



Sunnyvale

2021 PUBLIC HEARING PROCESS AND SCHEDULE

Some project applications require a public hearing, which allows applicants and community members to be heard in a public forum before a decision is made on the application. This handout is an overview of the public hearing process and schedule.

THIS SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE DUE TO AGENDA LENGTH, APPLICATION COMPLETENESS OR OTHER FACTORS.

Closing Date (Wednesdays)	Project Review Committee (PRC) (Wednesdays)	Zoning Administrator Hearing (Wednesdays)	Planning Commission Hearing (Mondays)
Oct 7	Oct 21	Nov 25	Jan 11
Nov 4	Nov 18	Dec 16	Jan 25
Nov 18	Dec 2	Jan 13	Feb 8
Dec 2	Dec 16	Jan 27	Feb 22
Dec 22	Jan 6	Feb 10	Mar 8
Jan 6	Jan 20	Feb 24	Mar 22
Jan 13	Jan 27	Mar 10	Apr 12
Feb 3	Feb 17	Mar 24	Apr 26
Feb 17	Mar 3	Apr 14	May 10
Mar 3	Mar 17	Apr 28	May 24
Mar 17	Mar 31	May 12	Jun 14
Apr 7	Apr 21	May 26	Jun 28
Apr 21	May 5	Jun 16	Jul 12
May 5	May 19	Jun 30	Jul 26
May 19	Jun 2	Jul 14	Aug 9
Jun 2	Jun 16	Jul 28	Aug 23
Jun 16	Jun 30	Aug 11	Sep 13
Jul 7	Jul 21	Aug 25	Sep 27
Jul 21	Aug 4	Sep 15	Oct 11
Aug 4	Aug 18	Sep 29	Oct 25
Aug 18	Sep 1	Oct 13	Nov 8
Sep 1	Sep 15	Oct 27	Nov 22
Sep 15	Sep 29	Nov 10	Dec 13
Oct 6	Oct 20	Nov 24	Jan 10
Oct 20	Nov 3	Nov 24	Jan 10
Nov 3	Nov 17	Dec 15	Jan 24
Nov 17	Dec 1	Jan 12	Feb 14
Dec 8	Dec 22	Jan 26	Feb 28
Dec 21	Jan 5	Feb 16	Mar 14
Jan 5	Jan 19	Mar 2	Mar 28

Dates in *italics* have been adjusted for holidays or other special circumstances.

CLOSING DATES
In order to be tentatively scheduled for a public hearing (or PRC meeting for Preliminary Review applications), applications must be submitted to the Planning Division at the One-Stop Permit Center by 5 p.m. on the closing date shown in the schedule. Applications missing required information will not be accepted. Consult with the on-duty Planner for required submittal materials.

PROJECT PLANNER
Once a project application is accepted, it is assigned to a Project Planner. The Project Planner will serve as the City staff liaison during the application review process until project completion.

PRC MEETINGS
Project circumstances may require the selection of a different PRC date than as shown in the table. The project planner will keep the project applicant informed of any date changes as soon as they are known.

PRC MEETING

WEST CONFERENCE ROOM, CITY HALL, 1:30 P.M.,

WEDNESDAYS

APPLICANT ATTENDANCE ENCOURAGED

The PRC consists of representatives from the Departments of Community Development (Planning and Building), Public Safety (Fire and Crime Prevention), Environmental Services and Public Works (Engineering, Transportation & Traffic and Trees & Landscaping). The PRC reviews applications for technical compliance with the California Environmental Quality Act (CEQA), City codes, design guidelines, policies and other specifications. Less complex projects may not be reviewed by the entire PRC. At the PRC meeting, applicants will receive written comments, including a list of additional information required to perform a thorough analysis of the project. More complex projects may receive comments a week after the meeting. PRC comments do not constitute a recommendation of approval or denial of the project. Based on the PRC comments, the Project Planner will determine if the application is complete.

PROJECT APPLICATION COMPLETENESS

Incomplete applications cannot be scheduled for public hearings. The project must first be deemed complete either by the PRC or the Project Planner. The deadline for submittal of missing material is typically noon Tuesday the week following the PRC meeting. Major changes to a project from the initial PRC review will require another PRC review before being scheduled for public hearings.

PRELIMINARY REVIEW

Preliminary Review is an optional process for applicants to submit schematic plans of a project for PRC review and receive early feedback from City staff before submitting a formal project application. The process starts at application submittal and ends at the PRC meeting with no formal decision made on the application. **Preliminary Review is strongly encouraged for complex projects, large projects or potentially controversial projects.**

PLANNING COMMISSION STUDY SESSION

WEST CONFERENCE ROOM, CITY HALL, 6 P.M.

APPLICANT ATTENDANCE ENCOURAGED

A Planning Commission (PC) study session may be required depending on the complexity of an application. A study session can help identify issues that the PC wants addressed before the project is formally reviewed at a hearing. The study session is open for the public to attend, but it is not a public hearing and no decision is made on the application. A project is typically scheduled for a study session 2-4 weeks before its scheduled public hearing. PC study session dates are the same as the PC hearing dates.

PUBLIC HEARINGS

APPLICANT ATTENDANCE REQUIRED OR REVIEW COULD BE CONTINUED TO A LATER DATE

The public hearing is a publicly advertised meeting where the public has an opportunity to comment and participate on matters under consideration, such as development project applications. The applicant is given an opportunity to make a short presentation before members of the public can speak on the proposed project. After receiving public testimony, the decision making body will typically make a decision on the project application.

LEVEL OF REVIEW

Depending on the complexity of the project and the environmental review (per CEQA) required, an application would require either Zoning Administrator or Planning Commission hearing. Some projects will require City Council review, which will typically be 3-5 weeks following the Planning Commission hearing. Consult with a Planner to see which type of hearing is required.

ZONING ADMINISTRATOR HEARING
WEST CONFERENCE ROOM, CITY HALL
3 P.M.

PLANNING COMMISSION HEARING
COUNCIL CHAMBERS, CITY HALL
7 P.M.

CITY COUNCIL HEARING
COUNCIL CHAMBERS, CITY HALL
7 P.M.

APPEALS

Title 19 (Zoning) of the Sunnyvale Municipal Code describes when decisions may be appealed to another decision making body. Any person aggrieved by a Zoning Administrator decision may appeal it to the Planning Commission. Some decisions by the Planning Commission may be appealed to the City Council; others are final. City Council decisions are final.

To file an appeal, a complete application form, a written letter stating the reasons for the appeal and the required fee must be submitted to the Planning Division at the One-Stop Permit Center within 15 days of the date of the decision.