

Tips for Citizen Testimony

Before the hearing

Learn about the issue:

Take the time before the Planning Commission hearing to learn about the issue of concern. County staff is available to help answer your questions. The files for an application are available for public review at the County Courthouse. Copies can be made for a reasonable fee.

Learn about the decision criteria:

The Planning Commission must make its decision based on the applicable review criteria. If the applicant meets the criteria, the Planning Commission will approve the application. Conversely, if the applicant does not meet the criteria, the Planning Commission will deny the application.

Make your testimony with knowledge of the criteria. In your testimony, address a specific criterion or criteria. It is helpful for the Planning Commission to understand how your testimony applies to the criteria.

Submit written testimony early:

The earlier you can submit your written testimony, the better. If you are able to submit your written testimony 10 days before the date of the hearing, staff will be able to send copies of your testimony to the Planning Commission so they can read it before the hearing.

At the hearing there will be a lot of testimony to hear, so it is best to give the Planning Commission a chance to read your testimony beforehand.

Submit clear testimony:

Your written testimony should be written clearly, preferably typed. Staff will make photocopies of your testimony for the Planning Commission, so black & white testimony on letter-sized paper works best. The Planning Commission reviews a lot of material, so please make your testimony short and to the point, addressing specific criteria.

At the hearing

Testifying at the public hearing:

The public hearing is a way for the Planning Commission to get more information on the decision they must make, based on the review criteria. This is not the time for asking questions of the applicant, staff, or Planning Commission.

Please sign up if you wish to make oral testimony at the public hearing. There is a specific procedure to the hearing, these conform to State law for public meetings. Please come to the podium and state your name and address for the record when you are called. Speak loudly and clearly so you can be heard.

Tips for written testimony go for oral testimony as well. You may be given a designated amount of time for your oral testimony; this can be as short as three minutes. There is no need to read written testimony aloud, written testimony may be submitted and entered into the record before the hearing. Please do not repeat testimony that has already been heard by the Commission at the hearing.

If you choose to bring written testimony to the public hearing, please bring nine (9) copies. If you bring written testimony or other materials, expect the Planning Commission to keep the materials for the record.

For the audience:

The public is always welcome at Planning Commission hearings. However, please remain quiet during the meeting; it can be difficult to hear what is happening. Please have a seat and do not stand in the main aisle during the meeting.

**WELCOME TO THE
TILLAMOOK COUNTY PLANNING COMMISSION/
BOARD OF COMMISSIONERS MEETING**

Meeting Length

The Commission's meeting is scheduled to close no later than 12:00 midnight. At 11:00, the Commission will review the status of the agenda and reschedule any items which cannot be heard this evening.

Public Hearings

Many matters before the Planning Commission/Board of Commissioners are dealt with as a public hearing. The purpose of a hearing is to ensure that interested parties can offer relevant evidence in a timely and orderly manner.

Scheduled public hearings are itemized on the agenda available at the rear of the room. The Chairman will identify the subject, announce when the public hearing is open and request anyone interested to state his or her feelings regarding the matter to be considered.

If you wish to speak for, against, or comment in any way, we request that you: Please print your name, mailing address, and affiliations on the "Hearing Sign-In Sheet" at the back of the room. When called to speak, please come forward to the podium, give your name, address, and make your statement.

The following Hearing format will be used:

- A. Public hearing will be opened
- B. Staff report and recommendation, questions from Commission of Staff
- C. Applicant's/Appellant's presentation
- D. Public testimony (pro first, then con)
- E. Rebuttal
- F. Further comments from Staff

The hearing will then be closed to all testimony. The Commission may discuss the issue amongst themselves. They will then either make a decision at that time, or continue the public hearing until a specific time, or take the matter under advisement and announce their recommendation at a specified time.

Failure to raise an issue in person or by letter at some point prior to the close of the hearing on the request, or failure to provide statements or evidence sufficient to afford the decisionmaker an opportunity to respond to the issue prior to the close of the hearing on the request, precludes an appeal to the Land Use Board of Appeals (LUBA) based on that issue.

If your testimony would be repetitious, but you would like the opportunity to appeal the Commission's decision, you must sign the "Hearing Sign-In Sheet" located at the rear of the room. Only those who have appeared before the Commission in person, or have indicated their interest in writing, will be allowed to appeal.