

PLANNING & ZONING COMMISSION
October 9, 2012 – 7:00 P.M.

The Planning Commission met at City Hall on the above date.

Present: Commission Members Bentley, Mazur and Newberry, Councilwoman Richmond, Mayor Drucker, Prosecutor Stolarsky, Planning Director Frankland, Secretary McConoughey

Absent: None

Also Present: Fire Lieutenant Benedict, Assistant City Engineer Welch

The following items remained on the Inactive Agenda:

- A. Willow Street – PP# 956-39-056 – Robert Kucinic – Front yard setback variance

NOTES OF CAUCUS DISCUSSION:

(Secretary's note: Agenda items not mentioned under Notes of Caucus Discussion are items that were not pertinently discussed during Caucus.)

Chairman Mazur presided.

PENDING:

2. & 2a. Solon Square Shopping Center – PP# 954-03-004 – Mid-America Management Corporation - side yard setback variance, site plan for building and parking lot modifications and lot consolidation: Mr. Stolarsky reviewed the cross-access agreement and said it seems to be in order but still needs to be recorded.

4. 35730 Bainbridge Road – Dale Barstow – maximum front yard pavement coverage variance and minimum distance between driveways variance: Mrs. Welch said the Engineering Department met with Mr. Barstow to discuss drainage issues.

Mr. Frankland also met with Mr. Barstow who asked to have the item tabled tonight so he can consider the drainage options.

5. 6235 Sharondale Drive – Richard Lascala: Mr. Frankland said Mr. Lascala is deciding whether or not to have a survey completed.

Mr. Mazur asked the Clerk to contact Mr. Lascala to determine his intentions regarding this application.

7. 29605 Aurora Road – Mac's Convenience Stores, LLC "Circle K" – changeable copy sign display area color variance: Mr. Frankland said a new plan was submitted late this afternoon and has yet to be reviewed. He displayed the new plan and said

it is better suited for the area. The item will be tabled tonight and reviewed at the next meeting.

NEW:

9. 6800 Arnold Miller Parkway – L’Oreal USA – site plan for salt storage building: Mr. Mazur said approval for a salt storage building was granted for last year’s winter season and he will request the applicant agree to the same contingencies previously required.

10. 31400 Aurora Road – Swagelok – parking lot modifications and variances: Mr. Frankland said the original plan proposed 12’ wide aisles between the parking spaces. The Engineering Department recommended a minimum of 19’ wide aisles. Mr. Frankland referred to a new plan that was submitted by the applicant indicating 19’ wide aisles which provides sufficient space to maneuver vehicles in the parking lot. This will modify the minimum drive aisle width variance to 1’ instead of 8’ and all of the other variances will remain the same.

In response to Mr. Mazur’s question, Mr. Frankland said, the dumpster, by Code, is required to be screened by a fence.

Mr. Ben DiSante, Swagelok, was present and said he believes landscape screening would be more appropriate.

There was further discussion regarding the aisle width and Mr. Newberry said a 14’ aisle is more than adequate for vehicle maneuverability with angled parking. Therefore, he has no concerns with a 19’ wide aisle.

11. 6130 Cochran Road – Mont Granite – parking lot curbing variance and site plan review for parking lot expansion: Mr. Mazur said the variance request only pertains to the rear part of the property.

Mr. Frankland said he will present 4 minor alterations and briefly reviewed them.

The caucus ended at 7:16 P.M. and the meeting convened at 7:30 P.M.

Chairman Mazur presided.

CHANGES TO THE AGENDA:

There were no changes to the agenda.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

APPROVAL OF MINUTES:

Motion by Councilwoman Richmond, seconded by Mr. Newberry to approve the minutes of the September 24, 2012 meeting.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

PENDING:

1. Thornbury Subdivision – Forest City Land Group
 - Phase 7 – Dedication plat
 - Phase 8 – Dedication plat

Mr. Stolarsky said due to vacations and holidays, it has been difficult for the attorney and the Homeowners' Association representative to schedule a meeting. This should be accomplished by the next Planning Commission meeting.

Motion by Mr. Mazur, seconded by Mayor Drucker to table consideration of Item 1.
Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

2. & 2a. Solon Square Shopping Center, Mid-America Management Corp. 067-2012
 - 15' side yard setback variance
 - Site plan – façade alterations
 - Lot consolidation

Mr. Mazur said Items 2 and 2a will be heard simultaneously.

Mr. Matt Majeed, MCG Architecture, Mr. Stephen Fein, Mid-America Management Corp., and Ms. Joyce Bond, CT Consultants were present.

Mr. Majeed said this item is regarding the re-development of the end cap in the Solon Square Shopping Center. He explained that previously the Commission expressed concern with cross-access easement legal issues and the filing of a lot consolidation.

Mr. Majeed displayed a rendering of the building and said the intent is to re-develop the area for three potential future tenants. He said the material that will be used will match the existing building and will consist of two brick tones and white cornices will be installed to match what is currently being used elsewhere in the Shopping Center. Mr. Majeed displayed samples of the two different types of brick that will be used. He said based upon recommendations from the Commission, anodized bronze awnings will not be installed but a standing-seam low slope roof in colonial red is proposed.

Mr. Majeed said the front view will be comprised of 3 storefront openings and the side will consist of dark spandrel glass with a masonry opening. The location of a side opening will be determined by the future tenant. Mr. Majeed said they are aware of the legal issues with the cross-access agreement and this will be

addressed with the Building Department and potential State adjudication to allow an opening on the property line.

At Mr. Mazur's request, Mr. Majeed confirmed the entire side will be brick. He displayed the samples again and indicated the color chart showing a colonial red which is the color of the standing seam. The intent is to match the color scheme of the shopping center while creating more of an open feel with the awning.

Mr. Mazur said this project will enhance the shopping center.

Ms. Bond displayed a site plan and said this is a rehabilitation of the existing parking lot in conjunction with the improvements being made to the architecture. The circulation of the parking area has been changed to establish a better flow to the north. Ms. Bond said by doing this, they are able to create additional landscaping along Solon Boulevard and the side next to Huntington Bank.

Ms. Bond said one parking space will be lost but handicapped parking will be maintained with two standard handicapped parking spaces and one van accessible handicapped parking space for a total of 51 parking spaces. She said it is understood that because of the configuration of the lot extending into the adjacent lot, a consolidation is necessary and is currently being prepared. Ms. Bond said it is also understood that any approvals given and permits issued will be contingent upon the filing of the lot consolidation.

Ms. Bond said there is a light pole in the parking lot and the intent is to maintain it, however, because of the grading, the light pole foundation will have to be re-set. The plan indicates the pole will be relocated, however, it is the same light fixture and this will not be changed. She said the Engineering Department indicated an electrical permit will be required and this will be pursued at the appropriate time.

Ms. Bond confirmed curbing will be installed at the proposed three store fronts.

In response to Mr. Mazur's question regarding accessing the stores, Ms. Bond said one of the existing issues for this lot was that everything sloped down towards the building along with several catch basins. If the basins became clogged problems with standing water occurred. Ms. Bond said with the new configuration, there is an 11' wide continuous sidewalk that runs along the storefronts which provides a walking area to get from store to store and will also provide continuous handicapped access.

Mr. Mazur is pleased with the new plan.

Mr. Newberry agreed with Mr. Mazur and said the applicant addressed all of the Commission's concerns.

Mr. Stolarsky said he reviewed the easement agreement and finds it acceptable and suggests the motion be contingent upon the easement agreement being recorded.

Motion by Mr. Mazur, seconded by Mayor Drucker to approve a 15' side yard setback variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Mayor Drucker, seconded by Councilwoman Richmond to approve the site plan for building and parking lot modifications contingent upon the cross-access agreement being recorded appropriately and the approval of the lot consolidation.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Mr. Newberry, seconded by Mr. Bentley to schedule a public hearing for a lot consolidation for PP#'s 954-03-004, 954-03-016 and 954-03-017 for October 23, 2012.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

In response to Ms. Bond's question, Mr. Frankland said should the variance and site plan be approved by the Council at the October 15th meeting, the applicant would be able to apply for the necessary permits from the Building Department.

Mr. Newberry said typically the lot consolidation is not considered critical until there is a request for a certificate of occupancy.

3. 6477 SOM Center Road – ECHO Solon, LLC – 8/28 tabled – 084-2012
9/11 tabled at request of applicant – 9/24 tabled – revised site plan submitted
- Minimum structure area variance – ice vending machine
 - Minimum structure area variance – Blue Rhino propane cage
 - Structure color variance – ice vending machine
 - Structure color variance – Blue Rhino propane cage
 - Structure color variance – fuel dispensers
 - Parking lot curbing variance
 - Revised site plan

Mr. Pat Avolio, Director of Real Estate Development, Giant Eagle, was present and displayed a site plan of the property. He indicated the location of the ice vending machine and the propane cage on the revised plan. Mr. Avolio also indicated screening walls which are extensions of the building that will be used for screening those items. In addition, landscaping has been added to assist with screening the wall extension.

Mr. Avolio said the parking lot curbing variance being proposed is for curbing with a landscaping strip rather than the standard 6" curb along the entire storefront with handicapped ramps with breaks for accessibility into the store. The proposal is for a landscaping strip containing a holly species which grows 3' to 4' wide and 4' to 5' in height and will include 2 small bollards that are 2' in height with gray plastic covers which require no maintenance. Mr. Avolio said many of the previously

requested bollards have been eliminated from the plan because of the concerns that were expressed by City Council.

Mr. Avolio said regarding the proposed color variances for the propane cage and the ice vending machine, the addition of the screening wall and the tree will limit the view of these items.

Mr. Avolio said with regard to the proposed color variance for the fuel dispensers, originally the request was for red and blue and they are now proposing black with red and gray. He displayed a rendering of the proposed fuel dispenser and said black and gray meet the Code requirements but the red color requires a variance.

Mr. Mazur referred to the rendering of the fuel dispensers and asked about the signage. Although displayed in the photograph, Mr. Avolio said they are not proposing any signage at this time. Mr. Avolio said the only signage that will be on the fuel dispensers is legally required signage, such as; instructions, notices, etc.

Mr. Mazur said auxiliary advertising is not authorized in the City Code.

Mayor Drucker commended the screening plan and believes it will be well received by City Council.

Mr. Mazur explained many of the variances are required because these sale items are located outside and are less than 1,200 sq ft and it is considered a technicality to allow them to be located outside of the building.

Mr. Bentley thinks the re-design is attractive. He asked Mr. Avolio about the height of the bollards located within the landscaping strip.

Mr. Avolio said the bollard height is 2' and the initial plantings will be 18" to 24". Once the plantings are established and allowed to grow, they will be at least the same height as the bollards and will screen the bollards.

Mr. Bentley is pleased the bollards will be hidden while still meeting the safety requirements.

Motion by Mr. Mazur, seconded by Mayor Drucker to approve a minimum structure area variance for an ice vending machine which will be screened.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Mayor Drucker, seconded by Councilwoman Richmond to approve a minimum structure area variance for a Blue Rhino propane cage.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Councilwoman Richmond, seconded by Mr. Newberry to approve a structure color variance for the Blue Rhino propane cage.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

Motion by Mr. Newberry, seconded by Mr. Bentley to approve a structure color variance for the ice vending machine.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

Motion by Mr. Bentley, seconded by Mr. Mazur to approve the structure color variance for the fuel dispensers.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

Motion by Mr. Bentley, seconded by Mr. Mazur to approve the parking lot curbing variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

Motion by Mr. Mazur, seconded by Mayor Drucker to approve the revised site plan.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

4. 35730 Bainbridge Road – Dale Barstow – 9/24 tabled 090-2012
applicant to meet with Planning Director
- 4.5% maximum front yard pavement coverage variance
 - 14' minimum distance between driveways variance

Mr. Frankland said the Engineering Department met with Mr. Barstow to review options for drainage issues. Mr. Barstow asked that the item be tabled tonight to allow time to review the options. Mr. Frankland added that as he will not be paving until the Spring, Mr. Barstow may eventually ask to be removed from the agenda.

Motion by Mr. Mazur, seconded by Mayor Drucker to table consideration of Item 4.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

5. 6235 Sharondale Drive – Richard Lascala – 9/24 tabled 098-2012
- 4.5' cumulative side yard setback variance
 - 120 sq ft maximum storage building area variance
 - Number of storage buildings variance to permit 2
 - 4" storage building height variance

Mr. Frankland said previously the Planning Commission requested that Mr. Lascala have a survey conducted of the property line. The survey has not yet been completed.

Motion by Mayor Drucker, seconded by Councilwoman Richmond to table consideration of Item 5.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

6. 34370 Aurora Road – Echo Solon, LLC (Pet Supplies Plus) 101-2012
▪ 29 sq ft maximum wall sign area variance

Mr. Frankland said a revised proposal has not yet been received from the applicant.

Motion by Councilwoman Richmond, seconded by Mr. Newberry to table consideration of Item 6.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

7. 29605 Aurora Road – Mac's Convenience Stores, LLC "Circle K" - 106-2012
▪ Changeable copy sign display area color variance

Mr. Frankland said a revised proposal was received late today and has not yet been reviewed.

Motion by Mr. Newberry, seconded by Mr. Bentley to table consideration of Item 7.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

NEW:

8. 34200 Aurora Road – ECHO Solon, LLC (Menchie's) 108-2012
▪ Number of wall signs variance to permit 2

Mr. Joel Frezel, Sign Erectors, was present representing Menchie's. He displayed a photograph indicating the rear elevation of the building which is meant to give the appearance of a front entry. Mr. Frezel also indicated the sign band and said the proposed sign is 18 sq ft and the sign area is 19' 6", therefore, the sign fits within the allowable square footage. He displayed a detailed drawing of the proposed sign.

Motion by Mayor Drucker, seconded by Mr. Newberry to approve the number of wall signs variance to permit 2 for 34200 Aurora Road (Menchie's).

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

9. 6800 Arnold Miller Parkway – L'Oreal USA 109-2012
(requested by Chores Unlimited)
▪ Site plan for salt storage building

Mr. Matt Bendula, Chores Unlimited, was present representing L'Oreal USA. He displayed a rendering of the proposed structure and said correspondence was received from the Engineering Department requesting the loading area be cleaned after each storm event to prevent spillage from getting into any adjacent waterway. Mr. Bendula said this is their common practice and was done last year with a side

container, broom and shovel and a "pig blanket" which is used to surround any drainage containers when the salt is loaded and unloaded. Mr. Bendula said they also use a polyurethane sealing of expandable foam which is used in all of the cracks on the inside and the outside of the structure. He said this structure will only be used during the winter season.

Mr. Newberry asked Fire Lieutenant Benedict and Mrs. Welch if there were any issues or problems with the installation last year.

Fire Lieutenant Benedict and Mrs. Welch said there were no issues with the salt storage installation last year.

Motion by Mr. Newberry, seconded by Mr. Bentley to approve the site plan for a salt storage building for L'Oreal USA contingent upon compliance with all regulations in regard to parking lot maintenance for the period of November, 2012 through April, 2013.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

10. 31400 Aurora Road – Swagelok 110-2012
- 1' 8" minimum drive aisle width variance
 - 10' parking lot setback from building variance
 - Parking lot curbing variance
 - Site plan for new parking lot

Mr. Ben DiSante, Swagelok, was present and displayed a site plan indicating the area where they are proposing to add 18 parking spaces and an area where they propose to relocate a dumpster. The current location of the dumpster will be used for additional parking and the new dumpster location will be screened. Mr. DiSante said Swagelok prefers to screen with evergreen trees, however, they will install a fence if the Commission prefers.

It was the consensus of the Commission that a natural screening of evergreen trees would be sufficient.

Motion by Mr. Bentley, seconded by Mr. Mazur to approve a 1' minimum drive aisle width variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Mr. Mazur, seconded by Mayor Drucker to approve a 10' parking lot setback from building variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Mayor Drucker, seconded by Councilwoman Richmond to approve a parking lot curbing variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Councilwoman Richmond, seconded by Mr. Newberry to approve the site plan for the parking lot.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

11. 6130 Cochran Road – Mont Granite 112-2012
- Parking lot curbing variance
 - Site plan for parking lot expansion

Mr. Frank Chorba, Land Design Consultants and Mr. Chuck Pachono, Mont Granite were present. A site plan was displayed and Mr. Chorba indicated the driveway and parking area. He explained that additional parking is necessary for visitors and employees and additional room for truck maneuverability is needed. The proposal is to add a 10' strip of concrete and a 25' x 30' concrete pad. Mr. Chorba indicated an area which contains 24 parking spaces that will be made of asphalt with a 6" concrete curb. The variance is to not add curbing to one section in the rear to be used for snow plowing. Mr. Chorba said the area is in the rear of the building and is not highly visible.

Mr. Newberry said the original site plan indicates no curbing along the entire western edge and asked for clarification.

Mr. Chorba said the Planning Department requested the curbing be installed except for the drive aisle location for snow plowing purposes and this was agreed to.

Motion by Mayor Drucker, seconded Councilwoman Richmond to approve the parking lot curbing variance for 6130 Cochran Road.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

Motion by Councilwoman Richmond, seconded by Mr. Newberry to approve the site plan for the parking lot expansion for 6130 Cochran Road.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None

Motion Carried

12. 6465 Liberty Road – Ronald Eckard 113-2012
- 14' Side yard setback variance
 - Detached garage location variance

Mr. Eric Eckard was present representing the applicant. He displayed a rendering and indicated the location for the proposed garage which would be off of an existing concrete pad. He explained that due to the layout of the property and the way the grade drops off, this is the best location for the proposed detached garage. Mr. Eckard indicated an area that contains hedges and spruce trees that will serve as screening for the neighbors' house. He displayed a photograph of the property indicating where the garage will be located and not easily viewed on a 5 acre lot with the rear yard mostly wooded. In addition, no further concrete will be

necessary by constructing the garage directly off the corner of the existing concrete pad.

Mr. Mazur said the location variance is more of a technicality since garages are by Code supposed to be located in the rear yard and this one will technically be located in the side yard.

Motion by Mayor Drucker, seconded by Councilwoman Richmond to approve the 14' side yard setback variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

Mr. Mazur said the height of the garage cannot exceed 18'.

Motion by Mr. Newberry, seconded by Mr. Bentley to approve a detached garage location variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

13. 34226 Russell Drive - Adam Bodak & Tania Cieza 114-2012
▪ 2' minimum front yard setback variance

Mr. Mazur said the applicant requested this item be withdrawn.

Motion by Mr. Mazur, seconded by Mayor Drucker to accept the withdrawal of the application by the applicant.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

14. 35475 Bainbridge Road – Florence & Nicholas Cheselka 115-2012
▪ 3.5' maximum dual access driveway width variance

Mr. Frankland displayed an aerial view of the property indicating where the applicant is proposing to add 3.5' of concrete where gravel is currently located between the driveway and the house. Since they are re-paving the driveway, they are asking to add this small section which has become a maintenance issue.

Motion by Mr. Mazur, seconded by Mayor Drucker to approve a 3.5' maximum dual access driveway width variance.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond
Nay: None Motion Carried

MINOR ALTERATIONS FROM THE PLANNING DEPARTMENT:

1. 6025 Kruse Drive – The Rusty Bucket

Mr. Frankland displayed a photograph of the location and said the Rusty Bucket is expanding into the former tuxedo shop and would like to change their awnings from striped to black awnings on the front and side of the building.

The Commission members agreed no further review of this item was necessary.

2. 30455 Solon Road – Paragon Building

Mr. Frankland displayed a site plan and said this was formerly the Wellness Works building which is being converted into an office building. The changes proposed are eliminating a row of windows on the west side of the building and the removal of a large two-story glass entrance from the rear of the building. The rear elevation would consist of windows and a man door. In addition, on the front elevation they are adding windows and a door and on the east side of the elevation they are replacing a continuous row of windows with spaced windows.

The Commission members agreed no further review of this item was necessary.

3. 28815 Aurora Road – Keithley Instruments

Mr. Frankland said a building was previously removed on this site and a park was approved. He displayed a plan of the previously approved park which had 2' high mounding with 3 types of grasses. Keithley is modifying the plan to include a low type of grass and a high type of grass rather than 3 types of grass and eliminating the mounding. Mr. Frankland said the plan has been reviewed and approved by the City's landscape architect.

The Commission members agreed no further review of this item was necessary.

4. 33200 Cannon Road – Solon United Methodist Church

Mr. Frankland displayed an aerial view of the property and indicated an area where an outside pavilion is located. The pavilion currently has a stone base and the proposal is to install a cement base and add a sidewalk from the pavilion to the parking lot. This is a non-residential use in a residential district which requires approval.

The Commission members agreed no further review of this item was necessary.

COMMENTS FROM THE COMMISSION:

Mayor Drucker said the Solon Center for the Arts, through their Spotlight Youth Theater Program, is performing The Music Man Junior on the following dates:

Thursday, October 25 (7:00 pm)
Friday, October 26 (7:30 pm)
Saturday, October 27 (7:30 pm)
Sunday, October 28 (2:00 pm)

Tickets are available at the Solon Center for the Arts.

Mayor Drucker congratulated Menchie's, who had their grand opening on Friday, October 5th. She said the re-development of Solon Village is moving along very nicely and residents are excited.

Mr. Mazur said the second Cash Mob sponsored by the Chamber of Commerce was held on Wednesday, October 3rd at Wildlife Garden and was very successful.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

Motion by Mr. Mazur, seconded by Councilwoman Richmond to adjourn the meeting at 8:26 P.M.

Roll Call: Aye: Bentley, Drucker, Mazur, Newberry, Richmond

Nay: None

Motion Carried

Chairman

Secretary