



# International Code Council

## FOURTH COMMITTEE MEETING MINUTES

### Off-Site Construction Tiny Houses Standard Consensus Committee

#### (IS-OSMTH)

#### (Committee approved 5/15/24)

The fourth meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on April 17, 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 fourth 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			
	#1 01/31/24	#2 02/21/24	#3 03/20/24	#4 04/17/24
Alex Ontiveros Aguilar [d]	X	X	X	X
Thomas Campbell [h]		X		
Mike Cheatham [b]			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	X
Nick Mosely [a]	X	X	X	X
Jon Paradine [h] chair	X	X	X	
Dena Paschke [h]	X	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
<b>TOTAL</b>	15/18	16/18	16/18	12/18

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

2. ICC Standard Development Process & Policies:

*There were no questions regarding ICC's standards development process. 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.*

a. Role of Interested Parties:

*Interested Parties may participate in the development process by attending the public meetings and participating on the work groups created by the committee. If anyone would like to on the interested party list and join a work group please contact Karl Aittaniemi. The work groups table of participants is updated when new participants join and will be posted to OneDrive and the committee webpage.*

*Contact information for new participants will be forwarded to the respective chairs and vice chairs of each work group for meeting coordination.*

*Mr. Wiseman reminded WG participants that access to the respective OneDrive folder for each work group is administered through Karl.*

3. Discussion of work groups:

*Work group 1 reported that regular meetings are taking place every two weeks on Thursdays with the next meeting scheduled for 4/25/24 at 2 pm CT.*

*Work Group 2 had an initial meeting set up by Mr. Paradine and is planning out their intended meeting schedule.*

*Work Group 3 reported that regular meetings are taking place every two weeks on Wednesdays with the next meeting scheduled for 4/24/24 at 2 pm CT.*

*Work Group 4 reported that regular meetings are taking place and last met on 4/5/24 with the next meeting scheduled for 4/26/24 at noon CT.*

*The following scope statements were offered for general committee discussion and are subject to further revision by the respective work groups prior to committee vote:*

Work Group 1 will create draft versions of the "Application and Administration" and "Definitions" chapters of the ICC/THIA 1215 Standard for Tiny Houses and deliver those draft versions to the IS-OSMTH committee for review.

Under the direction of the IS-OSMTH Committee, Working Group 2 will address the design criteria for tiny houses, including provisions for Fire Safety, Mechanical, Electrical, Plumbing, Gas and Fuel, Energy and Structural Design.

Under the direction of the IS-OSMTH Committee, Working Group 3 will create draft versions of the "Transportation and Storage" and "Installation" chapters of the ICC/THIA 1215 Standard for Tiny Houses and deliver those draft versions to the IS-OSMTH committee for review.

Under the direction of the IS-OSMTH Committee, Working Group 4 will create draft versions of the Manufacturing and Fabrication chapters of the ICC/THIA 1215 Standard for Tiny Houses and deliver those draft versions to the IS-OSMTH committee for review.

*To provide additional guidance in creating the WG scopes it was suggested to review the scoping statement for the standard project as submitted to ANSI:*

This standard will provide minimum requirements for the design, construction, inspection, certification and regulatory compliance of tiny houses used for permanent occupancy to assure public safety, sustainability and resilience. The standard will include: consensus definitions for tiny houses and related terminology; prescriptive and performance based compliance methods for tiny house foundations and chassis; and plan review, inspection and certification requirements for tiny houses constructed on-site and off-site. The standard will address tiny houses built on a foundation and those with wheels and a permanent chassis intended for permanent occupancy. The 2021 International Residential Code (including Appendix AQ), and ICC/MBI Standards 1200 and 1205 will serve as the initial base documents with references to other existing standards. The standard will be written in mandatory code-intended language to support use by manufacturers and adoption by jurisdictions globally. This standard will not address tiny houses used for temporary or seasonal occupancy, or tiny house community development or microgrids.

4. Next Meeting:

*The fifth public meeting will be held on May 15, 2024 at 2 pm CT with a subsequent meeting held on June 15, 2024. Future meetings will be considered at the 6/15/24 meeting.*

5. Other Business:

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

*A work group to develop content with respect to certifications.*

*A reminder to committee participants of ICC's Council Policy 7 sec 5.1.10, Representation of Interests which is explained in brief at the beginning of each meeting in which "The committee member shall not participate in any committee discussion or any committee vote on the matter in which they have an undisclosed interest." Also ICC's Code of Ethics as posted on the ICC Company webpage.*

6. Action Items & Adjournment

*The action items from the meeting were summarized as follows:*

*April 17, 2024*

<i>Update work group tables of participants</i>	<i>Aittaniemi</i>
<i>Prepare work group scope statement drafts for WG 1, 2, 3 &amp; 4 for committee approval</i>	<i>Committee</i>

*With no other questions or comments before the committee Mr. Wiseman adjourned the meeting at 3:20 pm CT.*