**­ADMINISTRATION COMMITTEE**

MEETING AGENDA

**NOVEMBER 16, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting: [**Start Your Meeting**](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m8709cc35b169bc213e078009ea299e46)

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

Meeting Number (Access Code): **146 108 0770**

To participate in the online web conference meeting, please choose the following options to launch the meeting:

* Click on the “Start Your Meeting” hyperlink noted above to join;
* Go to Section 6.0 Establish Next Meeting of this meeting agenda and click on the “Start Your Meeting” hyperlink to join; or
* Go to the calendar meeting invite sent from the CISCO WebEx on behalf of the Chairperson and click on the “Start Your Meeting” hyperlink embedded in the calendar invite to join.

For tutorial or help instruction, click here on [Help Instruction](https://help.webex.com/en-us/) hyperlink for additional assistance.

To ensure that the WebEx online conference meeting is effective and to reduce the likelihood that participants are not talking over each other, please follow the basic rules of engagement during the meeting:

* Please use the mute button feature on either your phone or through the WebEx tool when you are not speaking. This will help to minimize background noise from participants who are not speaking.
* Refrain from putting the phone on mute or hold if music or other audio recording will be playing in the background as part of the phone’s feature; it will disrupt the meeting.
* Allow the Chairperson to moderate the discussion (to the extent possible); the Chairperson will inform participants when to engage in the discussion and will continue until all participants are satisfied or have had a chance to speak before moving on to the next discussion or topic.
* Make use of the WebEx chat tool to inform the Chairperson if you wish to speak next or raise a discussion point while other participants are still talking.
* Identify yourself before speaking or commencing with the discussion; this will help to ensure that all participants know who is talking.
* Allow the participant who is currently speaking to finish his/her thoughts before speaking next.

1. **CALL TO ORDER**

1.1 Meeting start time: 3:07

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills | x |
| Ara Sargsyan (President) | Santa Monica | x |
| Ariana Vito | Santa Monica |  |
| Ben Galan | West Hollywood |  |
| Eugene Barbeau | Los Angeles | x |
| Foster McLean | Glendale | x |
| Gabriel Reza | Glendale |  |
| Gregory Bowser | Long Beach |  |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County | x |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County | x |
| Laura Macias | CCC |  |
| Mostafa Kashe | Los Angeles County | x |
| Paul Armstrong | TBR | x |
| Quan Nghiem | Los Angeles |  |
| Razmig Shamim | Los Angeles County |  |
| Ron Takiguchi | Burbank |  |
| 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 | x |
| Adria Reinertson | Riverside County |  |
| Crystal Sujeski | OSFM | x |
| David Tyree | AWC |  |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM |  |
| Homer Maiel | Tri-Chapters | x |
| Jay Hyde | SVABO | x |
| John Taecker | UL |  |
| John Westfall | HCD | x |
| Jonathan Cook | OSHPD | x |
| 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 October 14, 2020. [Truong]

*Minutes approved*

1. **COMMUNICATION**

3.1 Chapter Meeting on November 12, 2020. [Ara]

*Ara gave a recap of the previous meetings and gave information about the upcoming meetings.*

3.2 FY2021 Meeting Schedule. [Truong]

*Typically the meetings will be 2nd Wednesdays, from 3-5. Truong discussed the schedule around the Code hearing schedule.*

3.3 ICC Announce Virtual Committee Action Hearing. [Susan]

*Susan informed the committee members about the change in the format of the Code hearings. The group had questions.*

3.4 *Truong announced that Shahen will take over the Committee chair role.*

3.5 *Survey regarding the Chapter’s Website*

1. **NEW BUSINESS**

4.1 2022 CA Triennial Code Adoption Cycle. [Ali] [11/16]

*Discussion Point(s):*

* + Ali noted he is no longer part of the Group
  + The proposed revisions and adoption to the CEBC.
  + Revision to the Codes for ADUs

*Action Item(s):*

* None at this time.

1. **EXISTING BUSINESS**

5.1 Tiny Houses/Mobile Tiny Houses/ADUs. [Truong] [11/16]

*Discussion Point(s):*

* Foster brought up questions about the Fire-life requirement for ADU/JADU specifically as to the requirements of the fire separation. Truong, Ali, Kristin, Shahen and John shared their opinions that there should not be fire separation between the main house and JADU
* Truong had a question about 60 day criteria. Kristin, Amir, and Ali shared their processing timelines.
* Adoption/Application – CRC Appendix Q.
* Tiny Home as FBH.
* Update on status of LA City’s ordinance/implementation. [Eugene]
* Update on status of SD City’s ordinance/implementation. [Ali]

*Action Item(s):*

* None at this time.

5.2 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.

5.3 Continuity of Operation Plan – COVID19 [Truong/Shahen] [11/16]

*Discussion Point(s):*

* Update by jurisdictions on their latest operation or re-opening plan.

*Action Item(s):*

* None at this time.

5.4 2021 ICC Code Development Cycle for the 2024 I-Codes – Group A. [Truong] [11/16]

*Discussion Point(s):*

* Tentative Schedule for Group A Code Change Proposal:

Deadline to submit proposals 1/11/21

Posting of code proposals 3/1/21

Register to vote TBD-3/11/21

Virtual CAH 4/11/21-4/21/21 Rochester, NY

Deadline for public comment 7/2/21

Posting of public comments 8/13/21

PCH (Virtual TBD) 9/22/21-9/29/21 Pittsburgh, PA

*Susan Shared information about the schedule and the format*

* Outreach to Organizations, Chapters, Committees or Jurisdictions.
* Establish Parameter for Online Shared Excel File.
* Work Schedule.
* Share information from ICC-BCAC work group.
* Discuss code change proposals (refer to last page for list).

*Action Item(s):*

* Truong/Shahen to coordinate effort with Structural and Fire-Life Safety Committees.
* Submit any draft code change proposal to Truong/Shahen for distribution to the rest of the committee.
* Update on shared online excel file for code coordination for the upcoming CAH.
* Specify if the groups you represent will need a column in the shared online excel file to reflect your recommended action on future code proposals.
* *Group training for code hearing for CEU. [Ali]*
* *Reach out to Region I for involvement. [Susan/Amir]*
* *Reach out to OEC (Khanh) for involvement. [Truong/Paul]*
* *Reach out to VR. [Amir]*
* *Reach out to SD. [Ali]*
* *SB City/SB County. [Amir]*

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

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: 4:56 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, please refer to the Los Angeles Basin Chapter’s website at:***

[***https://icclabc.org/administration***](https://icclabc.org/administration)

[***https://icclabc.org/code-coordination***](https://icclabc.org/code-coordination)

**CODE CHANGE PROPOSAL**

|  |  |
| --- | --- |
| **Code Change Number** | **Topic/Discussion** |
| GXXX-21 | 3D Printed Building Construction – IRC Appendix U [UL-Chris Jensen]  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. |
| EXXX-21 | Occupiable Roof [Gary Ehlich/Ali Fattah]  7/15/20: Revisit proposal that introduced definition for “occupied roof” that was disapproved 10-4 during CAH.  10/14/20: New definition for “occupiable roof” was proposed and discussed at the BCAC Occupancy workgroup meeting. |
| GXXX-21 | Temporary Use [TBD]  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.  10/9/20: Term “emergency” further defined. Code official granted authority to determine when requirements are applicable to temporary uses during an emergency. |
| GXXX-21 | Shipping Container [Truong Huynh]  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.  10/9/20: 4th draft version discussed. SCSC provided preliminary feedback concerning inclusion of SDC E for simplified design procedure.  10/14/20: The code change proposal was discussed at the BCAC General workgroup meeting. Voted to move it forward to the full BCAC for their consideration. |
| GXXX-21 | Horizontal Building Separation [Homer Maiel]  9/9/20: Evaluate issue related to the vertical offset.  10/13/20: Proposal was schedule to be heard by BCAC, but was not discussed due to lack of time. Scheduled for the next BCAC meeting.  10/14/20: Summarized some of the items that made up part of the proposed change to the vertical offset. Vertical portion to be designed like a fire barrier. Several discussion ensured and Homer provided responses to several questions. |
| GXXX-21 | Accessory Dwelling Unit [Alison Cook]  9/30/20: Discussed focus of regulations to address ADU, how to define it, some examples from CA was presented. |
| GXXX-21 | Fire-Retardant Treated Wood for Type III-A Construction [Homer Maiel/David Tyree]  10/14/20: Discussed potential code change proposal on this item. |
|  | Type IV [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |
| EXXX-21 | Egress Balcony [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |
| FSXXX-21 | Smoke Proof Enclosure [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |