



# December 1, 2020 Meeting Minutes

Redwood Empire Association of Code Officials  
1007-B West College Avenue # 326 Santa Rosa, CA 95401  
*December 1<sup>st</sup> meeting was held virtually on WebEx*

## 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 12:00 pm. by Jay Bradford, which was followed by the pledge of allegiance.

## 2. SELF INTRODUCTIONS - (Officers, Guests, Members) skipped because a list of attendees was on the screen. There were 25 members and guests at this meeting.

## 3. APPROVAL OF MINUTES –

A motion to approve the November meeting minutes was made and seconded with the membership voting to approve the minutes as posted to the REACO website.

## 4. OFFICERS REPORTS

### President: Jay Bradford –

- Noted that we will be using the participant list for the raffle at the end of the meeting.
- Thanked the membership for continuing to participate and support the meetings during these difficult times and allowing him to serve on the board.

### Treasurer: Steve Buffenbarger –

- The November statement has not yet been made available. However, estimates provided the following results:

#### November Account transactions summary:

Checking beginning balance:	\$24,614.76
Deposits:	\$ 203.31
Interest	\$ .20
Debits and Checks:	\$ _____
Checking ending balance:	\$24,818.27

- Steve presented the financial report for the year as well. It is attached to these minutes. He also mentioned that the membership renewal form is on the REACO website. Also, any membership dues paid before the end of the day on December 1, 2021 will be given one free lunch voucher for an upcoming meeting.

### Vice President: David Willoughby –

- Verified the checking account balance.

### Secretary: Steve Neely –

No report.

### Past President: Charles Lucas –

No report.

## LIAISON REPORTS

### SCFPO:

- Devon Gambonini informed Jay Bradford that the FPOs, in discussion with Wayne Wirick, were able to produce an outdoor dining/event tents guide for restaurants to use. Wayne will discuss Sonoma County's handout later in the meeting.
  - The Viking BK-457 fire sprinkler has been recalled. Current owners should have been notified by the

manufacturer. If not, we think this is the link to use: <https://www.vk457sprinklersettlement.com/>.

**ICC: Jim Sayers –**

- The Bylaws Committee meetings have been paused pending approval of reincorporation in all participant states.
- Working on consistent verbiage regarding honorary members serving as members on certain committees.

**Susan Dowty –**

- The Code Hearings will now be held virtually from 4/11/2020 to 5/5/2020 instead of in-person in Rochester New York.
- The 2024 Code change deadline for Group A is January 11, 2021.
- Applications are being accepted for ICC's Exam Development Committees. The deadline is December 10, 2020.
- It is possible to use CARES Act Funding to purchase ICC's Digital Codes Premium.
- A Digital Codes Premium 101 Webinar will be held on December 9, 2020 at 10:00 am. Susan is also establishing a group of Digital Code Premium users "Hotshots" to assure all facets of the program are operational and accessible.
- This month's Pulse Podcast is on the International Wildland-Urban Interface Code with Kevin Scott.
- See the attached ICC DECEMBER HIGHLIGHTS for information on this or any of the other items listed above.

**CBOAC: Glen Schainblatt --**

- In person Board meeting at Tenaya Lodge has been cancelled. CBOAC is attempting to set up a virtual Board meeting sometime in April. More information to come.

**CALBO: Shane Diller –**

- The only training this year for Education week will be in Newport Beach (12/14-17/2020) will be just virtual this year due to the spike in COVID-19 cases. However, there will be live interaction with the educators during the trainings. Register at <https://www.calbo.org/calbo-education-week-registration> or at the CALBO website.
- The Annual Business Meeting in March 2021 (Sacramento) has been cancelled due to hotel not being able to provide outdoor meeting spaces. CALBO is working on establishing a hybrid ABM in May or June of 2021.
- December trainings and webinars are located on the CALBO website under the training and resources link.
- The Legislature will start its new 2-year cycle after the elections have concluded which means new bills will need to be introduced in order to be acted upon.
- BOLA is still scheduled for in person attendance in December.
- Refer to the CALBO website and attached announcement (attached here and to the agenda) for updates on these and other important events.

**CEC: Amie Brousseau --**

- Next business meetings are on December 9th & 22nd. **Business Meetings Agendas and Minutes:** <https://www.energy.ca.gov/proceedings/business-meetings>
- 2013 compliance forms are once again available on the Energy Code Ace's website.
- See attached Energy Division Updates for above items and also the 2022 Pre-Rulemaking for the Energy Code development links.
- Jay Bradford asked if the list of municipalities that adopted a Reach Code with CALGreen standards is for the energy portion of CALGreen only. Amy responded that it was.

**IAEI: Mike Stone/Doug Hughes –**

- No report

**BayREN: Christine Condon –**

- BayREN and Energy Code Ace On-Line Training: HERS-Verified Quality Insulation Installation (QII) Adobe Connect Webinar Date: Wednesday, December 2, 2020 Time: 9:30 am - 10:30 am.
- Many other trainings are available and can be scheduled to fit a municipality's needs at <https://bayrencodes.org/services/trainings/> .
- Sonoma County and City are participating in BayREN'S ZNE/ZNC Assistance program. The County of Sonoma is auditing the County Veteran's Building and the City of Sonoma is considering several of their buildings for the program. Any municipality in the nine BayREN counties may use this service. See the attached flyer for information on how your municipality can take advantage of the program.

**SMART: Doug Williams –**

- Work on the Windsor extension has concluded for the winter and is awaiting results for regional measure 3 before continuing.
- Working on providing auto vehicle locator systems to Marin County and scheduling an orientation for Petaluma next year.
- SMART is taking over the freight trains and will be installing new spurs. This could affect development projects along the rail lines.

**RECSI: Pete Lemone –**

- Monthly meetings are being held virtually on the first Thursday of each month, at 6 pm., open to any that wish to attend.
- March 2021 Expo in-person portion cancelled with possible virtual component still under discussion.

**ICC Region 1: Charles Lucas –**

- No report.

**AIARE:** No Report

**5. COMMITTEE REPORTS**

**Nomination Committee: -- Eric Seabrook and Charles Lucas**

- The nomination committee has completed their task and will be disbanded until next year's Executive Board elections.

**Structural Hardening Committee: --**

- The committee has been initiated and are in discussion about first meeting date and time. There is still room to participate. Email Jay to join.

**Education Committee: Eric Seabrook –**

- No report

**Web-Site Committee: David Willoughby -**

- No issues to report.

**Audit Committee: Open –**

- Jay asked for volunteers to participate in the Audit Committee as we need to establish one and have the findings available before the April 2021 REACO meeting. Please email any of the Executive Board members to indicate interest.

**CORRESPONDENCE AND ANNOUNCEMENTS:**

None

**6. OLD BUSINESS:**

- Wayne Wirick discussed the Guidelines for Temporary Tents, Canopies, and Membrane Structures for

Outdoor Business Operations. Guideline was included in the agenda for this meeting and is attached to these minutes.

- Sal Lucido raised the question about structural anchorage/ballast for these structures to which Wayne replied that the criteria for ballast, in the guidelines, was established by the FPOs based on specifications previously accepted by the Fire Departments for these types of structures.
- The definition of “temporary” has been modified to allow for longer periods of operation than the 180 days allowed by the Fire and Building Code via an extension of time up to 180 days.

## **7. PROGRAM:**

- **Election results and installation of officers –**
- Ballots were emailed on Nov 18, 2020 to members in good standing with the request for return receipt by Dec 1, 2020. The ballots included the Executive Board Candidates put forth by the Nomination Committee. Those candidates and the positions they were nominated for are included below.
- President – David Willoughby
- Vice President – Steve Neely
- Secretary – Matt Keizer
- Treasurer – Kris Kuntz
- 32 ballots were emailed to eligible voters. 9 responses were returned by the deadline (December 1, 2020). Of the 9 ballots received, eight approved of the officers mentioned above and one indicated they wished to be considered for a board position but did not actually vote. Therefore, the nominated candidates were elected by unanimous vote and installed to their positions by Susan Dowty.
- Steve Buffenbarger received a First Merit Award for his service.
- Jay Bradford received the Past President Award.
- David Willoughby received the humongous gavel.

## **8. LEGISLATIVE NEWS:**

## **9. CODE ISSUES:**

- Charles Lucas inquired about a change to the California Building Code Section 419.7 (live-work units) and accessibility requirements associated with those units. Susan Dowty suggested he check the ICC publication significant Changes to the California Building Code. Also available for the CFC and CRC. Sal Lucido suggested he contact DSA and reminded us that the source of funding (public or private) is an important factor in determining which code section (11A or 11B) applies.

## **10. NEW BUSINESS:**

- Annual REACO raffle was held with gift certificates as prizes. Sponsored by REACO, 4LEAF, Phillips Seabrook & Associates, Coastland, and Simpson strong Tie.

## **11. ADJOURNMENT:**

The meeting was adjourned at 1:56 pm by David Willoughby.

**The next meeting; will be held on January 5, 2012 via WebEx**

## ICC DECEMBER UPDATE HIGHLIGHTS

- Interested in participating on [ICC's Exam Development Committees](#)? The application deadline is Dec. 10<sup>th</sup>. Apply [here](#).
- Take a listen to this webinar: [Use it or Lose it: Federal CARES Act Funding for ICC Digital Codes Premium](#) and learn about ICC Digital Codes Premium Complete and how code officials can secure federal CARES act funding to support their departments before it expires on December 30, 2020.
- **Code Development:**
  - The [2021 Group A code development process](#) has begun with code changes proposed via cdpACCESS until Jan 11, 2021. Here is [video](#) on how to submit proposals.
  - ICC is going **virtual** with the 2021 Committee Action Hearings, April 11 through May 5, 2021. More information [here](#).
- **Pulse Podcast** Episode 33: [Episode 33: Discussing the 2018 International Wildland-Urban Interface Code and Commentary with Kevin Scott](#)

## CALBO DECEMBER UPDATES

- Ed Week is still a go. We (more importantly the venue) are reacting to health orders as they evolve, but we have been assured that the hotel and our very large filming spaces will be available to CTI to produce the classes.
- All classes are still OPEN for virtual instruction.
- Although we are limited in our onsite capacity, there are still SOME classes open for in-person instruction. All open classes are available on the [registration page](#).
- This is the sole opportunity to take CALBO's renowned Ed Week training from the convenience of your office or home. It is unlikely it will be offered in this style format again.
- These are not daylong "webinars" with a heavy focus on PowerPoint slides, these are live classes in the traditional sense that from both quality of content and presentation perspectives will provide the virtual student with a real-time and robust connection with the instructors.
- Support for this style of training (or lack thereof) will guide our future decisions on what effort and resources to put into virtual offerings for Ed Weeks and ABMs. If you have ever heard from members that they wish CALBO training was more convenient than a drive to the Bay Area or a flight to So Cal, now is the time to support that concept and reinforce we should lean in to virtual elements of our future regular offerings.
- CALBO heavily relies upon the support of our members through attendance at training. This is our call to the membership to support our entire organization and profession by showing up at Ed Week. We need their support.

Regards,

**Brad Wungluck – Deputy Director, MPA, CBO, CASp**

City of Manteca | Development Services Department

1215 W. Center St. Suite 201 | Manteca, CA 95337

Office: 209.456.8562

[www.mantecagov.com](http://www.mantecagov.com)



## Efficiency Division Updates

- Business meetings on November 10 and November 16: Nothing to report. Next business meetings are December 9 and December 22. **Business Meetings Agendas and Minutes**: <https://www.energy.ca.gov/proceedings/business-meetings>
- The **implementation proceeding** for certified mechanical acceptance test technicians to perform mechanical acceptance testing is moving forward: <https://www.energy.ca.gov/programs-and-topics/programs/acceptance-test-technician-certification-provider-program/mechanical>
  - A staff report is expected to be published in December
  - A workshop to hear comments on the plan will be held in January
  - The plan is expected to be presented at the March Business Meeting for approval
- Online Resource Center updated with new materials:
  - **Solar webpage** expanded to cover solar PV requirements
    - Solar FAQ and fact sheet
    - Energy Code Ace application guides
  - New presentations
    - **2019 Low-Rise Residential Water Heating Standards**
    - **2019 Covered Processes**
- Compliance forms for 2013 Energy Code are now available at Energy Code Ace's website:
  - **2013 Residential forms**: <https://energycodeace.com/ResidentialForms/2013>
  - **2013 Nonresidential forms**: <https://energycodeace.com/NonresidentialForms/2013>

## Energy Code Training and Events

- **Energy Commission training**: [www.energy.ca.gov/title24/orc/schedule\\_oe/index.php](http://www.energy.ca.gov/title24/orc/schedule_oe/index.php)
  - December 2: Residential Submittals webinar for CALBO
  - January 27: Insulation and QII webinar for CALBO
- **Energy Code Ace training**: [www.energycodeace.com/training](http://www.energycodeace.com/training)
- **PG&E training**: [www.pge.com/pec](http://www.pge.com/pec)
- **BayREN training**: [www.bayrencodes.org/services/trainings/](http://www.bayrencodes.org/services/trainings/)

## Energy Code Resources

- **Online Resource Center**: <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/online-resource-center>
- **Energy Standards Hotline email**: [Title24@energy.ca.gov](mailto:Title24@energy.ca.gov) or call 800-772-3300

*To receive regular updates, sign up and respond to the confirmation email:*

- **Blueprint Newsletter email list**: <https://www.energy.ca.gov/newsroom/blueprint-newsletter>
- **Building Standards email list**: <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards>
- **Appliance Standards email list**: <https://www.energy.ca.gov/rules-and-regulations/appliance-efficiency-regulations-title-20>

## Pre-Rulemaking for the 2022 Energy Code

- California Energy Commission (CEC) **2022 Energy Code development schedule**:  
[https://www.energy.ca.gov/sites/default/files/2020-05/2022\\_Standards\\_Update\\_Schedule.docx](https://www.energy.ca.gov/sites/default/files/2020-05/2022_Standards_Update_Schedule.docx)
- Visit the **California Energy Codes & Standards website** to review 2022 initiatives and participate in the development process stakeholder meetings: <https://title24stakeholders.com/>
- CEC staff is conducting a series of workshops to present and discuss proposed changes to the 2022 Energy Code. The goal of these workshops is to solicit feedback from members of the public before the start of the formal rulemaking process. For the most recent updates, visit the **CEC docket 19-BSTD-03** or the **CEC 2022 Energy Code web page**:  
<https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/2022-building-energy-efficiency>
  - CEC Staff will hold a **webinar** on December 2, about the proposed restructuring of code provisions relating to multifamily buildings into a separate section of the Energy Code. Public comments will be accepted until December 18.
  - CEC Staff will hold a **webinar** on December 8, about solar photovoltaic (PV), on-site storage provisions, and a heat pump compliance baseline for the Energy Code. Public comments will be accepted until December 24.



## Codes and Standards Program Resources

### BayREN Live Online Trainings December 2020

BayREN and Energy Code Ace On-Line Training: HERS-Verified Quality Insulation Installation (QII)

Adobe Connect Webinar

**Date:** Wednesday, December 2, 2020

**Time:** 9:30 am - 10:30 am

**Description:** This hour-long course focuses on prescriptive quality insulation installation (QII) requirements in the 2019 Energy Code for new low-rise Residential buildings of any size and additions greater than 700 ft<sup>2</sup>. To avoid costly problems at the end of a project, QII needs to be considered throughout the process starting with the design drawings. This training provides an overview of QII requirements, discusses how to keep a project on track to meet the requirements, and provides additional reference resources.

Training developed and offered in partnership with [Energy Code Ace](#).

**Target Audience:** Building Department Staff, Contractors, and Building Professionals; ICC certified (0.1 CEU)

[Webinar Registration - Adobe Connect](#)

### BayREN On-Demand Energy Code Trainings

BayREN On-Line On-Demand Training: Heat Pump Water Heaters for Building Departments

On-Demand Webinar

**Description:** Heat pump water heaters (HPWHs) are an increasingly popular technology that are a highly efficient means of providing hot water to houses. This training will describe HPWHs, when HPWHs are allowed under the 2019 Code, code requirements for installation, and how to complete compliance forms.

**Topics Covered:** Overview of water heater technologies and trends, identifying HPWHs in the field, Energy Code requirements for HPWH installations and replacements, Energy Code compliance forms, and requirements specific to HPWHs.

**Target Audience:** Permit technicians, plan checkers, and field inspectors; ICC certified (0.1 CEU)

[On-Demand Training Registration](#)

### BayREN Live Online and On-Demand Energy Code Trainings

BayREN is pleased to offer the following On-Line trainings:

Now available:

- Residential Heat Pump Water Heaters for Building Departments
- Residential Heat Pump Water Heaters for Contractors
- 2019 Energy Code Changes- Residential
- 2019 Energy Code Changes- Nonresidential
- Nonresidential New Construction
- Residential New Construction
- Nonresidential Tenant Improvements and Alterations
- HERS Registry
- Residential Zero Net Energy Training for New Construction
- Reach Codes
- HERS-Verified Quality Insulation Installation (QII)

BayREN Codes & Standards instructors are available remotely Monday to Friday from 7AM to 7PM in the Bay Area nine county region to educate local building departments on 2019 Energy Code (Title 24, Part 6) requirements, plan check review & field inspections processes & best practices for improving code compliance & enforcement at no cost. Like onsite trainings, online-live trainings are approximately 60 minutes long and ICC certified (0.1 CEU).

<https://www.bayrencodes.org/services/trainings/>

Contact Christine Condon, County of Sonoma BayREN Codes and Standards Program Representative for more information and to schedule trainings: [Christine.Condon@sonoma-county.org](mailto:Christine.Condon@sonoma-county.org).



## Municipal Zero Net Energy/Zero Net Carbon

BayREN provides free engineering technical assistance to help local governments save energy and money while reducing their carbon footprints. The Municipal ZNE/ZNC Assistance program helps municipalities retrofit or construct buildings to meet zero net energy (ZNE) or zero net carbon (ZNC) goals by providing engineering analysis and recommendations for projects. We can review individual buildings or larger portfolios of buildings and provide recommendations for broader policies as well.

### Pathway to ZNE/ZNC

Achieving carbon neutrality and ZNE/ZNC government buildings involves the following project strategies:



*Energy  
Efficiency*



*Renewable  
Energy*



*Building  
Electrification*

Governments can achieve carbon reduction goals, cost savings, and energy savings by implementing these strategies. Projects planned or underway are eligible for free engineering support including system design and full project cost estimates to accomplish deep energy reductions and offsetting of electricity and gas usage.

### Sample Services

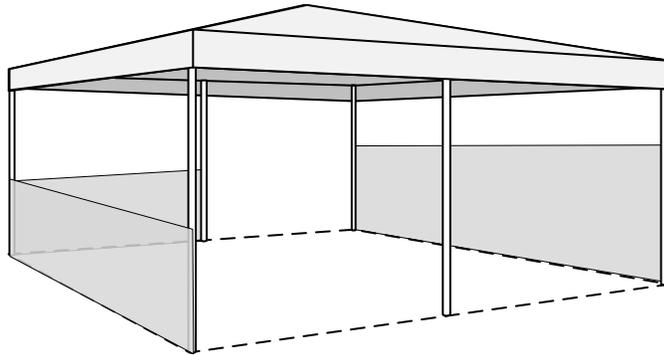
- Municipal ZNE/ZNC roadmap development
- Municipal portfolio review
- Scope of work development
- Project cost estimation
- Review of energy models and design strategies
- Procurement strategy recommendations

[www.bayrencodes.org/services/zne/](http://www.bayrencodes.org/services/zne/)

Contact  
[codes@bayren.org](mailto:codes@bayren.org)  
 (415) 778-5260

# Guidelines for Temporary Tents, Canopies and Membrane Structures for Outdoor Business Operations

11/20/2020



**Disclaimer:** These guidelines were developed to establish reasonable prescriptive guidance and supplemental clarification to the general requirements established in the State Blueprint for a Safer Economy for outdoor dining, bars, pubs, brewpubs, and breweries when such businesses are required to operate outdoors. These guidelines utilize the [Statewide Public Health Officer Order of July 13, 2020](#) relative to bars, pubs, brewpubs, and breweries which stipulated that *“outdoor operations may be conducted under a tent, canopy, or other sun shelter but only as long as no more than one side is closed, allowing sufficient outdoor air movement.”*

These guidelines are intended to meet the intent of the California Department of Public Health (CDPH) COVID-19 Industry Guidance for Restaurants Providing Outdoor Dining. **Should more restrictive requirements be established by the California Department of Public Health (CDPH) or by the Sonoma County Health Officer, the more restrictive requirements shall supersede these guidelines as applicable.**

## GENERAL GUIDELINES

- ❑ Outdoor spaces created on public property must have an Encroachment Permit. Outdoor spaces on private property need to obtain permission from the property owner, follow these guidelines and obtain associated building or fire permits when required from the appropriate building or fire code official.
- ❑ The fire code official must issue a permit and inspect tents, canopies and membrane structures covering an aggregate area of 400 square feet or more or designed to be used by 10 or more people. Tents, canopies and membrane structures shall have a fire-resistant certification or flame certification showing material is in compliance with either California State Fire Marshal with approved seal or meets NFPA 701 flame retardant standards.
- ❑ Tents, canopies and membrane structures shall not be installed within 5 feet of buildings unless approved by the fire code official.
- ❑ If heating devices will be used under tents, canopies or membrane structures the fire code official must inspect the tent, canopy or membrane structure. The use of propane heaters requires a permit from the fire code official.
- ❑ A building permit from the Building Department is required for canopies constructed of other than metal frames and fabric membrane covering.
- ❑ The layout or a diagram of outdoor tent, canopy or membrane structure must be shown on the Encroachment and/or Tent Permit applications. Tents, canopy and membrane structure installations shall not obstruct fire apparatus access to existing buildings or fire protection appurtenances (e.g., fire hydrants, FDC's, etc.).
- ❑ Areas open to the public under tents, canopies and membrane structures must be made accessible to individuals with disabilities. The minimum clear head clearance under a tent, canopy or membrane structure is 80 inches.
- ❑ There shall be a clearance of not less than 3 feet between the fabric sides of a tent, canopy or membrane structure and all contents located inside the tent, canopy or membrane structure.
- ❑ Tables and chairs in outdoor dining areas must be placed/positioned to ensure 6 feet of distance is provided between patrons at other tables.
- ❑ Tents, canopies and membrane structures shall be installed a minimum of 20 feet from parked vehicles or internal combustion engines. **Exception:** *Tents, canopies and membrane structures may be installed not less than 5 feet from parked vehicles or internal combustion engines if approved by the fire code official and both the vehicle protection requirements of California Fire Code (CFC) 312 (Vehicle Impact Protection) and the tent or canopy are open to outside air ventilation criteria provided in these guidelines and as prescribed by State or County Health officials are met.*
- ❑ Cooking is prohibited in tents, canopies or membrane structures.
- ❑ One or more means of egress from a tent, canopy or membrane structure must be provided and clearly marked as required by the CFC.
- ❑ Extension cords serving a tent, canopy or membrane structure must be protected by a Ground Fault Circuit Interrupter (GFCI) and must be protected from damage. Heating devices must be kept a minimum of 3 feet away from combustible materials at all times.

- ❑ Businesses must have sufficient fire extinguishers to cover indoor and outdoor spaces.
- ❑ Businesses utilizing outdoor tents, canopies or membrane structures will need written inclement weather plans and trained staff to prevent any injuries in storms or other unsafe situations. After-hours emergency contact information shall be required in case the jurisdiction must notify the business management of special storm or disaster preparation requirements.
- ❑ Tent, canopy or membrane structure installations shall not obstruct fire apparatus access to existing buildings or fire protection appurtenances (e.g., fire hydrants, FDC's, etc.). There shall be fire apparatus access within 150 feet of all sides of a tent, canopy or membrane structure.
- ❑ Outdoor tents, canopies or membrane structures open to the public must have openings to allow airflow as provided in these guidelines. Only one full side of the roofed or covered area may have a "closed sidewall" (see Figure 1). The combined sidewall area (all 4 sides) shall not have less than 50% of clear unobstructed opening.
- ❑ If the building address is obstructed by a tent, canopy or membrane structure, temporary addressing visible from the public street shall be provided as approved by the fire code official.
- ❑ Tents, canopies or membrane structures shall be properly anchored or ballasted in accordance with manufactures guidelines, structural calculations or as otherwise approved by the fire code official. The formula  $[(L \times W) \times 5\text{lbs} = \text{total ballast required}]$  may be used to determine total ballast for tents and canopies.

The following weights for filled water barrels may use for providing ballasts.

- Water barrels top tied only = 192 lbs. each
- Water barrels top tied and bottom strapped to leg = 336 lbs. each

- ❑ Tents, canopy and membrane structure permits are revocable by the fire code official for non-compliance with these guidelines.

## DEFINITIONS

**CANOPY.** A structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration, and may be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.

**CLOSED SIDEWALL.** Any side covering, drape, wall, screen, partition, tarp, fence or other vertical obstruction, other than posts, poles or other narrow tent, canopy or membrane structure support elements, that are more than 42 inches in height and located within 5 feet of the perimeter of a tent, canopy or membrane structure.

**MEMBRANE STRUCTURE.** An air-inflated, air-supported, cable or frame-covered structure as defined by the California Building Code and not otherwise defined as a tent.

**OPENING.** For the purposes of these guidelines, an "opening" is an unobstructed area that allows for the free passage of outside air.

**OUTDOORS.** A space located outside the confines of an enclosed building that allows for ample outside air circulation.

**PARTIAL OBSTRUCTION.** For the purposes of these guidelines, a "partial obstruction" is any vertical obstruction, including, but not limited to, vertical materials, fabrics, tarps, partitions, screens, fences, planters, railings, water walls and similar vertical obstructions or elements that are under or within 5

feet of the perimeter of a tent, canopy or membrane structure, are less than 42 inches in height from the ground or floor on which it rests and is provided with not less than 48 inches of clear opening height above the obstruction.

**TEMPORARY.** For the purposes of these guidelines, “temporary” means the duration of time that a tent, canopy or membrane structure is permitted to exist under the applicable permits issued for said structure.

**TENT.** A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

**UMBRELLA STRUCTURE.** A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by a central pole or poles.

## **AUTHORITY FOR MODIFICATIONS AND FOR ALTERNATIVE MATERIALS, DESIGN AND METHODS OF CONSTRUCTION AND EQUIPMENT.**

The authority for modifications and for alternative materials, design and methods of construction and equipment under the California Fire Code (CFC) are provided in CFC Sections 104.8 and 104.9.

## CRITERIA FOR DETERMINING MAXIMUM ALLOWABLE SIDEWALL AREA FOR SUFFICIENT OUTSIDE AIR MOVEMENT FOR TENTS, CANOPIES AND MEMBRANE STRUCTURES

- ❑ Vertical obstructions exceeding 42 inches in height and located within 5 feet from the perimeter of a tent, canopy or membrane structure shall be considered a **“closed sidewall”** and shall only be allowed on one side of the tent, canopy or membrane structure.
- ❑ Vertical obstructions 42 inches or less in height shall be considered **“partial obstructions”** and shall be allowed for the purposes of determining **“sufficient outside air movement”**.
- ❑ A minimum clear opening height of not less than 48 inches, shall be provided above any partial obstructions to provide **“sufficient outside air movement”**.
- ❑ **Additional sidewall opening requirement.** Additional sidewall tent openings are required if **portable outdoor gas-fired heating appliances** are used within tents, canopies or membrane structures as follows:
  - One side of the tent, canopy or membrane structure must be completely open with no closed sidewalls or partial obstructions; and
  - The combined sidewall area (all 4 sides) shall not have less than 50% of clear unobstructed opening as determined by the fire code official.
- ❑ Variations from these guidelines may be approved on a case by case basis when the intent of the State and County guidelines are met and the variations are approved by the Department of Public Health and the fire code official. (An example of a variation might include fans or other devices that increase sufficient outside air movement to a space that might not otherwise meet all of the criteria mentioned above.)

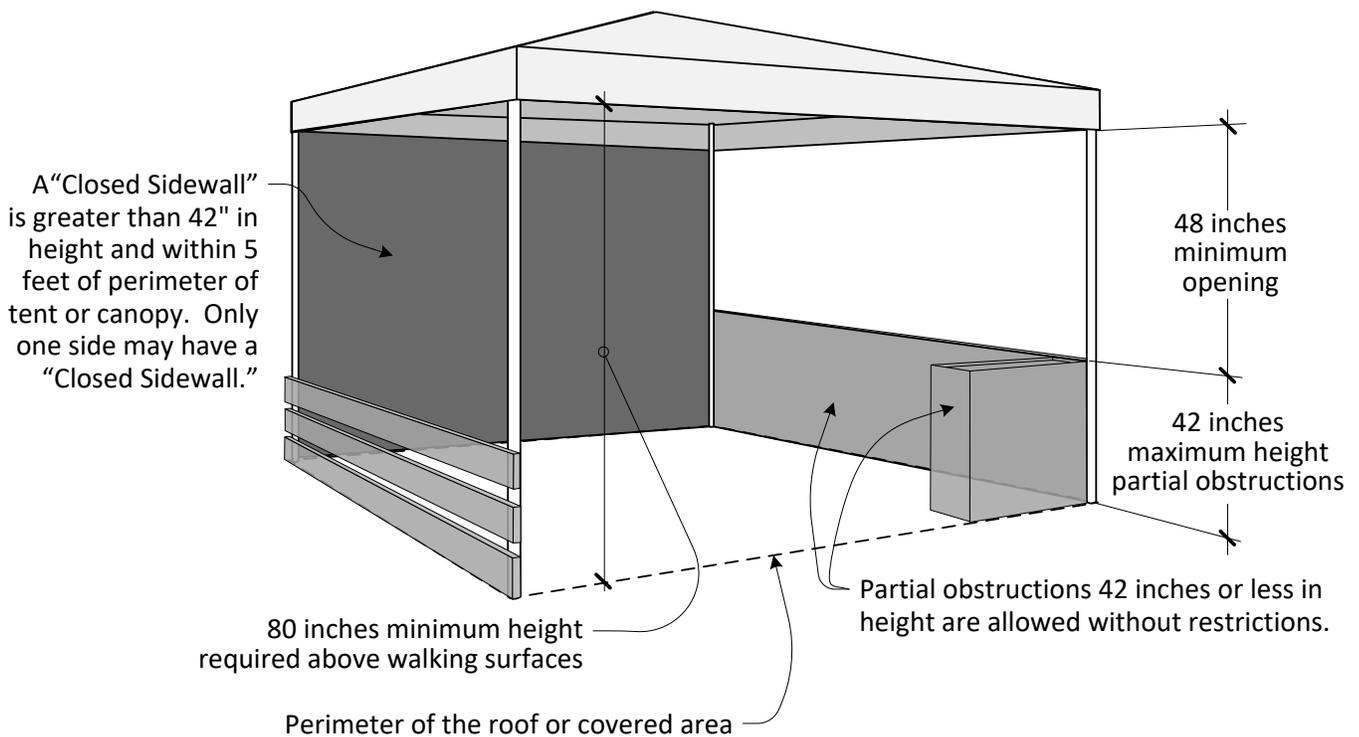


Figure 1

## HEATER GUIDELINES FOR TENTS, CANOPIES OR MEMBRANE STRUCTURES

### Heating Devices under tents and canopies

- The location and type of all heating equipment must be shown on the Encroachment and/or Tent Permit application diagram.
- The fire code official or their designee will inspect all heating devices in regardless of the size.
- Heating appliances must be listed and used in accordance with manufactures guidelines, these guidelines and the California Building Standards Code.
- Portable Electric Space Heaters.** Portable, electric space heaters are allowed when operated only in locations for which they are listed. Portable, electric space heaters shall be located at least 3 feet from any combustible materials, including tent sides, ceiling, umbrellas, and all other combustible materials.
- Portable Outdoor Gas-Fired Heaters (e.g. propane or natural gas).** Portable outdoor gas-fired heating appliances for businesses may only be used when Fire Department requirements are met and the tent, canopy or membrane structure is provided with one side that is completely open and the combined sidewall area (all 4 sides) is not less than 50% of clear unobstructed opening as determined by the fire code official. A propane permit must be obtained by the fire code official prior to the installation and use of portable outdoor gas-fired heating appliances within a tent, canopy or membrane structure.
- Portable outdoor gas-fired heating appliances are not permitted within 3 feet horizontal and vertical distance from walls or ceilings of tents, canopies or buildings and shall be kept a minimum of 5 feet horizontal distance from exits from tents, canopies or buildings.



**Liquid Petroleum (LP) Gas (Propane).** *NOTE: More restrictive fire safety regulations may apply to the location of propane tanks when indoor dining is allowed under the pandemic restrictions.*

- Propane shall be stored and used in accordance with the California Fire Code except that these propane storage guidelines may be used for businesses operating outdoors during the coronavirus pandemic.
  - Tanks installed in listed appliances or when not installed in listed appliances stored inside of businesses may be stored in a secured location within the business.
  - Tanks not installed on or in listed appliances shall be in milk crates or similar stabilization containers, nested, or secured top and bottom
  - Storage shall not be within 10 feet of ventilation intakes, doors, windows or ignition sources
  - Storage areas shall be posted "No Smoking or Open Flame"
  - Businesses storing LP-gas inside shall post NFPA placards accordingly
- For the purposes of these guidelines, propane tanks used shall not exceed 5-gallon water capacity.
- The permitted number of propane tanks shall not exceed 5 tanks total (in use and in storage at any one time - empty tanks are considered full and count towards total).

Propane tanks may be located outside and shall be secured to prevent unauthorized movement. Propane tanks shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location not less than 5 feet from tent, canopy or membrane structure walls and ceilings. Propane tanks shall be located not less than 5 feet from a means of egress (exit).

## Financial Report

### Redwood Empire Association of Code Officials

Date Range: 2020-01-01 to 2020-12-01

Program Income - Membership Lunch	\$1,444.95
Program Income - Seminar	\$1,279.11
Program Income – Membership Dues	\$1,028.79
Investments – Interest	\$2.21
Tax Refund	\$10.00
Total Sales	\$3,765.06
Accounting Fees	(\$700.00)
Business License	(\$10.00)
Expense - Lunch Meeting for Membership	(\$1,504.74)
Expense - Lunch Meeting For Officers	(\$333.61)
Membership and Dues	(\$500.00)
Postage & Delivery	(\$648.00)
Program Expense - Seminar	(\$1,134.61)
Scholarship / Sponsorship	(\$1,000.00)
Website Fees	(\$1,037.64)
Total Purchases	(\$6,868.60)
Total Starting Balance	\$27,863.65
Gross Cash Inflow	\$3,765.06
Gross Cash Outflow	\$6,868.60
Net Cash Change	(\$3,103.54)
Total Ending Balance	\$24,760.11