



Solano Local Agency Formation Commission

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Date: Commission Meeting of March 21, 2017
To: Commissioners and Alternates
From: Roseanne Chamberlain, Executive Officer
Subject: Policy for File Closure

RECOMMENDATION

The Executive Officer recommends that the Commission consider adopting a policy to close the file and terminate incomplete applications after 6 months.

BACKGROUND

Most applications submitted to LAFCO staff are initially found to lack one or more requirements. Government Code 56658 provides that “the executive officer shall determine within 30 days of receiving an application whether the application is complete and acceptable for filing or whether the application is incomplete. If an application is determined not to be complete, the executive officer shall immediately transmit that determination to the applicant specifying those parts of the application which are incomplete and the manner in which they can be made complete.” There is no specified time for applicants to complete the requirements. An application may remain incomplete for months or longer pending these outstanding requirements.

DISCUSSION

Most LAFCOs have policies specifying that an incomplete application will be terminated after a specified time period. Staff coordinates with applicants to complete the requirements and sometimes an applicant may voluntarily withdraw an incomplete application. For the most part, old applications remain open indefinitely even though circumstances (and LAFCO fees) may change. Staff would like to close these files and issue any refund due to applicants in a timely manner.

Commissioners

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Alternate Commissioners

Len Augustine • Nancy Shopay, Chair • Skip Thomson

Staff

Roseanne Chamberlain, Interim Executive Officer • Michelle McIntyre, Analyst • P. Scott Browne, Legal Counsel