**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**MARCH 31, 2021, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting start time tentatively: 3:10 pm

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills | X |
| Ara Sargsyan (Past President) | Santa Monica | X |
| Ariana Vito | Santa Monica |  |
| Ben Galan | West Hollywood |  |
| Ciara Barnett (President) | Los Angeles County |  |
| Eugene Barbeau | Los Angeles |  |
| Foster McLean | Glendale | X |
| Gabriel Reza | Glendale |  |
| 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 & Associates / Signal Hills | X |
| Quan Nghiem | Los Angeles | X |
| Razmig Shamim | Los Angeles County |  |
| Ron Takiguchi | Burbank |  |
| Shahen Akelyan | Los Angeles |  |
| Truong Huynh (Chair) | Long Beach | X |
| Victor Cuevas  | Los Angeles |  |
| **Interested Parties** | **Jurisdiction/Chapter/Company** | **Present** |
| Ali Fattah | San Diego |  |
| Adria Reinertson | Riverside County / CalChiefs |  |
| Claudia Torres-Cayetano | Fresno |  |
| Crystal Sujeski | OSFM |  |
| David Tyree | AWC |  |
| Emily Withers | HCD |  |
| Doug Evans | Clark County, NV / SNBO |  |
| Greg Andersen | OSFM |  |
| Homer Maiel | Tri-Chapters |  |
| Jay Hyde | SVABO | X |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD |  |
| Kevin Reinertson | Riverside County / CalChiefs |  |
| Khanh Nguyen | CSG / Anaheim |  |
| Kyle Kraus | HCD |  |
| Michael Frasure | Rancho Cucamonga |  |
| Robina Wright | ICC San Joaquin Valley Chapter |  |
| Sam Palmer | Clark County, NV / Region I |  |
| Stephen DiGiovanni | Clark County, NV / Region I | X |
| Susan Dowty (Staff Liaison) | ICC | X |
| Valarie Evans | North Las Vegas, NV / SNBO | X |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for March 24, 2021. Motion was made to approve with no objection noted.

1. **COMMUNICATION**

3.1 Chapter Meeting. Ara communicated that the next chapter meeting on 4/8 will host staff from the CSLB to discuss contractor licensing laws.

3.2 ABM in Pittsburg. Susan shared that the ICC Board will be announcing that the ABM and hearings in Pittsburg will be held in person soon.

1. **NEW BUSINESS**

4.1 Survey of Plan Submittal Process (before, concurrent, or after Entitlement approval). [Truong] **[TBD]**

*Discussion Point(s):*

* Allowing a project to be submitted for plan check before, during, or after Planning entitlement approval. [Truong]

*Action Item(s):*

* None at this time.

4.2 Vehicle Lift. [Truong] **[TBD]**

*Discussion Point(s):*

* Criteria or condition for allowing the use of vehicle/parking lift. [Truong]

*Action Item(s):*

* None at this time.

4.3 If any.

1. **EXISTING BUSINESS**

5.1 Tiny Houses/Mobile Tiny Houses/ADUs/JADUs. [Truong] **[TBD]**

*Discussion Point(s):*

* None at this time.

*Action Item(s):*

* Consider closing out this item/topic. [Truong]

5.2 Continuity of Operation Plan – COVID19 [Truong] **[5/12]**

*Discussion Point(s):*

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

*Action Item(s):*

* None at this time.

5.3 2022 CA Triennial Code Adoption Cycle. [Ali] **[5/12]**

*Discussion Point(s):*

* State Agencies’ Update on Code Adoption: SFM, HCD, OSPHD.
* Discuss Specific Amendment(s), if any.
* Discuss Specific Area of Concern RE: Fire Hazard Zone. [Ali]
* We need a definition for miscellaneous structure (i.e., not an accessory building that has enclosing walls).
* R337.10.3.1 seems to be off and overly restrictive, it should be clear what happens if the area is less than 120 sf since more is non-combustible materials I guess for all construction or ignition resistant materials for all construction (I think it should say more than 120 sf).
* R337.10.3.1 is significantly less restrictive on something that has equivalent ladder fuel potential to the main building.
* R337.10.3.2 has no area limit and says 3 ft to 50 ft so maybe R337.10.3.1 has a typo in 30 ft or R337.10.3.2 has a 3 ft typo and should be 30 ft. Either way these I think should be rules for when a building permit is not required.
* It is not clear what applies to a detached structure without walls. Decking requirements do not apply, wall and opening and vent requirements do not apply, ceiling soffit requirements do not apply so when the code says ignition resistant materials should that mean FRT wood for all wood construction materials posts, beams, rafters, railings etc.?

*Action Item(s):*

* None at this time.

5.4 2021 ICC Code Development Cycle for the 2024 I-Codes – Group A. [Truong] **[3/31]**

*Discussion Point(s):*

* Review upcoming schedule for code hearings: Virtual CAH 4/11-5/5

Susan is not aware of any formal instruction posted by ICC on how the virtual hearing will be conducted. She suggested that there may be a slight chance that Mike P could participate to help clarify.

* Progress report or sharing of information from participants.

Each representative for a chapter or jurisdiction shared their group’s respective progress update. Most are still gearing up to review the proposals and/or determine what their position may be.

* Outreach effort to organizations, chapters, committees or jurisdictions.

Amir provided update on VR and SB. Paul provided update on Central Coast.

* Identify, review and/or comment on any pertinent code change proposal. See separate attached list.

Limited discussion.

* Review online shared google spreadsheet.

Limited discussion. Valarie was granted access to edit the spreadsheet.

* Means of communicating during hearings. Teams.

Truong asked several participants if they had any objection to using Teams as a mean to communicate during the hearings. Most supported this idea.

*Action Item(s):*

* Upload all documents related to code change proposals to website. COMPLETED
* Group training for code hearings for CEU. TBD. [Ali]
* Reach out to VR. TBD. [Amir]
* Reach out to SD. TBD. [Ali]
* Reach out to SB City/SB County. TBD. [Amir]
* Reach to Stuart RE: instruction on the virtual meeting. [Sam]
* Create Teams and add participants. [Truong]
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).

Meeting Time: 3:00pm – 5:00pm PST

Audio Call-In #: 213-306-3065

 Date Meeting # Click Hyperlink

04-07-21 146 147 9447 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m2f96f2cec65cfaff477aa6511de3269e)

05-12-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

06-09-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

07-14-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

08-11-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

09-08-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

10-13-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

11-10-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

12-08-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

1. **ADJOURNMENT**

7.1 Meeting end time tentatively: 3:58 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:*

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