

BOZA Community Support Guidelines for Residential and Commercial Appeals in Tremont

Tremont West Development Corporation is dedicated to supporting residential and commercial development in Tremont that improves the living, business and cultural conditions for all of the neighborhood. While TWDC can provide valuable technical support and know-how for individuals or businesses seeking zoning variances, this document is designed to provide a uniform set of guidelines for seeking block club approval and organizational support in the form of advocacy from TWDC for both residential and commercial zoning variance requests. These guidelines are designed for use by:

- Tremont residents
- Applicants seeking BOZA variances
- Block clubs
- TWDC Committees

Certain members of the TWDC staff will be familiar with these guidelines and can assist anyone with questions about the process and how to get onto the relevant block club and TWDC Committee agendas. TWDC will also make copies of these Guidelines available to anyone who has an interest in a particular BOZA matter.

1. Variance Applicants to Follow Guidelines When Requesting TWDC Committee Support

BOZA variance request applicants should be instructed to follow these guidelines when seeking community and TWDC support for their request. Once the applicant demonstrates to the appropriate TWDC committee that it has followed these guidelines, the committee may then decide whether to support, oppose, abstain from voting on, or table the applicant's request for further discussion.

2. Get on the Local Block Club's Agenda

Either through the local community organizer or through the block club chair(s), the BOZA applicant should get its matter onto the agenda for the next block club meeting in order to present his or her request to the local community. The request to be added to the agenda should be made at least 14 days in advance of the next meeting to allow for proper notice to the residents. The relevant TWDC committee will consider extenuating circumstances if the applicant is unable to get onto the block club agenda through no fault of his or her own, e.g., the block club is not meeting regularly, etc.

3. Present Request to Block Club

The applicant should fully present the facts and implications of his or her request to the block club and field any questions from the people in attendance. If the block club decides to vote on the matter, it may vote in favor of support, conditional support, or opposition to the request or it may choose to do nothing. The rules for voting on such a matter will be pursuant to that individual block club's bylaws. When presenting to the local block clubs, the applicant should provide the following, as applicable:

- Site plans and current architectural drawings
- Floor plans, height and size of units, types of materials to be used
- Estimated project timeline
- Anticipated price points
- Rationale of site selection and design choices
- Anticipated subsidy requests
- Review of presentation materials/images
- Thorough discussion of required variances and or deviations from the community master plan (parking, setback, etc.)

4. Meet with any Property Owners Directly Affected by the Applicant's Request

If the variance request directly affects one or more property owners in the block club, as determined by BOZA, the applicant should make efforts to present its case to those property owners if they were not present at the block club meeting.

5. If Practical, Meet with Neighbors Indirectly Affected by the Applicant's Request

Even if the applicant's request does not immediately impact the neighbors near the location for which the variance is sought, the TWDC highly recommends that the applicant reach out to them prior to addressing the TWDC committees.

6. Contact Appropriate TWDC Committee and Get on the Agenda for the Next Meeting

At least 7 days prior to the next meeting, the applicant should contact TWDC to determine the appropriate TWDC Committee and request to be added to the agenda for that committee's next meeting. Once on the agenda, the applicant should present its case to the committee.

7. Committees to Refrain from Offering Support for Applicant if Guidelines Were Not Followed

The TWDC committee generally should not offer any support for or against a particular applicant's request for a zoning variance if the applicant has not met with the local block club and any local residents who will be directly impacted by the applicant's request. The committee may consider mitigating circumstances for not following the guidelines.

8. Simple Majority Vote in Committee Sufficient for Support or Opposition to the Request

Upon hearing the applicant's presentation, the TWDC committee may vote to either support, conditionally support or oppose the applicant's request. A simple majority vote amongst voting members of the committee shall be sufficient. Once a decision is made, the committee may choose to write a letter to BOZA expressing its support or opposition to the request.

9. Committees to Grant Considerable Weight to Block Club Decisions

While the TWDC Committees will grant considerable weight to the outcome reached by the block club on a particular matter, they are also obligated to consider any other relevant information, including the neighborhood plan. The goal of these guidelines is to provide a fair and consistent process for obtaining local community support for a BOZA request. It is not the intention of the guidelines to cede the decision making power to the block clubs exclusively.