

CITY OF MANTORVILLE
Procedure for the Demolition and/or Relocation of Historic Property

1. Project Proposer advises the City they intend to demolish or relocate a building or structure.
2. The City Clerk-Treasurer confirms and advises the following, in writing:
 - a) The building or structure is located in the Historic District.
 - b) The building or structure is listed on the National Registry of Historic Places?
 - c) A Demolition or Relocation Building Permit shall be required.
 - 1) The Demolition or Relocation Permit shall not be complete until approval of the EAW.
 - 2) Approval of the EAW means, the decision on the EAW is published. The 60 day rule does not begin until the date of the publication and all other required documents are received and complete. There is an inspection after the demolition or relocation. There could be (2) two inspections, depending on a decision by the inspection company.
 - 3) An EAW (Environment Assessment Worksheet) shall be required.
 - a. This is mandated by Minnesota Administrative Rules, 4410.3000 – Mandatory EAW Categories, Subpart 31., Historical Places. It specifically cites the destruction or relocation of properties listed in the National Register of Historic Places require an EAW.
 - 4) Recommendation from the Mantorville Restoration Association (MRA)
The recommendation should be addressed to the Council and shall be required.
3. The City Clerk-Treasurer advises RGU:
 - a) Of the project and the requirement of an EAW. Begins the EAW preparation period. (Start Project File)
 - b) Of need for a minimum of technical support or complete consultant support. Obtain a scope of services and fees.
4. Pre-process meeting with the City Clerk-Treasurer and the Project Proposer.
 - a) Establish cost limits and payment schedule
 - b) Explain the expectations the RGU requires of the project proposer.
5. EAW Preparation Period & Process
 - a) Submission of the EAW with all questions answered and any required supporting data. The Project Proposer may obtain a Consultant, at their expense, to prepare the EAW for submission to the RGU.
 - b) The City Clerk-Treasurer and/or Technical/Consultant review of the submittal, for completeness. If not complete, a written list of items and comments are returned to the Project Proposer, for completion.
 - c) Return of the requested data and supporting materials by the Project Proposer.
 - d) The City Clerk-Treasurer and/or Technical/Consultant review of the submittal for completeness.
 - e) The City Clerk-Treasurer notifies the Project Proposer, in writing the data is complete. This begins the 30 review period.
 - f) The City Clerk-Treasurer has 30 days to add additional information, revise the text as necessary and send to the Technical/Consultant for review and return.
 - g) The RGU reviews and approves the EAW completion. The RGU approves the EAW for distribution. This is the end of the 30 day EAW preparation period. Written notice of the approval of the EAW completion and approval for distribution, to the Project Proposal.
 - h) The City Clerk-Treasurer distributes the EAW to those on the distribution list. (See attached.) Plus local institutions.

- i) The RGU issues a Press Release (Copy sent to the Project Proposer).
- j) 30 Day Public Comment Period Begins
 - 1. Notice published in EQB (Environmental Quality Board) Monitor 7 to 21 days after receipt of the EAW; 30 Day Comment Period begins date of publication. (EQB publishes twice monthly.)
 - 2. All questions and/or comments shall be written and submitted to the City Clerk-Treasurer.
- k) 30 Day Public Comment Period
 - 1. The RGU determines if the City Clerk-Treasurer will answer the questions and/or comments or if they will be forwarded to the Project Proposer, to respond.
 - 2. City Clerk-Treasurer prepares Findings of Fact – If EIS may be required.
 - 3. RGU determines if the project needs an EIS (Environmental Impact Statement). If required, the RGU shall send written notice to the Project Proposer for their response.
- l) 30 Day judicial appeal period begins
- m) RGU distributes notice of decision
 - 1. Notice published in the EQB Monitor 7 to 21 days after receipt of the decision.
 - 2. The EAW is not approved until the publication date.
- n) The publication date is the 1st day of the 60 day rule.

Time Line:

EAW PREPARATION

Day 1 -	Project Proposer advises the City Clerk-Treasurer of the intended demolition or relocation of a structure listed on the National Registry of Historic Places located within the Historic District.
Day 2 -	<p>Advises the Project Proposer of the required documentation.</p> <p>City Clerk-Treasurer provides the required documents available from the City and other documents, to the Project Proposer.</p> <ul style="list-style-type: none">• EAW (Environmental Assessment Worksheet) and completion guidelines to the Project Proposer.• Demolition and/or Relocation Permit Application• Recommendation Letter from the Mantorville Restoration Association (MRA)• Notification of Intent to perform a demolition. Not required for a relocation• Demolition/(Relocation) Mover's Contractor's License• Demolition/(Relocation) Mover's Contractor's License• Copy of report for inspection of ACM (including analytic method).• Copy of report for inspection of PCB.• Copy of report for inspection for Mercury.• Copy of report for inspection for Refrigerants/CFCs/HCFs.
Day 3 - 33	The Project Proposer submits the EAW to the City Clerk-Treasurer. (Estimated 30 days.)
Day 34 - 39	The City Clerk-Treasurer and/or Technical/Consultant review of the submittal, for completeness. If not complete, a written list of items and comments are returned to the Project Proposer, for completion.
Day 40 – 50	The Project Proposer submits the updates or correction for the EAW.
Day 51 - 56	The City Clerk-Treasurer and/or Technical/Consultant review of the submittal, for completeness. (1 to 5 working days)
Day 57	<u>30 Calendar Days</u> EAW data submittal is complete. The City Clerk-Treasurer notifies the Project Proposer that the EAW is complete. The <u>RGU has 30 calendar days to complete and approve and distribute.</u>
Day 58 - 87	The City Clerk-Treasurer and/or Technical/Consultant complete/s the EAW. The RGU approves the EAW completeness and approves it for distribution.
Day 88 - 93	The City Clerk-Treasurer distributes the EAW to the distribution list.
Day 94	The City Clerk-Treasurer issues press release.
	<u>30 Calendar Day Public Comment Period</u>
Day 95 - 125	The Public Comment Period begins after publication date. (30 calendar days)
	The Notice is published in the EQB Monitor – 7 to 21 days after receipt of EAW
Day 126	Public Comment Period ends.
	<u>30 Day EIS Need Decision</u>
Day 127 – 157	RGU decides if project needs EIS, prepares findings of fact and responds to comments.
Day 158	<u>30 Calendar Day Judicial Appeal Period Begins</u>
Day 159 – 189	30 day judicial appeal period ends
Day 190	City Clerk-Treasurer distributes notice of decision
Day 191 – 212	Notice published in EQB Monitor 7 to 21 days after receipt of decision. Published on the 1 st and 3 rd Monday of the month.
Day 212	<u>EAW Complete on Publication Day</u>

Day 213

By this date the following documents should be submitted to complete the Demolition/Relocation Permit Application.

- Demolition and/or Relocation Permit Application
- Recommendation Letter from the Mantorville Restoration Association (MRA)
- Notification of Intent to perform a demolition. Not required for a relocation
- Demolition/(Relocation) Mover's Contractor's License
- Demolition/(Relocation) Mover's Contractor's Certificate of Insurance
- Copy of report for the successful removal ACM , prior to issuance of Demolition Permit.
- Copy of report for the successful removal of PCB prior to issuance of the Demolition Permit.
- Copy of report for the successful removal of Mercury prior to issuance of the Demolition Permit
- Copy of report for the successful removal of Refrigerants/CFCs/HCFs prior to issuance of the Demolition Permit.