



CITY APPOINTEES
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MEMPHIS AND SHELBY COUNTY BOARD OF ADJUSTMENT

CITY BOARD EST. 1925 – COUNTY BOARD EST. 1931 – MERGED, 1970

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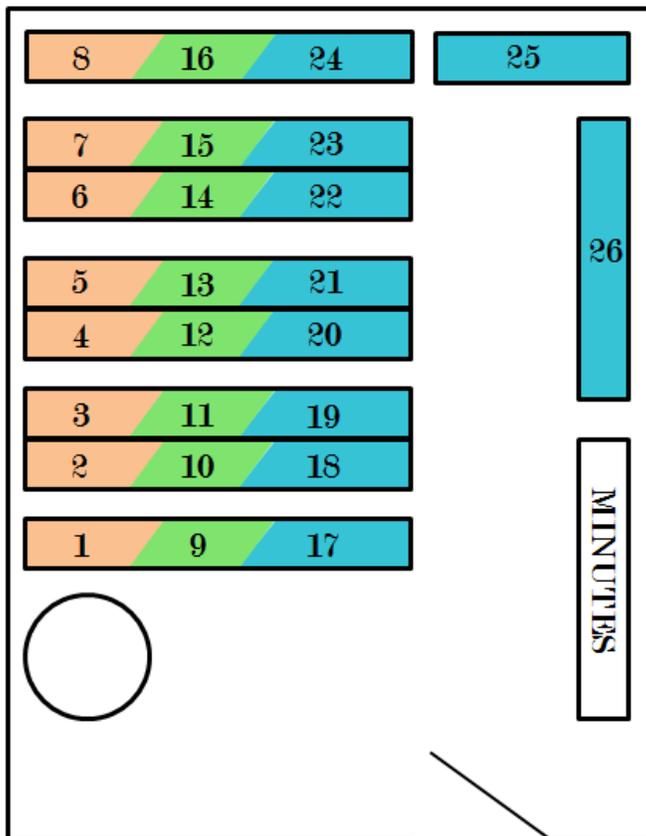
COUNTY APPOINTEES
FRANK COLVETT, JR., CHAIR
DANIEL DOW
LYNDA RAIFORD
MADELEINE SAVAGE-TOWNES, ESQ.

INSTRUCTIONS TO BOARD CASE INDEX

The purpose of this memo is to explain the Case Index Excel Worksheet that accompanies this file. The index is listed by address, but can be manipulated to sort by case number. Each entry contains three columns: the file number, Board identification and location. This memo is organized under those three categories.

1. File Number (Column A)

File numbering occurs in two separate sets until 1970, one for cases heard by the Memphis Board of Adjustment (the “City Board”); the other for cases heard by the Shelby County Board of Adjustment (the “County Board”). Beginning in 1970, there is one set of files for cases heard by the Memphis and Shelby County Board of Adjustment (the “Joint Board”). The Board files are kept in Room 1B-09 in the Memphis City Hall. Files are organized according to the layout of Room 1B-09 below. Historically, County cases were placed in green folders; City cases in pink folders. Please be advised that, in 1970, there were two sets of file numbers: the first represent cases heard before the merger of the City and County Boards and the second after.



1. (top shelf) 1926-1931*
2. (top shelf) 1931-1936
3. (top shelf) 1937-1939/40
4. (top shelf) 1940-1945**
5. (top shelf) 1945-1947**
6. (top shelf) 1947/48-1948
7. (top shelf) 1948-1949/50
8. (top shelf) 1950-1951
9. (second shelf) 1952-1953
10. (second shelf) 1953-1954
11. (second shelf) 1955-1956
12. (second shelf) 1957
13. (second shelf) 1957-1958
14. (second shelf) 1958-1959
15. (second shelf) 1960
16. (second shelf) 1960-1961
17. (bottom shelves) 1961-1966
18. (bottom shelves) 1966-1970
19. (bottom shelves) 1970-1973
20. (bottom shelves) 1974-1978
21. (bottom shelves) 1978-1983
22. (bottom shelves) 1983-1986
23. (bottom shelves) 1987-1992
24. (bottom shelves) 1992-2004
25. 2005-2013
26. 2013-present

*The 1926 files are incomplete. The 1925 files are missing.

** The 1941-1946 County files are missing.

2. Board Identification (Column B)

The City Board existed from 1925 to 1970. The County Board existed from 1931 to 1970. The two were merged to create the Joint Board in 1970. Cases heard by the City Board are indicated with a "C." Cases heard by the County Board are indicated with a "CO." Cases heard by the Joint Board are indicated with a "J."

3. Location (Column C)

Cases are listed alphabetically by street name. However, the Board's staff used three methods over the years to identify the location of the subject site under consideration.

The first method of listing cases involves the house number:

Oak 123

The second method involves those sites located at the intersection of two streets. These have been entered twice into the Case Index under both names:

Oak Elm NE corner
Elm Oak NE corner

In this example, this case is filed under both "O" and "E."

The third method of listing cases involves sites that are not located at the intersection of two streets and have not yet been issued a house number:

Oak, N side 300' W of Elm

So, there are three sets of listings under each street name. Excel orders files with numbers first, letters second and then commas last. Therefore, if you are looking for 123 Elm, which is at the corner of Elm and Oak, you will need to look under the first listing of Elm addresses (which have house numbers), as well as the second set (which include corner sites).

Please be advised that some streets names have changed over the years. Efforts have been made to ensure that only the modern name has been listed. For instance, "Lamar" is used instead of "Bankhead Highway" or "Hwy 78" since the name Bankhead Highway has not been used since the 1930s and all of Hwy 78 inside the city limits is now known as Lamar Ave. On the other hand, only those portions of Hwy 70 that are south of Stage are listed under "Summer" since the name Summer is infrequently used for the portion of Hwy 70 north of Stage. For some historic streets with odd alignments, both the historic and assumed current name have been listed.

Please also be advised that, for locations with house numbers, the Board's staff estimated the number for some sites that were not yet improved with a structure. So, add a few numbers to the house number given to research those cases with house numbers.