



Community Meeting Guidelines

Meeting Site

- No further than 1 block outside of WBNA boundaries
- Large enough to accommodate 30 people
- Suggested locations:
 - Acme Arts Center (Laura Weathered 773-278-7677)
 - Humboldt Park Vocational Center (Alba Pezzarossi 773-489-8942)

Meeting Schedule

- Schedule meeting to occur on Tuesday, Wednesday, or Thursday
- Meeting should begin between 6:30pm and 7:30pm

Notice

- Contact Alderman for list of registered voters within 1 square block of property
- Notice to community members can be sent regular mail and must be postmarked no less than 10 days prior to meeting
- Notice to WBNA Zoning Committee Chair and to Alderman Manny Flores must be sent via email and certified mail
- Notice shall be in both English and Spanish and include the following information:
 - Property address
 - Current zoning of property
 - Proposed zoning of property
 - Description of new building, purpose, and parking information
 - Meeting date, time & place
 - “Alderman Flores has been invited and he will make every effort to have a representative from his office attend the meeting.”

Meeting Agenda

- A representative from the Alderman’s office or the WBNA will run the meeting
- Builder shall present project to attendees
 - Must have copies of site plan and renderings for everyone
 - All elevations should be accurate and complete
- Attendees shall be able to ask questions and offer opinions