County of Orange **MEMO**

DATE: November 30, 2011

TO: Development Processing Review Committee

FROM: Rick LeFeuvre, Director, OC Public Works/OC Planning

SUBJECT: DPRC Meeting Minutes – November 10, 2011

A meeting of the Development Processing Review Committee was held on Thursday, November 10, 2011, at 8:30 a.m. in the H. G. Osborne Building, on the Eighth Floor, in Executive Conference Room 808.

The following persons were in attendance:

MEMBERS
Michael Recupero – Recupero & Associates, Inc. (1st District)
Jay Bullock – Planning Solutions, (Chair) (2nd District)
Jackie Hare – J. L. Hare Associates, Inc. (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Joe Lambert – Construction Planning Services (3rd District)
Carl Taylor – Huitt-Zollars, Inc. (Vice-Chair) (4th District)
Fred Ameri – RBF Consulting (5th District)
Thomas Grable – Tri-Pointe Homes (5th District)

GUESTS
Jeffrey Okamoto – RBF Consulting
Jessica Toohey – Huitt-Zollars, Inc.

STAFF
Rick LeFeuvre – Director, OC Planning
Michael Balsamo – Interim Manager, OC Planning/OC Community Development
Laree Brommer – Manager, OC Planning/OC Planned Communities/Land Use Planned Communities
Mahrooz Ilkhanipour – Manager, OC Planning/OC Community Development/County Property Permits
Judy Kim – OC Community Development/Customer Care/Permit Services
Ruby Maldonado – Manager, OC Planning/OC Communities/Advance Planning & Sustainable Development
Polin Modanlou – Manager, OC Planning/OC Community Development/Customer Care
David Shepherd – Manager, OC Planning/OC Planned Communities/Land Use Planned Communities
Mary Ann Skorpanich – Manager, OC Planning/OC Watersheds
Hadi Tabatabaee – Orange County Building Official, OC Public Works
Chi Yang – Chief Building Plan Checker, OC Planning/OC Community Development

MEMBERS ABSENT
Lee Lowrey – Lowrey Pacific Capital (1st District)

1. **Approval of Meeting Minutes for October 13, 2011**
   The meeting minutes for October 13, 2011 were moved for approval by Fred Ameri and seconded by Joe Lambert.

2. **Planning Division Update**
   Michael Balsamo reported the following:
   - The OCFA and State Fire Marshall have issued the new state Fire Hazard Severity Zone maps. Further discussions of Ember Zones are expected to occur at a later time.
   - Plan Check revenue has shown signs of improvement for the past few months.
   - Due to the Sunset Beach annexation, the Coastal Commission is now the lead permitting agency on all new Coastal Development Permits; the County will continue to issue building permits until further notice.

3. **Water Quality Permits**
   Mary Anne Skorpanich, from OC Watersheds, provided a brief training on the County model WQMP requirements and current obstacles. She explained that the goal is to determine the most technically and economically feasible plan.
   - Michael Balsamo mentioned that the Board of Supervisors adopted its Legislative Platform with the goal to address the two Water Quality Boards (Santa Ana and San Diego), to discuss the possibility of consolidating authority under one region in order to prevent complications for local agencies and the public within Orange County.

4. **Subdivision Plan Check**
   David Shepherd addressed the DPRC's concern regarding the current void of in-house staff for Subdivision plan check. He reported that Planned Communities is currently working with four different consultant firms to provide the necessary resource required for any particular issue. In order to prevent any inconsistencies caused by the different plan check groups, County managers are undertaking quality control reviews. He also stated that they are working with OC Survey to develop flow charts and checklists that will clearly outline the submittal process.

5. **Authorization Letters**
   DPRC members continued their discussion of "Owner-Builder" and "Agent Authorization" forms, and Hadi advised that authorization letters will not be required on a per permit basis for large tract developments.

6. **OCPW Standard Plans Manual**
   Carl Taylor reported that there is continued progress on the Standard Plan Update. He is working with Hadi Tabatabaee and Mahrooz Ilkhanipour, as there is particular focus on the Building and Safety Standard Plans. They are hoping to have some of the revised standards approved at the next meeting.

7. **Other Business**
   DPRC members discussed the site prioritization for NPDES inspection frequency which was distributed by Ruby Maldonado. NPDES inspections can occur at any time, and are categorized into a low/medium/high priority based on the size of the project.

8. **Next Meeting**
   The next meeting of the Development Processing Review Committee will be held on Thursday, December 8, 2011, at 8:30 am at an off-site location for breakfast.