

**OKLAHOMA UNIFORM BUILDING CODE COMMISSION**

**AFFORDABLE HOUSING CONSOLIDATED DWELLINGS TECHNICAL REVIEW COMMITTEE**

**MEETING MINUTES**

**UNIFORM BUILDING CODE COMMISSION CONFERENCE ROOM**

**2401 NW 23<sup>RD</sup> STREET, SUITE 82**

**OKLAHOMA CITY, OK 73107**

**TUESDAY, JANUARY 6, 2026 – 2:00 P.M.**

**COMMITTEE MEMBERS PRESENT:**

Todd Booze, Bradley Flatt, Mitchell Hort, Amber Armstrong, Chad Denson, Anthony Faddis, Matt Hayes, Kyle Melson, Tyler Parette, Matthew Peacock, Chad Williams, Mike Willson, and Mark Zitzow

**ALTERNATE COMMITTEE MEMBERS PRESENT:**

Darryl Beebe, Adan Chapa, and Sam Day (arrived 2:03 p.m.)

**COMMITTEE MEMBERS ABSENT**

Roger Gose

**ALTERNATE COMMITTEE MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

David Adcock (OUBCC Staff), Kathy Hehnly (OUBCC Staff), and Caitlin Redding Taylor (OUBCC Staff), Anthony Reed (Oklahoma State Fire Marshal's Office), John Moore (City of Piedmont)

**CALL TO ORDER:**

Mr. David Adcock called the meeting to order at 2:00 p.m. He noted the members were there as they all had different expertise around the subject matter the committee would be discussing. He explained the committee was the result of proposed code changes the Residential Building Technical Committee (RBTC) received that were submitted to address affordable housing and consolidated dwellings. He explained that committee felt the scope of the proposed changes went beyond their assigned task to review, and recommended a separate committee be formed to address all the codes that could be affected by any such changes. He noted the committee would be looking to see where the code could be changed adding that this was a topic nationwide.

Mr. Adcock noted the 2024 I-codes that the agency was currently adopting were in the rulemaking process and what the committee would be doing would not affect that adoption. He noted any changes they recommended would not be submitted for rulemaking and approval until the 2027 legislative session. He encouraged the committee to invite additional industry professionals and colleagues to attend meetings, noting that the committee represented a range of technical expertise, and broader participation would ensure a more balanced and informed review.

Mr. Adcock noted staff was working with some new audio/visual equipment and this was the first meeting utilizing it. He noted it would allow for streaming of all meetings to offer more transparency and noted there was a camera that pointed at most of the positions at the table and one that pointed towards the remaining table positions and podium. He added the meetings were being recorded. He then had the members of the committee introduce themselves, sharing their professional experience and the position they represented on the committee. Mr. Adcock then introduced Ms. Hehnly and Ms. Redding Taylor to the committee, noting they were there to help administrate the meetings.

Mr. Adcock reviewed how the committee binders were set up and stated they were welcome to take the items within the binders but not the binders themselves or the tabs. Ms. Hehnly added, if they made notes, but left the items, they would be in the back of the binders for reference in future meetings.

### **TECHNICAL COMMITTEE REVIEW PROCESS**

#### Review of code book loan policy

Mr. Adcock shared OUBCC's book loan policies. Ms. Hehnly noted the members were free to mark in the books as needed, but at the end of the review, they would need to be returned.

#### Review and discussion, if any, of the technical committee review procedure

Mr. Adcock shared information about technical committee review meeting procedures. He noted during committee meetings, members could discuss any section of the code, but no action could be taken until a written proposal form was submitted and placed on a subsequent agenda, and any proposal requiring action must appear as an agenda item in order to be voted on. He explained the different actions committee members could take on proposals, noting that a vote was not needed to table an item, the chair of the meeting could do that.

#### Discussion of travel reimbursement process

Mr. Adcock shared the state policy and process for travel reimbursement, noting if anyone wanted to get set up for that to see Ms. Hehnly after the meeting. There was discussion on CEU credit for state licensed individuals on the committee.

### **ACTION AND DISCUSSION ITEMS:**

#### Discussion and possible action on the election of committee officers

##### Chair

MR. TODD BOOZE MADE A MOTION WITH A SECOND BY MR. BRADLY FLATT TO NOMINATE MS. AMBER ARMSTRONG AS CHAIR

##### VOTING AYE:

Todd Booze  
Chad Denson  
Anthony Faddis  
Bradley Flatt  
Matt Hayes  
Mitchell Hort

Kyle Melson  
Tyler Parette  
Matthew Peacock  
Chad Williams  
Mike Willson  
Mark Zitzow

VOTING NAY: Amber Armstrong

ABSTAIN: None

ABSENT: Roger Gose

Vice Chair

MS. AMBER ARMSTRONG MADE A MOTION WITH A SECOND BY MR. MATTHEW PEACOCK TO NOMINATE MR. CHAD WILLIAMS AS VICE-CHAIR

VOTING AYE:	Amber Armstrong	Kyle Melson
	Todd Booze	Tyler Parette
	Chad Denson	Matthew Peacock
	Anthony Faddis	Chad Williams
	Bradley Flatt	Mike Willson
	Matt Hayes	Mark Zitzow
	Mitchell Hort	

VOTING NAY: None

ABSTAIN: None

ABSENT: Roger Gose

Mr. Adcock shared that the Chair or Vice-Chair would be responsible for the presentation to the Commission and noted staff would work with them on the presentation but the entire committee would approve it before it was made to the commission. Ms. Armstrong encouraged the other members to attend that presentation. Mr. Adcock agreed that was a good idea as sometimes their input to the commission was helpful if questions were asked, and then turned the meeting over to Ms. Armstrong.

Discussion and possible action on setting a future meeting schedule to include:

Review of code adoption timeline

The committee reviewed and discussed the code adoption timeline. They discussed the code adoption tracks listed behind tab "e" were to meet the rulemaking deadlines to submit the changes for the 2027 legislative session, however if the committee was not done, then they would continue and the changes would be submitted for the following 2028 legislative session. They looked at the calendar provided with the dates the meeting room was available; what other committees meeting schedules were; and how often they should meet. Ms. Hehnly noting 3 weeks was the shortest timeframe between meetings to allow staff time for processing administrative documents and work. There was further discussion on which days of the week worked best for everyone, if meetings were needed on a specific, reoccurring day of the week or if they could just select specific days within each month. There was some discussion on the committee's assignment and how that could affect the number of meetings needed; how long the meetings should be scheduled for; and how frequently. At the end of the discussion the committee selected the meeting date for the next meeting and Mr. Zitzow volunteered to send out a Doodle poll to determine availability for future meetings for the committee.

Set the meeting dates and times

MR. MATTHEW PEACOCK MADE A MOTION WITH A SECOND BY MR. MATT HAYES TO MEET AT 1:30 P.M., ON WEDNESDAY, FEBRUARY 4, 2026

VOTING AYE:	Amber Armstrong	Kyle Melson
	Todd Booze	Tyler Parette
	Chad Denson	Matthew Peacock
	Anthony Faddis	Chad Williams
	Bradley Flatt	Mike Willson
	Matt Hayes	Mark Zitzow
	Mitchell Hort	

VOTING NAY: None

ABSTAIN: None

ABSENT: Roger Gose

Discussion and possible action on technical committee goals/direction to be taken and assignment to be reviewed for the next committee meeting

The committee discussed they would not be looking at the original forms submitted to the 2024 RBTC as those submitters were working on a revised proposed change and possible information on what changes other states and cities were making. There was further discussion on how proposed code language should be submitted and looked at examples from previous committee submissions and discussed what information was required and why staff was asking for it.

**PUBLIC COMMENT:**

There were no public comments.

**ADJOURNMENT: (3:06 P.M.)**

MR. BRADLEY FLATT MADE A MOTION WITH A SECOND BY MS. AMBER ARMSTRONG TO ADJOURN

VOTING AYE:	Amber Armstrong	Kyle Melson
	Todd Booze	Tyler Parette
	Chad Denson	Matthew Peacock
	Anthony Faddis	Chad Williams
	Bradley Flatt	Mike Willson
	Matt Hayes	Mark Zitzow
	Mitchell Hort	

VOTING NAY: None

ABSTAIN: None

ABSENT: Roger Gose

Minutes approved in the regular meeting on the 4th day of February 2026.

AMBER ARMSTRONG

Amber Armstrong, Chair

Affordable Housing Consolidated Dwellings Technical  
Code Review Committee

PREPARED BY: KATHY HEHNLY

Kathy Hehnly, Affordable Housing Consolidated Dwellings Technical Code Review Committee  
Secretary

*Official Copy: Original with signatures in agency file.*