

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

January 24, 2024 BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:01 p.m.

ROLL CALL

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

Absent: Everette Hoyle

Arizona Department of Housing (“Department”) Staff: Assistant Deputy Director, Tara Brunetti (Brunetti); Board Secretary Ayde Sanchez, Plan Reviewer, Ted Caviness and Division Administrator/Investigations, Jeff Jacobs.

CHAIRMAN SELECTION

Board member Gleeson entertained a motion to re-elect David Roe as the Chairman for the Arizona Board of Manufactured Housing; Board member Doughty made a motion to accept and the Board voted unanimously to accept.

APPROVAL OF APRIL 26, 2023 BOARD MINUTES

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

LEGISLATIVE PROPOSAL UPDATE

Brunetti announced to the Board members that the Legislative session has initiated and there are over 60 bills that affect ADOH; some directly affecting MHBD. The Department has assisted MHIAZ in drafting proposed changes to the existing statutes to modernize the language, update definitions, remove the requirement for installation insignia and add an accessory permit to the permit scheme. Brunetti informed the Board that based upon upcoming legislative changes; it is likely that rule changes will be required by the Board.

STAFFING UPDATE

Brunetti informed the Board that an analysis of the Department’s staffing needs has been requested by the Governor’s Office and is underway. The goal is to submit staffing requests and to obtain the approvals for additional full time employees (FTE’s) prior to the April board meeting to ensure a proper forecast of budgetary needs when the Board analyzes fee adjustments for the next fiscal year.

PLAN REVIEW UPDATE

Brunetti announced the passing of former employee Patty Stecher. The Department was very hopeful that Stecher would make a full recovery and return to her duties. Brunetti introduced Caviness as the new plan review lead. Caviness has been applying different techniques and building code experience to streamline the plan review process and better the turnaround processing time. In addition to Caviness, the Department has hired two additional employees to support the plan review section. At this time the Department is relying heavily on the support of third party reviewers to assist with the processing of plans. Brunetti empathized the effort the Department is making to ensure a reduction in plan review turnaround while ensuring compliance with HUD and adopted building code requirements. Brunetti discussed the top reasons for plan denials and corrections and emphasized the Department's intent to continue to publish related material until plan review applications become more accurate and complete upon submission.

CALL TO PUBLIC

The Public had an opportunity to speak to the Board & Department. The main focus areas that the Public brought to the attention are as follows:

- The loss of revenue the plan review turnaround is affecting the industry.
- The recent lack of communication between the Plan Review section and the Applicant.
- Re-analyzing the process for the permanent use buildings vs. temporary lease buildings.
- Re-analyzing the process for singlewide buildings vs. multi-section buildings.
- Financial hardship on homeowners due to delays in obtaining approved plans to commence work.
- Additional plan review fees due to extra time spent of reviewing plans.

Chairman Roe thanked the public for attending the meeting and expressing their concerns with the Plan Review processing timeframe. Chairman Roe asked the Department to consider what other states are considering as exemptions for leased/temporary buildings and to evaluate third party review costs in comparison to the fees that have been established by the Board.

NEXT BOARD MEETING DATE

The next meeting is tentatively scheduled for April 17, 2024.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 2:20 p.m.