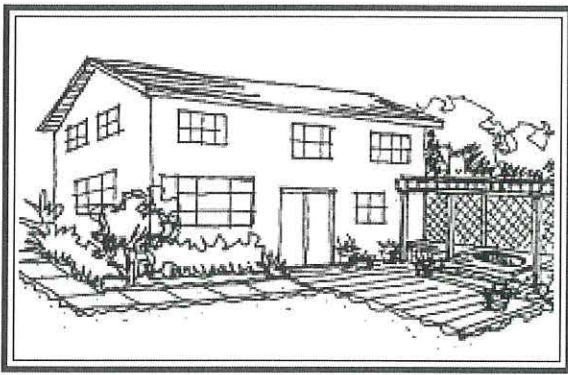


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# Architectural and Solar Guidelines



For Use in R-1 (Single-Family Residential) Districts

**CITY OF FOSTER CITY**  
**Community Development Department**  
**610 Foster City Boulevard**  
**Foster City, CA 94404**

***Adopted December 1989***  
Revised April 1992  
Revised October 1997  
Reformatted January 2001

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-

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## I. INTRODUCTION

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Foster City is in many ways a unique community. Foremost among its unique characteristics is that Foster City is the first successful New Town created in California.

The land area of the present community was formerly an island of tidal marsh-lands and mudflats along the western shore of San Francisco Bay, as was much of the now urbanized shoreline area from San Francisco to San Jose. In 1958 the T. Jack Foster & Sons organization purchased the 2,600-acre site and, together with a team of internationally recognized designers, prepared a Master Plan for the development of the community. Construction of the city was begun in 1961, and by 1964 the first homes had been completed and occupied. In 1971 the residents voted to incorporate as the City of Foster City.

The Foster organization's Master Plan envisioned the development of some eleven residential, commercial and industrial neighborhoods. Each residential neighborhood was to be complete with a shopping area, an elementary school, a park, religious facilities and homes for 3,000 to 5,000 people. Each residential neighborhood would be joined to the greater community by perimeter thoroughfares, and would be adjacent to or near the lagoon.

This initial planning concept called for the use of smaller than average residential lots for single-family homes. The typical single-family lot is about 5,000 sq. ft. in area, measuring about 50 feet wide by 100 feet deep. Development of these lots was controlled, in that homes of the same architectural style were disbursed throughout the neighborhood. These smaller lots and the scattered construction of similarly styled homes can be easily seen in the older neighborhoods east of Foster City Boulevard.

Though both the Master Plan and residential development concepts have changed over the years, and some newer neighborhoods have larger lots with larger homes, Foster City remains a relatively dense community compared to neighboring cities.

The existing housing stock of Foster City consists of homes that are relatively similar in style, considering the vast range of housing designs in the region. Though there is indeed variety in the approximately 11,000 dwelling units constructed in the City to date, most of the single-family housing in the community might generally be characterized as a mix of Neocolonial, California Ranch, Nantucket/New England, and Contemporary Contractor styles (recent builder/developer home designs suited to mass appeal).

A sense of cohesiveness is obtained throughout the commercial and PD (Planned Development) residential developments of the City through the use of the nautical theme. This is evident through the architectural styles, the directional sign program, street names and water features chosen as design elements in individual projects.

The majority of the present single-family architectural designs exhibit such like design cues as simplicity of shape; broad, unadorned facade planes; few and simple natural areas; wood shake roofs; two-car garages

entered directly from the street; and 20-foot front and rear setbacks on 50-foot wide lots.

By way of comparison, Foster City has virtually no "period" styles of architecture, such as California Bungalow, Post Modern or International Revival. Newer subdivisions in "theme" designs, such as New England saltbox, or Tudor Revival, are in fact updated, contemporary versions of such styles, and can readily be seen as modern adaptations which use many of the design elements noted above.

One result of the general homogeneity exhibited by the housing in the City as a whole, or in "theme" subdivisions, is that even greater sensitivity must be observed in designing new individual homes or home additions.

Any overt or dramatic design, even those well accomplished in and of itself, when placed in the midst of a neighborhood could disrupt the overall character that exists and impact surrounding property values.

An additional element in the City must be considered when designing a project. The lagoon system which winds through the City provides a visual connecting link for adjacent developments, as well as the central water feature for the City. Careful planning has preserved views of the lagoon for the public and, regardless of the architectural style chosen, each waterfront project must complement the atmosphere of the area and be sympathetic to the desired ambience.

It is therefore both desirable and necessary to require that architectural proposals be reviewed and approved by the community, and that the highest quality of architectural design be pursued in all such proposals.

## **A. Purpose of Architectural Review**

In order to promote high quality architectural design, the City has, since its incorporation in 1971, utilized a process of design review (also called architectural review) whereby the design of most public and private development proposals are subject to review and approval by the Planning Commission.

The primary objective of design review is to preserve the character of the neighborhood and community. The design review process is intended to assure that proposed development is well designed, in and of itself and in relation to surrounding properties, and that individual rights are weighed against the needs and requirements of the community.

The architectural review process is the responsibility of the Foster City Planning Commission and the staff of the Community Development Department. While the Planning Commission considers and approves the design of many physical development proposals, the Community Development Department staff, working in conjunction with representatives of all other City departments, is authorized to act on some single-family home improvements, as further explained in this booklet.

Section 17.58.010 of Title 17, Zoning, lists the following as objectives of Architectural Review:

1. To preserve the architectural character and scale of the neighborhoods and community.
2. To assure that development is well designed, in and of itself and in relation to surrounding properties, including that the height, facade length, roof form, colors, materials, and architectural details of a proposed building should be compatible with the height, facade length, roof form, colors, materials, and architectural details of buildings in the immediate vicinity.
3. To prevent the erection of structures, additions or alterations or other property improvements which significantly impact the privacy of adjacent properties; cause a significant diminution of sunlight to the interior of an adjacent building or to the exterior of adjacent properties; cause undue glare or noise impacts to adjacent properties; and significantly block or limit existing views from the interior or exterior of adjacent properties, and that individual rights are weighed against the needs and requirements of the community.
4. To assure that developments enhance their sites and are harmonious with the highest standards of improvements in the surrounding area.
5. To promote and protect the health, safety, and general welfare of the City.
6. To preserve views of and from the lagoons and waterways which provide a visual connecting link for adjacent lots and developments.
7. To enhance the residential and business property values within the City and in neighborhoods surrounding new or modified development.
8. To assure that each new development is designed to best comply with the intent and purpose of the zone in which the property is located and with the General Plan of the City.
9. To encourage the maintenance, repair, replacement or improvement of surrounding properties.

## **B. General Design Policies**

When reviewing architectural and site design applications, the staff and Planning Commission consider many factors. However, several general policies underlie the deliberations of the City, as follows:

1. The staff and Commission encourage the use and incorporation of basic design elements characteristic of Foster City in development proposals, such as human scale, natural materials, landscaping, sensitivity to precepts of quality in design, and respect for the existing physical, social and cultural environment.

However, because physical and economic conditions and the technologies and methods of building and development are constantly changing, proposed developments and building modifications are not necessarily required to exactly match their surroundings.

2. There is no overall "Foster City design theme" other than nautical. Individual architectural expression is encouraged. Good architecture is based upon: 1) the compatibility of the building design with its proposed function; 2) the compatibility of the building with its environment; and 3) its relationships or harmony of proportion, materials and colors.
3. It is the intent of the staff and Commission that the design is appropriate to the City and the neighborhood for which it is proposed, to ensure that the proposal complies with City design standards, to reject proposals which do not meet the minimum standards, and to approve those proposals which meet or exceed those standards.
4. The staff and Commission do not solve design problems for an applicant, but strive to provide direction to the applicant for needed redesign, through the guidelines contained herein.
5. The staff and Commission are primarily concerned with the design aspects of developmental proposals. Technical issues, such as building codes and civil engineering, are not resolved by the Planning Commission. Such matters should be resolved prior to design consideration.
6. Design services, materials and construction which result in quality design products, need not be more expensive in the long run than those which result in poor design. Quality in all aspects of architecture and construction is to be expected, in order to preserve the character of the neighborhoods and protect the investments of all property owners in the community. Proposals that would likely result in the deterioration of the proposed construction in the short run, or would likely demand undue expense in continual maintenance, are generally not accepted.
7. Higher degrees of architectural design are required on all waterfront properties and on all elevations which are visible to the public.
8. All projects are expected to comply with the City's building security regulations, which were adopted for the protection of property owners. During the early planning stages of the proposal, the Foster City Police Department should be contacted for their review of the plans. Their suggestions and assistance have been most helpful to applicants.
9. Foster City has adopted certain fire safety construction standards which applicants should review with the Fire Department, also in the early planning stages of the project.



### **C. The Review Process for Residential Property Improvements**

Almost all exterior modifications of structures on residential property require either an Architectural Review or a Use Permit (including fences or the addition of paved area to a front yard). The purpose of this requirement is to preserve the character of neighborhoods and the community, assure that development is well designed, and to assure that individual rights are weighed against the needs and requirements of the community.

Before submitting an application and drawings, an applicant or designer should discuss the proposal with the Planning Division staff of the Community Development Department. Staff can explain the review process, any special requirements and provide the application form and submittal requirements.

Applications are reviewed for completeness and then scheduled for action by either the Community Development Director or the Planning Commission, depending on the type of modification proposed. Decisions of the Community Development Director can be appealed to the Planning Commission. Decisions of the Planning Commission can be appealed to the City Council.

Almost all modifications which require an Architectural Review or Use Permit approval will also require a building permit. Please refer to information brochures available in the Community Development Department regarding the requirements for processing Architectural Review approvals, Use Permits, and building permits.

## II. ARCHITECTURAL REVIEW GUIDELINES

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The following design guidelines are used by the Planning Commission and Planning Staff in evaluating proposed improvements to homes. The guidelines are intended to be just that - guidelines. They are suggestions which can be deviated from where conditions warrant. They are intended to guide the Planning Commission, Planning Staff, and the applicant toward a well-designed project that satisfies the applicant's needs as well as meets the City's goals and objectives for a well-designed community. They are also intended to ensure that all applications are reviewed consistently against the same parameters. Applicants should closely follow these guidelines in development of design concepts and details unless circumstances require an alternate approach. Alternate approaches will be evaluated by the Planning staff and/or Planning Commission for consistency with the intent of the guidelines.

Presented below are general design statements regarding site planning and architectural design, followed by specific design guidelines for various types of residential property improvements. In each section relating to a type of property improvement, photographs or drawings are included, with a written discussion describing appropriate and inappropriate solutions to home improvement design. These photographs are intended to be illustrative only and do not attempt to cover all situations.

In addition, standard conditions of approval which will likely be placed on these permits have been included for your information.

### Site Planning

1. All structures should be designed to be compatible with their function and located to minimize the constraints and take advantage of opportunities presented by both the site and neighboring properties.
2. Recognition should be given to the strong effects of wind and sun in Foster City and the opportunities for using solar energy. Consideration should be given to solar efficiency in building orientation, and to preserving the solar access of adjacent properties.
3. Natural amenities such as the water, landscape and views should be preserved and incorporated into site designs. Where a project is located on the waterfront, the design should take full advantage of this feature by maximizing the orientation of the project to, and the visual relationship with, the water.
4. Site designs should respect the character and quality of the surrounding built and natural environment.
5. Vehicular access, circulation and parking should be direct and unobtrusive to the site and its surroundings.
6. Views, climate and the nature of outside activities should be considered in the design of exterior spaces.
7. All exterior lighting should be functional, subtle and architecturally integrated with the building style, material and colors.
8. Exterior trash and storage areas and utility boxes should be screened from the view of neighbors and the street, in a manner compatible with building and site design.
9. All onsite drainage should be appropriately channeled and not affect adjacent properties.
10. Consideration must be given to protecting the privacy, quiet, sunlight and views of neighboring homes.
11. Existing and proposed landscaping should be used that will provide privacy, buffer off-site noise, screen unattractive architectural features, provide a windscreen in winter and shade in summer, and that will be compatible with the existing landscaping.

## Architectural Design

1. The height, width, and general proportions of a building should conform generally with other buildings in the vicinity. Ratio of wall surface to openings, and the ratio of the width and height of the windows and doors, should also be consistent with other buildings in the vicinity. The scale and massing of a structure will be a primary consideration.
2. Buildings should be well designed, in and of themselves, and in relation to surrounding properties, including that the bulk, mass, height, facade length, roof form, colors, materials and architectural style and details of a proposed building should be compatible with those elements of buildings in the immediate vicinity.
3. Consideration shall be given to the sequence of roof levels, angles, materials and exposures in order to emphasize attractive roof surfaces and provide an interesting field of vision.
4. All components of a design should exhibit integrity and usefulness. "False" or "decorative" treatments should generally be avoided, and should not be used to camouflage poor design.
5. Building materials, colors and designs should be continuous and compatible on all facade elevations. Elimination of design components on less visible sides of the structure should be avoided.
6. The use of natural construction textures and colors is strongly encouraged. The use of metals, plastics and/or similar synthetics to simulate natural materials should be limited.
7. Materials and finishes shall be selected for their durability and wear, as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage or abuse.
8. Roof penetrations should be minimized by consolidation of pipes and vents. Mechanical equipment, including solar devices, when located on the roof must be incorporated into the roof slope and design.
9. All vents, gutters and downspouts, louvers, exposed flashing, pipes, vents, tanks, overhead doors, and doors should be treated as architectural design elements and painted to coordinate with the color scheme of the building.
10. The pattern of placement, proportions, and materials of windows and doors will be considered. Metal window frames are generally unacceptable unless they are anodized or painted. Shutters should be sized to match windows. Screens should be as inconspicuous as possible. Unfinished metal doors are not acceptable.
11. The design line created by the shape of the roof shall constitute the roof form. In general, domed, free-form and geometric shaped roofs will be deemed inappropriate. Roofs should have overhangs where appropriate.
12. Balconies, decks, covered porches, decorative shingles, bracketed eaves, columns, balustrades, towers, turrets, skylights, and arches are among the details to be considered. All features and details should be in proportion with the building. The use of historic details on contemporary structures would only be included where they are appropriate to the building design. Use of metal, canvas, fiberglass or plastic awnings are not appropriate.

## DECKS AND PATIOS

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### *Design Criteria*

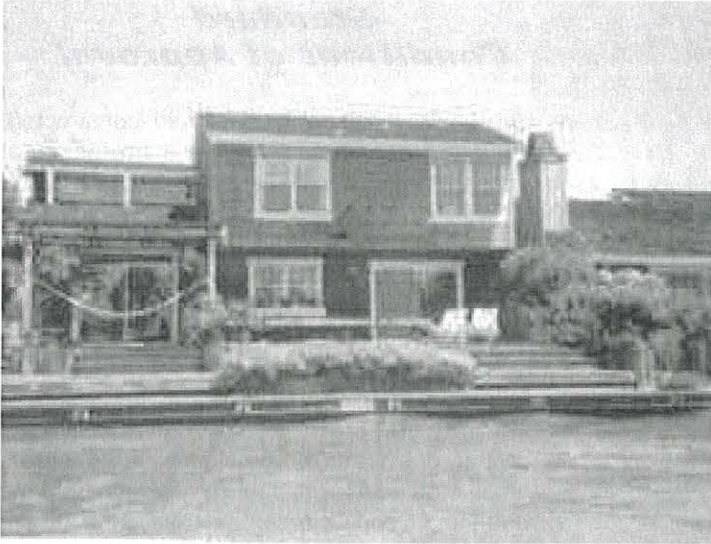
1. Maintain a minimum setback of 24" from perimeter fencing to allow a landscaped area for a privacy screen. Railings may require a 5' setback.
2. Complement the architectural style of the existing home.
3. Duplicate colors and materials of the existing home.
4. Utilize high quality, natural materials, except that synthetic materials may be used for decks in fully enclosed, non-waterfront yards.
5. Be conveniently located to enhance circulation between interior and exterior of the existing home.
6. Be designed with the proposed function in mind.
7. Take advantage of opportunities for sun and shade.
8. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
9. Decks taller than 12" from grade shall provide skirting to screen off-site views of the underside of the deck.
10. Be designed to not place any additional stress on a lagoon bulkhead, with any post or foundation maintaining a minimum 3' setback from a bulkhead or riprap.
11. Uses changes in levels to avoid unnecessary height near the property line or waterfront, or levels step down toward property line or lagoon. Decks should be no more than 18" from grade within 3' of the water.
12. Decks shall not cantilever over the bulkhead, riprap, or high water line.
13. Decks on waterfront properties shall have a vertical rise of no more than 18" within any horizontal distance of six feet.
14. Decks on waterfront properties shall not significantly impair neighbors' views of the water.

### *Standard 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. All decks and patios shall maintain a minimum 24" setback from side and rear fences to allow for landscape screening. Railings shall maintain a 5' setback.
4. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct off-site view.
5. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
6. Any post or foundation shall be a minimum of 3' from the bulkhead or riprap.
7. The owner's responsibility for riprap or bulkhead maintenance, repair or replacement shall remain the same, regardless of deck placement. A 3' setback to any portion of the deck is advised to facilitate access to any bulkhead.
8. All decks taller than 12" from grade that can be viewed from off-site shall have lattice screening and landscaping to screen the framing below the deck.
9. Prior to installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.

## DECKS AND PATIOS

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### Elements of Successful Design:

- Deck maintains minimum setback of 24" to allow landscape screening.
- The height of the deck decreases as it nears the water, eliminating need for screening of supports.
- Deck complements the architectural style of the home and is conveniently located.
- Use of trellis allows shade and sun areas.



### Elements of Unsuccessful Design:

- Deck is too high adjacent to the water; a lower level would be more attractive than lattice screening.

### **PERMITS & APPROVALS REQUIRED**

Waterfront property - Architectural review and staff approval  
Non-waterfront property - Architectural review and staff approval

## FENCES AND WINDSCREENS

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### ***Design Criteria***

1. Fences should be a maximum of 6' in height for side and rear yards and a maximum of 40" in height for front yards, except that front yard fences may be up to 6' in height if constructed of 50% open-air materials and set back a minimum of 20' from the front property line.
2. Fences located on the waterfront should not unduly interfere with the view of the lagoon from adjacent properties.
3. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
4. Utilize high quality, natural materials such as redwood, cedar, brick, slumpstone, stucco, plaster, cement, or wrought iron (not chain link), or on waterfront properties, clean glass or plexiglass may also be used.
5. The fence and elements of the fence should exhibit good proportions and should accentuate horizontality (the spacing between posts should be greater than the height of the posts).



### ***Standard 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. Within one week of completion, the applicant shall request final inspection approval from the Planning/Code Enforcement Division.
4. Prior to any final inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.

### **Fences**

#### **Elements of Successful Design:**

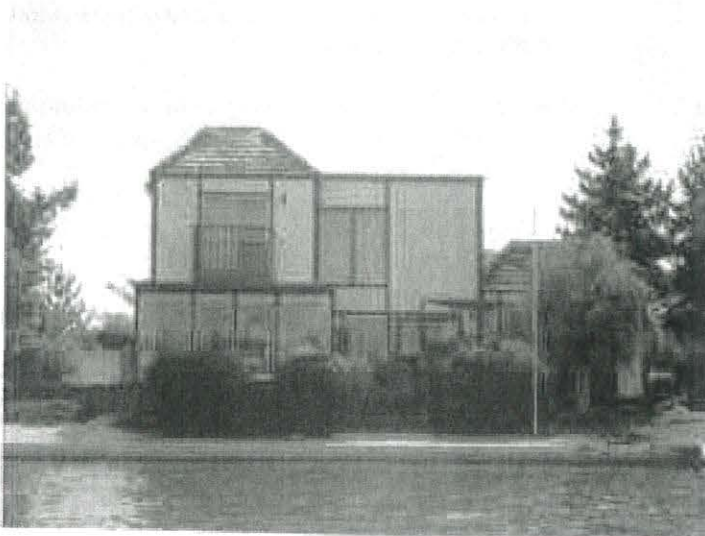
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- Height of fence "steps down" toward the water, in order to minimize impact on neighbor's view.
- Materials and colors complement those used for trim and deck.

# FENCES AND WINDSCREENS

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## Windscreens



### Elements of Successful Design:

- Framing at top of windscreen is aligned with wood trim on house.
- Width of windscreen does not overpower the existing house.
- Design is simple in order to allow windscreen to be as "invisible" as possible.
- Windscreen and the windscreen elements exhibit good proportions.



### Elements of Unsuccessful Design:

- Windscreen is too high.
- Lattice on top of windscreen draws attention to its excessive height.

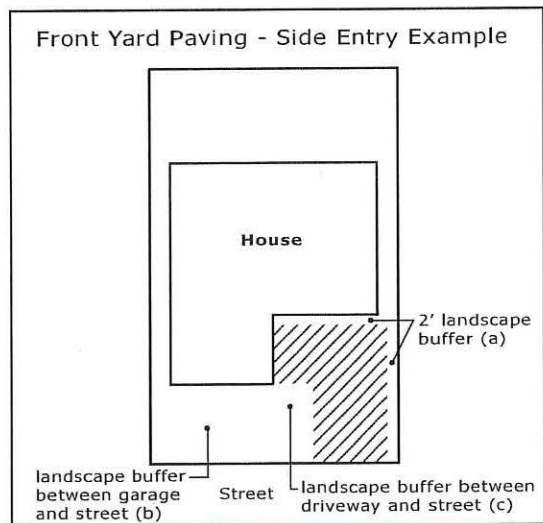
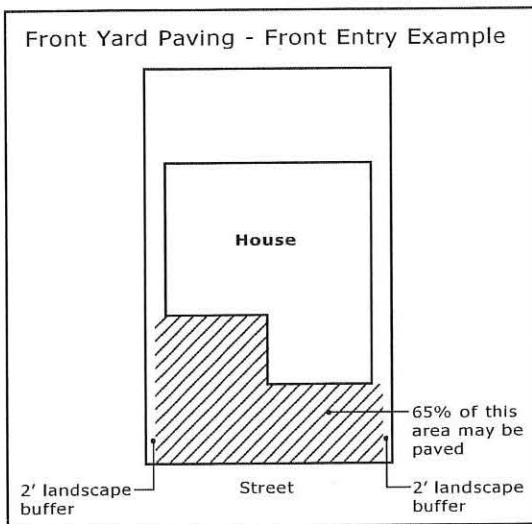
## PERMITS & APPROVALS REQUIRED

- Waterfront property - Architectural review and staff approval
- Non-waterfront property - Architectural review and staff approval

# FRONT YARD PAVING

## Design Criteria

1. Front yard paving shall maintain a minimum setback of 2' from side property lines to provide a planted landscape buffer except where a driveway is shared by two houses.
2. For sites where the garage entry faces the street, the total amount of front yard paving (including the driveway) shall not exceed 65% of the front yard (see sketch below).
3. For sites where the garage entry faces the street, additional front yard paving which is large enough to accommodate vehicular parking or access to side yard vehicular storage areas shall not be placed in front of the main (non-garage) portion of the house.
4. For sites where the garage entry faces a side property line (side-entry), additional front yard paving may be allowed if the following landscaped buffers are provided:
  - a. a 2' landscaped buffer shall be retained between the driveway and the house (see "a" in the sketch)
  - b. landscaped buffer between the side of the garage and the street (see "b" in the sketch)
  - c. landscaped buffer in the area between the driveway opening, the side of the garage closest to the street, and the street (see "c" in the sketch)



## Standard 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. Within one week of completion, the applicant shall request final inspection approval from the Planning Division.
4. Prior to any final inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
5. Additional driveway apron areas shall not be used to store trash, building materials, or other miscellaneous items, and shall be kept clean at all times. Storage of cars and boats/boat trailers or recreational vehicles shall comply with provisions of the Foster City Municipal Code.



## FRONT YARD PAVING

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### Elements of Successful Design:

- Increased pavement width does not dominate the appearance of the house.
- Increased pavement area is buffered by landscaping.



### Elements of Unsuccessful Design:

- Increased pavement width is so excessive that it overwhelms the appearance of the house and detracts from the appearance of the property from the street - almost the entire front yard appears to be paved.
- Little or no landscaping is used to buffer the appearance of the paving.

### **PERMITS & APPROVALS REQUIRED**

- Waterfront property - Architectural review and staff approval
- Non-waterfront property - Architectural review and staff approval

## GAZEBOS

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### ***Design Criteria***

1. Complement the architectural style and character of the existing home.
2. Duplicate the colors, materials and detailing of the existing home.
3. Avoid being so large and ornate as to overwhelm the existing home and site.
4. Respect the privacy of adjacent homes.
5. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
6. Be a maximum of 9' in height, measured from grade (with an additional 12" permitted for trim pieces).
7. Utilize high quality, natural materials.
8. Maintain minimum 5' side and rear yard setbacks and a 10' setback from any portion of the house.
9. Be sized appropriately for the yard such that it covers no more than 5% of the rear yard and no more than 1% of the entire lot.
10. Comply with coverage limits in Title 17, Zoning, for accessory buildings and for total building coverage.

### ***Standard 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. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct offsite view.
4. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view.
5. All vents, gutters, downspouts, flashings, electrical conduits, etc. shall be painted to match the color of adjacent surfaces.
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. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.

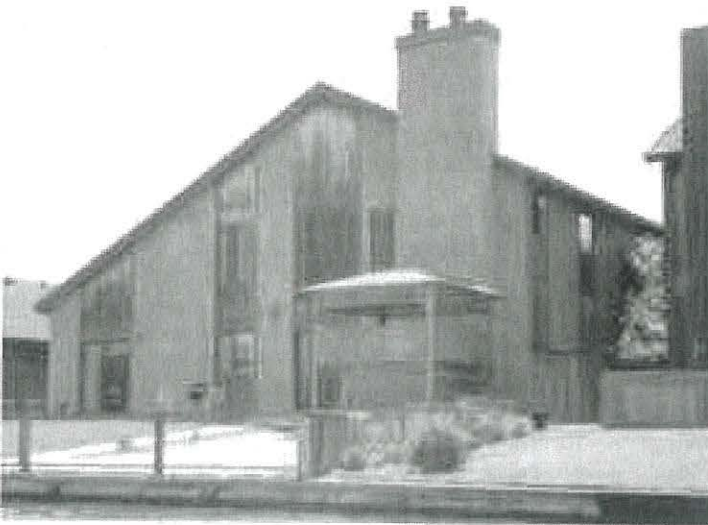
## GAZEBOS

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### Elements of Successful Design:

- Colors and materials match house.
- Style complements the existing house.
- The gazebo is not so large as to overwhelm the home and site.
- Landscaping is used for aesthetic and screening purposes.
- Roof materials match the house.



### Elements of Unsuccessful Design:

- Shape and materials do not complement the style of the existing home.
- No landscaping is used for screening or softening the appearance.
- Structure is too enclosed.
- Gazebo's shape is bulky.
- The shape of the roof is incompatible with the shape of the roof of the house.

### **PERMITS & APPROVALS REQUIRED**

Waterfront property - Use Permit and Planning Commission approval  
Non-waterfront property - Architectural review and staff approval

## GREENHOUSES

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### ***Design Criteria***

1. Complement the architectural style and character of the existing home.
2. Avoid being so large or ornate as to overwhelm the existing home.
3. Do not destroy the visual or solar access of surrounding structures.
4. Respect the privacy of adjacent homes.
5. Take advantage of solar access in building and window orientation.
6. Enhance pedestrian circulation between interior and exterior of home.
7. Include new landscaping designed to screen unattractive architectural features and enhance focal points.
8. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
9. If attached, be a transparent appendage to the house; the finish of the exterior of the house which is inside greenhouse will be visible from the outside.
10. Comply with required setbacks as specified in Title 17, Zoning, for attached or detached accessory buildings.

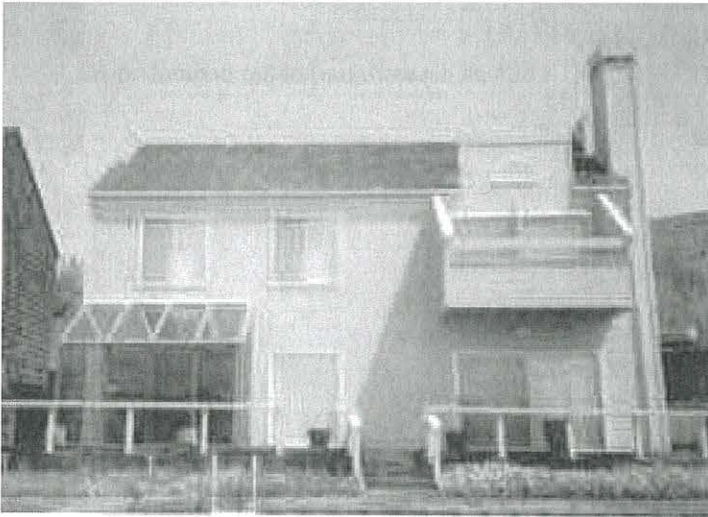
### ***Standard Conditions of Approval***

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. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct offsite view.
4. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view.
5. All vents, gutters, downspouts, flashings, electrical conduits, etc. shall be painted to match the color of adjacent surfaces.
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. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
8. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
9. Prior to any demolition or disassembly of any portion of the existing structure or site, a detailed plan, in the form of a letter, describing all aspects of such work (how and when it will be conducted; special related equipment required, how materials will be removed from the site, how public safety will be ensured throughout this process, etc.) shall be submitted to the Chief Building Official. Such work shall not begin until the Chief Building Official approves the plan by affixing his/her signature and the date of approval to it. The Chief Building Official may require that plans be amended until he/she determines that they satisfactorily meet all City health, safety and general welfare concerns. A copy of the approved plan shall be given to the applicant or their designee and shall at all times be kept on the job site along with approved project plans.
10. The placement of materials disposal or trash bins within public rights-of-way, including on public streets and on public sidewalks, shall not be allowed until such time as an Encroachment Permit has been issued by the Engineering Division of the Public Works Department.
11. In order to assure public safety and minimize the unattractive short term aspects of construction on the neighborhood, prior to issuance of a building permit, building plans shall include site control information which, at a minimum: 1) Provides that a 6 (six) foot tall chain-link fence (no portion of which contains barbed wire) with a dark green (or other color approved by the Community Development Director) vinyl or canvas liner placed on the exterior of the fence shall be placed around any yard or any portion of a yard which the Chief Building Official shall identify as requiring such.

## GREENHOUSES

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12. All required fencing shall be in place prior to the commencement of any work on site, shall remain in place for such time as required by the Chief Building Official and shall be removed prior to the issuance of an Occupancy Permit. The gate to the fence shall be locked at all times that the fenced area is left unattended by either the owner or resident, the contractor or subcontractors. All construction materials and equipment, including temporary or portable equipment, such as generators, storage containers or facilities, shall be stored within the interior of the fenced area when construction activities are not occurring. If placed anywhere on site, portable toilets shall be placed within the interior of the fenced area at all times.



### Elements of Successful Design:

- Design and shape complements the architectural style and character of the existing home (note the greenhouse is the same shape as the upper floor balcony).
- Is a transparent appendage to the house.
- Adequate setback from bulkhead.
- Landscaping is added to soften the appearance of the greenhouse.



### Elements of Unsuccessful Design:

- Design and shape do not complement the architectural style and character of the existing house (curved eaves may be acceptable on some houses).

## PERMITS & APPROVALS REQUIRED

- Waterfront property - Use Permit and Planning Commission approval  
Non-waterfront property - Architectural review and staff approval (detached greenhouse)  
- Architectural review and Planning Commission approval (attached greenhouse)

## PATIO COVERS

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### ***Design Criteria***

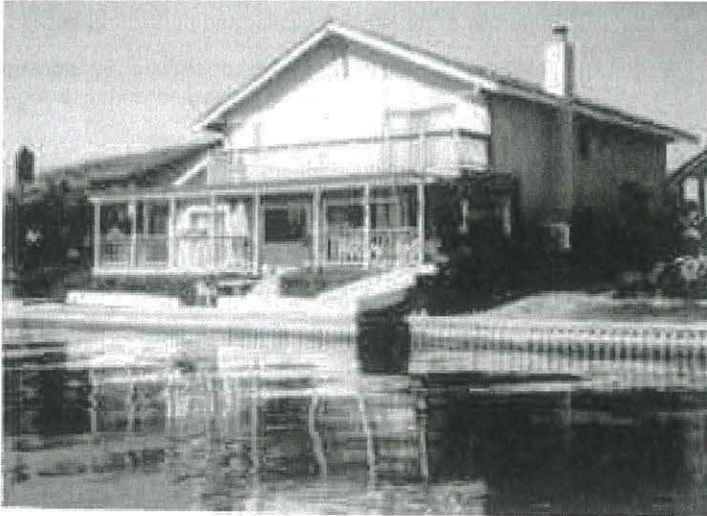
1. Complement the architectural style of the existing home.
2. Duplicate colors and materials of the existing home.
3. Utilize high quality, natural materials. (No exposed fiberglass, plastic, metal members, beams or covers).
4. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
5. Look as if it were part of the original house.

### ***Standard 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. All vents, gutters, downspouts, flashings, etc. shall be painted to match the color of 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 installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
6. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
7. 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.

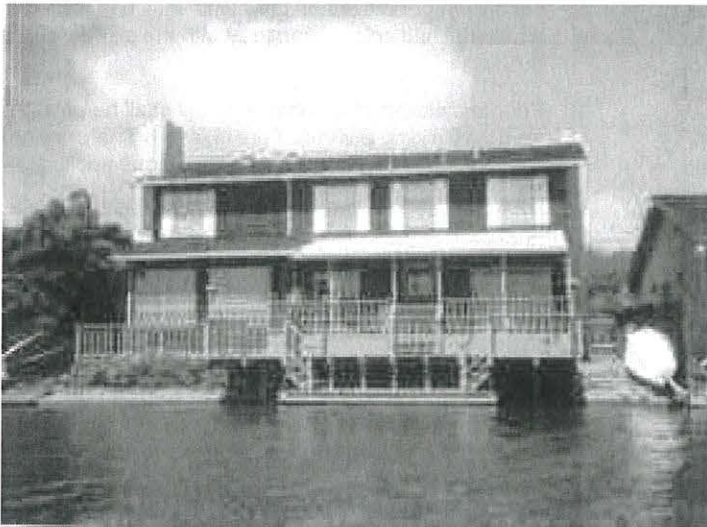
## PATIO COVERS

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### Elements of Successful Design:

- Patio cover is integrated into the architecture of the house.
- Patio cover uses high quality, natural materials.
- The patio cover duplicates colors and materials used in the house.



### Elements of Unsuccessful Design:

- The fiberglass roof is not a high quality, natural material.
- No fascia is used to provide a more finished appearance.

### PERMITS & APPROVALS REQUIRED

- Waterfront property - Architectural review and staff approval
- Non-waterfront property - Architectural review and staff approval

## PATIO ROOM ADDITIONS

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### ***Design Criteria***

1. Duplicate and/or complement the architectural style, proportions, scale, form, colors, and materials of the existing home, except that window frame colors may be different than the existing house and muntins may be used if used consistently on the entire patio room.
2. Duplicate and/or complement window and door shapes, sizes and trim of the existing home.
3. Duplicate roof pitch and overhang of the existing home.
4. Do not be so large or ornate as to overwhelm the existing home.
5. Be sympathetic to the original style and character of the home.
6. Do not destroy the visual or solar access of surrounding structures.
7. Respect the privacy of adjacent homes.
8. Take advantage of solar access in building and window orientation.
9. Improve or maintain vehicular and pedestrian access.
10. Include new landscaping designed to screen unattractive architectural features and enhance focal points.
11. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
12. Maintain efficient pedestrian circulation (i.e., unobstructed access between interior of home and yard area).
13. Maximize outdoor orientation through increased window area.  
(Also see "ROOM ADDITIONS")

### ***Standard Conditions of Approval***

1. The room addition shall substantially conform to the plans and elevations, received and dated by the Foster City Planning/Code Enforcement Division on \_\_\_\_\_, prepared by \_\_, on file with the Community Development Department, except as modified in subsequent conditions of approval included in this Exhibit A.
2. All construction shall be designed, constructed, installed and maintained in a professional manner and appearance.
3. 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.
4. Smoke detectors shall be installed to the satisfaction of the Building Division in any approved room addition.
5. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct off-site view.
6. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view.
7. All vents, gutters, downspouts, flashings, etc. shall be painted to match the color of 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.
8. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
9. 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.
10. Prior to installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
11. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
12. Prior to any demolition or disassembly of any portion of the existing structure or site, a detailed plan, in the form of a letter, describing all aspects of such work (how and when it will be conducted; special related equipment required, how materials will be removed from the site, how public safety will be ensured throughout this process, etc.) shall be submitted to the Chief Building Official. Such work shall not begin until the Chief Building Official approves the plan by affixing his/her signature and the date of approval to it. The Chief Building Official may require that plans be amended until he/she determines that they satisfactorily meet all City health, safety and general welfare concerns. A copy of the approved plan shall be given to the applicant or their designee and shall at all times be kept on the job site along with approved project plans.
13. The placement of materials disposal or trash bins within public rights-of-way, including on public streets and on public sidewalks, shall not be allowed until such time as an Encroachment Permit has been issued by the Engineering Division of the Public Works Department.



## PATIO ROOM ADDITIONS

14. In order to assure public safety and minimize the unattractive short term aspects of construction on the neighborhood, prior to issuance of a building permit, building plans shall include site control information which, at a minimum: 1) Provides that a 6 (six) foot tall chain-link fence (no portion of which contains barbed wire) with a dark green (or other color approved by the Community Development Director) vinyl or canvas liner placed on the exterior of the fence shall be placed around any yard or any portion of a yard which the Chief Building Official shall identify as requiring such.
15. All required fencing shall be in place prior to the commencement of any work on site, shall remain in place for such time as required by the Chief Building Official and shall be removed prior to the issuance of an Occupancy Permit. The gate to the fence shall be locked at all times that the fenced area is left unattended by either the owner or resident, the contractor or subcontractors. All construction materials and equipment, including temporary or portable equipment, such as generators, storage containers or facilities, shall be stored within the interior of the fenced area when construction activities are not occurring. If placed anywhere on site, portable toilets shall be placed within the interior of the fenced area at all times.



### Elements of Successful Design:

- Patio room complements the existing house with the use of colors, materials, and window shapes.
- New landscaping is included to soften its appearance.
- The roof pitch is compatible with the house.
- Patio room has easy access to step-down deck with skirting.
- Skylights are low profile.
- Fascia matches existing house fascia.



### Elements of Unsuccessful Design:

- Boxy room looks "tacked on."
- Fiberglass roof is not consistent with materials used on the house.
- Roof slope of the patio room is different than those used on the house.

(Also see "ROOM ADDITIONS")

### PERMITS & APPROVALS REQUIRED

- Waterfront property - Use Permit and Planning Commission approval
- Non-waterfront property - Architectural review and Planning Commission approval

## RESIDENTIAL SECONDARY UNITS

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### ***Design Criteria***

1. Duplicate and/or complement the architectural style, proportions, scale, form, colors, and materials of the existing home.
  2. Duplicate and/or complement window and door shapes, sizes and trim of the existing home.
  3. Duplicate roof pitch and overhang of the existing home.
  4. Do not be so large or ornate as to overwhelm the existing home.
  5. Be sympathetic to the original style and character of the home.
  6. Not destroy the visual or solar access of surrounding structures.
  7. Respect the privacy of adjacent homes.
  8. Take advantage of solar access in building and window orientation.
  9. Improve or maintain vehicular and pedestrian access.
  10. Include new landscaping designed to screen unattractive architectural features and enhance focal points.
  11. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
- (Also see "ROOM ADDITIONS")

### ***Standard 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. Smoke detectors shall be installed to the satisfaction of the Fire Department in any approved room addition.
4. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct off-site view.
5. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view.
6. All trash enclosures shall consist of sturdy, opaque material (with trash receptacles screened from view) and shall be in harmony with the architecture of adjacent buildings and structures.
7. All vents, gutters, downspouts, flashings, electrical conduits, etc. shall be painted to match the color of adjacent surfaces.
8. Shall meet the requirements for residential security as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
9. 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.
10. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
11. All decks and patios shall meet the requirements of these Guidelines.
12. Prior to any demolition or disassembly of any portion of the existing structure or site, a detailed plan, in the form of a letter, describing all aspects of such work (how and when it will be conducted; special related equipment required, how materials will be removed from the site, how public safety will be ensured throughout this process, etc.) shall be submitted to the Chief Building Official. Such work shall not begin until the Chief Building Official approves the plan by affixing his/her signature and the date of approval to it. The Chief Building Official may require that plans be amended until he/she determines that they satisfactorily meet all City health, safety and general welfare concerns. A copy of the approved plan shall be given to the applicant or their designee and shall at all times be kept on the job site along with approved project plans.

## RESIDENTIAL SECONDARY UNITS

13. The placement of materials disposal or trash bins within public rights-of-way, including on public streets and on public sidewalks, shall not be allowed until such time as an Encroachment Permit has been issued by the Engineering Division of the Public Works Department.
14. In order to assure public safety and minimize the unattractive short term aspects of construction on the neighborhood, prior to issuance of a building permit, building plans shall include site control information which, at a minimum: 1) Provides that a 6 (six) foot tall chain-link fence (no portion of which contains barbed wire) with a dark green (or other color approved by the Community Development Director) vinyl or canvas liner placed on the exterior of the fence shall be placed around any yard or any portion of a yard which the Chief Building Official shall identify as requiring such.
15. All required fencing shall be in place prior to the commencement of any work on site, shall remain in place for such time as required by the Chief Building Official and shall be removed prior to the issuance of an Occupancy Permit. The gate to the fence shall be locked at all times that the fenced area is left unattended by either the owner or resident, the contractor or subcontractors. All construction materials and equipment, including temporary or portable equipment, such as generators, storage containers or facilities, shall be stored within the interior of the fenced area when construction activities are not occurring. If placed anywhere on site, portable toilets shall be placed within the interior of the fenced area at all times.



### Elements of Successful Design:

- Second unit in side/rear yard of lot duplicates the architectural style of the existing house and appears to be merely an extension of it.
- Location of second unit makes it unobtrusive so as not to overwhelm the existing home.
- Second unit address on gate identifies the unit's location for visitors and provision of emergency services.

(Also see "ROOM ADDITIONS")

### PERMITS & APPROVALS REQUIRED

Waterfront property - Use Permit and Planning Commission approval  
Non-waterfront property - Use Permit and Planning Commission approval

## ROOM ADDITIONS

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### ***Design Criteria***

1. Duplicate and/or complement the architectural style, proportions, scale, form, colors, and materials of the existing home.
2. Duplicate and/or complement window and door shapes, sizes and trim of the existing home.
3. Duplicate roof pitch and overhang of the existing home.
4. Do not be so large or ornate as to overwhelm the existing home.
5. Be sympathetic to the original style and character of the home.
6. Do not destroy the visual or solar access of surrounding structures.
7. Respect the privacy of adjacent homes.
8. Take advantage of solar access in building and window orientation.
9. Improve or maintain vehicular and pedestrian access.
10. Include new landscaping designed to screen unattractive architectural features and enhance focal points.
11. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.

### ***Standard Conditions of Approval***

1. The room addition shall substantially conform to the plans and elevations, received and dated by the Foster City Planning/Code Enforcement Division on \_\_\_\_\_, prepared by \_\_\_\_, on file with the Community Development Department, except as modified in subsequent conditions of approval included in this Exhibit A.
2. All construction shall be designed, constructed, installed and maintained in a professional manner and appearance.
3. 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.
4. Smoke detectors shall be installed to the satisfaction of the Building Division in any approved room addition.
5. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct off-site view.
6. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view.
7. All vents, gutters, downspouts, flashings, etc. shall be painted to match the color of 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.
8. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
9. 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.
10. Prior to installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
11. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
12. Prior to any demolition or disassembly of any portion of the existing structure or site, a detailed plan, in the form of a letter, describing all aspects of such work (how and when it will be conducted; special related equipment required, how materials will be removed from the site, how public safety will be ensured throughout this process, etc.) shall be submitted to the Chief Building Official. Such work shall not begin until the Chief Building Official approves the plan by affixing his/her signature and the date of approval to it. The Chief Building Official may require that plans be amended until he/she determines that they satisfactorily meet all City health, safety and general welfare concerns. A copy of the approved plan shall be given to the applicant or their designee and shall at all times be kept on the job site along with approved project plans.
13. The placement of materials disposal or trash bins within public rights-of-way, including on public streets and on public sidewalks, shall not be allowed until such time as an Encroachment Permit has been issued by the Engineering Division of the Public Works Department.

## ROOM ADDITIONS

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14. In order to assure public safety and minimize the unattractive short term aspects of construction on the neighborhood, prior to issuance of a building permit, building plans shall include site control information which, at a minimum: 1) Provides that a 6 (six) foot tall chain-link fence (no portion of which contains barbed wire) with a dark green (or other color approved by the Community Development Director) vinyl or canvas liner placed on the exterior of the fence shall be placed around any yard or any portion of a yard which the Chief Building Official shall identify as requiring such.
15. All required fencing shall be in place prior to the commencement of any work on site, shall remain in place for such time as required by the Chief Building Official and shall be removed prior to the issuance of an Occupancy Permit. The gate to the fence shall be locked at all times that the fenced area is left unattended by either the owner or resident, the contractor or subcontractors. All construction materials and equipment, including temporary or portable equipment, such as generators, storage containers or facilities, shall be stored within the interior of the fenced area when construction activities are not occurring. If placed anywhere on site, portable toilets shall be placed within the interior of the fenced area at all times.



### Elements of Successful Design:

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- Roof shapes and slopes of original roof are repeated on new second story.
- Window styles and shapes are repeated on new second story.
- Materials and colors exactly match the existing house.



### PERMITS & APPROVALS REQUIRED

Waterfront property - Use Permit and Planning Commission approval  
Non-waterfront property - Architectural review and Planning Commission approval

## ROOM ADDITIONS

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### Elements of Successful Design:

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- First-story roof design is duplicated on the new second story.
- Window shapes in the existing first story are repeated in the new second story.
- Roof and building mass are broken up.
- Bulk of the addition set back from the street.



## ROOM ADDITIONS

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### Elements of Unsuccessful Design:

- Addition introduces a new roof shape.
- Bay window on addition does not relate well to the rest of the house.
- Bulk of the addition is on the front wall of the house, rather than set back from the street.



## SKYLIGHTS

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### ***Design Criteria***

1. Be flush-mounted to the roof.
2. Be a "low-profile", flat design, extending no more than 8-10 inches above the surface of the roof.
3. Exterior materials or a color matching the existing roof color.

### ***Standard 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. 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 installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
6. Prior to any final building inspection approval, these conditions and all improvements shall be completed to the satisfaction of the City.
7. 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.
8. The skylight shall be clear or smoke-colored glass and shall not extend more than 10" above the roof-line.



## SKYLIGHTS

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### Elements of Successful Design:

- Flush-mounted, low-profile, clear or tinted skylights blend in well with the roof.



### Elements of Unsuccessful Design:

- White, "bubble" skylight draws attention to itself, rather than blending in with the roof.

### **PERMITS & APPROVALS REQUIRED**

- Waterfront property - Architectural review and staff approval
- Non-waterfront property - Architectural review and staff approval

## TRELLISES AND ARBORS

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### *Design Criteria*

1. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
2. Maintain support-post side and rear yard setbacks of 5' and overhang setbacks of 24".
3. Complement the architectural style and character of the existing home.
4. Duplicate colors and materials of the existing home.
5. Do not be so large or ornate as to overwhelm the existing home.
6. Do not destroy the visual or solar access of surrounding structures.
7. Respect the privacy of adjacent homes.
8. Utilize high-quality, natural materials.
9. Be a maximum of 9' in height.
10. Be designed to shade those portions of the house most affected by heat from direct sunlight.

### *Standard 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. All decks and patios shall maintain a minimum 24" setback from side and rear fences to allow for landscape screening.
4. All vents, gutters, downspouts, flashings, etc. shall be painted to match the color of 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.
5. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from off-site view.
6. Prior to installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
7. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
8. 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.

## TRELLISES AND ARBORS

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### Elements of Successful Design:

- Trellis maintains required setbacks of minimum 5' to posts and 24" to overhang.
- Design complements the architectural style and character of the existing home.
- Colors and materials of the existing home are duplicated.
- Includes landscaping for screening and aesthetic purposes.
- Quality of materials used is consistent with materials used on the house.



### Elements of Unsuccessful Design:

- Trellis does not complement the architectural style and character of the existing home.

### PERMITS & APPROVALS REQUIRED

- Waterfront property - Architectural review and staff approval
- Non-waterfront property - Architectural review and staff approval

## WINDOWS, DOORS AND TRIM

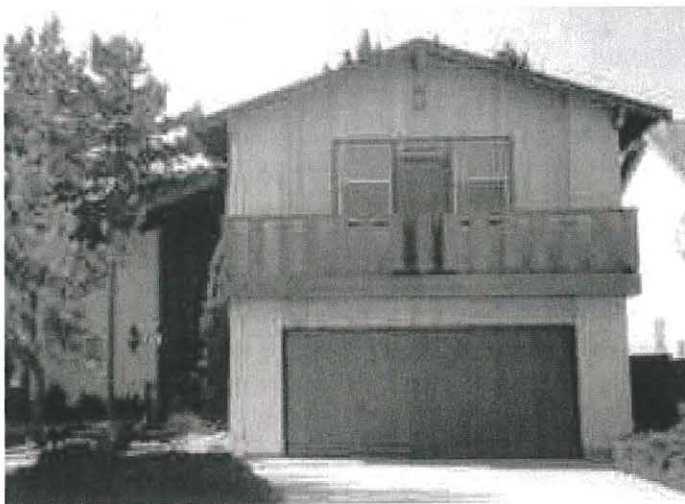
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### ***Design Criteria***

1. Complement the architectural style, character and proportions of the existing home.
2. Complement window and door shapes, and sizes and trim of the existing home except that (1) bay and bow windows may be added even if they do not duplicate existing windows if they are compatible with the architectural style, character and proportions of the existing house and (2) curved windows may be added even if they are not present on the existing house, provided that they are of acceptable proportions and shape relative to the subject elevation.
3. Consider energy-conserving solar orientation of windows.
4. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.

### ***Standard Conditions of Approval***

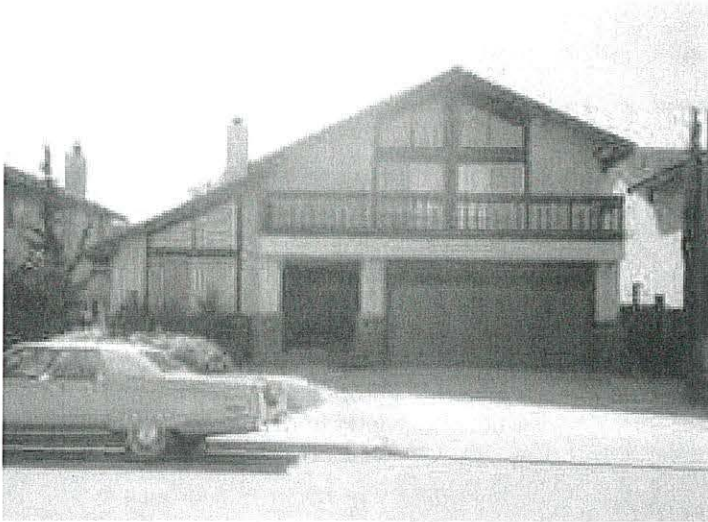
1. All construction shall be designed, constructed, installed and maintained in a professional manner and appearance.
2. All materials and colors shall be as approved. Once constructed or installed, all improvements shall be maintained in accordance with the approved plans. Any changes which affect the exterior character of the work shall be resubmitted for approval.
3. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
4. Prior to installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
5. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.



### **Elements of Unsuccessful Design:**

- Wood door centered over the garage door is out of character with other second-floor doors used in the neighborhood or on this style of house. Glass door(s) would be preferable.

## WINDOWS, DOORS AND TRIM



### Elements of Successful Design:

- Identical window shapes and sizes are repeated on the new building face of the second-floor addition.
- The balcony is still used as a design detail and is in character with the original design.



### PERMITS & APPROVALS REQUIRED

Waterfront property\* - Architectural Review and staff approval  
Non-waterfront property\* - Architectural Review and staff approval

\* New or resized window penetrations, introduction of bay or bow windows, or new/unapproved window shapes or materials require Architectural Review; exempt changes include replacements of same size windows with or without changes in frame materials, muntins, etc. or replacement of existing first-story rear or side yard windows with garden or greenhouse style windows.

## SPAS

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### ***Design Criteria***

1. Maintain a minimum 5' side and rear yard setback from property lines and a 10' setback from the house.
2. Include decking which maintains a minimum 24" setback from perimeter fencing to allow a landscape area for privacy screening, or to be determined by the Planning Division.
3. Respect the privacy of adjacent homes.
4. Locate any mechanical equipment a minimum of 5' from any property line.
5. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
6. On waterfront properties, use materials and colors that are compatible with the house.
7. On waterfront properties, locate the spa so that it will not block views from adjacent properties.

### ***Standard 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. All spas shall maintain a minimum 5' setback from side and rear yard lot lines.
4. All decks and patios shall maintain a minimum 24" setback from side and rear fences to allow for landscape screening.
5. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct off-site view.
6. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view.
7. 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.
8. All mechanical equipment shall be located a minimum of 5' from any property line and soundproofed to the satisfaction of the City.
9. Prior to installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
10. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.

## SPAS

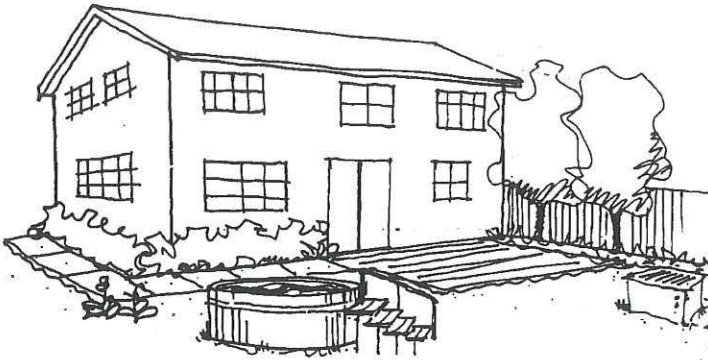
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### Elements of Successful Design:

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- Spa maintains setbacks from property lines and house.
- Privacy screening is included.
- Spa is integrated attractively with decking.



### Elements of Unsuccessful Design:

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- Spa is placed without any screening for privacy.
- Spa is not integrated with decking.
- No landscaping is included for screening or aesthetic purposes.

### PERMITS & APPROVALS REQUIRED

Waterfront property - Architectural review and staff approval  
Non-waterfront property - Architectural review and staff approval

## SWIMMING POOLS

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### ***Design Criteria***

1. Maintain minimum 5' side and rear yard setbacks for pool.
2. Include decking or paving which maintains a minimum 24" setback from perimeter fencing to allow a landscape area for privacy screening.
3. Respect the privacy of adjacent homes.
4. Locate any mechanical equipment a minimum of 5' from any property line.
5. Design any proposed fences a maximum of 6' in height.
6. Comply with any and all prototypical guidelines which may be in effect for the subdivision in which the home is located.
7. Shall be totally enclosed with a 6' fence as required for security considerations, except that on waterfront properties, fencing along the lagoon is optional.
8. Swimming pools shall not be located in front yards or visible from a public street.

### ***Standard 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. All swimming pools and spas shall maintain a minimum 5' setback from side and rear yard lot lines.
4. All decks and patios shall maintain a minimum 24" setback from side and rear fences to allow for landscape screening.
5. Exterior lighting of the building and site shall not be directed onto adjacent properties, and the light source shall be shielded from direct off-site view.
6. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view.
7. 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.
8. All mechanical equipment shall be located a minimum of 5' from any property line and soundproofed to the satisfaction of the City.
9. Prior to installation, a building permit shall be obtained from the Building Division. Four (4) sets of final drawings shall be submitted with the building permit application.
10. Prior to any final building inspection approval, any imposed conditions and all improvements shall be completed to the satisfaction of the City.
11. A swimming pool shall be completely enclosed by a fence at least six (6) feet in height with no openings large enough to permit access to a small child unless it is determined by the Chief Building Official that the equivalent of such a fence is otherwise provided.



## SWIMMING POOLS

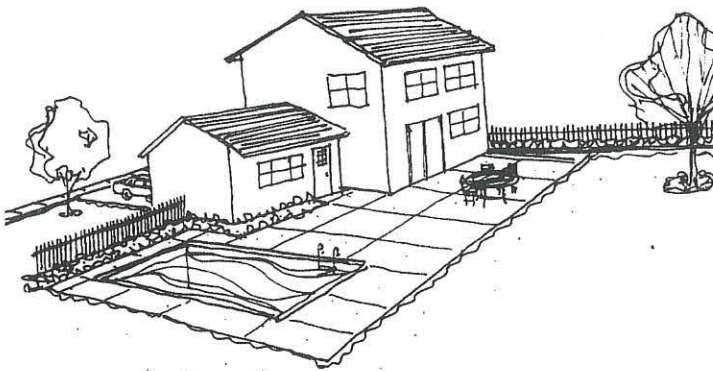
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### Elements of Successful Design:

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- Maintains required setbacks.
- Decking or paving maintains the required 24" setback to allow landscaping.
- Solid board fence respects the privacy of adjacent homes.



### Elements of Unsuccessful Design:

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- Pool is visible from the public street.
- Open picket or metal fencing does not respect neighbors' privacy.

### PERMITS & APPROVALS REQUIRED

Waterfront property - Architectural review and staff approval  
Non-waterfront property - Architectural review and staff approval

(Waterfront and nonwaterfront property with a proposed 25% setback reduction to accommodate a swimming pool requires a Use Permit and Planning Commission approval.)

## III. SOLAR GUIDELINES

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### A. Purpose & General Design Statements

Over the years, the City's design policies and criteria for solar energy collector installations, particularly for swimming pool heating and domestic hot water, have evolved, providing a sound basis for the review of solar collector installations. The guidelines herein have been compiled and updated from the original solar design guidelines that were adopted by the Planning Commission in May 1977, and respond to the ever-changing technology in solar (energy) systems. The guidelines are, at times, necessarily broad to provide adequate flexibility and various design alternatives for the professional solar collector installer to achieve an attractive installation.

It is intended that the solar collector design guidelines and recommended conditions be periodically evaluated and amended as needed in order to respond to changing standards.

The Planning Commission has established the following general design statements for solar collector installation which are the basis for the specific guidelines and recommended conditions of approval for a solar collector installation. These statements are listed in general order of importance, and should be considered when submitting an application for a solar collector installation.

### B. General Solar Design Statements

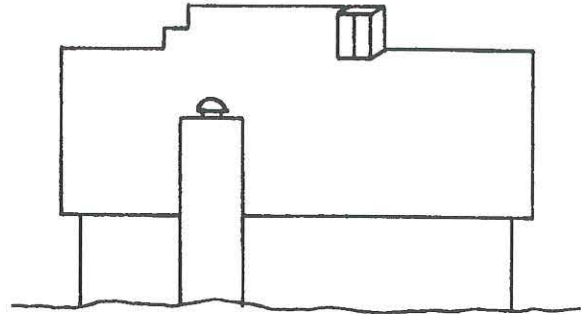
1. The City encourages energy conservation and the use of solar energy collectors as alternative energy sources, but also recognizes the necessity for good design to protect and enhance the property values and appearance of the community.
2. The City requires that solar collector installations provide the best possible integration with the design of the building and the least possible negative visual impact upon the neighborhood.
3. In new residential planned developments, the City requires that 1) solar collectors be provided for common swimming pools and 2) the developer submit guidelines to the City for coordinated (prototype) design of individual solar collector installation.
4. Upon reviewing applications, the City will be more flexible in design requirements for water and space heating systems designed to serve a dwelling than it will for systems designed to serve a swimming pool or jacuzzi/spa. This is because systems used for water and space heating are considered necessities and pools/spas are considered luxuries.

## C. Specific Guidelines

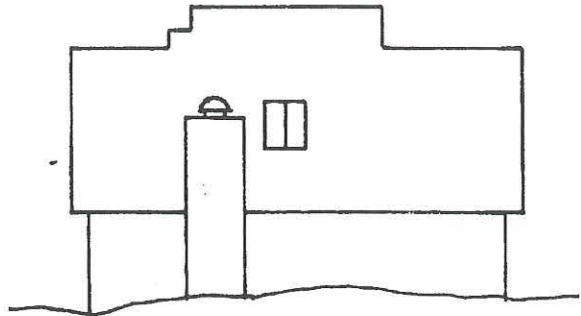
### 1. Solar Collectors

a. Solar collectors and related solar hardware shall integrate proportionately, harmoniously and logically with the building/residence and its roof structure:

- i) Collectors located with high public exposure (e.g., the front-facing roof slope, on waterfront-facing properties or along public rights-of-way) will be subject to a higher degree of scrutiny and design integration with the building/residence than collectors on other less visible areas.
- ii) In order to achieve a unified appearance, collectors shall be installed to form a cohesive (grouped) design unit with framing.
- iii) Collectors shall appear as an integral part of the building's design.
- iv) In order to provide balance and integrity to the roof form, collectors shall be centered on or proportionately placed on the roof.
- v) Unless blocked from public view by a screening device (e.g., parapet wall), collectors shall be placed perpendicular or parallel to the roof ridge line.

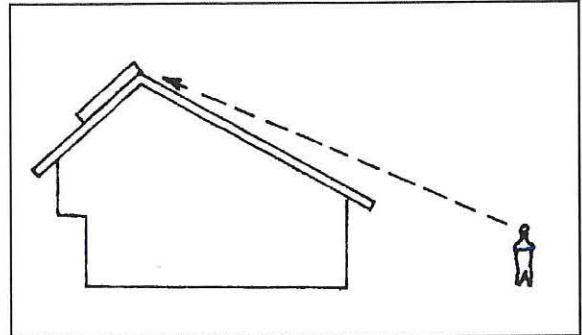


**NO-** Collector is not proportionately placed on the roof.

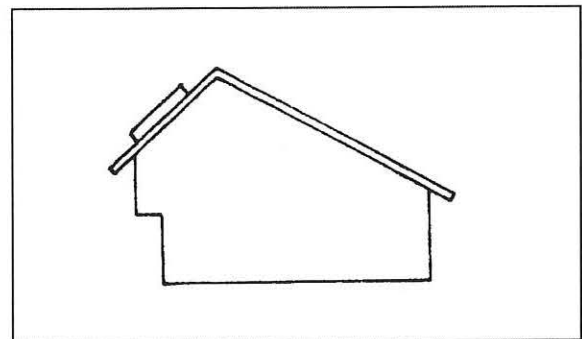


**YES-** Collector is proportionately placed on the roof.

- b. Solar collectors shall be flush-mounted and shall not extend above any (roof) ridge line nor be visible beyond such ridge line from a reasonable vantage point on the ground.

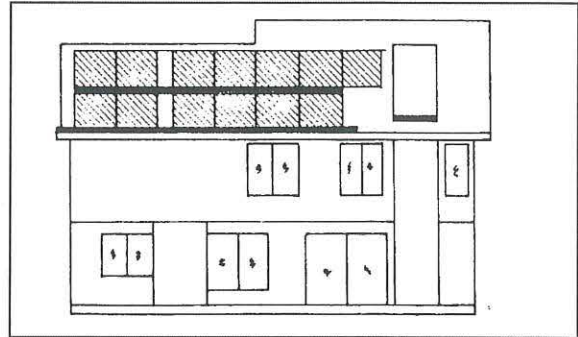


**NO-** Top of collector is visible above the ridge line.

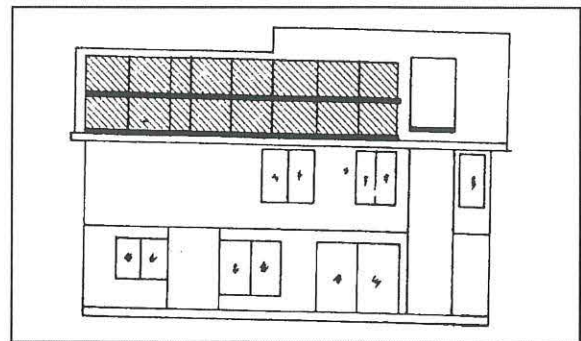


**YES-** Collector is placed below the ridge line.

- c. Arrays of solar collectors with large gaps between the collectors or with inconsistent spacing between the collectors are strongly discouraged.
  - i) Placement of trim material between panels (e.g., plastic strips between the gaps of plastic panels or matching metal plates between metal-framed collectors, or wood-framing around the panels) is encouraged to achieve a uniform, cohesive installation, particularly on publicly visible roofs.

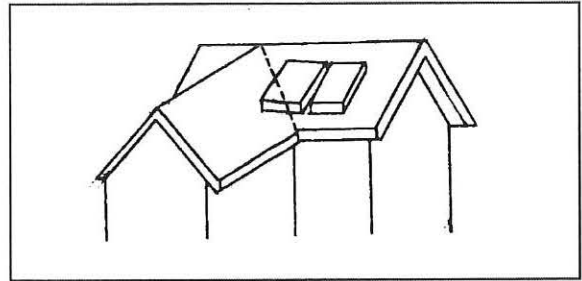


**NO-** Gaps are left between collectors.

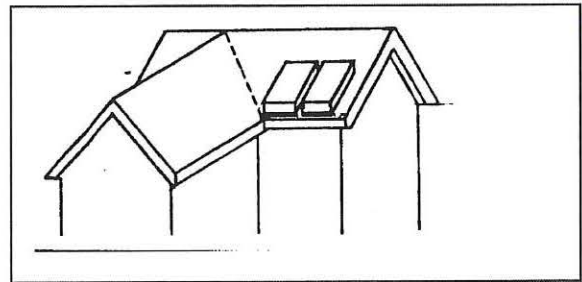


**YES-** Gaps between collectors are filled in with matching materials.

- d. Two or more rows of panels shall be closely grouped to each other.
- e. Solar collectors shall not straddle two or more roof pitches.

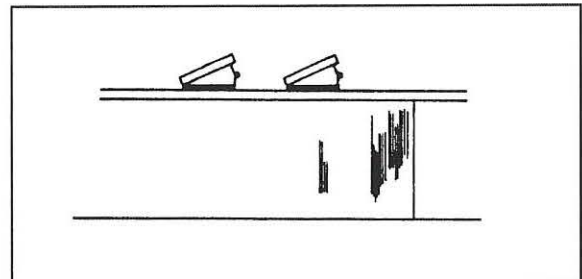


**NO-** Collector straddles two roof pitches.

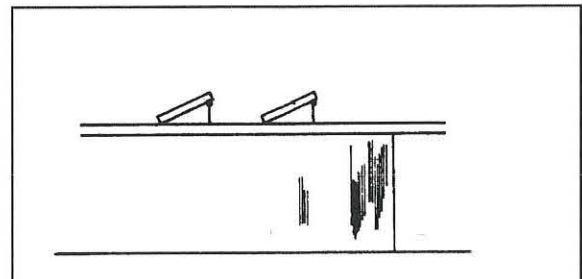


**YES-** Collectors are closely grouped on the same roof slope.

- f. Racked Solar Collectors.
  - i) Solar collectors on racks (with a height above the ridge of a pitched roof) are discouraged and will require Planning Commission approval.
  - ii) Racked solar collectors on flat roofs will require: 1) the frame rack mounts to be enclosed with a suitable roof or siding material that is compatible with and matches the exterior finish and color of the residence/building, 2) the solar structure(s) to be centrally located on the roof, away from the edges of the roof, and public visibility shall be alleviated to the maximum degree possible.
  - iii) The collectors to be proportionately placed in relation to the building.

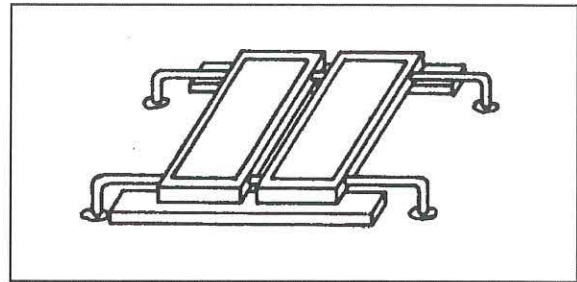


**NO-** Rack mounts are exposed and collectors are at different angles.

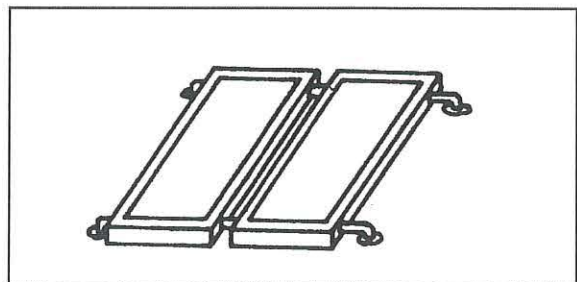


**YES-** Rack mounts are enclosed to match the roof.

- g. Glazed solar collectors shall be designed to reduce reflective glare to nearby residences and streets. Proper orientation, height, screening, angle of glazing or non-glare (e.g., river glass) glazing shall be provided to avoid reflective glare.
- h. All support stringers below the collectors shall be cut flush with the ends of the collector array. Angle braces shall also be installed flush with the collector ends.
- i. All visible support stringers, braces, and tie-downs shall be painted to match the color of the solar collector or the roof surface.



**NO-** Wood support stringers not flush with collectors.

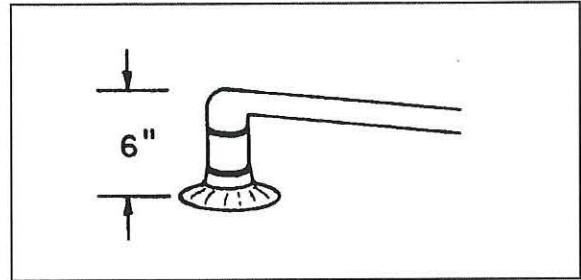


**YES-** Wood support stringers are flush with collectors.

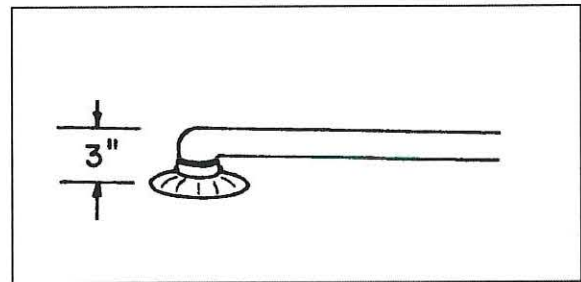
## 2. Solar Piping

- a. Visibility of the piping of the roof shall be minimized to the maximum degree possible by consolidating the pipes, placing them within the structure or screening them in a manner consistent with the design of the solar collector and the structure.
  - i) Feed and return pipes located on the roof and along the walls of a residence shall be closely consolidated.
  - ii) Pipe stubs to and from solar collectors shall be placed as close as possible to groupings of collectors (usually 3" or less).
  - iii) It is encouraged that feed and return pipes be placed under the collectors, stubbed under the roof eave or located within the building rather than exposed above or below the collector grouping.

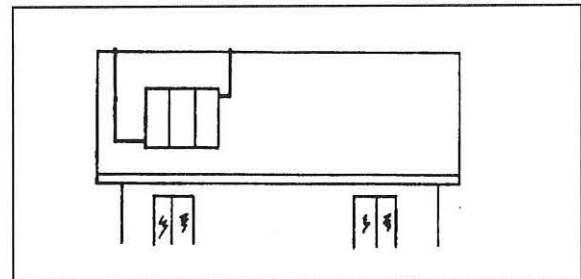
- b. All exterior piping shall be colored to match the adjacent surface.
  - i) Muratic acid and/or a bonding primer shall be used on PVC/plastic pipes in order to provide a secure bond for the painted pipes.
  - ii) Pipes may be painted, provided that the paint coat is maintained throughout the life of the system.
- c. All exposed piping shall be mounted flat against the roof.
- d. Tall roof flashings shall be avoided where solar pipes are stubbed through the roof.
- e. All exterior pipes shall run either perpendicular or parallel to the roof lines.
- f. Pipes shall be placed through, not over, the roof eaves.
- g. Pipes shall not be placed over the ridge of the roof.



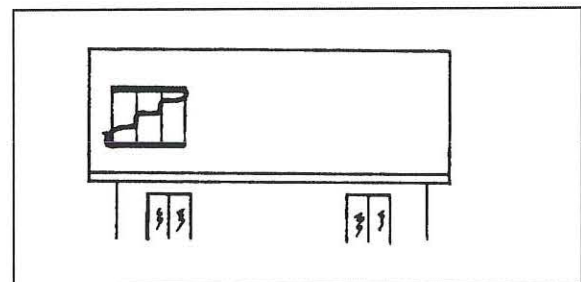
**NO-** Exposed piping is not mounted flush with the roof.



**YES-** Exposed piping is mounted almost flush with the roof.



**NO-** Pipes are placed over the ridge of the roof.



**YES**



### 3. Special/Unusual Solar Collector Designs

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- a. Thermosyphon collectors (18" or taller).
  - i) Design of the solar collector installation will be carefully scrutinized by the City and the solar collector ends shall be boxed/framed where necessary.
  - ii) If possible, solar collectors shall be located away from view of public rights-of-way.
  - iii) Tube-shaped collectors shall be enclosed in a wood frame or with wood-shake siding designed to complement the residence.
  - iv) Thermosyphon collectors will require a minimum setback from the ridge line of the roof equal to the height of the collectors.
  - v) All exposed piping and plumbing fixtures on the storage tank and/or solar collectors shall be minimized and, where necessary, visually screened.
- b. Unique designs, such as dishes, plastic bags, concave mirrors, and circular panels will require Planning Commission approval.
  - i) Plastic bag collectors and variously shaped plastic tubing are normally unattractive and discouraged.

## **D. Standard Conditions of Approval**

All projects shall meet the following applicable standard conditions unless specifically exempted by staff or the Planning Commission (note that additional conditions applicable to the particular proposal may be added by the City):

1. All exterior pipes, braces, wood support stringers, fascia trim, tie-downs and other visible solar installation fixtures on the roof shall match the color of the solar roof.
2. The solar panels shall be installed with a uniform gap and with the minimum of space ( $\pm 3$ " maximum) between the panels.
3. The solar collectors shall be designed to integrate proportionately, harmoniously and logically on the roof.
4. Groups of solar collectors shall be closely consolidated with each other.
5. The number of feed and return pipes on the roof shall be minimized as much as possible.
6. All piping shall be closely consolidated.
7. All solar pipes along the building walls shall be painted to match the wall color.
8. Feed and return pipes running under the eave overhang shall be painted to match the overhang.
9. All exposed piping shall be mounted flat against the roof.
10. Prior to installation, a building permit shall be obtained from the Building Division.
11. All construction shall be completed and maintained in a professional manner and appearance.
12. All work shall be accomplished in substantial conformance to the approved plans.
13. Prior to any final building inspection approval, these conditions and all improvements shall be completed to the satisfaction of the Planning staff.

## GLOSSARY OF TERMS

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There are a number of concepts and terms used in these guidelines related to architecture and solar technology. Definitions are provided below to assist applicants in understanding these terms. Additional definitions related to zoning requirements are contained in Title 17, Zoning, of the Foster City Municipal Code.

**Active solar energy system.** A solar energy system that requires external mechanical power or thermosyphon to move the collected heat.

**Appearance.** The outward aspect visible to the public.

**Appropriate.** Sympathetic, or fitting, to the context of the site, the building and the whole community.

**Appurtenances.** The visible objects accessory to and part of a building or structure.

**Architectural character.** The aesthetic impression given by a building, or group of buildings or structures, including the site and landscape development and architectural features.

**Architectural concept.** The basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, that produces the architectural character.

**Architectural feature.** A prominent or significant part or element of a building, structure, or site.

**Architectural style.** The characteristic form and detail of a certain type of building, as of a building of a particular historic period.

**Attractive.** Having qualities that arouse interest and pleasure in the observer.

**Bulk.** The combination of components which establishes the maximum volume of a building and its location on the lot, including size and height of building, and the location of exterior walls at all levels with respect to lot lines, streets or other buildings.

**Code.** The City of Foster City Municipal Code, which includes the Uniform Building Code, Zoning Ordinance and other Uniform Codes.

**Cohesiveness.** Unity of composition between design elements of a building, a group of buildings or a group of buildings and structures with the landscape development.

**Compatibility.** The characteristics of different land uses, activities or building or site features that permit them to be located near each other in harmony and without conflict.

**Complement.** An appropriate and congruent arrangement of parts, as in an arrangement of varied architectural and landscape elements.

**Conditions of approval.** Requirements attached to the approval of a project which can require modifications to the applicant's proposal, limit or direct land uses or activities, and can specify time limits for certain actions.

**Conventional energy system.** Any energy system, including supply elements, furnaces, burners, tanks, boilers, related controls, and energy-distribution components, which uses any source(s) of energy other than solar energy. These sources include, but are not limited to, electricity, gas, oil, coal, and nuclear materials but exclude electricity generated by wind or sun.

**Design features.** Prominent or significant parts or elements of a building, structure or site.

**Design integration.** The combining of architectural or design features in such a manner that the features are sympathetic, or fitting, to the context and character of the building, site and neighborhood.

**Detailing.** External design features such as type, color, and texture of the materials, and the types of roof, window, doors, lights, or other fixtures appurtenant to the structure.

**Energy storage facility.** Equipment consisting of containers, heat exchangers, piping, and other transfer mechanisms (including fluids, gases, or solid(s), controls, and related structural support for transporting and storing collected energy (from solar energy systems), including structural elements designed for use in passive solar energy systems.

**Exterior building component.** An essential and visible part of the exterior of a building.

**External design feature.** The general arrangement of any portion of a building, sign, landscaping, or structure and including the kind, color, and texture of the materials of such portion, and the types of roof, windows, doors, lights, attached or ground signs, or other fixtures appurtenant to such portions as will be open to public view from any street, place, or way.

**Fenestration.** The arrangement and design of windows, doors and other openings in a wall.

**Flush-mounted.** Located so that the exterior surface of the item when mounted is even with the exterior surface of the surrounding material.

**Form.** The shape and structure of something.

**Grade.** The final elevation of the ground surface after development, also called finished grade.

**Harmony.** A quality that represents an appropriate and congruent arrangement of parts, as in an arrangement of varied architectural and landscape elements.

**Landscape.** Plant materials, topography, and other natural physical elements combined in relation to one another and to man-made structures.

**Lot coverage.** The percentage of the land area covered by buildings on a lot, including all projections except eaves. (See Section 17.12.040 of Title 17, Zoning, for maximum coverage permitted in R-1 Districts and Section 17.50.020 of Title 17, Zoning, for maximum coverage allowed for accessory buildings or structures.)

**Masonry.** Construction composed of smaller units such as stone, glass, tile, brick, concrete and adobe.

**Mass/Massing.** The proportioning and arrangement of the volumes of a building, both horizontally and vertically.

**Mechanical equipment.** Equipment, devices, and accessories, the use of which relates to water supply, drainage, heating, ventilating, air conditioning, and similar purposes.

**Mullion (muntin).** A vertical post dividing a window, door or similar opening, into two or more parts.

**Parapet.** The portion of a wall extending above the surface of the roof.

**Passive solar energy system.** A solar energy system that uses natural and architectural components to collect and store solar energy without using any external mechanical power.

**Planning Commission.** The public body comprised of five citizens appointed by the City Council to review and act on many types of development permit applications and make recommendations for City Council action on revisions to the City's General Plan, Zoning, and other planning and development issues.

**Planning staff.** The professional staff of the Planning Division within the Community Development Department.

**Plant materials.** Trees, shrubs, vines, ground covers, grass, perennials, annuals, bulbs and other landscaping vegetation.

**Proportion.** Balanced relationship of parts of a building, landscape, structures, or buildings to each other and to the whole.

**Public Hearing.** A formally announced meeting of the Planning Commission or City Council, the express purpose of which is to receive written and oral testimony on specific requests for zoning permit matters. In California, State law establishes specific requirements for distribution of public notices for Public Hearings on development applications.

**Prototypical guidelines.** Guidelines established for a specific residential project which establish the basic design parameters for various types of property improvements allowed.

**Roof pitch.** The change in the vertical dimension compared to the change in the horizontal dimension, commonly expressed as a ratio, e.g., 3:12 roof pitch equates a rise of 3 inches for every run of 12 horizontal inches.

**Roof Overhang.** The portion of the roof which overhangs the wall below, also called an eave.

**Roof slope.** The angle of the roof between the horizontal plane and the plane of the roof, usually expressed in percent or degrees.

**Scale.** Proportional relationship of the size of parts to one another and to the human figure. Also, a measuring tool or device used in drawing a building, structure or site at less than full size.

**Screening/Privacy screening.** Structure or planting that conceals or partially conceals from view from adjacent properties or public ways the area behind such structure or planting.

**Setback.** The distance that a building or structure is located from a property line. (See also Sections 17.04.600-17.04.620 of Title 17, Zoning, for definitions of various types of yards and Section 17.12.040 of Title 17, Zoning, for minimum yards required in R-1 Districts.)

**Skirting.** Materials such as lattice, wood siding, or stucco permanently affixed beneath a structure such as a deck to hide underpinnings or other features.

**Solar access.** Provision of needed sky views for successful operation of solar systems.

**Solar collector.** A device, or combination of devices, structure, or part of a device or structure that transforms direct solar energy into thermal, chemical, or electrical energy and that contributes significantly to a structure's energy supply.

**Solar efficiency.** Use of building orientation and design to maximize solar energy opportunities for natural building heating and cooling, minimizing dependence on a conventional energy system; for example, south-facing glass with sufficient overhangs to allow winter sun to penetrate while providing shade from summer sun.

**Solar energy.** Radiant energy (direct, diffuse, and reflected) received from the sun.

**Solar energy system.** A complete design or assembly consisting of a solar energy collector, an energy storage facility (where used), and components for the distribution of transformed energy (to the extent they cannot be used jointly with a conventional energy system).

**Solar hardware.** Components of a solar-assisted energy system, including, but not limited to: solar collectors, pipes, storage devices, pumps, etc.

**Streetscape.** The scene as may be observed along a street or way composed of natural and manmade components, including buildings, paving, planting, street hardware, and miscellaneous structures.

**Structure.** Anything constructed or erected, which carry its own weight plus other forces on it. (See also Section 17.04.540 of Title 17, Zoning.)

**Thermal mass.** Large quantities of heavy or dense material with a high heat capacity; used in buildings to absorb heat, which is stored and re-radiated as needed for heating or cooling.

**Thermosyphon.** A solar energy system in which storage is placed above the collection; water then flows naturally from the collector to storage as it is heated, without the aid of pumps.

