

CAPITOL ZONING DISTRICT COMMISSION

Enabling Laws

Act 1784 of 2005
Act 267 of 1975 as amended.
A.C.A. § 22-3-302

History and Organization

MISSION STATEMENT

It is the mission of the Capitol Zoning District Commission, using the Capitol Zoning District Ordinance (Master Plan), to administer special zoning regulations and design guidelines in the district that preserve the dignity of the Capitol Building and Governor's Mansion, that coordinate physical development within the Capitol Area and Mansion Area of the District in accordance with present and future needs of each area, that insure efficient expenditure of public funds and that promote the safety, convenience and general well-being of the inhabitants and property owners within the District.

RESPONSIBILITY

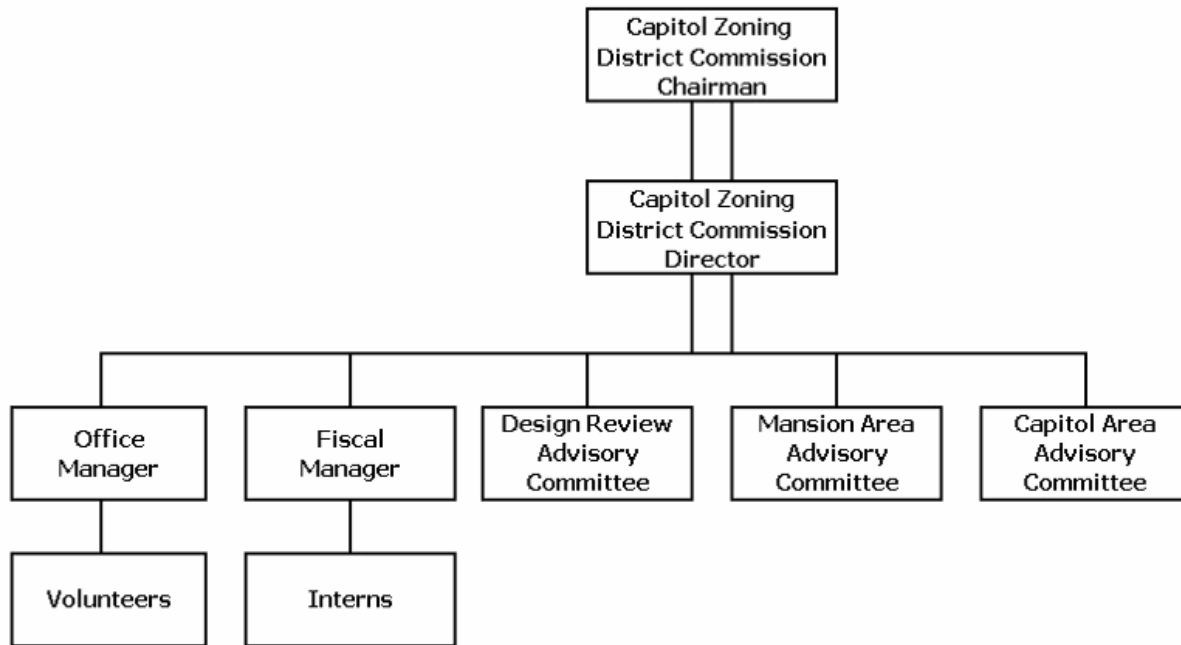
The Commission is charged with regulating zoning, development, and design within the Capitol Zoning District pursuant to a Master Plan formulated and maintained by the Commission to effectuate its applications for permits on matters within the Commission's jurisdiction, including signage, landscaping, building height and bulk, land use, parking and architectural significance.

ACTIVITIES AND ADVISORY COMMITTEES

The Commission meets once a month to review and act on applications for variances, conditional use permits, demolition permits, the design of new construction, and major modifications to architecturally significant structures. In reviewing these applications, the Commission is assisted by two citizen advisory committees, one for each area regulated by the Commission, and a professional design review committee. These advisory committees review applications pertinent to their areas of interest and expertise and forward their recommendations to the Commission.

IMPACT AND FUTURE PLANS

City maps particularly reflect the positive impact of the Capitol Zoning District in the Mansion & Capitol Area. New development is on the increase in both the Mansion and Capitol Areas with construction of new residential and commercial infill on previously vacant lots and continuing restoration and rehabilitation of the wonderful historic structures. Numerous new residents are moving into the areas attracted by the stock of beautiful historic properties, dramatically increasing property values for the area. These neighborhoods have again become a source of pride for the residents and visitors to the area, and a source of interest for developers of historic properties.



Agency Commentary

The Capitol Zoning District Commission is responsible for preserving the dignity of the State Capitol and the Governor’s Mansion by regulating zoning development and design within the Capitol Zoning District.

The nine (9) member Commission meets monthly to review and act on applications for various permits for land use and development. Two (2) citizen advisory committees and a professional design review committee assist the Commission by making recommendations to the Commission.

Maintenance and Operations: An increase of \$7,673 in FY2008, and \$4,373 in FY2009 is needed for the following reasons:

- 1) To adequately fund rising costs of routine office operations.
- 2) To update our 10-year old failing computer system by installing new computers and software for three (3) computer stations. This will enable us to conform to effective interaction with other state agencies.
- 3) The \$600 increase in Conference and Travel Expense will allow computer and software training on the new computer systems.
- 4) For the last several years we have been using reserved postage on our postage machine. This postage will be depleted in FY2007. Our legislation requires us to mail public meeting notices to our Commissioners, committees, the press, and for general public requests.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
CAPITOL ZONING DISTRICT COMMISSION
FOR THE YEAR ENDED JUNE 30, 2005

Findings	Recommendations
None	None

Employment Summary

	Male	Female	Total	%
White Employees	1	2	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	100 %

Publications

A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Capitol Zoning District Commission Minutes of Meetings	N/A	N	Y	4	Required by Legislative Council
Monthly Activity Report	N/A	N	Y	15	Required by Legislative Council

Agency Position Usage Report

FY2004-2005						FY2005-2006						FY2006-2007					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Total	Total	Total	Total			Total				
3	3	0	3	0	0.00%	3	3	0	3	0	0.00%	3	3	0	3	0	0.00%

Analysis of Budget Request

Appropriation: 676 - Capitol Zoning District-State Operations

Funding Sources: HUA-Miscellaneous Agencies Fund

The Capitol Zoning District Commission was created by Act 267 of 1975 (A.C.A. § 22-3-303). Duties of the Commission include development of a comprehensive zoning plan in the Capitol Zoning District, which encompasses the areas surrounding the State Capitol and the Governor's Mansion. The Act further provides that the Commission has exclusive authority over the zoning and regulation of all property within the District. Act 262 of 1997 transferred the funding and authority to hire the director and staff from State Building Services, now Arkansas Building Authority, to the Commission.

This is the primary operating appropriation of the Commission. It is funded entirely by general revenue.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

The Base Level Request is \$212,078 in FY08 and in FY09.

The Change Level Requests submitted are \$ 7,673 in FY08 and \$ 4,373 in FY09 and are summarized as follows:

1. Operating Expenses of \$7,073 in FY08 and \$ 3,773 in FY09 for increases in postage, copier lease, Department of Information Services (DIS) providing all Information Technology needs for the Agency, including hardware, software, printer, network, and internet installations; and DIS's master service agreement increase to provide phone, fax, modem and internet connection services.
2. Conference & Travel Expense of \$600 each year respectively to attend computer training seminars offered by (DIS).

The Executive Recommendation provides for Base Level and total Change Level requests of \$4,000 in FY08 and \$2,000 in FY09 in funding and appropriation. The recommended Change Levels provide additional Operating Expenses for the Agency with no Conference and Travel Expense increase.

Appropriation

Appropriation: 676 Capitol Zoning District-State Operations
Funding Sources: HUA-Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	143,319	148,425	144,238	148,425	148,425	148,425	148,425	148,425	148,425
#Positions		3	3	3	3	3	3	3	3	3
Extra Help	5010001	0	975	1,446	975	975	975	975	975	975
#Extra Help		0	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	40,068	41,039	38,749	42,205	42,205	42,205	42,205	42,205	42,205
Operating Expenses	5020002	21,523	20,473	26,348	20,473	27,546	24,473	20,473	24,246	22,473
Conference & Travel Expenses	5050009	0	0	54	0	600	0	0	600	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	4,765	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		209,675	210,912	210,835	212,078	219,751	216,078	212,078	216,451	214,078
Funding Sources										
General Revenue	4000010	209,675	210,835		212,078	219,751	216,078	212,078	216,451	214,078
Merit Adjustment Fund	4000055	0	77		0	0	0	0	0	0
Total Funding		209,675	210,912		212,078	219,751	216,078	212,078	216,451	214,078
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		209,675	210,912		212,078	219,751	216,078	212,078	216,451	214,078

The FY07 Budgeted amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2005-2007 biennium.

Change Level by Appropriation

Appropriation: 676-Capitol Zoning District-State Operations

Funding Sources: HUA-Miscellaneous Agencies Fund

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	212,078	3	212,078	100.0	212,078	3	212,078	100.0
C01	Existing Program	3,273	0	215,351	101.5	3,273	0	215,351	101.5
C08	Technology	4,400	0	219,751	103.6	1,100	0	216,451	102.0

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	212,078	3	212,078	100.0	212,078	3	212,078	100.0
C01	Existing Program	1,673	0	213,751	100.7	1,300	0	213,378	100.6
C08	Technology	2,327	0	216,078	101.8	700	0	214,078	100.9

Justification

C01	The increase in Operating Expenses is \$2,673 for lease of a copier and a postage meter. An additional \$600 each year for Conference and Travel Expense for computer and internet training is requested.
C08	This request is due to an increase in the Master Service Agreement with Department of Information Systems (DIS) for phone, fax, modem and internet connection services. DIS provides the Agency with all of its Information Technology needs, including installation of computer hardware and software, installation of printers and network and internet services.