

Hubbard Planning Commission - Public Hearing Script

April 20, 2021

CHAIR: Good evening, my name is _____. I am the Chair of the Hubbard Planning Commission, and I will be presiding over this hearing. This is the time and place set for the public hearing in the matter of:

Site Development Review, file # DR 2021-01, Request to install a coffee food cart with a drive-through window at 3081 J Street in Hubbard.

The hearing is now open. It is _____ PM. Oregon land use law requires several items to be read into the record at the beginning of every public hearing. The City Planner will review this material; your patience is appreciated as she goes through these statements.

City Planner (Holly Byram): The applicable substantive criteria upon which this case will be decided are found in the Hubbard Development Code, Section 2.104 RC – Residential Commercial District, Section 2.111 Highway 99E Overlay Zone, Section 2.200 General Development Standards, and Section 3.105 Site Development Review. Hubbard Municipal Code Chapter 5.15 Food Carts.

All testimony and evidence received during this public hearing must be directed toward these approval criteria, or to such other rule, law, regulation, or policy which you believe to apply to this case. An issue which may be the basis for an appeal to the City Council or the Land Use Board of Appeals shall be raised not later than the close of the record at or following the *final* evidentiary hearing on this case. Such issues shall be raised with and accompanied by statements or evidence sufficient to afford this body, and the parties to this hearing, an adequate opportunity to respond to each issue.

This public hearing will proceed with the staff report and any other comments from governmental agencies that are in attendance; followed by the applicant and all of those who are in support of the application. All of those opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. Finally, the applicant will be entitled to a rebuttal period.

Please state your name, physical address, and mailing address clearly into the microphone for the record before your comments. Please try to avoid repetition if someone else has already expressed the same thoughts. It is perfectly alright to state that you agree with the statements of that previous speaker. Please be assured that everyone will have an opportunity to speak.

If you have documents, maps, or letters that you wish to have considered by this body, they must formally be placed in the record of this proceeding. To do that, either before or after you speak; please submit the material to Vickie Nogle who will make sure your evidence is properly taken care of.

Prior to the conclusion of the first hearing on a land use application, any participant may request an opportunity to present additional evidence or testimony regarding the application. If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for the submission of additional evidence.

CHAIR: With that out of the way, I need to ask the audience and fellow Commissioners a few questions:

1. Does any member of the audience have any objections to the notice that was published?
2. Does any member of the audience wish to challenge the jurisdiction of the Planning Commission to hear this matter?
3. Does any member of the Planning Commission wish to declare a potential or actual conflict of interest or bias?
4. Does any member of the Planning Commission wish to report any site visits or ex-parte contacts?
5. Does any member of the audience wish to challenge the impartiality or ex-parte disclosures of any member of the Planning Commission?

CHAIR: City Planner Holly Byram please give the staff report.

City Planner (Holly Byram): Staff Report

CHAIR: Are there any questions of staff from the Planning Commission before we continue and accept public testimony?

CHAIR: I will now accept public testimony regarding this case.

- Would the applicant or their representative like to speak?
- Is there anyone who would like to speak in support of the application?
- Is there anyone who would like to speak in opposition the application?
- Is there anyone who would like to speak neither for nor against the application (neutral)?
- Would the Planning Commission like the applicant to address any of the testimony?

CHAIR:

Before I close or continue the public hearing, are there any additional questions from the Planning Commissioners or staff or anyone? As a reminder, once I close the hearing only Commissioners or staff may speak.

Public testimony is now over. I will close the public hearing at _____ PM. I will now entertain discussion on the application and/or a motion.