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Planning Department
City of Sunnyvale
456 W. Olive Ave
Sunnyvale, CA 94086

Subject: Project Description – SVCE Headquarters, 298 S. Sunnyvale Avenue, Sunnyvale CA 94086

Dear Planning Department,

Cumming Group, on behalf of Silicon Valley Clean Energy (SVCE), is pleased to submit this project description in support of our application for the interior buildout of a recently acquired commercial property located at the above listed address in Downtown Sunnyvale.

The 28,000-square-foot, two-story commercial building will serve as SVCE's new office HQ. The building was substantially rehabilitated in 2020 (please reference permit #2022-1716 4) and currently exists as a shell. The proposed improvements will transform the shell into a fully functional and adaptable space that supports SVCE's operational, community, and governance needs. The renovated facility will include:

- Private and open office spaces
- Meeting rooms
- Storage areas, including IT and security rooms
- Staff gathering spaces and
- Board of Directors chamber

Additional work may include minor roofing repairs, installation of solar energy systems with potential battery storage, HVAC system analysis and upgrades, and lighting replacement with integrated controls.

The building is designed to support two primary functions:

- A hybrid working environment for SVCE staff
- A formal chamber for SVCE's Board of Directors

There will be no modifications to the building exterior or site. It is our understanding that a special development permit (SDP) is required for the planned use by a public agency.

We appreciate your consideration of this project and look forward to working collaboratively with the Planning Department throughout the review and approval process.

Sincerely,



Daniel Awogbemila
Project Manager