
MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, April 2, 2025, 8:30 A.M.

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

MEMBERS PRESENT

Michael Recupero - Chair – Recupero & Associates, Inc. (1st District)
Evan Carey – Vice-Chair - OCFA (5th District)
John O'Neill – International Brotherhood of Electrical Workers Orange County (1st District)
Rick Foster – Universe Properties, LLC (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Nathan Searles – Womble Bond Dickinson (2nd District)
Joe Lambert – Construction Planning Services (3rd District)
Richard Vuong – Rancho Mission Viejo (4th District)
Jeff Okamoto – Huitt-Zollars, Inc. (5th District)

MEMBERS ABSENT

STAFF PRESENT

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

GUESTS

None

1. Introductions / Roll call
2. Approval of Meeting Minutes
 - The meeting minutes for February 5, 2025 were moved for approval by Joe Lambert and seconded by Rick Foster and unanimously approved.
3. LMS 2.0 Update
 - This has been a 2-year long project of the LMS Subcommittee for enhancements mostly for the portal side
 - Slower ticket resolution because tickets are addressed by OCIT, and OCIT provides support not just the Development Services, but to other areas of the county.
 - IT bills us to make LMS changes. Try to minimize the amount we are billed.

- Focusing on project items, not just configuration issues. Adding automation and improving functionality. Ex.:
 - Such as improving cloning ability. Not just cloning the record but ability to clone the data.
 - Citrus improvements. The web map is parcel bound and difficult to navigate.
 - Revising the ticket list from when they live in January 2019. Many have been addressed but reopening those items that still need to be addressed
 - Move away from a customization and become a more configured system. Every quarterly update that Clarity does can destabilize the customizations created.
 - Data and file storage capacity. Quickly using up current storage and will need to purchase more.
 - Planning Conditions of Approval. Be able to manage these in a master library and be able to assign milestones to COA's.
 - Revisiting Forms and FAQs that generally have not been updated since 2019
 - Record Retention Policy
 - Will retain whatever is legally mandated.
 - Retain approved plans and all documents that are allowed to be publicly available.
 - This will now be a standing DPRC item
4. LMS Dashboard Info
- Still waiting on the data from the CEO's office.
 - March showed an increase in traffic. Q1 & Q2 are slower. Typically see the uptick start in March and through August. Then a slow down from September through the end of February.
 - Standardize the dashboard for plan check times.
 - Part of the overall department goal to standardize processes.
5. Battery Energy Storage System (BESS) Ordinance
- A new ordinance that Dev. Services has been working on. The state's model ordinance has yet to be approved.
 - Oct. 2024 Supervisor Foley had a supplemental item directing staff to research and coordinate BESS guidelines.
 - Large scale utility base systems not regulated under Title 24 typically 50 megawatts and larger.
 - These facilities will be in industrial areas, not fully enclosed facilities, and away from high fire areas.
 - Have been meeting with internal partners as well as OCFA, SCE, SDG&E, and several external companies. Takeaways from these meetings is regulatory consistency.
 - Ordinance will include decommissioning plans that restore the land back to its previous conditions and bonding requirements in place to make sure that this happens.
 - An interactive webpage for BESS facilities has been set up.
 - Next steps – PC study session in March. Briefings with the supervisorial districts offices following. Public hearing process in June or July. Up for board approval in November. This expected timeline puts the county ahead of moratorium expiration.
 - DPRC Requested a map of likely approved areas
6. Business Items
- Final Tract Map Processing
 - Have county create a flow chart with contact information
 - Have an internal doc that can be formatted for external use.

- **Action Item:** Joe Lambert will share the flow chart made for Land Development.
 - Currently recruiting a new county surveyor.
 - Working on creating a consistent process. Survey has never had defined timelines for review.
 - When the new surveyor is hired, there will be two people to sign maps. Also looking at delegating that authority to other units. Delegating down as much as allowed by the Subdivision Map Act.
 - OCFA Processing Review
 - Had a draft out for review back in January. Since then, Lori Smith retired and OCFA recommended waiting until her replacement was named. No meeting scheduled yet, but trying to get something set up in April.
 - **Action Item:** Richard Vuong will provide an update at the next meeting.
 - Conditions of Approval
 - The library contains over 900 items. Currently working on categorizing and updating all the items.
 - County of Orange Process
 - What happens when deadlines are not met by county staff?
 - The PM needs to be in charge of the timeline.
 - County does not have someone in Building to be an ombudsmen.
 - This will now be a standing meeting item.
 - **Action Item:** Mike Recupero will take the lead on this item.
 - Building Code update
 - Goes into effect July 1, 2025.
 - Will start working on the ordinance for adoption for Board approval in the fall.
 - During this time will be working with OCFA on the updated fire code.
 - The county adopts the Fire Code through the Building Code.
 - a. Some counties adopt stricter guidelines or looser guidelines than those from the state, but there needs to be justification.
 - **Action Item:** Evan Carey will provide an update at the next meeting on the update.
7. OC Development Services and Service Delivery Status – Justin Kirk
- None
8. Other Business
- None.
9. Items of Interest to the Public: Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the DPRC; no action may be taken on off-agenda items unless authorized by law.
- None.
10. Adjournment
- 9:50am.

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	N/A	X								
John O'Neill District 1	N/A	X	N/A	X								
Rick Foster District 2	N/A	-	N/A	X								
Nathan Searles District 2	N/A	X	N/A	X								
Rick Fitch District 3	N/A	-	N/A	X								
Joe Lambert District 3	N/A	X	N/A	X								
Richard Vuong District 4	N/A	X	N/A	X								
Vacant District 4	N/A	N/A	N/A	N/A								
Jeff Okamoto District 5	N/A	X	N/A	X								
Evan Carey District 5	N/A	X	N/A	X								

Table Legend:

"X" =	In attendance
"_" =	Not in attendance