

MASTER PLANNED DEVELOPMENTS

Master Planned Developments (Master PDs) are projects of a size, complexity, density and/or intensity whereby they may have impacts on the surrounding neighborhoods, beyond just the immediate site and adjacent rights-of-way and properties. Given their scale and complexity, Master PDs necessitate input from the adjacent community to ensure that all potential impacts on the surrounding neighborhood and supporting infrastructure are identified and vetted throughout the PD project review process. Master PDs also warrant more technical analysis of the land uses, mass/scale, and density as well as of the projected market trends and economic impacts, potential changes to parking demands and traffic volumes/patterns, possible impacts on community services/facilities, etc. and the measures proposed by the applicant to minimize and/or mitigate such potential impacts.

The Master PD review process, like the standard PD process, is divided into two parts. Part I Review involves the pre-application review, community input, and technical analysis prior to the Chicago Plan Commission (CPC) public hearing and adoption of the PD ordinance by City Council. The adopted PD ordinance defines the zoning controls for the Master PD development and all necessary infrastructure improvements, affordable housing requirements, waterfront provisions, etc. During Part II Review, DPD staff review the building permit submissions and ensure the permit plans and supporting documents are in substantial compliance with the controlling PD ordinance and any subsequently approved Master and/or Site Plans.

Master PD Thresholds

PD zoning review and approval is required for all proposals meeting the thresholds and compliance with criteria set forth in Sec. 17-8-0100 of the Chicago Zoning Code. If a proposed PD project meets any of the following minimum thresholds, it will be deemed a Master PD and will need to follow the Master PD process outlined in this document:

1. PD with Privately owned land (excluding Waterfront sites):
 - Site Area (acres): 20 gross or 15 net , OR
 - Floor Area (SF): 4 Million Total or 3.0 Million incremental increase, OR
 - Combined Dwelling Units, Hotel Rooms, Group Living Units: 4,000 Total or 3,000 incremental increase
2. PD with City of Chicago owned land or City of Chicago as co-Applicant OR any Waterfront sites:
 - Site Area (acres): 15 gross or 10 net, OR
 - Floor Area (SF): 3.0 Million Total or 2.5 Million Incremental Increase, OR
 - Combined Dwelling Units, Hotel Rooms, Group Living Units: 3,000 Total or 2,500 Incremental Increase

Review Standards

Master PDs are reviewed according to standards and guidelines established in the Chicago Zoning Ordinance ([Sec. 17-8-0900](#)). If an Applicant proposes to alter the base zoning of a property prior to establishing a Master Planned Development, the application will also be reviewed using additional criteria ([Sec.17-13-0308](#)).

Part I Review Process for Master PDs

The Part I Review Process Master PDs is outlined below; additional information is available on the Chicago Plan Commission (CPC) [webpage](#) (Note: unshaded steps shaded follow standard PD Part I Review Process; the steps shaded in grey are specific to Master PD projects):

1	Concept/Land Use Meeting	The Concept/Land Use Review Meeting allows an Applicant to review a development concept with DPD staff during the due diligence phase, prior to site acquisition, or before significant resources are expended in the programming and/or design of the proposal. DPD can provide an initial opinion on the concept and guidance on the levels and types of development and mix of uses the city could support at a particular site.
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2	<p>Intake Meeting</p> <p>Additional Participants (some are project specific): Chicago Department of Transportation (CDOT); Department of Housing (DOH); Department of Buildings (DOB); Chicago Park District (CPD); Chicago Department of Public Health (CDPH); Assets, Information and Services (AIS); Chicago Transit Authority (CTA), and/or Metra</p>	<p>The Intake Meeting should be scheduled during project development phase, when Applicants have base site/building floor plans, massing studies, elevations, and development program. Applicants should provide DPD a complete <u>PD Intake Submission Packet</u>. DPD staff will review project's community/regional context, zoning, sustainability, design and as necessary landscaping, landmarks, open space, etc. All relevant City departments and sister-agencies will also be asked to review the Intake Meeting project proposal, including, but not limited to: After internal review of the complete Intake packet, Staff will provide comments, questions, and/or initial recommendations and a preliminary list of additional plans, studies and/or supporting documents that will be needed to facilitate review of the proposal. Staff will specifically note any comments, questions or supplemental information that should be addressed/provided before the initial community meeting.</p>
3	<p>Pre-Application Community Meeting(s), per <i>Master PD Community Meeting Guidelines</i>; Creation of Master PD Webpage</p>	<p>Pre-application Community Meeting(s) will be scheduled and hosted in coordination with DPD, impacted Aldermen, and the Applicant, and in accordance with <i>Master PD Community Guidelines</i>. This meeting should be early enough in the project development process so public input can be incorporated into the proposal. Depending on the location and complexity of the project and extent of surrounding properties that may be impacted, more than one meeting may be needed.</p> <p>Prior to scheduling the initial community meeting, DPD will set up a webpage to provide information on the proposal; the webpage will be maintained through Part I Review to provide regular updates.</p>
3	<p>Regular Working Group Meetings, Including Scoping Meeting for <i>Supplemental Materials and Studies</i>,</p>	<p>DPD will coordinate regular working group meetings with the Applicant and impacted City departments and sister-agencies to provide guidance to the Applicant on the relevant ordinance, regulation, and policy requirements. Applicant is expected to make best efforts to revise their proposal to respond to City/Agency and relevant community feedback. Early in the Regular Working Group Meeting schedule, DPD will coordinate a <i>Supplemental Material and Studies</i> Scoping Meeting to discuss the list of required supplemental plans, studies and/or supporting documents, based on project scope and location, and the expected scope and assumptions for each required supplemental study/material.</p>
5	<p>Application Filing</p>	<p>The Applicant must provide five copies of the complete PD Zoning Map Amendment <u>Application</u> packet to the Zoning Administrator or his/her designee. All required application and permit review fees must be paid at the time the application is filed. (See Sec. 17-13-0103 & 17-13-0610 for current fees). At application filing, the Applicant is expected to provide the DPD project manager with a summary of how the proposed project meets standards and guidelines established in the Chicago Zoning Ordinance (Sec. 17-8-0900) and the criteria for altering the base zoning of a property prior to establishing the PD (Sec.17-13-0308), if applicable, and a summary of how the project complies with any controlling plans and/or design guidelines. (See <u>Planning & Sustainability</u> webpage)</p>
6	<p>PD Application Forwarded to City Clerk for Introduction to City Council</p>	<p>DPD reviews the submitted application and, once confirmed complete, will be forward to the City Clerk's office. The City Clerk introduces the PD/Zoning Map Amendment application to the City Council at the next succeeding Council meeting, where it is referred to the City Council Committee on Zoning, Landmarks and Building Standards.</p>
7	<p>Notice of PD Application</p>	<p>Applicant responsibilities: Posted notice by the applicant must occur within five days of the application filing and remain in place until the date of the hearing. (Sec. 17-13-0107-C). Written notice of the application filing must be provided by the applicant to all property owners within 250 ft. of the property lines of the subject property no more than 30 days before filing the application. (Sec. 17-13-107-A).</p>
8	<p>Review of Application</p>	<p>DPD will continue to review the project's community context, zoning, sustainability, design, landscaping, landmarks, open space, etc. In</p>

	Reviewers (some are project specific): CDOT; Chicago Fire Department (CFD); Mayor's Office for People with Disabilities (MOPD); DOH; DOB; CPD; CDPH; AIS; Law Department (Law); CTA, and/or Metra	addition, DPD will facilitate more detailed review of the filed application and supporting documents with relevant City Departments and/or sister-agencies. Applicants are expected to meet with all potential reviewers to help facilitate reviews of the filed application and any revised documents, and are responsible for getting any necessary approvals from CDOT, CFD, MOPD, Law (<i>economic disclosure statements</i>), DOH, and other relevant reviewers. Review of the Master PD application typically takes 120-180 days; this timeline may be lengthened or reduced based on the applicant's responsiveness in addressing city staff and/or sister-agency questions, comments, and/or recommendations.
9	Community Meetings, as needed, per <i>Master PD Community Meeting Guideline</i>	As the project continues to evolve, DPD, in consultation with impacted aldermen, may determine additional Community Meeting(s) are warranted based on changes to the project programming, design, massing, and/or site configuration. Such supplemental community meeting(s) is/are intended to update the Community and solicit feedback on the proposed changes before the project is presented to the CPC.
10	CPC Hearing Packet (Final PD Statements and Exhibits, Final CPC presentation, Final <i>Supplemental Materials and Studies</i>)	Once DPD, in consultation with the impacted aldermen, city departments and/or sister-agencies, deems the proposal ready for CPC public hearing, the Applicant provides a complete CPC Hearing Packet, which must include the final plans, elevations, and associated supporting documents and responses to all comments, questions and recommendations provided to the applicant throughout the review process. The Applicant's name, property address, date of filing, and hearing date must be included on the bottom of all the final exhibits. The packet must be submitted no less than 30 days (or next business day if date falls on a weekend or holiday) prior to the proposed CPC hearing date. Incomplete or late submission of the Hearing Packet may result in the project being deferred to the next subsequent CPC hearing date.
11	Placement on CPC Agenda	No less than 20 days prior to the proposed CPC hearing, DPD will advise the Applicant if the Hearing Packet is complete and if the project will be placed on the tentative agenda for the next Plan Commission meeting. DPD reserves the right to establish a manageable agenda.
12	Notice of Plan Commission Hearing	Applicant responsibilities: As noted above, posted notice by the applicant must occur within five days of the application filing and remain in place until the date of the hearing. Written notice of the hearing must be provided by the Applicant no more than 20 days and not less than 15 days before the hearing. At least 10 days prior to the hearing, the Applicant must provide DPD affidavits certifying compliance with all applicable posted and written notice requirements, per the code requirements cited above. (Secs. 17-13-0107-C & 17-13-107-A). City responsibilities: DPD publishes notice of hearing at least 15 days in advance of the date. (Sec. 17-13-0107-B)
13	CPC Meeting	CPC holds a public hearing on all PD applications, which includes a presentation of the proposal, comments/questions from CPC members, and an opportunity for public comments. CPC meetings are typically held on the third Thursday of each month. The filed applications, meeting format/location and dates, agendas, and project presentations are posted online on the CPC webpage . After considering the application, the presentation and all the testimony presented at the public hearing, CPC will vote on the proposal. The CPC can vote to recommended approval or denial of the application.
14	Committee on Zoning, Landmarks and Building Standards.	The CPC recommendation, revised ordinance and exhibits are forwarded to the City Council Committee on Zoning, Landmarks and Building Standards for their review and vote; meeting dates and agendas are posted on the City's Clerk webpage . The Applicant must contact the Committee to schedule their hearing on the proposal.

15	City Council Vote	The Committee's recommendation is then forwarded to the full City Council for a final vote on the measure. City Council meeting dates and agendas are posted on the City's Clerk webpage .
16	Supplemental Master PD Site Plan Review Process	Any subareas or parcels in a Master PD which were approved with only development thresholds and design standards will be required to go through the Master PD Site Plan Review process prior to submission of building permit documents. Such process is similar to the Master PD Review Steps 8-12, above, as well as any additional processes identified in the approved PD. Once the internal and community review process is complete, the applicant will be required to present the plans, elevations, and supporting documents to the Plan Commission for review and comment. The Plan Commission's recommendations will be considered as part of the final review and approval by the Zoning Administrator.

Community Meeting Guidelines for Master PDs

The Community Meeting Guidelines for Master PDs are intended to provide a framework for public engagement to encourage inclusive and transparent reviews of large-scale PDs. DPD will work with the impacted Alderman and applicants to coordinate the community engagement process for Master PD projects, to ensure the applicant implements an informative and involved community process.

1. Define the Community:

The project community area must be defined before initiating community engagement. The base community area should include all the properties within a 1-mile radius from the boundary of the subject property. Based on the size, scale, intensity and location of the project, DPD, relevant city staff, and impacted alderman may determine the base community area needs to be expanded beyond the 1-mile radius to ensure all the potentially affected properties, public infrastructure, community facilities, etc. are captured. Once finalized, the applicant should create an asset map listing key stakeholders within the final defined community area; such stakeholders should include property owners, residents, condominium and neighborhood associations, business owners, community- and faith-based organizations, and other key neighborhood institutions. In addition, the applicant should begin a community analysis, utilizing the Community Impact Assessment Form (See *Required Master PD Supplemental Materials and Studies* Section, below) as guide. The stakeholder asset map and community analysis data should be used to guide the selection of the community meeting location(s) and the need for any supporting resources.

2. Organize & Notice the Meeting

The initial community meeting should be scheduled at a point when the applicant has a sufficiently defined proposal, to ensure participants will understand the development concept, but early enough in the project development process to allow for collaborative input from community stakeholders. The meeting's agenda, format, length, and speakers will be coordinated between DPD, impacted aldermen, the Applicant, and others, as applicable. To comply with any health-related city and state gathering guidelines, virtual meetings are an acceptable alternative to in-person community meetings. Based on demographics of the community area and/or at the request of DPD, impacted aldermen, or key stakeholders, ASL Interpreter and/or language translation services should be arranged for the meeting. The applicants should ensure their selected ASL and/or language translation providers are of a professional level and have the necessary fluency and expertise to effectively convey the project details to the participants and the public questions/comments back to the meeting hosts.

The applicant should provide a minimum of 15 days notice and reminders one week and one day before the meeting. The invitation/flyer should include the date, time, location and length of the meeting, sufficient-level of information about the proposed project, and a link to the applicant's and DPD's project webpages. The applicant should send invitations to as many stakeholders as possible and the flyers should be distributed to area businesses, organizations, religious institutions, building management companies, condo associations, etc.

3. Community Meeting

The applicant's presentation should include details about project context, goals, timelines, proposed uses, site and area photos, site plans and building elevations, renderings, data visualizations, impact study findings, and other key details. A sign-in sheet should be used to collect participant information and confirm if attendees would like to be further engaged. The meeting hosts should follow the timeframes and format in the agenda and ensure sufficient time is allotted for participant comments and questions. Both verbal and written comments should be gathered to help encourage expression by all, particularly less dominant viewpoints. At the closing of the meeting, the anticipated next steps and timelines should be clearly identified, and contact information for DPD staff, impacted aldermen, and applicants should be provided for follow-up questions, concerns, or recommendations.

4. Meeting Follow-up

Within two business days after the meeting, the applicant should work with DPD to ensure the meeting presentation and any meeting video recording are available on DPD's webpage. The written meeting summary, in English and the other dominant community language(s), should be completed and posted within two weeks of the meeting. While community meetings are effective public engagement forums, additional platforms – such as open houses, walking tours, advisory council presentations, etc. – may be needed to accommodate interested stakeholders who are unable to attend the meeting. These additional events and informational forums can also provide for more robust discussions on key aspects of the proposal, with impacted stakeholders.

Master PD Supplemental Materials and Studies

In addition to the required submittals and attachments for proposed map amendments, additional studies, graphics and informational materials are needed to complete the review of a Master PD proposal. Master PD Applicants should file a Community Impact Assessment Form and schedule a scoping meeting with City staff to review proposed scope and assumptions before finalizing any studies or supplemental material submissions. The information from the supplemental materials and studies will be used to develop the Zoning Administrator's recommendation to the CPC and City Council. The type of supplemental information, materials and/or studies that may be required/requested from the applicant includes, but is not necessarily limited to, the following.

Required Master PD Supplemental Materials and Studies

All Master PD applications will be required to include the following supplemental materials and studies.

- **Community Impact Assessment Form** All Master PD applicants are required to complete and submit the Community Impact Assessment Form (See Attached), as early in the Part I Review Process as possible. This form and supporting documents will provide base level information on the demographics, character, facilities, etc. of the surrounding community area and the incremental changes in housing, commercial/industrial uses, parking, open space, etc. on development site.
- **Traffic/Transportation Impact Study.** Required to provide projections of proposed increased vehicular, transit/commuter rail, bicycle and pedestrian volumes, and changes in traffic patterns or peaks as a result of the proposed Master PD project. The Study must also address the projected impacts of the proposed development on the adjacent neighborhood public rights-of-way (e.g., streets, alleys, sidewalks, waterways, etc.) and/or transportation infrastructure (e.g., signals). Such studies should also include projections based on overall future growth scenarios in the area. The study must also include, at minimum, the below:
 - Existing Conditions - Description of study area, on-site and surrounding land uses, planned nearby developments
 - Transportation System including roadway characteristics, public transportation service, pedestrian facilities, bicycle facilities, planned projects
 - Traffic Characteristics including peak hour turning movement counts, ADT where available, pedestrian and bicycle counts
 - Crash data including map of the frequency and intensity of crashes in the study area)
 - Proposed Development – Site plan, project phasing and estimated time schedule, proposed land use(s) and intensity, site access locations (vehicular & pedestrian), drop off/pick locations (if applicable)
 - Future Traffic - Non-site traffic from developments within study area, background traffic growth, site traffic, total traffic
 - Traffic Analysis and Discussion - Methodology and level of service descriptions, existing and future capacity analyses, existing and future 95% queues, traffic signal and left-turn arrow warrants (for any proposed traffic signals or left turn arrows), impacts to on-street parking, and site access
 - Findings and Recommendations - Roadway Modifications, Traffic Control Device Improvements, Bicycle Facility Improvements, Pedestrian Facility Improvements, Transit Improvements, Travel Demand Management (TDM) Measures
- **Economic Impact Statement.** Depending on the scope of the project, the proposed mix of uses, and/or the location/context of the proposed project, the Economic Impact Statement may include, but not be limited to:
 - Fiscal impact analysis of the anticipated economic benefits of the proposed project in terms of employment (construction and permanent), taxes, etc., and an associated net benefit analysis (projected revenue gains less public service and infrastructure costs)
 - Highest and best use analysis, including property appraisals
 - Potential economic impacts of proposed commercial, retail, hotel, entertainment, etc. development on existing commercial-retail, entertainment corridors; such analysis should include other active/pending or

recently approved commercial, retail, hotel, entertainment, etc., within the defined study area.

- Market analysis of proposed commercial and/or residential uses, based on type and size.
- Analysis of direct or indirect residential displacement, direct or indirect job displacement, and/or direct or indirect industry displacement due to proposed project.

□ **Compliance with Relevant City Policies/Plans/Initiatives.** The Chicago Plan Commission supports other regulations, plans and policies issued by the City of Chicago. It is the Applicant's responsibility to familiarize themselves with such regulations, policies and plans, and comply with them where applicable. If a proposal falls within the area affected by a City plan or policy, or under the jurisdiction of other City regulations and codes, the Applicant must indicate how the proposal complies with such. The applicable municipal ordinance, executive orders, and adopted plans, guidelines, and policies are available on the City's website; these include, but are not limited to:

- Affordable Housing Requirements
- Sustainable Development Policy
- Minority and City residency participation goals
- Planned Manufacturing Districts and other industrial policies
- Stormwater Ordinance
- Landscape Ordinance (including parkway tree and vehicular use area calculation)
- Environmental and solid waste disposal policies
- Economic development initiatives, such as commercial development district plans and programs to retain commercial and industrial areas
- Central area parking district policies
- Efforts to expand Cultural Opportunities for the neighborhoods
- Industrial Corridor Plans
- Chicago Boulevards Plan
- Chicago River Design Guidelines
- West Loop Design Guidelines
- Street and Site Plan Design Standards
- Other plans and policies as issued by the City of Chicago

Additional Master PD Supplemental Materials and Studies

Depending on the scale, location, and intensity of the proposal, the following supplemental materials and studies may be required, as determined by DPD:

□ **Parking Demand and Impact Study:** A parking demand and impact study may be requested if the proposed development is located in an area with an existing shortage of off-street parking, public parking and/or is projected to create a significant increase in parking demand. Developers that request a reduction of parking spaces below the minimum spaces required by the underlying zoning district may be requested to submit a parking impact study, depending on the adequacy of parking in the area and the adequacy of current city data on parking supply and demand. Elements of the parking impact study should include the following:

- A parking demand analysis for the proposed use(s), based on the anticipated transportation modal split for the proposed development using industry standards for parking demand as well as actual data from existing similar types of uses within the vicinity of the project proposal, or similar developments in peer cities;
- A description of the proposed parking demand boundaries for the study, based on expected impacts of the proposed development.
- An inventory of public and private non-accessory off-street parking spaces and capacity that exists within the anticipated boundaries. Such parking capacity analysis for any private parking lots/garages should take into account any existing, potential commitment for other active or recently approved PD projects.
- A map indicating the location of the parking spaces/lots and their relationship to the proposed development.
- The rationale for parking space reduction or increase requests and any proposed off-site parking accommodations.
- Proposed mitigation measures to address any projected impacts associated with the increased parking demand and anticipated implementation schedule.

□ **Environmental Assessment.** Proposed Master PDs will be scrutinized with respect to their impact on land, air, waterways, floor plains, forest preserves or public parks, Applicants may be requested to submit information pertaining to potential impacts on or related to:

- Air Quality

- Noise (construction and operational phases)
- Toxic waste and other pollutants
- Energy consumption
- Light pollution
- Bird migratory patterns
- Public services, such as sewage, water and other utilities
- Waterways and effected shoreline areas

The submittal should specifically address the pertinent review criteria established in Section 17-8-0900, including but not limited to those specifically identified for green buildings, stormwater, waterways (as applicable), etc. as well as the city's sustainable development policy

- **Community Services, Facilities, & Housing (CSF&H) Study.** The potential impacts on the area services, facilities and housing stock should be analyzed. The study should identify and assess the current and required levels of schools, services and facilities that may be necessary to support potential changing and/or increased demand based on a proposed PD. In addition, the study should evaluate the potential impacts this development will have on housing types, values, rent, and general affordability of housing in defined community area as well as any potential displacement. The study should identify strategies to mitigate any potential impacts on the community service facilities and housing/displacement. The CSF&H study should consider the following within the defined community area:
 - Elementary and secondary schools;
 - Public libraries;
 - Childcare centers;
 - Community and recreation centers; and
 - Common open space and parks
 - Housing stock;
 - Public services including police, fire, etc.
 - Architectural, historical and/or archaeological resources
 - Waterways and adjacent waterfront areas

- **Sunlight Access and Shadow Impact Study.** The provisions for sunlight access and impact of shadows upon public open spaces are topics that the Applicant should address. Sunlight access may be controlled through the height limit, setbacks, massing, and building/tower spacing. Applicants should ensure that the proposed Planned Development does not impose significant shadows on publicly accessible parks, plazas, playgrounds, benches, or inland waterways. Accordingly, the Applicant may be requested to provide a shadow impact study which would contain the following elements:
 - Existing shadow projections and expected shadow projections, as a result of the proposed development. As necessary, additional scenarios may be requested depicting existing as well as recently approved or pending development proposals on adjacent properties.
 - Shadow impacts for build and non-build conditions for the hours: 9 a.m., 12 p.m. and 3 p.m., conducted for four periods of the year at the vernal equinox, autumnal equinox, winter solstice and summer solstice.
 - A description of how the design ensures solar access throughout the development and on public spaces.

- **Wind Impact Analysis.** A quantitative analysis of the impact of winds associated with the project on pedestrian-level surrounding areas with particular attention to nearby public spaces may be requested for proposed buildings adjacent to existing or proposed publicly accessible parks, plazas, playgrounds, beaches, or inland waterways. If deemed necessary, the final wind impact analysis will be required at the time of Part II review. For certain waterfront PDs, developments where buildings are significantly taller than surrounding buildings, or other large-scale projects, a preliminary wind study may be requested at time of Plan Commission review. The results of the wind study analysis should be consistently presented in miles per hour and velocity should be measured at a scale equivalent to 4.5 to 5 feet above ground level. The study should include the potential effects of wind, the expected one percent (1%) and two percent (2%) occurrence of hourly average effective gusts and peak gust velocities and anticipated wind velocities in every direction. In addition, the study should describe how the design of the structure and pedestrian level design features will mitigate the effects of wind.

- **Heliports, Helistops and Vertiports.** The Applicant must provide copies of federal and state applications for the facility. Details on hours of operation and other materials as described in Sec. 17-8-0913 must be provided.

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