

Quasi-Judicial Meeting Procedure

Call the Meeting to Order:

I call this meeting of (Month, Day, Year) to order. My name is (_____), I am the Chairman of the City of Prineville Planning Commission. The Commission's job is to conduct public hearings for the purpose of making land use decisions and/or recommendations according to the ordinances and law of the City of Prineville and the State of Oregon. The Commission may not vary from the adopted laws and ordinances. If a law or ordinance is considered to be unfair or unworkable, there is a process to amend the ordinances. All City land use ordinances must meet minimum standards of the enabling state statutes and administrative rules. All applications being heard tonight are being weighed against the law and ordinance in effect at the time the application was filed.

A copy of the rules of procedure for the hearing, the agenda for tonight's hearing, and copies of the staff reports are available at the entrance in the back of the room.

All those in attendance are asked to sign the attendance sheet and please include your address.

Briefly, each item will begin with the planning staff report and any additional comments since the staff report was written. All staff reports are available to the public 7 days prior to the hearing, and are automatically incorporated as part of the record. After staff, any other City, State, County, or Federal agencies' comments will be presented. The applicant and those in support of the application will speak first, followed by those in opposition. For those who are neutral, but have questions, they will come next. The applicant is given the final rebuttal at which time the public hearing will be closed, followed by commission discussion and action. Testimony from all concerned shall be specific to the law that is understandable.

Failure to provide testimony at this hearing will preclude a person from participating on an appeal to the City council, and the State Land Use Board of Appeals after that.

The failure of the Applicant to raise a constitutional or other issue related to proposed conditions of approval with sufficient specificity to allow the Hearings Body to respond will preclude the Applicant from pursuing an action for damages associated with those conditions in Circuit Court.

All persons testifying must be recognized by the chairman, approach the front of the room and state your name and address. If you represent someone else please state who you are representing.

Ex parte contact, conflict of interest, Bias:

- Do any of the Commissioner Members have a conflict of interest?
- Has any member of the Commission had any ex parte contact with the applicant or any member of the public? (Announce all site visits and tours)
- Are there members of the audience who wish to challenge any member of the Commission on any of the items on the agenda? If so, approach the microphone and state the bias.

Public hearing items:

Next we move to the public hearing agenda. The first item is _____.