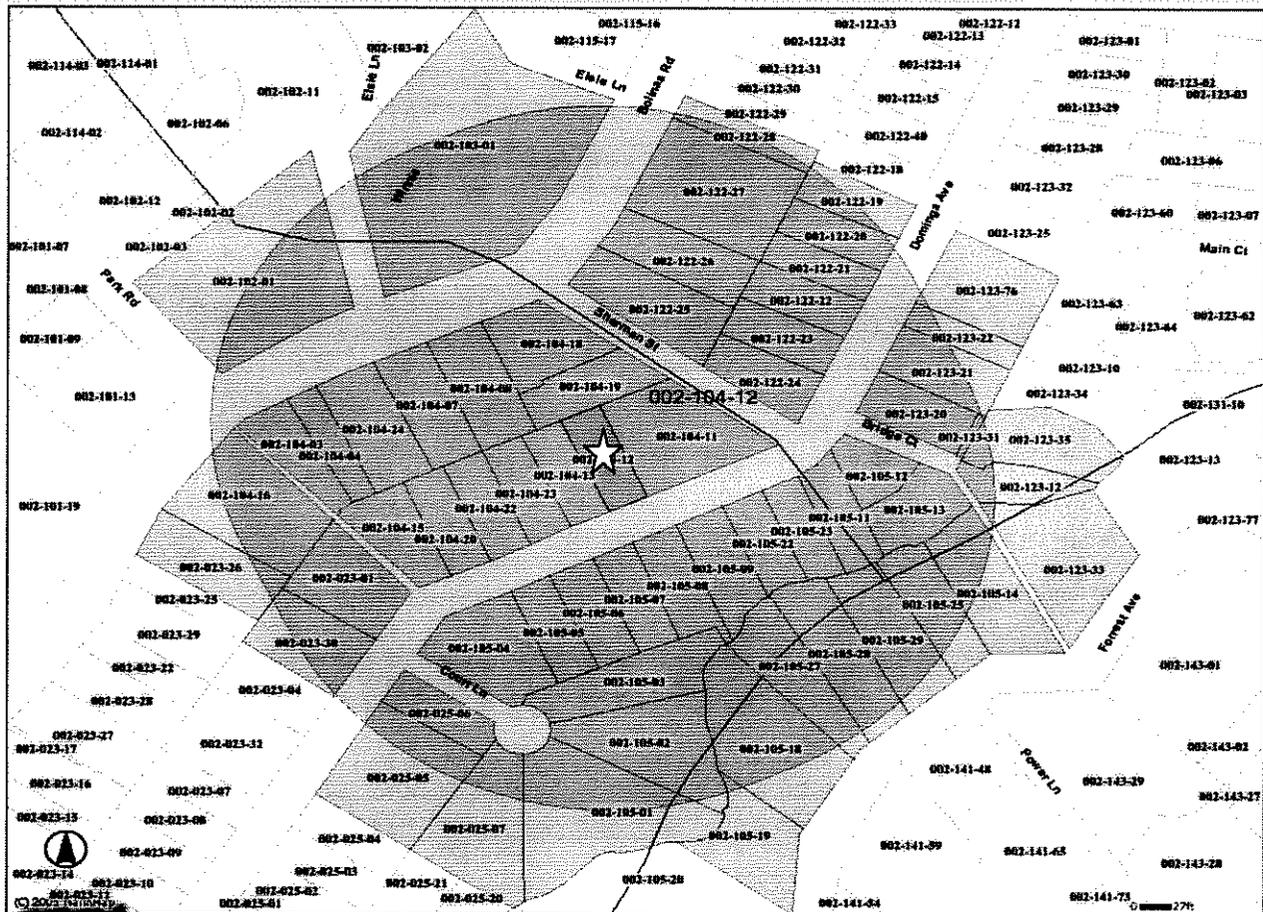


TOWN OF FAIRFAX STAFF REPORT

Department of Planning and Building Services

TO: Fairfax Planning Commission
DATE: June 21, 2012
FROM: Jim Moore, Director of Planning and Building Services
 Linda Neal, Senior Planner
LOCATION: 102 Dominga Ave.; Assessor's Parcel No. 002-104-12
ZONING: Residential RD 5.5-7 Zone
PROJECT: Remodel/addition to a single-family residence
ACTION: Use Permit, FAR, Setback and Parking Variances; Application # 12-11
APPLICANT: Gregory Peitz, Architect
OWNER: Dustin and Megan Liebman
CEQA STATUS: Categorically exempt section 15301(a)



102 DOMINGA AVENUE

BACKGROUND

The 3,750 square foot, 37.5 foot wide site is level and was created when the Pacheco Tract Subdivision, Map 2, was recorded on May 2, 1910. The 993 square foot, two bedrooms, 1 1/2 bath residence was constructed in 1924. An 830 square foot garage/basement area is located on the first floor while the 993 square feet of living space is on the second floor. The garage currently provides parking for two vehicles although the second space does not meet the standard 38 foot depth requirement for two vehicles base on the code so the second legal non-conforming space because is only 16.5 feet deep.

DISCUSSION

The applicants are proposing to convert 474.5 square feet of a basement/garage into a master bedroom/bath and laundry room including the addition of a 92.4 square foot stairway addition that will house a new entryway and connect the two living levels. The basement conversion and stairway addition will result in a 1,589 square foot residence. The plan includes legalizing an uncovered parking space within the required 5 foot minimum side yard setback. The project constitutes a 50% remodel based on Town Code § 17.008.020, Definition of 50% remodel.

The project complies with the regulations of the Residential RD 5.5.-7 Zone District where the property is located as follows:

	Front Setback	Rear Setback	Combined Front/rear Setback	Side Setbacks	Combined Side Setbacks	FAR	Lot Coverage	Height
Required/ Permitted	6ft	6ft	25ft	5ft & 5ft	15ft	.40	.35	28.5ft, 2 stories
Existing	18ft	32ft	50ft	3ft & 10ft	13ft	.39	.30	29feet, two stories
Proposed	8ft	32ft	40ft	3ft & 10ft	13ft	.42	.28 (impervious deck removed)	same

The project requires the approval of the following discretionary permits:

Use Permit:

Town Code § 17.084.050(A) requires that a Use Permit be obtained prior to any improvements on a parcel not meeting the minimum 5,500 square foot minimum parcel size and 60 foot width requirements for properties zoned RD 5.5-7. The project site is only 3,750 square feet in size and 37.5 feet wide so the project requires a Use Permit.

The project increases the living space of the residence from 993 square feet to 1,589 square feet resulting in a Floor Area Ratio of .42.

Residences in the neighborhood on 3,700 square foot parcels range in size from 799 square feet to 1,656 square feet, and the FAR's vary from .21 to .44 (based on Marin County Tax Assessor's records). Therefore, while having one of the larger living space to parcel size ratio's in the neighborhood, the project would not result in a structure out of character with what is already found in the neighborhood.

The proposed lower level includes an entry, laundry room, full bath, and a bedroom and would lend itself to conversion into a separate unit. Therefore, staff has included in our recommendation the conditions that the owners record a deed restriction at the County stating that the residence is limited to a single-family home with only one kitchen, prior to issuance of the building permit.

Setback Variances:

Variance for an enclosed entry stairway –

The existing residence maintains a legal non-conforming setback from the western side property line of 3 feet and maintains a legal non-conforming combined side setback of 13 feet. Town Code § 17.084.070(A)(2) requires that structures in the RD 5.5-7 Zone maintain minimum side yard setbacks of 5 feet and a combined side setback of 15 feet. The small addition to install an enclosed stairway to internally connect the lower floor with the upper floor will require the approval a minimum and combined side setback variance to have a 3 foot setback from the western side property line, in line with the 3 foot setback maintained by the existing residence, and a combined side setback of 13 feet.

Variance to park in a required setback –

Town Code § 17.016.040(B) prohibits non-conforming structures from having 50% remodels or adding additional bedrooms. Town Code § 17.016.040(C)(2) grants relief from this section if the required three parking spaces are provided or a parking variance is granted and as long as the project does not increase any non-conformity.

Town Code § 17.052.010 prohibits parking within any required side yard setback. In order to enable the Commission to grant the project which constitutes a 50% remodel, the applicant have proposed legalizing an uncovered parking space already in use in the side yard setback. Many properties within the neighborhood have uncovered and covered parking in the side yard setback. Locating uncovered parking in a side yard setback used to be a typical pattern of development in the older neighborhoods in Town (see 93 Dominga, 95 Dominga, 106 Dominga and 108 Dominga, although there are many more). The neighboring duplex at 11 Sherman Street is located 32 feet away from the area where the parking would be formalized and it is already being used for parking. Therefore, the impact approving the variance would be minimal and the site would then accommodate the required three spaces, with only two spaces in tandem in the garage

[tandem parking is prohibited except for the parking of the guest parking space in tandem with one of the main parking spaces for the residence – Town Code § 17.052.040(E)].

Floor Area Ratio (FAR) Variance:

Town Code § 17.136.030 limits the maximum floor area ratio of residential properties to .40. Exceptions can be granted by the Commission as set forth in Town Code § 17.136.040(A) where no significant increase in building bulk will result. Most of the additional floor area will be located within the existing structure with only a small addition at the front to create an enclosed stairway connecting the new living space with the living space upstairs. The resulting floor area will only be .42 which is similar to the floor area maintained by other residences in the area. Therefore, there will be no significant increase in the building bulk/mass and the minor exception to the .40 FAR will not significantly impact the neighborhood.

Design Review

The project requires design review approval because even though the proposed changes to the exterior of the structure are minimal, the project constitutes a 50% remodel and 50% remodels of residential structures require design review [Town Code § 17.020.030(A)].

In order to grant design review approval for a project the Commission must find that the project complies with the Design Review Criteria contained in Town Code § 17.020.040 as follows (staff's recommended findings are shown in bold italicized font):

The proposed development shall create a well composed design, harmoniously related to other facilities in the immediate area and to the total setting as seen from hills and other key vantage points in the community.

The proposed expansion to allow construction of an internal stairway will have a minimal impact on the residence architecture which is very rectilinear with very little exterior articulation. The inclusion of the decorative entry "porch" roof over the new front door and window will provide some relief from the rectangular design of the structure and improve the street façade.

Only elements of design which have significant relationship to exterior appearance of structures and facilities shall be considered; these elements may include height, arrangement on the site, texture, material, color, signs, landscaping and appurtenances.

The structure, that is suffering from deferred maintenance of the exterior, would be repainted as part of the project and be re-roofed. The exterior siding will be painted "Big on Beige", Kelly Moore KM4051-1 and the trim will be "Bare Bone", Kelly Moore KM4041-1. The roof will be re-shingled with Duration asphalt shingles, color – Frosted Oak. The color palette will compliment other color schemes on houses in the neighborhood.

The proposed development shall be of a quality and character appropriate to, and serving to

protect the value of, private and public investments in the immediate area.

The proposed development will use quality materials and a color palette that are appropriate and similar in character to the neighbor and will serve to protect the value of private investments in the neighborhood.

The proposed development shall conform to all requirements for landscaping, screening, usable open space and the design of parking and off-street loading areas set forth in this title.

There are no landscaping requirements set forth in the Zoning Ordinance at this time. The parking plan will provide three, on-site parking spaces in compliance with the Parking Ordinance, Town Code Chapter 17.052.

Where the proposed development is located in an area where a neighborhood plan or precise plan has been adopted by the town, the design of the development shall conform in all significant respects with such plans.

There is not neighborhood or precise plan for this neighborhood.

There shall exist sufficient variety in the design of the structures and grounds to avoid monotony in external appearance.

The existing structure is very boxlike already. The design including the entry will help break up the unarticulated front façade.

The size and design of the structure shall be considered for the purpose of determining that the structure is in proportion to its building site and that it has a balance and unity among its external features so as to present a harmonious appearance.

The FAR of .42 is similar to other structures in the neighborhood and not out of scale with the 3,700 square foot site.

The extent to which the structure conforms to the general character of other structures in vicinity insofar as the character can be ascertained and is found to be architecturally desirable.

There is no one identifiable architectural style in this neighborhood. It is made up of a very eclectic mix of single family residences and duplexes. The proposed project will not stand out in the neighborhood.

The extent to which ornamentation is to be used and the extent to which temporary and second-hand materials, or materials which are imitative of other materials, are to be used.

Not applicable.

The extent to which natural features, including trees, shrubs, creeks and rocks, and the natural grade of the site are to be retained.

The small addition to install the internal stairway is going in an area of the site that is already disturbed so the project will not significantly impact any natural features on the site.

The accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets.

The project is not changing how the site accommodates parking now and it is accessible from the street and will not impact traffic on adjacent street any more than any of the residential parking in the neighborhood.

The reservation of landscaping areas for the purpose of separating or screening service and storage areas from the street and adjoining building sites, breaking up large expanses of paved areas, separating or screening parking lots from the street and adjoining building sites, and separating building areas from paved areas to provide access from buildings to open space areas;

Not applicable.

In the case of any commercial or industrial structure, the board shall consider its proximity to any residential district and shall consider the effect of the proposed structure upon the character and value of the adjacent residential district area.

Not applicable.

The design review board may recommend design guidelines to the planning commission and town council for adoption in order to further the objectives of this section and to illustrate design criteria.

Not applicable.

RECOMMENDATION

1. Open the public hearing and take testimony.
2. Close the public hearing.
3. Move to approve application 12-11 based on the above design review findings, the following Use Permit and Variance Finding and subject to the following conditions:

Recommended Findings

1. The proposed addition maintains similar setbacks to many other principal residences in the neighborhood and will result in a FAR of .42, which is similar to other residential FAR's in the Pacheco Tract neighborhood. Therefore, the approval of the use permit shall not constitute a grant of special privilege and shall not contravene the doctrines of equity and equal treatment.

2. The stairway addition will not encroach any further into the required setback than the existing residence and the parking space in the side yard setback is already being used. Therefore, the development and use of property as approved under the use permit shall not cause excessive or unreasonable detriment to adjoining properties or premises, or cause adverse physical or economic effects thereto, or create undue or excessive burdens in the use and enjoyment thereof, or any or all of which effects are substantially beyond that which might occur without approval or issuance of the use permit.
3. The addition will maintain a 13 foot setback from the closest residence to the west at 106 Dominga which meets the intent of the setback in the Town Code. The parking in the side yard setback is typical for the neighborhood. Therefore, approval of the use permit is not contrary to those objectives, goals or standards pertinent to the particular case and contained or set forth in any Master Plan, or other plan or policy, officially adopted by the City.
4. The addition will allow the owners to utilize a portion of the existing basement to expand their living space with a minimal impact on the exterior of the structure and the neighbors while providing the required parking. Therefore, approval of the use permit will result in equal or better development of the premises than would otherwise be the case, and that said approval is in the public interest and for the protection or enhancement of the general health, safety or welfare of the community.
5. The narrow 37.5 foot width of the site is special circumstance applicable to the property that results in the strict application of setback regulations depriving the applicant of the ability to expand the residence, a privilege that has been enjoyed by other property owners in the vicinity and under identical zone classification.
6. The setbacks being maintained are similar to those found in the neighborhood as is the parking in the side yard setback. Therefore, the variance or adjustment will not constitute a grant of special privilege, is consistent with the limitations upon other properties in the vicinity and under identical zone classification, and is consistent with the objectives of this title.
7. The strict application of this title would result in excessive or unreasonable hardship because the applicants would be unable to expand their living space and internally connect the two living levels.
8. The setbacks proposed do not project any further into the side yard setback than the existing residence and the parking in the setback is already functioning that way. Therefore, the granting of the variance or adjustment will not be detrimental to the public welfare or injurious to other property in the vicinity in which the property is situated.

Recommended Conditions

1. Prior to issuance of the building permit the applicants shall sign, notarize and record a deed restriction at the Marin County Recorder's Office and provide a copy to the Town.
2. The property is located in Flood Zone B as shown of the FEMA Flood Insurance Rate Map. Prior to issuance of the building permit they will need to provide the Building Department with a Flood Elevation Certificate indicating that the project has been designed to comply with the finished floors being at or above the 1 foot flood level.
3. The project is limited to the development depicted on the plans prepared by Gregory Peitz, Architect, dated March 14, 2012, pages 1 through 3.
4. Prior to issuance of a building permit the applicant or his assigns shall:
 - a. Submit a construction plan to the Public Works Department which may include but is not limited to the following:
 - Construction schedule (deliveries, worker hours, etc.)
 - Notification to area residents
 - b. The applicant shall submit a bond to the Town in an amount that will cover the cost of grading, weatherization and repair of possible roadway damage. The applicant shall submit contractor's estimates for any grading, site weatherization and improvement plans for approval by the Building Official. Upon approval of the contract costs, the applicant shall submit a bond or letter of credit equaling 100% of the estimated construction costs.
 - c. The foundation and retaining elements shall be designed by a structural engineer certified as such in the State of California. Plans and calculations of the foundation and retaining elements shall be stamped and signed by the structural engineer.
 - d. The applicant shall secure written approval from the Ross Valley Fire Authority noting the developments conformance with their recommendations prior to submittal of the building permit plans.
5. During the construction process the following shall be required:
 - a. The engineer shall be on-site during the grading process (if there is any grading to be done) and shall submit written certification to the Town staff that the grading has been completed as recommended prior to installation of foundation and retaining forms and piers.
 - b. The structural engineer shall field check the forms of the foundations and retaining elements and provide written certification to the Town staff that the work to this point has been completed in conformance with their recommendations and the approved building plans prior to the

concrete form inspection by the structural engineer. The Building Official shall field check the concrete forms prior to the pour.

c. All construction related vehicles including equipment delivery, cement trucks and construction materials shall be situated off the travel lane of the adjacent public right(s)-of-way at all times. This condition may be waived by the building official on a case by case basis with prior notification from the project sponsor.

d. Any proposed temporary closure of a public right-of-way shall require prior approval by the Fairfax Police Department and any necessary traffic control, signage or public notification shall be the responsibility of the applicant or his/her assigns. Any violation of this provision will result in a stop work order being placed on the property and issuance of a citation.

6. Excavation shall not occur between October 1st and April 15th. The Town Engineer has the authority to waive this condition depending upon the weather.

7. The roadways shall be kept clean and the site free of dust by watering down the site or sweeping the roadway daily, if necessary.

8. During construction the developer and all employees, contractors and subcontractors must comply with all requirements set forth in Ordinance # 637 (Chapter 8.32 of the Town Code), "Urban Runoff Pollution Prevention".

9. Any changes, modifications, additions or alterations made to the approved building permit project plans will require a modification of Application # 12-11. Any construction based on job plans that have been altered without the benefit of an approved modification of Application # 12-11 will result in the job being immediately stopped and red tagged.

10. Any damages to the roadways accessing the site resulting from construction activities shall be the responsibility of the property owner.

11. The applicant or owner shall defend, indemnify, and hold harmless the Town of Fairfax or its agents, officers, and employees from any claim, action, or proceeding against the Town of Fairfax or its agents, officers, or employees to attach, set aside, void, or annul an approval of the Planning Commission, Town Council, Planning Director, Design Review Board or any other department or agency of the Town concerning a development, variance, permit or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or owner's duty to so defend, indemnity, and hold harmless shall be subject to the Town's promptly notifying the applicant or owner of any said claim, action, or proceeding and the Town's full cooperation in the applicant's or owner's defense of said claims, actions, or proceedings.

12. Construction hours are limited to between 8 AM and 5 PM, Monday through Friday, 9 AM to 5 PM on Saturdays and that there be no noise generating construction on Sundays.

13. Noise from construction worker's radios shall be controlled so that they are not audible at residences adjacent to the project site.
14. All internal combustion engine-driven equipment shall be equipped with mufflers which are in good condition and appropriate for the equipment.
15. Quiet models of air compressors and other stationary noise sources shall be utilized where technology exists.
16. Noise-generating equipment shall be located as far as possible from sensitive receptors when sensitive receptors adjoin or are near a construction project area.
17. Unnecessary idling of internal combustion engines shall be prohibited.
18. Applicant shall notify adjacent residents to the project site of the construction schedule in writing.
19. Conditions placed upon the project by outside agencies may be eliminated or amended with that agencies written notification to the Planning Department prior to issuance of the building permit.

ATTACHMENTS

- Exhibit A – Applicant's supplemental information
- Exhibit B - Other agency/department comments

PROJECT DESCRIPTION: Add interior stairway to front of residence. Remodel portion of first floor garage for new master bedroom suite.

GENERAL INFORMATION (if applicable):

Item	Existing	Proposed
Lot size	3750	3750
Size of structure(s) or commercial space (square feet)		
Height and No. of stories	2 stories, 21 ft.	Same
Lot coverage		
No. of dwellings units	one	one
Parking ¹ No. of spaces	3	3
Size of spaces	9'x19'	9'x19'

Amount of proposed excavation and fill	Excavation = none	Fill = none
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Estimated cost of construction \$ 40,000

Lot Coverage is defined as the land area covered by all buildings and improvements with a finished height above grade and all impervious surfaces except driveways.

¹Minimum parking dimensions are 9' wide by 19' long by 7' high. Do not count parking spaces that do not meet the minimum standards.

Restrictions: Are there any deed restrictions, easements, etc. that affect the property, and, if so, what are they? No

[Signature]

Signature of Property Owner

4/1/12

Date

[Signature]

Signature of Applicant

3-6-12

Date

Planning Department staff is available by appointment between 8:30 a.m. and 12:00 noon and 1:00 p.m. and 5:00 p.m. Monday through Thursday at 142 Bolinas Road, Fairfax, CA. (415) 453-1584

FLOOR AREA RATIO (FAR) AND LOT COVERAGE STATISTICS

The following information will be used to verify application FAR and lot coverage amounts. Applications will not be considered complete until the following table is complete.

	Existing	Proposed
Footprint square footage for all structures	993	1066
Living space square footage		
First floor		567
Second floor	993	1022
Third floor		
Total	993	1589
Accessory structure square footages		
Sheds	0	0
Pool houses	0	0
Studios/offices	0	0
Second units	0	0
Miscellaneous (specify use)		
Total	0	0
Square footage of impervious surfaces		
Walkways		
Patio		
Impervious decks	168	0
Miscellaneous (specify use)		
Total	168	0
Garage/carport square footages (specify type)	830	499

* All square footage measurements must be the sum of all interior floor area measured from the exterior faces of the exterior walls for structures (Town Code § 17.008.020).

FLOOR AREA: Fairfax Town Code § 17.008.020, Definitions, defines "floor area" as the sum of all interior floor area measured from the exterior faces of the exterior walls. The "floor area" of any accessory structures on the same lot shall be included. The "floor area" of any garage in excess of 500sf in size for single-family residences and 800sf in size for duplexes shall also be included.

LOT COVERAGE: Fairfax Town Code § 17.008.020, Definitions, defines "lot coverage" as the percentage of the lot area that is occupied by the ground area of a building, any accessory building(s), as well as any impervious surface areas such as patios (other than driveways) adjacent to the building or accessory structure.

SUPPLEMENTAL QUESTIONNAIRE & DRB APPLICABILITY

DESIGN REVIEW

For Commercial, Planned Developments, Hillside Residential and Multiple Family Design Review: (Include brand and number for all finish and/or paint colors.)

1. Exterior finish: T1.11 plywood.
2. Proposed exterior wall color(s): Kelly Moore KM4051-1
3. Proposed exterior trim color: Kelly Moore KM4041-1
4. Proposed exterior window color: white
5. Proposed roof material and color: Comp. shingle - brown.
6. Special features: _____
7. Lot Coverage: 1066 s.f. = 26.4%
8. Number of existing parking spaces and their sizes: (2) 9' x 19'
9. Number of proposed parking spaces and their sizes: (3) 9' x 19'

DESIGN REVIEW APPLICABILITY

1. Hillside Design Review (in a ridge line)

All new dwellings located on hillside properties and all additions on properties located in a ridgeline scenic corridor (which include deck and stairway structures) shall require design review.

Additions and accessory structures may be exempt from design review where the applicant demonstrates, through the use of story poles, plans and photo montages, that an accessory structure or addition will have no impact on significant view corridors due to the proposed location of the structure in relation to existing improvements. Project exemption shall be determined by the Fairfax Planning Director.

2. Multiple family Design Review

Multiple family residential units of three (3) or more and additions to structures located in the Multiple Family RM Zone.

3. 50% remodels of additions to residential properties



Variance - Additional information required.

- Include a cross section through the proposed project depicting the project and the relationship of the proposal to existing features and improvements on adjacent properties.
- Lot coverage calculation including all structures and raised wooden decks.

In order to approve your project, the Planning Commission must make findings of fact which state that 1) there is a special feature of the site (such as size, shape or slope) which justifies an exception; 2) that the variance is consistent with the treatment of other property in the neighborhood; 3) that strict enforcement of the ordinance would cause a hardship; and 4) that the project is in the general public interest.

In the space below, please provide any information which you feel is relevant to these issues and which further explains your project.

We love Fairfax! Please consider this as you review our plans, as we would really like to stay here to raise our family. We just need some more space as our 3 person family recently increased to 5 people (identical twin boys). Thank you!

SUPPLEMENTAL QUESTIONNAIRE

VARIANCE

VARIANCE (S) REQUESTED:

_____ foot front yard variance to construct a _____ within _____ feet of the front property line.

_____ foot rear yard variance to construct a _____ within _____ feet of the rear property line.

_____ foot side yard variance to construct a _____ within _____ feet of the side property line.

_____ foot creek setback variance to construct a _____ within _____ feet of the top of the creek bank.

Other (fence height, building height, parking number or size, etc.) Exceed allowable F.A.R. Allow 3rd car space to be in side yard.

FINDINGS:

- 1. List below special circumstances applicable to the property, including size, shape, topography, location, or surroundings, to show why the variance should be granted; and why the granting of the variance will not be a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone (you may attach a statement).

Many neighboring parcels have parking in side yard. The limited size of the property does not allow an adequate size of residence. Per attachment, many neighboring parcels have areas which exceed allow F.A.R. See attached list.

- 2. List below your reasons why the variance will not materially adversely affect the health or safety of persons residing or working in the neighborhood or be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood (you may attach a statement).

Use will remain a single family residence with same impact to neighborhood

- 3. Explain why complying with the Town Ordinance requirements will be a hardship for the owner.

Allowable F.A.R. limits house size to a very small home. Location on lot does not allow the third space anywhere except in side yard.

Use Permit Applications - Additional information required.

- A written description of the proposed use, major activities, hours of operation, number of employees on the premises during the busiest shift and when the busiest shift is expected and other information pertinent to the application.
- Floor plans must include location of any special equipment.
- Designate customer, employee and living areas.
- If different uses are included in this activity, for example storage, retail, living space, etc. Indicate square footage of each proposed use.

In order to approve your project, the Planning Commission must make findings of fact which state that the project will not have a negative impact on the general public welfare, conforms with the policies of the Town, does not create excessive physical or economic impacts on adjacent property and provides for equal treatment with similar properties in Town.

In the space below, please provide any information which you feel is relevant to these issues and which further explains your project.

The structure is currently and will remain a single family residence.

The final disposition of each use permit shall be in accordance with the facts of the particular case, and such facts must support the following determinations and findings before a use permit may be approved. Indicate how the findings below can be made:

- The approval of the use permit shall not constitute a grant of special privilege and shall not contravene the doctrines of equity and equal treatment.

The expansion will not make the residence inconsistent with homes in neighborhood.

- The development and use of property, as approved under the use permit, shall not create a public nuisance, cause excessive or unreasonable detriment to adjoining properties or premises, or cause adverse physical or economic effects thereto, or create undue or excessive burdens in the use and enjoyment thereof, any or all of which effects are substantially beyond that which might occur without approval or issuance of the use permit.

The expanded use will be consistent with current use and surrounding uses

- Approval of the use permit is not contrary to those objectives, goals or standards pertinent to the particular case and contained or set forth in any master plan, development plan or other plan or policy, officially adopted by the town.

The expanded use is consistent with the above.

RECEIVED

MAY 15 2012

TOWN OF FAIRFAX

To Whom It May Concern:

The floor plan which we have submitted for the use permit and variance for the addition to our home at 102 Dominga Ave. has a sliding glass door at the rear of the garage. The garage is long and narrow, with the back wall facing our rear yard. We would like the glass door so that when we are using the rear area of the garage for workshop purposes, we can have as much natural light as possible.

Sincerely,

Dustin and Megan Liebman

RECEIVED

MAY 10 2012

TOWN OF FAIRFAX

GREEN
BUILDING FEATURES TO
BE USED IN THE
CONSTRUCTION OF
ADDITION AT 102
DOMINGA AVE.

1. Door and window headers will be sized individually to only use the size needed per opening.
2. Header and beam material will be engineered wood beams.
3. Wall and ceiling paint will be low VOC.
4. Caulking and construction adhesives will be low VOC
5. Windows will be high efficiency, exceeding code requirements.

Attn: STORER

TOWN OF FAIRFAX
DEPARTMENT OF PLANNING AND BUILDING SERVICES
142 Bolinas Road, Fairfax, California 94930
Phone (415) 453-1584 FAX (415) 453-1618

LETTER OF TRANSMITTAL

From: Fairfax Planning and Building Services Department

Date: April 10, 2012

- To: Town Engineer Fairfax Police Dept. Marin County Open Space Dist.
 Town Attorney Sanitary Dist. 1 Other – Building Official
 MMWD Public Works Dept.
 Ross Valley Fire Marin County Health Dept.

Address and Parcel No: 102 Dominga Ave.; Assessor's Parcel No. 002-104-12

Project Description: Expansion of a single-family residence with a new entry and internal stairway and conversion of basement area into a master bedroom/bath and laundry closet.

These plans are being transmitted for review either: a) prior to public hearings on discretionary permits before the Fairfax Design Review Board and Planning Commission; or, for review prior to issuance of a building permit. Please provide your comments on the completeness and adequacy of the submittal for your agencies reviewing purposes within 10 days.

1	3/14/12	Preliminary development plans

REMARKS OTHER THAN LIMITED PARKING, NO CONCERNS. (SB)

Please respond by March 29, 2012. Thanks

SERGEANT STUART BAKER

If you have any questions please contact: Linda Neal, Senior Planner

EXHIBIT # B



MARIN MUNICIPAL WATER DISTRICT

220 Nellen Avenue Corte Madera CA 94925-1169
www.marinwater.org

April 19, 2012
Service No. 06963

RECEIVED
APR 23 2012
TOWN OF FAIRFAX

Linda Neal
Town of Fairfax Planning Dept
142 Bolinas Rd
Fairfax CA 94930

RE: WATER AVAILABILITY - Single Family Dwelling
Assessor's Parcel No.: 002-104-12
Location: 102 Dominga Ave, Fairfax

Dear Ms. Neal:

The above referenced parcel is currently being served. The purpose and intent of this service are to provide water to a single family dwelling. The proposed remodeling of the existing structure including conversion of a basement into a master bed and bath will not impair the District's ability to continue service to this property.

Compliance with all indoor and outdoor requirements of District Code Title 13 – Water Conservation is a condition of water service. Indoor plumbing fixtures must meet specific efficiency requirements. Landscape plans shall be submitted, and reviewed to confirm compliance. The Code requires a landscape plan, an irrigation plan, and a grading plan. Any questions regarding District Code Title 13 – Water Conservation should be directed to the Water Conservation Department at (415) 945-1497. You can also find information about the District's water conservation requirements online at www.marinwater.org.

Should backflow protection be required, said protection shall be installed as a condition of water service. Questions regarding backflow requirements should be directed to the Backflow Prevention Program Coordinator at (415) 945-1559.

If you have any questions regarding this matter, please contact me at (415) 945-1531.

Very truly yours,

A handwritten signature in black ink, appearing to read "J.W. Eischens".

Joseph Eischens
Engineering Technician

JE:mp

cc: Town of Fairfax Building Dept



Ross Valley Fire Department
777 San Anselmo Ave
San Anselmo, Ca 94960
Ph. 415-258-4686

FIRE DEPARTMENT PLAN REVIEW

PROJECT: Residence
ADDRESS: 102 Dominga
Fairfax CA, 94930

Page: 1 of 3
Date: 04/19/2012
Reviewed by: Rob Bastianon
(415) 258-4673

TYPE OF REVIEW: Planning
Bldg. Dept. 04/10/12 Fire Dept. # 12-0083
E-mail: Rbastianon@rossvalleyfire.org
Review No. 1
Fire Department Standards can be found at: www.rossvalleyfire.org

Applicant*: Planning
Address:

***Applicant is responsible for distributing these Plan Review comments to the Design Team.**

Occupancy Class: R-3	Fire Flow Req: 1000 GPM	Sprinklers Required: YES
Type of Construction: V-B	On-site Hyd. Req: NO	Fire Alarm Required: NO
Bldg Area: 1550 sf	Turn-Around Req: NO	Permits Required:
Stories: 12+	Fire Flow Test Required: NO	Sprinkler
Height: +ft.	Wildland Urban Interface: NO	

The project listed above has been reviewed and determined to be:

- () APPROVED (no modifications required)
- () APPROVED AS NOTED (minor modifications required - review attached comments)
- () NEEDS REVISION (revise per attached comments and resubmit)
- () INCOMPLETE (provide additional information per attached comments and resubmit)

NOTE: Please review the comments and make corrections and/or add notes as required. Changes and/or additions shall be clouded and referenced by date on a legend. Approval of this plan does not approve any omission or deviation from the applicable regulations. Final approval is subject to field inspection. Approved plans shall be on site and available for review at all times.

ROSS VALLEY FIRE DEPT.
REVIEWED
DATE: 4/19/12

Inspections required:

- () Access/Water Supply prior to delivery of combustibles
- (X) Defensible Space/Vegetation Management Plan
- (X) Sprinkler Hydro/Final
- (X) Final



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ITEM #	SHEET	COMMENTS	Corr. Made
1		<p>This project as described falls within the definition of a substantial remodel. A "Substantial Remodel" is defined as follows: The renovation of any structure, which combined with any additions to the structure, affects a floor area which exceeds fifty percent of the existing floor area of the structure. When any changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing floor areas for purposes of applying this definition. This definition does not apply to the replacement and upgrading of residential roof coverings.</p> <p>Submitter's Response: Correction has been completed. See Sheet _____ of <input type="checkbox"/>Plans <input type="checkbox"/>Calculations.</p>	
2		<p>A fire sprinkler system shall be installed throughout the entire building which complies with the requirements of the National Fire Protection Association (NFPA) 13-D and local standards when projects are considered a substantial remodel. Please note requirement on construction plans</p> <p>Submitter's Response: Correction has been completed. See Sheet _____ of <input type="checkbox"/>Plans <input type="checkbox"/>Calculations.</p>	
3		<p>All smoke detectors in the residence shall be provided with AC power and be interconnected for simultaneous alarm. Detectors shall be located in each sleeping room, outside of sleeping rooms centrally located in the corridor and over the center of all stairways with a minimum of one detector per story of the occupied portion of the residence.</p> <p>Submitter's Response: Correction has been completed. See Sheet _____ of <input type="checkbox"/>Plans <input type="checkbox"/>Calculations.</p>	
4		<p>Carbon monoxide alarms shall be provided in existing dwellings when a permit is required for alterations, repairs, or addition exceeds one thousand dollars. CO alarms shall be located outside of each dwelling unit sleeping are in the immediate vicinity of the bedroom(s) and on every level of a dwelling unit including basements.</p> <p>Submitter's Response: Correction has been completed. See Sheet _____ of <input type="checkbox"/>Plans <input type="checkbox"/>Calculations.</p>	
5		<p>Maintain around the structure an effective firebreak by removing and clearing all flammable vegetation and/or other combustible growth. Ross Valley Fire Department Fire Protection Standard 220 Vegetation/Fuels Management Plan is available online @ Rossvalleyfire.org to assist the applicant in meeting the minimum defensible space requirements.</p>	



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		Submitter's Response: Correction has been completed. See Sheet _____ of <input type="checkbox"/> Plans <input type="checkbox"/> Calculations.	
6		Address numbers at least 4" tall must be in place adjacent to the front door. If not clearly visible from the street, additional numbers are required. Residential numbers must be internally illuminated (backlit), placed to a light or be reflective numbers. If your project is a new house or substantial remodel, they may only be internally illuminated or illuminated an adjacent light controlled by a photocell and switched only by a breaker so it will remain illuminated all night. If not currently as described, they must be installed as part of this project.	
		Submitter's Response: Correction has been completed. See Sheet _____ of <input type="checkbox"/> Plans <input type="checkbox"/> Calculations.	

*If re-submittal is required, all conditions listed above shall be included in revised drawings.
Fire and life safety systems may require a separate permit. Fire permits may be noted as deferred.*