



# City of Oceanside

300 North Coast Highway,  
Oceanside, California 92054

## Staff Report

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**File #:** 25-728

**Agenda Date:** 4/9/2025

**Agenda #:** 18.

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DATE: April 9, 2025

TO: Honorable Mayor and City Councilmembers

FROM: City Clerk's Office

**TITLE: REQUEST FOR CITY COUNCIL TO SELECT APPLICANTS TO BE INTERVIEWED FOR PLANNING COMMISSIONER APPOINTMENT AT THE WORKSHOP SCHEDULED FOR APRIL 16, 2025 AND TO PROVIDE FURTHER DIRECTION ON THE INTERVIEW PROCESS**

### **RECOMMENDATION**

Staff recommends that each Councilmember identify up to four applicants to be interviewed and provide direction on the interview process for the upcoming Planning Commissioner Appointment Workshop scheduled for April 16, 2025.

### **BACKGROUND AND ANALYSIS**

In accordance with Council Policy 100-09, staff has scheduled a workshop on April 16, 2025 at 5:30 p.m. to interview Planning Commission candidates for two upcoming vacancies scheduled to expire on April 15, 2025. In an average year, there are 7 to 10 applications on file for a vacancy on the Planning Commission. The City Clerk's Office has received 31 applications by the deadline. Each candidate interview typically lasts approximately 8 minutes. Should the Council want to interview all 31 applicants, the time necessary would amount to around 4.5 hours (not including time for Council deliberation).

Given the high number of applicants and start time of workshops, at the March 26, 2025 City Council Meeting, the City Council established a process whereby at the April 9, 2025 regular City Council meeting, each Councilmember would publicly identify up to four applicants to be interviewed at the April 16, 2025 workshop. Selections will be made from the persons who submitted qualifying applications by the deadline. The City Clerk will notify each applicant who is selected and invite them to be interviewed on April 16th.

The City Clerk intends to publish the workshop agenda packet no later than April 11, 2025. The agenda packet will include the applications of the selected candidates for public review.

Should the City Council wish to further amend or define the interview process for April 16, 2025, additional direction may be provided at this time.

### **FISCAL IMPACT**

Does not apply.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

The City Council may establish or modify the process for conducting public interviews or limiting the number of interviews so long as that process is consistent with the Brown Act.

Reviewed by: Jonathan Borrego, City Manager  
Submitted by: Zeb Navarro, City Clerk

**ATTACHMENTS:**

1. Staff Report
2. Planning Commission Applications