



International Code Council

NINETEENTH COMMITTEE MEETING MINUTES

Off-Site Construction Tiny Houses Standard Consensus Committee

(IS-OSMTH)

(Committee approved May 15, 2025)

The nineteenth meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on April 16, 2025 to continue the process of developing the ICC 1215 standard. The teleconference meeting was conducted through Teams.

1. Meeting Opening

a. Opening remarks, objective of the meeting, and housekeeping:

ICC staff member, Karl Aittaniemi called the meeting to order at 2:00 pm CT and welcomed all committee members and ICC staff. This nineteenth meeting of the committee is open to the public in accordance with ICC policy. All meeting participants were urged to read the ICC Code of Ethics, section 5.1.10 Representation of Interests in Council Policy (CP) #7 and CP #50 Antitrust provisions in the spirit of code of conduct. These documents are on ICC's website under Corporate Governance.

b. Quorum and membership review:

Mr. Aittaniemi called the roll of the IS-OSMTH with the following members registering attendance. Mr. Aittaniemi noted that 8 of 15 committee members is required for a quorum in order to conduct business which was exceeded for the meeting.

| | 2024 IS-OSMTH COMMITTEE MEETING | | | |
|--------------------------------|---------------------------------|-----------------|-----------------|-----------------|
| NAME | #16 03/05/25 | #17 03/19/25 | #18 04/02/25 | #19 04/16/25 |
| Alex Ontiveros Aguilar [d] | | X | | X |
| Thomas Campbell [h] | | | | |
| Mike Cheatham [b] | X | X | X | X |
| Zack Giffin [f] | X | X | X | X |
| Joshua Harmon [d] | | X | X | X |
| Caleb Knowles [a] | X | X | X | X |
| Vina Lustado [d] | X | X | | |
| Tracy Manchego-Baker [d] | X | X | X | X |
| Bill McKinney [h] | | | | |
| Nick Mosely [a] | X | X | X | X |
| Jon Paradine [h] chair | X | X | X | X |
| Dena Paschke [h] | | | | |
| Jay Richards [h] | X | X | X | X |
| Matt Rozzell [h] | | | | |
| Abby Shank [d] | | X | X | X |
| David Tompos Sr [c] | X | X | X | |

| | | | | |
|--------------------------|-------|-------|-------|-------|
| Alaska Wagoner [f] | X | X | X | X |
| Brad Wiseman [d] v chair | X | X | X | X |
| TOTAL | 11/17 | 13/17 | 12/17 | 12/15 |

Note: Thomas Campbell has changed employers and due to time constraints cannot continue his participation on the committee. Dena Paschke has retired and stepped down from the committee. Staff is working to appoint replacements and anticipate new appointments at the April conference.

Bill McKinney contacted staff and will be unavailable to attend meetings until early May. Staff will evaluate participation.

Vina Lustado has resigned from the committee. Staff is working to appoint a replacement.

Please note that the committee size for this meeting is 15 members in which quorum requirements would be 8 members.

- c. The previous meeting minutes will be approved at the 20th meeting.

2. ICC Standard Development Process & Policies:

An ICC webpage has been created for the [off-site construction](#) committees and public to view the latest news, meeting notices, meeting minutes and working documents for the public to view. Minutes are also posted to the committee OneDrive folder.

3. Discussion of public comments:

Mr. Harmon updated the committee on WG1 progress with addressing comments 01-17-24, 02-05-24 and 02-06-24 as noted in the input agenda.

Comment 02-01-24 continued to be tabled until the proponent of 02-03-24 could be present to address the committee.

Interested party and proponent of 03-08-24 Ms. Kelly Cobein agreed to assist WG2 in further analysis of her comment based on feedback from committee member discussions.

Unless otherwise noted, the order of discussion of the public input comments will be as per the matrix in the public input agenda. The comments under consideration were the result of a 30-day posting of the initial draft to solicit input from interested parties which concluded on Nov 15, 2024.

The public input agenda will reflect the committee action to date and will be posted to the committee OneDrive and committee webpage for public consumption. ICC is migrating to the SharePoint platform for file sharing in lieu of the current OneDrive platform. The migration has been completed and participants will be receiving a link to access the documents shortly. In the meantime, the OneDrive platform will remain operational such that both platforms may be used for a period of time.

Work group activities will resume for comments that are assigned to the respective work groups for recommendation back to the main committee. Refer to the public input agenda for which comments that are pending adjudication by the committee.

Next Meeting:

Due to the timing of ICC's code change hearings later in April, the next OSMTH committee meeting will be held at a time different from the usual two-week interval. Afterwards it is anticipated to return to the usual Wednesday meetings every two weeks. Doodle Poll to follow.

April 16, 2025

4. Other Business:

5. Action Items & Adjournment

The action items from the meeting were summarized as follows:

| | |
|---|-------------------|
| <i>Doodle Poll to committee to schedule the 20th meeting during the week of May 12th.</i> | <i>Aittaniemi</i> |
| <i>Add Kelly Cobeen to WG2</i> | <i>Aittaniemi</i> |
| | |
| | |

With no other questions or comments before the committee Mr. Paradine adjourned the meeting at 4:05 pm CT.