



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

SHELLY EDGERTON
DIRECTOR

MANUFACTURED HOUSING COMMISSION
Michigan Library & Historical Center
702 West Kalamazoo Street, Lake Superior Room
Lansing, MI 48933

MINUTES
September 21, 2016
10:00 a.m.

MEMBERS PRESENT

Mr. Jerome Ruggirello, Chairman
Mr. Peter Hennard, Vice-Chairman
Mr. Bryan Davis
Mr. Steve Karbal
Mr. William Lettinga
Mr. Creighton Weber

MEMBERS ABSENT

Mr. Phillip Copeland
Vacant, Mobile Home Resident Organization
Vacant, Manufactured Housing Park Resident

DEPARTMENT PERSONNEL ATTENDING

Mr. Keith Lambert, Acting Director, BCC
Ms. LeeAnn Allaire, Manager, Administrative Services Division, BCC
Ms. Kelly Dent, Licensing Analyst, Licensing & Complaints Division, BCC
Ms. Shannon Matsumoto, Budget Specialist, Administrative Services Division, BCC
Mr. Scott Patterson, IT Analyst, Administrative Services Division, BCC
Ms. Nicole Sklapsky, Licensing Analyst, Licensing & Complaints Division, BCC
Mr. Stanley Skopek, Chief, Plan Review & Permits Division, BCC
Ms. Lakisha Thomas, Assistant, Administrative Services Division, BCC
Ms. Marnie Wills, Deputy Director, Policy & Legislative Affairs Office, LARA

OTHERS IN ATTENDANCE

Ms. Helen Cook, Thornapple Lake Estates
Ms. Kay Spaulding, Thornapple Lake Estates
Ms. Linda Fosburg, Thornapple Lake Estates
Ms. Casey Way, Thornapple Lake Estates
Mr. Steven Jewell, Thornapple Lake Estates
Ms. Kathy Johnson, Arbor Springs Estates
Ms. Teresa Leonard, Arbor Springs Estates
Mr. Win Berry, Commerce Ridge

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OTHERS IN ATTENDANCE CONTINUED

Mr. Bill Sheffer - MMHA
Mr. Darren Ing - MMHA
Ms. Debbie Ostrander – DEQ
Mr. Eric St. Onge, Assistant Attorney General

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairman Ruggirello called the meeting to order at 10:10 a.m. A quorum was determined to be present at that time.

2. APPROVAL OF AGENDA

A **MOTION** was made by Commissioner Lettinga and **SECONDED BY** Commissioner Weber to remove item 6a. and approve the agenda as amended. **MOTION CARRIED.**

3. APPROVAL OF MINUTES

A **MOTION** was made by Commissioner Hennard and **SECONDED BY** Commissioner Davis to approve the minutes of the June 15, 2016 meeting. **MOTION CARRIED.**

4. MOBILE HOME CODE FUND FINANCIAL REPORT

Ms. LeeAnn Allaire presented the Commission with the FY 2016 3rd Quarter Mobile Home Code Fund Financial Report.

5. NEW BUSINESS

- a. Discussion took place on processing requests for variance through section 905(5). It was determined that all variances must be brought before the Manufactured Housing Commission.
- b. Mr. Lambert stated that the Bureau receives continuous calls regarding zoning and zoning standards. There was discussion on the Statute and the Act to clarify zoning authority matters.

6. **VARIANCES**

b. Commerce Ridge -

A **MOTION** was made by Commissioner Karbal and **SECONDED BY** Commissioner Davis to approve the request to extend the construction permit for an additional five year period subject to and contingent upon the applicant complying with all other requirements of the Act or permits there under, including Department of Environmental Quality (DEQ) approvals, if any. **MOTION CARRIED.**

c. Harbor Springs Estate.

A **MOTION** was made by Commissioner Weber and **SECONDED BY** Commissioner Davis to approve the variance allowing the 20 foot set back. **MOTION CARRIED.**

7. **UNFINISHED BUSINESS**

None

8. **DIRECTOR'S REPORT**

- a. Mr. Lambert informed the board that the Life O'Reily Mobile Home Park license has been revoked due to non-compliance.
- b. The Bureau underwent a reorganization in early August. A newly created Licensing & Complaints Division will handle all licensing & complaints within the Bureau. The Administrative Services Division will conduct all board and commission meetings to help with consistency.

9. **E-PLAN CHECK**

Mr. Patterson presented a step by step demonstration on the process of filing a permit through the online Accela program. This system allows customers to have the convenience of submitting plans and paying for them online. This system also allows licensees to renew their license online.

10. **PUBLIC COMMENT**

Helen Cook, Thornapple Lake Estates Tenant Association, states the community is putting in individual water meters. The water is being supplied by a well system that the owner does not pay utilities for. The owner did send tenants information that stated a \$2

After looking over the Mobile Home Commission Act, Ms. Cook realized this information was not helpful to her situation in finding out who she needed to contact. Ms. Cook is asking the Commission to look over the Act to bring it up date.

11. NEXT MEETING

December 14, 2016 (10:00 am, Michigan Library & Historical Center, Lake Superior Room, 702 W. Kalamazoo Street, Lansing)

12. 2017 MEETING DATES

3/22, 6/7, 9/13, 12/6 (10:00 a.m., 611 W. Ottawa Street, Upper Level Conference Room #4) 12/06 (10:00 a.m. 611 W. Ottawa Street, Upper Level Conference Room #2)

13. ADJOURNMENT

A **MOTION** was made by Commissioner Weber and **SECONDED BY** Commissioner Davis to adjourn the meeting at 11:40 a.m. **MOTION CARRIED.**