



LOS ANGELES BASIN CHAPTER

INTERNATIONAL CODE COUNCIL

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FY 2013

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ADMINISTRATION COMMITTEE MEETING AGENDA

July 23, 2013
 10:00 AM – 11:30 AM

Teleconference Call

1.0 CALL TO ORDER. Meeting was called to order at 10:15 am.

| Member | Jurisdiction | Present | Absent |
|---------------------|------------------|---------|--------|
| Addison Smith | JAS | | X |
| Ali Fattah | San Diego | | X |
| Amir Hamidzadeh | Agoura Hills | | X |
| Ayla Gulcin Erfigen | Transtech | | X |
| Chris Lee | Santa Monica | X | |
| Orville Sabado | Santa Monica | | X |
| David Khorram | Orange | | X |
| Hadi Tabatabaee | County of Orange | X | |
| Jesse DeAnda | Beverly Hills | | X |
| Karyn Beebe | APA | | X |
| Mark Campbell | Redondo Beach | | X |
| Neville Peirera | Temple | | X |
| Paul Armstrong | CSG | | X |
| Peter Kim | Los Angeles | | X |
| Sarkis Nazerian | Pasadena | | X |
| Truong Huynh | Long Beach | X | |

2.0 APPROVAL OF PREVIOUS MINUTES. Review and approve:

2.1 Approval of meeting minutes for May 28, 2013 and June 11, 2013 was deferred to the next meeting due to lack of attendance.

3.0 COMMUNICATION

3.1. Truong canceled the meeting due to lack of attendance. Truong suggested that to speed up the discussion of electronic plan review by requesting the committee members to submit comments on the items pending discussion. The information could then be gathered, combined into a draft document, and disseminated for further discussion and refinement.

4.0 EXISTING BUSINESS



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- 4.1 Electronic Plan Review. The following topics have yet to be discussed:
- software/vendor – COMPLETED
 - file type for submission – COMPLETED
 - approval stamp/content/location – COMPLETED
 - number of files to upload for submittal – COMPLETED
 - naming convention for uploaded files – COMPLETED
 - payment for plan submission – COMPLETED
 - method of approving electronic plans – COMPLETED
 - procedure for plan revisions – COMPLETED
 - printing of approved plans for field inspection
 - permit issuance and payment of permit fees
 - other agency approvals required
 - criteria for electronic plan submittal, over the counter
 - training of both staff and public
 - obtaining consensus on use of electronic plan review, public and internal city agencies
 - deciding on voluntary or mandatory electronic plan submission
 - standard electronic corrections
 - archiving and retrieval of electronic approved plans
- 4.2 Promote LARUCP. Deferred to next meeting.
- 4.3 Establish Community Project. Deferred to next meeting.
- 5.0 **NEW BUSINESS.** None.
- 6.0 **ESTABLISH NEXT MEETING**
- 6.1 The time for the next meeting was not set because there were insufficient members present at this meeting. Truong indicated that the co-chairs would send out an email notification for the next meeting.
- 7.0 **ADJOURNMENT**
- 7.1 Meeting adjourned at 10:20 am.