



# City of Foster City

## ESTERO MUNICIPAL IMPROVEMENT DISTRICT

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

October 18, 2006

Sandy Garson  
Plum Island HOA Manager  
The Manor Association  
353 Main Street  
Redwood City, CA 94063

Subject: Prototype Approvals for Sun Tunnels in Plum Island (File # UP-76-007J)

Dear Ms. Garson:

On April 9, 2001, the Plum Island Homeowners Association received an approval for a prototypical design for sun tunnels. City regulations for this type of improvement have changed since that time:

- The City's zoning regulations were changed a few years ago to eliminate the Architectural Review and building permit requirements for sun tunnels.

We have conducted a review of existing prototype approvals and note that your planned development has a prototype design approved for sun tunnels. By copy of this letter, we are informing you that the City will no longer require City Architectural Review or a building permit for this type of improvement. The homeowners association may continue to regulate this type of improvement pursuant to their CC&Rs.

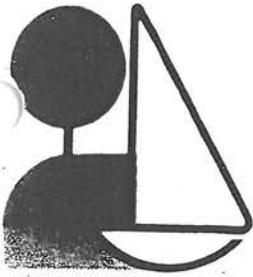
Please contact me at [lcarmichael@fostercity.org](mailto:lcarmichael@fostercity.org) or 650 286-3236 if you need any additional information.

Sincerely,

Leslie J. Carmichael  
Planning Manager

Attachment

Prototype approval for Sun Tunnels



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

APPLICATION RECEIVED: March 30, 2001

APPLICATION COMPLETE: April 4, 2001

ACTION DATE: April 9, 2001

CASE NO. : UP-76-007J

APPLICANT: Plum Island Planned Development, c/o The Manor Association

APPLICANT ADDRESS: 500 Harbor Blvd, Belmont, CA 94002

APPLICATION FOR: Prototype Design for Skylight(s) and Sun Tunnel(s), Roofs, House Colors, Garage Doors, Front Doors, and Fences

LOCATION: Plum Island 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 garage doors, front doors, fences, roofs, house colors, skylight(s) and sun tunnel(s) in the Plum Island Planned Development, as conditioned in Exhibit A and illustrated in Exhibits B, C, D, E, F and G, 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 houses in the development, will allow for necessary maintenance and repair of townhouses, 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, and will be consistent with the residential use of the townhouses in the development.
2. That the design of the proposal is appropriate to the City, the neighborhood and the lots on which it is proposed because the design, colors, and materials of the prototypical property improvements will be compatible with the architectural style, character, and proportions of the houses in the Plum Island Planned 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 the prototypical design will provide guidelines to ensure that garage doors, front doors, fences, roof replacements, house colors, skylight(s) and sun tunnel(s) are orderly and consistent for all townhouses in the development, and therefore, the overall architectural style and characteristics throughout the Plum Island Planned Development will be preserved.
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 residences 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 Plum Island Planned Development, or the property values in the area.

This action is subject to any conditions contained in Exhibits A, B, C, D, E, F, G, and H attached.

#### Expiration

Any Architectural Review or Use Permit Modification 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

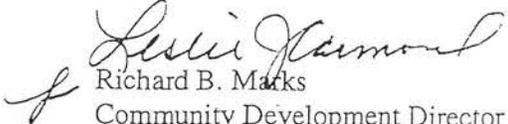
Pursuant to Section 17.06.150 of the Foster City Municipal Code, an action of the Community Development Director on an application may be appealed within ten (10) calendar days after the date of the Community Development Director's decision, in writing, to the Planning Commission. Appeals may be filed 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 or Use Permit Modification 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.

Sincerely,

  
Richard B. Marks  
Community Development Director

\_\_\_\_\_  
(Applicant's Name) (Please Print)

Planner Initials: ECF

\_\_\_\_\_  
(Applicant's Signature)

## EXHIBIT A

### PLUM ISLAND HOMEOWNERS' ASSOCIATION

#### Prototypical Design Guidelines for Skylights, Sun Tunnels, Roofs, House Colors, Garage Doors, Front Doors, and Fences

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The following guidelines shall govern the installation and replacement of all skylights, sun tunnels, roofs, house colors, garage doors, front doors, and fences in the Plum Island Planned Development:

#### CONDITIONS OF APPROVAL

##### **General**

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 or the work shall be resubmitted for approval.
3. 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, 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.

##### **Skylights**

7. The skylight(s) shall be consistent with the attached Exhibit "B"

##### **Roof Materials**

8. The approved roof materials are:
  - Wood Cedar Shakes (with a fire rating of Class C or better)
  - Hardishake Sierra Brown #180
9. The roofs shall be consistent with the attached Exhibit "C"

##### **House Colors**

10. The approved house colors (exterior stains) are:
  - Clear seal wood finish  
Cuprinol CFW sealer/stain-tinted or untinted
  - Stains  
Cabot, semi-transparent stain, New Redwood #0317  
Cabot, semi-transparent stain, Mission Brown #0334

Cabot, semi-transparent stain, Oak Brown #0335  
Cabot, semi-transparent stain, Sequoia #0325

11. The house colors shall be consistent with the attached Exhibit "D"

#### **Doors**

12. The garage doors shall be consistent with Exhibit "E" *superceded see UP-76-007*

13. The front doors shall be consistent with Exhibit "F"

#### **Fences**

14. Fences shall be consistent with Exhibit "G"

#### **Sun Tunnels**

15. Sun Tunnels shall be consistent with Exhibit "H"

### APPROVAL PROCESS

#### **Skylights**

1. The Homeowner or contractor shall apply for an Architectural Review Permit for skylight(s) from the Planning/Code Enforcement Division and shall submit any required drawings and fees.
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 new and replacement skylight(s).
4. The Homeowner or applicant shall submit the following:
  - A letter from the Plum Island Homeowner's Association (HOA), indicating their action on the proposal.
  - An Architectural Review application and filing fee.
  - Three copies of a site plan indicating location and dimensions of skylight(s) and sun tunnel(s).

#### **Garage Doors, Front Doors, Roofs, and Sun Tunnels**

- (see UP-76-007L - superceded)*
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 roofs, garage doors, front doors, and/or sun tunnel(s).
  3. The Homeowner or applicant shall submit the following:
    - A Building Permit Application and associated fees.
    - A letter from the Plum Island Homeowner's Association (HOA), indicating their action on the proposal.

- A manufacturer's brochure for garage doors and front doors.
- Four (4) copies of a site plan showing the location and dimensions of the sun tunnel(s).

**Fences**

1. The Homeowner or contractor shall apply for an Architectural Review Permit for fences from the Planning/Code Enforcement Division and shall submit any required drawings and fees.
2. The Homeowner or applicant shall submit the following:
  - A letter from the Plum Island Homeowner's Association (HOA), indicating their action on the proposal.
  - An Architectural Review application and filing fee.
  - Three copies of an elevation of fences, indicating design, materials, and height(s). Photos may be substituted for an elevation.

\_\_\_\_\_  
Sharon Campbell, Managing Agent  
The Manor Association for  
Plum Island Homeowners' Association

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# EXHIBIT B

Louisiana Homeowners Association - Prototypes

## SKYLIGHTS

1. Skylights (or Sun Tunnels) are limited to one per roof section.
2. Skylights (or Sun Tunnels) shall be installed on each house so that no more than two shall be readily visible from the street.
3. The size of any one skylight is limited to 25 square feet.
4. All new skylights will be flush mounted with a low profile design rising no more than 10 inches above the roof.
5. Exterior frame materials must be dark brown or black to blend with the roof color. All flashings must be painted to match the color of adjacent surfaces.
6. Lenses may be clear or tinted to reduce sunlight, so long as tinted color blends with the roof color.
7. Skylights installed prior to 12/2/93 are considered "legal non-conforming" – and shall be brought into conformance when the skylight is replaced.