

ORDINANCE NO. 2023-08

ORDINANCE NO. 2023-08 AMENDS THE ASHLAND TOWN CODE TO OUTLINE THE REQUIREMENTS FOR OBTAINING A ZONING PERMIT, THE CIRCUMSTANCES UNDER WHICH A ZONING PERMIT IS REQUIRED, AND OUTLINES THE DUTIES AND AUTHORITY OF THE ZONING ADMINISTRATOR. ORDINANCE NO. 2023-08 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VIRGINIA CODE §§ 15.2-2200, 15.2-2280, 15.2-2283, 15.2-2285 AND 15.2-2286, 1950, AS AMENDED.

BE IT ORDAINED by the Ashland Town Council, that the Ashland Town Code, Chapter 21, "Zoning," Article II, "Districts Generally," Section 21-11, "Zoning Approval" be amended to read as follows:

**"Sec 21-11 Zoning Approval**

- a) No building or other structure shall be constructed, reconstructed, erected, enlarged, structurally altered, moved, or converted to accommodate a different use, nor shall any use of a building, structure or land be established or changed until zoning approval has been granted by the zoning administrator.
- b) Every request for zoning approval shall be accompanied by a scaled drawing. The drawing shall show the size and shape of the parcel of land on which the proposed building is to be constructed, the nature of the proposed use of the building or land, and the location of such building or use with respect to the property lines of said parcel of land and to the right-of-way of any street or highway adjoining said parcel of land. Any other information which the administrator may deem necessary for consideration of zoning approval may be required. The zoning administrator may waive any of the drawing requirements in any case where they are not pertinent to the particular zoning approval. If the proposed building or use is in conformity with the provisions of this chapter, zoning approval shall be granted by the administrator.
- c) No building permit, certificate of use and occupancy or land disturbing permit shall be issued by the building official or other responsible official until zoning approval as required by this article has been granted by the zoning administrator, and the building official or other responsible official has been provided with verification thereof. Such verification may be by means of notation on the permit or certificate. In any case where zoning

approval is required by this section, and no building permit, certificate of use and occupancy or other permit or approval is required, zoning approval shall be evidenced in writing by means of a standard form provided for such purpose by the zoning administrator.

- d) Zoning approval shall be valid for a period of one year from the date of action by the zoning administrator, and shall become null and void if, within such period, no building permit or certificate of use and occupancy pursuant thereto has been issued. In a case where no building permit is required, zoning approval shall become null and void if, within one year from the date of approval, the feature authorized by the zoning approval has not been established. In any case where zoning approval has expired, application may be made for new zoning approval in accordance with the provisions of this article.”

BE IT FINALLY ORDAINED by the Ashland Town Council, that the Ashland Town Code, Chapter 21, “Zoning,” Article XXI, “Administrative Bodies and Their Responsibilities,” Section 21-217, “Duties of Zoning Administrator” be amended to read as follows:

**“Sec 21-217 Duties Of Zoning Administrator**

The zoning administrator or his/her designee shall have the following duties:

- a) Upon finding that any of the provisions of this chapter are being violated, notify in writing the person responsible for such violation indicating the nature of the violation and ordering the action necessary to correct the violation.
- b) Order discontinuance of illegal uses of land, buildings or structures) Order removal of illegal buildings or structures or illegal additions, alterations or structural changes.
- c) Order discontinuance of any illegal work being done. Take any other action authorized by this chapter to administer, ensure compliance with or prevent violations of this chapter.”

This Ordinance shall take effect upon adoption.

On a motion of Councilmember McGraw, seconded by  
Vice Mayor Hodges, the Ashland Town Council voted to approve **Ordinance**  
**2023-08** as follows:

Vote:

Mayor Trivett  
Vice Mayor Hodges  
Councilmember Abbott  
Councilmember McGraw  
Councilmember Barnhart

all "eyes"

Signed: ST  
Steve Trivett, Mayor

Date: 2/5/23

A copy Teste:

[Signature]  
Douglas A. Goodman, Clerk of Council