

# City of Foster City

## ESTERO MUNICIPAL IMPROVEMENT DISTRICT

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PLANNING  
DIVISION

### CITY OF FOSTER CITY COMMUNITY DEVELOPMENT DIRECTOR ACTION NOTICE OF DECISION

ACTION DATE: February 29, 1996

CASE NO.: UP-75-008C

APPLICANT: Pitcairn Homeowners' Association

APPLICANT ADDRESS: The Manor Assoc., P.O. Box 4057, Foster City, CA 94404

APPLICATION FOR: Skylight Prototype

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 Modification to an existing Use Permit application, as indicated in Exhibits "A" and "B," 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 new skylight will result in an attractive appearance for the houses, will provide additional/modified light into the house 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 new skylight will be compatible with the architectural style, character and proportions of the existing houses and 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 the new skylight will blend with the appearance of the existing roof.

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 new skylight will be compatible with the design of the houses and the neighborhood and will not have any detrimental visual or privacy impacts on the adjacent properties and/or the streetscape as required by Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code.

This action is subject to any conditions contained in Exhibit A, attached.

Expiration

Any Architectural Review/Modification to an existing Use Permit 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 Department of Planning and Development Services 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/Modification to an existing Use Permit 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/Modification to an existing Use Permit conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning Division. Please keep the duplicate for your records.

Sincerely,



*for* Richard B. Marks  
Community Development Director

for MARLIN SERRAL  
(Applicant) (Please Print)

Planners Initials RL

by MARLIN SERRAL  
(Contact Person)

## EXHIBIT A

### PITCAIRN HOMEOWNERS ASSOCIATION Prototypical Design Guidelines for Skylights

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The following guidelines shall govern the size, design, and color of skylights 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. The skylight frame and all vents, gutters, downspouts, flashings, electrical conduits, etc. shall be painted to match the color of adjacent surfaces.
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 to the satisfaction of the City.
6. 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.
7. The skylight(s) shall be consistent with the attached Exhibit "B".
8. The glazing shall be clear or bronze tinted.

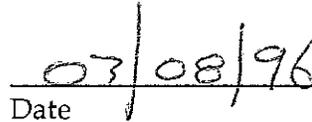
#### APPROVAL PROCESS

1. The homeowner or applicant shall submit the following:
  - A letter from the Pitcairn Homeowners Association (HOA), indicating their action on the proposal.
  - An Architectural Review application and filing fee (one-half the typical fee for a skylight).
  - Three copies of photographs or elevations indicating the location and size of the skylight(s).
2. Planning Division staff will review the Architectural Review application and plans to confirm that the proposed design substantially conforms with the Prototypical Design Guidelines.

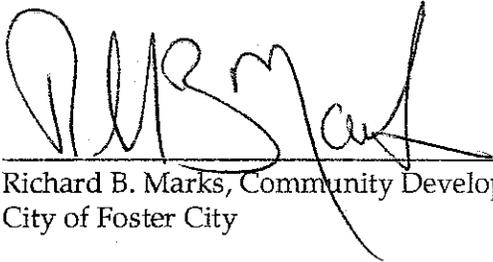
3. Following the approval of the Architectural Review application, the homeowner or applicant shall submit the following:
- A Building Permit application, including four copies of drawings indicating where the new skylight(s) will be located, including the proposed size, material(s), color(s), and a framing detail (typical framing details are available from the Building Division).



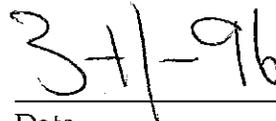
Marlin Segal  
The Manor Association  
Pitcairn Homeowners Association



Date

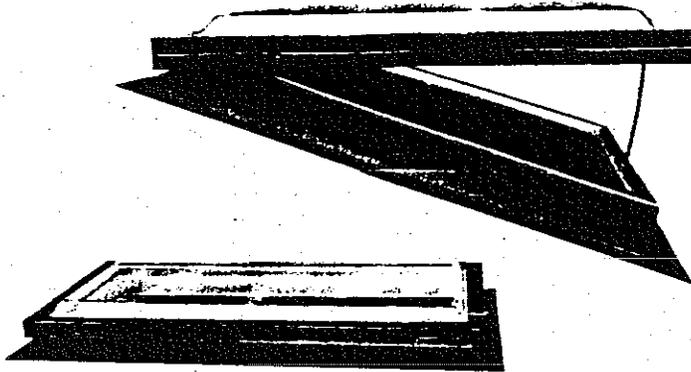


Richard B. Marks, Community Development Director  
City of Foster City



Date

# PROTOTYPICAL SKYLIGHT



- Light weight — permits single person handling and installation
- Sizes through 46 $\frac{1}{4}$ " x 46 $\frac{1}{4}$ " (46 $\frac{1}{4}$ " x 46 $\frac{1}{4}$ " size is not generally available in tempered glass)

**FRAME:**

ROOF COLOR.

FINISH COLOR TO MATCH

**GLAZING:**

TEMPERED GLASS, ACRYLIC OR TEMPERED GLASS.  
GLAZING SHALL BE CLEAR OR BRONZE TINTED.

**NOTE:**

MUST BE FLUSH-MOUNTED.

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