



Testimony and Public Communication Procedures: Planning Commission

All meetings are hybrid (in-person and virtual) and have opportunities for public communication and testimony.

Public Hearing Testimony

- Near the end of a scheduled public hearing, you will have an opportunity to provide oral testimony.
- Time limits: three minutes per individual and five minutes for a group. 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 minutes for a group or authorized representative of a Community Participation Organization (CPO). The Presiding Officer may adjust time limits.

In Person: Charles D. Cameron Public Services Building, 155 N. First Ave.

To speak in-person at Public Communication or provide in-person testimony on an ordinance scheduled for a public hearing, please sign-up at the table near the meeting entrance. Include your name and address. 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 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 submit written testimony at a public hearing, please provide 15 printed copies. Staff will distribute written testimony to Planning Commission members.
- You will not have an ability to present using slides, videos or other digital graphics.

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 comments shared at Public Communication will be summarized in meeting minutes.

Using Zoom or By Phone

- Complete the [Planning Commission Public Testimony Sign Up](#) at least **two hours** prior to the meeting. Include your name and address.
- Following your registration, you will receive an email with further instructions including how to access the Zoom link and call-in number (346-248-7799). You can access the online meeting agenda through the [Planning Commission portal](#). From this link, scroll down to Planning Commission.
- If joining by Zoom, your name on Zoom must match your name on the 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. State your name and address for the record.
- You will not have an ability to present using slides, videos or other digital graphics.

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)

Written testimony should include your name and address. All written testimony will become part of the ordinance record and will be shared with the Planning Commission or the Board of Commissioners, depending on which body 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.

Please do not include hyperlinks in your written testimony. County staff deactivate any active hyperlinks before sharing written testimony with Planning Commission members to avoid possible spam or malicious content. If you wish to share information from a website for inclusion in the record, please include it as a .pdf or hard copy. .

The deadlines above do not apply for written public communication (non-testimony) for the Planning Commission. Staff will distribute relevant written public communication to Planning Commission members after the meeting.

Assistive Listening Devices

Assistive listening devices are available for persons with impaired hearing and can be scheduled for Planning Commission meetings 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 by staff with outside service providers; therefore, you must notify us by 5 p.m. on the Friday before the meeting. Please call 503-846-3519 and select option 3, then option 2, or email lutplanningcommission@washingtoncountyor.gov.