**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**DECEMBER 9, 2020, WEDNESDAY, 3:00PM–5:00PM**

1. **CALL TO ORDER**

1.1 Meeting start time: 3:00 pm

|  |  |  |
| --- | --- | --- |
| **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 | X |
| 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 |  |
| 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 |  |
| Jay Hyde | SVABO |  |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD | X |
| Kevin Reinertson | Riverside County | X |
| Kyle Kraus | HCD |  |
| Michael Frasure | Rancho Cucamonga |  |
| Sam Palmer | Clark County, NV | X |
| Susan Dowty | ICC |  |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for November 16, 2020. [Truong]

1. **COMMUNICATION**

3.1 Chapter Meeting on December 10, 2020. [Ara]

3.2 Year-End Recap. [Truong]

3.3 Committee Roster for FY2021. [Truong]

3.4 Committee Goal for FY2021. [Shahen]

3.5 Future Schedule. [Truong]

3.6 ICC. [Shahen on behalf of Susan]

1. **NEW BUSINESS**

4.1 Major Jurisdictions on COVID. [Ali]

1. **EXISTING BUSINESS**

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

*Discussion Point(s):*

* Adoption/Application – CRC Appendix Q.
* Tiny Home as FBH.
* Update on status of LA City’s ordinance/implementation. [Eugene]
* Update on status of SD City’s ordinance/implementation. [Ali]

*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/Shahen] [12/9]

*Discussion Point(s):*

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

*Action Item(s):*

* None at this time.

5.4 2021 ICC Code Development Cycle for the 2024 I-Codes – Group A. [Truong] [12/9]

*Discussion Point(s):*

* Tentative Schedule for Group A Code Change Proposal:

Deadline to submit proposals 1/10/21

Posting of code proposals 3/1/21

Register to vote TBD-3/11/21

Virtual CAH 4/11/21-5/5/21

Need to update/may need to revisit schedule for april

Deadline for public comment 7/2/21

Posting of public comments 8/13/21

PCH (Virtual TBD) 9/22/21-9/29/21 Pittsburgh, PA

* Outreach to Organizations, Chapters, Committees or Jurisdictions.
* Establish Parameter for Online Shared Excel File.
* Work Schedule.
* Share information from ICC-BCAC/FCAC work group.
* Discuss code change proposals (refer to last page for list).

Please add proposed code changes to the list at the end of this agenda for future tracking and discussion.

*Action Item(s):*

* Coordinate effort with Fire-Life Safety Committee. [Shahen/Truong]
* Submit any draft code change proposal to Truong/Shahen for distribution to the rest of the committee. [All Members]
* Update on shared online excel file for code coordination for the upcoming CAH. [Truong]
* Group training for code hearing for CEU. [Ali]
* Reach out to Region I for involvement. [Susan/Shahen/Truong]
* Reach out to OEC (Khanh) for involvement. [Truong/Paul]
* Reach out to VR. [Amir]
* Reach out to SD. [Ali]
* SB City/SB County. [Amir]

5.5 2022 CA Triennial Code Adoption Cycle. [Ali] [12/9]

*Discussion Point(s):*

* Discuss Specific Amendments, if any.
* State Agencies’ Update on Code Adoption: SFM, HCD, OSPHD

*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).

Meeting Time: 3:00pm – 5:00pm PST

Audio Call-In #: 213-306-3065

Date Meeting # Click Hyperlink

01-13-21 146 833 7993 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=ma0867f47493087b94d6bc4abd4826712)

02-10-21 146 420 9253 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mfc54678ad4d6b096f2704226c6f8730c)

02-24-21 146 526 3946 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mecbd0a86de33d07b067c7d971c3805fb)

03-10-21 146 174 1135 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mf270ea88ab4621ee7cbfc8a880b4f957)

03-24-21 146 114 4155 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m038dec2163a75d24db2deabe802b23e6)

03-31-21 146 498 7202 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mef31825e06546cbad6e3d61b1a01fcfa)

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: 4:58 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:***

[***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** |
| GXXX-21 | 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. |
| EXXX-21 | Occupiable Roof [Gary Ehlich/Ali Fattah]  7/15/20: Revisit proposal that introduced definition for “occupied roof” that was disapproved 10-4 during CAH.  10/14/20: New definition for “occupiable roof” was proposed and discussed at the BCAC Occupancy workgroup meeting. |
| GXXX-21 | 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.  10/14/20: The code change proposal was discussed at the BCAC General workgroup meeting. Voted to move it forward to the full BCAC for their consideration. |
| GXXX-21 | Horizontal Building Separation [Homer Maiel]  9/9/20: Evaluate issue related to the vertical offset.  10/13/20: Proposal was schedule to be heard by BCAC, but was not discussed due to lack of time. Scheduled for the next BCAC meeting.  10/14/20: Summarized some of the items that made up part of the proposed change to the vertical offset. Vertical portion to be designed like a fire barrier. Several discussion ensured and Homer provided responses to several questions. |
| GXXX-21 | 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. |
| GXXX-21 | Fire-Retardant Treated Wood for Type III-A Construction [Homer Maiel/David Tyree]  10/14/20: Discussed potential code change proposal on this item. |
|  | Type IV [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |
| EXXX-21 | Egress Balcony [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |
| FSXXX-21 | Smoke Proof Enclosure [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |