

**FACTORY BUILT STRUCTURES ADVISORY BOARD  
VIDEOCONFERENCE MEETING**

**Tuesday – July 9, 2019 – 9:30 a.m. (MDT)**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d’Alene  
2055 Garrett Way, Building 1, Suite 4, Pocatello**

**MINUTES OF THE JULY 9, 2019 MEETING**

**NOTE:** The following report is not intended to be a verbatim transcript of the discussions at the meeting, rather to record the significant features of those discussions.

Chairman Markus Alley called the meeting to order at 9:37 a.m. (MDT)

**Board Members Present:**

Markus Alley, Chairman  
Jeff Chrisman, Vice-Chairman  
Ken Roche  
Kenna Draper  
Michael Hampton  
Mike Jensen  
Brian Mattson

**DBS Staff Members Present:**

Chris L. Jensen, Administrator  
Ron Whitney, Deputy Administrator  
Patrick J. Grace, Regional Manager, Region 2  
Adam Bowcutt, Regional Manager, Region 3  
Jeff Egan, Building Program Manager  
Lisa Stover, Building Program Supervisor  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

Frost Depth Levels – Teri Ottens, Idaho Housing Alliance (IHA), complemented DBS on holding meetings with the industry to resolve the interpretation of frost depth levels on temporary settings for manufactured (HUD) homes set primarily in communities.

Limited Time for Plan Reviews – Although the Division’s turnaround time on plan reviews is ten to 15 days, Scott Flynn, indieDwell, was concerned there could be a possible increase in review time should construction continue to stay busy throughout the state of Idaho.

◆ **Approval of the July 9, 2019 Agenda, May 14, 2019 Draft Meeting Minutes and May 2, 2019 Special Draft Meeting Minutes**

**MOTION:** Jeff Chrisman made a motion to approve all the items on the consent agenda. Michael Hampton seconded. All in favor, motion carried.

◆ **Election of Officers**

On the first day of July or as soon as thereafter as practicable, the Board elects a chairman, vice-chairman and secretary from among its members.

**MOTION:** Ken Roche made a motion to nominate the three existing officers in the same positions; Chairman Marcus Alley, Vice-Chairman Jeff Chrisman and Secretary Spencer McLean. Brian Mattson seconded. All in favor, motion carried.

◆ **Schedule 2020 Meeting Dates**

The proposed meeting dates for 2020 are February 11th, May 12th, and July 14th.

**MOTION:** Ken Roche made a motion to approve the 2020 meeting dates as identified. Kenna Draper seconded. All in favor, motion carried.

◆ **Conduct Negotiated Rulemaking on and Approve Amendments to the Idaho Manufactured Home Installation Standard**

This topic was added to the agenda as an action item in hopes of having amendments to the Manufactured Housing Installation Standards, 2020 edition, available for the Board to review/approve for submission to the 2021 legislature. Taking longer than expected, the Board was asked to basically approve the process whereas the Division and collaborative group will work together; bringing cohesive modifications to the standards back to the Board.

When asked about roof snow load amendments, DBS has been allowing the jurisdictions having authority to require changes to unattached snow roof ramadas only since the structure of the home cannot be altered.

**MOTION:** Jeff Chrisman made a motion to continue putting together the potential proposed amendments to the installation standard. Brian Mattson seconded. All in favor, motion carried.

◆ **Approve Proposed Legislation**

Elimination or Consolidation of Manufactured Home Licenses – There was a lengthy discussion regarding the elimination or consolidation of manufactured home licenses (resale broker, responsible managing employee, and salesman), possible elimination of background checks, retailer license becoming a three-year rather than one-year license and adjusting the licensing fees accordingly.

Jack Lyman, IHA Representative, will address the issues with the IHA Board at its meeting the week of July 15th; offering to draft statutory language on the issuance of licenses and felony conviction. Regional Manager Patrick J. Grace will receive a copy for distribution to the Board for recommendations.

It was recommended this topic be tabled until the industry has a chance to meet and the Board has an opportunity to hold a special meeting to review the draft language.

Reduction of Fees for Manufacturers of Modular Buildings – At a previous meeting, the Board approved a proposal to reduce fees. Since then, the Division has become aware that the fee table is referenced in statute and must be addressed before moving on to the actual table in rule. Therefore, the following verbiage will be changed/added to Idaho Code § 39-4303(1)(a) and (2), respectively: 1) Replace “1997 Uniform Building Code Table 1-A” with “and the modular building permit fee schedule provide in rule”, and 2) Add “and the modular building permit fees provided in rule” to the last sentence.

**MOTION:** Ken Roche made a motion to reduce the fees for manufacturers of modular buildings. Kenna Draper seconded. All in favor, motion carried.

**Number of Units from Out-of-State Retailers/Installers Unlicensed in Idaho**

As a follow up to the May 2019 Board meeting, Lead Manufactured Home Inspector Mike Davis has not found any data to support out-of-state installers are pulling permits and providing installations in the state of Idaho without an Idaho license. In addition, there is an installer checklist where certification is required. The installer signs the checklist even if they do not install the home, but the homeowner does. As far as out-of-state retailers selling in Idaho, DBS is waiting to hear back from two manufacturers in Oregon. One manufacturer in Washington is involved in direct sales and has an active Idaho installers license but not a retailer license in Idaho. It is Mr. Davis’ understanding all the sales are completed in Washington; however, a question for legal counsel and/or management is whether an Idaho license would be required if the sales are consummated in Washington and then the installer installs the home in Idaho.

The Division will ask Deputy Attorney General Spencer Holm for a formal opinion on whether Idaho’s laws have application outside the boundaries of Idaho for out-of-state manufacturers and retailers. Mr. Lyman offered to research to see how other states statutorily require licensure and whether there is example language that could solve this issue.

**ACTION:** The Deputy Attorney General will generate a formal opinion; determining whether Idaho’s laws have application outside the boundaries of Idaho for out-of-state manufacturers and retailers.

◆ **Administrator Report**

Financials – The Factory Built Structures Fiscal Year 2019 Financial Statement, as of May 31, 2019, was reviewed.

Autovol – In Nampa, a 400,000 square foot automated manufacturing plant is on track to be finished in January 2020. The company to build high-volume, multi-unit housing complexes; i.e., apartments and hotel rooms, as individual modules.

◆ **Adjournment**

**MOTION:** Jeff Chrisman made a motion to adjourn the meeting. Mike Jensen seconded. All in favor, motion carried.

The meeting adjourned at 11:35 a.m. (MDT)

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MARKUS ALLEY, CHAIRMAN  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD

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CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE  
10/24/2019rb

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