



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

MIKE ZIMMER
DIRECTOR

MOBILE HOME CODE COMMISSION
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan
AGENDA
June 17, 2015
10:00 a.m.

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — March 25, 2015 (Pages 3-16)
4. Mobile Home Code Fund Financial Report (Page 17)
5. Unfinished Business
6. New Business
 - a. Report on Annual Inspections of Mobile Home Parks
 - b. License Approval (Page 18)

The meeting site and parking are accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call Brenda Caron at (517) 241-9317 at least 10 work days before the event. LARA is an equal opportunity employer/program.

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7. Public Comment [If issues are raised during public comment which require a response, the Commission's Chairperson will respond and Commissioners who wish to comment will make their comments after the Chairperson's response. The Commission will not allow public comment about the substance of open or closed complaints (unless, if regarding a closed complaint, the right to appeal is waived) but will allow public comment about procedural issues related to complaints. Public comment will be limited to 10 minutes for an individual representing an organization and 6 minutes for an individual not representing an organization; the Commission chairperson may grant the individual an additional 10 minutes.]
8. Staff Report
9. Next Meeting — **September 16, 2015**
10. Adjournment



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MOBILE HOME CODE COMMISSION
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

MINUTES
March 25, 2015
10:00 a.m.

MEMBERS PRESENT

Mr. Jerome Ruggirello, Chairperson
Mr. Phillip Copeland
Mr. Steven Karbal
Mr. William Lettinga

Mr. Thomas Lutz
Ms. Linda (Lynn) O'Brien
Mr. Creighton Weber

MEMBERS ABSENT

Ms. Carole Elliott — Excused
Mr. Peter Hennard, Vice-Chairperson — Excused

DEPARTMENT PERSONNEL ATTENDING

Mr. Keith Lambert, Deputy Director, Bureau of Construction Codes (BCC)
Mr. Todd Cordill, Chief, Plan Review & Building Division, BCC
Mr. Stan Skopek, Asst. Chief, Plan Review & Building Division, BCC
Ms. Brenda Caron, Secretary, Plan Review & Building Division, BCC
Ms. Tracie Pack, Departmental Analyst, Plan Review & Building Division, BCC
Mr. Dave Vigas, Director, Office of Management Services (OMS), BCC
Ms. LeeAnn Allaire, Departmental Analyst, OMS, BCC

OTHERS IN ATTENDANCE

Mr. Justin Babbitt – Legal Services of South Central Michigan
Mr. Tim DeWitt – MMHA
Ms. Debbie Smith Ostrander – MDEQ
Mr. Donald Westphal – The Lakes, LLC

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1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

The meeting was called to order at approximately 10:05 a.m. by Chairperson Ruggirello. Roll call was taken and a quorum was determined to be present at that time.

2. **APPROVAL OF THE AGENDA**

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Copeland to approve the Agenda. **MOTION CARRIED.**

****Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Weber and seconded by Commissioner O'Brien to approve the minutes of the December 17, 2014, meeting as written. **MOTION CARRIED.**

****Addendum 2

4. **MOBILE HOME CODE FUND FINANCIAL REPORT**

Ms. Allaire presented the Final FY 2014 4th Quarter Report and the FY 2015 1st Quarter Report for the Mobile Home Code Fund and answered any questions. At the last meeting, Commissioner Weber had asked if a copy of the 2015 budget could be provided to the Commission. So Ms. Allaire also provided Commissioners with a copy of the FY 2015 Financial Plan for the Mobile Home Code Fund. The FY 2015 Appropriations Bill (PA 252 of 2014) is a 300-page document and is available on-line if anyone is interested in looking it up. It has all the different funds in the state intertwined within it. It is not all in one spot; the Department's portion starts somewhere around page 190.

Commissioner Karbal wondered if there might be an opportunity for some of the Commissioners to meet with Director Poke and other financial people within the Department, to discuss/review the financial situation and budget projections for the Mobile Home Code Fund. This would help them better understand what the Department does, how it is staffed, where all the money goes, etc. Ms. Allaire suggested that Chairperson Ruggirello make contact with Director Poke so he can facilitate the request with the Department.

5. **VARIANCES**

a. **The Lakes, LLC (St. Clair County)**

Mr. Westphal was present to represent the community.

Mr. Cordill reviewed the request.

After discussion, a **MOTION** was made by Commissioner Weber and seconded by Commissioner Karbal to approve The Lakes' request for a variance to Rule 905(5), pursuant to Section 18(5) of 1987 PA 96, as amended, MCL 125.2318(5), thereby granting an extension to Permit to Construct No. 108670 for an additional 5 years until February 4, 2020, subject to the condition that any required DEQ permit be obtained prior to construction. **MOTION CARRIED.**

****Addendum 3

6. **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

7. **NEW BUSINESS**

a. **Report on Annual Inspections of Mobile Home Parks**

Mr. Cordill reported that out of 1,122 licensed parks, Bureau inspectors have completed 99 (9%) of the 2015 annual inspections; and out of those, 96 (97%) had no violations, and 3 (3%) had one or more violations. So there are still 1,023 parks yet to be inspected this year.

Commissioner Lettinga asked how many parks there are that had previous inspections with violations that still have not been corrected. Mr. Cordill indicated that there are a number of these parks, and we are following up on them. Some of these are being referred out to the local building departments depending on the violation, because the local code enforcing agency would deal with those items that fall under the authority of the Construction Code. For instance, if we are seeing some electrical issues or some violations with the community buildings, these are being referred out for their action on it, because ultimately they have the code enforcement authority.

If possible, the Commissioners would like a count of how many mobile home parks are at risk of closure. Mr. Cordill indicated that he would try to put a count together for the next meeting.

b. License Approval

A **MOTION** was made by Commissioner Weber and seconded by Commissioner Lettinga to approve all pending licenses on Page 38 and Handout A. **MOTION CARRIED.**

****Addendum 4

8. PUBLIC COMMENT

No one spoke

9. STAFF REPORT

Mr. Cordill reported that Charlie Curtis, Assistant Chief in the Plan Review & Building Division, is on extended leave until the end of April.

Our State Administrative Agency agreement with the Federal Department of Housing and Urban Development is in the process of being renewed.

The annual inspections of mobile home parks now are done to check the following four items: drainage (Rules 712, 713 and 714); garbage and rubbish (Rule 715); insect and rodent control (Rule 717); and general operation, maintenance and safety (Rule 718). It has been determined by our counsel that the other items that used to be listed there are under the authority of other agencies. So if there are issues regarding the sewers or a hazard with electrical boxes, our inspectors will cite those violations under Rule 718 and a correction notice will be given to the community. We are also referring them to the local code enforcing agency or appropriate State agency, because the violation may be under their authority as well.

Our division forms have been revised and are posted on the Bureau's website. This is part of a statewide effort to reduce the amount of forms we have that face with the public. If the statute and rule prescribe that we have a form that has to be filled out, then it is there. So our license application forms have been merged into one form. The annual inspection form is no longer posted on the website, because it was there more for informational purposes for our park owners and operators. There are very minor changes to the Application for Mobile Home Park Plan Examination and Permit to Construct and is listed under the Plan Review Division forms on the website. Old forms will still be accepted if all the pertinent information is provided.

The 2015 Michigan Residential Code rules are being finalized here at the Bureau before being forwarded further through our Department and through the administrative rules system for code adoption. What that will involve is using the International Residential Code 2015 edition, with the exception of Chapter 11 which will be the Energy Efficiency Standards. That will be based on the 2012 International Residential Code with amendments that were agreed upon in the ad hoc committee process. The committee work now has been finished, and we are sending on the proposed language.

Stan Skopek, Assistant Chief in our Plan Review office, and Mr. Cordill will be governmental voting delegates at the upcoming International Building Code hearings being held in Memphis, Tennessee in late April.

We are working in conjunction with MMHA with their continuing education programs for installer/repairers. There will be a couple of renewal programs coming up at the end of March, and Mr. Cordill will provide training at that time.

It has been announced to Bureau staff that the Bureau offices will be moving to the Ottawa Building located in downtown Lansing at the end of July. Commission meetings will still be held in Okemos through the end of 2015.

10. NEXT MEETING

The next scheduled meeting of the Mobile Home Code Commission is Wednesday, June 17, 2015.

11. ADJOURNMENT

At 11:30 a.m., a **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Copeland to adjourn the meeting. **MOTION CARRIED.**



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IRVIN J. POKE
DIRECTOR

MIKE ZIMMER
DIRECTOR

MOBILE HOME CODE COMMISSION
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan
AGENDA
March 25, 2015
10:00 a.m.

APPROVED

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — December 17, 2014 (Pages 3-25)
4. Mobile Home Code Fund Financial Report (Pages 26-27)
5. Variances
 - a. The Lakes, LLC (St. Clair County) (Pages 28-37)
6. Unfinished Business
7. New Business
 - a. Report on Annual Inspections of Mobile Home Parks
 - b. License Approval (Page 38)

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9. Staff Report
10. Next Meeting — **June 17, 2015**
11. Adjournment



RICK SNYDER
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MOBILE HOME CODE COMMISSION
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

MINUTES
December 17, 2014
10:00 a.m.

APPROVED

MEMBERS PRESENT

Mr. Jerome Ruggirello, Chairperson	Mr. William Lettinga
Mr. Phillip Copeland	Mr. Thomas Lutz
Ms. Carole Elliott	Ms. Linda (Lynn) O'Brien
Mr. Peter Hennard, Vice-Chairperson	Mr. Creighton Weber
Mr. Steven Karbal	

MEMBERS ABSENT

None

DEPARTMENT PERSONNEL ATTENDING

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)
 Mr. Keith Lambert, Deputy Director, BCC
 Mr. Todd Cordill, Chief, Plan Review & Building Division, BCC
 Mr. Charles Curtis, Asst. Chief, Plan Review & Building Division, BCC
 Mr. Stan Skopek, Asst. Chief, Plan Review & Building Division, BCC
 Ms. Brenda Caron, Secretary, Plan Review & Building Division, BCC
 Ms. Tracie Pack, Departmental Analyst, Plan Review & Building Division, BCC
 Ms. Usha Menon, Plan Reviewer, Plan Review & Building Division, BCC
 Mr. Dave Viges, Director, Office of Management Services (OMS), BCC
 Ms. LeeAnn Allaire, Departmental Analyst, OMS, BCC
 Mr. Eric St. Onge, Assistant Attorney General

OTHERS IN ATTENDANCE

Mr. Tim DeWitt – MMHA	Mr. Darren Ing – MMHA
Mr. Brian Fannon – Oaks of Rockford	Ms. Ruth Ann Jamnick – MOLA
Mr. Robert Goodman – Meadows MHP	Ms. Debbie Smith Ostrander – MDEQ

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Signatures

Drafted by: Brenda S. Caron
Brenda S. Caron, Secretary
Building Division

Date: December 26, 2014

Approved by the Mobile Home Code Commission on:

March 25, 2015



Jerome A. Ruggirello, Chairperson
Mobile Home Code Commission

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MOBILE HOME CODE COMMISSION
2501 Woodlake Circle
Okemos, Michigan 48864

In the Matter of:

THE LAKES, LLC (St. Clair County)
License No. 1201191 / Plan Review Project No. 108670

c/o Donald C. Westphal
Donald C. Westphal Associates, LLC
71 N. Livernois, Suite A
Rochester Hills, MI 48307

(Applicant)

Issued and entered
this 25th day of March, 2015
by Jerome A. Ruggirello, Chairperson

ORDER GRANTING VARIANCE

PROCEDURAL HISTORY

On January 30, 2015, the above named Applicant requested a variance from the 10-year time limit on construction permits imposed by Rule 905(5) of the Manufactured Housing Rules (the "Code"), MAC R 125.1905(5), for this partially completed 181-site expansion to an existing 128-site community in St. Clair County (the "Request"). The permit to construct for this development was first issued on February 4, 2000. On February 27, 2006, a permit renewal was granted until February 27, 2011. On December 19, 2012, a variance was granted by the Mobile Home Code Commission (the "Commission") extending the permit to construct until February 4, 2015.

ORDER GRANTING VARIANCE
THE LAKES, LLC

On March 25, 2015, a hearing was held on this Request before the Commission. The Commission heard testimony from Donald Westphal, on behalf of the Applicant, regarding the Applicant's justification for this Request, as well as testimony from the Bureau of Construction Codes regarding its technical review of the Request.

FINDINGS OF FACT

Based on the evidence presented at the hearing, the Commission finds that the literal application of the time limit on the construction permit imposed by Rule 905(5) of the Code, MAC R 125.1905(5), for this 181-site expansion in St. Clair County would result in an exceptional practical difficulty to the Applicant, but is neither so general nor recurrent in nature as to make an amendment of the Code with respect to the condition reasonably practical or desirable.

CONCLUSION OF LAW

An exceptional practical difficulty in the literal application of a substantive requirement of the Code constitutes grounds under Section 18 of the Mobile Home Commission Act, MCL 125.2318, for the Commission to grant a specific variance to a requirement of the Code.

DECISION

NOW THEREFORE, IT IS ORDERED that the Request for a specific variance from the 10-year time limit of Rule 905(5) of the Code is hereby GRANTED in the amount of five (5)

ORDER GRANTING VARIANCE
THE LAKES, LLC

additional years, thereby extending Permit to Construct No. 108670 until February 4, 2020,
subject to the condition that any required DEQ permit be obtained prior to construction.

By: 
MOBILE HOME CODE COMMISSION
Jerome A. Ruggirello, Chairperson

Date: MARCH 25, 2015

A Copy of this Variance was sent by First Class Mail to:

The Lakes, LLC
c/o Donald C. Westphal
Donald C. Westphal Associates, LLC
71 N. Livernois, Suite A
Rochester Hills, MI 48307

A Copy of this Variance was sent by Interdepartmental Mail to:

Usha Menon
Plan Review & Building Division
Bureau of Construction Codes
P.O. Box 30254
Lansing, Michigan 48909

Debbie Smith Ostrander
Environmental Quality Analyst
Resource Management Division
DEQ Kalamazoo District Office
7953 Adobe Road
Kalamazoo, MI 49009

PENDING LICENSE APPROVALS
MARCH 25, 2015 – MOBILE HOME CODE COMMISSION MEETING

INSTALLER/REPAIRER	DEALER
Dembeck Plumbing 19979 Pine Cone Drive Macomb Twp., MI 48042 Thomas Dembeck, Operator	Oakland Funding, LLC 47 Bluebird Drive Orion Twp., MI 48359 Thomas E. Masaschi, Operator
	Masters Mobiles 1326 Hollywood Drive Monroe, MI 48162 Lauri L. Hines, Operator

**ADDITIONAL PENDING LICENSE APPROVALS
MARCH 25, 2015 – MOBILE HOME CODE COMMISSION MEETING**

INSTALLER/REPAIRER	DEALER
Lively Home Improvement, LLC 26055 Churchill Brownstown Twp., MI 48183 Robert Levy Trackwell III, Operator	Pine Ridge MHC, LLC 9348 Silver Lake Road Linden, MI 48451 Jeffrey J. Fannon, Operator
Jeremy T. King 68806 Third Street Edwardsburg, MI 49112 Jeremy T. King, Operator	The Lakes Estates, LLC 5901 Lapeer Road Kimball Township, MI 48074 Mark Coleman, Operator
Lisa Drew 10470 Dixie Highway Fair Haven, MI 48023 Lisa M. Drew, Operator	River Ridge Estates MHC, LLC 25 Pine Ridge Drive Lapeer, MI 48446 Mark Coleman, Operator
Dennis Edwards 1203 Division Street Adrian, MI 49221 Dennis Edwards, Operator	Frewen Realty, LLC d/b/a Coldwell Banker Frewen Realty 1240 E. Grand River Avenue, Suite A Portland, MI 48875 Terence M. Frewen, Operator
Steve Nortley 1203 Division Street Adrian, MI 49221 Steve Nortley, Operator	Inverness Homes, LLC 6230 Lewis Temperance, MI 48182 Germano Mularoni, Operator
Jose Flores 6230 Lewis Avenue Temperance, MI 48182 Jose Flores, Operator	Birchcrest Estates MHC, LLC 2330 E. Main Street Niles, MI 49120 Julio Jaramillo, Operator
Brandon Castro 6230 Lewis Avenue Temperance, MI 48182 Brandon Castro, Operator	Belle Villa Homes, LLC 955 Sumpter Road Belleville, MI 48111 Kevin M. Shaughnessy, Operator
	Sterling Homes of Adrian, LLC 1203 Division Adrian, MI 49221 Germano Mularoni, Operator

Mobile Home Code Fund Revenue/Expenditure Report

FY 2015 - 2nd Quarter

Program Revenue

Licenses	\$ 16,959
Permits	\$ 50
Titles	\$ 487,900
Other:	
Publication & Copy Revenue	\$ 200
Land Sales-App. for Registration	\$ -
HUD Reimb. of Insp. Costs	\$ -
Mobile Hm Code Commission Fines	\$ 856
Common Cash Interest	\$ 202
RED-DCS 1%	\$ (36,699)
RED-Dept of State	\$ -
RED-AG	\$ -

Program Expenditures

Salaries	\$ 234,271
Longevity & Insurance	\$ 57,645
Retirement & FICA	\$ 145,061
CSS&M & Equipment	\$ 106,508
Travel	\$ 1,679
Sub-Total Direct Expenditures	\$ 545,164
Indirect Dept. Expenditures:	
Info Technology Services	\$ 25,657
Rent	\$ 32,204
Property Management	\$ -
Executive Director Programs	\$ 604
Administrative Services	\$ 8,500

TOTAL REVENUE **\$ 469,467**

TOTAL EXPENDITURES **\$ 612,129**

2nd Quarter Difference = **\$ (142,662)**

FY 2015 Year-To-Date Totals

Program Revenue

Licenses	\$ 32,315
Permits	\$ 630
Titles	\$ 970,320
Other:	
Publication & Copy Revenue	\$ 410
Land Sales-App. for Registration	\$ -
HUD Reimb. of Insp. Costs	\$ -
Mobile Hm Code Commission Fines	\$ 1,288
Common Cash Interest	\$ 202
RED-DCS 1%	\$ (36,699)
RED-Dept of State	\$ -
RED-AG	\$ -

Program Expenditures

Salaries	\$ 463,304
Longevity & Insurance	\$ 121,445
Retirement & FICA	\$ 282,372
CSS&M & Equipment	\$ 113,604
Travel	\$ 2,905
Sub-Total Direct Expenditures	\$ 983,630
Indirect Dept. Expenditures:	
Info Technology Services	\$ 25,657
Rent	\$ 75,142
Property Management	\$ -
Executive Director Programs	\$ 604
Administrative Services	\$ 8,500

TOTAL REVENUE **\$ 968,466**

TOTAL EXPENDITURES **\$ 1,093,533**

FY/15 DIFFERENCE (Through 2nd Quarter) **\$ (125,066)**

FUND BALANCE (Through 2nd Quarter) **\$ 543,660**

PENDING LICENSE APPROVALS
JUNE 17, 2015 – MOBILE HOME CODE COMMISSION MEETING

INSTALLER/REPAIRER	DEALER
Kurt M. Rand 1569 Beaver creek Drive Belmont, MI 49306 Kurt M. Rand, Owner	Premier Agents Real Estate Co., LLC 31525 23 Mile Road Chesterfield, MI 48047 Philip Grosso, Owner
Robert T. Wallingford 1569 Beaver creek Drive Belmont, MI 49306 Robert T. Wallingford, Owner	Sun Home Services, Inc. d/b/a Sun Homes 17305 Valencia Gibraltar, MI 48173 John B. McLaren, Owner
Lawrence J. Donovan 1569 Beaver creek Drive Belmont, MI 49306 Lawrence J. Donovan, Owner	