**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**SEPTEMBER 9, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting start time:

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| Ara Sargsyan (President) | Santa Monica | X |
| Ariana Vito | Santa Monica | X |
| Eugene Barbeau | Los Angeles |  |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County |  |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County | X |
| Laura Macias | CCC |  |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TBR |  |
| Quan Nghiem | Los Angeles | X |
| Razmig Shamim | Los Angeles County | X |
| Ron Takiguchi | Burbank | X |
| Shahen Akelyan (Vice Chair) | Los Angeles | X |
| Truong Huynh (Chair) | Long Beach | X |
| Victor Cuevas | Los Angeles |  |
| **Interested Parties** | **Jurisdiction/Chapter/Company** | **Present** |
| Ali Fattah | San Diego |  |
| Adria Reinertson | Riverside County |  |
| Crystal Sujeski | OSFM |  |
| David Tyree | AWC |  |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM | X |
| Homer Maiel | Tri-Chapters | X |
| Jay Hyde | SVABO | X |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD |  |
| Kevin Reinertson | Riverside County |  |
| Kyle Kraus | HCD |  |
| Michael Frasure | Rancho Cucamonga |  |
| Susan Dowty | ICC | X |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for August 12, 2020. [Truong]

1. **COMMUNICATION**

3.1 Chapter Meeting on 9/10. [Ara]

Bylaw changes. ABM venue.

3.2 If any.

1. **NEW BUSINESS**

4.1 If any.

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle. [Truong] [9/9]

*Discussion Point(s):*

* Discuss or hear report by various state agencies for the intervening code cycle.
* Susan. Code coordination council 9/24. CBSC website.
* Greg. Discussion on proposal organization. CBSC website.

*Action Item(s):*

* Decide on closing out item. Closed.

5.2 Tiny Houses – CRC Appendix Q. [Truong] [TBD]

*Discussion Point(s):*

* Adoption.
* Application of requirement.
* Tiny Home as FBH.

*Action Item(s):*

* None at this time.

5.3 Mobile Tiny House. [Eugene/Shahen/Ali] [9/9]

*Discussion Point(s):*

* Update on status of LA City’s proposed ordinance.
* [LADBS Information Bulletin P/ZC 2020-021](https://ladbs.org/docs/default-source/publications/information-bulletins/zoning-code/ib-p-zc-2020-021-guidelines-for-construction-of-adu.pdf?sfvrsn=4e15f653_10).
* Update on status of SD City’s ordinance.
* https://iccpulsepodcast.libsyn.com/episode-9-tiny-homes-code-enforcement

*Action Item(s):*

* None at this time.

5.4 Emergency Housing – CBC/CRC Appendix O/X. [Truong] [TBD]

*Discussion Point(s):*

* Adoption.
* Application of requirement.
* Shelter as CM Units or FBH.

*Action Item(s):*

* None at this time.

5.5 Continuity of Operation Plan – COVID19 [Truong] [9/9]

*Discussion Point(s):*

* Update by jurisdictions on their latest operation or re-opening plan.
* Is anyone (or know of anyone) using virtual meetings to replicate their public counter operation?
* LB City. Appointment. Closure through Jan.
* LA County virtual meeting started. Zoom. Accuity.
* <https://dpw.lacounty.gov/landing/developmentServices.cfm>
* <https://acuityscheduling.com/?var=sqsp>
* LA City. Appointment.

*Action Item(s):*

* None at this time.

5.6 2021 ICC Group A Code Development Cycle. [Truong] [9/9]

*Discussion Point(s):*

* Share information from ICC-BCAC work group.
* Discuss code change proposals (refer to last page for list).

*Action Item(s):*

* Connect with FLS committee on fire-life safety proposals.
* “ “ structural.

5.7 Local Ordinance/Amendment vs the CHBC. [Truong] [9/9]

*Discussion Point(s):*

* Can local ordinance/amendment (e.g., mandatory retrofit) be more restrictive (i.e., structural requirements) for qualified historical buildings that are permitted to use the CHBC?
* Does local ordinance/amendment required to be submitted to and approved by the SHBSB (in addition to CBSC)?

*Action Item(s):*

* None at this time. Closed topic.

5.8 Modular ADU. [Truong] [9/9]

*Discussion Point(s):*

* Manufacturer is Boxabl.
* Website is [www.boxabl.com](http://www.boxabl.com).
* Discuss modular and portable ADUs.
* Local alternative means and method vs HCD process.

*Action Item(s):*

* None at this time.

1. **ESTABLISH NEXT MEETING**

6.1 The tentative schedule for future meetings are noted below, including the method to access the online web conference meeting, audio call-in number, and meeting number (access code).

Audio Call-in Number: **213-306-3065**

Date Time Meeting Number Click Hyperlink Below

10-14-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

11-11-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

12-09-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

1. **ADJOURNMENT**

7.1 Meeting end time: 4:35 pm.

***NOTES:***

***Please inform the Chairperson at any time prior to the next scheduled meeting if you wish to introduce new business for discussion with the committee. With adequate notice, items requesting committee discussion can be included in the next meeting agenda that will be distributed to the members.***

***For copies of past meeting minutes and other related documents produced by this committee, please refer to the Los Angeles Basin Chapter’s website at:***[***https://icclabc.org/administration***](https://icclabc.org/administration) ***and*** [***https://icclabc.org/code-coordination***](https://icclabc.org/code-coordination)

CODE CHANGE PROPOSAL

|  |  |
| --- | --- |
| **Code Change Number** | **Topic/Discussion** |
| RBXXX-22 | 3D Printed Building Construction – IRC Appendix U  7/15/20: Revisit proposal that introduced Appendix U into the IRC that was disapproved during CAH while the same proposal in the IBC was approved. |
| GXXX-22 | Occupiable Roof  7/15/20: Revisit proposal that introduced definition for “occupied roof” that was disapproved 10-4 during CAH. |
| GXXX-22 | Temporary Use  7/15/20: Concerns about certain type of temporary use under the IBC 3103: (1) large fabric skinned dormitory structures, (2) overnight stays in churches or other occupancies that are not approved for or equipped as required for residential uses, and/or (3) storm shelters. |
| GXXX-21 | Shipping Container [Truong]  7/15/20: Consider potential updates to the 2021 IBC 3115.  9/9/20: Container workgroup schedule to meet virtually on 9/11 every 2 weeks for the next 6 meetings. Draft proposal circulated to workgroup; partially based on 2019 LARUCP recommended amendment. |
|  | Horizontal Building Separation [Homer]  9/9/20: Evaluate issue related to the vertical offset. |
|  |  |