

# CAPITOL ZONING COMMISSION

## Enabling Laws

Act 771 of 2003

Act 267 of 1975 as amended. See 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

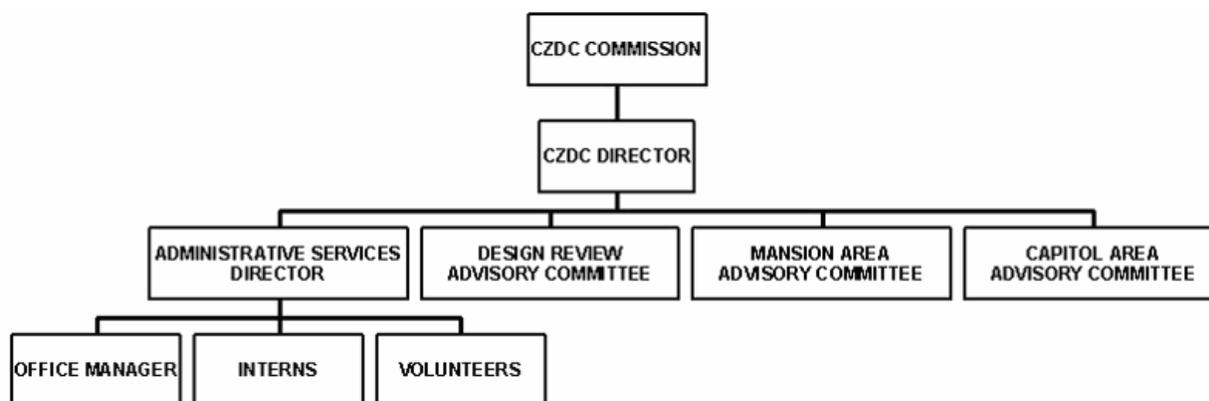
The Commission is charged with regulating zoning, development, and design within the Capitol Zoning District pursuant to a Master Plan formulated and maintained by the Commission to effectuate its applications for permits on matters within the Commission's jurisdiction, including signage, landscaping, 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 Area. Unsafe structures, property with tax liens, and vacant lots are shown in abundance in the wonderful historic structures have been, or are being restored. Property values have dramatically increased (some say tripled) and the neighborhood has again become a source of pride for both residents and the increasing numbers of visitors. New development is on the increase in the Mansion Area with the construction of several new residential structures and a new commercial development at Broadway and Roosevelt that includes a much needed grocery store, a video store, and proposed Rent-a-Center.



## Agency Commentary

The Capitol Zoning District Commission is requesting change levels to the operating expense line item for the next biennium (2005-2007). We make the following requests due to increases in cost, obsolete office machines, an outdated computer system, and monies lost in past budget cuts. The annual changes are as follows:

1) Insurance on Contents Cost increase.	\$ 15.00
2) Lease Private Land Cost increase.	972.74
3) Board Member Stipend Cost increase.	3,185.00
4) Advertising Cost increase.	112.00
5) Postage Restore money lost in past budget cuts. We have had to replace an obsolete postage machine that had reserved postage on it.	1,147.10
6) Mileage Restore money lost in past budget cuts. We have not been reimbursing employees or Commissioners.	500.00
7) Subscriptions/Publications Restore money lost in past budget cuts to stock our public library.	600.00
8) Meals/Reimbursables for Meetings Restore money lost in past budget cuts for Commission's annual planning retreat.	2,500.00

The Capitol Zoning District Commission would also like to request a change level for the following:

1) Conference/Travel Restore money lost in past budget cuts. Employees have not been able to attend training	1,446.00
---	----------

The agency also requests a change level for the following:

- 1) Data Processing 6,800.00  
 DIS Field Support is needed due to failing, outdated computer system. No technical staff.

**TOTAL ANNUAL CHANGES: \$ 17,278.00**

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 CAPITOL ZONING DISTRICT COMMISSION  
 FOR THE YEAR ENDED JUNE 30, 2003

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 Acitivity Report	N/A	N	Y	15	Required by Legislative Council

## **Analysis of Budget Request**

**Appropriation / Program:** 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 to the Commission.

Base Level for this appropriation includes graduated salary increases of 3% to 1.5% each year over FY05 salary levels, along with Personal Services Matching costs for three (3) Base Level positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 increase in the monthly contribution for State employee's health insurance for a total State match of \$320 per month.

The Commission is requesting an increase in the Operating Expenses line item of \$9,032 each year to cover postage, mileage, board member stipend, lease on private land costs, subscriptions and publications, meals and lodging, and advertising. An increase of \$1,446 each year in Travel is requested to restore the appropriation to the authorized level to cover training. An increase of \$6,800 each year in Data Processing is requested for DIS Field Support due to the failing, outdated computer system. This includes 4 new computers, all current software, and yearly support from DIS.

The Executive Recommendation provides for Base Level and restoration of the Operating Expenses line item to the authorized amount of \$26,348 each year.

## Appropriation / Program Summary

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

Commitment Item	Historical Data			Agency Request and Executive Recommendation					
	2003-2004 Actual	2004-2005 Budget	2004-2005 Authorized	2005-2006			2006-2007		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	133,613	136,276	129,388	140,208	140,208	140,208	144,238	144,238	144,238
<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	1,446	1,446	1,446	1,446	1,446	1,446	1,446	1,446
<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	33,624	35,687	31,886	37,991	37,991	37,991	38,749	38,749	38,749
Operating Expenses 5020002	25,102	21,340	26,348	21,340	30,372	26,348	21,340	30,372	26,348
Travel-Conference Fees 5050009	0	54	1,500	54	1,500	54	54	1,500	54
Professional Fees and Services 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	6,800	0	0	6,800	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>192,339</b>	<b>194,803</b>	<b>190,568</b>	<b>201,039</b>	<b>218,317</b>	<b>206,047</b>	<b>205,827</b>	<b>223,105</b>	<b>210,835</b>
<b>Funding Sources</b>									
General Revenue 4000010	188,260	188,274		201,039	218,317	206,047	205,827	223,105	210,835
Merit Adjustment Fund 4000055	4,079	6,529		0	0	0	0	0	0
<b>Total Funding</b>	<b>192,339</b>	<b>194,803</b>		<b>201,039</b>	<b>218,317</b>	<b>206,047</b>	<b>205,827</b>	<b>223,105</b>	<b>210,835</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>192,339</b>	<b>194,803</b>		<b>201,039</b>	<b>218,317</b>	<b>206,047</b>	<b>205,827</b>	<b>223,105</b>	<b>210,835</b>

The FY05 Budgeted amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2003-05 biennium.

## Change Level by Appropriation

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

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

### Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>201,039</b>	<b>3</b>	<b>201,039</b>	<b>100.0</b>	<b>205,827</b>	<b>3</b>	<b>205,827</b>	<b>100.0</b>
C01	Existing Program	10,478	0	211,517	105.2	10,478	0	216,305	105.0
C08	Technology	6,800	0	218,317	108.5	6,800	0	223,105	108.3

### Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>201,039</b>	<b>3</b>	<b>201,039</b>	<b>100.0</b>	<b>205,827</b>	<b>3</b>	<b>205,827</b>	<b>100.0</b>
C01	Existing Program	5,008	0	206,047	102.4	5,008	0	210,835	102.4
C08	Technology	0	0	206,047	102.4	0	0	210,835	102.4

### Justification

C01	The increases are for postage, mileage, board member stipend, lease private land costs, subscriptions, meals, lodging, and travel.
C08	The increase is for DIS Field Support needed due to failing, outdated computer system.