



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b>Subject:</b> <b>PLANNING ORDINANCES NOT INCLUDING URGENCY ORDINANCES</b>	<b>Policy Number</b> <b>J-3</b>	<b>Page Number:</b> <b>1 of 3</b>
	<b>Date Adopted:</b> <b>04/03/1990</b>	<b>Revised Date:</b>

**BACKGROUND:**

This policy is written to establish a formalized process for developing Planning Ordinances. Planning Ordinances are defined as any ordinance necessary to implement the General Plan or any Specific Plan to establish policy, procedures, development criteria and standards, timing, planning, financing and enforcement. Most typical are Ordinances related to County Zoning Ordinance, Subdivision Ordinance, Fee Schedules and Code Enforcement. These provisions do not include nor are they intended to restrict or effect the manner in which Urgency Ordinances are adopted. Urgency Ordinances may be adopted at any time as provided for in the Government Code of the State of California.

**POLICY:**

All proposed Planning Ordinances will be presented to the Board of Supervisors to identify preferred options and provide definition. The Board of Supervisors will determine if this Ordinance will be a project for California Environmental Quality Act (CEQA) purposes. The Ordinance will then proceed through the legal adoption process.

**PROCEDURE:**

**A. Board Meeting (1<sup>st</sup> Meeting)**

**Step One:**

Discussion item placed on Board of Supervisors' agenda. Item may be placed on agenda by any member of the Board of Supervisors, County Administrative Officer, County Counsel, or Community Development Director. The party placing the item



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on the agenda should identify the subject to be addressed, what the problem is and why an Ordinance is needed. The purpose and intent of the Ordinance is to resolve the problem, and any options known at the time. Board and staff discuss and define issues. No report is necessary.

Step Two:

Staff conducts initial scoping of the issue. Staff prepares issues and options report and list of interested parties.

**B. Board Meeting - (2<sup>nd</sup> Meeting)**

Step Three:

Board identifies preferred option(s) and defines ordinance. Board reviews and amends/supplements interested parties' list.

Step Four:

Staff prepares "First Draft Ordinance" and distributes to the Board, Planning Commission and interested parties for comment.

Step Five:

Staff meets with Planning Commission to obtain Commission recommendations.



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**C. Board Meeting - (3<sup>rd</sup> Meeting)**

Step Six:

Staff prepared "Second Draft Ordinance" for Board discussion and direction. (If major changes are needed, staff prepared "Third Draft Ordinance" and Step Six repeated). Board determines this Ordinance to be a project for California Environmental Quality Act (CEQA) purposes.

Step Seven:

Staff prepares Public Review Draft Ordinance and CEQA Initial Study. Ordinance proceeds through legal adoption process.

**Primary Department:** Community Development Department

**References:** None