



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

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APR 01 2002

PLANNING
DIVISION

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

APPLICATION RECEIVED: March 15, 2002

APPLICATION COMPLETE: March 19, 2002

ACTION DATE: March 25, 2002

CASE NO.: UP-75-008K

OWNER: Pitcairn Homeowners' Association

OWNER ADDRESS: 500 Harbor Blvd., Belmont, CA 94002

APPLICATION FOR: Prototype for Replacement Windows

LOCATION: Pitcairn Planned Development

ZONING: R-1/PD (Single Family 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 Architectural Review application based on the following findings:

1. That the proposal to establish a prototype design for the replacement windows in the Pitcairn Planned Development, as conditioned in Exhibit A, is 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 will maintain the existing appearance of residential units in the development, will allow for necessary maintenance and repair of houses, 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 window replacement will be compatible with the architectural style, character, and proportions of residential units in the development and they 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 window 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; 2) the size of the replacement windows will be the same size as the existing windows; 3) the replacement windows will be located in the same location as the existing windows; and 4) the frame color of the replacement window will match the frame color of the existing windows.

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 Architectural Review 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 Architectural Review 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 Architectural Review 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,



 Richard B. Marks
Community Development Director

(Applicant's Name) (Please Print)

Planners Initials: ECF

(Applicant's Signature)

EXHIBIT A

PITCARIN HOMEOWNERS' ASSOCIATION Prototypical Design Guidelines for Replacement Windows

The following guidelines shall govern the installation and replacement of windows in the Pitcairn Planned Development:

CONDITIONS OF APPROVAL

1. All construction shall be designed, constructed, installed, and maintained in a professional manner and appearance.
2. 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.
3. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
4. Prior to any final building inspection approval, imposed conditions and all improvements shall be completed to the satisfaction of the City.
5. 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.
6. When any window on a house's front, side, or rear elevation is replaced with one that has a different design (with respect to frame color and grids), the other windows on that elevation shall be replaced such that all windows on a single elevation share one consistent design and frame color (transom windows do not need grids if they are trapezoids).
7. Sliding windows may be replaced with a sliding window or a swing out casement window.
8. Replacement window frames shall have the same 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.

APPROVAL PROCESS

- A. For window replacements using the same frame color as the existing frame color.
 1. The homeowner or contractor shall apply for a Building Permit from the Building Inspection Division and shall submit any required drawings and fees.
 2. 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.
 3. The Homeowner or applicant shall submit the following:
 - A Building Permit application and fee.

- Photographs of the windows to be replaced
- Manufacturers' brochure indicating the replacement windows.

B. For window replacements using a different frame color than the existing frame color:

1. The Homeowner or applicant shall submit the following:
 - An Architectural Review Permit and filing fee
 - Photographs of the windows to be replaced
 - Manufacturers' brochure indicating the replacement windows
 - Letter from the Pitcairn Homeowners' Association indicating their action on the project
2. The homeowner or contractor shall apply for a Building Permit from the Building Inspection Division and shall submit any required drawings and fees.
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.



Sharon Campbell Managing Agent
Manor Association, for
Pitcairn Homeowners' Association

4-1-02
Date



Richard B. Marks, Community Development Director
City of Foster City

12/18/03
Date