



City of Tigard

City Council Hearing Tips

City Council Meeting Process:

The City of Tigard Council includes the Mayor and four City Council Members. Two Councilors are elected at each biennial general state election for a four-year term. The Mayor is elected at a general state election, also for a four-year period. The Mayor serves as Chairman of the City Council and presides over all deliberations. He or she has a vote on all questions brought before the Council. In general, the Council adopts City laws and changes them as needed, determines City policies and sets standards, determines recommendations as to what City taxes should be levied, and approves contracts, agreements, and purchases over \$25,000.

Public Hearings are special meetings of City Council required by legislation to consider certain land use planning issues. The Council's role in a public hearing is to make a decision under existing laws. The Council cannot change the law for the land use application now under consideration.

Any person may offer testimony. Please wait until you are asked to speak by the Mayor and try to limit your remarks to the applicable approval standards for the application. This information is available in the public hearing notice, on the Council meeting agenda, and in the staff report. You can get a copy of the staff report one week in advance for 25¢ per page in City Hall, or at the City's website under Council meeting materials.

If you wish to speak for, against, or comment in any way, we request that you: Please print your name, full address, and affiliations on the "Hearing Sign-In Sheet" at the back of the room. When called to speak, please come forward to the podium, give your name, mailing address, and make your statement.

Public Hearing Format:

1. The Public Hearing is opened by the Mayor.
2. City staff will be asked to give a summary of the Staff report and Planning Commission recommendations.
3. The Applicant will present their proposal to City Council. In the case of the Comprehensive Plan Update, the applicant is the City of Tigard and the report,

recommendation, and proposal will be presented by City staff.

4. The Mayor will invite public testimony. Those in favor of the application first, followed by those who oppose the application, have questions, or have concerns.
5. If there is opposition or if there are questions, the applicant can respond. The applicant can also make a closing statement.
6. The Mayor will close the Public Hearing. No further testimony will be accepted.
7. The City Council will deliberate the proposal. The Mayor will allow for Council member discussion only.

Please note, the Council members may ask staff and the witnesses questions throughout the hearing until the record closes.

Failure to raise an issue in person or by letter at some point prior to the close of the hearing on the request or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue prior to the close of the hearing on the request, precludes an appeal to the Land Use Board of Appeals based on that issue.

Please contact the City Recorder at 503-639-4171 if you have any questions.

Hearing Tips:

If you are unable to attend a public hearing, you can submit your comments in writing to the City Council.

Please be prepared to limit your testimony to three minutes.

If you have any exhibits for the City Council to consider, such as a copy of your testimony, photographs, petitions, or other documents or physical evidence, at the close of your comments please hand all new exhibits to the City Recorder who will mark these exhibits as part of the record.