

South Tabor Neighborhood Association

3-Step Notification and Community Engagement Process

The following 3-step notification policy was approved by the South Tabor Neighborhood Association (STNA) Board on April 20, 2017, to allow more meaningful and timely input about the growth of the neighborhood. If you have questions about meetings and notifications, please contact STNA.

1 Notification for Proposed Projects

- a) **Commercial, mixed use, and/or multifamily projects $\geq 5,000$ SF or ≥ 5 units proposed within the South Tabor neighborhood should provide notice to the following potentially affected nearby stakeholders:** business association, neighborhood association, local historical society [if impacting any permanent structure built prior to 1940*], and adjacent neighboring properties and residents (including rental apartments) within a 500-foot radius. **This date threshold is based on the age of the traditional quality building stock in SE Portland.*

2 Neighborhood Association Visit(s)

When to come to the neighborhood association: A minimum of one visit to the neighborhood association is encouraged (required if on Division Street, per City policy) to present an overview of the project to area residents, businesses, and property owners. However, two visits to the project’s neighborhood association (NA) are encouraged as follows:

1. Suggested courtesy visit to the NA at the “conceptual design” stage: Visit to the NA to gather general feedback and give early notice. Timeframe: ideally within 90–180 days prior to submittal.
2. Pre-permit visit: Building applicants should make a presentation visit the NA not less than 60 days prior to building permit submittal.

What project materials to bring to NA meeting:

1. Site plan and proposed building footprint/plan – Minimum of 15 - 8x11 copies denoted with scale, north arrow, existing trees (and size of DBH – depth at breast height), and showing adjacent surrounding development.
2. Building façade elevation drawings showing proposed building in context with existing adjacent building and block development.
3. Solar shading analysis – Illustration of solar shading impacts to adjacent development
4. Privacy and view impact analysis drawing showing how the placement of windows and balconies may or may not impact adjacent neighboring properties privacy and may impact any important public views.

3 Follow up: Applicant Comment and Response Form

An applicant should document and submit a list of comments received from the NA meeting to the NA with a responding statement for each comment as to how each are being considered.

Neighborhood Association: Date of Visit:	Applicant: Owner:
SAMPLE NEIGHBORHOOD COMMENTS 1. Preserve mature tree at NE corner 2. Prefer balconies at street 3. Vary window patterns – continuity with variation 4. More street entries desired 5. Step building height up and down 6. Vary rooflines 7. Commercial at the first floor, smaller affordable commercial spaces requested 8. More family-friendly unit sizes and amenities	SAMPLE APPLICANT RESPONSE 1. Will relocate on-site to preserve 2. Now included on SE façade 3. Incorporated exist. neighborhood patterns for storefront window design 4. Added more frequent entries 5. Will consider this to maintain better solar access 6. Will discuss with architect 7. Cannot make this work with program without amenities bonus 8. Redesigning midblock of building to include shared courtyard with more green space and art; added several 2- and 3-bedroom units