



International Code Council

SIXTH COMMITTEE MEETING MINUTES

Off-Site Construction Tiny Houses Standard Consensus Committee

(IS-OSMTH)

(Committee approved 7/10/24)

The sixth meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on June 12, 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 2:02 pm CT and welcomed all committee members and ICC staff. This sixth 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			
	#3 03/20/24	#4 04/17/24	#5 05/15/24	#6 06/12/24
Alex Ontiveros Aguilar [d]	X	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	
Vina Lustado [d]	X	X	X	
Tracy Manchego-Baker [d]	X	X	X	
Bill McKinney [h]	X	X		
Nick Mosely [a]	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	16/18	16/18	14/18	11/18

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

The following scoping statement for WG1 was approved unanimously by the committee:

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 chassis and deliver those draft versions to the IS-OSMTH committee for review.

Note: Work Group 2 and 3 have trimmed out unneeded content from the seed chapters provided by the secretariat and continues to refine their respective scoping statement for committee review. Work Group 4 to remain pending.

Mr. Harmon reported that WG1 is meeting regularly and will begin focus on definitions.

Mr. Wiseman commented and Mr. Aittaniemi confirmed that definitions do not contain provisions as per proper code language and definitions could be borrowed from existing ICC 1200 and/or 1205.

Work group 2

Mr. Wiseman reported on behalf of the WG. The WG is meeting regularly and would benefit on a preliminary assembly of the document so as to see how all chapters are progressing.

Work group 3

Mr. Richards indicated that he is taking the chair position for the WG. WG3 is at a point where guidance is needed from WG1 with respect to definitions.

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 seventh public meeting will be held on July 10, 2024 at 2 pm CT. Future meetings will be considered at the 7/10/24 meeting.

5. Other Business:

None.

6. Action Items & Adjournment

The action items from the meeting were summarized as follows:

Update work group table of participants from WG4.	Aittaniemi
Prepare work group scope statement drafts for WG 2 & 3 for committee approval.	Committee
Assemble the rough chapters from the respective work groups into a singular document prior to initial draft.	Aittaniemi

With no other questions or comments before the committee Mr. Paradine adjourned the meeting at 2:35 pm CT.