

Office of Zoning (BJ0)

The mission of the Office of Zoning is to provide administrative, professional and technical assistance to the Zoning Commission and the Board of Zoning Adjustment in the maintenance and regulation of zoning in the District of Columbia.

Agency Director	Jerrily Kress
Proposed Operating Budget (\$ in thousands)	\$1,763

Fast Facts

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| <ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$1,763,473, an increase of \$488,473 over the FY 2000 budget. There are 16 full-time equivalents (FTEs) supported by this budget. The FY 2001 proposed budget includes \$145,000 to fund the introductory phase of a zoning database system to provide agency information and access to zoning documents. | <ul style="list-style-type: none"> The FY 2001 proposed budget includes \$225,000 to fund the development, distribution and maintenance of Phase II of the electronic zoning map. The agency will process 20 percent more applications. The Office of Zoning will operate a web site for zoning information. The agency will conduct community outreach seminars. |
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FY 2001 Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of Zoning is comprised of one control center that serves as the major component of the agency's budget.

FY 2001 Proposed Budget by Control Center

(Dollars in Thousands)

Office of Zoning

Control Center

**Proposed
FY 2001
Budget**

1000 OFFICE OF ZONING

1,763

BJ0 Office of Zoning

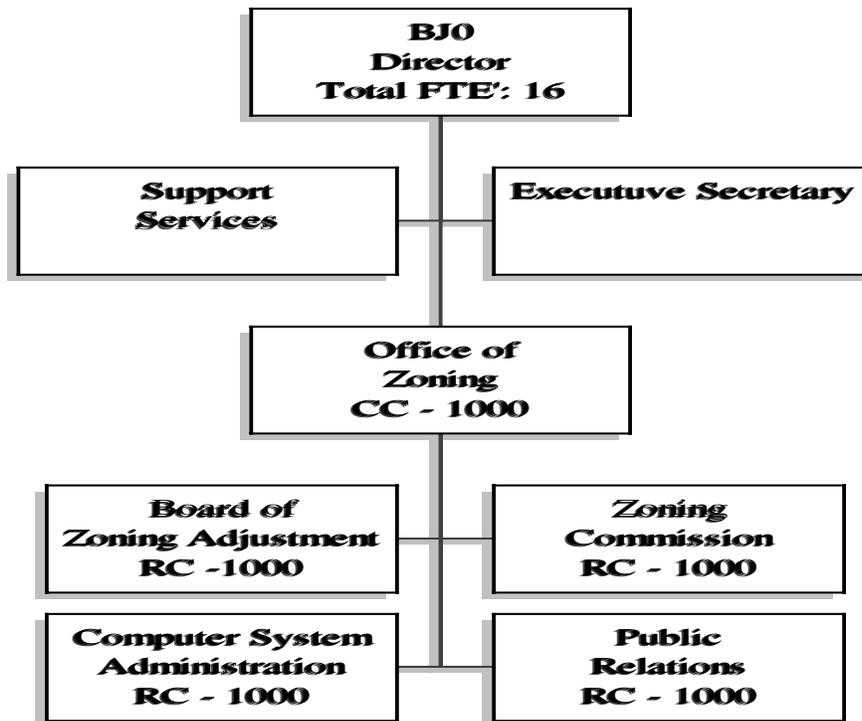
1,763

Agency Overview and Organization

The duties of the Office of Zoning include reviewing zoning applications for accuracy and completeness; scheduling and facilitating public hearings and meetings; coordinating the review of applications with appropriate District and federal agencies; preparing necessary reports, orders, and summaries; and providing information to the general public, developers, and contractors.

The District of Columbia zoning regulations govern land use, density, height, and bulk characteristics of property located within the District’s jurisdiction. Any individual or organization seeking to undertake new construction or to make major repairs, alterations, or additions to existing buildings in the District is required to file an application with the Department of Consumer and Regulatory Affairs. All projects must conform to the requirements established by the zoning map and regulations adopted by the Zoning Commission. If the proposed project conflicts with the zoning map or regulations, the applicant may either modify the proposed project to conform to zoning requirements or seek relief from the Zoning Commission and/or the Board of Zoning Appeals (BZA).

Both the Zoning Commission and the BZA are independent, quasi-judicial bodies and each consists of five members. The Zoning Commission is authorized to prepare, adopt, and amend the maps and text of the District’s zoning regulations, while the BZA is authorized to grant zoning relief, approve variances and special exceptions, and decide appeals from individuals concerning zoning related decisions made by the Zoning Administrator.



FY 2001 Proposed Operating Budget

The Office of Zoning Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, and equipment and equipment rental.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. The Office of Zoning is supported entirely by Local revenue (tax and non-tax revenue not earmarked for a particular purpose).

FY 2001 Proposed Operating Budget										
(Dollars in Thousands)										
Office of Zoning										
Object Class	Actual FY 1999		Approved FY 2000		Proposed FY 2001		Variance			
Regular Pay -Cont. Full Time	563		842		876		34			
Regular Pay - Other	6		0		0		0			
Additional Gross Pay	36		0		0		0			
Fringe Benefits	87		135		144		9			
Subtotal for: Personal Services (PS)	692		977		1,020		43			
Supplies and Materials	8		15		54		39			
Utilities	0		20		14		-6			
Telephone, Telegraph, Telegram	3		5		4		-1			
Rentals - Land and Structures	0		10		15		5			
Other Services and Charges	331		173		532		359			
Contractual Services - Other	57		54		54		0			
Equipment and Equipment Rental	358		21		71		50			
Subtotal for: Nonpersonal Services (NPS)	757		298		743		445			
Total Expenditures:	1,449		1,275		1,763		488			
Authorized Spending Levels by Revenue Type:										
	FTEs		Dollars		FTEs		Dollars		FTEs	
Local	11		400		16		1,275		16	
Federal	1		595		0		0		0	
Other	1		453		0		0		0	
Total:	13		1,449		16		1,275		16	

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$1,763,473, an increase of \$488,473, or 2.4 percent, over the FY 2000 approved budget. The Office of Zoning receives funding from local sources. There are 16 FTEs supported by this agency.

- **Local.** The proposed *local* budget is \$1,763,473, an increase of \$488,473 over FY 2000. Of this increase, \$43,094 is in personal services and \$445,379 is in nonpersonal services. There are 16 full-time positions supported by *local* sources.

The change in personal services is comprised of:

- \$25,094 is an increase for the 6 percent pay raise for non-union employees
- \$18,000 is an increase for step increases

The change in nonpersonal services is comprised of:

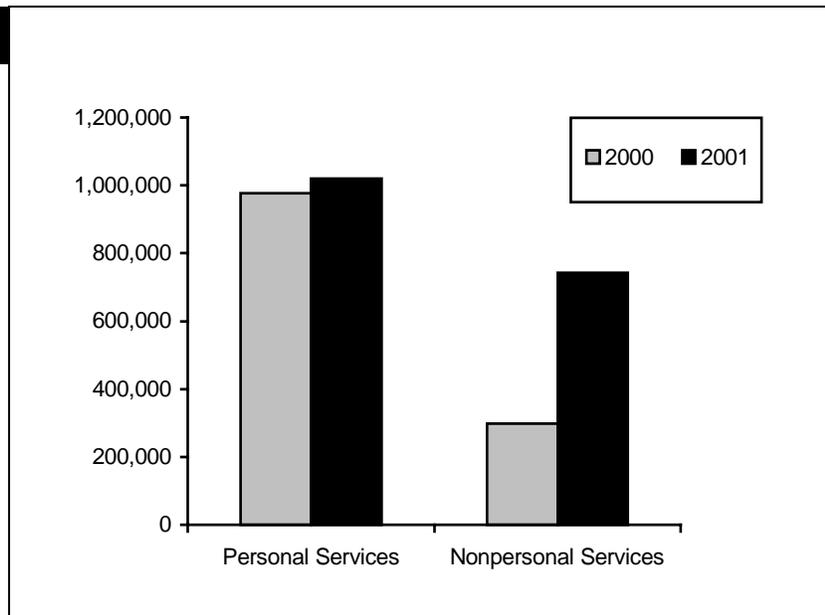
- \$49,000 is an increase for supplies and maintenance contracts for equipment purchased with management reform money
- \$145,000 is a programmatic increase for the base development of an enterprise Database Management System that will provide access to zoning documents
- \$225,000 is a programmatic increase for the development of an Electronic Zoning Map
- \$20,000 is an increase to fully fund attorney position that provides legal advice to the office, the Zoning Commission, and the Board of Zoning Appeals
- (\$6,454) is a decrease for utility costs based on Office of Property Management (OPM) estimates
- (\$1,454) is a decrease for telephone costs based on OPM estimates
- \$8,922 is an increase for security and janitorial costs based on OPM estimates
- \$5,365 is an increase for rent costs based on OPM estimates

Figure 1

FY 2001 Proposed Budget Includes an Increase for PS and NPS

Personal Services increased by 4.4 percent, from \$977,000 in FY 2000 to \$1,020,000 in FY 2001.

Nonpersonal services increased by 149 percent, from \$298,000 to \$743,000, due to programmatic increases and an increase in fixed costs.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and the Census Bureau as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of Zoning’s workforce is divided among three occupational classification codes.

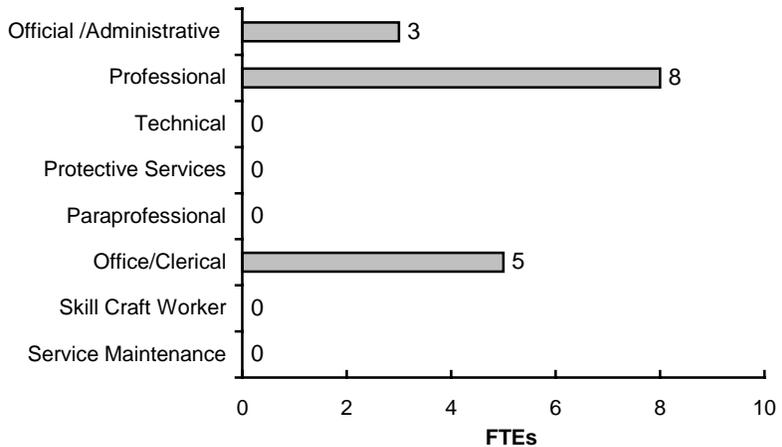
Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Official /Administrative	3
Professional	8
Technical	0
Protective Services	0
Paraprofessional	0
Office/Clerical	5
Skill Craft Worker	0
Service Maintenance	0
Total	16

FTE Analysis

Agency FTEs by Occupational Classification Code

Of the Office of Zoning’s total FTEs, 50 percent are Professional, 19 percent are Official or Administrative positions, and the remaining 31 percent are Office or Clerical FTEs.



Performance Measures for the Office of Zoning

170 applicants will file for processing; many will access the website

Performance Measure	1998 Actual	1999 Actual	2000 Estimate	2001 Projected	2002 Projected
Number of applicants	N/A	118	160	170	180

150 applications will be decided and discussed

Performance Measure	1998 Actual	1999 Actual	2000 Estimate	2001 Projected	2002 Projected
Applications Processed	N/A	116	140	150	160