



MEMORANDUM

To: All Developers, Property Owners, and Architects Seeking Zoning Relief or an Amendment to the Zoning Code

Re: Proposed Development/Renovation Projects in the 32nd Ward

To assure a timely review of development and/or renovation projects proposed in the 32nd Ward, Alderman Waguespack has established the following procedures. You will want to:

1. Carefully read the attached **Zoning and Development Guidelines for the 32nd Ward** and confirm that your proposed development or renovation project is in compliance with those **Guidelines**.
2. Carefully read the attached **Developer Checklist for Initial Meeting with Alderman Scott Waguespack**.
3. Once you have delivered to Alderman Waguespack's office ALL of the items detailed on the attached **Developer Checklist**, you may THEN schedule an appointment to meet with the Alderman. Meetings will be scheduled for no sooner than SEVEN DAYS AFTER receipt of ALL of the items detailed on the **Developer Checklist**. Please note: Missing items will necessitate your appointment being cancelled and re-scheduled for a later date.
4. For your convenience, you may schedule an appointment to meet with Alderman Waguespack at his Ward office, or between 1 p.m. and 4 p.m. on Wednesdays at his City Hall office. **YOU MUST HAVE AN APPOINTMENT TO MEET WITH ALDERMAN WAGUESPACK TO DISCUSS YOUR PROPOSED PROJECT.**
5. In most cases, particularly those involving zoning changes, Alderman Waguespack will seek input from the local community group(s) before determining whether to move forward with a request.
6. If you have any questions regarding this process, please contact Paul Sajovec at the Ward office at (773) 248-1330.



Zoning and Development Guidelines for the 32nd Ward

To promote new investment that increases our City's vitality and tax base, yet protects current residents, is compatible with existing land uses, fosters harmony and balance in our neighborhoods, celebrates our architectural heritage, and abides by the City of Chicago Zoning Ordinance, my administration will:

- ***Encourage development that conforms to the existing zoning map.*** Beginning in 2000, the Mayor's Zoning Reform Commission—composed of neighborhood and civic groups, planners, architects, business executives and elected officials—conducted community meetings across the city, including the 32nd Ward. Over four years, it held public workshops on specific zoning issues and examined the best practices of zoning regulations. In 2004, the new City of Chicago Zoning Ordinance became law. In support of which, this office will consider zoning changes only rarely and under extreme circumstances. Zoning changes, should they be needed, will be made consistent with the principles articulated in these guidelines. When alternatives exist to effect a desired change, this office will require the alternative with the least adverse impact.
- ***Require strict compliance with public notice regulations.*** This office will expect compliance with the public notice requirements for all zoning applications, including map amendments, administrative adjustments, special uses, variations and "as of right" new construction. We will establish, in conjunction with residents, business owners and local community groups, an open, unbiased and predictable process concerning new construction and renovation. This office expects effective, transparent, and fair notice to all affected parties.
- ***Encourage complementary and compatible development.*** This office will encourage new development that seeks to reflect the character and context of the adjacent and other buildings in the surrounding area, comparable in quality, scale, density and building materials. Split-face block, cinder block and Dryvit on exterior surfaces, and patio pits, are specifically discouraged.
- ***Respect our architectural heritage.*** This office will encourage the preservation, renovation and adaptive re-use of the existing building stock. Similarly, it will discourage the demolition of historically significant buildings and structurally sound housing. It also will facilitate the creation or extension of residential landmark districts if such districts meet the criteria set forth by the City of Chicago.

- ***Protect property.*** This office will require strict enforcement of the City of Chicago Excavation Ordinance, including its provisions regarding notice to adjacent property owners.
- ***Protect and encourage green space and green building practices.*** To promote greening of the 32nd Ward, this office will encourage retention of rear yards that are open, permeable and green, and not replaced by garage roof decks or undermined by underground bunkers. This office will also discourage the loss of open yard space to enclosed connectors or breezeways between residential structures and detached garages by denying requests for zoning relief for such structures. It will also support green building initiatives consistent with existing zoning.
- ***Minimize infringement upon the public way.*** This office will encourage development that minimizes infringement upon the public way, including balconies in the public airspace and trash receptacles on public streets, sidewalks or alleys.
- ***Support private covenants.*** This office will encourage the use of private, recorded agreements and covenants with local community organizations that further the goals of these guidelines.
- ***Encourage the preservation of existing and the creation of new affordable housing.*** In 2007 the City Council expanded the Affordable Requirements Ordinance. Any new construction project that includes 10 or more residential units and requires zoning relief is required to have affordable housing. We encourage prospective developers seeking zoning relief to exceed these requirements whenever practical.
- ***Register as a lobbyist if required.*** The City's Governmental Ethics Ordinance requires all persons who attempt to influence legislative action on behalf of another to register with the Board of Ethics as a lobbyist, but also provides that submitting an application for a City permit is not itself lobbying. Please ensure that any required lobbyist registrations are completed. Failure to register will invalidate any City decision or permit. Please contact the Board of Ethics at (312)-744-9660 for assistance.

These guidelines will assist owners and developers as they consider projects in the 32nd Ward. Owners and developers will want to contact this office *early* in the planning process to schedule an appointment to discuss the scope and purpose of all proposed plans and initiatives regarding any property. All meetings will be held during regular business hours.



Owner/Developer Checklist for Initial Meeting with Alderman Scott Waguespack (32nd Ward)

The following checklist will assist owners and developers in preparation for their scheduled appointment with Alderman Waguespack to discuss potential projects in the 32nd Ward. You will want to provide the following items:

1. **Names, addresses, phone numbers, fax numbers and e-mail addresses of:**
 - a) Developer entity;
 - b) Attorney;
 - c) Architect; and
 - d) Contractor.
2. Written description of request. Variation? Special use? Rezoning?
3. Address(es) and PIN number(s) of lot(s).
4. Name(s) of beneficial owner(s) of LLC, corporation, partnership, or land trust.
5. Current zoning. Proposed zoning. Applicable zoning map(s) for lot(s) and surrounding area.
6. ALTA or “spotted” survey.
7. Color photographs of parcel. (Digital images are preferred.)
8. Have you produced a similar building elsewhere in Chicago? If so, list addresses of completed and pending projects.
9. Standing: Are you the owner? Contract purchaser? Are you still negotiating?
10. Detailed description of proposal:
 - a) Renovation, or teardown and new construction.
 - b) Site plan with dimensions of all buildings; front, side and rear yard setbacks; locations of loading docks and trash receptacles; current and proposed curb cuts.
 - c) Front, side and rear elevations, with height and width measurements.
 - d) Lot area.
 - e) Floor Area Ratio: Current and proposed.
 - f) Density: Number of current and proposed dwelling units.
 - g) Building height: Current and proposed.
 - h) Off street parking: Current and proposed; location of garages or slabs.
 - i) Proposed use of public air space for balconies, bays.
 - j) Description of building materials used for each elevation.
 - k) Is parcel in an Overlay District, Historic District, or on a preservation coded list?
 - l) Special circumstances, hardships.

Please note that any documentation related to zoning provided to our office should be considered publicly available information.