



Lou Ann Texeira
Executive Officer

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September 10, 2025

Contra Costa Local Agency Formation Commission
40 Muir Road, 1st Floor
Martinez, CA 94553

September 10, 2025
Agenda Item 6

LAFCO Policies and Procedures Committee – Inactive Applications

Dear Commissioners:

Contra Costa LAFCO utilizes a *Policies and Procedures Committee* comprised of two Commissioners. Commissioner Lewis and Commissioner Schroder serve on the *Policies and Procedures Committee* along with the LAFCO Executive Officer.

On an as-needed basis, this committee assists with developing, reviewing, and updating LAFCO *Policies and Procedures* subject to approval by the LAFCO Commissioners.

The *Policies and Procedures Committee* and the LAFCO Executive Officer recently discussed adding a policy regarding inactive applications (see attached).

RECOMMENDATION: It is recommended that the Commission approve the proposed “*Inactive Applications*” policy with any edits/amendments as necessary.

Sincerely,
Lou Ann Texeira
EXECUTIVE OFFICER

Attachment - 6.1 Draft Inactive Applications Policy

COMMISSIONER HANDBOOK

SECTION 2.0 - GENERAL POLICIES & PROCEDURES

2.1 Policies & Standards

Inactive Applications

Applicants for a change of organization or reorganization must meet submission requirements established in the Cortese-Knox-Hertzberg Act as well as Commission policies and procedures. Once these requirements are met, a Certificate of Filing will be issued by the Executive Officer deeming the application complete. Any application not deemed complete will be found incomplete and the applicant notified of missing requirements. If the application remains incomplete for a period of twelve (12) months without substantial progress being made towards its completion, the Executive Officer will notify the applicant and affected agencies that the application is deemed inactive, and the Commission will be notified at the next regularly scheduled LAFCO meeting that the application has been deemed inactive. The application will be closed without prejudice, and the applicant may be subject to a refund if any portion of the application fee has not already been used to cover staff time and other processing costs. If the applicant chooses to refile at a later date, a new application and filing fees will be required.