



# City of Oceanside

300 North Coast Highway,  
Oceanside, California 92054

## Staff Report

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**File #:** 26-1334

**Agenda Date:** 3/25/2026

**Agenda #:** 20.

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**DATE:** March 25, 2026

**TO:** Honorable Mayor and City Councilmembers

**FROM:** City Clerk's Office

**TITLE: SELECTION OF APPLICANTS TO BE INTERVIEWED AND INTERVIEW PROCESS FOR PLANNING COMMISSIONER APPOINTMENT AT THE WORKSHOP SCHEDULED FOR APRIL 1, 2026**

### **RECOMMENDATION**

Staff recommends that the City Council select a sub-set of applicants to be interviewed at the upcoming Planning Commissioner Appointment Workshop scheduled for April 1, 2026, or set an alternative selection process.

### **BACKGROUND AND ANALYSIS**

In accordance with Council Policy 100-09, staff has scheduled a workshop on April 1, 2026 at 5:30 p.m. to interview Planning Commission candidates for three upcoming vacancies scheduled to expire on April 15, 2026. In an average year, there are 7 to 10 applications on file for a vacancy on the Planning Commission. As of the time of staff report preparation, the City Clerk's Office has received fifty-one (51) applications. Each candidate interview typically lasts approximately 8 minutes. Should the Council want to interview all 51 applicants, the time necessary would amount to more than six (6) hours (not including time for breaks or Council deliberation). The City Council was faced with a similar situation last year and chose to each list their top four (4) candidates, with all of those persons identified by any Councilmember being invited to formally interview at the public workshop. This resulted in twelve (12) individuals being interviewed. The Council also set a time/structure for the workshop interviews as part of that process, allowing for a three (3) minute introduction and one (1) minute to answer questions from each Councilmember.

Given the high number of applicants received again this year, and start time of workshops, staff is recommending that the City Council provide direction on:

1. Starting the workshop at an earlier time in order to interview all the candidates

AND/OR;

2. Conduct a preliminary vote or selection process to identify a sub-set of the applicants who will be subsequently interviewed at the public workshop on April 1<sup>st</sup> (e.g. each Councilmember

identifies four (4) applicants from the list to be interviewed.)

The City Clerk intends to publish the workshop agenda packet no later than March 27, 2026. The agenda packet will include all applications on file with the Clerk's office for public review.

**FISCAL IMPACT**

Does not apply.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

The City Council may establish a 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. Council Policy 100-09
3. Applications