

## THE CITY PLANNING COMMISSION

In November 1955, the City Council officially established a five member City Planning Commission. The Commissioners are appointed by the City Council for a term of four years. Each member must be a Cupertino resident and a qualified voter. Officers, consisting of a Chairperson and a Vice-Chairperson, are selected by the Commission for one-year terms.

## SCOPE & FUNCTIONS OF THE PLANNING COMMISSION

The Commission is primarily an advisory body to the City Council concerning land-use matters. Primary functions of the Commission are to develop and maintain a general plan and specific plans, hold hearings on all zoning matters and report its recommendations in writing to the City Council. In some cases, the Commission is the final decision making body unless the decision is appealed to the City Council.

## CONDUCT OF BUSINESS

The Chairperson is the presiding officer of the Commission. Any member of the public may speak on any item on the agenda. All statements and questions must be addressed to the Chairperson. Planning Commission hearings serve as a venue for the discussion of sometimes divergent ideas. Please respect the opinions of others and refrain from cheering or clapping. That may delay the meeting or intimidate other persons wishing to express alternate views. Actions that disrupt the meeting will result in a warning, followed by removal if the disruption continues. The proceedings of the meeting are recorded, therefore, members of the audience who address the Commission must come to the lectern/microphone, and are requested to complete a Speaker Card and identify themselves. Completion of a Speaker Card is voluntary and not required to attend the meeting or provide comments.

## PUBLIC HEARINGS

The Commission is required by law to hold public hearings on certain matters prior to making its recommendation to the City Council. Notice to interested parties is given by legal advertisement in the local newspaper of general circulation at least ten (10) days preceding the hearing date. Applications requiring public hearings are change of zoning, variances, use permits, and tentative maps.

## COMMUNITY DEVELOPMENT (PLANNING) DEPARTMENT

This department is composed of trained city planners who advise the Commission concerning land-use decisions. As a functioning department of city government, the Community Development staff provides information and guidance to various interested parties relative to city policies and regulations involving the use of property, as well as coordinating with other agencies, such as the fire district, school districts, city engineering, etc.

## COMMISSION MEETINGS

The Planning Commission regularly meets the second and fourth Tuesdays of each month. These meetings are held in the council chambers of the Cupertino Community Hall.

## AGENDAS, MINUTES, AND PACKETS ON THE WEB

Agendas, minutes, and packets for current and prior City Council and Planning Commission meetings are available at [www.cupertino.org](http://www.cupertino.org) (click Agendas & Minutes).

## REPORT TO THE CITY COUNCIL

Most actions taken by the Planning Commission are recommendations to the City Council and are automatically forwarded to the City Clerk for placement on the Council agenda.

## APPEALS

In the event an action taken by the Planning Commission is deemed objectionable, the matter may be officially appealed to the City Council in writing within fourteen (14) days of the date of the Commission's decision. Said appeal is filed with the City Clerk (Ordinance 632).

**IMPORTANT NOTICE:** Please be advised that pursuant to Cupertino Municipal Code 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City's website and kept in packet archives. You are hereby admonished not to include any personal or private information in written communications to the City that you do not wish to make public; doing so shall constitute a waiver of any privacy rights you may have on the information provided to the City.

### PROCEDURE FLOWCHART FOR PUBLIC HEARING ITEMS:

