



TOWN OF
QUEEN CREEK
 ARIZONA

TO: PLANNING & ZONING COMMISSION

THROUGH: BRETT BURNINGHAM, DEVELOPMENT SERVICES DIRECTOR

FROM: ERIK SWANSON, PLANNING ADMINISTRATOR, SARAH CLARK, SENIOR PLANNER/PROJECT MANAGER

RE: PUBLIC HEARING AND POSSIBLE ACTION ON P24-0043 "ZONING ORDINANCE AND DESIGN STANDARDS TEXT AMENDMENTS - RESIDENTIAL DESIGN REVIEW APPROVAL", A STAFF INITIATED TEXT AMENDMENT TO MODIFY THE APPROVAL AUTHORITY OVER RESIDENTIAL DESIGN REVIEW APPLICATIONS FROM THE PLANNING COMMISSION TO THE PLANNING ADMINISTRATOR.

DATE: May 8, 2024

Suggested Action:

Move to recommend approval of P24-0043 "Zoning Ordinance and Design Standards Text Amendments - Residential Design Review Approval".

Discussion:

Every year, Development Services Staff evaluates the Department's requirements, processes, and procedures to identify strategies to increase efficiency, improve the customer experience, and streamline the development process. At the February 2024 Council Strategic Planning Session, staff presented a series of proposed strategies to further facilitate and streamline the residential development process. In an effort to streamline applications and consolidate staff's review process, staff proposed a text amendment to provide administrative review and approval for residential design review applications (rather than include Planning Commission review and approval). Council directed staff to move forward with the proposed amendment.

Residential Design Review applications are predominately approved on the consent agenda, are approved based on conformance with Town technical standards, and are generally not contentious. Staff estimates that implementing the text amendment to allow for administrative approval of Residential Design Review applications has the potential to reduce the application review and approval process by at least two months.

The specific amendments included in the proposed text amendment, which amends the Zoning Ordinance and Design Standards, are summarized below.

- Changes Residential Design Review application approval authority from Planning Commission to the Planning Administrator
- Specifies that if the application does not meet all applicable requirements as determined by the Planning Administrator, the Residential Design Review application shall be required to be reviewed and approved by the Planning Commission. (This follows the same current process for site plan applications, which are also approved administratively).

Attachment(s):

1. [RDR Approval - Zoning Ordinance Redlines.pdf](#)
2. [RDR Approval - Design Standards Redlines.pdf](#)

ARTICLE 2 – ADMINISTRATION AND ENFORCEMENT

- H. *Appeal.* Interpretations may be appealed to the Board of Adjustment.

2.3 Administrative Relief

- A. The purpose of this Section is to provide flexibility in the application of and interpretation of the requirements of this Ordinance. Where and when flexible standards are permitted such flexible standards shall continue to meet the intent of the applicable regulations. In special circumstances, the Development Services Director may grant a waiver of any applicable fees, upon written request.
1. An application by the property owner or on behalf of the owner was submitted on a form prescribed by the Planning Administrator or authorized representative, and any applicable fees were paid;
 2. The proposed improvement requiring relief will not be detrimental to the property requesting relief, any adjacent property, or the Town as a whole;
 3. The relief requested is needed due unusual circumstances, including, but not limited to small size or irregular shape of the parcel, unique design and additional solution that is not prescribed in the Ordinance but still satisfies the intent;
 4. The relief granted is the minimum required to meet the needs of the proposed improvement; and,
 5. The relief shall not be contrary to the purpose and intent of this Ordinance.
- B. The Planning Administrator or his or her designee may approve a request to modify the requirements of this Ordinance and the Town of Queen Creek Design Standards in accordance with the Administrative Relief process outlined in this Section.
- C. The Planning Administrator, or authorized designee, may authorize relief of up to ten percent (10%) of any development standard. For projects located within a Downtown Core (DC) or Agritainment (AT) zoning districts the Planning Administrator

or authorized designee may authorize relief up to fifteen percent (15%) of any development standard and may also waive specific non-quantitative development requirements for single family homes. Any relief authorized will be documented with findings consistent with all of the requirements below and filed with the building permit records, subdivision case file or other Development Services Department records. If determined by the Planning Administrator, application for relief may require notice, by first-class mail, postmarked at least fourteen (14) calendar days prior to the determination, and was given to adjacent property owners determined by the Planning Administrator or authorized designee as potentially affected by the request.

2.4 Planning Commission

- A. *Establishment.* Pursuant to A.R.S. §9-461.01.A, there is hereby established a planning agency known as the Planning Commission of the Town of Queen Creek, Arizona ("Commission").
- B. *Powers and Duties.* The Commission shall provide an advisory function to assist the Town Council in making decisions pertaining to amendments to the General Plan and this Ordinance, and applications for development approval. In no event is the Commission authorized to render a final decision approving, denying, or conditionally approving a change in the Zoning Ordinance or General Plan. The Commission shall have the following powers and duties:
1. Pursuant to A.R.S. §9-461.01B.1, to develop and maintain a General Plan or element thereof and to submit the proposed General Plan or element to the Town Council;
 2. To prepare or cause to be prepared amendments to such plan and elements thereof and to submit the amendments to the Town Council;
 3. To review and make recommendations to the Town Council with regard to

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amendments to the General Plan Land Use Map;

4. To initiate, hear, review and make recommendations to the Town Council on applications for amendments to the text or map of this Ordinance;
5. To hear, review and approve or disapprove all applications for ~~Residential Design Review and~~ Comprehensive Sign Plans, as provided by this ordinance; and,
6. To hear, review and recommend approval or disapproval of all applications for Major General Plan Amendments, Minor General Plan Amendments, Specific Area Plans, Rezones, Planned Area Developments, and Conditional Use Permit applications, as provided by this ordinance or the subdivision ordinance; and,
7. To adopt bylaws, policies, procedures, and regulations for the conduct of its meetings, the consideration of applications for development approval, and for any other purposes deemed necessary for the functioning of the Commission provided, however, that bylaws, policies, procedures, and regulations shall be consistent with this Ordinance and shall be approved by the Town Council before taking effect.

C. *Organization, Membership, Terms, Appointment, and Removal.* The Commission shall be organized as follows:

1. *Composition.* The Commission shall be composed of the number of members to be appointed by the Town Council as established by the minimum requirements of A.R.S. §9-461.02; The members of the commission shall be residents of the town for a period of one-year preceding appointment. In the event of an immediate vacancy, a candidate may be appointed without satisfying the 1-year residency requirement if in the best interest of the Commission as determined by the Planning Administrator and approved by the Town Council;
2. *Removal of Member.* The Town Council may remove any member of the

Commission if written charges are filed against the member. The Town Council shall provide the member with a public hearing if requested;

3. *Compensation.* Members may be compensated per diem, based upon meetings actually attended and reasonable and necessary expenses, as determined by the Town Council;
4. *Terms.* All members shall serve a term of three (3) years. Members may be reappointed as necessary by the Town Council; however members shall not serve more than three (3) consecutive terms;
5. *Officers.* At an annual organizational meeting, the members of the Commission shall elect one (1) of their members as chair and one (1) as vice-chair. In the absence of the chair, the vice-chair shall act as chair and shall have all powers of the chair;
6. *Duties of Chair.* The chair, or in the chair's absence the vice-chair, shall administer oaths, shall be in charge of all proceedings before the Commission, and shall take such action as shall be necessary to preserve order and the integrity of all proceedings before the Commission;
7. *Nonattendance.* If any member of the Commission shall fail to attend three (3) regular meetings of the Commission within any consecutive three (3) month period, or a total of six (6) regular meeting within any twelve (12) month period, the chair or the vice-chair, as the case may be, shall immediately file a notification of such nonattendance with the Town Council for placement on the agenda of the Town Council. The Town Council may, by appropriate action, terminate the appointment of such person and fill the vacancy thereby created as soon as practicable;
8. *Recording Secretary or Designee.* The Planning Administrator or designee, shall serve as the recording secretary to serve the Commission. The secretary shall keep minutes of all proceedings of the

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located in various locations throughout a residential community containing multiple individually locked mailboxes and parcel compartments. All CBU's shall be designed to include a decorative enclosure on five sides that is constructed of a combination of decorative stone veneer, stucco, brick/block materials, etc. to complement the architectural design theme, monumentation and walls of the neighborhood.



K. Buffering and Transitions

1. The General Plan Land Use Categories Table and Land Use Requirements Table require some land uses to incorporate appropriate measures to create a compatible transition between adjacent properties using buffering strategies such as open space buffers, roadways, and compatible lot sizes to be determined through the rezoning and site planning process. Development applications should incorporate buffering strategies based on the characteristics of the property and the surrounding area to meet the General Plan transition requirement. The Buffer and Transition Manual identifies some buffering strategies that may be incorporated including, but not limited to:

- a) Compatible Lot Widths
 - b) Transitioning lot sizes or transitioning densities
 - c) Additional setbacks
 - d) Open space or landscaping
 - e) Roadways
 - f) Building setbacks and line of sight demonstration
 - g) Quality building design and construction techniques
 - h) Comparable building height
 - i) Nuisance use restrictions
2. Other buffering strategies not listed may be incorporated into a project to meet the intent of the General Plan transition requirement.
 3. Buffering techniques will be reviewed on a case-by-case basis and depending on the context, scale, and use of the project or unique circumstances, more than one buffer type may be required to satisfy the requirements of the General Plan.

DS.4 Single-Family Residential Standards

- A. *Purpose.* The purpose of this Section is to guide architectural integrity in order to assure that these neighborhoods are sustainable and continue to make a positive contribution to the community in the years to come. Neighborhoods designed according to these principles increase in value as they mature, rather than requiring ongoing public reinvestment that is often needed in poorly designed neighborhoods where there is little pride of ownership and lack of property maintenance. The purposes of these provisions are:

1. To supplement the zoning regulations applied to site built, modular and manufactured homes with additional

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standards and procedures which will promote a satisfactory living environment for residents of single family homes, and encourage a mix of homes and other types of housing within the Town;

2. To permit greater diversity in the types of housing communities; and,
3. To ensure that all new single family dwellings are compatible with other forms of housing.
4. To create attractive, enduring and sustainable neighborhoods.

B. *Applicability.*

1. These Standards apply to all new single-family structures on individual lots, including new subdivisions, custom homes and master planned communities. These Standards do not apply to subdivisions or master planned communities with approved development agreements, the conditions of which would preclude the ability to fully comply with these guidelines. These Standards are provided for the use of homeowners, builders, contractors, designers, Town staff and Town decision makers.
2. Small-scale development may propose alternative design standards to the Planning Administrator. Alternative design standards may include design character and features from previously approved developments adjacent to proposed small-scale development.

C. *Residential Design Review Application/Approval Process.*

1. Prior to submitting an application for Design Review approval the applicant shall attend a Pre-Application Meeting with a representative of the Development Services Department.
2. Applications for Design Review shall be filed with the Development Services Department on form(s) provided and shall include all of the information identified in the application form(s), Design Regulations, and any other data

that may be required by the Planning Administrator that is needed for review of the application.

3. Applications shall be signed by the property owner(s) or an authorized agent of the property owner(s) and all applicable fees shall be paid when applications are submitted.
4. The Planning Administrator shall review the application submittal for compliance with all applicable guidelines within this ordinance. The approval of said application shall be in accordance with Article 3, Section 3.3.C and 3.3.D.2 of the Town Zoning Ordinance.
5. In the event of a denial, no development activities shall be authorized until a new application for Design Review approval has been submitted and approved.

6. The approval date of the Design Review approval shall be the date on which the application was approved by the Planning ~~Commission~~ Administrator. Design Review approvals are tied to other development approvals (i.e. Building Permit, Standard Plan Building Permit Review), which will be identified in the notification of Design Review approval.

7. Residential Design Review applications shall meet all applicable Design Guidelines, standards, and ordinances. If a Residential Design Review application does not meet all applicable requirements as determined by the Planning Administrator, the Residential Design Review application shall be required to be reviewed and approved by the Planning Commission.

6-8. Appeals. Any Residential Design Review application approval, conditional approval and / or denial may be appealed to the Town Council by an aggrieved party, subject to the procedures set forth in Section 3.1.G of the Zoning Ordinance.

7-9. Amendments to previously approved Design Review Applications. Up to two (2) additional production home plans may be approved by the Planning Administrator if the proposed plans are in substantial conformance with the initial

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submittal. No more than two (2) additional plans shall be approved per calendar year.

D. Design Guidelines.

1. *Neighborhood Character.* Each neighborhood type (Rural/Estate, Suburban and Urban) has a unique character based on the existing landscape, topography, lot size and development pattern. Guidelines are provided to communicate the three primary types of neighborhood character found in Queen Creek. The balance between manmade and landscape elements will also help to reinforce each type of character.

a) In Rural and Estate Neighborhoods (A-1, R1-190, R1-145, R1-108, R1-54, R1-43), the balance between the buildings and landscaping should substantially favor the landscaping. In general, open space and vegetation dominate; architectural and man-made elements are apparent, but secondary. Rural uses, such as horses and view fencing, hedgerows along property boundaries and generous setbacks from the street will visually contribute to the rural and estate character.



b) In Suburban Neighborhoods (R1-35, R1-18, R-15, R1-12), the man-made and open space elements of the community should be balanced. Internal open space and external transitioning shall be maximized to provide the necessary balance with the man-made elements. Setbacks for and between buildings and along public ways become more pronounced. Solid

fencing or walls should be partially limited, with the area adjacent to the community open space in a partial-view style of fencing.

c) In Urban Neighborhoods (R1-9, R1-7, R1-5, and R1-4), architecture and the man-made elements are the predominant features and thus must be carefully crafted to avoid becoming generic and stale in form. Setbacks for and between buildings are reduced proportionately to the size of the lots. Front yards may be reduced and street presence becomes more prominent for porches and architectural elements if the garage/auto area is proportionately recessed from the street. Privacy is generally obtained in the interior spaces of small walled courtyards or fenced yards. Sufficient open space shall be provided between or within developments for effective contrast and balance to the buildings and the land.



2. *Streetscape.* It is the street that defines the character of the neighborhood. Therefore guidelines have been created to introduce sufficient variety to create interest without becoming excessive to the point of creating a chaotic street scene. It is also important to create a clear transition from the public space of the street to the private space of the home. Clearly identifying paths for people to move through this sequence creates space that enhances community while maintaining privacy. The following streetscape guidelines shall apply:

a) A customized entrance should be provided at the entry street intersecting the arterial or major collector which

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should include architectural features such as, water feature, sculpture, monument signage, special landscaping, specialty pavement, enhanced fence wall details or a boulevard median.

- b) Production home builders are required to provide landscaping in all planted areas within the front yards of single-family detached home lots prior to a certificate of occupancy.
- c) For model home complexes, production home builders are required to:
 - 1) Offer at least three (3) significantly different front yard landscape options per plan, one of which shall be a low-water usage xeriscape option.
 - 2) The use of drought-tolerant trees, shrubs and groundcovers is required.
 - 3) The predominant use of grass is prohibited. Limit turf areas (including artificial turf) to a maximum of 30 percent of the total lot. Where turf is provided, the grass area should be large enough to be useable and watered efficiently.
 - 4) Model home complex parking lots shall contain trees and landscaping consistent with the landscape design of the lots that contain the model homes. Landscaping should be used to screen and soften the parking areas and long expanses of privacy walls.
- d) Repetitious elevations shall be avoided. The same elevations shall not be utilized across from or adjacent to each other. A sufficient number of plans to create variety and diversity shall be provided. All tract home subdivisions shall have a minimum of four (4) floor plans with three (3) unique elevations per floor plan. Unique elevations shall be structurally different with different roof types facing the street as described in subsection DS.4.C.2.e below.
- e) Monotonous, uniform roof forms shall be avoided. Roof forms shall be varied

by incorporating different building heights and / or ridgeline orientation.



- f) The front elevation shall feature a pedestrian scaled entry which is clearly visible when standing at the front property line. Pedestrian scaled entry may include gates, arbors, portal, and similar features with courtyard forward plans.
- g) Color in new subdivision development:
 - 1) The primary exterior body colors should be neutral earthy colors. No bright, bold or primary colors shall be used for primary body colors. The trim and accent colors should complement the primary body color.
 - 2) A minimum of seven (7) distinct combinations of colors and roof materials shall be provided to further promote visual interest. There shall not be a predominant singular color. Less color combinations may be considered in smaller subdivisions.



- h) Open gable roofs emphasizing the lack of detail should be avoided. The home shall have a pitched roof with a slope of not less than 3:12 pitch. The exception to the roof pitch requirements is for Santa Fe/Pueblo or other flat roof

dominant architectural styles. The roof overhang shall not be less than one (1) foot measured from the vertical side of the dwelling unit. When carports, garages, porches or similar structures are attached as an integral part of the dwelling unit, the Planning Administrator may waive the eave requirement.

- i) Development should provide visual interest through the use of accent materials (such as stone or brick veneer) such that the application replicates the authentic means of construction (for example, all visible sides of an architectural element are covered as if the entire element was constructed of masonry). When continuing the material around a corner from a front to side elevation, it should be terminated by an architectural element such as an offset, column, intersecting wall or fence.
- j) All on-lot fencing facing a public street should be designed to match the standard plan's materials and primary color or that of the subdivision theme wall.
- k) Driveways for three-car or larger forward-facing garages shall incorporate alternative paving design elements stamped concrete, concrete engraving, intricately sawed or grooved patterns, concrete pavers, and colored concrete to soften the appearance of large impervious surfaces.
- l) Alley loaded garages are encouraged, especially for small lot subdivisions.



3. *Building Design.*

- a) All residential buildings shall have a permanent foundation and a garage to store a minimum of two (2) vehicles. Interior dimensions of a garage shall be a minimum of twenty (20) feet wide by twenty (20) feet deep.
- b) The dwelling unit shall have a garage with roofing and siding complimentary to the primary structure.
- c) The dwelling shall be covered by an exterior material of a color, material, and appearance that is compatible with those of existing single-family dwellings including, but not limited to, the following:
 - 1) Residential cementation lap siding; brick, stone or masonry veneer;
 - 2) Frame or block stucco siding; skip trowel preferred;
 - 3) Other siding materials which are determined by the Planning Administrator to be compatible with the above-referenced materials;
 - 4) The building materials of a project shall be durable, require low maintenance, and be of a substantial quality. Organic wood products for decorative architectural elements and / or siding should be discouraged; and,
 - 5) Flat or corrugated sheet metal shall not be used for exterior siding material.
- d) All street side elevations of a structure shall provide visual interest by incorporating overhanging eaves, recessed windows, or other building details.

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- e) The building materials of a project shall be durable and require low maintenance.
- f) Windows should be balanced, equally-spaced and equally-proportioned in the building mass. All windows on a home shall comply with at least one of the two requirements below:
 - 1) Windows shall be recessed a minimum of 2" from the face of the adjacent wall plane; or,
 - 2) Windows shall have style-appropriate trim detail at the sill, head, and jambs. Windows with no recess or no trim are not allowed.
- g) Window treatments shall have an Architectural theme that is carried through on all sides of the structure.
- h) An all-weather, hard surfaced, covered outdoor rear patio area of not less than five (5) percent of the home square footage for any single-family detached home on a lot eighteen thousand (18,000) square feet or less. The rear patio shall not be less than six (6) feet in depth and shall be designed to be integrated with the architecture of the home, including the primary structure material, colors and roof design, and be appropriately related to open areas of the lot for the purpose of providing suitable outdoor living space to supplement the limited interior spaces.
- i) Canopies and awnings should be attached to any home and patios can be enclosed and used for recreation or sun room purposes. When enclosed for living purposes, such shall be

considered as part of the home and a permit required, issued by the Planning Administrator, before such enclosure can be used for living purposes.

- j) Windows and doors should be in proportion to one another, and aligned on each elevation to bring a sense of order.



- k) A durable, low-maintenance roof consisting of non-reflective materials customarily used for residential construction shall be provided, and if following a traditional architectural style, in accordance with the defining characteristic as shown in Section DS.2 of this document.
- l) *Garage Frontage and Location.*
 - 1) Front loaded garages shall be recessed a minimum of five feet (5') from the livable, side turned garage, or covered front porch area of the building to provide interest and relief from the street.
 - 2) Significantly recessed garages, detached garages, and side entry garages are encouraged.
 - 3) A minimum of three (3) distinctly different garage door designs shall be provided as a standard feature for all plans of production homes.
 - 4) In the R1-5 and R1-7 zoning districts, the garages should be varied in order to reduce repetition and prevent monotony. Variations may include orientation, change in garage plane, and / or alternative architectural and material treatments.

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5) The garage shall match the architectural style, roof type, and material palette of the primary structure.

6) Vehicular access to rear yards with sufficient space to store cars, small boats and recreational vehicles should be provided wherever possible. Storage areas shall be completely screened through the use of masonry fence walls, solid gates and landscaping.

7) RV garages and oversize garage doors should be set back at least ten (10) feet from the primary structure.

m) *Garage Dominance.* Homes and buildings in Queen Creek should have a timeless look to their architecture, and should not be dominated by large garage doors on the front of the home or building. Garages have become a desirable element of modern homes and are used for both parking and storage. Because garages often are accessed by a single door sixteen feet (16') wide or wider, their appearance can easily dominate the entire façade of a home especially on smaller, narrower homes or buildings. While a home or building need not go to extraordinary measures to hide a garage door, the use of the following techniques are recommended to minimize their appearance.

1) The front elevation shall prominently feature an entrance for persons rather than automobiles through superior design. Garage doors shall be de-emphasized and not be the most prominent architectural feature of the house.

2) Front loaded garages shall be recessed by a minimum of five feet (5') from the livable, side turned garage or covered front porch area of the building in order to provide interest and relief for the streetscape.

3) Provide engaging architecture on the rest of home (covered porch, large recessed picture window with brick sill

or tile surround, stone or brick veneer).

4) Avoid ornate detailing (such as a Mission parapet) on the garage mass. Remove decorative detail (brick or stone wainscot) from the garage mass and add it on the livable mass of the home.



5) Provide one and a half or two story massing so that the garage is a smaller part of the overall front façade of the home.

6) When style appropriate provide balcony or deck on the second level to provide interest over the garage.



7) Avoid large gables over the garage. Use hip roofs, shed roofs or flat roofs instead to minimize the garage massing.

8) Turn the garage ninety degrees to the street and make the front façade

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appear as a livable portion of the home.



- 9) When possible accentuate it with massing (tower), color, lighting and architectural detail.
- 10) Provide coach house details to the garage door so that it appears to be wooden or style appropriately divided into smaller elements. Avoid a single large blank element.
- 11) Provide a pergola (trellis, lattice, or arbor) above the garage door to vary the shade and shadowing on the door.



- 12) Deeply recess the door twelve to twenty-four inches (12" - 24") with an appropriate sized beam or structural element to hold up the home or roof over the large opening in historic building techniques.
- 13) Use two single car garage doors rather than one two-car garage door to create smaller massing.
- 14) Use pavers or decorative paving to break up or reduce the visual impact

and glare from a typical concrete driveway.

- 15) Make the door color match or darker than the body color of the home so that it recedes visually. Do not use accent colors on the garage door.

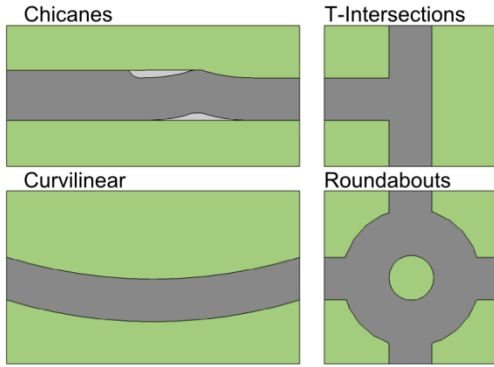
4. *Open Space.*

- a) Turf shall be utilized for active open space within a neighborhood.
- b) The use of turf is discouraged in areas of passive open space and along streets.
- c) Refer to Section 5.5 of the Zoning Ordinance for Open Space Requirements.
- d) Tot Lots or playground equipment shall be centrally located for ease of accessibility for the neighborhood and be covered by shade structures or mature landscaping.



5. *Access and Circulation.*

- a) T-type intersections are encouraged on local streets.
- b) Pedestrian connectivity should not be impeded if cul-de-sac streets are utilized
- c) Local streets shall be curvilinear if exceeding over one-thousand (1,000) feet in length or shall utilize traffic calming measures such as chicanes, chokers, and roundabouts.



- d) Flag lots in residential subdivisions may be permitted so long as sufficient fire safety access is provided, subject to review and approval by the Planning Administrator.

E. Manufactured / Modular Homes.

1. Any manufactured or modular home on an individual lot shall conform to the same building setback standards, side and rear yard requirements, standards for enclosures, access, vehicle parking, and square footage standards and requirements to which a conventional single-family residential dwelling on the same lot would be subject.
2. The dwelling shall be attached to a permanent foundation system in compliance the International Conference of Building Officials "Guidelines for Manufactured Housing Installation," as may be amended, and the following requirements:
 - a) All wheels, hitches, axles, transporting lights and removable towing apparatus shall be permanently removed prior to installation of the dwelling unit;
 - b) The foundation shall be excavated and shall have continuous skirting or backfill leaving no uncovered open areas excepting vents and crawl spaces. The foundation shall be exposed no more than twelve (12) inches above grade;
 - c) For homes which are narrower than sixteen (16) feet in width, the unit shall be oriented on the lot so that its long axis is parallel to the street.

F. Approved Product Transferability.

1. Housing product that has received RDR approval within the past 12 months from the Planning ~~Commission Administrator~~ or Planning Commission can be transferred to another community upon administrative review and approval to ensure design consistency, so long as the following criteria is met:
 - a) Any housing product that is first to a new community requires RDR review and approval by the Planning ~~Commission Administrator~~;
 - b) If housing product has previously been approved and is being requested to be transferred to another community, the housing product shall meet all applicable conditions of approval for the community in which it is being proposed;
 - c) Proposed product being transferred shall be commensurate with the lot sizes of the community in which the product is being transferred;
 - d) The number of housing products and elevation types will require administrative evaluation prior to approval to ensure sufficient diversity within the community;
 - e) Product cannot be transferred that has received approval for deviations; and
 - f) Product which has approval shall only be allowed to be transferred to two additional communities, assuming all other conditions are met.
2. Homebuilders that are the primary homebuilder within a multi-phased master-planned community can transfer housing product up to three years from final Residential Design Review product approval upon review and approval by the Planning Administrator to ensure that the product is in keeping with current design standards and the community in which the product is proposed. In the event that housing product is deemed to