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DATE: OCTOBER 19, 2023

**STAFF REPORT**

AGENDA ITEM NO. 6.1

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TO: FOSTER CITY PLANNING COMMISSION

PREPARED BY: JAMES ATKINS, SENIOR PLANNER

CASE NO.: UP2023-0075

OWNER: BENJAMIN CHIU

PROJECT LOCATION: 612 BRIDGEPORT LANE (NEIGHBORHOOD 6)

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**REQUESTED ACTION/PURPOSE**

Use Permit request to approve a 459 square foot (SF) second story addition to an existing 2,226 SF single-story single-family home located at 612 Bridgeport Lane in Neighborhood 6.

**RECOMMENDATION**

The Planning Commission adopt a Resolution approving the Use Permit request (UP2023-0075) subject to the Conditions of Approval in Exhibit A and find that the project is exempt pursuant to California Environmental Quality Act Section 15301 (Attachment 1).

**GENERAL INFORMATION**

GENERAL PLAN DESIGNATION: Single-Family

ZONING DISTRICT: R-1/PD (Single-Family Residence/Planned Development Combining District) Zoning District

ZONING HISTORY: None

SURROUNDING LAND USE: North: Single Family Residence at 610 Bridgeport Lane  
South: Single Family Residence 613 Plymouth Lane  
East: Single Family Residence 614 Bridgeport Lane  
West: Lagoon and Neighborhood Commercial at 969 Edgewater Boulevard

NEIGHBORHOOD Neighborhood 6, Whalers' Island Association

LOT SIZE: 4,454 square feet (Assessor's Records)

## **PUBLIC NOTICING**

In order to inform the most immediately affected property owners, the neighborhood and the general public, the Public Hearing was noticed in the following ways:

- Published in the Foster City Islander on October 4, 2023
- Posted on the Foster City website at [www.fostercity.org](http://www.fostercity.org) on September 28, 2023
- Displayed on FCTV/Channel 27 on October 5, 2023, through October 19, 2023
- Electronic marquee at Leo Ryan Park on October 5, 2023, through October 19, 2023
- Emailed out to the Planning Listserv on September 28, 2023
- A Public Notice was mailed to residents within 300 feet radius on September 29, 2023
- Posted on-site and at all of the City's official posting locations on October 2, 2023

## **NEIGHBOR NOTIFICATIONS**

Consistent with the Use Permit (UP) process and procedures, the applicant is required to provide neighborhood notification to the adjacent properties of the proposed project site. The intent of the Neighbor Notification Form is to inform potential interested parties of the proposed site developments and encourage neighbors to submit any questions or concerns. Neighbor Notification Forms were provided to two (2) adjacent properties of 612 Bridgeport Lane including 611 Plymouth Lane and 610 Bridgeport Lane. Below is a summary of the Neighbor Notification Forms:

- **610 Bridgeport Lane – Adjacent Property to the north:** Neighbor Notification Form was returned to staff marked as having no objections to the proposed project.
- **613 Plymouth Lane – Adjacent Property to the south:** Neighbor Notification Form was not returned.

It has been communicated to the City by the applicant, that discussions between the applicant and the surrounding neighbors, including the residence directly across the street on Bridgeport Lane, have been conducted regarding the proposed 2<sup>nd</sup> story addition.

In addition to the neighbor notification forms provided by the applicant to the adjacent property owners, a Public Hearing notice was sent to the adjacent property owners informing them of the October 19, 2023, Planning Commission Meeting.

## **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

The California Environmental Quality Act (CEQA) includes project types that have been determined to not have significant impacts on the environment, which makes them exempt from further studies under CEQA. This proposed project is an addition to the second floor and will not change the use of the property from a single-family home. Therefore, the project is exempt from CEQA under Section 15301(l)(1).

## **KEY PLANNING OR DESIGN CONSIDERATIONS**

Architectural compatibility of the proposed addition with the existing house and surrounding single family homes in the neighborhood.

## **BACKGROUND**

### **PROJECT SITE AND LOCATION**

The existing two-story house is located on an approximately 4,454 SF lot located at 612 Bridgeport Lane. It was originally constructed as a two (2) bedroom home with 2,177 SF of living space including the garage. The property is bounded by an existing two-story house to the north, one two-story house to the south, the lagoon to the west, and a two-story house across Bridgeport Lane to the east (Figure 1). Houses in the neighborhood are generally two stories and are designed in a similar seaside architectural style.

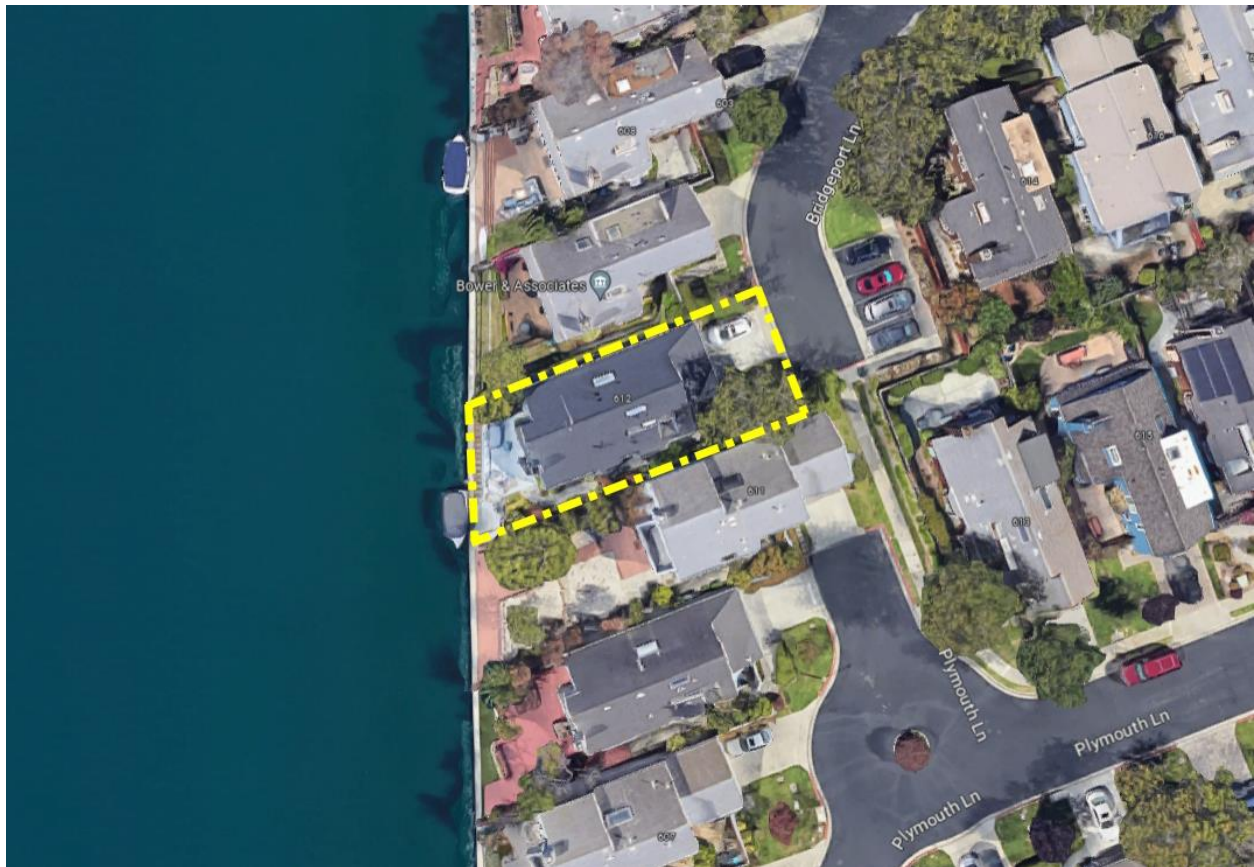


Figure 1: Vicinity/Location Map; Source: Google Maps (September 27, 2023)

The property is located in Whaler's Island community of Neighborhood 6. The parcels in this community have been developed with a "zero" lot line on one side of the lot, where homes have been constructed on the property line, and a minimum setback of five (5) feet between adjacent homes.

The existing home features steep gable roofs and shallow eaves, with charcoal black shaker style composition shingles, blue lap siding, and white accent features used for doors, windows, and trim (Figure 2).





Figure 2: Front Elevation; Source: Applicant (August 28, 2023)

## PROJECT PROPOSAL

On May 26, 2023, staff received the initial submittal for the second story addition for the property located at 612 Bridgeport Lane. Upon review of the proposed addition, staff concluded that the architectural design matched seamlessly with the existing architecture of the home in its use of forms, colors, and materials.

On June 23, 2023, an incomplete letter outlining the outstanding submittal requirements (including Solar Impact Study) and design comments were sent to the applicant and the homeowner. On August 11, 2023 staff received a complete Solar Impact Study providing, in detail, a summary of the impacts during the required days and times per the [Foster City Solar Impact Policy](#). The completed Solar Impact studies are available in Attachment 3.

Staff determined the application to be complete on September 7, 2023, when all plans and materials were submitted and reviewed, and scheduled the project for a Planning Commission Public Meeting.

The final project proposal consists of an approximately 459 SF second floor addition to accommodate two (2) new bedrooms and a loft. The third (3rd) bedroom and the loft will be created in the area on the north elevation, and the fourth (4th) bedroom, including a bay window, is designed in the area over the garage on the east elevation. The proposed addition

is designed to seamlessly integrate into the existing home's design. The use of charcoal black composition shingles, blue lap siding, and windows with white trim, will be utilized for the proposed addition in ensure a seamless integration into the existing home's design.

## **ANALYSIS**

### **ZONING REQUIREMENTS**

The subject property is located in the R-1 Single-Family Residence zoning district and Whalers' Island community of Neighborhood 6. It is subject to the City's adopted [Architectural & Solar Guidelines](#). Staff has evaluated the proposed design for compatibility with the architecture of the existing house and others in the surrounding neighborhood, as well as with the zoning requirements for properties located in the R-1 zoning district.

The proposed project must comply with the standards of the R-1 zoning district related to setbacks, height, lot coverage, minimum lot size, minimum floor area, and all other relevant development standards. Table 1 identifies the applicable standards of the R-1 zoning district, including the property's compliance with development standards as existing and proposed.

**Table 1 - R-1 District Development Standards**

	CODE REQUIREMENTS		EXISTING	PROPOSED
<b>Height*</b>	25'-0" max.		24'-2"	24'-2"
<b>Front Setback</b>	20' minimum	1st Story	29'-9"	29'-9"
		2nd Story	N/A	N/A
<b>Rear Setback</b>	20' minimum	1st Story	18'-0"	N/A
		2nd Story	N/A	N/A
<b>Side Setback (South)</b>	5' min.	1st Story	8'-4"	8'-4"
		2nd Story	N/A	N/A
<b>Side Setback (North)</b>	0' min.	1st Story	0'-0"	0'-0"
		2nd Story	0'-0"	0'-0"
<b>Lot** Coverage</b>	50% max.		37.65%	37.65%
<b>Floor Area***</b>	1,800 sq. ft. min. (excludes garage)		2,226 SF	2,685 SF

\* Section 17.04.240, Definitions, Height of building, of the Foster City Municipal Code defines building height as the average height of a sloped roof.

\*\* Coverage includes the land area covered by all buildings on a lot, including all projections except eaves.

\*\*\* Floor area does not include outside patios, balconies, terraces or utility rooms, garage or areas under stairs.

**Table 2 - Exterior Construction**

	EXISTING COLORS AND MATERIALS	PROPOSED COLORS AND MATERIALS
Exterior Wall Finish	Lap Siding Brown – Blue	Lap Siding Brown – Blue
Trim	Wood trim – White	Wood trim – White (Vinyl)
Roof	Composition Shingles – Charcoal Black	Composition Shingles – Charcoal Black
Windows & doors	Vinyl - White	Vinyl - White

Based on the tables above, the proposed project is consistent with the required R-1 Zoning requirements.

The applicant is proposing to add two (2) new bedrooms and a loft to the second story of the house. As per Section 17.58.040(b) Architectural review procedures of the Foster City Municipal Code, on waterfront properties, room additions (on the second floor) reviewed by the Planning Commission shall be subject to a use permit approved by the planning commission. Section 17.060.070 Use permit- Grant or denial of the Municipal Code includes that the Planning Commission *shall determine whether or not the establishment, maintenance or cooperation of the use applied for will, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, or whether it will be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city.*

Additionally, the property is required to meet the Whalers' Island Prototype design guidelines for consistency with the community. As proposed, the additions to the existing home meet the requirements of the Prototypes. The applicant received a letter of approval from the association for the improvements which is on file with the Use Permit application.

### SOLAR IMPACTS

The Planning Commission and City Council adopted [Solar Impacts Policy P-1-2000](#) on January 18, 2000, which provides for specific criteria to evaluate potential solar impacts on adjacent properties. The Policy calls for the analysis to answer to the following questions:

1. From which direction does the adjacent house receive direct sunlight?
2. When does the adjacent house currently receive direct sunlight?
3. Will the addition create ANY loss of sunlight to ANY window of an adjacent house?
  - If yes, what room(s) will be impacted (i.e., kitchen, living room, bedroom, etc.)?
4. Which season(s) of the year is there an impact?
5. During each season with an impact, what hours of the day will the sunlight be lost?
6. How many hours of sunlight are lost at each season?
7. How many hours of direct sunlight will be retained at each impacted season, and at what approximate time of day is this?

The Policy identifies kitchens, living rooms, dining rooms and rear yards as “high use” spaces and

bedrooms as “low use” spaces. The Policy defines impact to the adjacent property as significant if the addition does the following:

- Completely eliminates all direct sunlight to any high-use living space in an adjacent house.
- Reduces more than two (2) hours of direct sunlight to a high-use living space (living/dining room or kitchen), or if it reduces more than four (4) hours of direct sunlight to low use space (bedroom, but not including bathroom).
- Reduces the amount of time that an adjacent house’s window receives direct sunlight by more than 50 percent at any season where an impact occurs.

The Solar Policy states, “These thresholds of significance shall be considered as ‘guidelines’ and not performance standards or ‘rules.’” While the Policy does outline criteria to use when evaluating solar impacts, the criteria is “intended to be flexible” so that staff and the Planning Commission can use their judgment when evaluating the impacts relative to each case. The Planning Commission has the discretion to evaluate solar impacts on a case-by-case basis. A Solar Impact Study for this project is included in Attachment 3. Based on the analysis, the only impact that occurs to the surrounding properties is to the adjacent home located to the north at 610 Bridgeport Lane. Table 3 summarizes the solar impacts to this property generated by the study.

**Table 3 - Solar Impacts to 610 Bridgeport Lane**

Season	House/Rooms Impacted	Time/Duration of Lost Sunlight (Existing)	Time/Duration of Sunlight lost (Proposed)	Additional Minutes/Hours of Sunlight lost
Spring	Living Room Windows	0	10:15AM – 01:45PM	3.50 hrs
	Kitchen Windows	0	10:15AM – 03:00PM	4.75 hrs
Fall	Living Room Windows	0	10:00AM – 01:15PM	3.25 hrs
	Kitchen Windows	0	09:45AM – 02:20PM	4.35 hrs
Winter	Living Room Windows	0	02:00PM – 03:00PM	1.00 hrs
	Kitchen Windows	0	None	None

As indicated in Table 3, the adjacent property located at 610 Bridgeport Lane will experience a loss of sunlight to their living room and kitchen windows on south elevation. The impacts to the living room windows occur in the Spring, Fall, and Winter, with the most significant impact happening in the Spring where three and a half hours of shading occurs. Impacts occur to the kitchen windows in the Spring and Fall, and none in the Winter. In the Spring, the study indicates that the kitchen windows may incur four and three quarters hours of shading. It shall be noted that the neighbor at 610 Bridgeport Lane has signed off on “Neighbor Notification form” citing no objection to the proposed addition. The study shows that no new solar impacts will occur to any other rooms for 610 Bridgeport Lane, and that the second story addition does not create a new impact to the rear yards.



Additionally, the study shows that no impacts occur to any other adjacent property.

## PROPOSED ARCHITECTURAL DETAILS

### **East (Front) Elevation**

- The proposed second-story addition will extend over the existing garage to allow for a new bedroom to be located on the second floor.
- The second-story roof will be finished in the same material as on the existing portions of the roof, with composition shingles in “Charcoal Black” by Certaineed Presidential TL. The color and material is complies with City’s list of approvable roof material subject to Planning Commission’s Approval per the [Reroofing Policy P-18-19](#) and the [Whalers’ Island Prototypes](#).
- Windows for this elevation include a bay window for the new bedroom, and a casement window for the proposed loft area. All windows are consistent with the requirements of Window Policy P-18-10. The material and color will be vinyl white and match the existing windows of the existing home.
- The second-story roof will be finished in the same material as on the existing portions of the roof, with composition shingles in “Charcoal Black” by Certaineed Presidential TL. The color and material is complies with City’s list of approvable roof material subject to Planning Commission’s Approval per the [Reroofing Policy P-18-19](#) and the Whalers’ Island Prototypes.
- The lap siding on the proposed second-story addition will “Boothbay Blue” by Hardieplank Select Cedarmill Lap Siding, which will seamlessly integrate into the existing design of the home.



Figure 2: Front Elevation (Existing)  
Source: Farhad Rafatzand, Architect

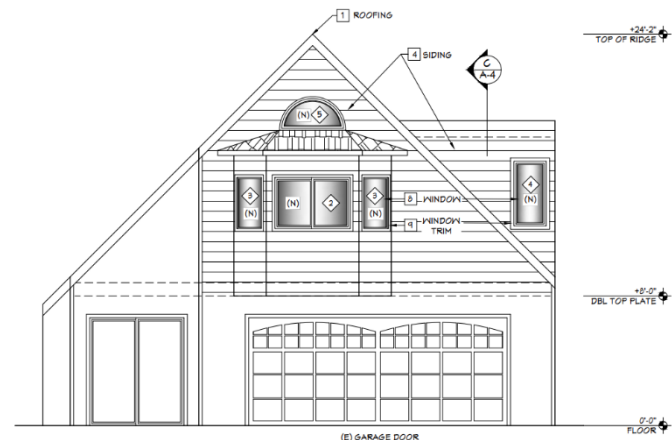


Figure 3: Front Elevation (Proposed)  
Source: Farhad Rafatzand, Architect

### **North (Side) Elevation**

- On the side elevation facing north, the proposed second-story will only extend partially along the length of this elevation, where the walls of the proposed addition will align directly with the walls of the existing first-story.
- The roof for the portion of the proposed second-story proposed addition in this location will be “flat” and use a parapet to conceal the rooftop.
- No windows are proposed on the second-story of this elevation.
- The lap siding on the proposed second-story addition will “Boothbay Blue” by



Hardieplank Select Cedarmill Lap Siding, which will seamlessly integrate into the existing design of the home.

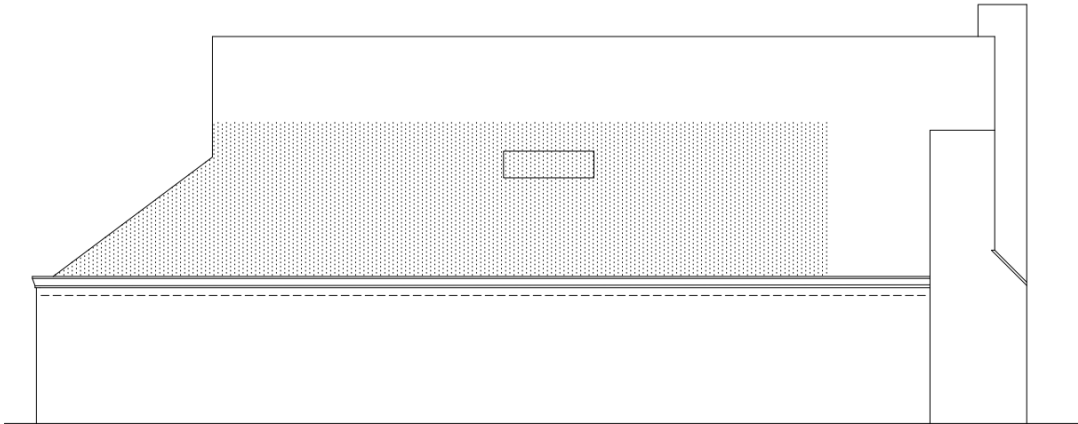


Figure 5: Right Elevation (Existing)  
Source: Farhad Rafatzand, Architect

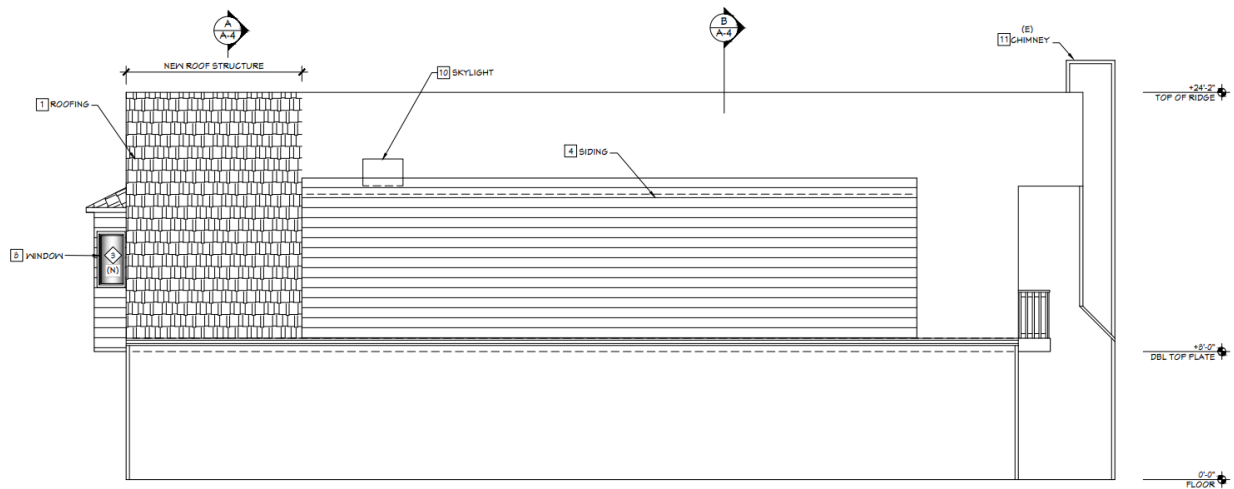


Figure 6: Right Elevation (Proposed)  
Source: Farhad Rafatzand, Architect

### West (Rear) Elevation

- On the rear elevation facing west along the waterfront, the proposed second-story will extend such that the walls of the proposed addition will align directly with the walls of the existing first-story on the north side of the home only.
- A cantilevered balcony is proposed that will connect to a new bedroom on the proposed second floor.
- The second-story roof will be finished in the same material as on the existing portions of the roof, with composition shingles in “Charcoal Black” by Certaineed Presidential TL. The color and material is complies with City’s list of approvable roof material subject to Planning Commission’s Approval per the [Reroofing Policy P-18-19](#) and the Whalers’ Island Prototypes.
- One new window and one new door are proposed for this elevation. The door will provide access to the proposed cantilevered balcony, while the window will allow for

natural light to penetrate the new bedroom. All windows are consistent with the requirements of Window Policy P-18-10. The material and color will be vinyl white and match the existing windows and doors of the existing home.

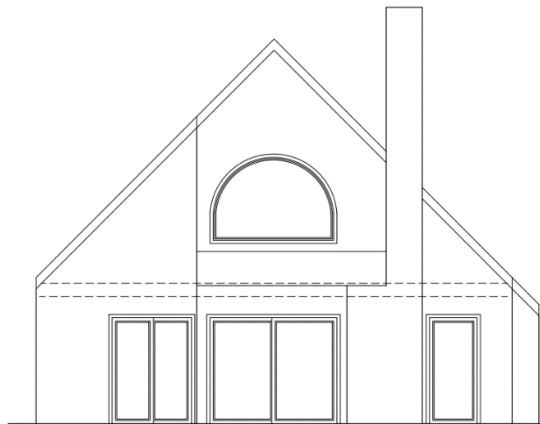


Figure 7: Rear Elevation (Existing)  
Source: Farhad Rafatzand, Architect

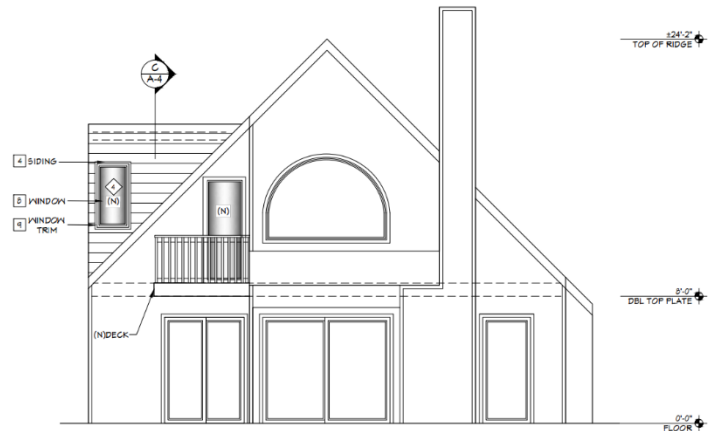


Figure 8: Rear Elevation (Proposed)  
Source: Farhad Rafatzand, Architect

## **CONCLUSION**

The proposed second-story addition has been designed with a scale and mass that seamlessly integrates into the home's existing structure. Additionally, the use of color and materials proposed in the design are consistent with the existing architectural character of the home, and will therefore complement the surrounding neighborhood. Also, the proposed addition will comply with the City's Municipal Code requirements, including building height and setbacks, as well as the Whalers' Island Prototypes.

The second-story placement is consistent with other two-story houses within the immediate neighborhood. All new windows and doors are located such that they will not pose a negative impact to the privacy of the adjacent homes, while providing natural light into the rooms on the proposed second floor.

Overall, the addition is in scale with surrounding two-story homes, incorporates consistent materials, colors, and roof forms of the existing home, which complement the neighborhood and will be harmonious with its surroundings.

**Table 4. Summary of Unresolved Issues**

Planning Issue	Proposed by Applicant	Staff Recommendation
None	None	None

## **ENVIRONMENTAL**

The proposed action would allow for a second-story addition to be made to an existing single-family home. This action would not result in a physical change to the environment. Pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15301 Existing Facilities, the project is exempt from CEQA.

## **STAFF RECOMMENDATION**

Consistent with the findings stated in the Resolution (Attachment 1), the proposal is consistent with Title 17 (Zoning), Chapter 17.06 (Administration, Construction and Enforcement) of the Foster City Municipal Code, the General Plan's goals and policies, Architectural and Solar Guidelines, all applicable Planning Commission Policies, and the Whalers' Island Prototypes. For these reasons, staff recommends the project be approved as proposed, subject to the Conditions of Approval in Exhibit A of Attachment 1.

## **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.

## **INDIVIDUALS, ORGANIZATIONS, AND DOCUMENTS CONSULTED**

Farhad Rafatzand, Applicant and Architect  
Benjamin Chiu, Homeowner of 612 Bridgeport Lane  
City of Foster City General Plan  
[City of Foster City Zoning Ordinance](#)  
[City's adopted Architectural and Solar Guidelines](#)  
[Solar Impact Policy P-1-2000](#)

## **ATTACHMENTS**

Attachment 1 – Resolution  
Attachment 2 – Neighborhood Notification Report  
Attachment 3 – Solar Impact Study  
Attachment 4 – Plans  
Attachment 5 – Project Description (Applicant)