



International Code Council

FIFTH COMMITTEE MEETING MINUTES

Off-Site Construction Tiny Houses Standard Consensus Committee

(IS-OSMTH)

(Committee approval pending)

The fifth meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on May 15, 2024 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:

Director of Standards and Staff Secretariat, Karl Aittaniemi called the meeting to order at 2:04 pm CT and welcomed all committee members and ICC staff. This fifth 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 10 of 18 committee members is required for a quorum in order to conduct business which was exceeded for the meeting.

NAME	2024 IS-OSMTH COMMITTEE MEETING			
	#2 02/21/24	#3 03/20/24	#4 04/17/24	#5 05/15/24
Alex Ontiveros Aguilar [d]	X	X	X	X
Thomas Campbell [h]	X			
Mike Cheatham [b]		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	X
Tracy Manchego-Baker [d]	X	X	X	X
Bill McKinney [h]	X	X	X	
Nick Mosely [a]	X	X	X	X
Jon Paradine [h] chair	X	X		X
Dena Paschke [h]	X			
Jay Richards [h]	X	X		
Matt Rozzell [h]	X	X		X
Abby Shank [d]	X	X	X	X
David Tompos Sr [c]	X	X	X	X

Alaska Wagoner [f]	X	X	X	X
Brad Wiseman [d] v chair	X	X	X	X
TOTAL	15/18	16/18	16/18	14/18

c. The previous meeting minutes and today's agenda was approved for the 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 work groups:

Work group 1 reported that they have scheduled regular meetings and are taking place every two weeks on Thursdays with the next meeting scheduled for 5/23/24 at 2 pm CT. The first working draft of Chapter 1, Administration should be ready for committee consideration by the next meeting in June.

Work Group 2 continues to focus on mechanical and electrical aspects.

Work Group 3 reported that regular meetings are taking place every two weeks on Wednesdays with the next meeting scheduled for 5/22/24 at 2 pm CT.

Work Group 4 reported that after discussions, chapters with respect to manufacturing and fabrication may not usefully pertain to particular subject matter, therefore work group 4 will become dormant until further in the development process. Participants may join and assist the other work groups.

Work Group 1 offered the following scope statement for committee consideration at the next meeting were offered for general committee discussion and are subject to further revision by the respective work groups prior to committee vote:

Under the direction of the IS-OSMTH Committee, Working Group 1 will create draft versions of the "Application and Administration" and "Definitions" chapters of the ICC/THIA 1215 Standard for Tiny Houses as residential dwellings with or without wheels and deliver those draft versions to the IS-OSMTH

Other work group statements are subject to further revision by the respective work groups prior to committee vote with Work Group 4 to remain pending.

4. Next Meeting:

The sixth public meeting will be held on June 12, 2024 at 2 pm CT. Future meetings will be considered at the 6/12/24 meeting.

5. Other Business:

Mr. Paradine opened the floor for general discussions among the committee members including interested parties. Topics that were discussed included:

A work group for Inspections & Certifications would originate in Work Group 1 and will determine if it warrants a separate work group.

6. Action Items & Adjournment

The action items from the meeting were summarized as follows:

<i>Continue to update work group tables of participants.</i>	<i>Aittaniemi</i>
<i>Prepare work group scope statement drafts for WG 1, 2 & 3 for committee approval.</i>	<i>Committee</i>

With no other questions or comments before the committee Mr. Paradine adjourned the meeting at 3:25 pm CT.