**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**AUGUST 12, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting start time: 3:03 PM

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills | X |
| Ara Sargsyan (President) | Santa Monica |  |
| Ariana Vito | Santa Monica | X |
| Eugene Barbeau | Los Angeles | X |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County |  |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County | X |
| Laura Macias | CCC |  |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TBR | X |
| Quan Nghiem | Los Angeles | X |
| Razmig Shamim | Los Angeles County | X |
| Ron Takiguchi | Burbank | X |
| Shahen Akelyan (Vice Chair) | Los Angeles | X |
| Truong Huynh (Chair) | Long Beach |  |
| Victor Cuevas | Los Angeles |  |
| **Interested Parties** | **Jurisdiction/Chapter/Company** | **Present** |
| Ali Fattah | San Diego |  |
| Adria Reinertson | Riverside County |  |
| Crystal Sujeski | OSFM | X |
| David Tyree | AWC |  |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM | X |
| Homer Maiel | Tri-Chapters |  |
| Jay Hyde | SVABO | X |
| John Taecker | UL |  |
| John Westfall | HCD | X |
| Jonathan Cook | OSHPD |  |
| Kevin Reinertson | Riverside County | X |
| Kyle Kraus | HCD |  |
| Susan Dowty | ICC | x |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for July 15, 2020. [Shahen] *The minutes were approved.*

1. **COMMUNICATION**

3.1 Chapter Board Communication. Shahen shared information about

* + - Chapter meeting on 8/13 about virtual inspection,
    - Webinar about NDS design examples on 8/26,
    - Chapter meeting on CPC updates on 9/10

1. **NEW BUSINESS**

4.1 Local Ordinance/Amendment vs the CHBC. [Truong]

*Discussion Point(s):*

* Can local ordinance/amendment (e.g., mandatory retrofit) be more restrictive (i.e., structural requirements) for qualified historical buildings that are permitted to use the CHBC?
* Does local ordinance/amendment required to be submitted to and approved by the SHBSB (in addition to CBSC)?

Shahen shared information about the questions and some of the need for clarifications that the group can work on in the future.

*Action Item(s):*

* None at this time.

4.2 Modular ADU. [Truong]

*Discussion Point(s):*

* Manufacturer is Boxabl.
* Website is [www.boxabl.com](http://www.boxabl.com).
* Discuss modular and portable ADUs.
* Local alternative means and method vs HCD process.

John and Eugene shared information about their requirements and documents. Eugene shared a link to the IB. Ron had questions about Tiny Homes. It was agreed to take in all of the information and bring up to the next meeting with future discussions. John and Eugene agreed to join again.

*Action Item(s):*

* None at this time.

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle. [Truong/Ali] [8/12]

*Discussion Point(s):*

* Discuss or hear report by various state agencies for the intervening code cycle.

*Action Item(s):*

* Decide on closing out item.

Greg shared information about the meeting status. It was agreed to keep it on the agenda to give status of the progress.

5.2 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.

5.3 Mobile Tiny House. [Eugene/Shahen] [8/12]

*Discussion Point(s):*

* Update on status of LA City’s proposed ordinance.
* [LADBS Information Bulletin P/ZC 2020-021](https://ladbs.org/docs/default-source/publications/information-bulletins/zoning-code/ib-p-zc-2020-021-guidelines-for-construction-of-adu.pdf?sfvrsn=4e15f653_10).

*Action Item(s):*

* None at this time.

It was briefly discussed with item 4.2. It was agreed to bring it back to the next meeting ones the group had a chance to review LA document.

5.4 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.

5.5 Continuity of Operation Plan – COVID19 [Truong/Shahen] [8/12]

*Discussion Point(s):*

* Update by jurisdictions on their latest operation or re-opening plan.
* Is anyone (or know of anyone) using virtual meetings to replicate their public counter operation?

*Action Item(s):*

* None at this time.

Shahen shared that an LADBS staff had passed away. He noted that the wearing a mask and other safety measures that were in place may have helped in further limit the spreading of the virus. He urged everyone to keep implementing these safety measures.

Kristin mentioned that LA County is looking into rolling out on-line appointments.

Ron mentioned that they have safely re-opened their counter with certain limitations and requirements, such as limiting to 1.2 hour, requiring masks, or giving away masks, screens, and other measures.

Amir mentioned that they have re-opened. They performed temperature check in addition to requiring gloves and masks to be worn by staff.

5.6 2021 ICC Group A Code Development Cycle. [Truong] [TBD]

*Discussion Point(s):*

* Share information from ICC-BCAC work group.
* Discuss code change proposals.

|  |  |  |
| --- | --- | --- |
| **Code Change Number** | **Topic** | **Discussion By** |
| RB302-19 | 3D Printed Building Construction – IRC Appendix U: revisit proposal that introduce appendix U into the IRC that was disapproved during CAH, but the same proposal in IBC was approved. | TBD |
| G7-19 | Occupiable Roof: revisit proposal that introduce definition for “occupied roof” that was disapproved 10-4 during CAH. | TBD |
| TBD | Temporary Use: issues of concern 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, (3) storm shelters. | TBD |
| G151-18 | Shipping Container: revisit potential update | Truong |

*Action Item(s):*

* None at this time.

Shahen asked the group to start looking into the items on the list and potentially adding more.

Susan noted that the dateline is January 11, 2021.

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

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: 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 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)