

**SUMMARY MINUTES**  
**UNIVERSITY DISTRICT REVIEW COMMITTEE**

**October 13, 2009 @ 5:30 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, Steve Tyree, who accepted the oath of office and began his tenure.

**MEMBERS PRESENT:**

**Velma Runner, Chair**  
**Steve Tyree**  
**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. Six (6) members were in attendance and one was absent when the roll call was taken. Quorum was determined with six members in attendance.

Chairman Runner then asked the Board if they received and read the Minutes from the previous meeting of November 11, 2008. Being no corrections or additions, the Motion was made by Mr. Denning, seconded by Mr. Tyree and the Board unanimously approved the Minutes of the November 11, 2008 meeting as recorded and transcribed.

Marshall Robinson stated that Tad Douglas with Bowling Green Code Enforcement Department and Ed Moody with the Bowling Green Fire Department, are both 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 Gamma Delta Sorority, 1540 Chestnut Street
- Alpha Delta Pi Sorority, 1633 Chestnut Street
- Alpha Omicron Pi, 1566 Normal Street
- Baptist Campus Ministry, 1574 Normal Street

- Catholic Newman Center, 1403 College Street.
- Chi Omega, 1580 Normal Street
- Hilltoppers for Christ, 1536 Chestnut Street
- Kappa Alpha Fraternity, 1349 College Street
- Kappa Sigma Fraternity, 1266 Kentucky Street
- Kappa Delta, 1600 Chestnut Street
- Phi Mu Fraternity for Women, 1553 Chestnut Street
- Sigma Kappa Sorority, 1551 Chestnut Street
- Sigma Alpha Epsilon, 300 E. 14<sup>th</sup> Ave.
- Sigma Nu, 1311 College Street
- Sigma Phi Epsilon Fraternity, 1586 Normal Street
- Wesley Foundation, 1355 College Street
- HIS House Recovery Home, 1511 Chestnut Street

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. Pride, seconded by Ms. Anderson, to approve the re-certification of the following organizations with no conditions:

- *Alpha Gamma Delta Sorority, 1540 Chestnut Street*
- *Alpha Delta Pi Sorority, 1633 Chestnut Street*
- *Alpha Omicron Pi, 1566 Normal Street*
- *Baptist Campus Ministry, 1574 Normal Street*
- *Catholic Newman Center, 1403 College Street.*
- *Chi Omega, 1580 Normal Street*
- *Hilltoppers for Christ, 1536 Chestnut Street*
- *Kappa Alpha Fraternity, 1349 College Street*
- *Kappa Sigma Fraternity, 1266 Kentucky Street*
- *Kappa Delta, 1600 Chestnut Street*
- *Phi Mu Fraternity for Women, 1553 Chestnut Street*
- *Sigma Kappa Sorority, 1551 Chestnut Street*
- *Sigma Alpha Epsilon, 300 E. 14<sup>th</sup> Ave.*
- *Sigma Nu, 1311 College Street*
- *Sigma Phi Epsilon Fraternity, 1586 Normal Street*
- *Wesley Foundation, 1355 College Street*
- *HIS House Recovery Home, 1511 Chestnut Street*

**The vote was 6 yeas to approve the re-certification of 17 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 Alpha Gamma Rho Fraternity, 1436 Chestnut Street, Bowling Green, KY. The staff report recommended approval with the condition 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 has been inspected by both building and fire inspectors and today has now been re-inspected. Therein, Randy Hardin, President of AGR, stepped to the podium and stated that tonight he has brought with him the Police Calls Form and he will have the Social and Maintenance Report and check for the re-certification to the Planning Commission tomorrow morning, first thing. The Building Inspector and Fire Inspector for re-inspections letter has been received today and are placed in the file, along with the Police Calls form. When asked why the paperwork was not turned in on time, Mr. Hardin replied that he was waiting for the fire and building inspectors to come back and did not realize he needed to go ahead and turn in all the paperwork. Mr. Hardin said that the police calls report indicated 12 calls, of which Mr. Hardin said the house was not responsible for several of them (including towing of vehicles, etc).

Therefore, Mr. Robinson stated that the staff recommends re-certification with one condition: that the required documentation is completed and submitted to the City-County Planning Commission office.

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. Denning, and unanimously approved to re-certify Alpha Gamma Rho, at 1436 Chestnut Street, with one condition: that the required documentation be completed and submitted, along with the required \$50 re-certification fee within one week from today. The staff would be authorized to re-certify this house with no further action of this Board. The vote was 6 yeas.**

*Rick Cothorn entered the meeting at 5:50 p.m.*

Marshall Robinson presented the staff report for the third 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 on September 2, 2009. 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 on September 2, 2009. Fire Code re-inspection was conducted on October 1, 2009. There are Fire Code violations that have yet to be cleared by the City Fire Official, which include:

- Hole in ceiling on top floor (Building)
- Outlet in the foyer has no cover (Building)
- Door Leading to downstairs does not close properly (Building)
- Exit door at top of exterior stairs needs repair or replacement to function properly (Building)
- Repair/Test Emergency Lighting (Fire)
- Repair smoke detector (Fire)
- Discontinue extension cord (Fire)
- Repair exit sign (Fire)
- Remove multi-plug adapter (Fire)

The Committee discussed the fire and building violations and the Fire Inspector and Building Inspector both indicated that they went by the house today and all violations still stand with no corrections to the original inspection report. Assistant Fire Chief Ed Moody explained that violations have not been corrected and there are safety issues that certainly need to be corrected. Tad Douglas, Code Enforcement officer for the City of Bowling Green said there were building code problems and said that the Code Enforcement Department could certainly pursue the problems and can send a Notice of Violation and if not corrected, could send a Citation and fine the Lambda Chi Alpha house.

After discussion, the Committee feels twenty (20) days would be sufficient time to fix the problems, or these matters are turned over to Code Enforcement and WKU to cease activities at the house. It was discussed that the house representatives would need to come back to the November 10<sup>th</sup> meeting to address.

The Committee called a representative to the podium. Therein, Americo Capodalgi, President of Lambda Chi Alpha stepped to the podium to answer questions of staff and the University District Review Committee. Mr. Capodalgi stated that currently there are ten (10) 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. Mr. Capodalgi also stated they are in the process of getting a new Housing Corp., Representative and alumni will be coming in to get things cleaned up.

Mr. Robinson then said the staff recommends approval with the conditions: a) all building and fire issues are to be corrected within twenty (20) days; and b) return to the November 10<sup>th</sup> meeting. The Committee asks that the Lambda Chi representatives all come to the November 10<sup>th</sup> 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:**     **The motion was made by Mr. Tyree, seconded by Ms. Anderson, that Lambda Chi Alpha 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 twenty (20) days or cease activities - with WKU and the BG Code Enforcement watching and monitoring; and c) that the Representatives appear at the November 10<sup>th</sup>, 2009 meeting of this University District Review Committee. The Vote was seven (7) yeas.**

Marshall Robinson presented the staff report for the fourth 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.

Staff received reports from Building and Fire Inspectors and when they went back for re-inspection, there were still deficiencies in the building and fire inspection reports which still need to be resolved. The staff recommends that the House be given twenty (20) days to get information submitted to the City-County Planning Commission and make the repairs as indicated in the Building and Fire inspection reports, which included:

Inspection was conducted on September 1, 2009. 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 conducted on September 1, 2009. Some of the Fire Code violations have been repaired as of October 1, 2009; however there are still violations outstanding.

- Front room has track lighting with spliced wiring (Building)
- The handrail on staircase is not attached to the wall (Building)
- The structure does not display a street address number (Building)
- Self closing devices (Fire)
- Repair smoke detector (Fire)

Therein, Jason Mills, an alumni with the Phi Kappa Alpha and the only representative 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.

After discussion of the University Review Committee, a recommendation of giving this fraternity twenty (20) days to complete all of the paperwork and submit 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. Morgan, that Phi Kappa Alpha located at 1430 Chestnut Street will be re-certified upon meeting 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 within twenty (20) days or cease activities - with WKU and the BG Code Enforcement watching and monitoring; and c) that all the Representatives appear at the November 10<sup>th</sup>, 2009 meeting of this University District Review Committee. The Vote was seven (7) yeas.**

Marshall Robinson next presented the fourth item on the agenda as being a re-certification request for Farm House Fraternity, 1454 Chestnut Street, Bowling Green, KY. The staff reported that this year they were a little better than last year, as paperwork came just a little late, but the representatives called staff to let them know it was coming. It was noted that Inspection was conducted on September 1, 2009. Some Building Code violations were repaired as of the re-inspection conducted on October 1, 2009. Some Building Code violations are still not in compliance. Fire Code inspection conducted September 1, 2009 and there are still violations not in compliance:

- At least two (2) windows in the basement are broken (Building)
- Dryer is venting into the basement. Must be vented outdoors (Building)
- Install an approved illuminated placard sign at outside door by kitchen (Fire)

- Remove unapproved multi-plug adapters at room #3 (Fire)
- Discontinue the use of unapproved extension cord at desk by kitchen (Fire)
- Repair or replace smoke or heat detector located at room 1 and 3 (Fire)
- Install approved self closing devices on room #3 (Fire)
- Test emergency lighting monthly for 30 seconds and annually for 1.5 hours and make necessary repairs. Maintain written records of tests at upstairs exit access/closet (Fire)
- Inspect and/or recharge fire extinguishers (Fire)

Therein, David Brandenburg, House Coordinator for Farm House - stepped to the podium and spoke to Committee in reference to the fire and building issues. He said he has worked to get most of the problems resolved and that the only two things remaining are the inspection and recharging of fire extinguishers and emergency lighting upstairs is still a problem and an electrician will have to come. There are 14 gentlemen living at the house.

After discussion of the University Review Committee, a recommendation of giving this fraternity twenty (20) days to complete the problems/deficiencies shown in the building and fire inspection reports. All the representatives for the group will 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. Denning, that Farm House located at 1544 Chestnut Street will be re-certified upon meeting the following conditions: a) submit all completed paperwork with the City-County Planning Commission, including the re-inspection reports from both fire and building inspectors, for Re-Certification; b) correct all fire and building safety violations within twenty (20) days or cease activities - with WKU and the BG Code Enforcement watching and monitoring; and c) that all the Representatives appear at the November 10<sup>th</sup>, 2009 meeting of this University District Review Committee. The Vote was seven (7) yeas.

Marshall Robinson presented the revised staff report for the fifth item on the agenda, being review and consideration of the re-certification for Western Christian Student Fellowship, located at 1654 Normal Street, Bowling Green, KY. Mr. Robinson noted that prior to this meeting today there were two deficiencies that have now been completed. City Fire and Building Code Inspections indicated problems with doors not being fully closed; and repair was needed for the door downstairs to make completely closable. The staff recommends that re-certification be given now that all of the deficiencies have been corrected. Chairman Runner asked if there were any other questions or comments from the Committee. Being no additional questions or comments for the applicant, Chairman Runner asked for a Motion.

**ACTION:** The motion was made by Mr. Tyree, seconded by Mr. Cothorn and unanimously approved for the re-certification of Western Christian Student Fellowship located at 1654 Normal Street. The vote was 7 yeas.

The final application to review this evening is the new site plan of Sigma Nu for their new building to be located at 14<sup>th</sup> Avenue and Center Street, Bowling Green, Kentucky. Mr. Robinson presented the staff report and stated that Property is zone **(P) Public** and the area of the site is .4138 acres or 18,025 square feet. In addition, Mr. Robinson noted the following:

1. **Off-Street Parking:** Zoning Ordinance University Overlay requires two (2) spaces for each three occupant beds, plus one space per each employee and counselor or advisor. The total number of spaces required shall not exceed a maximum number of 20 spaces or result in a greater percentage of lot coverage than is allowed by the district regulations. All parking areas shall be located to the rear of the residence. No off-street parking shall be permitted in the front yard. The proposed parking area shown on the drawings submitted has provided 14 spaces. All parking and travelways should be paved.
2. **Building Setbacks/Lot Coverage:** Lot coverage requirements for the University District for the **(P) Public** zoning classification are 75% lot coverage. As can be seen from the site plan, the total impervious surface would be 32.5%
3. **Signage:** One (1) freestanding sign with a maximum one-hundred square feet of sign face area is permitted on both sides. The sign must not be any greater than twenty (20') in height. The sign may be a pole or monument style sign. There may also be wall signage that is no greater than one-hundred square in sign face area, or no greater than five (5%) percent of the façade, whichever is greater. No signage details have been submitted.

The staff recommended that Sigma Nu Fraternity be approved for the proposed site plan with the condition of a sprinkler system for the propose structure. Mr. Britt commented that this year's President, Jesse Caylor has been instrumental in getting all of the paperwork completed and submitted and he should be commended on a job well done.

When asked about the parking for this new house, it was noted that there will be fourteen (14) spaces that the fraternity can purchase parking permits from WKU for the members living in the house, but not for guests or fraternity members not living in the house. There will not be any on-site parking for this facility.

Chairman Runner asked if there were any additional questions or comments. Being no additional questions or comments, Chairman Runner asked for a Motion.

**ACTION:** **Richard Morgan made the motion, seconded by Rick Cothorn, to approve the proposed University District Site Plan/Monitoring Plan for property located at the corner of 14<sup>th</sup> Avenue and Center Street, with the condition of a sprinkler system placed in the structure. The motion is based on the findings of fact as presented in the staff report, and the testimony presented in this public hearing, that the University District Site Plan/Monitoring Plan is in compliance with Section 4.9.4 and Section 3.17.3 of the Zoning Ordinance of Warren County. The Vote was seven (7) yeas.**

**NEW BUSINESS:**

Chairman Runner thanked Mr. Moody with the BG Fire Department and Mr. Douglas 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 10<sup>th</sup> 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. Attendance is strongly urged by all members.

Being no other business, the meeting was adjourned by Motion of Richard Morgan, seconded by Rick Cothorn at 6:35 p.m. All members concurred.

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VELMA RUNNER, CHAIRMAN

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Sandy M. Clark, Secretary