

MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, June 7, 2023, 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 (Chair)
(1st District)
Rick Foster – Universe Properties, LLC (2nd District)
Joe Lambert – Construction Planning Services (3rd District)
Jim Holas – Rancho Mission Viejo (4th District)
Jeff Okamoto – Huitt-Zollars, Inc. (Vice Chair) (5th District)
Diane Harkey – (5th District)
Michael Recupero – Recupero & Associates, Inc. (1st District)
Nathan Searles – Simmonds & Narita LLP (2nd District)

MEMBERS ABSENT

Rick Fitch – Hunsaker & Associates (3rd District)

STAFF PRESENT

Judy Kim – Manager, Permitting
Kevin Hills – Admin III Survey
Lily Sandberg – Admin II Survey
Susan Ruiz – Sr. Land Surveyor
Bea Bea Jimenez – Manager, Land Development
Matthew Ayers – Staff Specialist, Building & Safety

GUESTS

None

1. Introductions / Roll call
2. Approval of teleconference attendance by Joe Lambert
 - Joe was in attendance for the 06/07/23 meeting. No action needed on this item.
 - Revisit in August or September once Justin has more time to review options.
 - Review if there is any protection under American Disabilities Act to have telework if unable to attend due to a medical reason.

3. Approval of Meeting Minutes

- The meeting minutes for May 3, 2023, were moved for approval by Rick Foster and seconded by Nathan Searles and unanimously approved.

4. DPRC Goals

- Ongoing goals.
 - Land Development / General Communities Metrics
 - Addressing
 - OC Survey
 - Land Management System (LMS)
 1. Addressing (New Application Process)
 2. Outside Agency Integration into LMS
 3. Open Carts
 4. Updated List
 - COA's / Clearance Screens
 - Plan Submittal / Approval
 - Standard Plans for ADU
 1. Expecting plans to be submitted for review soon for first plan check
 2. Provide additional update during August meeting.
 - RHNA Process
 1. Continue to provide updates at each meeting
 - Legislation Tracking
 - Invite OCFA to DPRC meeting during third or fourth quarter of 2023.
 1. New codes & laws (AB 38)
 2. High fire maps

5. LMS Demonstration & Discussion

- LMS portal demonstration / walk-through provided by Judy Kim
 - My OC services overview.
- OC Survey Process – Separating tentative Track Maps and Final Maps in LMS – Kevin Hills, Lily Sandburg & Susan Ruiz
 - Bluebeam has had difficulties.
 1. Upload limitations, accidental file deletions etc.
 - OCPW has moved to BOX (cloud storage system). Box offers more benefits and safeguards than Bluebeam.
 1. Surveyors can access files anytime with their iPhone or iPad while in the office or in the field.
 2. Box provides the option to limit accessibility to files (edit, view, delete etc.).
 - a. To prevent accidental deletions, unintended changes etc.
 3. Stores multiple versions of files for easier reference to see changes and updates.
 4. Survey creating application to help view parcels and annotations.
 - a. Can demonstrate in early 4th quarter to show box

integration with Survey's application.

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

Judy Kim provided the following updates:

Permitting:

- Building permit intake up by 4% compared to prior month.
- Building permit issuance up 23% compared to prior month.
- Walk-ins up by 36% compared to prior month.
- Calls down by 31% compared to prior month.

Staffing update:

- Building & Safety
 - Plan check continues to work through their back log.
 - Plan check hired two additional consultants to help clear backlog.
 - Building and Safety getting ready to recruit for Senior Civil Engineer.
 - Offers sent out to 2 Building Inspectors.
- Permitting
 - Permitting hired one consultant for permit intake.
 - Encroachment Permit Manager recruitment ongoing.
- Planning
 - Planning submitted a few recruitments that are in the approval process.

7. Other Business

- No meeting for July. Next meeting will be August 2nd.
- Reach out to OCFA to attend a future meeting.

8. Items of Interest to the Public:

- No members of the public in attendance for today's meeting.

9. Adjournment

- Meeting adjourned at 10:00 a.m.

Development Processing Review Committee
Attendance Matrix
2023

Name / District	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	-	n/a	-	X						
John O’Neill District 1	X	X	X	n/a	X	X						
Rick Foster District 2	X	X	X	n/a	X	X						
Nathan Searles District 2	X	X	X	n/a	-	X						
Rick Fitch District 3	-	X	-	n/a	-	-						
Joe Lambert District 3	X	X	X	n/a	X	X						
Vacant District 4	n/a	n/a	n/a	n/a	n/a	n/a						
Jim Holas District 4	X	X	X	n/a	X	X						
Jeff Okamoto District 5	X	-	X	n/a	X	X						
Diane Harkey District 5	-	-	-	n/a	X	X						

Table Legend:

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