served.

Chair Kollm asked if specific construction codes cover the types of housing and setbacks and if that would be covered in the Final Plat. Ms. McCormack confirmed.

Chair Kollm asked if the properties on the west side of Woodlane Drive were utilizing city utilities. Ms. McCormack said they are not, as they are utilizing well and septic.

Chair Kollm asked if the Applicant, Mr. Bert was going to maintain ownership of all three (3) plats or if he was going to sell them. Mr. Bert stated his parents would own lot one (1) and lot three (3) and he would own lot two (2). He also said his parents own the property to the north and that his parents' home was just south of there as well.

Chair Kollm asked if there were any questions from the public. Ms. McCormack said there were not, but stated that Eric Searles, Assistant Community Development Director, City Planner, drafted a condition regarding the driveway encroachment. Mr. Searles stated the condition drafted would read that prior to the release of the Final Plat for recording, either a private encroachment agreement shall be executed for the existing turnaround on lot three (3) or the turnaround shall be removed.

Chair Kollm confirmed and said staff would be looking for a recommendation from the Commission.

MOTION: Stephanie Swanson moved to approve **COUNTRY ESTATES 2<sup>ND</sup> ADDITION, PRELIMINARY PLAT, PROJECT NO. 32-2025-00596** subject to conditions as outlined in the Staff Report and the added condition regarding the driveway encroachment agreement or removal.

SECOND: Marcia Kennedy

VOTING: All in Favor: John Kollm, Stephanie Swanson, Marcia Kennedy, Saurin Shah, Shae Seabrooks, Jim Gentile, and Jacob Guzik.

Absent: None

### **COUNCIL REPORT**

Councilmember Steve Morris provided an update of Council activities and meeting which was held last. For further information about the Council meeting, refer to the minutes.

### **APPROVAL OF MINUTES**

MOTION: Stephanie Swanson moved to approve the minutes of the Planning Commission held on January 12<sup>th</sup>, 2026 as submitted with a change to the Chair's name on the first page and spelling correction of two misspellings on a Commissioner and student Commissioners name's.

SECOND: Marcia Kennedy

VOTING: All in Favor: John Kollm, Stephanie Swanson, Marcia Kennedy, Saurin Shah, Shae Seabrooks, Jim Gentile, and Jacob Guzik.

Against: None

Absent: None

**ADJOURNMENT**

The meeting adjourned at 7:33 p.m.