

CITY OF FOSTER CITY
DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES
PLANNING DIVISION
ADMINISTRATIVE POLICY

Subject: Winston Village Townhouse Development: Request for installation of new second story windows on side elevations.

Policy Number: P-89-007

Authorization for Policy: Section 17.06.030 of Title 17 (Zoning) of the Foster City Municipal Code.

Date of Planning Director's Approval: June 30, 1989

Effective Date of Policy: June 30, 1989

Background and/or Problem Statement: At the request of a property owner to install a new second story window on the side elevation of a dwelling unit, planning staff developed the following policy for this and future such requests in the Winston Village Townhouse Development.

Purpose of Policy:

1. To establish a policy with respect to window additions that can be consistently applied over time by the Planning Division and which will result in the consistent and fair treatment of residents in the Winston Village Townhouse Development.
2. To develop a set of criteria that the Planning Division staff can apply to all applications for window additions in this development and which will bring clarity to the design review process.
3. To establish a set of criteria that will help to preserve and maintain the original architectural character of this residential townhouse development.

POLICY: Requests to add a second story window to a side elevation in the Winston Village Townhouse Development shall be subject to the following design criteria and review procedures:

- A letter from the Homeowners Association reviewing and discussing the request shall be submitted with the application.
- The proposed window shall not have a direct or substantial privacy impact on an adjacent property.

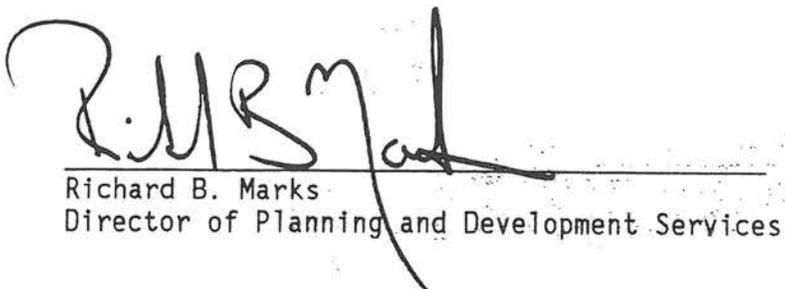
- The window must be of an identical design to those which currently exist on all townhomes in Winston Village.
- The window must be a 6' wide by 4' high aluminum structure with a single sliding pane.
- The border trim must be of 1" by 5" wood and painted brown.

Standard conditions of approval that shall be attached to all second story window additions approved by the Planning Division shall include the following:

- All construction shall be completed and maintained in a professional manner and appearance.
- All work shall be accomplished in substantial conformance to the approved documents on file with the Foster City Planning Division. Any deviation from approved documents shall require prior approval by the Planning Division.
- Prior to construction, all necessary building permits shall be obtained from the Foster City Building Division.
- Prior to final building inspection, these conditions and all improvements shall be completed to the satisfaction of the City.

Projects approved under this criteria include the following:

1. AR-89-049 -- 825 Vespucci Lane -- Window addition



Richard B. Marks
Director of Planning and Development Services