
MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, February 3, 2021, 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)
Rick Lutzky – Lutzky Associates Development, LLC (2nd District)
Jay Bullock – Rancho Mission Viejo (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Joe Lambert – Construction Planning Services (3rd 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)

MEMBERS ABSENT

Patrick McCabe – Christopher Homes (5th District)

STAFF PRESENT

Amanda Carr, Interim Deputy Director, Development Services
Nardy Khan – Deputy Director, Infrastructure Programs
Richard Vuong, Division Manager, Planning
Sharon Gilliam – Secretary, Development Services
Laree Alonso – Division Manager, Permitting
Hadi Tabatabaee – Division Manager, Building & Safety
Bea Bea Jimenez – Division Manager, Land Development
Satinder Verma – Division Manager, Inspection Services
Jeff Ernst – Manager, Engineer Design
Ali Fayad – Sr. Civil Engineer, Flood Control & Design
Ashley Tarroja – Jr. Civil Engineer, Infrastructure Programs Design
Jerry Sterling – Consultant

GUESTS

None

1. Approval of Meeting Minutes

The meeting minutes for January 6, 2020 were moved for approval by John O’Neill and seconded by Jay Bullock, and unanimously approved, but to include the following corrections: The full name of the guest in attendance is, Kevin Ting. Jerry Sterling, Consultant was in attendance. Correct spelling of Ashley Tarroja’s last name.

2. Local Drainage Manual (LDM) Update:

- Jay Bullock provided comments on behalf of the Subcommittee
- Carl Taylor to review changes from the July 2020 draft to the December 2020, 2nd Edition
- Tentatively scheduled for Board of Supervisors, 2nd quarter 2021

3. DPRC Goals

- See Spreadsheet for details

Land Management System (LMS)

- LMS Updates (Customer Service Tickets priority checklist) – Joe Lambert, Judy Kim and Laree Alonso will meet to discuss comments and provide a report at next month’s DPRC meeting
- Customer Service Tickets Matrix report, every other month
- Package Processing (how to break out in smaller pieces)
- Status of Fee Estimator Tool – focus is on General Communities, Time & Materials Permits (averaging). Deployment date will be provided at next month’s meeting

4. OC Development Services and Service Delivery Status – Richard Vuong

Amanda Carr, Interim Deputy Director, Development Services shared her background with the members and clarified her role and Richard Vuong, Division Manager’s role as the host for the DPRC meetings.

- OC Survey Fees – to be presented to DPRC before going to Board of Supervisors
- Addressing – how it will proceed
- Planning Commission update
- Translation Policy
- Bond Fire Update – waiver for temporary living in construction trailers
- Midway City – Water Pressure Issue
- Staff working at vaccination sites
- Regional Housing Needs Allocation (RHNA) - appeal denied, DPRC will get invite to participate on subcommittee or attend stakeholders meeting

Laree Alonso provided the following update:

- Permit Tech Consultant leaving, Permit Tech vacancy in the process of hiring
- Permit numbers and phone calls have increased
- Encroachment permits have decreased
- County Service Center (CSC, public counter) re-opening to the public soon

Hadi Tabatabaee provided the following update:

- 2 to 3 staff in office, the rest telecommute
- Issue CPO for Yale Homeless Housing project

Bea Bea Jimenez provided the following update:

- Procurement Team to issue RFQ, Land Development Expedited Permit Processing
- Contracts with current consultants’ end June 2021
- Final RFQ to Procurement

- Board of Supervisors, May 2021
- Admin Manager 1 interviews are complete

Satinder Verma gave an update on the following:

- Number of daily inspections
- New Inspector to start at the end of February 2021

5. Other Business

- Jim Holas and Jay Bullock will attend an internal meeting on March 3, 2021 and may be available to attend DPRC meeting until 9:30 am
- DPRC Secretary to send organizational chart to DPRC members
- None

6. Adjournment

- DPRC meeting adjourned at 10:00 am

Development Processing Review Committee
 Attendance Matrix
 2021

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

Patrick McCabe District 5	X	-										
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