

Planning Commission Protocol

Welcome to the meeting of the Cowlitz County Planning Commission. My name is {Chair or Acting Chair's name}, Planning Commission Chair.

I now call this meeting to order under authority of **RCW 36.70**.

The Planning Commission exists to provide advice to local governments concerning orderly land development.

As a reminder, please silence your cell phones.

Members of the Planning Commission are private citizens from each district who volunteer their time and are assisted by staff members of the County's Department of Building and Planning. Here tonight is Department Director {Director's Name} who will introduce the Department's staff.

Our purpose tonight is to conduct a public hearing [or work shop] consistent with the published agenda. If you haven't already obtained an agenda, there are copies at the door. If you are here tonight to testify, please make sure you are signed in on the sign up sheet also located at the door. If you have not signed in, please do so now.

Business Matters.

- Would the recording secretary call the roll please?
Is there a quorum present?

- Any changes to the published agenda?
Thank you.

- The minutes of our last meeting have been distributed; are there any corrections to the minutes?

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- Hearing none, is there a motion for approval? Thank you.
 - Is there a second? Thank you.
 - It has been moved by _____ and seconded that the minutes of the last meeting be approved {or as amended}.
 - All in favor?
 - Motion carried.
-
- Is there any additional correspondence to be submitted?

 - Are there any Board Actions to report?

Public Explanation of Application Type (s) to be Heard at Meeting.

- **Quasi-Judicial Procedures:** One or more agenda items may be identified as quasi-judicial actions. For those matters, our meeting will be considered an open record public hearing. It is important that those of you who wish to speak do so tonight, because the Planning Commission's recommendation is forwarded to the Board of County Commissioners for action. When the Board of County Commissioners later considers this matter, that hearing will be a closed record hearing. No new testimony on new issues will be permitted.

**The record for appeal is also established at the Planning Commission level. Only those parties who speak or submit written comments now will be allowed to participate at the Board of County Commissioners level. **
(Discuss Appeals if Applicable)**

Again, to be able to provide testimony at the Board of County Commissioners closed record public hearing or appeal hearing, you must speak or present written comments at tonight's meeting.

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Planning Commission decisions for approval, approval with conditions or denial at tonight's hearing(s) are recommendations to the Board of County Commissioners for their action.

OR

- **Legislative Procedures:** One or more agenda items may be identified as legislative actions. For those matters, our meeting will be considered an open record public hearing. It is important that those of you who wish to speak do so tonight, because the Planning Commission's recommendation will be based on testimony given. Planning Commission decisions for approval, approval with conditions or denial at tonight's hearing(s) are recommendations to the Board of County Commissioners for their action.

However, because this application is a legislative matter, the Board of County Commissioners will also hold a legislative open record public hearing, at a later date, for public testimony.

Ex-parte Communication Disclosure.

- Do any planning commission members wish to disclose any potential conflict of interest or ex-parte communication?

Hearing none...

Hearing Procedure.

{The Chair can establish ground rules at the beginning of all meetings and public hearings, including time limits, and request that all questions of parties be channeled through the Chair to other parties (staff, commission, applicant, other public). The Chair may also reserve the right to decide upon the relevancy and appropriateness of the questions. }

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I now open the public hearing on agenda items # _____ which is Case# _____ /
_____ (project title).

We will begin with the staff report, comment and questions from the commission, a brief presentation from the applicant and/or agent, and then open the hearing for public comment.

Staff and Applicant Presentations.

- I will call on staff for a report on this case. Please stand and be sworn in.
 - Thank you. **{Suggest 10 min}**

- Does any member of the Commission have any questions of staff?
 - Thank you

{Keep question focused and to the specific subject at hand.}

- Is the applicant or applicant's representative present?

- Does the applicant or representative wish to make a presentation at this time?

- Please come forward to the stand and be sworn in.
 - Thank you. **{Suggest 10 min}**

- Are there any questions of the applicant from members of the Commission?
 - Thank you.

Public Comment Procedure Explanation

Anyone wishing to comment on the proposal will be invited to step up to the microphone to ensure a complete and accurate verbatim record and to allow everyone in attendance to hear the testimony.

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You will be sworn in, asked to state your name, to spell your last name for the record, and state the address of your residence or place of business, and whom you represent, if anyone other than yourself.

When a participant speaks again, the participant will again state their name each time so testimony can be identified on the verbatim record.

For those persons testifying, please confine your remarks to the applications before us. **{Keep comments focused and to the specific subject at hand}**

If you agree with the comments of another speaker, and wish to be entered in the record for future testimony, you may come forward to be sworn in by stating your name and address and that you agree with of the previous speaker {provide name}.

The Commission asks that you keep your comments to ___ minutes **(Determine number of minutes by amount of public in attendance - 3 minutes is typical.)**

Public Testimony

Now we will hear from those who wish to speak **in favor** of the application and have signed in to do so. **{Suggest 3 min}**

- Is there anyone else who wishes to speak **in favor** of the application? **{Ask at least 3 times}**

Now we will hear from those who wish to speak **against** the application and have signed in to do so. **{Suggest 3 min}**

- Is there anyone else who wishes to speak **against** the application? **{Ask at least 3 times}**

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{Keep comments focused and on the specific subject at hand.}

Applicant's Opportunity for Rebuttal

- Does the applicant wish to make additional comments regarding the public testimony?

- Does staff or Commission have any further questions of the applicant?

Additional or New Testimony from the Public.

- Does anyone wish to make any additional comments regarding this application?
- Does the commission have additional comments or questions for staff, applicant, or the public?
- Does the applicant wish to make additional comments regarding the staff report or public testimony?

{Continue if necessary either at this session or next, but if there is no additional testimony or comment, close the hearing for deliberations.}

Continued Hearing

If the hearing needs to be continued beyond this session (time is running short, additional facts need to be acquired, more public testimony, deliberations continued, or other issues):

Announce that the hearing will be continued and why - time restrictions, additional facts to gather, etc.).

State that the public comment portion of the hearing is - closed or will be continued at the next hearing.

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Determine and state specific time, date and place when the hearing will continue (no more than 90 days).

Closing Hearing for Planning Commission Deliberations

- I will now close the public hearing and invite a **motion to discuss the findings, conclusions and recommendations identified in Case# _____ / _____ (project title) and public testimony supplied tonight.**
 - Is there a second?

- Any further discussion from the Commission?

{At this time, the discussion is limited to the motion on the table and by the Commission members. The Commission may ask staff and/or applicant questions and/or clarification of the facts or other testimony that may need to be verified. However, during the period of discussion, the hearing may be re-opened by the Chair to address new evidence.}

- Hearing none, it has been moved by _____ and seconded that the Commission shall
 - **Approve Case # _____ / _____ (project title)** based on the findings, conclusions and conditions within the staff report and the public testimony presented tonight; or
 - **Approve Case # _____ / _____ (project title)** based on the findings, conclusions and conditions within the staff report, the public testimony presented tonight and with the following changes as discussed _____ **(list changes or additions to conditions);** or
 - **Deny Case # _____ / _____ (project title)** based on the findings, conclusions and recommendation within the staff report and the public testimony presented tonight; or
 - **Deny Case # _____ / _____ (project title)** based on the Planning Commission's findings and conclusions and/or the public testimony

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presented tonight as follows _____ (findings and conclusions as to why PC is going against staff's recommendation.)

- Ask the secretary to poll via voice vote:
 - Respond **Yes** for all those in favor.
 - Respond **No** for all those opposed.

- Ask secretary for the result, announce results, {approved or denied}

- If more than one case, then repeat process for each one.

{Option to take short recess between cases.}

If not, then...

Closure of Public Hearings

- This concludes the public hearing portion of this meeting and the planning commission will now move on to other business.

{Option to take five min recess}

Comments and Requests

- Are there any staff updates or board actions to report?

Hearing none, then move to closing.

Closing Comments

Thank you all for attending.

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The next scheduled planning commission meeting will be _____ {date of the next meeting}.

The chair will entertain a motion to adjourn...

So moved, by, _____? Seconded.

Meeting adjourned.

****NOTE:** The following are not recommendations to the BOCC- **the PC makes the Final Approval/Denial:**

18.16 Wrecking Yard Ordinance

18.42 Mobile Home Parks

Comprehensive Plan Amendments – Quasi-Judicial (***Denial Only***)

Zoning Amendment – Quasi Judicial (***Denial Only***)

Decisions determined as Final by the PC may be appealed to the BOCC within 20 calendar days except for Quasi-Judicial Comprehensive Plan Amendments, which are subject to appeal to Superior Court.