
MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, October 7, 2020, 8:30 A.M.

CAS Boardroom 300
601 N. Ross Street, Santa Ana, California 92701 (Staff Only)
DPRC Members participated via Zoom

MEMBERS PRESENT

Michael Recupero – Recupero & Associates, Inc. (1st District)
John O’Neill – International Brotherhood of Electrical Workers Orange County (1st District)
Jay Bullock – Rancho Mission Viejo (2nd District)
Rick Lutzky – Lutzky Associates Development, LLC (2nd District)
Carl Taylor – Huitt-Zollars, Inc. (4th District)
Jim Holas – Rancho Mission Viejo (Chair) (4th District)
Jeff Okamoto – Huitt-Zollars, Inc. (Vice Chair) (5th District)
Patrick McCabe – Christopher Homes (5th District)

MEMBERS ABSENT

Joe Lambert – Construction Planning Services (3rd District)
Rick Fitch – Hunsaker & Associates (3rd District)

STAFF PRESENT

Khalid Bazmi – Chief Deputy Director/County Engineer, OC Public Works
Richard Vuong – Interim Deputy Director, Development Services
Sharon Gilliam – Secretary, Development Services
Bea Bea Jiménez–Division Manager, Land Development
Satinder Verma – Division Manager, Inspection Services
Hadi Tabatabaee – Division Manager, Building & Safety
Laree Alonso – Division Manager, Permitting
Judy Kim – Manager, Permitting
Tim Nguyen - Sr. Civil Engineer

GUESTS

Tim Kerbrat, OCFA
Andy Guzman, OCFA
Ruben Colmenares, OCFA

1. Approval of Meeting Minutes

The meeting minutes for September 2, 2020 were moved for approval by John O’Neil and seconded by Carl Taylor, and unanimously approved.

2. DPRC Goals

DPRC and county staff provided updates to the goals listed below. See spreadsheet for details.

- OCFA
 - Planning Update – Streamline Process between Planning and OCFA
 - General Communities
 - Clear path to getting electronic plans to OCFA
 - SR #s how that will work
 - Get information to OCFA
 - Land Development – Ranch
 - Coordinating reviews with OCFA- continuing the practice of early Tract Map reviews, opposed to contract review
 - Case by Case basis
 - Tim Kerbrat suggest that there be a side meeting to discuss Tentative Maps vs Tract Maps with RMV and the county
 - Digital Review (SR # from OCFA, pre- review at the county and email to OCFA, county will notify customer what is next, customer will pay OCFA directly
 - Condition Clearances
 - OCFA not going into LMS currently
 - Discuss how to get more clearances into the building side
 - Tim Kerbrat, OCFA provided a general update on the following:
 - Digital Plan review capability, Team has Bluebeam and 40-inch monitors
 - Challenge is the foundation of the system, OCFA is in the process of developing a Records Management system that will provide the ability to interface
 - COVID-19 challenges- staff remained in office from day one, drive up plans, quarantine plans for 24 hours, return to customer in 5 to 10-day turnaround.
 - Inspection team has been provided with gloves, PPE, pilot of Plan Checkers to work from home just in case things got worse, protocol is on the OCFA website
 - Fuel Mod Team helping other areas
 - Impact of ADUs – Building Officials relying on OCFA, challenges with occupancy and access
 - Prescriptive codes
- Zoning Code Update
 - Changed Plan vs Substantial Compliance procedure
 - Subdivision Committee update provided by Jay Bullock

- LMS
 - LMS Plan Check & Issuance Fees – Update
 - Spreadsheet provided by Bea Bea as tool for estimating/ forecasting
 - Fee Estimator Tool – based on Fee Schedule
 - Judy working with CPS on recent submittals for testing
 - Laree will work with Bea Bea regarding the fee estimator tool
 - Laree will work with OCIT re: the following:
 - Email Notifications, updating the contacts and package processing are next on the priority list
 - OC Local Drainage Manual Status – Update
 - OC Infrastructure has developed responses to the comment matrix but are still working through some additional revisions to Chapter 7. They hope to complete those this week, then circulate the revision internally. OC Infrastructure will get back with the DPRC subcommittee sometime late next week to schedule a meeting to review comments.
 - Accessory Dwelling Unit Legislation – Discussion
 - Richard Vuong provided an overview of the summary that was prepared by Planning staff
 - Summary will be posted online
 - Jim Holas emailed a copy of the summary to Tim Kerbrat
 - Vehicle Miles Traveled (VMT) – Update
 - Met with Ranch and Team
 - Planning Commission recommended approval to Board of Supervisors
 - Letters of support from DPRC
 - Scheduled for Board of Supervisors – November 17, 2020
3. OC Development Services and Service Delivery Status – Richard Vuong
- Land Development bulletin for Admin I will close next week
 - Permit Tech and Code Enforcement frozen
 - January 2021 – budget review
- Customer Service Update – Laree Alonso
 - Walk-ins decreased by 30%
 - Calls and emails have increased
 - 100,000 customer celebration on October 15, 2020
4. Other Business
- No annual holiday breakfast due to COVID-19 social distancing
 - Regular scheduled DPRC meeting to be held via Zoom, December 2, 2020
5. Public Comments
- None
6. Adjournment
- DPRC meeting adjourned at 10:02 am

Development Processing Review Committee
Attendance Matrix
2020

Name	Jan 8	Feb 5	Mar 4	Apr 1	May 6	Jun 3	Jul 1	Aug 5	Sep 2	Oct 7	Nov 4	Dec 2
Mike Recupero District 1	X	X	X		X	X	-		-	X		
John O’Neill District 1	X	-	X		X	X	X		X	X		
Jay Bullock District 2	X	X	X		X	X	X		X	X		
Rick Lutzky District 2	X	X	-		X	-	X		X	X		
Rick Fitch District 3	X	X	-		X	X	-		X	-		
Joe Lambert District 3	X	X	X		X	-	-		-	-		
Carl Taylor District 4	X	X	X		X	X	X		X	X		
Jim Holas District 4	X	X	X		X	X	X		X	X		
Jeff Okamoto District 5	X	X	X		X	X	X		X	X		
Patrick McCabe District 5	X	X	-		X	X	X		X	X		