



RICK SNYDER  
GOVERNOR

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

MIKE ZIMMER  
DIRECTOR

**MANUFACTURED HOUSING COMMISSION**  
Michigan Library & Historical Center  
702 W. Kalamazoo Street, Lake Superior Room  
Lansing, Michigan

**MINUTES**

March 23, 2016  
10:00 a.m.

**MEMBERS PRESENT**

Mr. Jerome Ruggirello, Chairperson  
Mr. Bryan Davis  
Mr. Peter Hennard, Vice-Chairperson

Mr. Steven Karbal  
Mr. William Lettinga  
Ms. Linda (Lynn) O'Brien

**MEMBERS ABSENT**

Mr. Phillip Copeland — Excused  
Ms. Carole Elliott — Excused  
Mr. Creighton Weber — Excused

**DEPARTMENT PERSONNEL ATTENDING**

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)  
Mr. Keith Lambert, Deputy Director, BCC  
Mr. Stan Skopek, Asst. Chief, Plan Review & Building Division, BCC  
Mr. Charles Curtis, Asst. Chief, Plan Review & Building Division, BCC  
Ms. Brenda Caron, Secretary, Plan Review & Building Division, BCC  
Ms. Kelly Dent, Departmental Analyst, Plan Review & Building Division, BCC  
Ms. Usha Menon, Plan Reviewer, Plan Review & Building Division, BCC  
Ms. Lisa Graves, Administrative Support, Plan Review & Building Division, BCC  
Ms. Bridget Smith, Assistant Attorney General

**OTHERS IN ATTENDANCE**

Mr. Glenn Currier – Arcadian Oak MHP  
Mr. Tim DeWitt – MMHA  
Ms. Debbie Smith Ostrander – DEQ  
Mr. William Perrone – Dykema

Mr. Bill Sheffer – MMHA  
Mr. Leonard Shember – Sun Communities, Inc.  
Mr. Donald Westphal – Donald C. Westphal Associates, LLC  
Mr. Justin Babbitt – Legal Services of South Central MI

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

The meeting was called to order at approximately 10:00 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 Hennard and seconded by Commissioner Lettinga to approve the Agenda. **MOTION CARRIED.**

\*\*\*\*Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Hennard to approve the minutes of the June 17, 2015, meeting as written. **MOTION CARRIED.**

\*\*\*\*Addendum 2

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

Mr. Poke presented the FY 2015 Final Report and FY 2016 1<sup>st</sup> Quarter Report for the Mobile Home Code Fund and answered any questions. He pointed out that the fund balance is up right now, due to 2016 being a license renewal year. However, you can anticipate the balance to go down over the next couple of years, since most of the license renewal fees have already been collected.

Chairperson Ruggirello asked Mr. Poke if he could give the Commission an update on why licensees have not received their paper license yet. Mr. Poke indicated that the process for renewals changed a little bit this year, and the Bureau asked for some additional documentation. Some of the mobile home park owners are having trouble getting that additional documentation. The Bureau also has a new software system and is having trouble printing licenses, even though it shows that the license is issued in the system. They are currently working on this matter, but Mr. Poke did not have an exact timeframe on when the problem will be fixed. Chairperson Ruggirello asked if they have met the licensing requirements and it is merely a printing problem, will the Bureau issue some written verification that the park or person is licensed? Some licensees have indicated that the lack of having a paper license is creating problems for them and their ability to do business. For example, if a park owner is looking to get underlying financing, the finance company requires a copy of the park license in order to provide mortgage finances. There are cases of mobile home installers who are going to the local building departments for permits to install homes and are being turned away, because

they do not have a copy of their license. The ability to look up the status of a license on the Bureau's webpage is nice, but in the real world that does not always happen and they still want to see that paper license or written verification. Mr. Poke indicated that if the licensee is in dire need and the license is in issued status, they can contact the Bureau and we will try to provide some type of written verification for the licensee.

5. **VARIANCES**

a. **Cider Mill Crossings (Livingston County)**

Mr. Perrone and Mr. Shember were present to represent the community and gave a summary of the request.

After discussion, a **MOTION** was made by Commissioner Hennard and seconded by Commissioner Lettinga to approve the 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 the Permit to Construct for an additional 5 years from March 23, 2016, subject to the condition that any required DEQ permit be obtained prior to construction.

**MOTION CARRIED.**

\*\*\*\*Addendum 3

b. **Hamlin Manufactured Home Community (Ingham County)**

Mr. Perrone and Mr. Shember were present to represent the community and gave a summary of the request.

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Hennard to approve the 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 the Permit to Construct for an additional 5 years from March 23, 2016, subject to the condition that any required DEQ permit be obtained prior to construction. **MOTION CARRIED.**

\*\*\*\*Addendum 4

c. **Sunset Ridge (Ionia County)**

Mr. Perrone and Mr. Shember were present to represent the community and gave a summary of the request.

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Davis to approve the 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 the Permit to Construct for an additional 5 years from March 23, 2016, subject to the

condition that any required DEQ permit be obtained prior to construction. **MOTION CARRIED.**

\*\*\*\*Addendum 5

**d. Windham Hills (Jackson County)**

Mr. Perrone and Mr. Shember were present to represent the community and gave a summary of the request.

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Davis to approve the 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 the Permit to Construct for an additional 5 years from March 23, 2016, subject to the condition that any required DEQ permit be obtained prior to construction. **MOTION CARRIED.**

\*\*\*\*Addendum 6

**e. Pine Lakes (Lapeer County)**

Mr. Westphal was present to represent the community and gave a summary of the request.

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner Lettinga to approve the 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 the Permit to Construct for an additional 5 years from April 18, 2016, subject to the condition that any required DEQ permit be obtained prior to construction. **MOTION CARRIED.**

\*\*\*\*Addendum 7

**f. Westover (Calhoun County)**

Mr. Westphal was present to represent the community and gave a summary of the request.

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner O'Brien to approve the 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 the Permit to Construct for an additional 5 years from March 23, 2016, subject to the condition that any required DEQ permit be obtained prior to construction. **MOTION CARRIED.**

\*\*\*\*Addendum 8

6. **UNFINISHED BUSINESS**

Commissioner Lettinga asked if someone could give an update on our State Administrative Agency agreement with the Federal Department of Housing and Urban Development (HUD). The last information provided to the Commission was that it was in the process of being renewed. Mr. DeWitt, from the Michigan Manufactured Housing Association, stated that someone from HUD had contacted him back in October, and indicated that Michigan had not been updating their application on a regular basis. Each state can opt to be a State Administrative Agency for HUD, and then they receive a certain amount of money which is based on the number of units shipped into Michigan. Mr. Poke indicated that the Bureau has been reviewing the program. The problem was that no one could locate the original contract, and HUD was not very helpful in providing us with the information. The Bureau just received the documentation from HUD in January, and have been in contact with them and are moving forward in the process.

7. **NEW BUSINESS**

a. **Board/Commission Roles & Responsibilities**

Mr. Lambert gave a brief overview of the handout that was provided to the Commissioners regarding their new roles and responsibilities going forward and answered any questions. He indicated that although there is a statutory requirement to hold Commission meetings at least once each calendar quarter, there is no penalty for not holding a meeting. If the Bureau has nothing to place on the agenda, Commissioners can always submit agenda items by contacting Mr. Skopek. However, we want to make sure that a meeting is being held for decisions to be made, and not just meeting to discuss items requiring no action by the Commission. Both Chairperson Ruggirello and Commissioner Hennard voiced their opinions on the need for the Commission at least meeting on a quarterly basis, because nine months is too long between meetings.

Mr. Lambert mentioned that a letter will be sent out soon to several park owners that still have not renewed their license, requesting that they need to contact the Bureau to get their park into compliance. The DEQ will be copied on the letters as well. Some parks have not submitted their certification yet, so letters will be going out to them too. Mr. Lambert introduced Kelly Dent who is new to the Bureau and will be the analyst helping with mobile home complaints and enforcement. She also has experience from CSCL in enforcement and licensing.

In regards to the Bureau not being able to print licenses, Mr. Lambert indicated that a statement has been placed on the BCC webpage that says, "The license information listed on the LARA website may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits." So hopefully this will help licensees as well until the problem is fixed. Mr. Poke indicated that he would also try to put something together regarding the license printing situation, so that Mr. DeWitt can distribute it to his membership and keep the industry in the loop.

**b. Difference in How BCC Charges for List Requests and Changes in Plans**

Mr. Skopek indicated that the fee schedule for list requests was updated, so the Bureau is charging the same as all the other agencies within the Department.

He also indicated that it was not real clear on the license application what the fee would be when a mobile home park wanted to reduce the number of licensed sites. So the license application was updated to read "Change of Sites to an Existing Park".

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

Mr. Skopek reported that the Mobile Home Park Inspection Report form was recently updated, and a copy was provided in the meeting packet. The updated form will be used for all the annual inspections beginning in 2016. On page 2 of the form, the inspector can make note of conditions that need to be referred to other agencies, such as the DEQ, local health department, or local enforcing agency. Then we will easily know to notify those agencies of the condition or violation. The 2016 annual inspections have not been started yet. However, the Bureau is in the process of distributing the forms to the inspectors, so those should be starting soon.

Mr. Skopek indicated that he is going to try and create a training program for the inspectors, to help them so there is consistency when they are reviewing the mobile home parks. However, this will probably take a year to develop.

**d. 2016 Proposed Meeting Schedule**

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner Davis to adopt the proposed 2016 meeting schedule. **MOTION CARRIED.**

\*\*\*\*Addendum 9

**8. PUBLIC COMMENT**

Mr. Tim DeWitt, Executive Director of the Michigan Manufactured Housing Association, mentioned that if the Bureau sends out a mailing regarding the license printing issues, that they should also include the local municipalities in the mailing.

**9. STAFF REPORT**

Mr. Skopek reported that Todd Cordill has left State government and moved on to Central Michigan University where he is one of their staff architects. So he will be handling the Commission meetings for now. Mr. Skopek has many years of experience in the construction field, and has been a licensed architect for 20 years.

He reported that Accela will be going “live” for plan review around mid-April. Accela is the Bureau’s new system for licensing, permitting, inspections and plan review. So you will be able to submit your plans, applications and fees electronically. No more big rolls of blueprints!

**10. NEXT MEETING**

The next scheduled meeting of the Manufactured Housing Commission is Wednesday, June 15, 2016.

**11. ADJOURNMENT**

At 11:58 a.m., a **MOTION** was made by Commissioner Davis and seconded by Commissioner Lettinga to adjourn the meeting. **MOTION CARRIED.**