

**CHANGE OF ORGANIZATION POLICIES AND PROCEDURES**  
**(Including Annexations and Reorganizations)**

(Adopted September 21, 2007)

Amended 10/16/2009, Amended 10/21/2011, Amended 12/14/12

**GENERAL STANDARDS FOR ANNEXATION AND DETACHMENT**

These standards govern LAFCo determinations regarding annexations and detachments to and from all agencies. The annexations or detachments must be consistent with the general policies set forth in these Policies and Procedures.

1. Spheres and Municipal Service Reviews

The annexation or detachment must be consistent with the internal planning horizon of the sphere of influence. The land subject to annexation shall normally lie within the first planning increment (5-10 year) boundary. The annexation must also consider the applicable Municipal Service Review. An annexation shall be approved only if the Municipal Services Review and the Sphere of Influence Plan demonstrates that adequate services can be provided with the timeframe needed by the inhabitants of the annexed area. If detachment occurs, the sphere will be modified.

LAFCo generally will not allow spheres of influence to be amended concurrently with annexation proposals.

Proposed annexations of land that lie outside of the first planning horizon (5-10 year) are presumed to be inconsistent with the Sphere Plan. In such a case the agency must first request LAFCo to consider a sphere amendment pursuant to the above policies. If the amendment is approved, the agency may then proceed with the annexation proposal. A change of organization or reorganization will not be approved solely because an area falls within the SOI of any agency.

As an exception to the presumed inconsistency mentioned above, Master Plan and Specific Plan developments may span several planning horizons of the sphere of influence. Annexation of the entire project area may be desirable in order to comprehensively plan and finance infrastructure and provide for amenity-based improvements. In these cases, no amendment of the planning horizon is necessary provided project phasing is recognized in the Sphere of Influence Plan.

2. Plan for Services

Every proposal must include a Plan for Services that addresses the items identified in Section 56653 of the Government Code. The Plan for Services must be consistent with the Municipal Service Review of the Agency.

Proponents must demonstrate that the city or special district is capable of meeting the need for services.

3. Contiguity  
Territory proposed to be annexed to a city must be contiguous to the annexing city or district unless specifically allowed by statute. Territory is not contiguous if the only connection is a strip of land more than 300 feet long and less than 200 wide, that width to be exclusive of highways. The boundaries of a proposed annexation or reorganization must not create or result in areas that are difficult to serve.
4. Development within Jurisdiction  
Development of existing vacant or non-prime agricultural lands for urban uses within the existing jurisdiction or within the sphere of influence should be encouraged before any proposal is approved which would allow for or lead to the development of existing open space lands for non-open space uses which are outside of the existing jurisdiction of the local agency or outside of the existing sphere of influence of the local agency. (Section 56377)
5. Progressive Urban Pattern  
Annexations to agencies providing urban services shall be progressive steps toward filling in the territory designated by the affected agency's adopted sphere of influence. Proposed growth shall be from inner toward outer areas.
6. Piecemeal Annexation Prohibited  
LAFCo requires annexations and detachments to be consistent with the schedule for annexation that is contained in the agency's Sphere of Influence Plan. LAFCo will modify small piece-meal or irregular annexations, to include additional territory in order to promote orderly annexation and logical boundaries, while maintaining a viable proposal. In such cases, detailed development plans may not be required for those additional areas but compliance with CEQA is required.
7. Annexations to Eliminate Islands  
Proposals to annex islands or to otherwise correct illogical distortion of boundaries will normally be approved unless they would violate another provision of these standards. In order to avoid the creation of an island or to encourage the elimination an existing island, detailed development plans may not be required for the remnant areas.
8. Annexations that Create Islands  
An annexation will not be approved if it will result in the creation of an island of unincorporated territory of otherwise cause or further the distortion of existing boundaries. The Commission may nevertheless approve such an annexation where it finds that the application of this policy would be detrimental to the orderly development of the community and that a reasonable effort has been made to include the island in the annexation but that inclusion is not feasible at this time.
9. Substantially Surrounded  
For the purpose of applying the provisions of the Cortese-Knox-Hertzberg Act regarding island annexation without protest hearings (Section 56375.5), the subject

territory of an annexation proposal shall be deemed “substantially surrounded” if it is within the sphere of influence of the affected city and two-thirds (66-2/3%) of its boundary is surrounded by the affected city.

10. Definite and Certain Boundaries

All boundaries shall be definite and certain and conform to lines of assessment or ownership. The Commission’s approval of boundary change proposals containing split parcels will typically be subject to a condition requiring the recordation of a parcel map, lot line adjustment or other instrument to avoid creating remnants of legal lots.

11. Service Requirements

An annexation shall not be approved merely to facilitate the delivery of one or a few services to the detriment of the delivery of a larger number of services or service more basic to public health and welfare.

12. Adverse Impact of Annexation on the Other Agencies

LAFCo will consider any significant adverse effects upon other service recipients or other agencies serving the area and may condition any approval to mitigate such impacts. Significant adverse effects shall include the effect of proposals that negatively impact special districts’ budgets or services or require the continuation of services without the provision of adequate funding. LAFCo will not approve detachments from special districts or annexations that fail to provide adequate mitigation of the adverse impact on the district. LAFCo may determine an appropriate temporary mitigation, if any, and impose that temporary mitigation to the extent it is within its powers. If the needed mitigation is not within LAFCo’s authority and approval would, in the opinion of the Commission, seriously impair the District’s operation, the Commission may choose to deny the application.

13. District’s Proposal to Provide new, different, or Divestiture of a Particular Function or Class of Services

In addition to the plan for services specified in Section 2 of these Policies and Procedures any application for a new, different, or divestiture of a service shall also include the requirements outlined in Section 56824.12 of the Government Code. Applications for such request will be considered a change of organization and shall follow the requirements of such an application as outlined in the Cortese-Knox-Hertzberg Act and within these policies and procedures. The factors enumerated in Sections 56668 and 56824.14 of the Government Code shall be considered by the Commission at the time of consideration of the application for such functions.

14. Disadvantaged Unincorporated Communities

Disadvantaged Unincorporated Communities (DUCs) are those territories shown in Exhibit A or as may be shown in a city municipal service review and sphere of influence plan.

The Commission shall not approve an annexation to a city or any territory greater than 10 acres where there exists a disadvantaged unincorporated community (DUC)

that is contiguous to the area of proposed annexation, unless a concurrent application to annex all or a portion of the DUC to the subject city has been filed. An application to annex a DUC shall not be required if either of the following applies:

1. A prior application for annexation of the territory has been made in the preceding five years.
2. The Commission finds, based upon written evidence, that a majority of the registered voters within the DUC are opposed to annexation.

Written evidence can be a scientific survey conducted by an academic institution or professional polling company.

15. Protest Procedures

The Commission delegates the conducting authority functions and responsibilities to the LAFCo Executive Officer pursuant to Government Code Section 57000.

## **CITY ANNEXATIONS**

1. Annexation of Streets

Annexations shall reflect the logical allocation of streets and rights of way as follows:

- Territory should be included within the annexation to assure that the city reasonably assumes the burden of providing adequate roads to the property to be annexed. LAFCo will require cities to annex streets where adjacent lands that are in the city will generate additional traffic or where the annexation will isolate sections of county road. Cities shall include all contiguous public roads that can be included without fragmenting governmental responsibility by alternating city and county road jurisdiction over short section of the same roadway.
- When a street is a boundary line between two cities the centerline of the street may be used as the boundary or may follow a boundary reached by agreement of the affected cities.

2. Pre-zoning Required

The Cortese-Knox-Hertzberg Act requires the city to pre-zone territory to be annexed, and prohibits subsequent changes to the General Plan and /or pre-zoning designations for a period of two years after completion of the annexation, unless the city council makes a finding at a public hearing consistent with the provisions of Governments Code Section 56375(e). In instances where LAFCo amends a proposal to include additional territory, the Commission's approval of the annexation will be conditioned upon the pre-zoning of the new territory.