
MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, February 5, 2020, 8:30 A.M.

CAS Boardroom 300
601 N. Ross Street, Santa Ana, California 92701

MEMBERS PRESENT

Jay Bullock – Rancho Mission Viejo (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Carl Taylor – Huitt-Zollars, Inc. (4th District)
Patrick McCabe – Christopher Homes (5th District)
Michael Recupero – Recupero & Associates, Inc. (1st District)
Rick Lutzky – Lutzky Associates Development, LLC (2nd District)
Joe Lambert – Construction Planning Services (3rd District)
Jim Holas – William Lyon Homes (Chair) (4th District)
Jeff Okamoto – Huitt-Zollars, Inc. (Vice Chair) (5th District)

MEMBERS ABSENT

John O'Neill – International Brotherhood of Electrical Workers Orange County (1st District)

STAFF PRESENT

Shane Silsby – Director, OC Public Works
Colby Cataldi – Deputy Director, Development Services
Sharon Gilliam – Secretary, Development Services
Laree Alonso – Division Manager, Permitting
Richard Vuong – Division Manager, Planning
Bea Bea Jimenez – Division Manager, Land Development
Satinder Verma – Division Manager, Inspection Services
Hadi Tabatabaee – Division Manager, Building & Safety
Denis Bilodeau – Manager, Traffic & Development Support
Kevin Hills – County Surveyor, OC Survey
Lily Sandberg – Admin Mgr. II, OC Survey
Judy Kim – Manager, Permitting

GUESTS

None

1. Approval of Meeting Minutes

The meeting minutes for January 8, 2020 were moved for approval by Jay Bullock and seconded by Patrick McCabe, and unanimously approved.

2. OC Survey

- Kevin Hills, County Surveyor and Lily Sandberg, Manager, OC Survey provided the members with information on the following:
 - Map Checking – Keys to a successful Map Check
 - LMS – Keys to a successful Map Check – (see handout for details)
 - Save vs Submit
 - Workgroup with OC Survey and DPRC members
 - Check progress in 6 months
- Shane Silsby, Director, Public Works spoke about the language in the state law regarding Survey Plan Check Process
 - Requirement of the seal
 - Change the word shall to should or may

3. DPRC Goals

- See spreadsheet for details

4. OC Development Services and Service Delivery Status

- Laree Alonso and Judy Kim provided an LMS update regarding the following:
 - Customer Ticket List (see spreadsheet for details)
- Laree Alonso provided an updated on the following:
 - Increase in number of online customers, incoming calls and permits issued
 - Decrease in walk-ins, emails and permits initiated
 - 12,000 permits issued and 9,000 users since the “Go Live” date

5. Other Business

- Invite Lori Smith and Tim Kerbrat, OCFA to the March 2020 meeting
- Members expressed interest in having Right-of-Way staff attend a future meeting (date to TBD)

6. Public Comments

- None

7. Adjournment

Development Processing Review Committee
 Attendance Matrix
 2020

Name	Jan 8	Feb 5	Mar 4	Apr 1	May 6	Jun 3	Jul 1	Aug 5	Sep 2	Oct 7	Nov 4	Dec 2
Mike Recupero District 1	X	X										
John O’Neill District 1	X	-										
Jay Bullock District 2	X	X										
Rick Lutzky District 2	X	X										
Rick Fitch District 3	X	X										
Joe Lambert District 3	X	X										
Carl Taylor District 4	X	X										
Jim Holas District 4	X	X										
Jeff Okamoto District 5	X	X										
Patrick McCabe District 5	X	X										