



RICK SNYDER  
GOVERNOR

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

MIKE ZIMMER  
ACTING DIRECTOR

**MOBILE HOME CODE COMMISSION**  
2501 Woodlake Circle, Conference Room #3  
Okemos, Michigan  
**AGENDA**  
December 17, 2014  
10:00 a.m.

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — September 17, 2014 (Pages 3-13)
4. Mobile Home Code Fund Financial Report (Page 14)
5. Variances
  - a. Meadows Mobile Home Park (Eaton County) (Pages 15-18)
6. Committee Reports
  - a. Ordinance Review Committee (Pages 19-21)
7. Unfinished Business

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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8. New Business
  - a. Report on Annual Inspections of Mobile Home Parks
  - b. Committee Assignments — Ordinance Review Committee  
(Handout provided @ meeting)
  - c. License Approval (Page 22)
9. Public Comment [If issues are raised during public comment which require a response, the Commission's Executive Director will respond and Commissioners who wish to comment will make their comments after the Executive Director'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.]
10. Staff Report
11. Next Meeting — **March 18, 2015**
12. Adjournment



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DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CONSTRUCTION CODES  
IRVIN J. POKE  
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**MOBILE HOME CODE COMMISSION**  
2501 Woodlake Circle, Conference Room #3  
Okemos, Michigan

**MINUTES**  
September 17, 2014  
10:00 a.m.

**MEMBERS PRESENT**

Mr. Jerome Ruggirello, Chairperson  
Mr. Phillip Copeland  
Mr. Peter Hennard, Vice-Chairperson  
Mr. Steven Karbal

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

**MEMBERS ABSENT**

Ms. Carole Elliott — Excused

**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, Building Section, BCC  
Mr. Stan Skopek, Asst. Chief, Plan Review Section, BCC  
Ms. Brenda Caron, Secretary, Building Section, BCC  
Ms. Tracie Pack, Departmental Analyst, Building Section, BCC  
Mr. Dave Vigas, Director, Office of Management Services (OMS), BCC  
Ms. LeeAnn Allaire, Departmental Analyst, OMS, BCC  
Ms. Bridget Smith, Assistant Attorney General

**OTHERS IN ATTENDANCE**

Mr. Tim DeWitt – MMHA  
Ms. Deborah Ostrander – DEQ

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

The meeting was called to order at approximately 10:22 a.m. by Chairperson Ruggirello. Roll call was taken and a quorum was determined to be present at that time.

Chairperson Ruggirello congratulated Commissioner Weber on his reappointment to the Commission, and welcomed Commissioner Thomas Lutz who was recently appointed to replace Commissioner Abbey and representing organized labor.

2. **APPROVAL OF THE AGENDA**

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner Weber to approve the Agenda. **MOTION CARRIED.**

\*\*\*\*Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Copeland to approve the minutes of the June 18, 2014, meeting as written. Commissioners Lutz and Weber abstained from the vote. **MOTION CARRIED.**

\*\*\*\*Addendum 2

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

Ms. Allaire presented the Mobile Home Code Fund Financial Report for the 3rd Quarter of FY 2014 and answered any questions.

5. **COMMITTEE REPORTS**

a. **Ordinance Review Committee**

Mr. Cordill indicated that a revision should be made on page 2 of the August 26, 2014, Ordinance Review Committee meeting minutes by striking “(and discussed)”, because a quorum was not present. The Committee met, reviewed the matter, and referred it to staff as reflected in the minutes. Further information is needed from Northfield Township before the Committee can proceed with reviewing their proposed revisions to their ordinance.

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 1,126 parks, Bureau inspectors have completed 805 (72%) of the 2014 annual inspections; and out of those, 383 (48%) had no violations, 421 (52%) had one or more violations, and 1 park has closed. So there are still 321 parks yet to be inspected this year.

b. **2015 Proposed Meeting Schedule**

Mr. Cordill mentioned that the Ordinance Review Committee currently had two members of the Commission willing to serve on the Committee, one of whom is no longer on the Commission. So we may want to take this up later on in the meeting, but in order to have a quorum for the Ordinance Review Committee meetings in 2015 we should probably have some members of the Commission step forward. Chairperson Ruggirello indicated that if anyone is interested in serving on the Ordinance Review Committee, please send him an email and we will take this up at the next Commission meeting.

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner O'Brien to adopt the proposed 2015 meeting schedule. **MOTION CARRIED.**

\*\*\*\*Addendum 3

c. **License Approval**

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Weber to approve all pending licenses on Page 20 and Addendum B. **MOTION CARRIED.**

\*\*\*\*Addendum 4

**8. PUBLIC COMMENT**

Mr. DeWitt from the Michigan Manufactured Housing Association mentioned that he had recently attended the MHI annual meeting, and part of the reports that were given to the states indicated that HUD has changed the label fees and increased floor fees from \$39.00 to \$100.00. So this agency will get a portion of that money from HUD, because of being the State Administrative Agency (SAA).

**9. STAFF REPORT**

Mr. Cordill introduced himself as the Chief for the Plan Review and Building Division, and indicated that following the retirement of Mr. Lehman the two divisions were combined under his supervision. Prior to this, he has had 11 years of experience in the Plan Review Division, so he is very familiar with the Permits to Construct for mobile home parks, variances, etc. He is an architect by license and experience, and worked in that capacity prior to working for the State. There are no other staff changes within the division, and he can be reached at the same phone number that Mr. Lehman had in the past. He looks forward to working with all of you in the future.

Chairperson Ruggirello welcomed Commissioner Lutz again, and asked if he would like to tell us a little bit about his background. Commissioner Lutz indicated that he is with the Michigan Regional Council of Carpenters, and represents the United Brotherhood of Carpenters on two international committees. He gives educational programs and is an executive board member for the Regional Council representing working carpenters across the state.

**10. NEXT MEETING**

The next scheduled meeting of the Mobile Home Code Commission is Wednesday, December 17, 2014.

**11. ADJOURNMENT**

At 10:45 a.m., a **MOTION** was made by Commissioner Weber and seconded by Commissioner Hennard to adjourn the meeting. **MOTION CARRIED.**



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IRVIN J. POKE  
DIRECTOR

MIKE ZIMMER  
ACTING DIRECTOR

**MOBILE HOME CODE COMMISSION**  
2501 Woodlake Circle, Conference Room #3  
Okemos, Michigan  
**AGENDA**  
September 17, 2014  
10:00 a.m.

**APPROVED**

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — June 18, 2014 (Pages 3-17)
4. Mobile Home Code Fund Financial Report (Page 18)
5. Committee Reports
  - a. Ordinance Review Committee (Handout provided @ meeting)
6. Unfinished Business
7. New Business
  - a. Report on Annual Inspections of Mobile Home Parks
  - b. 2015 Proposed Meeting Schedule (Page 19)
  - c. License Approval (Page 20)

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**A-1**

8. Public Comment [If issues are raised during public comment which require a response, the Commission's Executive Director will respond and Commissioners who wish to comment will make their comments after the Executive Director'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.]
9. Staff Report
10. Next Meeting — **December 17, 2014**
11. Adjournment



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BUREAU OF CONSTRUCTION CODES  
IRVIN J. POKE  
DIRECTOR

STEVE ARWOOD  
DIRECTOR

**MOBILE HOME CODE COMMISSION**  
Michigan State Police Training Academy  
7426 N. Canal Road, Conference Room #C-2  
Lansing, Michigan

**MINUTES**  
June 18, 2014  
10:00 a.m.

**APPROVED**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Mr. Creighton Weber — Excused

**DEPARTMENT PERSONNEL ATTENDING**

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)  
 Mr. Keith Lambert, Deputy Director, BCC  
 Mr. Larry Lehman, Chief, Building Division, BCC  
 Ms. Brenda Caron, Secretary, Building Division, BCC  
 Ms. Tracie Pack, Departmental Analyst, Building Division, BCC  
 Mr. Stan Skopek, Asst. Chief, Plan Review Division, BCC  
 Ms. LeeAnn Allaire, Departmental Analyst, Office of Management Services (OMS), BCC  
 Ms. Bridget Smith, Assistant Attorney General  
 Ms. Jeannie Vogel, LARA Office of Communications

**OTHERS IN ATTENDANCE**

Mr. Tim DeWitt – MMHA  
 Ms. Chandler Harvey – MHP Justice  
 Mr. Darren Ing – MMHA  
 Ms. Ruth Ann Jamnick – M.O.L.A.  
 Ms. Emerald Morrow – WLNS  
 Mr. Steve Swan – City of Lansing

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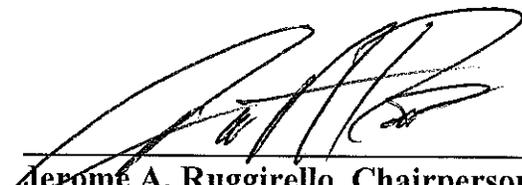
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**A-2**

**Signatures**

Drafted by: Brenda S. Caron Date: June 27, 2014  
Brenda S. Caron, Secretary  
Building Division

Approved by the Mobile Home Code Commission on: September 17, 2014

  
\_\_\_\_\_  
Jerome A. Ruggirello, Chairperson  
Mobile Home Code Commission

Bureau of Construction Codes  
**Mobile Home Code Commission**

**2015 MEETING SCHEDULE**

<b><u>Date</u></b>	<b><u>Location</u></b>
March 18, 2015	2501 Woodlake Circle, Okemos, Conference Room #3
June 17, 2015	2501 Woodlake Circle, Okemos, Conference Room #3
September 16, 2015	2501 Woodlake Circle, Okemos, Conference Room #3
December 16, 2015	2501 Woodlake Circle, Okemos, Conference Room #3

**Ordinance Review Committee**

February 11, 2015	2501 Woodlake Circle, Okemos, Conference Room #2
May 13, 2015	2501 Woodlake Circle, Okemos, Conference Room #1
August 12, 2015	2501 Woodlake Circle, Okemos, Conference Room #2
November 11, 2015	2501 Woodlake Circle, Okemos, Conference Room #1

Meetings are scheduled to begin at 10:00 a.m. Dates, times and locations are subject to change. Additional meetings may be added as necessary.

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**PENDING LICENSE APPROVALS**  
**SEPTEMBER 17, 2014 – MOBILE HOME CODE COMMISSION MEETING**

<b>INSTALLER/SERVICER</b>	<b>RETAILER</b>
Robert Leach 2073 Joey Canyon Newport, MI 48161 Robert Leach, Operator	NBS Homes, LLC 12900 Hall Road, Suite 322 Sterling Heights, MI 48313 Stacy O. Buss, Operator
Quality Repairs 814 Huntington Lane Almont, MI 48003 Joe D. Ketchum, Operator	John Boerman, LLC 1238 Lincoln Road Allegan, MI 49010 Johnnie J. Boerman, Operator
Robin Glen, LLC d/b/a Robin Glen 5720 E. Washington Road Saginaw, MI 48601 Jeff Grygiel, Operator	MHP Manager, LLC 11100 Davison Road Davison, MI 48423 Susan S. Gayner, Operator
David Potter 2222 Marlette Muskegon, MI 49442 David J. Potter, Operator	MHP Manager, LLC 41 Revere Drive Davison, MI 48423 Susan S. Gayner, Operator
	MHP Manager, LLC 4600 W. Britton Road Perry, MI 48872 Susan S. Gayner, Operator
	CFI ERI West Olive Homes, LLC 8930 146 <sup>th</sup> Avenue West Olive, MI 49460 Nicholas V. Tambakis, Operator
	Boulder Ridge Sales, LLC 4370 Pingree Street Allendale, MI 49401 Daniel J. Dykgraaf, Operator

**ADDITIONAL PENDING LICENSE APPROVALS  
 SEPTEMBER 17, 2014 – MOBILE HOME CODE COMMISSION MEETING**

<b>INSTALLER/SERVICER</b>	<b>RETAILER</b>
MHC Consulting Specialists, LLC 1549 E. Atherton Road Flint, MI 48507 David F. Valles, Operator	Axcer Homes, LLC 14101 Sparta Avenue Kent City, MI 49330 Christoph Koerblein, Operator
Jeremy Mook 1018 Turner Drive Caro, MI 48723 Jeremy R. Mook, Operator	
Casciano Custom Construction 6505 Van Vleet Road Swartz Creek, MI 48473 Steven B. Casciano, Operator	
James Ferguson 1450 N. Milford Road Highland, MI 48357 James M. Ferguson, Operator	

## Mobile Home Code Fund Revenue/Expenditure Report

<b>FY 2014 - 4th Quarter Preliminary</b>
--

**Program Revenue**

Licenses	\$ 16,129
Permits	\$ -
Titles	\$ 540,125
Other:	
Publication & Copy Revenue	\$ 263
Land Sales-App. for Registration	\$ -
HUD Reimb. of Insp. Costs	\$ -
Mobile Hm Code Commission Fines	\$ 832
Common Cash Interest	\$ 594
RED-DCS 1%	\$ -
RED-Dept of State	\$ (131,109)
RED-AG	\$ -

**Program Expenditures**

Salaries	\$ 330,137
Longevity & Insurance	\$ 73,372
Retirement & FICA	\$ 209,530
CSS&M & Equipment	\$ 73,548
Travel	\$ 3,746
Sub-Total Direct Expenditures	\$ 690,332
Indirect Dept. Expenditures:	
Info Technology Services	\$ 39,051
Rent	\$ 21,469
Property Management	\$ -
Executive Director Programs	\$ 4,465
Administrative Services	\$ 6,377

**TOTAL REVENUE** \$ 426,834

**TOTAL EXPENDITURES** \$ 761,694

**4th Quarter Difference =** \$ (334,859)

<b>FY 2014 Year-To-Date Preliminary Totals</b>
--

**Program Revenue**

Licenses	\$ 61,779
Permits	\$ 285
Titles	\$ 2,038,455
Other:	
Publication & Copy Revenue	\$ 773
Land Sales-App. for Registration	\$ -
HUD Reimb. of Insp. Costs	\$ -
Mobile Hm Code Commission Fines	\$ 2,574
Common Cash Interest	\$ 1,435
RED-DCS 1%	\$ (43,935)
RED-Dept of State	\$ (200,705)
RED-AG	\$ -

**Program Expenditures**

Salaries	\$ 1,104,540
Longevity & Insurance	\$ 285,149
Retirement & FICA	\$ 642,627
CSS&M & Equipment	\$ 287,450
Travel	\$ 19,404
Sub-Total Direct Expenditures	\$ 2,339,170
Indirect Dept. Expenditures:	
Info Technology Services	\$ 139,078
Rent	\$ 125,688
Property Management	\$ 0
Executive Director Programs	\$ 13,913
Administrative Services	\$ 21,894

**TOTAL REVENUE** \$ 1,860,660

**TOTAL EXPENDITURES** \$ 2,639,743

**FY/14 DIFFERENCE (Through 4th Quarter)** \$ (779,083)

**FUND BALANCE (Through 4th Quarter)** \$ 1,104,163



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

MIKE ZIMMER  
ACTING DIRECTOR

MEMORANDUM

Date: November 21, 2014

To: Mobile Home Code Commission

From: Todd Y. Cordill, NCARB  
Chief, Plan Review & Building Division

Subj: REQUEST FOR VARIANCE in the matter of:  
Meadows Mobile Home Park (Eaton County)  
License No. 1201109/Plan Review Project No. 107594

Ref: (a) MAC R125.1905(5) – A plans approval and permit to construct shall be valid for 5 years after the date of the issuance and may, upon application, review of the previously approved construction plans for compliance with these rules, and approval of the application, be renewed by the department if the last renewal does not expire more than 10 years after the initial plans approval and permit to construct was issued.

(b) MAC R125.1948(2) – An applicant may file a request with the department for a specific variance if the specific requirement would cause an exceptional practical difficulty.

Purpose. To consider the enclosed submission from Robert Goodman, on behalf of Meadows Mobile Home Park, requesting a specific variance for 10 years from the above referenced rule which, in turn, would authorize the Bureau to renew Project Number 107594, beyond the currently-approved date of extension, February 27, 2014, and to establish a new permit expiration date of February 27, 2019, in line with the Commission’s previous policy, in order to allow the developer another 5 years (for a total of 15 years) to complete this development.

(\*Note: The Commission’s previous policy has been to limit permit extensions to 5-year increments. So the Commission – if it chooses to maintain this policy – may limit extension date to February 27, 2019.)

Background. The original permit to construct for this community was issued on May 25, 2004, and approved a 125-site expansion of the existing 128-site licensed community in Eaton County and expired on May 25, 2009. On February 27, 2009, a permit renewal was issued until February 27, 2014.

So far, no sites have been constructed. Because of the 10-year time limit on permit extensions imposed by Reference (a), the Bureau may not further extend the developer’s permit to construct unless the Commission grants a specific variance pursuant to its authority under MCL 125.2318 and Reference (b) MAC R125.1948.

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MEMORANDUM – REQUEST FOR VARIANCE

Meadows Mobile Home Park

November 21, 2014

Justification. The enclosed letter from Mr. Goodman, dated July 29, 2014, contains the applicable statements required by R125.1948(3) for Commission consideration. The letter states, in relevant part:

“We are asking for a variance to R125.1905(5), Rule 905(5). There have been no changes to the initial plans submitted and previously approved under the permit. All community residents on sites immediately adjacent to the site are being notified that the variance is being filed with the Commission. No sites have been constructed as of this writing.

This extension request is based on the severe economic climate in the area and across the State over the past several years, as well as the manufactured housing industry slow-down, which has made the completion and construction of these expansion lots financially unfeasible. Thank you for your consideration.”

The applicant has also filed a notice of the variance request with the municipal clerk’s office and the Michigan Department of Environmental Quality as required by R125.1948(3).

Recommendation. The Bureau’s **Plan Review Staff** has reviewed the original plans and this request and **has no objection to its approval**. If the Commission is persuaded that the existing permit to construct should be renewed and approved for an extension, then it will be understood that this community may continue to be built to its currently engineered standards and that it will not be subject to any higher or newer standards until the expiration of a renewed permit. The Commission has the option of amending requests and attaching conditions to its approvals. Based on review of the variance request and supporting documentation, the Building Division recommends extending the permit to construct to February 27, 2019.

Enclosure: (1) Robert Goodman’s letter of July 29, 2014 (w/attachment)

cc: Usha Menon, BCC, Plan Review Office

Charlotte Estates LLC  
5600 West Maple Road, Suite B212  
West Bloomfield, MI 48322

RECEIVED

July 29, 2014

JUL 31 2014

MI Dept. of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Building Division  
2501 Woodlake Circle  
Okemos, MI 48864

BUREAU OF CONSTRUCTION CODES  
PLAN REVIEW DIVISION

Re:	Project Number:	107594 – Eaton	Construction Type:	Renewal
	Arch. Project Number:	N/A	No. of Sites:	125
	Meadows Mobile Home Park		Site Sequence:	129-253
	1563 Lansing Road, Charlotte, MI			

To Whom It May Concern:

Please allow this letter to serve as our Variance Request for a Permit to Construct (PC) for the above referenced proposed development.

Please note the following:

1. There have been no changes to the initial plans submitted and previously approved under the permit
2. In compliance with Rules, R 125.1948, we are notifying the clerk's office and DEQ simultaneously
3. All community residents on sites immediately adjacent to the site are being notified that the variance is being filed with the Commission
4. We are asking for a variance from Rule R 125.1905(5)
5. No sites have been constructed as of this writing

This extension request is based on the severe economic climate in the area and across the State over the past several years, as well as the manufactured housing industry slow-down, which has made the completion and construction of these expansion lots financially unfeasible.

I have attached all relevant copies of permits and renewals, along with the denial letters.

Thank you for your consideration.

Charlotte Estates LLC



Robert Goodman, Member

enclosures

/wp



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

STEVE ARWOOD  
DIRECTOR

July 9, 2014

Charlotte Estates LLC  
5600 West Maple Road  
Suite B212  
West Bloomfield, MI 48322

RE: Project Number: 107594 - Eaton  
Arch. Project Number: N/A  
Meadows Mobile Home Park, The  
1563 Lansing Road  
Charlotte, MI

Construction Type: Renewal  
No. of Sites: 125  
Site Sequence: 129-253

Dear Applicant:

This project has been reviewed for compliance with the State of Michigan Manufactured Housing General Rules.

2008 Manufactured Housing General Rules - Usha Menon

Rule 905(5)-The plan approval and permit to construct shall be valid for 5 years after the date of the issuance and may, upon application, review of the previously approved construction plans for compliance with these rules, and approval of the application, be renewed by the department if the last renewal does not expire more than 10 years after the initial plan approval and permit to construct was issued.

Our records indicate that the initial approval was on May 25, 2004 and expired on May 25, 2009 for 125 sites with a site sequence 129 to 253. A permit renewal was issued on February 27, 2009 which expired on February 27, 2014. Since the rules restrict the renewal to a maximum of 10 years from the initial plan approval and permit to construct, Plan Review Division cannot renew the permit.

In order to receive a renewal you may apply for a variance from the Manufactured Housing Commission. For details please contact Building Division at (517) 241-9317.

If you have any questions regarding your plan review, please contact our office at (517) 241-9328.

Sincerely,

Usha Menon, Plan Reviewer  
UM/kc

cc: BCC - Building Division  
Boss Engineering LLC

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**ORDINANCE REVIEW COMMITTEE  
MOBILE HOME CODE COMMISSION  
BUREAU OF CONSTRUCTION CODES  
2501 Woodlake Circle, Conference Room 2, 2<sup>nd</sup> Floor  
Okemos, MI 48864**

**Minutes**  
November 17, 2014  
9:30 a.m.

**MEMBERS PRESENT**

Donald Westphal, Chairperson  
Carole Elliott  
Ruth Ann Jannick  
Chuck Meehan

**MEMBERS ABSENT**

Kevin Gillette  
Larry Wilson

**BUREAU OF CONSTRUCTION CODES, PLAN REVIEW & BUILDING DIVISION**

**STAFF**

Todd Cordill, Chief  
Tracie Pack, Departmental Analyst  
Brenda Caron, Division Secretary

**OTHER ATTENDEES**

None

**CALL TO ORDER AND DETERMINATION OF QUORUM**

The meeting was called to order at 9:40 a.m. by Chairperson Westphal, and a quorum was determined to be present at that time.

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**NORTHFIELD TOWNSHIP (WASHTENAW COUNTY)**

The Committee recommends the Commission approve, per staff's analysis and by vote, the provisions indicated below. It also recommends denial of the following designated sections, and recommended inaction on ensuing sections which are beyond the Act's jurisdiction, or which are not related to a specific section of the mobile home code, as required by Section 7 (1) of the Mobile Home Commission Act, for the reasons stated:

**The following sections are approved:**

**Section 26.01 Purpose.** Approved.

**Section 26.02 Permitted Principal Uses.** Approved except subsection "C" as it was not included with the proposed ordinance for review.

**Section 26.03 Accessory Uses and Structures.** Approved.

**Section 26.04 Conditional Uses.** Approved.

**Section 26.05 Regulations and Standards.**

**Subsection A. Lot Area.** Approved.

**Subsection B. Lot and Site Width.** Approved.

**Subsection C. Lot Size, Acreage and Density.** Approved.

**Subsection D. Lot Coverage.** Approved.

**Subsection E. Yard and Separation Requirements.** E(1), E(3)(a) through (g), and E(4) through E(8) - Approved.

**Subsection F. Maximum Height of Structures.** F(1) Principal Structures - Approved.

**Subsection G(1). Parking Requirements.** Approved if the second sentence which states, "The minimum number of parking spaces for uses permitted by Section 26.03 herein shall be two-thirds (2/3) the number required for such uses as set forth in Article 61.0, herein," is removed as Article 61.0 was not included with the proposed ordinance for review.

**Subsection G(2) -** Approved.

**Subsection G(3)(a) -** Approved if "compacted road gravel" is removed.

**Subsection G(3)(b) through G(4) –** Approved.

**Subsection H. Streets.** Approved.

**Subsection I. Sidewalks.** Approved.

**Subsection J. Open Space and Recreational Facilities.** Approved.

**Subsection L. Sanitary Sewer Service.** Approved.

**Subsection N. Accessory Buildings.** Approved.

**Subsection O. Site Constructed Buildings.** Approved.

**Subsection P. Lighting.** Approved.

**Subsection Q. Placement of a Manufactured Home Unit.** Approved.

**Subsection R. Certificates Required.** Approved.

**Subsection S(2)(a) & (b) Planning Commission Action.** Approved.

**Subsection T. Manufactured Home Standards.** Approved with the condition that “Bureau of Construction Codes and Fire Safety” be revised to read “Bureau of Construction Codes.”

**The following sections are DENIED,  
pursuant to Section 7 (1) of the Act:**

**Section 26.05 E(2). Yard and Separation Requirements.** Not approved as it was not submitted as a higher standard. The last sentence shall read the same as the Model Ordinance.

**Section 26.05 E(3)(h). Yard and Separation Requirements.** Not approved as it was not submitted as a higher standard.

**Section 26.05 K. Screening, Fencing, and Landscaping.** Denied (unless it is revised to meet Section 1500 of the Model Ordinance).

**Section 26.05 M. Outdoor Storage.** Denied (unless it is revised to meet Section 1920 of the Model Ordinance).

**Section 26.05 S(1). Application.** Denied (unless it reads “typical” per the Model Ordinance).

**The following section is beyond the Commission’s jurisdiction  
or should not be considered because it is not related to a specific section  
of the mobile home code, per Section 7 (1) of the Act:**

**Section 26.05 F(2) Accessory Structures.** Maximum height of accessory structures or storage buildings is not addressed by the Act or Manufactured Housing General Rules.

Mr. Westphal proposed a form be developed for the ordinance review process (perhaps in a column or spreadsheet format) which would require applicants to list side by side for comparison the items being proposed (e.g., listing a higher standard in one column, then the Act section or Rule it references in the next).

**ADJOURNMENT**

Chairperson Westphal adjourned the meeting at approximately 10:50 a.m.

**PENDING LICENSE APPROVALS  
DECEMBER 17, 2014–MOBILE HOME CODE COMMISSION MEETING**

<b>INSTALLER/REPAIRER</b>	<b>DEALER</b>
J and T Enterprises, Inc. of Michigan 3080 Dixie Highway, Suite B Waterford, MI 48328 Mark E. Jones, Operator	MHP Manager, LLC 4084 W. Stanley Road Mt. Morris, MI 48458 Susan S. Gayner, Operator
Cameron M. Taylor 9180 S. Custer Monroe, MI 48161 Cameron M. Taylor, Operator	NP Michigan Homes, LLC 110 Bejac Circle Drive Battle Creek, MI 49037 Richard Nodel, Operator
Robin A. Malcolm 12277 Conservation Trail Shelby Twp., MI 48315 Robin A. Malcolm, Operator	Crossroads Homes, LLC 7416 Gillett Flushing, MI 48433 Frederick W. Solberg, Operator
	FR MH Leasing, LLC d/b/a Tallgrass Estates 260 E. Garfield Avenue Coldwater, MI 49036 Larry G. Nelson, Operator
	FR MH Leasing, LLC d/b/a Twinleaf Estates 3614 Stadium Drive Kalamazoo, MI 49008 Larry G. Nelson, Operator