

CAPITOL ZONING DISTRICT COMMISSION

Enabling Laws

Act 121 of 2010
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 protecting the unique mix of land uses and architecture within the Capitol Zoning District. Changes in use and exterior appearance, including new construction, demolition, rehabilitation, additions, and restorations, are reviewed for their consistency with the Capitol Zoning District Framework Master Plan. The nine (9) member Commission meets monthly to review and act on applications for various development permits. Two citizen Advisory Committees and one professional Design Review Committee also meet monthly and assist the Commission by making recommendations on applications. A staff of three (3) full-time employees provides administrative support to the Commission and assists constituents in preparing applications.

Operating Expense: An increase of \$2,100 in FY12, and an additional \$4,627 in FY13 is requested for the following reasons:

- 1.) \$2,100 in FY12 for design and printing of a new agency brochure. The only general information printed material currently available to our constituents was developed in 1998. This brochure includes names and information dating to the previous administration. Staff believes that these inaccuracies, as well as an amateur design, reflect poorly on the agency's professional profile.
- 2.) \$4,627 in FY13 will allow the agency to co-host a training workshop for the Commission in conjunction with the Arkansas Preservation Conference to be held in Little Rock in May 2013. This conference is traditionally hosted by the Arkansas Historic Preservation Program and the Historic Preservation Alliance of Arkansas. As the state's premier preservation commission, it is fitting that Capitol Zoning should play a more prominent role in this event. The proposed commissioner training seminar would be a day-long workshop and would be open to other local preservation commissions from cities and counties throughout Arkansas. The proposed increase would also provide for the agency's membership dues in a variety of planning and preservation professional organizations, at the local, state, and national levels. (Agency staff currently pays some of these memberships out of pocket.)

Technology Expense: An increase of \$2,000 is requested for each fiscal year.

Capitol Zoning's website is also woefully out-of-date, and inconsistent with the overall design found on other state sites. This request will allow the agency to partner with the Information Network of Arkansas to design a new web presence in keeping with the state's "brand" while reflecting our unique mission.

Conference and Travel Expense: An increase of \$3,500 is requested for each fiscal year.

As a regulatory agency, the Capitol Zoning District Commission is charged with balancing public goals for land-use and design in the Capitol and Mansion Areas with the personal property rights held sacrosanct by Arkansas's constitution and people. This difficult task requires up-to-date professional knowledge in the fields of planning, design, and historic preservation. A variety of applicable conferences, seminars, and workshops are available annually in Arkansas and adjoining states. A small travel budget would allow the commissioners and staff to take advantage of these training opportunities to better serve our constituents.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT AUDIT OF : CAPITOL ZONING DISTRICT COMMISSION

Findings

A separate report for this Agency was not issued. However, financial activity for the Agency was included in the audit of the State's CAFR for the year ended June 30, 2009.

Recommendations

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	1	Required by Legislative Council

Agency Position Usage Report

FY2008 - 2009						FY2009 - 2010						FY2010 - 2011					
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	2	1	3	0	33.33 %	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 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. The Commission meets monthly to review applications for development permits.

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

Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Career Service Payments. The Base Level request for regular salaries does include board member stipend payments.

The Base Level Request is \$209,303 for both fiscal years of the 2011-2013 Biennium.

The Change Level Requests submitted are \$7,600 in FY2012 and \$10,127 in FY2013 and are summarized as follows:

- An increase in Operating Expenses line item of \$4,100 for FY2012 and \$6,627 for FY2013. For FY2012, the requests consist of \$1,100 for the graphic design of a new Capitol Zoning Commission brochure, which has not been updated since 1998, \$1,000 for printing of the new brochure, ordinance manuals and public hearing notifications and \$2,000 to be used for web site upgrades. The \$6,627 requested for FY2013 includes \$2,000 for continuing web site upgrades and \$4,627 for hosting a training workshop, in conjunction with the Arkansas Preservation Conference in Little Rock.
- A request of \$3,500 in Conference Fees and Travel for each fiscal year is requested to allow Capitol Zoning Commission staff to attend in-state training on planning and preservation.

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		2009-2010	2010-2011	2010-2011	2011-2012			2012-2013		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	132,470	144,797	166,233	143,397	143,397	143,397	143,397	143,397	143,397
#Positions		3	3	3	3	3	3	3	3	3
Extra Help	5010001	0	938	938	938	938	938	938	938	938
#Extra Help		0	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	37,800	42,692	46,012	42,495	42,495	42,495	42,495	42,495	42,495
Operating Expenses	5020002	22,390	22,473	22,473	22,473	26,573	22,473	22,473	29,100	22,473
Conference & Travel Expenses	5050009	0	0	0	0	3,500	0	0	3,500	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
Total		192,660	210,900	235,656	209,303	216,903	209,303	209,303	219,430	209,303
Funding Sources										
General Revenue	4000010	192,660	210,900		209,303	216,903	209,303	209,303	219,430	209,303
Total Funding		192,660	210,900		209,303	216,903	209,303	209,303	219,430	209,303
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		192,660	210,900		209,303	216,903	209,303	209,303	219,430	209,303

Change Level by Appropriation

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

Agency Request

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
BL	Base Level	209,303	3	209,303	100.0	209,303	3	209,303	100.0
C01	Existing Program	5,600	0	214,903	102.7	8,127	0	217,430	103.9
C08	Technology	2,000	0	216,903	103.6	2,000	0	219,430	104.8

Executive Recommendation

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
BL	Base Level	209,303	3	209,303	100.0	209,303	3	209,303	100.0
C01	Existing Program	0	0	209,303	100.0	0	0	209,303	100.0
C08	Technology	0	0	209,303	100.0	0	0	209,303	100.0

Justification

C01	This change level request is for \$5,600 in FY2012 and \$8,127 in FY2013. For FY2012, the breakdown of the request includes: \$1,100 for the graphic design of a new brochure for the Capitol Zoning Commission, \$1,000 for printing the new brochure and public hearing notifications. 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. Also, \$3,500 in conference fees and travel to allow staff to attend in-state training on planning and preservation. For FY2013, the request includes: \$4,627 for hosting a training workshop, in conjunction with the Arkansas Preservation Conference in Little Rock and \$3,500 in conference fees and travel to allow staff to attend in-state training on planning and preservation.
C08	\$2,000 is request each year to allow for web site upgrades. IT tab- IT Support-Contract Services