

City of Kingman, AZ



FAÇADE IMPROVEMENT PROGRAM GUIDELINES



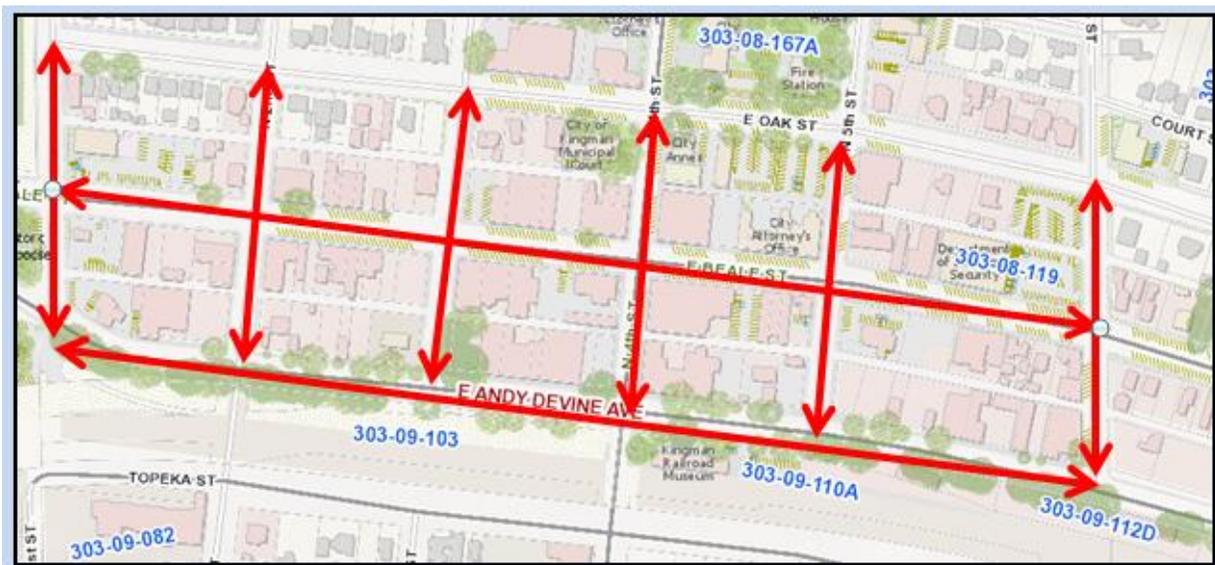
OVERVIEW AND PURPOSE

The purpose of the Façade Improvement Program (FIP) is to improve the appearance of the Façade, the street-facing exteriors of commercial buildings in Downtown Kingman.

The Program's mission is to stimulate revitalization and private sector capital investment by proactively addressing deteriorating property conditions and encouraging improvements which increase economic vitality.

For the 2019/2020 budget cycle, a total of \$20,000 is budgeted for the FIP. An unlimited number of applicants may apply for matching funds to improve the street-facing exteriors of commercial buildings in Downtown Kingman until all FIP funds have been expended.

For the first year, the Downtown Kingman FIP area will include commercial buildings on Beale Street from 1st Street to 6th Street and include the commercial buildings on the 1st through 6th (addressed as fronting the numbered street) between Andy Devine Ave and Oak Street.



FIP PROGRAM (CONT'D)

The FIP is managed by the City of Kingman's Economic Development Department. If you have any questions, please contact:

Sylvia Shaffer
Economic and Development Manager
Retail and Commercial Specialist
(928) 753-8131
sshaffer@cityofkingman.gov

FIP applications are available on the Economic Development website:

<https://www.choosekingman.com/site-selection/incentives-programs>

Applications will be reviewed and approved by team members from the Economic Development Department, Community Development Service and a Historic Preservation Commission subcommittee.

Once the application is approved, the applicant will be notified how much they have been awarded and can move forward with the project. The façade improvements must be complete within 6 months. Matching funds from the City will be a reimbursement once all work is complete.

ELIGIBILITY CRITERIA

Eligible participants of the FIP include property owners and tenants of commercial buildings within the designated area of Downtown Kingman. A tenant who is leasing commercial or residential space must have written approval from the property owner to participate.

Eligible participants must propose a façade improvement that will contribute to the visual enhancement of the property as viewed from the public right of way. Improvements should incorporate elements that are harmonious with other existing commercial buildings in Downtown Kingman.

Eligible Improvements

1. Exterior painting
2. Cleaning
3. Façade repair
4. Plants and landscaping
5. Awnings and canopies
6. Doors and windows
7. Façade and display window lighting
8. Fascia, tile, trim, metal work and other decorative elements
9. Business signs (does not include painted signs on building)

FIP PROGRAM (CONT'D)

Ineligible Improvements

1. New building construction
2. Improvements to buildings constructed within the last 5 years
3. Equipment
4. Roof repairs
5. Billboards
6. Security systems
7. Non-permanent fixtures
8. Installation of razor wire and metal bars
9. Personal property
10. Interior window coverings
11. Any interior work
12. Parking lot paving and striping
13. Any improvements not visible from the public right-of-way
14. Any items that are not allowed by the City of Kingman building code

FAÇADE IMPROVEMENT PROGRAM ADMINISTRATION

Project Reimbursement Limits and Applicant Match Requirements

Property Type	Minimum Total Project Cost	Applicant Match Requirement	Maximum Reimbursement
Commercial	\$1,000	20%	\$ 4,000

Any improvements that will encroach into the public right-of-way will need to obtain an encroachment permit from the Engineering Division. All improvements that require a building permit must be completed by a licensed contractor. Property owners of registered historic commercial buildings should consult with the State Historic Preservation Office on proposed façade improvements.

Façade improvements must be permanent to the structure/façade and remain as part of the property if the building is sold or the applicant moves to a different location.

Applicant requirements:

Any commercial property owner or tenant (with written authorization from the property owner) for improvements may apply for the FIP if they meet the following requirements:

1. The property owner/tenant must not owe any outstanding taxes, fees, judgments, or liens to any government entity.
2. The business owner must have a current City of Kingman business license.
3. The property cannot have any outstanding zoning violations on the property.

FIP PROGRAM (CONT'D)

Eligible applicants may apply for the FIP more than once; however, a property cannot be awarded funding more than once in any one-year period.

If City Code violations exist on the property, the owner/tenant may apply to the program but will not receive any reimbursement until all violations have been remediated.

Application Process

1. Applications will be accepted continuously until funds have been expended.
2. FIP applications must include the following:
 - a. A complete application; incomplete applications will not be reviewed
 - b. Site plan with proposed façade renovations
 - c. Photographs of the existing condition
 - d. Supporting documentation of proposed façade renovation such as paint colors, awning materials, etc.
 - e. Estimated total project costs with at least three (3) attached licensed contractor bids
 - f. If a tenant is the applicant, a permission letter from the propertyowner
 - g. Title Report
3. **Application Review Process:** Team members from Economic Development will review each application for completeness. A review team which includes team members from Economic Development, Community Development Services and a Historic Commission subcommittee will review the applications and make recommendations. The Economic Development Department will make the final determination to identify and award funding for applicable proposed façade improvement projects. The review will be based on the following criteria:
 - a. Proposed renovations will be harmonious with the desired look for Downtown Kingman.
 - b. Preference will be given to applicants that commit more than the minimum match required.
 - c. Linear feet of façade to be improved
 - d. Contractor selected, with preference to City of Kingman contractors
 - e. A subcommittee from the Historic Preservation Commission will review and approve proposed exterior paint colors.
4. **Formal Notice to Proceed:** Following approval, the Economic Development Department will issue a formal "Notice to Proceed." Any work initiated before the City's issuance of the "Notice to Proceed" will not be eligible for funds reimbursement.
5. **Start of Façade Improvement:** After "Notice to Proceed," but prior to work starting, the applicant must secure any required City of Kingman building, encroachment, or any other related development permits.

FIP PROGRAM (CONT'D)

6. **Committee Inspection:** FIP team members will inspect the completed project to ensure that work was performed as outlined in the application. This inspection does not replace or supersede any additional inspections that may be required by Community Development Services.
7. **Submission of Project Expenses:** The applicant must submit copies of paid bills, cancelled checks, contractor lien waivers and receipts for reimbursements. Each submission must also include photographs (before and after improvements) and descriptions of the work completed. No reimbursement will be made until all improvements have been completed to the specifications approved by the Economic Development Department and Community Development Services.
8. **Applicant Reimbursement:** The applicant is reimbursed up to the amount of the approved grant. Work must be completed within six (6) months of the stated start date unless otherwise noted in the application.