

City of Foster City

FOSTER CITY
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MAR 27 2009

PLANNING FILE
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ESTERO MUNICIPAL IMPROVEMENT DISTRICT BUILDING PERMIT IS REQUIRED
NOT APPROVED FOR CONSTRUCTION

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222
(650) 286-3200
FAX (650) 574-3483

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

APPLICATION RECEIVED: January 26, 2009

APPLICATION COMPLETE: January 26, 2009

ACTION DATE: March 16, 2009

CASE NO: UP-72-008KK

OWNER: Isle Cove Homeowner Association, c/o The Manor Association,
353 Main Street, Redwood City, CA 94063

APPLICANT: Same

APPLICATION FOR: Skylight Prototype

LOCATION: Isle Cove Planned Development

ZONING: R-3

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 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 skylight(s) will enhance the interior of the house by providing more natural light and will be consistent with the residential use of the subject property.
2. That the design of the proposal is appropriate to the City, the neighborhood and the lot in which it is proposed because the location, size, design, colors, materials and finish of the skylight(s) will reasonably blend with the roof of the existing house and will be in keeping with similar improvements in the Isle Cove Planned Development.
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 the skylight(s) will be flat or slightly curved with clear or smoke-colored glazing, will be compatible with the existing roof, and will be compatible with other improvements in terms of location, size, design, colors, materials in the Isle Cove Planned Development.

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 skylight(s) will be compatible with the design of the house and other houses in the Isle Cove Planned Development, 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 house or neighborhood.

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.

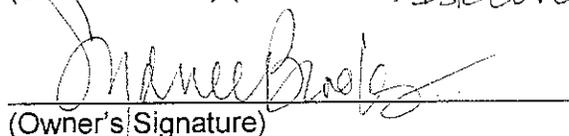
In order to demonstrate that you are aware of and understand the Architectural Review conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning/Code Enforcement Division. Please keep the duplicate for your records. *Please be advised 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

Sydnee Brooks
Managing Agent
The Manor Association on behalf of
(Owner's Name) (Please Print) Isle Cove t0A



(Owner's Signature)

Planners Initials: kas

EXHIBIT A

ISLE COVE HOMEOWNERS' ASSOCIATION
Prototypical Design Guidelines for Skylights

The following guidelines shall govern the installation and replacement of all Skylights in the Isle Cove Planned Development:

CONDITIONS OF APPROVAL

1. **Prior to commencement of work, a building permit shall be obtained from the Building Inspection Division. Four (4) sets of final construction drawings shall be submitted with the building permit application.**
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. 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.
3. All vents, gutters, downspouts, flashings, 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.
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, any imposed 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. All construction shall be located, designed, constructed, installed and maintained in a professional manner and appearance.
8. Skylights shall be constructed of either clear or smoke-colored glass and shall not extend more than 10" above the surface of the roof.
- * 9. The skylights shall be Velux low profile skylights or equivalent and shall have dark anodized frames equivalent to the window prototype for the Isle Cove Planned Development shown in Exhibit B, on file with the City of Foster City, reviewed and approved by the Isle Cove Homeowners Association.
- * 10. A maximum of two (2) skylights shall be allowed to be installed on each unit.

*Site Specific Conditions

APPROVAL PROCESS

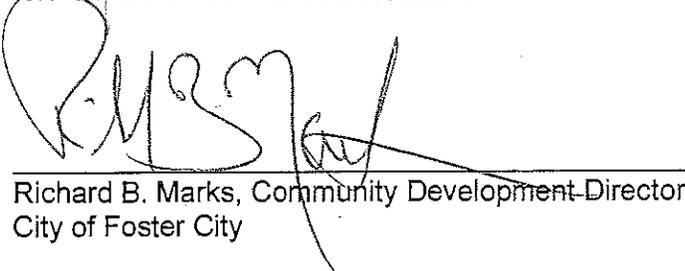
1. The homeowner/applicant shall obtain an approval letter from the Isle Cove Homeowners' Association for the proposed skylight. The letter shall indicate that the proposed changes conform with the established design criteria of the prototype.
2. The Homeowner or contractor shall apply for an Architectural Review Permit for the proposed skylight from the Planning/Code Enforcement Division and shall submit any required drawings and fees.
3. 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 Isle Cove Homeowners' Association.
4. The Planning/Code Enforcement Division staff will review the Architectural Review application and the Building Permit application to confirm that the proposal is consistent with the prototypical design approved for skylights.
5. The Homeowner or applicant shall submit the following:
 - A letter from the Isle Cove Homeowner's Association (HOA), indicating their action on the proposal.
 - An Architectural Review application and filing fee.
 - A Building Permit application and filing fee.
 - Manufacturer's brochure indicating the type of skylight(s) that is to be used.
 - Elevations or photographs showing where the proposed skylights(s) will be located.



Sydnee Brooks, Managing Agent
Isle Cove Homeowners Association

3/25/2009

Date



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

3/27/09

Date