



TOWN OF ASHLAND CITY

Board of Zoning and Appeals

January 05, 2026 5:30 PM

Agenda

Chairman: Michael Smith

Board Members: Sandra Braden, Rick Johnson, Garrett Mayberry, Keith Sturges

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) 10.06.25 BZA Meeting Minutes

PUBLIC FORUM

- 2. *Procedure for Speaking Before the Board***

- * Speakers must complete the information form and submit it to the transcriber prior to the public forum. Be prepared to speak when your name is called.
- * Each speaker will be allowed 4 minutes.
- * Speakers may comment on issues scheduled for consideration at the meeting or other appropriate concerns pertinent to the operation of the town.
- * Each speaker should state the following:
 - his/her name
 - whether they are an Ashland City resident and/or property owner
- * No person shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Council/Board. Persons doing so will be asked to stop speaking and will forfeit the remainder of their time.
- * All remarks shall be directed to the Council/Board as a body only.
- * No person shall be allowed to disrupt or interfere with the procedures.
- * Remarks shall end when the speaker's allotted time has expired. No time shall be shared with other speakers.
- * Questions from the council/board members may be asked for clarification as well as council/board members may have brief comments; however, no person shall be permitted to enter any discussion or debate either directly with or through any member of the Council/Board or anyone present at the meeting.
- * No one shall make open comments during the meeting.

ELECTION OF OFFICERS

- 3.** Chair, Vice-Chair, Secretary

UNFINISHED BUSINESS

- [4.](#) Variance Request: 105 Fairview Circle

NEW BUSINESS

- [5.](#) Variance Request: 201 N Main St
- [6.](#) 2026 Meeting Calendar

OTHER

ADJOURNMENT

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.



TOWN OF ASHLAND CITY
Board of Zoning and Appeals
October 06, 2025, 5:30 PM
Minutes

CALL TO ORDER

Chairman Smith called the meeting to order at 5:32 p.m.

ROLL CALL

PRESENT

Chairman Michael Smith

Committee Member Sandra Braden

Committee Member Garrett Mayberry

Committee Member Keith Sturges

ABSENT

Committee Member Richard Johnson

APPROVAL OF AGENDA

A motion was made by Committee Member Sturges, Seconded by Committee Member Mayberry to approve the agenda. All approved by voice vote. **Motion Passes.**

APPROVAL OF MINUTES

1. 06.02.25 BZA Meeting Minutes

A motion was made by Committee Member Sturges, Seconded by Committee Member Mayberry to approve the minutes as written. All approved by voice vote. **Motion Passes.**

PUBLIC FORUM

2. None.

NEW BUSINESS

3. Variance Request: 104 S Poole Street

A motion was made by Committee Member Mayberry, Seconded by Committee Member Sturges to deny. Voting Yea: Chairman Smith, Committee Member Braden, Committee Member Mayberry, Committee Member Sturges **Motion Passes to Deny.**

4. Variance Request: 105 Fairview Circle

A motion was made by Committee Member Mayberry, Seconded by Committee Member Braden to defer. Voting Yea: Chairman Smith, Committee Member Braden, Committee Member Mayberry, Committee Member Sturges **Motion Passes to Defer.**

5. Variance Request: 103 Fairview Circle

A motion was made by Committee Member Sturges, Seconded by Committee Member Mayberry to deny. Voting Yea: Chairman Smith, Committee Member Braden, Committee Member Mayberry, Committee Member Sturges **Motion Passes to Deny.**

6. Variance Request: 105 Elizabeth Street

A motion was made by Committee Member Mayberry, Seconded by Committee Member Sturges to deny. Voting Yea: Chairman Smith, Committee Member Braden, Committee Member Mayberry, Committee Member Sturges **Motion Passes to Deny.**

OTHER

None.

ADJOURNMENT

A motion was made by Committee Member Sturges, Seconded by Committee Member Braden to adjourn the meeting. All approved by voice vote and the meeting adjourned at 5:57 p.m. **Motion Passes.**

CHAIRMAN MICHAEL SMITH

SECRETARY ALICIA MARTIN, CMFO



Town of Ashland City
Building & Codes Department
405 N Main Street Ashland City TN 37015
(615) 792-6455

Application for Board of Zoning Appeals

Appellant: Don West

Address: 105 Fairview Circle

Owner: Don West

Address: 105 Fairview Circle

Location of Property: 105 Fairview Circle

NOTE: Fill in Section 1, 2 or 3 as appropriate. Do not fill in more than one of these sections. This application is not acceptable unless all required statements have been made. Additional information should be supplied on separate sheets if the space provided is inadequate. A Justification Statement and supporting documentation is required for Variance and Special Exception applications.

Section 1: Appeal from decision of Building Inspector relating to the enforcement of the zoning ordinance or adopted code. Decision of the building inspector to be appealed:

N/A

Section 2: Application for a variance as provided by the zoning ordinance. The zoning provision from which a variance is requested: 3.020 - Only 1 principal structure on any residential lot.

Peculiar or unusual conditions which justify the variance requested: Garage was turned into a dwelling unit back in 2014. Previous inspector was aware of intentions but only mentioned setback requirements at the time and assumed this was permissible.

****There is a \$50.00 fee for a request for a variance. Submit a Justification Statement and any supporting documentation to support the Variance.**

Section 3: Application for a use on Appeal (Special Exception) The zoning provision which allows a use on appeal to be considered: N/A

The type, description, and size of the use to be considered: _____

****There is a \$50.00 fee for a Special Exception variance**

Donald R. West

Appellant

8-28-25

Date

Email completed application to: amartin@ashlandcitytn.gov

Town of Ashland City Water & Sewer
PO Box 36
Ashland City, TN 37015
(615)792-4211

DATE : 8/28/2025 8:49 AM
OPER : CF
TKBY : Carrie Forster
TERM : 2
REC# : R00248820
=====

CODES 32610 CODES 50.00
BUILDING PERMITS/INSPECTION
ZONING: 105 FAIRVIEW CIRCLE FOR DON
WEST
BUILDING PERMITS/INSPEC FEES 50.00
110-32610 -50.00

Paid By: ZONING: 105 FAIRVIEW CIRCLE FOR
5-110 GEN CASH 100.00

APPLIED 50.00
TENDERED 100.00

CHANGE 50.00



Town of Ashl

Building & Codes

233 Tennessee Waltz Pa
Ashland City TN
(615) 792-64

Case #: 2025014

Case Date: 07/14/25

Case Type:

Violation Type: Property Maintenance

Problem Descriptions:

Complainant Name:

Complainant Address:

Complainant Phone:

Complainant Email:

Site Address : Fairview Circle 105

Renter Name:

Renter Phone Number:

Status: Open

Revisit Date :

Date Completed : 07/14/2025

Assigned To: Gary Carpenter

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
055C T 003.00	105 FAIRVIEW CI		WEST DON		

Violations

Date	Violation	Description	Notes	Status
07/22/2025	Dangerous structure or premises	<p>For the purpose of this code, any structure or premises that has any or all of the conditions or defects described below shall be considered dangerous:</p> <ol style="list-style-type: none">1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing build-ins.2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged.4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.6. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.	<p>Observed several electrical safety concerns (the SFMO had been notified and performed an inspection - report to be sent to property owner). Missing handrails and attic area being used for sleeping purposes but no heat source found. Single pane window observed in the stairway leading to the attic. Hall bathtub filled with debris and water (would not drain). Did not observe a "trap" installed for the washing machine and there were signs that rodents are in the home (mice).</p>	Open

7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.

8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

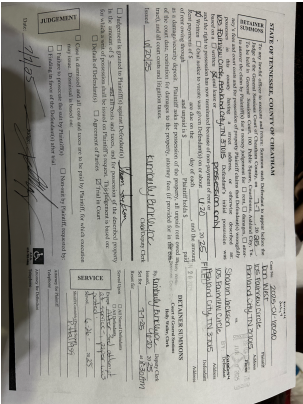
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.

07/22/2025	Exterior Protective Treatment	2018 IPMC 304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.	Several windows were cracked/broken	Open
07/22/2025	Zoning Violation	use or activity prohibited in a residential zone without required proper planning commission approval, special exception granted by zoning appeals board or an approved active residential building permit	2 dwellings on 1 lot (R3 zone lot). Could not locate where a variance had been applied for and granted.	Open

Notes		
Date	Note	Created By:
2025-08-29	On 8/27/25, I went to Mr. West's home to discuss what I was able to find in permitting system regarding his property. He informed me that he had spoken to someone in codes in the past of his intentions of finishing the garage but did not remember who it was. I suggested to him to file a BZA application and request a variance to the zoning in order to get the converted garage recognized and to be able to perform a safety inspection on it. On my return to the office, I spoke with AN regarding the situation and he informed me that he was aware of it years ago with another code enforcement person (BS) but they had taken no action regarding it. On 8/28/25, Mr. West came to city hall to fill out the variance application and I informed him that the next scheduled meeting for it would be 10/6/25 at 5:30pm.	Gary Carpenter
2025-08-01	At request of property owner, went by for a site visit and discuss violations that were sent. Owner stated that he has not received a letter from the state regarding the electrical complaint and I will try to contact them to resend. Discussed violations of the main structure and he is in the process of correcting them. In regards to the garage that was converted to living space (a dwelling), property owner allowed me to come inside and inspect the building. After walking through the building, I do consider this a dwelling unit. This dwelling does not have any smoke detectors nor is there a functioning window in the downstairs bedroom. I do not believe that any inspections were performed on this. Mr. West did inform me that this was a garage and it was converted around 2011 and that he has been living there but is in the process of moving into the primary residence and was intending to rent this building to others. There are 2 permits on file for the property (2019084 is for adding a 20x8 storage closet and 2020080 is for a closet/storage addition).	Gary Carpenter
2025-07-14	On 7/7/25, I received a complaint regarding electrical and plumbing issues from the tenant. She has a court order to vacate property by 7/17/25 (I confirmed this with court recorder). I advised tenant to file an electrical complaint with the state fire marshals office (SFM) which she has done and an electrical inspector visited the property (report to be sent to the owner). An onsite visit to the property was scheduled for 7/14/25 to by this office to perform an inspection of the property conditions.	Gary Carpenter
2025-07-14	Meet w/ Ms. Jackson (current tenant) who showed me around the property. Observed several electrical concerns, stairs w/o handrails, the upstairs attic that is being used as a bedroom, broken windows (and a window next to the steps going upstairs). The hall bathtub was filled with debris and water (could not drain). Some of the fixtures drained slowly and the drain for the washing machine is improperly installed (no "trap" visible). There were indications of rodents inside the home as well. In the back yard, there was what appeared to be a garage that has been converted to a dwelling unit (the building had a window air conditioner, electrical power is provided and there is a satellite dish attached; the landlords vehicles are parked at the covered carport and the tenant informed me that he lives in that building).	Gary Carpenter
Please refer to pics		

Uploaded Files	
Date	File Name
08/01/2025	
08/01/2025	
08/01/2025	
08/01/2025	
08/01/2025	
08/01/2025	
08/01/2025	
08/01/2025	

07/22/2025



07/14/2025



07/14/2025



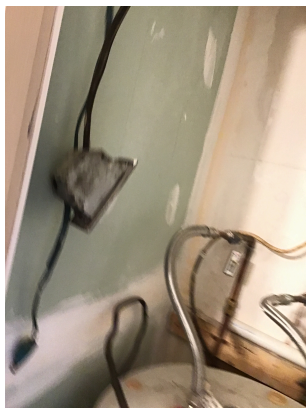
07/14/2025



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07/14/2025



07/14/2025





Town of Ashland City
Building & Codes Department
405 N Main Street Ashland City TN 37015
(615) 792-6455

Application for Board of Zoning Appeals

Appellant: Taylor Winston Address: 201 N. Main Street

Owner: _____ Address: _____

Location of Property: 201 N. Main Street

NOTE: Fill in Section 1, 2 or 3 as appropriate. Do not fill in more than one of these sections. This application is not acceptable unless all required statements have been made. Additional information should be supplied on separate sheets if the space provided is inadequate. A Justification Statement and supporting documentation is required for Variance and Special Exception applications.

Section 1: Appeal from decision of Building Inspector relating to the enforcement of the zoning ordinance or adopted code. Decision of the building inspector to be appealed:

Section 2: Application for a variance as provided by the zoning ordinance. The zoning provision from which a variance is requested: Title 20 of zoning (sign ordinance #501) - section 105.1 (B) #7 - Window signs -
Window signs shall not cover more than 25 percent of any window.

Peculiar or unusual conditions which justify the variance requested: _____

****There is a \$50.00 fee for a request for a variance. Submit a Justification Statement and any supporting documentation to support the Variance.**

Section 3: Application for a use on Appeal (Special Exception) The zoning provision which allows a use on appeal to be considered: _____

The type, description, and size of the use to be considered: _____

****There is a \$50.00 fee for a Special Exception variance**

Taylor Winston

Appellant

Date

Email completed application to: amartin@ashlandcitytn.gov

THE TOWN OF ASHLAND CITY



Ashland City
Tennessee

Ashland City

Tennessee ESTABLISHED 1856

2026 Planning Commission/Board of Zoning Appeals Calendar

Meeting Schedule: First Monday of Every Month at 5:30 p.m. • 405 N. Main Street, Ashland City, TN 37015

Note: Meetings adjusted for federal holidays

Meeting Dates & Submittal Deadlines

Meeting Date	Submittal Shutoff	Staff Review	Comments Due	Amended Due
January 5, 2026	Dec 2 @5PM	Dec 2-Dec16	Dec16 @5PM	Dec29 @5PM
February 2, 2026	Dec29 @5PM	Dec29-Jan12	Jan12 @5PM	Jan26 @5PM
March 2, 2026	Jan26 @5PM	Jan26-Feb9	Feb9 @5PM	Feb23 @5PM
April 6, 2026	Feb23 @5PM	Feb23-Mar9	Mar9 @5PM	Mar23 @5PM
May 4, 2026	Mar23 @5PM	Mar23-Apr6	Apr6 @5PM	Apr20 @5PM
June 1, 2026	Apr20 @5PM	Apr20-May4	May4 @5PM	May18 @5PM
July 6, 2026	May25 @5PM	May25-Jun8	Jun8 @5PM	Jun22 @5PM
August 3, 2026	Jun22 @5PM	Jun22-Jul6	Jul6 @5PM	Jul20 @5PM
September 8, 2026	Jul27 @5PM	Jul27-Aug10	Aug10 @5PM	Aug24 @5PM
October 5, 2026	Aug24 @5PM	Aug24-Sep7	Sep7 @5PM	Sep22 @5PM
November 2, 2026	Sep22 @5PM	Sep22-Oct6	Oct6 @5PM	Oct20 @5PM
December 7, 2026	Oct27 @5PM	Oct27-Nov10	Nov10 @5PM	Nov24 @5PM

Submittal Requirements - Pre-Application Meeting with Staff prior to accepting submissions .

First Submittal: 1 Digital (PDF) Copy • Site Plans (landscape, lighting, elevations) •

Drainage Calculations

Amended Submittal: 8 Plan Sets including architectural elevations (11" x 17") • 1 Digital (PDF) Copy • Site Plans • Drainage Calculations **Notes:** Applications due by 5:00 PM on shutoff dates • 14-day staff review • Contact Planning/Codes for requirements • Preliminary design meeting required for new developments.

Town of Ashland City • 405 N. Main Street, PO Box 36 • Ashland City, TN 37015 • (615) 792-4211