

FINAL

State of Oregon

Agenda Item I.D.

**Manufactured Structures and Parks
Advisory Board**

Regular meeting minutes

September 13, 2007

Members present: Bill Eames, Chairman
John Caul
Michael Erb
Sandi Kadash
Jeff Payne

Members absent: Bill Peterson, Vice-chairman
Wallace Fort
Charles Lynch
Bob Netter
Bob Schriever

Staff present: Andrea Simmons, policy and technical services manager
Mark Campion, board secretary
Albert Endres, manufactured structures program chief
Richard Baumann, policy analyst
Debi Barnes-Woods, boards coordinator
Coleen Hanson, manufactured home document ownership program coordinator

Guests present: Don Miner, Oregon Manufactured Housing Association (OMHA)
Steven McKinley, McKinley Service Company

I. Board business

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 Building Codes Division, Conference Room "A," 1535 Edgewater Street NW, Salem, Oregon. Chairman Eames noted that no action would be taken during the meeting due to a lack of quorum.

B. Roll call

Bill Peterson, Wallace Fort and Bob Schreiver were absent, unexcused. Chuck Lynch and Bob Netter were absent, excused.

Chairman Eames expressed concern over the lack of quorum issues that continue to be a problem for this board.

C. Approval of agenda and order of business

Chairman Eames **RULED** the agenda approved.

D. Approval of the regular meeting minutes of March 8, 2007

Chairman Eames **RULED** the minutes of March 8, 2007 approved.

E. Date of the next regularly scheduled meeting

March 13, 2008

II. Public comment

Steve McKinley expressed concern that installers were not adequately represented on the code review committee. He feels it is important that all segments of the industry be involved in the code adoption process.

III. Reports

A. Building Codes Division Administrator's Report

Andrea Simmons, manager of policy and technical services, introduced Coleen Hanson, a new BCD staff member in the manufactured home document ownership program.

Manager Simmons gave an overview of the [BCD update](#), which included a BCD contact sheet; the division developed a contact sheet to distribute at industry meetings and division board meetings detailing whom to contact for specific program-related questions.

[E-Permitting](#): House Bill 2405 has been signed. The division is in the process of hiring technical and administrative staff for the ePermitting Project Management Office. The division is looking for jurisdictions to help define the product, which will be designed to make information easily accessible electronically, and will allow for the electronic submission of plans, purchasing of permits, and scheduling inspections.

“Permits Protect” is a consumer protection and public outreach campaign. The goal is to remind homeowners that it is in their best interest to obtain permits for home construction and remodeling.

[Summary of Rulemaking](#) and other projects.

HB 2478 – Certificate of Occupancy. The division is working on developing consistent certificate of occupancy standards for new residential construction in the state of Oregon. There is already an existing standard in the commercial code.

HB 2219 - Clarifies terminology related to certain licensing and examination fees.

SB 440 - Expands information to be included on manufactured structure ownership documents. Requires that notice of manufactured structure sale provided to county assessor be accompanied by documentation of tax payment.

Oregon Adopted Specialty Codes - The division is in the process of updating three of the eleven specialty codes. The anticipated effective date for all three updated specialty codes is April 1, 2008.

C. Program update

Albert Endres, program chief for manufactured structures and parks, provided an update on the adoption of the 2008 Oregon Manufactured Dwelling and Parks Specialty Code. A Code Review Committee has been formed, with eight members, and the first meeting will be September 20, 2007. Only eight code change proposals have been received. The code is expected to become effective April 1, 2008.

Manufactured home production is at one of the lowest levels it has ever been. Production is currently down 29% from last year. Production of manufactured homes in 2006 was a little over 12,000, down from an annual high of 25,000 in the mid-1990s.

The recreational industry is predicted to remain stable. Oregon is leading the pack in the number of RV rally's and there is an increase in recreational vehicle park construction.

Implementation of national HUD programs pertaining to installation, consumer dispute resolution and national licensing has been delayed. National code programs will not affect the state of Oregon, as long as Oregon's minimum requirements meet or exceed national code requirements.

Don Miner requested the division to reconsider adding the actual language of, and not just the references to, the Manufactured Home Code, so that installers are not required to purchase multiple codebooks.

Chief Endres will take these recommendations to the code committee.

IV. Communications

Temporary rule filed to allow building officials to determine appropriate installation of manufactured structures in floodways

Richard Baumann, policy analyst, discussed the temporary rule; its purpose is to remove the conflicts created by changes in federal laws. The building official will now determine if and when a manufactured dwelling may be installed in floodways. Effective from August 2007 to February 2008.

V. Appeals - None

VI. Unfinished business – None

VII. New business – None

VIII. Announcements

The Manufactured Dwelling and Parks Specialty Code Review Committee is having public meetings to amend the 2002 Oregon Manufactured Dwelling and Parks Specialty Code on the following dates and locations:

- Thursday, September 20, 2007, 9 a.m. – 4 p.m., Building Codes Division Conference Room A, 1535 Edgewater Street NW, Salem OR.
- Thursday, October 4, 2007, 9 a.m. – 4 p.m., Building Codes Division Conference Room A, 1535 Edgewater Street NW, Salem OR.
- Thursday, October 25, 2007, 9 a.m. – 4 p.m., Building Codes Division Conference Room A, 1535 Edgewater Street NW, Salem OR.

IX. Adjournment

Chairman Bill Eames adjourned the meeting at 10:00 a.m.

Respectfully submitted by,

Kaylan McAllaster
Boards Coordinator