

# Economic Development Advisory Board

**April 16, 2019 at 8:15 a.m.**

Winter Park City Hall, Chapman Room  
401 Park Avenue S., Winter Park, FL 32789



## **1 administrative**

- a. Approve minutes from 2-26-2019

## **2 informational**

- a. Electric Vehicle Ordinance Discussion
- b. 631 N New York Avenue

## **3 action**

## **4 new business**

- a. Chamber Update
- b. Board Appreciation Dinner
- c. Citizen Board Application

## **public comment**

## **adjourn**

Next meeting: May 21<sup>st</sup>

## appeals & assistance

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"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

# Economic Development Advisory Board



meeting date 4-16-19

approved by

item type ☒ Administrative  
☐ Action  
☐ Information

☐ City Manager  
☐ City Attorney  
☐ N/A

**agenda  
item**

## Subject 1a

Approve minutes for February 26, 2019.

## **motion | recommendation**

Motion to approve minutes from February 26, 2019.

## **Background**

N/A

**CITY OF WINTER PARK  
ECONOMIC DEVELOPMENT ADVISORY BOARD**

**Regular Meeting  
8:15 a.m.**

**February 26, 2019  
Chapman Room**

**MINUTES**

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Meeting was called to order at 8:17 a.m. in the Chapman Room of City Hall.

**BOARD MEMBERS PRESENT:** John Caron, Russ Bruguier, Wes Naylor, and Betsy Gardner-Eckbert

**BOARD MEMBERS ABSENT:** Tara Tedrow, Joel Roberts, Bill Segal

**STAFF MEMBERS PRESENT:** Kyle Dudgeon, Laura Neudorffer, Lindsey Hayes, Peter Moore, Jason Seeley, and Tim Egan

**ADMINISTRATIVE ITEMS:**

- A. Approve minutes from 11-27-18

**Motion made by John Caron, seconded by Russ Bruguier, to approve the November 27, 2018 minutes. Motion passes 4-0.**

**ACTION ITEMS:**

- A. **631 N. New York Avenue Review**

Assistant Division Director, Kyle Dudgeon began the discussion by providing backstory to the acquisition of the property and how it is being used. The property is used as a lay down site to store large equipment and materials for city projects. Staff discussed options for future consideration. Conversation was held on additional elements including the existing quanncet hut on the golf course and current use of cemetery property.

Staff provided a color-coded aerial view to show the existing site and surrounding area. Staff has also had discussions with Golf Tech regarding a potential lease agreement for them to host a short game training program. This would provide an income stream to the golf course while providing a service that the city does not currently offer. Golf Tech would require 2000 square feet of operating space. The city would require 4000 square feet for its use. Staff believes there is enough merit to continue exploring property usage. Direction to staff was to seek out direction by the Golf Course Advisory Board, and determine priority levels for the board to consider at its next meeting.

**INFORMATIONAL ITEMS:**

- B. **Real Estate Assessment**

Assistant Division Director, Kyle Dudgeon, provided an update on city-owned real estate and properties that continue to be a topic of interest in conjunction with the role EDAB plays. Discussion ensued.

**NEW BUSINESS:**

- A. **Chamber Update**

Chamber of Commerce CEO, Betsy Gardner-Eckbert, elected not to provide discussion in the interest of time.

Next meeting is to be determined.

There being no further business, the meeting adjourned at 9:21 a.m.

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John Caron, Chairperson

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Laura Neudorffer, Board Liaison

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☐ N/A

**agenda  
item**

## Subject 2a

Electric Vehicle Ordinance Discussion

## **motion | recommendation**

N/A

## Background

As part of their initiatives from the city's sustainability staff, an electric vehicle ordinance has been drafted for review. The ordinance identifies opportunities for vehicle charging infrastructure as new development occurs on private property. Direction to the board is to consider the ordinance's influence on economic development within the city.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA  
AMENDING CHAPTER 58 "LAND DEVELOPMENT CODE", ARTICLE  
III, "ZONING REGULATIONS" SUBSECTION 58-86 "OFF-STREET  
PARKING AND LOADING REGULATIONS" SO AS TO ADD  
REGULATIONS FOR ELECTRIC VEHICLE CHARGING  
INFRASTRUCTURE, PROVIDING FOR VESTING, CONFLICTS,  
CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Winter Park's Off-Street Parking and Loading Regulations portion of the Land Development Code does not currently contain provisions for off-street parking facility requirements for electric vehicles;

**WHEREAS**, according to the U.S. Department of Energy, the benefits of electric vehicles include improved air quality, reduction of carbon emissions, quieter and more livable streets, and decreased dependency on fossil fuels;

**WHEREAS**, a significant number of industry stakeholders are urging electric utilities to support the buildout of electric vehicle infrastructure to aid the development of the electric vehicle industry which in turn will decarbonize the transportation sector, promote energy independence, and increase electric retail sales resulting in a net benefit to all ratepayers;

**WHEREAS**, Florida ranks within the top five states nationally for sales of both electric vehicles and hybrid vehicles;

**WHEREAS**, the City should continue its support of plug-in electric vehicles and its efforts in constructing electric vehicle and plug-in hybrid electric vehicle charging infrastructure as this further supports the City's Sustainability Action Plan;

**WHEREAS**, the proposed amendment is consistent with the City's Vision of Winter Park as the city of arts and culture, cherishing its traditional scale and charm while building a healthy and sustainable future for all generations;

**WHEREAS**, the Planning and Zoning Board, after notice and public hearing, has considered the proposed amendments to the Off-Street Parking and Loading Regulations portion of the Land Development Code, more specifically described herein, and submitted its recommendation to the City Commission;

**WHEREAS**, the City Commission, after notice and public hearing, has considered the proposed amendments to the Off-Street Parking and Loading Regulations portion of the Land Development Code, the recommendations of the Planning and Zoning Board and all public comments;

**WHEREAS**, the proposed amendment to the Off-Street Parking and Loading Regulations portion of the Land Development Code is consistent with the City of Winter Park Comprehensive Plan;

**WHEREAS,** the portions of Chapter 58, Land Development Code, Article III, Zoning Regulations that are to be amended and modified as described in each section and amended to read as shown herein.

**NOW THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK:**

**SECTION 1.** That Chapter 58 "Land Development Code", Article III "Zoning" of the Code of Ordinances is hereby amended and modified within Section 58-86 "Off-street Parking and Loading Regulations", adding subsection (5) "Electric Vehicle Charging Station Infrastructure and Electric Vehicle Parking Space Requirements" in the "Zoning" Article of the Land Development Code to read as follows:

**Sec. 58-86. Off-Street Parking and Loading Regulations.**

(5) *Electric Vehicle Charging Station Infrastructure and Electric Vehicle Parking Space Requirements.*

- a) *Intent and purpose.* The intent of this section is to facilitate and encourage the use of electric vehicles and to expedite the establishment of a convenient, cost-effective electric vehicle infrastructure.
- b) *Definitions.* For the purposes of this section, the following definitions shall apply:
  1. *Electric vehicle* means any motor vehicle registered to operate on public roadways that operates either partially or exclusively on electric energy. Electric vehicles include: (a) Battery-powered electric vehicles; (b) Plug-in hybrid electric vehicles; (c) electric motorcycles; and (d) Fuel cell vehicles.
  2. *Electric vehicle charging level* means the standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and 3 are the most common charging levels, and include the following specifications:
    - a) Level-1 is considered slow charging. Voltage including the range from 0 through 120.
    - b) Level-2 is considered medium charging. Voltage is greater than 120, up to 240.
    - c) Level-3 is considered fast or rapid charging. Voltage is greater than 240.
  3. *Electric vehicle charging station* means battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle.
  4. *Electric vehicle charging station infrastructure* means conduit/wiring, structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations and rapid charging



stations.

5. *Electric vehicle parking space* means any off-street parking space that is equipped with an electric vehicle charging station that is exclusively for use by electric vehicles.

c) *Readiness requirement for single-family and duplex properties.* In order to proactively plan for and accommodate the anticipated future growth in market demand for electric vehicles, all single-family and duplex development shall provide electric vehicle charging station infrastructure per this section.

1. The infrastructure shall be installed per the requirements of the current edition of the National Electrical Code (NFPA 70) as adopted and amended by the State of Florida for enforcement by the City of Winter Park.
2. Single-family and duplex properties with finished garages shall be constructed to provide a 220-240-volt / 40 amp outlet on a dedicated circuit and in close proximity to one designated vehicle parking space to accommodate the potential future hardwire installation of a Level-2 vehicle charging station.

d) *Readiness requirement for multi-family residential and nonresidential properties.* In order to proactively plan for and accommodate the anticipated future growth in market demand for electric vehicles, all multi-family residential and non-residential (commercial, office, central business district, industrial) development shall provide electric vehicle charging station infrastructure per this section.

1. The infrastructure shall be installed per the requirements of the current edition of the National Electrical Code (NFPA 70) as adopted and amended by the State of Florida for enforcement by the City of Winter Park.
2. Multi-family residential properties and non-residential properties shall provide the electrical capacity and buried raceway necessary to accommodate the future hardwire installation of a minimum ratio of 20% of the total required parking spaces.

e) *Electric vehicle parking space requirement for multi-family residential and non-residential properties of a certain intensity.* All sites in which multifamily residential, commercial, or industrial uses, or any combination thereof, are required to provide 50 or more motor vehicle parking spaces, shall provide a minimum of two (2) percent of the required off-street parking spaces or a minimum of two (2) parking spaces, whichever is greater, to be electric vehicle parking spaces (such spaces shall be counted toward meeting the overall parking requirement) in accordance with the following standards:

1. Minimum standards. Electric vehicle parking spaces shall, at a minimum, be equipped with an electric vehicle charging station rated at electric vehicle charging level 2.
2. Exclusive use. Electric vehicle parking spaces shall be reserved for the exclusive use of electric vehicles.
3. Fees. Nothing herein shall prohibit the charging of a fee for the use of an

electric vehicle charging station by a resident, guest, invitee or employee.

4. ADA Accessible Spaces. It is strongly encouraged, but not required, that a minimum of one (1) accessible electric vehicle charging station be provided. Accessible electric vehicle charging stations should be located in close proximity to the building or facility entrance and connected to a barrier-free accessible route of travel. It is not necessary to designate the accessible electric vehicle charging station exclusively for the use of disabled persons.
  5. Lighting. Site lighting shall be provided where an electric vehicle charging station is installed, unless charging is for daytime purposes only.
  6. Equipment Standards and Protection. Battery charging station outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the surface where mounted. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designed and located as to not impede pedestrian travel or create trip hazards on sidewalks. Adequate battery charging station protection, such as concrete-filled steel bollards, shall be used. Curbing may be used in lieu of bollards, if the battery charging station is setback a minimum of 24 inches from the face of the curb.
  7. Signage. (1) Information shall be posted identifying voltage and amperage levels and any time of use, fees, or safety information related to the electric vehicle charging station. (2) Each electric vehicle charging station space shall be posted with signage indicating the space is only for electric vehicle charging purposes. For purposes of this subsection, "charging" means that an electric vehicle is parked at an electric vehicle charging station and is connected to the battery charging station equipment. (3) Restrictions shall be included on the signage, if removal provisions are to be enforced by the property owner pursuant to state statutes.
  8. Maintenance. Electric vehicle charging stations shall be maintained in good condition in all respects, including the functioning of the equipment, by the property owner. Removal of any required EV charging stations is prohibited. A phone number or other contact information shall be provided on the equipment for reporting when the equipment is not functioning or other problems are encountered.
- f) Where the installation of one or more electric vehicle parking spaces, and/or the installation of electric vehicle charging station infrastructure to allow for the future installation of electric vehicle charging stations, are required by this article, an exception may be granted through the site plan approval process only where it is demonstrated that the extension of the electrical power supply to the effected location is physically impractical. Financial impracticality is not a valid criterion for granting such an exception.

**SECTION 6. VESTING.** In order to not adversely affect development projects

that may be in process and for which expenditures have been made in reliance upon the existing code provisions, the City will allow such development or building permit applications to be subject to the parking code existing prior to the adoption of this Ordinance, provided such development projects or permits have been submitted prior to the effective date of this Ordinance.

**SECTION 7. SEVERABILITY.** If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

**SECTION 8. CODIFICATION.** It is the intention of the City Commission of the City of Winter Park, Florida, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinance of the City of Winter Park, Florida, except for Sections 6-10;

**SECTION 9. CONFLICTS.** All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

**SECTION 10. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its passage and adoption.

**ADOPTED** at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Steve Leary, Mayor

# Economic Development Advisory Board



meeting date 4-16-19

approved by

item type ☐ Administrative  
☐ Action  
☒ Information

☐ City Manager  
☐ City Attorney  
☐ N/A

**agenda  
item**

## Subject 2b

631 N New York Avenue Discussion

## **motion | recommendation**

Motion is at the pleasure of the board.

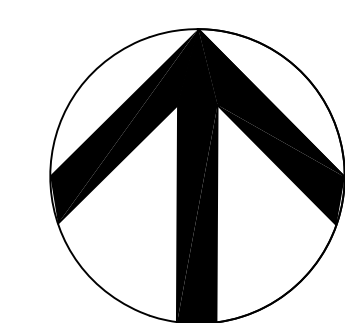
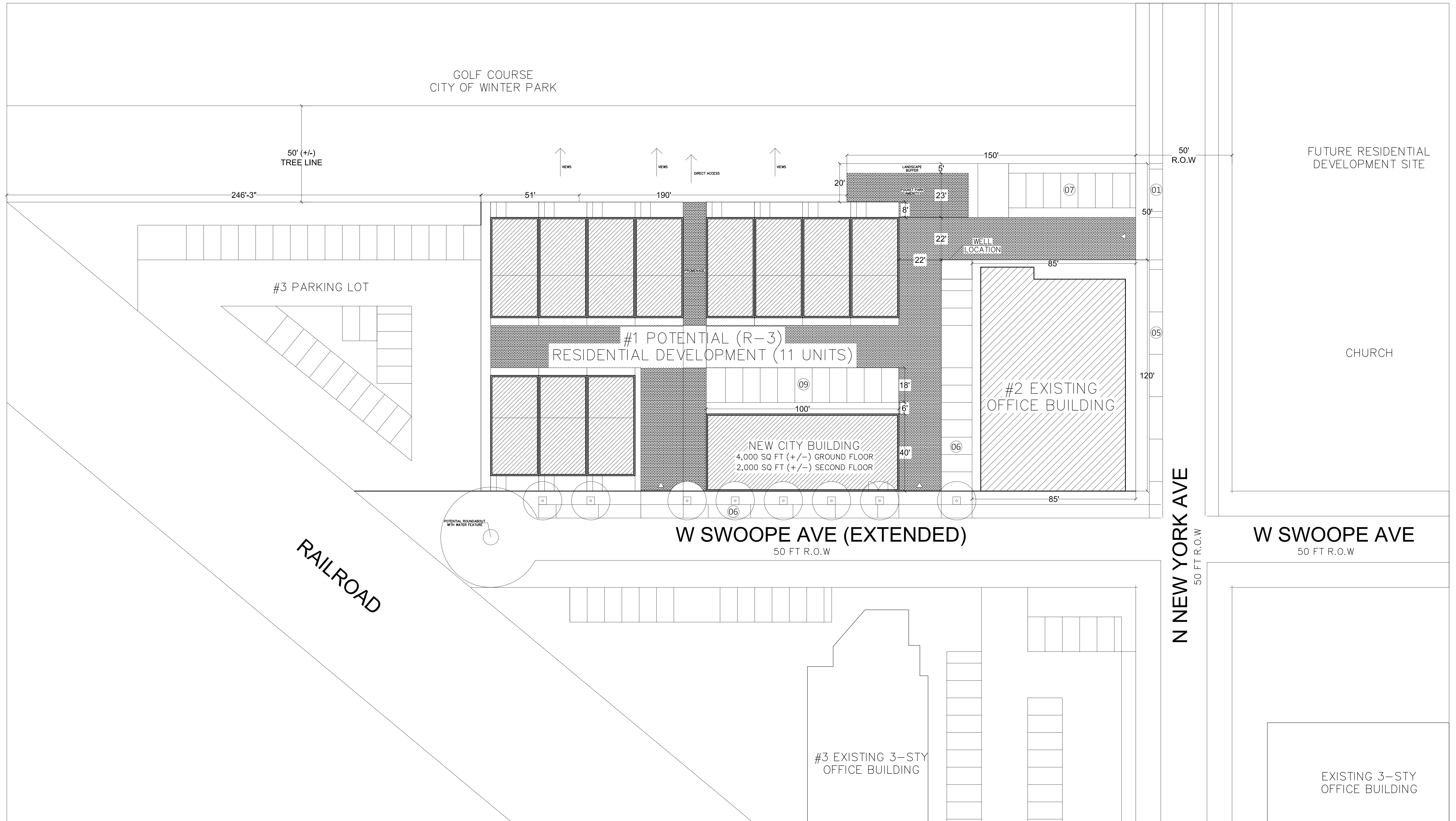
## **Background**

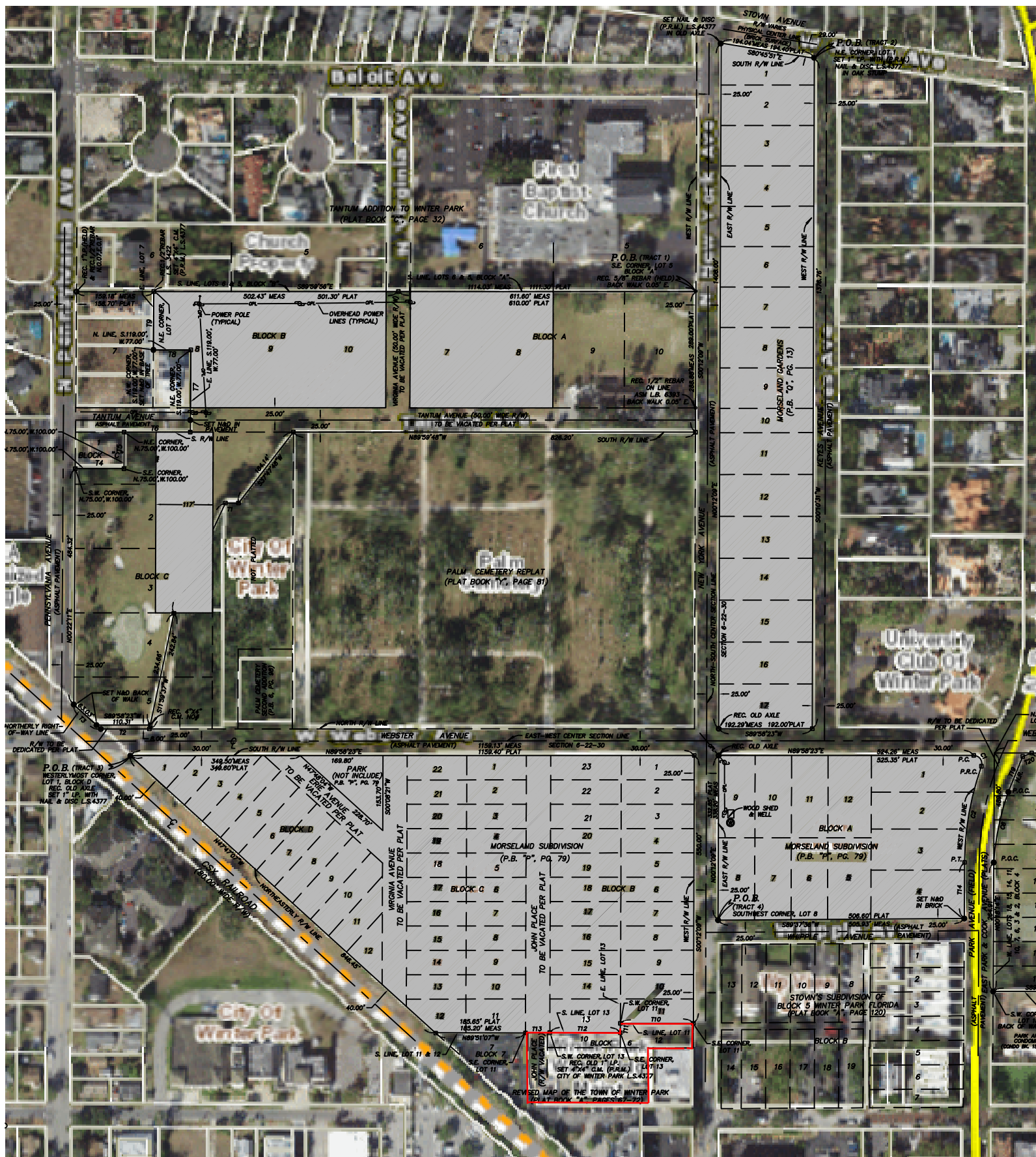
Economic Development staff has been working with several departments including Parks in its evaluation of existing city real estate assets. This includes the city's former Swoope Avenue water plant site located at 631 N New York Avenue.

Current use for the site includes vehicle storage, equipment lay down yard, housing of refuse and storage bins, and fuel tanks. The property also abuts the city's quanncet hut providing storage for golf course operations and maintenance.

Staff enlisted Redevelopment Management Associates (RMA) to conduct a site analysis, market review, and provide potential alternatives to its existing use. Staff included as part of the February 26, 2019 agenda packet a copy of the report provided by RMA. Since that time, staff has reviewed the analysis with the golf course advisory board. Staff will review with EDAB the discussion held with the board.

Staff is additionally providing a development alternative to the site as well as an overlay articulating the deed restriction areas on the golf course. Staff will provide context on both these maps.





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☐ N/A

**agenda  
item**

## Subject 4a

Chamber Update

## **motion | recommendation**

N/A

## Background

An update to be provided by the Chamber of Commerce



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☐ N/A

**agenda  
item**

## Subject 4b

Board Appreciation Dinner

## **motion | recommendation**

N/A

## Background

Location and date specified in the attached flyer.





please join city commission  
& staff in recognition of  
**your service**  
for the  
**2019 Board  
Appreciation**



Wednesday  
**May 15**  
5:30-7 p.m.

**Casa Feliz**  
656 N. Park Ave.  
Winter Park



steel drum  
adult beverages  
heavy hors d'oeuvres  
tours & putting contest



please rsvp by 05.01.19  
to 407.599.3463 or  
[jmiller@cityofwinterpark.org](mailto:jmiller@cityofwinterpark.org)

**Sunset**  
*at the*  
**CASA**

# Economic Development Advisory Board



meeting date 4-16-19

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☒ Information

☐ City Manager  
☐ City Attorney  
☐ N/A

**agenda  
item**

## Subject 4c

Citizen Board Application

## **motion | recommendation**

N/A

## Background

Board members	End of term
Russell Bruguiera	2021
John Caron	2019
Betsy Eckbert	2021
Wes Naylor	2020
Joel Roberts	2020
Bill Segal	2021
Tara Tedrow	2019

Term of office: 3 years

Appointed/re-appointed at first City Commission meeting in May.

Citizen board application form:

<https://cityofwinterpark.org/government/boards/citizen-board-application/>



# CITIZEN BOARD APPLICATION

**please note:** this application is valid for one year from the date of completion

If you are interested in serving on a city board,  
please complete this application and return to:

City Clerk  
401 S. Park Ave.  
Winter Park, FL 32789  
407-691-6755 FAX

please print clearly

Name \_\_\_\_\_

Home address \_\_\_\_\_

Business \_\_\_\_\_

Business address \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Email address \_\_\_\_\_

Are you a registered voter? ☐ Yes ☐ No

Are you a resident of the city? ☐ Yes ☐ No

Do you own property in the city? ☐ Yes ☐ No

Do you hold a public office? ☐ Yes ☐ No

Are you employed by the city? ☐ Yes ☐ No

Until you are selected for the board of your choice, may we submit your application when  
vacancies occur, rather than phoning you prior to submitting? ☐ Yes ☐ No

Please list in order of your preference, the board(s) for which you are submitting this application and the special skill(s) that would  
be beneficial in serving on said board(s). **please note:** The functions and requirements of each board are listed on pages 3 and 4 of this  
application form.

1. \_\_\_\_\_

skills \_\_\_\_\_

2. \_\_\_\_\_

skills \_\_\_\_\_

3. \_\_\_\_\_

skills \_\_\_\_\_

Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? ☐ Yes ☐ No  
[A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit.  
**for example:** You are applying for a Planning & Zoning Board appointment and are an Architect or Attorney that may occasionally represent a client with a project before the board. **please note:** Having a potential conflict of interest does not necessarily exclude you from serving on a board.]

If yes, please explain.

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Are you currently serving on a city board(s)? ☐ Yes ☐ No If yes, which board(s):

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Have you previously served on a city board(s)? ☐ Yes ☐ No If yes, which board(s):

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Please list any other community involvement.

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Please list any work/career experience:

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Please list your educational experience:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

# CITIZEN BOARD DESCRIPTIONS

## Board of Adjustments

Reviews requests for zoning and sign variances where special conditions and other hardship conditions exist on the subject property. Members of this board act in a quasi-judicial manner and are required to refrain from ex- parte communications whenever possible. Must file a Financial Disclosure Form, and be a city resident.

**meetings:** third Tuesday of each month at 5 p.m.

## Civil Service Board

Administers and enforces the Civil Service Act and the Code or Rules and Regulations adopted, enacted and amended thereunder. Members of this board act in a quasi-judicial manner and are required to refrain from ex-parte communications whenever possible. This board also serves as the city's Personnel Review Board to hear appeals of any general employee appealing a termination, suspension or demotion. Must be a city resident, each having different vocations.

**meetings:** first Tuesday of each month at 4 p.m.

## Code Enforcement Board

Examines cases presented by the city's Code Compliance Officer. The board is empowered to prosecute persons who violate the city code. Members of this board act in a quasi-judicial manner and are required to refrain from ex-parte communications whenever possible. The Code Enforcement Board also acts as the Nuisance Abatement Board which may order criminal-related nuisances to be removed from place or premise. Must file a Financial Disclosure Form and be a city resident.

**meetings:** first Thursday of each month at 3 p.m.

## Community Redevelopment Advisory Board

Provides the Mayor and City Commission with recommendations for projects and programs to be undertaken within the Community Redevelopment Agency District. Must be a city resident.

**meetings:** fourth Thursday of each month at 5:30 p.m.

**work sessions:** fourth Tuesday of each month at noon.

## Construction Board of Adjustments & Appeals

Hears appeals of decisions and interpretations of the building and fire codes for the construction of buildings throughout the city and reviews proposed changes in the building code. Members of this board act in a quasi-judicial manner and are required to refrain from ex parte communications whenever possible. Members are not required to be city residents.

**meetings:** as needed

## Economic Development Advisory Board

Provides recommendations for economic development. Must be a city resident or business owner in the city.

**meetings:** third Tuesday of each month at 8:30 a.m.; second Tuesday September & October at 8:30 a.m.

## Ethics Board

Drafting recommendations for ethics policies, reviewing processes for ethics training of city employees, elected officials, and appointed members of boards, committees and various task forces, and enhancing communications on ethics issues to assure transparency. Must be a city resident.

**meetings:** as needed

## Historic Preservation Board

Responsible for the development and administration of comprehensive historic preservation program; identify and maintain the city's historic resources for the benefit of present and future residents. Must file a Financial Disclosure Form and be a city resident.

**meetings:** second Wednesday of each month at 9 a.m.

**work sessions:** as needed at noon

## Housing Authority

Administers the acquisition, lease, construction, reconstruction, improvement, and operation of federally funded housing projects within the city. Members are not required to be city residents.

**meetings:** second Tuesday of each month at 8 a.m.

- Keep Winter Park Beautiful & Sustainable Advisory Board**.....  
Promotes improvement of the quality, sustainability and aesthetics of the city's overall environment. Oversees fundraising and awareness programs.  
**meetings:** second Thursday of each month at 5:30 p.m.
- Lakes & Waterways Advisory Board**.....  
Reviews the condition of the lakes and waterways in the city and recommends to the Mayor and City Commission on matters pertaining to the lakes and waterways. Must be a city resident.  
**meetings:** third Wednesday of each month at noon
- Parks & Recreation Advisory Board**.....  
Promotes the parks and recreation programs of the city and advises the Parks & Recreation Director, Mayor, City Commission and the City Manager in matters involving or affecting city parks and recreation. Members are not required to be city residents.  
**meetings:** fourth Wednesday of each month at 5 p.m.
- Pedestrian & Bicycle Advisory Board**.....  
Reviews pedestrian and bicycle circulation system with goal of improving same. Must be a city resident.  
**meetings:** second Tuesday of each month at 8:30 a.m.
- Planning & Zoning Board**.....  
Acts in an advisory capacity to the Mayor and City Commission in matters pertaining to zoning and land use. Members of this board may be required to act in a quasi-judicial manner and are required to refrain from ex-parte communications on those occasions. Must file a Financial Disclosure Form and be a city resident.  
**meetings:** first Tuesday of each month at 7 p.m.  
**work sessions:** fourth Wednesday of each month at noon
- Public Art Advisory Board**.....  
Create public art action plan for the city and advise commission in all matters involving public art. Must be a city resident.  
**meetings:** third Monday of each month at 4:30 p.m.
- Tree Preservation Board**.....  
Hears appeals for denial of tree removal permits; may require modification of plans to preserve trees. Must be a city resident.  
**meetings:** as needed, third Thursday of each month at 3:30 p.m.
- Utilities Advisory Board**.....  
Advises the Mayor and City Commission on matters regarding the capital needs, rate structures, and policies relations to the operation of the city's utilities system. All but one member must be a city resident; one member must be a non-city resident who is a Winter Park utility customer.  
**meetings:** first Wednesday of each month at noon
- Winter Park Firefighters' Pension Board**.....  
Administers the firefighters pension trust fund of the City of Winter Park. The board of trustees shall consist of five (5) members, two (2) of whom shall be legal residents and two (2) of whom shall be full-time Winter Park firefighters. The fifth member shall be chosen by a majority of the previous four members, and that name submitted to the governing body of the municipality who shall, as a ministerial duty, appoint such person. Must file a Financial Disclosure Form.  
**meetings:** quarterly at 4 p.m.
- Winter Park Police Officers' Pension Board**.....  
Administers the police officers retirement fund of the City of Winter Park. The board of trustees shall consist of five (5) members, two (2) of whom shall be legal residents appointed by the legislative body and two (2) of whom shall be Winter Park police officers. The fifth member shall be chosen by a majority of the previous four members, and that name submitted to the governing body of the municipality who shall, as a ministerial duty, appoint such person. Must file a Financial Disclosure Form.  
**meetings:** quarterly at 6 p.m.