



# COUNTY OF HUMBOLDT

For the meeting of: 11/16/2023

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File #: 23-1520

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**To:** Zoning Administrator

**From:** Planning and Building Department

**Agenda Section:** Consent

**SUBJECT:**

Shelter Cove Resort Improvement District - Storage Building Coastal Development Permit, Conditional Use Permit, and Special Permit  
Record Number: PLN-2023-18251  
Assessor Parcel Number: 108-111-027-000  
Shelter Cove area

The applicant is seeking a Coastal Development Permit to construct a 2000 square foot accessory storage building for the existing Fire Department, a Conditional Use Permit for Essential Services Civic Use Type, and a Special Permit for Design Review.

**RECOMMENDATION(S):**

That the Zoning Administrator:

1. Adopt the resolution (Attachment 1) which does the following:
  - a. Find that the proposed project complies with the South Coast Area Plan and Zoning Ordinance; and
  - b. Find the project exempt from CEQA pursuant to Sections 15061(b)(2) and 15303(e) of the CEQA Guidelines, and that there is no substantial evidence that the project will have a significant effect on the environment; and
  - c. Approve the Coastal Development Permit, Conditional Use Permit, and Special Permit subject to the recommended conditions of approval (Attachment 1A).

**DISCUSSION:**

**Project Location:**

The project is located in the Shelter Cove area, on the East side of Machi Road, approximately 350 feet South from the intersection of Shelter Cove Road and Machi Road, on the property known as 85 Machi

Road, Whitethorn CA, 95589

**Present General Plan Land Use Designation:**

Residential Multi Family (RM) South Coast Coastal Plan; Density: 8 to 30 dwelling units per acre;  
Slope Stability: High Instability (3)

**Present Zoning:** Residential Multi-Family, Shelter Cove Qualified, and Design Review (R2-Q/D)

**Environmental Review:**

Project is exempt from environmental review per §15061(b)(2) and under CEQA Section 15303(e) (New Construction or Conversion of Small Structures) of the CEQA Guidelines.

**State Appeal:**

Project is appealable to the California Coastal Commission.

**Major concerns:**

None

**Executive Summary:** A Coastal Development Permit to construct a 2000 square foot accessory storage building for the existing Fire Department, a Conditional Use Permit for Essential Services Civic Use Type, and a Special Permit for Design Review.

Site History:

The primary firehouse was permitted in 1977. The project included a Conditional Use Permit and a Coastal Development for the construction of a fire house. In 2003, an addition was approved, developing the Shelter Cove Fire Station and RID offices, including a meeting room. That project included a CUP for the 'Essential Service' use type on a residentially zoned parcel, a Coastal Development Permit for the construction of the addition, and a Special Permit for Design Review. Additionally, the parcel was paved with a large asphalt parking lot, upon which the accessory storage structure will be built.

Structure Details:

The accessory storage building will be a 2000 square foot steel structure. It will be constructed from 26 gauge steel R panels. The roof will be finished with Regal White paint, and the walls will be finished with Pearl Gray paint.

OTHER AGENCY INVOLVEMENT:

The project was referred to responsible agencies and all responding agencies have provided standard comments, recommended approval, or conditional approval. (Attachment 4)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

1. The Zoning Administrator could elect not to hear this item and put the decision making in front of the Planning Commission. Any decision to place this matter before the Planning Commission must be done before opening the public hearing on this project; or

2. The Zoning Administrator could elect to add or delete conditions of approval; or
3. The Zoning Administrator could deny approval of the requested permits if unable to make all of the required findings. Planning Division staff is confident that the required findings can be made based on the submitted evidence and subject to the recommended conditions of approval.  
Consequently, planning staff does not recommend further consideration of these alternatives.

**ATTACHMENTS:**

1. Draft Resolution
  - A. Conditions of Approval
2. Site Plan
3. Applicant's Evidence in Support of the Required Findings
  - A. Building Structural Details
4. Referral Agency Comments and Recommendations

**APPLICANT AND PLANNER INFORMATION:**

**Applicant**

Shelter Cove Resort Improvement District  
Nick Pape  
9126 Shelter Cove Road  
Whitethorn, CA 95589

**Owner**

Resort Improvement District No 1  
9126 Shelter Cove Road  
Whitethorn, CA 95589

**Agent**

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Scott Perkins  
329 E Redwood Ave  
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Please contact Collin Slavey, Assistant Planner, at 707-445-7245 or by email at [cslavey@co.humboldt.ca.us](mailto:cslavey@co.humboldt.ca.us), if you have any questions about the scheduled item.