

ATTACHMENT A

General Ordinance/Document Preparation Process

Phase One: Scoping

At a preliminary level and in collaboration with relevant County departments and outside agencies, identify the need and purpose, policy and regulatory framework, relationship to other ordinances/documents being prepared and technical requirements. Develop alternative approaches and present to the RMA Deputy Director, County Counsel, and other senior management for discussion and confirmation. Completion of this phase is considered 20% of the work effort.

Phase Two: Concept/Alternatives Development

Prepare an administrative draft of the recommended concept and/or alternative approaches to address specific issues for internal discussion with relevant County departments. Based on this draft effort, staff will refine concepts/alternatives. Staff will transmit the concept/alternative description to established committees and groups such as (but not limited to) the Land Use Advisory Committees, Agricultural Advisory Committee, Alternative Energy and Environment Committing, and Permit Streamlining Task Force. These committees/groups will be given the opportunity to submit comments to staff to be included in the input transmitted to the Planning Commission. Staff will then conduct a noticed Planning Commission Workshop to present the purpose, policy and regulatory framework, technical background, proposed concept/alternatives, and proposed process (including appropriate stakeholders). The Planning Commission will receive the staff presentation, public comment and provided direction in developing a draft ordinance and/or performing additional research and analysis. If necessary staff will develop additional options and return for another workshop on the concept/approach; completion of this phase is considered 50% of the work effort.

Phase Three: Draft Document/Public Review

Prepare a draft document for public review by Board Subcommittees, outside agencies, and interest groups as identified by the Planning Commission. Refine the draft document based on this input and prepare a draft environmental review document. Distribute draft documents for public review. If new issues arise or there are differing opinions for a solution, conduct an additional Planning Commission Workshop to present options and receive direction. Following the public review, evaluate comments received and prepare draft responses in collaboration with relevant County departments, consultants and outside agencies. Completion of this phase is considered 80% of the work effort.

Phase Four: Public Hearings/Adoption

Finalize the document and hold Planning Commission hearing to consider a formal recommendation to the Board of Supervisors. Address Planning

Commission recommendations and forward onto the Board for a noticed public hearing as required. Perform project close out activities. Completion of this phase is considered 100% of the work effort.