



# City of Foster City

## ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD  
FOSTER CITY, CA 94404-2222

# PROTOTYPE

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

APPLICATION RECEIVED: March 31, 2016 **FOSTER CITY RECEIVED**

APPLICATION COMPLETE: February 9, 2017 **MAR 30 2017**

ACTION DATE: March 10, 2017 **PLANNING/**

CASE NO: UP-75-008II (Supersedes UP-75-008GG) **CODE ENFORCEMENT**

OWNER: Pitcairn Homeowners' Association, c/o Dan James, Mulqueeney & Associates

ADDRESS: PO Box 4726, Foster City, CA 94404

APPLICATION FOR: Prototypical Design Guidelines for Replacement Windows & Doors including addition of Bay Windows (Supersedes UP-75-008GG)

LOCATION: Pitcairn Planned Development

ZONING: R-1/PD (Single-Family Residence/Planned Development) District

CEQA DETERMINATION: Exempt pursuant to CEQA Section 15301, Existing Facilities

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. The proposal to update the Prototypical Design Guidelines for replacement windows and sliding glass doors including addition of bay windows for residential units in the Pitcairn Planned Development, as conditioned in Exhibit A and illustrated in Exhibit B, would be consistent with the Foster City General Plan, Chapter 17.12 (R-1 Single-Family Residence District) of Title 17 (Zoning), and Chapter 2.28 (Planning) of Title 2 (Administration and Personnel) of the Foster City Municipal Code, because the proposed prototypical design:
  - for the allowed materials and colors for replacement windows and sliding glass doors and addition of bay windows will be sympathetic to the character and style of the existing houses in the Pitcairn Planned Development and will be designed to be harmonious with the existing neighborhood and therefore, will promote "proper site planning, architectural design and property maintenance" and will preserve "the quality of the City's residential neighborhoods" as stated in the Land Use and Circulation Goals (LUC-A and LUC-B) and Land Use Policies (LUC-A-1 and LUC-B-1) contained in the Land Use and Circulation Element of the Foster City General Plan;

- will maintain the existing appearance of residential units in the development by allowing specific materials and colors for replacement windows and sliding glass doors including addition of bay windows for residential units in the Pitcairn development consistent with Planning Commission Policy P-1-94;
  - the allowed materials and colors for replacement windows and sliding glass doors will be compatible with the existing house such that the architectural character of the house is maintained and the location of the windows and/or sliding glass doors will be integrated into the existing house and designed such that the architectural character of the house is maintained and such that solar and privacy impacts will not be created on adjacent properties, consistent with Section 2.28.010 of the Foster City Municipal Code; and
  - for replacement windows and sliding glass doors including addition of bay windows will improve a typical residential use consistent with the Land Use Plan designation of Single Family Residential.
2. That the proposed amendment for replacement of windows and sliding glass doors including addition of bay windows would be consistent with and appropriate to the City, the neighborhood, and the lot on which they are proposed because the updated prototype, as conditioned in Exhibit A and illustrated in Exhibit B with specific design criteria for frame color, style, width, materials and trim of the windows will be compatible with the style, character and proportions of houses in the Pitcairn Planned Development.
3. That the design of the proposal, as conditioned in Exhibit A and illustrated in Exhibit B, would be compatible with the site's environment with respect to use, forms, materials, colors, setbacks, location, height, design or similar qualities as specified in Section 17.58.010 of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code because:
- the prototypical design guidelines will provide guidelines to ensure that the replacement windows and sliding glass doors and addition of bay windows are orderly and consistent for all residential units in the Pitcairn development, and therefore, the overall architectural style and characteristics throughout the planned development will be preserved consistent with Section 17.58.010.B.1;
  - the replacement window and sliding glass door materials and colors will be compatible with the architectural style, character, and proportions of houses in the Pitcairn development and therefore, will enhance their site and will be harmonious with the highest standards of improvement in the surrounding area consistent with Sections 17.58.010.B.2 and 17.58.010.B.4;
  - the size and location of the replacement windows and/or sliding glass doors will be the same size as the existing windows and/or doors;
  - the frame color and style of the replacement windows and/or sliding glass doors will match the frame color of the existing windows and doors;
  - the design of the second floor bay window to extend the bays up to the eave and the to match other bay windows on that elevation, will be compatible with the architectural style of the houses in the Pitcairn planned development; and
  - the window and sliding glass door style, materials and colors will be consistent on the same elevation and will be in keeping with similar improvements in the neighborhood.
1. That the proposal would 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, property values in the area, or the general welfare of the City because the proposed prototypical design guidelines for the replacement windows and sliding glass doors including the addition of bay windows in the Pitcairn development will ensure that all residential units within the Pitcairn development maintain similar architectural characteristics and therefore will not have any significant visual or property value impacts to the Pitcairn Planned Development, the streetscape or the adjacent neighborhood. All new and/or replacement windows and sliding glass doors will require issuance of a building permit to ensure that the products are installed safely and in compliance with applicable regulatory standards as well as meets the established criteria per this prototype.

This action is subject to any conditions contained in Exhibits A and B, attached.

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.

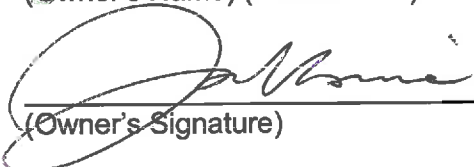
In order to demonstrate that you are aware of and understand the Use Permit Modification conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning/Code Enforcement Division. Please keep the duplicate for your records. *Please be advised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

Sincerely,

*for*   
Curtis Banks  
Community Development Director

Planners Initials: ms

JANNA KOLICAK for Pitcairn HOA  
(Owner's Name) (Please Print)

  
(Owner's Signature)

**EXHIBIT A**

**PITCAIRN HOMEOWNERS' ASSOCIATION**

Prototypical Design Guidelines for the Replacement Windows and Sliding Glass Doors including addition of Bay Windows  
(Conditions attached to approval of UP-75-008II by the  
Community Development Director on March 10, 2017)

The following guidelines shall govern the installation of replacement windows and sliding glass doors including bay windows in the Pitcairn Planned Development:

**CONDITIONS OF APPROVAL**

1. Prior to construction, all necessary building permits shall be obtained from the Foster City Building Division.
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. All vents, gutters, downspouts, flashings, soffits, screens etc. shall be painted to match the color of the adjacent surfaces. No electrical conduits or similar piping shall be allowed on the exterior of the building unless approved prior to installation by the Community Development Director.
5. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
6. Prior to any final inspection approval, these conditions and all improvements shall be completed in accordance with the approved plans and conditions of approval to the satisfaction of the City.
7. All architectural elements such as soffits, screens, etc. not shown or detailed on the plans shall be finished in a material and color in harmony with the exterior of the building.
8. 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.
9. Building materials, construction equipment and tools, or other items related to the construction or demolition work to be performed shall be stored behind and below required fencing/screening unless special approval to place or store the materials or items is granted by the Community Development Director.
10. **Frame color of replacement windows, sliding glass doors, kitchen garden window and new bay windows shall be white.**

11. All replacement windows and bay windows shall meet the U-factor per the California Energy Standards.
12. When any window and/or sliding glass door on a house's front, side or rear elevation is replaced with one that has a different design (with respect to frame material and grids), the other windows and doors on that elevation shall be replaced such that all windows and sliding glass doors on a single elevation share one consistent design, frame color and material (transom windows do not need grids if they are trapezoids).
13. Sliding windows may be replaced with a sliding window or a swing out casement window.
14. Replacement window and sliding glass door frames shall have the same frame color as the existing window, except that where a change in frame color is proposed a letter indicating the action of the Pitcairn Homeowners' Association shall be submitted.
15. Bay windows on second floors shall be allowed where the eave is parallel to the top of the window, but shall not be allowed on the second floor under the ridge of the gable roof. Bay windows located on the second floor shall extend the bays up to the eaves, as indicated in Exhibit B.
16. Bay windows with a roof over the bay shall only be allowed on the first floor, as indicated in Exhibit B.
17. All bay windows on a given elevation shall be designed to match other windows on that elevation such that the windows share one consistent design including frame material and color, to the satisfaction of the Community Development Director. The trim shall be painted to match the existing trim color.
18. The garden window installation is restricted to the existing kitchen window location and rough opening. The garden window shall have a frame color and material that matches the other window and sliding glass door on that elevation.
19. If a replacement window and/or sliding glass door color is proposed which is not on the approved list above, the Pitcairn Homeowners' Association shall review the proposed window and/or sliding glass door color and amend this prototype to include the new window/door color.

**Bold Text: Indicates Site Specific Conditions**

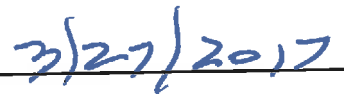
### **APPROVAL PROCESS FOR REPLACEMENT WINDOWS**


1. The homeowner/applicant shall obtain an approval letter from the Pitcairn Homeowners' Association for the replacement windows and/or sliding glass doors. The letter shall indicate that the proposed changes conform with the established design criteria of the prototypical design as identified in the attached Exhibits.
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 Pitcairn 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
  - Manufactures Brochure / Specifications for the proposed windows and/or sliding glass doors.
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 replacement of windows and sliding glass doors.

### **APPROVAL PROCESS FOR NEW BAY WINDOWS**

1. The homeowner/applicant shall obtain an approval letter from the Pitcairn Homeowners' Association for the proposed bay window(s). The letter shall indicate that the proposed changes conform with the established design criteria of the prototypical design as identified in the attached Exhibits.
2. The homeowner/applicant shall apply for an Architectural Review permit from the Planning Division for the proposed bay window(s) with the following required materials and information:
  - A General Property Improvement application and fee including three copies of scaled drawings of the elevations where the new bay window is proposed, including the materials and colors and indicating the proposed dimensions of the window; or photographs (minimum size 8½" X 11") may be substituted for the elevations if all the required information is provided on the photographs.
  - A copy of the Pitcairn Homeowners' Association letter stating the actions taken on the proposed bay window addition.
  - When the bay window is located on a side yard, Architectural Review Notification Form(s) from all adjacent property owners are required along with the Architectural Review Notification Report. These forms are available in the Planning Division office and the city's website.
3. The homeowner/applicant shall apply for a building permit from the Building Inspection Division and shall submit any required drawings and fees once an approved Architectural Review permit for the new bay window is issued and signed. The homeowner or applicant shall submit the following:
  - A Building Permit application including four 8 ½ X 11" color photographs (or four scaled elevations) clearly indicating the location, size, color, material, and dimensions of the window frames and trim detail and whether grids are proposed or not.
  - Completed Window Schedule
  - Manufactures Brochure / Specifications for the proposed bay window

  
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Dan James,  
Mulqueeney & Associates  
Pitcairn Homeowners' Association

  
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Date

  
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Curtis Banks, Community Development Director  
City of Foster City

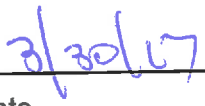
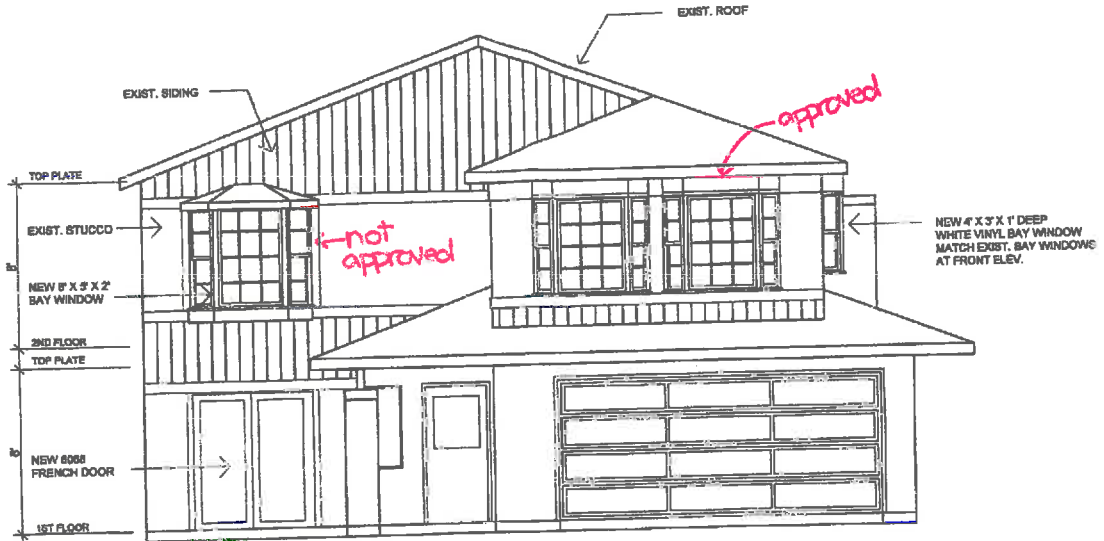
  
\_\_\_\_\_  
Date

EXHIBIT B

PITCAIRN HOMEOWNERS' ASSOCIATION  
Bay Window and Garden Window



Roof over bay window allowed on first floor only



Garden Window