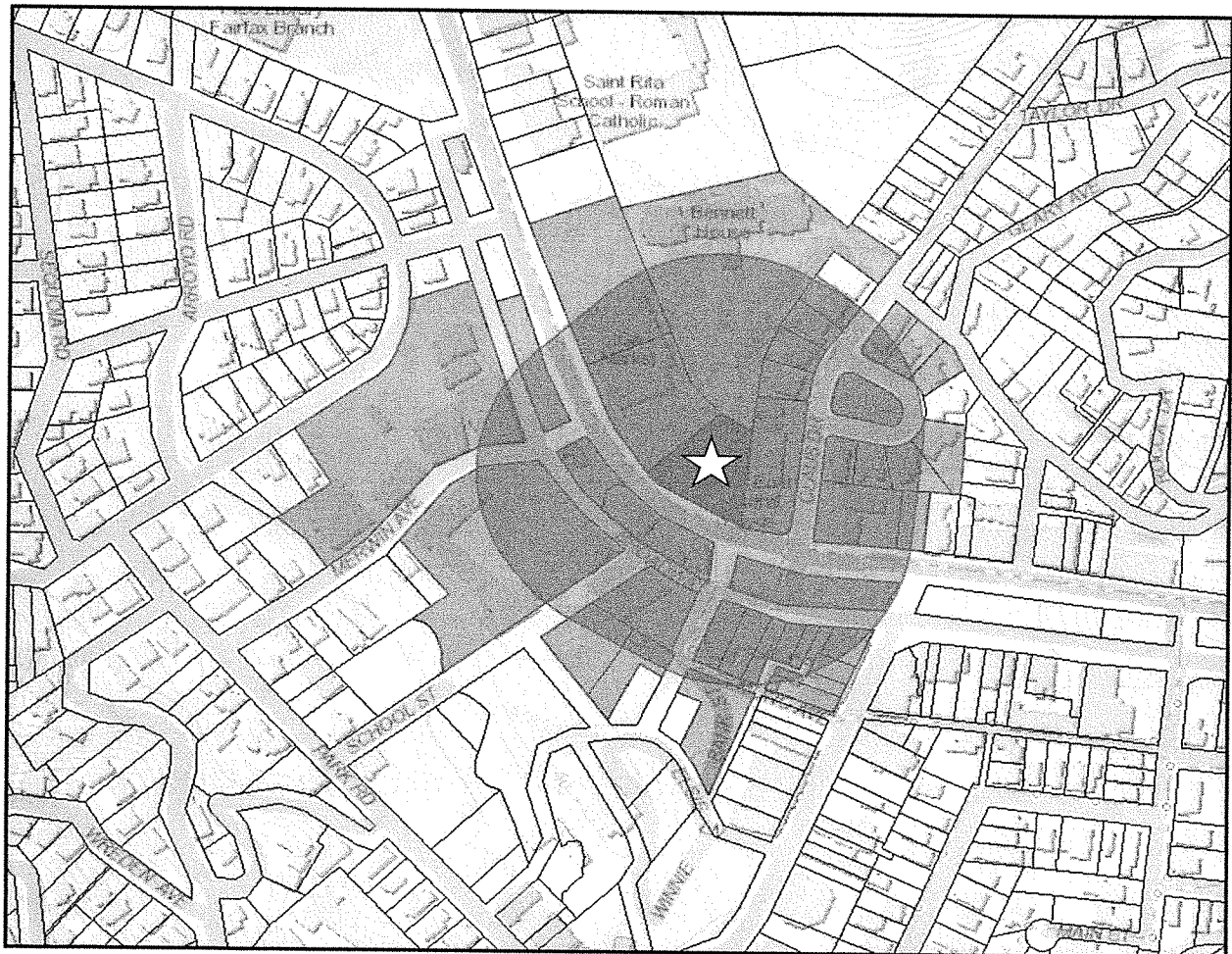


**TOWN OF FAIRFAX
STAFF REPORT
Department of Planning and Building Services**

TO: Fairfax Planning Commission
DATE: August 21, 2014
FROM: Jim Moore, Director of Planning and Building Services
Linda Neal, Senior Planner
LOCATION: 2000 Sir Francis Drake Blvd.: Assessor's Parcel No. 001-183-17
ZONING: Highway Commercial CH Zone
PROJECT: Outdoor sales, Flea Market, Live music
ACTION: Use Permit; Application # 14-32
APPLICANT: Michele Schwartz and Val Yandell
OWNER: Earth Rat LLC
CEQA STATUS: Categorically exempt, § 15301(a) and 15304(e)



2000 SIR FRANCIS DRAKE BOULEVARD

BACKGROUND

The 18,358 square foot site was originally developed as a gas station but the record is unclear as to when the use was originally established. Records indicate it was a Jiffi Gas Station until 1977 when it was taken over and used as a gas station/volkswagon repair shop until it closed sometime prior to the 2009 purchase of the site by Earth Rat LLC. Then the structure on the site was used as Good Earth office space and overflow parking for the market until its relocation to 720 Center Boulevard. It has been "The Garage" since 2013.

DISCUSSION

The Garage opened at 2000 Sir Francis Drake Boulevard in early 2013 and at the time the business was described verbally to staff as a studio space and retail space for a group of artists to sell their art pieces though the business license described it slightly differently as studio/retail and offering repurposed home accents, clothing and accessories (Exhibit B – 2013 Business License). The business has evolved and no longer can be operated entirely within the building. The items being sold now extend out into the area underneath and immediately adjacent to the old gas station canopy (area depicted by the dotted line on the site plan). Items are also stored in and displayed from two travel trailers that are permanently parked on the site and the outdoor display area has been fenced with sections of temporary/mobile wooden fencing.

Town Code §17.096.050(B)(2) requires a Use Permit be obtained for any principal permitted uses not conducted entirely within a building.

The applicants are now applying to legalize the outdoor display of items and display and sale from the two trailers. The request also includes approval for a flea market to be held on the site once a month on the third Saturday, from 10 AM to 5 PM and the playing of live acoustic and/or amplified acoustic music once a month, either on Thursday, Friday or Saturday, from 6 PM to 9 PM. The musicians will play under the building canopy.

The hours and days proposed for the flea market, the third Sunday of each month from 10 AM to 5 PM, and the live music, once a month on either Thursday, Friday or Saturday from 6 PM to 9 PM, are such that the impacts on neighboring residents and commercial residences will be minimized.

Traffic

The uses do not require a Traffic Impact Permit because they do not reach any of the thresholds or meet any of the criteria for an applicable project as described in Town Code §17.056.050.

Parking

The parking lot for this business is not striped but even with the installation of 15 display booths in the locations on the large site plan there remains on-site parking for at least 10 cars which meets the general requirement for parking in the Highway Commercial CH Zone District of 6 spaces for a 1,200 square foot structure (Town Code § 17.096.100(2)(e), 1 space is required for each 200 square feet of building gross floor area). The code is silent on parking requirements for events such as the proposed flea market and live music events.

Scenic Highway

Sir Francis Drake Boulevard is identified as a scenic highway on the 2010-2030 Fairfax General Plan Visual Resources Map (Figure OS-1, page OS-4 of the 2010-2030 Fairfax General Plan). It is a matter of personal preference whether outdoor storage and sale of repurposed items, temporary/portable wooden fencing and trailers is visually aesthetically pleasing along this designated scenic highway. The site has been for sale for some time now and this business has resulted in the site attracting customers during a time when the site would otherwise be a vacant visual "desert". The Use Permit can be revoked if complaints are received and the Commission and/or Town Council determines the use has outgrown the site or has become a nuisance.

The paint on the building is peeling and the applicants should consider refreshing the existing paint/color scheme. If the colors are changed from the existing paint family currently in use, a design review permit will be required.

Other Agency/Department Comments/Conditions

Marin County Environmental Health –

The applicant must obtain a Community Event Health permit per the California Retail Food Code prior to the event(s) (please note that the use permit no longer includes a request for food trucks).

Ross Valley Fire Department –

Events shall comply with Ross Valley Fire Department Standard # 318 and an operational permit shall be issued by the Fire Marshal prior to the event(s).

Building Official –

The accessible restrooms must include accessible wash facilities.

The Fairfax Police Department, Marin Municipal Water District and Ross Valley Sanitary District had no comments on the proposal.

RECOMMENDATION

1. Open the public hearing and take testimony.
2. Close the public hearing.
3. Move to approve application # 14-32 based on the following findings and subject to the following conditions:

Recommended Findings

1. The permanent outdoor sales area is limited to the area underneath and immediately adjacent to the canopy and the remainder of the site meets entrance, exiting and parking requirements of the Zoning Ordinance, the Ross Valley Fire Department and the Fire Code. The temporary uses will be subject to obtaining required permits from both the Marin County Health Department and the Ross Valley Fire Department. Other permitted outdoor retail uses and onetime events are subject to meeting the same regulations and 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 permitting requirements of the other agencies and departments, ensure that 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. Approval of the use permit is not contrary to those objectives, goals or standards contained in the Fairfax General Plan or Zoning Ordinance.
4. Approval of the use permit will result in equal or better development of the premises than if it were to remain vacant, and said approval is in the public interest and for the protection or enhancement of the general health, safety or welfare of the community.

Recommended Conditions

1. The area to be used for permanent outdoor display shall be limited to that shown within the dashed line on the site plan prepared by Morgan Hall and dated 3/29/14.
2. The number of trailers approved for the site is limited to the 2 silver airstream trailers that exist there now.

3. The playing of acoustic or amplified acoustic music is limited to Thursday, Friday or Saturday and for once a month only between the hours of 6 PM and 9 PM.
4. The flea market is approved for the third Saturday of each month for 15 tables/booths only and shall be open from 10 AM to 5 PM only.
5. The portable accessible toilets shall be located behind the building unless otherwise required to be relocated by Environmental Health or other agency with jurisdiction over the property (Exhibit C). If the portable toilets are located where they are visible from the street they shall be retained on the site no longer than is necessary for the event (placed the day before the event and removed no later than the day after the event).
6. This use permit is not approved for any food sales. The sale of any food from the site will require the approval of a modification of this Use Permit.
7. Any signs and/or a sign program advertising the flea market are/is subject to the Sign Permit Ordinance and require a sign permit. Sandwich board signs, signs not complying with the Sign Ordinance and off site signs require the approval of a sign permit by the Planning Commission. Unauthorized signs will be removed by the Town.
8. Areas 1, 2 and 3, shown on the small site plan shall be kept open and available for parking of customers at all times (Exhibit C).
9. 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.

10. Any planters associated with the business shall be maintained in an acceptable condition.
11. The applicants shall maintain the premises in a neat and attractive manner at all times. Such maintenance shall include, but not be limited to, exterior building materials, signage, windows, the planters, the ground and the pavement surfaces.
12. The applicant shall comply with all applicable local, county, state and federal laws and regulations. Local ordinances which must be complied with include, but are not limited to: the Noise Ordinance, Chapter 8.20, Polystyrene Foam, Degradable and Recyclable Food Packaging, Chapter 8.16, Garbage and Rubbish Disposal, Chapter 8.08, Urban Runoff Pollution Prevention, Chapter 8.32 and the Americans with Disabilities Act.
13. Any changes made to the exterior of the building, including but not limited to new lighting, new signs, planters, etc., shall comply with the design review regulations of the Town Code, Chapter 17.020, and be approved by the Planning Commission (when required).
14. The applicant or permit holder 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 Town Council, Planning Commission, Planning Director, Design Review Board or any other department, committee, or agency of the Town concerning a development, variance permit or other land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permit holders duty to so defend, indemnify, and hold harmless shall be subject to the Town promptly notifying the applicant or permit holder.
15. The applicant must provide a layout plan to the Town approved by the Environmental Health Department and Ross Valley Fire Department prior to the date of the first flea market.
16. The use permit shall be reviewed on August 20, 2014, to determine if the permit conditions are being complied with and/or need to be modified.
17. The Use Permit can also be revoked after a public hearing if it is determined by the Planning Commission that; a) the original use permit conditions are not being complied with; b) The permittee or holder of the permit has failed to undertake the use(s) in question for an unreasonable period of time; c) the use has ceased to exist or has been suspended for 6 months or more; or, d) the use has been

conducted in a manner detrimental to the public health, safety or welfare or so as to be a nuisance.

ATTACHMENTS

Exhibit A – applicant's supplemental information

Exhibit B- Business license information

Exhibit C- parking/restroom site plan

Exhibit D – other agency/department comments/conditions

Use Permit Application - 2000 Sir Francis Drake Blvd

We are proposing the approval of a monthly, Sunday, Flea Market and occasional acoustic or amplified acoustic music performances.

**The once monthly Flea Market will run year round (weather permitting)
10am - 5pm on the third Sunday of the month.**

The Flea Market will consist of 15 - 10 x 10 foot spaces for vendors with artisan crafts and collectibles.

"Fairfax Flea" endeavors to be a strongly community oriented event. A place not just for shopping but where the community can gather to support local artists and musicians; purchase local, handmade goods and support the sustainable practice of up-cycling. Preference is given to Fairfax and Marin based vendors.

In addition to our two on site bathrooms, "porta-pottis" will be rented as necessary to accommodate events.

Parking and additional staff will also be provided for the events.

Occasional Musical Performances will be acoustic or amplified acoustic local musicians. These events will take place on one Thursday, Friday OR Saturday evening a month from 6 pm - 9 pm and be held under the canopy on the exterior of our space.

In addition to our two on site bathrooms, "porta-pottis" will be rented as necessary to accommodate events.

Parking and additional staff will also be provided for the events.

The feedback we have received in the year and five months that The Garage has been open has been resoundingly positive. We have been told by shoppers and neighbors that having our artists collective doing business in the space is a welcome change to the empty building and vacant parking lot which attracted loitering and dumping.

The Garage artists take pride in the space and work hard to keep the grounds clean, shrubbery groomed and the exterior of the building attractive. It is also of utmost importance to us that our neighbors and fellow businesses in downtown are happy. We have met with the businesses surrounding us, other downtown merchants and many of the residents of the Bennett House behind us who enjoy walking over to shop and visit with the staff.

We feel that our presence in the once empty space has reinvigorated our end of town and we are proud to be part of the unique offerings that bring people to Fairfax.

EXHIBIT # 

Fairfax Flea Vendor Information ~ PLEASE READ BEFORE APPLYING!

ITEMS FOR SALE

Goods should be handmade or locally made, re-purpose or antique/vintage. We're striving to balance our available booths with the right match of vendors across various categories so that all participants have an opportunity for success and our visitors have a diverse experience.

PAYMENTS

Confirmation will be sent via email.

Please DO NOT send payments with your application.

Payment details will be included in your confirmation email.

All spaces are 10' x 10'

You are welcome to share your space, please apply with the person you wish to share with and make one payment (once confirmed.)

- Spaces will be released for booking if we do not receive your payment within 5 days of your confirmation email.
- No payments will be accepted on the day of the Flea.
- No booth set up without application and payment.

Note: In the event of CANCELLATION or RAIN your fee will be transferred to the next event.

CANOPY REQUIREMENTS

If you choose to bring a canopy or market umbrella please be aware our lot can experience very high winds. All canopies must be weighted with a minimum of 25 lbs per leg. THE GARAGE staff reserves the right to ask you to break down your canopy.

Weighted and secured market umbrellas may be used if the wind permits.

Vendors supply their own canopies, umbrellas, tables and chairs.

There is no electricity or wireless internet available.

LOAD IN / LOAD OUT AND PARKING

- **LOAD IN:** Load ins will be scheduled for 7:30-8:30am/8:30-9:30am.
- **LOAD OUT:** Cars can come on the lot after 3 pm once your booth is ***completely packed and ready to load.*** You **MUST** have a Flea staff person escort your car on and off the lot; this rule is in place for the safety of our customers and pedestrians.

CONTACT VAL ~ EMAIL: val@fairfaxflea.com

Fairfax Flea Vendor Application

Please read all of the vendor information sheet before applying.

Artist/Vendor Name[s] _____

Email _____

Phone _____

Website or image gallery _____

NEW Vendor applicants - If you do not have a website or photo gallery on line please include 3 - 5 images of your work.

Category ☐ Artist/Designer/Crafter ☐ Antiques/Vintage

APPLICATIONS can be scanned and returned to val@fairfaxflea.com or dropped off at THE GARAGE during business hours. **Do not leave payment with your application.** You will be notified by email with confirmation of acceptance and instructions for payment and load in times.

SPACES are 10' x 10' - Vendors are responsible for their own shade structure, tables and displays. Canopies MUST be weighted with a minimum of 25 lbs per leg. Umbrellas MUST be secured. THE GARAGE management reserves the right to ask that shade structures be taken down. Our location can experience very high winds on a daily basis and there is no shade in the Flea Market area, please be prepared.

Please check the appropriate box:

- ☐ I will be bringing a canopy and weights. ☐ I will be bringing a secured umbrella
☐ No shade structure

LOAD-IN PREFERENCE ☐ 7:30 - 8:30 am ☐ 8:30 - 9:30 am

How did you hear about Fairfax Flea?



TOWN OF FAIRFAX

142 BOLINAS ROAD
(415) 453 - 1584

FAIRFAX, CALIFORNIA 94930
FAX (415) 453 - 1618

APPLICATION FOR MUNICIPAL BUSINESS LICENSE

2013

SUNNY DAY SALVAGE (moved to inside "Garage" on SFD
8/26/13/SW)
SCHOOL STREET PLAZA SUITE 12C-2
27 HUMBOLDT AVE (MAIL HERE)
SAN ANSELMO, CA 94960

Business Classification: Retail Sales

Prior Year Fee:

Current Year Fee: _____

(see current fee schedule enclosed)

Dear Fairfax Business License Holders and Applicants:

Your 2014 Business License Fee is due January 1st and becomes delinquent February 1st. If the fee is not paid within 30 days of the due date, a \$10 dollar penalty will be assessed for each month or portion of the month during which the fees remain unpaid. Please complete and return this business license application, including the appropriate section on the reverse side with your check payable to the "Town of Fairfax." If you have any questions, please contact Susan Waters at (415) 458-2342. Thank you and best wishes for a happy, healthy, and prosperous New Year! PLEASE SHARE YOUR E-MAIL ADDRESS: _____

Name of Business: SUNNY DAY SALVAGE (moved to inside "Garage" on SFD 8/26/13/SW)

Business Address: 27 HUMBOLDT AVE (MAIL HERE)

SCHOOL STREET PLAZA SUITE 12C-2

City: SAN ANSELMO State: CA ZIP: 94960

Business Phone: SEE OWNER #

Owner of Business: Michele Schwartz

Owner's Home Address: 27 Humboldt Ave, San Anselmo CA 94960

Owner's Phone: (415) 261-7763 MS

Describe the Business: ☒ STUDIO/RETAIL REPURPOSED HOME ACCENTS, CLOTHING & ACCESSORIES

Employer Identification: 258-61-3732 AV Ownership Type: Partnership
(or Social Security No.) (Corporation, Sole Proprietorship, etc.)

State Sales Tax No.: 102-134061

FOR STAFF USE:

DATE: _____ REC. # _____ PERMIT # _____
LIC. # _____ FEE: _____ CONTROL # 25573

SIGNATURE OF APPLICANT

PENALTY FOR VIOLATION in accordance with Ordinance #516, Section 1-8:

The undersigned does hereby DECLARE UNDER PENALTY OF PERJURY that all information given in this application is true and correct.

SIGNATURE _____ DATE _____

PRINT NAME _____

EXHIBIT #

B

Additional comment - Painted furniture, handmade goods, indie crafts events & soirees - Michele Schwartz now-Sole owner 8/24/13 per Angela



TOWN OF FAIRFAX

142 BOLINAS ROAD
(415) 453 - 1584

FAIRFAX, CALIFORNIA 94930
FAX (415) 453 - 1618

APPLICATION FOR MUNICIPAL BUSINESS LICENSE

2013

THE GARAGE
2000 SIR FRANCIS DRAKE BL
FAIRFAX, CA 94930

Business Classification: Retail Sales

Prior Year Fee: \$163.00

Current Year Fee: _____
(see current fee schedule enclosed)

Dear Fairfax Business License Holders and Applicants:

Your 2014 Business License Fee is due January 1st and becomes delinquent February 1st. If the fee is not paid within 30 days of the due date, a \$10 dollar penalty will be assessed for each month or portion of the month during which the fees remain unpaid. Please complete and return this business license application, including the appropriate section on the reverse side with your check payable to the "Town of Fairfax." If you have any questions, please contact Susan Waters at (415) 458-2342. Thank you and best wishes for a happy, healthy, and prosperous New Year! PLEASE SHARE YOUR E-MAIL ADDRESS: _____

Name of Business: THE GARAGE *(First B/L)*

Business Address: 2000 SIR FRANCIS DRAKE BL

City: FAIRFAX **State:** CA **ZIP:** 94930

Business Phone: _____

Owner of Business: Michele Schwartz, Val Yandell

Owner's Home Address: 2232 Sir Francis Drake BL, Fairfax, CA 94930 (Val)

Owner's Phone: _____

Describe the Business: Retail co-op - INTERIOR USE OF BUILDING ONLY
8/26/13 - Includes Sunny Day Salvage now (Michele Schwartz)

Employer Identification: 455-73-0804 **Ownership Type:** SOLE
(or Social Security No.) (Corporation, Sole Proprietorship, etc.)

State Sales Tax No.: _____

FOR STAFF USE:

DATE: _____ REC. # _____ PERMIT # _____
LIC. # _____ FEE: _____ CONTROL #: 26062

SIGNATURE OF APPLICANT

PENALTY FOR VIOLATION in accordance with Ordinance #516, Section 1-8:

The undersigned does hereby DECLARE UNDER PENALTY OF PERJURY that all information given in this application is true and correct.

SIGNATURE _____ DATE _____

PRINT NAME _____



TOWN OF FAIRFAX

142 BOLINAS ROAD
(415) 453 - 1584

FAIRFAX, CALIFORNIA 94930
FAX (415) 453 - 1618

APPLICATION FOR MUNICIPAL BUSINESS LICENSE

2014

THE GARAGE
2000 SIR FRANCIS DRAKE BL
FAIRFAX, CA 94930

Business Classification: Retail Sales

Prior Year Fee: \$100.00

Current Year Fee: _____

(see current fee schedule enclosed)

Dear Fairfax Business License Holders and Applicants:

Your 2014 Business License Fee is due January 1st and becomes delinquent February 1st. If the fee is not paid within 30 days of the due date, a \$10 dollar penalty will be assessed for each month or portion of the month during which the fees remain unpaid. Please complete and return this business license application, including the appropriate section on the reverse side with your check payable to the "Town of Fairfax." If you have any questions, please contact Susan Waters at (415) 458-2342. Thank you and best wishes for a happy, healthy, and prosperous New Year! PLEASE SHARE YOUR E-MAIL ADDRESS: _____

Name of Business: THE GARAGE *(Current B/L)*

Business Address: 2000 SIR FRANCIS DRAKE BL

City: FAIRFAX State: CA ZIP: 94930

Business Phone: _____

Owner of Business: Michele Schwartz, Val Yandell

Owner's Home Address: 2232 Sir Francis Drake BL, Fairfax, CA 94930 (Val)

Owner's Phone: _____

Describe the Business: Retail co-op - INTERIOR USE OF BUILDING ONLY
8/26/13 - Includes Sunny Day Salvage now (Michele Schwartz)

Employer Identification: 455-73-0804 Ownership Type: SOLE
(or Social Security No.) (Corporation, Sole Proprietorship, etc.)

State Sales Tax No.: _____

FOR STAFF USE:

DATE: _____ REC. # _____ PERMIT # _____
LIC. # _____ FEE: _____ CONTROL # 26468

SIGNATURE OF APPLICANT

PENALTY FOR VIOLATION in accordance with Ordinance #516, Section 1-8:

The undersigned does hereby DECLARE UNDER PENALTY OF PERJURY that all information given in this application is true and correct.

SIGNATURE _____ DATE _____

PRINT NAME _____

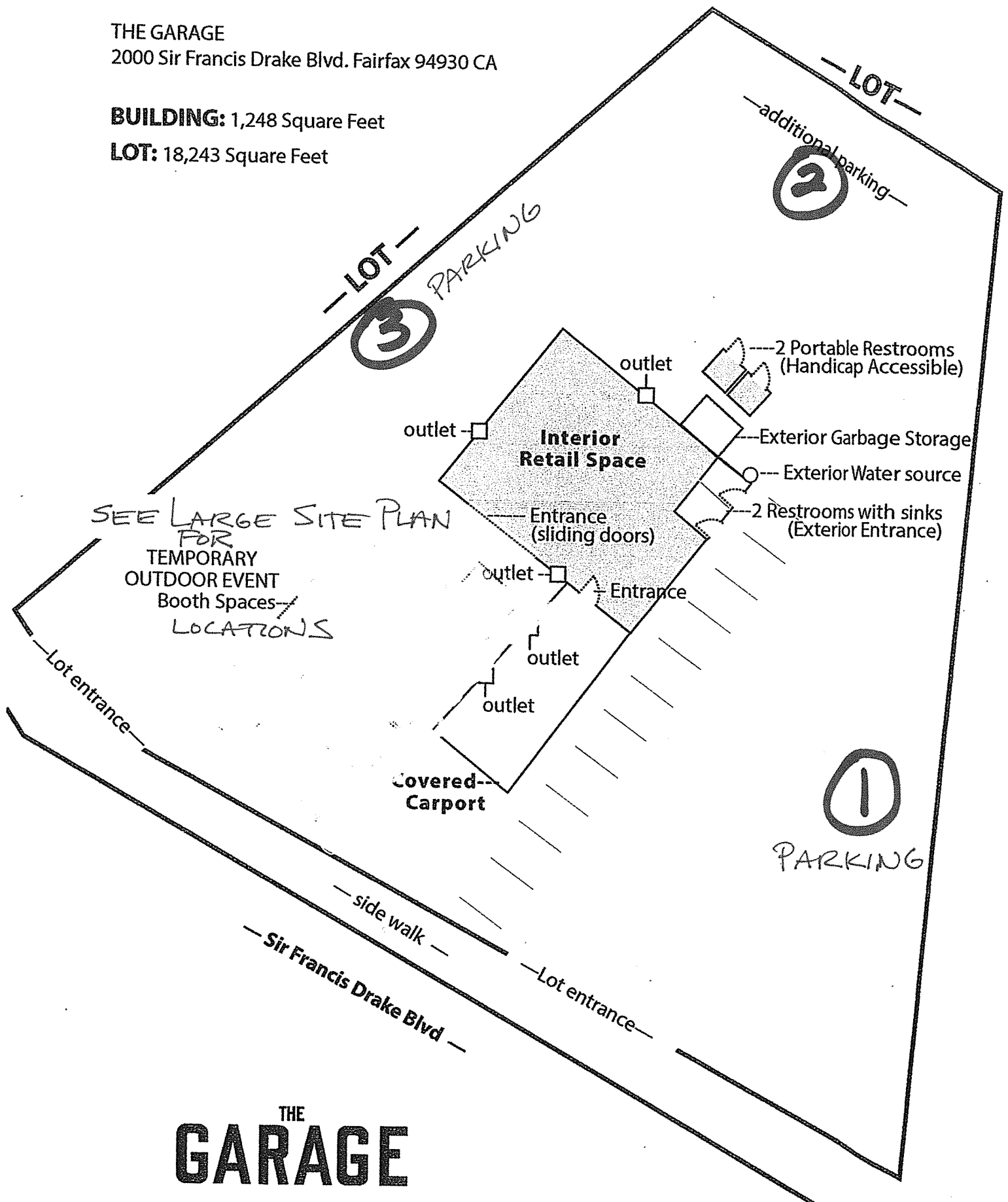
SITE PLAN FOR USE PERMIT APPLICATION

THE GARAGE

2000 Sir Francis Drake Blvd. Fairfax 94930 CA

BUILDING: 1,248 Square Feet

LOT: 18,243 Square Feet



THE
GARAGE

EXHIBIT #

C



Ross Valley Fire Department
777 San Anselmo Avenue, San Anselmo, CA 94960

Roger Meagor
FIRE CHIEF

Memo

To: Linda Neal, Sr. Planner

From: Robert Bastianon *RB*

Date: 10/30/2013

Re: Use Permit at 2000 Sir Francis Drake Blvd, Fairfax

Ross Valley Fire Department has reviewed the application for a use permit to operate a monthly food truck event and bi-monthly flea market.

Each event shall be set up in accordance with Ross Valley Fire Standard #318. An operational permit issued from the Fire Marshal shall be issued prior to the event. A detailed site plan showing all the event detail shall be provided as part of the operational permit. A site inspection will be required.

No tent or temporary membrane structure greater than 400sf shall be erected on site without a separate permit.

Committed to the protection of life, property, and environment.
SAN ANSELMO • FAIRFAX • SLEEPY HOLLOW

HEADQUARTERS: 777 San Anselmo Avenue, San Anselmo, CA 94960 TEL: (415) 258-4686 FAX: (415) 258-4689 www.rossvalleyfire.org

EXHIBIT #

D

ROSS VALLEY FIRE DEPARTMENT



Developed by
Robert Bastianon, Fire Inspector
Approved by
Roger Meagor, Fire Chief

Fire Protection Standard

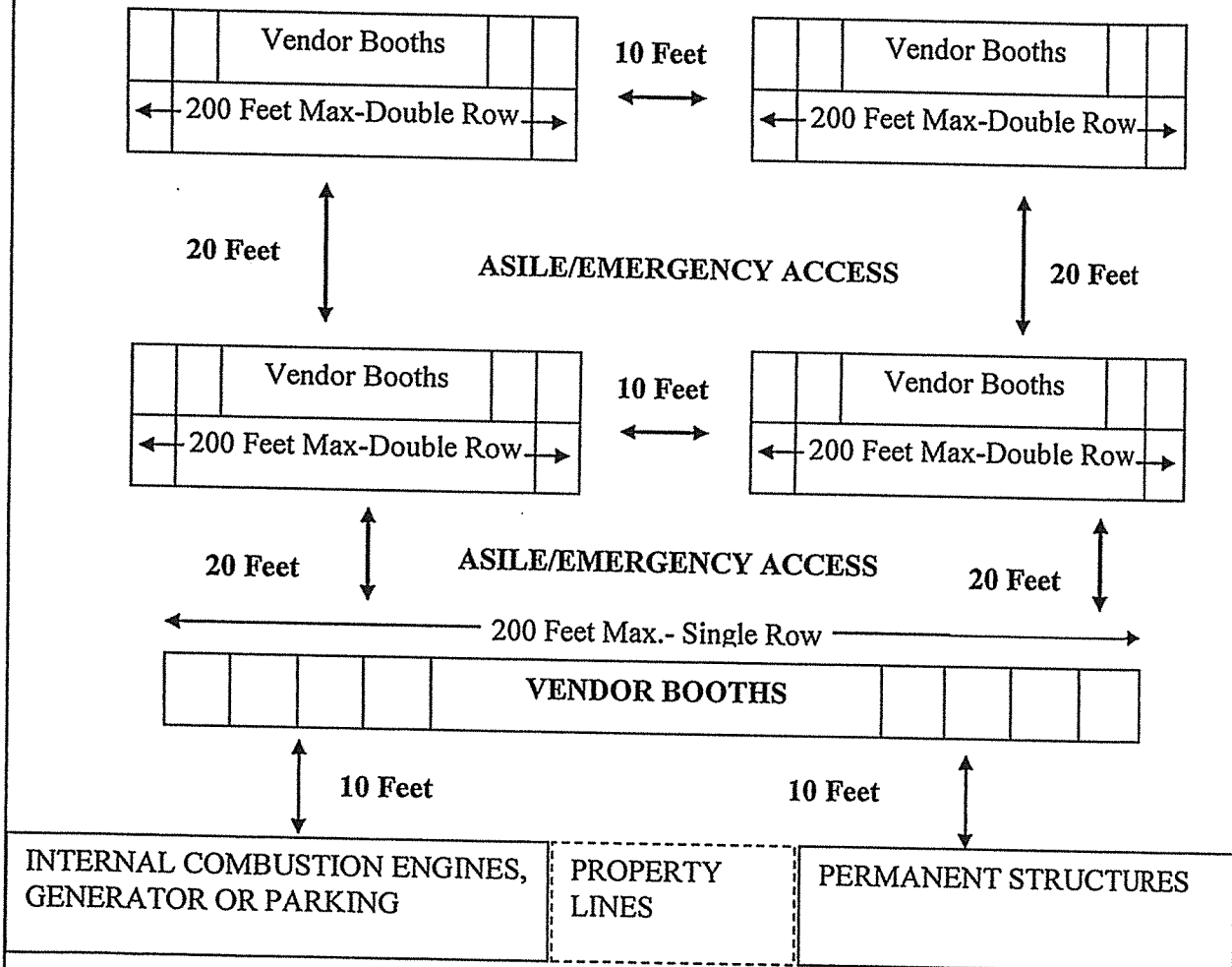
Events and Outdoor Cooking

Date: 8/8/08

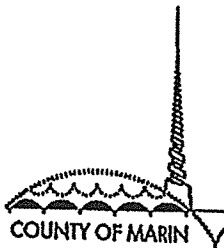
Revision:

Page: 8 of 8

Figure 3 Vendor Booth Locations



Other referenced standards: Tents and Awnings



COMMUNITY DEVELOPMENT AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION

October 29, 2013
via email

TO: Linda Neal, Fairfax Planning and Building Services Department

FROM: Steve Rosso, Marin County Environmental Health Services

RE: 2000 Sir Francis Drake Use Permit application.

Dear Linda;

Thank you for forwarding the above-referenced use permit proposal to our office. I have reviewed the proposal and have determined that the food truck gathering and the flea market will require a Community Event Health permit per California Retail Food Code. If both events are to be held at the same location, one Community Event Permit will be required. All food trucks (Mobile Food Facilities) would require an annual health permit from our office in order to operate. Restrooms or porta potties with hand-washing sinks must be provided within 200 feet of food truck operations. Adequate refuse containers must be provided and greywater must be disposed of at an approved commissary.

Any other proposed food purveyors will be required to apply for a permit with our office. Organizer and any proposed food vendors will need to apply for permits with our office at least 3 weeks prior to the event opening date.

If you have any questions or comments, please feel free to contact me at 415-473-6918.

Sincerely,

Steve Rosso
Senior REHS
Environmental Health Services
County of Marin
3501 Civic Center Drive
San Rafael, CA
(415)-473-6918

cc: Dave Smail, Supervising REHS

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:

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

Address and Parcel No: 2000 Sir Francis Drake Boulevard, Fairfax, CA 94930. APN # 001-183-17

Project Description: Use permit for bi-monthly outdoor flea market and monthly food truck event.

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: 10/2/13	Written Use Permit Application description
2	Received: 10/2/13	1 site plan of property showing existing building and proposed location of temporary event space
3	Received: 10/2/13	Photographs including: aerial view of the property, outdoor event space location, parking and restrooms, and the entrance to the permanent structure on site

REMARKS ACCESSIBLE REST ROOM (PORTA-POTTI) MUST INCLUDE
ACCESSIBLE WASH FACILITIES. NO FURTHER COMMENTS AT THIS TIME.
Please respond by October 30th, 2013. Thanks

If you have any questions please contact: Linda Neal at lneal@townoffairfax.org