



2024 HERITAGE PRESERVATION COMMISSION PUBLIC HEARING PROCESS AND SCHEDULE

This handout is an overview of the Heritage Preservation Commission public hearing process and schedule.

HERITAGE PRESERVATION COMMISSION

The Heritage Preservation Commission is a seven-member commission that acts in an advisory capacity to the City Council and has certain decision-making authority on the restoration, maintenance and operation of heritage resources throughout the City. The Heritage Preservation Commission reviews major projects involving Sunnyvale's Heritage Resources Inventory, including exterior changes or demolitions to structures, removal of heritage trees or reviewing the historic designation of properties. See the *City of Sunnyvale Heritage Resources Inventory* handout or speak to the on-duty Planner for more information.

2024 PUBLIC HEARING 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)	Heritage Preservation Commission Hearing (Wednesdays, 7 p.m.)
November 1	November 15	January 11**
December 6	December 20	February 7
January 3	January 17	March 6
January 31	February 14	April 3
March 6	March 20	May 1
April 3	April 17	June 5
May 1	May 15	July 3
June 5	June 19	August 7
June 19	July 3	September 4
August 7	August 21	October 2
September 4	September 18	November 6
October 16	October 30	December 4
November 6	November 20	January 8, 2025**
December 4	December 18	February 5, 2025

* Closing Dates are based on a 10-Day Public Notice. Applications requiring a California Environmental Quality Act (CEQA) review requires 20-30 days.

**Special meeting due to City Observed Holiday

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 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 meeting 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.

HERITAGE PRESERVATION COMMISSION PUBLIC HEARING BAY CONFERENCE ROOM CITY HALL, 7:00 P.M.

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

The public hearing is a publicly advertised meeting where the public has an opportunity to comment and participate on matters under consideration. 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 Heritage Preservation Commission will typically make a decision on the project application.

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 decision of the Heritage Preservation Commission may appeal it to the City Council. 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.