Purpose: Alderman Cappleman seeks to promote development in the 46th Ward and at the same time incorporate community input into the process. The 46th Ward Zoning and Development committee was formed by Alderman Cappleman to provide a framework for decisions about proposed zoning changes, planned developments, and tax incremental financing (TIFs) districts. Representatives from over 30 diverse neighborhood organizations throughout the ward make up this committee. Representatives include members from various block clubs, condo boards, affordable housing buildings, as well as experts in urban planning and historic preservation. Every resident has a representative serving on this committee. For more information about this committee, call the 46th Ward at 773-878-4646. New members may be added to the committee in the future.

Role of Committee: The role of the committee is as an advisory body Alderman Cappleman. The ultimate decision for any development lies with the Alderman. Committee members are asked to represent the interests of their group as well as their own perspective and experience. Committee members are asked to communicate with their represented group to make sure that accurate and timely information is distributed and that concerns and questions are conveyed back to the committee, Alderman Cappleman and the developer. The 46th Ward Zoning and Development committee meets the last Monday of every month.

The following Zoning and Development guidelines will apply to most zoning changes and special use requests. It will apply to all large commercial developments and planned developments. Exceptions to this process will be at the discretion of the Alderman and may include: Single family homes, small multi-unit housing, business special use applications and zoning changes that do not result in increased density.

- Developers or parties seeking a zoning change should fill out the 46th Ward Development Application and attach all relevant and available information.

- Application and information provided will be posted on the 46th Ward website, noted in the 46th Ward newsletter emailed to the 46th Ward Zoning and Development Committee.

- Developers or parties seeking a zoning change should schedule a meeting with Alderman Cappleman’s office to discuss their preliminary proposal.

- For new construction or building rehab, developers will provide 6 hard copies of the development proposal which will be made available in the following locations:
  - Alderman Cappleman’s office
An open public meeting will be held for the developer or party seeking a zoning change to present the proposal to all interested neighbors. The Alderman’s office will work with the developer to schedule this meeting. This meeting will be held at a large venue in the Ward and advertised through:
- The 46th Ward website and newsletter
- Committee members communication with the organizations that they represent
- Chambers of Commerce
- Block clubs
- Community interest blogs and websites (Uptown Update, Everyblock)

Smaller meetings with interested groups may be held to discuss specific concerns, such as parking and traffic. These meetings will be in response to community concerns or requests for more information. The Alderman’s office will assist in coordinating these meetings. If there are no significant public concerns expressed, these meetings will not be necessary. Small groups may include:
- Immediate neighbors
- Block clubs
- Schools
- Businesses
- Non-profits and social service providers

Members of the 46th Ward Zoning and Development Committee will be encouraged to attend the above mentioned meetings in order to view the proposal and to hear public comments. Representatives from the Chicago Department of Housing and Economic Development (DHED) will be invited to attend public meetings.

Concurrently with the above mentioned public meetings, the developer should be discussing the proposed project with the Chicago Department of Housing and Economic development to begin their process as well.

At least 2 weeks prior to the scheduled Zoning and Development Committee meeting the following must occur:
- Developer’s application completed and filed with the City
- All application materials, with all expected changes reflected and finalized, are emailed to the committee and publicized on the 46th Ward website.
- Hard copy plans with the most current information in Alderman’s office and library locations.

Developers or parties seeking a zoning change will attend a meeting of the 46th Ward Zoning and Development Committee to present information and be available to answer any questions and concerns the committee might have. This will conclude the Ward review process and the Committee will take an advisory vote to inform Alderman Cappleman’s decision.
- Due to notification requirements and city review schedule deadlines, developers may move forward with the process of getting on the City committee schedules (Zoning Board of Appeals, Plan Commission) pending Ward Committee review and approval.

- Development proposals that include a planned development, are requesting a TIF subsidy, have a project cost above $10 million, or include an affordable or subsidized housing component, the developer should expect to meet with the Zoning and Development Committee twice. The first meeting will be at the beginning of the public dialogue process and the second will be after this process is complete, comments and changes have been incorporated in the plan, and plans have been finalized.

- The meetings of the Committee will be open to the public unless the Committee decides to close the meeting for discussion, deliberation and voting. Presentations by the developers will be scheduled for appropriate meetings, and the developers may be asked to attend a meeting to present information and answer questions prior to the meeting being closed for deliberation. Results of the vote will be published on the 46th Ward website the next business day.