



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: ORDINANCES – NEW OR AMENDED	Policy Number: A-3	Page Number: 1 of 2
	Date Adopted: XX/XX/2014	Effective Date: XX/XX/2014

I. PURPOSE

Ordinances are county regulations adopted by the Board of Supervisors 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

New ordinances and ordinance amendments shall 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.
- 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 a member of the Board of Supervisors seeking to develop an ordinance shall make a request to the Board of Supervisors explaining the need for the ordinance. The request shall provide sufficient information to support the development of the 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.
 - 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.



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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.

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. 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.

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

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