

# CAPITOL ZONING DISTRICT COMMISSION

## Enabling Laws

Act 228 of 2016  
A.C.A. § 22-3-302 et seq.

## History and Organization

By the early 1970s, downtown Little Rock was an area in decline. Blight and abandoned buildings were common, and new construction, when it did occur, was rarely in keeping with the traditional building forms that remained from the city's early history. In response to these trends, **the General Assembly created the Capitol Zoning District in 1975 to protect the character and dignity of the neighborhoods surrounding the State Capitol and the Governor's Mansion**, so the people of Arkansas might derive maximum benefit from the state's two most preeminent public buildings. Today, an appointed nine-member Commission regulates development in the District using a master plan and design standards, written and regularly updated with input from the public. The agency reviews land use, building heights and setbacks, off-street parking, signage, rehabilitation and restoration work, new construction, site improvements, additions, and demolition. (The agency does not review ordinary maintenance, paint colors, interior arrangements, state-owned property, or any work in the public right-of-way.)

**The Commission's mission**, in brief, is:

- 1.) To preserve the visual prominence of the State Capitol;
- 2.) To ensure a public environment of high amenity in the Capitol Area;
- 3.) To preserve the residential character of the Governor's Mansion Area and;
- 4.) To preserve historic and architecturally significant structures; and
- 5.) To encourage compatible development within the District.

A full-time professional staff of three provides administrative support to the Commission and assists constituents in preparing applications. **Most permits are approved at the staff level**, usually the same day. (A CZDC permit is a prerequisite to obtaining a work permit or business license from the City of Little Rock for properties within the District.) The Commission holds a regular monthly meeting, and permits that cannot be approved by staff are placed on the Commission's agenda for review. Over the last 5 years (July 2011 - June 2016) the agency **approved 97% of all applications**.

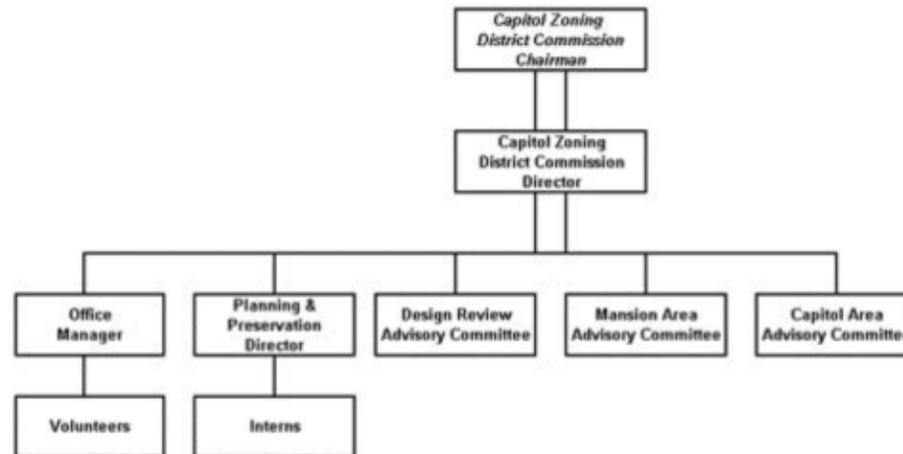
A Design Review Committee, comprised of architects and other design professionals, also meets monthly to provide **free architectural**

**advice to property owners** and make recommendations to the Commission. Two citizen advisory committees, comprised of residents and property owners in the Mansion and Capitol Areas, also make recommendations to the Commission.

In 2001, the District was expanded bringing the total number of properties under its protection to over 1,400. The **Capitol Zoning District protects more historic resources** than any local (city or county) historic preservation district in Arkansas.

### Agency Impact

The effect of the Capitol Zoning Master Plan on the neighborhoods under the agency's jurisdiction becomes readily apparent when one examines photographs of the District from a generation ago versus today. Moreover, adjacent neighborhoods have continued to struggle with disinvestment, while the District has seen a remarkable revitalization. To be certain, pockets of blight still exist within the District, but on the whole, the District has fared significantly better over the past 40 years than other nearby areas. A 2016 study by the City of Little Rock shows a substantially lower incidence of vacant lots and buildings within the Governor's Mansion Area than in adjoining neighborhoods.



### Agency Commentary

The Capitol Zoning District Commission operates on an **annual budget of approximately \$250,000** - roughly half of one percent of one percent (1/2 of 1% of 1%) of the state's total budget. About 88% of the agency's budget is for salaries and benefits for the three full time

staff members. Commission members also receive stipends for their service totaling roughly \$5,000 per year for the entire Commission. An additional \$1,000 extra-help appropriation allows the agency to hire a summer intern, usually a graduate student in UALR's Public History program. (In recent years, this individual has written a nomination to the National Register of Historic Places for a property within the State Capitol Area.)

**Only about \$25,000 per year is appropriated for maintenance & operating expenses**, roughly half of which is paid to DFA's Building Authority Division for rental of the agency's office in the historic Davidson House on the State Capitol complex. The agency's next biggest expenses are connectivity and technology costs - about \$5,000 per year paid to DIS and INA for telephones, email, internet, and web hosting. Fixed expenses also include rental of office equipment (roughly \$3,000/yr for a color copier/printer/scanner and a water cooler). **Less than \$5,000 per year is available for miscellaneous and incidental expenses** such as office supplies, postage, and other low-cost equipment and services. In FY16, the agency purchased a new desktop computer on the state contract for \$1,600 (replacing a nine-year-old system), and paid \$900 to a third-party vendor for updates and maintenance to the agency's MS-Access database of properties and permits.

The agency is requesting **base-level funding** for each year of the upcoming 2017-2019 Biennium. We believe current funding levels are adequate to maintain essential services. Substantial cuts to current levels, however, would likely result in lower service levels, particularly increased wait times for permits.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
CAPITOL ZONING DISTRICT COMMISSION  
FOR THE YEAR ENDED JUNE 30, 2014

Findings	Recommendations
None	None

## State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2016

None

### Employment Summary

	Male	Female	Total	%
White Employees	2	1	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. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
Capitol Zoning District Commission Minutes of Meetings	N/A	N	Y	4	Required by Legislative Council	0	0.00
Monthly Activity Report	N/A	N	Y	1	Required by Legislative Council	0	0.00

### Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	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 nine (9) member 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 Commission has exclusive authority over the zoning and regulation of all property within the District. The Commission meets monthly to review applications for development permits.

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

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2017 Salaries and Career Service Payments for eligible employees. Personal Services Matching includes the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases. Base Level request for Regular Salaries includes board member stipend payments.

The Agency Request is for Base Level of \$246,204 for each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

# 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		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	168,950	162,040	161,026	162,040	162,040	162,040	162,040	162,040	162,040
<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	936	938	938	938	938	938	938	938	938
<b>#Extra Help</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>	<b>1</b>
Personal Services Matching	5010003	56,893	55,217	55,416	56,054	56,054	56,054	56,054	56,054	56,054
Operating Expenses	5020002	25,622	27,172	30,323	27,172	27,172	27,172	27,172	27,172	27,172
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>252,401</b>	<b>245,367</b>	<b>247,703</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>
<b>Funding Sources</b>										
General Revenue	4000010	252,401	237,002		246,204	246,204	246,204	246,204	246,204	246,204
Merit Adjustment Fund	4000055	0	8,365		0	0	0	0	0	0
<b>Total Funding</b>		<b>252,401</b>	<b>245,367</b>		<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
<b>Grand Total</b>		<b>252,401</b>	<b>245,367</b>		<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>	<b>246,204</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.