PUBLIC HEARING TO CONSIDER COB HORTICULTURE DEPARTMENT GREENHOUSE 6916 STADIUM DR. BRECKSVILLE PLANNING COMMISSION Council Chambers – Brecksville City Hall August 3, 2023 Page 1

Present: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria, Brian Stucky Others: Monica Bartkiewicz, Gerald Wise and approximately 14 guests

Mr. Lahrmer opened the Public Hearing at 7:00 P.M. by reading the following legal notice published in the July 20, 2023 issue of the *Sun Star Courier*.

The Brecksville Planning Commission will hold a Public Hearing at 7:00 p.m. on Thursday, August 3, 2023 at Brecksville City Hall, 9069 Brecksville Road, to review the plans for the Horticulture Department greenhouse proposed at 6916 Stadium Drive, Brecksville, OH.

Mr. Joe Kickel, Director of Public Service, was present on behalf of the City of Brecksville's request for a new 20' x 30' greenhouse and variances needed for setbacks on Stadium Dr. There were no questions from the public present and the Public Hearing closed at 7:03 pm.

THE BRECKSVILLE PLANNING COMMISSION

ERIC LAHRMER, CHAIRPERSON DOMINIC SCIRIA, VICE CHAIRPERSON RON PAYTO, SECRETARY

PUBLIC HEARING FOR SCREENED PORCH IN R-16 PDA – 9086 WOODCREST DRIVE BRECKSVILLE PLANNING COMMISSION Council Chambers – Brecksville City Hall August 3, 2023 Page 1

Present: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria, Brian Stucky Others: Monica Bartkiewicz, Gerald Wise and approximately 14 guests

Mr. Lahrmer opened the Public Hearing at 7:03 P.M. by reading the following legal notice published in the July 20, 2023 issue of the *Sun Star Courier*.

The Brecksville Planning Commission will hold a Public Hearing at 7:05 P.M. at Brecksville City Hall, 9069 Brecksville Road, Brecksville, Ohio to consider the request of an enclosed patio installation at 9086 Woodcrest Drive, Brecksville Ohio 44141.

David May was present on behalf of KDA May Trust requesting a 15' x 10' screened patio off the back of the condo. There were no questions from the public present and the public hearing was closed at 7:05 p.m.

THE BRECKSVILLE PLANNING COMMISSION

ERIC LAHRMER, CHAIRPERSON DOMINIC SCIRIA, VICE CHAIRPERSON RON PAYTO, SECRETARY

PUBLIC HEARING FOR VALOR ACRES MULTI-FAMILY L-B CONDITIONAL USE – COFFEE/BAR AMENITY – 9000 CANVAS PARKWAY
BRECKSVILLE PLANNING COMMISSION
Council Chambers – Brecksville City Hall
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Present: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria, Brian Stucky Others: Monica Bartkiewicz. Gerald Wise and approximately 14 quests

Mr. Lahrmer opened the Public Hearing at 7:05 P.M. by reading the following legal notice published in the July 20, 2023 issue of the *Sun Star Courier*.

The Brecksville Planning Commission will hold a Public Hearing at 7:10 p.m.to approve an L-B Local Business Conditional Use Overlay for a coffee/bar use at the Valor Acres multifamily building at 9000 Canvas Parkway, Brecksville, Ohio 44141, PPN 603-21-104.

Josh Decker was present on behalf of DiGeronimo Companies requesting a Local Business overlay in the existing multi-family building for a coffee/bar concept on the 1st floor. There were no questions from the public present and the public hearing was closed at 7:08 pm.

THE BRECKSVILLE PLANNING COMMISSION

ERIC LAHRMER, CHAIRPERSON DOMINIC SCIRIA, VICE CHAIRPERSON RON PAYTO, SECRETARY

PUBLIC HEARING FOR VALOR ACRES GROUND IDENTIFICATION SIGN - 9000 CANVAS PARKWAY BRECKSVILLE PLANNING COMMISSION Council Chambers – Brecksville City Hall August 3, 2023 Page 1

Present: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria, Brian Stucky Others: Monica Bartkiewicz, Gerald Wise and approximately 14 guests

Mr. Lahrmer opened the Public Hearing at 7:08 P.M. by reading the following legal notice published in the July 20, 2023 issue of the *Sun Star Courier*.

The Brecksville Planning Commission will hold a Public Hearing at 7:15 p.m. on Thursday, August 3, 2023 at 7:15 PM at Brecksville City Hall, 9069 Brecksville Road, Brecksville, Ohio, to review a ground identification sign at Valor Acres requiring a deviation from Section 1187.18(c)(1) and Section 1187.06(a)(1) for a reduced setback from the right-of-way and intersection located at the Valor Acres multifamily building at 9000 Canvas Parkway, Brecksville, Ohio 44141, PPN 603-21-104.

Josh Decker was present on behalf of DiGeronimo Companies requesting a sign at Valor Acres/Canvas Parkway entrance. There were no further questions and the public hearing was closed at 7:10 p.m.

THE BRECKSVILLE PLANNING COMMISSION

ERIC LAHRMER, CHAIRPERSON DOMINIC SCIRIA, VICE CHAIRPERSON RON PAYTO, SECRETARY

Present: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria, Brian Stucky

Others: Monica Bartkiewicz, Gerald Wise and approximately 14 guests

Mr. Lahrmer opened the Regular Meeting of the Planning Commission at 7:10 P.M.

APPROVAL OF THE REGULAR MEETING MINUTES OF JULY 6, 2023

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Planning Commission Regular Meeting Minutes of July 6, 2023 be approved.

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

APPROVAL OF THE WORK SESSION MEETING MINUTES OF JULY 6, 2023

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Planning Commission Work Session Meeting Minutes of July 6, 2023 be approved.

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

SIGNS:

VALOR ACRES - GOUND IDENTIFICATION SIGN (SIGN E) - (CC Action)

Josh Decker on behalf of DiGeronimo Companies was back tonight for three signs that we had reviewed previously as well as two items that we were clarifying, those being two additional dog stations in the common area at the Memorial Park. He started with the entrance sign, sign E. In the last meeting there were two main topics discussed one was setback, of said sign, and the concern with being able to see on Brecksville Road. Mr. Decker explained they have pulled that back and the only stipulation was making sure that we were out of the water right of way and I believe we are, however that's something that we're working to verify, and the other comment of concern was the uplighting for someone driving down Brecksville and getting direct light in their eyes. We have gone back and reviewed that and added landscaping to prevent that possibility. Mr. Wise was asked if he had any further questions/comments and he had none. Mr. Decker moved on to Sign A. He mentioned two options submitted. Mr. Payton thanked him for the options. There was much back and forth conversation between the Board members and Mr. Decker. There was a general consensus from the Board members for option 2.1. Mr Payto asked about the Limelight sign. Mr. Decker explained the sign had the Neon Flux material and they decreased it to a 2'overall height and also tried to shorten the tail ends a bit. Mr. Stucky asked if they would be coming back for the coffee bar sign and was told there was no signage for the coffee. Mr. Decker moved on to the 2 signs for the dog walking stations.

It was moved by Mr. Lahrmer and seconded by Mr. Sciria, that the Brecksville Planning Commission approve a sign package for the Valor Acres multi-family development phase located at 9000 Canvas Parkway and 8900 Lavender Lane as described in the signed permit applications dated June 16, 2023, attached documentation, and the drawings by Cesco Imaging and as detailed as follows

- one (1) 31.25 square foot internally illuminated canopy identification sign on the multi-family building based on style two (2) (Sign A)
- one (1) 34.63 square foot internally illuminated wall identification sign on the multifamily building (Sign B)
- one 14.7 square foot externally illuminated ground identification (Sign E)
- and two (2) 0.25 square foot instructional signs affixed to two dog walking stations at Memorial Park

contingent on City Council's approval of the following deviations:

- A deviation from the Section 1187.10(c) that the maximum size of a single face area for canopy signs be 6 square feet to allow 31.25 square feet for Sign A.
- A deviation from Section 1187.10(c) that the maximum height of canopy signs be 1' to allow 3'.4" for Sign A.
- A deviation from Section 1187.03(b)(2) that Sign A be affixed to other than the canopy fascia or soffit.
- A deviation from 1187.05(d)(2) to permit internal illumination, limited to the lettering and logo, of Signs A and B.
- A deviation from Section 1187.10 (c) that ground signs shall not be located less than 40' from the right-of-way and lot line to permit 5' for Sign E.
- A deviation from Section 1187.06(a)(1) for a reduced setback for Sign E from the intersection.

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

TABATHA SUE PHOTOGRAPHY - WINDOW SIGN - 7032 MILL RD. - (CC ACTION)

Bob Bottomley, FastSigns Broadview Hts., was present regarding the window sign being too large for the area on the window. He told the Board members they reduced the sign by two thirds and thickened up the font so they would still have decent visibility to the street. There was some discussion as to where the sign was being placed on the window, several Board members felt it should be raised higher for better exposure. There were no further questions or comments.

It was moved by Mr. Lahrmer and seconded by Mr. Sciria, that the Brecksville Planning Commission approve and the Building Department issue a permit for_one (1) 9.72 sq. ft. window identification sign for Tabatha Sue Photography, 7032 Mill Road, Brecksville, Ohio, as described in the application dated June 16, 2023, and drawings by FastSigns, conditional upon approval by City Council of the following deviations:

- from Section 1187.09(c) that the maximum size of a sign face area for window signs is 5 sq. ft. to allow a maximum of 9.72 sq. ft. and
- from Section 1187.09(c) that the maximum sign square footage permitted for the building unit is 18 sq. ft. to allow a maximum of 24.44 sq. ft.

REPORT OF COUNCIL REPRESENTATIVE - No Report

REPORT OF THE MAYOR - No Report

REPORT OF CITY ENGINEER - No Report

The Regular Meeting recessed into the Work Session, and reopened to make a motion.

COB HORTICULTURE DEPARTMENT GREENHOUSE - 6916 STADIUM DRIVE

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Planning Commission recommend to City Council for FINAL approval of the Brecksville Horticultural Department greenhouse at 6916 Stadium Drive, Brecksville, OH 44141, as shown in the attached plans.

Conditioned upon the Board of Zoning Appeals and City Council approval of the following variance:

A variance from the requirement of Section 1155.32 that the minimum front yard be 100 ft. on an arterial street to permit approximately 22 ft. front yard on Royalton Road.

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

The Regular Meeting recessed into the Work Session, and reopened to make a motion.

SCREENED PORCH IN R-16 PDA - 9086 WOODCREST DRIVE

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Planning Commission Approve and recommendation to City Council for the installation of a 15' x 10', 150 sq. ft. screened porch at 9086 Woodcrest Drive, Brecksville, OH 44141 as described in the application dated June 14, 2023, and attached drawings by Oravec Design Build, LLC.

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

The Regular Meeting recessed into the Work Session, and reopened to make a motion.

SOLAR PANEL INSTALLATION - 9735 HIGHLAND DR.

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Planning Commission Approve and recommendation to City Council of a solar panel system installation at 9735 Highland Drive, Brecksville, Ohio as described in the application dated June 20, 2023 and attached plans dated June 15, 2023 by GAF Energy LLC, contingent on utility company interconnection approval and also contingent on City Council's approval.

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

VALOR ACRES MULTI-FAMILY L-B CONDITIONAL USE - COFFEE/BAR AMENITY - 9000 CANVAS PARKWAY

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Planning Commission Approve and recommendation to City Council of an L-B Local Business Conditional Use Overlay for the Valor Acres Multifamily Building at 9000 Canvas Parkway, Brecksville, Ohio 44141, PPN 603-21-104, as described in the application dated July 19, 2023 by DiGeronimo Companies and attached documentation.

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

The Regular Meeting recessed into the Work Session, and reopened to make a motion.

FRONT YARD SETBACK - 9135 & 9155 HIGHLAND DR.

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Brecksville Planning Commission will hold a Public Hearing at 7:00 pm on Thursday, September 7, 2023, at Brecksville City Hall, 9069 Brecksville Road, Brecksville, Ohio to establish a front yard setback of 143.73' for Parcel A, located at 9135 Highland Drive

ROLL CALL: Ayes: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria,

Brian Stucky

Nays: None MOTION CARRIED

LOT SPLIT & CONSOLIDATION - 27 PUBLIC SQ. (CENTRAL SCHOOL) & 8929 HIGHLAND DR.

It was moved by Mr. Lahrmer and seconded by Mr. Sciria that the Planning Commission Approve a lot split and consolidation for 8929 Highland Drive (PPN 601-34-003), "Lot A", and 27 Public Square (PPN 601-34-004), "Lot B", as described in the application dated July 25, 2023 and shown on the Lot Split Plat dated May, 2023 by Donald G. Bohning & Associates, Inc., contingent upon approval of City Council and Board of Zoning Appeals of the following variance:

• From the Section 1117.09 requirement that lots be generally rectangular in form to allow a lot with irregular form.

The Regular Meeting closed at 6:40 p.m.

THE BRECKSVILLE PLANNING COMMISSION

ERIC LAHRMER, CHAIRPERSON DOMINIC SCIRIA, VICE CHAIRPERSON RON PAYTO, SECRETARY

Present: Mayor Hruby, Mark Jantzen, Lawry Kardos, Eric Lahrmer, Ron Payto, Dominic Sciria, Brian Stucky

Others: Monica Bartkiewicz, Gerald Wise and approximately 14 guests

Mr. Lahrmer opened the Work Session at 6:40 p.m.

COB HORTICULTURE DEPARTMENT GREENHOUSE - 6916 STADIUM DRIVE

Joe Kickel was present on behalf of the City of Brecksville. He thanked the Board Members and asked if they would like him to go over the greenhouse again. He was told a condensed version would be fine. Mr Kickel explained they were requesting a variance from section 1155.32 of the city code with regards to the setback from the public rightof-way and we're asking for Planning Commission approval conditional upon city council and Board of Zoning appeals to install a 20' by 30' Greenhouse at the city's Horticultural building property along Stadium Drive. Mr Stucky questioned the elevation and would the building be seen from the road. Mr. Kickel didn't believe it could be seen with the overall height of the metal structure itself being approximately 13 feet 6 inches plus the concrete knee which be approximately hiah. are going to three feet He explained the floor of the greenhouse to the top of the hill is approximately 40 feet and should not impact anyone visually. The Work Session recessed into the Regular Meeting for a motion.

SCREENED PORCH IN R-16 PDA - 9086 WOODCREST DRIVE

David May, KDA May Trust, was present requesting approval for a 15' x 10' screened porch. Mr May informed Commission members that he received HOA approval and had submitted the approval letter to Monica Bartkiewicz. The Work Session recessed into the Regular Meeting for a motion.

SOLAR PANEL INSTALLATION - 9735 HIGHLAND DR.

Jon Day, GAF Energy, was present to request a new roof, with solar shingles included in the roof itself, and mounted directly to the decking on the back of the home. Mr. Day had a sample of the shingles for the Board members to look at. There were no further questions and the Work Session recessed into the Regular Meeting for a motion.

LOT SPLIT, CONSOLIDATION & FRONT YARD SETBACK - 9135 & 9155 HIGHLAND

Jacob Cendol, Aztech Engineering & Surveying, Jim Kusa, Contractor, and Mike Doyne, Designer working with Mrs. Doyne were present to request a lot split, consolidation and front yard setback. They will be demolishing an existing home (lot A) and rebuilding a new home further back on the property. The lot split and consolidation will correct the current rear lot line that intersects the existing garage. Mr. Wise had no issue with the survey, however he felt that the common driveway currently works ok with family members but once that changes will be an issue. He asked if there was a reason they couldn't have separate driveways and was told the homeowner wants to keep it that way. He explained different scenarios it would not work once ownership changed. It was discussed among the Commission members and they were not in favor of the shared driveway either. Mr. Lahrmer asked if there was a hardship to correcting the driveway now and was told by the homeowner they would just like to keep the loop. He said they would need to come back with an easement agreement of who maintains and will be responsible in the event of a sale. Mr. Stucky was in agreement with Mr. Jantzen's suggestion to split the driveway and have 6' unpassable land between the two drives. There were no further questions/comments and the Work Session recessed into the Regular Meeting to set a Public Hearing.

Mr. David Budge, working with SCG Fields who designs and installs athletic fields, was present seeking feedback on an expansion of their office space and creation of a new warehouse next to the existing one. He explained they share the building with Tide Cleaners and due to SCG growing they need to expand their footprint. The new office space would be exclusively for the SCG Fields employees and the warehouse designed to store their field materials and some heavy equipment that they use for installation. The office expansion would be approximately 4,395 square feet and the warehouse expansion is 6,372 square feet. He believes SCG Fields owns the property that their buildings are currently on and they also own the lot next door that has a single family home on it. The proposed redevelopment is to demo the single-family house and create a parking field essentially on that side of the site and expand the building to the north. Mr. Wise indicated they came in many years ago and split that piece off and now they're just adding it back in and expanding the building. They split it off so they could run the other parcel as a separate parcel and now just adding it right back to what it was. Mr. Jantzen mentioned when you drive past that section of South Brecksville Road, some parking lots in other buildings that may not be at the 85foot setback from Brecksville Road have some landscaping that kind of shield them from Brecksville Road. He mentioned this one doesn't have the landscaping in the front yard and asked if the 10 spots in the front could be relocated, possibly to the side of the property, the northeast corner without a lot of difficulty. Mr. Budge felt they could relocate them and would talk to the owners. There was more talk between the Board members and Mr. Budge regarding parking and truck deliveries to the new warehouse. There were no further questions/comments and Mr. Budge said he would come before the Commission with revised plans.

VALOR ACRES MULTI-FAMILY L-B CONDITIONAL USE - COFFEE/BAR AMENITY - 9000 CANVAS PARKWAY

Josh Decker was present on behalf of DiGeronimo Companies was present requesting a Local Business overlay in the existing multi-family building for a coffee/bar concept. The Commission had previously asked about the ownership of the coffee shop and bar. Mr. Decker informed the Commission they were each their own entity and separate businesses The Work Session recessed into the Regular Meeting for a motion.

VA - MIXED USE PHASE 1 BUILDING C, D, E, F G, H - CONSULTATION - MILLER RD./BRECKSVILLE RD.

Kevin DiGeronimo and Josh Decker, DiGeronimo Companies, were present for a consultation of 5 new buildings. He introduced a new member of their team, Mackenzie Makepeace, Director of Mixed Use Development. Their focus tonight is on buildings C, D, E, F, G and H which is the core of this mixed use development. Ms. Makepeace mentioned a lot of analyzing and gathering information was done to come up with the right mix of uses for the site. Mr. Lahrmer asked they go through the whole submittal and then address each building one at a time. Ms. Makepeace started with the hotel, explaining it was a high end hotel, showing renderings of the building. She explained it is a 6 story building with rooftop bar that is perceived as 5 stories. It is a 4-sided building with entrance points on both ends. She moved on to D and F and explained they are mirrors of each other and will have ground floor retail & restaurant and residential above. Building E, the largest residential building, she explained how they tried to break up the size using framing with masonry. Building G is the garage which they tried to make look like a number of different buildings as opposed to one large mass. Moving on to H building which caps the garage and has ground floor retail with office space above. There was much conversation regarding the look of the buildings and materials to be used. Mr Payto and Mr. Lahrmer liked the design of the hotel and Board members were ok with the 6 stories. There was conversation between the Board Members and Mr. DiGeronimo regarding parking, conference/facility room and outdoor patio. Mr. Jantzen asked about competition with other hotels and Mr. DiGeronimo felt there would not be an issue.

Next buildings discussed were D, E & F. Mr Lahrmer started the conversation with an explanation of the conditional use. Ms. Makepeace explained the building footprints were similar. Mr Lahrmer asked how many apartment units were in the multi-family and was told 168 units and questioned why more residential was needed and requested information supporting the need. He also spoke of the height of the buildings, feeling it was ok for the hotel but was concerned with the wall being created on Miller Road with all buildings being the same height. Mr. Stucky was concerned with the 5 stories and would rather condos instead of apartments. The Mayor asked how many children

would be living in the apartments and Mr. DiGeronimo replied not many children and felt there would be little to no effect on the school system. Mr. Stucky asked again about condos instead of apartments and Mr. DiGeronimo said there just is not a demand for condos. Mayor Hruby added that condos have HOA fees and apartments do not. Mr. Jantzen explained he's skeptical regarding the mass and also the close to 500 residential units. He's also concerned, from a school standpoint, that owners look at a school district differently than renters and also support a school district differently. Mr. Lahrmer would like to see a layout of all the buildings shown down Miller Rd. and apartment unit layouts. Mr. Jantzen feels this has turned into a residential community with the number of apartments and size of the buildings. Mr. Stucky requested a rendition of 3 story buildings. Mr. Sciria has same concerns as other Board members and feels this is a residential development and not what was originally planned. Mr. DiGeronimo assured the Board Members this will not be a residential development.

The Board members moved on to Building G, parking garage. There was discussion regarding façade, corners, size of parking spaces and consideration of a basement floor and other options regarding the trash. Mr Stucky asked if they had considered a basement floor and Mr. DiGeronimo explained they had but had an exponential negative factor on two things, one being cost and the second was the ground floor retail would go away.

The Board members moved on to Building H, 5 story office building on the opposite side of the parking garage. Mr. Lahrmer liked the look of the building with the exception of wood in the middle of the windows. There was conversation among the members regarding brick color, wood trim and the overall look of the building. Mr. DiGeronimo advised the Board they've taken notes and will address concerns and return with changes at a future meeting.

LOT SPLIT & CONSOLIDATION - 27 PUBLIC SQ. (CENTRAL SCHOOL & 8929 HIGHLAND DR.)

Monica Bartkiewicz, Planning Commission Coordinator, presented the proposal for a lot split and consolidation for Central School and the Comstock House and explained it is directly tied to the Amendment to the zoning map for inclusion on the November 8, 2023 ballot at the regular election. She advised the Board that they wouldn't be filing with the county until they had approval at the ballot. There were no further questions and the Work Session recessed into the Regular Meeting for a motion.

The Work Session closed at 10:20 p.m.

THE BRECKSVILLE PLANNING COMMISSION

ERIC LAHRMER, CHAIRPERSON DOMINIC SCIRIA, VICE CHAIRPERSON RON PAYTO, SECRETARY