

MINUTES
PENNINGTON COUNTY PLANNING COMMISSION
May 10, 2010 @ 9:00 a.m.

County Commissioners' Meeting Room - Pennington County Courthouse

MEMBERS PRESENT: Charlie Johnson, Jeff Hoffmann, Warren Fisk, Fred Weishaupl, Russell Andrews and Gale Holbrook.

STAFF PRESENT: Dan Jennissen, Lysann Zeller, Mandi Schmierer, and Jeri Ervin.

ROLL CALL

1. APPROVAL OF THE APRIL 26, 2010, MINUTES
Moved by Weishaupl and seconded by Hoffmann to approve the minutes of the April 26, 2010, Planning Commission meeting. Vote: unanimous (5 to 0).

2. APPROVAL OF THE AGENDA
Moved by Fisk and seconded by Weishaupl to approve the May 10, 2010, Planning Commission Agenda with the addition of Item #12, including the Consent Calendar, and the removal of Items #3, #11, #13 and #14. Vote: unanimous (5 to 0).

CONSENT CALENDAR

The following items have been placed on the Consent Calendar for action to be taken on all items in accordance with staff's recommendation by a single vote. Any item may be removed from the Consent Calendar by any Planning Commissioner, staff member, or audience member for separate consideration. The findings of this Planning Commission are recommendations to the Pennington County Board of Commissioners who will make the final decision.

4. **CONDITIONAL USE PERMIT REVIEW / CU 01-18:** Randy and June Guliuzza, Aaron Guliuzza – Agent. To review a Bed and Breakfast as a home occupation in a Low Density Residential District in accordance with Section 207-C-1 of the Pennington County Zoning Ordinance.

Tract 2 of Shelter in the Hills Subdivision, Section 24, T1S, R6E, BHM, Pennington County, South Dakota.

To recommend to continue the review of Conditional Use Permit / CU 01-18 to the May 24, 2010, Planning Commission meeting.

Vote: unanimous (5 to 0).

5. **CONDITIONAL USE PERMIT REVIEW / CU 02-25:** Nicholas Brandner. To review an antique store as a home occupation in a Low Density Residential District in accordance with Section 207-C-1 of the Pennington County Zoning Ordinance.

Lot A-2, Palmer Gulch Estates, Section 34, T1S, R5E, BHM, Pennington County, South Dakota.

To recommend to revoke Conditional Use Permit / CU 02-25 with the applicant's concurrence.

Vote: unanimous (5 to 0).

6. **CONDITIONAL USE PERMIT REVIEW / CU 06-09:** Nena Wilburn; Wes Wilburn - Agent. To review a single-wide manufactured home as a single-family residence in a General Agriculture District in accordance with Sections 204, 205, and 510 of the Pennington County Zoning Ordinance.

SW1/4NE1/4, Section 30, T2N, R10E, BHM, Pennington County, South Dakota.

To recommend approval of the extension of Conditional Use Permit / CU 06-09 with the following six (6) conditions:

1. **That Building Permits be obtained for any structure exceeding 144 square feet or located on a permanent foundation, which includes the necessary site plans to be reviewed and approved by the Planning Director;**
2. **That the manufactured home continues to have a factory installed, peaked, non-reflective roof;**
3. **That the manufactured home continue to have factory installed house-type siding;**
4. **That an address be posted in accordance with Ordinance Amendment No. 20;**
5. **That a Floodplain Development Permit be obtained prior to the construction or development, within the area on the property located in a federally designated floodplain; and,**
6. **That this Conditional Use Permit be reviewed on a complaint basis only.**

Vote: unanimous (5 to 0).

7. **CONDITIONAL USE PERMIT REVIEW / CU 06-01:** William Reishus. To review a single-wide manufactured home as a single-family residence in a General Agriculture District in accordance with Sections 205-C-22 and 510 of the Pennington County Zoning Ordinance.

Tract 1, Beacon Hill Subdivision, Section 10, T1S, R9E, BHM, Pennington County, South Dakota.

To recommend approval of the extension of Conditional Use Permit / CU 06-01 with the following three (3) conditions:

- 1. That a Building Permit be obtained for any structure exceeding 144 square feet or located on a permanent foundation, which requires a site plan to be reviewed and approved by the Planning Director;**
- 2. That the existing approach be used for the primary access to the residence; and,**
- 3. That this Conditional Use Permit be extended for one (1) year to verify that the Nuisance Violations have been cleared from the property and/or placed within an enclosed structure.**

Vote: unanimous (5 to 0).

- 8. CONDITIONAL USE PERMIT REVIEW / CU 07-21: Paul Paulsen; Bituminous Paving, Inc. – Agent. To review a temporary asphalt batch plant in a General Agriculture District in accordance with Sections 205 and 510 of the Pennington County Zoning Ordinance.**

The E1/2 SE1/4 of Cedar Butte Township #4, Section 7, T2N, R15E, BHM, Pennington County, South Dakota.

To recommend to revoke Conditional Use Permit / CU 07-21 with the applicant's concurrence.

Vote: unanimous (5 to 0).

- 9. CONDITIONAL USE PERMIT REVIEW / CU 07-36: Shannon and Trina Fisher. To review a single-wide manufactured home as a single-family residence in a Suburban Residential District in accordance with Sections 208 and 510 of the Pennington County Zoning Ordinance.**

Lot A of Lot 4, Ashland Subdivision No. 3, Section 15, T2N, R8E, BHM, Pennington County, South Dakota.

To recommend approval of the extension of Conditional Use Permit / CU 07-36 with the following seven (7) conditions:

- 1. That an approved Building Permit be obtained for the double-wide manufactured home prior to its placement on the subject property;**
- 2. That the applicant uses the existing approach off of Country Road to access the subject property;**

3. That the property remains free of debris and junk vehicles;
4. That an address be properly posted on the single-wide mobile home and at the driveway in accordance with Pennington County's Ordinance #20;
5. That the single-wide mobile home or any structures be located outside the 100-year floodplain;
6. That the double-wide manufactured home be allowed to be placed on the property while the single-wide mobile home is being sold for a period not to exceed 90 days; and,
7. That this Conditional Use Permit be reviewed in 90 days or on a complaint basis.

Vote: unanimous (5 to 0).

10. **ROAD NAME:** Turkey Hill Trail. Pennington County. Proposed road naming for the 40-foot-wide and 66-foot-wide private access easement which provides access to properties located in Section 31, T2N, R7E and Section 6, T1N, R7E, all in BHM, Pennington County, South Dakota.

(Continued from April 12, 2010, Planning Commission meeting.)

To recommend to continue the road name of Turkey Hill Trail to the June 14, 2010, Planning Commission meeting.

Vote: unanimous (5 to 0).

12. **CONDITIONAL USE PERMIT / CU 10-07:** Kim Smith/I-90 Cold Storage. To allow for a 198 foot tall wind generator tower in a Heavy Industrial District in accordance with Sections 212-C and 510 of the Pennington County Zoning Ordinance.

Lot 1 of Tract B in N1/2SE1/4 and the west 606.12 feet of Lot H-2 of Tract B, Section 27, T2N, R8E, BHM, Pennington County, South Dakota.

(Continued from the April 26, 2010, Planning Commission meeting.)

To recommend to continue Conditional Use Permit 10-07 to the May 24, 2010, Planning Commission meeting.

Vote: unanimous (5 to 0).

- 15. CONDITIONAL USE PERMIT / CU 10-12:** Border States Paving. To allow for a temporary asphalt plant in a General Agriculture District in accordance with Sections 205 and 510 of the Pennington County Zoning Ordinance.

GL 8 less Lot H1, Castle Butte Township #18, Section 7, T4S, R17E, BHM, Pennington County, South Dakota.

To recommend approval of Conditional Use Permit / CU 10-12 with the following ten (10) conditions:

- 1. That an address be assigned to the property and be posted at the entrance to the property in accordance with Ordinance #20;**
- 2. That an adequate amount of port-a-potties be provided on the construction site;**
- 3. That the existing approach be used with access to be taken off Highway 44;**
- 4. That dust control measures be implemented to reduce the amount of dust pollution produced by the temporary batch plant;**
- 5. That upon completion of the project, all equipment, structures, tailings and stockpiles associated with the temporary batch plant must be removed;**
- 6. That upon completion of the project and removal of items in Condition #5, the site be cleaned, bladed, seeded and restored to its former condition;**
- 7. That a Building Permit be obtained for any structure exceeding 144 square feet or located on a permanent foundation, which requires a site plan to be reviewed and approved by the Planning Director;**
- 8. That the applicant obtains an Air Quality Permit prior to operation of the batch plant;**
- 9. That if cell phone service is not available at the site, a land line be installed; and,**
- 10. That this Conditional Use Permit be reviewed on September 13, 2010, or on a complaint basis.**

Vote: unanimous (5 to 0).

END OF CONSENT CALENDAR

3. **CONDITIONAL USE PERMIT REVIEW / CU 00-17:** Blair McCaskell. To review one 4-plex on each lot (total of 8 dwelling units) in a Suburban Residential District in accordance with Section 208-C-1 of the Pennington County Zoning Ordinance.

Lots 2 and 3, Lot D of Murray Subdivision, Section 21, T1S, R5E, BHM, Pennington County, South Dakota.

Commissioner Weishaupl asked to have this item removed from the Consent Calendar to discuss staff's approval of the extension of the Conditional Use Permit. He expressed concern that this Conditional Use Permit application has been extended many times without the applicant starting construction of the dwelling units.

Commissioner Holbrook appeared at the meeting at 9:10 a.m.

Jennissen explained that Conditional Use Permits, under the current Zoning Ordinance, have been amended to include that applicant(s) are required to start construction within one (1) year. However, this does not apply to Conditional Use Permits that were approved prior to the Ordinance Amendment.

Jennissen also explained that he did speak with the applicant in regards to his application. He indicated that, in the future, he intends to construct the dwelling units, but is unable to do so at this time and asked that his Conditional Use Permit be extended.

Commissioner Weishaupl stated he could not support the motion to extend the Conditional Use Permit.

Discussion followed.

Moved by Hoffmann and seconded by Fisk to approve of the extension of Conditional Use Permit 00-17 with the following six (6) conditions:

1. **That a minimum of sixteen (16) parking spaces be provided. Each parking space shall measure at least nine (9) feet by eighteen (18) feet and maintained in a dust-free manner;**
2. **That a maximum of four (4) units be allowed in each dwelling unit. One four-plex apartment building or condominium is allowed per lot and the maximum overall dimensions shall be 30 feet by 108 feet, exclusive of decks, steps or porches;**
3. **That a landscape buffer be provided along the north and west property lines of Lot 2 of Lot D and the east lot line of Lot 3 of Lot D. The landscaping buffer should not contain less than eleven (11) spruce or pine trees which shall be at least five (5) feet in height;**

4. That the applicant places a four inch gravel surface on Penalua Gulch Road from U.S. Highway 16/385 to the north property line of Lot 2 of Lot D and provide proper drainage along the ditch prior to the occupancy of the multi-family units;
5. That a Building Permit be obtained for structures exceeding 144 square feet or located on a permanent foundation which will require a site plan to be reviewed and approved by the Planning Director; and,
6. That this Conditional Use Permit be reviewed in two (2) years or upon a complaint basis.

All voting, the Motion carried 5 to 1. Commissioner Weishaupl voted no.

11. **VACATION OF EASEMENT / VE 10-01:** Timothy and Gail Foerster. To vacate an existing Power Line Easement traversing the subject property in order to rectify encroachment issues in accordance with the Pennington County Zoning Ordinance.

Lot D, Woodland Valley Subdivision, Section 15, T2N, R6E, BHM, Pennington County, South Dakota.

Commissioner Weishaupl asked to have this item removed from the Consent Calendar to discuss the power company vacating other easements on the surrounding properties, as well as the subject property. He discussed the power company vacating all the easements at one time, in lieu of one property at a time.

Jennissen responded that it would make sense that the power company vacates the easements on all the properties in the subject area instead of each property separately. However, the power company is not required to do so and the applicant in this case is a private landowner.

Discussion followed.

Moved by Weishaupl and seconded by Hoffman to approval of Vacation of Easement 10-01 with the following two (2) conditions:

1. That the Vacation of Easement document (“Exhibit A”) to be recorded at the Register of Deeds, also show the location and boundaries of the new Right-of-Way Easement dedicated in 2002; and,
2. That the applicant obtains a Building Permit for the detached garage following the recording of the Vacation of Easement document at the Register of Deeds.

All voting aye, the Motion carried 6 to 0.

13. **LAYOUT PLAT / PL 10-14 AND SUBDIVISION REGULATIONS VARIANCE / SV 10-05**: Cheryl and Todd Bachman; Sanders Family Trust. To reconfigure lot lines to create Tract Adonis and Tract Sunshine and to waive platting requirements in accordance with Sections 400.1 and 700.1 of the Pennington County Subdivision Regulations.

EXISTING LEGAL: Adonis No. 3 Lode M.S. 1068 in Section 23 and Sunshine No. 8 Lode M.S. 1068 in Section 26, all located in T1N, R5E, BHM, Pennington County, South Dakota.

PROPOSED LEGAL: Tract Adonis located in Section 23 and Tract Sunshine in Section 26, all located in T1N, R5E, BHM, Pennington County, South Dakota.

Commissioner Weishaupl asked to have this item removed from the Consent Calendar to discuss the recommendation by staff to deny the 33-foot-wide access easement and require the applicant to provide a 66-foot-wide easement and he also questioned whether the easement is an existing one.

Schmierer responded that since the easement is a newly created one, staff recommends that a 66-foot-wide access easement be provided, based upon Section 500.5.1.a.3. She further explained that there is an existing easement in place which provides access to a radio tower site on New Homestake #4 Lode M.S, but the recorded document does not provide the width of the easement.

Mr. Jerry Wendland, surveyor, appeared and discussed the access easement to the subject property. He stated the applicants do not want to provide a 66-foot-wide access easement because of the perception that there would be further subdivision in the area.

Commissioner Weishaupl questioned staff about waiving the requirement for the access easement to be improved to Local/Collector Road Standards pertaining to the 24-foot-wide-driving surface.

Schmierer stated there is the potential to subdivide the lots in the future and if the right-of-way is in place right now, road improvements can be required at a later date when density is being increased.

Discussion further followed between staff, the Planning Commission, and Mr. Wendland regarding the construction of the road and possible increase in density to the area.

Moved by Hoffmann and seconded by Holbrook to approve of the portion of Subdivision Regulations Variance 10-05 to waive the requirement for the Section Line to be improved, for engineered road plans to be submitted and to waive the portion requirement for the access easement to be improved to meet Local/Collector road standards pertaining to the 24-foot-wide driving surface and denial of Subdivision Regulation Variance 10-05 to provide a 33-foot-wide access easement

and recommends a 66 foot wide access easement be provided up to Tract Adonis and also approval of Layout Plat 10-14 with the following eight (8) conditions:

- 1. That prior to approval of the Minor Plat, the applicant improve the access easement to Local/Collector Road Standards, including 66 feet of right-of-way, and 24-feet of driving surface, or else the applicant post a surety for the road improvements or obtain an approved Subdivision Regulations Variance waiving this requirement;**
- 2. That prior to County Board approval of the Minor Plat, the applicant provide engineered road construction plans for the access easement or else obtain an approved Subdivision Regulations Variance waiving this requirement;**
- 3. That the access easement be named and the road sign posted prior to the recording of the Minor Plat;**
- 4. That prior to approval of the Minor Plat, the applicant improve the Section Line to Ordinance 14 Standards or else obtain an approved Subdivision Regulations Variance waiving this requirement;**
- 5. That Black Hills Electric Cooperative's rights to operate and maintain the overhead line are not diminished or adversely affected in any way by the proposed subdivision;**
- 6. That prior to applying for the Minor Plat, the applicant must perform percolation tests and provide soil profile information for proposed Tract Sunshine for review by the Pennington County Environmental Planner or obtain an approved Subdivision Regulations Variance waiving this requirement;**
- 7. That at the time of submittal for the Minor Plat, the plat meets all the requirements of Section 400.3 of the Pennington County Subdivision Regulations, including, but not limited to, the plat to be scaled at not more than one (1) inch equals one hundred (100) feet, topographic information to be provided of the subject property at five (5) foot contour intervals, or else the applicant obtain an approved Subdivision Regulations Variance waiving any of the requirements that are not met; and,**
- 8. That approval of this Layout Plat does not constitute approval of any further applications to be submitted for the above-described property.**

All voting aye, the Motion carried 6 to 0.

14. **LAYOUT PLAT / PL 10-15:** Merlin and Betty Crown/Alvin and Donna Crown. To create Lot 3 and Lot 4 of Crown Country Estates in accordance with Section 400.1 of the Pennington County Subdivision Regulations.

EXISTING LEGAL: The N1/2NE1/4 less ROW and less Crown Country Estates and the S1/2NE1/4 less ROW and less the cutoff parcel lying in the SE Corner of the NE1/4, all located in Section 7, T1S, R16E, BHM, Pennington County, South Dakota.

PROPOSED LEGAL: Lot 3 and Lot 4, Crown Country Estates, Section 7, T1S, R16E, BHM, Pennington County, South Dakota.

Commissioner Weishaupl asked to have this item removed from the Consent Calendar to discuss if the applicants agree with the Conditions of Approval.

Jennissen stated he did visit with the applicants to address staff's concerns while preparing the Staff Report, but has not heard from them since it was mailed.

Commissioner Weishaupl also wanted to know if the land is used for farming or if it is vacant.

Jennissen stated the two existing lots proposing to be platted having existing residences on them and the land surrounding those two lots is used for agricultural purposes.

Commissioner Andrews questioned if the zoning is changed to Low Density Residential District, would this rezone be applied to the 160 acre parcel?

Jennissen stated yes and explained that the city limits of Wall surround the property from the north, west, and east.

Discussion followed

Moved by Johnson and seconded by Weishaupl to approve of Layout Plat #10-15 with the following thirteen (13) conditions:

1. **That at the time of Preliminary Plat submittal, engineered road construction plans be submitted for the both private access easements or a Subdivision Regulations Variance be obtained waiving this requirement;**
2. **That at the time of Preliminary Plat submittal, the applicant submits percolation tests and soil profile information or obtain approval of a Subdivision Regulations Variance waiving this requirement;**
3. **That at the time of Final Plat submittal, the plat be drawn in black ink only;**
4. **That addresses be posted at the driveway on both main roads;**

5. That private access easements be improved to Local Road standards or obtain approval of a Subdivision Regulations Variance waiving this requirement;
6. That easements be included on the plat for both the water line and underground electric service;
7. The prior to filing the plat with Register of Deeds, the NE1/4 be rezoned to Low Density Residential District and the Comprehensive Plan be amended from Limited Agriculture District to Low Density Residential District;
8. That the roads names on the plat be labeled correctly;
9. That at the time of Preliminary Plat submittal, topography at a five foot contour interval be submitted or obtain approval of a Subdivision Regulations Variance waiving this requirement;
10. That at the time of Preliminary Plat submittal, water supply information be submitted or obtain approval of a Subdivision Regulations Variance waiving this requirement;
11. That the existing drainfields be located on the site plan;
12. That at the time of submittal of the Preliminary Plat, that a reserve area be designated on each lot for an alternative drainfield or obtain approval of a Subdivision Regulations Variance waiving this requirement; and,
13. That approval of this Layout Plat does not constitute approval of any further applications to be submitted for the above-described property.

All voting aye, the Motion carried 6 to 0.

16. CONDITIONAL USE PERMIT REVIEW / CU 08-38: Jef Wilsey/Esther Merrill. To review a single-wide mobile home as a permanent residence in a General Agriculture District in accordance with Sections 205 and 510 of the Pennington County Zoning Ordinance.

The E1/2NE1/4 less Right-of-Way; SE1/4SE1/4; Government Lots 1-2, Section 21, T6N, R17E, BHM, Pennington County, South Dakota.

(Continued from the April 12, 2010, Planning Commission meeting.)

Zeller reviewed that this item has been continued from the April 12, 2010, Planning Commission meeting in order for the applicant to properly abandon the old septic system and for staff to verify such.

Staff recommended continuing the review of Conditional Use Permit 08-38 to the September 13, 2010, Planning Commission meeting in order to allow the applicant time to remove the old mobile home on the property and bring the subject property into compliance.

Commissioner Johnson asked if staff will follow-up with the applicant to verify that the old mobile home has to be removed.

Zeller stated yes.

Commissioner Hoffmann commented that the continuance of this item to have the applicant comply with the Conditions of Approval, will be the third time and suggested this continuance to September 13, 2010, be the last one and asked staff what the next recourse would be.

Jennissen responded that the file would be turned over the State's Attorney's Office.

Moved by Hoffmann and seconded by Weishaupl to continue the review of Conditional Use Permit 08-38 to the September 13, 2010, Planning Commission meeting in order to allow the applicant time to remove the mobile home and for staff to verify the abandoned septic tank has been filled in.

Commissioner Holbrook further suggested that if the old single-wide mobile home is not removed by September, the Conditional Use Permit shall be denied and the applicant would need to reapply or remove the structure placed on the property.

Jennissen explained that the applicant would be charged double the fees and need to reapply or remove the new structure on the property.

Commissioner Weishaupl asked staff to contact the applicant and send a letter to him indicating the two items, including removal of the old single-wide mobile home and filling in of the septic tank, that need to be taken care by the September deadline date.

Moved by Hoffmann and seconded by Weishaupl to continue the review of Conditional Use Permit 08-38 to the September 13, 2010, Planning Commission meeting in order to allow the applicant time to remove the mobile home and for staff to verify the abandoned septic tank has been filled in.

All voting aye, the Motion carried 6 to 0.

17. PLANNED UNIT DEVELOPMENT AMENDMENT / PU 10-01: Tammy Brodie-Gusmano; Leon Brodie – Owner. To amend a Planned Unit Development to allow for additional uses to occur on the property, such as Sunday Brunches, tea parties, a patio area for BBQs, and other special events to be hosted on the property. The applicant is also requesting an on-premise lighted sign and to allow the Rushmore Soccer Club to

train once a week with no more than 20 players at a time in accordance with Section 213 of the Pennington County Zoning Ordinance.

Lot 6 of Tract A, Knights Acres Subdivision, Section 14, T1N, R8E, BHM, Pennington County, South Dakota.

Schmierer explained that this item has been brought back to be heard by the Planning Commission, by direction from the Board of Commissioners, because the applicant stated she wanted more clarification on the Conditions of Approval at the Board of Commissioners meeting on April 20, 2010; specifically, Conditions #2 and #4.

Schmierer stated that Ms. Brodie-Gusmano asked that this item be continued for two weeks, as she is unable to make today's meeting.

Commissioner Weishaupl discussed the original Conditions of Approval with staff.

Commissioner Hoffmann commented that the Planning Commission was very clear with the applicant, at the April 26th meeting, regarding Conditions #2 and #4. He feels the neighbors need to be notified that this item will be heard at the May 24th Planning Commission meeting.

Commissioner Johnson concurred with Commissioner Hoffman that the neighbors need to be notified.

Moved by Hoffmann and seconded by Weishaupl to continue Planned Unit Development Amendment 10-01 to the May 24, 2010, Planning Commission meeting.

Commissioner Johnson also suggested that the motion include notification to any neighbor who wrote a letter.

Schmierer added that she received only one letter, but received several phone calls from the neighbors.

Jennissen indicated that once the item is heard at the May 24th meeting and if the Planning Commission decides to change any of the conditions, the applicant will need to renotify the neighbors and place a sign on the property.

Moved by Hoffmann and seconded by Weishaupl to continue Planned Unit Development Amendment 10-01 to the May 24, 2010, Planning Commission meeting.

All voting aye, the Motion carried 6 to 0.

18. COUNTY BOARD REPORT

The Planning Commission did not have any items from the April 26, 2010, meeting to be forwarded to the May 4, 2010, Board of Commissioners meeting. Jennissen noted that Conditional Use Permit 10-08 (Chris and Jolene Hinckley) has been appealed to the May 18, 2010, Board of Commissioners' meeting.

19. ITEMS FROM THE PUBLIC

There were no items from the public.

20. ITEMS FROM THE STAFF

A. Building Permit Report. Jennissen reviewed the Building Permit Report for April.

B. 319 Project – Spring Creek. Jennissen spoke of the Open House held in Hill City on April 29th.

21. ITEMS FROM THE MEMBERSHIP

A. Commissioner Weishaupl discussed Conditional Use Permit extensions and feels five continuances are excessive.

B. Commissioner Johnson informed the Planning Commission members that the June 1, 2010, Planning Commission meeting will be held in the Board of Commissioners' Meeting Room in the Courthouse.

22. DISCUSSION ITEMS

There were no discussion items.

23. ADJOURNMENT

Moved by Weishaupl and seconded by Hoffmann to adjourn.

All voting aye, the Motion carried 6 to 0.

The meeting adjourned at **10:27 a.m.**

Charlie Johnson, Chairperson