

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM**  
3.6  
(ID # 4952)

**MEETING DATE:**

Tuesday, November 14, 2017


**FROM :** ANIMAL SERVICES AND PLANNING DEPARTMENT :

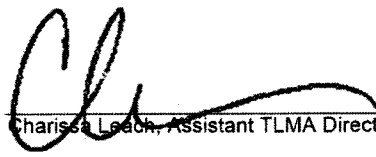
**SUBJECT:** DEPARTMENT OF ANIMAL SERVICES AND PLANNING DEPARTMENT: Initiation of Amendments to Riverside County Ordinance No. 348 relating to zoning and location of dog kennels and Riverside County Ordinance No. 630 related to improving the function of the animal kennel permit and licensing process – All Supervisorial Districts [\$9,000 34% Animal Svc. 66% Planning Dept. Allocation General Fund]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt an order to initiate an amendment to Ordinance 630 related to improving the function of the animal kennel permit and licensing process; and
2. Adopt an order to initiate an amendment to Ordinance No. 348 related to the land use permitting and zoning for dog kennels; and
3. Direct the Planning Department and County Counsel to prepare and process the amendment to Ordinance No. 348; and
4. Direct the Department of Animal Services and County Counsel to prepare and process the amendment to Ordinance No. 630.

**ACTION:** Policy

  
Robert P. Miller, Director Animal Services 10/30/2017

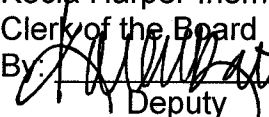
  
Charissa Leach, Assistant TLMA Director 10/30/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: November 14, 2017  
xc: Animal Services, Planning, Co.Co.

Kecia Harper-Ihem  
Clerk of the Board  
By   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 9,000	\$ 0	\$ 9,000	\$ 0
<b>NET COUNTY COST</b>	\$ 9,000	\$ 0	\$ 9,000	\$ 0
<b>SOURCE OF FUNDS:</b> 66% Planning Dept. general fund 34% Animal Services general fund			<b>Budget Adjustment:</b>	N/A
			<b>For Fiscal Year:</b>	17/18

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

A recent review of Riverside County Ordinance Nos. 348 and 630 by the Planning Department, the Department of Animal Services ("DAS") and the Office of the County Counsel identified potential improvements to the ordinances that would improve the function of the animal kennel permit and licensing process and addressing other issues of concern, resulting in cost savings.

The proposed revisions to the Ordinances are to provide consistency between the planning process and the licensing requirements. Proposed revisions include:

- Revise Ordinance No. 348 to update the zoning requirements and procedures to obtain a land use permit to operate dog kennels in the unincorporated area of Riverside County, and to limit Class II, Class III, Class IV and Sentry Dog Kennels to non-residential zones.
- Revise Ordinance No. 630 to ensure that the licensing process is clearly explained and works in conjunction with Ordinance No. 348 permitting requirements.

The Department of Animal Services proposes additional revisions to Ordinance No. 630 to clarify its terms. Proposed revisions include:

- Revising the requirements for serving administrative citations to allow service by mail in order to remove redundancies and ensure that the parties receive the citation; and
- Revising the requirements for service dogs to clarify that service animals must have a current dog license to ensure the suppression of rabies, in addition to the Service Dog tag; and
- Authorize the Department of Animal Services to take steps to mitigate the impact of feral cat populations on the public and to reduce the euthanasia rate; and
- Revise the requirement that veterinarians submit a copy of all rabies vaccination certificates to the Department of Animal Services to clarify the acceptable methods for delivering copies of the certificates to the Department to including electronic submission.

The proposed revisions will ensure consistency between Ordinance No. 348 and Ordinance No. 630 when applied to land use permits and licensing for kennels. The additional revisions to

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Ordinance No. 630 will clarify the requirements for administrative citations, service animals and feral cats.

**Impact on Citizens and Businesses**

The proposed amendments to the ordinances will clarify the requirements for kennel permits and licenses resulting in a streamlined process that reduce the administrative costs associated with appeals from the departments' determinations. The additional amendments proposed by the DAS will authorize the Department to take action in areas of public concern.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The estimated costs of preparing, processing and implementing these ordinances is \$6,000 which will be paid by the Planning Department to amend Ordinance 348 and \$3,000 which will be paid by the Department of Animal Services to amend Ordinance 630. The approval and implementation of these ordinances will result a clear procedure for the application for land use permits and kennel licenses which will result in costs savings by avoiding lengthy administrative processes and potential litigation. Looking at several years of historical cost, these ordinances will substantially save the Planning Department and the County in the long term. The initiation and implementation costs are in the current FY 17/18 budget and no budget adjustment is requested.

  
Rohini Dasika, Principal Management Analyst 11/6/2017

  
Kristine Bell-Valdez 10/31/2017