

**TOWN OF FAIRFAX
STAFF REPORT**

Department of Planning and Building Services

TO: Fairfax Planning Commission
DATE: May 15, 2014
FROM: Jim Moore, Director of Planning and Building Services
Linda Neal, Senior Planner
LOCATION: 101 Cascade Drive; Assessor's Parcel No. 003-204-16
PROJECT: New studio workshop with a bathroom
ACTION: Use Permit and Variance; Application # 14-18
APPLICANT: Diane Rose
OWNER: Diane Rose and Michael Gross
CEQA STATUS: Categorically exempt, § 15301(4), 15303(e) and 15305(a)



101 CASCADE DRIVE

BACKGROUND

The 5,450 square foot site slopes down from Cascade Drive to the San Anselmo Creek with an average slope of 12%. The rear of the site slopes steeply to the creek bed and the owner and neighboring owners are collectively trying to come up with a solution for the creek bank that is failing along a number of their rear property line. The site is only 50ft wide and was created by the recordation of Map No. 1 of the Cascades in August of 1914.

The 1,163 square foot residence was built in 1923 prior to the Town's incorporation in 1931.

DISCUSSION

The applicant is proposing to construct an art studio/workshop with a full bathroom in the same location as a previously existing accessory structure that was used as a workshop. The previously structure constituted a legal non-conforming structure because it was located in the required minimum and combined side yard setback and it was used for a legal nonconforming workshop use [see permitted uses of accessory structures in Town Code § 17.080.040(B) and (C)]. Town Code § 17.016.030(A) only allows reconstruction of a structures used for a non-conforming uses if the reconstruction will result in the elimination of the non-conforming use. Town Code § 17.016.070(B)(1) indicates that if a non-conforming structure is restored/replaced it shall not increase any discrepancy with respect to setbacks, lot coverage, etc. and it shall be restored as much in compliance with the existing Zoning Ordinance regulations as is possible.

Staff made the determination, after performing a site inspection that revealed that only the front wall of the previous workshop structure remains, that a Use Permit and Setback Variance is required in order to rebuild the accessory structure within the setback for use as a studio/workshop with a full bathroom [Town Code § 17.016.070(B)(2)].

Parking on the site is legal non-conforming with three uncovered, tandem parking spaces in the driveway. The project does not constitute a 50% remodel of the residence so the parking does not have to brought into compliance with current standards which include prohibiting tandem parking and requiring that one space be a covered space.

The project complies with the regulations of the Residential Single-family RS 6 Zone District as follows:

	Front Setback	Rear Setback	Combined Front/rear Setback	Side Setbacks	Combined Side Setbacks	FAR	Lot Coverage	Height
Required/ Permitted	6 ft	12 ft	35 ft	5 ft & 5 ft	20 ft	.40	.35	28.5 ft, 3 stories
Existing	15 ft	22 ft	37 ft	12 ft & 7 ft	19 ft	.28	.28	15 ft, 1 story (house)
Proposed	15 ft	22 ft	37 ft	3 ft & 7 ft	10 ft	.32	.32	12 ft, 1 story (studio)

The project requires Commission approval of the following discretionary permits:

A Use Permit; Town Code limits the use of accessory structures for parking, sheds, playhouses, cabanas, etc. Use of accessory structures as studio/living space with a bathroom requires a Conditional Use Permit per Town Code § 17.080.030(H).

Side Setback Variance Town Code § 17.080.070(B)(2) requires that properties with over a 10% slope maintain minimum side setbacks of 5 feet on each and maintain a combined side setback of 20 feet. The site has a 12% and maintains a minimum side setback of 3 feet on the east side and 7.5 feet on the west side for a combined side setback of 10.5 feet. Therefore, construction of a studio in the proposed location requires a Side Setback Variance.

The rear yard of the site is located in the creek setback so the shed cannot be shifted to the rear of the house. Shifting the studio out of the side setbacks will result in the shed moving into the small space that was maintained between the previous accessory structure and the house and rear deck. Building a new structure in the proposed location will not result in any impacts on the neighbors than existed when the previous structures was used as a woodworking workshop. Similar accessory structures are found throughout the neighborhoods of Fairfax and the Commission has granted other use permits to allow accessory structures to include bathrooms and be used for living space in the past. Approval of the construction of a new studio in the location of the previous workshop will not change the single-family residential character of the neighborhood.

Other Agency/Department Comments/Conditions

Ross Valley Fire Department

1. A fire protection system shall be installed which complies with the requirements of the National Fire Protection Association (NFPA) 13-D and local standards. A separate deferred permit shall be required for this system. Plans and specifications for the system shall be submitted by an individual or firm licensed to design and/or design-build sprinkler systems.

2. All smoke detectors in the residence shall be provided with AC power and be interconnected for simultaneous alarm. Detector 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.
3. A Vegetative Management Plan designed in accordance with Ross Valley Fire Standard 220 is required for this project. A separate deferred permit shall be required for this plan. Please submit directly to the Fire Department for review.
4. Carbon monoxide alarms shall be provided.
5. Address numbers must be 4 inches tall and if not clearly visible from the street, additional numbers are required. The project is a substantial remodel so the numbers must be internally illuminated or illuminated by an adjacent light controlled by a photocell and switch off only by a breaker so it will remain illuminated all night. The numbers must be internally illuminated, placed next to a light or be reflective numbers.

Marin Municipal Water District

1. The applicant must comply with the District Code Title 13, Water Conservation, as a condition of water service.
2. Should backflow protection be requirement it shall be installed prior to the project final inspection.

Sanitary District

If not already installed, the District requires that the sided sewer be equipped with an appropriate backwater prevention device.

If the project is approved the applicant shall contact the District to arrange for a District Inspector to approve the existing installation or to approve plans for the proposed installation.

Fairfax Building Departments

The Building Department indicated that there can be no opening in the eastern side of the studio because it is less than 3 feet from the property line per the Building Code. He indicated that if the Ross Valley Fire Department waives the requirement for sprinklers in the building prior to issuance of the building permit, the eastern wall will have to be 1 hour rated wall.

RECOMMENDATION

1. Move to approve application # 14-18 based on the following findings and subject to the following conditions of approval:

Recommended Findings

Use Permit

Similar structures can be found throughout the neighborhoods of Fairfax and Use Permits and setback variances have been granted for use structures to be used as living space in required setbacks. Therefore, the approval of the Use Permit for an accessory studio use shall not constitute a grant of special privilege and shall not contravene the doctrines of equity and equal treatment.

The studio shall not extend any closer to the eastern side property than the 3 feet that was maintained by the previously existing workshop structure. 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.

Approval of the use permit will not result in the elimination of any parking and will not result in the property exceeding the permitted Floor Area Ratio or Lot Coverage limitations nor will it result in any structure being built within the creek setback. Therefore, granting the use permit is not contrary to those objectives, goals or standards pertinent to the particular case and contained or set forth in the Zoning Ordinance.

Approval of the use permit will result in equal development of the premises than would otherwise be the case if the studio were relocated into the narrow usable outdoor space adjacent to the residence. Therefore, said approval is in the public interest and for the protection or enhancement of the general health, safety or welfare of the community.

Variance

The narrow 50ft width and steeply sloping rear yard are the special circumstances applicable to the property that make compliance with the side setback requirements a problem. The strict application of this title will deprive the applicant of privileges enjoyed by other property owners in the vicinity and under identical zone classification.

Similar structures used for varying similar uses can be found throughout Fairfax. Therefore, the variance 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.

The strict application of this title would result in excessive or unreasonable hardship because the owner will be unable to restore the accessory structure that was on the site when they obtained ownership of the property.

The granting of the variance will not be detrimental to the public welfare or injurious to other property in the vicinity in which the property is situated because the 3 foot setback of the previous workshop will be maintained and the structure is set a large distance back from the street where it will have no impact on the public.

Recommended Conditions

1. Prior to issuance of the building permit for the project, the owner will need to sign, have her signature notarized and record a deed restriction at the Marin County Recorder's Office, indicating that the studio is to have no kitchen and is to be used by residents of the house or their guests only, not a separate living unit.
2. The roadways shall be kept clean and the site free of dust by watering down the site if necessary. The roadways shall be kept free of dust, gravel and other construction materials by sweeping the roadway, daily, if necessary.
3. During construction developer and all employees, contractor's and subcontractor's must comply with all requirements set forth in Ordinance # 637 (Chapter 8.26 of the Town Code), "Storm Water Management and Discharge Control Program."
4. Notwithstanding section # 17.38.050(A) of the Fairfax Zoning Ordinance, **any** changes, modifications, additions or alterations made to the approved set of plans will require a modification of Use Permit 14-18. **Any** construction based on job plans that have been altered without the benefit of an approved modification of Use Permit 14-18 will result in the job being immediately stopped and red tagged.
5. Any damages to Cascade Drive resulting from construction activities shall be the responsibility of the property owner. Road closures, if necessary, shall be coordinated with the Fairfax Police Department and the Ross Valley Fire Department.
6. The applicant and its heirs, successors, and assigns shall, at its sole cost and expense, defend with counsel selected by the Town, indemnify, protect, release, and hold harmless the Town of Fairfax and any agency or instrumentality thereof, including its agents, officers, commissions, and employees (the "Indemnitees") from any and all claims, actions, or proceedings arising out of or in any way relating to the processing and/or approval of the project as described herein, the purpose of which is to attack, set aside, void, or annul the approval of

the project, and/or any environmental determination that accompanies it, by the Planning Commission, Town Council, Planning Director, Design Review Board or any other department or agency of the Town. This indemnification shall include, but not be limited to, suits, damages, judgments, costs, expenses, liens, levies, attorney fees or expert witness fees that may be asserted or incurred by any person or entity, including the applicant, third parties and the Indemnitees, arising out of or in connection with the approval of this project, whether or not there is concurrent, passive, or active negligence on the part of the Indemnitees.

Nothing herein shall prohibit the Town from participating in the defense of any claim, action, or proceeding. The parties shall use best efforts, acting in good faith, to select mutually agreeable defense counsel. If the parties cannot reach agreement, the Town may select its own legal counsel and the applicant agrees to pay directly, or timely reimburse on a monthly basis, the Town for all such court costs, attorney fees, and time referenced herein, provided, however, that the applicant's duty in this regard shall be subject to the Town's promptly notifying the applicant of any said claim, action, or proceeding.

Ross Valley Fire Department Conditions:

1. A fire protection 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. A separate deferred permit shall be required for this system. Plans and specifications for the system shall be submitted by an individual or firm licensed to design and/or design-build sprinkler systems.
2. All smoke detectors in the residence shall be provided with AC power and be interconnected for simultaneous alarm. Detector 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.
3. A Vegetative Management Plan designed in accordance with Ross Valley Fire Standard 220 is required for this project. A separate deferred permit shall be required for this plan. Please submit directly to the Fire Department for review.
4. Carbon monoxide alarms shall be provided.
5. Address numbers must be 4 inches tall and if not clearly visible from the street, additional numbers are required. The project is a substantial remodel so the numbers must be internally illuminated or illuminated by an adjacent light controlled by a photocell and switch off only by a breaker so it will remain illuminated all night. The numbers must be internally illuminated, placed next to a light or be reflective numbers.

Marin Municipal Water District

1. The applicant must comply with the District Code Title 13, Water Conservation, as a condition of water service.
2. Should backflow protection be requirement it shall be installed prior to the project final inspection.

Sanitary District

If not already installed the side sewer shall be equipped with an appropriate backwater prevention device. Either the existing or the new side sewer shall be inspected and be approved by a District inspector prior to the building permit final inspection.

Building Department

1. There shall be no openings in the eastern wall of the structure and the building shall either have a sprinkler system or the eastern wall shall be a 1 hour wall.
2. The applicant must comply with any all conditions listed above unless a specific agency waives their conditions in a written letter to the Department of Planning and Building Services.
3. Planning Conditions acted upon by the Planning Commission may only be waived by the Commission at a future public hearing.

ATTACHMENTS

Exhibit A – applicant's supplemental information

Exhibit B - other agency/department comments/conditions

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.

20' foot side yard variance to construct a studio within _____

3' feet of the side property line. (ON existing foundation)

_____ 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.) _____

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).

The studio/workshop is being remodeled on the same foundation which the building has existed since 1923. It is 3' from the property line, just as the neighbor's house is 3' from the property line. The neighbor also has an 8x12' shed right on the property line.

- 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).

The studio/workshop has been in the same location for 90 yrs and we are not enlarging or increasing the height of the structure.

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

^{200 sq ft} The building has been in the same location for 90 yrs. and there is no other place on the property to move it.

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.

The zoo building we are remodeling has been 3' from the side property line for 90 yrs. and the neighbor's house is also 3' from the property line, so I guess that's the way things were done before. The neighbor is also fine with what we are doing and in fact put a storage shed (8x12') within 1' of the property line recently and we are fine with that.

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 workshop / studio we are remodeling previously had plumbing and was hooked into the sewer system. We are remodeling the zoo # structure to include a small bathroom and it will be used as an art studio.

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 space has been used as a workshop for over 50 yrs. An art studio/workshop is no different

- 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 workshop was previously used for welding & metal working. As an art studio, we will create no noise - and our neighbors are totally fine with the upgrade we are doing

- 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.

No, it is not contrary to city objectives, goals or standards

P.S. The building was falling down, so what we are doing is an improvement in the neighborhood.



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

FIRE DEPARTMENT PLAN REVIEW

PROJECT: Detached Unit
 ADDRESS: 101 Cascade
 Fairfax CA, 94930

Page: 1 of 3
 Date: 04/24/2014
 Reviewed by: Rob Bastianon
 (415) 258-4673

TYPE OF REVIEW: Planning
 Bldg. Dept. 4/10/14 Fire Dept. # 14-0128
 E-mail: Rbastianon@rossvalleyfire.org
 Review No. 1
 Fire Department Standards can be found at: www.rossvalleyfire.org

Applicant*: Fairfax Planning

***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: 200sqft:	Turn-Around Req: NO	Permits Required: Sprinkler
Stories: +	Fire Flow Test Required: NO	
Height: +ft.	Wildland Urban Interface: YES	

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

- APPROVED (no modifications required)
- COMPLETE AS NOTED (minor modifications required - review attached comments)
- NOT APPROVED (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: 4-24-14

Inspections required:

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

EXHIBIT # B



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

FIRE DEPARTMENT PLAN REVIEW

PROJECT: Detached Unit
ADDRESS: 101 Cascade
Fairfax CA, 94930

Page: 2 of 3
Date: 04/24/2014
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TYPE OF REVIEW: Planning
Bldg. Dept. 4/10/14 Fire Dept. # 14-0128
E-mail: Rbastianon@rossvalleyfire.org
Review No. 1
Fire Department Standards can be found at: www.rossvalleyfire.org

ITEM #	SHEET	COMMENTS	Corr. Made
1		This property is located in the Wildland-Urban Interface area of the Town of Fairfax. Material shall be in compliance with California Building Code Chapter 7A. Shall be noted on construction plans submitted for permit	
		Submitter's Response: Correction has been completed. See Sheet ___ of <input type="checkbox"/> Plans <input type="checkbox"/> Calculations.	
2		A fire sprinkler system shall be installed throughout the both buildings which complies with the requirements of the National Fire Protection Association (NFPA) 13-D and local standards. A separate deferred permit shall be required for this system. Plans and specifications for the system shall be submitted by an individual or firm licensed to design and /or design-build sprinkler systems. NOTE AS DEFERRED SUBMITTAL	
		Submitter's Response: Correction has been completed. See Sheet ___ of <input type="checkbox"/> Plans <input type="checkbox"/> Calculations.	
3		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.	
		Submitter's Response: Correction has been completed. See Sheet ___ of <input type="checkbox"/> Plans <input type="checkbox"/> Calculations.	
4		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.	
		Submitter's Response: Correction has been completed. See Sheet ___ of <input type="checkbox"/> Plans <input type="checkbox"/> Calculations.	
5		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.	



Ross Valley Fire
Department

777 San Anselmo Ave
San Anselmo, Ca 94960
Ph. 415-258-4686

FIRE DEPARTMENT PLAN REVIEW

PROJECT: Detached Unit
ADDRESS: 101 Cascade
Fairfax CA, 94930

TYPE OF REVIEW: Planning
Bldg. Dept. 4/10/14

Fire Dept. # 14-0128

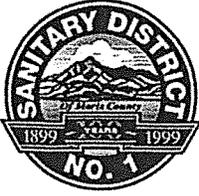
Fire Department Standards can be found at: www.rossvalleyfire.org

Page: 3 of 3
Date: 04/24/2014
Reviewed by: Rob Bastianon
(415) 258-4673

E-mail: Rbastianon@rossvalleyfire.org

Review No. 1

*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.*



ROSS VALLEY SANITARY DISTRICT
2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

RECEIVED
APR 16 2014
TOWN OF FAIRFAX

Apr 14, 2014

Linda Neal, Senior Planner
Town of Fairfax
Dept of Planning and Building Services
142 Bolinas Road
Fairfax, CA 94930

SUBJECT: 101 CASCADE DRIVE, FAIRFAX, CA; APN 003-204-16

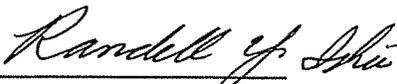
Dear Ms. Neal:

We are in receipt of your transmittal letter dated April 3, 2014 concerning the above- referenced project. The District has no objection in general, but has the following comments and requirements if the project is approved:

1. If not already installed, the District requires that the side sewer be equipped with an appropriate backwater prevention device (e.g., Contra Costa valve as warranted by the individual site conditions).
2. After the project is approved, the owner or contractor should contact the District to arrange for a District inspector to approve the existing installation (or approve the plans for the proposed installation) of the backwater prevention device and any work done on the side sewer lateral in order to make a record for the District's files.

If you need further information regarding this matter, please contact the office.

Sincerely,


Randell Y. Ishii, M.S., P.E.
District Engineer

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 3, 2014

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: 101 Cascade Drive; Assessor's Parcel No. 003-204-16

Project Description: reconstruction of a 200 square foot accessory building that will be used as a artist studio and include a full bathroom.

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	Received April 2, 2014	Preliminary development plans

REMARKS PORTIONS OF THE BUILDING LESS THAN 5' FROM THE PROPERTY LINE CAN NOT HAVE OPENINGS (WINDOWS + DOORS), AND MUST HAVE A 1 HOUR RATED WALL, UNLESS THE BUILDING HAS A FIRE SPRINKLER SYSTEM.
 Please respond by April 22, 2014. Thanks

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

Attn: Chief Marin

**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 3, 2014

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: 101 Cascade Drive; Assessor's Parcel No. 003-204-16

Project Description: reconstruction of a 200 square foot accessory building that will be used as a artist studio and include a full bathroom.

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	Received April 2, 2014	Preliminary development plans

REMARKS _____

Please respond by April 22, 2014. Thanks

PM 4/3/14

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