



# International Code Council

## SIXTEENTH COMMITTEE MEETING MINUTES

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

#### (IS-OSMTH)

#### (Committee approval pending)

The sixteenth meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on March 5, 2025 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:

*ICC staff member, Karl Aittaniemi called the meeting to order at 2:03 pm CT and welcomed all committee members and ICC staff. This sixteenth 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 9 of 17 committee members is required for a quorum in order to conduct business which was exceeded for the meeting.*

NAME	2024 IS-OSMTH COMMITTEE MEETING			
	#13 01/22/25	#14 02/05/25	#15 02/19/25	#16 03/05/25
Alex Ontiveros Aguilar [d]		X		
<del>Thomas Campbell [h]</del>				
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	X
Tracy Manchego-Baker [d]	X	X	X	X
Bill McKinney [h]				
Nick Mosely [a]	X	X	X	X
Jon Paradine [h] chair	X	X		X
Dena Paschke [h]				
Jay Richards [h]	X	X		X
Matt Rozzell [h]	X			
Abby Shank [d]	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>	13/17	14/17	11/17	11/17

Note: Thomas Campbell has changed employers and due to time constraints cannot continue his participation on the committee. Staff is working to appoint a replacement. Bill McKinney contacted staff and will be unavailable to attend meetings for a period of time. Staff will evaluate participation.

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 public comments:

Unless otherwise noted, the order of discussion of the public input comments will be as per the matrix in the public input agenda. The comments under consideration were the result of a 30-day posting of the initial draft to solicit input from interested parties which concluded on Nov 15, 2024.

The public input agenda will reflect the committee action to date and will be posted to the committee OneDrive and committee webpage for public consumption. ICC is migrating to the SharePoint platform for file sharing in lieu of the current OneDrive platform. Participants will receive a link to access SharePoint after the folder migration has concluded.

Work group activities will resume for comments that are assigned to the respective work groups for recommendation back to the main committee. Refer to the public input agenda for which comments that are pending adjudication by the committee.

Next Meeting:

*The seventeenth public meeting will be held on March 19, 2025 at 2 pm CT. Future meetings will be held at two-week intervals to continue the consideration of all comments.*

4. Other Business:

5. Action Items & Adjournment

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


*With no other questions or comments before the committee Mr. Paradine adjourned the meeting at 4:09 pm CT.*