

MINUTES OF THE REGULAR MEETING OF THE  
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)  
*Wednesday, August 2, 2023, 8:30 A.M.*

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

**MEMBERS PRESENT**

Jeff Okamoto – Huitt-Zollars, Inc. (Vice Chair) (5<sup>th</sup> District)  
Jim Holas – Rancho Mission Viejo (4<sup>th</sup> District)  
Rick Foster – Universe Properties, LLC (2<sup>nd</sup> District)  
Joe Lambert – Construction Planning Services (3<sup>rd</sup> District)  
Michael Recupero – Recupero & Associates, Inc. (1<sup>st</sup> District)  
Nathan Searles – Womble Bond Dickinson (2<sup>nd</sup> District)  
Rick Fitch – Hunsaker & Associates (3<sup>rd</sup> District)

**MEMBERS ABSENT**

John O'Neill – International Brotherhood of Electrical Workers Orange County (Chair)  
(1<sup>st</sup> District)

**STAFF PRESENT**

Justin Kirk – Deputy Director, Development Services  
Hadi Tabatabaee – Building Official  
Matthew Ayers – Staff Specialist, Building & Safety  
Marissa Leahy – Secretary III

**GUESTS**

None

1. Introductions / Roll call
2. Approval of Meeting Minutes
  - The meeting minutes for June 2, 2023, were moved for approval by Jeff Okamoto and seconded by Nathan Searles and unanimously approved.
3. DPRC Goals
  - Ongoing goals.
    - OC Survey
      1. Survey to come back in October to provide updates on LMS.
    - COA's / Clearance Screens

1. Looking for consistency with meeting COA's / Clearances between general communities and land development.
  2. The way land development clears COA's works and would like to have general communities follow the same process.
  3. Suggestion to review current COA's and adopt new language to allow for more flexibility and readdress interpretations of COA's.
- Standard Plans for ADU
  1. Standard plans have been returned from plan check with minimal comments.
  2. Standard plans should go live in the next 2-3 weeks for residents to use.
- RHNA Process
  1. Continue to provide updates at each meeting.
  2. Resubmitted housing element to the state for a third time in late July.
- Invite OCFA to DPRC meeting during third or fourth quarter of 2023.
  1. New codes & laws (AB 38)
  2. High fire maps
  3. In contact with OCFA. Trying to have OCFA attend a DPRC meeting in the fourth quarter of 2023.
4. OC Development Services and Service Delivery Status – Justin Kirk  
Justin Kirk provided the following updates for Development Services:
  - Marissa Leahy has been hired as a Secretary III for Justin Kirk.
  - Roshanak Amirazizi has been promoted from Civil Engineer to Sr. Civil Engineer.
    - Civil Engineer position will be opened and recruitment will start soon.
  - Neighborhood preservation Manager position has been filled.
  - Working on hiring a Sr. Planner for general communities area.
  - 17 vacancies out of 90 total positions.
  - Improving hiring process to make the process quicker.
  - Starting to review processes to better streamline process between general communities and land development.
5. Other Business
  - Next meeting will be September 6<sup>th</sup>.
6. Items of Interest to the Public:
  - No members of the public in attendance for today's meeting.
7. Adjournment
  - Meeting adjourned at 9:30 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	n/a	X				
John O’Neill District 1	X	X	X	n/a	X	X	n/a	-				
Rick Foster District 2	X	X	X	n/a	X	X	n/a	X				
Nathan Searles District 2	X	X	X	n/a	-	X	n/a	X				
Rick Fitch District 3	-	X	-	n/a	-	-	n/a	X				
Joe Lambert District 3	X	X	X	n/a	X	X	n/a	X				
Vacant District 4	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				
Jim Holas District 4	X	X	X	n/a	X	X	n/a	X				
Jeff Okamoto District 5	X	-	X	n/a	X	X	n/a	X				
Diane Harkey District 5	-	-	-	n/a	X	X	n/a	Resigned from DPRC effective Jun 16 23. Vacant until filled.				

Table Legend:

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