GENERAL PLAN AMENDMENT PROCESS

This handout describes the process for requests to amend the General Plan, primarily about changing the land use designations of properties. See SMC Chapter 19.92 and the Public Hearing Process and Schedule brochure for more information.

THE GENERAL PLAN

The Sunnyvale General Plan is a fundamental tool in guiding the City through change and growth. It addresses the physical development of the City and, when used together with a larger body of City Council policies, provides direction for decision-making on City services and resources. It is both a long-range and a strategic planning document, containing long-term goals and policies for the next 10-20 years and strategic actions for the next 5-10 years. As community needs and values change, the City periodically reviews and updates the General Plan to remain a realistic document to achieve the community’s vision. The City Council is the decision-making body for any proposed amendments to the General Plan.

GENERAL PLAN AMENDMENT REQUESTS

The General Plan Amendment Process is depicted on Page 2 of this handout.

In Sunnyvale, only the City Council can initiate proceedings to consider changes to the General Plan. In order for members of the public to propose a General Plan amendment (GPA), the Council must first determine if the proposed change is worthy of consideration. The applicant must first submit a request for Council to initiate a General Plan amendment (GPI). Council review of a GPI request is a limited decision and is neither an approval nor denial of the proposed amendment. If the Council votes to approve the GPI request, the applicant may file the GPA application. If the Council denies the GPI request, the applicant may not proceed with a GPA application.

On December 10, 2013, the City Council adopted changes to the GPI procedures (RTC 13-295) and the review of the related GPA and development applications. Included in these changes are the following procedures:

- GPI requests are reviewed by Council on a quarterly basis (see schedule below).
- After GPI approval, any GPA application submitted (which may include associated rezoning of a property) must first be reviewed by Council for a decision before any development application may be reviewed by the required decision-making body (typically Planning Commission).

2015 GPI SCHEDULE

This schedule is tentative and subject to change due to agenda length, application completeness or other factors.

<table>
<thead>
<tr>
<th>Closing Date (by 5 p.m.**)</th>
<th>Project Review Committee (PRC) Meeting (Wednesdays, 1:30 p.m.)</th>
<th>Planning Commission Hearing (Mondays, 8 p.m.)</th>
<th>City Council Hearing (Tuesdays, 7 p.m.)</th>
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<tbody>
<tr>
<td>February 1</td>
<td>February 11</td>
<td>March 9</td>
<td>March 24</td>
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<tr>
<td>May 1</td>
<td>May 13</td>
<td>June 8</td>
<td>June 23</td>
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<tr>
<td>August 1</td>
<td>August 19</td>
<td>September 28</td>
<td>October 13</td>
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<tr>
<td>November 1</td>
<td>November 18</td>
<td>December 14</td>
<td>January 26, 2016</td>
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**A closing date that falls on a day that the City is not open for business will extend to 5 p.m. on the following business day.
**STEP 1 - Initiation**

- General Plan Amendment Initiation Request Filed (GPI) (Public Hearing)
  - Staff reviews proposal for appropriateness of study & alternatives
  - Project Review Committee (PRC), as applicable
  - Staff sends public notification of hearings and prepares report
  - Planning Commission (PC) Hearing
  - PC makes recommendation to City Council (CC)

**STEP 2 - Amendment**

- General Plan Amendment (GPA) Application Filed (May include associated Rezone (RZ) and development application) (Public Hearing)
  - Staff reviews application and submitted materials
  - Application deemed complete
  - Project Review Committee (PRC)
  - Staff conducts further Environmental Review
  - Staff sends public notification of hearings and prepares report

**STEP 3 - Development**

- Associated Development Application
  - Application deemed complete
  - Application in incomplete. Applicant submits information needed.
  - Application in complete.

- PC Hearing
  - PC makes recommendation to City Council (CC)
  - Staff prepares report
  - CC Hearing
  - CC makes decision

- CC DENIES GPA
- CC APPROVES GPA

- 2 years before same proposal can be filed again

- PC Hearing
  - PC makes decision
  - 15 day decision: Appeal Period
  - Not appealed
  - Process Goal: Varies

- Building Permit Application filed

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One-Stop Permit Center - City Hall - 456 W. Olive Avenue - (408) 730-7444
Planners and Building Division staff are available 8:00 a.m. to 5:00 p.m.

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