
DATE: July 20, 2023

STAFF REPORT

AGENDA ITEM NO. 6.3

TO: FOSTER CITY PLANNING COMMISSION

PREPARED BY: SOFIA MANGALAM, CDD DIRECTOR
THAI-CHAU LE, PLANNER MANAGER

CASE NO.: N/A

PROJECT LOCATION: CITYWIDE (SINGLE FAMILY NEIGHBORHOODS)

REQUESTED ACTION/PURPOSE

To review and amend the Planning Commission Roof Material Policy P-2-2000 ("Policy") for single family dwellings to eliminate requirements for Planning Commission reviews of standing seam metal roofing.

NOTICING/PUBLIC OUTREACH

Notice of the July 20, 2023, Planning Commission Public Hearing, was made available to the public in the following ways:

- Published in the Islander – July 5, 2023
- Displayed on FCTV/Channel 27 – July 6, 2023 through July 20, 2023
- Emailed out to the Planning Listserv – June 29, 2023
- Posted on the Foster City website at www.fostercity.org – June 29, 2023
- Posted on-site and at all of the City's official posting locations – June 29, 2023
- Electronic marquee at Leo Ryan Park – July 6, 2023 through July 20, 2023

BACKGROUND

On March 7, 2000, the Planning Commission adopted Reroofing Policy P-2-2000 ("Policy"), Reroofing for Single-Family Dwellings. The Policy includes a list of materials, and colors for different types of roofs, including pitched, low-pitch and flat roofs for single-family dwelling units within Single-Family (R-1) and Single Family/Planned Development (R-1/PD) zoning districts. Since the adoption in 2000 (Attachment 3), the Policy has been amended on three occasions: September 4, 2003 (Attachment 4), January 21, 2016 (Attachment 5), and December 5, 2019 (Attachment 6). These amendments occurred for various reasons, including to guide design and development within single-family home areas (not within Planned Development areas).

On June 15, 2023, the Planning Commission conducted a study session to discuss reviewing and approval authority for standing seam metal roofing materials installation on single-family homes proposals. At this meeting, Planning Commission agreed that this level of review is appropriate at staff level and is in favor of revising the Policy to allow this change. Full meeting materials, staff report, and discussion are available [here](#).

Under the Policy, reroofing permits shall be reviewed and initialed by a planner to ensure that the material and color is acceptable for the subject house per the adopted reroofing policy with the

exception of the standing seam metal (with or without solar collector film,) which is required to be reviewed by the Planning Commission (see Figure 1).

Over the years, in response to consumer demand and improvements to manufacturing technology, roofing materials have evolved from clay, slate, and wood to asphalt, cement, fiber cement tile, concrete, metal, Architectural or High Definition Shingles and Shakes.

Seam metal roof material has become a popular type of material due to stability, installation cost, and overall lifetime maintenance costs. Staff have received many informal requests and inquiries for this roof material from homeowners. However, the cost and time it takes for approval at Planning Commission stage have been a common deterrent to homeowners.

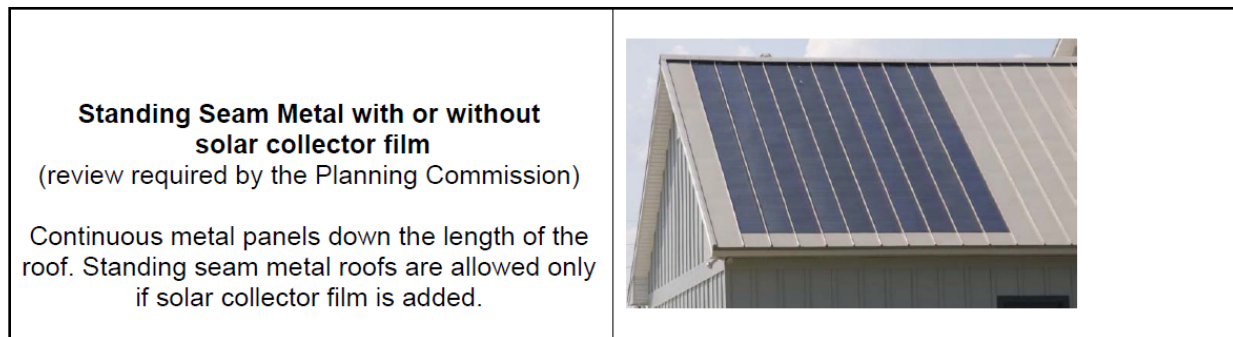


Figure 1. Standing Seam Metal Allowability (Source: Planning Commission Policy P-2-2000)

ANALYSIS

As discussed in the Study Session on June 15, 2023, as the material of standing seam metal roofs are deemed acceptable, the Planning Commission agrees that the Policy can be amended to remove the requirement for Planning Commission review if applicant propose this materials.

Therefore, the amendment (Attachment 1 and 2) includes text edits on pages 1 and 5 of the policy to remove, “if approved by the Planning Commission” and “review required by the Planning Commission”. Reroofing projects would still require a Building Permit and Planning staff would complete a conformance review at that stage, consistent with all other reroofing permits.

SUMMARY

Staff recommends the Planning Commission approves the resolution to amend the Policy to remove Planning Commission level review for standing seam metal roof.

NEXT STEPS

The Planning Commission’s action on the proposal is final unless appealed to the City Council. There is an appeal period of ten (10) calendar days following any action of the Planning Commission.

ATTACHMENTS:

1. Attachment 1 – Resolution to Amend Policy P-2-2000 With Revised Policy
2. Attachment 2 – Revised Policy P-2-2000 With Redlines
3. Attachment 3 – 2000 Resolution and Policy, Resolution No. P-13-00
4. Attachment 4 – 2003 Resolution and Policy, Resolution No. P-28-03
5. Attachment 5 – 2016 Resolution and Policy, Resolution No. P-01-16
6. Attachment 6 – 2019 Resolution and Policy (Latest), Resolution No. P-18-19