

City of Bellevue

Planning Commission



Providing Testimony for a Public Hearing

A Public Hearing is the formal opportunity for the public to comment on a land use proposal. The Planning Commission considers the community's points of view in making its recommendations.

How the Planning Commission will run the Public Hearing

Sign-up Sheet

It is not necessary to sign up prior to speaking at the public hearing, but doing so will expedite the hearing process.

If there is more than one public hearing scheduled, there will be a separate sign-up sheet for each hearing. Be sure to sign up on the correct sheet.

If you do not sign up, yet later decide you wish to provide testimony, you will have that opportunity when the Chair calls upon the audience after each person who signed up has been called.

Hearing Opened

The Chair will open the public hearing following a motion and second from the Commission.

Public Testimony

Written Materials

Written testimony may be submitted to city staff prior to the public hearing. Staff will make copies for the commission. If you bring written materials to the public hearing and would like each Commissioner to immediately have a copy, please bring copies for the Commissioners, staff and the recording secretary; 10 copies are recommended. Written materials submitted before the close of the public hearing become part of the public record. It is not necessary to read from written testimony, although you may summarize your written comments in spoken testimony.

Spoken Testimony

Each person is allotted five minutes to provide testimony. A timer is activated after you provide your name and address. At four minutes, the timer will display a bright yellow light, indicating that it is time to immediately conclude your comments. At five minutes, a red light is displayed. Your comments will be concluded.

At the start of your testimony, please clearly state your name and address for the record.

Each person is entitled to speak only once at a public hearing, even if all five minutes are not used.

Hearing Closed

After each person on the sign-up sheet has been called upon, and any others present have had the opportunity to speak, the Chair will close the public hearing, following a motion and second from the Commission.

After the Hearing is Closed

The Commission may convene a Study Session to discuss the proposal, or may immediately hold another hearing if one is on the agenda.

Planning Commission deliberation during Study Session

Questions of Staff

During the Commission's deliberation, members may ask questions of staff, or invited experts, but generally will not engage in discussion with any member of the audience.

Planning Commission Recommendations

When the Commission is satisfied that it has sufficient information on a proposal and when it has reached a decision on the issue, it will make a recommendation at the conclusion of the study session. Sometimes the Commissioners' deliberation reveals the need for additional information that staff will provide at a future meeting.

Suggestions for Providing Testimony

Decision criteria

Each land use proposal reviewed by the Planning Commission must meet specific criteria to be approved. The staff report discusses how the proposal meets these criteria. Addressing the criteria in your testimony assists the Planning Commission in reaching a decision. The staff report is available for your review about 20 days before the public hearing.

Discussion

The Public Hearing is not an opportunity to engage in a discussion with the Planning Commission.

Contacts

For questions, or to request a copy of a staff report, call Planning & Community Development at 425-452-6931.

For current information on the Planning Commission, and to download a copy of the staff report for an upcoming public hearing, go to the Department of Planning & Community Development web site:

www.bellevuewa.gov/planning-and-community-development.htm