

BOARD OF MANUFACTURED HOUSING

January 24, 2024



Arizona Department of Housing

AGENDA



A G E N D A
BOARD OF MANUFACTURED HOUSING
Arizona Department of Housing

Date: **Wednesday, January 24, 2024, 1:00 P.M.**

Meeting link:

<https://us02web.zoom.us/j/83716439063?pwd=bnNZY2h3c1JDODVnV1FmNzNtR2ZPUT09>

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Call to the Public
Public Comments - Those wishing to address the Board need not request permission in advance; however, they must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Each person addressing the Board will be limited to five minutes on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board may only take action on matters listed on the agenda. Action taken as a result of public comments will be limited to directing staff to review a matter or ask that a matter be placed on a future agenda.
- IV. Annual Selection of Board Chair (Assistant Deputy Director)
- V. Review and Action on Abbreviated Minutes of April 26, 2023 meeting
- VI. Legislative Proposal Update (Assistant Deputy Director)
- VII. Staffing – discussion
- VIII. Plan Review Update - discussion
- IX. Adjournment

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public that the members of the Board of Manufactured Housing will hold a regular meeting open to the public via the virtual link set forth above. The Board, upon a majority vote of a quorum of the members, may, when necessary, hold an Executive Session to obtain legal advice regarding any of the agenda items, pursuant to A.R.S. § 38-431.03(A)(3).

The agenda is subject to change up to 24 hours prior to the meeting, in which case a new agenda will be prepared and distributed in the same manner as the original agenda. You may also call **602-364-1433** or email Ayde.Sanchez@azhousing.gov for any changes. Agenda items are noted by number and letter for convenience and reference. The Board may address the agenda items in any order within the time frame indicated, and may set over matters to a later time when necessary. The Board reserves the right to change the order of items on the agenda, except for matters set for a specific time.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ayde Sanchez at 602-364-1433 or email Ayde.Sanchez@azhousing.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

April 26, 2023
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

April 26, 2023 BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:00 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Kory Beickel, Jay Daniels, Jan Doughty, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Wayne Syrek and Michael Young.

Arizona Department of Housing (“Department”) Staff: Assistant Deputy Director, Tara Brunetti (Brunetti), Accounting Supervisor, Angenique Castaneda; Board Secretaries Ayde Sanchez, Amanda Duncan and Evelyn Estrella.

Public: Ken Anderson

CALL TO PUBLIC

No public comment.

APPROVAL OF FEBRUARY 15, 2023 BOARD MINUTES

Chairman Roe entertained a motion to accept the prior Board Meeting Minutes; Board member Johnloz made a motion to accept; motion seconded by Board member Gleeson and the Board voted unanimously to accept.

STAFFING UPDATE

Brunetti informed the Board about the three job opportunities posted for the Manufactured Housing & Building Division:

- Manufactured Housing Program Manager
- SAA Operations Technician
- Factory Built Building Inspector

FEE SCHEDULE

Brunetti presented to the Chairman and Board members the 2024 fiscal year fee recommendations.

Chairman Roe entertained a motion to accept to increase the following fees:

FBB Installation Permit to \$6.00LF for commercial use and \$3.00LF for a classroom per story.

Special Use Permit to \$250.00 each.

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IPIA Plant inspection/HUD Label to \$125.00 each.
Installation Reinspection to \$175.00
Plan Review to \$260.00
Installation Certificate to 20.00 each.
Modular Manufacturer and Reconstruction Certificate to \$65.00 each.
Permit Extension to \$100.00

Board Member Doughty made motion to accept; motion second by Board Member Daniels and the Board voted unanimously to accept.

New fees for fiscal year 2024 will go into effect July 1, 2023.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting is tentatively scheduled for October 18, 2023.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:25 p.m.

PLAN REVIEW



ADOH Plan Review Top Ten Areas of Concern

- Application documentation submittal incomplete and missing required information.
- Plan Sheets, Details, and Calculations without an AZ engineered seal.
- Information entered into the portal, the application, and contained within the documentation does not match.
- Submittal contains plans, details, or calculations for another state.
- Submittal of duplicate documents for multiple structures on one site without delineating which structure the application is intended to apply to.
- Submitting plans without LAHJ approval. (Planning/Zoning/Floodplain)
- Plan submission either does not contain complete or current Design Criteria.
- Applications submitted including plans, details, and calculations for IFC review.
- The scope of the application is not identified by the applicant.
- Receiving emails and phone calls from multiple parties of an application, the use of the single 'Point of Contact' system would really help to keep plan review on track.

Plan Submittal Requirements

- Each application submission includes a current ADOH Application, current ADOH project specific checklist, and submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data based on IBC-2018 considerations.
- Structural construction documents shall show the size, section and relative locations of structural members with floor levels, column centers and offsets dimensioned. The design loads and other information pertinent to the structural design, Floor live load, Roof live load, Roof snow load data, Wind design data, Earthquake design data, Geotechnical information, Flood design data, Special loads, and Roof rain load data shall be indicated on the construction documents. (See IBC-2018 1603)
- Permanent foundation systems shall include all applicable loads and calculations applicable Frost and Ground snow load calculations are included based upon local requirements.
- Supplementals- provide only the plans, details, and calculations where there are changes/modifications.
- For FBB installation-site conditions, foundation system, electrical attachments, plumbing attachments, anchoring components, or field-installed components.

ADOH Commitment

- Increase staff and training to adequately handle volume and reduce wait time.
- Consistent use of third party plan review.
- Conduct preliminary screening of each submittal within 20 business days of receipt at ADOH.
- Provide consistent feedback and regulation with regard to statute, rule and adopted building code requirements.

2024
BOARD MEETING
SCHEDULE



2024 MH BOARD MEETING SCHEDULE



All meetings are tentatively scheduled the 3rd Wednesday of each calendar quarter, beginning at 1:00 p.m.

Date and time is subject to change at the discretion of the Chairman of the Board.

- *January 17, 2024 rescheduled to
January 24, 2024*
- *April 17, 2024*
- *July 17, 2024*
- *October 16, 2024*