

MINUTES OF THE REGULAR MEETING OF THE  
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)  
*Wednesday, September 1, 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. (1<sup>st</sup> District)  
John O’Neill – International Brotherhood of Electrical Workers Orange County (1<sup>st</sup> District)  
Rick Foster – Universe Properties, LLC (2<sup>nd</sup> District)  
Nathan Searles – PRA Group Inc. (2<sup>nd</sup> District)  
Rick Fitch – Hunsaker & Associates (3<sup>rd</sup> District)  
Joe Lambert – Construction Planning Services (3<sup>rd</sup> District)  
Jim Holas – Rancho Mission Viejo (Chair) (4<sup>th</sup> District)  
Patrick McCabe – Christopher Homes (5<sup>th</sup> District)

**MEMBERS ABSENT**

Jeff Okamoto – Huitt-Zollars, Inc. (Vice Chair) (5<sup>th</sup> 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  
Bea Bea Jimenez – Division Manager, Land Development  
Hadi Tabatabaee – Division Manager, Building & Safety  
Satinder Verma – Division Manager, Inspection Services  
Laree Alonso – Division Manager, Permitting  
Wei Zhu – Infrastructure Programs / Traffic Engineering  
Penny Lew – Infrastructure Programs / Flood Program Support

**GUESTS**

None

1. Introductions, DPRC members and county staff.
2. Approval of Meeting Minutes

The meeting minutes for August 4, 2021 were moved for approval by Rick Foster and seconded by Pat McCabe and unanimously approved.

3. Orange County Hydrology Manual (OCHM) Technical Advisory Committee (TAC) / Volunteer Needed

- Penny Lew - Sr. Civil Engineer, Flood Programs/ Floodplain Management & Hydrology Section shared information on updating the manual
- Tech Advisory Committee - Seeking a volunteer from DPRC to, please notify Penny by next week – Jim Holas recommended Jeff Okamoto

4. Transportation Implementation Manual Update

- Wei Zhu provided an overview of the manual update
- Comments provided by Rancho Mission Viejo (RMV) have been addressed
- Manual will be presented to Traffic Committee on 9/16/2021, if approved will move forward for Board of Supervisors approval in the next couple of months
- Final draft to be shared with DPRC
- Explanation of Vehicle Miles Traveled (VMT)

5. DPRC Goals

Land Management System (LMS)

- Status Update of DPRC Subcommittee requested fixes
  - Laree Alonso provided an update
  - Projects List
  - Package Processing
  - E-checks – high priority
  - Customer Ticket List (Contracts, Fees in Cart, Trust Accounts)

Clearance Screens

- Subcommittee – county staff (Bea Bea, Hadi, Laree and Judy), DPRC (Joe, Jim and Pat)

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

- Regional Housing Needs Assessment (RHNA)
  - Internal review of final draft
  - Public review
  - Stakeholder workshops
  - Comments through September and October 2021
  - Planning Commission – November 2021
  - Board of Supervisors – December 2021, Final Approval, early 2022
- General Plan -Technical Advisory Committee – DPRC volunteer
- Possible updates to DPRC bylaws for consistency amongst the various boards and commissions
- Senate Bill 9 – Allows single family lots to be divided into two lots

Hadi Tabatabaee provided the following update:

- New assignment of Supervising Building Inspectors and building inspections

Satinder Verma provided the following update:

- Number of inspections have increased

Laree Alonso provided the following update:

- Number of building permits have increased
- Increase in number of express permits
- Walk- ins, consistent at approximately 15 customers per day
- Acoustical Consultant Certification – opening an additional application window, 9/1/2021 to 9/30/22

Bea Bea Jimenez provided the following update:

- Joint Consultant meeting – comprehensive overview, briefing on LMS, plan check distribution, time entries

7. Other Business

- 2022 DPRC Goals
- Chair and Co – Chair 2022
- Year end report to Board of Supervisors
- December 2021 meeting location

8. Adjournment

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	X	-	X	X		X	X			
John O’Neill District 1	X	X	X	X	-	X		X	X			
Rick Foster District 2	N/A	N/A	N/A	N/A	N/A	X		X	X			
Nathan Searles District 2	N/A	N/A	N/A	N/A	X	X		X	X			
Rick Fitch District 3	X	X	X	X	X	X		X	X			
Joe Lambert District 3	X	X	X	-	X	X		X	X			
Vacant District 4	X	X	X	X	X	X		n/a	n/a			
Jim Holas District 4	X	X	-	X	X	X		-	X			
Jeff Okamoto District 5	X	X	X	X	X	X		X	-			
Patrick McCabe District 5	X	-	X	X	X	-		X	X			