

SUMMARY MINUTES
UNIVERSITY DISTRICT REVIEW COMMITTEE

October 12, 2010 @ 5:00 p.m.
Bowling Green City Commission Chambers
City Hall, 1001 College Street

Before the meeting began, after orientation, Hon. Hamp Moore swore in the newest member of this Board, Shawn Sinclair, who accepted the oath of office and began his tenure.

MEMBERS PRESENT:

Velma Runner, Chair
Shawn Sinclair
Charley Pride

Lucinda Anderson
Joe Denning

Richard Morgan
Rick Cothorn

STAFF:

Jonathan Britt
Marshall Robinson

Hon. Hamp Moore
Sandy Clark

The University District Review Committee was called to order by Chairman Runner. Ms. Runner requested the Secretary, Sandy Clark, to call the roll. Seven (7) members were in attendance when the roll call was taken. Quorum was determined with all seven members in attendance.

Chairman Runner then asked the Board if they received and read the Minutes from the previous meeting of August 10, 2010. Being no corrections or additions, the Motion was made by Mr. Cothorn, seconded by Mr. Denning and the Board unanimously approved (1 abstained) the Minutes of the August 10, 2010 meeting as recorded and transcribed.

Marshall Robinson stated that Melissa Christerson with Bowling Green Code Enforcement Department and Steve Coleman and Ed Moody with the Bowling Green Fire Department, are all three present and noted that they inspected each and every fraternity and sorority and revisited/re-inspected the houses to make sure all came into compliance.

PUBLIC HEARING:

Marshall Robinson announced that the purpose of the hearing today is for the review and consideration of re-certification of organizations within the University District. Many of the fraternities and sororities, as well as other groups, completed the applications and attachments were presented to the staff by the deadline. The staff recommended approval for the following seventeen groups:

Complete applications to certify with no conditions:

- Alpha Delta Pi Sorority, 1633 Chestnut Street - *(present)*
- Alpha Omicron Pi, 1566 Normal Street - *(present)*
- Baptist Campus Ministry, 1574 Normal Street - *(present)*
- Catholic Newman Center, 1403 College Street - *(present)*
- Chi Omega, 1580 Normal Street - *(present)*

- Hilltoppers for Christ, 1536 Chestnut Street - *(present)*
- Kappa Delta, 1600 Chestnut Street - *(present)*
- Kappa Sigma Fraternity, 321 E. 13th Street - *(present)*
- Phi Mu Fraternity for Women, 1553 Chestnut Street - *(absent)*
- Sigma Kappa Sorority, 1551 Chestnut Street - *(present)*
- Phi Gamma Delta, 1311 College Street - *(present)*
- Sigma Phi Epsilon Fraternity, 1586 Normal Street - *(absent)*
- Wesley Foundation, 1355 College Street - *(present)*

Mr. Britt asked that one Fraternity be moved to the bottom because of a condition not yet completed:

- Kappa Sigma Fraternity, 321 E. 13th Street - *(present)*

After discussion of the University Review Committee, Chairman Runner asked if there were any questions or comments. Being no questions for any of the applicants, Chairman Runner asked for a Motion.

ACTION: The motion was made by Mr. Denning, seconded by Mr. Cothorn, to approve the re-certification of the following organizations with no conditions:

- *Alpha Delta Pi Sorority, 1633 Chestnut Street - (present)*
- *Alpha Omicron Pi, 1566 Normal Street - (present)*
- *Baptist Campus Ministry, 1574 Normal Street - (present)*
- *Catholic Newman Center, 1403 College Street - (present)*
- *Chi Omega, 1580 Normal Street - (present)*
- *Hilltoppers for Christ, 1536 Chestnut Street - (present)*
- *Kappa Delta, 1600 Chestnut Street - (present)*
- *Phi Mu Frat for Women, 1553 Chestnut Street - (came in 5:10 p.m.)*
- *Sigma Kappa Sorority, 1551 Chestnut Street - (present)*
- *Phi Gamma Delta, 1311 College Street - (present)*
- *Sigma Phi Epsilon Fraternity, 1586 Normal Street - (absent)*
- *Wesley Foundation, 1355 College Street - (present)*

The vote was 7 yeas to approve the re-certification of 12 University District groups.

Marshall Robinson presented the staff report for the second item on the agenda, being review and consideration of the re-certification for Western Christian Student Fellowship (representative Steve Stovall) for its house at 1654 Normal Street. At the time of the staff report's preparation, the Fire re-inspection had not yet been completed. Staff recommends that the Committee approve the re-certification of this house with the understanding that the fire re-inspection be completed and submitted to staff. Mr. Coleman with BG Fire Department said that the re-inspection, in fact, has been completed now and a report will be forthcoming to staff.

After discussion of the University Review Committee, Chairman Runner asked if there were any questions or comments. Being no additional questions or comments for the applicant, Chairman Runner asked for a Motion.

ACTION: The motion was made by Mr. Cothorn, seconded by Mr. Morgan, and unanimously approved to re-certify Western Christian Student Fellowship, at 1654 Normal Street, with one condition: that the fire report re-inspection be submitted to staff. The staff would be authorized to re-certify this house with no further action of this Board. The vote was 7 yeas.

Mr. Robinson then stated that the next house is the Alpha Gamma Delta Sorority located at 1540 Chestnut Street, Bowling Green, KY. Again, at the time of the staff report's preparation, the Fire re-inspection had not yet been completed. Staff recommends that the Committee approve the re-certification of this house with the understanding that the fire re-inspection be completed and submitted to staff. Mr. Coleman with BG Fire Department said that the re-inspection, in fact, has been completed now and a report will be forthcoming to staff.

After discussion of the University Review Committee, Chairman Runner asked if there were any questions or comments. Being no additional questions or comments for the applicant, Chairman Runner asked for a Motion.

ACTION: The motion was made by Mr. Pride, seconded by Mr. Morgan, and unanimously approved to re-certify Alpha Gamma Delta Sorority at 1540 Chestnut Street, with one condition: that the fire report re-inspection be submitted to staff. The staff would be authorized to re-certify this house with no further action of this Board. The vote was 7 yeas.

Mr. Robinson then moved the HIS House Recovery Home located at 1511 Chestnut Street, Bowling Green, Kentucky. No paperwork has been submitted in regard to re-inspections of Fire and Building Inspectors. It was also noted that no representative was at this Committee meeting. Mr. Britt called the Committee's attention to the fact that there were several police calls noted and someone from the organization should probably address before a re-certification can happen.

After discussion of the University Review Committee, Chairman Runner asked if there were any questions or comments. Being no additional questions or comments for the applicant, Chairman Runner noted that this house re-certification will be tabled until the next meeting, being on November 9th, 2010 at 5:00 p.m.

ACTION: The house representative will come before this Committee at its next meeting set for November 9th 2010 at 5:00 p.m. The vote was seven (7) yeas.

Mr. Robinson then stated that the next house is the Kappa Alpha Fraternity located at 1349 College Street, Bowling Green, KY. Again, at the time of the staff report's preparation, the Fire and Building re-inspection have not yet been completed. Staff recommends that the Committee approve the re-certification of this house with the understanding that the building and fire re-inspection be completed and submitted to staff.

For the fraternity, Zach Redman, President of Kappa Alpha stepped to the podium and gave the Committee his name and position. He then stated that they are 99% done with everything on the building and fire inspection letters. There will still need to be re-inspections by both fire and building officials once the work is completed. Mr. Redman said there is a contractor working on the items listed, including the windows. Mr. Britt noted that this house is in the Historic Preservation overlay and must acquire a Certificate of Appropriateness for exterior work on the house and the application was filed today with the Historic Preservation Planner. This will take some time for the review and go through both Boards.

After discussion of the University Review Committee, Chairman Runner asked if there were any questions or comments. Being no additional questions or comments for the applicant, Chairman Runner asked for a Motion.

ACTION: The fraternity will contact the fire and building officials once the work is completed for re-inspections and then representatives will come back before this Committee at its meeting - November 9th 2010 at 5:00 p.m. The vote was seven (7) yeas.

Marshall Robinson presented the staff report for the next item on the agenda, being review and consideration of the re-certification for Lambda Chi Alpha located at 1504 Chestnut Street, Bowling Green, Kentucky. Mr. Robinson reported that Inspection was conducted, however, no information of a re-inspection was submitted. There are still Building Code violations that have not been cleared by the City Building Official. Fire Code inspection was also conducted and Fire Code re-inspection has not yet been conducted. There are still four remaining items that need to be addressed and corrected.

The Committee called a representative to the podium. Therein, Americo Capodalgi, President of Lambda Chi stepped to the podium to answer questions of staff and the University District Review Committee. Mr. Capodalgi stated that currently there are members living in the house. He stated that there is a house manager at the house and he has been given a list of problems to be corrected and cleaned up. Staff explained to the Committee that these are a lot of the same issues from last year. The fire and building violations were listed in the staff report. Once again, the house manager was given information and he was the person responsible for getting information to staff and getting violations corrected.

When asked about the procedure for getting information to the groups, Mr. Robinson explained that we receive information from WKU with the names of the President, Housing Corporation representative and Advisor. Staff then send all three people the information forms; a memo of what is do and when and then we send out an agenda, along with staff reports to each person listed for each group. Staff meets with all the groups in April, and then send out the packets in August and then the Agenda and staff reports the first week of October. In the meantime, staff talks with the Police Department and get reports from them on every house in the University District.

The Committee asks that the Lambda Chi representatives all come to the November 9th meeting of this Committee. Chairman Runner asked if there were any additional questions or comments. Being no additional questions or comments, Chairman Runner asked for a Motion.

ACTION: Lambda Chi Alpha needs to submit completed paperwork, including re-inspection reports from both fire and building inspectors; b) correct all fire and building safety violations; and c) that the Representatives appear at the November 9th, 2010 meeting of this University District Review Committee. The vote was seven (7) yeas.

Mr. Robinson then stated that the next house is the Sigma Alpha Epsilon Fraternity located at 300 East 14th Avenue, Bowling Green, KY. Again, at the time of the staff report's preparation, the Fire re-inspection had not yet been completed. Staff recommends that the Committee approve the re-certification of this house with the understanding that the fire re-inspection be completed and submitted to staff. Mr. Coleman with BG Fire Department said that the re-inspection, in fact, has been completed now as it done yesterday and a report will be forthcoming to staff and there were still three items that were still listed that needed to be done. It was noted there were several police calls listed and the dumpster needs cleaned up around it.

Therein, Steven Edds, President of SAE stepped to the podium. Mr. Edds said the police calls were nine (9) listed and he was not really sure what they were. One of the Committee asked that the dumpster be cleaned up and all the trash placed in the dumpster as the trash will not be picked up unless it is in a bag in the dumpster.

After discussion of the University Review Committee, Chairman Runner asked if there were any other questions or comments. Being no additional questions or comments for the applicant, Chairman Runner asked for a Motion.

ACTION: The motion was made by Mr. Denning, seconded by Mr. Cathern, and unanimously approved to re-certify SAE Fraternity at 300 East 14th Avenue, with the conditions: a) that the fire report re-inspection be submitted to staff, as well as b) the building re-inspection . The staff would be authorized to re-certify this house with no further action of this Board. The vote was seven (7) yeas.

Mr. Robinson then said the next house would be Alpha Gamma Rho Fraternity, of 1436 Chestnut Street, Bowling Green, KY. The staff report recommended approval with the conditions that the completed paperwork be submitted and re-certification fee be paid because not all of the completed paperwork has been submitted to the City-County Planning Commission.

The property needs to be re-inspected by both building and fire inspectors with the next fourteen (14) days and if not, then the group will be back in November. Therein, Tommy Coles, of AGR, stepped to the podium and stated that tonight he has brought with him the receipt for the fire extinguishers being filled.

Therefore, Mr. Robinson stated that the staff recommends re-certification with two conditions: that the required documentation is completed and submitted to the City-County Planning Commission office and the fee for re-certification is paid.

After discussion of the University Review Committee, Chairman Runner asked if there were any questions or comments. Being no additional questions or comments for the applicant, Chairman Runner asked for a Motion.

ACTION: The motion was made by Mr. Cothorn, seconded by Mr. Denning, and unanimously approved to re-certify Alpha Gamma Rho, at 1436 Chestnut Street, with two conditions: that the required documentation be completed and submitted, along with the required \$50 re-certification fee within two weeks from today. The staff would be authorized to re-certify this house with no further action of this Board. The vote was seven (7) yeas.

Marshall Robinson presented the staff report for the next item on the agenda, being review and consideration of the re-certification for Farm House located at 1544 Chestnut Street, Bowling Green, Kentucky. Mr. Robinson reported that no information of a re-inspection was submitted by either Building Code or Fire Code violations that have yet to be cleared by the Building and City Fire Officials.

Drew Greenwell, Assistance Housing Manager/Coordinator stepped to the podium. He said that things are almost completed and will be ready for re-inspection in the near future. After discussion, the Committee feels two weeks would be sufficient time to fix the problems and have the house re-inspected. It was discussed that the house representatives would need to come back to the November 9th meeting to address concerns if this is not completed.

ACTION: The motion was made by Mr. Pride, seconded by Mr. Sinclair, that Farm House will be re-certified upon meeting the following conditions: a) submit completed paperwork with the City-County Planning Commission, including re-inspection reports from both fire and building inspectors, for Re-Certification; b) correct all fire and building safety violations within fourteen (14) days; and c) that the \$50 fee for re-certification be paid and d) Representatives appear at the November 9th, 2010 meeting of this University District Review Committee if the deadline of fourteen (14) days is not met. The Vote was seven (7) yeas.

Marshall Robinson presented the staff report for the next item on the agenda, being review and consideration of the re-certification for Kappa Sigma Fraternity located at 321 East 13th, Bowling Green, Kentucky. Mr. Robinson reported that no information of a re-inspection was submitted by either Building Code or Fire Code violations that have yet to be cleared by the Building and City Fire Officials.

Joe Imel, Housing Corporation stepped to the podium. He said that things are almost completed and will be ready for re-inspection in the near future. After discussion, the Committee feels two weeks would be sufficient time to fix the problems and have the house re-inspected. It was discussed that the house representatives would need to come back to the November 9th meeting to address concerns if this is not completed.

ACTION: The motion was made by Mr. Morgan, seconded by Mr. Cothorn, That Kappa Sigma will be re-certified upon meeting the following conditions: a) submit completed paperwork with the City-County Planning Commission, including re-inspection reports from both fire and building inspectors, for Re-Certification; b) correct all fire and building safety violations within fourteen (14) days; and d) that the \$50 fee for re-certification be paid and d) Representatives appear at the November 9th, 2010 meeting of this University District Review Committee if the deadline of fourteen (14) days is not met. The Vote was seven (7) yeas.

Marshall Robinson presented the staff report for the final item on the agenda, being review and consideration of the re-certification for Pi Kappa Alpha Fraternity, located at 1430 Chestnut Street, Bowling Green, KY. The staff report indicated the application/monitoring plan and all other required documentation was never completed or submitted.

Therein, Michael Berault, Secretary with Phi Kappa Alpha and Benton Jolly, Advisor, are representatives here tonight - stepped to the podium and spoke to Committee in reference to the fire and building issues. He said he would get to work on the violation problems and said he did not know where the other representatives for the fraternity were tonight, including the President, Adam, who is was not present.

After discussion of the University Review Committee, a recommendation of stopping activities at this fraternity until the next meeting in November, as well as stated that the completed paperwork and submittal it at the City-County Planning Commission and complete the problems/deficiencies shown in the building and fire inspection reports. All the representatives for the group will definitely need to come back in November. Chairman Runner asked if there were any questions or comments from the Committee. Being no additional questions or comments for the representative, Chairman Runner asked for a Motion.

ACTION: The motion was made by Mr. Pride, seconded by Mr. Cothorn, that Phi Kappa Alpha located at 1430 Chestnut Street will cease all activities except for living at the house and a letter will be hand-delivered by the end of the week to the Fraternity notifying the house of this condition. Also, the following conditions: a) submit all completed paperwork with the City-County Planning Commission, including Monitoring Plan application and all attached documentation and re-inspection reports from both fire and building inspectors, for Re-Certification; b) correct all fire and building safety violations and c) that all the Representatives appear at the November 9th, 2010 meeting of this University District Review Committee. The Vote was seven (7) yeas.

NEW BUSINESS:

Chairman Runner thanked Mr. Coleman and Assistant Chief Moody with the BG Fire Department and Ms. Christerson with the BG Code Enforcement for their involvement and cooperation with the University District Review and their work with staff on this yearly endeavor.

Jonathan Britt reminded all the Committee members that next month's meeting is November 9th for any groups that are required to come back with additional information for the Committee for Re-Certifications of the Fraternities that did not have completed applications and attachments.

Mr. Britt also mentioned that staff is looking at Center Street; Kentucky Street; and College Street for possible expansion of the University District boundaries. There is a public meeting scheduled for November 27th concerning this possible expansion of the boundaries.

Being no other business, the meeting was adjourned by Motion of Richard Morgan, seconded by Rick Cothorn at 6:15 p.m. All members concurred.

VELMA RUNNER, CHAIRMAN

Sandy M. Clark, Secretary