



# 2020 Developer Zoning Process and Guidelines – 40<sup>th</sup> Ward

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## Purpose

This guide is intended to help **developers, property owners, and zoning attorneys** who plan to seek amendments to the City of Chicago zoning map within the boundaries of the 40th Ward.

It lays out the Community-Driven Zoning process used by Alderman Andre Vasquez and the 40th Ward office to evaluate whether a zoning change request will receive Aldermanic support in the City Council and its Committee on Zoning, Landmarks, and Building Standards.

Our goal as an office is to provide a zoning process that is:

- clear and efficient in its processes
- open and transparent in its decision-making
- as fully informed by community input as possible

Below you will find a **Guidelines** section that outlines the basic standards and expectations for zoning change requests in the 40th Ward, followed by a



**Process** section that lays out all the steps involved in seeking Aldermanic support for a zoning change request.

## Guidelines

Our intent is to pursue zoning changes sparingly, and only when there is a clear community benefit. To that end, we request adherence to the following guidelines for all zoning change proposals in the 40th Ward:

- **Type 1 Zoning.** To give accurate feedback, neighbors need to be able to consider detailed plans and renderings, with confidence that those will accurately represent the finished product. We request Type 1 zoning changes in all cases unless otherwise discussed. (This will be done when an official submission is made to the Zoning Administrator's office.)
- **Notification of Public Meeting(s).** Once a public meeting has been scheduled with the Alderman's office for a zoning change proposal, we request that owners/developers provide notice of the public meeting to all residential addresses within a one-block radius (for developments of less than ten units) or a two-block radius (for developments of 10 or more units) surrounding the address for which the zoning change is requested. Our office will provide the flyer/notification template and list of address ranges, but it is the owner/developer's responsibility to ensure delivery by hand or post, and to post notice on the property in question. The Ward office will post and maintain digital notice at <https://40thward.org/zoningrequests/>.
- **Affordable housing.** Our administration is deeply committed to affordable housing options in the 40<sup>th</sup> Ward, above and beyond the minimum requirements of Chicago's current Affordable Requirements Ordinance:
  - Zoning proposals involving five or more residential units should provide, at minimum, 20% of either *dwelling units* or *square footage* at designated-affordable rates (60% AMI - [click here for the most recent table of AMI rates](#))
  - Affordable designations are expected to remain in place for a term of 30 years, to be enforced either by the City of Chicago ARO administration where applicable or by restrictive covenant in the



case of non-ARO-triggered units.

- Due to the immediate need for local, affordable housing, in-lieu fees are not considered a viable substitute for onsite designated affordable units.
- **Complementary and compatible development.** We encourage new development that seeks to reflect the character and context of the adjacent and other buildings in the surrounding area, comparable in quality, style, and building materials.
- **Green space and green building practices.** To promote greening of the 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. This office will require that the storm-water impact is equal or less than allowable under the existing zoning. The office will support green building initiatives consistent with existing zoning; proposers are encouraged to enroll projects in to the Green Permits program.

## Our Process

We understand that the City's zoning process is already a lengthy one, and we strive to keep our process as streamlined as possible while still encouraging substantial public input. From start to finish, the 40th Ward Community-Driven Zoning process takes roughly 1-2 months before a decision can be made regarding Aldermanic support.

To seek Aldermanic support for a zoning change in the 40th Ward, we request the following steps:

### **1. Submit project information digitally, including plans/renderings**

All zoning requests can be submitted via webform at:

<https://forms.gle/XpSNNNrNVBtrMq866>

5620 N Western Ave, Chicago, IL 60659  
info@40thward.org



The form will require contact information for the owner, developer, and architect, as well as common address, PIN number, and building plans/drawings. It's fine to leave items on the form blank if they do not apply to your type of project.

**We require plans and a rendering of the proposed development to proceed with any new projects!** These will be made available to the public on our Zoning Change Requests website so that people who are not able to attend the public meeting(s) in person can still evaluate the project.

## **2. Meeting/phone call with 40th Ward staff**

Once our office has received plans via the webform, we will reach out within a week to schedule a phone or in-person meeting with the property owner, developer, and any other team members. The purpose of the meeting with the Alderman's development staff is to:

- Discuss the project and its compliance with the 40th Ward guidelines above
- Schedule an introduction with the local neighborhood association (in sections of the Ward where groups have asked to be involved in the zoning process -- not all Ward addresses are currently represented by an active association.)
- Schedule a date and location for the public meeting. **We will always give at least two weeks' notice for public meetings.**
- Confirm plans to mail/deliver notice of the public meeting to the appropriate address ranges, and to post notice on the property in question.

## **3. Two weeks' notice for public meeting**

The public meeting will take place at least two weeks from the intake meeting with the Alderman's office. This is to ensure time for mail or hand delivery of the meeting notices, which will also be posted online at:

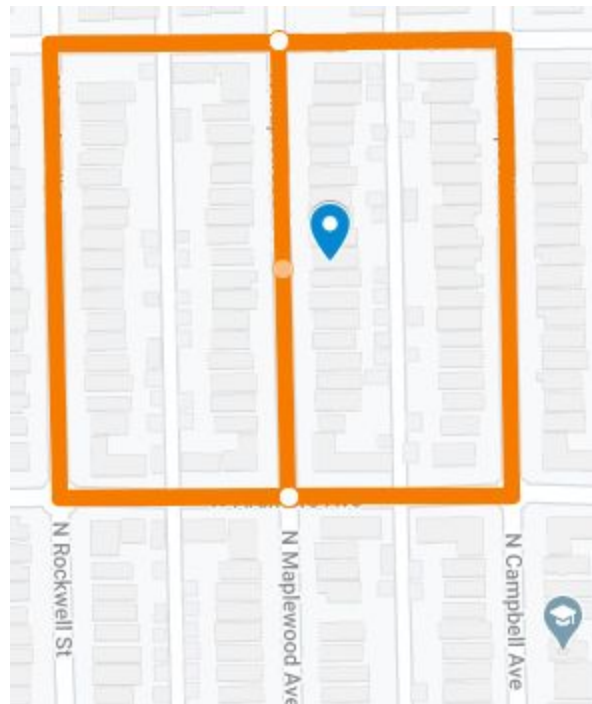
<https://40thward.org/zoningrequests/>



Developers/property owners seeking a zoning change are responsible for distributing notice of the public meeting to **all residential addresses** within a one-block or two-block radius (depending on the size of the development) of the address for which the zoning change is sought. In general, on the standard rectangular street grid, a one-block radius will include:

- the block on which the address is located (including all tenants of the existing property)
- the nearest cross streets intersecting the street on which the address is located, for one block in each direction
- the streets connecting those two cross streets, for the block parallel to the address where the zoning change is sought

*Example:* For a zoning change sought at 5831 N Maplewood (marked with a blue pin on the map below), notice would be required for the blocks outlined in orange, which include the block on which the address is located (5800 N Maplewood), the cross streets to the north and south for one block in each direction (2500 Thorndale and 2500 Ardmore), and the streets connecting those cross streets for the block parallel (5800 Campbell and Rockwell)



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## **5. Public meeting**

The public meetings are an opportunity for property owners and/or developers to present their project vision to the public, and to answer informative questions that neighbors may have.

**The Alderman's office does not present or speak in favor of projects at public meetings.** It is the responsibility of the individuals requesting the zoning change to present their project and respond to questions.

Our basic public meeting agenda consists of four parts:

- introduction to the process by aldermanic staff
- development team presents the proposed change and project
- moderated question and answer with the public
- attendees fill out comment forms, which aldermanic staff collect

## **6. Online comment period & evaluation.**

In addition to comments collected at the meeting, the Ward office will leave the online comment link open for one week following.

After the close of online comments, Alderman Vasquez and Ward staff will discuss the proposal and all feedback before issuing a Notice of Intent.

## **7. Notice of Intent**

Once a decision has been made regarding the zoning proposal, the Alderman will prepare a Notice of Intent to the property owner/developer and to the general public indicating the office's position, which will be either:

- intend to support the zoning change as proposed
- do not intend to support the zoning change as proposed
- willing to support pending specific changes to the proposal, based on public feedback (a second public meeting may be requested, depending on the changes requested and the proposal adjustments made to accommodate them)



The Notice of Intent will be transmitted via the following channels:

- emailed from the Alderman's office to the owner/developer and any associated parties such as architects, legal representatives, etc.
- emailed to all Ward residents and neighborhood groups who provided both feedback and a contact email address as part of the Community Driven Zoning process
- posted as an attachment to the meeting notice for the proposal on the 40th Ward website

The 40th Ward office will submit an Aldermanic letter of support or opposition to the Committee on Zoning, Landmarks, and Building Standards only after the public process has been completed.