



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222

CITY OF FOSTER CITY
COMMUNITY DEVELOPMENT DIRECTOR'S ACTION
NOTICE OF DECISION

APPLICATION RECEIVED: September 15, 2022

APPLICATION COMPLETE: January 10, 2023

ACTION DATE: January 10, 2023

CASE NO.: UP2022-0035

OWNER: Williams Landing Homeowners' Association, Manor Association,
Attn: Kristin Amarillas, 1800 Gateway Drive, Suite 200, San Mateo,
CA 9440

APPLICATION FOR: Amend Prototype for Replacement Windows, Patio Doors &
Skylights

LOCATION: Williams Landing Planned Development

ZONING: RT/PD (Townhouse Residence/Planned Development) District

ACTION TAKEN: Approved with Conditions

On the date listed above, the Community Development Director of the City of Foster City, took the action described above on the subject Use Permit Modification application based on the following findings:

1. That the proposal to amend the prototype design for the replacement of windows, patio doors and skylights in the Williams Landing Planned Development, as conditioned in Exhibit A are consistent with the Foster City General Plan and Title 17, Zoning, and Chapter 2.28, Planning, of the Foster City Municipal Code because the proposed prototypical design guidelines will maintain the existing appearance of the residential units in the development. The proposal will allow for necessary maintenance and repair of houses and therefore, will preserve "the quality of the City's residential neighborhoods" as stated in the Land Use and Circulation Goal (LUC-A) and Land Use Policies (LUC-38 and LUC-39) contained in the Land Use and Circulation Element of the Foster City General Plan, will provide additional/modified light and ventilation for the house, and will be consistent with the residential use of the residences in the development.
2. That the design of the proposal is appropriate to the City, the neighborhood and the lot in which it is proposed because the design, colors, and materials of the prototypical windows, patio doors and skylights replacements will be compatible with the architectural style, character, and proportions of residential units in the development and will be in keeping with similar improvements in the neighborhood.

3. That the design of the proposal is compatible with its environment with respect to use, forms, materials, colors, setbacks, location, height, design, or similar qualities as specified in Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code because: 1) the prototypical design will provide guidelines to ensure that windows, patio doors and skylight replacements are orderly and consistent for all residential units in the development, and therefore, the overall architectural style and characteristics throughout the planned development will be preserved.

4. That the proposal will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the City because the prototypical design will ensure that all residential units maintain similar architectural characteristics, will meet the requirements of Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code, and will not have detrimental visual impacts on the neighborhood, the planned development, or the property values in the area.

This action is subject to any conditions contained in Exhibit A, attached.

Expiration

Any Use Permit Modification approval shall, without further action, become null and void if not used within two (2) years from the date of approval thereof, or within any shorter or longer period of time if so approved by the Community Development Director.

Appeal

Pursuant to Section 17.06.150 of the Foster City Municipal Code, an action of the Community Development Director on an application may be appealed within ten (10) calendar days after the date of the Community Development Director's decision, in writing, to the Planning Commission. Appeals may be filed using the appeal form available in the Community Development Department or by letter. There is a fee for filing an appeal. All appeals must be filed in accordance with Section 17.06.150.

Acknowledgment by Applicant

Pursuant to Section 17.58.040.E of the Foster City Municipal Code, any Use Permit Modification decision shall not be effective until the permittee acknowledges acceptance of any conditions of approval and any appeal period has lapsed, or if there is an appeal, until a final decision has been made on the appeal.

In order to demonstrate that you are aware of and understand the Use Permit Modification conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning/Code Enforcement Division. Please keep the duplicate for your records. *Please be advised that a Building Permit **will not** be issued until the Planning/Code Enforcement Division has received the signed Notice of Decision.*

Sincerely,

Becki Hanan

p.p.

Marlene Subhashini
Community Development Director

Planners Initials: bh

Michael S. Boerio, Board Member

(Owner's Name) (Please Print)

Michael S. Boerio, Board Member

Michael S. Boerio, Board Member (Feb 2, 2023 09:27 PST)

(Owner's Signature)

Williams' Landing Homeowners Association Window, Patio Doors and Skylight Prototype Guidelines

All window and patio door replacements and skylight installations at Williams' Landing shall comply with the following guidelines, and be approved by the Williams' Landing Architectural Committee, or if not, by Board vote, consistent with these Guidelines:

- 1. Prior to construction, all necessary building permits shall be obtained from the Foster City Building Division. A building permit front door replacement is only required if the size and/or the location of the front door will be modified.**
2. All construction shall be located, designed, constructed, installed, and maintained in a professional manner and appearance.
3. All materials and colors shall be as approved. Once constructed or installed, all improvements shall be maintained in accordance with the approved plans. Any changes which affect the exterior character of the work shall be resubmitted for approval. The construction or placement of unapproved features or unapproved changes to buildings or structures which were a part of approved plans can and will result in the issuance of a "Stop Work Order" by the City, the need to revise plans and obtain City approval for all changes prior to recommending work, and the possibility of penalty fees being assessed for unauthorized work.
4. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
5. Prior to any final building inspection approval, these conditions and all improvements shall be completed in accordance with the approved plans and to the satisfaction of the City.
6. Once a building permit is issued, it is the permit holder's responsibility to ensure that the project receives a final inspection before the building permit expires (180 days after the last inspection). Failure to receive and/or pass a final inspection will result in the expiration of the building permit which will require additional fees to reactivate.
- 7. The method of installation for any windows replaced shall be "New Construction" (i.e. traditional, full frame removal and re-flashing of opening) or "Retrofitting" within existing aluminum mainframes (i.e. window within a window).**
- 8. Except as otherwise provided herein, the maximum window frame thickness from frame edge to daylight opening (DLO) shall be three inches**
- 9. The maximum window frame thickness from frame edge to daylight opening (DLO) on any twenty-four inch circular or hexagonal window replaced shall match the existing 1-1/4" frame thickness.**
- 10. The maximum window frame thickness from frame edge on any twelve inch by seventy-two inch (12" x 72") rectangular window replaced (found on single story homes) shall match the existing 1-1/4" frame thickness.**
- 11. If a window is being repaired (i.e. due to a broken glass pane, etc.), then replacement of the glass pane within the existing window frame shall be permitted.**

- 12. Window frames shall be white, and, may be made of aluminum, wood, fiberglass or vinyl.**
- 13. Any windows replaced shall have white grids to match the existing grids on the windows. No grids are necessary on garden windows.**
- 14. If windows are being replaced, all of the windows in the home must be replaced unless otherwise agreed by the homeowner's association's Architectural Committee or its Board of Directors.**
- 15. No projecting windows shall be allowed on any elevation except the rear elevation kitchen window which shall be a Garden Window assembly. A garden window may have a maximum window frame thickness from frame edge to daylight opening (DLO) of three and a quarter inches.**
- 16. If a homeowner wants to add a window(s) (i.e. due to construction of an additional bedroom on a single story home), the added window(s) must match the rest of the windows in the home in frame material, window glass tint, white grids and style, unless otherwise agreed by the Homeowner's Association Architectural Committee or its Board of Directors.**
- 17. All sliding glass windows replaced must be replaced with the same style of sliding glass window (i.e. that opens and closes by sliding horizontally), except that the stationary small window on the second story front elevation by the master bedroom of the three bedroom Bridgeport model may be replaced with a window that is "double hung" so that it opens and closes vertically. (see exhibit B)**
- 18. Patio back doors replaced in Bridgeport model homes shall be replaced with doors of similar design, made of aluminum, wood, fiberglass, or vinyl, white in color, and shall have grids that match the design of the existing door.**
- 19. Patio French doors and patio sliding doors may be replaced with French doors or sliding doors, and the maximum frame thickness from frame edge to daylight opening (DLO) shall be three inches. The replacement door(s) should have clear daylight openings (DLO) and should not have grids.**
- 20. Skylights installed on roofs must have a flat profile, and not a "bubble" profile. Skylight must be low-profile extending no more than 8-10 inches above the surface of the roof.**

APPROVAL PROCESS FOR REPLACEMENT WINDOWS, DOORS AND SKYLIGHTS

1. The homeowner/applicant shall obtain an approval letter from the Williams' Landing Homeowners' Association for the replacement windows and/or patio doors. The letter shall indicate that the proposed changes conform with the established design criteria of the Window, Patio Door and Skylight prototypical design. If there are any exceptions to the Window, Patio Door and Skylight prototype it must be written in the approval letter.
2. The homeowner or contractor shall apply for a building permit from the Building Inspection Division and shall submit any required drawings and fees, including the approval letter from the Williams' Landing Homeowners' Association. The homeowner or applicant shall submit the following:
 - A Building Permit application and fee including four 8 ½ X 11" color photographs (or four scaled elevations) clearly indicating the location, size, color, material, and dimensions of the window and/or sliding glass door frames and trim detail and use of grids.
 - Completed Window Schedule
 - Photos of the existing windows being replaced. Windows on photos shall be numbered to match the Window Schedule numbering.
 - Manufactures Brochure / Specifications for the proposed windows and patio doors.
 - Site plan of proposed skylight.
3. The Planning/Code Enforcement Division staff will review the Building Permit application to confirm that the proposal is consistent with the prototypical design approved for the replacement of windows and patio doors.

All permit applications and accompanying documents may be submitted in person at the CDD Counter at 610 Foster City Blvd. or online on the City's online permitting portal <https://permit.fostercity.org/etrakit/>.

Williams Landing - Home Profile List

Unit	1 Story Shingle	1 Story Plank	2 Story Shingle	2 Story Plank	1240 sf Bristol	1550 sf Bridgeport	1670 sf Nantucket	Comments
1			1				1	
2				1			1	
3			1			1		
4				1			1	
5			1			1		
6				1			1	
7			1			1		
8				1		1		
9	1				1			
10				1			1	
11			1			1		
12			1				1	
13				1		1		
14			1				1	
15			1				1	
16				1		1		
17				1			1	
18			1			1		
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48				1			1	
49	1				1			
50				1		1		
51				1		1		
52	1				1			

Williams Landing - Home Profile List

Unit	1 Story Shingle	1 Story Plank	2 Story Shingle	2 Story Plank	1240 sf Bristol	1550 sf Bridgeport	1670 sf Nantucket	Comments
53				1		1		
54	1				1			
55				1			1	
56			1				1	
57	1				1			
58				1		1		
59				1			1	
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62				1		1		
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129			1			1		
130				1		1		
131				1			1	
132			1				1	
133				1			1	
134			1			1		
135				1			1	
136				1		1		
137			1				1	
138			1				1	

Bridgeport

Plan 2
3 Bedrooms ■ 2½ Baths ■ Family Room ■ 2 Storys



**Williams
Landing** 

Bristol

Plan 1
2 Bedrooms ■ 2 Baths ■ Morning Room ■ 1 Story



Williams
Landing 

Nantucket

Plan 3
3 Bedrooms ■ 2½ Baths ■ Family Room ■ 2 Storys



*Williams
Landing*

The logo for Williams Landing consists of the words "Williams" and "Landing" in a serif font, stacked vertically. To the right of the text is a graphic element featuring a wooden post with a rope coiled around it, forming a knot that loops back towards the text.