

FINAL

State of Oregon

STATE OF OREGON

**MANUFACTURED STRUCTURES AND PARKS
ADVISORY BOARD**

Regular Meeting Minutes

November 19, 2004

MEMBERS PRESENT: Bill Eames, Chairman
Bill Peterson, Vice-Chairman *(telephone connection)*
Michael Erb *(telephone connection)*
Wallace Fort *(telephone connection)*
Sandi Kadash
Charles Lynch
Bob Netter

MEMBERS EXCUSED: John Caul
Jeff Payne
Bob Schriever

STAFF PRESENT: Mark Long, Administrator of Building Codes Division
Andrea Simmons, Manager of Policy and Technical Services
Twyla Knowles, Assistant Manager of Policy
and Technical Services
Larry Iverson, Operations Administrative Manager
Mark Campion, Manufactured Structures Chief
and Board Secretary
Albert Endres, Project Manger, SB 468
Richard Baumann, Policy Analyst
Rick Blackwell, Policy Analyst
Kimberly Burt, Division Board Coordinator/Recorder
Heather Gravelle, Administrative Rules Coordinator

GUESTS PRESENT: Don Miner, Oregon Manufactured Housing Association (OMHA)

I. BOARD BUSINESS

I.A. Call to Order

Chairman Bill Eames called the Manufactured Structures and Parks Advisory Board to order at 9:30 a.m. The meeting was held at the Building Codes Division, Conference Room "A," 1535 Edgewater NW, Salem, Oregon.

I.B. Roll Call

John Caul, Jeff Payne and Bob Schriever were all absent, excused. Mike Erb, Wallace Fort, and Bill Peterson were connected through tele- conference.

I.C. Approval of Agenda and Order of Business

Amendments to the agenda were as follows:

Agenda Item IV. heard after board business.

Chairman Eames **RULED** the agenda approved as amended.

I.D. Approval of Board Minutes, July 10, 2003

Chairman Eames **RULED** the minutes approved as submitted.

I.E. Date of the next Regularly Scheduled Meeting

May 12, 2005.

(Heard out of order)

VI. NEW BUSINESS

Implementation of 2003 House Bill 2439, amending the Manufactured Dwelling Park Specialty Code.

Andrea Simmons, Manager, Policy and Technical Services, said that during the 2003 legislative session HB 2439 was passed, which dealt with the required space between manufactured dwellings.

The proposed rules will change the Oregon Manufactured Dwelling Specialty Code to remove any conflict with statute. Currently, the statute would trump the provisions in code. The division is asking board approval for rulemaking.

Chairman Eames clarified that the only change was reducing the spacing allowed between homes, either in a park or on private property, from ten feet to less than ten feet. Manager Simmons said that this would mirror the requirements in the one- and two-family dwelling code.

Administrator Long added clarification saying that the intent of legislation is to make it the same as site-built construction.

MOTION by Charles Lynch to approve the code amendments and the draft rules with the finding that the added cost, if any, is necessary to conserve scarce resources.

MOTION CARRIED UNANIMOUSLY.

II. PUBLIC COMMENT - None

III. STAFF REPORTS

Program Updates

Mark Long, Administrator, Building Codes Division, discussed BCD's budget, *Exhibit "A,"* and the Construction Industry Policy Advisory Committee "CIPAC." *Exhibit "B."*

Budget. The budget document reflects the division's budget for all programs and includes a breakdown of revenue versus expenses for each program.

Construction Industry Policy Advisory Committee (CIPAC). CIPAC is a committee of BCD stakeholders, including industry, labor, and local government representatives. The committee provides a forum to discuss issues that affect the construction industry, and to recommend solutions to improve statewide consistency, customer service, and accountability.

The issues before CIPAC are:

- Where should the division be located?
- What should the division's mission be? What should the division's emphasis be on? What is the division's relationship with other state agencies?
- What should the division's funding structure be?
- Organizational structure with division boards?

Senate Bill 468 report. *Exhibit "C."* Albert Endres, Project Manager for the implementation of SB 468 explained that SB 468 transfers the ownership, recording and responsibility of manufactured structures program from Department of Motor Vehicles to the Building Codes Division. The bill also transfers the dealer licensing responsibility and trip permits to the division. There are six main projects within the operation: 1.) Creating the electronic ownership document tracking system, 2.) creating the licensing system, 3.) creating the administrative rules, 4.) creating instruction and operational manuals, 5.) notification of stakeholders, and 6.) training systems users.

The licensing system will be similar to others used in Oregon. Four types of licenses will be used: 1.) a full traditional license that will allow the sale of manufactured homes, 2.) a limited license for park owners, which would allow the sale of 10 homes per year in a park designated by their license, 3.) a temporary license that will be issued to an executor or administrator of a dealership whose owner dies or becomes incapacitated, and 4.) a supplemental license for a full dealership who wants additional locations, selling under the same name.

The Administrative rules have been written and are being reviewed by executive management and our Assistant Attorney General. The section is creating an instructional manual and an operational manual, which will be adopted by rule.

A booth will be set up at the manufactured home show to show the public how to use the new system and to arrange group training around the state.

VIII. ADJOURNMENT

Chairman Bill Eames adjourned the meeting at 11:00 a.m.

Debi Barnes-Woods
Division Boards Coordinator

Exhibits:

- A. BCD's budget report, *Agenda Item III.A.*
- B. Construction Industry Policy Advisory Committee (CIPAC) update, *Agenda Item III.A.*
- C. Written testimony from Albert Endres, *Agenda Item III.A.*

TO OBTAIN COPIES OF EXHIBITS, A PUBLIC RECORD REQUEST MUST BE COMPLETED BY CLICKING ON THE LINK PROVIDED.

<http://www.cbs.state.or.us/external/bcd/pdf/2568.pdf>