



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: ORDINANCES – NEW OR AMENDED	Policy Number: A-3	Page Number: 1 of 3
	Date Adopted: 10/07/2014	Last Revised Date: XX/XX/2018

### 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

1. Proposals for N~~ew~~ ordinances and ordinance amendments shall first be presented to the Board ~~of Supervisors~~ for conceptual review and authorization to prepare the draft ordinance or ordinance amendment, with the following exceptions:

- A. Urgency ordinances governed by Government Code section 25120 et. seq.
- B. Minor amendments to existing ordinances that are the result of changes in state or federal laws or regulations.

1.2. 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.

~~2. The Clerk of the Board shall develop and implement a process to ensure regular review and maintenance of the code.~~

### III. PROCEDURE

#### A. New ordinances:

1. A department or a member of the Board ~~of Supervisors~~ seeking to develop an ordinance shall ~~make a request to the~~ prepare an agenda item for Board ~~of Supervisors~~ 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 ~~request agenda item~~ shall provide sufficient information to support the development of the ordinance. ~~Such information and~~ may include but is ~~be~~ limited to:

- a. The need for the ordinance.
- b. The potential costs associated with the development, implementation and enforcement of the ordinance.



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- c. The County department(s) responsible for developing, administering, and enforcing the ordinance.
- 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 ~~of Supervisors~~ authorizes preparation of the proposed new ordinance for consideration, the requestor shall work with all affected department(s) ~~and County Counsel~~ 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 that are the result of changes in state or federal laws or regulations shall be presented to the Chief Administrative Office for conceptual review and authorization to proceed in accordance with this policy. prior to requesting the preparation of a draft ordinance by County Counsel. The request~~ing~~ ing or 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 ~~Section III, part A 1 of~~ this policy.

C. Urgency ordinances ~~with any necessary environmental documents required by the California Environmental Quality Act~~ 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 ~~of Supervisors, in accordance with California Government Code 25120 et. seq.~~

C.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.

D.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.



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**IV. REFERENCES**

California Constitution Article 2  
 California Government Code Title 3 and Title 5  
 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):**

<b>Originally Adopted:</b>	12/22/1987		
<b>Last Revision:</b>	XX/XX/2019	<b>Next Review:</b>	XX/XX/XXXX