County of Orange **MEMO**

DATE: March 2, 2010

TO: Development Processing Review Committee

FROM: Francisco Alonso, Assistant Director, OC Planning

SUBJECT: DPRC Meeting Minutes – February 8 2010

A meeting of the Development Processing Review Committee was held on Monday, February 8, 2010, at 8:30 a.m. in the H. G. Osborne Building, on the Third Floor, in Conference Room 313.

The following persons were in attendance:

MEMBERS
Jay Bullock – Planning Solutions, (Chair) (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Jackie Hare – J. L. Hare Associates, Inc. (Co-Chair) (2nd District)
Joe Lambert – Construction Planning Services (3rd District)
Michael Recupero – Recupero & Associates, Inc. (1st District)
Carl Taylor – Huitt-Zollars, Inc. (4th District)

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

STAFF
Jess Carbajal – OC Public Works, Director
Rick LeFeuvre – OC Public Works, Acting Planning Director
Francisco Alonso – OC Planning, Assistant Planning Director
Cynthia Baker – OC Planning, Manager, Customer Care
Michael Balsamo – OC Planning, Manager, General Land Use Planning
Laree Brommer – OC Planning, Land Use Planning, Planned Communities
Mahrooz Ilkhanipour – OC Planning, Manager, Permit Intake
Harry Persaud - OC Planning, Manager, OC Planned Communities
David Shepherd – OC Planning, Manager, Land Use – Planned Communities
Juanita Smithey – OC Planning, DPRC Secretary

MEMBERS ABSENT
Fred Ameri – RBF Consulting (5th District)
Thomas Grable – Tri-Pointe (5th District)
Lee Lowrey – Lowrey Pacific Capital (1st District

1. **Approval of Meeting Minutes for January 13, 2010**
   The meeting minutes for January 13, 2010, were moved by Rick Fitch for approval and seconded by Joe Lambert.

2. **Planning Department Update**
   a. Planning Audit Update
   - Jess suggested moving this meeting location to the Executive Conference Room 808.
   - Discussed staff changes.
   - Discussed new DPC hours *proposal* to change to 7:30 am – 5:00 pm.
   - DPC renovation is underway; remodel emphasis is on customer service.
   - Building Inspectors have moved under OC Engineering at Fruit Street.
   - Implementation of an Intern Program in OC Planning for additional resources.
   - Mentorship program implemented.
   - Staff will provide parking analyses update to DPRC at March 8th meeting.
   - Items from Performance Audit are 70-75% complete.
   - Budget presentation will be presented to the BOS on March 2, 2010.
   - Recommending Fee structure to Board of Supervisors.
   - Looking into the use of redevelopment monies.

3. **Infrastructure Update**
   - Harry Persaud gave a presentation and overview of Infrastructure Projects.

4. **Other Business**
   Members suggested inviting OCFA to the meeting in March or April to discuss the Standard Conditions of Approval.

7. **Next Meeting**
   The next meeting of the Development Processing Review Committee will be held on Monday, March 8, 2010, at 1:30 pm.