**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**JUNE 10, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting start time: *3:11 pm.*

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| Ara Sargsyan (President) | Santa Monica | X |
| Clara Astua | Long Beach |  |
| Giancarlo Moral | Long Beach |  |
| Eugene Barbeau | Los Angeles |  |
| Gregory Bowser | Long Beach |  |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County | X |
| Joshua Hussey | Los Angeles County |  |
| Juliet DeMoss |  |  |
| Kristin Norman | Los Angeles County |  |
| Laura Macias | CCC | X |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TBR |  |
| 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 |  |
| Adria Reinertson | Riverside County |  |
| Crystal Sujeski | OSFM |  |
| David Hansen | Ventura County |  |
| David Tyree | AWC | X |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM | X |
| Greg Anderson | Citrus Heights |  |
| Homer Maiel | Tri-Chapters |  |
| Jay Hyde | SVABO | X |
| Jennifer Reiss | OSFM |  |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD |  |
| Kevin Reinertson | Riverside County | X |
| Kyle Kraus | HCD |  |
| Susan Dowty | ICC |  |

**2.0 APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for May 15, 2020. *Meeting minutes were approved*

1. **COMMUNICATION**

3.1 Chapter Meeting. *Ara Sargsyan provided information about the upcoming Chapter Meeting*

3.2 ICC Code Committee 2021/2022. *Truong provided information about the Code Committee openings.*

3.3 If any. *None.*

1. **NEW BUSINESS**

4.1 If any. *None.*

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle. [Truong/Ali] [6/10]

*Discussion Point(s):*

* Discuss changes by various state agencies for intervening code cycle. *Greg shared information about the status of the intervening cycle.*
* Discuss CBSC Information Bulletin 20-02. *Truong shared information about changes to the truss requirements.*

*Action Item(s):*

* Request one or more committee member take the lead to report on changes OR members that are part of state agencies to report or update.

5.2 Administrative Amendments. [Truong] [TBD]

*Discussion Point(s):*

* Plan review expiration.
* Permit expiration.
* Record retention.

*Action Item(s):*

* Everyone to suggest ideas of common administrative amendments to consider for discussion.

5.3 ADU/JADU. [Truong] *The committee agreed that each City will have their own interpretation and to close this item.*

*Discussion Point(s):*

* School district impact fees.
* JADU to be within single-family dwelling.

*Action Item(s):*

* None at this time.

5.4 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.

5.5 Tiny Mobile Home. [Eugene] [TBD]

*Discussion Point(s):*

* Update on status of LA City’s proposed ordinance.

*Action Item(s):*

* None at this time.

5.6 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.

5.7 Continuity of Operation Plan – COVID19 [Truong] *Each of the cities and agencies on the call shared what they are doing or planning to do with both re-opening and issuing permits for damage repairs from the civil unrest.*

*Discussion Point(s):*

* Update by jurisdictions on their operation or re-opening plan.
* Permitting action concerning repairs/damages from civil unrest.

*Action Item(s):*

* None at this time.

5.8 CBSC Staff Review of Findings for Local Amendments. [Truong] [TBD]

 *Discussion Point(s):*

* Update by jurisdictions on CBSC review of their local code adoption.

*Action Item(s):*

* None at this time.

5.9 Status of Consultant Employee vs Permanent Employee. *Nothing further to discuss. Item will be closed out.*

*Discussion Point(s):*

* Discuss new state law impacting classification of consultant vs permanent staff.

*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: **408-418-9388**

 Date Time Meeting Number Click Hyperlink Below

07-08-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

08-12-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

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

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: *4:08 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)