



June 16, 2025

# CITY OF HERCULES

## Meeting Minutes

### Planning Commission

*Chair Hector Rubio  
Vice Chair Carol Most-Walker  
Commissioner Robert Schaufenbil  
Commissioner Ken Morrison  
Commissioner Sylvia Jimenez*

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Monday, June 16, 2025

7:00 PM

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Zoom Meeting ID: 823 0257 4557  
Zoom Passcode: 692815  
Zoom Phone Number: 1-669-900-6833

The full video is available and can be viewed by clicking [here](#).

#### I. CALL TO ORDER – ROLL CALL

Chair Hector Rubio called the meeting to order at 7:00 p.m.

**Present** 5 - Chair Hector Rubio, Vice Chair Carol Most-Walker, Commissioner Robert Schaufenbil, Commissioner Ken Morrison, Commissioner Sylvia Jimenez

**Absent** 0

#### II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was conducted by Commissioner Schaufenbil.

#### III. PUBLIC COMMUNICATION

None

#### IV. CONSENT CALENDAR

1. [25-176](#) Approve the Planning Commission Meeting Minutes from April 21, 2025

**MOTION:** A motion was made by Commissioner Morrison, seconded by Commissioner Most-Walker to accept the Consent Calendar as written.

**Aye:** 5 - Commissioner Morrison, Commissioner Most-Walker, Chair Rubio, Commissioner Schaufenbil, Commissioner Jimenez

**Nay:** 0

**Absent:** 0

Approved: 5-0-0

**V. PUBLIC HEARINGS**

1. [25-177](#) **Design Review Permit (DRP) #25-02, a major remodel of the existing 2,598 square foot single-family residence and an addition of approximately 1,770 square feet of new living space at 184 Emerald Way within the Residential Single Family Low Density Zoning District.**

**RECOMMENDATION:**

That the Planning Commission:

1. Request planning staff present the staff report;
2. Open the public hearing;
3. Invite the applicant to make a presentation or statement;
4. Receive comments from the public;
5. Offer the applicant or their consultant team the opportunity to answer questions;
6. Close the public hearing;
7. Request clarification from staff or the applicant on any issues related to the project;  
and
8. Adopt a resolution approving Design Review Permit 25-02

Chair Rubio introduced the item and asked for the staff report.

Contract Associate Planner Larissa Alchin presented the Design Review Permit (DRP 25-02) staff report and responded to Commissioner questions.

The applicant's representative, Colleen Mohan, provided a presentation to the Planning Commission and answered questions from the Commissioners.

A citizen representing an adjacent property at 178 Emerald Way discussed concerns regarding the proposed retaining walls and grading work.

The applicant's representative responded to the concerns expressed regarding the retaining walls and grading work.

Chair Rubio closed public comments and returned the item for Commission questions for the applicant and staff and Commission discussion.

**MOTION: A motion was made by Commissioner Morrison, seconded by Commissioner Schaufenbil to approve Design Review Permit #25-02, subject to the Conditions of Approval:**

**Aye:** 5 - Commissioner Morrison, Commissioner Schaufenbil, Chair Rubio, Commissioner Most-Walker, Commissioner Jimenez

**Nay:** 0

**Absent:** 0

Approved: 5-0-0

**VI. DISCUSSION / ACTION ITEMS**

None

**VII. PLANNING DIRECTOR REPORTS AND ANNOUNCEMENTS**

Community Development Director Rood provided the Commission with an overview of new businesses coming to Hercules.

**VIII. COMMISSIONER REPORTS AND ANNOUNCEMENTS**

Commissioner Jimenez discussed the annual Community Development Department report that was provided to the City Council at their regular meeting on May 13, 2025, and directed interested citizens to the City of Hercules website to view the presentation.

Commissioner Morrison discussed current construction projects in Hercules.

**IX. ADJOURNMENT**

The next Regular Meeting of the Planning Commission is Monday, July 7, 2025, at 7:00 p.m. at Hercules City Hall, 111 Civic Drive, Hercules, CA.

Chair Rubio adjourned the meeting at 7:54 p.m.

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Hector Rubio, Chair

Attest:

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Timothy Rood, Community Development Director