

# PLANNING COMMISSION

Meeting Date: 11/18/2024

## ADDITIONAL ITEM ADDED AFTER DISTRIBUTION OF PACKET (#1)

### AGENDA ITEM # 3

**Applicant/Project Name:** City of San Marcos

**Project Number:** PA24-0005 Formation of a Standing Subcommittee for the San Marcos Creek District Specific Plan Update

**Brief Description:** Updated Staff Report and Resolution

**Date** 11/13/2024

**Time** 10:45 a.m.



## Staff Report

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**File #:** TMP-2185

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**PLANNING COMMISSION MEETING DATE:**  
NOVEMBER 18, 2024

**SUBJECT:**

FORMATION OF A STANDING SUBCOMMITTEE FOR THE UPDATE OF THE SAN MARCOS CREEK SPECIFIC PLAN AND APPOINTMENT OF THREE PLANNING COMMISSIONERS TO SERVE ON THE SUBCOMMITTEE

**CASE NUMBER:**

PLANNING ACTIVITY (PA24-0005)

APPROVE Resolution No. PC 25-5081 to form a standing Planning Commission subcommittee for the San Marcos Creek District Specific Plan Update and to appoint three Planning Commission members to serve on the subcommittee.

### Introduction

The City has initiated a comprehensive update of the San Marcos Creek District Specific Plan. To support this effort, the formation of a Planning Commission subcommittee is proposed. This subcommittee would participate in the project and provide status updates to the full Commission. The action would establish a standing committee and appoint three Commission members from the existing seated and alternate Commissioner roster, to serve on the subcommittee.

### Discussion

Since its adoption in 2007, private development within the San Marcos Creek Specific Plan area has been limited by several constraints. In 2017 and 2019, a citizen's oversight committee reviewed the Specific Plan, identifying key constraints. However, this committee was discontinued in 2020, during the COVID-19 pandemic.

To address these identified issues, the City sought funding for a comprehensive update. In August of this year, the project received funding from the State's Department of Housing and Community Development (HCD) REAP 2.0 program, administered locally by SANDAG. The grant's purpose is to support projects statewide that:

- Accelerate Infill development that facilitates housing supply, choice, and affordability
- Affirmatively Furthering Fair Housing (AFFH)

- Reduce Vehicle Miles Traveled (VMT)

The grant requires the Specific Plan update to be completed within an accelerated 16-month period, ending in Spring 2026. At that time, the Planning Commission will provide a recommendation to the City Council regarding the adoption of the updated Specific Plan.

Given the project's timeline, the formation of a Planning Commission subcommittee, comprising three appointed Planning Commissioners (from the seated and alternate Commissioner roster), is proposed. This subcommittee will enable designated Commission members to stay informed on project developments, provide input to City staff and consultants, support effective communication with the public, and facilitate informed decision-making within the Planning Commission. The subcommittee would receive regular project updates from staff and periodically report progress back to the full Commission.

Subcommittee responsibilities may include:

- Attending meetings on a biweekly, monthly, or bimonthly basis, during the different phases of the project
- Meetings may occur during regular business hours, or after hours, either in-person or virtually
- Attending public workshops and "pop-up events" in the evening or weekends
- Making presentations to the Planning Commission and taking public comments on the project
- Site visits to the Specific Plan area and potentially to locations outside of the city
- Additional responsibilities as the project progresses

### **Environmental Review**

The action of the Planning Commission to form a subcommittee for the update of the San Marcos Creek Specific Plan and to appoint subcommittee members is not considered a "project" under the California Environmental Quality Act (CEQA), as this action constitutes an organizational government activity that will not result in direct or indirect physical changes to the environment (Cal. Code Regs., tit. 14, § 15378(b)(5)).

Resolution(s):

1. Resolution PC 24-5131 (PA 24-0005): Authorize the formation of a standing subcommittee for the update of the San Marcos Creek Specific Plan and appointment of three Planning Commissioners to serve on the subcommittee

Prepared by: Sean del Solar, Senior Planner

Reviewed by: Scott Nightingale, Principal Planner

Submitted by: Joseph Farace, Planning Division Director

RESOLUTION PC 24-5131

A RESOLUTION OF THE PLANNING COMMISSION OF THE  
CITY OF SAN MARCOS AUTHORIZING THE FORMATION  
OF A STANDING SUBCOMMITTEE FOR THE UPDATE OF  
THE SAN MARCOS CREEK SPECIFIC PLAN AND  
APPOINTING THREE PLANNING COMMISSIONERS TO  
SERVE ON THE SUBCOMMITTEE

PA 24-0005  
City of San Marcos

WHEREAS, the City of San Marcos has undertaken a project to update the existing San Marcos Creek Specific Plan (SP24-0001); and

WHEREAS, the Planning Commission of the City of San Marcos has determined that formation of a standing San Marcos Creek Specific Plan subcommittee, comprised of three members of the Planning Commission is necessary to provide updates and guidance to the Planning Commission regarding the project; and

WHEREAS, on November 18, 2024, the Planning Commission held a duly noticed public meeting in the manner prescribed by law; and

NOW, THEREFORE, the Planning Commission does hereby resolve as follows:

- A. The foregoing recitals are true and correct and are hereby incorporated by reference into this Resolution.
- B. The Planning Commission hereby authorizes the formation of a standing San Marcos Creek Specific Plan update subcommittee.
- C. The Planning Commission hereby appoints the following Commission members to serve on the subcommittee:
  - 1. Commissioner \_\_\_\_\_
  - 2. Commissioner \_\_\_\_\_
  - 3. Commissioner \_\_\_\_\_
- D. That at the first Planning Commission meeting of the calendar year, starting in 2025, the Commission shall appoint and/or reappoint subcommittee members, if necessary.
- E. The duties of the subcommittee will be the following:

1. Meet with City staff to receive regular project updates and report progress back to the full Commission.
  2. Provide input to City staff and consultants on various aspects of the project including land use patterns and Specific Plan implementation.
  3. Support effective communication with the public and facilitate informed decision-making within the Planning Commission.
  4. Attend meetings on a biweekly, monthly, or bimonthly basis, during the different phases of the project. Meetings may occur during regular business hours, or after hours, either in-person or virtually.
  5. Attend public engagement events, such as workshops, “pop-up events,” and other types of events in the evening or on weekends.
  6. Make presentations to the Planning Commission and respond to public comments on the project.
  7. Conduct site visits to the Specific Plan area and potential locations out of the city.
  8. Conduct additional duties necessary to support the success of the project.
- F. The establishment of the subcommittee and appointment of three Planning Commissioners is not a project under CEQA pursuant to CEQA Section 15378(b)(5).

PASSED, APPROVED AND ADOPTED by the Planning Commission of the City of San Marcos, California, at a regular meeting thereof, held on this 18th day of November, 2024, by the following roll call vote:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

APPROVED:

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Fatima Rios, Chairperson

ATTEST:

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Gina Jackson, Senior Office Specialist