**­ADMINISTRATION COMMITTEE**

MEETING MIINUTES

**JULY15, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting start time: 3:10 PM

|  |  |  |
| --- | --- | --- |
| **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 | X |
| 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 |  |
| 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 | X |
| Homer Maiel | Tri-Chapters | X |
| Jay Hyde | SVABO | X |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD | X |
| Kevin Reinertson | Riverside County |  |
| Kyle Kraus | HCD |  |
| Susan Dowty | ICC |  |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Meeting minutes for June 10, 2020 approved.

1. **COMMUNICATION**

3.1 Chapter Meeting.

* Talked about last chapter meeting/training (EV).
* Discussed upcoming meeting/training (fire treated wood).

3.2 Proposed Bylaw Changes.

* Discussed changing makeup of board of directors.
* Maybe vote at August/September chapter meeting.

3.3 ICC Building Code Action Committee.

* Truong informed the committee to start thinking about possible code changes.
* Ali suggested to start grouping them together to keep track items of interest that the ICC-BCAC are discussing.

3.4 SEAOSC Webinar Safer Cities.

* Truong shared information about SEAOSC Safer Cities Webinar on July 29.

1. **NEW BUSINESS**

4.1 Temporary Outdoor Dining in Right of Way.

* Truong, Kristin, Ali and Ara shared information about their respective processes.
* The group shared links for additional information.

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle. [Truong/Ali] [7/15]

*Discussion Point(s):*

* Discussed or heard report by various state agencies for the intervening code cycle.
* Greg Anderson shared information about the status of the Intervening Code Cycle. Recently there were 3 meetings held. Additional meetings are scheduled for 8/13 and 8/14. If approved, the changes will be effective on 7/1/2021.

*Action Item(s):*

* None at this time.

5.2 Administrative Amendments.

*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.
* Will consider dropping item if no recommendations.

5.3 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.

5.4 Tiny Mobile Home. [Eugene] [TBD]

*Discussion Point(s):*

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

*Action Item(s):*

* None at this time.

5.5 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.

5.6 Continuity of Operation Plan – COVID19.

*Discussion Point(s):*

* Update by jurisdictions on their operation or re-opening plan.
* The group shared any additional updates: LB, County, SD, SM.

*Action Item(s):*

* None at this time.

5.7 CBSC Staff Review of Findings for Local Amendments. [Truong] [7/15]

*Discussion Point(s):*

* Update by jurisdictions on CBSC review of their local code adoption.
* Truong shared information about the findings.
* Topic complete.

*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

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: 4:32 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)