

**CITY OF KINGMAN**  
**HISTORIC PRESERVATION COMMISSION MEETING**  
**SPECIAL MEETING AGENDA**  
**MONDAY, March 21, 2016, 5:30 P.M.**  
**City Council Chambers – 310 N. 4<sup>th</sup> Street, Kingman, Arizona**

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**HPC MISSION STATEMENT**

The mission of the Kingman Arizona Historic Preservation Commission (HPC) is to foster and encourage responsible identification, evaluation, protection and enhancement of local historic and archeological properties and to encourage the protection of historic and archaeological resources that are associated with important past events, themes, and people of our community.

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**Chairperson:** Laura Hansen  
**Vice Chairperson:** Nannette Russell  
**Members:** Scott Dunton  
Angele Florisi  
Jim Hinckley  
Vacant  
Vacant

**Council Liaison:** Jen Miles

**Staff Liaison:** Bill Shilling

**Call to Order and Roll Call**

- 1. Discussion and possible action on filling a commission vacancy**  
Commissioners will discuss and possibly recommend filling a vacancy on the HPC.
- 2. Presentation on the “Proposed Historic Overlay District”**  
Kingman Downtown Merchants Association will share a Proposed Historic Overlay District presentation. This is not a discussion item.
- 3. Downtown District planning and ordinance development**  
Staff will present a proposal of a future Downtown District(s). HPC members may discuss and take action on the proposed districts and ordinances including a proposed Curb Appeal Program.

**COMMISSIONERS COMMENTS**

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings and requests for reports from staff.

**ADJOURNMENT**

POSTED:  
City Complex: 310 N 4th St  
Date:

Posted by:

Time:

POSTED:  
Dev. Services Dept., 310 N. 4<sup>th</sup> Street  
Engineering Dept., 220 N. 4<sup>th</sup> Street  
Date:

Posted by:

Time:



CITY OF KINGMAN  
BOARDS AND COMMISSIONS APPLICATION

15 DEC 4 10:21 02S

FOR MEMBERSHIP ON THE PLANNING & ZONING COMMISSION  
Estimated hours per month you can devote to this group: \_\_\_\_\_

Name BROOKE FIX Home Phone # \_\_\_\_\_

Address [REDACTED] Alternative Phone # [REDACTED]

Zip Code 86401-5613

Email [REDACTED] Resident Located in -

Kingman City Limits

Mohave County

Length of Residency 10 YEARS Are you a registered voter? Yes  No \_\_\_\_\_

If asked, I would be willing to serve on another board or Commission. Yes  No \_\_\_\_\_

List other boards or commissions interested in:

\_\_\_\_\_  
\_\_\_\_\_

1. List your educational background. \_\_\_\_\_  
HIGH SCHOOL GRADUATE 2 YEARS COLLEGE - NO DEGREE

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

I AM A RETIRED MANUFACTURING ENGINEER. DURING MY WORKING YEARS I WAS V.P. & GENERAL MANAGER OF A COMPANY WITH 600 EMPLOYEES. ALSO PRESIDENT OF A SMALLER COMPANY WITH 65 EMPLOYEES

3. Describe your involvement in the Kingman community. CURRENT PRESIDENT OF KINGMAN TENNIS CLUB, INC. FORMED THE CLUB AND VERY ACTIVE NOW.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

CURRENTLY SERVING ON CITY'S PERSONNEL BOARD. ALSO SERVED TWO YEARS ON ~~PUBLIC~~ MUNICIPAL UTILITIES COMMISSION and was CHAIRMAN OF THAT COMMISSION.

5. Describe why you are interested in serving in this position. \_\_\_\_\_

IT LOOKS LIKE THERE IS AN OPENING AND I WANT TO HELP

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: \_\_\_\_\_

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4<sup>th</sup> Street, Kingman.

Board of Adjustment	As Needed
Building Board of Appeals	As Needed
Business License Review Board	As Needed
Clean City Commission	3rd Thursday/Monthly @ 5:00PM
Economic Development Marketing Commission	2 <sup>nd</sup> Wednesday/Monthly @ 7:30 AM
Golf Course Advisory Committee	3rd Wednesday/odd months @ 4:30PM
Historical Preservation Commission	4 <sup>th</sup> Tuesday/odd months @ 5:30PM
Industrial Development Board	As Needed
Local Public Safety Personnel Retirement Board	As Needed
Municipal Property Corporation	As Needed
Municipal Utilities Commission	4th Thursday/Monthly @ 5:30 PM
Parks & Recreation Commission	3rd Wednesday/odd months @ 6:30PM
Personnel Board	As Needed
Planning & Zoning Commission	2nd Tuesday/Monthly @ 6:00PM
Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2 <sup>nd</sup> Tuesday/1 <sup>st</sup> month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant B. [Signature] Date 12-4-2015

Please return this application to:

City of Kingman  
City Clerk's Office Fax (928) 753-6867  
310 North Fourth Street  
Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

*Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.*



CITY OF KINGMAN  
BOARDS AND COMMISSIONS APPLICATION

*JK*  
16 MAR 11 13:59 42s

FOR MEMBERSHIP ON THE HISTORICAL PRESERVATION COMMISSION  
Estimated hours per month you can devote to this group: \_\_\_\_\_

Name JACQUELINE HUNTOON Home Phone # [REDACTED]  
Address [REDACTED] Alternative Phone # [REDACTED]  
Zip Code 86401 Cell \_\_\_\_\_  
Email [REDACTED] Resident Located in -  
Kingman City Limits   
Mohave County

Length of Residency 13 YEARS Are you a registered voter? Yes  No \_\_\_\_\_  
If asked, I would be willing to serve on another board or Commission. Yes \_\_\_\_\_ No   
List other boards or commissions interested in:  
\_\_\_\_\_  
\_\_\_\_\_

1. List your educational background. B. ARCH UNIVERSITY OF ARIZONA

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.  
NOT CURRENTLY EMPLOYED. PREVIOUSLY EMPLOYED:  
JACQUELINE HUNTOON, ARCHITECT, PAA ARCHITECTS AND PLANNERS, ROBISON ALLYN ASSOCIATES ARCHITECTS

3. Describe your involvement in the Kingman community. I HAVE TAUGHT PRE-SCHOOL SUNDAY SCHOOL FOR YEARS, TUTORED MIDDLE SCHOOL STUDENTS IN ALL SUBJECTS, PARTICIPATED IN FOOD DRIVES + COMMUNITY CLEAN UPS EVERY YEAR HERE.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.  
I AM A PAST PRESIDENT OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE, SOUTHERN AZ CHAPTER WITH EXPERIENCE REHABILITATING SEVERAL HISTORIC PROPERTIES.

5. Describe why you are interested in serving in this position. I HAVE ALWAYS HAD A LOVE OF HISTORY WITH A CAREER FOCUS ON PRESERVATION THIS POSITION IS IN LINE WITH THOSE INTERESTS.

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: NONE. I HAVE NO CURRENT PROJECT / POLITICAL TIES.

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4<sup>th</sup> Street, Kingman.

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Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2nd Tuesday/1st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant Jacqueline Hunds Date 3/10/16

Please return this application to:

City of Kingman  
 City Clerk's Office Fax (928) 753-6867  
 310 North Fourth Street  
 Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

*Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.*



CITY OF KINGMAN  
BOARDS AND COMMISSIONS APPLICATION

FOR MEMBERSHIP ON THE Historical Preservation Commission  
Estimated hours per month you can devote to this group: open

Name Joni Millin Home Phone # [REDACTED]

Address [REDACTED] Alternative Phone # [REDACTED]

Zip Code 86401

Email [REDACTED] Resident Located in -

Kingman City Limits

Mohave County

Length of Residency 19 Are you a registered voter? Yes  No

If asked, I would be willing to serve on another board or Commission. Yes  No

List other boards or commissions interested in:

\_\_\_\_\_  
\_\_\_\_\_

1. List your educational background. Highschool + Financial

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

Executive Banker - National Bank of AZ (38 yr experience)  
Financial - Leader -  
Sandbox / chamber.

3. Describe your involvement in the Kingman community.

Board member KACC (1 more yr)  
Board member CASA - Treasurer X 4 per yr  
Board member KRMC Foundation - grants.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

management, multi functions - nonProfits  
Positions held w/ Boards - Pres, VP, Sec, treasurer,  
membership, chairman, Lead

- Beta Sigma Phi
- Silent witness
- CASA
- chamber / KACC
- Sandbox CAPE
- KRMC

5. Describe why you are interested in serving in this position. Growth of Kingman and revitalization efforts. Preservation historical sites, building - Partnership Liaison to KDMA. / Downtown owner

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: No Known Conflicts.

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4<sup>th</sup> Street, Kingman.

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Signature of Applicant *Tom Millia* Date 2-23-16

Please return this application to:  
 City of Kingman  
 City Clerk's Office Fax (928) 753-6867  
 310 North Fourth Street  
 Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

*Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.*



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16 FEB 24 16:53:31s

CITY OF KINGMAN  
BOARDS AND COMMISSIONS APPLICATION

FOR MEMBERSHIP ON THE HISTORIC PRESERVATION COMMISSION  
Estimated hours per month you can devote to this group: \_\_\_\_\_

Name MATTHEW WANNER Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ Alternative Phone # \_\_\_\_\_

Zip Code 86401

Email \_\_\_\_\_ Resident Located in -

Kingman City Limits

Mohave County

Length of Residency 40 YEARS Are you a registered voter? Yes  No \_\_\_\_\_

If asked, I would be willing to serve on another board or Commission. Yes  No \_\_\_\_\_

List other boards or commissions interested in:

PLANNING & ZONING

1. List your educational background. High school graduate some jr college. Numerous CERTIFICATES IN ACCOMPLISHMENTS AND TRAINING IN JOURNALISM.

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

I AM AN AZ REGISTERED CONTRACTOR. I HOLD A LICENSE SPECIALTY (CR61) IN THE REMODELING OF HISTORIC AND OLDER COMMERCIAL & RESIDENTIAL STRUCTURES.

3. Describe your involvement in the Kingman community. I AM THE CURRENT

KINGMAN DOWNTOWN MERCHANT'S ASSOC. PRESIDENT.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

I OWN AND OPERATE 5 ACTIVE AND SUCCESSFUL CORPORATIONS THAT RANGE FROM PROPERTY MANAGEMENT, TOWING AND RETAIL AUTO SALES. I OVERSEES, MANAGE & DIRECT EMPLOYEES IN EACH BUSINESS. I ALSO HAVE EXTENSIVE EXPERIENCE IN BUSINESS DEVELOPMENT, BOOKKEEPING, & MARKETING.

5. Describe why you are interested in serving in this position. I AM A DOWNTOWN KINGMAN BUSINESS OPERATOR & PROPERTY OWNER AND I FEEL I HAVE A UNIQUE SET OF SKILLS THAT WILL AID IN ECONOMIC DEVELOPMENT

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain:

I HAVE NO CONFLICTS OF INTEREST.

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4<sup>th</sup> Street, Kingman.

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Transit Advisory Commission	2nd Tuesday/1st month of Quarter @10:00

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Signature of Applicant Marta Waring Date 2-23-16

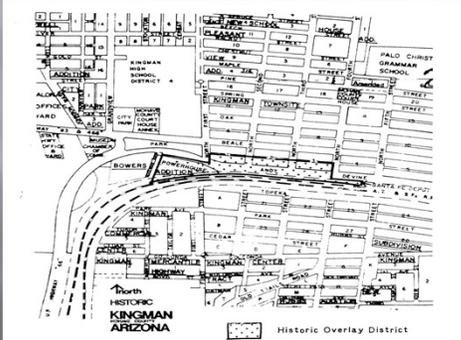
Please return this application to:

City of Kingman  
 City Clerk's Office Fax (928) 753-6867  
 310 North Fourth Street  
 Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

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### Current Historic Overlay District (HOD)




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### Benefit of Expanding our HOD

- Historic Overlay District Benefits
  - Tax Credit. Up to 20% of qualified costs of rehabilitation to NR listed properties.
  - Possible implementation of a Curb Appeal Program (pending Council approval).
  - International Existing Building Code and/or reduced permitting fees.
  - Possible implementation of other existing strategies, plans or studies. (RUDAT, First Impressions).

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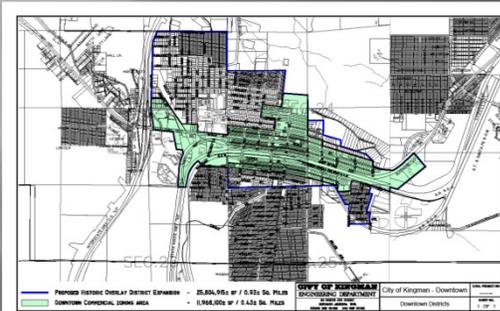
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### Proposed HOD and Commercial Zoning Area




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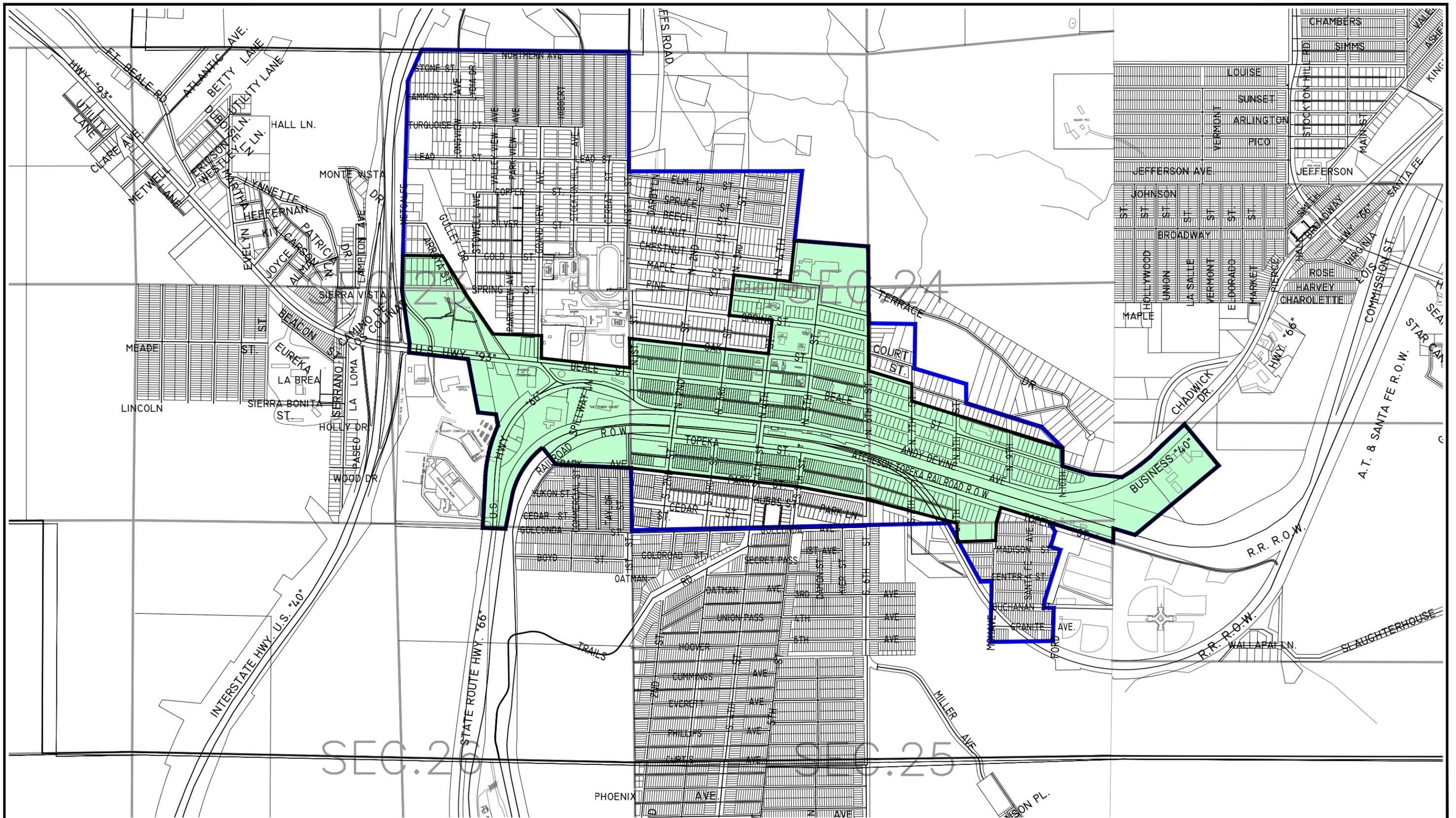
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▬ OUTLINE OF HISTORIC OVERLAY DISTRICT  
 COMMERCIAL ZONING AREA

- 25,804,915± SF / 0.93± Sq. MILES  
 - 11,968,100± SF / 0.43± Sq. MILES

**CITY OF KINGMAN**  
**ENGINEERING DEPARTMENT**  
 30 NORTH 4TH STREET  
 KINGMAN, ARIZONA 86401  
 PHONE (928) 753-8122 FAX (928) 753-8118

City of Kingman - Downtown  
 Downtown Districts

C.O.K. PROJECT NO.  
 .....  
 SHEET NO.  
 1 OF 1



# City of Kingman

## CURB APPEAL IMPROVEMENT PROGRAM

### **PROGRAM OVERVIEW AND PURPOSE**

The purpose of the Curb Appeal Improvement Program (“Program”) is to improve the “curb-appeal” or the street-facing exteriors of business and residential properties located within Kingman’s Historic Overlay District. 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.

The Program will be managed by the City of Kingman’s Development Services Department staff. On an annual basis, staff’s responsibilities include:

Revision and publishing of the Curb Appeal Improvement Program Application. Revisions shall include updates of deadlines for submission as well as other pertinent program details and dates.

Managing the activities of a Review Committee (Historic Preservation Commission) tasked with reviewing and approving project applications (pending applicant obtaining appropriate permits), preparing proposed total dollar amount to be allotted to each Curb Appeal Improvement project, and preparing the total budget for the annual program.

Applications for the Program will be available for download on the City website and for pickup at City Hall. Each person wishing to submit an application will be required to attend a Pre-Application Information Session scheduled at the time an application is requested.

### **ELIGIBILITY CRITERIA**

Eligible participants of the Program include property owners within the Historic Overlay District and tenants of commercial and residential buildings. A tenant who is leasing commercial or residential space must have written approval from the property owner to participate in the Program.

Eligible participants of the Program must contribute to the visual enhancement of the property as viewed from the public right of way. Improvements should incorporate elements from the Historic Overlay District Design Guidelines, be comprehensive and may incorporate several of the acceptable components of the existing façade.

#### Eligible Improvements

1. Exterior painting, cleaning, façade repair
2. Plants and landscaping

3. Exterior Signs
4. Awnings and canopies
5. Doors and windows
6. Façade and display window lighting
7. Fascia, tile, trim, metal work and other decorative elements
8. Demolition of obsolete structures
9. Addition of a patio or outdoor space

\*\* Another possible incentive for this program might be is to include ADA restroom modifications, but we can discuss this as a separate program or an alternative.

#### Ineligible Improvements

1. New building construction
2. Improvements to buildings constructed within the last 5 years
3. Equipment
4. Roof repairs (other than those portions that directly attach to a new or renovated façade)
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

NOTE: final decisions of financial contributions, amount of grant and eligible projects will be made by the Review Committee.

## CURB APPEAL IMPROVEMENT PROGRAM ADMINISTRATION

### Project Reimbursement Limits and Applicant Match Requirements

Property Type	Minimum Total Project Cost	Applicant Match requirement	Maximum Reimbursement
Commercial	\$1,000	≥ 50%	\$20,000
Residential	\$250	No match for 1 <sup>st</sup> \$1000 ≥ 50% after	\$5,000

### Commercial Project Reimbursement Examples

Total Project Cost:	Project Cost	Applicant Match	City Reimbursement
Below Max reimbursement	\$10,000	\$5,000 (50%)	\$5,000 (50%)
At Max Reimbursement	\$40,000	\$20,000 (50%)	\$20,000 (50%)
Above Max Reimbursement	\$60,000	\$40,000 (67%)	\$20,000 (33%)

### Residential Project Reimbursement Examples

Total Project Cost is:	Project Cost	Applicant Match	City Reimbursement
Below \$1000	\$900	\$0 (0%)	\$900 (100%)
Below Max Reimbursement	\$2,500	\$750 (30%)	\$1,750 (70%)
At Max Reimbursement	\$9,000	\$4,000 (44%)	\$5,000 (42%)
Above Max reimbursement	\$12,000	\$7,000 (58%)	\$5,000 (42%)

All projects should be completed by a licensed contractor, 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.

Funding Source: \$350,000 of the Program would be funded through City TDC budgeted funds for the 2016-2017 fiscal year. The City is also seeking funding through other grant programs.

### Goals

1. To encourage well-designed and needed improvements to new and/or existing businesses and structures.
2. To restore or improve architectural elements and interest to the structure façade.
3. To visually improve facades to encourage economic growth in the Historic Overlay District.

### Who can apply for funding?

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

1. The property owner/tenant must owe no outstanding property taxes, fees, judgments, or liens to any government entity.
2. The property owner/tenant must not have been convicted of a felony crime in the past seven (7) years.
3. If applying for a commercial property, the business owner must have a current City of Kingman business license.

Eligible applicants may apply to the Program more than once; however, applicants will not be awarded funding more than once in any one-year period on the same property. In addition, no property can 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. Pre-Application Information Sessions:** Information sessions will be provided by Development Services staff to educate applicants on the purpose of the program and expected outcomes. The Pre-Application Information Session will include:

- a. A comprehensive review of the application
- b. Program requirements
- c. Approval process and terms and conditions of the grant
- d. Opportunity to ask questions

**2. Submission of Formal Program Application:** To be reviewed by the Review Committee a formal application must be received by the City of Kingman Development Services Department no later than 5 pm on the 1<sup>st</sup> working day of each month. Submissions must include:

- a. A complete application; incomplete applications will not be reviewed
- b. Altered property rehabilitation plans drawn to scale
- c. Photographs of the existing condition
- d. Estimated total project costs with at least 3 attached contractor bids
- e. If tenant is the applicant, letter of support from the property owner indicating permission to apply for the project

NOTE: funding cannot be guaranteed beyond the first review date. If the total Program budget is awarded during the first round of applications, remaining review dates will be cancelled and no additional projects will be funded. The Review Committee will meet to review eligible applications quarterly at a minimum or monthly as needed.

**3. Application Review Process:** Prior to any disbursement or commitment of funds, Review Committee will review each application for completeness and the appropriate funding for each proposed project and prepare recommendations. The Review Committee will evaluate applications on the following criteria:

- a. Design plan fit with the Historic Overlay District Design Guidelines
- b. Location within the Historic Overlay District; preference will be given to properties with frontage on major City arterials (Beale Street, Rt 66, Oak St, Spring St. and 1<sup>st</sup> through 9<sup>th</sup> St.)
- c. Total project budget; preference will be given to applicants that commit more than the minimum match required
- d. Linear feet of façade to be improved
- e. Contractor selected, with preference to Kingman-based contractors

**4. Formal Notice to Proceed:** Following approval by the Review Committee, the City 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. Participants will be required to enter into and execute a written agreement with the City of Kingman to establish the terms, conditions, and requirements for participation in the Program.

**5. Start of Façade Improvement:** After “Notice to Proceed,” but prior to work starting, the applicant must secure any required City building or development permits.

**6. Review Committee Inspection:** City staff and Review Committee will inspect completed projects 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 the City’s Building Department.

**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 City and have passed inspection from first the City Building Department (if required) then the appropriate City Staff that approved the initial application.

**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