June 6, 2023

RE: UPCOMING VIRTUAL COMMUNITY PLANNING GROUP ORIENTATION WORKSHOP

Dear Newly Elected Member of Planning Group,

Congratulations to all of the newly-elected planning group members, and thank you to all existing elected members for your continued service to your planning group. Staff invites all new and existing elected planning groups members to attend the upcoming Virtual Planning Group Orientation Workshop via Zoom. This workshop will cover topics including the role of planning groups and Council Policy 600-24, project review procedures, and the City's strategic goals, particular in the areas of housing, climate and equity, and Planning Department work program overall.
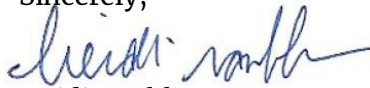
This year's workshop has been scheduled for **Monday, June 12, 2023, from 5:00-7:00 p.m. via Zoom**. An agenda will be sent out prior to the workshop and will be available on the [Community Planning Group Resources](#) webpage.

Please see the following attachment for instructions on how to participate in the workshop. **Registration for the workshop is required. Registration by Wednesday, June 7, 2023 is requested.**

Attendance by all planning group members at a 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 (Ordinance No. O-19883 dated July 28, 2009). The workshop will provide an opportunity to discuss the responsibilities and operations of planning groups, as well as important procedures in the planning process.

Please contact the chair of your 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: Planning Group Chairs

The City of
SAN DIEGO
Planning Department

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 7, 2023**. 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.