



Andersonville Development Guidelines

Andersonville Chamber of Commerce

Part I: Permits, licenses, and zoning for businesses

We prioritize support for businesses that:

1. Are locally and independently owned¹
2. Comply with the Andersonville Design Guidelines for exterior design. Our guidelines are based on the historical integrity of the district but also allow creative and modern solutions so that we can maintain a standard of design excellence without unduly limiting entrepreneurs' creativity.
3. Demonstrate a reasonable likelihood of successful business ownership in Andersonville, through possession of a business plan, proof of a potential lease, past experience in business ownership or a relevant field, or other measures relevant to a particular business sector.

Note: We believe in healthy competition. We do not make determinations of support or non-support in order to limit competition to existing businesses. Rather, we make use of retail market studies and other data to determine how best to support a character and economy most conducive to the success of the commercial district. For example, based on data research, we support and encourage a high concentration of locally owned, independent businesses. However, unique and creative business models are always encouraged – especially those that provide needed goods and services -- and will be reviewed on a case-by-case basis.

Processes for specific requests for support are below. These steps are in addition to the processes the city requires. We realize that the city's processes can be demanding, and we will do our best to not add to this burden. If we can be of any assistance with your city processes, please let us know!

Sign permit, awning permit, sidewalk café permit

1. Contact Andersonville Chamber of Commerce office and obtain Andersonville Design Guidelines. These can be downloaded from our website <http://www.andersonville.org/wp-content/uploads/Design-Guidelines-Application-012315-DRAFT.pdf> or obtained by calling 773-728-2995 ext.101.
2. Submit drawings, including all technical specifications, to the Andersonville Chamber of Commerce at nwolff@andersonville.org or fax or mail to ACC office.
3. Designs will be reviewed by the Andersonville Design Committee. If designs are in compliance with the Andersonville Design Guidelines, expect to receive an approval letter

¹ We use the [BALLE](#) definition of a locally owned business; as one where the community member has full autonomy and local decision-making authority with respect to his or her business practices.

within three weeks of submitting drawings. If designs are not in compliance, expect to receive comments and suggestions for how to comply within three weeks.

4. To assist businesses in achieving excellent exterior design, Andersonville provides two programs that can help underwrite costs for businesses within Andersonville Special Service Area #22 (mostly on Clark St. and adjoining side streets in Andersonville). The **Andersonville Façade Incentive** program can reimburse 50%, up to \$5,000 of the cost of façade renovations. The **Andersonville Green Building Incentive** program can reimburse property and business owners 75% of costs and up to \$1000 for improvements in their commercial spaces and operations that will have a positive environmental impact. For both programs, applicants must apply and be approved before any work is undertaken. The application and approval process is quite simple. For more information visit: <http://www.andersonville.org/business-resources/facade-green-building-incentives/> or call 773-728-2995 ext.101

Public place of amusement license (PPA), liquor license, patio license, and other licenses that do not require a zoning change or legislative change

1. Contact the Andersonville Chamber of Commerce. We will arrange for 2-3 Neighborhood Development Committee (NDC) members to meet with you to discuss your business and any issues particular to the license you are requesting. For example, if you are requesting support for an incidental liquor license, the committee will want information about how you will be a responsible steward of that license – your hours of operation, how you will prevent overconsumption and disturbance to the neighborhood, etc. The committee members will report back to the full committee, which will make a determination at their next meeting.
2. Simultaneously, follow the steps under “Sign permit, awning permit, sidewalk café permit” (above) to ensure that you are in compliance with the Andersonville Design Guidelines.
3. Once you have met with the committee members and submitted your design materials, expect to receive a response from NDC within three weeks.

Zoning change, special use, and any license or permit that will require a zoning change, legislative change, special use, or change in a moratorium

We start with a belief in the effectiveness of Chicago’s zoning code. We take special consideration of requests that require a variance from the current zoning, including zoning changes, special use requests, and lifting of moratoriums.

For example, where zoning has been set to minimize the scale of buildings or to limit uses to those conducive to a neighborhood shopping district, we may ask for a compelling argument as to the benefits of a zoning change or for ways to mitigate unwanted consequences of a zoning change. Similarly, if a business sector, such as a bank, is allowed only by special use because a concentration of usage has been determined to be a detriment to the commercial district, the NDC may request evidence that additional businesses within that sector would be beneficial.

Here are the steps for to apply for approval:

1. Contact Andersonville Chamber of Commerce office. We will arrange for 2-3 NDC members to meet with you to discuss your business and any issues particular to the zoning change, special use, or other item you are requesting.
 - a. For example, if you are requesting support for a tavern license and need a zoning change, the board will want information about how you will be a responsible steward of that license – your hours of operation, how you will prevent overconsumption and disturbance to the neighborhood, etc.
 - b. Because of the permanent and wide-ranging consequences of these kinds of determinations, the board may want information on other items including:

- i. The duration of the business lease. The NDC is unlikely to support, for example, a zoning change for a business that may not be around for long.
 - ii. The need for businesses of your sector in the space for which you are seeking a zoning change, special use, etc. The need will be determined based on our market studies and consumer surveys.
 - iii. Ways to mitigate negative consequences of the zoning change, special use, including safety, congestion, impact on foot traffic, etc.
2. NDC members will report back to the full committee, who will make their recommendation to the Andersonville Chamber board.
3. The Andersonville Chamber board will consider the request at their next board meeting.
4. Simultaneously, follow the steps under “Sign permit, awning permit, sidewalk café permit” to ensure that you are in compliance with the Andersonville Design Guidelines.
5. Once you have met with the board members and submitted your design materials, expect to get a response from NDC within no more than 4 weeks.

Part II: Guidelines for New Construction and Large Scale Redevelopment Projects

Background:

The following guidelines provide a basis for managing change while preserving and enhancing the character of our neighborhood business district. They are intended to be applied to selective (re)development proposals located within Andersonville on a case-by-case basis. Any large-scale development must engage in a public process and minimize any adverse impact to the neighborhood, both residential and commercial.

Mixed use buildings are typical along the Andersonville business district and help maintain our attractive small town character. Commercial uses on the first floor with office or residential above provides complementary uses. Because many buildings along Clark Street were built before extensive use of the automobiles, most of the commercial buildings front on the sidewalk, forming a cohesive pedestrian scale environment without the interruptions of curb cuts for parking lots on each parcel.

We overwhelmingly promote the restoration or rehabilitation of landmark-eligible properties and can assist real-estate developers to access federal financial incentives to do so. Diversity regarding price-ranges, a mixture of rental and ownership options, etc. is strongly encouraged in new housing and commercial space development. In addition, we resolutely advocate for ownership and tenancy opportunities for local businesses as oppose to big box retailers, national chains or formula businesses. In all actions, we consider the triple bottom-line of people, planet and prosperity.

Historic Preservation

We recognize the critical role historic architecture has played in defining Andersonville’s unique character and strongly encourage its preservation. Andersonville’s commercial district is recognized by the National Register of Historic Places as a historic district, containing 116 contributing buildings. We strongly support preservation and restoration of these properties in their historically-significant form. We support new construction and building additions that are sensitive to the neighborhood character and historic architectural features, and follow good design principles as indicated in our Andersonville Design Guidelines document.

Sustainability

We support the protection of Andersonville’s natural features, environmental resources and advocate the preservation or expansion of the quantity, quality and distribution of open space and recreational activities. We work to preserve and enhance public assets, public land, natural resources and architecturally significant structures (see historic preservation above) by recognizing

the physical character of Andersonville is determined by the interrelationship of factors for how land is used.

Transportation

We recognize and celebrate the fact Andersonville is an extremely walkable and accessible via public transportation. Residents living near the business district are able to combine trips to work and errands without the need for an automobile. The community's high walkability is commonly linked to high economic values, and we support efforts to maximize the benefits of the pedestrian scale environment. Therefore, we advocate for alternatives to motor vehicles such as bicycling and walking. While there will be significant scrutiny and attention given to (re)development projects that alter the scale and intensity of the business district, overall, we support safe pedestrian, bicycle and vehicular movement consistent with the scale and character of Andersonville.

Growth Management

Our goal is to retain the current borders of the business district while ensuring that any (re)development proposals minimize potential adverse impact on adjacent parcels. While we avoid strict guidelines on commercial or mixed-use building height limits, we will ensure any (re)development proposals respect the scale of the neighborhood business district, as well as setbacks, public parkways, open spaces, trees and the pedestrian scale of our business district.

Preventing the need for significant increases in infrastructure (streets, parking, utilities, sewers) and other community resources (schools, parks, recreational facilities, etc.) is a seminal priority. We will carefully consider impact on the streetscape, onsite parking, traffic patterns, congestion, along with any potential alterations to the overall character of Andersonville. We recognize buildings and commercial infrastructure within our business district have limited expansion capacity and intensity can vary substantially within the same category of land-use/zoning controls.

Thus, any (re)development proposals that significantly increases land use intensities will be closely examined including: the size and number of buildings per parcel and the amount of subsequent activity (vehicular and pedestrian traffic) associated with the (re)development. Moreover, we will closely consider the scale of new development and redevelopment to preserve existing mature trees and require appropriate new landscaping. Lastly, we encourage improvement to our existing commercial or mixed-use building stock within our business district and will monitor (re)development proposals to avoid overbuilding, unintended architectural design outside of our Design Guidelines, or uneconomical consequences.