



*A place where families and businesses thrive.*

**Planning Commission Work Session Minutes  
Community Auditorium and Zoom  
1915 Main Street, Forest Grove, OR  
Monday, December 15th, 2025, 7:00 pm**

---

**CALL TO ORDER AND ROLL CALL:**

Commissioner Sanderson called the Planning Commission Meeting to order at 7:03 p.m.

The meeting was held in person in the Community Auditorium and remotely via video conferenced by Permit Technician Shannon Reynolds. The public was allowed to attend via Zoom or observe in the Community Auditorium.

**Roll Call:**

**Present in Person:** Commissioners Jennifer Thomas, Tim Farrell, Nicole Ellis, Sarai Rivera and Chair Ginny Sanderson

**Present on Zoom:** Dan Riordan; Senior Planner

**Planning Commission Absent:** Commissioners Brandon Culbertson and Seth Berdahl

**Staff Present:** Matt Johnson; Senior Planner, Bryan Pohl; Director and Shannon Reynolds; Planning Coordinator

**PUBLIC MEETING:**

**A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

Sandy Scott, P.O. Box 204 Cornelius, OR 97113 asked to speak. She currently resides next to an Industrial Zone and wanted to know what changes if any were being implemented for this zone.

**B. PUBLIC HEARING:**

(1.)File Number 311-25-000025-PLNG – Recommendation to City Council for proposed Forest Grove Development Code Text Amendments.

**STAFF REPORT:**

City of Forest Grove Senior Planner, Matt Johnson provided a Power Point presentation on the proposed Forest Grove Development Code Text Amendments. Explanation of establishing height and setback limitations for industrial zones, revisions to residential and nonresidential standards and state mandates on mandatory adjustments. Notice of this meeting and the upcoming City Council meeting was published in the News Times on November 7<sup>th</sup>. There were no formal comments or responses from the public. Staff

recommends Planning Commissions approval to move forward to a public hearing at City Council based on the criteria and staff findings found within the Staff Report. No comments in opposition or neutrality were present.

The public hearing was called to close at 7:25 p.m.

**COMMISSIONER DISCUSSION:**

Commissioners asked clarifying questions of staff on various topics relevant to the Development Code Text Amendments.

Chair Sanderson asked for a motion to recommend to the City Council regarding the items outlined in Section B of the public hearing.

Commissioner Farrel motioned to affirm the recommendation to the City Council. Commissioner Thomas seconded the motion.

**C. WORK SESSION:**

(1.) Forest Grove Severe Rent Burden Update:

**STAFF REPORT:**

Senior Planner Dan Riordan provided a PowerPoint presentation on the state of City of Forest Grove's severe rent burden. Three main topics were discussed; the causes and consequences of severe rent, barriers to reduce severe rent burden and possible solutions for resolving severe rent burden. Dan also updated the commissioners on work related to preparing a Housing Capacity Analysis (HCA) for Commission to review and for City council adoption. Mr. Riordan explained the severe rent burden rate in Forest Grove is estimated at 35%. This is the second highest severe rent burden in the state. A few contributing factors are; expensive land cost and construction costs for materials. Household incomes are also not keeping pace with the increased cost of housing. The City has implemented a few measures to promote housing production with a property tax exemption program and deferred payment of utility system development charges. The City has selected a consultant to perform the HCA which will provide the foundation for preparing a Housing Production Strategy.

**D. ACTION ITEMS:**

None.

**BUSINESS MEETING:**

- A. Approval of Minutes - Minutes from Monday June 2nds and September 15<sup>th</sup> were approved by acclamation.
- B. Director's Report - Bryan Pohl provided an update to Commissioner's. Bryan thanked Chair Sanderson for her years of service on the Planning Commission and the City is grateful for her contributions.
- C. Announcement of Next Meeting – No meeting planned at this time.

**ADJOURNMENT:** The meeting was adjourned at 8:34 p.m.

Respectfully submitted by:

---

Shannon Reynolds  
Permit Coordinator