

Testimony and Public Communication Procedures: Planning Commission

Planning Commission meetings are virtual unless otherwise indicated. All meetings, whether virtual or hybrid (in-person and virtual), will have in-person opportunities for testimony or public communication whenever a virtual opportunity is provided, at the Charles D. Cameron Public Services Building Auditorium at 155 N. First Ave. in Hillsboro.

Public Hearing Testimony

- Near the end of a public hearing, you will have an opportunity to provide oral testimony.
- Time limits: three minutes per individual. The Presiding Officer may adjust time limits.

Public Communication

- At Public Communication, you will have opportunity to speak on items NOT on the Agenda for a public hearing.
- Time limit: five-minutes per individual; 10-minute time limit for an authorized Community Participation Organization (CPO) representative. The Presiding Officer may adjust time limits.

Using Zoom or By Phone

- Complete the [Planning Commission Public Testimony Sign Up](#) at least **two hours** prior to the meeting.
- Following your registration, you will receive an email with further instructions including how to access the Zoom link and call-in number (+1-346-248-7799 or +1-669-900-6833). You can also access the online [Planning Commission meeting Agenda](#) for instructions on joining the Planning Commission meeting virtually.
- If joining by Zoom, your name on Zoom must match your registration login.
- If joining by phone, the phone number you call from must match the phone number you registered.
- When virtually brought into a meeting to testify or provide public communication, you will be allowed to speak but your video will remain off.
- You will not have an ability to present using slides or other digital graphics.

In Person

To provide oral communication, or in-person testimony on an ordinance scheduled for a public hearing, please sign-up at the table near the Auditorium entrance. Community members who sign-up to testify in-person do not need to also sign-up online.

- When your name is announced, please be seated at the table in front of the Planning Commission and state your name and home or business address for the record.
- Groups or organizations wishing to make a presentation are asked to designate one spokesperson.
- Please avoid repetition in your testimony and be mindful of previous speakers' remarks.
- If you plan to also provide written testimony at a public hearing, please bring 15 copies for staff to distribute to Planning Commission members.
- You will not have an ability to present using slides or digital graphics.

All oral testimony will be summarized in deliberations and meeting minutes and then become part of the ordinance record and shared with the Board of Commissioners. Oral public communication will be summarized in meeting minutes.

In Writing

For written testimony to be considered on an ordinance scheduled for a public hearing, please submit testimony to the [Planning Commission](#) by:

- **5 p.m.** on the Tuesday before an afternoon Planning Commission meeting (Wednesdays, 1:30 p.m. start)
- **Noon** on the day of an evening Planning Commission meeting (Wednesdays, 6:30 p.m. start)

These deadlines do not apply for providing written public communication (non-testimony) for the Planning Commission. Relevant written public communication will be shared by staff with all Planning Commission members after the meeting.

All written testimony will be part of the ordinance record and will be shared with the Planning Commission or the Board of Commissioners, depending on which will hear it next. Testimony provided to the Planning Commission will also be shared with the Board of Commissioners prior to the Board's public hearing on the ordinance.

Assistive Listening Devices

Assistive listening devices are available for persons with impaired hearing and can be scheduled for this meeting by calling 503-846-8685 no later than 5 p.m. on the Tuesday preceding the meeting. Persons with hearing impairments may call 711.

Sign Language and Interpreters

Upon request, the County will also arrange for the following services to be provided:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

These services must be scheduled with outside service providers; therefore, you must notify our office by 5 p.m. on the Friday preceding the meeting. Call 503-846-3519 or email

lutplanningcommission@washingtoncountyor.gov.