



PRESERVATION AND DEVELOPMENT SUBCOMMITTEE PROJECT REVIEW PROCESS AND DESIGN GUIDELINES

PROJECT REVIEW PROCESS

Step 1

The review process is started with a phone call to Chairperson of the Preservation and Development Subcommittee by the project developer or the developer's representative.

Step 2

An appointment will be scheduled to meet with the Preservation and Development Subcommittee at the next regularly scheduled meeting; typically the second Thursday of each month. Please verify the exact date of the meeting when setting up your review date. A letter will be sent to the developer or developer's representative with an outline of materials required for review by the subcommittee members prior to the meeting; see Design Guidelines below. Please call to schedule any meeting with the Preservation and Development Subcommittee at least 10 days in advance

Step 3

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

Step 4

A letter will be drafted by a member of the subcommittee who will be assigned the project stating the subcommittee's recommendations. These recommendations may be reviewed by the board of the Wicker Park Committee if deemed necessary.

Step 5

Depending upon the subcommittee's recommendations the developer or developer's representative may be asked to return to the Preservation and Development Subcommittee for an 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 warrants it. If the developer is not asked to present to the general membership skip step 6.

Step 6

The General Membership Meeting is typically held on the first Wednesday of each month, and the presentation will be identified by the project address on the meeting agenda received in advance by all current members of the Wicker Park Committee. Prior to the developer's presentation the Subcommittee Chairperson will present the subcommittee's recommendations to the general membership. After the presentation by the developer a simple vote (for, against, or abstain) will be taken of all members present.

Step 7

The developer, or the developer's 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.