



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

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

November 21, 2006

Ed Pierce
Pierce Property Management
969-G Edgewater Blvd., PMB 333
Foster City, CA 94404-3760

Subject: Prototype Approvals for Tubular Skylights in Winston Square (File #UP-72-020G)

Dear Mr. Pierce:

On October 7, 1996, the Winston Square Homeowners Association received an approval for a prototypical design for tubular skylights. City and state regulations for these types of improvements have changed since that time:

- The City's zoning regulations were changed a few years ago to eliminate the Architectural Review requirement for tubular skylights. These are also exempt from building permit.

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

Please contact me at lcarmichael@fostercity.org or 650 286-3236 if you need any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Leslie J. Carmichael".

Leslie J. Carmichael
Planning Manager

Attachment

Prototype approval for tubular skylights
Chapter 17.58 of Foster City Municipal Code



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2299
(415) 349-1200
FAX: (415) 574-3483

FOSTER CITY
OCT 15 1996
COMMUNITY DEVELOPMENT
DIVISION

CITY OF FOSTER CITY COMMUNITY DEVELOPMENT DIRECTOR ACTION NOTICE OF DECISION

ACTION DATE: October 7, 1996

CASE NO.: UP-72-020G

APPLICANT: Winston Square Homeowners' Association

APPLICANT ADDRESS: c/o Edward Pierce, Jr., Manager, Pierce Property Management, 969G
Edgewater Boulevard, Suite 333, Foster City, California 94404

APPLICATION FOR: Prototype for tubular skylights, including locations

LOCATION: Winston Square Planned Development

ZONING: R-T/PD (Townhouse 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 prototype skylight will result in an attractive appearance for the units, will provide additional/modified light into the interior of the units, 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 units 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

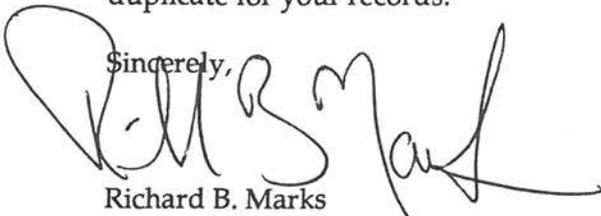
Pursuant to Section 17.06.150 of the Foster City Municipal Code, an action of the Community Development Director on an application may be appealed within ten (10) calendar days after the date of the Community Development Director's decision, in writing, to the Planning Commission. Appeals may be filed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



Richard B. Marks
Community Development Director

for WINSTON SQUARE H.O.A
(Applicant) (Please Print)

Planners Initials: LJC

by Edward J. Preice (Pierce PROPERTY management)
(Contact Person)

EXHIBIT A

WINSTON SQUARE HOMEOWNERS ASSOCIATION Prototypical Design Guidelines for Tubular Skylights

The following guidelines shall govern the size, design, and color of tubular skylights in the Winston Square 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, 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 and substantially conform to the attached Exhibit "B".
8. The glazing for the dome shall be clear or bronze tinted.
9. The maximum number of skylight installations per unit shall be four (4).
10. The location of the skylights shall be limited to those pre-approved as indicated on Exhibit "C".

APPROVAL PROCESS

1. The homeowner or applicant shall submit the following:
 - A letter from the Winston Square Homeowners Association (HOA), indicating their action on the proposal.

EXHIBIT B

THE SUN TUNNEL MECHANICAL SPECIFICATIONS

Components and Description For Mechanical Evaluations

Filing Category: Skylights and Vents

Document Number: 099845

Date: August 1994

The Sun Tunnel Skylight

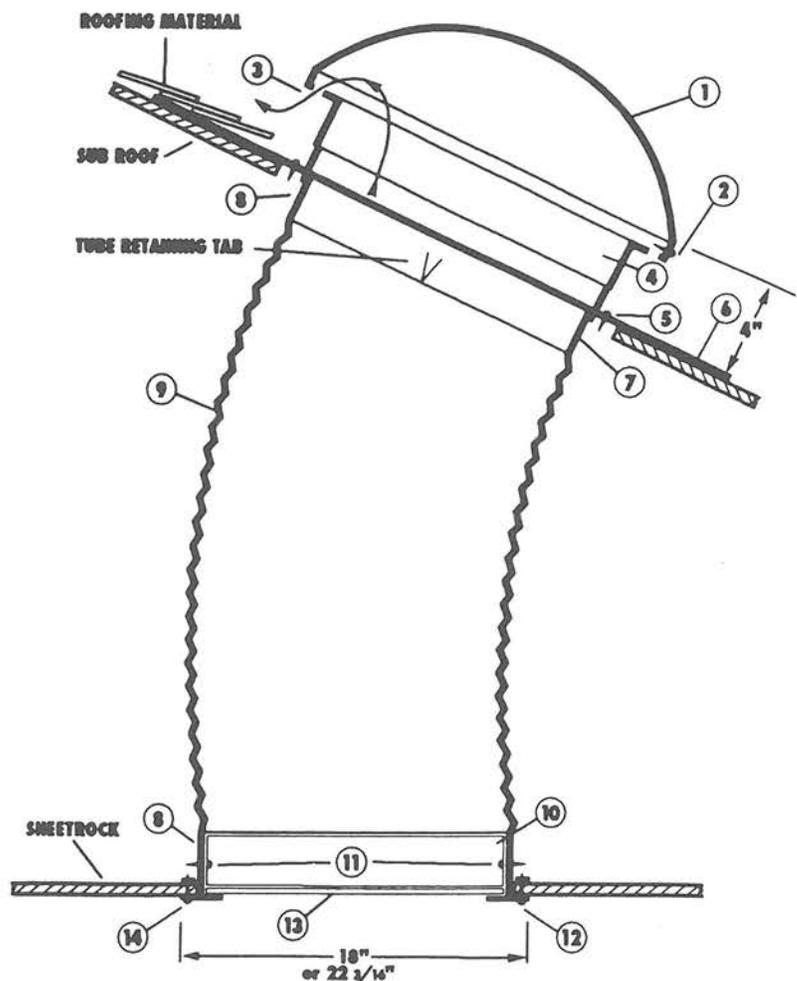
The Sun Tunnel

786 McGlincey Lane

Campbell, California 95008

(408) 369-7447

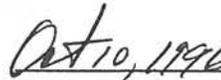
1. Transparent U.V. stabilized grade 1 acrylic dome;
2. Dome fixed with 4 non-corrosive screws.
3. Vent tabs, (vented or solid) interchangeable.
4. Luran S KR2854 black skylight base, ASTM tested; D638, D256, D792, D648.
5. Base attachment (500-9 screws and 400-6 screws). Two continuous caulking beads seal frame to roof flashing base.
6. 26 G.A. pre-painted colorbond flat metal flashing. Available in pre-bent form to take lead strip for tile roofs.
7. Mirror-finish stainless steel ring, 28-gauge with four bendable tabs for tubing attachment.
8. Three continuous wraps of PVC duct tape.
9. Highly reflective, ultraviolet-proof quadruple laminate. It consists of a double outer-layer of metalized polyester film with a double inner-layer of reinforced glass fiber filament. A yarn mesh aluminum foil with coiled-spring wire skeleton is imbedded between the two layers. UL 181 rated.
10. 28-gauge mirror-finish stainless steel ring.
11. Four sheet metal screws attach stainless steel ring to ceiling frame.
12. White ABS injection molded ceiling frame.
13. K-12 prismatic acrylic diffusion panel.
14. Screws attach ring to ceiling with retainer blocks. Screw cover also attaches (500-6 and 400-4).



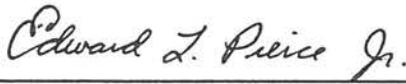
- A Building Permit application, including four copies of drawings indicating where the new skylight(s) will be located, including the proposed size, material(s), color(s), and a framing detail. (Owners may purchase copies of the drawings showing the approved skylights, including locations and typical framing details; available from the Planning/Code Enforcement Division in File UP-72-020G).
- Building Permit application fee.



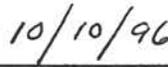
Mickey Oyloff, President
Winston Square Homeowners Association



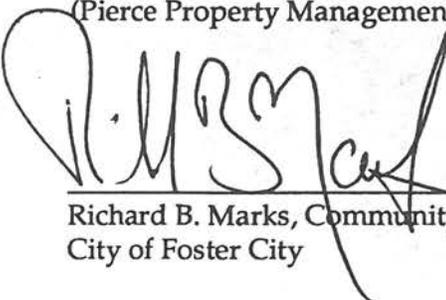
Date



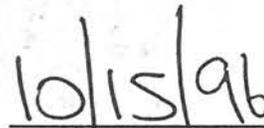
Edward L. Pierce, Jr., Manager
Winston Square Homeowners Association
(Pierce Property Management)



Date

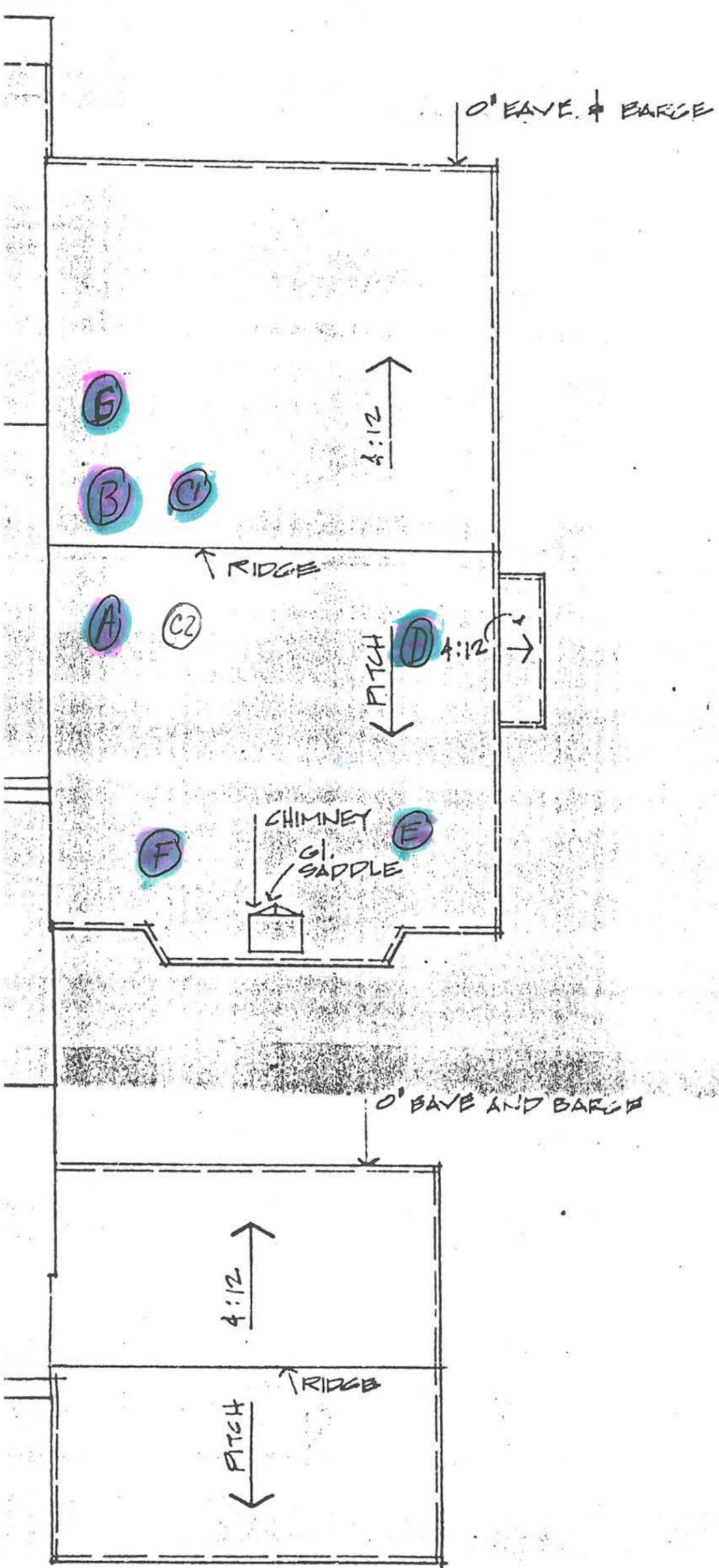


Richard B. Marks, Community Development Director
City of Foster City



Date

EAVE LINE
BLDG. LINE



○ = possible/approved locations

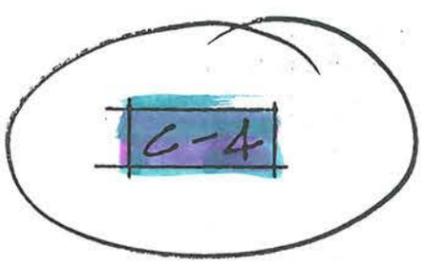


EXHIBIT C, PAGE 3

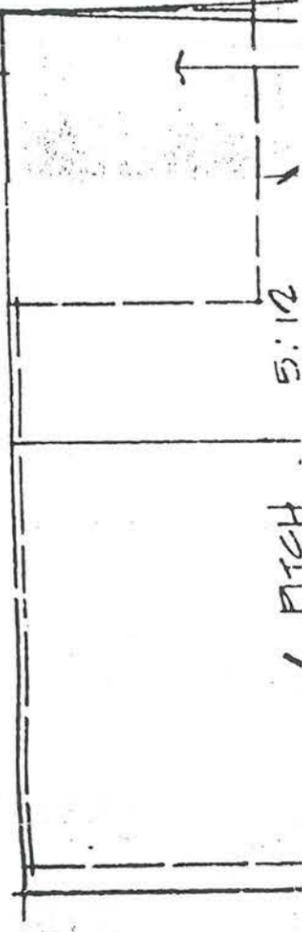
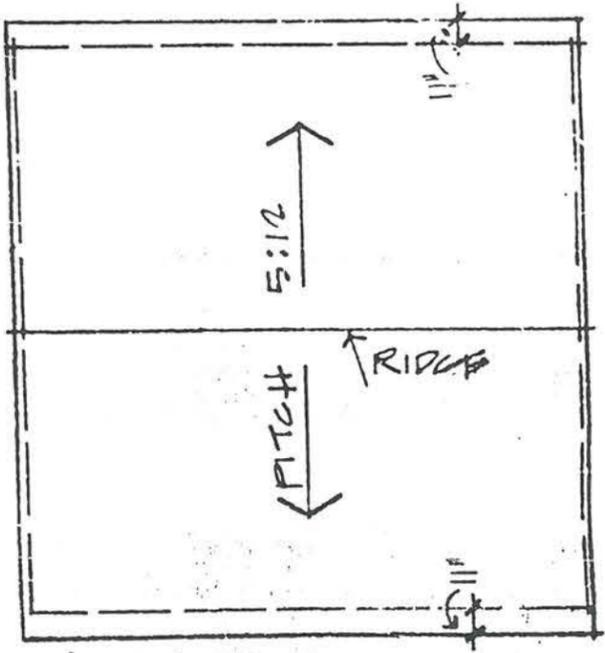
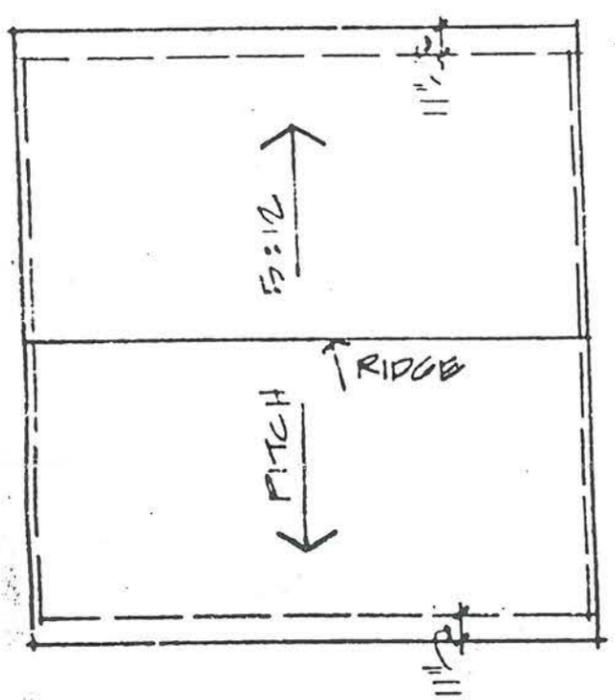
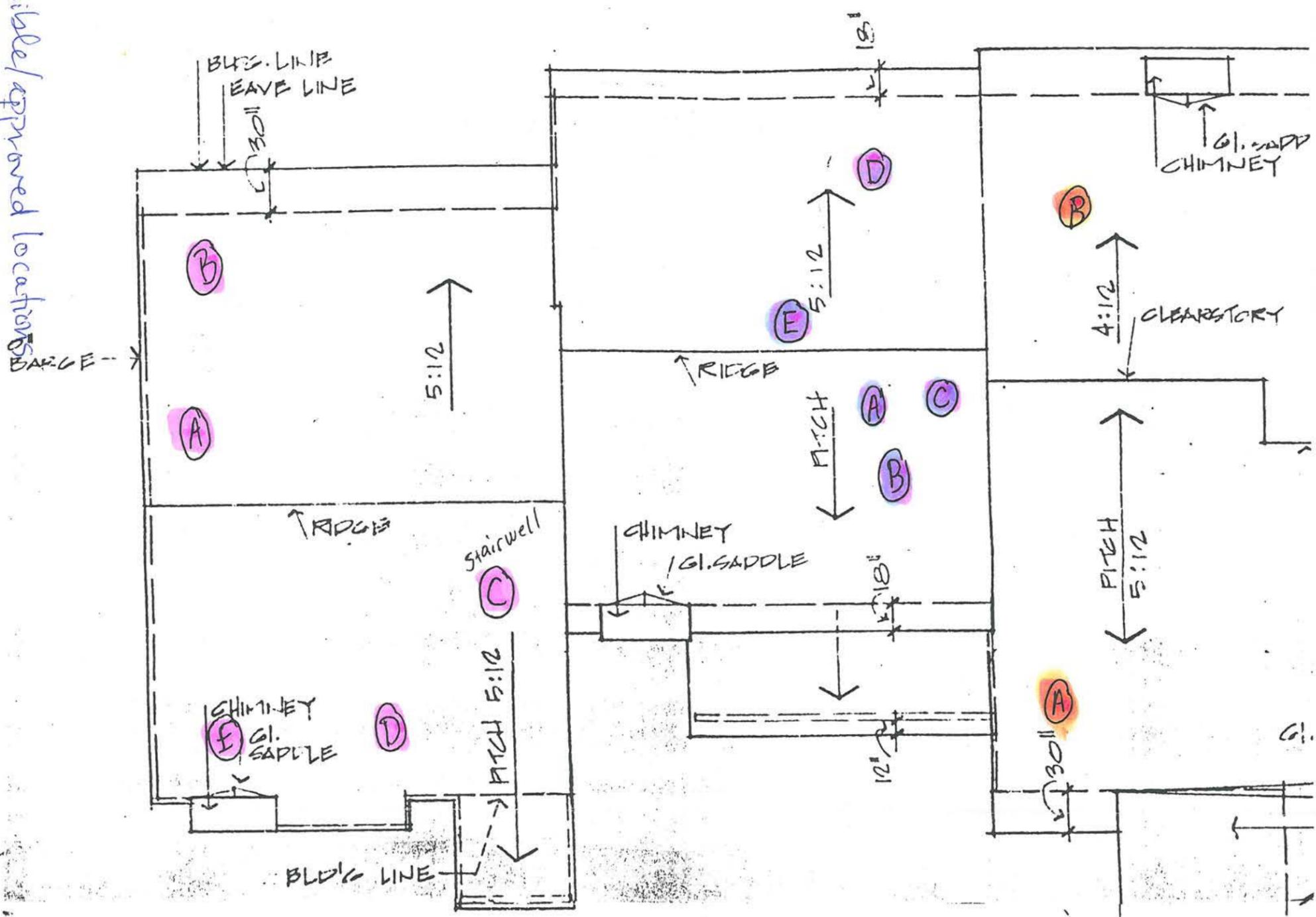
NOTE:
 ALL FINISH ROOFING SHALL BE MEDIUM WOOD SHAKE THRU-OUT
 COMBUSTION AIR FOR MECH. UNIT SHALL BE TAKEN FROM ATTIC SPACE, VENT 1" PER 1,000 B.T.U.
 ALL ROOF VENTS SHALL BE 3:1, FLAT TYPE VENT AS REQUIRED

WINSTON SQUARE

220 NEWPORT CENTER DR
NEWPORT BEACH

Richard Leitch, F.A.I.A./ Sam Kiyotoki

○ = Possible/Approved Locations



C-3R

C-1R

C-2