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SLO LAFCO - Serving the Area of San Luis Obispo County

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TO: MEMBERS, FORMATION COMMISSION

FROM: DAVID CHURCH, AICP, EXECUTIVE OFFICER 

DATE: FEBRUARY 20, 2014

SUBJECT: POLICIES AND PROCEDURES UPDATE

Recommendation: It is respectfully recommended that the Commission approve the attached Policies and Procedures as found in Exhibit A.

Discussion: The passage of the Cortese-Knox-Hertzberg Act of 2000 (CKH Act) included section 56300 (a) which requires each LAFCO to establish written policies and procedures that encourage and provide for well-ordered and efficient urban development patterns as well as the preservation of open space and agricultural land. San Luis Obispo LAFCO has an existing policy framework that is based on the CKH Act of 2000. These policies and procedures were last reviewed in February 2013.

The Commission considered the attached pages of the Policies and Procedures document at the January 16, 2014 LAFCO meeting. The Commission suggested refinements to policies seven and eight in the General Policy section.

Policy number seven was modified to include language that uses the county "urban reserve line" (URL) as describing an urban community in the unincorporated areas of the County. Policy eight includes clarifying language regarding the types of easements that are used to preserve open space.

Exhibit A:
Excerpts of
Updated
Policies and
Procedures

The other changes are listed as follows:

Chapter One - Introduction provides an overview of the legislative history and purposes of LAFCO. This chapter also presents specific information regarding LAFCO membership, staffing and meetings of the San Luis Obispo LAFCO. Several edits are proposed for this chapter that make the information more accurate.

Chapter Two - Policies is broken into nine different sections and is the foundation of the San Luis Obispo LAFCO policy base. The only proposed changes are to the General Policies as noted above.

Chapter Three - Processing Procedures is a guide to the basic procedures associated with processing a proposal application. More detailed procedures can be found in the Cortese-Knox-Hertzberg Act and other laws.

Summary of the Changes

The following shows the page number and the proposed changes to the LAFCOs Policies and Procedures.

- **Table of Contents** - Changes will be made as appropriate.

Chapter 1 - Introduction

- **Page 3**
Updates Commissioner, Alternate Commissioner and Staff information.
- **Pages 5-6**
Language changes updating the Introduction section.
- **Page 7**
Update Commissioner, Alternate Commissioner and Staff information.

Chapter 2 - Policies

- **Page 9**
Refinements to language in policy numbers 7 and 8 as suggested by the Commission.
- **Page 19**
Correct typo in section 2.8 (1) to read ... memorandum of agreement (MOA) between a city (or district **if** applicable)...

Chapter 3 – Procedures

- **Page 29**
Under 3.4.3 Completion and Effective Date - Clarifies that the Executive Officer distributes the Certificate of Completion. Add clarifying language “A Certificate of Completion may be filed after any adopted conditions of approval are met by the proponent.”

Same with policy 3.4.4; add clarifying language regarding the completion of a jurisdictional change.