
MINUTES OF THE REGULAR MEETING OF THE
DEVELOPMENT PROCESSING REVIEW COMMITTEE (DPRC)
Wednesday, August 7, 2024, 8:30 A.M.

County Administration South Building, MPR 103/105
601 N. Ross St, Santa Ana, CA 92701

MEMBERS PRESENT

John O'Neill – International Brotherhood of Electrical Workers Orange County (1st District)
Nathan Searles – Womble Bond Dickinson (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Joe Lambert – Construction Planning Services (3rd District)
Richard Vuong – Rancho Mission Viejo (4th District)
Jeff Okamoto – Huitt-Zollars, Inc. (5th District)

MEMBERS ABSENT

Michael Recupero – Recupero & Associates, Inc. (1st District)
Rick Foster – Universe Properties, LLC (2nd District)
Evan Carey – OCFA (5th District)

STAFF PRESENT

Justin Kirk – Deputy Director, Development Services
Hadi Tabatabaee – Building Official, Development Services
Judy Kim – Permitting Division Manager
Richard Sanchez - Inspection Services Manager
Scarlet Duggan – Land Use Manager
Matthew Ayers – Staff Specialist, Development Services
Marissa Leahy - Secretary

GUESTS

None

1. Introductions / Roll call
2. Approval of Meeting Minutes
 - The meeting minutes, with corrections, for April 3, 2024 were moved for approval by Jeff Okamoto and seconded by Joe Lambert and unanimously approved.
3. Soil Labs Update – Richard Sanchez, Inspection Services Manager
 - There are changes in delivery in field testing. The county is moving from an in-house model to outsourcing some testing with Ninyo & Moore.

- Anticipate having an accelerated delivery and service for developers. Results from the outsourced lab should be delivered within the month.
 - Invoices from Ninyo & Moore are to be delivered within 30-45 days from the date of service. Once Dev. Services received the invoice it will be processed in LMS within one week.
4. OCFA Processing Changes – Scarlet Duggan, Land Use Manager
- In a preliminary process with OCFA to solidify can coordinate the map review process. Working with Shawn Fraley of OCFA and Bea Bea Jimenez in Land Development.
 - Nothing has been formally changed to date. It is still in the early processes and wanted feedback from the DPRC Committee.
 - Working with OCFA to get a clear and written map submittal process.
 - Working out the kinks to the process of uploading maps for review.
 - The biggest change would be changing the process by which OCFA is given the map for review. Currently, OCFA picks a thumb drive containing the digital file. The contemplated changed in process would have a county employee upload the file to the OCFA portal. Debating if Dev. Services wants to assume the responsibility for the upload. It inserts us into a process that we are not involved with.
 - DPRC is asked to provide comments and any challenges you foresee. This is an ongoing process.
5. Business Items
- LMS Update
 - New fee ordinance went live on July 21st. Most permit fees increased, but some did decrease due to the time study.
 - Building permits issued are like that of last year. 780 in 2024 vs 840 in 2023.
 - Walk-ins have significantly decreased from last year. 373 in 2024 vs 848 in 2023.
 - Similar number of phone calls and inquiries.
6. OC Development Services and Service Delivery Status – Justin Kirk
- Development Services
 - Preapproved ADU plans have been made available to the public since July 21, 2024. Have not received any applications yet. Not currently mandated but is legislatively required to be in the books by next year.
 - General Plan Update – Have had several meetings in various communities in the county to receive feedback from the public. Currently awaiting policy feedback from the Supervisors. Once that is in place a more robust analysis and CEQA process to complete the update.
 - Housing Element – Had to bring in a consulting firm to work on the most recent draft to comply with that the state is requiring for fair housing programs. Not getting transparent feedback from the state on what they want for these programs. There will be a resubmittal to the state by the end of September.
 - Survey Update – The County is not currently seeking to hire a new County Surveyor. The County currently has licensed surveyors that can fulfil the role of a surveyor. Map Checking was assigned to Development Services.

7. Other Business
 - None.
8. Adjournment
 - 9:12am.

Development Processing Review Committee
 Attendance Matrix
 2024

Name / District	Jan 3	Feb 7	Mar 6	Apr 3	May 1	Jun 5	Jul 3	Aug 7	Sep 4	Oct 2	Nov 6	Dec 4
Mike Recupero District 1	-	X	-	X	N/A	X	N/A	-	N/A			
John O’Neill District 1	X	-	-	X	N/A	X	N/A	X	N/A			
Rick Foster District 2	X	X	-	X	N/A	X	N/A	-	N/A			
Nathan Searles District 2	X	X	-	-	N/A	X	N/A	X	N/A			
Rick Fitch District 3	X	-	X	-	N/A	X	N/A	X	N/A			
Joe Lambert District 3	X	X	-	X	N/A	X	N/A	X	N/A			
Richard Vuong District 4	N/A	N/A	N/A	N/A	N/A	X	N/A	X	N/A			
Vacant District 4	X	X	-	X	N/A	X	N/A	N/A	N/A			
Jeff Okamoto District 5	X	X	-	X	N/A	X	N/A	X	N/A			
Evan Carey District 5	X	X	-	X	N/A	-	N/A	-	N/A			

Table Legend:

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