



2024 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* Online Submittals Due (Wednesdays)	Project Review Committee (PRC) Comments Provided (Wednesdays)	Zoning Administrator Hearing (Wednesdays)	Planning Commission Hearing (Mondays)
Oct 4	Oct 18	Nov 29	Jan 8
Oct 18	Nov 1	Nov 29	Jan 8
Nov 1	Nov 15	Dec 13	Jan 22
Nov 15	Nov 29	Jan 10	Feb 12
Dec 6	Dec 20	Jan 24	Feb 26
Dec 20	Jan 3	Feb 14	Mar 11
Jan 3	Jan 17	Feb 28	Mar 25
Jan 17	Jan 31	Mar 13	Apr 8
Jan 31	Feb 14	Mar 27	Apr 22
Feb 14	Feb 28	Apr 10	May 13
Mar 6	Mar 20	Apr 24	May 28
March 20	Apr 3	May 15	Jun 10
Apr 3	Apr 17	May 29	Jun 24
Apr 17	May 1	Jun 12	Jul 8
May 1	May 15	Jun 26	Jul 22
May 15	May 29	Jul 10	Aug 12
Jun 5	Jun 19	Jul 24	Aug 26
Jun 19	Jul 3	Aug 14	Sept 9
Jul 2	Jul 17	Aug 28	Sept 23
Jul 17	Jul 31	Sept 11	Oct 14
Aug 7	Aug 21	Sept 25	Oct 28
Aug 21	Sept 4	Oct 16	Nov 11
Sept 4	Sept 18	Oct 30	Nov 25
Sept 18	Oct 2	Nov 13	Dec 9
Oct 2	Oct 16	Nov 27	Jan 13
Oct 16	Oct 30	Nov 27	Jan 13
Nov 6	Nov 20	Dec 11	Jan 27
Nov 20	Dec 4	Jan 15	Feb 10
Dec 4	Dec 18	Jan 29	Feb 24
Dec 18	Dec 30	Feb 12	Mar 10

CLOSING DATES
In order to be tentatively scheduled for a public hearing (or PRC review for Preliminary Review applications), applications must be submitted electronically and fees paid at [E-OneStop](#) by 5 p.m. on the closing date shown in the schedule. Applications missing required information will not be accepted. Consult with Planning Division staff 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.

* Closing Dates are based on a 10-Day Public Notice. Applications requiring a California Environmental Quality Act (CEQA) review requires 20-30 days.
 Dates in *italics* have been adjusted for holidays or other special circumstances.

PRC COMMENTS

The Project Review Committee 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 standards, policies and other specifications. Less complex projects may not be reviewed by the entire PRC. With Online Submittals, PRC meetings are not generally scheduled. Applicants will receive written comments, including a list of additional information required to perform a thorough analysis of the project generally by the PRC date on the Public Hearing Schedule. 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. If after receiving comments from the PRC, the applicant has questions or concerns, they may coordinate with the Project Planner to set up an in-person or virtual meeting to get the clarification needed for resubmittal.

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

COUNCIL CHAMBERS, 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

ONLINE ONLY

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.