



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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| Subject: ORDINANCES – NEW OR AMENDED | Policy Number: A-3 | Page Number: 1 of 3 |
| | Date Adopted: 10/07/2014 | Last Revised Date: 04/21/2026 |

I. PURPOSE

Ordinances are county regulations adopted by the Board of Supervisors (Board) which are enforceable by law. The purpose of this policy is to set forth a procedure for developing new ordinances or amending existing ordinances, and to provide for maintenance of the ordinance code.

II. POLICY

- A. Proposals for new ordinances and ordinance amendments shall first be presented to the Board for conceptual review and authorization to prepare the draft ordinance or ordinance amendment, with the following exceptions:
 1. Urgency ordinances governed by Government Code section 25120 et. seq.
 2. Minor amendments to existing ordinances that do not change the intent or function of the ordinance, such as changes needed due to new or updated state or federal laws or regulations, adding clarifying language, or making technical corrections.
- B. The Clerk of the Board shall be responsible for noticing, publishing, and codification (if applicable) of all new or amended ordinances in accordance with the California Government Code. The cost of publishing official Public Notices for ordinances shall be the responsibility of the department primarily responsible for administering the ordinance.

III. PROCEDURE

- A. New ordinances:
 1. A department or a member of the Board seeking to develop an ordinance shall prepare an agenda item for Board consideration which explains the need for the ordinance and submit the item to the Chief Administrative Office for approval and placement on an appropriate Board meeting agenda. The agenda item shall provide sufficient information to support the development of the ordinance and may include but is not limited to:
 - a. The need for the ordinance.
 - b. The potential costs associated with the development, implementation and enforcement of the ordinance.
 - c. The County department(s) responsible for developing, administering, and enforcing the ordinance.



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- d. The County departments, outside agencies and other stakeholders affected by the ordinance.
 - e. The anticipated environmental documents required by the California Environmental Quality Act (CEQA), if any.
2. If the Board authorizes preparation of the proposed new ordinance for consideration, the requestor shall work with all affected department(s) to prepare a draft ordinance, an ordinance summary, and any necessary environmental documents required by the California Environmental Quality Act (CEQA) for public hearing and submit all relevant documents to County Counsel for review and approval as to form.
- B. Amendments to existing ordinances:
1. Minor amendments to existing ordinances as described in Section II.A.2 shall be presented to the Chief Administrative Office for authorization to proceed without getting conceptual approval from the Board in accordance with this policy. The requesting department shall identify what, if any, environmental documentation is necessary.
 2. All other amendments to existing ordinances, including amendments otherwise covered by B.1. (above) which require significant CEQA documentation, shall follow the procedure outlined in this policy.
- C. Urgency ordinances shall be developed and presented to County Counsel for review and approval as to form prior to the urgency ordinance being submitted as an agenda item for consideration by the Board.
- D. Ordinances that exceed two (2) 8.5" X 11" pages in length require a summary ordinance which shall be prepared by the department(s) preparing the full ordinance and submitted for review in accordance with this policy.
- E. Repeal of Ordinances:
1. Existing ordinances may be repealed by the same process used in the initial adoption or subsequent amendment of the ordinance.
 2. The process for repealing ordinances shall be in accordance with State law.

IV. REFERENCES

California Constitution Article 2
California Government Code Title 3 and Title 5



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El Dorado County Code Chapter 1.04 General Provisions

V. RESPONSIBLE DEPARTMENT(S)

Board of Supervisors (Office of the Clerk of the Board)
 County Counsel
 Chief Administrative Office

VI. DATES (ADOPTED, REVISED; NEXT REVIEW):

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| Originally Adopted: | 12/22/1987 | | |
| Last Revision: | 04/21/2026 | Next Review: | 04/21/2030 |