

Housing Demolition Program

Program Activity

Demolition, On-Site Improvements and Acquisition

The goal of this program is to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. Activities include demolition of dilapidated structures, grading, installation of water and sewer service lines, and other on-site improvements, property acquisitions where it is deemed in the best interest of the City of Columbia.

The demolition program will bring about physical improvements to the living environment through the removal of dilapidated buildings causing an immediate threat to public health and safety in the NRT area. As the physical environment of the NRT area continues to improve, the city hopes that the crime rate in the area will reduce, and the number of owner-occupied homes will increase—both of these factors will be of tremendous benefit to the quality of life of the residents. Property values should also increase.

GUIDELINES

The City-sponsored program is designed to address buildings that present an immediate and imminent hazard to the public. Owners of these buildings have a choice whether to have their buildings:

- repaired privately,
- acquired and/or demolished by the City, or
- demolished privately

For property owners who chose to have their buildings demolished privately, hiring a qualified demolition contractor was the desired approach. Property owners must use qualified contractors for demolition.

Property owners choosing to use the City's available resources can either contract with the City using Federal CDBG funds and City approved Demolition Contractors; or

Upon request of the property owners, and where deemed necessary, owners may request that the City acquire and demolish the property.

Acquisitions

Property owners who are unable to demolish, maintain the property or desire to continue ownership; may make a request to the City to acquire the property. The City will review the request on a case by case basis based upon the needs and best interest of the City.

All acquisitions must comply with Section 104(d) of the Housing and Community Development Act of 1974, as amended; 49 CFR Part 24; 49 CFR Part 42 and 24 CFR 570.606 (see attached brochure).

I. Processing Offers to Purchase

a. Establishing Priority Projects:

Generally, the City will consider all requests for the City to purchase properties for extenuating circumstances. Acquisitions undertaken under this program must meet the following requirements:

1. Property must be vacant a minimum of one year unless posing an eminent public danger;
2. Property must be un-repairable, in that it cannot be brought up to the City's Property Maintenance code using up to \$30/square foot of conditioned space;

3. The City Manager must declare “the transaction to be vital and necessary and in the best interest of the City.

b. Owner Representation:

The City Manager may delegate the Community Development Department (CDD) to represent the City of Columbia, Missouri for all real property assets acquired under the Demolition Program.

c. Signature Authority:

It is our policy to everything possible to ease the burden and stress by adopting a “customer first” approach. To ensure a rapid response to requests and offers, any of the following City of Columbia personnel are authorized to sign and execute sales contract documents. The authorized personnel to sign Demolition Program Contract documents are:

Mike Matthes (*or duly authorized Representative*)
Tim Teddy

City Manager
CDD Director

Demolition Procedure

The Demolition Program generally has an initial phase four phases that DPD must be take into consideration for health and safety. Initially, there should be an information gathering phase. Issues to be covered include, but not limited to:

- utility and service location, disconnection and removal;
- environmental concerns – hazardous waste, chemicals, air borne, friable material, EPA regulations and requirements, environmental justice, etc.;
- historical and archeological concerns;
- federal funding requirements, including Section 104(d), one for one replacement;
- eligible and best use of funds;
- for some projects, public notifications and the right of concerned citizens to comment on the proposed activity on the impact the project may have on them or their community.

Step-by-Step Procedure

1. Application submission or referral documentation from Office of Neighborhood Services

All projects undertaken under this program must have a completed application and project file documentation (*see project file checklist*). *This application is holistic and forward looking by anticipating where possible; a planned end use for the property is known and planned for.*

2. Project Review and Applicable Requirements

- Applications received will be reviewed for completeness and/or missing information/documentation.
- Rehabilitation Feasibility Analysis is performed to determine whether the structure is/is not feasible to rehabilitate. In order to be cost effective, the City will determine if a home can be rehabilitated to the City’s property maintenance code for up to \$30/sq. ft. of conditioned space.
- The house must be documented as being vacant for at least one year as defined by Section 104(d) of the Housing and Community Development Act.
- The structure must be located in the Neighborhood Response Team Area of the City (see attached maps).

- Future use of the property. The property may be commercial or residential; however, the proposed use of the property must also be considered in determining the terms of the loan, CDBG national objective requirements, and level of environmental review. Generally, where the future use of the property is not known, the spot blight and blight national objective will be used, if not, where a property is to be redeveloped after the demolition, the final use of the property must be consistent with the City's Consolidated Plan.
- Where the final use of the property is for redevelopment of a building that is non-residential, or is residential and includes the construction eight or more housing units, HUD determined prevailing wage rates apply to the project.

3. Inspection Phase: Upon a determination of eligibility and the scope of a project, DPD will inspect the property and provide a cost estimate to the owner, including:

- Asbestos inspection and Remediation Cost Estimated
- Sewer Tap Inspection by Public Works and Estimate where appropriate

4. Completion of Historic Preservation and Environmental Review

- The City is responsible for conducting a complete Historical Preservation review. Applicants should be aware that the State Historic Preservation review and determination can take up to 30 days once received by the City.
- The City is responsible for conducting a complete environmental review.

5. Work Write-Up and Procurement of Contractor (s): Demolition activity funded under this program must have a work write-up approved or developed by the City. Property Owners may secure demolition bids from qualified contractors; however, the City will review and make necessary changes to the scope of the work write-up prior to approval to ensure all requirements are met.

6. Agreement for Demolition:

Once the project and scope and a qualified contractor has been selected and approved, the City will create an Agreement covering the conditions and terms of the funding assistance. This Agreement shall be between City, Owner and shall include the conditions of closing and loan documents; along with a time schedule and completion deadline.

7. Demolition Permit Application

The Owner and/or Contractor is required to apply to the Department of Public Works for a Demolition Permit and submit all required supporting documentation.

8. City Historic Preservation Public Notice Period

Once a Demolition Permit application is made, the City is allowed 10 days to hear public comments on the project activity regarding historic preservation issues. The demolition applicant must receive a Notice of Approval from the City in order to move forward and receive a Notice to Proceed by the City.

9. Notice to Proceed by City

Upon receipt of the Notice of Approval from the City Historic Preservation Officer and upon meeting all terms and conditions under the Demolition Funding Agreement, a Notice to Proceed for the demolition activity will be issued by the City.

10. Construction, Inspections, and Funding Draw Down

The City will from time to time perform site visits to ensure program and contractual compliance.

To submit a request for fund draw downs the following applies

- Drawn Request Form & Approved C/O's executed by the Owner and Contractor.
- Support Documentation for Draw [ie., bills, receipts, lien waivers, disposal tickets, etc.)
- Inspection approval by Dept. of Public Works.

The Owner must not be in breach of contract for funds to be released.

11. Final Inspection & Approval All final inspections and clearances must be received and lien waivers submitted to proceed to project close-out

Properties may be vacant for shorter periods provided the demolishing is declared an emergency and poses an eminent health and/or safety risk to the public.