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MINUTES OF THE REGULAR MEETING OF THE  
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)  
Wednesday, June 4, 2025, 8:30 A.M.

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

**MEMBERS PRESENT**

Michael Recupero - Chair – Recupero & Associates, Inc. (1<sup>st</sup> District)  
Evan Carey – Vice-Chair - OCFA (5<sup>th</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)  
Richard Vuong – Rancho Mission Viejo (4<sup>th</sup> District)  
Jeff Okamoto – Huitt-Zollars, Inc. (5<sup>th</sup> District)

**MEMBERS ABSENT**

John O'Neill – International Brotherhood of Electrical Workers Orange County (1<sup>st</sup> District)  
Rick Fitch – Hunsaker & Associates (3<sup>rd</sup> District)

**STAFF PRESENT**

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

**GUESTS**

None

1. Introductions / Roll call
2. Approval of Meeting Minutes
  - The meeting minutes for April 2, 2025 were moved for approval by Joe Lambert and seconded by Evan Carey and unanimously approved.
3. LMS 2.0 Update
  - LMS Contract Amendment
    - Working on the contract amendment to add necessary services and upgrades
    - The ASR for the contract amendment will go to the Board of Supervisors for approval in September

- Currently working to prioritize tickets
- This amendment would add 3-4 IT staff to provide additional LMS support

#### 4. LMS Dashboard Info

- Walk-in numbers have been consistent
- Wait times for the Permit Counter are longer than other county counters. This is due to permit counter requests being more complicated than other counter requests
- Slight uptick in permit applications
  - Activity increases through the end of June and starts declining at the beginning of July

#### 5. County of Orange Processes

- Dev Services Processes
  - Coordinating processes for issues such as missing deadlines and when 3+ plan checks are needed
  - What happens when deadlines aren't met?
    - Development Services is creating standard policies and eventually a training academy
    - Staff will attend the academy that will be about 5 or 6 modules
    - After the initial training, there will be a yearly refresher training
    - Additionally, an FAQ for customers regarding expectations will also be created
  - **ACTION ITEMS:** Summary of trainings and FAQs due next meeting
- OCFA Processes - Richard
  - Next step is meeting with the new fire chief, Laurie Smith, who starts June 16<sup>th</sup>. Will provide her a quick breakdown of our processes (LMS, map processing, etc). A second meeting will be scheduled once she is acclimated regarding how to improve processes.
  - Richard will share a flow chart for general communities and land dev processes
- Building Code Update – Evan
  - Expected release in July pending the approval of the new fire marshal
  - Cities must adopt the new code by December 31, 2025
  - OCFA is also standardizing codes across the county to create a single code package for each city
  - Overall, not too many changes. Architectural guidelines will be reintroduced, and the wildlife code will have the biggest updates
  - If the packet is ready, Evan will present highlights at the next meeting
  - Zone Zero – The first five feet around the building, Wipes out landscaping and away from homes except for gravel. The state wants to make this retroactive. Looking to see what the types of the plants can be approved. Pushing OCFA to police this.
  - August meeting will focus on OCFA updates
  - **Action Item:** Evan will invite Brian Slegers to make a presentation at the August meeting

#### 6. Business Items

- None

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

- Dev. Services Staffing Update
  - All vacant positions outside of Survey are unfrozen
  - Total of 11 vacancies. Most positions were in the hiring process when the hiring freeze was implemented
  - The hiring freeze is offset through consultant usage, however, this erodes the revenue stream
  - Adding two new positions in Building & Safety – Adding a Civil Engineer Associate and a Senior Permit Technician (Senior Plans Examiner)
  - **Action Item:** Justin will create a list of open positions and a brief list of qualifications for each position
- Creating standardized processes for project management and project management review
  - The Construction teams have a project academy where they review certain process. Along with Scarlet Duggan, Land Use Manager, standard policies will be established to then create a project academy for Dev. Services.
  - This training academy will be broken down to 5 to 6 modules over 5 to 6 months. After which there will be an annual refresher training.
  - Creating a brief FAQ of expectations for customers.
  - **Action Item:** Justin will prepare a brief summary of the policies and the training modules. Will request feedback to improve the process.
- Amendments to the County Safety Element moving to the Board of Supervisors for consideration. The State Fire Marshal reviewed and approved on the first submittal and the State Board of Forestry approved it as well. The Planning Commission recommend this item for approval on May 28, 2025
- Battery Energy Storage Systems (BESS) draft ordinance is circulating for review. We received a copy of the state's model ordinance. It is largely consistent with what the county has already prepared. That will go to the Planning Commission in August and to the Board of Supervisors in October.

8. Other Business

- Richard Vuong – RMV grand opening of Phase 3, Phase 4 will open in January. Going to another land sale to plan for an additional 800 units. Sales are still consistent.

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

- The June 4, 2025 Development Review Processing Committee adjourned at 9:12 am

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

Table Legend:

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