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**Capitol Area Architectural and Planning Board**

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[mn.gov/caapb](http://mn.gov/caapb)

**AT A GLANCE**

- The Board is responsible for zoning jurisdiction, design review, and planning authority in a 60-block area around the Capitol Building.
- Two full-time, two part-time staff, and three professional advisors serve the Board, which meets approximately six times per year.
- The non-partisan Board consists of twelve members appointed by the Governor, Mayor of Saint Paul, and Legislature, and is chaired by the Lieutenant Governor.

**PURPOSE**

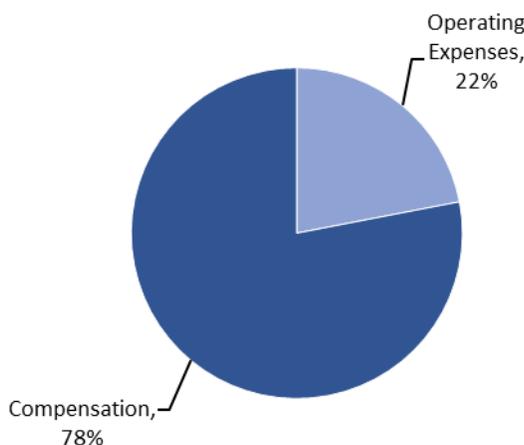
The Capitol Area Architectural and Planning Board (CAAPB) is a small state agency with responsibilities unique to the state. Its mission is:

- To preserve and enhance the architectural integrity of the Capitol Building and area.
- To improve and protect open areas for public enjoyment.
- To develop accessible approaches to the Capitol Area for pedestrians, roadways, and mass transit systems.
- To establish a framework for growth in keeping with the original Cass Gilbert design.

The Board’s framework of operations is a comprehensive plan and codified zoning and design rules, developed with input from stakeholders and maintained by staff. The Board coordinates its responsibilities with other state agencies, the City of Saint Paul, neighborhood planning bodies, and private sector professionals.

**BUDGET**

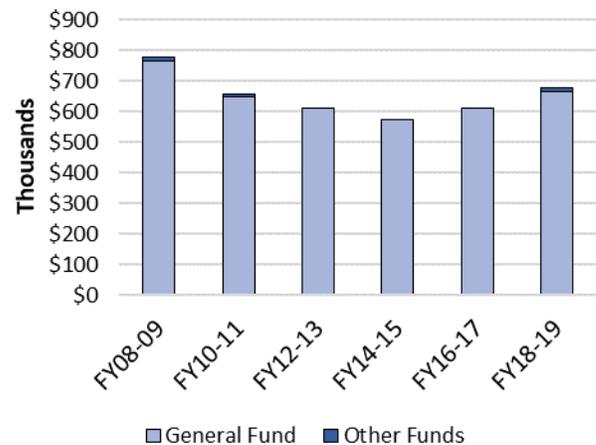
**Spending by Category  
FY 2019 Actual**



*The CAAPB’s operations are funded predominantly through the general fund.*

*Source: Budget Planning & Analysis System (BPAS)*

**Historical Spending**



*The FY08-09 increased appropriation was for required update of the Comprehensive Plan and consultant re-write of rules for zoning and design. FY10-11 and FY12-13 reflect one FTE retirement, and federal funds related to light rail transit planning. FY14-15 reflects the retirement of Exec. Sec. and major staff change-over. FY18-19 (and FY20-21) reflects costs of developing the new 2040 Comprehensive Plan in house.*

*Source: Consolidated Fund Statement*

## STRATEGIES

### Regulation:

- The CAAPB acts on requests for zoning permits or design review approvals for projects within the Capitol Area, acting on zoning requests within 60 days of filing being deemed complete.
- A Saint Paul building permit for projects in the Capitol Area is issued only after the CAAPB has approved a zoning permit. A Certificate of Design Compliance may be required, if changes occur during City review.

### Development and Planning:

- Provide project-specific guidelines for Capitol Area work and encourage post construction analysis.
- Oversee a development framework and maintenance standards for the Capitol mall and its memorials.
- Conduct open and timely competitions for the design of state buildings and memorials in the Capitol Area.
- Provide open consultation with other state agencies and the City of Saint Paul.
- Initiate funding requests and promote design integrity and restoration – of the Capitol Building and other State buildings in the Capitol Area – in cooperation with the Administration and the Historical Society.

### Policy – the CAAPB’s work is guided by the following:

- The 1998 Comprehensive Plan for the MN State Capitol Area, amended in 2009.
- The 2009 Rules Governing Zoning and Design for the MN State Capitol Area, revised in 2012.
- The 1998 Policy for Works of Art in the MN State Capitol, revised in 2015.
- The Policy for Commemorative Works in the MN State Capitol Area, 2012.

## RESULTS

The Board has achieved the following measurable outcomes and successes over the past two years:

- Helped secure legislative funding of comprehensive restoration for memorials on the Capitol Mall.
- Upgraded the CAAPB website to serve the public more efficiently and improve accessibility.
- Worked with the City of St. Paul to solicit input and develop standards and guidelines that resulted in their investment of \$300,000 in improvements to Rice St. commercial properties.
- Initiated several measures toward Travel Demand Management to improve sustainability.
- Completed digitizing back-up of all files, using Odyssey funding in response to Continuity of Operations Plan, for improved public access.
- Transitioned to virtual Board meetings and telecommuting for more than 50% of staff during pandemic.
- Using in-house staff and extensive public and stakeholder review and input, developed a new and expanded 2040 Comprehensive Plan for the Minnesota State Capitol Area.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quality	Enforcing zoning regulations: Action within 60 days.	100% achieved	100% achieved	July 2017- July 2019
Quality & Quantity	Board meetings Note: improved procedures during member/Chair transitions and going virtual due to COVID	3-5 mtgs/yr	4 mtgs. in first 8 mos. of 2020	2020
Quality	Timely management of new memorials (competition through construction).	4-7 years to complete	2-4 years to complete	2019-2020

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The legal authority for the CAAPB is MN Statute 15B (<https://www.revisor.mn.gov/statutes/?id=15B>).

(Dollars in Thousands)

	Actual FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base		Governor's Recommendation	
					FY22	FY23	FY22	FY23

**Expenditures by Fund**

1000 - General	301	365	351	351	351	351	386	365
2000 - Restrict Misc Special Revenue	12		15	12				
<b>Total</b>	<b>312</b>	<b>365</b>	<b>366</b>	<b>363</b>	<b>351</b>	<b>351</b>	<b>386</b>	<b>365</b>
Biennial Change				52		(27)		22
Biennial % Change				8		(4)		3
Governor's Change from Base								49
Governor's % Change from Base								7

**Expenditures by Program**

Capitol Area Arch Planning Bd	312	365	366	363	351	351	386	365
<b>Total</b>	<b>312</b>	<b>365</b>	<b>366</b>	<b>363</b>	<b>351</b>	<b>351</b>	<b>386</b>	<b>365</b>

**Expenditures by Category**

Compensation	254	285	308	299	292	294	327	308
Operating Expenses	58	80	57	64	59	57	59	57
Other Financial Transaction		0						
<b>Total</b>	<b>312</b>	<b>365</b>	<b>366</b>	<b>363</b>	<b>351</b>	<b>351</b>	<b>386</b>	<b>365</b>

**Full-Time Equivalent**

	2.98	3.19	3.44	2.91	2.75	2.75	2.75	2.75
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(Dollars in Thousands)

	Actual FY18	Actual FY19	Actual FY20	Estimate FY21	Forecast Base FY22 FY23		Governor's Recommendation FY22 FY23	
<b>1000 - General</b>								
Balance Forward In	13	59						
Direct Appropriation	347	350	351	351	351	351	386	365
Transfers Out		13						
Cancellations		32						
Balance Forward Out	59		0					
<b>Expenditures</b>	<b>301</b>	<b>365</b>	<b>351</b>	<b>351</b>	<b>351</b>	<b>351</b>	<b>386</b>	<b>365</b>
Biennial Change in Expenditures				36		0		49
Biennial % Change in Expenditures				5		0		7
Governor's Change from Base								49
Governor's % Change from Base								7
Full-Time Equivalents	2.85	3.19	3.44	2.91	2.75	2.75	2.75	2.75

**2000 - Restrict Misc Special Revenue**

Balance Forward In	27	27	27	12				
Receipts	12							
Transfers Out		0						
Balance Forward Out	27	27	12					
<b>Expenditures</b>	<b>12</b>		<b>15</b>	<b>12</b>				
Biennial Change in Expenditures				15		(27)		(27)
Biennial % Change in Expenditures						(100)		(100)
Governor's Change from Base								0
Governor's % Change from Base								
Full-Time Equivalents	0.13							

**2403 - Gift**

Balance Forward In	0	0	0					
Receipts	0	0	0					
Balance Forward Out	0	0	0					

(Dollars in Thousands)

	FY21	FY22	FY23	Biennium 2022-23
<b>Direct</b>				
<b>Fund: 1000 - General</b>				
FY2021 Appropriations	351	351	351	702
Forecast Base	351	351	351	702
Change Items				
Operating Adjustment		35	14	49
<b>Total Governor's Recommendations</b>	<b>351</b>	<b>386</b>	<b>365</b>	<b>751</b>
<b>Dedicated</b>				
<b>Fund: 2000 - Restrict Misc Special Revenue</b>				
Planned Spending	12			
Forecast Base	12			
<b>Total Governor's Recommendations</b>	<b>12</b>			
<b>Revenue Change Summary</b>				
<b>Non-Dedicated</b>				
<b>Fund: 1000 - General</b>				
Forecast Revenues	1	1	1	2
<b>Total Governor's Recommendations</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>

# Capitol Area Architectural and Planning Board

## FY 2022-23 Biennial Budget Change Item

### Change Item Title: Operating Adjustment

Fiscal Impact (\$000s)	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund					
Expenditures	0	35	14	14	14
Revenues	0	0	0	0	0
Other Funds					
Expenditures	0	0	0	0	0
Revenues	0	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	0	35	14	14	14
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends additional funding of \$35,000 in FY 2022 and \$14,000 in each subsequent year from the general fund to pay one-time retirement costs and maintain the current level of service delivery at the Capitol Area Architectural and Planning Board (CAAPB).

This represents a 7.0 percent increase over the CAAPB’s FY 2022-2023 biennial general fund base budget.

### Rationale/Background:

This operating adjustment funds both one-time retirement costs as well as ongoing operating costs.

\$28,000 in FY 2022 is for costs associated with the anticipated retirement of the CAAPB Executive Secretary on June 30, 2021.

The remaining amounts (\$7,000 in FY2022 and \$14,000 in subsequent years) fund a portion of projected cost increases in the upcoming biennium. Each year, the cost of doing business rises—including growing costs for employer-paid health care contributions and other salary and compensation-related costs. Other operating costs, like rent and lease, fuel and utilities, IT and legal services also grow. This cost growth puts pressure on operating budgets that remain flat from year to year without enacted increases. Agencies face challenging decisions to manage these costs within existing budgets, while maintaining the services Minnesotans expect.

### Proposal:

The Governor recommends increasing the CAAPB’s operating budget to pay for one-time retirement costs and support the delivery of current services. The ongoing funding will cover compensation cost growth.

### Results:

This proposal is intended to allow the Capitol Area Architectural and Planning Board to continue to provide current levels of service and information to the public.