**A G E N D A**
**JAMES CITY COUNTY POLICY COMMITTEE**
**REGULAR MEETING**
**Building A Large Conference Room**
**101 Mounts Bay Road, Williamsburg, VA 23185**
**February 23, 2021**
**5:30 PM**

**A.    CALL TO ORDER**

    1.    This SPECIAL MEETING of the POLICY COMMITTEE will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to https://zoom.us/j/93463056066 or call 301-715-8592 and enter the meeting ID 934 6305 6066. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

**B.    ROLL CALL**

**C.    MINUTES**

**D.    OLD BUSINESS**

    1.    FY2022 - FY2026 Capital Improvements Program Review

**E.    NEW BUSINESS**

**F.    ADJOURNMENT**

## ITEM SUMMARY

DATE:        2/23/2021

TO:          The Policy Committee

FROM:        Paul D. Holt, III, Secretary

SUBJECT:     February 23, 2021 Meeting Details

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**ATTACHMENTS:**

| | Description | Type |
|---|---|---|
| ▯ | Zoom Instructions | Backup Material |

**REVIEWERS:**

| Department | Reviewer | Action | Date |
|---|---|---|---|
| Policy | Cook, Ellen | Approved | 2/17/2021 - 4:41 PM |
| Policy | Holt, Paul | Approved | 2/17/2021 - 4:47 PM |
| Publication Management | Daniel, Martha | Approved | 2/17/2021 - 4:50 PM |
| Policy Secretary | Secretary, Policy | Approved | 2/18/2021 - 10:09 AM |

**Zoom Instructions for Participants before a Meeting**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

2. You will receive notice for a videoconference or conference call via email. The notification will include a link to "Join via computer" as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

**Join the Videoconference**

1. At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.

2. You have an opportunity to test your computer's audio and microphone at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your committee analyst.

**Join Audio via Phone (Recommended for best connection)**

If you have sluggish internet connection, your computer or phone lacks a microphone, or for issues with hearing the audio, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.

2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad. 3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

**During the Meeting**

Using the participant controls in the lower left corner of the Zoom screen you can:
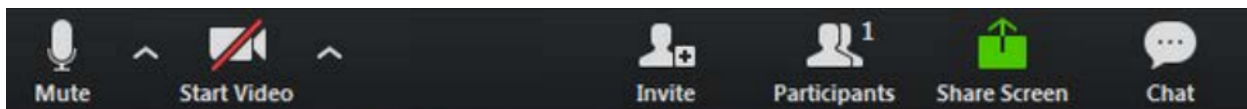


• Mute/Unmute your microphone (far left)

• Turn on/off camera ("Start/Stop Video")

• Invite other participants

• View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand

• Change your screen name that is seen in the participant list and video window

• Share your screen

On your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants (like a grid).

**ITEM SUMMARY**

DATE:             2/23/2021

TO:                 The Policy Committee

FROM:           Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT:     FY2022 - FY2026 Capital Improvements Program Review

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The Policy Committee has reviewed 25 applications as part of the County's FY 2022-2026 Capital Improvements Program (CIP), and identified questions for various departments regarding their applications.

As requested for this upcoming meeting, staff from the General Services Department, Police Department, and Community Development will be attending to discuss their applications with the Policy Committee.