

MINUTES OF THE REGULAR MEETING OF THE  
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)  
*Wednesday, February 1, 2023, 8:30 A.M.*

CAS Boardroom 300  
601 N. Ross Street, Santa Ana, California 92701 (Staff Only)  
DPRC Members participated via Zoom

**MEMBERS PRESENT**

John O'Neill – International Brotherhood of Electrical Workers Orange County (Chair) (1<sup>st</sup> District)  
Nathan Searles – Simmonds & Narita LLP (2<sup>nd</sup> District)  
Rick Foster – Universe Properties, LLC (2<sup>nd</sup> District)  
Joe Lambert – Construction Planning Services (3<sup>rd</sup> District)  
Rick Fitch – Hunsaker & Associates (3<sup>rd</sup> District)  
Jim Holas – Rancho Mission Viejo (4<sup>th</sup> District)  
Patrick McCabe – Christopher Homes (5<sup>th</sup> District)

**MEMBERS ABSENT**

Michael Recupero – Recupero & Associates, Inc. (1<sup>st</sup> District)  
Jeff Okamoto – Huitt-Zollars, Inc. (Vice Chair) (5<sup>th</sup> District)

**STAFF PRESENT**

Amanda Carr – Interim Deputy Director, Development Services  
Justin Kirk – Division Manager, Planning  
Sharon Gilliam – Secretary, Development Services  
Hadi Tabatabaee – Building Official  
Laree Alonso – Division Manager, Permitting  
Judy Kim - Manager, Permitting  
Matthew Ayers – Staff Specialist, Building & Safety  
Nick Ballon – Staff Specialist, Building & Safety  
Margo Orozco – Staff Specialist, Permitting

**GUESTS**

None

1. Introductions
2. Approval of Meeting Minutes
  - The meeting minutes for January 4, 2023, were moved for approval by Rick Foster and seconded by Jim Holas and unanimously approved.

### 3. AB 361 – Brown Act Updates Relating to Teleconferencing

Under AB 361, which amended Government Code section 54953 to add subdivision (e), if a state of emergency continues or social distancing is still recommended, both of which currently exist for Orange County as local and state emergencies continue to exist and social distancing is still recommended at this time, the Development Processing Review Committee (DPRC) can meet virtually. During the first meeting held virtually, the DPRC would be required to make certain findings to continue holding virtual meetings. These findings would then need to be made every 30 days, even if the meeting is only called for that purpose. The DPRC needs to review and reconsider the circumstances of the state of emergency and then find, by majority vote, that after review and consideration of the emergency, one of the following is true: 1. The state of emergency continues to directly impact the ability of the members to meet in person, or 2. State or local officials continue to impose or recommend measures to promote social distancing.

- The motion to meet virtually for the next scheduled DPRC meeting March 1, 2023, was made by Rick Foster, seconded by Patrick McCabe, and approved by a unanimous vote.

### 4. DPRC Goals

- LMS
  - Update regarding status of DPRC subcommittee requested fixes
    - LMS Subcommittee members (Judy Kim, Laree Alonso, Annette Chavarria, Danny Coville, Jim Holas, Mike Scalia and Richard Vuong) had their first meeting of the year on January 19, 2023
    - Next meeting date is February 16, 2023
    - Judy Kim will provide a DPRC ticket list to DPRC members
    - Rick Fitch requested a definition of terms
    - Laree Alonso will inquire if there is a step-by-step guide and also offered a walkthrough of the portal at a future meeting
  - 2023 Goals
    - Invite Lori Smith, OCFA, during the first quarter of 2023
    - Invite staff from OC Survey
    - Any other new amendments

### 5. OC Development Services and Service Delivery Status – Justin Kirk

Justin Kirk provided the following update– Planning

- Housing Element, second submittal in December 2022
- Oak Grove, fifth district – next steps: EIR review, CPAC review, Subdivision Committee, Planning Commission and Board of Supervisors
- Ranch Hills, third district, public hearings in March and April 2023
- Pre-approved Accessory Dwelling Units (ADU) are being submitted and being reviewed for building code compliance
- Safety Element Updates - required as part of the Housing Element, amendment

back to DPRC members

Hadi Tabatabaee provided the following update– Building & Safety

- Four vacancies for Building Inspector, offer was made for two candidates
- Plan Check submittals in December
  - 400 back log plan check in the queue
  - Extended by one week

Laree Alonso provided the following update– Permitting

- Decrease in permit intake and issuance
- Increase in customer walk ins
- 99% Excellent customer service rating
- Complaints about not answering calls
- Senior Permit Tech interviews in progress

6. Other Business

- AB361 scheduled to end in February 2023

7. Adjournment

Development Processing Review Committee  
 Attendance Matrix  
 2023

	Jan 4	Feb 1	Mar 1	Apr 5	May 3	Jun 7	Jul 5	Aug 2	Sep 6	Oct 4	Nov 1	Dec 6
Mike Recupero District 1	X	X										
John O’Neill District 1	X	X										
Rick Foster District 2	X	X										
Nathan Searles District 2	X	X										
Rick Fitch District 3	–	X										
Joe Lambert District 3	X	X										

Vacant District 4	n/a	n/a										
Jim Holas District 4	X	X										
Jeff Okamoto District 5	X	-										
Patrick McCabe District 5	X	X										