



VIA ELECTRONIC MAIL

September 16, 2022

Mr. Billy Ocasio
President and CEO
National Museum of Puerto Rican Arts and Culture
3015 W Division Street
Chicago, IL 60622

Dear Mr. Ocasio:

Thank you for making your team available for our discussion on August 12, 2022 concerning the archive storage building that you are constructing adjacent to the National Museum of Puerto Rican Arts and Culture (“NMPRAC”), and for agreeing to stop construction until a building permit is applied for with the City of Chicago. We wanted to document in writing what we discussed with your team on our call and reiterate some of our concerns and what we see as vital next steps to initiate the process. We are sure that you share our concerns about the safety of the construction and the procedural requirements of the project. We value our partnership with the museum and will support you as best we can to rectify the situation.

As we discussed, under the 2014 lease agreement, specifically Section 4. related to Construction and Financing, the museum has the right to make improvements to the museum, but the language is clear that prior to the commencement of any improvements the museum is to submit a plan and design of both completed and proposed improvements to the Chicago Park District for review and approval. The museum is further required to obtain prior written approval before implementation of any proposed improvements. Unfortunately, the Park District found out about the construction project commencing when we received calls from the public asking what building is being constructed. There may have been discussions with various staff at the Park District about the idea of a project, but that does not substitute for the formal requirements under Section 4 of our lease. We are available to assist the Museum going forward. Any site plans or drawings should be sent to the Department of Planning directly to my attention at heather.gleason@chicagoparkdistrict.com or to the General Superintendent’s office with a copy to the Planning Department, requesting our review and approval. Please send me the latest drawings via email, or if you wish to send hard copies, they can be sent to Heather Gleason, Director of Planning and Construction, 541 N. Fairbanks, 3rd Floor, Chicago Illinois 60611.

We also learned on our call that neither an access permit through the Chicago Park District, nor a building permit through the City of Chicago had been applied for or secured. Claudine Malik, Project Manager from our team, sent you the access permit information via email plus attachments on 8/22/2022 and we further explained that your

General Contractor is the entity that needs to apply for the permit with us. The access permit process is intended to provide a vehicle for entities to do work on Chicago Park District property with proper insurance to cover all parties involved, as well as to ensure that any damage done to park property during construction is restored to its original condition. Please fill out the paperwork sent to you by Ms. Malik and you may reach her at claudine.malik@chicagoparkdistrict.com should you have any questions.

Administration Office

541 North Fairbanks
Chicago, Illinois 60611
(312) 742-7529
(312) 747-2001 (TTY)
www.chicagoparkdistrict.com

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With respect to the City of Chicago building permit, please understand that the Chicago Park District is not exempt from building permits. We seek building permits on new building structures to ensure that building codes are followed for public safety. In your 9/15/2022 email, you have agreed to stop construction and seek a building permit for this project from the City of Chicago Department of Buildings. In the meantime, please secure the construction site with appropriate construction fencing with locks that prevent the public from accessing it for public safety purposes. Please also provide us with a permit number and the address under which you applied as soon as possible. We would like to check in on your progress by Wednesday, September 21st.

Lastly, the Chicago Park District applies for many state grants and each of them have different requirements. You indicated that you had received a state grant for this project. Please reach out to the state entity that issued the grant to see what procedures are needed for your project to proceed to construction and please provide us with a copy of that verification. As Humboldt Park is on the National Register of Historic Places and the Stable Building is a registered, City of Chicago Landmark, there may need to be a drawing review by the State Historic Preservation Office (“SHPO”) as part of your grant requirements. We are happy to put you in touch with who we coordinate with at the SHPO’s office if need be.

We have presented a long list of next steps here, but we wanted to document the items we discussed this week to be clear on what still needs to be done. We appreciate the cultural programming the museum provides to the residents of the City of Chicago and value our continued partnership in that regard. Please feel free to reach out to us should you wish to discuss this further. You can reach me at 312-742-4685 or via email.

Sincerely,

Heather Gleason
Heather Gleason (Sep 16, 2022 17:56 CDT)

Heather Gleason
Director, Planning and Development

CC: David Hernandez, Chairman National Museum of Puerto Rican Arts and Culture
Luis Martinez, LAM Associates, Inc.
Heather Keil, Interim General Counsel, Chicago Park District
Tiffany Sostrin, Director of Legislative Affairs, Chicago Park District
Raquel Maldonado, Area Manager, Central Region, Chicago Park District
Claudine Malik, Project Manager, Chicago Park District