

## “SCRIPT FOR THE PLANNING COMMISSIONER CHAIR”

Knowing what to say and when you can make quasi-judicial public hearings run more smoothly. Following is a “script” that you may want to adapt for your use and sample motions for decisions.

1. Public Hearing is now open for the purpose of considering (read from agenda).



2. The procedure I would like follow tonight has is as follows:
  - a. Staff Report
  - b. Questions from the Planning Commission
  - c. Applicant Presentation
  - d. Public Testimony
  - e. General Public Comments
  - f. Applicant Rebuttal

3. Now does any commission member wish to disqualify him or herself for any personal or financial interest in this matter before us tonight, or does any commission member wish to report any significant ex parte or pre-hearing contacts?

Does any member of the audience wish to challenge the right of any commissioner to hear this matter?

Is there any member of the audience who wishes to question the jurisdiction of this body to act on behalf of the City Council in this matter?

4. Oregon Land Use Laws require that all issues be raised if the issues are to be appealed; failure to raise the issues at this hearing may invalidate their further appeal.
5. Will the staff please present their report....Any questions from the commission?
6. Is the applicant, or his representative, present?
  - A. Do you wish to add anything to the staff report?
  - B. Please stand and give your name and address for the record.
  - C. Testimony
  - D. Does the commission have any questions of the applicant?

7. Now is the time for public testimony. Are there any members of the audience who wish to speak in favor of this proposal?...Are there any questions of the applicant? Are there any members of the audience who wish to speak against the proposal? Any questions of the applicant?
8. Does the applicant have any further comments?
9. If there is no further testimony, the Public Hearing is now closed. What's the pleasure of the commission?
10. Discussion. Decision. Next item.

### **Motions to Approve or Disapprove a Proposal**

1. No Changes or Additions. If the commission has no changes or additions to the staff report, the following motion is appropriate:

I move that the Planning Commission (approve/deny) this application for a development permit based on the standards, findings, conclusions and recommendation stated in the staff report.

2. Changes or Additions: If the Commission has changes or additions to the staff report, the following motion is appropriate:

I move that the Planning Commission (approve/deny) this application for a development permit based on the standards, findings, conclusions and recommendation stated in the staff report, except for the following items (or with the addition of the following items):