

MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, March 1, 2023, 8:30 A.M.

CAS, 1st Floor Multipurpose Rooms 103 & 105
601 N. Ross Street, Santa Ana, California 92701

MEMBERS PRESENT

John O'Neill – International Brotherhood of Electrical Workers Orange County (Chair)
(1st District)
Nathan Searles – Simmonds & Narita LLP (2nd District)
Rick Foster – Universe Properties, LLC (2nd District)
Joe Lambert – Construction Planning Services (3rd District)
Jim Holas – Rancho Mission Viejo (4th District)
Jeff Okamoto – Huitt-Zollars, Inc. (Vice Chair) (5th District)

MEMBERS ABSENT

Michael Recupero – Recupero & Associates, Inc. (1st District)
Rick Fitch – Hunsaker & Associates (3rd District)
Patrick McCabe – Christopher Homes (5th District)

STAFF PRESENT

Amanda Carr – Interim Deputy Director, Development Services
Justin Kirk – Division Manager, Planning
Sharon Gilliam – Secretary, Development Services
Hadi Tabatabaee – Building Official
Laree Alonso – Division Manager, Permitting
Matthew Ayers – Staff Specialist, Building & Safety
Nick Ballon – Staff Specialist, Building & Safety
Margo Orozco – Staff Specialist, Permitting

GUESTS

None

1. Introductions
2. Approval of Meeting Minutes
 - The meeting minutes for February 1, 2023, were moved for approval by Jim Holas and seconded by Rick Foster and unanimously approved.

3. DPRC Goals

- LMS
 - Update regarding status of DPRC subcommittee requested fixes
 - Reports going out every month. No updates this month. Will have Judy attend May's meeting to provide LMS Updates.
 - New permit types were implemented last month and now in production:
 - For swimming pools
 - For retaining walls
 - For residential tract homes
 - New job cards should be going out next month (April).
 - Met with Management Team regarding the LMS reporting dashboard and to discuss making reports more consistent.
 - Judy to provide LMS walkthrough from user perspective for permit process for DPRC members.
 - Implementing Box as a backup for when Blue Beam goes down. Currently testing this backup process with Survey.
 - Work with OCIT to add banners to landing page to notify customers if there are permitting issues with LMS.
- 2023 Goals
 - Invite OFCA during the second quarter of 2023
 - Invite staff from OC Survey
 - Legislative updates in July or early part of the new FY

4. OC Development Services and Service Delivery Status – Justin Kirk

Justin Kirk provided the following update– Planning

- Housing Element – Received comments from the State. Preparing for a third submittal.
- Oak Grove, fifth district – Received comments from environmental review which are being reviewed.
- Ranch Hills, third district, progressing towards a public hearing. Hearing expected to occur end of March or early April.
- Pre-approved Accessory Dwelling Units (ADU) plans are getting finalized and should be submitted shortly. Issue with title 24 calculations and delay of calculator being made available.
- New Senior Planner starting 03/10/23 for General Communities.

Hadi Tabatabaee provided the following update– Building & Safety

- Back log with plan check
 - Extended by 1 week. Overtime has been authorized to help clear backlog
 - Expedited requests are available for an additional cost
- Dana Point – Ongoing meetings regarding restaurants and retail.
 - Parking structure is ready for permit issue.
- HCA – New building located in Great Park in Irvine. Planning for opening at end of 2024.

- Lennar Homes in Yorba Linda – Currently in grading process.
- 4 vacancies for Building Inspectors.
- Chi Yang announced his retirement from the County effective 03/23/23.

Amanda Carr provided the following updates – Development Services

- Staffing issues throughout all divisions.
 - Trouble filling vacancies.
- Amanda’s temporary position as Deputy Director for Development Services is being filled with a permanent position.
 - Recruitment recently closed and HR is reviewing applicants for an eligibility list for interview candidates.
- Laree will be retiring from the County effective 03/23/23.

Laree Alonso provided the following update - Permitting

- 250 permits in queue.
- Decrease in permit intake, but there is an increase in permit issuance
 - 40% of permits are express permits.
- Permitting vacancies
 - Offers sent out to fill vacancy for Permit Tech and Sr. Tech.
 - One Sr. Tech leaving department.
 - Will be left with 2 vacancies.
 - Positions won’t be filled until 2023/2024 FY.
- Recruitment moving forward to fill vacant Admin I position for Encroachment Manager.
- Averaging around 24 walk-ins per day.

5. Other Business

- Move meetings to every other month unless there are topics up for discussion.
 - Meet at least every other month.
- Send cancellation notice 2 weeks prior to next DPRC meeting if meeting will be cancelled.
- Jim Hollas would like to have a guest speaker provide a presentation at April’s DPRC meeting regarding upcoming Fire code changes for landscaping and AB38.
- LMS update scheduled for May’s DPRC meeting.

6. Adjournment

- Meeting adjourned at 9:53 a.m.

Development Processing Review Committee
Attendance Matrix
2023

| Name / District | Jan 4 | Feb 1 | Mar 1 | Apr 5 | May 3 | Jun 7 | Jul 5 | Aug 2 | Sep 6 | Oct 4 | Nov 1 | Dec 6 |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Mike Recupero District 1 | X | X | - | | | | | | | | | |
| John O’Neill District 1 | X | X | X | | | | | | | | | |
| Rick Foster District 2 | X | X | X | | | | | | | | | |
| Nathan Searles District 2 | X | X | X | | | | | | | | | |
| Rick Fitch District 3 | - | X | - | | | | | | | | | |
| Joe Lambert District 3 | X | X | X | | | | | | | | | |
| Vacant District 4 | n/a | n/a | n/a | | | | | | | | | |
| Jim Holas District 4 | X | X | X | | | | | | | | | |
| Jeff Okamoto District 5 | X | - | X | | | | | | | | | |
| Patrick McCabe District 5 | X | X | - | | | | | | | | | |

Table Legend:

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| “X” = | In attendance |
| “-” = | Not in attendance |