

May 11, 2022

**RE: ATTENDANCE AT UPCOMING VIRTUAL COMMUNITY PLANNING GROUP
ORIENTATION WORKSHOP**

Dear Newly Elected Member of Community Planning Groups,

Congratulations on your newly elected position to your community planning group. Staff invites all new and existing elected members of City Council-recognized community planning groups to attend the upcoming Virtual Community Planning Group Orientation Workshop via Zoom. City staff conducts an annual workshop to review Council Policy 600-24, project review procedures and to discuss topics related to City planning functions.

This year's workshop has been scheduled for **Monday June 6th, 2022, from 5:00-7:00 PM via Zoom**. An agenda will be sent out prior to the workshop and will be available on the [Community Planning Group](#) webpage.

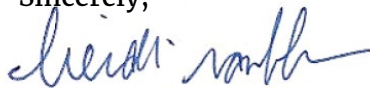
Please see the following attachment for instructions on how to participate in the workshop. **Registration for the workshop is required. Registration by Wednesday June 1, 2022 is recommended.**

Attendance by all planning group members at a Community Planning Group Orientation Workshop session is required by City Council Policy 600-24, "Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups." To meet the criteria for indemnification, this training must be completed within 60 days of being elected. Sixty days is the compliance period stated in the indemnification Ordinance 19883 dated July 28, 2009. The workshop will be a great opportunity to hear dialogue about operations of community planning groups and the required procedures. A portion of the information presented will also focus on how you, as an individual, and your planning group can be indemnified in case of legal action against the group.

If you cannot attend the workshop, an online self-guided Community Planning Group Orientation Training is an alternative which can be taken at your convenience within 60 days of being elected. The online self-guided orientation training is available on the [Community Planning Group](#) webpage.

Please contact the chair of your community planning group or [assigned community planner](#) if you have any questions about the workshop. We look forward to seeing you at the upcoming live virtual workshop.

Sincerely,



Heidi Vonblum
Planning Director

cc: Community Planning Group Chairs

Instructions for Participating in the Virtual Community Workshop

1. **Register in Advance for the Virtual Community Workshop via Zoom:**
 - a. Click this link to register for the Zoom Meeting: [REGISTER FOR WORKSHOP](#)
 - i. Registration is required.
 - ii. Note: After registering, you will receive a confirmation email containing information about joining the meeting.
 - iii. Registering in advance is recommended by Wednesday, June 1, 2022. Registration will remain open through the meeting.

2. **Join the Zoom Meeting at the Scheduled Time:**
 - a. Upon registering you will be sent the link to join the meeting. Please note you will only be able to join the meeting once it has begun. This meeting is run through Zoom and it is recommended that you download the Zoom application to run the meeting.
 - b. If you are unable to download and run the Zoom application for this meeting, you may choose “Join from your web browser” upon joining the meeting, which does not require downloading any plugins or software. Google Chrome is the recommended web browser.

3. **Join the Zoom Meeting Via Phone Only (note: you will not be able to view the slideshow.)**
 - a. When you register for the meeting you will receive a confirmation email with the Zoom meeting link as well as a phone number to dial in for those who would rather call in.
 - b. Upon dialing in you will be asked to enter the Meeting ID followed by pound, this ID can be found in your registration confirmation email.