# Shelby County Government

A C Wharton, Jr.
*Mayor*

September 30, 2009

The Honorable Joyce Avery
Chairman, Shelby County Board of Commissioners
160 N. Main, Suite 450
Memphis, TN 38103

Dear Chairman Avery:

Pursuant to the rules and regulations governing the Memphis and Shelby County Board of Adjustment, I hereby nominate Raymond P. Brown and Andrew J. Trippel for appointment

Raymond P. Brown is being appointed to fill the term that Eddie Carter has been holding until his successor could be appointed. Because he is being appointed to an unexpired term that ends on December 31, 2009, he is also being reappointed effective December 31, 2009, expiring December 31, 2012.

Andrew J. Trippel is being appointed to fill the term that Roland Taylor has been holding until his successor could be appointed and said term will expire on December 31, 2011.

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,

A C Wharton, Jr.
Mayor

ACW/lar

Enclosure

# SUMMARY

## I. Description of Item

This resolution appoints two new members, Raymond P. Brown and Andrew J. Trippel to the Memphis and Shelby County Board of Adjustment. Because Raymond P. Brown is being appointed to an unexpired term that ends on December 31, 2009, he is also be reappointed to the Board.

## II. Source and Amount of Funding

## III. Contract Items

A. Type of Contract – N/A

B. Terms – N/A

## IV. Additional Information Relevant to Approval of this Item

Members of the Memphis and Shelby County Board of Adjustment are appointed for terms of three (3) years each. This will be the first term and second term for Raymond P. Brown (BM) and the first term for Andrew J. Trippel (WM).

# Board Members

| Appointments | Resolution Date | Expire Date | Member Since | Race | Term |
|---|---|---|---|---|---|
| **M/SC Board of Adjustment** | | | | | |
| Mr. Eddie Carter | 10/24/2005 | 12/31/2006 | 09/08/1997 | BM | 3 |
| Mr. Daniel Dow | 11/17/2008 | 12/31/2009 | 11/17/2008 | HM | 3 |
| Ms. Lynda Raiford | 11/17/2008 | 12/31/2009 | 08/25/2005 | WF | 3 |
| Mr. Roland Taylor | 10/24/2005 | 12/31/2008 | 11/21/1994 | WM | 3 |

Board/Commission

Division of County Government

Name: RAYMOND P. BROWN

Date of Birth: AUGUST 21, 1945 Race BLACK M X F

Business Name: RAY BROWN URBAN DESIGN

Business Address: 700 HARBOR EDGE DR #302 Zip: 38103 Phone (901) 619-0975

E-mail raybrown-us@comcast.net Fax

Education: BS IN ARCHITECTURE, UNIVERSITY OF CINCINNATI

Name of Spouse: NONE Number of Children TWO (ADULT)

Home Address: 700 HARBOR EDGE DR #302 Zip 38103 Phone (901) 619-0975

Resident of Shelby County 13 years.

Have you ever been convicted of a felony? Yes ____ No X

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X RB No ____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed. RB

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

CONSULTANT TO SELF TUCKER ARCHITECTS

CONSULTANT TO OT MARSHALL ARCHITECTS

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Raymond P. Brown
Signature

28 SEPT 2009
Date

(For Office Use Only)
**Attendance Record** (if applicable)
No. of Meetings ____ No. Attend ____ No. Absent ____
**Disposition:**

## NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS, AUTHORITIES OR COMMISSIONS

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are disciminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 URBANDS LAND INSTITUTE
2
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List below any of the aforementioned clubs of which you belong that do not have female members.

1
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 _____
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes (No)

Submitted: RAYMOND P. BROWN
(Print Name)

Signature: Raymond P. Brown

Date: 28 Sept. 2009

# GRATUITY DISCLOSURE FORM

**Shelby County Ethics Commission**

*INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.*

1. NAME

   RAYMOND P. BROWN

2. DATE OF GRATUITY

   NONE N/A

3. NATURE AND PURPOSE OF THE GRATUITY

   N/A

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

   N/A

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

   N/A

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

   N/A

7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Raymond P. Brown
Signature

28 Sept 2009
Date

RAYMOND P. BROWN
Print Name

*A copy of your completed form will be placed on the Shelby County Internet website.*

**Ray Brown, Consultant for Architectural and Urban Design 2000-Present**

- Designing buildings, streets, squares, and neighborhoods as a consultant to architectural firms, developers, public agencies, and non-profit organizations

**University of Memphis 2008-Present**

Adjunct Professor of Architecture

**Memphis Redbirds 1997-2000**

175 Toyota Plaza, Memphis TN 38103

Project Director, AutoZone Park

- Represented the owners of the baseball club directing and facilitating the design and construction of an $80 million AAA baseball park, voted best minor league park in the nation by sportswriters
- Created the schematic design that secured the AAA baseball franchise for Memphis
- Vetted the architectural and construction management teams
- Negotiated major contracts with architects, constructors, and suppliers to minimize cost and ensure that they carried out their responsibilities
- Represented the Redbirds with media, at public meetings, and with government agencies
- Oversaw the architects' designs to ensure that the building carried out the owner's vision and goals
- Designed major aspects of the project not included in the architectural team's scope such as the scoreboard
- Conducted weekly tours of the ballpark for professional groups, media representatives, and other community stakeholders during construction
- Coordinated an aggressive 15-month schedule to keep the constructors on time and on budget
- Opened the ballpark in time for a pre-season exhibition game that earned more than $750,000 for the franchise

**Memphis Center City Commission 1996-1997**

125 North Main St., Memphis TN 38103

Vice President for Development

- Reviewed and prepared proposals for downtown development projects that required conformance with the overall downtown development goals and financial incentive eligibility

- Developed strategies to retain existing businesses, and to recruit and encourage new businesses to locate downtown
- Managed the initial pre-development of three new commercial/residential projects
- Created the overall strategy for a new downtown urban design plan
- Administered the downtown design review board that approved development projects using financial incentives
- Served as staff to three other boards for policy, finance, and project development
- Evaluated and selected sites for proposed projects
- Reviewed proposals for development projects, including both design and preliminary financial analyses
- Recruited developers for two historic renovation projects worth $40 million
- Prepared budget for development department
- Represented organization in media interviews and appearances before public officials

**Raymond Brown Architect 1972-1996**

N/A

President

- Operated full service architectural firm specializing in urban downtown and neighborhood development.
- Prepared comprehensive downtown and citywide urban design guidelines.
- Prepared over four dozen schematic proposals for downtown renewal projects.
- Prepared design guidelines and acted as supervising architect for a new urbanism community in the inner city of Dayton, Ohio.
- Produced strategic plans for the facilities of the Dayton OH public school system.
- Produced strategic plans for conversion to a year-round schedule for both Fairview Elementary School, and Stivers Middle School for the Arts.
- Authored the Physical design sections for, and illustrated, ULI Advisory Panel Reports for Vermont Avenue in Los Angeles, and the Anacostia Neighborhood in Washington DC.
- Authored the physical design sections for, and illustrated, American Institute of Architects Regional Urban Design Assistance Team reports for North Philadelphia PA and Prince George's County MD.
- Led or participated in design charrettes for downtowns including Cleveland OH, Kalamazoo MI, and Wilmington OH.

**University of Cincinnati 1978-1984**

Assistant Professor of Architecture

**City of Dayton OH Department of Planning 1973-1978**

Downtown Planner

- Authored the City's first adopted urban design plan for downtown, still in use.

**Education**

BS in Architecture

University of Cincinnati

**Professional Affiliations**

- Participant in twelve ULI Advisory Panels in cities across the nation, chairing four.
- Chair: Mayor's Committee on Land Use and Development, Sustainable Shelby County Initiative
- Member: Leadership Memphis, Class of 2009
- Adjunct Faculty: University of Memphis Department of Architecture
- Member: ULI Memphis District Council Executive Committee
- Former Member: Memphis Heritage, Inc. Board
- Former Member: Memphis Regional Design Center Executive Board

700 Harbor Edge Drive #302 Memphis TN 38103 P: 901.619.0975 E: raybrown-us@comcast.net

Adjustments
Board/Commission

Div. Planning & Development
Division of County Government

Name: Andrew Joseph Teippel

Date of Birth: March 6, 1967 Race Cauc. M X F

Business Name: Self-employed

Business Address: 1003 Bruce St. Zip: 38104 Phone 901-229-4408

E-mail atrippel@gmail.com Fax 901-328-1566

Education: B.A.-Philosophy ; M.S.-Psychology ; Masters in City & Regional Planning

Name of Spouse: N/A Number of Children 0

Home Address: 1003 Bruce St. Zip 38104 Phone 901-229-4408

Resident of Shelby County 13 years.

Have you ever been convicted of a felony? Yes ____ No X
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No ____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.
Yes.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Signature

09-28-09
Date

(For Office Use Only)
**Attendance Record** (if applicable)
No. of Meetings ____ No. Attend ____ No. Absent ____
**Disposition:**
Approval ____ Resolution ____ Item # ____

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 Tennessee Chapter - American Planning Association
2 ULI - the Urban Land Institute
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List below any of the aforementioned clubs of which you belong that do not have female members.

1 N/A
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 N/A
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes (No)

Submitted: Andrew Joseph Tripp
(Print Name)

Signature:

Date: 09-28-09

# GRATUITY DISCLOSURE FORM

**Shelby County Ethics Commission**

*INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.*

1. **NAME**

   N/A

2. **DATE OF GRATUITY**

3. **NATURE AND PURPOSE OF THE GRATUITY**

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**

5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

7. **DESCRIPTION OF THE GRATUITY**

_____

_____

_____

8. **COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)**

_____

9. **The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

_____ 09-28-09
**Signature** **Date**

Andrew Joseph Teippel
**Print Name**

*A copy of your completed form will be placed on the Shelby County Internet website.*

# ANDREW J. TRIPPEL

1003 Bruce St., Memphis, TN 38104 | (901) 229-4408 | atrippel@memphis.edu

## WORK HISTORY

**Coordinator, Urban Land Institute District Council Memphis - Memphis, TN. January 2008 thru present**

- Coordinate successful delivery of all programs, events and projects.
- Participate in conceptualization and development of programming, events and initiatives.
- Implement key initiatives including Regional Dialogue Initiative.
- Coordinate volunteer efforts for district council (approximately 25 volunteers).
- Initiate, develop and maintain sponsorship commitments ($55,100 in FY2009).
- Provide support to Executive Committee leadership and initiative committees.
- Deliver all administrative services for district council (150+ members) and liaison with national headquarters.
- Develop and manage annual budget/Prepare budget forecasts ($85,000 annual budget in FY09).

**Temporary Contract, The University of Memphis-School of Urban Affairs & Public Policy**
**Memphis, TN. September 2008 – May 2009**

- Participated in finalization of University District Comprehensive Plan.
- Drafted University District Re-zoning Plan and assisted with development of University District Overlay.
- Co-presented University District Comprehensive Plan at community meetings and Land Use Control Board.
- Initiated development of University District Overlay Review Committee Guidelines.
- Assisted in coordinating City Council approval of University District Comprehensive Plan, Re-zoning and Overlay with University Neighborhoods Development Corporation, The University of Memphis and Memphis/Shelby County Office of Planning & Development.

**Graduate Assistant, The University of Memphis-School of Urban Affairs & Public Policy**
**Memphis, TN. September 2006 to May 2008.**

- Assisted in the development of the Community Initiatives Focus Area for the University.
- Planned and executed monthly meetings for Community Initiatives with an average attendance of over 50 University, local government and community participants.
- Conceptualized and assisted in the development of websites for Community Initiatives and for the University Neighborhood Comprehensive Plan. Provide continuing maintenance for the websites.
- Attend and participate in a variety of monthly neighborhood and community organizational meetings as a Community Initiatives representative.
- Served as instructor for the Youth Neighborhood Mapping Initiative, June –August 2007, during which we worked with local high school age students to develop community planning and development skills.

**Independent Contractor - Memphis TN. August 2003-July 2006**

Conceptualized and developed sole proprietorship providing design and construction services to homeowners seeking renovation of existing properties. Work with clientele to develop budgets for desired renovations and executed planned renovations.

**Director of Development, Community Foundation of Greater Memphis**
**Memphis, TN. June 2004-October 2005**

- Directed development efforts of nonprofit foundation with $250M in assets and $20M in annual revenue.
- Identified and cultivated new clients/donors, conducted needs analysis, built strategic alliances, and implemented strategies for short-term and long-term giving.
- Developed and delivered speeches to professional and community organizations to increase awareness of the organization and cultivate revenue sources.
- Achieve an average close rate of 75% for corporate and individual donations, and increased revenue $5M.
- Proposed/established 60-person Professional Advisors Council to strengthen financial planning referrals.
- Created the Prospect Development Group to provide tools, expand reach, and increase effectiveness of volunteer and Board members' prospecting efforts.

**Associate Director of Development, Memphis Brooks Museum of Art**
**Memphis, TN. May 2002-June 2003**

- Restructured and formalized tracking system for foundation and corporate sponsorship solicitation.
- Developed corporate sponsor benefits packages. Served as key contact with corporate sponsors.
- Co-trained and coordinated volunteers for fundraising. Proposed and created donor recognition programs.
- Conducted research and wrote grant proposals for corporations, foundations, and government agencies.
- Collaborated on planning and executing special events fundraising that secured in excess of $1M.
- Instrumental in increasing corporate sponsorship 45%
- Conceptualized, co-developed, and sold advertising to produce an annual 70-page magazine to accompany the museum's largest fundraiser "The Art of Good Taste."
- Assisted in securing $100K grant from International Paper Foundation, $50K from Storage USA, and $35K from a private foundation.

**Restaurant Consultant - Memphis, TN. August 2001-May 2002**

- Analyzed business practices for improvements in customer satisfaction, cost efficiencies, and revenue.
- Created and delivered sales training program for new and existing businesses.
- Researched and wrote restaurant reviews for local arts and culture magazine; contributing author, *Gamut:Arts & Culture of Memphis*.

**Managing Partner, Melange Restaurant - Memphis, TN. March 2000-August 2001**

- Created the marketing strategies and operating systems and processes that facilitated rapid growth and ranking as one of the #2 new best restaurant, 2000, in Memphis, and 2000 and 2001 Wine Spectator Award of Excellence and directed all front-of-house aspects for restaurant with revenues of $1.2M.
- Achieved 95% employee retention rate.
- Selected as James Beard House presenter, 2001.

**Maitre d'Hotel, Chez Philippe, The Peabody Hotel - Memphis, TN. 1998-2000**

- Developed and implemented business plan that turned a net loss of $54K in May 1999 into a net profit of $57.5K in December 1999.

**Graduate Assistant/Project Coordinator, Center for Urban Research & Extension, University of Memphis**
**Memphis, TN. 1998-2000**

**Graduate Assistant, Neuropsychology Assessment Lab, University of Memphis, Memphis, TN. 1996-1998**

**Project Development Manager, Leadership Strategies International, Bowling Green, KY. 1993-1996**

**Sergeant, United States Marine Corps – 1985-1991**

## Education & Professional Development

**Masters in City & Regional Planning** - The University of Memphis, Memphis, TN (2009)
**M.S., Psychology** - The University of Memphis, Memphis, TN (1998)
**B.A., Philosophy,** *Summa cum laude* - Western Kentucky University, Bowling Green, KY (1996)
**Certification** - Main Street Basic Training, National Main Street Institute (2009)
**Certification** - ESRI, Geographic Information Systems software (2006)

## Achievements & Community Service

**Outstanding Planning Student Award**, American Institute of Certified Planners (2009)
**Harold Love Outstanding Community Service Award**, Tennessee Higher Education Commission (2008)
**Scholar of the College of Arts & Humanities**, Western Kentucky University (1996)
**Ogden Trustees Award**, Western Kentucky University (1996)
**Letter of Commendation**, United States Navy (1991)
**Advisory Committee Member**, Highland Area Renewal Corporation (2008-Present)
**Committee Member**, City of Memphis Parks Services Master Plan Update(2009-Present)