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OFFICE OF THE  
SECRETARY

VINCENT C. GRAY  
MAYOR

October 6, 2014

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
1350 Pennsylvania Avenue, N.W., Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 8 of An Act Providing for the zoning of the District of Columbia and the regulation of the location, height, bulk, and uses of buildings and other structures and of the uses of land in the District of Columbia, and for other purposes, approved June 20, 1938 (52 Stat. 799; D.C. Official Code § 6-641.07) (2012 Repl.), which established the Board of Zoning Adjustment, and pursuant to section 2 of the Confirmation Act of 1978, effective March 3, 1979, (D.C. Law 2-142; D.C. Official Code § 1-523.01) (2012 Repl.), I am pleased to nominate the following individual for reappointment:

S. Kathryn Allen  
714 Whittier Street, N.W.  
Washington, D.C. 20012  
(Ward 4)


as a member of the Board of Zoning Adjustment, for a term to end September 30, 2017.

Enclosed you will find all biographical information detailing the experience of the above-mentioned nominee, along with a proposed resolution for the nominee to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of the nomination for confirmation. Please do not hesitate to contact me, or John Cheek, Director, Office of Boards and Commissions, should the Council require additional information.

Sincerely,

A handwritten signature in black ink that reads "Vincent C. Gray".  
Vincent C. Gray

  
Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

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IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

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To confirm the reappointment of Ms. Kathryn Allen to the Board of Zoning Adjustment.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the “Board of Zoning Adjustment Kathryn Allen Confirmation Resolution of 2014”.

Sec. 2. The Council of the District of Columbia confirms the reappointment of:

S. Kathryn Allen  
714 Whittier Street, N.W.  
Washington, D.C. 20012  
(Ward 4)

as a member of the Board of Zoning Adjustment, pursuant to section 8 of An Act Providing for the zoning of the District of Columbia and the regulation of the location, height, bulk, and uses of buildings and other structures and of the uses of land in the District of Columbia, and for other purposes, approved June 20, 1938 (52 Stat. 799; D.C. Official Code § 6-641.07), and section 2 of the Confirmation Act of 1978, effective March 3, 1979, (D.C. Law 2-142; D.C. Official Code § 1-523.01), for a term to end September 30, 2017.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, each to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

**PROFILE**

An entrepreneur, real estate and banking attorney who has been involved in the real estate and financial services industry for the last twenty-five years. A seasoned executive with an extensive background in federal and state government and corporate administration including experience and particular expertise in:

- Banking Law
- Real Estate Law
- Mortgage Lending
- Regulatory Compliance
- Community-based programs and business development
- Management and Operations
- Title and Escrow

Creative leader able to plan, coordinate and motivate organizations to achieve goals and mission. Dynamic, energetic and enthusiastic executive who has strong legal and management skills, excellent interpersonal, oral and written abilities. Effective spokesperson with experience representing organizations to clients, community-based organizations, and employee groups.

**PROFESSIONAL EXPERIENCE**

**ANSWER TITLE & ESCROW LLC, Washington, D.C. 2004-present**

*Co-Owner and Co-President*

Co-owner and Co-President of a full service title, escrow, and settlement firm based in metropolitan Washington. Based on decades of diverse experience in the real estate and financial services industries, developed a comprehensive suite of services for both residential homebuyers and seasoned commercial real estate professionals. Responsible for all aspects of starting the business including developing a business plan and budget, securing all necessary licenses, negotiating agency agreements with underwriters, finding and securing locations and hiring and training of staff. With business partner, Donna Shuler, manages the daily operations of the company. Honored in *Washington Business Journal* as one of the top 25 Title Companies in the region, November 2008.

**TRIAD STRATEGIC CONSULTING LLC, Washington, D.C. 2003-present**

*Managing Partner*

Co-Founder and Managing Partner of a District based consulting firm specializing in community and political multi-jurisdictional consultation; infrastructure development and management; small business development; business financing consultation and services; and organizational management and reengineering. Assist in developing business plans and budgets, all aspects of application, chartering and licensing processes, raising capital, finding and securing business locations, hiring and training of staff, acting as a liaison to regulators, board members and communities where the entities operate.

**DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS, Washington, D.C. 1999-2003**

*Commissioner*

Director of agency responsible for oversight of banks, mortgage lenders and brokers, check cashers and other financial institutions operating in the District of Columbia. Responsibilities included providing legislation and promoting a climate in which financial institutions would organize to do business in the District of Columbia. Contributed to the economic development of the District by increasing availability of capital and credit and expanding financial and technical support for small, minority, and women-owned businesses. Managed provision of financial services to the public in a manner that fosters the development and revitalization of housing and commercial corridors in underserved neighborhoods in the District. Primarily responsible for establishing a District-based venture fund and business technical resource center for small business development. Helped to meet the credit and deposit service needs of lower income and minority residents of the District. As part of the Mayor's cabinet, also was responsible for assisting in the development of government policy, budget, interagency initiatives and strategies. Managed 27-person staff, various consultants and oversaw \$2.4 million annual operating budget as well as multimillion-dollar federal grant programs.

**S. KATHRYN ALLEN**

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**ABC NET CORPORATION, Alexandria, VA 1997-1999**

***Executive Vice President***

Co-founder and chief operating officer for a start-up company operating with a diverse portfolio including mortgage lending, telecommunication products, Internet web page design services, and sales. Managed and directed the marketing, sales and human resources teams of the company. Reviewed and approved all marketing and promotional materials. Provided ongoing training and motivational packages for approximately 50-person sales force. Developed employee relations policies and approved employee benefit plans. Negotiated all major contracts on company's behalf. Also, provided representation to a group of companies offering a complete range of financial services. Responsible for services which included loan origination, securities investment, insurance coverage, title and escrow research and settlement, and commissioned-based financial planning.

**CHEVY CHASE BANK, F.S.B., Chevy Chase, MD 1994-1997**

***Vice President & Chief Compliance Officer***

Managed and directed Bank's Compliance Division and regulatory compliance program to ensure the Bank was in compliance with all applicable laws and regulations. Developed, periodically reviewed, and updated Bank's compliance policies and procedures for adoption by the Board of Directors. Developed and maintained a comprehensive training program to address the Bank's policies and procedures, as well as all applicable Federal and state laws and regulations. Primary contact for coordinating with Federal and/or state regulatory agency examiners during the examinations and ensuring accurate completion and timely filing of regularly required reports. Coordinated with the internal and independent auditors to ensure that compliance issues were adequately addressed, where appropriate. Prepared and presented periodic reports to the board of directors concerning the Bank's current record of compliance, including an assessment of performance in the area of community reinvestment. Monitored lending programs to ensure that CRA/Fair Lending goals and objectives were met. Managed the development of sound programs designed to meet the credit and housing needs of the Bank's service communities.

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY, Washington, DC 1991-1994**

***Assistant General Counsel***

Supervised and managed the Claims and Property Law Branch of the Office of General Counsel. Coordinated legal services in the areas of claims and real property related matters. Provided legal advice and assistance to the Agency on its acquisition, use and disposal of property leases and drafted necessary amendments. Analyzed legal issues, reviewed and drafted policies, procedures, regulations and legislation for the Agency. Negotiated settlements and drafted legal documents for use in administrative and judicial proceedings.

**FEDERAL HOME LOAN MORTGAGE CORPORATION, Reston, VA 1990**

***Counsel - Corporate Affairs***

Provided legal advice and representation regarding the general corporate and corporate secretarial aspects of the Corporation's operations. Drafted and negotiated commercial leases and procurement contracts, developed employee relations policies and benefits programs, prepared annual proxy statement, and researched various corporate governance issues. Additionally, analyzed legislative developments and appropriate responses to public and industry inquiries.

**INDIAN HEAD BANKS, INC., Nashua, NH 1986-1989**

***General Counsel***

Directed and managed legal department for \$2 billion dollar bank holding company consisting of five affiliate banks, and four non-bank subsidiaries. Set legal policy concerning daily operations and procedures; prepared, reviewed and negotiated all major legal documents including loans, lines of credit, commercial leases, contracts and employee benefit plans; developed and implemented federal and state regulatory compliance program, and coordinated litigation cases brought against or on behalf of the holding company and the affiliates.

**WARNER & STACKPOLE, Boston, MA 1984-1986**

***Associate - Real Estate Department***

Practiced in areas of expertise, which included commercial leasing, residential and commercial conveyance, condominiums, loan workouts and landlord/tenant law. Special emphasis in the building and development industry involved land use, zoning, environmental and contract liability issues.

**S. KATHRYN ALLEN**

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**POLAROID CORPORATION, Cambridge, MA 1978-1984**

***Legal Intern***

Researched and evaluated business entities for possible merger or acquisition; made recommendations to corporate management concerning feasibility of marketing and selling new technical products. Researched and wrote labor law memoranda with emphasis in the area of affirmative action and equal employment law.

**EDUCATION**

**Smith College, Northampton, MA - 1977**

**A.B., Biochemistry and Afro-American Studies**

**Boston College Law School, Newton, MA - 1984**

**Juris Doctor**

**Boston University Law School, Boston, MA - 1989**

**Graduate courses in Banking Law**

**Harvard University, Kennedy School of Government, Boston, MA- 2000**

**Senior Executives in State and Local Government Program**

**BAR MEMBERSHIPS**

**Massachusetts; U.S. District Court (D.Mass)**

**District of Columbia**

**U.S. Court of Appeals (1st Circuit)**

**U.S. Supreme Court**

**LICENSES**

**Title Producer (Maryland)**

**Securities Series 65, 63**

**Notary Public (District of Columbia, Maryland, Virginia)**

**PROFESSIONAL ORGANIZATIONS/AWARDS**

**Capital One Bank – Women’s Advisory Board – Member**

**District of Columbia Land Title Association – elected Board Member**

**District of Columbia Small Business Development Advisory Board – Member**

**District of Columbia Building Industry Association – Member**

**MassMutual Financial Group’s Women’s Advisory Board – Member**

**African American Real Estate Professionals – Member**

**District of Columbia Chamber of Commerce – Member**

**DCCC Executive Leadership Development Program Graduate - 2008**

**DC Emerging Business of the Year- 2006**

**Leadership America (Class of 2002)**

**Leadership Washington (Class of 2001)**

**SBA District Director’s Award for Small Business Assistance (2001)**

**Fannie Mae Fellow (2000)**

**Alpha Kappa Alpha Sorority**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL**



Legal Counsel Division

**MEMORANDUM**

**TO: Lolita S. Alston  
Director  
Office of Legislative Support**

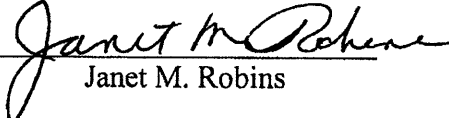
**FROM: Janet M. Robins  
Deputy Attorney General  
Legal Counsel Division**

**DATE: May 21, 2014**

**SUBJECT: Legal Sufficiency Review of Reappointment to the Board of Zoning  
Adjustment  
(AE-12-443 E)**

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**This is to Certify that** this Office has reviewed the above-referenced legislation and has found it to be legally sufficient. If you have any questions regarding this certification, please do not hesitate to contact me at 724-5524.

  
Janet M. Robins

JMR/phg