

City of Columbia, Missouri

Meeting Agenda

City Council

Monday, February 20, 2017
7:00 PM
Regular
Council Chamber
Columbia City Hall
701 E. Broadway

I. INTRODUCTORY ITEMS

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Approval and Adjustment of Agenda Including Consent Agenda

II. SPECIAL ITEMS

SPC13-17

III. APPOINTMENTS TO BOARDS AND COMMISSIONS

BC2-17 Board and Commission Appointments.

Attachments: List

IV. SCHEDULED PUBLIC COMMENT

Traci Wilson-Kleekamp - Remarks on Pew Research report: "Behind the Badge", "The Role of Police Executives and Police Culture", and corresponding news coverage of responses from Police Chiefs across the U.S. to the Trump Administration's raids and bans on immigrants and refugees.

<u>Attachments:</u> Scheduled Public Comment Form

V. PUBLIC HEARINGS

PH2-17 Consideration of the Unified Development Code.

(Supporting Documentation is located with B43-17 under the Introduction and First Reading section of the Agenda.)

Recommended Action: [See B43-17 under Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

VI. OLD BUSINESS

B21-17 Approving a revision to the PUD Development Plan of The Highlands Phase 8-Revised located at the terminus of Stonehaven Road and southwest of the Forum Boulevard and Old Plank Road intersection; granting variances to the Subdivision Regulations; setting forth a condition for approval.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

PUD Plan

Locator Maps

Staff Report to Planning and Zoning Commission

Attachment to PZC Report - PUD Plan (dated 9-12-16)

Attachment to PZC Report - Letters from applicant's consultant

Attachment to PZC Report - 1987 PUD Plan

Attachment to PZC Report - 1991 Final Plat

Excerpts from Minutes

Ordinance

B33-17 Amending Chapter 22 of the City Code relating to the establishment of solid waste container and compactor sites within the Downtown Community Improvement District Solid Waste District.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Correspondence from Downtown CID

IP Meeting Attendance List

Ordinance

B36-17 Authorizing a contract with General Electric International, Inc. for repair of three (3) natural gas combustion turbine generators located at the Columbia Energy Center; appropriating funds.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

Attachment A to Ordinance

VII. CONSENT AGENDA

B17-17 Approving a major amendment to the CP Plan for Discovery Park Lots 301, 302 & 303 located on the southeast corner of Ponderosa Road and Nocona Parkway (Case No. 17-11).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Major Amendment to CP Plan for Discovery Park Lots 301, 302 & 303

Staff Report to Planning and Zoning Commission

Locator Maps

Attachment to PZC Report - Previously Approved CP Plan

<u>Attachment to PZC Report - Previosly Approved Design Parameters</u>

Attachment to PZC Report - Revised Impervious Area Allocations

Attachment to PZC Report - Wall Sign Plan & Elevations

Excerpts from Minutes

Ordinance

Exhibit A to Ordinance

B18-17 Approving the Final Plat of Discovery Park Subdivision Plat 3C, a Replat of all of Lots 301 and 302, located on the southeast corner of Ponderosa Road and Nocona Parkway; authorizing a performance contract (Case No. 17-12).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Locator Maps

Final Plat

Ordinance

B19-17 Repealing Ordinance No. 022104 which approved the C-P Plan of Columbia Safety and Industrial Supply located on the northeast corner of Highway 763 North and Bodie Drive; approving the Centerpointe Hospital of Columbia C-P Plan (Case No. 17-34).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

C-P Development Plan (Amended 1-11-17)

Certificate of Need

Staff Report to Planning and Zoning Commission

Locator Maps

Attachment to PZC Report - C-P Plan (dated 12-28-16)

Attachment to PZC Staff Report - 2001 Rezoning Ordinance

Attachment to PZC Report - Columbia Safety and Industrial Supply C-P Plan

Excerpts from Minutes

Ordinance

Exhibit A to Ordinance

B20-17 Rezoning thirty-five (35) parcels in the Benton-Stephens neighborhood from R-3 to R-1 and R-2 (Case No. 17-23).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Staff Report to Planning and Zoning Commission

Locator Maps

Attachment to PZC Report - Ordinance # 22651

Attachment to PZC Report - PR 195-92

Attachment to PZC Report - Benton-Stephens U-C Overlay Ordinance

Attachment to PZC Report - Applicant letter

Public Correspondence

Excerpts from Minutes

B22-17 Approving a major amendment to the O-P Plan for Americare at Heritage Village located on the southeast corner of Sinclair Road and Southampton Drive (Case No. 17-32).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Staff Report to Planning and Zoning Commission

O-P Plan for Americare at Heritage Village

Locator Maps

Signage Elevations

Excerpts from Minutes

Ordinance

Exhibit A to Ordinance

B23-17 Approving the Final Plat of The Vineyards, Plat No. 6 located between Howell Mountain Drive and Rolling Hills Road; authorizing a performance contract (Case No. 16-183).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Final Plat

Locator Maps

Ordinance

Exhibit A to Ordinance

B24-17 Approving the Final Plat of Mikel's Subdivision Plat 3, a Replat of Lot 25, 26, 27 and 55 of Mikel's Subdivision of Lots Number 86 and 87 in Garth's Addition to the City of Columbia, located on the east side of Sexton Road and on the west side of Jackson Street (703, 707 and 709 Sexton Road and 602 Jackson Street); authorizing a performance contract (Case No. 17-27).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Locator Maps

Final Plat

Excerpts from Minutes

Ordinance

B25-17 Approving the Final Plat of Fox Lair, Plat No. 1A located at the southern terminus of Dolly Varden Drive and approximately 1,000 feet south of White Fish Drive; authorizing a performance contract (Case No. 16-214).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Locator Maps Final Plat

Previously Approved Final Plat - Fox Lair Plat No. 1

Ordinance

Exhibit A to Ordinance

B26-17 Approving the Final Plat of Alpha Phi Subdivision, a Replat of Lot 30, and Part of Lots 19, 20 & 21 of La Grange Place, located on the east side of Providence Road and south of Burnam Avenue (906 Providence Road and 911 Curtis Avenue); authorizing a performance contract; granting a variance from the Subdivision Regulations regarding dedication of street right-of-way (Case No. 17-31).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Locator Maps

Final Plat (revised 1-27-17)

Staff Report to Planning and Zoning Commission

Excerpts from Minutes

Ordinance

Exhibit A to Ordinance

B27-17 Vacating a utility easement located within the Elm Street right-of-way (525 Elm Street) that previously contained a storm sewer (Case No. 17-38).

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Sixth Street and Elm Street ROW Vacation Graphic

Locator Maps

Ordinance

B28-17 Appropriating Federal Aviation Administration (FAA) grant funds and Transportation Sales Tax funds for engineering costs related to the reconstruction of Taxiway C, relocation of Route H to allow for the extension of Runway 2-20, and the development of a pavement management program at the Columbia Regional Airport.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

B29-17 Authorizing a transportation alternatives funds program agreement with the Missouri Highways and Transportation Commission for the Carter Lane sidewalk project; appropriating funds.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Location Map

Proposed Plan Layout

Ordinance

Attachment A to Ordinance

B30-17 Appropriating cost share funds received from the Missouri Highways and Transportation Commission relating to intersection improvements at Route 740 (Stadium Boulevard) and Old Route 63.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

B31-17 Authorizing construction of the Stewart/Ridge/Medavista PCCE #3 Sanitary Sewer Improvement Project; calling for bids through the Purchasing Division.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Diagram

Ordinance

B32-17 Authorizing construction of the Thilly, Lathrop, Westmount PCCE #8 sanitary sewer, water line replacement and electric line burial improvement project; calling for bids through the Purchasing Division.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Diagram

Ordinance

B34-17 Authorizing a first amendment to the agreement with PNC Bank, National Association, Lexington Steel Corporation and LexWest, LLC relating to the warehouse storage of carbon steel.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

<u>Ordinance</u>

B35-17 Authorizing an agreement for professional services with CDG Engineers, Inc. for architectural and planning services for future site usage of the water and electric distribution complex located on the south side of Business Loop 70 East; appropriating funds.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

Attachment A to Ordinance

B37-17 Accepting conveyances for sewer, drainage, utility and temporary construction and access purposes; accepting Stormwater Management/BMP Facilities Covenants.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

B38-17 Accepting and appropriating donated funds for the Parks and Recreation Department's Holiday Toys for Columbia's Youth Program.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

B39-17 Authorizing a program services contract with the Missouri Department of Health and Senior Services for HIV Prevention services.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

Exhibit A to Ordinance

B40-17 Authorizing a memorandum of understanding with the Missouri Department of Corrections to provide tuberculosis screening and testing services.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

B41-17 Authorizing rapid HIV and Hep C testing programs agreements with the Audrain County Health Department, Macon County Health Department, Saline County Health Department, Pettis County Health Center and Randolph County Health Department.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Ordinance

Exhibit A to Ordinance
Exhibit B to Ordinance
Exhibit C to Ordinance
Exhibit D to Ordinance

Exhibit E to Ordinance

B42-17 Authorizing agreements with the Missouri Highways and Transportation Commission relating to the installation of traffic signals at the intersections of Providence Road and Burnam Road, Providence Road and Forest Avenue, Providence Road and Turner Avenue, and Route B and Waco Road.

Recommended Action: [2nd Read & Vote/Mayor Memo]

Attachments: Council Memo

Providence Road Location Map
Bike Boulevard Location Map

Route B & Waco Road Location Map

Ordinance

Exhibit A to Ordinance

Exhibit B to Ordinance

Exhibit C to Ordinance

Exhibit D to Ordinance

R21-17 Setting a public hearing: proposed construction of a driving range, to include the construction of hitting tees, target greens, irrigation installation, tree buffer plantings and connecting concrete cart paths, at the Lake of the Woods Golf Course.

Recommended Action: [Read & Vote/Mayor Memo]

Attachments: Council Memo

Plans

Resolution

R22-17 Setting a public hearing: consider the FY 2016 Consolidated Annual Performance and Evaluation Report (CAPER).

Recommended Action: [Read & Vote/Mayor Memo]

Attachments: Council Memo

Resolution

R23-17 Consenting to the issuance of a state license for the sale of intoxicating liquor at Fuzzy's Taco Shop located at 132 S. Ninth Street.

Recommended Action: [Read & Vote/Mayor Memo]

Attachments: Council Memo

Resolution

R24-17 Authorizing an amendment to the agreement with Centro Latino de Salud, Educacion y Cultura to allocate additional CDBG funding for improvements to the building and property located at 609 N. Garth Avenue.

Recommended Action: [Read & Vote/Mayor Memo]

Attachments: Council Memo

Centro Latino Agreement approved on 10-4-16

Resolution

Exhibit A to Resolution

R25-17 Authorizing an agreement with Columbia Swim Club for sports development funding under the Tourism Development Program for the 2017 SPEEDO Sectionals Central Section Region VIII swimming competition.

Recommended Action: [Read & Vote/Mayor Memo]

Attachments: Council Memo

Resolution

Exhibit A to Resolution

R26-17 Authorizing the installation of street lights along portions of Texas Avenue, Whitegate Drive, Mulberry Road and Westwinds Drive, and the installation of solar powered lights on Edenton Boulevard; authorizing the installation of replacement lighting on Sylvan Lane and Forest Avenue.

Recommended Action: [Read & Vote/Mayor Memo]

Attachments: Council Memo

Exhibit B

Exhibit F

Exhibit G

Exhibit H

Resolution

Exhibit A to Resolution

Exhibit C to Resolution

Exhibit D to Resolution

Exhibit E to Resolution

Exhibit I to Resolution

Exhibit J to Resolution

R27-17 Authorizing the temporary closure of a portion of the sidewalk on the north side of Walnut Street, between Eighth Street and Ninth Street, to facilitate the construction of an office building at 807 E. Walnut Street.

Recommended Action: [Read & Vote/Mayor Memo]

Attachments: Council Memo

Development agreement with Boone County

Letter to Businesses and Owners

Resolution

Exhibit A to Resolution

VIII. NEW BUSINESS

R28-17 A resolution declaring the need to conduct a community engagement process about policing in Columbia.

Recommended Action: [Read & Vote/Thomas Memo]

Attachments: Council Memo

Resolution

IX. INTRODUCTION AND FIRST READING

B43-17 Repealing Article III of Chapter 12A and Chapters 20, 23, 25 and 29 of the City Code; enacting a new Chapter 29 of the City Code to establish a Unified Development Code; amending Chapters 2, 6, 13, 24 and 27 of the City Code as it relates to the Unified Development Code (Case No. 16-110).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Staff Report to Planning and Zoning Commission

Attachment to PZC Rpt - Attachment 1 - 29-2.1(Zoning Districts)

Attachment to PZC Rpt - Attachment 2 - Table 29-3.1 (Permitted Use Table - ex

Attachment to PZC Rpt - UDC Errata Sheet (12-30-16)

Attachment to PZC Rpt - Errata Sheet Attachments A & B

Attachment to PZC Rpt - Regulating Plan M-DT (Mixed-use Downtown) District

General Public Correspondence - received after 12-30-16

General Public Correspondence - received after 12-9-16

General Public Correspondence as of 12-9-16

Correspondence, Mixed-Use Downtown as of 12-9-16

Correspondence Boards & Commissions as of 12-9-16

Correspondence Neighborhood Protection as of 12-12-16

Correspondence Overlay Districts as of 12-9-16

Correspondence Permitted Use Table as of 12-9-16

Excerpts from Minutes - 10/20/16 Public Hearing

Excerpts from Minutes - 10/27/16 Public Hearing

Excerpts from Minutes - 11/2/16 Public Hearing

Excerpts from Minutes - 11/10/16 Public Hearing

Excerpts from Minutes - 11/16/16 Public Hearing

Excerpts from Minutes - 12/12/16 Public Hearing

Excerpts from Minutes - 12/15/16 Public Hearing

Excerpts from Minutes - 1/5/17 Public Hearing

Ordinance

Exhibit A to Ordinance - UDC Chapter 29, Article 1

Exhibit A to Ordinance - UDC Chapter 29, Article 2

Exhibit A to Ordinance - UDC Chapter 29, Article 3

Exhibit A to Ordinance - UDC Chapter 29, Article 4

Exhibit A to Ordinance - UDC Chapter 29, Article 5

Exhibit A to Ordinance - UDC Chapter 29, Article 6

Exhibit A to Ordinance - UDC Appendix A

B44-17** Rezoning property located on the east side of Brown Station Road, between Blue Ridge Road and US Highway 63, from District M-R (Research, Development and Office Park District) and District M-C (Controlled Industrial District) to District R-1 (One-Family Dwelling District) (Case No. 17-45).

<u>Attachments:</u> Council Memo

Locator Maps

Recommended Action: [Intro & 1st Read/Mayor Memo]

Staff Report to Planning and Zoning Commission

Attachment to PZC Report - 2015 Rezoning Ordinance

Attachment to PZC Report - Columbial Imagined Industrial Projection

Excepts from Minutes

Ordinance

B45-17 Approving the Addison's South C-P Plan located on the southwest corner of Vawter School Road and Frontgate Drive (Case No. 17-48).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Addison's South C-P Plan

Locator Maps

Staff Report to Planning and Zoning Commission

Attachment to PZC Report - 2007 Copperstone Commercial C-P Plan

Attachment to PZC Report - 1998 Rezoning Ordinance

Applicant Correspondence - Off-Site Traffic Letter

Excerpts from Minutes

Ordinance

Exhibit A to Ordinance

B46-17** Approving the Sinclair Road PUD Plan located on the east side of Sinclair Road and north of Cascades Drive; granting a variance from the Subdivision Regulations as it relates to direct driveway access onto Sinclair Road (Case No. 17-50).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Locator Maps

PUD Plan

Staff Report to Planning and Zoning Commission

Driveway Variance Exhibit

Excerpts from Minutes

B47-17* Approving the Final Plat of Sinclair Road Plat 1 located on the east side of Sinclair Road and north of Cascades Drive; authorizing a performance contract (Case No. 17-49).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Staff Report to Planning and Zoning Commission

Locator Maps

Final Plat

Excerpts from Minutes

Ordinance

Exhibit A to Ordinance

B48-17* Approving the Final Plat of Christiansen Deline Subdivision - Plat 1 located on the southwest corner of Brown School Road and Range Line Street (Highway 763) (Case No. 17-40).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Locator Maps

Final Plat

Ordinance

B49-17* Approving the Final Plat of Bass Crossing, Plat No. 1 located approximately 700 feet south of Prathersville Road and east of Range Line Street (Highway 763); authorizing a performance contract (Case No. 17-47).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Locator Maps

Final Plat

Ordinance

Exhibit A to Ordinance

B50-17* Vacating a portion of Pannell Street located between Wilkes Boulevard and its existing terminus at the northeast corner of property addressed as 702 Range Line Street (Case No. 17-57).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Vacation Exhibit

Locator Map

Consolidation Plat (Case 17-56)

B51-17* Vacating a drainage and utility easement on Lot 605 within The Vineyards, Plat No. 6 located on the southeast corner of Pride Mountain Drive and Oakville Ranch Drive (Case No. 17-58).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Locator Maps

Vacation Graphic

Diagram - Vineyards Plat 6

Correspondence from Applicant

Ordinance

B52-17* Appropriating funds relating to a Freight Enhancement Program grant agreement with the Missouri Highways and Transportation Commission for the purchase of a railcar unloading ramp and development of an automotive loading and unloading facility at the Columbia Terminal Railroad (COLT) transload site.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

B53-17* Appropriating retained earnings funds to the Columbia Terminal Railroad (COLT).

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

B54-17* Accepting conveyances for utility and electric utility purposes.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

B55-17* Authorizing an agreement for professional architectural services with Architects Design Group / ADG, Inc. for design services relating to the construction of a Columbia Police Department North Precinct facility in the Auburn Hills Subdivision; appropriating funds.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

<u>Ordinance</u>

Attachment A to Ordinance

B56-17 Authorizing construction of a driving range, to include the construction of hitting tees, target greens, irrigation installation, tree buffer plantings and connecting concrete cart paths, at the Lake of the Woods Golf Course; calling for bids through the Purchasing Division.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

<u>Plans</u>

Ordinance

B57-17* Authorizing an agreement with Boone County, Missouri for public health services.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

Exhibit A to Ordinance

B58-17* Authorizing an agreement with Boone County, Missouri for animal control services.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

Exhibit A to Ordinance

B59-17* Accepting grant funds from the United States Food and Drug Administration/Association of Food and Drug Officials for the Boone County voluntary national retail food regulatory program standards project; appropriating funds.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Letter from FDA/AFDO relating to the Retail Standards Grant Program

Ordinance

B60-17* Authorizing a memorandum of understanding with the PedNet Coalition relating to the disbursement of funds received from a Missouri Foundation for Health Grant for the Vision Zero project; appropriating funds.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

B61-17 Amending Chapter 11 of the City Code to establish a prescription drug monitoring program.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

B62-17 Authorizing an intergovernmental user agreement with St. Louis County, Missouri relating to the prescription drug monitoring program; appropriating funds.

Recommended Action: [Intro & 1st Read/Mayor Memo]

Attachments: Council Memo

Ordinance

Attachment A to Ordinance

*Non-zoning related introductory item that may be included on a future agenda as a consent item. Any such item can be removed from the consent agenda and placed under old business or new business at the request of a council member or any other interested person. The request must be made at the beginning of the council meeting at which the council bill or resolution is scheduled to be acted upon.

**Zoning related introductory item that may be included on a future agenda as a consent item. Any such item can be removed from the consent agenda and placed under old business at the request of a council member or any other interested person. The request must be made to the city clerk before noon on the Wednesday before the council meeting at which the council bill is scheduled to be considered for passage.

Non-asterisk items are expected to be included in a future agenda as a public hearing or an old business item.

X. REPORTS

REP12-17 Rental Energy Efficiency Report from the Environment and Energy

Commission.

Recommended Action: [Memo]

Attachments: Rental Energy Efficiency Report

REP13-17 MKT Trail Sewer Project Restoration Plan.

Recommended Action: [Memo]

Attachments: Council Memo

Plans

Public Input Comments

REP14-17 Special Events Ordinance and Processes.

Recommended Action: [Memo]

Attachments: Council Memo

Process Overview
Parade Workflow

Special Event Workflow
Special Use Workflow

REP15-17 Intra-Departmental Transfer of Funds Request.

Recommended Action: [Memo]

Attachments: Council Memo

FY 2017 Transfers-Capital
FY 2017 Transfers-Non-Capital

XI. GENERAL COMMENTS BY PUBLIC, COUNCIL AND STAFF

XII. ADJOURNMENT

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-7214. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.