



**Notice to the Public:**

*Any agenda related writings or documents distributed to members of the Planning Commission regarding any open session item on this agenda will be made available for public inspection in the Community Development Department located at 456 W. Olive Avenue, Sunnyvale, CA during normal business hours and in the Council Chambers on the evening of the Planning Commission meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting The Planning Division at (408) 730-7440. Agendas and associated reports are also available on the City's web site at*

*<http://www.ci.sunnyvale.ca.us> or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*PLEASE TAKE NOTICE that if you file a lawsuit challenging any final decision on any public hearing item listed in this agenda, the issues in the lawsuit may be limited to the issues which were raised at the public hearing or presented in writing to the City at or before the public hearing. PLEASE TAKE FURTHER NOTICE that Code of Civil Procedure section 1094.6 imposes a 90-day deadline for the filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure section 1094.5.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Planning Division at (408) 730-7440. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35.106 ADA Title II)*

## **VISUAL PRESENTATION**

To assist you in utilizing the technology available in the Council Chambers, the publication "How to Make Your Presentation More Effective" may be helpful.

Ask the Project Planner for a copy. Copies are also available on the table located at the back of the Council Chambers prior to scheduled Planning Commission and City Council meetings. You may also pick up a copy at the One Stop Permit Center or the City Clerk's Office during normal business hours, or visit the City's website at: <http://www.sunnyvale.ca.gov>.

## **PLANNING COMMISSION SCHEDULED PUBLIC HEARING DATES FOR 2013:**

January 14	May 13	October 14
January 15 *	May 29, <i>Wednesday</i> ***	October 28
January 28	June 10	November 11
February 1, <i>Friday</i> **	June 24	November 25
February 11	July 8	December 9
February 25	July 22	December 23 – <i>No Meeting</i>
March 11	August 12	January 13, 2014
March 25	August 26	January 27, 2014
April 8	September 9	February 10, 2014
April 22	September 23	February 24, 2014

\* Joint Study Session with City Council

\*\* City Council Study Issue Workshop

\*\*\* Special Meeting Dates

Planning Commission typically meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. Study Sessions are held at 7:00 p.m. in the West Conference Room. Public Hearings are held at 8:00 p.m. in the Council Chambers.

Public Hearings are available by web cast at the following link:

<http://sunnyvale.ca.gov/CityGovernment/CityCouncil/CouncilMeetings/WatchCouncilMeetingsOnline.aspx>

Public Hearings are broadcast on KSUN, however due to the cancellation of the June 24 Public Hearing, there will be no meeting broadcast on KSUN on this date.

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## **GUIDELINES FOR ADDRESSING THE PLANNING COMMISSION**

### **Public Announcements – Beginning of Meeting**

- 3 minutes or less per speaker.
- Speakers are requested to give their name (address is optional).
- Recognition of a special achievement.
- Announcement of public event with definite time and date.
- Public events that are of Planning Commission interest that occur in the City annually. (Only announce one time for the year).

### **Public Hearings – Order of Hearing as Follows:**

- Opening remarks by the applicant (if applicable).
- Speakers are requested to give their name (address is optional).
- Anyone interested in addressing the Planning Commission (may only speak one time).
- Closing remarks by the applicant (if applicable).
- Time limit of 3 minutes per person (to be extended at discretion of Chair). Please make comments brief and be prepared to provide new input.

### **Citizens to be Heard**

- Any item relevant to the Planning Commission.
- Speakers are requested to give their name (address is optional).
- Speakers are to turn in a Speaker Card to the Recording Secretary.
- Items not on the agenda.
- Items that do not fall within the scope of the Public Announcement section.
- Time limit of 3 minutes, 15 minutes total for this category (to be extended or continued to end of Planning Commission business, at the discretion of the Chair). Limit to one appearance during this section.

If you wish to provide the Planning Commission with copies of any handout materials you are presenting, please provide sufficient copies for each Planning Commission member, the Recording Secretary and other staff present.