



International Code Council

NINTH COMMITTEE MEETING MINUTES

Off-Site Construction Tiny Houses Standard Consensus Committee

(IS-OSMTH)

(Committee approval pending)

The ninth meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on September 4, 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 2:03 pm CT and welcomed all committee members and ICC staff. This ninth 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			
	#6 06/12/24	#7 07/10/24	#8 08/07/24	#9 09/04/24
Alex Ontiveros Aguilar [d]		X		X
Thomas Campbell [h]				
Mike Cheatham [b]	X	X	X	X
Zack Giffin [f]	X	X		X
Joshua Harmon [d]	X		X	X
Caleb Knowles [a]				X
Vina Lustado [d]			X	X
Tracy Manchego-Baker [d]			X	
Bill McKinney [h]				X
Nick Mosely [a]		X	X	X
Jon Paradine [h] chair	X	X	X	
Dena Paschke [h]	X			
Jay Richards [h]	X	X	X	X
Matt Rozzell [h]	X	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	11/18	11/18	12/18	13/18

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

Mr. Harmon reported that the work group has completed Chapter 1 and will continue to work on definitions based on feedback from the other two work groups during the course of the standard’s development. Both chapters were submitted to Mr. Aittaniemi for assembly as part of the initial draft for eventual consent vote of the committee. The next work group meeting is scheduled for Sept 12, 2024.

Work group 2

Mr. Mosely reported that design Chapter 3 is nearly complete. By request of WG 2, Dane Rankin, ICC Chief Structural Engineer has agreed to assist in the review of structural provisions that will be added to Chapter 3 as a new section. The next work group meeting is scheduled for Sept 10, 2024.

Work group 3

Mr. Richards reported that Chapter 4 will remain in reserve. Chapter 7 and 8 are complete and have been submitted to Mr. Aittaniemi for assembly in the initial draft.

Mr. Aittaniemi stated that staff has assembled the proposed initial draft pending WG2 structural input and completed an initial editorial review to align the verbiage with code language as per the code and inclusive language convention guideline. Chapter 9 for Referenced Standards was also prepared by staff. Additional comments by staff based on the editorial review were resolved by the committee.

Mr. Wiseman discussed with the committee that the proposed initial draft is not quite ready for a consent vote by the committee. With the completion of the structural provisions, the proposed initial draft can be voted on at the next meeting or can be sent out as a letter ballot to the committee by the secretariat. Upon the consent of the committee the initial draft would then be posted for public input by all interested parties for a period of 30 days. All interested parties would be notified of the posting.

Next Meeting:

The tenth public meeting will be held on October 2, 2024 at 2 pm CT. Future meetings will be considered at the 10/2/24 meeting.

4. Other Business:

None.

5. Action Items & Adjournment

The action items from the meeting were summarized as follows:

<i>Complete structural provision for Chapter 3</i>	<i>WG 2 / Rankin</i>
<i>Complete final assembly of proposed initial draft for committee consent vote.</i>	<i>Aittaniemi</i>
<i>Prepare letter ballot to committee if needed prior to next scheduled meeting.</i>	<i>Aittaniemi</i>

With no other questions or comments before the committee Mr. Wiseman adjourned the meeting at 4:00 pm CT.