



Testimony Procedures: Planning Commission

NOTE: Planning Commission meetings are virtual.

Testify in Zoom

- Complete the [Planning Commission Public Testimony Sign Up](#) **two hours** prior to the meeting.
- Following your registration, you will receive an email with further instructions including how to access the Zoom link. You can also see [Agendas](#) for instructions to join meetings virtually.
- Your name on Zoom must match your registration login.

Testify in Writing

For your testimony to be considered for the following meeting, submit testimony to the [Planning Commission](#) by:

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

All testimony will be part of the record. Testimony received after the deadline will be shared with the Planning Commission or the Board of Commissioners based on which decision maker will hear it next.

Public Communication Guidelines

There is one opportunity to speak on items NOT on the Agenda during a regular Planning Commission meeting:

- At the start of the meeting: Five-minute time limit for individuals; 10-minute time limit for authorized Community Participation Organization (CPO) representatives. The Presiding Officer may adjust time limits.

When your name is called, state your full name for the record. Groups wishing to make a presentation must designate one spokesperson and avoid repetition. Careful attention to the previous speaker's remarks is helpful in this regard.

Public Hearing Testimony Time Limits

- Three minutes per individual. The Presiding Officer may adjust time limits.

No comments are allowed during "Public Communication" on items on the [Agenda](#) for a public hearing.

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 9-711.

Sign Language and Interpreters

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

1. Qualified sign language interpreters for persons with speech or hearing impairments; and
2. 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@washingtonty.gov.

Department of Land Use & Transportation

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