



**JOHN ARENA**  
ALDERMAN 45TH WARD  
CITY OF CHICAGO

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

Re: Proposed Development/Renovation Projects in the 45th Ward  
To ensure a timely review of development and/or renovation projects proposed in the 45th Ward, Alderman Arena has established the following procedures.

**You should:**

1. Carefully read the attached Zoning and Development Guidelines for the 45th 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 John Arena.
3. Once you have delivered to Alderman Arena'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.*

4. For your convenience, you may schedule an appointment to meet with Alderman Arena at his Ward office or at his City Hall office. You must have an appointment to meet with Alderman Arena to discuss your proposed project.
5. In most cases, particularly those involving zoning changes, Alderman Arena will seek input from the 45th Ward Zoning Advisory Committee and any affected neighborhood organizations before determining whether to move forward with a proposal.
6. If you have any questions regarding this process, please contact Owen Brugh at the Ward office at (773) 286-4545 or email [Owen.Brugh@cityofchicago.org](mailto:Owen.Brugh@cityofchicago.org)

## Zoning and Development Guidelines for the 45th Ward

Alderman Arena is pleased that you are considering an investment in the 45th 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 his term, Alderman Arena asked the Department of Zoning to perform an audit of the 45th 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 Alderman 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. 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. Proposers are encouraged to enroll projects in to the Green Permits Program.

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## Zoning and Development Guidelines for the 45th Ward *continued*

- Protect and encourage green space and green building practices. To promote greening of the 45th 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 45th Ward Zoning Review Committee or 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.

These guidelines will assist owners and developers as they consider projects in the 45th 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.

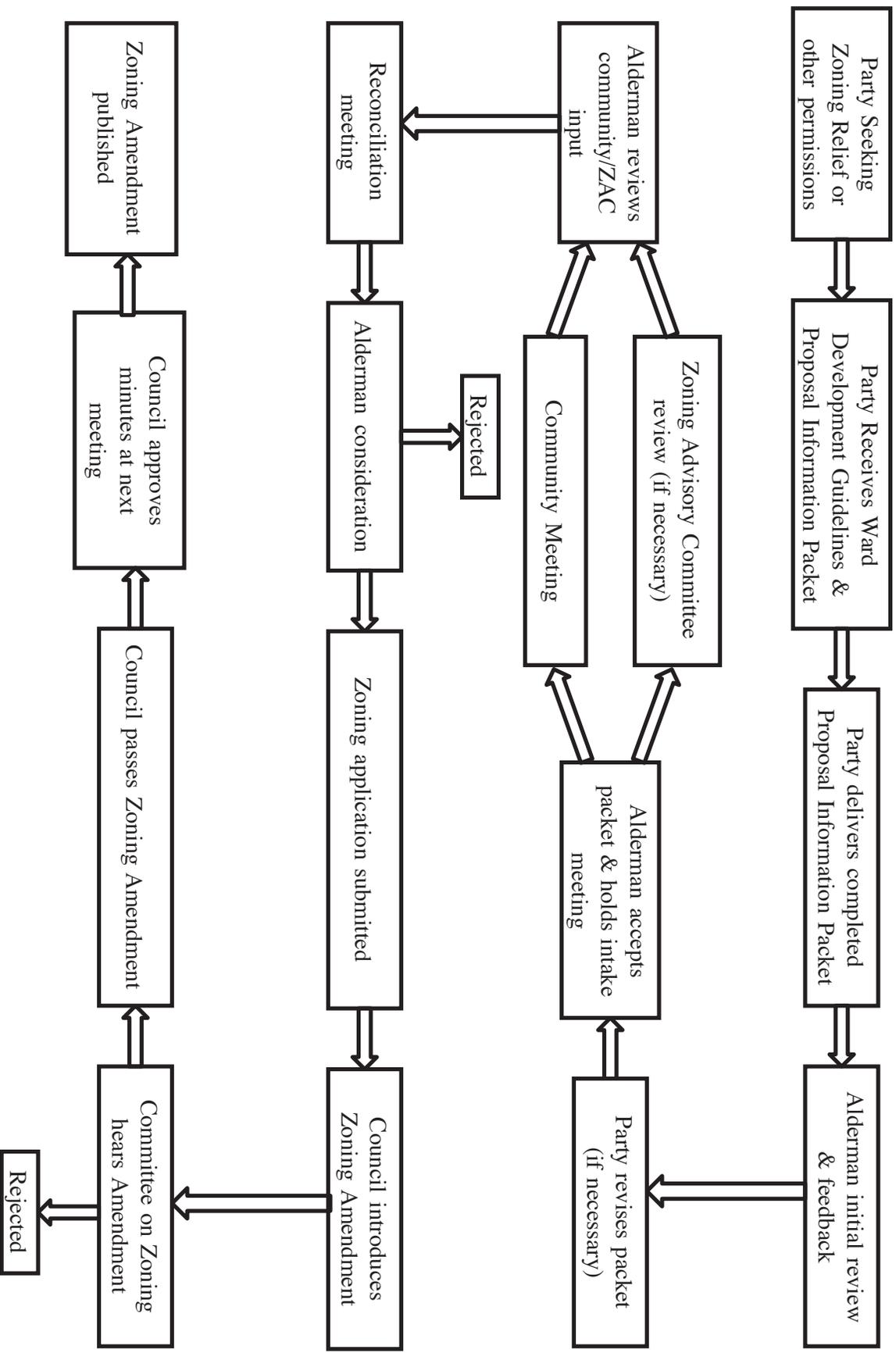
## Checklist for Initial Meeting with Alderman John Arena, 45th Ward

The following list will assist owners and developers in preparation for their scheduled appointment with Alderman Arena to discuss potential projects in the 45th 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.

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

# 45TH WARD ZONING RELIEF PROCESS



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