

MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, May 3, 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)
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)
Diane Harkey – (5th District)

MEMBERS ABSENT

Michael Recupero – Recupero & Associates, Inc. (1st District)
Rick Fitch – Hunsaker & Associates (3rd District)
Nathan Searles – Simmonds & Narita LLP (2nd District)

STAFF PRESENT

Justin Kirk – Division Manager, Planning
Hadi Tabatabaee – Building Official
Judy Kim – Manager, Permitting
Matthew Ayers – Staff Specialist, Building & Safety
Nick Ballon – Staff Specialist, Building & Safety

GUESTS

None

1. Introductions
2. Approval of Meeting Minutes
 - The meeting minutes for March 1, 2023, were moved for approval by Rick Foster and seconded by Joe Lambert and unanimously approved.
3. DPRC Goals
 - LMS
 - Continuing to test Box as a backup for Bluebeam.

- Address issues when using auto populate feature. Judy’s team working on correcting address issues.
 - Incorrect cities showing when using address auto populate feature.
 - Ongoing issue and working on getting issue resolved.
 - Checklist update
 - Create checklist for easier submittal process.
 - Condition clearances
 - General communities – Condition clearances in general communities are ok.
 - Land Development – Some clearances are changing & inconsistent in Land Development.
 - Matrix provided to RMV regarding inconsistencies. Need to review with RMV before discussing with Land Development.
 - Need a standardizing process between General Communities and Land Development.
 - Plan submittal process
 - Inconsistency with plan approval and E-stamping (Land Development).
 - General Communities & Land Development to meet and discuss how to improve process to be more consistent.
 - Standard plans for ADU
 - Still working on process. Title 24 calculations has slowed process. Expected to finish up by end of FY (06/30/2023).
 - RHNA (Regional Housing Needs Allocation) update
 - Provide quarterly update.
 - Legislation tracker
 - Provide quarterly updates on new legislation.
 - 2023 Goals
 - Invite OCFA during the second or third quarter of 2023
 - New codes & laws.
 - High fire maps.
 - Invite staff from OC Survey (3rd or 4th quarter)
 - 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
- 27 vacancies (out of 71 positions) in Development Services division.
 - 12 recruitments currently on going to try and fill vacancies.
 - Tustin Ranch Hills, Tustin Racquet Club - Public hearing scheduled for 05/10/23.
 - Housing Element – Finalizing comments. Getting ready to resubmit to state. Expected to resubmit end of May or early June.
 - Judy Kim promoted to Division Manager for Permitting effective 05/05/23.
 - Justin Kirk promoted to Deputy Director for Development Services effective 05/05/23.

Hadi Tabatabaee provided the following update - Building & Safety

- Back log with plan check
 - Over 400 plan check permits in queue.
 - Over 200 solar permits in queue.
 - Turnaround time increased by an additional 10 business days. Overtime has been authorized to help clear backlog.
 - Using 3 consulting firms to help fill Plan Checker vacancies.
 - In process of contracting with Solar Plus to assist with Solar Permit reviews.

Judy Kim provided the following update – Permitting

- LMS / DPRC subcommittee meeting
 - Processing issues
 - Email notifications – Making sure correct person is getting notified.
 - Reviewing trust account functionality.
 - Improving LMS portal.
 - Updating deposit information to make balance information clearer for users.
 - Address issues – Separate meeting to discuss addressing issues.
 - Keep information consistence between different applications (Permit, Planning, Survey).
 - Testing portal during each LMS meeting to make small improvements to improve the customer experience.
 - Survey to attend next LMS meeting.
 - LMS portal demo at next DPRC meeting scheduled for 06/07/23.
- Permits initiated down by 7% compared to prior month.
- Permits issued increased by 8% compared to prior month.
- Averaging around 20 walk-ins per day.
- Encroachment permits have decreased compared to prior month.
- Encroachment permit Manager interviews scheduled to start mid-May and hope to fill by the end of May or early June.
- Private Property Permit Manager position to be opened as soon as possible.

5. Other Business

- Judy expected to provide LMS demo for June 7th meeting.
- ADU plan update to be discussed during June 7th meeting.
- Reach out to OCFA and Survey to attend a future meeting.

6. Adjournment

- Meeting adjourned at 9:52 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 | - | n/a | - | | | | | | | |
| John O’Neill District 1 | X | X | X | n/a | X | | | | | | | |
| Rick Foster District 2 | X | X | X | n/a | X | | | | | | | |
| Nathan Searles District 2 | X | X | X | n/a | - | | | | | | | |
| Rick Fitch District 3 | - | X | - | n/a | - | | | | | | | |
| Joe Lambert District 3 | X | X | X | n/a | X | | | | | | | |
| Vacant District 4 | n/a | n/a | n/a | n/a | n/a | | | | | | | |
| Jim Holas District 4 | X | X | X | n/a | X | | | | | | | |
| Jeff Okamoto District 5 | X | - | X | n/a | X | | | | | | | |
| Diane Harkey District 5 | - | - | - | n/a | X | | | | | | | |

Table Legend:

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