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MINUTES OF THE REGULAR MEETING OF THE  
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)  
Wednesday, April 3, 2024, 8:30 A.M.

County Administration South Building, MPR 103/105  
601 N. Ross St, Santa Ana, CA 92701

**MEMBERS PRESENT**

Rick Fitch – Hunsaker & Associates (3<sup>rd</sup> District)

**MEMBERS ABSENT**

John O’Neill – International Brotherhood of Electrical Workers Orange County  
(1<sup>st</sup> District)

Michael Recupero – Recupero & Associates, Inc. (1<sup>st</sup> District)

Rick Foster – Universe Properties, LLC (2<sup>nd</sup> District)

Nathan Searles – Womble Bond Dickinson (2<sup>nd</sup> District)

Joe Lambert – Construction Planning Services (3<sup>rd</sup> District)

Jim Holas – Rancho Mission Viejo (4<sup>th</sup> District)

Jeff Okamoto – Huitt-Zollars, Inc. (5<sup>th</sup> District)

Evan Carey – OCFA (5<sup>th</sup> District)

**STAFF PRESENT**

Justin Kirk – Deputy Director, Development Services (Acting Chair)

Hadi Tabatabaee, Building Official

Marissa Leahy - Secretary

**GUESTS**

Richard Vuong, Rancho Mission Viejo

1. Introductions / Roll call
2. Approval of Meeting Minutes
3. The meeting minutes for January 3, 2024, February 7, 2024, and March 6, 2024 were moved for approval by Rick Foster and seconded by Evan Carey and unanimously approved.
4. Fee Study Update
  - Occurs every three years to ensure that fees match county costs.
  - Fees across the board will increase around 10%. Through creating operating efficiency and reducing the consultant fees, Dev. Services was able to keep costs down.
  - Working on getting all employees to a 60% billing rate

- Not all deposit amounts increased, and some actually decreased.
  - Making fees align with actual costs.
  - Currently at a 17% vacancy factor. Were at a 26% at this point last year.
  - This is going to the Board of Supervisors in June. It goes into effect on July 1, 2024.
5. LMS Update
- No meeting last month. Will have an update at the next meeting.
  - Solar App will be going live by the end of the month.
6. OC Development Services and Service Delivery Status – Justin Kirk
- Development Services
    - Planning Manager starts in 2-3 weeks. It is an internal candidate, which will create a vacancy in the division.
    - Permitting Division – They have a higher vacancy. Looking at filling open positions as soon as possible.
    - Land Development –
      - 6 Senior Planner Interviews have been scheduled.
      - Potentially restructuring to have 2 senior planners and converting the second Admin Manger II to a civil engineer position.
  - Delivery Status
    - Changing Encroachment Review Process –
      - Conflated the encroachment permitting process with a structural review process.
      - Cellular, within rights of way, will start going through a typical building permit process in addition to the encroachment permit process.
      - Right of Way – Using that to grant access in perpetuity, particular to cellular facilities. Legally, that is not that appropriate mechanism. Do not have coverage from liability.
    - Received \$275,000 in grants for work on the General Plan Update and Housing Element.
    - Housing Element – Changes is state law require the county to adopt density requirements prior to resubmitting the housing element. 2,700 properties were rezoned.
    - Wrapping up finances for the end of fiscal year.
  - Other Business
    - Proposal for the DPRC to only meet every other month. There was a consensus from the committee to meet bimonthly (on even months) going forward. Special meetings may still be called on odd months.
7. Adjournment
- The meeting adjourned at 9:24a.m.

Development Processing Review Committee  
Attendance Matrix  
2024

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

Table Legend:

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