



## **Chicago Grand Neighbors Association (CGNA) Community Zoning Guidelines**

### **Background:**

CGNA was founded in part to have a voice concerning building development and to protect the neighborhood from overdevelopment. The primary zoning for this area is RS-3 single family homes. CGNA supports the continued maintenance of the existing building stock wherever feasible. New projects that are single-family homes consistent with the context of the surrounding homes are supported by CGNA. Multi-unit development proposals will be considered on a case by case basis depending on the adjacent context and is supported for the renovation of an existing building or new development located on Chicago, Ashland, Grand, or Damen where the property is currently zoned for multi-unit development.

CGNA considers zoning changes *exception not rule* and therefore examines each request on its merit. Zoning changes to the next higher zoning classification are considered for lots that are smaller than the standard zoning lot.

Neighboring community organizations are informed and invited to participate in discussions regarding projects that are on CGNA boundaries such as Chicago, Ashland, Grand, or Damen.

### **Guidelines:**

CGNA Planning and Development Committee (P & D Committee) is charged with the responsibility for reviewing all new construction or existing building projects within CGNA boundaries (Ashland/Damen, Chicago/Grand) who seek a zoning classification change, a zoning variance, or a change of use group or special use permit.

The P & D Committee is charged with overseeing CGNA Planning & Development Committee sponsored Community Meeting when required by the Guidelines.

The P & D Committee is charged with providing minutes of the Community Meeting and informing the Alderman of the position taken by the P & D Committee and the views of the attendees at the Community Meeting.

CGNA Community Zoning Guidelines are consistent with the City of Chicago Zoning Code requirements. In agreement with the Alderman's Office, all zoning changes shall be filed with the City of Chicago as a Type 1 zoning amendment (Chicago Zoning Ordinance Section 17-13-0302).

Property owners/developers must first make a presentation to the CGNA Planning & Development Committee. Only projects that meet the CGNA Guidelines and that are approved by the P & D Committee will be presented for community review at a Community Meeting.

**New Construction / Community Meeting Required:** All owners or developers with new construction projects who request a zoning classification change, a zoning variance, or a change of use group or special use permit must first present the proposed plan to CGNA P&D Committee for review and approval. Supported projects are to be presented by owner/developer to community at P & D sponsored Community Meeting.



Existing Buildings / Community Meeting to Be Determined: All owners or developers proposing to add dormers, build-out existing enclosed porch, increase the building height, change the building setback, or change the number of dwelling units must present to CGNA P&D Committee on a case-by-case basis. A Community Meeting presentation is required for projects that substantially increase the building non-conformity and do not adhere to the Guidelines. A Community Meeting is not required for projects that the P & D Committee considers adhere to the Guidelines.

**CGNA Zoning Change Request Review Process:**

To schedule a presentation at the P & D Committee Meeting, the applicant must return a signed completed *Zoning Data Change Request Sheet* and this form to the Alderman's office at least one week prior to the monthly committee meeting. Obtain CGNA packet with appropriate forms from the Alderman's office.

Direct questions by email to [cgna@cgnoweb.org](mailto:cgna@cgnoweb.org) with the words ZONING REQUEST in the Subject.

The applicant property owner or developer (heretofore applicant) must be present at CGNA P & D Committee Meeting and at CGNA Community Meeting on the property.

P & D Committee Meetings: Committee meetings occur on the second Wednesday of each month at 7:00 PM at Erie Community House, 1701 W. Superior St., Lower Level. If the applicant is not present, the presentation will be canceled. CGNA P & D Committee will provide the alderman with a point-of-view based solely on the applicant's Zoning Change Data Request Sheet.

CGNA Community Meetings: P & D sponsored Community Meetings dates and locations are to be confirmed with CGNA. If the applicant is not present, the meeting will be canceled with no project review or discussion. If the meeting is canceled, then CGNA automatically will take a position that opposes any zoning change.

At the meetings, the applicant must bring architectural plans, site plan, material samples and any other visual aids that illustrate the proposed project's architectural design and construction including building substrates and materials. Photographs of the site, adjacent buildings, and buildings across the street are to be included in the presentation. The issues discussed during the presentation may have a financial impact on the overall project which is why CGNA requires the applicant's presence at meetings. The meeting presentations standard are described in a separate document titled "Planning & Development Committee Presentation Standards".

Agreements will be recorded in Meeting Minutes for alderman and for CGNA records to insure that the completed project is consistent with the presentations to the committee and community.

**Applicant has read CGNA Community Zoning Guidelines and accepts the process and stipulations.**

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Applicant Name (print)

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Project Address

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Applicant Signature

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Date