The City of
SAN DIEGO

City Planning Department

May 2, 2025

RE: UPCOMING ANNUAL PLANNING GROUP TRAINING

Dear Planning Group Members,

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 Annual Planning Group Training via Zoom. This training will cover topics including Council Policy 600-24 and the roles and responsibilities of planning groups, project review procedures, the City's strategic goals particularly in the areas of housing, climate and equity, and the City Planning Department work program.

This year's training has been scheduled for **Thursday, May 29, 2025 from 5:00-7:00 p.m. via Zoom**. An agenda will be sent out prior to the training and will be available on the Community Planning Group Resources webpage.

Please see the following attachment for instructions on how to participate in the training. **Registration for the training is required. Registration by Friday, May 23, 2025 is requested.**

Voting members of planning groups are required by City Council Policy 600-24, "Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups" to complete the City's training each year within 60 days of being initially elected or appointed to the planning group, and no later than June 1 of each succeeding year for as long as the voting member is serving or re-elected. For any planning group members who are unable to attend the training on May 29, an online alternative training will be made available the following day on the Community Planning Group Resources webpage with instructions on how to complete the training.

Please contact the chair of your planning group or assigned community planner if you have any questions about the training. We look forward to seeing you at the upcoming virtual training.

Sincerely,

Heidi Vonblum
Planning Director

cc: Planning Group Chairs

City Planning Department

Instructions for Participating in the Virtual Community Training

1. *Register in Advance for the Virtual Community Training via Zoom:*

    a. Click this link to register for the Zoom Meeting: **REGISTER FOR TRAINING**

        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 **Friday, May 23, 2024**. 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 will be conducted 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.