



City of Tigard Planning Commission Hearing Tips

The Planning Commission Process:

The City of Tigard Planning Commission consists of nine members appointed by the City Council for four-year terms. The Commission plays an integral role in the City's growth issues. The Planning Commission's responsibilities include assisting the City Council to develop, maintain, update and implement the City Comprehensive Plan, to formulate the City Capital Improvements Program, and to review and take action on development projects and development code provisions delegated to the Commission.

The Commission, through Chapter 2.08 of the Tigard Municipal Code, was established by laws and rules of procedure. It usually meets on the first and third Mondays of each month.

Many matters before the Planning Commission are dealt with as a public hearing. The purpose of a hearing is to ensure that interested parties can offer relevant evidence in a timely and orderly manner.

If you wish to speak for, against, or comment in any way, we request that you: Please print your name and full address 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, address, and make your statement.

Public Hearing Format:

1. The Public Hearing is opened by the Planning Commission Chair.
2. City staff will be asked to give a summary of the Staff report. A copy of the staff report is available for viewing one week in advance of the hearing in the City of Tigard Permit Center. You can purchase a hard copy for 25¢ per page.
3. The Applicant will present their proposal to the Planning Commission. 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 Chair will invite public testimony. Pro first, then con.

5. The Planning Commission Chair will close the Public Hearing. No further testimony will be accepted.
6. The Planning Commission will deliberate the proposal. Chair will allow for Planning Commission member discussion only.

Please note, the Planning Commission is not the final decision making committee for legislative cases. The Commission will instead will make a recommendation to City Council who will make the final decision.

Please contact the Planning Department at 503-639-4171 if you have any questions.

Hearing Tips:

Submitting your comments in writing to the Planning Commission in advance of the Public Hearing allows Staff and the Commission more time to formulate a response to your concerns.

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

Please be prepared to limit your testimony to three minutes. If you are unsure as to whether or not you can make all of your points in the time allotted, submit your comments in writing in addition to your oral testimony.

Please do not repeat testimony offered by yourself or earlier witnesses. If you agree with the statement of an earlier witness, please just state that and add any additional points of your own.

If you have any exhibits for the Planning Commission 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 Planning Commission Secretary who will mark these exhibits as part of the record.