**ADMINISTRATION COMMITTEE**

MEETING MINUTES

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

1. **CALL TO ORDER**
   1. *Meeting called to order approximately 3:07 pm.*

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| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| 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 |  |
| Kristin Norman | Los Angeles County | X |
| Laura Macias | CCC |  |
| 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 |  |
| Dennis Richardson | AWC |  |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM |  |
| 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 |  |
| Kyle Kraus | HCD |  |
| Susan Dowty | ICC | X |

1. **APPROVAL OF PREVIOUS MINUTES**
   1. *Meeting minutes for January 8, 2020 approved.*
2. **COMMUNICATION**

3.1 *Chapter Meeting 2/13 at Glendale. Truong and Shahen shared information about upcoming ICCLABC monthly meeting. Topic will be ADU and JADU. It is sold out.*

*3.2 Committee Goal. Shahen will be sharing the committee goals with the membership during the monthly meeting. He will also encourage members to join in.*

*3.3 ICC Group B Comparison. Truong share the file for Group B Voting Results and compared them with the Admin Committee consensus recommendations.*

*3.4 Shahen noted that Truong was presented with Lifetime Honorary Member award and title during the 2020 ABM.*

*3.5 Susan shared a memo from HCD about ADU’s*

1. **NEW BUSINESS**

4.1 *None*

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle. (*Did not discuss)*

*Discussion Point(s):*

* Discuss changes by various state agencies for intervening code cycle.

*Did not discuss*

*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.

*Did not discuss*

5.2 Administrative Amendments. *(Did not discuss)*

*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.

*Discussion Point(s):*

* Impact Fees: Truong shared the contradicting verbiage in the State Code with respect to application of the school fees to ADU’s and JADU’s. He did not survey on jurisdiction that were on the cal.
* JADU: The group discussed if JADU is permitted in an accessory building and if can not combined with ADU. Kristen shared that there is a proposed AB/SB to clean up the ADU/JADU
* Timeline of ADU/JADU. The group discussed what timelines we have to go by when accepting ADU/JADU. Is it 60 days until we approve it, or issue corrections, or assign it?

*Action Item(s):*

* None at this time.

5.4 Tiny Houses – CRC Appendix Q. *Not Discussed*

*Discussion Point(s):*

* Adoption.
* Application of requirement.
* Tiny Home as FBH.

*Action Item(s):*

* None at this time.

5.5 Tiny Mobile Home. *Not Discussed*

*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. *Not Discussed*

*Discussion Point(s):*

* Adoption.
* Application of requirement.
* Shelter as CM Units or FBH.

*Action Item(s):*

* None at this time.

1. **ESTABLISH NEXT MEETING**

*Truong reminded everyone that the next meeting will be on March 11, 2020*

1. **ADJOURNMENT**

*Meeting was adjourned about 4:05 pm*