BOARD OF ZONING APPEALS

~ AGENDA ~

REGULAR MEETING

City of Ranson 312 S. Mildred Street, Ranson WV 25438
www.ransonwv.gov

August 10, 2026	7:00 P.M.	Council Chamber

MEETING REGISTRATION:

https://ransonwv.gov/yourgovernment/agendas-and-minutes/

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - January 7, 2026
   BZA 01072026.docx

III. COMMITTEE ANNOUNCEMENTS

1. Introduction of the new Community Development Director
2. Meeting expectations for the Board of Zoning Appeals
3. Next meeting date

IV. ADJOURNMENT

AGENDA ITEM II.1

Board of Zoning Appeals Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes - January 7, 2026

ATTACHMENTS:

BZA 01072026.docx

BOARD OF ZONING APPEALS
Minutes January 7, 2026

I. CALL TO ORDER

Amy Boyd, President	Present
James Crane, Vice President	Present
George Rutherford	Present
Sarah Custer	Present

II. APPROVAL OF MINUTES

October 1, 2025 Board of Zoning Minutes

Amy Boyd, President	Yes
James Crane, Vice President	Yes
George Rutherford	Second
Sarah Custer	Motion

III. COMMITTEE ANNOUNCEMENTS

1. First Quarterly Meeting

   Amy Boyd, President of the Board of Zoning appeals open the first quarterly meeting. By state code the board meets quarterly.

2. Election of Officers

   Sarah Custer nominated Amy Boyd as president of the Board of Zoning Appeals.
   Amy Boyd Nominated as President of the Board of Zoning Appeals (BZA)

Amy Boyd, President	Abstain
James Crane, Vice President	Yes
George Rutherford	Second
Sarah Custer	Motion

Election of Vice President
Sarah Custer nominated James Crane

Amy Boyd, President	Abstain
James Crane, Vice President	Yes
George Rutherford	Second
Sarah Custer	Motion

IV.ADJOURNMENT

The Community Developer informed the Board that the next quarterly meeting would be held in April, May, or June. Vice President James Crane asked whether there was any business to be included on the agenda. The Director responded that there was none at this time and stated that she would contact the Board by email as the quarterly meeting date approached.

The President of the Board of Zoning called for a motion to adjourn at 7:04 p.m. Sarah Custer made the motion, which was seconded by George Rutherford. The motion carried, and the meeting was adjourned.

_____
Amy Boyd, President

_____
Darla Armstrong, City Clerk

AGENDA ITEM III.1

Board of Zoning Appeals Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COMMITTEE ANNOUNCEMENTS**

SUBJECT: Introduction of the new Community Development Director

Summer Wilkes began her position with the City of Ranson on June 23. She was formerly the Director of Planning and Community Development and the Zoning Administrator for the Town of Purcellville, VA. She is a Certified Zoning Official through the Virginia Association of Zoning Officials (VAZO). She managed the Board of Zoning Appeals for Purcellville as well as in Beaufort County, SC, where she was the County Planning Director. She looks forward to working with the BZA here.

ATTACHMENTS:

AGENDA ITEM III.2

Board of Zoning Appeals Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COMMITTEE ANNOUNCEMENTS**

SUBJECT: Meeting expectations for the Board of Zoning Appeals

ATTACHMENTS:

AGENDA ITEM III.3

Board of Zoning Appeals Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COMMITTEE ANNOUNCEMENTS**

SUBJECT: Next meeting date

Sec. 19-17. - *Board of zoning appeals Meetings. The board of zoning appeals shall meet quarterly and may meet more frequently at the written request of the chairperson or by two or more members. Notice for a special meeting must be in writing, include the date, time and place of the special meetings, and be sent to all members at least two days before the special meeting. Written notice of a special meeting is not required if the date, time and place of the special meeting were set in a regular meeting.*

ATTACHMENTS: