



# City of Chicago



SO2019-1502

Office of the City Clerk

## Document Tracking Sheet

<b>Meeting Date:</b>	3/13/2019
<b>Sponsor(s):</b>	Burnett (27) Ervin (28)
<b>Type:</b>	Ordinance
<b>Title:</b>	Zoning Reclassification Map Nos. 2-H and 4-H at Illinois Medical District
<b>Committee(s) Assignment:</b>	Committee on Zoning, Landmarks and Building Standards

ORDINANCE

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHICAGO:**

SECTION 1. Title 17 of the Municipal Code of Chicago, the Chicago Zoning Ordinance, is hereby amended by changing all of the Institutional Planned Development Number 30 (Council Journal 54046 et al. approved 10/1/97) symbols and indications as shown on Map Numbers 2-H and 4-H in the area bounded by:

the north line of West Congress Parkway; South Ashland Avenue; the alley next south of West 15th Street; South Paulina Street; West 15th Street; South Wood Street; West 14th Street; South Damen Avenue; the north line of the Chicago and Northwestern Railroad right-of-way; and South Oakley Boulevard,

to the designation of C2-5 Motor Vehicle-Related Commercial District.

SECTION 2. Title 17 of the Municipal Code of Chicago, the Chicago Zoning Ordinance, is hereby amended by changing all of the C2-5 Motor Vehicle-Related Commercial District symbols and indications as shown on Map Numbers 2-H and 4-H in the area bounded by:

the north line of West Congress Parkway; South Ashland Avenue; the alley next south of West 15th Street; South Paulina Street; West 15th Street; South Wood Street; West 14th Street; South Damen Avenue; the north line of the Chicago and Northwestern Railroad right-of-way; and South Oakley Boulevard,

to the designation of Institutional Planned Development 30, as amended.

SECTION 3. This ordinance shall be in force and effect from and after its passage and due publication.

1. The area delineated herein as Institutional Planned Development Number 30, as amended (the "PD") consists of approximately sixteen million two hundred fifty-two thousand and sixty-seven (16,252,067) net square feet or three hundred seventy-three and one-tenth (373.10) net acres of property, which is depicted on the attached Planned Development Boundary Map (the "Property") and is owned or controlled by the Illinois Medical District Commission (the "Applicant"), established pursuant to the Illinois Medical District Act, 70 ILCS 915/0.01, *et seq.* (the "Act"). This comprehensive amendment to Institutional Planned Development Number 30 is an appropriate zoning ordinance for the area within the Illinois Medical District boundaries and is consistent with the zoning and uses of property surrounding the Property under the Chicago Zoning Ordinance ("CZO").

2. The requirements, obligations, and conditions contained within this PD and, subject to the provisions herein, the rights granted by this PD shall be binding upon and inure to the benefit of the Applicant, to any legal titleholder or ground lessor of land within the PD and to their successors and assigns. Pursuant to the requirements of Section 17-8-0400 of the CZO, at the time of any application for an amendment, modification, or change to this PD (administrative, legislative, or otherwise), the Property in this PD shall be under single ownership or under single designated control. Except as provided herein, single designated control shall mean that only the Applicant may apply for an amendment or other change to this PD (administrative, legislative, or otherwise) and that only the Applicant may apply to or enter into an agreement with the Department of Planning and Development ("DPD"), the Department of Transportation ("CDOT"), or any other City department. Applicant shall have authority to authorize any property owner, ground lessor, or developer to conduct tasks on Applicant's behalf (a "Designated Developer"); any such designation must be in writing and filed with DPD. Before a Designated Developer enters an agreement with CDOT or any other City department, a copy of the designation must be filed with DPD and CDOT or the applicable department. Provided, however, that in instances where the property which is the subject of the request is owned by any federal, state, or local unit of government ("Unit of Government"), then said application or request for modifications or agreement with a Department may be made by that unit of government with written notice provided to the Applicant at the time of the request or agreement.

3. All applicable official reviews, approvals, or permits are required to be obtained by the Applicant, a Designated Developer, or Unit of Government. Any dedication or vacation of streets or alleys or grants of easements or any adjustment of the right-of-way shall require a separate submittal to CDOT by the Applicant, a Designated Developer, or a Unit of Government. Any request for grants of privilege or any items encroaching on the public way shall be in compliance with this PD. Ingress or egress shall be pursuant to this PD and may be subject to the review and approval of DPD and CDOT. Closure of all or any public street or alley during demolition or construction shall be subject to the review and approval of CDOT. All work proposed in the public way must be designed and constructed in accordance with the CDOT Construction Standards for Work in the Public Way and Street and Site Plan Design Guidelines and the Municipal Code of Chicago ("MCC") 10-20.

Pursuant to a negotiated and executed Perimeter Restoration Agreement ("Agreement") by and between CDOT's Division of Infrastructure Management and the Applicant, a Designated Developer, or a Unit of Government, improvements and restoration of all public ways adjacent to redeveloped properties shall be required. Improvements and restoration may include, but not be limited to, the following, as shall be reviewed and determined by CDOT's Division of Infrastructure Management:

- Full width of streets
- Full width of alleys
- Curb and gutter
- Pavement markings
- Sidewalks
- ADA crosswalk ramps
- Parkway and landscaping

The Agreement must be executed prior to any CDOT and PD Part II Approval. The Agreement shall reflect that all work must comply with current CDOT Rules and Regulations and must be designed and constructed in accordance with CDOT's Construction Standards for Work in the Public Way and in compliance with MCC Chapter 10-20. Design of said improvements should follow CDOT's Rules and Regulations for Construction in the Public Way as well as The Street and Site Plan Design Guidelines. Any variation in scope or design of public way improvements and restoration must be approved by CDOT.

4. This Plan of Development consists of seventeen (17) Statements along with:

Bulk Regulations Table  
Parking Ratio Table  
Minimum Lot Area/Unit Table  
Planned Development Boundary Map  
District Sub-Areas Map  
Sub-Area Maps

In any instance where a provision of this PD conflicts with the Chicago Building Code, the Building Code shall control. This PD conforms to the intent and purpose of the CZO and all requirements thereto and satisfies the established criteria for approval as a planned development. In case of a conflict between the terms of this PD and the CZO, this PD shall control.

5. Except as provided in this Statement, all uses allowed by the CZO within the C2, Motor Vehicle-Related Commercial District, shall be permitted on the Property, subject to Applicant's approval of placement of uses by Sub-Area in conformance with the Master Plan and Design Guidelines most recently approved by the Illinois Medical District Commission. Applicant shall provide written notice to DPD of any amendments to the Master Plan and Design Guidelines.

No use which requires a Special Use Permit before being established or operated within a planned development may be established or operated within this PD except upon approval by the Zoning Board of Appeals pursuant to the standards under Section 17-13-09000 of the CZO.

6. On-Premise signs and temporary signs, such as construction and marketing signs, shall be permitted within this PD, subject to the review and approval of the Applicant and DPD. Off-Premise signs, other than Applicant's kiosk program signs, are prohibited within the boundary of this PD unless specifically approved by the Applicant and DPD.

7. For purposes of height measurement, the definitions in the CZO shall apply. The height of any building shall also be subject to height limitations, if any, established by the Federal Aviation Administration. The height of all new buildings within Sub-Area 5A and 5B shall be designed and developed in conformance with the height limitations of the RT 3.5, Residential Two-Flat, Townhouse and Multi-Unit District Section 17-2-0311-A of the CZO and in general conformance with the Master Plan and Design Guidelines.

8. The maximum permitted floor area ratio (FAR) for the Property shall be in accordance with the attached Bulk Regulations Table. For the purpose of FAR calculations and measurements, the definitions in the CZO shall apply. The permitted FAR identified in the Bulk Regulations Table has been determined using a net site area of 16,252,067 square feet and a base FAR of 3.19.

9. Upon review and determination for Part II review, pursuant to Section 17-13-0610 of the CZO, a Part II review fee shall be assessed by DPD. The fee, as determined by staff at the time, is final and binding on the Applicant, a Designated Developer, or Unit of Government and must be paid to the Department of Revenue prior to the issuance of any Part II review approval.

10. All development, including but not limited to renovations of existing buildings and redevelopment or repurposing of vacant land, shall be designed and developed in substantial conformance with the most-recently approved Master Plan and Design Guidelines approved by the Illinois Medical District Commission, the Landscape Ordinance, and Section 17-13-0800 of the CZO. Final landscape plan review and approval shall be conducted by DPD. In the event of a conflict between the provisions of this PD and those of the Master Plan, the provisions of this PD shall govern.

Maximum and minimum parking requirements shall be determined as part of Site Plan Approval as provided in this Statement 10 pursuant to the attached Parking Ratio Table. Development sites meeting the eligibility of a Transit-Served Location ("TSL") shall qualify for reductions in parking requirements in accordance with Section 17-10-0102-B of the CZO. A development site may be eligible for further parking reductions than those permitted for TSL sites, subject to approval by the Applicant, DPD, and CDOT. Accessory parking lots and structures may serve to satisfy required parking for multiple uses within the PD, subject to the review and approval of the Applicant and CDOT and DPD with written notice and copies of shared parking agreements delivered to CDOT and DPD. Accessory and non-accessory parking facilities may be located anywhere within the PD and used on a shared basis to satisfy parking requirements subject to the review and approval of the Applicant and CDOT and DPD, provided that such locations are consistent with the provisions of the Master Plan and a traffic and parking study, to be completed for any such proposed accessory and non-accessory parking facility and submitted to CDOT and DPD.

For redevelopment of or new building construction on any property within this PD other than alterations to existing buildings that do not increase their height or floor area ratio or alter their footprint or existing site conditions, the Applicant, a Designated Developer, or a Unit of Government must secure Site Plan Approval following the procedures of Section 17-13-0800 of the CZO prior to approval of Part II review pursuant to Section 17-13-0610 of the CZO.

Prior to Part II review approval pursuant to Section 17-13-0610 of the CZO for any property, the Applicant, a Designated Developer, or a Unit of Government shall submit a site plan, landscape plan and building elevations for the review and approval by DPD. Review and approval by DPD are intended to assure that specific development components substantially conform with this PD and to assist the City in monitoring ongoing development. Sub-Area Site Plan Approval submittals pursuant to Section 17-13-0800 of the CZO need only include that property for which approval is being sought. If the Applicant, a Designated Developer, or a Unit of Government is seeking approval for a site that is less than an entire Sub-Area, the application shall include a site plan that shows all land between the site and the nearest public Rights-of-Way or the boundary of the nearest Sub-Area. The site plan provided shall include all planned street Rights-of-Way with dimensions.

If Site Plan Approval is required, no Part II Approval for any portion of the Property shall be granted until Site Plan Approval has been granted. Following approval by DPD, the approved Sub-Area Site Plan Approval submittals, supporting data and materials shall be made part of the main file and shall be deemed to be an integral part of the PD.

After approval of the Sub-Area Site Plan, changes or modifications may be made pursuant to the provisions of Statement 10. In the event of any inconsistency between approved plans and the terms of the PD, the terms of the PD shall govern. Any Sub-Area Site Plan Approval submittals shall, at a minimum, provide the following information:

Fully-dimensioned site plan (including a footprint of the proposed improvements)

Fully-dimensioned building elevations

Fully-dimensioned landscape plan(s)

Statistical information applicable to the subject Sub-Area, including floor area, the applicable floor area ratio, uses to be established, building heights and setbacks

Sub-Area Site Plan Approval submittals shall include all other information necessary to illustrate substantial conformance to the PD.

Following approval by DPD, the Site Plan Approval, supporting data and materials shall be made part of the main file and shall be deemed to be an integral part of the PD.

Any interim reviews associated with Site Plan review or Part II review are conditional until final Part II Approval.

11. The Applicant, a Designated Developer, or a Unit of Government shall comply with Rules and Regulations for the Maintenance of Stockpiles promulgated by the Commissioners of the Departments of Streets and Sanitation, Fleet and Facility Management, and Buildings, under Section 13-32-085 of the MCC, or any other provision of the MCC.

12. The terms and conditions of development under this PD may be modified administratively, pursuant to Section 17-13-0611-A of the CZO, by the Zoning Administrator upon the application for such a modification by the Applicant, a Designated Developer, or Unit of Government.

13. The Applicant acknowledges that it is in the public interest to design, construct, and maintain newly developed projects in a manner that promotes, enables, and maximizes universal access throughout the Property. Plans for all new buildings shall be reviewed and approved by the Mayor's Office for People with Disabilities to ensure compliance with all applicable laws and regulations related to access for persons with disabilities.

14. The Applicant acknowledges that it is in the public interest to design, construct, renovate and maintain all buildings in a manner that provides healthier indoor environments, reduces operating costs, and conserves energy and natural resources. Projects subject to Site Plan Approval shall obtain the number of points necessary to meet the requirements of the Chicago Sustainable Development Policy in effect at the time the Part II review process is initiated for each improvement that is subject to the Sustainable Development Policy and must provide documentation verifying compliance.



15. The Applicant acknowledges that it is the policy of the City to maximize opportunities for Minority and Women-owned Business Enterprises ("M/WBEs") and city residents to compete for contracts and jobs on construction projects approved through the PD process. To assist the City in promoting and tracking such M/WBE and city resident participation, the Applicant, a Designated Developer, or a Unit of Government shall provide information at three points in the City approval process for any project requiring Site Plan Approval. First, as part of an application for Site Plan Approval, a M/WBE Participation Proposal must be submitted. The M/WBE Participation Proposal must state goals for participation of certified M/WBE firms in the design, engineering, and construction of the project and of city residents in the construction work. The City encourages goals of: (i) 26% MBE and 6% WBE participation (measured against the total construction budget for the project or any phase thereof); and (ii) 50% city resident hiring (measured against the total construction work hours for the project or any phase thereof). The M/WBE Participation Proposal must include a description of the proposed outreach plan designed to inform M/WBEs and city residents of job and contracting opportunities. Second, at the time of submission for Part II review for the project or any phase thereof, the following must be submitted to DPD: (a) updates (if any) to the proposed outreach plan; (b) a description of the outreach efforts and evidence of such outreach, including, without limitation, copies of certified letters to M/WBE contractor associations and the ward office of the alderman in which the project is located and receipts thereof; (c) responses to the outreach efforts; and (d) updates (if any) to the M/WBE and city resident participation goals. Third, prior to issuance of a Certificate of Occupancy for the project or any phase thereof, DPD must receive evidence of the actual level of M/WBE and city resident participation in the project or any phase thereof, and evidence of such participation. In addition to the foregoing, DPD may request such additional information as the department determines may be necessary or useful in evaluating the extent to which M/WBEs and city residents are informed of and utilized in planned development projects. All such information shall be provided in a form acceptable to the Zoning Administrator. DPD shall report the data it collects regarding projected and actual employment of M/WBEs and city residents in planned development projects twice yearly to the Chicago Plan Commission and annually to the Chicago City Council and the Mayor.

16. The Applicant acknowledges and agrees that the rezoning of the Property from Institutional Planned Development 30, as amended (having an underlying zoning of C1-2 Neighborhood Commercial District) to C2-5 Motor Vehicle-Related Commercial District and then

to this Institutional Planned Development 30, as amended, is an "entitlement" within the meaning of Section 2-44-085 of the MCC (the "2021 ARO"). Applicant agrees that all "residential developments" or "residential projects" (as such terms are defined in the 2021 ARO) within the PD will be subject to the 2021 ARO.

17. The Applicant acknowledges that it is in the public interest to ensure that adequate open space and recreational facilities are provided to serve new residential developments. All open spaces developed for use by the public must be in compliance with the Open Space Impact Fee Administrative Regulations and Procedures promulgated by the Commissioner of DPD, pursuant to Section 16-18-110 of the MCC. Impact Fees shall not be required for projects wholly owned and developed solely by Applicant or a Unit of Government.

## Bulk Regulations Table

Sub-Area	Net Site Area (SF)	Net Site Area (Acres)	Maximum Floor-Area- Ratio
1A	1,303,765	29.93	3.00
1B	454,446	10.43	3.50
2A	1,173,168	26.93	4.00
2B	189,358	4.35	4.00
3A	1,205,271	27.67	4.00
3B	151,854	3.49	2.20
4	152,226	3.49	1.50
5A	534,715	12.28	1.20
5B	113,585	2.61	1.20
6	211,661	4.86	2.20
7	615,293	14.13	3.25
8	3,615,926	83.01	3.50
9	477,067	10.95	3.00
10	515,242	11.83	3.00
11	906,543	20.81	3.50
12	698,982	16.05	3.20
13	419,855	9.64	2.60
14	148,613	3.41	2.20
15	1,166,243	26.77	3.20
16	1,210,113	27.78	3.20
17	158,308	3.63	2.20
18	829,833	19.05	2.20
<b>Totals</b>	<b>16,252,067</b>	<b>373.10</b>	<b>3.19</b>

## Parking Ratio Table

Subarea	Parking Minimum*	Parking Maximum*
1A	C2-5	C2-3
1B	C2-5	C2-3
2A	C2-5	C2-3
2B	C2-5	C2-3
3A	C2-5	C2-3
3B	C2-3	C2-2
4	C2-3	C2-2
5A	C2-3	C2-2
5B	C2-3	C2-2
6	C2-3	C2-2
7	C2-3	C2-2
8	C2-5	C2-3
9	C2-5	C2-3
10	C2-5	C2-3
11	C2-5	C2-3
12	C2-5	C2-3
13	C2-3	C2-2
14	C2-3	C2-2
15	C2-5	C2-3
16	C2-5	C2-3
17	C2-3	C2-2
18	C2-3	C2-2

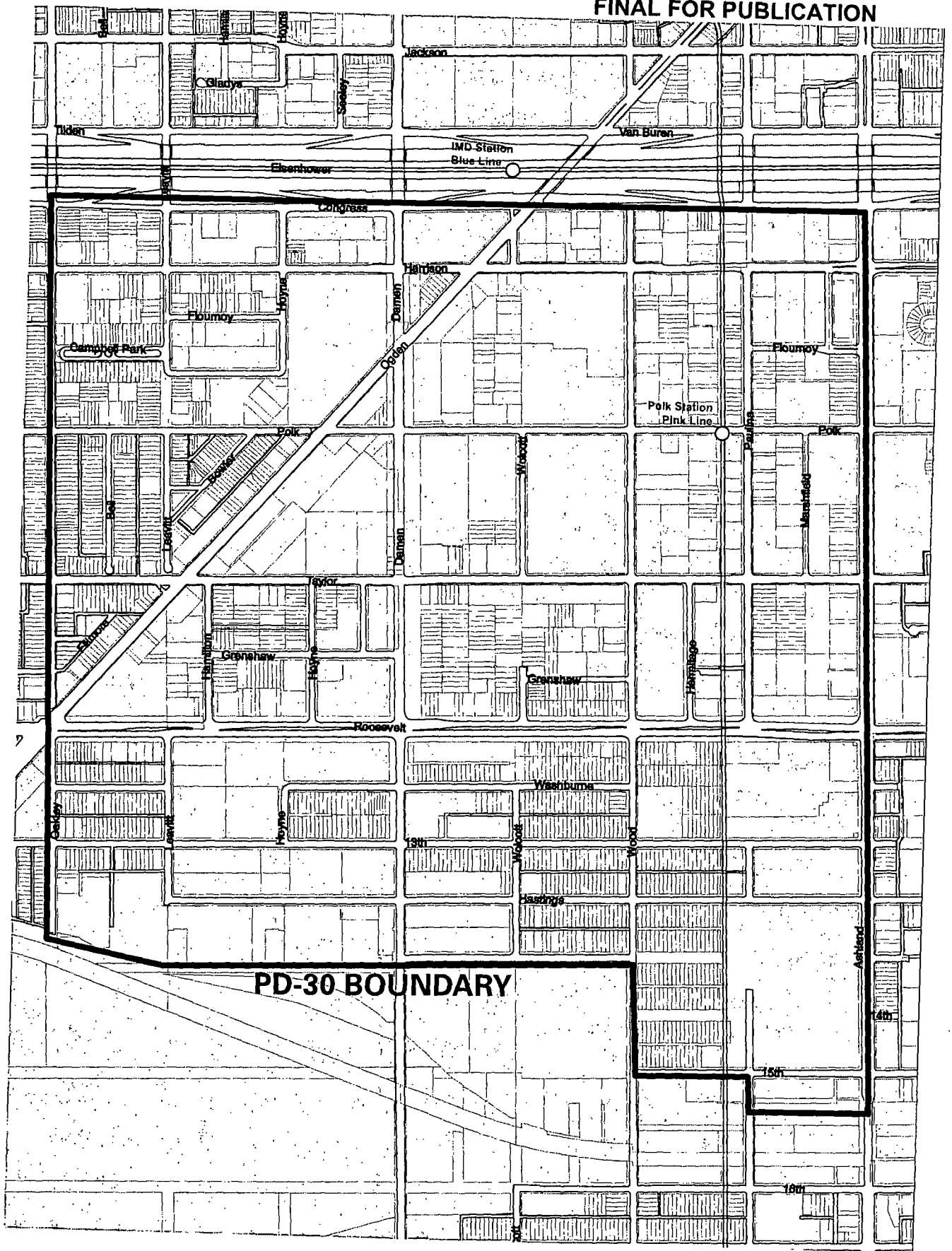
\*Subject to the off-street parking ratios for the specified zoning district in the CZO.

**Minimum Lot Area/Unit (MLA/U) Table\*\***

Sub-Area	Per Dwelling Unit	Per Efficiency Unit	Per SRO Unit
1A*	400	300	200
1B	200	135	100
2A	200	135	100
2B	200	135	100
3A	200	135	100
3B*	1,000	700	700
4*	1,000	700	NA
5A*	1,250	700	NA
5B*	1,250	700	NA
6*	1,000	700	700
7	200	135	100
8	200	135	100
9*	400	300	200
10*	400	300	200
11	200	135	100
12	200	135	100
13*	400	300	200
14*	1,000	700	700
15	200	135	100
16	200	135	100
17*	1,000	700	700
18*	1,000	700	700

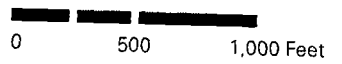
\*Within the Sub-Area, all projects located within 1,320 feet of a CTA or METRA rail station entrance or a CTA bus line corridor roadway segment listed in Table 17-10-0102-B.1.b of the CZO or within 2,640 feet of a CTA or METRA rail station entrance or a CTA bus line corridor roadway segment listed in Table 17-10-0102-B.1.b of the CZO when the subject building is located along a pedestrian street or pedestrian retail street, and which provide no more than one parking space per dwelling unit, are eligible to use the reduced lot area per unit standards for TSL eligible sites in accordance with Section 17-3-0402-B of the CZO.

\*\* The limits on the ratio of efficiency units to dwelling units as per Section 17-3-0410-A of the CZO do not apply to transit-served developments within 660 feet of a CTA or METRA rail station entrance or a CTA bus line corridor roadway segment listed in Table 17-10-0102-B.1.b of the CZO.

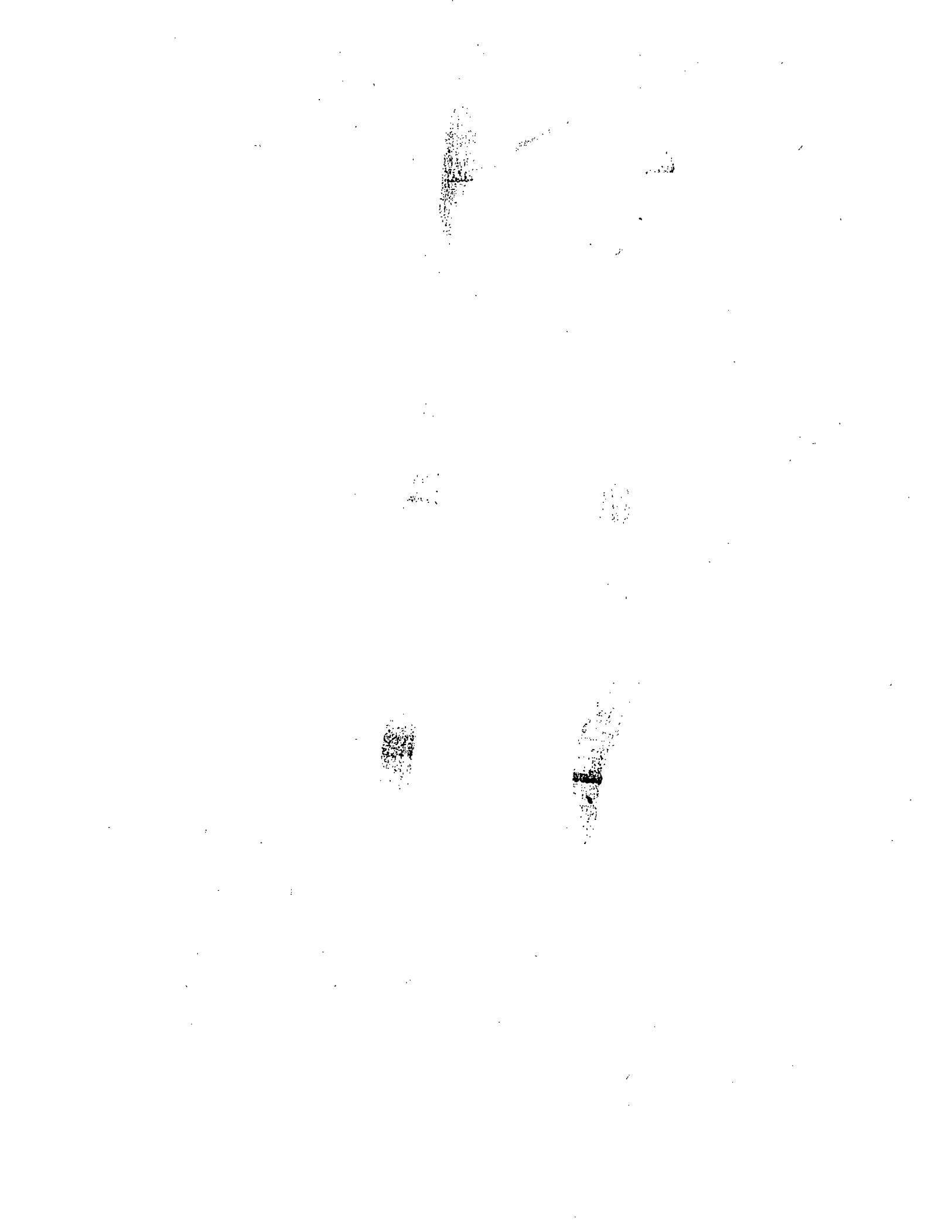


PLANNED DEVELOPMENT BOUNDARY MAP

ILLINOIS MEDICAL DISTRICT  
INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
INTRODUCTION DATE: MARCH 13, 2019  
PLAN COMMISSION DATE: AUGUST 19, 2021

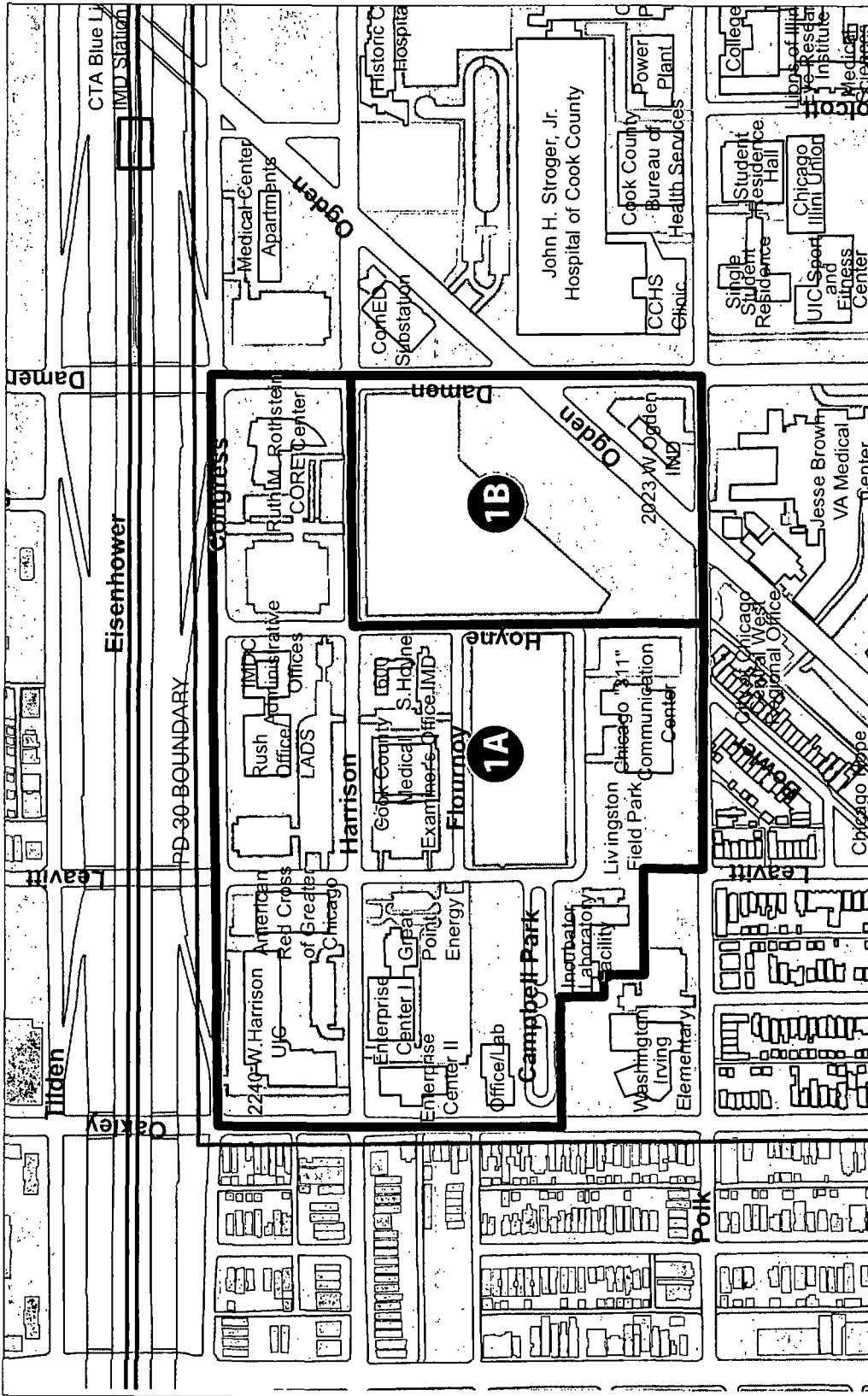






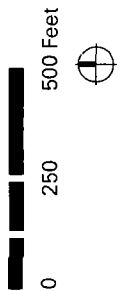


SUB-AREAS 1A AND 1B



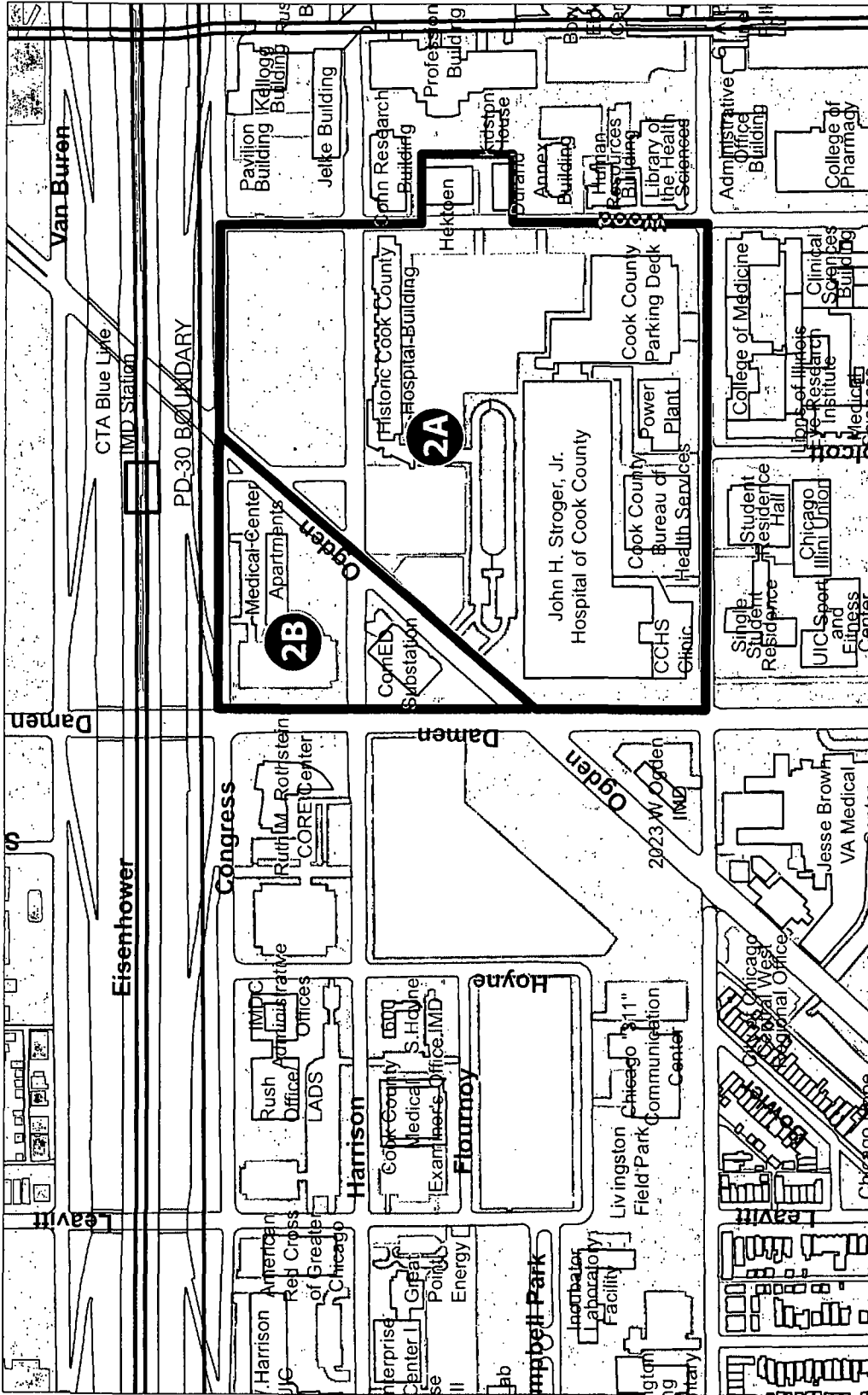
SUB-AREAS 1A AND 1B

Denotes Sub-Area Boundary



ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
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SUB-AREAS 2A AND 2B



SUB-AREAS 2A AND 2B

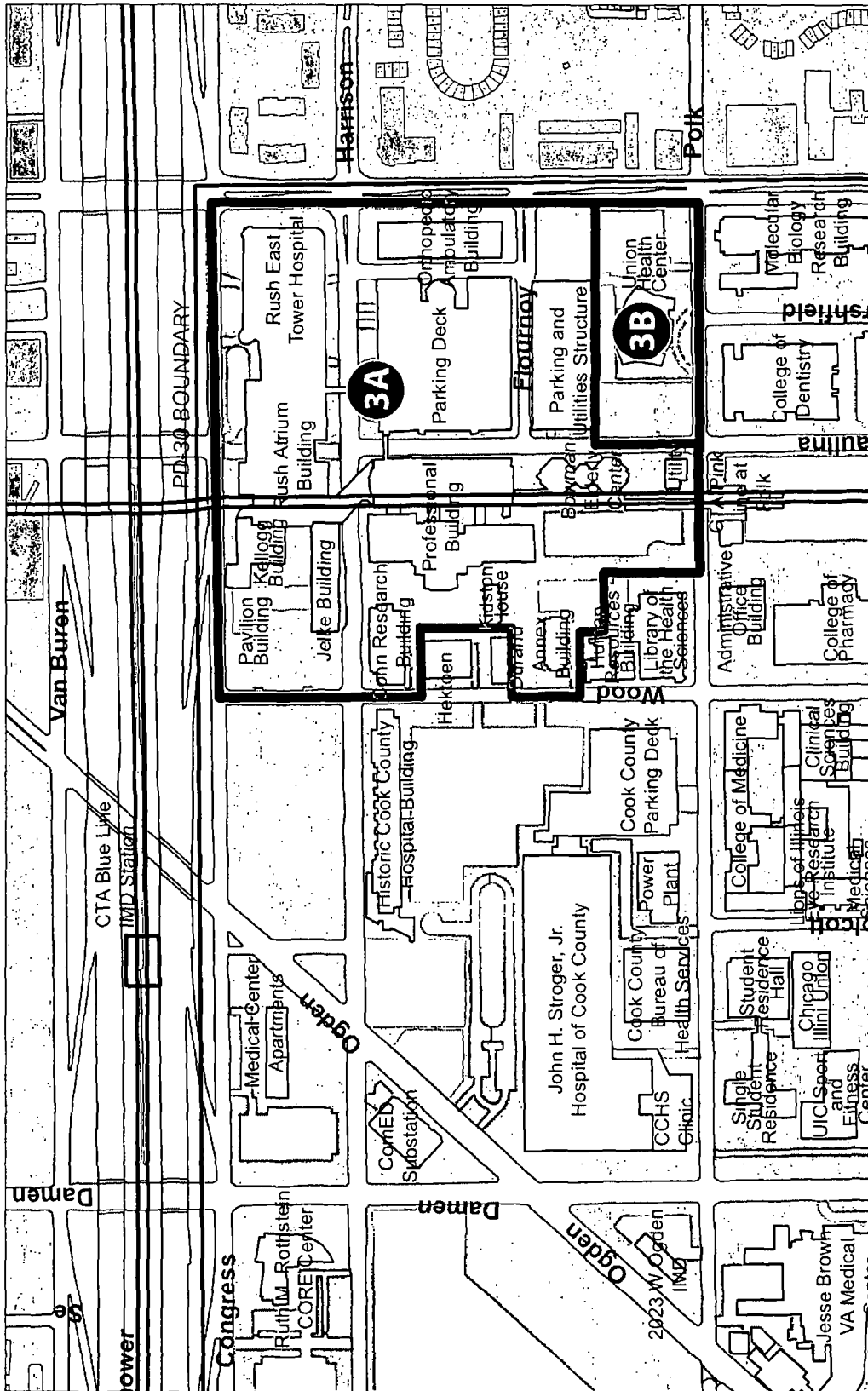
Denotes Sub-Area Boundary

0 250 500 Feet



ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
 INTRODUCTION DATE: MARCH 13, 2019  
 PLAN COMMISSION DATE: AUGUST 19, 2021

SUB-AREAS 3A AND 3B

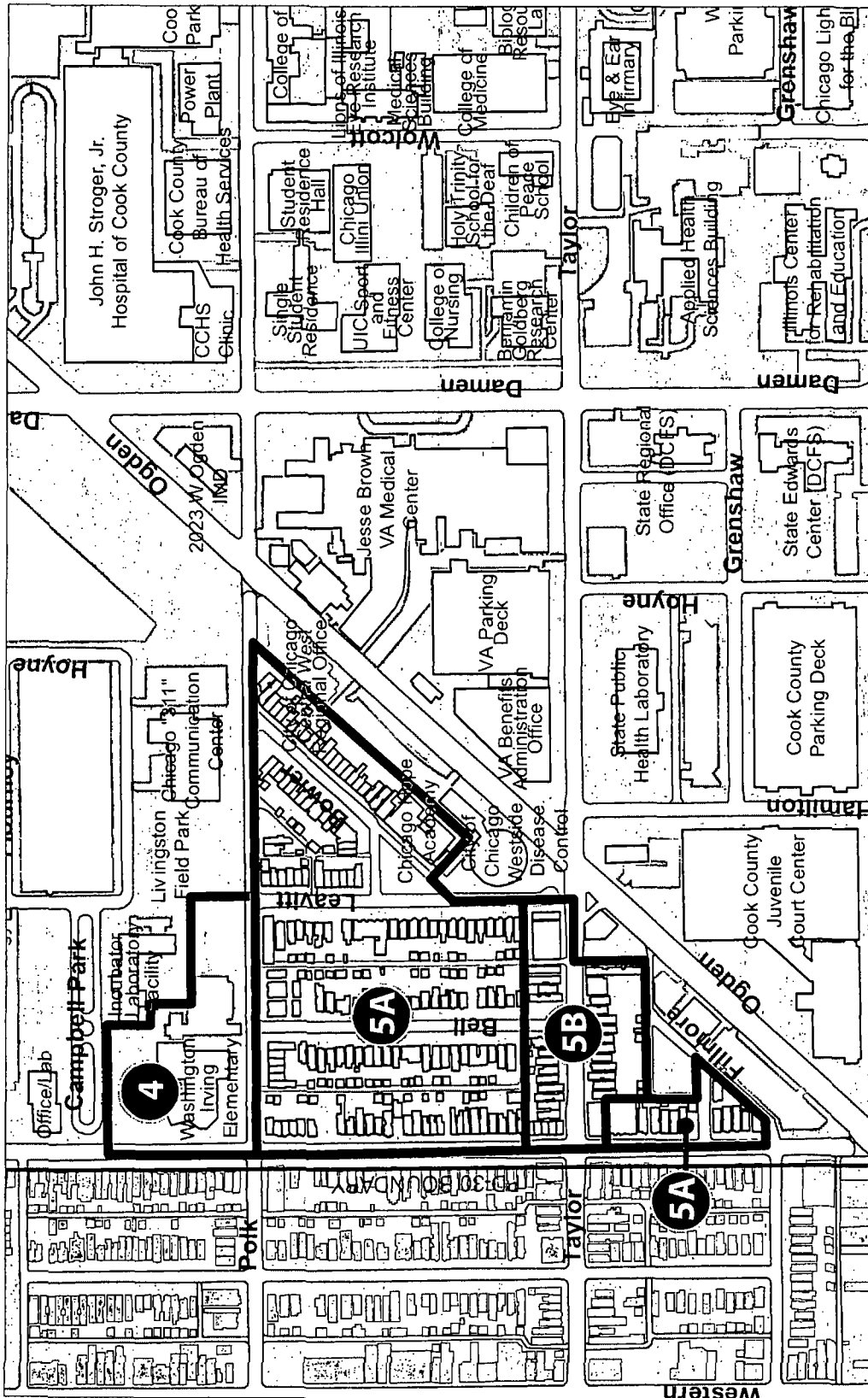


SUB-AREAS 3A AND 3B



ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
 INTRODUCTION DATE: MARCH 13, 2019  
 PLAN COMMISSION DATE: AUGUST 19, 2021

SUB-AREAS 4, 5A AND 5B



SUB-AREAS 4, 5A AND 5B

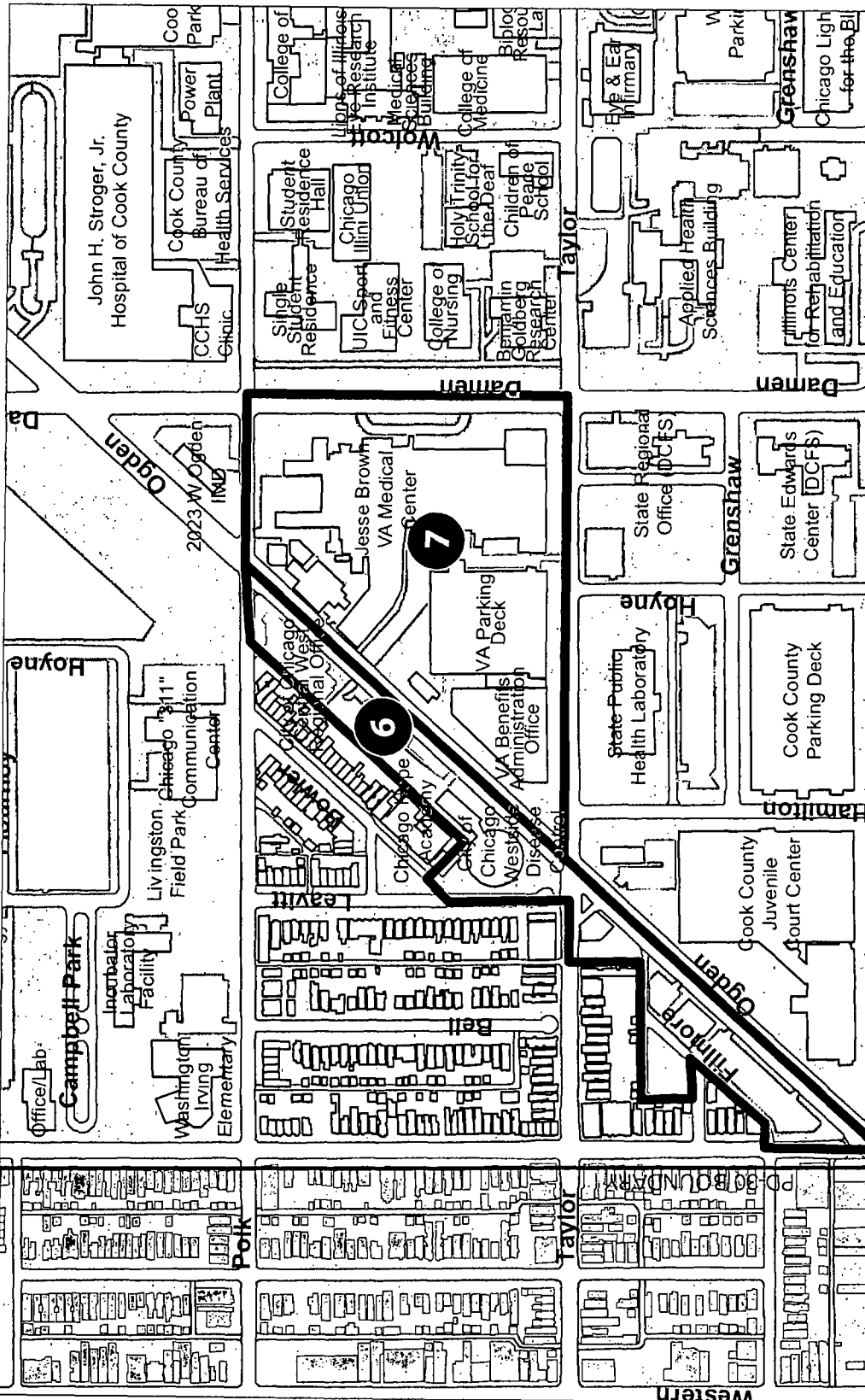
Denotes Sub-Area Boundary

0 250 500 Feet



ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
 INTRODUCTION DATE: MARCH 13, 2019  
 PLAN COMMISSION DATE: AUGUST 19, 2021

SUB-AREAS 6 AND 7



SUB-AREAS 6 AND 7

Denotes Sub-Area Boundary

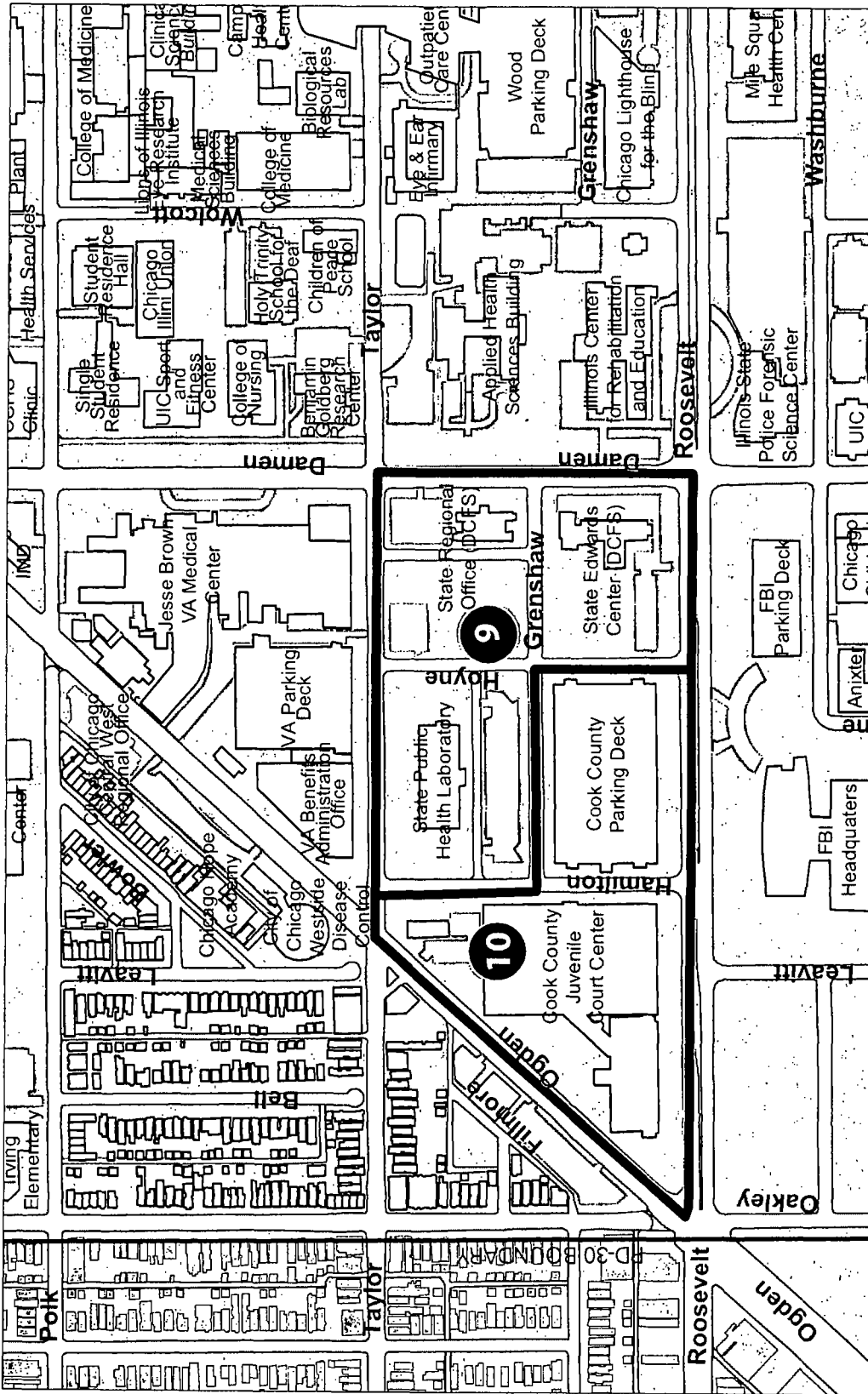
0 250 500 Feet



ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
 INTRODUCTION DATE: MARCH 13, 2019  
 PLAN COMMISSION DATE: AUGUST 19, 2021



SUB-AREAS 9 AND 10

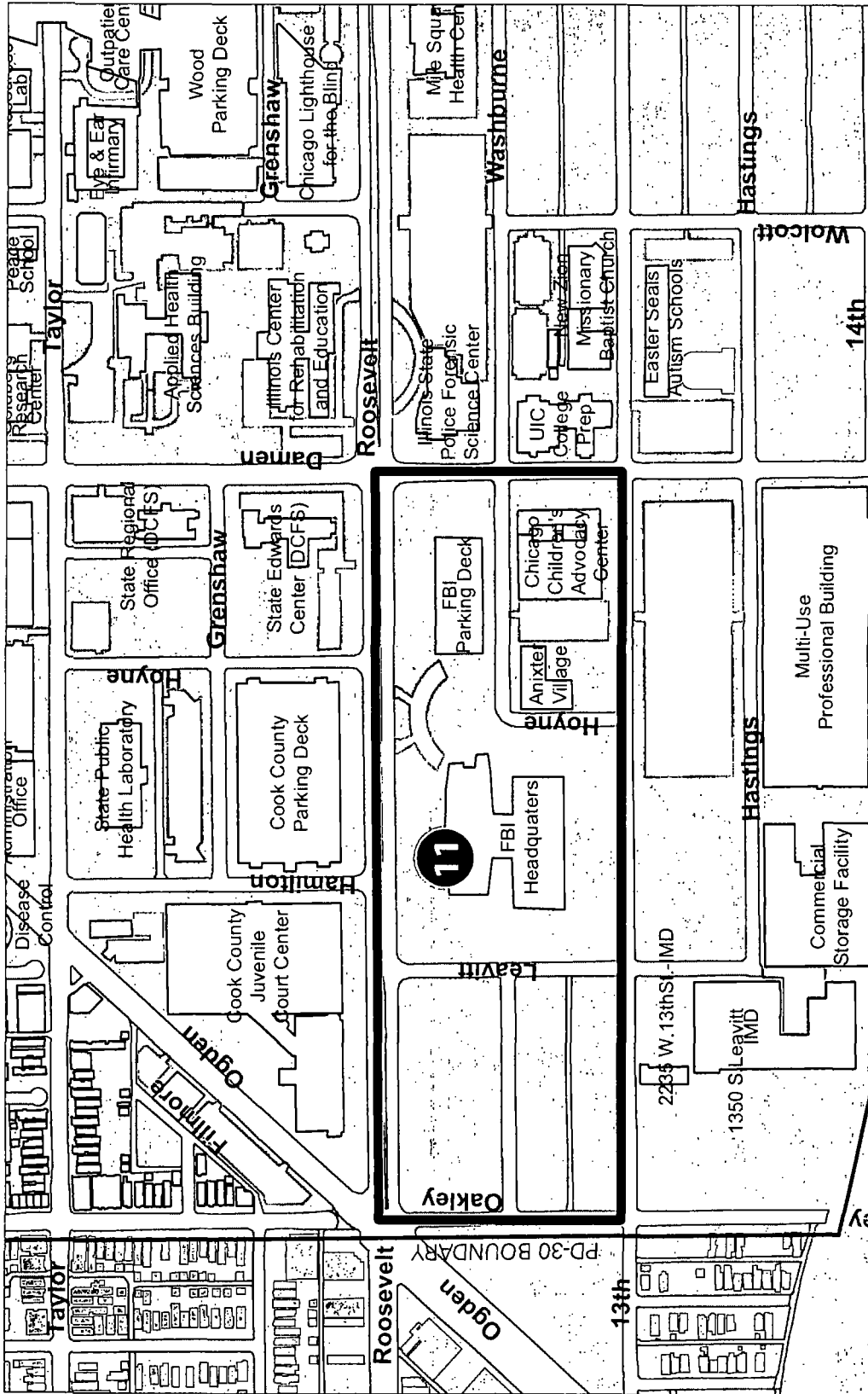


SUB-AREAS 9 AND 10



ILLINOIS MEDICAL DISTRICT  
INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
INTRODUCTION DATE: MARCH 13, 2019  
PLAN COMMISSION DATE: AUGUST 19, 2021

SUB-AREA 11



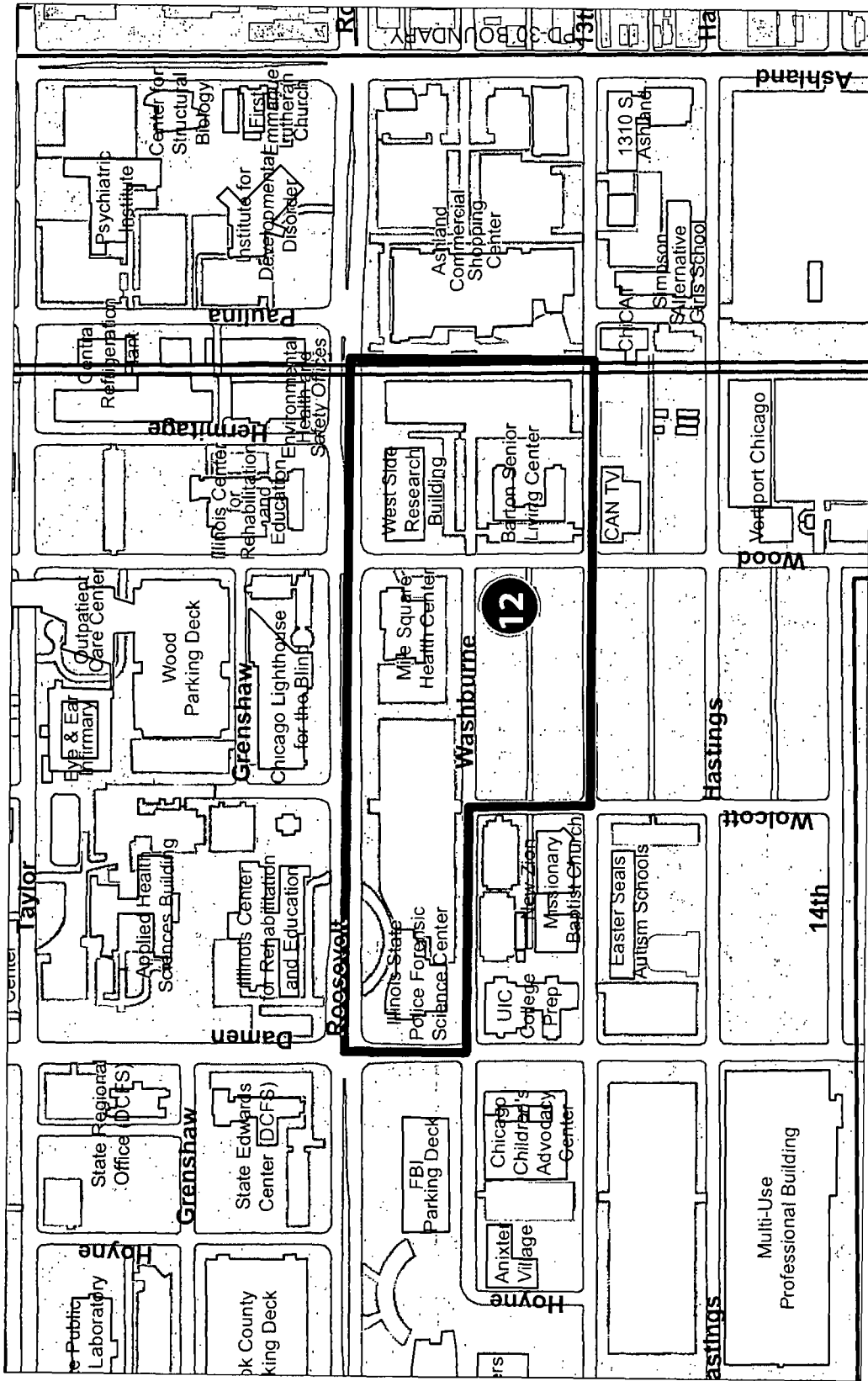
SUB-AREA 11



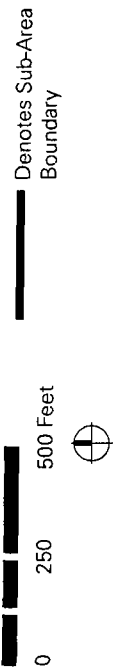
ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
 INTRODUCTION DATE: MARCH 13, 2019  
 PLAN COMMISSION DATE: AUGUST 19, 2021



SUB-AREA 12



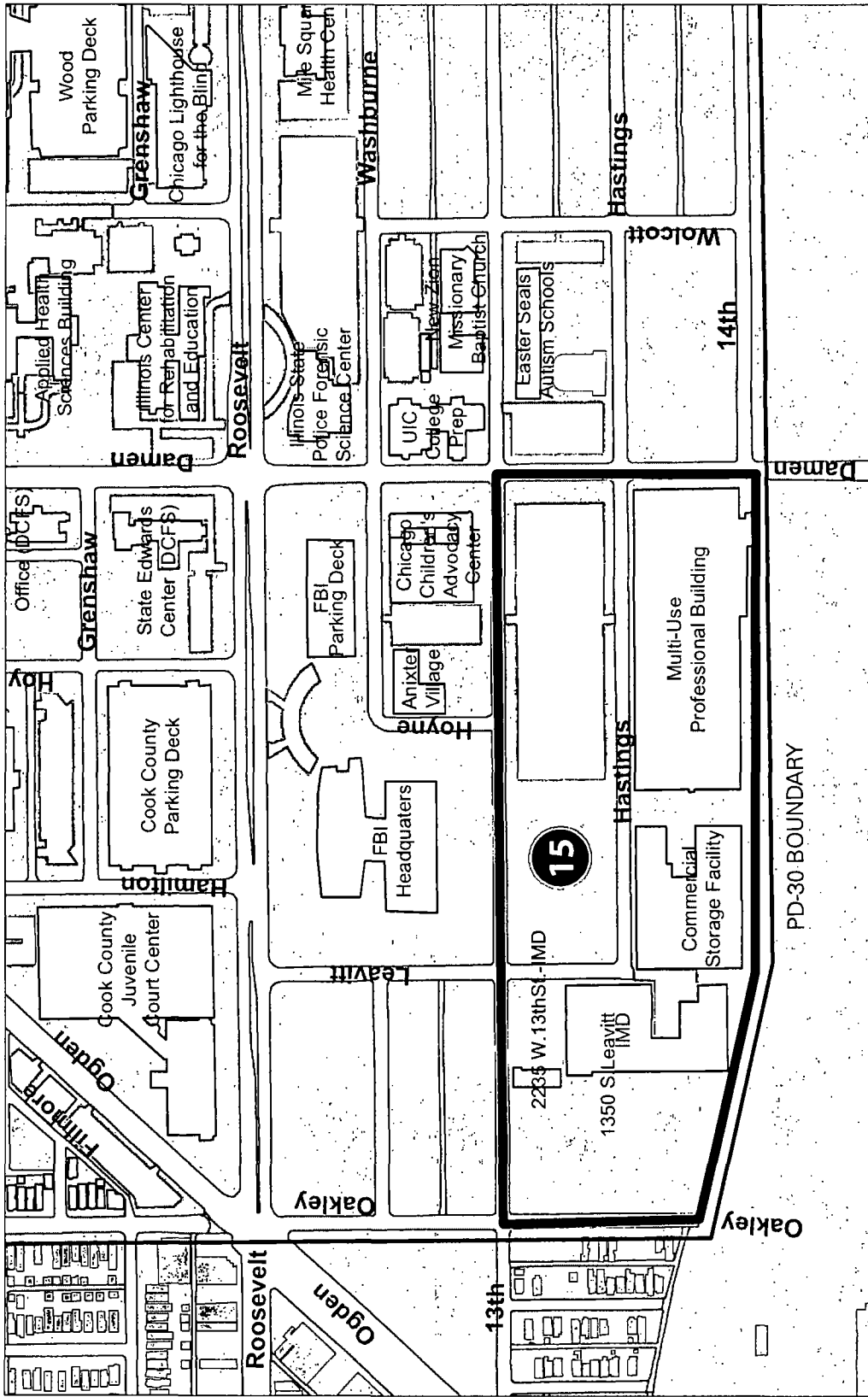
SUB-AREA 12



ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
 INTRODUCTION DATE: MARCH 13, 2019  
 PLAN COMMISSION DATE: AUGUST 19, 2021



SUB-AREA 15

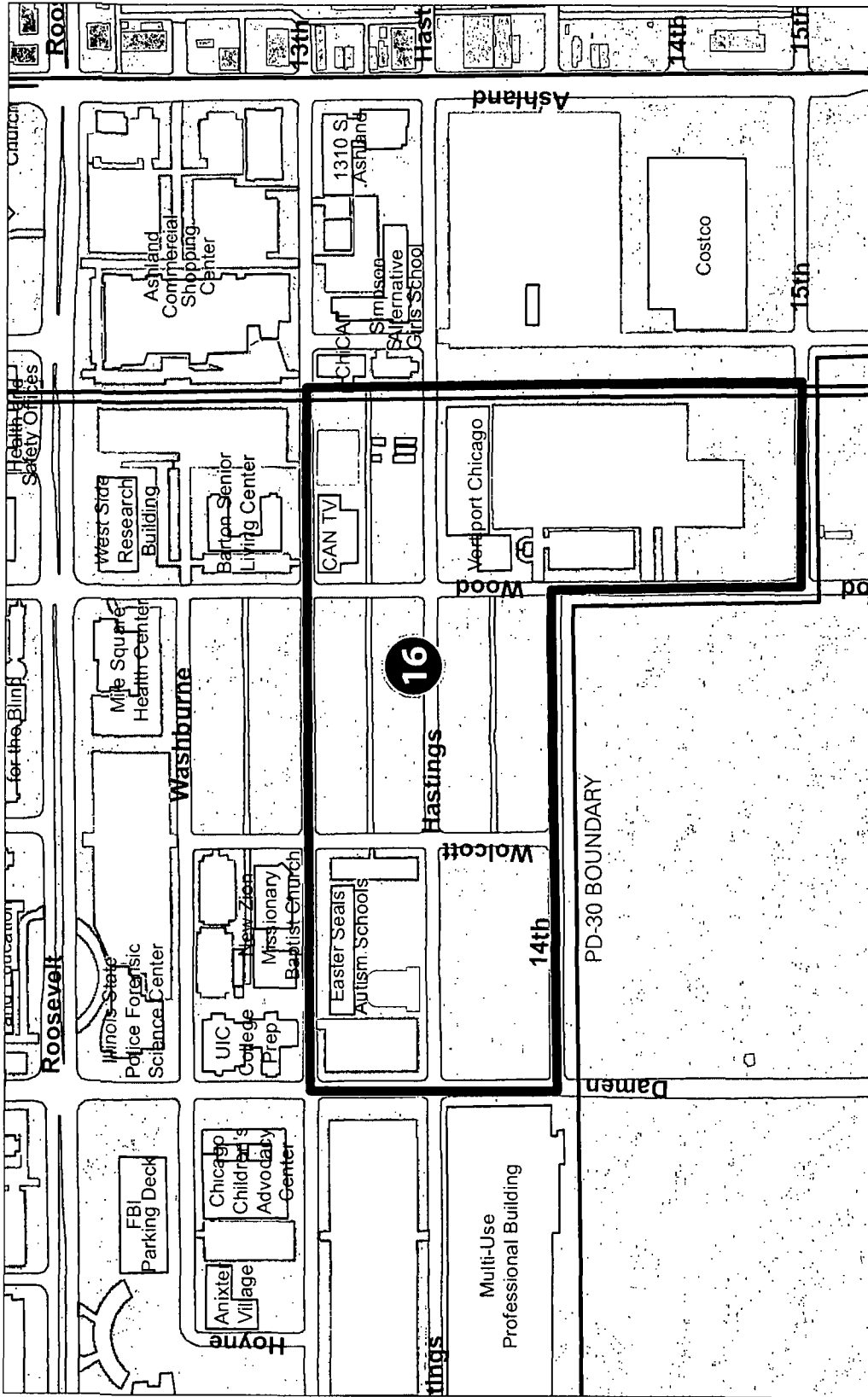


SUB-AREA 15



ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
 INTRODUCTION DATE: MARCH 13, 2019  
 PLAN COMMISSION DATE: AUGUST 19, 2021

SUB-AREA 16



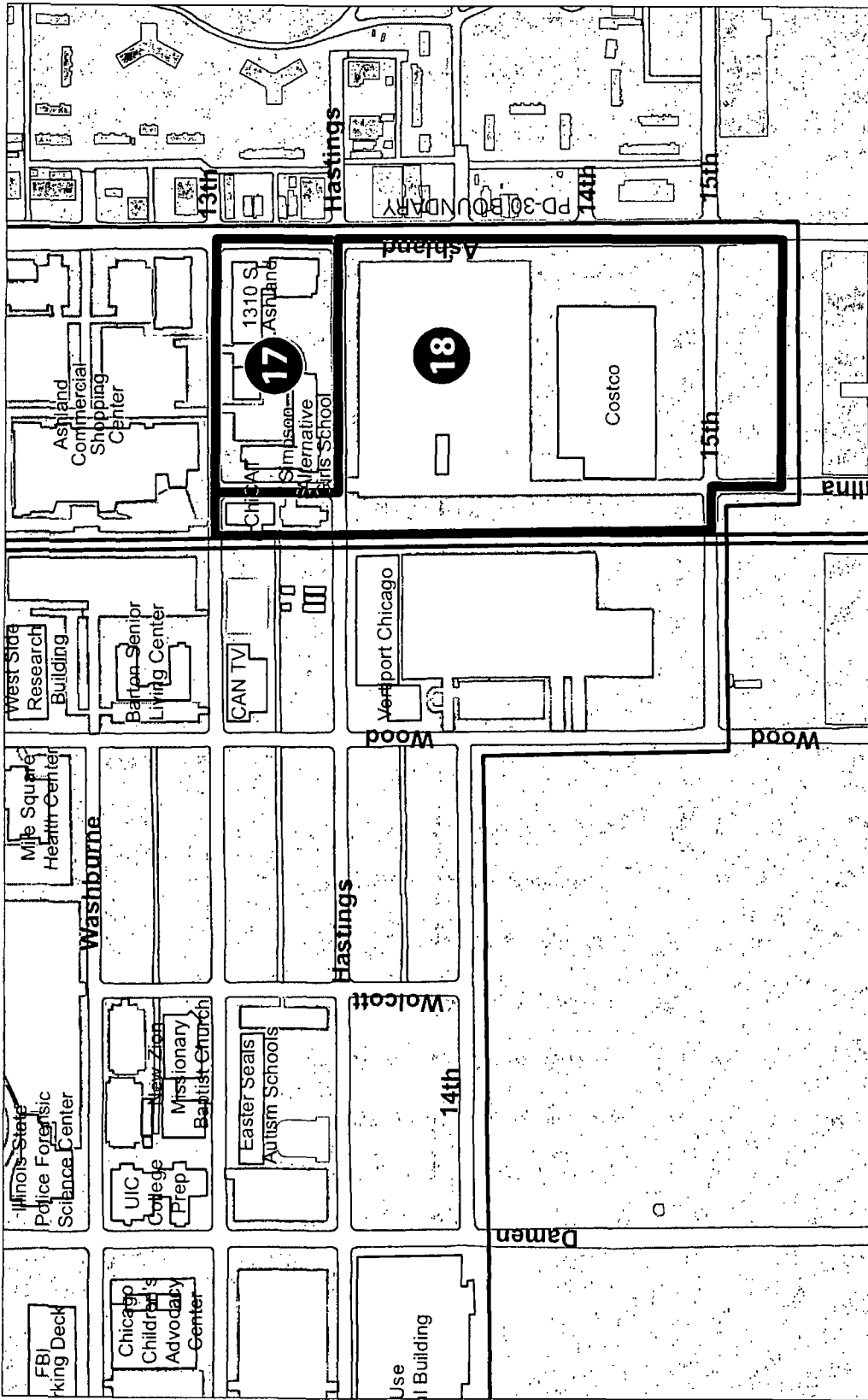
SUB-AREA 16

Denotes Sub-Area Boundary

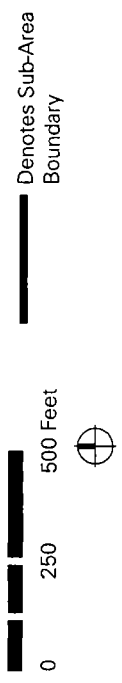


ILLINOIS MEDICAL DISTRICT  
 INSTITUTIONAL PLANNED DEVELOPMENT 30, AS AMENDED  
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**SUB-AREAS 17 AND 18**



**SUB-AREAS 17 AND 18**



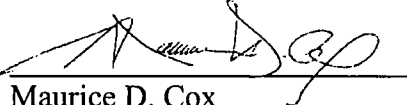
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DEPARTMENT OF PLANNING AND DEVELOPMENT  
CITY OF CHICAGO

**MEMORANDUM**

To: Alderman Thomas Tunney  
Chairman, City Council Committee on Zoning

From:   
Maurice D. Cox  
Chicago Plan Commission

Date: August 26, 2021

Re: Proposed Planned Development for the property bounded by Congress Parkway to the north; South Ashland Avenue to the east; the alley next south of West 15th Street, South Paulina Street, west 15th Street, South Wood Street, West 14th Street, South Damen Avenue and the north line of the Chicago and Northwestern Railroad right-of-way to the south; and South Oakley Boulevard to the west.

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On August 26, 2021, the Chicago Plan Commission recommended approval of the Zoning Map Amendment submitted by, Alderman Walter Burnett of the 27<sup>th</sup> Ward and Alderman Jason Ervin of the 28<sup>th</sup> Ward. A copy of the proposed Zoning Map Amendment is attached. I would very much appreciate your assistance in having this introduced at the next possible City Council Committee on Zoning.

Also enclosed is a copy of the staff report to the Plan Commission which includes the Department of Planning and Development, Bureau of Zoning and Land Use recommendation and a copy of the resolution. If you have any questions in this regard, please do not hesitate to contact me at 744-9476

Cc: Steve Valenziano  
PD Master File (Original PD, copy of memo)