

WICKER PARK COMMITTEE
PRESERVATION AND DEVELOPMENT SUBCOMMITTEE
PROJECT REVIEW PROCESS AND DESIGN GUIDELINES

PROJECT REVIEW PROCESS

Step 1

The review process is started with an email to *development@wickerparkcommittee.org* stating the name and email address of the project representative providing that information. The Preservation & Development subcommittee will email an Intake Form that lists items required for the submittal process.

Step 2

The Intake Form must be returned via email. The subcommittee typically meets the third Tuesday of each month. Please indicate the month in which you wish the project to be reviewed. The subcommittee will send an email indicating the date, time and location of the review.

The project materials as listed on the Intake Form and discussed in the Design Guidelines and Required Review and Presentation Materials documents must be delivered to each committee member by 5 p.m. at least 4 business days prior to the sub-committee meeting date (i.e., on or before Thursday evening preceding the Tuesday evening meeting). Proposals for which the materials are not complete or which are not delivered by the deadline will be reviewed the following month.

Step 3

The project representative(s) will present all pertinent materials illustrating the proposed project to the Preservation & Development Subcommittee for review and comment by the committee members. After the presentation the representative(s) will be excused and the subcommittee members will discuss project and formulate the subcommittee's position.

Step 4

The subcommittee will present its recommendations for review by the Board of the Wicker Park Committee.

Step 5

Depending upon the subcommittee's recommendations, the project representative may be asked to return to the Preservation & Development Subcommittee for additional review of revised materials or said parties may be asked to present the development plans to the general membership at the next regularly scheduled meeting for a vote of the general membership. If the project representative is not asked to present to the general membership, skip Step 7.

PROJECT REVIEW PROCESS (continued)

Step 6

The General Membership Meeting is typically held on the first Wednesday of each month (see our calendar), and the presentation will be identified by the project address on the meeting agenda available at the meeting. Prior to the project's presentation the Subcommittee Chairperson will present the subcommittee's recommendations to the general membership. After the project presentation a simple vote (for, against, or abstain) will be taken of all members present.

Step 7

The project representative, the applicable alderman, and/or any other relevant parties shall receive a letter noting the WPC's recommendations concerning said project. Should the project be recommended for an additional review by the Preservation and Development Subcommittee return to step 1 to schedule a review by the subcommittee.

DESIGN GUIDELINES

Please note that these are general guidelines based on previous review experiences. Other issues may arise at any point in the review process. Material necessary may vary depending on the nature of the development proposal the review materials prior to the meeting is crucial for a well-considered evaluation of the proposed development.

The developer will be responsible for transmitting the required materials to each committee member by 5 p.m. at least 4 business days prior to the sub-committee meeting date (i.e., on or before Thursday evening preceding the Tuesday evening meeting). Proposals for which the materials are not complete or which are not delivered by the deadline will be reviewed the following month.

1. Parking Policy: 1.5 spaces per dwelling unit
2. Building Height: Visually document the existing heights of adjacent structures and those across the street and provide an analysis of how the proposed project will fit alongside those structures noted.
3. Preservation Objectives (these objectives are not limited to the Landmark District):
 - i. Retain concentrations of historic structures.
 - ii. Encourage preservation of significant historic structures while permitting compatible new construction as an alternate to the demolition of said structures.
 - iii. As an alternative to the demolition of structures that are identified as historic structures by the Chicago Historic Resources Survey, consideration should be given to the methods of building stabilization and rehabilitation.

DESIGN GUIDELINES (continued)

iv. Rehabilitation of existing structures by owners and/or developers is strongly encouraged; particularly those found within the Landmark District.

v. Of particular importance to the committee is the restoration of critical exterior features, such as porches, cornices, brick/stone work, and windows.

4. Optimize landscape areas and green space.

5. Maintain and enhance the existing balance and diversity of housing types in the residential zones and the mixed use character of the commercial zones.

For Landmark properties, WPC strives to adhere to The Secretary of the Interior's Standards for Rehabilitation.

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

Those guidelines, as of June 2009, are summarized below but the applicant should always rely on the actual detailed source material in case of errors or omissions in this simplified recap.

Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Standards for Rehabilitation (continued)

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

REQUIRED REVIEW and PRESENTATION MATERIALS

Data to include the following:

A. Zoning data including:

1. Current zoning and proposed zoning if applicable.
2. Differences between current zoning and proposed zoning.
3. Lot area.

REQUIRED REVIEW and PRESENTATION MATERIALS (continued)

4. Current Floor Area Ratio (FAR) and proposed FAR.
5. Maximum allowable FAR.
6. Minimum Lot Area requirements and proposed MLA.
7. Total lot area.
8. Total developed area.
9. Parking required and provided.
10. Building height and or proposed building height.

B. Site Plan

1. Illustrate existing site plan and proposed site plan.
2. Illustrate and note building lot.
3. Illustrate all required yards.
4. Illustrate parking required and provided.
5. Illustrate all proposed landscaping and fencing, providing all applicable detailing.

C. Floor Plans

1. Illustrate existing floor plan(s) and proposed plan(s) with a level of detail required to submit for a building permit to the City of Chicago.

D. Exterior Elevations

1. Illustrate proposed exterior elevations noting all materials to be used.
2. Illustrate proposed street front elevation illustrating five (5) adjacent structures on either side of the property being submitted for review. For corner lots submit elevations illustrating the profile of the building across the street if no adjacent structures exists.
3. Note all floor, ceiling and overall building heights.

REQUIRED REVIEW and PRESENTATION MATERIALS (continued)

E. Photographs

1. Submit photographs of the neighboring buildings adjacent to the property being submitted for review.
2. Submit existing photographs of the existing project and all pertinent details.

F. 3-D Imagery

1. Provide three-dimensional rendering of proposed building illustrating mass, materials, and relationship to adjacent properties.