



# International Code Council

## SEVENTH COMMITTEE MEETING MINUTES

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

#### (IS-OSMTH)

#### (Committee approval pending)

The sixth meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on July 10, 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 seventh 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 |                |                |                |
|----------------------------|---------------------------------|----------------|----------------|----------------|
|                            | #4<br>04/17/24                  | #5<br>05/15/24 | #6<br>06/12/24 | #7<br>07/10/24 |
| 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              |                |
| Caleb Knowles [a]          | X                               | X              |                |                |
| Vina Lustado [d]           | X                               | X              |                |                |
| Tracy Manchego-Baker [d]   | X                               | 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              |
| 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>             | 16/18 | 14/18 | 11/18 | 11/18 |

- c. The previous meeting minutes and today's agenda was approved for the meeting. An extra agenda item to review the work plan was added without objection.

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:

*The following scoping statement for WG2 & 3 was approved unanimously by the committee:*

Work group 2 scoping statement:

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.

Work group 3 scoping statement:

Under the direction of the IS-OSMTH Committee, Working Group 3 will create draft versions of the "Special Requirements based on Product Type", "Transportation and Storage", and "On-site Installation" 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.

Work group 2

*Mr. Mosely reported that a draft of the design chapters would be ready in a couple of weeks.*

Work group 3

*Mr. Richards reported that the work group continues to refine the draft and is working on prescriptive requirements for integrated chassis as part of a tiny home.*

July 10, 2024

Work group 1

*Mr. Wiseman reported on behalf of WG 1. The WG continues to work on definitions based on the pre-initial draft that was assembled to aid the work group in seeing the progress of the other work groups as a singular document. Mr. Wiseman suggested that a newer version be regularly created to reflect the ongoing progress of the chapters in development.*

- 4. The work plan was reviewed and the committee is close to following the end of July anticipated timeline for preparing the initial draft which will eventually be posted for initial public input by interested parties.

5. Next Meeting:

*The eighth public meeting will be held on August 7, 2024 at 2 pm CT. Future meetings will be considered at the 8/7/24 meeting.*

6. Other Business:

*None.*

7. Action Items & Adjournment

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

|   |                   |
|---|-------------------|
|   |                   |
|   |                   |
|   |                   |
| <i>Assemble the rough chapters from the respective work groups into a singular document prior to initial draft for all work groups to view.</i> | <i>Aittaniemi</i> |

*With no other questions or comments before the committee Mr. Paradine adjourned the meeting at 2:40 pm CT.*