

# **WINDOW REPLACEMENT PROCEDURES** **AND** **PRE-APPROVED WINDOW MATERIALS**

## **REQUIREMENTS FOR USING A MATERIAL FROM THE “PRE-APPROVED LIST”**

Most homes in San Marino were originally developed with wood or steel windows. As always, a like-for-like replacement for these materials is a permissible option. More recently, the Design Review Committee (DRC) has reviewed and approved some alternative window materials. Through DRC presentations and subsequent field inspections, staff has found that aluminum clad and Fibrex windows have demonstrated they can closely match the look of a traditional wood window. Staff has compiled a list of window products that have been previously approved by the DRC and Planning Commission into a “Pre-approved Window Material List”. Using a product from this list, in conjunction with the requirements below, eliminates the requirement for a DRC hearing.

**It is important to note that even though products are labeled “pre-approved”, all window change outs require a staff-level approval and one of the following must apply in order to apply for an “over-the-counter” permit using a “Pre-Approved Material”:**

- The proposal is for a whole house window change-out using the same design, size and operation as the existing windows. In other words, every window in the house will be the same material and there will be no visual change to the exterior.
- The proposal will create architecturally consistent façades, including all windows visible from public view. This will be determined on a case-by-case basis by staff. For example, all of the front windows may be changed but any side windows which are visible from the street would need to be changed as well. Windows would also have to be changed out for “like-for-like” design, size and operation.
- The proposal is one of the above options but certain “special” types of windows are to remain. These can include leaded or stained glass, certain fixed windows, etc. or any other “special” window as determined by staff.

## **CHANGES TO THE DESIGN, SIZE AND OPERATION**

Under the following special circumstances, staff can approve changes to the size, shape or style of a window:

- Egress issues – The Building Code requires that bedrooms have certain sized windows or doors to allow for emergency exiting. Homeowners are required to comply with this requirement when windows are replaced (this includes sash replacements). Many existing windows do not comply with this requirement so homeowners may need to

work with staff to propose a properly sized but well designed option, even if it means it is a change to the existing look of the home. Questions about egress can usually be answered by a window company representative, contractor or the City's building inspector.

- Certain window design changes requested by the homeowner – Staff can approve certain window design changes to the side and rear of the home that are not visible from the street as long as they are still consistent with the look of the rest of the home. In some cases, changes can be made to the front if staff determines it would improve the look of the home or make a particular window more compatible with the rest of the home and other windows. This is strictly on a case-by-case basis only.

## **APPLYING FOR A BUILDING PERMIT**

All types of window replacements require a building permit. An applicant should first discuss the proposal with staff to determine if it requires DRC approval or not. The City's Residential Design Guidelines should also be reviewed by the applicant. The following items will be required to apply for a building permit:

- A simple plot plan and floor plan of the house indicating the location of all windows on the home.
- A window schedule that corresponds to the floor plan and lists the existing and proposed size, type, color and material of each window. Note which windows are to remain, if any. The window schedule should also include notations that the grid size (muntin) will match the existing home (if applicable), that all bedroom windows will meet egress, and that all windows meet any applicable energy requirements. Contact your window company representative, contractor or the City's Building Inspector regarding what is required for energy efficiency and egress.
- Photos that show the existing windows on the home (you may provide one photo for each side of the home)
- A copy of the manufacturer's brochure for the proposed window(s), with the specific product and model identified (if requested by staff)
- Provide window details cut through the jamb, head and sill, clearly indicating such things as stucco detail (bull nose, square, etc.), recessing, etc. Provide a close up photo of the existing window area. The existing details should be maintained or matched.
- A completed window checklist (provided by staff)
- Submittal of a processing fee in the amount listed on the latest Fee Schedule.

## **ADDING A PRODUCT TO THE LIST**

Products can be added or removed from the list at the discretion of the DRC and Planning Commission. If a resident would like to use a product that is not on the list, a formal application would have to be submitted to the DRC. The DRC will approve or deny the application for the subject property. After deciding if the product is appropriate for that specific home, the DRC can

recommend the product to the Planning Commission, who will determine if the product should be added to the pre-approved list. The DRC's decision for the initial application stands regardless of any future Planning Commission action.

A window company can also apply to have the DRC review a product for the list. In this case, the DRC will either recommend or not recommend that the Planning Commission review the proposed product.

## **APPEALS**

If staff denies a proposal, the decision may be appealed to the DRC by submitting an application and paying an appeal fee in the amount listed on the latest Fee Schedule.

Any decision made by the DRC may be appealed to the Planning Commission and any decision made by the Planning Commission may be appealed to the City Council by submitting an application and paying an appeal fee in the amount listed on the latest Fee Schedule.

## **PRE-APPROVED WINDOW MATERIAL LIST**

See following page

## PRE-APPROVED WINDOW MATERIAL LIST

MATERIAL	MANUFACTURER	PRODUCT NAME	FINISH OPTION
Aluminum Clad Wood	Jeld-Wen	Siteline EX	Factory finished. "Brilliant White" color is not allowed.
	Kolbe	Ultra Series	Factory finished. May not be field painted.
	Marvin	Ultimate or Ultimate Replacement or Insert	Factory finished. May not be field painted.
	Pella	Architect Series with Aluminum EnduraClad Exterior	Factory finished. May not be field painted.
	Sierra Pacific	Aluminum Clad	Factory finished. May not be field painted.
Fibrex	Renewal by Andersen	Series 1	Factory finished. May be field painted but painting can affect the warranty of the window. Refer to the manufacturer's warranty for details.
Natural Wood	Various	All wood windows only	Depends on manufacturer. May be factory or field finished.
Steel	Torrance Steel	Steel windows only	May be factory or field finished. See manufacturer for options.

**Note:** Final approval shall be made by the Planning and Building Director. If in doubt, the Director shall refer the matter to the Design Review Committee. These materials are pre-approved for issuance of a building permit. Using a window material that is not on this list is permitted only if approval is first obtained from the Design Review Committee. The above listed materials are not to be construed as the most durable product available on the market. These materials are considered by most in the industry to be of excellent quality and durability, but the visual and aesthetic features of the materials are the primary factors when including the materials on the pre-approved list. **The City strives to provide the most accurate information available; however, please contact the manufacturer to verify information and for further product research prior to purchasing windows.**

## PRE-APPROVED WINDOW MATERIAL LIST

### NOTES

#### GENERAL:

- **Proposals must be in compliance with the “Window Replacement Procedures” document. The proposed windows must match the shape, size, style and operation as the original windows on the home. The original windows on the home will be used to guide staff-level window replacement approvals.**
- **Proposals which deviate from the original style of windows shall be referred to the DRC. If the existing windows do not appear to be original to the home or if they are inconsistent with the “City of San Marino Residential Design Guidelines”, staff may refer the application to the DRC.**

#### GRIDS (MUNTINS):

- Grids may be simulated or true divided but must match the existing windows.
- Grids must protrude from the exterior of the glass. No grids in between panes of glass will be accepted; no flat grids will be accepted. “Plant-on” grids are not allowed.
- Grids shall have a depth of between ½” - 1” and shall match the depth of the sash.
- Exterior and interior grids must be permanently affixed.

#### OTHER:

- Windows must appear seamless as viewed from the public right-of-way; cladding or other exterior finishes must lie flat and have inconspicuous seams and joints.
- A color must be selected that is compatible with the existing color scheme of the home. The color must be specified prior to permit issuance.
- Metallic or pearlized finishes are not allowed.
- If the exterior wood trim or sill is being replaced with a product besides wood, staff must see a sample of the material and shape/size of proposed sill or trim.
- Sills should be installed to match the size and design of the original window sill.
- Plant-on details to fill the gap between the window and wall shall be prohibited.
- Screens may be on the inside or outside.
- The placement and appearance of grids should mimic the appearance of true divided lites as found on an original wood window.
- Dual paned windows shall have a spacer between the glass.
- Glass may not be tinted beyond what is required for energy efficiency.
- Between-the-glass window shades are not allowed.
- Side and rear doors may be the same material and manufacturer as the approved windows.
- Bedroom windows that are being replaced must meet emergency egress requirements.
- Windows must meet energy efficiency requirements.