



Maria Hadden
ALDERWOMAN 49TH WARD
CITY OF CHICAGO

* **Disclaimer** – These guidelines are subject to change as Alderwoman Hadden transitions into her new role.

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

Re: Proposed Development/Renovation Projects in the 49th Ward
To ensure a timely review of development and/or renovation projects proposed in the 49th Ward, Alderwoman Hadden has established the following procedures.

You should:

1. Carefully read the attached Zoning and Development Guidelines for the 49th 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 Alderwoman Maria Hadden.
3. Once you have delivered to Alderwoman Hadden’s office **ALL** of the items detailed on the attached Developer Checklist, you may then schedule an appointment to meet with the Alderwoman & her Director of Economic Development. 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.

4. For your convenience, you may schedule an appointment to meet with Alderwoman Hadden at her Ward office or at her City Hall office. You must have an appointment to meet with Alderwoman Hadden to discuss your proposed project.
5. In most cases, particularly those involving zoning changes, Alderwoman Hadden will seek input from any affected neighborhood organizations and other stakeholders before determining whether to move forward with a proposal.
6. If you have any questions regarding this process, please email Torrence Gardner from the Ward office at torrence@49thward.org.

Zoning and Development Guidelines for the 49th Ward

Alderwoman Hadden is pleased that you are considering an investment in the 49th Ward and believes these guidelines will make the process understandable and efficient for all parties involved. To promote new investment that increases our City's vitality and tax base, protects current residents and businesses, 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. In 2004, the new City of Chicago Zoning Ordinance became law after extensive debate and community involvement. In support of which, my 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.
- Please note that at the beginning of her term, Alderwoman Hadden will ask the Department of Zoning to perform an audit of the 49th Ward, to determine parcels that may not currently fit with the existing map or the potential for further economic development. A proposal brought forth before the completion of the audit may not conform to the existing code, but may be in line with the pending results. So long as the proposal does not appear to have a deleterious impact to the surrounding neighborhood, the Alderwoman may choose to review it.
- Require strict compliance with public notice regulations. This office expects 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.
- 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. Proposers are encouraged to enroll projects in to the Green Permits Program.

Zoning and Development Guidelines for the 49th Ward *continued*

- Protect and encourage green space and green building practices. To promote greening of the 49th 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. This office will require that the storm-water impact is equal or less than allowable under the existing zoning. Proposers are encouraged to enroll projects in to the Green Permits Program.
- 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 the 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 perspective developers seeking zoning relief to exceed these requirements whenever practical.
- Encourage the preservation of existing and the creation of new accessible housing. Any new construction project must, according to the City of Chicago Zoning Ordinance, include at least 10% of Type A units. The required units shall be distributed proportionally among various types and classes of units. We encourage prospective developers seeking zoning relief to exceed these requirements whenever practical.

These guidelines will assist owners and developers as they consider projects in the 49th 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.

Checklist for Initial Meeting with Alderwoman Maria Hadden, 49th Ward

The following list will assist owners and developers in preparation for their scheduled appointment with Alderwoman Hadden to discuss potential projects in the 49th Ward. You should provide the following items and answer the questions:

1. Names, addresses, phone numbers, fax numbers, links to website/other work and e-mail addresses of:
 - a) Developer entity;
 - b) Attorney;
 - c) Architect; and
 - d) Contractor.
2. Written description of request. (Eg. 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 and 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. Color renderings of proposed structures are strongly encouraged.
 - k) Is parcel in an Overlay District, Historic District, or on a preservation coded list?
 - l) Special circumstances, hardships.
11. Completed 49th Ward Community Benefits Scorecard

**Please note that any documentation related to zoning provided to our office is subject to the provisions of the Freedom of Information Act.*

Community Benefits Scorecard

See following page for instructions on how to use this tool

Name of Project: _____

Public Body or Bodies that Must Approve: _____

Key Deadline for Approval Steps: _____

Possible Community Benefits	Does the developer commit to deliver any of the desired community benefits and if so, to what extent? If there is a specific number, note it in the appropriate box.				
	Very Low	Low	Medium	High	Very High
Commitment to hire local residents					
Commitment to pay a living wage					
Commitment to provide employee benefits, like health care					
Provide affordable housing					
Contracting with W/MBE (Women/Minority Business Enterprise)					
“Green design” low carbon footprint					
Transit-oriented development					
Increase green space/open space					
Handicapped accessible design					
Support local small business climate					
Other					
Other					
Other					

Comments/Questions:

How to Use this Scorecard:

The purpose of this scorecard is to assist residents in evaluating whether there is a fair or appropriate exchange of public and private benefits in the approval of a development project where a public benefit is being requested.

A public benefit requested by the developer might be a zoning change, financial subsidy, street closing or alteration, or other benefit that the developer would not otherwise receive. A public benefit requested by the community might be a commitment to hire locally, pay living wages, set aside space in the development for community uses or a similar benefit demanded by the community through an open and deliberative process.

We recognize that not every development will offer the opportunity for each benefit to be achieved, so the idea is to use the tool to rate for the benefits that might occur. Space is provided to list OTHER benefits that may be possible or be requested by the community. There is also space to list general comments or questions.

Overall, we are in favor of balanced development, which means in general that development should balance benefits to the community with benefits to the developer, which are mainly financial. We also think it is appropriate to consider how a development integrates into the community, is consistent with community plans, impacts traffic and congestion, enhances the local business climate or improves quality of life in our community. We are not at all anti-development, but believe that development should be a rising tide that lifts all boats.

49TH WARD ZONING RELIEF PROCESS

