***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **September 3, 2024** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Natalie E. Reed, County Counsel**  | **Phone:** | **841-8100** |
| **Address:** | **1312 Fairlane Road** |
| **Person Appearing/Title:** | **Natalie E. Reed, County Counsel** |
| **Subject/Summary of Issue:** |
| In 2003, the Board of Supervisors adopted Resolution 03-92 which promulgated procedures for the conduct of zoning and land use administrative hearings. These procedures included an "Order of Presentation" section, which appears on the Board of Supervisor's Agenda when a public hearing is scheduled. A minor amendment to this presentation protocol is being brought forward so that the Board chair is not required to read the order of presentation into the record and may simply refer to the Order of Presentation as being that which is set forth on the associated published agenda. A second minor amendment to the procedures in Resolution 03-92 is brought forward to reduce the number of copies of documentary evidence and briefs that parties to an administrative zoning/land use hearing submit 5 days prior to the hearing, and also provides the parties the option of providing electronic copies. This change reflects the County's reduced reliance on paper documents and increased use of electronic communications over the past 20 years since the protocol was originally adopted.  |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:*       |
| **YES** | [ ]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |       |  |  |  |  |
| Fund:  |       |  | Description: |       | Org.: |       | Description: |       |
| Account: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| I move to adopt the resolution making minor amendments to subsection 2(b) and subsection 3(A)(2) of Resolution 03-92 setting forth amended procedures for zoning and other adminstrative hearings. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021