

*City of Foster City*

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD  
FOSTER CITY, CA 94404-2222

**NO BUILDING PERMIT  
REQUIRED**

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

APPLICATION RECEIVED: May 03, 2012

APPLICATION COMPLETE: May 16, 2012

ACTION DATE: May 16, 2012

CASE NO: UP-72-008QQ

OWNER: Isle Cove Homeowners' Association  
c/o CIMS 825 Dorado Lane, Foster City, CA 94404

ADDRESS: Richard Hopper, Secretary for Isle Cove HOA  
837 Columba Lane, Foster City, CA 94404

APPLICATION FOR: Prototypical design guidelines for new and replacement curb-mounted skylight(s) on flat roof areas of phase 2 and 3 buildings.

LOCATION: Isle Cove Planned Development

ZONING: R-3 (Medium Density Multiple-Family Residence) District

ACTION TAKEN: Approved with Conditions

On the date listed above, the Community Development Director of the City of Foster City, took the action described above on the subject Architectural Review application based on the following findings:

1. The proposal to establish a prototype for the new and replacement curb-mounted skylight(s) on the flat portions of the roofs of phase 2 and 3 buildings in the Isle Cove Planned Development, as conditioned in Exhibit A, would be consistent with the Foster City General Plan, Chapter 17.18 (R-3 Medium Density Multiple-Family Residence District) of Title 17 (Zoning), and Chapter 2.28 (Planning) of Title 2 (Administration and Personnel) of the Foster City Municipal Code, because the prototypical design guidelines for new and replacement curb-mounted skylights : 1) will provide guidelines for homeowners to maintain a consistent design for new and replacement curb-mounted skylights on the flat portions of the roofs of phase 2 and 3 buildings and will ensure that the character and style of the existing buildings be maintained by requiring that the skylights have a mil-finished aluminum frame color with clear or translucent glazing including flat insulated glass and therefore, promote "proper site planning, architectural design and property maintenance" and preserve "the quality of the City's residential neighborhoods" as stated in the Land Use and Circulation Goals (LUC-A and LUC-B) and Land Use Policies (LUC-38 and LUC-39) contained in the Land Use and Circulation Element of the Foster City General Plan; 2) Additionally, the prototype for new and replacement curb-mounted skylights will be integrated

into the existing building and designed such that the architectural character of the house is maintained; and 3) The skylights will be installed on the flat portions of the roof only and therefore solar and privacy impacts will not be created on adjacent properties, consistent with Section 2.28.010 of the Foster City Municipal Code.

2. That the design of the proposal is appropriate to the City, the neighborhood and the lot in which it is proposed because the location, size, design, colors, materials and finish of the skylight(s) will reasonably blend with the flat roof areas of phase 2 and 3 buildings and will be in keeping with similar improvements in the neighborhood.
3. That the design of the proposal is compatible with its environment with respect to use, forms, materials, colors, setbacks, location, height, design, or similar qualities as specified in Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code because the skylight(s) will be low-profile flat or slightly curved with clear or translucent glazing, will be compatible with the existing roof, will not draw attention to itself and will meet the criteria for location, size, design, colors, materials and finish in the City's adopted design guidelines for skylights.
4. That the proposal would not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be injurious or detrimental to property and improvements in the neighborhood, property values in the area, or the general welfare of the City because the new and/or replacement curb-mounted skylights will not: 1) significantly impact the privacy of adjacent properties; 2) significantly reduce the amount of direct sunlight to the interior of an adjacent building or exterior of an adjacent property; or 3) significantly block or limit existing views from the interior or exterior of adjacent properties and 4) will not have detrimental visual impacts on the house or the neighborhood, consistent with Section 17.58.010.B.3 of the Foster City Municipal Code.

This action is subject to any conditions contained in Exhibit A, attached and as illustrated in Exhibit B.

#### Expiration

Any Architectural Review approval shall, without further action, become null and void if not used within two (2) years from the date of approval thereof, or within any shorter or longer period of time if so approved by the Community Development Director.

#### Appeal

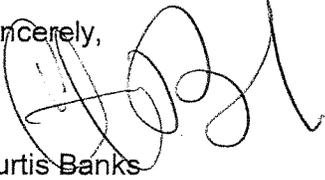
Pursuant to Section 17.06.150 of the Foster City Municipal Code, an action of the Community Development Director on an application may be appealed within ten (10) calendar days after the date of the Community Development Director's decision, in writing, to the Planning Commission. Appeals may be filed using the appeal form available in the Community Development Department or by letter. There is a fee for filing an appeal. All appeals must be filed in accordance with Section 17.06.150.

#### Acknowledgment by Applicant

Pursuant to Section 17.58.040.E of the Foster City Municipal Code, any Architectural Review decision shall not be effective until the permittee acknowledges acceptance of any conditions of approval and any appeal period has lapsed, or if there is an appeal, until a final decision has been made on the appeal.

In order to demonstrate that you are aware of and understand the Architectural Review conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning/Code Enforcement Division. Please keep the duplicate for your records. *Please be advised that a Building Permit **will not** be issued until the Planning/Code Enforcement Division has received the signed Notice of Decision.*

Sincerely,



Curtis Banks  
Community Development Director

RICHARD K. HOPPER  
(for Isle Cove) (Please Print Name)

Planners Initials: MS

Richard K. Hopper, Secretary  
(for Isle Cove) (Signature)

## EXHIBIT A

### ISLE COVE HOMEOWNERS' ASSOCIATION

#### Prototypical Design Guidelines for new and replacement curb-mounted skylights on flat roof areas of Phase 2 and 3 buildings

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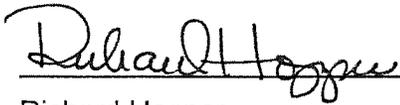
The following guidelines shall govern the installation of new and replacement curb-mounted skylights on the flat portion of the roof areas of Phase 2 and 3 buildings in the Isle Cove Planned Development:

#### CONDITIONS OF APPROVAL

1. All construction shall be located, 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. The construction or placement of unapproved features or unapproved changes to buildings or structures which were a part of approved plans can and will result in the issuance of a "Stop Work Order" by the City, the need to revise plans and obtain City approval for all changes prior to recommending work, and the possibility of penalty fees being assessed for unauthorized work.
  3. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
  4. Prior to any final building inspection approval, imposed conditions and all improvements shall be completed in accordance with the approved plans and to the satisfaction of the City.
  5. 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.
  - \* 6. The curb-mounted skylight(s) may be domed or flat and shall measure 24" x 48" and shall not exceed a maximum height of 14 inches as measured from the adjacent roof surface.
  - \* 7. All new and/or replacement curb-mounted skylight(s) shall have a mil-finished aluminum frame color.
  - \* 8. The glazing on the curb-mounted skylight(s) shall be clear or translucent.
  - \* 10. The curb-mounted dome or flat skylights shall be a Wasco Model DDSC1, Velux Model CM, Solar Industries Curb Mount Skyview, Royalite or its equivalent.
  - \* 11. Installation of the new curb-mounted skylight(s) shall be in accordance with the requirements identified in Exhibit B, attached.
- \* *Site Specific Conditions*

**APPROVAL PROCESS**

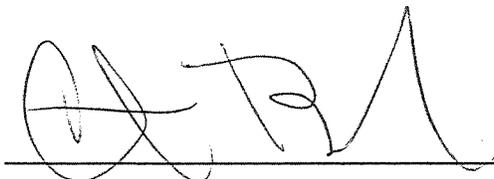
1. The homeowner or contractor shall apply for a Building Permit from the Building Inspection Division and shall submit any required drawings and fees including the following:
  - Manufacturers' Brochure of the skylight indicating size, frame color and glazing color of the proposed skylight.
  - Site plan or Aerial photograph depicting the location of the new and/or replacement skylight.
  
2. The Planning/Code Enforcement Division staff will review the Building Permit application to confirm that the proposal is consistent with the prototypical design approved for new and replacement of curb-mounted skylights.

  
\_\_\_\_\_

Richard Hopper  
Secretary, for Isle Cove Homeowners' Association

05/19/2012  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Curtis Banks, Community Development Director  
City of Foster City

5/21/12  
\_\_\_\_\_

Date

EXHIBIT-B

FOSTER CITY  
RECEIVED

MAY 05 2012

PLANNING/  
CODE ENFORCEMENT

## Isle Cove Homeowners Association

### General Specification for Curb-mounted Skylight for Installation on Phase 2 and 3 Building Flat Roof Areas Only

January 26, 2011

Revised April 25, 2012

#### General Description

- A. The curb-mounted skylight may be domed or flat and shall be nominal 24" x 48" in size in an ~~anodized dark brown, black, or mil-finished~~ aluminum frame.
- B. Shape and Size: Maximum height above roof not to exceed 14 inches
- C. Glazing may be clear or translucent:
1. Domed thermoformed acrylic: Outer dome with 25% maximum rise. Thermoformed acrylic inner dome. Alternatively:
    - a. Thermoformed polycarbonate outer dome.
    - b. Thermoformed polycarbonate inner dome.
  2. Flat insulated glass

#### Manufacturers

- A. WASCO Model DDSC1
- B. Velux Model CM
- C. Solar Industries Curb Mount Skyview ®
- D. Royalite
- E. Or Equivalent

#### Installation

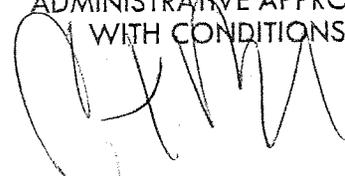
Special considerations apply when a new skylight is proposed where none existed before, or where the size of the skylight is different from the existing:

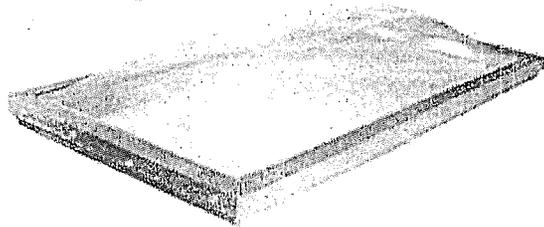
Installation of a new skylight curb entails interfacing with the existing flat roofing. The work must be performed by a licensed contractor. Insurance certificates (liability and workers comp) must be submitted, naming the HOA and property manager as additional insureds. The work must be done with a city building permit, and a copy of the signed-off permit must be submitted upon completion. An inspector representing the HOA must also be allowed to inspect the work to ensure the existing roof system is not compromised. The unit owner must sign a "hold-harmless" agreement, whereby the unit owner accepts full responsibility for any future leaks or maintenance at the new curb.

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ADMINISTRATIVE APPROVAL  
WITH CONDITIONS





Our model CM curb mount commercial skylight is welded using a 6063 extruded aluminum retaining angle and an extruded aluminum inner frame providing a leak-proof design. It installs directly on site built or prefabricated curbs. It is ideal for all commercial and industrial applications.

**Achieve energy savings with the VELUX CM curb mount commercial skylight**

The VELUX CM curb mount commercial skylight provides high levels of visible light transmittance which has been shown to significantly reduce these energy costs through the benefits of daylighting. The payback from installing the CM curb mount commercial skylight in commercial and industrial applications is typically less than three years.

**Quality construction**

VELUX manufactures the highest quality commercial skylights in the industry. We extrude only high quality acrylic that does not yellow over time like competitor's skylights. The CM curb mount commercial skylight also has an advanced weep system which minimizes condensation, and a full thermal break to maximize energy efficiency.

**Fall protection**

The durable CM curb mount commercial skylight has been tested and is in compliance with OSHA's 29 CFR 1910.23 specification for fall protection. Here are the acrylic and polycarbonate product test reports.

**Glazing Options**

The VELUX CM curb mount commercial skylight comes with your choice of:

- Clear over clear acrylic - our most cost effective option with extremely high visible light transmittance
- Clear over white acrylic - full light diffusal and high visible light transmittance
- White over clear acrylic - full light diffusal and high visible light transmittance
- Bronze over clear acrylic - dimmed lighting and lower visible light transmittance
- Polycarbonate over clear acrylic - improved fire and impact resistance with extremely high visible light transmittance
- Polycarbonate over white acrylic - improved fire and impact resistance with full light diffusal and high visible light transmittance

**Wide range of options and features**

- Custom color options - neutral gray, white, and a myriad of other color options are available on custom request
- Hip/Ridge and pyramid options - VELUX can manufacture domes in hip/ridge and pyramid shapes

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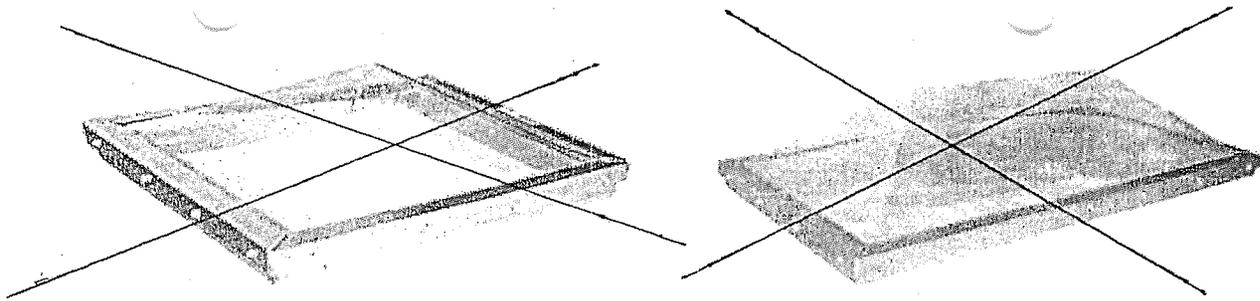
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**Curb mount available**

The VELUX CM curb mount commercial skylight installs directly on site built or prefabricated curbs. It is ideal for easy replacement of existing skylights with a quality VELUX product.

**Warranties you can trust**

We stand behind our products with a promise of lasting service. Our warranty covers 10 years on the acrylic color and 5 years on the skylight. For details, download our [warranty brochure](#).

**Wide range of custom sizes available**

CM commercial skylights are made to order just the way you want them. VELUX can manufacture custom sizes at any size between 12" x 12" and 102" x 150" in 1/4" increments. Call us at 1-888-878-3589 for more details or consult your [local VELUX dealer](#) for pricing. Typical lead time is 15 days including shipping.

**Sunscreening options for optimal light control when combined with the accessory tray**

The CM skylight is compatible with the following sunscreening accessories:

Contact customer service for select sizes available

- \* Blackout blinds - Blocks the light. Available in solar, electric and manual versions.
- \* Venetian blinds - Accurate glare and light control. Available in electric and manual versions.
- \* Roller blinds - Diffuse the light. Available in solar, electric and manual versions.

**Specification**

The skylight shall be an acrylic domed skylight, VELUX model CM, manufactured by VELUX America, 450 Old Brickyard Road, Greenwood, SC 29648, 888-878-3589. The skylight shall be a factory-assembled, curb mounted unit welded using a 6063 extruded aluminum retaining angle and an extruded aluminum inner frame providing a leak-proof design. It shall include a full polyurethane thermal break and weep system to minimize condensation. The skylight shall be double domed with [clear acrylic] [bronze acrylic] [white acrylic] [polycarbonate] over [clear] [white] acrylic.

Dealer & installer locator

For a full specification sheet go here.

- [CM specs](#)
- [CM CAD files](#)

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ADMINISTRATIVE APPROVAL  
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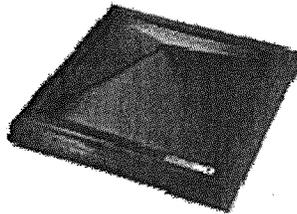
**Royalite**  
MANUFACTURING, INC.

1 (800) 875-9548  
sales@royalite-mfg.com

Ladders  
Skylights  
Customer Service  
Corporate Overview  
Contact Information

## Residential Single-Lite Skylights

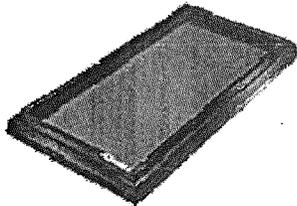
Gallery Index   Drawing Index   Specifications



Fixed Acrylic

### SINGLE LITE, CURB MOUNT SKYLIGHTS

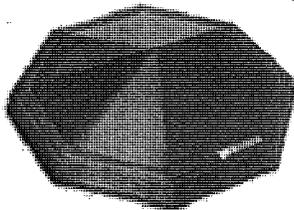
Available fixed or operable, glazed with a choice of single or insulated glass, single or double acrylic or twin wall polycarbonate. ICBO rated.



Fixed Glass

### SKYLIGHT INSTALLATION

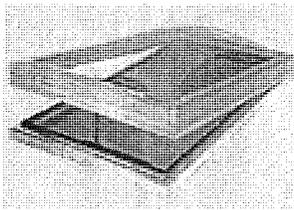
Complete instructions for skylight installation is provided for use by you or your contractor.



Octagon

### CODE COMPLIANCE

Structural Engineers Certification of compliance with 2010 California Building Code and 2009 International Building Code.



### CERTIFICATION

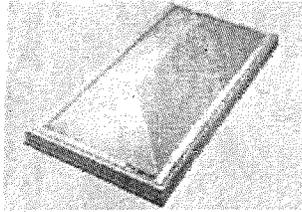
ROYALITE SKYLIGHTS ARE CUSTOM DESIGNED AND FABRICATED TO MEET JOB SPECIFIC AND OFTEN UNIQUE DESIGN AND ARCHITECTURAL REQUIREMENTS. THEY MEET OR EXCEED MOST **NFRC** AND **Energy Star** PERFORMANCE CRITERIA AS WELL AS **ICC** MANUFACTURING STANDARDS. Structural Calculations are available along with job specific Shop Drawings and energy performance documentation on request. Our custom fabricated and site built skylights do not lend themselves to the type of testing or documentation designed for mass-produced units and are therefore not certified since certification requirements are not applicable.

UP-72-00800  
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MAY 16 2012

Operable

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Double Hip

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