

# Providing Public Testimony

## Snohomish County Planning Commission

### Before the Hearing

- ◆ Contact the appropriate Planning Department staff with questions as soon as possible; staff may be able to respond in advance, which can help you prepare your testimony.
- ◆ Plan what you are going to say in advance of the hearing.
- ◆ Sign-in on the speaker list at the entrance to the hearing room.
- ◆ Provide any handouts or long documents to the Planning Commission Clerk.

### Giving Testimony at the Hearing

- ◆ Approach the podium when your name is called by the Planning Commission Chair.
- ◆ Speak directly into the microphone; feel free to adjust it as needed.
- ◆ Introduce yourself by providing your name and address.
- ◆ State whether you are officially representing a group, if applicable.
- ◆ State whether you are in favor or against the proposal.
- ◆ Testimony is limited to three minutes per individual, or five minutes for a business or group. As a result, organize your comments so the major points are clear and concise.

### Decorum

The Planning Commission understands that hearings about plans that could impact your property or way-of-life can be very emotional. A hearing, though, should be a civil proceeding and it is inappropriate to cheer, boo, or applaud while a speaker has the floor. Citizens of Snohomish County won't always agree on an issue, but can make an effort to respect the public hearing process where all viewpoints can be heard.

All comments should be addressed to the Planning Commission Chair. Questioning and arguing between audience members is inappropriate, and is not an effective way to make a case to support your views.

Refrain from reading long documents that can just as easily be submitted in advance and made a part of the record. Summarize your comments wherever possible and avoid repeating prior testimony.



### Time-Savers

Consider making a statement such as "I agree with the previous speaker(s)," and then add new or additional information you want to provide.

You may also want to mention that you represent others and then ask everyone in your group to stand.

**Thank you for helping make the public hearing process successful for everyone by following these guidelines.**