



**CITY OF ALLEGAN  
CITY COUNCIL STUDY SESSION MEETING  
Monday, August 14, 2023, 5:30PM  
City Council Chambers - 231 Trowbridge Street  
Allegan, Michigan**

**\*\*\*NO ACTION IS TAKEN DURING THE STUDY SESSION\*\*\***

1. Call to Order
2. Public Comment Period
3. Round Table Discussion amongst Council Members
4. Review of Economic Development Report from Michael Kiella and Dave Redding
5. Discussion regarding a Proposed Development for Pingree Park (Joe & Deb Leverage)
6. Discussion regarding a Rental Inspection Program
7. Discussion regarding Installation of EV Charging Stations
8. Review of Council Agenda
9. Adjourn to regular meeting to begin at 7:00 pm



City of Allegan  
City Manager's Office  
269.673.5511  
231 Trowbridge Street  
Allegan, MI 49010

## MEMORANDUM

TO: Allegan City Council  
FROM: Joel Dye, City Manager  
REVIEWED BY: N/A  
DATE: August 14, 2023  
  
SUBJECT: Review of Pingree Park Development Proposal

### Action Requested:

It is requested that the City Council review and direct staff how the city should proceed on the Pingree Park development proposal.

### Background:

The Pingree Park parcel was originally owned by Mr. T.M. Russell who built the original courthouse in Allegan. This site has not had official buildings on it since approximately 1865, there are some old foundations on the site. In the early 1900's, when the circus would come to Allegan, they would set up in the Pingree park area, including where the water plant currently sets. The property has had a channel dug around the parameter essentially making this an island during higher river levels. Currently this property is undeveloped and is listed in the Michigan State Part 303 Final Wetlands Inventory. The city water utilities engineer at Wade Trim was contacted for his review of this project, he feels that the State will require wet lands mitigation for any work performed in the area and dredging of the channel would also require permits.

Allegan Old Mill Properties LLC, Joe and Deb Leverage, have submitted a proposal of their vision for this property for the city to consider. The proposed development would clear out the underbrush of the property and open areas to build elevated sites for tiny house units if the State will allow water and sewer lines to be installed in a wetland area. If water and sewer cannot be constructed on the site, they propose having wheeled tiny house "campers" that have self-contained potable and grey water holding tanks on the elevated sites. The proposed development would be a no vehicle island with various amenities for those staying in the tiny house camp sites. The city water utilities engineer at Wade Trim was contacted for his review of this type of project. He feels that the State will require wetlands mitigation for any work performed in the area and dredging of the channel would also require permits.

The Leverage's are asking to enter into an agreement with the City to give access to the property to perform their due diligence in exploring a project of this magnitude. The agreement would be for a six-month period with an additional six-month period if needed.



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Attachment(s):

Old Mill Properties LLC proposal

Parcel map of area

Water utility map of area

1906 Sanborn map of area

Atlas map from 1913 of the area

Photo looking South over Pingree Park area

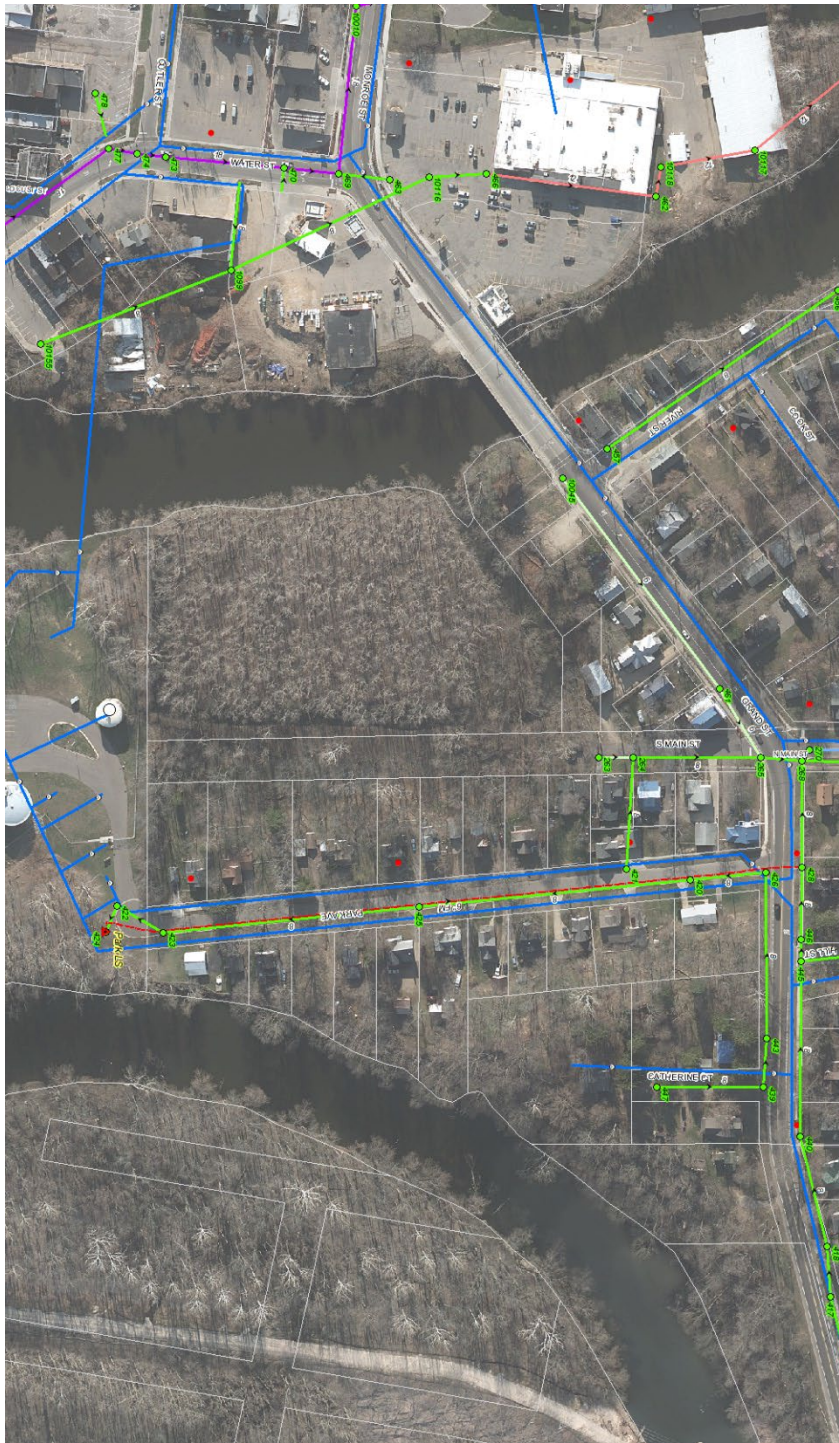


Pingree Park parcel 115-00





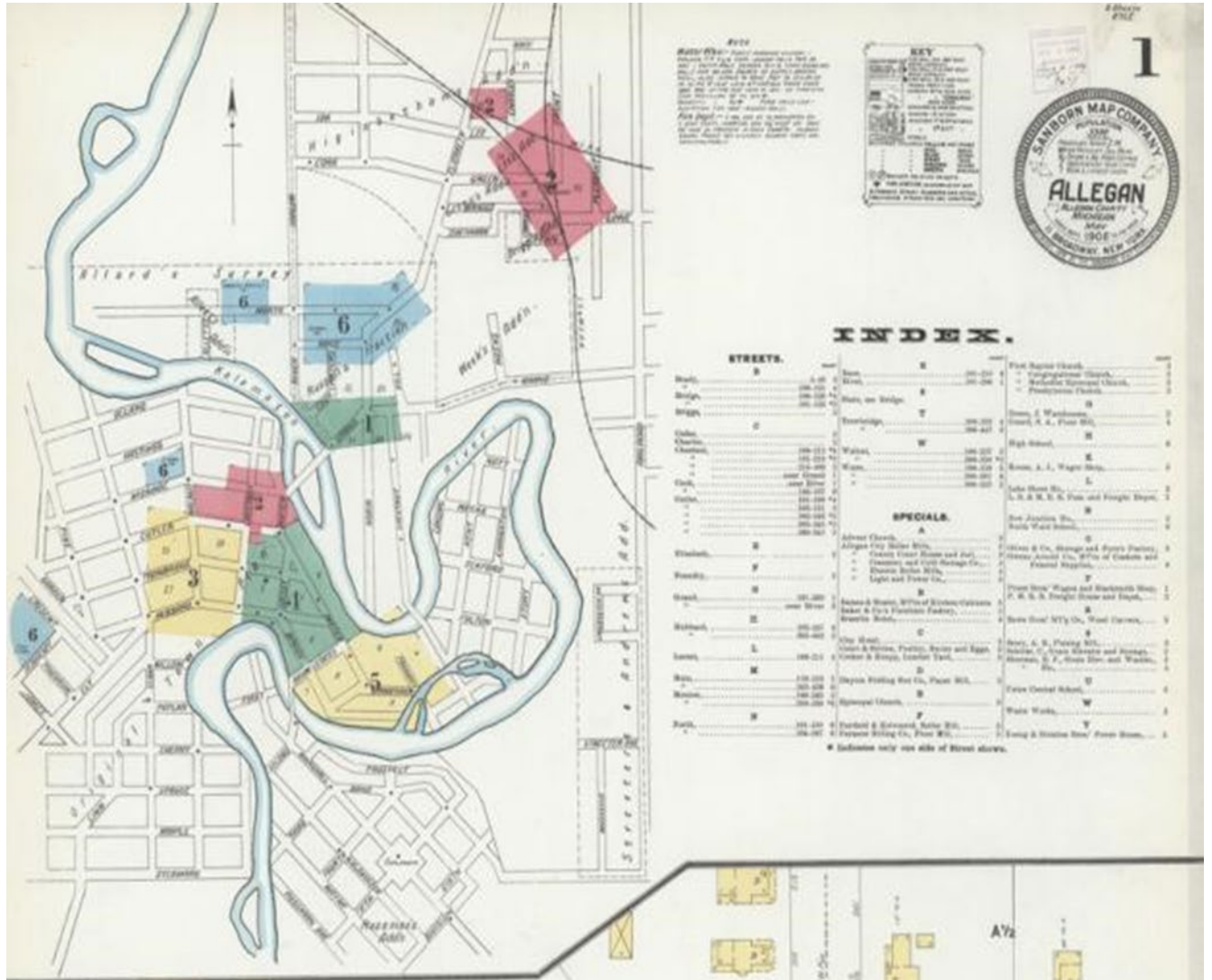
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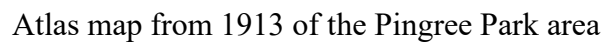
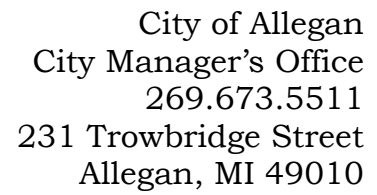
Water and sewer locations to Pingree Park



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Picture looking South over Pingree Park peninsula. The building in front is approximately where Juan Linn is today, building to the far south (upper right corner) is in the Mill District.



# Project Proposal for the Former Pingree Park land



**AUGUST 10**

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**Allegan Old Mill Properties LLC.**  
**Authored by: Joe Leverence**



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# Project Proposal for the former Pingree Park Land

## Tiny House Campground

This property, owned by the City of Allegan, has been unused since the 1940's when public access to the property was lost by the City of Allegan's creation of its Well Water Pumping Stations.

The land has been determined to be in the Final Wetlands Inventory and Floodway by EGLE and the Federal Government, limiting development of this property to a Joint Permit Process for the Approval of any development.

***“...the plan to be as minimally invasive as possible,  
preserving the healthy trees...”***

Allegan Old Mill Properties LLC. (Joe and Deb Leverence) Is requesting of the Allegan City Council to consider our proposal to acquire this land, contingent upon permit approval from EGLE, to create a Vacation Rental Park of Tiny Homes.

It has been determined that the City of Allegan has never installed Water and Sewer Services to this area and that to bring services to this area, would be invasive to the Wetlands designation and would require a Joint Permit for any excavation.

Anticipating that EGLE will not permit the necessary trenching/excavating for bringing in the Water and Sewer Services, which is required by ordinance for permanent occupied structures, we are calling this development a “Campground” for Tiny Houses on Wheels that are self-contained units, similar to an RV or Camper.

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If permitted, we can bring in the systems and plumb in the units negating the need for the wheeled Tiny Houses and we would build them as cabins or a combination of both. These would be units that we will build and provide. This will not be for people to bring campers to.

The goal here, is for the plan to be as minimally invasive as possible, preserving the healthy trees and not disturbing the soil. Because of the property being in the Floodway, we will elevate the Tiny Houses on stilts so they will reside above the flood levels.

The pictures below are representative of the style and elevation we have in mind. The Tiny Homes will be approx. 400 Sq Ft and will be available for weekly and weekend rentals.



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We would like to clean out the channel of water that surrounds the “island” and install a small bridge from the “Main Street” area that will be used for parking. (No Vehicles allowed on the “Island”). Picture is an idea for the style of bridge.



Ideally, we will have a walking path around the perimeter of the “Island” with several activity/exercise stations along the path. A small Pavilion in the middle for BBQ and Picnics. Paddle boats in the Channel and yard games. Perhaps a Golf Cart or two for guests to come into town.

The island will be private, requiring a key card or code to access.

We would love the opportunity to make this forgotten piece of property a tax paying asset for the City of Allegan as well as bring the much-needed Motel/Vacation Rental options to the economic picture of the future of Allegan.

We would like to have the property under contract to perform our due diligence with EGLE, land cleaning costs, a plan for access to the property and possible licensing.



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We agree to cover costs associated with a survey. This would be a Quit Claim Deed with no Title Work. It has never been developed, so no need for Phase 1 or 2 Environmental testing.

We would request a 6 Month period with a single 6 Month extension if needed.

Thank you for your consideration.

Allegan Old Mill Properties LLC.

Joseph Leverence CEO

\_\_\_\_\_

Mayor, City of Allegan

Teresa Galloway

\_\_\_\_\_



City of Allegan  
City Manager's Office  
269.673.5511  
231 Trowbridge Street  
Allegan, MI 49010

## MEMORANDUM

TO: Allegan City Council  
FROM: Joel Dye, City Manager  
REVIEWED BY: N/A  
DATE: August 14, 2023  
  
SUBJECT: Rental Inspection and Building Inspection Program

### Action Requested:

It is requested that the City Council discuss the implementation of a Rental Inspection Program in the City of Allegan to be administered through PCI, Inc.

### Background:

The City of Allegan has established a goal for 2023-2024 to restart the Rental Inspection Program. Over the past few months, city staff has investigated how we can go about restarting this program.

At a meeting in June, the City Council was informed that PCI, our current Building Official, will not do rental inspections. However, after that meeting, city staff met with PCI and they agreed to investigate starting a rental inspection program in the City of Allegan. This is a service that PCI, provides for a select number of cities in West Michigan.

PCI has submitted the attached proposal for our review. In summary, the city will pay a one time \$10,000 on boarding fee and an annual \$5,000 administrative fee. For these services, PCI will create a full-fledged rental inspection program. As you will see from their proposal there will be fees for the property owners that will be paid directly to the City, but 100% of the fees will be transferred to PCI to cover the inspection costs associated with the Rental Inspection Program.

It should be noted that as staff looked into starting a rental inspection program, we also talked with SAFEbuilt and they quoted an annual fee of \$36,000 plus fees collected from property owners; PCI's proposal will cost \$21,000 less.

### Attachment(s):

PCI, Inc. Proposal



**PCI**

**PROFESSIONAL**  
CODE INSPECTIONS

**Proposal For**

# **Rental Inspection Services**

City of Allegan

**Kirk Scharphorn Jr.**

[kscharphornjr@pcimi.com](mailto:kscharphornjr@pcimi.com)

616.667.8803

**Eric Thompson**

[ethompson@pcimi.com](mailto:ethompson@pcimi.com)

616.877.2000





July 31, 2024

Joel Dye  
City of Allegan  
231 Trowbridge St  
Allegan MI, 49010

Dear Mr. Dye,

Thank you for considering our company for your Rental Inspections Services provider.

Rental Housing Programs are becoming a necessary endeavor for many communities. The need of community to be able to provide safe and affordable housing is greater now than ever due to the extreme shortage the housing is experiencing.

At PCI we understand the need of a community to have a local partner that possesses the knowledge, experience and tools to effectively administer Rental housing programs. Our team works hard to provide the highest quality inspection services by understanding each customer's unique needs and developing a program to best suit them. Our customized programs are reliable, efficient, effective and affordable. Our goal is to exceed municipal expectations while never taking our eyes off the most important target: safety and wellbeing of the community.

Once again, we thank you for considering Professional Code Inspections of Michigan Inc. If you should need any additional information, please contact me at your convenience.

Sincerely,

*Kirk Scharphorn /s/*

Kirk Scharphorn Jr., Director of Planning and Zoning  
Professional Code Inspections of Michigan Inc.



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## **OUR SERVICES**

### **Rental Inspection Services**

A trend amongst communities of your size is the development and implementation of a Rental Unit Inspection program to ensure that all rental units are up to an established safety and maintenance standard. Our team has the experience to assist you with the development, adoption and administration of the program.

Our Program includes:

- Working with Municipal Staff to identify suspected rental housing units
- Contacting property owners to register properties as rental units
- Scheduling compliance inspections
  - \* Includes arranging / collecting lease holder consent forms
- Performing compliance inspections and reporting necessary repairs
- Issuing Compliance Certificates
- Notifying property owners of Certificate expiration and coordinating renewal process
- Electronic record keeping
- Work with City Enforcement staff on issues arising in the program such as uncorrected violations, expired Certificates, failure to register buildings failure to schedule renewal inspections etc.





## FEE SCHEDULE

### Rental Inspection Services

**Rental Registration (per building).....\$50.00**

- paid for by the property owner

**Rental Inspection (per unit).....\$65.00**

- Paid for by the property owner

**Rental Re-inspection (per unit).....\$65.00**

- Paid for by the property owner

**Enforcement Actions.....\$75.00 hr.**

- Paid for by the City

(This covers our time associated with enforcement activity outside of normal procedures. IE Issuing citations, court proceedings, property monitoring, execution of court orders, eviction assistance etc.)

**Administration Fee (yearly).....\$5,000.00**

- Paid for by the City

( This includes our administrative staffs time for the scheduling, answering questions, collecting information, collecting consent forms, cost of mailings, record retention)

**Onboarding Fee (one-time).....\$10,000.00**

- Paid for by the City

(This covers all the backend work that happens on our end to build out the processes, procedures, forms, reporting systems and landlord communication systems required to make this program a success)



## REFERENCES

Thad Beard, City Manager  
City of Rockford  
7 S. Monroe St. NE  
Rockford, MI 49341  
616.866.1537  
[tbeard@rockford.mi.us](mailto:tbeard@rockford.mi.us)

Sarah Moyer-Cale, City Manager  
City of Hastings  
201 E. State St  
Hastings, MI 49058  
269.945.2468  
[smoyer-cale@hastingsmi.org](mailto:smoyer-cale@hastingsmi.org)  
(Rental Inspection Customer)

Matt Butts, Assistant City Manager  
City of Grandville  
3195 Wilson Ave. SW  
Grandville, MI 49418  
616.530.4980  
[mbutts@cityofgrandville.com](mailto:mbutts@cityofgrandville.com)

R. Tyler Dotson, City Manager  
City of Hudsonville  
3275 Central Blvd.  
Hudsonville, MI 49426  
616.669.0200  
[rtdotson@hudsonville.org](mailto:rtdotson@hudsonville.org)  
(Rental Inspection Customer)



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## MEMORANDUM

TO: Allegan City Council  
FROM: Joel Dye, City Manager  
REVIEWED BY: N/A  
DATE: August 14, 2023  
  
SUBJECT: Electrical Vehicle Charging Stations

### Action Requested:

It is requested that the City Council discuss the implementation of an Electrical Vehicle Charging Station Network in Downtown Allegan.

### Background:

The City of Allegan has established a goal for 2023-2024 to strive towards being a more environmentally conscious community.

As part of the Cutler Street Parking Project, we had a contract with Hage Automotive to install an electrical vehicle charging station at no cost to the City of Allegan. However, that company has abandoned our community, and is not engaging the city on this idea anymore.

Considering the council's 2023-2024 goal regarding being an environmentally conscious community and having a few members of the community request that we install these electrical vehicle stations, staff feels that this is a project that we should not abandon. After trying to get a company to focus on Allegan, we were recently able to connect with EZ Evolution ([www.ezevininstall.com](http://www.ezevininstall.com)) who came to our city, reviewed our downtown and submitted quotes to install charging stations in the Cutler, Water and Hubbard Street Parking Lots.

Unlike the Hage Automotive agreement where the chargers would be installed free of charge, the chargers from EZ Evolution Chargers would have to be paid for by the City of Allegan. The costs range from \$26,191.70 (80 Amp slower charger) to \$130,221.64 (120 Kw faster charger). An 80 Amp Charger would bring a vehicle's battery from 20% to 80% in 3.5 hours while the 120kW DCFC Charger would bring a vehicle's battery from 20% to 80% in 35 minutes.

The City Council is not being asked to purchase anything. At this time, staff is only gauging council's desire to install electrical vehicle charging stations in the Downtown and to what extent.

### Attachment(s):

Quotes, Maps and Spec Sheets

# ESTIMATE



**EZ EVolution**  
13485 Portage Road  
Vicksburg, MI 49097

jeff@ezevinstall.com  
+1 (269) 806-4121  
www.ezevinstall.com

## City of Allegan

**Bill to**  
Joel Dye  
City of Allegan  
231 Trowbridge Street  
Allegan, MI 49010

**Estimate details**  
Estimate no.: 1027  
Estimate date: 06/16/2023

Product or service		Amount
1.	<b>Commercial Installation</b> Cutler Street Lot - Coordinate with utility for new 200 amp 240v single phase service, remove partial sidewalk to run to charger location, erect 200A service pedestal. From service pedestal , run underground with 80A L2 Charger. Provide concrete foundation and pollards install and validate chargers.	1 unit × \$16,725.96 \$16,725.96
2.	<b>Commercial Charger</b> Red E 80A Floor Stand Dual Port Charger, 3 Year Software Subscription, 3 Years of Operations and Maintenance and charger commissioning.	1 unit × \$10,445.00 \$10,445.00
Subtotal		\$27,170.96
Sales tax		\$626.70
<b>Note to customer</b> Thank you for choosing EZ EVolution to assist with your commercial charging solution. All commercial equipment is special order and installations require a 50% deposit to process the order. Estimates do not include utility costs which are determined by the provider and paid directly by the customer. Estimate subject to approvals and confirmation of site conditions. Checks made payable to EZ EV LLC.		<b>Total</b> <b>\$27,797.66</b>





1) dual port 80 amp  
charger

new electrical service  
area

# ESTIMATE



**EZ EVolution**  
13485 Portage Road  
Vicksburg, MI 49097

jeff@ezevinstall.com  
+1 (269) 806-4121  
www.ezevinstall.com

## City of Allegan

**Bill to**  
Joel Dye  
City of Allegan  
231 Trowbridge Street  
Allegan, MI 49010

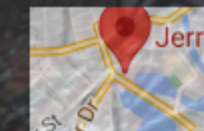
**Estimate details**  
Estimate no.: 1028  
Estimate date: 06/16/2023

Product or service		Amount
1. <b>Commercial Installation</b>	1 unit × \$15,120.00	\$15,120.00
Hubbard Street Lot - Coordinate installation of 400A, 240v single phase service, remove sidewalk, erect 400A service pedestal and run underground to EV Charger Pedestals. Install concrete pad and bollards, site restoration. Charger installation and validation.		
2. <b>Commercial Charger</b>	1 unit × \$10,445.00	\$10,445.00
Red E 80A Floor Stand Dual Port Charger, 3 Year Software Subscription, 3 Years of Operations and Maintenance and charger commissioning.		
Subtotal		\$25,565.00
Sales tax		\$626.70
<b>Total</b>		<b>\$26,191.70</b>

### Note to customer

Thank you for choosing EZ EVolution to assist with your commercial charging solution. All commercial equipment is special order and installations require a 50% deposit to process the order. Estimates do not include utility costs which are determined by the provider and paid directly by the customer. Estimate subject to approvals and confirmation of site conditions. Checks made payable to EZ EV LLC.





Jerry Campbells P...  
Jerry Campbells Parkin...  
42.53°N, 85.85°W

Dual 80  
amp  
pedestal

new utility  
transformer  
provided by  
utility



# ESTIMATE



**EZ EVolution**  
13485 Portage Road  
Vicksburg, MI 49097

[jeff@ezevinstall.com](mailto:jeff@ezevinstall.com)  
+1 (269) 806-4121  
[www.ezevinstall.com](http://www.ezevinstall.com)

## City of Allegan

**Bill to**  
Joel Dye  
City of Allegan  
231 Trowbridge Street  
Allegan, MI 49010

**Estimate details**  
Estimate no.: 1029  
Estimate date: 06/16/2023

Product or service		Amount
1.	<b>Commercial Installation</b> Water Street Lot - Coordinate with utility to provide new 400A, 480v 3 phase service. Install 100 KVA step down transformer, 400A 3 phase outdoor panel. Remove sidewalk and run underground cabling to 400 amp service pedestal and underground to 80A EV charging pedestal and 120kW DCFC. Engineering, drawings and permitting along with charger installation, validation, commissioning and site restoration.	1 unit × \$49,776.12 \$49,776.12
2.	<b>Commercial Charger</b> Red E 80A Floor Stand Dual Port Charger, 3 Year Software Subscription, 3 Years of Operations and Maintenance and charger commissioning.	1 unit × \$10,445.00 \$10,445.00
3.	<b>Commercial Charger</b> Red E - Stellar 120kW DC Fast Charger. Dual output CCS1 connectors, 27" high contrast user interface touchscreen, 15' Cables. 3 Years of operations and maintenance, 3 year software subscription, commissioning and cable management system.	1 unit × \$65,447.00 \$65,447.00
Subtotal		\$125,668.12
Sales tax		\$4,553.52
Total		<b>\$130,221.64</b>

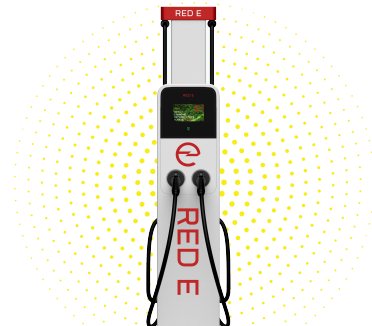




install electrical  
service in this area

L2 dual port  
pedestal

L3 dual port  
pedestal



## AC FLOOR STAND L2 CHARGER DUAL PORT 19.2KW

### > Product Information

Input/output power rating and current	2*19.2kW (240V AC*80A)
Input/output voltage	Output amperage adjustable via mobile app, from 6A to 80A
Network type	208V±15%; 240V±15%, 60Hz
Input cord	L1/N+PE, L1/L2/PE
Connector type	Hardwired
Ground fault detection	SAE J1772, 24.6' (7.5m) or 16.4' (5m)
Protection	20mA CCID
Card reader	Overcurrent, overvoltage, undervoltage, integrated surge protection
Power measurement accuracy	Optional: ISO 15693, ISO 14443, NFC
	+/- 1.0% from 1% to full scale

### > General Characteristics

Enclosure rating	NEMA 3R
Operating altitude	6561.7' (2000m)
Operating temperature range	-40°F~-122°F (-40°C~+50°C)
Storage temperature range	-40°F~+185°F (-40°C~+85°C)
Mounting	Wall or floor using a pedestal
Dimensions (HxWxD)	24.60"x12.6"x6.7" (625x320x170mm)

### > User Interface

Status indication	LED / APP / LCD (8 inch,1280*720 touch screen)
User interface	Autel Charge APP; Autel Charge Cloud Bluetooth,
Connectivity	Wi-Fi, Ethernet, 4G, RS485
Communication protocols	OCPP 1.6J (Can be upgraded to OCPP 2.0.1 later)
User authentication	APP, RFID card, Credit Cards (Optional)

### > Software Update

OTA updates via web portal

### > Certification and Standards

Safety and compliance	UL 2231-1, UL 2231-2, UL2594, NEC Article 625, CSA C22.2,
EMC compliance	UL 916 FCC 15 Class B
Certification	Energy Star, OpenADR 2.0b
Warranty	36 months, warranty extension possible



**STELLARCHARGER DC FAST 60KW-240KW WITH 20KW INCREMENTS**

**DCFC 60KW-120KW      DCFC 140KW-240KW**

ELECTRICAL		
CONNECTOR OPTION*	Dual CCS1, or CCS1 + CHAdeMO	Dual CCS1/CCS1 Boost, or CCS1 + CHAdeMO
MAX. INPUT AC CURRENT	60kW: 91A; 80kW: 122A;	140kW: 213A; 160kW: 245A; 180kW: 270A;
	100kW: 152A; 120kW: 182A	200kW: 305A; 220kW: 335A; 240kW: 365A
NOMINAL INPUT AC CURRENT	60kW: 83A; 80kW: 110A;	140kW: 181A; 160kW: 207A; 180kW: 230A;
	100kW: 138A; 120kW: 165A	200kW: 260A; 220kW: 285A; 240kW: 310A
INPUT VOLTAGE RANGE	480 V AC - 15 % to +10 % @ 60 Hz	
DC OUTPUT VOLTAGE	CCS1: 150 to 950 V DC; CHAdeMO: 150 to 500 V DC	
NETWORK TYPE	TN-S, TN-C, TN-C-S, & TT (External RCD** Required)	
AC INPUT CONNECTION	3P + PE (No Neutral)	
PROTECTION	Over-Current, Over-Voltage, Under-Voltage, Ground-Fault, Over-Temperature, Short-Circuit, Insulation Monitor (IMD), & Surge Protection	
OVERVOLTAGE CATEGORY	AC Side (Input) OVC: III	
POWER FACTOR (> 50 % LOAD)	≥ 0.98	
THDI (> 50 % LOAD)	≤ 5 %	
PEAK EFFICIENCY	≥ 96 %	
STANDBY POWER	80 W	
SHORT CIRCUIT CURRENT RATING	≥ 65 kA	
ENERGY METERING	Class A	
USER INTERFACE & COMMUNICATION		
CONNECTIVITY	Internet Access Via 4G / Wi-Fi / Ethernet (RJ 45)	
USER AUTHENTICATION	QR Code, RFID, Credit Card (Optional)	
ISO 15118 PLUG & CHARGE	Yes	
DIN 70121	Yes	
INTERFACE	27” LCD High-Contrast Touchscreen (15.6” Optional)	
ACCESSIBLE FOR WHEELCHAIR USERS	Yes	
COMMUNICATIONS PROTOCOLS	OCPP 1.6 JSON, OCPP 2.0.1 (Can Be Upgraded Later)	
RFID READER	ISO 14443 A+B to Part 4 & ISO/IEC 15693, Mifare, NFC, Calypso, Ultralight, PayPass, HiD & More	Yes
EMERGENCY BUTTON	Yes	
SOFTWARE UPDATE	OTA Update Via Web Portal	
CONTROL AND CONFIGURATION	Web Portal, On-Board Service Portal	
GENERAL CHARACTERISTICS		
PROTECTION RATINGS	NEMA 3R Outdoor Use & IK-10	
ENCLOSURE TYPE	Stainless Steel 430	
OPERATION ALTITUDE	6561 Ft. (6561 to 9843 Ft. with Power Derating)	
OPERATING TEMPERATURE	-31 °F to +131 °F (+122 °F to +131 °F with Linear Power Derating)	
STORAGE TEMPERATURE	-40 °F to +158 °F	
HUMIDITY	< 95 % RH, Non-Condensing	
NOISE LEVEL	< 65 dB @1 m/25 °/Full Load/800 VDC	
MOUNTING	Free-Standing Cabinet	
CABLE LENGTH	15 ft (Optional: 20 or 25 ft)	
DIMENSIONS (H X W X D)	76.8 x 32.3 x 23.6 In. (1950 x 820 x 600 mm)	76.8 x 32.3 x 27.6 In. (1950 x 820 x 700 mm)
CERTIFICATIONS & STANDARDS		
COMPLIANCE & SAFETY	UL 2202, UL 2231-1, UL 2231-2, NEC Article 625, CSA C22.2 No. 107.1-16	
EMC COMPLIANCE	FCC Part 15 Class A, Class B (Optional)	
WARRANTY	24 Months with Warranty Extensions Available	

\* CCS1 Max 200A, CCS1 Boost 300A (Max 400A) \*\* RCD: Residual Current Detector For Ground Fault Protection