



Placer County Local Agency Formation Commission (Placer LAFCO)

Policy Manual

Policies, Standards, and Procedures

Adopted November 5, 2025

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Placer LAFCO Policy Manual

Introduction



Introduction

The Placer County Local Agency Formation Commission (Placer LAFCO) **Policy Manual** is a complete compilation of all current Placer LAFCO policies and procedures.

Adopted November 5, 2025

BACKGROUND

Placer LAFCO is a [state-mandated](#) independent regulatory body whose role is to encourage the orderly formation of local governmental agencies, preserve agricultural and open space resources, and discourage urban sprawl through the review of city and special district boundary changes and the extension of the services they provide. Specifically, [Placer LAFCO](#) has jurisdiction within Placer County over proposed special district and city annexations and detachments, district formations and dissolutions, consolidations and mergers, city incorporations and disincorporations, and the formation of subsidiary districts. Each county in California has its own LAFCO.

Placer LAFCO facilitates planning for the extension of services by local agencies through the adoption and periodic review of **Spheres of Influence** for each local agency. As a part of these periodic sphere reviews, Placer LAFCO oversees the preparation of geographically based **Service Reviews**. Placer LAFCO also has the authority to make special studies related to any local government issues. Placer LAFCO is empowered to have a budget and is funded by state-required proportional allocations from the County, the cities, and independent special districts within Placer County.

LAFCO law sets out the appointment of the seven members on LAFCO. The Board of Supervisors appoints two representatives and an alternate from its own membership. The Independent Special District Selection committee appoints two representatives and an alternate from among the presiding officers or members of the legislative bodies of the independent special districts in the County. The City Selection Committee appoints two representatives and an alternate from among the mayors or council members of the cities in the County. The other members of the Commission select one representative and an alternate representing the general public.

Placer LAFCO is required by law to develop policies and standards for the evaluation of agency proposals and to adopt rules and procedures to ensure fair hearings. Historically, Placer LAFCO's **Policies and Procedures** were considered individually by the Placer LAFCO Commission and passed one at a time. The slow accumulation of guiding documents over several decades resulted in a lack of consistency and continuity among policies.

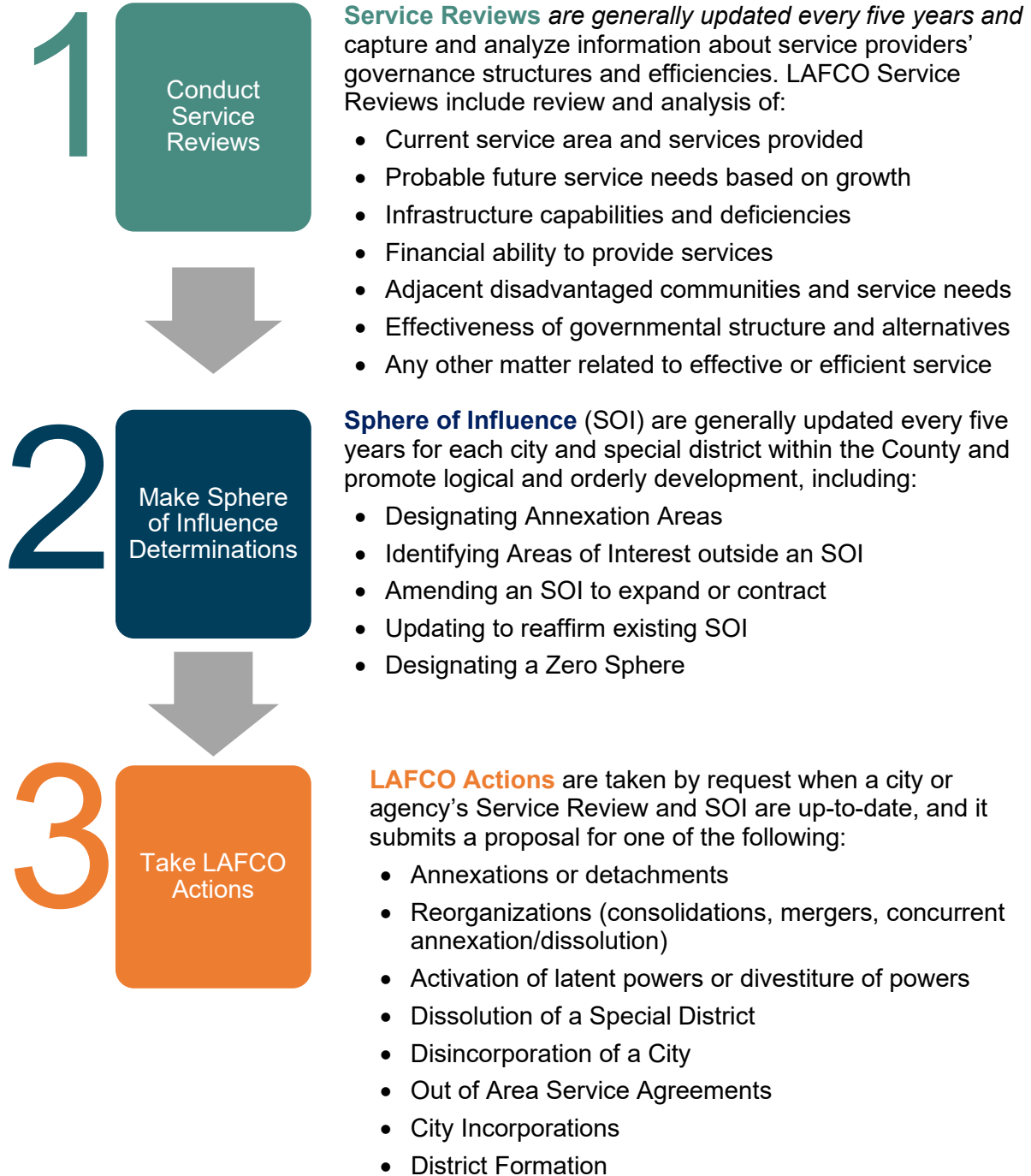
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In April 2025, the Commissioners reviewed the entire collection of existing Placer LAFCO Policies and determined whether any should be updated, eliminated, or added to align with current state law, improve accessibility, and ensure relevance. Subsequently, LAFCO staff and a consultant team edited the policies per the Commission's direction, formatted them for consistency, and submitted them for legal review. The result is reflected in this **POLICY MANUAL**, which was adopted in its entirety by Placer LAFCO on November 5, 2025. And supersedes all previous policies and policy-related resolutions. This Policy Manual is designed to be updated as needed. Refer to Policy 2.9, Regular Policy Updates, for guidelines related to policy updates.

GUIDANCE FOR MEMBER AGENCIES

This manual is designed to communicate to LAFCO Member Agencies how to work with Placer LAFCO and provide guidelines for submitting proposals. A key component of working with LAFCO is understanding its 3-Step Process, described below. Generally, Steps 1 and 2 must be completed *before* Step 3 can be initiated.

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SUBMITTING PROPOSAL APPLICATIONS

It is always advisable to discuss your proposal with LAFCO staff prior to initiating the proposal process. Staff can provide assistance with the application materials and offer advice that may enhance the quality of the proposal and expedite the processing time.

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Applications will not be accepted unless complete as provided in the [Application Submission Checklist](#) and the required fee is paid. LAFCO staff will give notice of the proposal to all affected agencies and various County departments. Upon receipt of comments, additional information or map corrections may be required of the applicant.

Upon completion of the environmental review (if required), the tax exchange negotiations (Tax and Revenue Code, Sections 99 et seq.), and certification of the map and legal description, the application will be considered complete. A Certificate of Filing will be issued, and the proposal will be set for hearing.

The Executive Officer will review and analyze the proposal and prepare a written staff report with recommendations for consideration by the Commission. Proposals will be reviewed by the guidelines provided in [Policy 1.3, Proposal Standards and Evaluation Criteria](#). The Executive Officer's report on proposals related to changes of organization or reorganizations will be available at least five days before the hearing as required by LAFCO law. All other reports will be available at least three days before the hearing as required by the Brown Act.

POLICY MANUAL FORMAT

The Placer LAFCO Policy Manual is presented in three Chapters, as described in the table below.

Chapter #	Title	Description
Chapter 1	How to Work with LAFCO	Policies in Chapter 1 direct member agencies how to work with LAFCO and align with the LAFCO's ordered process: <ul style="list-style-type: none"> • Step 1: Service Reviews • Step 2: Spheres of Influence • Step 3: Project Proposals for LAFCO Action
Chapter 2	Administration and Operations	Policies in Chapter 2 direct day-to-day operations of LAFCO and its staff .
Chapter 3	Commissioner Guidelines	Policies in Chapter 3 direct Commissioners on the proper execution of meetings and performance of their duties.

Placer LAFCO Policy Manual

Chapter 1

How to Work with LAFCO



POLICY 1.1

Service Review

Adopted November 5, 2025

PURPOSE

This policy serves as a framework for the Commission in conducting Service Reviews with a commitment to a regular review schedule, community and agency engagement, and transparency. In standard LAFCO practices, the Service Reviews are not separated from the Sphere of Influence as the data is codependent for decision making.

BACKGROUND

The Commission is responsible under State law to inform Sphere of Influence (SOI) updates, SOI amendments, and jurisdictional boundary changes by conducting Service Reviews on the availability and demand of local services within Placer County. Service Reviews may be conducted by service type, region, subregion, or another geographic area appropriate for analyzing the service or services to be reviewed (see California Government Code Section 56430).

POLICY

1. Goals and Objectives

- a. The Commission will use Service Reviews as a principal resource to proactively inform future planning and regulatory actions under its purview and mission to facilitate orderly growth and development or government efficiency and effectiveness.
- b. The Commission will use Service Reviews to inform the appropriate scope and scale of SOI updates and amendments performed for all local agencies under State law (Government Code Section 56425).
- c. The Commission will use Service Reviews to help inform proposed jurisdictional changes for local agencies during the 5-year period following the Commission's adoption of the Service Reviews.
- d. The Commission will use Service Reviews to establish, amend, and regulate the nature, location, and extent of any functions or classes of services provided by existing cities or districts (Government Code Section 56425(i)).
- e. The Commission may require a new Service Review to be prepared before considering a proposal requiring one or more SOI amendments or updates and

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a jurisdictional boundary change where the subject agency or agencies have not been evaluated in a study over the preceding 5-year period.

- f. The Commission will consider waivers of the policies set forth in this Service Review Policy on a case-by-case basis based on the recommendation of the Executive Officer or on a motion, duly seconded, by members of the Commission.
- g. The Commission may undertake studies of special districts for the purpose of examining the potential for efficiencies through reorganization (Government Code § 56378, 56425, or 56430). Districts most likely to be the subject of such studies include those that fall into one or more of the following categories:
 - i. Overlaying districts that provide the potential for service duplication.
 - ii. Inactive districts.
 - iii. Overlaying limited-purpose districts that could be consolidated into a single multipurpose district.
 - iv. Districts that include significant areas where no services are provided.
 - v. Districts which appear to provide an inadequate level of service.
 - vi. Districts which are overlain by a city and may be merged into the city.
- h. The Commission will manage Service Reviews for Disadvantaged Unincorporated Communities per State guidelines and as noted in Placer LAFCO *Policy 1.17: Disadvantaged Unincorporated Communities*.

2. Schedule

- a. The Commission will maintain a [Service Review Schedule](#) to provide advance notice of timing to local agencies, the public, and other interested parties and encourage project syncing whenever possible.
- b. The Commission will consult the Service Review Schedule in initiating specific Service Reviews when adopting the annual Workplan.

3. Funding

- a. The Commission will fund Service Reviews calendared in the Service Review Schedule and adopted as part of the [Annual Workplan](#).
- b. Applicants will be responsible for funding Service Reviews per [LAFCO's Fee Schedule](#) (Section 1.13) undertaken outside the five-year study schedule when it is necessary for the Commission to consider proposed SOI updates, amendments, or jurisdictional boundary changes.

4. Service Review Study

- a. The Commission delegates responsibility to the Executive Officer to prepare Service Reviews with related documentation, as appropriate. This responsibility includes approving scopes of work and associated timelines in consultation with the subject agencies.
- b. The Executive Officer will consult with the subject agencies in establishing appropriate performance measures within the Service Reviews.
- c. The Executive Officer will prepare a report, in a standardized format for consistency, on the Service Review with recommendations and related determinations that address the factors required for consideration in statute (Government Code Section 56430(a)).

5. Community and Agency Engagement

- a. The Commission will prioritize budgeting resources to accommodate proactive community and agency engagement as part of the Service Review process and as a direct means to identify community needs.
- b. The Executive Officer will ensure that the following baseline measures for engagement are practiced in preparing Service Reviews:
 - i. Staff will attend regularly scheduled public meetings of the subject agencies to directly advise their councils or boards and their constituents of the initiation of Service Reviews.
 - ii. Staff will provide formal public review and comment periods of at least 30 days between the draft and final presentations of Service Reviews to the Commission.
 - iii. Staff will post draft Service Reviews on [LAFCO's website](#) and social media accounts during the public comment period.
 - iv. Staff will request that the subject agencies post the draft Service Review on the subject agencies' websites and social media accounts during the public comment period.
- c. As appropriate, and as an enhancement to the above baseline measures, the Executive Officer will consider taking any of the following additional outreach efforts for Service Reviews:
 - i. Hold public and agency workshops to engage the affected communities.
 - ii. Solicit opportunities to make staff presentations to subject member agencies and other organized interested parties on the Service Reviews to highlight and receive community input on key topics.

6. Commission Actions

- a. The Commission will consider the final Service Review as part of a scheduled public hearing with the same noticing requirements for a SOI update or amendment.
- b. The Commission will determine that the final Service Review is adequate and complete pursuant to the requirements of Government Code Section 56430.
- c. The Commission may adopt or adopt with terms and conditions the final Service Review as it deems necessary or appropriate.

7. Post-Commission Action

- a. The Executive Officer will provide prompt written notice of the completed Service Review to the subject agencies and request that the completed Service Review study be forwarded to the agencies' full councils or boards.
- b. The Executive Officer will request that the subject agencies post the completed Service Review on their websites.
- c. The Executive Officer will ensure the posting of completed Service Review on [LAFCO's webpage](#).

Placer LAFCO Policy Manual

Chapter 1: How to Work with LAFCO, Step 2

Spheres of Influence



POLICY 1.2

Spheres of Influence

Adopted November 5, 2025

PURPOSE

A Sphere of Influence (SOI) plays an important role in the process of encouraging orderly growth, as they provide direction for expansion of the boundaries of the affected local agency. However, designation of an SOI does not entitle future annexation or require that areas within a sphere be annexed. In standard LAFCO practice, the SOI is not separated from the Service Review (Policy 1.1) as the data is codependent for decision making. State law directs LAFCOs to adopt a Sphere of Influence for each local governmental agency to represent a plan for the probable physical boundaries and service area of the agency, as determined by the Commission (Government Code § 56076).

State law directs LAFCOs to review and update spheres of influence in concert with conducting Service Reviews.

POLICY

1. Adopt and maintain an SOI for each city and special district (Government Code §56425(a)).
2. The Commission may adopt one of several types of sphere boundaries for a city or special district. These designations provide flexibility in planning for logical and orderly development, consistent with Government Code §56425. Types of SOI's that may be adopted by the Commission include:
 - a. Coterminous Sphere: A sphere of influence that is identical with the agency's existing jurisdictional boundary. A coterminous sphere is applied when no future expansion is anticipated, or when concerns regarding service capacity or governance make boundary expansion inappropriate.
 - b. Expanded Sphere: A sphere of influence that extends beyond the agency's current jurisdictional boundary. Expanded sphere's identify areas that should be annexed into the agency in the foreseeable future, and generally align with adopted City and County General Plans or growth areas.
 - c. Reduced Sphere: A sphere of influence that excludes territory currently within the agency's boundary. A reduced sphere is applied when portions of the agency's jurisdiction are not receiving service, are better served by another provider, or should be detached in the future.

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- d. Zero Sphere: A sphere designation that removes the agency's sphere entirely. A zero sphere signals that the agency's service responsibilities should be reassigned to another local government, and that the agency should be dissolved in the future. Adoption of a zero sphere may lead the Commission to initiate reorganization or dissolution proceedings consistent with Government Code Sections 56375(a)(2) and 56375.1.
 - e. Phased (Primary and Secondary) Sphere: A sphere divided into near-term (primary) and long-term (secondary) service areas. The phased sphere provides a staged framework for growth and ensures expansion occurs only after capacity, infrastructure, or policy triggers are met.
 - f. Service-Specific Sphere: A sphere designation applied to territory within which only certain services of a multi-service district are anticipated to be provided. A service-specific sphere recognizes that not all services of an agency are needed within a given area, allowing for more precise alignment of service delivery responsibilities.
 - g. Provisional Sphere: A temporary sphere designation applied to agencies experiencing financial or service related concerns. A provisional sphere acknowledges current deficiencies and identifies specific improvements that must be addressed within a defined timeframe. During this period, LAFCO monitors progress and may conduct a follow-up review to determine whether adequate corrective actions have been taken. If deficiencies remain unresolved, the Commission may consider modifying the designation to a zero sphere and initiating reorganization or dissolution proceedings consistent with Government Code Sections 56375(a)(2) and 56375.1.
 - h. Special Study Area or Area of Interest: Other options the Commission may consider include establishing a Special Study Area or Area of Interest. These areas would be flagged for further evaluation but not included in an adopted sphere of influence. A special study area or area of interest would be used when service responsibilities are unclear, or when LAFCO determines additional analysis is required before assigning sphere status to that area.
3. Establish an SOI within one year of effective date of formation of a special district or incorporation of a new city (Government Code §56426.5).
 4. Review and update as necessary, each SOI every five years (Government Code §56425(g)).
 5. All changes of organization will be consistent with adopted SOIs (Government Code §56375.5).

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6. SOI updates including disadvantaged unincorporated communities will be managed per State guidelines and as noted in Placer LAFCO *Policy 1.16: Disadvantaged Unincorporated Communities*.
7. LAFCO will prepare a Service Review prior to or in conjunction with the establishment or update of an SOI..
8. Proposals for SOI revisions (other than minor adjustments) require certain data. It is recognized that SOI reviews associated with periodic updates of a General Plan will be more conceptual than those associated with specific projects. In any case, the data provided should be as accurate, thorough, and pragmatic as possible. The data should be presented in a market absorption study (required for city annexation proposals) analyzing proposed uses in relation to similar uses within the city and the city's sphere. The study should:
 - I. cover a 15-to-20-year planning horizon,
 - II. include all major land use categories proposed within SOI revision (residential, commercial, office and industrial),
 - III. identify project and citywide buildout capacities for the proposed land uses,
 - IV. provide an analysis of the competitive strength of the affected city and land uses within the regional market, and the proposed project land uses within the anticipated capture,
 - V. contain a breakdown of projected absorption and supply margins over time by both land use and by geographic planning area within the city. At minimum, the analysis should distinguish projected absorption between the proposed SOI are and the existing (infill) portion of the city and the city's SOI are, and
 - VI. provide analysis of alternative project sites located elsewhere within the city or its existing SOI. This analysis shall be included as an alternative in the environmental document prepared for the proposed sphere expansion. If such alternative sites are determined not to be feasible as defined by CEQA, the environmental document shall include a discussion of the reasons and relevant data used to make such determinations. LAFCO staff shall be afforded the opportunity to comment on the adequacy of the alternatives analysis prior to certification of the environmental document.
 - VII. Community Engagement will be conducted during the [Service Review](#) (See Policy 1.1). If the SOI and Service Review are bifurcated, then the Community Engagement may be initiated for both the Service Review and SOI per the Commissioners' direction.

CITY SPHERES OF INFLUENCE

1. Expansions of city SOIs shall be discouraged if there is feasible land appropriate for the proposed uses already within the sphere of influence.
2. City SOIs shall be reviewed when the General Plan is updated or when there is a General Plan Amendment that would affect the city boundaries. In addition, at LAFCO's request, cities shall review their SOIs no more frequently than every five years, advising LAFCO of their findings and submitting SOI amendment requests to LAFCO if circumstances warrant.
3. If the Commission determines that a request for expansion of a city's SOI would have the effect of exceeding the market demand for a particular use within the planning horizon, the Commission may approve the requested SOI expansion conditional upon detachment of other areas from the SOI.

SPECIAL DISTRICT SPHERES OF INFLUENCE

1. Special District SOIs will include only those areas that may benefit from the services provided by that district. This determination will be made based upon the relevant general and/or community plan for the area.

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Chapter 1: How to Work with LAFCO, Step 3

LAFCO Actions



POLICY 1.3 Proposal Standards & Evaluation Criteria

Adopted November 5, 2025

PURPOSE

This policy outlines the standards and criteria used to evaluate proposals.

POLICY

This list is not comprehensive or exhaustive. The Commission may consider additional items depending on the circumstances. For questions about evaluating specific proposals, contact LAFCO staff as early as possible in the process. Staff will provide information to help the applicant submit a proposal that meets statutory requirements and Commission policies. If evaluation criteria cannot be satisfied, the proponent must demonstrate that approving the proposal will not harm the public interest.

The following standards and evaluation criteria are identified by proposal type.

- Municipal & Special District Annexations
- Municipal Incorporations
- District Formations
- Spheres of Influence

POLICY MANUAL**MUNICIPAL & SPECIAL DISTRICT ANNEXATIONS**

Question	YES	NO	Notes
GENERAL CRITERIA			
Does the proposal conform to LAFCO's policies?			
Does the proposed annexation conform to the affected spheres of influence?			
Is the proposed annexation consistent with existing and proposed land use designations?			
Are the proposed annexation boundaries contiguous with the subject agency?			
Does the proposed annexation include protected open space or agricultural lands? If so, does the annexing agency propose to retain these land uses?			
Does this proposal facilitate or hinder the balance of housing/commercial/industrial land uses within the subject agency (city annexations only)?			
SERVICES			
Is there a demonstrated need for the subject agency's services?			
Is the subject agency able to provide the required services?			
Are there preferred alternative means of providing the required services?			
Is there a plan for financing the services?			
Is there timely availability of adequate water supplies for the projected needs?			
Does the proposal assist the agency in achieving regional housing needs?			
BOUNDARIES			
Are the Boundaries clear and definite?			
Do the boundaries split assessor parcels, identifiable communities, commercial districts, or any other area having common social or economic concerns?			
Are the boundaries consistent with political jurisdictions, topographic features, et cetera?			
Do the proposed boundaries create islands, strips, or corridors?			
Does the proposal include all adjacent rights-of-way necessary for unrestricted access to the affected property?			

NOTE: Annexation of all adjacent roadways will be included as an option in the environmental document for any city annexation. At the hearing, the Commission will make the final determination as to whether or not the roadway will be included in the annexation. Generally the Commission supports the annexation of roads if they primarily serve the annexing entity or contain major facilities maintained by the annexing entity.

POLICY MANUAL**MUNICIPAL INCORPORATIONS**

Question	YES	NO	Notes
GENERAL CRITERIA			
Does the proposal conform to LAFCO's policies?			
SERVICES			
Do the proposed boundaries allow for an adequate level of service in an efficient and economical manner?			
How will incorporation affect any existing overlaying special districts? Can any of these agencies be merged with the proposed city?			
Will a city be able to, at minimum, maintain the existing level and range of services?			
Is incorporation related to a quest for improved service delivery? How? Are the expectations realistic?			
Is there timely availability of adequate water supplies for the projected needs?			
Does the proposal assist the agency in achieving regional housing needs?			
LAND USE			
Does the proposed incorporation area include mixed land uses, or does it selectively incorporate only high revenue producing territory?			
Is the possible and probable land use in this area consistent with incorporation?			
Will incorporation lead to the premature loss of open space or agricultural lands?			
BOUNDARIES			
Are the boundaries logical? Are geographic and topographic features considered? Are historic community boundaries considered?			
Are existing service district boundaries considered?			
Are the boundaries simple and definite, conforming to the lines of assessment and avoiding islands or corridors of unincorporated territory?			
Does the proposed incorporation conflict with existing spheres of influence?			
FINANCIAL CONSIDERATIONS			
Do the required budget projections for the city show an ability to maintain, at minimum, the existing level and range of services and a reasonable reserve?			
Is the proposal substantially revenue neutral?			

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DISTRICT FORMATIONS

Question	YES	NO	Notes
GENERAL CRITERIA			
Does the proposal conform to LAFCO's policies?			
What is the relationship of the proposed new district to existing districts and cities in the vicinity?			
Are there existing agencies that can feasibly provide the needed service or services in a mor efficient and accountable manner?			
Are there reasons that this particular service cannot be better provided through the countywide county service area?			
SERVICES			
Is there a demonstrated need for services?			
Is there an acceptable plan for the financing of the services?			
Does this proposal conflict or compete with the normal and logical expansion of adjacent government agencies?			
Is there timely availability of adequate water supplies for the projected needs?			
Does the proposal assist the agency in achieving regional housing needs?			
LAND USE			
Is delivery of the proposed service to the area consistent with the affected general plans?			
BOUNDARIES			
Are the boundaries logical? Are geographic and topographic features considered?			
Are existing special district, city, and sphere of influence boundaries considered?			
Are the boundaries simple and definite, conforming to lines of assessment and avoiding islands and corridors?			
Does the proposal include areas that cannot benefit from the services the proposed district will provide? Does the proposal exclude areas that could benefit from the services the proposed district will provide?			

POLICY MANUAL**SPHERES OF INFLUENCE**

Question	YES	NO	Notes
GENERAL CRITERIA			
Does the proposal conform to LAFCO's policies?			
LAND USE			
What are the anticipated and designated land uses?			
What geographic and topographic constraints are there on land use and development of the land?			
What are the nearby designated land uses?			
Are there open space or agricultural lands that should be excluded?			
DEMONSTRATED OR ANTICIPATED NEED FOR SERVICES			
Do the land uses indicate a need for the range and level of service provided by the agency in question?			
Will the costs associated with the extension of services be financially palatable?			
ABILITY OF THE AGENCY TO PROVIDE THE SERVICES			
Does the agency have the resources to provide services to this area?			
Does the agency have the facilities to provide services to this area?			
Does the agency have a history of meeting service demands?			
Will the agency be able to serve the area in question without jeopardizing the quality of service within existing boundaries?			
What are the geographic or topographic constraints to providing service in the subject area?			
Does the agency have a service and financing plan for the area?			
COMMUNITY IDENTITY			
Are there any social, economic, or historic ties between the proposed sphere of influence and the agency or the community with which the agency is identified?			
Are there any social, economic, or historic ties between the proposed sphere of influence and any other communities?			
OTHER FACTORS			
Are there reasonable alternative courses of action for providing services within the area?			
How would the proposed sphere of influence impact other jurisdictions' boundaries and spheres of influence?			

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Question	YES	NO	Notes
Are the proposed boundaries logical within relation to the services provided? (For example, does a district whose services are affected by gravity include only a portion of a developable basin?)			

POLICY 1.4

Plan for Services

Adopted November 5, 2025

PURPOSE

Recognizing that the purpose of LAFCO is to promote orderly and efficient forms of government, the consideration of questions related to community services when jurisdictional changes are proposed is paramount. The Plan for Services policy is designed to consider if, as development occurs, a complete range of necessary services is accessible to affected communities. This policy also promotes that each affected agency be made aware of the impacts of proposed jurisdictional changes.

POLICY

1. All proposals involving jurisdictional change will include a Plan for Services. Proposals initiated by resolution of the affected agency must include the Plan for Services with the application. When proposals are initiated by petition, the Commission's staff will notify the affected agency and request a Plan for Services. In cases where the proposed jurisdictional change involves a reorganization, the Plan for Services shall address all the affected agencies.
2. The Plan for Services submitted as part of an application for jurisdictional change should include the following information:
 - a. Description of the services, including level and range, to be extended to the affected area.
 - i. List of the existing services available to the affected area, and the agencies providing those services.
 - ii. List of services available through the affected agency or agencies.
 - iii. Comparison of the existing and proposed service levels and the effects of the proposed change on service in adjacent areas.
 - b. Indication of when the services can feasibly be extended to the affected area.
 - c. Indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or

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require within the affected area if the change of organization or reorganization is completed.

- d. Description of how the services will be financed.
 - i. Description of all special local taxes, assessments, fees, and outstanding bonds that will potentially affect the proposal area.
 - e. Identification of any resource shortages or facility inadequacies presently experienced or anticipated by the affected agency.
3. Requests for information from a proposal applicant or the representative of a proposal applicant, or from any affected agency or department, will be provided with complete and full disclosure of information deemed relevant to the subject proposal.
4. The Commission will approve the extension of services by contract only when the agency in question can show it is not reasonable or possible to annex the site at the time the request is submitted.

POLICY 1.5 **Boundaries**

Adopted November 5, 2025

PURPOSE

The Cortese-Knox-Hertzberg Act encourages the logical formation and determination of local agency boundaries and requires LAFCOs to consider “the nonconformance of proposed boundaries with lines of assessment...” when reviewing a proposal for jurisdictional change.

BACKGROUND

The Commission finds that boundaries that follow lines of assessment are clearer, more understandable, and more readily identifiable. Boundaries that follow lines of assessment facilitate service provision, assist in the determination of permissible land uses, simplify the assessment and property tax process, and encourage consistent mapping of jurisdictions. The Commission recognizes that there are times when the strict use of assessor parcels will result in an awkward proposal boundary. In such cases, it may be necessary to consider minor adjustments to the proposal boundaries or a change in the parcel lines.

One of the Commission’s most powerful tools is the ability to amend the boundaries of a proposal to create a boundary that the Commission determines is more equitable or effects better service provision. Related to this power is the ability of the Commission to expand a proposal to include additional jurisdictional changes.

EXAMPLE

A proposal to annex to a full-service city may need to be expanded to include a detachment from a local fire district to prevent duplication of service.

POLICY

Sphere of influence revisions and jurisdictional changes involving assessor parcel splits shall be avoided whenever possible. Exceptions may be made where the applicant is able to prove that the split cannot reasonably be avoided without incurring undue hardship.

Details Regarding Roads

- The Commission will generally honor an agreement between a city and the County, or a city and a city with respect to the inclusion or exclusion of roads adjacent to one or more of the boundaries of a proposed annexation. If no such agreement is

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in place, the entire width of any roadway which is adjacent to the property to be annexed should be included within the annexation when one or more of the following conditions apply:

- a. the roadway will include significant new facilities (such as sewer lines, water lines, storm drains, or notable traffic control measures) that will be maintained by the annexing jurisdiction;
 - b. based upon existing and future potential land uses in the area, the primary users of that portion of the road would most likely be generated by the annexing entity; or
 - c. whenever the Commission, after considering the overall impacts, adjacent land uses, historic and perceptual boundary concerns, and other factors relevant to LAFCO policy, determines that annexation of the roadway would be appropriate.
- The environmental documentation prepared for each project which proposes annexation of property to a city in which one or more of the boundaries between the city and the County or the city and another city are delineated by a road, shall include analyses which place the road within each of the jurisdictions. The environmental document or a supplemental document prepared by the applicant shall address the long-term maintenance costs associated with each of these potential scenarios.

Details on Special Districts and Spheres of Influence

- Special districts shall be detached from an area when a city annexes that area and assumes the role of service provider in place of the special district.
- Unless otherwise specified in the Commission's resolution, the area successfully detached from a local agency is also deemed removed from that agency's sphere of influence.

POLICY 1.6

Agricultural Land and Open Space

Adopted November 5, 2025

PURPOSE

State law requires LAFCO to discourage premature conversion of agricultural lands, guide development away from existing agricultural lands, and promote the development of existing vacant lands within city boundaries prior to conversion of additional agricultural lands (Government Code §56377).

Additionally, Placer County adopted a Right-to-Farm Ordinance based on the premise that loss of agricultural land is undesirable:

“It is the declared policy of the County of Placer to preserve, protect and encourage the development and improvement of its agricultural land for the production of food and other agricultural products.” (Placer County Code 5.25.040.A)

While the Commission is prohibited from imposing any conditions “which would directly regulate land use density or intensity, property development, or subdivision requirements,” the Commission is required to consider land use and related data in their reviews. While rezoning is required, the Commission may not specify how a particular area should be zoned or developed.

The premature conversion of farmland and open space to other uses is discouraged by the Cortese-Knox-Hertzberg Act. In the pursuit of this goal, the Commission has authority to modify the proposal’s boundaries or to deny an untimely proposal. Information regarding land use designations and existing and proposed land uses assists the Commission in its determinations as to the appropriateness of a proposal’s timing and boundaries.

POLICY

1. The Commission encourages all agencies within the County to adopt and exercise development policies that promote orderly development and logical boundaries and protect productive agricultural lands and significant open space areas, including riparian areas.
2. The Commission will make appropriate distinctions between open space and agriculture and their separate functions and benefits.
3. Unless the subject area is substantially developed to its ultimate use, annexation to a city or special district will be linked to a proposal to develop and not be

POLICY MANUAL

speculative in nature. Development plans, including a timetable, will be required as part of the LAFCO application for annexation.

4. Generally, annexation of farmlands shall not be permitted when significant areas of non-productive farmland are already available. Development of vacant land within a city or district should be developed prior to areas outside the city or district's sphere of influence.
5. The Commission may set spheres of influence for unincorporated preserves for specified reasons such as preserving the agricultural and open space areas or areas of possible future incorporation. Annexation of these areas by adjacent cities shall be discouraged. Annexation of these areas to special districts shall be approved only when the district's purposes are consistent with the sphere in question.

POLICY 1.7 **Orderly Growth**

Adopted November 5, 2025

PURPOSE

One of the primary mandates of LAFCO is to encourage orderly growth and development, yet LAFCO is prohibited from directly regulating land use. With varying effects, LAFCO can fulfill its mandate through the determination of jurisdictional boundaries and the extension of local agency services. The Commission recognizes that under existing circumstances, such goals will only be completely successful when they are embraced by all the area's local governments.

State of California Government Code Section 56001 states,

“The Legislature finds and declares that it is the policy of the state to encourage orderly growth and development which are essential to the social, fiscal, and economic well-being of the state. The Legislature recognizes that the logical formation and determination of local agency boundaries is an important factor in promoting orderly development and in balancing that development with sometimes competing state interests of discouraging urban sprawl, preserving open-space and prime agricultural lands, and efficiently extending government services.”

While the statutes encourage orderly growth and discourage urban sprawl, they do not define or set standards to quantify these concepts. The parameters for these concepts must be made at the local level, where we find that one person's orderly growth is another's urban sprawl.

POLICY

1. The Commission encourages the urbanization of certain lands over others and hereby establishes a priority list for urbanization:
 - a. vacant or underdeveloped land within the existing boundaries of a city
 - b. vacant or underdeveloped land within the adopted sphere of influence of a city
 - c. vacant or underdeveloped land outside the adopted sphere of influence of a city

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2. The Commission will consider the following factors in determining logical growth patterns in reviewing proposals for annexation to a city or expansion of a city's sphere of influence:
 - a. adjacency with existing and planned growth pattern of the city
 - b. projected growth demand and relationship to remaining lands to be developed within the city and its existing sphere
 - c. ability of the city to provide and fund needed services (utilities, transportation, public safety, recreation, libraries) to the levels defined by the city's general plan
 - d. pending or anticipated development applications to the County for areas within a city's existing sphere
3. The Commission discourages urban level development in unincorporated areas adjacent to city boundaries.

POLICY 1.8

Incorporation Process and Procedures

Adopted November 5, 2025

PURPOSE

This policy is intended to outline procedures for an incorporation proposal and supplement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and other policies contained in this manual.

PRE-APPLICATION PROCESS

Prior to initiating an incorporation proposal, the applicant shall

- a. Prepare a preliminary feasibility study to determine the feasibility of incorporation.
 - I. The preliminary feasibility study shall be completed by no later than the submission of a Notice of Intent to Circulate a Petition or a resolution of application to LAFCO. It is important to conduct a preliminary feasibility study at an early stage to avoid the time and expense associated with pursuing an incorporation proposal that is financially infeasible.
- b. Discuss potential boundary alternatives with LAFCO staff.
 - I. The preliminary feasibility study (as well as the statutorily required comprehensive fiscal analysis) should identify and assess boundary options.

APPLICATION MATERIAL

Applicants proposing an incorporation are expected to provide the following documents to Placer LAFCO:

1. Landowner petition or registered voter petition (Gov. Code § 56764)¹
2. Completed LAFCO application
3. Boundary map
4. Plan for services (Gov. Code § 56653)
5. Comprehensive fiscal analysis (Gov. Code § 56800)
6. Filing fees

¹ An incorporation may also be initiated by Resolution of Application from an affected local agency. Pursuant to Gov. Code §56700.4, the contents of a resolution of application must include the same elements required in a petition.

REVIEW OF APPLICATION MATERIALS

Incorporation is a complex and lengthy process. In accordance with State law, it is important that once the application for incorporation is initiated that it be processed in a timely manner to ensure that the data used in the fiscal analysis does not become stale.

To promote timely processing, Placer LAFCO has established a local policy requiring proponents of an incorporation proposal to complete all application requirements within 24 months of the petition's certificate of sufficiency. LAFCO staff will provide written notice to the proponents at least 90 days prior to the end of the 24-month period. If the application remains incomplete at that time, the file may be closed unless the proponents request, and the Commission approves, a time extension. This timeframe is a Commission policy and is not specified in the Cortese-Knox-Hertzberg Act Local Government Reorganization of 2000.

1. Petition – area proposed for incorporation must have a minimum of 500 voters (Gov. Code § 56043).

- a. If the proposal is filed by landowner petition, LAFCO staff will submit the petition to the County Assessor's office for verification. This process can take from a few weeks to months depending on workload and other factors.
- b. If the proposal is filed by registered voter petition, LAFCO staff will submit the petition to the County Registrar of Voters office for verification. This process can take from a few weeks to months depending on workload and other factors.
- c. If it is found that the petition has insufficient valid signatures, the incorporation applicant has 15 days after the date of the notice of insufficiency to acquire the sufficient number of valid signatures (Gov. Code § 56706).
- d. If it is found that the petition has sufficient valid signatures, a certificate of sufficiency shall be prepared and signed by the Executive Officer and dated (Gov. Code § 56706).

2. Placer LAFCO Application

LAFCO staff will review the application for accuracy and completeness. As part of this process, LAFCO staff will circulate the application for referral and comment to affected local agencies and interested parties to determine potential impacts. The results of this review will be included with the LAFCO staff report to the Commission.

3. Boundary Map

- a. LAFCO staff, affected agencies, and interested parties will review the boundary map to determine consistency with existing local agencies and to ensure that the boundaries are logical and reasonable.

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- b. A map and legal description meeting the requirements of the Placer County Surveyor will need to be completed prior to the incorporation proposal being set for hearing before the Commission.
- c. The Commission may modify proposed boundaries and order the inclusion or deletion of territory to ensure orderly boundaries.
- d. In addition to approving the boundary of a new city, LAFCO must also approve a sphere of influence (SOI) within one year of incorporation (Gov. Code § 56426.5). The SOI must be consistent with other affected local agencies (Gov. Code § 56375.5).
- e. Incorporations that would result in unincorporated islands (Gov. Code § 56744) or the incorporation of land within a farmland security zone (Gov. Code § 56749) are generally prohibited by law.

4. Plan for Services

- a. A proposal for incorporation must include a plan for services that addresses the items identified in Government Code § 56653.

5. Comprehensive Fiscal Analysis

- a. Section 56800 of the Government Code requires the LAFCO Executive Officer to prepare, or cause to be prepared, a comprehensive fiscal analysis (CFA). The CFA is used to project the fiscal condition of the proposed new city and must contain specific information pursuant to the Government Code.
 - I. Typically, LAFCO will contract with an independent consultant to prepare the CFA, and the cost will be paid by the applicant. LAFCO staff manages the consultant's work.
 - II. The process for selecting the consultant to prepare the CFA will generally involve the following:
 - 1. A request for proposals will be prepared by LAFCO staff and circulated to prospective bidders. A bidding process will help control costs and ensure objectivity in the selection of the consultant.
 - 2. The LAFCO Executive Officer will prepare a recommendation for Commission approval and authorization of the contract. The Commission will give final approval of the selected consultant and authorize the contract to prepare the CFA.
- b. At a minimum, the CFA must contain the following information:
 - I. The costs to the proposed city of providing public services and facilities during a minimum of three fiscal years following incorporation.

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- II. The revenues of the proposed city during a minimum of three fiscal years following incorporation.
 - III. The effects on the costs and revenues of any affected local agency during a minimum of three years following incorporation.
 - IV. An analysis, consistent with Government Code § 56815, relating to revenue neutrality.
 - V. At the discretion of the Commission, supplemental projections beyond the three-year minimum may also be prepared to better assess fiscal sustainability. The CFA shall also include any other information and analysis necessary to support the findings required under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
- c. Upon receipt of the CFA, LAFCO staff will publish a legal notice setting a **30-day review period for the CFA**. LAFCO staff will also notify all affected agencies, the chief proponents, and all persons who have filed a written request for notification.
- I. During that review period, any interested person may request that the LAFCO Executive Officer request the State Controller's Office to review the CFA prior to issuance of the LAFCO Executive Officer's report and recommendation (Gov. Code § 56801).
 - II. Such a request must be accompanied by a deposit to be determined by the LAFCO Executive Officer, to cover the cost of the Controller's review.
 - III. The request should specify the portion or portions of the CFA to be reviewed and a brief explanation of why the review is being requested. This information will assist the Controller in completing a timely review and help reduce the cost of the review to the requesting party.
- d. A certificate of filing deeming the application complete shall not be issued until the CFA is complete.

6. Filing Fees

- a. The actual costs for processing the incorporation application are the proponent's responsibility.
 - I. Application costs include LAFCO processing fees, costs associated with the CFA and environmental review documents, and other related expenses. Some of these fees are fixed, and others are based on actual costs. Please refer to the current [LAFCO Fee Schedule](#).
- b. Consultants may be hired to assist with the preparation of the CFA and environmental review documents. Consultants may be asked to divide the project tasks into sub tasks. LAFCO staff will provide costs estimates, whenever

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possible; actual costs will be determined after consultant contracts are negotiated.

- c. Payment other than payment in full (e.g., installment payments) are subject to approval by the Commission. The terms of any payment schedule will be stated in an agreement to be executed between LAFCO and the proponents. LAFCO staff will not authorize the consultant to commence or continue work until the required funds are received.
- d. If installment payments are delinquent, work on the proposal will be suspended until the payments are brought up to date.

LOAN FOR INCORPORATION

Government Code § 56383(g) provides that incorporation proponents under certain circumstances may request a loan from the State General Fund to cover the incorporation processing expenses.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

Incorporations are projects subject to the California Environmental Quality Act (CEQA) and require environmental review.

- a. LAFCO, as lead agency for an incorporation, must prepare the required documentation. Depending upon the circumstances of each incorporation proposal, LAFCO will make one of three environmental determinations with respect to the potential environmental effects of the incorporation.
- b. The project, in rare cases, may qualify for an exemption from CEQA. If an exemption is not appropriate, LAFCO will prepare, or cause to be prepared, an Initial Study to determine whether a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report is required. If mitigation measures reduce all potential impacts to less than significant, then a Mitigated Negative Declaration is adopted and no EIR is necessary.
- c. The applicant shall be responsible for all reasonable costs associated with preparing the environmental document in accordance with the LAFCO Fee Schedule.

COMMISSION PROCEEDINGS

1. LAFCO staff prepares an analysis of the proposal and issues the Executive Officer's report and recommendations (Gov. Code § 56665).
2. The Commission holds a public hearing to review the LAFCO staff analysis and receive oral and written testimony (Gov. Code § 56666).

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3. The Commission then adopts a resolution making determinations approving, with or without conditions, or disapproving the proposal (Gov. Code § 56880).
 - a. If the incorporation is approved, the Commission determines the final boundaries, the base property tax, the provisional appropriations limit for the proposed city, and any terms and conditions of approval.
 - b. At the time of approval, the Commission may also determine the SOI of the proposed city. The Commission shall, in any event, determine the SOI for any newly incorporated city within one year of the incorporation (Gov Code § 56426.5).
 - c. If LAFCO wholly disapproves the proposal, no new proposal involving the same or substantially the same territory shall be initiated for one year, unless the restriction is waived by the Commission (Gov. Code § 56884).

REQUEST FOR RECONSIDERATION

Within 30 days of the adoption of the LAFCO resolution either approving or disapproving the proposal, any person or affected agency may request the Commission to reconsider its action (Gov. Code § 56895). Such a request requires the payment of a fee pursuant to the current LAFCO Fee Schedule.

- a. Upon receipt of a timely request, LAFCO will hold a legally noticed public hearing on the reconsideration request.

ELECTION

Where the Commission orders an incorporation subject to an election, an election is held, usually at the next general election. If a majority of votes cast are in favor of the incorporation, the Commission shall issue a certificate of completion confirming the order of incorporation. An incorporation election also provides for the election of the city council members and other officers and on the question of whether the city council in future elections shall be elected by district or at large (Gov. Code § 57116).

POLICY 1.9

Annexations (City Annexations)

Adopted November 5, 2025

PURPOSE

State of California Government Code Sections 56375 empower the Commission to review and approve annexations to cities, unincorporated territories, and disadvantaged communities based on guidelines that consider plans and probable uses such as general plans and pre-zoning designations. In addition, Code Section 56668 provides factors to be considered in review of annexation proposals.

POLICY

1. To allow for the evaluation of projected growth demand and its relationship to remaining lands to be developed within the city, proposals for annexations to a city or reorganizations including annexation to a city (except unincorporated islands and minor adjustments) shall be accompanied by the following:
 - a. A **market absorption study** analyzing proposed uses in relation to similar uses within the city. The study shall:
 - I. cover a 15 to 20 year planning horizon,
 - II. include all major land use categories proposed within annexation (residential, commercial, office and industrial),
 - III. identify project and citywide buildout capacities for the proposed land uses,
 - IV. provide an analysis of the competitive strength of the affected city land uses within the regional market, and the proposed project land uses within the anticipated city capture of that regional market,
 - V. contain a breakdown of projected absorption and supply margins over time by both land use and by geographic planning area within the city. At a minimum, the analysis should distinguish projected absorption between the proposed annexation area and the existing (infill) portion of the city, and
 - VI. include a summary of key assumptions and methodologies used in generating the absorption projections.
 - b. **Analysis of alternative project sites** located elsewhere within the city or its existing sphere. This analysis shall be included as an alternative in the environmental document prepared for the proposed annexation or

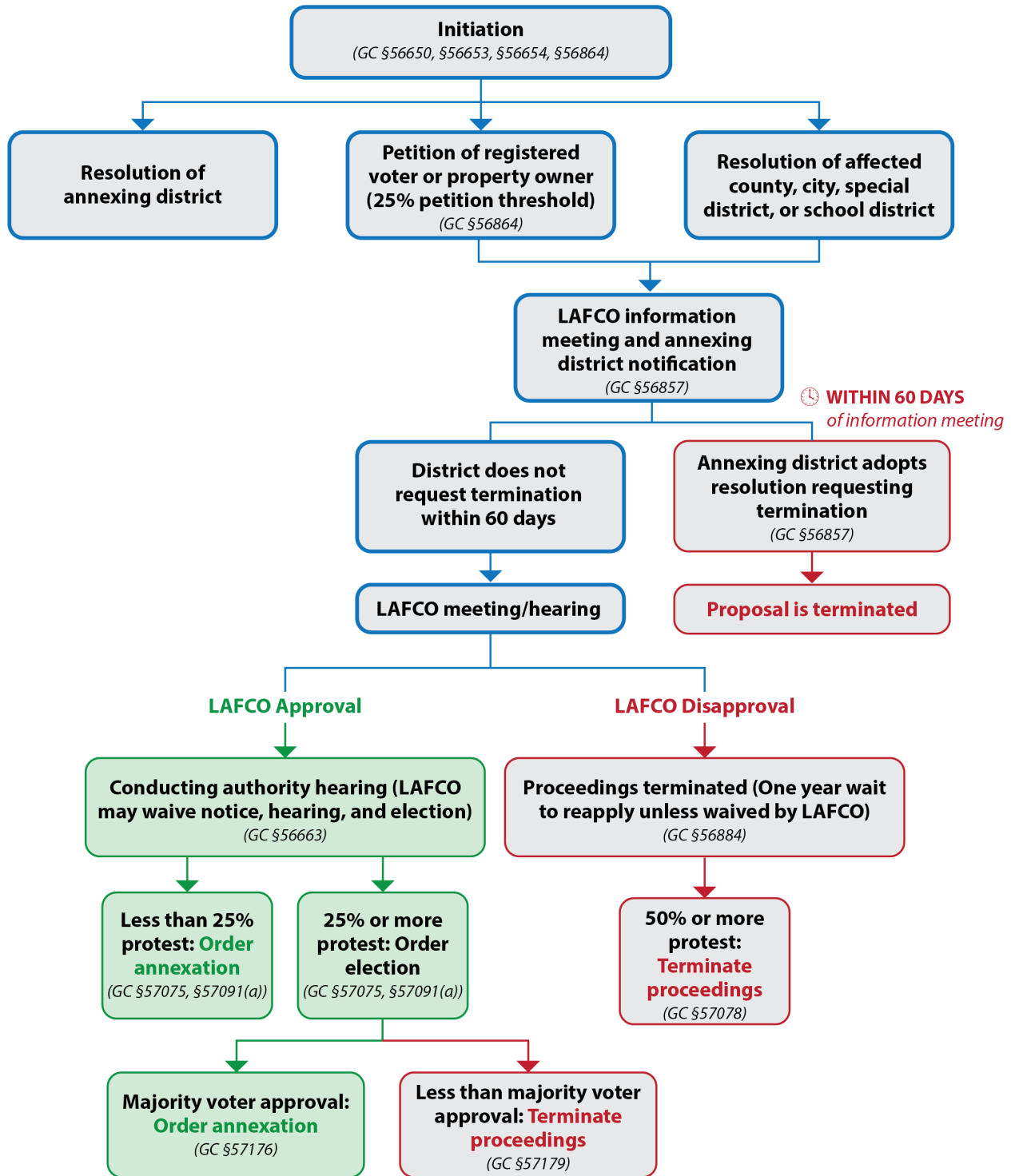
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- reorganization including annexation. If such alternative sites are determined not to be feasible as defined by CEQA, the environmental document shall include a discussion of the reasons and relevant data used to make determinations. LAFCO staff shall be afforded the opportunity to comment on the adequacy of the alternatives analysis prior to certification of the environmental document.
2. Unless special circumstances can be demonstrated, city annexations (or reorganizations including city annexations) shall be discouraged if there are feasible alternative sites for the annexation proposal already within the city.
 3. Large development proposals that are proposed to be developed in **phases** may be annexed in phases, ensuring that growth occurs in a logical pattern.
 4. All city annexations shall be **pre-zoned**. No subsequent change may be made to the general plan or zoning for the annexed territory that is not in conformance to the pre-zoning designations for a period of two years after the completion of the annexation.
 5. For annexations that include a **Disadvantaged Unincorporated Community** (DUC), see Policy 1.17: Disadvantaged Unincorporated Communities.

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Placer County Local Agency Formation Commission

Annexation Process



POLICY 1.10

Unincorporated Islands

Adopted November 5, 2025

PURPOSE

The creation and continued existence of unincorporated islands is expressly discouraged and/or prohibited by LAFCO law. Unincorporated islands must continue to be serviced by the County and other local agencies serving unincorporated areas, but because these service areas are isolated from other service areas, they are difficult and expensive to serve. Unincorporated islands, therefore, are not consistent with logical and efficient government. The Unincorporated Islands Policy is intended to: (1) encourage annexation of existing unincorporated islands using the powers granted to LAFCO by Government Code §56375.3, and (2) discourage creation of unincorporated islands.

POLICY

1. The Commission acknowledges that unincorporated islands are generally costly for County government to serve and often have impacts on the surrounding city or district. Cities and special districts are encouraged to annex unincorporated islands within their Sphere of Influence.
2. The Commission will approve, after notice and hearing, annexations of unincorporated islands and waive protest proceedings if the conditions below are met (Government Code §56375.3).
 - a. Annexation is proposed by resolution of the annexing city.
 - b. The island is 150 acres or less in size and that area constitutes the entire island.
 - c. The island is surrounded or substantially surrounded by the annexing city or by the annexing city and adjacent cities.
 - d. The island is not a gated community where services are currently provided by a community services district.
 - e. The island is substantially developed or developing based on the availability of public utilities, presence of public improvements, or the presence of physical improvements on the parcels within the area.
 - f. The island is not prime agricultural land as defined in Government Code §56064.

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- g. The island is receiving benefits from the annexing city or will benefit from the city.
 - h. The island was not created after January 1, 2014.
- 3. The Commission discourages the creation of islands or areas not in a city but substantially surrounded by a city or cities, or by a city or cities and a county boundary or a major body of water.
- 4. The Commission will deny city annexations or reorganizations that include city annexations that create areas that are substantially or completely surrounded by a city.
- 5. The Commission considers an area to be “substantially surrounded” when it is surrounded by a city or cities, or by a city or cities and a county boundary or a major body of water on at least 75% of its boundaries, unless one of the following conditions has been met:
 - a. The Commission determines that denial of the proposal would be detrimental to the orderly development of the community and that the area that would be enclosed by the annexation cannot be reasonably annexed to another city or incorporated as a new city.
 - b. In the case of areas which are substantially surrounded, the applicant provides written results of a landowner (uninhabited or inhabited) or registered voter (inhabited) survey that shows that inclusion of the unincorporated area would successfully subvert the proposal.
- 6. The Commission discourages the annexation of a portion of an existing island, as opposed to the entire island, unless the applicant provides written proof through a survey that the proposed annexation is the largest possible portion of that island that may be successfully annexed.
- 7. For islands that include a **Disadvantaged Unincorporated Community (DUC)**, see Placer LAFCO *Policy 1.17: Disadvantaged Unincorporated Communities*.

POLICY 1.11

Reconsideration

Adopted November 5, 2025

PURPOSE

Any party may file a written statement requesting amendments to, or reconsideration of, a resolution making determinations on changes of organization and reorganizations (see Government Code §56895 and § 56133, subd. (d) & 56134, subd. (h)(2)) adopted by the Commission.

POLICY

1. Requests for amendment to, or reconsideration of, a resolution of the Commission making determinations on changes of organization and reorganizations must include a statement as to what new or different facts that could not have been presented previously, or applicable new law, warrant the reconsideration. The requests shall state the specific modification to the resolution being requested.
2. Requests shall be submitted within thirty (30) days of the Commission's decision and prior to the completion of the proceedings of the conducting authority. Rehearing is subject to full public notice.
3. Fees must be paid before a request is considered filed.

POLICY 1.12

Application Closure and Withdrawal

Adopted November 5, 2025

PURPOSE

Pursuant to California [Government Code section \(GC\) 56020.6](#), a Certificate of Filing is a document issued by the Executive Officer that confirms an application for a change of organization or reorganization has met submission requirements and is ready for Commission consideration.

POLICY

An application for a change of organization or reorganization must meet submission requirements established in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) and Placer LAFCO policies. Once these requirements are met, the Executive Officer will issue a Certificate of Filing, deeming the application complete.

Inactive Applications

An incomplete application will be issued an Incomplete Application letter, and the applicant will be notified of the unsatisfied requirements.

If the application remains incomplete for a period of **twelve (12) months** without substantial progress being made toward its completion, or an extension request is received and approved, the Executive Officer will notify the applicant and affected agencies that the application is deemed inactive.

Application Fees

Inactive applications will be closed without prejudice after notification and may be subject to a refund if any portion of the application fee remains unused. A new application and fee will be required if the applicant chooses to resubmit a closed application.

Complete Applications

Once a Certificate of Filing has been issued, the application becomes a Proposal (GC 56069) and is scheduled for hearing by the Commission in accordance with GC 56658.

Withdrawing Applications

An applicant may withdraw their application before the scheduled hearing closes. Notice of withdrawal of an application must be submitted in writing to the Executive Officer. If an

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application is withdrawn, the application may be subject to a refund if any portion of the application fee remains unused. A new application and fee will be required if the applicant chooses to resubmit a withdrawn application.

POLICY 1.13

Fees for LAFCO Services

Adopted November 5, 2025

PURPOSE

Fee guidelines and estimated times for the following LAFCO services are outlined below:

- Standard Jurisdictional Changes
- Other Jurisdictional Changes
- Studies
- Other Requests

POLICY

The [Annual Fee Schedule](#) outlines hourly rates on the LAFCO website. Proposals and requests subject to fees will be deemed **incomplete** until LAFCO receives the appropriate fee. The Executive Officer may stop work until receipt of the requested fee or deposit.

Fee Reductions and Waivers

The Commission may reduce or waive fees if financial hardship is demonstrated. Requests must be made in writing. Pre-authorized reductions follow:

- Annexation of an **inhabited island** initiated under California Government Code section 56375.3 shall receive a 50% LAFCO fee reduction. Additional reductions or waivers require Commission approval.
- Annexation of a **disadvantaged unincorporated community**, as defined under California Government Code section 56033.5, shall receive a 50% LAFCO fee reduction. Additional reductions or waivers require Commission approval.
- Proposals or requests in response to a **LAFCO condition of approval or recommendation through a LAFCO-adopted study** shall receive a 50% LAFCO fee reduction. Additional reductions or waivers require Commission approval.

Fees for Standard Jurisdictional Changes

Standard jurisdictional changes include annexations, detachments, latent power establishments, and service power divestitures. The fees for standard jurisdictional

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changes set forth below represent the estimated reasonable cost of providing the related services. These fees are based on predetermined staff hours required to complete the work and are non-refundable. In certain cases, additional fees may be charged if more time is required beyond the predetermined staff hours, as determined by the Executive Officer. The estimated hours below are included for the Executive Officer (EO) and Commission Clerk (CC). Rates are published annually and are available on the LAFCO website.

Hearing Options	Estimated Hours*		
	Less than 10 acres	10-100 acres	Greater than 100 acres
No Protest Hearing (100% Consent)	EO=16 CC=8	EO=24 CC=12	EO=100 CC=20
Protest Hearing Required	EO=4 CC=4	EO=4 CC=4	EO=8 CC=8

*See [Annual Fee Schedule](#) for hourly rates.

Fees for Other Jurisdictional Changes

Other jurisdictional changes include district formation, dissolution, consolidation, reorganization, merger, or formation of a subsidiary district. They also include city incorporation or disincorporation. The fees for these projects (which often require a protest hearing) are charged to the applicant at cost, including the actual cost of consultant services. An initial deposit in an amount representing the estimated reasonable cost of providing the services is required. Additional fees may be charged if more time is required beyond the predetermined staff hours on which the initial deposit is based, as determined by the Executive Officer. Upon the completion or other termination of the project, if the deposit exceeds the actual cost of services, the difference will be refunded.

Type of Service	Fee
Consultant Services (as needed)	Actual cost
LAFCO staff time and material	Initial deposit for the first 125 hours at current staff rates, based on Annual Fee Schedule

Fees for Studies

Accelerated studies not funded by LAFCO in the annual work plan, such as service reviews, special studies, sphere of influence updates, and environmental impact

POLICY MANUAL

analyses, are charged to the applicant at cost, including the actual cost of consultant services. An initial deposit in an amount representing the estimated reasonable cost of providing the services is required. Additional fees may be charged if more time is required beyond the predetermined staff hours on which the initial deposit is based, as determined by the Executive Officer. Upon the completion or other termination of the study, if the deposit exceeds the actual cost of services, the difference will be refunded.

Type of Service	Fee
Consultant/Third Party Services (as needed)	Actual cost (requires deposit)
LAFCO staff time and material	Initial deposit for the first 120 hours at current staff rates, based on Annual Fee Schedule

Fees for Other Requests

Type of Service	Fee
Out-of-Agency Service Agreement	Public Health and Safety Related: \$500
	Non-Public Health and Safety: Fees are the same as Standard Jurisdictional Changes. However, if LAFCO adopts a conditional approval requiring future annexation of the territory, the annexation fees are subject to a 50% automatic discount, per LAFCO Implementing Policies below.
Special Meeting	\$4,500 Non-refundable, covers staff time and Commissioners per diem; does not include third-party charges, which will be separately billed.
Request for Reconsideration	\$2,700 Non-refundable
General Staff Research	The first four hours are waived; additional hours will be billed at standard LAFCO staff rates.

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All third-party services will be billed at the actual cost. Third-party cost of services are determined by each individual organization and will be billed... Common additional services are summarized in the table below.

Organization	Department	Service
Placer County Departments	Surveyor	Map and description review and corrections.
	Registrar of Voters	Signatures verifications on petitions and protest hearing ballots. Special elections are billed separately at actual costs.
	Assessor	Landowner verifications on petitions and protest hearing ballots.
	Clerk of the Board	IT, administrative, and security support if needed.
State of California Departments	Fish and Wildlife	Environmental documents and filings.
	State Board of Equalization	Processing tax rate area and boundary changes.



Placer County Local Agency Formation Commission
110 Maple Street Auburn, CA 95603 | (530) 889-4097

2025 FEE SCHEDULE

COMMISSIONERS

Joshua Alpine
Chair
(Special District)

Anthony DeMattei
(County)

Whitney Eklund
Vice Chair
(City)

Judy Friedman
(Special District)

Cindy Gustafson
(County)

Sean Lomen
(City)

Susan Rohan
(Public)

ALTERNATE COMMISSIONERS

Shanti Landon
(County)

Cherri Spriggs
(Public)

Scott Wilson
(Special District)

Stephanie
Youngblood
(City)

COUNSEL

Michael Walker
General Counsel

STAFF

Colette Santsche
*Interim Executive
Officer*

Amanda Ross
*(Acting Assistant
Executive Officer)*

Amy Engle
*Commission
Clerk/Analyst*

Position	Hourly Rate (USD)
Executive Officer	\$200.00
Commission Clerk	\$134.00

Mileage will be charged at the current U.S. Internal Revenue Service Rates. Reimbursable expenses will be charged at-cost.

POLICY 1.14

Map and Geographic Description Requirements

Adopted November 5, 2025

PURPOSE

LAFCO requires a map and geographic description that is acceptable to the Placer County Surveyor and the California State Board of Equalization (BOE).

POLICY

1. Maps and geographic descriptions may be prepared by any person or firm which holds a current and valid State of California license as a Registered Land Surveyor or eligible Registered Civil Engineer (with a number 33965 or lower).
2. Map and geographic descriptions must be reviewed for form, content, and accuracy. Prior to preparation, please contact LAFCO if the engineer or surveyor has not previously prepared a map and geographic description for LAFCO. All map and geographic descriptions will be reviewed and the final must be stamped and signed by the Surveyor or Engineer and the Placer County Surveyor.
3. All proposed city annexation boundaries should tie into the existing city boundary. For district proposals, proposed boundaries should tie into an existing district boundary whenever possible. LAFCO staff can provide information on existing boundaries and samples of cover sheets and exhibits.
4. The map and geographic description should agree with each other and should independently convey the intended action(s).
5. The **Cover Sheet** must contain the information listed below.
 - a. Title
 - i. Project Number (as designated by LAFCO)
 - ii. Project Name (as named by LAFCO)
 - iii. Number of Pages by exhibit identified.
 - b. Wet signature and seal: The cover sheet, map, and geographic description each must be signed and stamped by either a licensed surveyor or a registered civil engineer holding a license number 33965 or lower.

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- c. Area for County Surveyor's signature, seal, and date. Each final exhibit (map and description) shall be signed by the County Surveyor.
 - d. Area for LAFCO Executive Officer signature and date approved by LAFCO.
 - e. Include the following statement: "This description and exhibit of the (insert name of project) boundary, it is not a legal property description as defined in the Subdivision Map Act and may not be used as a basis for an offer for sale of the land described. It is for assessment purposes only."
6. The **Geographical Description** must contain the information listed below. Requirements (a) through (e) are consistent with BOE requirements. Subsequent requirements are consistent with Placer LAFCO policy.
- a. Every written geographic description must stand on its own without the necessity of reference to any extraneous document.
 - b. The written description shall be of the project area only.
 - c. The geographic description must:
 - i. State the township and range, section number(s) or rancho(s)
 - ii. Have a point of beginning (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of street centerline and an existing district boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map, or a recorded survey map. The POB must be the point of departure from an existing city boundary or a district boundary when possible.
 - iii. Be expressed as a specific parcel description in sectionalized land (e.g., "The SW 1/4 of Section 22, T1N, R1W") or by bearings and distances. When the description is by bearings and distances, all courses shall be numbered and listed individually in a consistent clockwise direction. The description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta, arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency.
 - d. The written description shall state the acreage for each separate single area and a combined total of the project area.
 - e. All information stated in the description must match the map(s) such as the project number and name, the point of beginning, the course numbers, all bearings and distances, and the acreage(s).

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- f. Include a heading on the top of the first page with “Exhibit A,” the next line should include the project number and the LAFCO project name.
 - g. Include the page number at the bottom of the page(s): e.g., sheet 1 of 5.
 - h. Do not write descriptions in one endless paragraph.
 - i. Do not write descriptions in all capitals.
 - j. The last page of the final description must include an original signature and stamp of the Registered Land Surveyor or eligible Registered Civil Engineer (33965 or lower) who prepared the description.
 - k. Leave a 1.5”x3” wide area for the County Surveyor’s “Technically Correct” stamp.
7. The **Map(s)** must contain the information listed below. Requirements (a) through (k) are consistent with BOE requirements. Subsequent requirements are consistent with Placer LAFCO policy.
- a. All maps shall be professionally and accurately drawn or copied.
 - b. Original or copies of the same size project map must be submitted.
 - c. A vicinity map shall be included. The vicinity map shall show the location of the project area in relationship to a larger geographic area that includes major streets and highways or other physical features.
 - d. Any portion of an existing district boundary in close proximity to the project area shall be shown and identified.
 - e. Every map must clearly show all existing streets, roads, and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
 - f. Every map shall bear a scale and a north arrow. The point of beginning shall be clearly shown and match the written geographic description.
 - g. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map and the line type should be solid. Roads and easement lines should be dashed, while all other lines should be broken. All lines must be black ink and cannot exceed 1.5 millimeter in width.

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- h. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have numbered courses matching the written geographic description. Index tables may be utilized.
- i. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.
- j. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged drawing.
- k. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. Maps shall be maximum D size sheets (24" x 36"), but 8 ½ x 11 or 8 ½ x 14 is preferred but not required.
- l. Include a heading on the top of the first page with "Exhibit B." The next line should include the project number and the LAFCO project name.
- m. Include the page number(s) at the bottom of the page(s) e.g., sheet 1 of 5.
- n. Include the name of the City, County, and State.
- o. Include the month and year drawn.
- p. Include a Bar scale
- q. Do not show unnecessary data on the map.
- r. The last page of the map must include an original signature and stamp of the Registered Land Surveyor or eligible Registered Civil Engineer (33965 or lower) who prepared the map.
- s. Leave a 1.5"x3" wide area for the County Surveyor's "Technically Correct" stamp.

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SAMPLE

LAFCO Project No.: 2022-XX
XX Annexation to the (name of city or district)

Description consists of x page (Exhibit A)
Map Exhibit consists of x page (Exhibit B)

Surveyor's Statement

This description and exhibit of the _____ annexation boundary is not a legal property description as defined in the Subdivision Map Act and may not be used as a basis for an offer for sale of the land described. It is for annexation purposes only.

Prepared on _____ by or under the direction of

Print Name and PLS #
Company Name

County Surveyor's Statement

This description and exhibit meet the requirements of the State Board of Equalization, the Placer County Surveyor's Office and conforms to the lines of annexation.

Dated: _____, 2022

Current Placer County Surveyor Name and PLS#
Placer County Surveyor

Approval by Placer County Local Agency Formation Commission:

Dated: _____, 2022

Current Executive Officer Name,
Placer LAFCO Executive Officer

POLICY 1.15

Protest Hearings

Adopted November 5, 2025

PURPOSE

The Commission shall conduct all protest hearings and take all other actions required of it to complete proceedings for changes of organization or reorganizations unless the Commission, in its discretion, delegates such authority to the Executive Officer consistent with the provisions of this policy. (Title 5, Division 3, Part 4 of the California Government Code (commencing with section 57000)).

POLICY

Delegation at Time of Adoption of Resolution

Each time the Commission adopts a resolution to approve a change of organization or reorganization (with or without conditions), the Commission shall *also* determine whether to conduct the protest hearing or delegate authority to do so to the Executive Officer. A Commissioner may make a motion, or the Executive Officer may recommend, delegation of authority.

Delegation to Executive Officer

If the Commission delegates the authority to conduct a protest hearing to the Executive Officer, the Executive Officer shall conduct the protest hearing according to State code (Government Code section 57000, et seq.):

1. The protest hearing shall be held in a location open to the public and suitable for the conduct of a public hearing.
2. The Executive Officer shall provide each Commission member and alternate member written notice of the date, time, and location of the protest hearing and any changes or subsequent hearings.
3. The Executive Officer shall be the hearing officer for the protest hearing.
4. The Executive Officer shall conduct the protest hearing consistent with how the Commission conducts public hearings.
5. At the protest hearing, the Executive Officer shall hear and receive any oral or written protests, objections, or evidence that is made, presented, or filed, and accept the withdrawal of any written protest before the conclusion of the hearing.

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6. The Executive Officer shall cause a record to be made of the protest hearing and shall preserve as part of the record all written protests, objections, and evidence made, presented, or filed at the protest hearing.
7. After the protest hearing, the Executive Officer shall consider the protests filed, and not withdrawn, and review under the requirements of Government Code section 57052.
 - o If the protest does not require an election or termination, the Executive Officer will prepare a resolution adopting the change of organization or reorganization. The Executive Officer will present the resolution to the Commission for consideration at the next regularly scheduled meeting. (Government Code section 57000, et seq.)
 - o If the protest does require an election or termination, the Executive Officer will prepare a report to the Commission and recommend to the Commission the adoption of a resolution in conformity with the outcome of the protest hearing. The Executive Officer shall present the report and a draft resolution to the Commission for its consideration at the next regularly scheduled meeting. (Government Code section 57000, et seq.)

Commission Action Concerning Protest Hearings Conducted by Executive Officer

To the extent permitted by law, the Commission may accept or reject the Executive Officer's recommendations or make modifications based upon reviewing the protest hearing record. The Commission may take any other actions prescribed or permitted by law to complete proceedings for a change of organization or reorganization. (Government Code section 57000, et seq.)

Limitation on Delegation of Authority to Executive Officer

Except as expressly provided herein, the Commission shall retain its authority. However, this policy does not limit the Commission's ability to expressly delegate other tasks to the Executive Officer to the extent the Government Code authorizes such delegation. (Government Code section 57000, et seq.)

Valuation of Written Protests

Irrespective of whether the Commission or the Executive Officer conducts the protest hearing, the same procedures shall apply in receiving and valuing written protests. These procedures are outlined below.

1. **Receipt of Written Protests.** LAFCO shall record the date and time of all written protests immediately upon receipt.

2. Counting of Submitted Protests

LAFCO will count all submitted protests received and not withdrawn before the protest hearing is concluded via any of the following means:

- U.S. mail received at LAFCO's office by 5:00 p.m. on the business day preceding the protest hearing date.
- Courier delivery received at LAFCO's office by 5:00 p.m. on the business day preceding the protest hearing date.
- Electronic mail (e-mail) transmission received at LAFCO's office by 5:00 p.m. on the business day preceding the protest hearing date.
- Hand-delivered to LAFCO's office by the protesting party or the protesting party's duly authorized representative by 5:00 p.m. on the business day preceding the protest hearing date.
- Hand-delivered to the LAFCO Commission and/or staff at the noticed protest hearing by the protesting party or the protesting party's duly authorized representative before the closing of the protest hearing.

LAFCO will not count written protests under any of the following circumstances:

- The protest bears a date before the date of publication of the protest hearing notice.
- The protest is delivered to the Commission and/or staff after the closing of the protest hearing.

3. Evaluating Compliant Protests. For purposes of valuing written protests only, any reference in this policy and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to the close of the protest hearing will be construed to mean the close of the final protest hearing, meaning that any continuance of the protest hearing will extend the time during which written protests will be accepted. (Government Code Section 57050(a))

a) Registered Voter Protest

Data obtained from the County of Placer Registrar of Voters (ROV) shall determine the total number of registered voters within the boundaries of the affected territory at the time of the noticed protest hearing. Further, LAFCO shall calculate the applicable percentage thresholds of registered voter protests based on the data obtained from the ROV.

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LAFCO will count submitted protests from registered voters that include all of the following required information:

- Residence address of the registered voter, providing street and number or other designation sufficient to enable the place of residence to be ascertained.
- Signature of the registered voter.
- The date of signature (which must be within the period starting with the publication of the protest hearing notice and ending at the time of the closing of the protest hearing).

LAFCO will not count submitted protests from registered voters under any of the following circumstances:

- The residence address of the registered voter, or other designation sufficient to enable the place of residence to be ascertained, is not provided.
- The signature of the registered voter is not provided.
- The date of signature is not provided.
- The date of signature is before the date of publication of the protest hearing notice.
- The date of signature is after the date of the closing of the protest hearing.
- The submitted protest is from a registered voter who is not registered to vote within the boundaries of the affected territory.
- The submitted protest was not received consistent with the provisions in “Counting of Submitted Protests.”
- The registered voter who initially filed the protest withdraws the protest, in writing, within the time constraints identified herein.
- Any protest disqualified by the ROV if the Executive Officer refers registered voter written protests to the ROV for verification.

LAFCO staff will count all valid submitted protests from registered voters to determine the evaluation and outcome. At the Executive Officer’s discretion, they may refer any registered voter written protests to the ROV for verification.

b) Landowner Protest

Data obtained from the County of Placer Assessor Office's current tax rolls shall determine the total number of landowners within the boundaries of the affected territory. Further, for identifying all landowners and calculating landowner protests, LAFCO shall calculate the applicable percentage thresholds based on current tax rolls and the assessed value of land obtained from the Assessor's Office.

LAFCO will count submitted protests from landowners that include all of the following required information:

- Address of the property, providing street and number or other designation sufficient to enable the location of the property within the affected territory to be ascertained.
- Signature of the landowner.
- The date of signature (which must be within the period starting with the publication of the protest hearing notice and ending at the time of the closing of the protest hearing).

LAFCO will not count submitted protests from landowners under any of the following circumstances:

- The address of the property, or other designation sufficient to enable the location of the property within the affected territory to be ascertained, is not provided.
- The signature of the landowner is not provided.
- The date of signature is not provided.
- The date of signature is before the date of publication of the protest hearing notice.
- The date of signature is after the date of the closing of the protest hearing.
- The submitted protest was not received consistent with the provisions in "Counting of submitted Protests."
- The individual signing the submitted protest is different than the owner of the record provided by the Assessor based upon the most recent assessment roll, subject to the requirements of the exception identified in Government Code Section 56710(c).

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- The individual who initially filed the protest withdraws the protest in writing within the time constraints identified herein.

The evaluation will be determined consistent for properties exempt from taxation or owned by a public agency. (Government Code Section 56710(a)).

For those properties held in joint tenancy or tenancy in common, the evaluation will be determined consistent with Government Code Section 56710(b).

4. **All Protests in Writing.** While the Commission will consider oral testimony, said testimony will not affect the evaluation of protests. Under state law and this policy, only written protests, not later withdrawn in writing, if applicable, count.
5. **Outcomes.** The Commission determines whether written protests from registered voters, landowners, or both are considered. Based on the evaluation of the applicable protests, the Commission may take the following actions (Government Code Sections 57075 through 57077.4):
 - a. Terminate the proceedings.
 - b. Order the change of organization or reorganization subject to an election.
 - c. Order the change of organization or reorganization without an election.
6. **Results.** The Commission may announce results at the conclusion of the protest hearing or may defer the announcement to a future meeting if LAFCO staff needs time to verify and evaluate written protests.

POLICY 1.16

Environmental Review

Adopted November 5, 2025

PURPOSE

Most LAFCO actions are subject to environmental review under the California Environmental Quality Act (CEQA). The Commission has an established environmental procedure that follows the mandates found in CEQA.

The State CEQA Guidelines encourage the review of a project in its entirety and at the earliest possible point in the planning process in order to assess the cumulative impacts of the proposal.

The Commission recognizes that an organization or reorganization typically represents only a step in a series required for a larger project. This project may include rezoning, the approval of land development plans, and possibly a General Plan amendment.

POLICY

Whenever an agency is considering a project (such as rezoning, a general plan amendment, site development, or the installation of infrastructure) that requires annexation or some other jurisdictional reorganization, the environmental review for that project shall include consideration of the environmental impacts of annexation or jurisdictional reorganization.

The Commission encourages the lead agency to prepare a single environmental review that addresses those environmental impacts. In these cases the lead agency (usually a city) is in the position to review land use designation changes, service extension plans, land development plans, and organization or reorganization. In these cases, the Commission shall generally act as the responsible agency.

LAFCO Environmental Review Roles are defined as follows:

- **Responsible Agency**: Responsible Agency status occurs when LAFCO is not the primary agency (Lead Agency) overseeing a project but, nevertheless, has discretionary approval authority over one or more aspects of the project. Common examples of this would occur when a city is reviewing a development project that may require annexation to the city. A city will also be the Lead Agency when it rezones an area in anticipation of annexation.
- **Interested Agency**: The Executive Officer will review and, if necessary, comment on all environmental documents as submitted by a Lead Agency involving projects/decisions relating to and/or affecting LAFCO projects or policies.

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- **Lead Agency:** When acting as Lead Agency for CEQA review, LAFCO will complete any required environmental review following the procedures set out in the CEQA and the State CEQA Guidelines. The applicant shall be charged for all costs associated with this review, as well as the California Department of Fish and Wildlife fees.

When acting as Lead Agency, the city or special district shall include in its initial study/negative declaration/EIR all information necessary for LAFCO considerations. Such documents shall reference on the title page and in the project description any boundary changes or other such actions requiring discretionary action by LAFCO.

The Lead Agency shall send the draft document to LAFCO as part of the public review process required by CEQA. The LAFCO Executive Officer will, within the allotted period, submit written comments to the Lead Agency, which should be incorporated and assessed in the final document. These comments must be confined to project aspects or environmental effects germane to LAFCO's subsequent discretionary action (including, where applicable, economic or social effects of a project pursuant to State CEQA Guidelines section 15131).

In making its determination on boundary change proposals, LAFCO will use the environmental document prepared by the Lead Agency if it is deemed adequate and if the procedures outlined. Before project approval, the Commission will certify that it has reviewed and considered the information contained in the Lead Agency's document.

LAFCO shall not approve a proposed project with significant impacts if it can adopt feasible alternatives or mitigation measures within its powers that would substantially lessen the magnitude of such effects, unless it adopts a Statement of Overriding Consideration.

Upon approval of the project, LAFCO shall file a Notice of Determination with the County Clerk.

The Applicant may be responsible for additional fees:

- In cases where LAFCO is the Responsible Agency but must do additional environmental work, the applicant will be responsible for all costs associated with the preparation of these documents and for the California Department of Fish and Wildlife fees. A deposit will be required at the time of application submittal. The applicant will then be billed as the work progresses. Should the final cost be less than the deposit, the applicant will be refunded the unused portion of the deposit.
- The applicant shall also be held responsible for the State Board of Equalization fees. Following the LAFCO hearing and any required conducting authority proceedings (protest hearing), the applicant will be notified regarding the appropriate fees. LAFCO will not issue a Certificate of Completion or record the proposal until these fees have been received.

POLICY 1.17

Disadvantaged Unincorporated Communities

Adopted November 5, 2025

PURPOSE

State law requires the identification and description of all disadvantaged unincorporated communities (DUC) located within or contiguous to the existing Spheres of Influence of cities and special districts that provide structural fire protection, wastewater, and/or water services. The underlying focus is to ensure DUCs and their residents are not excluded from proposed boundary changes and are proactively addressed during the processes for Service Reviews and Sphere of Influence updates.

POLICY

1. This policy shall be referred to as the Commission's "Disadvantaged Unincorporated Communities Program."
2. The following definitions are used in administering this program:
 - a. "Community" is an inhabited area within a city or county that is comprised of no less than 10 dwellings adjacent or in close proximity to one another. (Government Code section 65302.10)
 - b. "Contiguous" is adjacent to or within an agency's Sphere of Influence or shares a boundary line with a city or special district. (Government Code section 65302.10)
 - c. "Disadvantaged Unincorporated Community" is an inhabited territory that constitutes all or a portion of a disadvantaged community having an annual median household income that is less than 80 percent of the statewide annual household income. (Government Code sections 65302.10, 79505.5, and 56033.5)
 - d. "Inhabited" is a territory within which there reside 12 or more registered voters. (Government Code sections 65302.10 and 56046)
 - e. "Median Household Income" is income that is less than 80 percent of the statewide annual household income. (Government Code section 65302.10)
 - f. "Written Evidence" is a petition signed by the majority of registered voters within the affected territory. (Government Code section 65302.10)

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3. The Commission shall establish and update DUC maps for all cities and special districts under LAFCO authority in Placer County.
4. The following procedures shall underlie the establishment and subsequent updating of DUC maps:
 - a. DUCs shall be identified and mapped by census tract and based on the most recent five–year average.
 - b. DUC maps shall be updated every five years in conjunction with commencing a new round of Service Reviews and Sphere of Influence updates under Government Code sections 56430 and 56425, respectively.
 - c. Draft DUC maps shall be made available to local agencies for review and comment before being presented to the Commission at a public meeting in final form for formal acceptance.
5. The Commission shall incorporate DUC maps and information therein as part of the Service Review and Sphere of Influence update and/or processes:
 - a. Any Service Review update for a city or special district that provides public facilities or services related to water, wastewater, or structural fire protection the Commission shall evaluate the location and characteristics of any DUCs located within or adjacent to the Sphere of Influence of the affected agencies. (Government Code section 56430)
 - b. Any Sphere of Influence update and/or amendment for a city or district that provides public facilities or services related to water, wastewater, or structural fire protection the Commission shall consider the present and probable needs for DUCs and their residents located within the affected agencies' Sphere of Influence. (Government Code section 56425)
 - c. The Executive Officer shall perform outreach to residents within affected DUCs as part of the Service Review and Sphere of Influence update and/or amendment processes. This outreach will be appropriately scaled as determined by the Executive Officer to help ensure residents are made reasonably aware of the proceedings and given the opportunity to comment before Commission action is taken.
6. Any annexation to a city of any territory greater than 10 acres that excludes a contiguous DUC will require filing an application to annex the DUC unless exempted under Government Code section 56375(a):
 - a. For purposes of this subsection a certificate of filing serves as the threshold for determining an “application” is on file with the Commission.

Placer LAFCO Policy Manual

Chapter 2

Administration & Operations



POLICY 2.1 Conflict of Interest

Adopted November 5, 2025

PURPOSE

The Political Reform Act of 1974 (Gov. Code, § 81000 et seq.; Act) requires each agency subject to the Act, including the Placer County Local Agency Formation Commission (Commission), to adopt a Conflict of Interest Code. The Fair Political Practices Commission (FPPC), in administering the Act, has promulgated a regulation (Cal. Code of Regs., tit. 2, § 18730) that contains the terms of a standard Conflict of Interest Code that an agency may adopt by reference. Accordingly, the Commission hereby adopts the terms of the standard Conflict of Interest Code, and any amendment to it duly adopted by the FPPC, along with the list of Designated Positions and the list of Disclosure Categories for each designated position set forth below, as the Conflict of Interest Code for the Commission and incorporates them herein by reference.

POLICY

Each person holding a position designated below shall file a Statement of Economic Interests (FPPC Form 700) with the Placer County Elections Office, which shall be the Filing Officer for the Commission, disclosing all reportable interests falling within the position’s corresponding disclosure categories.

DESIGNATED POSITIONS

Number of Positions	Position Title	Disclosure Category
7	Commissioner	1
4	Alternate Commissioner	1
1	Executive Officer	1
1	Assistant Executive Officer	1
1	Legal Counsel	1
	Consultants*	

*The disclosure requirement of a consultant will be determined on a case-by-case basis by the Executive Officer. The determination that a consultant has disclosure requirements shall be made in writing on FPPC Form 805. The determination shall include a description of the consultant’s duties and, based upon that description, a

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statement of the extent of the disclosure requirements. Each Form 805 is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

DISCLOSURE CATEGORIES

The terms italicized below have specific meaning under the Political Reform Act of 1974 and its regulations. In addition, the financial interests of a *spouse*, a domestic partner and dependent children of the *public official* holding the designated position may require reporting. Consult the instructions and reference pamphlet of Form 700 for explanation.

- **Category 1 – Broadest Disclosure** [See Form 700 Schedules A-1, A-2, B, C, D and E] All investments, business positions, interests in real property, and sources of income, gifts, loans, and travel payments described below.
- **Category 2 – Real Property** [See Form 700 Schedule B] All interests in real property located within the jurisdiction of the Commission, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.
- **Category 3 – Land Development, Construction and Transactions** [See Form 700 Schedules A-1, A-2, C, D and E] All investments, business positions and sources of income, gifts, loans and travel payments from sources which engage in land development, construction, real property acquisition or sale, or the preparation of environmental impact reports.
- **Category 4 – Procurement** [See Form 700 Schedules A-1, A-2, C, D and E] All investments, business positions and sources of income, gifts, loans and travel payments from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of the Commission.
- **Category 5 – Regulation** [See Form 700 Schedules A-1, A-2, C, D and E] All investments, business positions and sources of income, gifts, loans and travel payments from sources which are subject to the regulatory or other authority of, or have an application or other matter pending before, the Commission.
- **Category 6 – Funding** [See Form 700 Schedules A-1, A-2, C, D and E] All investments, business positions and sources of income, gifts, loans and travel payments from sources which receive grants or other funding or technical assistance from or through the Commission.

POLICY 2.2

Disclosure of Expenditures for Political Purposes

Adopted November 5, 2025

PURPOSE

Expenditures for political purposes related to a proposal for a change of organization or reorganization and contributions in support of or in opposition to any proposal at the conducting authority stage of the LAFCO process, are subject to the reporting and disclosure to the same extent as required for local initiative measures under the Political Reform Act and the regulations of the Fair Political Practices Commission implementing that law. (Government Code Sections 56700.1, 57009, and 81000 et seq.)

POLICY

Placer LAFCO adopts the following reporting and disclosure requirements and required [Campaign Contribution Disclosure Form](#) to implement Government Code Sections 56700.1 and 57009.

1. Disclosure Requirements for Project Proposals
 - a. Any person or combination of persons who directly or indirectly makes an expenditure or independent expenditure for political purposes of \$1,000 or more in support of, or in opposition to, a change of organization or reorganization submitted to the Commission to which Government Code Section 56700.1 applies, shall comply with the reporting and disclosure requirements of the Political Reform Act, to the same extent and subject to the same requirements as for local initiative measures. Such reporting and disclosure requirements, except as otherwise excluded herein, extend to those required by the Fair Political Practices Commission Regulations regarding such disclosures and will include disclosure of contributions, expenditures and independent expenditures. (Government Code Section 81000 et seq.)
 - b. Disclosures made pursuant to this Section shall be filed to LAFCO's Executive Officer as designated in Section 5 below.
 - c. For purposes of determining the deadlines by which such reports and disclosures must be filed, the term "election" as used in the Political Reform Act for determining such deadlines shall mean the date of the originally scheduled Commission hearing on a proposal for organization or reorganization. If no hearing date has been scheduled at the time a person becomes subject to disclosure under this policy, they will request that the Executive Officer establish a date to serve as the "election" date for this purpose. The Executive Officer shall establish a date, such as, but not limited

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to, the date which is 6 months after the first filing with the Commission regarding the proposal, and inform the requestor of that date in writing.

- d. In the event the originally scheduled hearing date for the proposal for organization or reorganization is rescheduled or continued to a later date, the obligation to file continues. Reports shall be filed on or before the 10th day of each month following the original hearing date with respect to contributions and expenditures received in the previous calendar month up to and including the third calendar month following final action by the Commission on the proposal.

2. Disclosure Requirements for Conducting Authority Proceedings

- a. Any person or combination of persons who directly or indirectly makes an expenditure for political purposes of \$1,000 or more related to conducting authority proceedings for a change of organization or reorganization to which Government Code Section 57009 applies, or in support of or in opposition to those conducting authority proceedings, shall comply with the reporting and disclosure requirements of the Political Reform Act, to the same extent and subject to the same requirements as for local initiative measures. Such reporting and disclosure requirements, except as otherwise excluded herein, extend to those required by the Fair Political Practices Commission Regulations regarding such disclosures and shall include disclosure of contributions, expenditures and independent expenditures. (Government Code section 81000, et. seq.)
- b. Disclosures made pursuant to this Section shall be filed with the LAFCO's Executive Officer as designated in Section 5 below.
- c. For purposes of determining the deadlines by which such reports and disclosures must be filed, the term "election" as used in the Political Reform Act for determining such deadlines shall mean the date of the originally scheduled conducting authority hearing on the proposal for organization or reorganization. If no hearing date has been scheduled at the time a person becomes subject to disclosure under this policy, they shall request that the Executive Officer establish a date to serve as the "election" date for this purpose. The Executive Officer shall establish a date, such as, but not limited to, the date which is 6 months after the first filing with the Commission regarding the proposal, and inform the requestor of that date in writing.
- d. In the event the originally scheduled conducting authority hearing date for a proposal for organization or reorganization is rescheduled or continued to a later date, the obligation to file continues and reports shall be filed on or before the 10th day of each month following the original hearing date with respect to contributions and expenditures received in the previous calendar month up to and including the third calendar month following final action by the commission on the proposal.

3. Certain Reports and Disclosures Excluded

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This policy also requires that the persons subject to it comply with the regulations regarding the names of campaign committees, disclosures of the sources of mass mailings, and disclosures of the source of automated telephone calls under Government Code Sections 84501 et seq, and the regulations of the Fair Political Practices Commission implementing those sections.

4. Where to File

All required reports and disclosures will be filed with LAFCO's Executive Officer.

5. Reporting requirements are non-exclusive

The disclosure and reporting requirements herein are in addition to any other requirements that may be otherwise applicable under provisions of the Political Reform Act or by local ordinance.

POLICY 2.3

Asset Management

Adopted November 5, 2025

Amended June 10, 2026

PURPOSE

Capital assets include furniture, fixtures, and equipment with a useful life of more than one year and a value meeting or exceeding the capitalization thresholds established by the Placer County Auditor-Controller. Capital assets owned by LAFCO are accounted for at their historical cost or estimated historical cost if the actual cost is not available. Such assets, except land, are subject to depreciation over their estimated useful lives.

Non-Capital assets include computer and non-computer-related equipment that are sensitive or high-risk for theft (e.g., computers, cellphones, and cameras). Non-Capital assets owned by LAFCO are accounted for at their historical cost or estimated historical cost if the actual cost is not available.

POLICY

1. Inventory of Assets

LAFCO will maintain inventories of capital and non-capital assets owned by LAFCO and those provided by the County. The inventories will be maintained by staff. New assets will be added to the respective inventory as acquired and subtracted as disposed. At the end of the fiscal year, the Executive Officer shall conduct a physical inventory of capital and non-capital assets and make appropriate adjustments to the inventories. An annual inventory report shall be provided to the Commission. The inventory report shall include the date of acquisition, cost, description (including color, model, and serial number), location of asset, depreciation method, and estimated useful life. LAFCO will maintain a separate accounting of County-owned assets and shall provide the County with a current inventory of such assets upon request.

2. Depreciation and Useful Life of Assets

Capital assets are depreciated using the straight-line method over the estimated useful life. The Executive Officer shall determine estimated useful lives of capital assets in consultation with the County Auditor-Controller and accordance with standard accounting policies and procedures. Estimated useful lives for all asset classes, including leased assets, shall conform to the standards established in the County's policy.

3. Repair of Capital Assets

Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the property's value or materially prolong the

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estimated useful life of the property. Expenditures to repair capitalized assets shall be capitalized if the repairs meet the capitalization threshold established pursuant to the County's Capital Asset Policy and increase the property's value, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

4. Disposition of Assets

Assets become obsolete when the asset is no longer operable, replaced, or no longer available for use. Adjustments will be made to the asset inventory list if a capital or non-capital asset is sold, scrapped, donated, or stolen.

POLICY 2.4

Document Retention

Adopted November 5, 2025

PURPOSE

As used in this policy, the term “record” is defined to mean documents that show decisions or actions taken by the Commission in fulfillment of its statutory responsibilities or are central work product of LAFCO (e.g., Service Reviews, Spheres of Influence).

POLICY

1. Document Retention

Except as otherwise provided herein, and subject to the conditions contained in this policy, all original records and documents maintained by LAFCO will be retained for a period of 5 years. A physical copy of all documents shall be kept in a safe and separate place for security purposes.

At the conclusion of the applicable required retention period, the Executive Officer is authorized to destroy printed copies of records as needed, provided that a photographic or electronic copy of the original record is preserved in the manner specified in Government Code Section 56382. The reproductions must be made as accessible for public reference as the original records were.

2. Exceptions

There are limited exceptions to the 5-year retention period:

- Original statements of economic interest (Form 700) will be retained for a period of 7 years.
- Environmental review documents that are prepared by a lead agency other than LAFCO (i.e., Environmental Impact Reports and other CEQA documents that are approved or adopted by LAFCO but are not prepared by LAFCO as the lead agency for the project), will be retained by the Commission for a period of 2 years.
- Environmental review and CEQA documents prepared by LAFCO as the lead agency for the environmental review of the project will be retained for a period of 5 years.

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Summary of LAFCO Records

Administrative/Financial documents:

- Budgets
- Accounts payable/accounts receivable
- Audits
- Invoices, ledgers, and registers
- Commissioner reimbursements
- Commissioner policies and procedures
- Agreements, contracts, leases, purchase orders, and requisitions
- Recruitment/selection/resumes
- Claims
- Credit card receipts and statements

Certificates of Filing and Completion

Copies of public hearing notice

Documentation of election and results

Environmental review documents prepared for purposes of complying with the California Environmental Quality Act (CEQA)

Impartial analysis

Indemnification and agreements to pay

LAFCO meeting minutes

Map and legal description

Municipal Service Reviews

Order for change of organization/ reorganization

Plan for service

Records of proceedings (LAFCO application, petition, or other initiating documents)

Staff reports

State Board of Equalization acknowledgement letter

Statement of boundary change

Statement of property valuation

Statement of tax rate area assignment

POLICY 2.5

General Reserve

Adopted November 5, 2025

PURPOSE

The Commission adopts an annual budget prepared on the modified accrual basis for the General Fund, consistent with generally accepted accounting principles (GAAP). The Commission's adopted final budget can be amended by the Commission to change appropriations as unforeseen circumstances come to the Executive Officer's attention. Increases in appropriations require the Commission's approval. Expenditures may not exceed total appropriations for the fiscal year. The Executive Officer shall review the budget with the Commission and, when necessary, recommend changes.

This policy establishes a General Reserve budget line item with parameters for funding and uses for unforeseen major expenditures that require supplemental funding to the Commission's adopted budget.

POLICY

It is the policy of Placer LAFCO to establish a General Reserve budget item at a minimum of 25% of the Commission's annual Operating Budget. The Operating Budget is defined as the annual adopted expenditures of the Commission, including, but not limited to, employee salaries and benefits, services, and supplies.

POLICY 2.6

Purchasing and Procurement

Adopted November 5, 2025

Amended June 10, 2026

PURPOSE

The Commission will make provisions for, and authorize the Executive Officer to, procure necessary workspace, equipment, supplies, and personnel. The Commission may contract with any public agency or private party for personnel and facilities. The associated costs are provided for through the Commission's adoption of its annual budget. (Government Code section 56380, 56381)

POLICY

1. The Executive Officer is authorized with the responsibility and authority to procure necessary workspace, equipment, supplies, and personnel per applicable laws, regulations, and policies.
2. Only the Commission or the Executive Officer may commit LAFCO funds for the costs associated with necessary workspace, equipment, supplies, or personnel.
3. The Executive Officer is delegated purchasing authority on behalf of LAFCO for necessary workspace, equipment, supplies, services, and contracts not to exceed \$10,000 per transaction per fiscal year. The Commission must approve any expenditures that exceed the \$10,000 limit.
4. The Executive Officer is authorized to adjust the budget without Commission action, provided the adjustments do not increase the total budget expense as adopted by the Commission.
5. The Executive Officer is authorized to adjust the budget for purposes of carrying over to the new fiscal year any encumbered funds that have been approved by the Commission in a prior fiscal year and involve unspent balances. Funds include committed contracts for services that were not completed in the prior fiscal year and must be re-encumbered by a budget adjustment in the new fiscal year.
6. The Executive Officer is authorized to activate, manage, and use credit cards in the conduct of time-critical LAFCO business as defined above (e.g., travel, same-day vendors, online purchases). If a County-issued credit card is utilized, use of the card shall comply with the Placer County Credit Card Policy.

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- a. Cardholders are required to sign a credit cardholder agreement per applicable laws, regulations, and policies.
- b. Credit card purchases will not exceed \$2,000 per single purchase. The maximum per month shall not exceed \$10,000 and shall comply with budgeted expenditures and funds available.
- c. Credit card charges must be checked for accuracy on monthly statements by the Executive Officer.
- d. All credit balances shall be paid in full each month.
- e. Credit cards should not be used to replace timely procurement planning.
- f. Sales receipts and credit card slips, which must be itemized pursuant to Policy 2.8, will be provided to the accounts payable representative for purchase reconciliation and approval of the monthly transaction report by the LAFCO Chair or designee before submitting them to the Placer County Auditor-Controller's Office, General Accounting Division, for payment. Credit card receipts and statements shall be kept on file per Policy 2.4: Document Retention. Do not accept cash in place of a credit to the credit card account.
- g. Approved credit card transaction reports will be included in the monthly Commission Meeting consent calendar as part of the financial report for validation.
- h. Immediately report any lost or stolen cards to the issuer and accounts payable representative.

POLICY 2.7

Internal Financial Control

Adopted November 5, 2025

Amended June 10, 2026

PURPOSE

Placer LAFCO is an independent agency established and operating under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and contracts with the County of Placer through a Memorandum of Understanding (MOU) for various services, including the use of the Office of the County Treasurer for banking and other financial services under the Auditor-Controller.

The Office of the Auditor-Controller has established a manual with written policies, procedures and preferred practices designed to safeguard the receipt and disbursement of monies and in financial transactions. Placer LAFCO adopts these policies, procedures and practices for its own financial practices.

POLICY

1. Except to the extent they are in conflict or inconsistent with other provisions of the Placer LAFCO Policy Manual, adopt and maintain a copy of the most current Placer County Accounting Policies & Procedures Manual, prepared by the Office of the Auditor-Controller.
2. The Auditor-Controller will generally provide the following services to LAFCO, per the most recent MOU:
 - a. General Accounting
 - b. Accounts Payable
 - c. Adopted Budget
 - d. Payroll
 - e. Specialized Accounting (e.g., pension, OPEB, and compensated absences accounting)

The Commissioners are responsible for negotiating the terms of agreement with the County Auditor-Controller for a set term.

POLICY 2.8

Travel and Expense Reimbursement

Adopted November 5, 2025

Amended June 10, 2026

PURPOSE

This policy sets forth the guidelines for staff and Commissioners' travel and expense reimbursement for LAFCO business.

POLICY

Staff and Commissioners will receive reimbursement for expenses incurred in performance of official LAFCO business, including attendance at conferences, events, offsite meetings, or training sessions. Reasonable and necessary expenses will include the costs of transportation, lodging, meals, training, or event fees.

Expense Reporting

- All travel for LAFCO business must be approved in advance through submission of a Travel Request Form or Spend Authorization. The Commission may utilize the County's standard travel request form or a LAFCO-approved equivalent form. Approval of the Travel Request Form constitutes authorization for the travel and associated reasonable expenses, subject to this policy.
- Travel requests and claims for expense reimbursement for Staff and Commissioners will be presented to the Executive Officer or Assistant Executive Officer for approval. Out of state expenses and any travel not preapproved as part of the annual Workplan need to be approved by the Commission.
- The Executive Officer and the Assistant Executive Officer may not approve his/her own travel expenses.
- Travel requests and claims for expense reimbursement for the Executive Officer will be presented to the Commission Chair or the Commission Chair's designee for approval.
- Reimbursement for lodging and transportation expenses (including airfare, train tickets, rental cars, rideshares, and taxis) will be at the actual, incurred cost, requiring a receipt for each. Mileage will be reimbursed at the current standard mileage rates set by the IRS. Except as provided in the next bullet point, meal and incidental expenses incurred while traveling will be reimbursed at the maximum U.S. General Services Administration per diem rate, and receipts are not required for these expenses.
- Expenses incurred for meals or refreshments provided to person(s) attending LAFCO-arranged meetings or events will be reimbursed at the actual cost, as

POLICY MANUAL

established by receipt(s) from the provider(s). Where such meal expenses are incurred while traveling, the meal expenses of staff members or Commissioners will be reimbursed at cost (not at the U.S. General Services Administration per diem rate). When available, any credit card issued pursuant to Policy 2.6 should be used to purchase such meals and refreshments.

- Expense reports should be submitted within 30 days of incurring the expense. In all cases, claims shall be submitted no later than 120 days, after the expense is incurred, unless an extension is approved by the Commission Chair or Commission Chair's designee.
- All required receipts must be itemized and clearly identify each item purchased. Credit card summary receipts alone are not sufficient. Itemized receipts when reimbursement is based on actual costs are necessary to verify compliance with this policy.
- Estimated travel costs may not exceed \$5,000 per person, exclusive of registration and tuition costs, unless approved in advance by the Executive Officer.

Parking and Tolls

- Receipts are preferred but not required for parking, tolls, and other items individually costing less than \$7.00.
- For parking paid at parking meters for which receipts are not available, amounts claimed can exceed \$7.00, but still need to be reasonable.
- Parking expenses are reimbursable at the least costly rate reasonably available (e.g., economy parking lot at the airport is preferred, however, the daily or garage lot might be allowed under certain travel circumstances if approved by the Executive Officer or designee).
- Valet parking is only allowed when it is the same price as self-parking, the only available parking within a reasonable proximity, or the only parking option offered.

Miscellaneous Provisions

Staff and Commissioners shall provide brief reports on events attended at the expense of LAFCO at the next regularly scheduled Commission meeting.

All documents related to reimbursable LAFCO expenditures are public records, subject to disclosure under the California Public Records Act (California Government Code Chapter 3.5 (commencing with Section 7920.000 et. seq.) of Division 7 of Title1).

Ineligible Items

The following items are not eligible for reimbursement:

- Alcoholic beverages
- Airline travel upgrades (e.g., additional leg room, business class)
- Any expenditure not related to official LAFCO business
- Entertainment

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- Fees, service charges, and interest related to personal credit cards
- Hotel upgrades and/or luxury accommodation
 - Lodging should be in a safe location
 - Lodging should be reasonably and competitively priced, given the location and the circumstances related to the need for lodging
 - Upgrade charges or cancellation fees are only allowable with business purpose justification and under unusual circumstances with Executive Officer approval
- Personal care items
- Traffic and parking violations
- Travel or personal property insurance

Penalties for Misuse

Penalties for misuse of public resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to the following:

- Loss of reimbursement privileges
- Restitution to LAFCO
- Civil penalties for misuse of public resources pursuant to Government Code Section 8314
- Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code

POLICY 2.9

Regular Policy Updates

Adopted November 5, 2025

PURPOSE

This policy provides an opportunity for staff and Commissioners to update LAFCO Policies for relevancy, or as new legislation or regulations necessitate.

POLICY

LAFCO will review and update Policies periodically, and at a minimum of every 5 years. Staff or Commissioners may recommend Policy updates during the Annual Budget and Fee Schedule review.

- New policies will be added to the appropriate section of the Policy Manual or proceed numerically.
- Staff will update Policies for review, comment, and approval by the Commissioners.

Placer LAFCO Policy Manual

Chapter 3

Commissioner Guidelines



POLICY 3.1

Rules of Order

Adopted November 5, 2025

Amended June 10, 2026

PURPOSE

The purpose of this policy is to provide clear and concise direction to Commissioners and staff concerning conducting Commission meetings and preparing agendas.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, under Government Code section 56000 *et seq.*, directs the Commission to exercise its regulatory and planning responsibilities consistent with its procedures. This includes establishing rules to ensure that all meetings and related business are conducted in an orderly and transparent manner.

POLICY

The Commission acknowledges and affirms that conducting its meeting and related business is subject to applicable California laws, most notably the provisions of the Cortese-Knox-Hertzberg Act and the Ralph M. Brown Act (Brown Act). The following are the rules and procedures established by the Commission to ensure all LAFCO meetings and related business occur in an orderly and transparent manner:

1. Four members of the Commission constitute a quorum for the transaction of business. In the absence of a regular member, their alternate member (city, county, special district, public member as applicable) may serve and vote. In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place of their choosing.
2. The Commission's regular meeting shall be held according to an annually adopted calendar published on [LAFCO's website](#). Regular meetings are typically held at 4:00 P.M. on the second non-holiday Wednesday of the month at the Board of Supervisors' Chambers at 175 Fulweiler Avenue, Auburn, California, or in an alternate location as designated by the majority of the Commission.
3. If there is no business for the Commission's consideration five days before any regularly scheduled meeting, the Executive Officer with the consent of the Chair, or designee, has the authority to cancel the meeting. The Executive Officer will notify the Commissioners that there is no business before the Commission, and the meeting has been canceled. The LAFCO website will be updated accordingly.
4. The Chair may call special meetings at the request of a Commission member or

the Executive Officer. Special meetings shall be notified in accordance with the Brown Act.

5. The Chair will preside at all Commission meetings and conduct the Commission's business in the manner prescribed by these rules. The Chair will preserve order and decorum and decide all questions of order subject to the action of a majority of the Commission.
6. In the absence of the Chair, the Vice-Chair will act as Chair, with all the powers and duties of the Chair. In the absence of the Chair and Vice-Chair, the members of the Commission present will, by an order entered in the minutes, select one of their members to act as Chair Pro Tem with all the powers and duties of the Chair.
7. On all roll-call votes, the names of the Commission shall be called in alphabetical order, and the Chair will be called last.
8. Alternate members are encouraged to attend and participate at all Commission meetings. Alternates may participate fully in the hearings, deliberations, and business of the Commission on any item on the agenda to the same extent as a regular member. However, an alternate member may not propose a motion, second a motion, or vote on a motion unless serving in the place of a regular member, except for Committees.
9. It is the responsibility of the Executive Officer to prepare an agenda and all supporting documents for the Commission, and to distribute these materials to the Commission and interested parties in compliance with Cortese-Knox-Hertzberg Act and the Brown Act.
10. It is the responsibility of the Executive Officer to notice agenda items in accordance with Cortese-Knox-Hertzberg and the Brown Act.
11. Meeting agendas will concisely list the various items being considered or discussed and include a title along with a brief description of the underlying action or discussion.
12. The business of each regular hearing of the Commission will be generally in the following order:
 - a) Roll Call
 - b) Flag Salute
 - c) Reports from Staff
 - d) Approval of the Agenda
 - e) Public Comment
 - f) Consent Items
 - g) Public Hearings
 - h) Business Items
 - i) Executive Officer's Report

- j) Commissioners' Report
- k) Closed Session (as needed)
- l) Correspondence
- m) Adjournment

POLICY 3.2

Public Comment

Adopted November 5, 2025

PURPOSE

The Commission will provide an opportunity at each regular meeting for members of the public to directly address the legislative body on matters within its jurisdiction (Government Code section 54954.3).

POLICY

1. No action is permitted on items not appearing on the agenda unless authorized pursuant to Government Code section 54954.2(b).
2. No opportunity is required for comment on items that have already been considered by the Commission, where public comment has already been received.
3. The total amount of time allocated in each agenda for receiving public comment will not exceed 15 minutes unless extended by the Commission.
 - a. The Chair may limit any individual to not more than 3 minutes, and any group to not more than 6 minutes.
4. Persons seeking to address the Commission should approach the Commission to be recognized by the Chair. To be assured of an opportunity to speak, a written request is recommended, but not required. When there may be insufficient time for all requests, written requests will be honored in the order received and grouped according to subject matter.
 - a. Persons desiring to address the Commission on matters set for public hearing on the agenda may be limited to comments made during the public portion of the hearing.
 - b. Each person recognized for comment shall approach the microphone and identify by name and place of residence. Written comments are encouraged and need not be read to become part of the record of the meeting.

POLICY 3.3

Designation of Commissioners, Chair, and Vice-Chair

Adopted November 5, 2025

Amended June 10, 2026

PURPOSE

The members of LAFCO elect a Chair and Vice-Chair each year (Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, §56334).

POLICY

The Placer County Local Agency Formation Commission is comprised of seven regular members and four alternate members:

- Two regular members and one alternate member are selected from among all the city council members within Placer County. These appointments are made by a selection committee composed of the mayors of all the cities.
- Two regular members and one alternate member are selected from among the Placer County Board of Supervisors. These appointments are made by the Board of Supervisors.
- Two regular members and one alternate member are selected from among all the independent special district board members within Placer County. These appointments are made by the independent special district selection committee, which is composed of the presiding officer from each of the independent special districts.
- One regular member and one alternate member are selected from the public at large. These appointments are made by the other six regular Commission members; however, selection is subject to the affirmative vote of at least one of the members selected by each of the other appointing authorities.

LAFCO annually elects a Chair and Vice-Chair on the following rotation schedule:

Special District	Year 1
City	Year 2
County	Year 3
Special District	Year 4
City	Year 5
Public Member	Year 6
County	Year 7

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The Commission may elect to continue the rotation schedule annually, at its discretion. This policy is not binding on future Commissions and at any time the Commission may elect to deviate from this policy.

The Chair and Vice-Chair will be elected by a majority vote of the Commission. Elections will be held annually at the May Commission meeting or, if canceled, at the preceding or succeeding Commission meeting.

After the Commission's voting members elect a Chair and Vice-Chair, the newly elected officers assume office at the next meeting. If the Chair becomes vacant during the term, the Vice-Chair will be given the opportunity to serve as Chair for the remainder of the term. If the Vice-Chair declines, the vacancy will be filled for the rest of the term via election at the next regular meeting following the occurrence of the vacancy.

Members of the Commission will be selected as provided in Section 56325. The term of office of each member will be four years and until the appointment and qualification of his or her successor pursuant to Section 56334. The expiration date of the term of office of each member will be the first meeting in May in the year in which the term of the member expires. Any vacancy in membership of the Commission shall be filled for the unexpired term by appointment of the body responsible for that membership category. (Section 56334)

POLICY 3.4

Stipends and Reimbursements

Adopted November 5, 2025

PURPOSE

The purpose of this policy is to provide clear and concise direction to Commissioners and staff concerning the issuance of stipends and reimbursements for expenses.

POLICY

1. Each Commissioner and alternate shall receive a stipend of \$150 for each day while they are in attendance at meetings of the Commission and may claim reimbursement for the actual amount of reasonable and necessary expenses in performing LAFCO duties (Government Code section 56334). Stipend and reimbursement requests must be submitted within 90 days. Commissioners are eligible for stipends for attendance at the following:
 - Regular and special meetings of the Commission
 - Meetings of standing or ad hoc committees of the Commission
 - Attendance of the annual conference or mandatory trainings held by the California Association of Local Agency Formation Commissions (CALAFCO) with prior approval from the Commission or Chair
 - Attendance of CALAFCO Board Meetings when a Commissioner or Alternate is a member of the CALAFCO Board of Directors
 - Attendance of other meetings as authorized by the Executive Officer or in the absence of the Executive Officer, the Chair; and a report out will be calendared on the next Commissioners' meeting as a Consent Item
2. Consideration for cost-of-living adjustments to the stipend may be reviewed annually during the Budget approval process.
3. Commissioners and alternates shall receive no more than four stipends per month.
4. All reimbursement of expenses for Commissioners shall be provided in accordance with the rules and manner provided for Commissioners and Staff in the Travel Policy.

POLICY 3.5

Standing and Ad Hoc Committees

Adopted November 5, 2025

Amended June 10, 2026

PURPOSE

Procedures for LAFCO to form Standing and Ad-Hoc Committees.

POLICY

1. Standing and Ad-Hoc Committees may be formed as recommended by Staff and/or Commissioners and must be approved by the Commission.
2. Committees are subject to the requirements of the Brown Act.
3. Committees shall meet on an as-needed basis.
4. Recommendations from committees will be presented to the full Commission for consideration and approval.
5. Standing Committees conduct long-term business on behalf of the Commissioners and are re-approved annually by June 30 for Committee member assignments. It is preferred that the Committees include a diverse group of Commission members, e.g., a Committee should not be comprised only of city, county, or special district members. There are two standing committees:
 - a. Budget Committee: Consists of three Committee members. Responsible for budget preparation and review.
 - b. Personnel Committee: Consists of three Committee members. Responsible for personnel matters including recruitment, retention, and succession planning.
 - c. Standing Committee members can vote on recommendations to the Commissioners for decision making.
6. Ad Hoc Committees are formed as necessary to address specific topics, projects, and issues. Examples include Policy Review, Service Review projects, Sphere of Influence Update projects, Grand Jury Reports, and Commission Workshops and Seminars. Each Ad Hoc Committee is made up of three Committee members as ratified by the Commission. Ad Hoc Committee members can vote on recommendations to the Commissioners for decision making.

Placer LAFCO Policy Manual

Appendices



Appendices

Appendix A: List of Acronyms and Definitions

- **AEO:** Assistant Executive Officer
- **BOE:** California State Board of Equalization
- **CDA:** California Department of Agriculture
- **CDFW:** California Department of Fish and Wildlife
- **CEO:** Chief Executive Officer
- **CEQA:** California Environmental Quality Act
- **CGP:** Construction General Permit
- **CKH:** Cortese-Knox-Hertzberg Act
- **CNDDDB:** California Natural Diversity Database
- **CSA:** County Service Area
- **DEH:** Department of Environmental Health
- **DOC:** Department of Conservation
- **DUC:** Disadvantaged Unincorporated Communities
- **DWR:** Department of Water Resources
- **EIR:** Environmental Impact Report
- **EO:** Executive Officer
- **FPPC:** Fair Political Practices Commission
- **FPPC Form 700:** Form 700 Statement of Economic Interests
- **GIS:** Geographic Information System
- **IS:** Initial Study
- **LAFCO:** Local Agency Formation Commission
- **MND:** Mitigated Negative Declaration
- **MOU:** Memorandum of Understanding
- **MSR:** Municipal Service Review
- **ND:** Negative Declaration

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- **NOA:** Notice of Approval
- **NOP:** Notice of Preparation
- **NPDES:** National Pollutant Discharge Elimination System
- **PLS:** Professional Land Surveyor
- **POB:** Point of beginning
- **RWQCB:** Regional Water Quality Control Board
- **SOI:** Sphere of Influence
- **SWPPP:** Storm Water Pollution Prevention Plan
- **SWRCB:** State Water Resources Control Board
- **USACE:** United States Army Corps of Engineers
- **USD:** United States Dollar
- **USFS:** United States Forest Service
- **USFWS:** United States Fish and Wildlife Service
- **USGS:** United States Geological Survey