

PLANNING COMMISSION AGENDA

May 28, 2020, 5:30 p.m.

Virtual Meeting

1. Call To Order
2. Roll Call
 - Akram Al-Turk
 - Nathaniel Baker
 - George Brine
 - Brian Buzby, Vice Chair
 - Erin Durkin
 - Elaine Hyman, Chair
 - Cedric Johnson
 - Armeer Kenchen
 - David Lowe
 - Scot MacIver
 - Tom Miller
 - David Morgan
 - Cristian Santiago
 - Carmen Williams
3. Approval Of The Minutes And Consistency Statements From March 10, 2020
 - Documents:
 - [PC MINUTES 3-10-2020.PDF](#)
4. Adjustments To The Agenda
5. Public Hearing: Comprehensive Plan Future Land Use Map Amendments
 - None
6. Public Hearings: Comprehensive Plan Future Land Use Map Amendments With Concurrent Zoning Map Changes
 - None
7. Public Hearing: Zoning Map Changes
 - None
8. Public Hearings: Text Amendments To The Unified Development Ordinance
 - None
9. Public Hearings: Text Amendments To The Durham Comprehensive Plan
 - None
10. Public Hearings: Text Amendments With Rezoning
 - None
11. Old Business
 - None
12. New Business
 - a. Review of the Virtual Meeting Guide- Sara Young, AICP, Assistant Director

Documents:

[VIRTUAL PUBLIC HEARINGS GUIDE.PDF](#)

13. Adjournment

How to Access the Virtual Meeting

- Planning Commission members will receive a special email link to access the virtual meeting.
- Members of the public can access the meeting by registering at https://zoom.us/webinar/register/WN_5WN_t2szTAqQTmlpiOFF0A or by calling 1-312-626-6799 (Webinar ID: 952 0170 1406). Standard calling charges may apply.
- The meeting will also be live streamed on YouTube at <http://YouTube.com/cityofdurhamnc>.

Cómo acceder a la reunión virtual

- Los miembros de la Comisión recibirán un enlace especial por correo electrónico para acceder a la reunión virtual.
- Los miembros del público pueden acceder a la reunión registrándose en https://zoom.us/webinar/register/WN_5WN_t2szTAqQTmlpiOFF0A o llamando al 1-312-626-6799 (ID del seminario web: 952 0170 1406). Se pueden aplicar cargos de llamadas estándar.
- La reunión también se transmitirá en vivo en YouTube en <http://YouTube.com/cityofdurhamnc>.

Notice under the Language Access Plan

Persons requiring language assistance to effectively participate in this event may contact the City-County Planning Department at 919-560-4137, or sara.young@durhamnc.gov to request interpretation and/or translation services as soon as possible but no later than 48 hours before the event or deadline date.

Aviso bajo el Plan de Acceso al Idioma

Personas que requieran asistencia lingüística para participar efectivamente en este evento pueden comunicarse con el Departamento de Planificación de la Ciudad y el Condado al 919-560-4137 o sara.young@durhamnc.gov para solicitar los servicios de interpretación y / o traducción tan pronto como sea posible pero no menos de 48 horas antes del evento o fecha límite.

Notice under the Americans with Disabilities Act (ADA)

Persons with disabilities may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice 919-560-4197, fax 560-4196 or ADA@durhamnc.gov, as soon as possible but no later than 48 hours before the event or deadline date.

Aviso bajo la Ley sobre Estadounidenses con Discapacidades (ADA, siglas en Ingles)

Personas con discapacidades pueden recibir asistencia para participar efectivamente en actividades del gobierno de la ciudad al comunicarse con el Coordinador de ADA al 919-560-4197, fax 560-4196 o ADA@durhamnc.gov, tan pronto como sea posible pero no menos de 48 horas antes del evento o fecha límite.



PLANNING COMMISSION

DRAFT MINUTES

March 10, 2020, 5:30 p.m.
Council Chamber, 1st Floor, City Hall
101 City Hall Plaza, Durham, NC

I. Call to Order

Chair Hyman called the meeting to order at 5:30 p.m.

II. Roll Call

MOTION: Excuse Commissioners Brine and Morgan. (Miller, Al-Turk 2nd)

ACTION: Motion carried, 12-0.

Members Present:

Elaine Hyman, Chair
Brian Buzby, Vice Chair
Akram Al-Turk
Nathaniel Baker
Erin Durkin
Cedric Johnson
Armeer Kenchen
David Lowe
Scot Maclver
Tom Miller
Cristian Santiago
Carmen Williams

George Brine
David Morgan

Staff Present:

Sara Young, Assistant Planning Director
Grace Smith, Planning Manager
Jamie Sunyak, Senior Planner
Emily Struthers, Senior Planner
Michael Stock, Senior Planner
Earlene Thomas, Transportation Engineer IV

Excused Members Absent:

III. Adjustments to the Agenda – Staff requested an item under New Business – Suspension of Planning Commission Rules of Procedure (ROP) section 3.6. regarding the Order Of Business

MOTION: Adoption of agenda with adjustments. (Buzby, Miller 2nd)

ACTION: Motion carried, 12-0.

Approval of the Minutes and Consistency Statements: February 11, 2020

MOTION: Approve the Minutes and Consistency Statements for the February 11, 2020

meeting with corrections, if needed. (Miller, Lowe 2nd)

ACTION: Motion carried, 12-0

IV. **Public Hearing: Comprehensive Plan Amendment - None**

V. **Public Hearing- Plan Amendment with Concurrent Zoning Map Change Request**

a. **1432 Ellis Road (A1800011/Z1800035)**

Plan Amendment Request: Low-Medium Density Residential, Open Space and Recreation

Staff Report: Jamie Sunyak presented cases A1800011 and Z1800035.

Zoning Map Change Request: Planned Development Residential 5.706 (PDR 5.706)

Public Hearing: Chair Hyman opened the public hearing. The applicant and one other spoke in support. Eight people spoke in opposition. Chair Hyman closed the public hearing.

Commission Discussion: Discussion centered on traffic impacts, interconnectivity, how the development fit in with the surrounding neighborhoods, a request for the applicant to continue the case until May, 12 2020.

MOTION: Continue case A1800011/Z1800035 until May 12, 2020. (Miller, Baker 2nd)

ACTION: Motion failed, 4-8 (Buzby, Miller, Kenchen, Baker voting yes)

MOTION: Recommend approval of case A1800011. (Miller, Al-Turk 2nd)

ACTION: Motion failed, 0-12

MOTION: Recommend approval of case Z1800035. (Miller, Buzby 2nd)

ACTION: Motion failed, 0-12

Consistency Statement: The Planning Commission finds that the ordinance request is not consistent with the adopted *Comprehensive Plan*. The Commission believes the request is not reasonable and not in the public interest and does not recommend approval based on comments received at the public hearing, inconsistency with neighboring land uses and the information in the staff report.

VI. **Public Hearing: Zoning Map Change Request**

a. **3259 Rose of Sharon Road (Z1900008)**

Zoning Map Change Request: Rural Residential with a Development Plan (RR(D))

Staff Report: Emily Struthers presented case Z1900008.

Public Hearing: Chair Hyman opened the public hearing. The applicant spoke in support. No one spoke in opposition.

Commission Discussion: Discussion centered on continuing the case to the May meeting at the request of the applicant.

MOTION: To continue until May 12, 2020 regular meeting of case Z1900008. (Miller,

Buzby 2nd)
ACTION: Motion carried, 12-0

b. Leesville Road Assemblage (Z1900025)

Zoning Map Change Request: Planned Development Residential 3.236 (PDR 3.236)

Staff Report: Emily Struthers presented case Z1900025.

Public Hearing: Chair Hyman opened the public hearing. The applicant spoke in support. No one spoke in opposition. Chair Hyman closed the public hearing.

Commission Discussion: Discussion centered on the development patterns in this area, mix of unit types, developability of the site, and transportation connectivity.

MOTION: Recommend approval of case Z1900025. (Al-Turk, Williams 2nd)

ACTION: Motion carried, 8-4 (Durkin, Miller, Santiago, Baker voting no)

Consistency Statement: The Planning Commission finds that the ordinance request is consistent with the adopted *Comprehensive Plan*. The Commission believes the request is reasonable and in the public interest and recommends approval based on comments received at the public hearing and the information in the staff report.

c. 1900 Hillandale – Committed Element Modification (Z1900046)

MOTION: To recuse Commissioner Maclver from cases Z1900046 and Z2000006. (Al-Turk, Buzby 2nd)

ACTION: Motion carried, 11-0

Zoning Map Change Request: Modification of a Committed Element on an approved development plan for the property located at the corner of Fawn Avenue and Hillandale Road.

Staff Report: Jamie Sunyak presented case Z1900046.

Commission Discussion: Discussion center on if the proposed modification would create a negative impact on the adjacent residential neighborhood.

Public Hearing: Chair Hyman opened the public hearing. The applicant spoke in support. No one spoke in opposition. Chair Hyman closed the public hearing.

MOTION: Recommend approval of case Z1900046. (Miller, Baker 2nd)

ACTION: Motion carried, 11-0 (Maclver recused)

Consistency Statement: The Planning Commission finds that the ordinance request is consistent with the adopted *Comprehensive Plan*. The Commission believes the request is

reasonable and in the public interest and recommends approval based on comments received at the public hearing, and the information in the staff report.

d. 505 West Chapel Hill Street (Z2000006)

Zoning Map Change Request: Downtown Design District – Core with a development plan (DD-C(D))

Staff Report: Emily Struthers presented case Z2000006.

Public Hearing: Chair Hyman opened the public hearing. The applicant and four others spoke in support and two undecided. No one spoke in opposition. Chair Hyman closed the public hearing.

Commission Discussion: Discussion centered on the affordable housing component of the site and how that requirement would be captured through methods outside of the development plan.

MOTION: Recommend approval of case Z2000006. (Miller, Williams 2nd)

ACTION: Motion carried, 11-0 (Maclver recused)

Consistency Statement: The Planning Commission finds that the ordinance request is consistent with the adopted *Comprehensive Plan*. The Commission believes the request is reasonable and in the public interest and recommends approval based on comments received at the public hearing and the information in the staff report.

VII. Public Hearing: Text Amendment

a. Omnibus 14 (TC1900006)

This text amendment proposes technical revisions and minor policy changes to various provisions of the Unified Development Ordinance (UDO). The amendments are identified as necessary corrections, clarifications, re-organization, or other minor changes, to clarify the intent of the regulations or codify interpretations of regulations, or reflect minor policy changes, some of which are not solely technical in nature. Additionally, amendments are proposed to specifically address recent state legislation enacted during the 2019 General Assembly session.

Staff Report: Michael Stock presented case TC1900006 Omnibus 14.

Public Hearing: Chair Hyman opened the public hearing. No one spoke in opposition. Chair Hyman closed the public hearing.

Commission Discussion: Mr. Stock answered various technical questions about a variety of proposed changes. The department agreed to consider modifying the term “administrative withdrawal”.

MOTION: Recommend approval of case TC1900006 with changes to language (Miller, Buzby 2nd)

ACTION: Motion Carried, 12-0

VIII. Old Business

IX. New Business

- a. Side Walks and Street Trees – Text Amendment briefing (Michael Stock).
- b. Suspension of Rules of Procedure (ROP) - Staff requested the commission to take action to suspend Section 3.6 Order of Business during the Comprehensive Plan engagement and drafting. Staff is requesting to hold a spot for updates between item IV and V on the agenda for future meetings.

X. Adjournment

The meeting adjourned at 9:06 p.m.

Respectfully Submitted,

Terri Elliott, Clerk
Durham Planning Commission

Durham City-County Planning Department

Virtual Public Hearing Guide

Meeting Scope

In response to the COVID-19 outbreak, the City-County Planning Department is adjusting how public meetings will be conducted. This is a continuing effort to maintain services to our community while protecting public health. This document outlines how virtual public hearing will be conducted using the Zoom Webinar virtual meeting platform.

Click any of the topics below to review detailed information on the development of our transition to on-line public meetings:

Meeting Scope

Virtual Meeting Format

- Zoom Webinar Platform
- Live Streaming

Roles

- Meeting Participants
- Meeting Administrators

Meeting Notice and Registration

- Meeting Notice
- Meeting Registration

Meeting Procedures

- Pre-Meeting Setup
- Speaking During the Meeting
- Voting
- Use of the Chat Feature
- Decorum and Professionalism

Technical Difficulties

- Dropped Connection
- Muted Microphones
- Unexpected Guests

Zoom Tutorial Resources

- Joining a Zoom Meeting
- Virtual Backgrounds
- Configuring Audio
- In Meeting Chat
- Meeting Controls

Virtual Meeting Format

ZOOM WEBINAR PLATFORM

The shared City of Durham Zoom account will be used to host the meeting.

SCHEDULING A VIRTUAL MEETING

Planning staff will schedule virtual public hearings using the Zoom Webinar license assigned to the department by Technology Solutions. Planning staff will use their assigned login credential (set up by Technology Solutions) to access the city Zoom account and schedule the meeting.

VIRTUAL MEETING HOSTING AND TECH SUPPORT

Planning staff will act as the hosts and technical support for the virtual meeting, managing all aspects as described in this guide. See below for roles.

LIVE STREAMING

NCGS 166A-19.24 requires live simultaneous streaming of the virtual meeting.

PLANNING COMMISSION

For Planning Commission, with the assistance of Public Affairs, the meeting will be hosted on DTN, YouTube Live, and recorded and released after the meeting.

BOARD OF ADJUSTMENT AND HISTORIC PRESERVATION COMMISSION

For the Board of Adjustment and the Historic Preservation Commission the meeting will be streamed on YouTube Live, and recorded and released after the meeting.

Roles

MEETING PARTICIPANTS

COMMISSIONERS AND BOARD MEMBERS

Commissioners and Board members are invited to the meeting as *panelists*.

STAFF

Staff (case planners, clerks, and staff from other departments) are invited to the meeting as *panelists*.

GUEST SPEAKERS

Applicants and members of the public are invited to the meeting as *attendees*.

MEETING ADMINISTRATORS

HOSTS AND ROLES

The following roles will be given host permissions.

- **Host** – controls panelists microphone and video if needed; controls recording; screens call-in speakers, allows attendees to talk, and removes that ability when attendees finish speaking
- **Screen Share Co-host** – manages screen sharing for all presentations (staff and applicants); displays presentations; displays “x minute recess” and “technical difficulties” slides if needed
- **Chat Co-host** – monitors the panelist chat to address technical or meeting protocol issues
- **Clerk** – administers oath, if applicable; compiles call-in speaker list; times speakers, if applicable; administers roll call vote

BROADCASTING (IF APPLICABLE)

- **Vivian Cruz-O'Doherty**, Public Affairs – DTN
- **Communique Interactive Solutions** - Closed Captioning

Meeting Notice and Registration

Planning staff will ensure that all legal meeting notice requirements are met as usual.

MEETING NOTICE

MEETING ACCESS INFORMATION

To comply with NCGS 166A-19.24 all meeting notices (letters, ads, website, newsletter, etc.) will contain the following information:

- Instructions and a web link to register for the virtual meeting for anyone wishing to speak at the public hearing
- Instructions and a phone number to call in to the virtual meeting for anyone wishing to speak at the public hearing

WRITTEN COMMENTS SUBMITTAL INFORMATION

Notices must also contain instructions to submit comments in writing during the notice period through 24 hours after the virtual meeting.

MEETING REGISTRATION

ONLINE PRE-REGISTRATION

Anyone wishing to speak at the public hearing must register. Pre-registration online in advance of the meeting is highly encouraged.

- The online registration form will require prospective speakers to list their full name, address, case they wish to speak on, and whether they are speaking in support or opposition.
 - **FOR PLANNING COMMISSION:** Online registration will close two hours before the start of the meeting. After that time prospective speakers should register by phone 15 minutes before the meeting start time.
 - **FOR BOARD OF ADJUSTMENT AND HISTORIC PRESERVATION COMMISSION:** Registration will be available both online and by calling a designated staff member (as described in the legally-required notices). Registration will close one week before the start of the meeting. If any prospective speakers register to speak after the cut-off, or call-in to the meeting to speak without having preregistered, the case will be postponed to another meeting date to give all interested parties the opportunity to register to speak and access the case materials.
- Planning staff will compile the registrations and produce a listing by case of all speakers, grouped as proponents and opponents.
- The speaker list will be emailed to the Chair and Vice-Chair before the meeting starts.

PHONE REGISTRATION AT THE MEETING

Anyone wishing to speak at the public hearing must register. Anyone who did not pre-register online in advance of the meeting is afforded the opportunity to call in during a meeting to request to speak on a case.

- Anyone wishing to join the meeting by phone must call in at least 15 minutes before the meeting start time to register to speak.
- The host will ask callers to provide their full name, address, case they wish to speak on, and whether they are speaking in support or opposition.
- The host will rename the attendee's phone number to include their name, the case they are speaking on, and if they are proponents (+) or opponents (-), for example: John Smith (Z2000000+).
- The clerk will compile the phone registrations, and produce a second listing by case of all speakers, grouped as proponents and opponents.
- The additional speaker list will be either be emailed or sent via chat to the Chair and Vice-Chair before each case hearing starts.

Meeting Procedures

Commission/board members and staff are encouraged to review the meeting procedures prior to the session meeting start time.

PRE-MEETING SETUP

LOGIN AND SETUP

Prior to the scheduled meeting time, participants are encouraged to login in 30 minutes before the meeting. This will allow the host time to arrange and address all participants.

VIDEO EXPECTATIONS

Maintaining the professionalism for the public is important as appointed representatives of the City and County. Commissioners, board members, and staff are asked to follow the expectations below.

- Upon activating Zoom and joining the meeting, all members of the meeting are expected to act as if the camera is on and the public is watching. Make sure that the location you have selected has an appropriate background for the public to see and it free from background distractions.
- Panelists are advised to accommodate their technology needs in a matter that will cause few interruptions. Plan ahead and make sure you have everything you need for the meeting. Test out your internet connection, audio (microphone) and video (camera) ahead of time.
- For the duration of the meeting commissioners/board members will have their cameras on. Staff will only turn their cameras on when they are speaking.
- All panelists should add a profile picture so their likeness can be seen if they do not have a camera with video capabilities or in case there is a loss of video connection.

- If a commissioner/board member walks off-camera during the meeting, the host may disable their video until they return.
- Panelists are advised to temporarily turn their cameras off if an unexpected distraction occurs at their location. In this event, they should alert the Chair and staff as to the cause through the chat feature.
- Virtual meetings will be recorded. The Chair should remind all meeting participants they are being recorded at the beginning of the meeting.

SPEAKING DURING THE MEETING

REQUESTING TO SPEAK

The Chair will convene and run the meeting as usual, recognizing speakers as appropriate.

- Commissioners or board members who wish to be recognized by the Chair to speak should do so by either raising their hand on camera so it is visible until the Chair verbally acknowledges the request. Or by using the “raise hand” feature in Zoom.
- Staff who wish to be recognized to speak should use the “raise hand” feature in Zoom. If staff needs to be recognized for an urgent matter they will turn their camera on in addition to raising their hand, much like they would approach the podium in an in-person meeting.
- When recognized by the Chair to speak commissioners, board members, and staff will need to unmute themselves before speaking, and mute themselves when finished. If someone forgets to mute themselves when they are finished the host will mute them.

Using the Raise Hand Feature

To activate the raise hand feature, click on the participants button. At the bottom of the list will be three buttons: Mute/Unmute, Raise Hand, and Merge/Unmerge to Meeting Window. Click the **Raise Hand** button. This will let the host know there is a participant waiting to comment. The host will see these actions in chronological order of when the button was clicked.

SPEAKING ETIQUETTE

Panelists are asked to follow the guidelines below when speaking.

- All panelists, except for the Chair, will be muted at the beginning of the meeting.
- Commissioners/board members speaking without video should identify themselves each time they begin speaking in accordance with NCGS 166A-19.24.
- Do not interrupt whoever has the floor to speak. The host will mute all meeting participants who do not currently have the floor to speak.
- Urgent technical or procedural concerns should be shared via a direct chat to the chat co-host, where staff can assist with resolving the matter or can interrupt the meeting proceedings if absolutely necessary. Remember that per NCGS chats are public records.
- All panelists are asked to ensure that there is no distracting background noise at their location during the meeting.

CALLING GUEST SPEAKERS

After the staff presentation for each case the Chair will call on speakers beginning with the applicant and followed by proponents and then opponents (in the order they signed up).

- The host will allow each speaker to talk when called.
- Guest speakers will only have microphone access (no video).
- Applicants who wish to show a presentation must submit it to staff via email at least 24 hours in advance of the meeting. The screen share co-host will display the presentation and advance it as directed by the applicant when speaking.
- When a speaker is finished the host will immediately remove their ability to talk, and allow the next speaker to talk.

QUESTIONS FOR STAFF

Many of the staff that typically attend meetings will now have technical roles to fulfill in order to ensure the meeting runs smoothly. For this reason, commissioners and board members should email questions to staff 24 hours in advance of the meeting, which will ensure that staff is able to both provide answers and manage the virtual meeting effectively.

SPEAKER TIME LIMITS

Time limits are recommended for speakers participating in advisory meeting or legislative hearings. Time limits should be established by the applicable body and enforced by the Chair. If after being asked by the Chair to conclude comments a speaker continues to speak out of turn, the Chair may ask the host to mute that speaker and/or demote them back to an attendee. Allowing speakers to defer their time to another speaker is discouraged in virtual meetings due to logistical challenges.

VOTING

In accordance with NCGS 166A-19.24 all voting will be carried out by roll call.

- The clerk will call out each commissioner/board member's name.
- Commissioners/board members will unmute their mics and declare their vote.
- Any commissioner/board member that does not have video must announce their name prior to their vote, even though their name was called by the clerk.
- After voting microphones should be muted.

USE OF THE CHAT FEATURE

Per NCGS 166A-19.24 virtual meeting chats are public records. The chat feature will be disabled for all attendees. To reduce meeting distractions panelists will only be able to send private chats to a single individual at a time. It is recommended that the chat feature be reserved for trouble shooting technical issues only, to ensure that the meeting proceedings are publicly visible in the virtual meeting.

DECORUM AND PROFESSIONALISM

If any participant in the meeting is exhibiting inappropriate behavior, the Chair has the ability to excuse the participant immediately.

Technical Difficulties

DROPPED CONNECTION

In the event of a commissioner/board member's dropped connection, the vote may be delayed for up to 5 minutes so that the dropped participant may re-establish a connection. If the waiting period has

elapsed, and the connection has not been re-established the commissioner/board member will no longer be considered part of the meeting or counted in the vote per NCGS 166A-19.24. If the dropped connection results in loss of a quorum the meeting cannot continue per NCGS 166A-19.24.

RETRY CONNECTING TO MEETING

If a commissioner/board member has a dropped connection, it is advised that they re-connect to the meeting as soon as possible.

It is advised to have the Zoom application installed on more than one device to readily be able to join the meeting if one device fails mid-meeting.

USE THE CALL-IN FUNCTION

Commissioners/board members can use the call-in function if they experience unresolvable technical difficulties. Commissioners/board members are recommended to share their phone number so that staff can confirm proper participants.

MUTED MICROPHONES

By default, all participants will have their microphones muted. The only participant that is permitted to maintain a live mic for the entirety of the meeting is the Chair.

BACKGROUND NOISE

If a meeting member is not actively participating but their microphone is disturbing the meeting, the host will disable their microphone. Often this is due to subtle background noise, typing, or other common noises. It is the responsibility of the speaker to check if their microphone is or is not live before speaking.

EXCESSIVE SPEAKING

If a meeting participant goes well beyond the time permitted to speak, the Chair has the permission to request the member be muted. Once muted, microphone controls will be released after Chair's request or change in topic. It is advised that members use the "raise hand" function in Zoom. This will allow the host to properly release your permissions.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior, such as profanity, will not be permitted. The Chair may ask that anyone displaying inappropriate behavior be muted and have their video turned off or be removed from the meeting altogether.

UNEXPECTED GUESTS

Although anyone with the meeting link will be able to join the meeting since all attendees are unable to speak or show video, unexpected guests should pose no more concern than they do in live meetings. Only people signed up to speak will be able to do so.

Zoom Tutorial Resources

Below are a few quick tips on using Zoom before a meeting. If this is your first time using Zoom, it is recommended that you preview these tutorials before starting your first public meeting. Each tutorial is roughly 5 minutes in length and quickly goes over each topic in detail. For more assistance contact Chris Peterson at chris.peterson@durhamnc.gov for support.

JOINING A ZOOM MEETING

<https://youtu.be/hlkCmbvAHQQ>

CONFIGURING AUDIO

<https://youtu.be/-s76QHshQnY>

MEETING CONTROLS

https://youtu.be/ygZ96J_z4AY

VIRTUAL BACKGROUNDS

<https://youtu.be/3Zq-b51A3dA>

IN MEETING CHAT

<https://youtu.be/DkuY4nedWbo>