**­ADMINISTRATION COMMITTEE**

MEETING AGENDA

**OCTOBER 14, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting: [**Start Your Meeting**](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

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

Meeting Number (Access Code): **969 208 691**

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: *3:05pm*

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| Ara Sargsyan (President) | Santa Monica | X |
| Ariana Vito | Santa Monica |  |
| Ben Galan | West Hollywood | X |
| Eugene Barbeau | Los Angeles |  |
| Foster McLean | Glendale | X |
| Gabriel Reza | Glendale | X |
| Gregory Bowser | Long Beach |  |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County |  |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County |  |
| 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 |  |
| 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 | X |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM | X |
| Homer Maiel | Tri-Chapters | X |
| Jay Hyde | SVABO | X |
| John Taecker | UL |  |
| John Westfall | HCD | X |
| Jonathan Cook | OSHPD |  |
| Kevin Reinertson | Riverside County |  |
| Kyle Kraus | HCD |  |
| Michael Frasure | Rancho Cucamonga |  |
| Susan Dowty | ICC | X |

1. **APPROVAL OF PREVIOUS MINUTES**
   1. Review and approve meeting minutes for September 9, 2020. [Truong]

*Motion to approve by Shahen and Second by Homer. Minutes approved*

1. **COMMUNICATION**

3.1 Chapter Meeting on 10/8. [Ara]

* *Ara provided information about the panel discussion that took place during the monthly meeting.*
* *Nov 3rd will be training about emergency response system.*
* *Nov 12 will be monthly meeting*
* *Information about new Board member opening.*
* *Survey to come about reopening*
* *Survey to come about website improvement suggestions*

3.2 If any. No communications

1. **NEW BUSINESS**

* *2022 CA Code Development Cycle*
* *Truong had a question for the group about a dwelling unit with flexible layout.*

1. **EXISTING BUSINESS**

5.1 Tiny Houses/Mobile Tiny Houses. [Eugene/Ali/Truong] [10/14]

*Discussion Point(s):*

* *Ali shared information about their proposed local ordinance*
* *The group had a discussion*
* Adoption/Application – CRC Appendix Q.
* Tiny Home as FBH.
* Update on status of LA City’s ordinance/implementation.
* Update on status of SD City’s ordinance/implementation.

*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] [10/14]

*Discussion Point(s):*

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

*LB, SD, CofLA shared their progress.*

*Action Item(s):*

* None at this time.

5.4 2021 ICC Group A Code Development Cycle. [Truong] [10/14]

*Discussion Point(s):*

* *Truong provided information about some of the items that are being discussed and proposed. Specifically, he talked about the proposal for Shipping containers.*
* *Homer provided additional information about Horizontal Building separation proposal. The group had a discussion about the proposal.*
* *Homer provided about the Tri-Chapter on 10/15/2020.*
* *The group also discussed a detail for Floor/wall assembly for Type 3 construction.*
* *Truong provided information about proposals for Temporary uses.*
* *Truong also shared information about Occupiable roof proposed changes.*
* *Ali also shared proposals for Type IV, Egress balcony, smoke proof enclosures and occupiable roof.*
* Review schedule. *January 11 is the dateline to submit changes for Group A. Turong and Susan provided information*
* Share information from ICC-BCAC work group. *Truong shared information about the ICCLABC proposal review process.*
* Discuss code change proposals (refer to last page for list).

*Action Item(s):*

* Coordinate effort with Structural and Fire-Life Safety Committees.

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

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:

***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** |
| RBXXX-22 | 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. |
| GXXX-22 | Occupiable Roof [TBD]  7/15/20: Revisit proposal that introduced definition for “occupied roof” that was disapproved 10-4 during CAH. |
| GXXX-22 | 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. |
| GXXX-21 | Horizontal Building Separation [Homer Maiel]  9/9/20: Evaluate issue related to the vertical offset. |
|  | 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. |