



MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, February 5, 2024, 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 (1st District)
Michael Recupero – Recupero & Associates, Inc. (1st District)
Nathan Searles – Womble Bond Dickinson (2nd District)
Joe Lambert – Construction Planning Services (3rd District)
Richard Vuong – Rancho Mission Viejo (4th District)
Evan Carey – OCFA (5th District)
Jeff Okamoto – Huitt-Zollars, Inc. (5th District)

MEMBERS ABSENT

Rick Foster – Universe Properties, LLC (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)

STAFF PRESENT

Justin Kirk – Deputy Director, Development Services
Hadi Tabatabaee – Building Official, Development Services
Judy Kim – Permitting Division Managers, Development Services
Matthew Ayers – Staff Specialist, Development Services
Marissa Leahy - Secretary

GUESTS

None

1. Introductions / Roll call
2. Approval of Meeting Minutes
 - The meeting minutes for December 4, 2025 were moved for approval by Joe Lambert and seconded by Evan Carey and unanimously approved.
3. Hiring Updates
 - Hiring Freeze –
 - The county implemented a hiring freeze to as a cost saving measure. Initially only affected the 080 General Fund areas, primarily Code Enforcement and Planning.
 - The freeze then expanded to the 071 positions, which are all the customer facing positions.

- A memo was sent to the CEO's office to request certain positions be reopened. Particularly roles that are fee recoverable or roles that we are legally mandated to have.
- Anticipate that we will be able to rehire in the 071 areas soon.
- County Cost Survey

4. 2025 Goals

- Key Performance Indicators
 - Previously given reports with data on plan checks, maps in process, how many inspections on a weekly basis, etc.
 - Would like this report for General Communities and Land Dev.
 - Gives perspective on workload and helps to understand turnaround times.
 - Requesting a report that is easy for the county to produce.
 - The county is working on standardizing processes in order these processes.
- Final Tract Map Processing
 - Carry-over from last year.
 - Challenges are the timelines and the signature process.
 - The map timeline review is the issue. Map review with survey is 6-8 weeks. Planning's review timeline is 7-10 days.
 - Would like a current guidelines process and a flow chart.
- OCFA Processing
 - Richard Vuong is leading the conversations with OCFA.
 - Standardize review timelines. Creating one process that is county centric.
 - Standardize process for tentative and final maps.
 - Facing difficulties getting approvals with OCFA clearances.
- County of Orange Process
 - Plan Submittals & Approvals
 - Would like consistencies between General Communities and Planned Communities.
 - E-Stamp Process – It's hit or miss and they can get stuck in the system.
- Conditions of Approvals
 - Clearance conditions take weeks and memos to get approved.
 - Internally working on empowering staff to not have to rely on County Counsel for smaller issues.
 - Consider if it's time to update conditions of approvals. Have not been updated in at least 15 years.
 - Review and create standard COA's.
 - Suggested review – Spend a lot of time cleaning up the permits. Request admin review project descriptions not just at the time of issuance.
 - Joe Lambert and Richard Vuong are already working on COA's. They have a skeleton already built. Would like a document with proposed changes to share with staff.
- QAQC Process
 - Meeting the deadline when there's a deadline.
 - Asking for specific examples.
- Building Code Update
 - The state adopts new building codes effective 7/1/2025.

- You have 6 months to adopt the new codes.
 - Expect the new building codes to be implemented on 1/1/2026.
 - COA's will be updated at that time.
 - OCFA update on their fire flash review
 - Where are they suggesting that the county goes beyond state code.
 - Fire Updates
 - Keeping an eye on the on the process and can expedite their rebuilding process.
 - Will discuss water management issues and fire and insurance issues at the next meeting.
5. Values/Vision/Strategic Plan
- Refer to handout
 - Will be completed by the next DPRC
 - Please Submit Comments
 - How to collect data to check
 - Will be rolled out to staff this year through trainings etc.
6. Business Items
- LMS Update
 - Judy Kim to share the LMS ticket list.
 - Currently working to resolve smaller glitches. Advocating for those issues to be fixed sooner than later.
 - Will meet with IT to prioritize and set deadlines to those tickets.
7. OC Development Services and Service Delivery Status – Justin Kirk
- None
8. Other Business
- None
9. Adjournment
- 9:59am.

Development Processing Review Committee
 Attendance Matrix
 2025

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

Table Legend:

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