



## MEMORANDUM

CITY MANAGER'S OFFICE  
1000 Gateway Avenue  
San Pablo, CA 94510

TO: MAYOR AND CITY COUNCIL

FROM: MATT RODRIGUEZ, CITY MANAGER

DATE: **RE-ISSUED** FOR MONDAY, MARCH 2, 2026

SUBJECT: AGENDA CORRESPONDENCE FOR REGULAR CITY COUNCIL MEETING  
AGENDA FOR MONDAY, MARCH 2, 2026

**PLEASE DO NOT SHARE THIS INFORMATION WITH ANY THIRD PARTIES**

### **AGENDA ITEM #15 (#26-076) – PLANNING COMMISSION INTERVIEWS:**

#### **SAMPLE INTERVIEW QUESTIONS PROVIDED FOR CANDIDATES FOR PLANNING COMMISSIONER**

The following is a list of recommended sample questions for Planning Commission interviews **re-scheduled for Monday, March 2, 2026**, as follows:

- 1. What overall professional expertise do you bring to the Planning Commission?**
- 2. Explain your role as a Planning Commissioner in supporting new economic and housing investments in our City as identified in the Adopted 2025-27 Council Priority Workplan.**
- 3. Explain your full understanding of “Regional Housing Needs Allocation (or RHNA)” and the requirements mandated by the State law for local cities by year 2031.**
- 4. What is your vision for how the Planning Commission can help the City grow responsibly given its geographic constraints while maintaining its small business character and meeting State-mandated housing requirements?**

**5. Do you agree that the Planning Commissioner’s primary role is to implement and uphold the City’s adopted general plan, specific plans and legal zoning requirements pursuant to State law?**

**a. If no, explain why.**

**b. If yes, would you commit to ensuring that all development projects are thoroughly reviewed properly, and comply with these legal requirements, even in the face of adverse public opposition, NIMBY pressures, or special-interest influence?**

**CITY COUNCIL PROCEDURE FOR CONDUCTING COMMISSIONER INTERVIEWS**

The City Manager recommends the City Council proceed as follows:

- 1) BEFORE THE INTERVIEW PROCESS, THE MAYOR SHOULD ASK FOR ANY PUBLIC COMMENTS PRIOR TO COUNCIL INTERVIEWS TAKING PLACE.
- 2) ALL CANDIDATES SHOULD BE REMOVED FROM THE COUNCIL CHAMBERS DURING THE INTERVIEW PROCESS OF EACH CANDIDATE **TO MAINTAIN CONFIDENTIALITY, FAIRNESS AND INTEGRITY** OF THE INTERVIEW PROCESS.
- 3) CITY COUNCIL SHOULD DELIBERATE OVER WHICH QUESTIONS WILL BE ASKED OF EACH COUCLMEMBER IN ATTENDANCE PRIOR TO THE START OF THE OFFICIAL INTERVIEW PROCESS.
- 4) DUE TO TIME CONSTRAINTS, LIMIT QUESTIONS TO A **MAXIMUM OF FIVE (5) QUESTIONS FOR EACH CANDIDATE**. **ALL CANDIDATES SHOULD BE ASKED THE SAME FIVE (5) QUESTIONS TO ENSURE A FAIR AND EQUITABLE SELECTION PROCESS.**
- 5) PROCEED WITH EACH INTERVIEW INDIVIDUALLY WITH REMAINING CANDIDATES AWAITING THEIR INTERVIEW IN THE CITY HALL LOBBY UNTIL CALLED UPON BY THE MAYOR.
- 6) AFTER ALL INTERVIEWS ARE CONCLUDED, THE CITY COUNCIL WILL DELIBERATE, AND BY MOTION, SELECT WHICH CANDIDATES FOR OFFICAL RE-APPOINTMENT TO FILL UP TO THREE (3) PLANNING COMMISSIONER VACANCIES BY MAJORITY VOTE VIA RESOLUTION.

Respectfully submitted:



Matt Rodriguez, City Manager

Date: 03/02/2026

**Attachments:** 2024-25 Planning Commissioner Absences and Voting Track Record