



How to effectively provide testimony at a Planning Commission Hearing

The role of the planning commission is to help the Land Services division in preparing and reviewing changes to the comprehensive plan and land use regulations. The planning commission occasionally holds public hearings to accept testimony from individuals who would like to share their thoughts. The planning commission considers both written and oral testimony presented in the hearing when developing a recommendation to the Board of County Commissioners. Planning Commission hearings are informal; they are not judicial proceedings and the rules are somewhat relaxed.

Please consider the following suggestions if you are planning on providing testimony at a hearing.

- 1. Research.** You should research the topic and do any “fact finding” before the public hearing begins. The public hearing is not the time to ask the Planning Commission or staff questions. Your questions may not be answered to your satisfaction if you wait until the hearing to ask them.
- 2. Prepare Your Comments.** The amount of time you will have to make your comment is usually limited; your comments should be brief and to the point. Writing your comments in outline form may help you stay on point when you speak. If you write down your comments, you should not read them at the hearing. If you want your written comments in the record of the hearing, then you should give them to the county staff.
- 3. At the Hearing.**
 - Be punctual.
 - Write your name and address on the sign-up sheet near the entrance of the hearing room.
 - If you have brought written comments, give it to the county staff.
- 4. Making Your Remarks.**
 - Come up to the microphone and clearly say your name and address.
 - You should speak to the Planning Commission.
 - Your comments should be brief and to the point. Avoid being too technical. Stay within the timeframes set by the chair.
 - Try not to say the same thing as others who have already spoken.
 - Clapping, cheering or booing are not allowed at any time during the meeting.
 - You may not ask questions to anyone else that testified or reserve time for a closing statement or rebuttal.