



STAFF REPORT TO THE PLANNING COMMISSION

DATE: Regular Meeting of August 17, 2026

TO: Chair and members of the Planning Commission

SUBMITTED BY: Timothy Rood, AICP, Community Development Director
Larissa Alchin, Contract Senior Planner

SUBJECT: Design Review Permit (DRP) #26-02 for a 187-square-foot second-story addition to the existing 211 Montego Drive single-family residence, to expand two (2) existing bedrooms and add one (1) new bathroom, within the Residential Single-Family Low Density (RS-L) Zoning District

APPLICANT: John Clark, John Clark Architect, on behalf of property owner Robert Jackson

LOCATION: 211 Montego Drive, Hercules, CA 94547 (APN: 362-382-001)

RECOMMENDED ACTION:

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; and
7. Adopt a resolution approving Design Review Permit 26-02

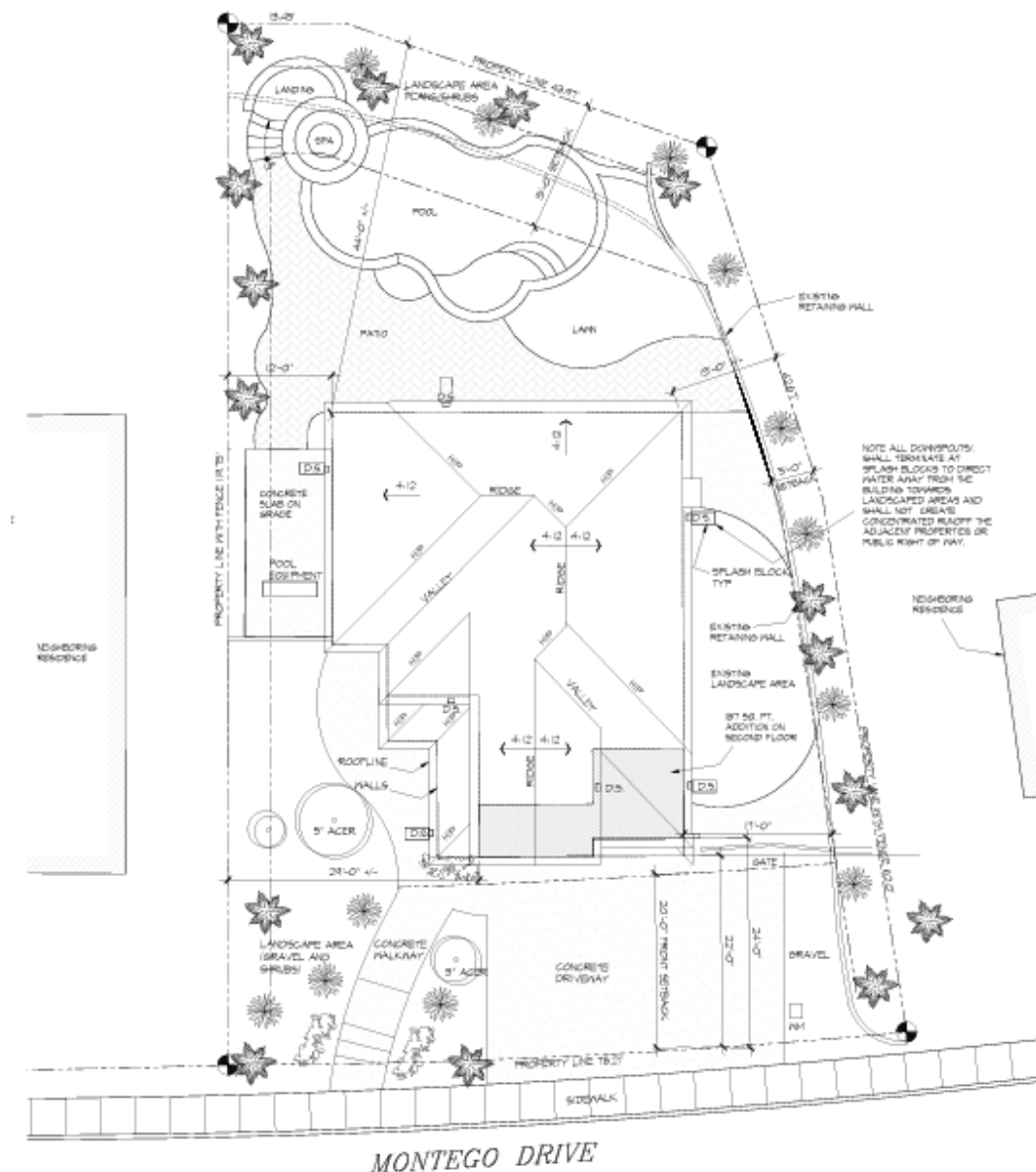
PROJECT DESCRIPTION:

The proposed project at 211 Montego Drive involves an 187-square-foot second-story addition to an existing 2,210-square-foot single-family residence on an approximately 7,500-square-foot parcel within the Residential Single-Family Low Density (RS-L) zoning district. The addition expands two existing upstairs bedrooms and adds a new bathroom.

Exterior details, including eaves, fascia, roof, and windows, will match the existing residence in color and materials.

The applicant has indicated that neighboring residences are set back far enough from the subject property that they will not be affected by the small amount of additional massing associated with the addition (refer to Attachment 4: Applicant Statement).

Figure 1: Proposed Site Plan



Source: Project Plans Updated 7/1/2026

Figure 2: Proposed Front Elevation



Source: Project Plans Updated 7/1/2026

ANALYSIS:

In accordance with Hercules Municipal Code (HMC) Section 13-42.200, design review approval is required prior to the issuance of any permit for the erection, construction, or exterior alteration of any public or private building, fence, structure, or sign. Additions to single-family homes, accessory structures, or fences may be approved by the Community Development Director.

Per HMC Section 13-42.400, the Community Development Director may refer an application for an addition or accessory structure associated with a single-family home to the Planning Commission if it is determined to be of a size, importance, or unique nature that raises significant design considerations. It is the department's practice to refer all second-story additions to the Commission, due to their greater potential for visibility from neighboring homes.

The Community Development Director has determined that the proposed second-story addition and remodel of the single-family home at 211 Montego Drive warrants review by the Planning Commission.

Required Design Review Findings

Per HMC Section 13-42.500, the Planning Commission shall make the following findings prior to approving a design review permit:

Finding #1: The approval of the design review permit is in compliance with all provisions of this Chapter, pertinent provisions of Zoning Ordinance and applicable zoning and land

use regulations, including but not limited to the Hercules General Plan as amended and any specific plan.

Facts: The subject property is located in the RS-L zoning district, which aligns with the General Plan's RS-L land use designation. The intent of this designation is to accommodate single-family homes on smaller lots within planned subdivisions, typically featuring a variety of home models and architectural styles. The subject parcel is 7,500 square feet and complies with the applicable minimum lot size for the RS-L zone which is a minimum of 6,000 square feet. The project is consistent with Housing Element Policy 2.1, which promotes the continued maintenance and enhancement of residential units, as it renovates and expands the existing residence to better serve the needs of its current occupants.

As the addition adds floor area only to the second story and does not expand the building footprint, the project maintains all existing setbacks, lot coverage, and off-street parking, which continue to comply with HMC Table 13-6.2 development standards for the RS-L zoning district, as summarized below.

Table 1: Development Regulation

Standard	Existing / Proposed	Complies
Building Footprint	No change proposed	Yes
Lot Coverage	No change proposed	Yes
Front, Side & Rear Setbacks	No change proposed (addition is vertical only)	Yes
Building Height	Addition matches the existing height	Yes
Off-Street Parking	No change proposed	Yes

As proposed, the project aligns with the intent and requirements of the Hercules Municipal Code and is consistent with the goals and policies outlined in the General Plan.

Finding #2: The approval of the design review plan is in the best interests of public health, safety, and general welfare.

Facts: The project consists of an 187-square-foot addition to the second story of an existing single-family residence and does not increase the building footprint or introduce a new use to the subject property. The project will be required to meet all applicable State and local building regulations, including the California Building Code and California Residential Code, which govern structural safety, accessibility, energy efficiency, and fire resistance. These requirements, applied through the standard building permit process, ensure that the project promotes public health, safety, and welfare.

Finding #3: General site considerations, including site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, public safety and similar elements have been designed to provide a desirable environment for the development.

Facts: The addition does not alter the building footprint; therefore, the existing site layout, driveway, parking, and yard areas remain unchanged (see Table under Finding #1). The additional floor area is confined to the second story and is designed to step back from the front bedroom, consistent with the massing pattern already established on the existing house and found on other homes in the neighborhood.

Finding #4: General architectural considerations, including the character, scale, and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and signing, and similar elements have been incorporated in order to insure the compatibility of this development with its design concept and the character of adjacent buildings.

Facts: The project preserves the existing architectural style and detailing of the residence. New eaves, fascia, roof detailing, gutters, and stucco finishes will match the existing construction, as will all new windows and trim details. New roofing on the proposed addition will match the existing roofing (refer to Attachment 3: Materials Study). The stepped massing of the addition, with the front bedroom in alignment with the established façade of the first-floor and the adjacent bedroom set back approximately two (2) feet, mirrors a design feature already present on the house and on other homes in the neighborhood, ensuring the addition is viewed as a cohesive extension of the existing structure rather than a visually distinct addition.

Finding #5: General landscape considerations, including the location, type, size, color, texture, and coverage of plant materials at the time of planting and after a 5-year growth period, provision for irrigation, maintenance and protection of landscaped areas and similar elements have been considered to ensure visual relief, to complement buildings and structures, and to provide an attractive environment for the enjoyment of the public.

Facts: As the project does not expand the building footprint and is limited to a second-story addition, no existing landscaping or hardscape will be disturbed or altered as part of this application. No changes to landscaping are proposed.

ENVIRONMENTAL REVIEW:

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Existing Facilities), which exempts minor additions to existing structures where the addition will not result in

an increase of more than 50 percent of the floor area of the structure, or 2,500 square feet, whichever is less. The proposed 187-square-foot addition to an existing single-family residence, with no change in building footprint or lot coverage, falls well within this threshold and has no potential to result in a significant environmental impact.

RECOMMENDATION:

Staff requests that the Planning Commission consider and approve the resolution approving Design Review Permit #26-02 for a 187-square-foot second-story addition to the existing single-family residence at 211 Montego Drive (APN: 362-382-001) within the Residential Single-Family Low Density Zoning District.

ATTACHMENTS:

Attachment 1 – Draft Resolution of Approval (DRP 26-02)

- Exhibit A – Conditions of Approval
- Exhibit B – Design Review Plan Set updated 7/1/2026

Attachment 2 – Conditions of Approval

Attachment 3 – Project Exhibits

- Design Review Plan Set updated 7/1/2026
- Materials Study
- Applicant Statement

Staff Presentation

Applicant Presentation