

# CAPITOL ZONING DISTRICT COMMISSION

## Enabling Laws

Act 402 of 2007  
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

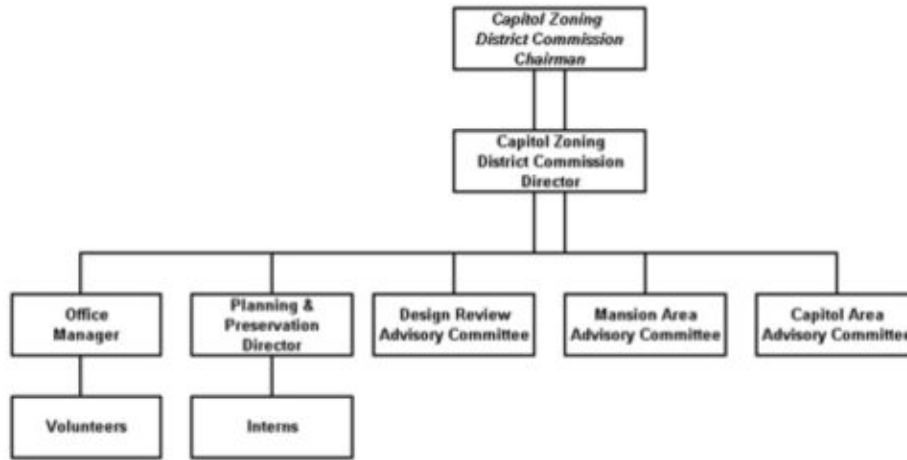
The Commission is charged with regulating zoning, development, and design within the Capitol Zoning District pursuant to a Master Plan formulated and maintained by the Commission to effectuate its applications for permits on matters within the Commission's jurisdiction, including signage, landscaping, 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 (CZDC) 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 \$5,500 in FY10, and \$600.00 in FY11 is needed for the following reasons:

1. The Operating Expense of \$4,000.00 in FY10 is information technology expense for repairs, upgrades, and reprogramming to our outdated website. This will insure that the website has accurate and up to date information and is more user friendly. Currently, there is incorrect information on the website that could lead to erroneous assumptions by individuals applying for permits from the Commission. Changes to the website will have to be done by the website host. CZDC staff can't make the necessary changes. Some of the upgrades will give users the monthly CZDC agendas, CZDC maps, and the CZDC ordinance manuals.
2. The Operating Expense of \$1,500.00 in FY10 is needed to print signs/posters, brochures and the Capitol Zoning District Commission ordinance manuals that are dispersed to the public. We are required to provide signs/posters to all applicants going before the CZDC. The applicant in turn, places the posters on their property so that the general public will know which property is under consideration for public review. Our current brochures have incorrect information and are outdated. The brochures explain our permitting process and provide a link to our web site. The CZDC ordinance manuals contain the CZD ordinance, design guidelines, maps of the districts, rehabilitation standards, master plans, etc. We provide these books to our new commissioners and advisory committee members and to the general public as requested. This is helpful to individuals who do not have access to the internet and therefore cannot access the information on our website.
3. An increase in operating expenses in FY11 of \$600.00 for maintenance and technical is requested to support for our website. This is required because any changes/upgrades to the site must be performed by the web host and cannot be done by staff in house.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
CAPITOL ZONING DISTRICT COMMISSION

FOR THE YEAR ENDED JUNE 30, 2007

Findings	Recommendations
None	None

## Employment Summary

	Male	Female	Total	%
White Employees	1	1	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			2	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	1	Required by Legislative Council

## Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
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			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
3	3	0	3	0	0.00 %	3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %

## **Analysis of Budget Request**

**Appropriation:** 676 - Capitol Zoning District-State Operations

**Funding Sources:** HUA - Miscellaneous Agencies Fund

The Capitol Zoning District Commission (CZDC) 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 Arkansas Building Authority to the Commission.

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

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study. Also reflected are changes of two positions from unclassified to classified. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Base Level Request is \$230,682 in FY10 and \$235,656 in FY11.

The Change Level Requests submitted are \$5,500 in FY10 and \$600 in FY11 and are summarized as follows:

1. Information Technology needs in Operating Expenses of \$4,000 in FY10 and \$600 in FY11. The Agency would like to update and maintain their website. The \$600 in FY11 is for the web host to monitor, maintain and make minor changes to the website, such as listing dates for the Commission's monthly hearings and agenda. Individuals would be able to apply for permits and get the latest Capitol Zoning District Commission maps and ordinance manuals from the website.
2. Operating Expenses of \$1,500 in FY10 for increases in printing cost is requested. The commission needs to print more CZDC ordinance manuals, signs, and brochures with the latest information. For individuals that do not have access to the Commission's website, they can request a printed copy of the CZDC ordinance manuals and brochures explaining the permit process.

The Executive Recommendation provides for Base Level.

## Appropriation Summary

**Appropriation:** 676 - Capitol Zoning District-State Operations

**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	139,845	157,708	154,249	162,041	162,041	162,041	166,233	166,233	166,233
<b>#Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Extra Help 5010001	0	938	975	938	938	938	938	938	938
<b>#Extra Help</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching 5010003	40,390	41,627	43,383	45,230	45,230	45,230	46,012	46,012	46,012
Operating Expenses 5020002	24,473	22,473	22,473	22,473	27,973	22,473	22,473	23,073	22,473
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>204,708</b>	<b>222,746</b>	<b>221,080</b>	<b>230,682</b>	<b>236,182</b>	<b>230,682</b>	<b>235,656</b>	<b>236,256</b>	<b>235,656</b>
<b>Funding Sources</b>									
General Revenue 4000010	204,708	221,080		230,682	236,182	230,682	235,656	236,256	235,656
Merit Adjustment Fund 4000055	0	1,666		0	0	0	0	0	0
<b>Total Funding</b>	<b>204,708</b>	<b>222,746</b>		<b>230,682</b>	<b>236,182</b>	<b>230,682</b>	<b>235,656</b>	<b>236,256</b>	<b>235,656</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>204,708</b>	<b>222,746</b>		<b>230,682</b>	<b>236,182</b>	<b>230,682</b>	<b>235,656</b>	<b>236,256</b>	<b>235,656</b>

The FY09 Budget amount in Regular Salaries exceeds the Authorized amount due to salary adjustments during the 2007-2009 biennium.

Actual Expenditures for FY08 exceed Authorized Operating Expense due to a higher Authorized appropriation in FY08.

## Change Level by Appropriation

**Appropriation:** 676 - Capitol Zoning District-State Operations

**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>230,682</b>	<b>3</b>	<b>230,682</b>	<b>100.0</b>	<b>235,656</b>	<b>3</b>	<b>235,656</b>	<b>100.0</b>
C01	Existing Program	1,500	0	232,182	100.7	0	0	235,656	100.0
C08	Technology	4,000	0	236,182	102.4	600	0	236,256	100.3

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>230,682</b>	<b>3</b>	<b>230,682</b>	<b>100.0</b>	<b>235,656</b>	<b>3</b>	<b>235,656</b>	<b>100.0</b>
C01	Existing Program	0	0	230,682	100.0	0	0	235,656	100.0
C08	Technology	0	0	230,682	100.0	0	0	235,656	100.0

### Justification

C01	Operating Expense of \$1,500 is requested to print signs/posters, brochures and the Capitol Zoning District Commission ordinance manuals that are dispersed to the public. Signs/posters are required to be placed on applicant's property when they apply for a permit. Need to replace the current outdated brochures with the latest information explaining the permitting process and providing a link to CDZC's web site. The CDZC ordinance manual contains design guidelines, maps of the district, rehabilitation standards, mater plans, and ordinances. These manuals are given to the general public that does not have access to the Commission's web site, as well as to new commissioners and advisory committee members.
C08	The Technology Expense of \$4,000 in FY10 is for repairs, upgrades, and reprogramming to our outdated website. The website is used by individuals to apply for permits and to provide monthly Capitol Zoning District Commission (CZDC) agendas of monthly hearings, CZDC maps, and CZDC ordinance manuals. Having people apply for permits and getting the ordinance manuals on-line will save on postage. Maintenance and technical support for the website is requested in FY11 for \$600. These IT related items are found in the Commission's IT Plan in the IT Support Cost section under Contracted Services.