

F. Consent Agenda - Planning and Development
ITEM 11.



AGENDA REPORT
July 9, 2019

Board Policy Review, Re: BCC-45, Initiation and Development of New or Amended Ordinances

SUBJECT:

Board Policy Review, Re: BCC-45, Initiation and Development of New or Amended Ordinances.

DEPT/OFFICE:

Planning and Development

REQUESTED ACTION:

It is requested that the Board of County Commissioners continue Board Policy BCC-45, Initiation and Development of New or Amended Ordinances.

SUMMARY EXPLANATION and BACKGROUND:

Pursuant to BCC-31 (Sunset Review of Programs, Services, Ordinances, Policies, and Administrative Orders), staff has reviewed BCC-45 and requests that the Board continue the policy to July 9, 2022. BCC-31 requires the review of Board Policies every three (3) years to determine if a policy is relevant.

BCC-45 is relevant in that it ensures an ordinance is thoroughly vetted by advisory boards, private sector organizations, or agencies representing parties, the recommendations of which are conveyed to the Board of County Commissioners before the adoption of new or amended ordinances.

BCC-45 also allows the Board of County Commissioners to direct the drafting of an ordinance or revision to an existing ordinance. County staff is also expected to initiate recommendations for new or amended ordinances to the Board. Any such ordinances or amendments shall be accompanied by appropriate analysis and a statement of legislative intent.

No changes to the policy were identified during the review of BCC-45.

CLERK TO THE BOARD INSTRUCTIONS:

Please forward signed original BCC-45 to the County Manager's Office.

ATTACHMENTS:

Description

- ▢ **BCC-45 Strike Through Copy**
- ▢ **BCC-45 Clean Copy**
- ▢ **Sunset Review Form**



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July 10, 2019

MEMORANDUM

TO: Frank Abbate, County Manager

RE: Item F.11., Board Policy BCC-45 for Initiation and Development of New or Amended Ordinances

The Board of County Commissioners, in regular session on July 9, 2019, approved the Board Policy BCC-45, Initiation and Development of New or Amended Ordinances. Enclosed is the original Policy.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/ds

Encl. (1)

cc: Planning and Development Director



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-45
Cancels: July 12, 2016
Approved: July 9, 2019
Originator: Planning & Development
Review: July 9, 2022

TITLE: Initiation and Development of New or Amended Ordinances

I. Objective

To establish a policy regarding the initiation and development of new or amended ordinances.

II. Directives

A. Policy for initiation and development of new or amended ordinances.

1. Any party proposing a new ordinance or a substantive revision to any existing ordinance shall be required to bring the request forward to the Board during a regularly scheduled meeting or workshop.
2. At any regularly scheduled meeting or workshop, the Board may direct the drafting of an ordinance or revision to an existing ordinance. Prior to the drafting, a Statement of Legislative Intent shall be prepared by staff. This statement shall be considered at a subsequent regularly scheduled meeting for Board consideration. Subsequent to the Board's approval of the Statement of Legislative Intent, the drafted ordinance may be processed through appropriate board(s) for comment and recommendation and scheduled for public hearing(s) in accordance with established procedures.
3. County staff is also expected to initiate recommendations for new or revised ordinances to the Board. Any such ordinances or revisions should be accompanied by appropriate analysis and a Statement of Legislative Intent.
4. In addition to comments and recommendations being solicited from appropriate County boards, staff shall coordinate new ordinances and revisions with appropriate private sector organizations or agencies representing parties. The comments and recommendations solicited from both county boards and private organizations or agencies may include alternative means to achieve the Board approved Statement of Legislative Intent.

III. Effective Date

This procedure shall take effect upon the approval by the Board and may be updated by staff, as necessary.

Attest:



Scott Ellis, Clerk



Kristine Isnardi, Chair
Board of County Commissioners
As approved by the Board on July 9, 2019

SUNSET REVIEW

Policy or Administrative Order Number: BCC-45

Policy or Administrative Order Name:

Initiation and Development of New or Amended Ordinances.

Pursuant to Board Policy BCC-31, the review process for programs, services, and existing ordinances shall be performed at three levels:

1. Department (Please review with recommendations to the County Manager and/or advisory board(s).

Planning and Development Department and County Attorney's Office

2. Citizen Group (Recommendation to be submitted to the Board of County Commissioners)

N/A

3. County Commission: To receive results of Department and Citizen Group reviews.

Review to include, but not limited to, the following:

1. What is the need being met and who benefits: (Quantify)

BCC-45 benefits the citizens by allowing for thorough vetting of new or amended ordinances by citizen groups and/or advisory boards, which provide the Board of County Commissioners with recommendations on proposed ordinances.

2. Is this Policy or Administrative Order duplicative?
If yes, please explain.

Yes

No

3. Can another agency perform this function?
If yes, please explain.

Yes

No

4. County funding:

Yes

No

County funding is in advertising of ordinances.

5. Should this Policy or Administrative Order be:

Eliminated

Modified

Continued

6. Is there an acceptable alternative?
If yes, please explain.

Yes

No

The date(s) the citizen group or advisory board will review:

The date the Board of County Commissioners will review results: ~~07/09/2019~~ 07/09/2019



Tad Calkins, Director, Planning and Development

6/11/2019

Date