



# WALLA WALLA COUNTY

Community Development Department

310 W. Poplar, Suite 200 • Walla Walla, WA 99362-2865

## Planning Commission Public Meeting Procedures and Protocols

### **Process**

The Walla Walla County Planning Commission is a seven-member citizen body appointed by the Board of County Commissioners. All testimony must be heard by the Commission on the record.

The Commission usually makes a recommendation at the same meeting as the hearing, however in the event that the matter is not resolved to their satisfaction, the Commission may continue the hearing or their action to another date.

Copies of the agenda and staff reports are available in the hallway outside the hearing room. Please contact a staff member if you have any questions.

### **Conduct of the Hearing**

The Chairman will introduce the item on the agenda and ask the staff to summarize their written report. The Commission will then ask questions of staff. Witnesses will be sworn in and the hearing will commence with the applicant's presentation. Rebuttal testimony is allowed by both the proponent and opponent after each person wishing to speak has done so. If several people represent the same general position, the Chairman will request that a representative be appointed to consolidate the rebuttal. If you are represented by an attorney, it is appropriate for counsel to provide the rebuttal response. The Commission may ask questions of a witness.

Following the hearing, the Commission will deliberate and make a recommendation. The purpose of the hearing is for the Commission to gather factual information to assist them in formulating their recommendations. The hearing is not a debate or a questions and answer session with the audience.

### **Hearing Tips, Protocols, and Etiquette**

- Speak clearly into the microphone.
- State your name and address for the record.
- Speak only when recognized by the Chairman.
- Focus your testimony on the matter at hand, state only relevant facts and opinions.
- Avoid repetitive testimony; if another witness has made similar points, please make note of it on the record and state that you concur with the previous speaker.
- Speak to the Commission rather than the proponents, staff, or the audience.
- Please be prepared to limit your comments to five minutes per speaker, per item. When large groups are present, the Chairman may reduce the time per speaker (usually to three minutes each).
- Speaking time may not be deferred to another witness.
- Do not speak to the Commission unless you are at the podium.
- Exhibits (e.g. photographs, letters, and maps) become part of the permanent record and cannot be returned.

There will be a recorder present to transcribe the testimony and deliberation. The hearing will be recorded.

The Commission's hearings are conducted in a courtroom-like environment and audience conduct shall be in accordance with courtroom etiquette. Clapping, cheering, speaking out of order or disorderly conduct are not appropriate and are grounds for removal from the hearing room by order of the Chairman. Pagers and cellular phones must be turned off.

Please do not hesitate to contact the Commission's Secretary, if you have any questions, at 509-524-2624.