

ADMINISTRATIVE BULLETIN NO. 21

Issued: August 15, 2000

**SUBJECT: DEVELOPMENT AGREEMENTS AND ENVIRONMENTAL IMPACT MITIGATION -
 LEAD DEPARTMENT**

To ensure a coordinated and comprehensive approach to the negotiation and approval of development agreements which are governed by Ordinance Code section 10.103 et. seq. And fiscal, service, or facility mitigation proposed as a part of an Environmental Impact Report, the County Administrative Office is assigned the responsibility of lead department. The following procedures apply:

1. When a department is approached by a developer regarding mitigation of County services or facilities due to a proposed development project, the developer is to be referred to the County Administrative Office and the County Administrative Office is to be notified of the pending referral.

 The does not apply to those mitigation measures ordinarily and customarily required of a development for roads, drainage, school fees, habitat conservation, and other like matters covered by State law, County ordinance, and/or Board adopted policies. This does apply to the services, facilities, and equipment of the Fire, Sheriff's, Library, Parks, and other direct service provider departments.
2. The County Administrative Office will notify all potentially affected departments and solicit proposed mitigation measures, or public benefit components in the case of a development agreement proposal.
3. Consultative meeting, group and individual, will be conducted a appropriate.
4. A comprehensive package will be prepared which considers the relative impacts on individual departments from a Countywide perspective.
5. The County Administrative Office will act as the lead negotiator with the developer, in consultation with the affected departments.
6. Any agreement that is the outcome of this process will have an "Approved as to Content" signature line for the County Administrative Officer.

Questions regarding this policy should be directed to the County Administrative Office.