

City Commission Ad Hoc Interview Committee
Board of Zoning Appeals



6:00 PM

Monday, August 4, 2014

Located in: The Second Floor Conference Room
Governmental Center
Traverse City, MI 49684

Posted: Tuesday, July 29, 2014

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

Benjamin C. Marentette, CMC
City Clerk
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov

AGENDA

1. Consideration of approving the minutes of July 22, 2014.
2. Consideration of remaining interviews to make recommendation for the Board of Zoning Appeals.
3. Consideration of recommendation for three regular positions on the Board of Zoning Appeals.
7. Public Comment.
8. Adjournment.

CITY OF TRAVERSE CITY

Minutes

Ad Hoc Interview Committee meeting for the Board of Zoning Appeals

July 22, 2014

An ad hoc interview committee meeting for the Board of Zoning Appeals was called to order at the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 4:02 p.m.

The following Commissioners were present, constituting a quorum: Commissioner Easterday, Commissioner Howe, and Commissioner Werner.

The following Commissioners were absent: None.

1. First item being "Consideration of selecting a secretary for the duration of the committee."

By consensus, Commissioner Werner was chosen secretary for the duration of the committee.

2. Consideration of interviews to make a recommendation for the Board of Zoning Appeals.

Interview was conducted with Kathryn Henning-Callison, Jennifer Jones, Bradley Matson, and Mattias Johnson.

3. Next item being "Public Comment."

None.

There being no objection, the meeting adjourned at 5:26 p.m.

Commissioner Werner
Specially Designated Secretary

Prepared by: Katelyn Stroven, Administrative Specialist

TO: Jeanine Easterday, Chair
FROM: Katelyn Stroven, Administrative Specialist
RE: Outline to follow during meeting

The City Attorney explained that the City Clerk or Deputy City Clerk do not have to be in attendance to take minutes. However, if not, then please complete the following; and I will be glad to draft the minutes for you. I remain at your service to attend or not to attend, whatever you desire.

1. 4:02 Starting time. July 22, 2014 Date of Meeting.
Board of Zoning Appeals Name of board which has vacancy.
Second Floor Conference Room, Governmental Center Meeting Location.
2. Please place a check mark next to the Ad Hoc Committee Members in attendance.
 Commissioner Easterday Commissioner Werner
 Commissioner Howe

3. Commissioner Easterday is serving as Chair.
4. Consideration of selecting a secretary for the duration of the committee.

By consensus Tim Werner was chosen secretary for the duration of the committee.

5. Consideration of interviews to make recommendation for the Board of Zoning Appeals.

- Kathryn Henning-Callison (Incumbent, Regular Member)
- Jennifer Jones (Incumbent, Regular Member)
- Douglas Donaldson (Incumbent, Regular Member)
- Bradley Matson (Incumbent, Alternate Member)
- Mattias Johnson
- ~~at next Monday night.~~ Nathan Miller

6. Any other direction for the City Clerk's Office? Please indicate any other direction here:

6:15pm Monday needed for Douglas Donaldson

7. Public Comment: None

8. 5:26 Ending Time [Signature]
Designated Secretary

****Please note a sixth and final applicant is scheduled to be interview on Monday, July 28th at 6:30PM. You will deliberate and make your recommendation then. ****



City of Traverse City
Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: Board of Zoning Appeals; Board of Tax Review

(Please limit to three boards/committees)

Name: Nathan P. Miller E-Mail Address: nmiller@millerembury.com

Address: 717 Washington St, Traverse City MI 49686

Occupation: Lawyer (if retired, please provide your career)

Home telephone number: (231) 534-5159 Work telephone number: (231) 421-8400

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? Y Do you reside within the city limits? Y
Do you own taxable property within the City? Y Are you a downtown district (DDA) resident? N Do you have ownership interest in downtown district (DDA) property? N Are you in default to the City? N Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? N Are you a resident of a complex operated by the City? N Do you live within the Traverse City Light and Power service area? Y Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? N Are you or are any of your immediate family members a member of any other City board or Committee? N If yes, which?

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature: Nathan P. Miller

Date: 5-4-14

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement! - Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

May 5, 2014

Attn: City Clerk
City of Traverse City
400 Boardman Ave
Traverse City, MI 49684

Re: Application to Become Involved

Dear Traverse City:

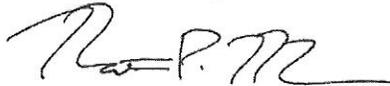
I am applying to become a member of either the Board of Zoning Appeals or the Board of Tax Review. My family and I have lived downtown on Washington Street since 2008. We greatly enjoy living here. The great downtown restaurants, the State Theater, the Opera House, and the beautiful parks enhance the quality of our lives.

I am an attorney with my own law firm here in Traverse City. I practice in a number of areas, one of which is real estate. I have handled zoning issues before. I am familiar with zoning ordinances, and have argued cases, at both the trial court level and on appeal, that turned on how to interpret ordinance language. This experience would serve me well on Traverse City's Board of Zoning Appeals, or on the Board of Tax Review.

I am applying for this position because I want to participate in our local government. I want to use my knowledge and skill to serve my community. I want to learn about local government – how it functions, what procedures it uses, how it is funded, etc. Above all, I want to participate and believe in something greater than myself. Serving on one of these Boards will, hopefully, allow me to achieve these goals.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "N. P. Miller", written in a cursive style.

Nathan P. Miller

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



April 1, 2014

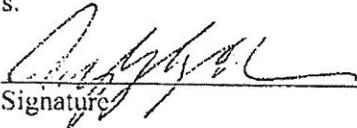
Mr. Douglas Donaldson
326 W. Seventh St.
Traverse City, MI 49684

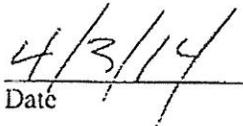
Dear Mr. Donaldson:

Subject: Term expiring – Board of Zoning Appeals

As you are aware, your appointment to the Board of Zoning Appeals expires on June 30, 2014. On behalf of the City Commission, I respectfully request that you sign below to indicate if you wish to be reappointed.

Please allow this to serve as my willingness and desire to be considered as a member on the Board of Zoning Appeals.


Signature


Date

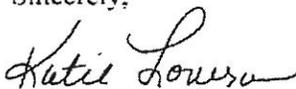
It is with regret that I do not wish to be considered for another term on the Board of Zoning Appeals.

Signature

Date

We will forward your response to the appointing authority for its consideration. On behalf of the City of Traverse City, thank you for your dedicated service to this community; it is greatly appreciated! If I may ever be of assistance, please do not hesitate to contact me.

Sincerely,



Katie Lowran
Deputy City Clerk

copy: David Weston, Zoning Administrator

RECEIVED

APR 07 2014

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

TO: Jeanine Easterday, Chair
FROM: Katelyn Stroven, Administrative Specialist
RE: Outline to follow during meeting

The City Attorney explained that the City Clerk or Deputy City Clerk do not have to be in attendance to take minutes. However, if not, then please complete the following; and I will be glad to draft the minutes for you. I remain at your service to attend or not to attend, whatever you desire.

1. **Starting time.** August 4, 2014 **Date of Meeting.**
Board of Zoning Appeals **Name of board which has vacancy.**
Second Floor Conference Room, Governmental Center **Meeting Location.**
2. **Please place a check mark next to the Ad Hoc Committee Members in attendance.**
 Commissioner Easterday Commissioner Werner
 Commissioner Howe

3. Commissioner Easterday is serving as Chair.
4. Consideration of approving the minutes of July 22, 2014.

Moved by: _____

Seconded by: _____

Carried Unanimously? (Circle One) Yes No

If no, who opposed? _____

5. Consideration of remaining interviews to make recommendation for the Board of Zoning Appeals.

 Nathan Miller
 Douglas Donaldson (Incumbent, Regular Member)

6. Consideration of recommendation for three regular positions on the Board of Zoning Appeals.

Recommend: _____ → Kathryn Henning-Callison's seat
expiring June 30, 2014

Recommend: _____ → Jennifer Jones' seat expiring June 30,
2014

Recommend: _____ → Douglas Donaldson's seat expiring June
30, 2014

*****If Bradly Matson is recommended as a regular member, his unexpired term, expiring June 30, 2015, as an alternate member will become available*****

Recommend: _____ → Bradley Matson's seat expiring June 30, 2015

7. Any other direction for the City Clerk's Office? **Please indicate any other direction here:**

8. Public Comment: _____

9. _____ **Ending Time**

Designated Secretary