



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: XX/XX/2014	Effective Date: XX/XX/2014

I. PURPOSE

Ordinances are county regulations ~~established~~ adopted by the Board of Supervisors which are enforceable by law. ~~Most ordinances are codified in the El Dorado County Code. Final drafts of the ordinances are prepared by the County Counsel staff.~~

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

~~All New ordinances or and ordinance amendments, except for emergency ordinances and minor changes to the zoning ordinance, shall be presented to the Board of Supervisors for conceptual approval review and authorization to prepare before requesting County Counsel to prepare a the draft ordinance or ordinance amendment with the following exceptions:~~

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

The Clerk of the Board shall be responsible for noticing, publishing, and codification of all new or amended ordinances in accordance with the California Government Code.

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 individual a member of the Board of Supervisors requesting the seeking to development of a new or amended an ordinance shall prepare a letter make a request to the Board of Supervisors explaining the need for the ordinance. The letter request should include or attach an analysis shall provide sufficient information to support the development of the ordinance which describes the problem, discusses alternatives, identifies relevant costs, and identifies the County department which would be responsible for administering or enforcing the proposed ordinance. Such information shall include but not 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.~~or~~
- d. Identification of the County department responsible for The County departments, outside agencies and other stakeholders affected by the ordinance.
- a.e. The anticipated environmental documents required by the California Environmental Quality Act (CEQA), if any.

- 2. ~~Upon approval in concept of~~ If the Board of Supervisors authorizes preparation of the proposed new or amended ordinance for consideration, the Board of Supervisors will direct requestor shall work with all affected department(s) and County Counsel to prepare the final document a draft ordinance, an ordinance summary, and any necessary environmental documents required by the California Environmental Quality Act (CEQA) for public hearing. ~~County Counsel will draft and present the final ordinance with a digest to the Board of Supervisors.~~

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 prior to requesting the preparation of a draft ordinance by County Counsel. The requestor 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. ~~Emergency~~Urgency ordinances with any necessary environmental documents required by the California Environmental Quality Act shall be developed and presented to the Board of Supervisors in accordance with California Government Code 25120 et. seq.

~~The Clerk of the Board shall be responsible, codification in~~

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

IV. REFERENCES

- California Constitution Article 2
- California Government Code Title 3 and Title 5
- El Dorado County Code Chapter 1.04 General Provisions



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V. RESPONSIBLE DEPARTMENT

[Clerk of the Board](#)
[County Counsel](#)
[Chief Administrative Office](#)

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	12/22/1987	Sunset Review Date:	N/A
Revision Date:	XX/XX/2014	Sunset Review Date:	XX/XX/2018

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