CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

312 South Mildred St
Ranson, WV 25438
www.ransonwv.gov

March 3, 2026 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - February 17, 2026
   Minutes 2172026.docx
2. Budget Workshop Minutes
   Budget Workshop 2172026.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief of Police Status Report
2. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Fiscal Year 2027 Draft Budget Review – General Operating Fund & Coal Severance Fund (WVSAO)
   3-3-2026 FY2027 General Operating Budget Listing & MemoFV.pdf
   Coal Severance Fund Budget.pdf

2. Public Hearing - Second reading of an ordinance to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.
   Legal Notice Cranes Lane 322026.docx

3. Ordinance 2026-01 -Second reading of an ordinance to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.
   Ordinance 2026- 01 Sleepy Hollow R-6 Rezoning.02272026.docx
   Rezoning Application.pdf
   25-36-REZ-5122-0101-ZMA_SLEEPYHOLLOW_AcroPlot-compressed.pdf
   CRC_Report_25-34-SP.pdf Sleepy Hollow.pdf

4. 2026-05 Resolution of the City Council of Ranson, West Virginia Authorizing the City Manager or their Designees to Execute an Agreement for Fifth Avenue Streetscape Project Funding
   2026-05 5th Streetscape.docx

5. Consideration of Agreement for Briar Run Park
   Briar Run PARK AGREEMENT 1-27-26.pdf

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Statement from Mayor, Kenneth Suits
   Bill Scott Presentation regarding Stop signs at 10th Avenue and Fairfax Blvd.
   Mayor Statement Regarding PD .pdf
   Scott Presentation 10th and Fairfax Stop Signs .pdf

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes - February 17, 2026

ATTACHMENTS:

Minutes 2172026.docx

CITY COUNCIL REGULAR MEETING

Minutes February 17, 2026

I. CALL TO ORDER

Kenneth Suits	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Wesley Wildrick	**Present**
Stephanie Fagan	**Present**
Jaden Bound	**Present**
Jaelyn Wratchford	**Present**

II. APPROVAL OF MINUTES

Kenneth Suits	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Wesley Wildrick	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Yes**
Jaelyn Wratchford	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

Bill Scott spoke to the mayor and council about his concerns about the traffic on Fairfax Blvd and 10th Avenue. Mr. Scott suggested installing stop signs.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report

   Chief Cesar informed the Mayor and Council that a third of the teachers in Jefferson County will have their training completed on Friday, February 20, 2026 and Monday, February 23, 2026 for active shooters in the schools.

2. Community Development Status Report – January
   No Action at this time

3. Public Works Status Report -January
   No Action at this time
4. Finance Department Status Report - January
   No Action at this time
5. Parks and Recreation Status Report – January
   No Action at this time
6. City Manager Report

City Manager Todd Wilt informed the Council and Mayor that the Community Development Director's last day will be February 20, 2026. The Operational Management position has been filled by Richard Rinehart, who will join the team on March 16, 2026. The Communication Specialist position has been filled by Taylor Sisk, and she will also begin on March 16, 2026.

Brier Run Estates Phases 1, 2, and 3 were approved for annexation at the county level. Mr. Wilt anticipates that the remaining portion of the proposal regarding the roads will appear on the Council agenda in late March or early April.

Wellness fair and 5K Race will take place on March 7, 2026 there are over 100 participants for the 5K and over 40 vendors that are participating.

Mr. Wilt reported that the recent snowstorm resulted in minimal issues. He also asked Council members to contact him this week to schedule a time to discuss any budget questions or concerns as the budget process moves forward.

V. COMMUNICATIONS FROM THE MAYOR

Mayor Ken Suits recognized the passing of Jimmy Williams, who served on the Ranson Parks and Recreation Board for several years.

Ken Suits issued a statement concerning a former police officer of the Ranson Police Department. Mayor Suits requested that the statement be entered into the official record and attached to the Information only for the next agenda.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

No Announcements

VII. COUNCIL BUSINESS

1. 2026-02 - Resolution Acknowledging the Appointment of Municipal Ballot Commissioners for June 2, 2026 Municipal General Election

Kenneth Suits	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Wesley Wildrick	**Motion**
Stephanie Fagan	**Second**
Jaden Bound	**Yes**
Jaelyn Wratchford	**Yes**

2. Ranson Municipal Committee - Mini Grant Award Recommendation's

Kenneth Suits	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Second**
Wesley Wildrick	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Yes**
Jaelyn Wratchford	**Yes**

3. 2026-03 - Resolution Honoring Jimmy Williams

Council Member Jaden Bound recommended that the Parks and Recreation Board look into installing a memorial bench in memory of Jimmy Williams, who served on and was actively involved with the Parks and Recreation Board for several years.

Kenneth Suits	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Second**
Wesley Wildrick	**Yes**
Stephanie Fagan	**Motion**
Jaden Bound	**Yes**
Jaelyn Wratchford	**Yes**

4. 2026-04 - Resolution Authorizing The Initiation of Procurement and Design Services for a New Police Department and Public Safety Facility

Mr. Wilt informed the Council that there are currently two engineers on call with the city but expressed a desire to reach out to additional engineers who specialize in police departments, with the intention of working with them for the entirety of the project.

Kenneth Suits	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Wesley Wildrick	**Yes**
Stephanie Fagan	**Second**
Jaden Bound	**Yes**
Jaelyn Wratchford	**Yes**

VIII. ADJOURNMENT

The meeting was adjourned at 7:57 PM. The motion to adjourn was made by Councilmember Stephanie Fagan and seconded by Councilmember Jaden Bound the next Council meeting is scheduled for March 3, 2026 at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

City Manager informed the Mayor and City Council that the City of Ranson has posted table drops on the Ranson City Council agendas for the next meeting when a paper table drop is provided. If there are no table drops and staff have nothing to upload, the recording of the meeting will serve as the official record of the presentation given.

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM II.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Budget Workshop Minutes

ATTACHMENTS:

Budget Workshop 2172026.docx

BUDGET WORKSHOP

~ AGENDA ~

WORKSHOP

www.ransonwv.gov

February 17, 2026 | 6:00 P.M. | Council Chamber

I. Call to Order

Mayor Ken Suits called the Budget Workshop to order at 6:00 PM

II. Roll Call

Kenneth Suits	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Wesley Wildrick	**Present**
Stephanie Fagan	**Present**
Jaden Bound	**Present**
Jaelyn Wratchford	**Present**

III. Business

FY 2027 General Fund Budget

The Financial Director presented a proposed operating budget to the Mayor and Council. The proposal outlined projected revenues, detailed personnel costs, including an increase at 5.3 % increase comprised of a 2.8 % cost-of-living adjustment and the merit increase of 2.5 % as well as employer contributions—and identified new positions, including a Building Inspector and a Finance Director Assistant. The budget also allocated additional funding for the Police Department for department rebranding, and uniform upgrades.

It was proposed to the council to increase line items in the budget. Eastern Panhandle $ 5,000.00 increase, Old Charles Town Library increase of $ 5,000.00, Jefferson County Parks and Recreation Fireworks show increase of $ 2,500.00. Citizens fire company increase of $ 6,000.00, Independent Fire Company increase of $ 1,000.00.

IV. Adjournment

The meeting was adjourned at 6:00PM. The motion to adjourn was made by Councilmember Andy Colandrea and seconded by Councilmember Herbie McDaniel

Kenneth Suits, Mayor

Darla Armstrong, City Clerk

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Chief of Police Status Report

ATTACHMENTS:

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: City Manager Report

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Finance

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Fiscal Year 2027 Draft Budget Review – General Operating Fund & Coal Severance Fund (WVSAO)

Pursuant to WV Code 11-8-14, each municipality is required to meet prior to March 28th and provide to the WV State Auditor a Levy Estimate - Budget document outlining the city's anticipated revenues, expenditures, and tax rates for the coming fiscal year.

Attached are the proposed General Fund operating and Coal Severance fund budgets for FY2027, as well as the regular levy rate sheet. City staff have taken the feedback provided at the February 17th budget workshop and made minimal adjustments to reflect the input received. Staff will review the updated proposed budgets with Council at this meeting and solicit additional feedback in preparation for final approval at the March 17th

Council meeting. The Operating and Coal Severance budgets will be submitted to the WV State Auditor's Office after the March 17th meeting for review prior to the final laying of the levy (scheduled for April 21st, 2026). For more information on the annual City budget process and requirements for state compliance: Municipal Government Guideline to the Budget Process.

ATTACHMENTS:

3-3-2026 FY2027 General Operating Budget Listing & MemoFV.pdf
Coal Severance Fund Budget.pdf

RANSON

AT THE CENTER OF OPPORTUNITY.

FY 2027
Draft Budget

For discussion

(Includes 2.5% merit & 2.8% COLA)

Account Number	Description	*Actual 6/30/2023*	*Actual 6/30/2024*	*Actual 6/30/2025*	Approved Budget FY2026	Actual thru 12/31/2025	**Proposed Budget FY2027**	Year Changes %
001.298.100	Assigned Fund Balance (PR YR CARRYOVER)	*$ 2,438,841*	*$ 2,015,058*	*$ 4,517,402*	$ 3,983,532	$ 3,983,532	**$ 2,500,000**	-37%
001.301.100	Ad Valorem Tax Current Year	*$ 1,846,345*	*$ 1,629,919*	*$ 1,585,257*	$ 1,743,738	$ 1,016,196	**$ 1,966,634**	13%
001.301.102	Property Tax Prior Years	*$ -*	*$ -*	*$ 102,605*	$ 125,000	$ 61,902	**$ 125,000**	0%
001.301.106	Supplemental Taxes	*$ -*	*$ -*	*$ 51,585*	$ 50,000	$ 21,597	**$ 60,000**	20%
001.302.100	Tax Penalties and Interest	*$ -*	*$ -*	*$ 14,671*	$ 20,000	$ 6,606	**$ 15,000**	-25%
001.303.100	Gas and Oil Severance Tax Current Year	*$ 31,595*	*$ 55,538*	*$ 20,000*	$ 13,600	$ 13,545	**$ 15,000**	10%
001.304.100	Utility Tax	*$ 252,609*	*$ 274,500*	*$ 325,995*	$ 300,000	$ 141,963	**$ 300,000**	0%
001.305.100	B&O Tax	*$ 2,493,950*	*$ 3,658,226*	*$ 5,174,300*	$ 2,750,000	$ 1,339,415	**$ 3,250,000**	18%
001.306.100	Wine and Liquor Tax	*$ 83,196*	*$ 79,692*	*$ 75,318*	$ 70,000	$ 18,160	**$ 70,000**	0%
001.307.100	Animal Tax	*$ 1,258*	*$ 1,212*	*$ 1,231*	$ 1,250	$ 1,204	**$ 1,250**	0%
001.308.100	Motel Tax	*$ 639,195*	*$ 643,878*	*$ 523,191*	$ 500,000	$ 251,753	**$ 550,000**	10%
001.320.100	Fines, Fees, and Court Costs	*$ 472,925*	*$ 403,031*	*$ 392,202*	$ 250,000	$ 79,774	**$ 250,000**	0%
001.321.100	Parking Tickets	*$ 230*	*$ 350*	*$ 215*	$ -	$ 105	**$ -**	0%
001.325.100	Business Licenses	*$ 22,613*	*$ 25,029*	*$ 33,215*	$ 30,000	$ 11,557	**$ 30,000**	0%
001.326.100	Building Permits Fees	*$ 131,371*	*$ 541,577*	*$ 1,343,652*	$ 750,000	$ 383,372	**$ 675,000**	-10%
001.326.102	*Zoning Permits * Rolled Into Permit Fees Revenue starting in FY25*	*$ 5,400*	*$ 23,450*	*$ -*	$ -	$ -	**$ -**	0%
001.328.100	Franchise Tax	*$ 55,579*	*$ 50,449*	*$ 46,076*	$ 45,000	$ 11,247	**$ 45,000**	0%
001.329.100	Rental Registration	*$ 1,080*	*$ 4,800*	*$ 1,140*	$ 1,000	$ 640	**$ 1,000**	0%
001.330.100	IRP Fees	*$ 75,577*	*$ 105,238*	*$ 91,652*	$ 80,000	$ 19,882	**$ 80,000**	0%
001.335.100	*Private Liquor Club Fees * Rolled Into License Revenues*	*$ 5,210*	*$ 6,120*	*$ -*	$ -	$ -	**$ -**	0%
001.353.100	*Planning Commission Fees * Rolled Into Permit Fees Revenue*	*$ 64,611*	*$ 104,017*	*$ -*	$ -	$ -	**$ -**	0%
001.365.100	Federal Grants	*$ 78,770*	*$ 25,721*	*$ -*	$ -	$ -	**$ -**	0%
001.368.100	*Contributions from Other Entities*	*$ -*	*$ -*	*$ 15,000*				*0%*
001.369.100	Contributions from Other Funds (Sales Tax)	*$ 1,600,000*	*$ 1,700,000*	*$ 350,000*	$ 500,000	$ -	**$ 750,000**	50%
001.369.101	*Contributions from Other Funds (ARPA)*	*$ -*	*$ 2,327,745*	*$ 8,771*	$ -	$ -	**$ -**	0%
001.374.100	Payroll Reimbursement	*$ 53,284*	*$ 64,741*	*$ 48,947*	$ 25,000	$ 3,141	**$ 25,000**	0%
001.380.100	Interest Gained on Investments	*$ 1,382*	*$ 32,658*	*$ 32,380*	$ 25,000	$ 23,652	**$ 40,000**	60%
001.382.100	Refunds & Rebates	*$ 23,867*	*$ 18,153*	*$ 35,118*	$ 25,000	$ 9,383	**$ 25,000**	0%
001.383.100	Sale of Fixed Asset	*$ 10,570*	*$ 4,689*	*$ 17,700*	$ 5,000	$ -	**$ 5,000**	0%
001.386.100	Insurance Claim	*$ 25,626*	*$ 24,404*	*$ 16,884*	$ 5,000	$ 3,058	**$ 5,000**	0%
001.389.100	Accident Reports	*$ 5,100*	*$ 4,420*	*$ 5,716*	$ 5,000	$ 2,100	**$ 5,000**	0%
001.399.100	Miscellaneous	*$ 1,216*	*$ 5,513*	*$ 3,465*	$ 1,000	$ 1,573	**$ 1,500**	50%
001.399.102	Miscellaneous - Yard Sale Fee	*$ 180*	*$ 315*	*$ 285*	$ 250	$ 205	**$ 250**	0%
001.399.103	Miscellaneous - Fingerprint Fees	*$ 610*	*$ 280*	*$ 210*	$ 250	$ 70	**$ 250**	0%
	Revenues Grand Total	***$ 10,422,188***	***$ 13,830,725***	***$ 14,834,184***	**$ 11,304,620**	**$ 7,405,632**	**$ 10,790,884**	**-5%**

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	Proposed Budget FY2027	Year Changes (%)
409 - Mayor's Office								
001.409.101	Mayor Salary	*$ 12,000*	*$ 12,000*	*$ 12,000*	$ 12,000	$ 6,000	**$ 12,000**	*0%*
001.409.104	Mayor FICA	*$ 918*	*$ 918*	*$ 918*	$ 960	$ 459	**$ 960**	*0%*
001.409.214	Mayor Travel	*$ -*	*$ -*	*$ -*	$ 2,750	$ 942	**$ 2,000**	*-27%*
001.409.226	Mayor Insurance Bonds	*$ 100*	*$ 100*	*$ -*	$ 100	$ -	**$ 100**	*0%*
001.409.230	Mayor Contracted Services	*$ -*	*$ -*	*$ -*	$ 500	$ -	**$ 500**	*0%*
001.409.341	Mayor Departmental Supplies	*$ -*	*$ -*	*$ 299*	$ 1,500	$ 638	**$ 1,000**	*-33%*
001.409.568	Mayor Contributions	*$ -*	*$ -*	*$ 200*	$ 500	$ -	**$ 500**	*0%*
	Total	***$ 13,018***	***$ 13,018***	***$ 13,417***	**$ 18,310**	**$ 8,039**	**$ 17,060**	**-7%**
410 - City Council								
001.410.101	City Council Salary	*$ 60,000*	*$ 60,000*	*$ 60,000*	$ 60,000	$ 27,917	**$ 60,000**	*0%*
001.410.104	City Council FICA	*$ 4,590*	*$ 4,590*	*$ 4,590*	$ 4,800	$ 2,136	**$ 4,800**	*0%*
001.410.214	City Council Travel	*$ 807*	*$ 75*	*$ -*	$ 7,500	$ 3,276	**$ 10,000**	*33%*
001.410.230	City Council Contracted Service	*$ -*	*$ -*	*$ -*	$ 500	$ -	**$ 500**	*0%*
001.410.341	City Council Departmental Supplies	*$ -*	*$ -*	*$ 357*	$ 2,000	$ 1,273	**$ 3,500**	*75%*
	Total	***$ 65,397***	***$ 64,665***	***$ 64,947***	**$ 74,800**	**$ 34,602**	**$ 78,800**	**5%**
Mayor & Council [a] Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms	*$ 78,415*	*$ 77,683*	*$ 77,508*	$ 88,110	$ 40,730	**$ 89,860**	*2%*
	Operations Costs (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	*$ -*	*$ -*	*$ 856*	$ 5,000	$ 1,911	**$ 6,000**	*20%*
	Total - Mayor & Council	***$ 78,415***	***$ 77,683***	***$ 78,364***	**$ 93,110**	**$ 42,641**	**$ 95,860**	**3%**

Account Number	Description	*Actual 6/30/2023*	*Actual 6/30/2024*	*Actual 6/30/2025*	Approved Budget FY2026	Actual thru 12/31/2025	**Proposed Budget FY2027**	*Year Changes (%)*
412 - City Administration Office								
001.412.103	City Administration Salary (4 FT employees)	*$ 348,330*	*$ 191,478*	*$ 235,986*	$ 343,000	$ 136,974	**$ 384,000**	*12%*
001.412.104	City Administration FICA	*$ 27,683*	*$ 15,486*	*$ 18,841*	$ 26,765	$ 10,889	**$ 31,500**	*18%*
001.412.105	City Administration Insurance	*$ 39,514*	*$ 35,368*	*$ 60,086*	$ 94,000	$ 30,610	**$ 97,500**	*4%*
001.412.106	City Administration Retirement	*$ 26,629*	*$ 18,656*	*$ 22,926*	$ 33,500	$ 11,893	**$ 38,000**	*13%*
001.412.108	City Administration Overtime	*$ 7,665*	*$ 2,504*	*$ -*	$ -	$ -	**$ 3,000**	*0%*
001.412.211	City Administration Phone	*$ -*	*$ -*	*$ 363*	$ 1,500	$ 254	**$ 5,000**	*233%*
001.412.214	City Administration Travel	*$ 889*	*$ 924*	*$ 3,263*	$ 7,500	$ 4,411	**$ 10,000**	*33%*
001.412.220	City Administration Ads/Legal Publications	*$ -*	*$ -*	*$ 40*	$ 2,500	$ 41	**$ 1,500**	*-40%*
001.412.221	City Administration Training	*$ 1,341*	*$ 1,038*	*$ 2,523*	$ 5,000	$ 2,388	**$ 7,500**	*50%*
001.412.222	City Administration Dues and Subscriptions	*$ 3,232*	*$ 1,416*	*$ 1,957*	$ 3,500	$ 1,618	**$ 3,500**	*0%*
001.412.223	City Administration Professional Services	*$ 154,824*	*$ 76,400*	*$ 13,768*	$ 25,000	$ 1,134	**$ 25,000**	*0%*
001.412.226	City Administration Insurance and Bonds	*$ -*	*$ -*	*-*	$ 250	$ -	**$ 250**	*0%*
001.412.230	City Administration Contracted Services	*$ -*	*$ -*	*-*	$ 20,000	$ -	**$ 10,000**	*-50%*
001.412.341	City Administration Supplies and Materials	*$ 3,704*	*$ 3,919*	*$ 3,686*	$ 5,000	$ 3,839	**$ 7,500**	*50%*
001.412.343	City Administration Gas Oil Tires	*$ 106*	*$ 122*	*$ 373*	$ 1,500	$ 274	**$ 1,500**	*0%*
001.412.345	City Administration Uniforms	*$ -*	*$ -*	*$ 238*	$ 2,000	$ -	**$ 2,000**	*0%*
001.412.353	City Administration Computer Software	*$ 8,467*	*$ 46,963*	*$ 24,292*	$ 32,500	$ 13,935	**$ 42,500**	*31%*
	Total	***$ 622,384***	***$ 394,273***	***$ 388,342***	**$ 603,515**	**$ 218,259**	**$ 670,250**	**11%**
City Administration [b] Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms	*$ 449,821*	*$ 263,491*	*$ 338,077*	$ 499,515	$ 190,366	**$ 556,250**	*11%*
	Operations Costs (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	*$ 172,563*	*$ 130,782*	*$ 50,265*	$ 104,000	$ 27,893	**$ 114,000**	*10%*
	Total - City Administration	***$ 622,384***	***$ 394,273***	***$ 388,342***	**$ 603,515**	**$ 218,259**	**$ 670,250**	**11%**

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	Proposed Budget FY2027	Year Changes (%)
416 - Police Judge's Office								
001.416.103	Police Judge Salary	$ 23,612	$ 23,612	$ 23,612	$ 25,000	$ 10,141	**$ 25,000**	0%
001.416.104	Police Judge FICA	$ 1,806	$ 1,806	$ 1,806	$ 2,000	$ 776	**$ 2,000**	0%
001.416.211	Court Building Phone	$ -	$ -	$ -	$ 5,000	$ -	**$ -**	-100%
001.416.213	Court Building Utilities	$ -	$ -	$ -	$ 5,000	$ -	**$ -**	-100%
001.416.215	Court Building Repairs/Maintenance	$ -	$ -	$ -	$ 2,500	$ -	**$ -**	-100%
001.416.219	Court Building & Equipment Rentals	$ -	$ -	$ -	$ 3,500	$ -	**$ -**	-100%
001.416.223	Police Judge Prof. Services (John Dorsey)	$ 5,063	$ 4,113	$ 4,213	$ 7,000	$ -	**$ 7,000**	0%
001.416.226	Police Judge Insurance and Bonds	$ 200	$ 200	$ 200	$ 300	$ -	**$ 300**	0%
001.416.341	Court Building Supplies & Materials	$ -	$ -	$ -	$ 1,000	$ -	**$ -**	-100%
	Total	**$ 30,681**	**$ 29,731**	**$ 29,831**	**$ 51,300**	**$ 10,917**	**$ 34,300**	**-33%**
Police Judge's Office [c] Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms	$ 30,681	$ 29,731	$ 29,831	$ 34,300	$ 10,917	**$ 34,300**	0%
	Operations Costs (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ -	$ -	$ -	$ 17,000	$ -	**$ -**	-100%
	Total - City Attorney & Police Judge	**$ 30,681**	**$ 29,731**	**$ 29,831**	**$ 51,300**	**$ 10,917**	**$ 34,300**	**-33%**
424 - Contributions [d]								
	Annual Contr. - EPTA [4-a]	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ -	**$ 20,000**	33%
	Annual Contr. - Independent Fire Dept [4-b; 5-b]	$ 14,000	$ 14,000	$ 19,000	$ 54,000	$ 35,000	**$ 85,000**	57%
	Annual Contr. - Citizen Fire Dept. [4-c]	$ 9,000	$ 9,000	$ 14,000	$ 14,000	$ -	**$ 20,000**	43%
	Annual Contr. - Charles Town Library [4-d]	$ -	$ -	$ 5,000	$ 5,000	$ -	**$ 7,500**	50%
	Annual Contr. - Jefferson County P&R Fireworks [4-e]	$ -	$ -	$ 5,000	$ 5,000	$ -	**$ 7,500**	50%
	Ranson Bus Route Funding Contribution [5-a]	$ -	$ -	$ -	$ 200,000	$ -	**$ 200,000**	100%
	Mini-Grant Program [5-c]	$ 97,340	$ 96,277	$ 58,000	$ 50,000	$ -	**$ 50,000**	0%
	2023 Ranson Community Distr. Program	$ -	$ 721,770	$ 65,539	$ -	$ -	**$ -**	-
	Community Sponsorship [5-d]	$ 200	$ -	$ 8,803	$ 25,000	$ 5,000	**$ 10,000**	-60%
	Total	**$ 135,540**	**$ 856,047**	**$ 190,342**	**$ 368,000**	**$ 40,000**	**$ 400,000**	**9%**

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	Proposed Budget FY2027	Year Changes (%)
435 - Regional Development Authority [e]								
001.435.222	Region 9 Planning & Development Council Dues	$ 2,975	$ 4,445	$ 5,107	$ 9,400	$ 9,399	**$ 10,000**	6%
437 - Planning and Zoning								
001.437.103	Planning & Zoning Salary (7 FT) [6-a]	$ 303,279	$ 358,750	$ 357,193	$ 501,000	$ 188,951	**$ 545,600**	9%
001.437.104	Planning & Zoning FICA [6-a]	$ 23,980	$ 27,789	$ 28,229	$ 40,150	$ 15,001	**$ 46,000**	15%
001.437.105	Planning & Zoning Insurance	$ 49,679	$ 59,058	$ 73,531	$ 134,000	$ 40,522	**$ 125,000**	-7%
001.437.106	Planning & Zoning Retirement [6-a]	$ 25,208	$ 30,004	$ 30,970	$ 45,500	$ 15,890	**$ 54,000**	19%
001.437.108	Planning & Zoning Overtime/Extra Help [6-a]	$ 1,201	$ 1,000	$ 1,908	$ 5,000	$ 988	**$ 27,000**	440%
001.437.110	Planning & Zoning Fringe Benefits	$ -	$ -	$ 250	$ 750	$ 500	**$ 750**	0%
001.437.211	Planning & Zoning Telephone	$ -	$ -	$ 879	$ 2,000	$ 386	**$ 2,000**	0%
001.437.214	Planning & Zoning Travel	$ 1,476	$ 489	$ 672	$ 3,000	$ -	**$ 3,000**	0%
001.437.217	Planning & Zoning Vehicle Repair	$ 174	$ 35	$ 214	$ 500	$ 272	**$ 500**	0%
001.437.218	Planning & Zoning Postage	$ -	$ -	$ 11	$ 5,000	$ 1,428	**$ 5,000**	0%
001.437.220	Planning & Zoning Legal Publications	$ 2,558	$ 2,109	$ 2,121	$ 4,000	$ 1,196	**$ 4,000**	0%
001.437.221	Planning & Zoning Training	$ 3,475	$ 4,293	$ 4,590	$ 10,000	$ 325	**$ 10,000**	0%
001.437.222	Planning & Zoning Dues and Subscriptions	$ 880	$ 345	$ 100	$ 1,500	$ 505	**$ 1,500**	0%
001.437.223	Planning & Zoning Professional Services	$ 201,444	$ 333,550	$ 372,750	$ 400,000	$ 158,125	**$ 400,000**	0%
001.437.226	Planning & Zoning Insurance & Bonds	$ -	$ -	-	$ 250	$ -	**$ 250**	0%
001.437.230	Planning & Zoning Contracted Services	$ 784	$ 181	$ 589	$ 1,000	$ 327	**$ 1,000**	0%
001.437.238	Planning & Zoning Refund of Deposits	$ 4,864	$ 615	$ -	$ -	$ -	**$ -**	0%
001.437.341	Planning & Zoning Supplies and Materials	$ 8,344	$ 5,874	$ 1,298	$ 10,000	$ 1,576	**$ 10,000**	0%
001.437.343	Planning & Zoning Gas, Oil, Tires	$ 1,668	$ 1,751	$ 1,236	$ 2,500	$ 508	**$ 2,500**	0%
001.437.345	Planning & Zoning Uniforms	$ -	$ -	$ 732	$ 3,500	$ -	**$ 3,500**	0%
001.437.353	Planning & Zoning Computer Software	$ 10,445	$ 7,025	$ 6,485	$ 13,000	$ 3,243	**$ 13,000**	0%
	Total	**$ 639,460**	**$ 832,868**	**$ 883,755**	**$ 1,182,650**	**$ 429,743**	**$ 1,254,600**	**6%**
Planning & Zoning Budget Summary [f]	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms	$ 403,348	$ 476,601	$ 492,813	$ 730,150	$ 261,852	**$ 802,100**	10%
	Operations Costs (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 236,112	$ 356,267	$ 390,942	$ 452,500	$ 167,891	**$ 452,500**	0%
	Total Planning and Zoning, Building Insp.	**$ 639,460**	**$ 832,868**	**$ 883,755**	**$ 1,182,650**	**$ 429,743**	**$ 1,254,600**	

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	**Proposed Budget FY2027**	Year Changes (%)
438 - Elections								
001.438.101	Elections Salary	$ -	$ -	$ -	$ -	$ -	**$ -**	*0%*
001.438.220	Elections Advertising	$ -	$ -	$ 282	$ 750	$ 70	**$ -**	*-100%*
001.438.230	Elections Contracted Service (Poll Workers)	$ -	$ -	$ 28,513	$ 7,000	$ -	**$ -**	*-100%*
001.438.341	Elections Supplies and Materials	$ -	$ -	$ 3,876	$ 3,750	$ -	**$ -**	*-100%*
	Total	***$ -***	***$ -***	***$ 32,671***	**$ 11,500**	**$ 70**	**$ -**	**-100%**
440 - City Hall								
001.440.103	City Hall Salary (5 FT employees) [7-a]	$ 208,374	$ 250,954	$ 249,003	$ 270,000	$ 133,897	**$ 352,000**	*30%*
001.440.104	City Hall FICA [7-a]	$ 16,331	$ 19,563	$ 19,918	$ 21,500	$ 10,747	**$ 28,750**	*34%*
001.440.105	City Hall Insurance [7-a]	$ 25,751	$ 37,732	$ 43,503	$ 72,000	$ 29,678	**$ 100,000**	*39%*
001.440.106	City Hall Retirement [7-a]	$ 14,053	$ 19,304	$ 22,686	$ 27,000	$ 13,173	**$ 33,800**	*25%*
001.440.108	City Hall Overtime / Extra Help	$ 7,240	$ 294	$ 895	$ 5,000	$ -	**$ 5,000**	*0%*
001.440.211	City Hall Telephone	$ 31,686	$ 21,396	$ 21,169	$ 25,000	$ 10,605	**$ 30,000**	*20%*
001.440.212	City Hall Printing	$ -	$ -	$ 2,458	$ 7,500	$ 3,184	**$ 3,500**	*-53%*
001.440.213	City Hall Utilities	$ 16,304	$ 16,619	$ 18,725	$ 25,000	$ 7,748	**$ 25,000**	*0%*
001.440.214	City Hall Travel	$ -	$ 707	$ 926	$ 2,000	$ -	**$ 2,000**	*0%*
001.440.215	City Hall Maintenance / Repair Building	$ 948	$ 9,659	$ 13,402	$ 15,000	$ 3,394	**$ 15,000**	*0%*
001.440.216	City Hall Maintenance / Repair Equipment	$ -	$ -	-	$ 500	$ -	**$ 500**	*0%*
001.440.217	City Hall Vehicle Repair	$ 18	$ -	-	$ 500	$ 25	**$ 500**	*0%*
001.440.218	City Hall Postage / Meter	$ 5,444	$ 7,010	$ 5,138	$ 7,000	$ 2,378	**$ 6,000**	*-14%*
001.440.219	City Hall Building and Equipment Rents	$ 8,540	$ 11,827	$ 8,352	$ 11,000	$ 4,658	**$ 10,000**	*-9%*
001.440.220	City Hall Advertising / Legal Publications	$ 5,534	$ 1,965	$ 2,631	$ 5,000	$ 1,370	**$ 4,000**	*-20%*
001.440.221	City Hall Training	$ -	$ 2,141	$ 460	$ 5,000	$ 58	**$ 3,000**	*-40%*
001.440.222	City Hall Dues and Subscriptions	$ 225	$ 2,206	$ 1,971	$ 10,000	$ 2,126	**$ 3,000**	*-70%*
001.440.223	City Hall Professional Services	$ 101,121	$ 84,760	$ 61,823	$ 100,000	$ 27,000	**$ 75,000**	*-25%*
001.440.224	City Hall Audit Costs	$ 29,540	$ 8,994	$ 108,760	$ 40,000	$ -	**$ 50,000**	*25%*
001.440.226	City Hall Insurance - Liability & Workers Comp	$ 224,769	$ 257,742	$ 284,237	$ 298,500	$ 219,567	**$ 316,500**	*6%*
001.440.230	City Hall Contracted Services	$ 125,732	$ 125,643	$ 157,312	$ 160,000	$ 71,922	**$ 125,000**	*-22%*
001.440.232	City Hall Bank Charges	$ 26,356	$ 45,584	$ 64,831	$ 65,000	$ 28,335	**$ 60,000**	*-8%*
001.440.236	City Hall Refunds	$ 1,117	$ 278	$ -	$ -	$ -	**$ -**	*0%*
001.440.237	City Hall Other Taxes/Fees (BC Rents)	$ 64,352	$ -	$ -	$ -	$ -	**$ -**	*0%*

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	Proposed Budget FY2027	Year Changes (%)
001.440.341	City Hall Supplies and Materials	$ 8,084	$ 9,727	$ 12,905	$ 30,000	$ 6,343	$ **25,000**	-17%
001.440.343	City Hall Oil and Gas	$ -	$ 303	$ 114	$ 500	$ -	$ **1,000**	100%
001.440.345	City Hall Uniforms [7-a]	$ -	$ 462	-	$ 2,000	$ -	$ **2,500**	25%
001.440.353	City Hall Computer Software	$ 62,992	$ 46,397	$ 48,451	$ 100,000	$ 44,749	$ **100,000**	0%
001.440.570	City Hall Miscellaneous Fees	$ 1,483	$ 1,154	-	$ 2,000	$ 1,804	$ **7,000**	250%
	Total	**$ 985,995**	**$ 982,423**	**$ 1,149,670**	**$ 1,307,000**	**$ 622,761**	**$ 1,384,050**	**6%**
City Hall & Elections [g] Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms	$ 271,749	$ 328,310	$ 336,005	$ 397,500	$ 187,495	$ **522,050**	31%
	Operations Costs (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Commercial Insurance, Contracted Services, Materials	$ 714,246	$ 654,113	$ 846,336	$ 921,000	$ 435,335	$ **862,000**	-6%
	Total - City Hall & Elections	**$ 985,995**	**$ 982,423**	**$ 1,182,341**	**$ 1,318,500**	**$ 622,831**	**$ 1,384,050**	**5%**
	Municipal Capital Improvement	$ 2,053,791	$ 1,500,000	$ 2,935,405	$ 1,200,160	$ -	$ **332,486**	-72%
	Municipal Stabilization	$ -	$ -	$ 1,110,205	$ -	$ -	$ **-**	-
	Total Interfund Transfers	**$ 2,053,791**	**$ 1,500,000**	**$ 4,045,610**	**$ 1,200,160**	**$ -**	**$ 332,486**	**-72%**
001.699.000	Contingencies	$ -	$ -	$ -	$ 960,452	$ -	$ **1,079,088**	12%
	Total - Interfund Transfers & Contingencies	**$ 2,053,791**	**$ 1,500,000**	**$ 4,045,610**	**$ 2,160,612**	**$ -**	**$ 1,411,574**	**-35%**
General Government [j] Budget Summary	**Personnel Costs [J~]**							
	Salary, Insurance, FICA, Retirement, Uniforms	$ 1,234,014	$ 1,175,816	$ 1,274,235	$ 1,749,575	$ 691,360	$ **2,004,560**	15%
	Operations Costs (Commodities & Services) [J~]							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Commercial Insurance, Contracted Services, Materials	$ 1,122,920	$ 1,141,162	$ 1,288,399	$ 1,499,500	$ 633,030	$ **1,434,500**	-4%
	424 - Contributions - Dispersed [d]	$ 135,540	$ 856,047	$ 190,342	$ 368,000	$ 40,000	$ **400,000**	9%
	435 - Regional Development Authority [e]	$ 2,975	$ 4,445	$ 5,107	$ 9,400	$ 9,399	$ **10,000**	6%
	444 - Interfund Transfers [h]	$ 2,053,791	$ 1,500,000	$ 4,045,610	$ 1,200,160	$ -	$ **332,486**	-72%
	699 - Contingencies [i]	$ -	$ -	$ -	$ 960,452	$ -	$ **1,079,088**	12%
	Total - General Government Expenditures	**$ 4,549,240**	**$ 4,677,470**	**$ 6,803,693**	**$ 5,787,087**	**$ 1,373,789**	**$ 5,260,634**	**-9%**

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	Proposed Budget FY2027	Year Changes (%)
700 - Police								
001.700.103	Police Salary (19 FT Officers, 2 FT Admin)	$ 1,205,271	$ 1,365,231	$ 1,569,426	$ 1,750,000	$ 676,156	**$ 1,870,000**	7%
001.700.104	Police FICA	$ 107,777	$ 122,559	$ 138,102	$ 145,500	$ 60,359	**$ 162,000**	11%
001.700.105	Police Insurance	$ 222,561	$ 278,835	$ 337,297	$ 442,000	$ 136,850	**$ 470,000**	6%
001.700.106	Police Retirement	$ 110,947	$ 124,964	$ 143,566	$ 163,500	$ 62,897	**$ 167,000**	2%
001.700.108	Police Overtime / Extra Help	$ 152,478	$ 178,689	$ 169,271	$ 150,000	$ 79,288	**$ 160,000**	7%
001.700.110	Police Fringe Benefits	$ -	$ -	-	$ 4,750	$ 3,500	**$ 4,750**	0%
001.700.211	Police Telephone	$ 10,456	$ 5,070	$ 5,254	$ 7,500	$ 2,627	**$ 7,500**	0%
001.700.212	Police Printing	$ -	$ -	-	$ 500	$ -	**$ 500**	0%
001.700.213	Police Utilities	$ 13,968	$ 16,577	$ 17,990	$ 22,500	$ 6,331	**$ 22,500**	0%
001.700.214	Police Travel	$ 4,548	$ 1,405	$ 3,889	$ 10,000	$ 1,057	**$ 10,000**	0%
001.700.215	Police Maintenance / Repair Building	$ -	$ 445	$ 6,924	$ 2,500	$ 47	**$ 2,500**	0%
001.700.216	Police Maintenance / Repair Equipment	$ 1,755	$ -	-	$ 1,000	$ -	**$ 1,000**	0%
001.700.217	Police Vehicle Maintenance [8-a]	$ 19,150	$ 8,497	$ 25,978	$ 30,000	$ 12,294	**$ 50,000**	67%
001.700.218	Police Postage	$ 475	$ 404	$ 96	$ 1,000	$ 109	**$ 1,000**	0%
001.700.219	Police Building and Equipment Rents	$ 3,946	$ 4,540	$ 4,923	$ 7,000	$ 2,519	**$ 6,000**	-14%
001.700.220	Police Advertising / Legal Publication	$ 279	$ -	-	$ 3,000	$ -	**$ 1,500**	-50%
001.700.221	Police Training	$ 3,152	$ 5,163	$ 5,953	$ 10,000	$ 2,300	**$ 10,000**	0%
001.700.222	Police Dues and Subscriptions	$ 340	$ 1,057	$ 878	$ 1,500	$ 120	**$ 1,500**	0%
001.700.223	Police Professional Services	$ -	$ -	$ 33,271	$ 32,500	$ 3,972	**$ 25,000**	-23%
001.700.226	Police Insurance and Bonds	$ -	$ -	-	$ 200	$ -	**$ 200**	0%
001.700.230	Police Contracted Services	$ 10,517	$ 35,235	$ 24,726	$ 30,000	$ 12,375	**$ 35,000**	17%
001.700.233	Police Investigation Fees	$ -	$ -	-	$ 1,000	$ -	**$ 1,000**	0%
001.700.235	Police Remittance of Fees Collected	$ 97,723	$ 97,933	$ 88,301	$ 100,000	$ 13,130	**$ 75,000**	-25%
001.700.341	Police Supplies and Materials [8-a]	$ 14,275	$ 26,180	$ 15,832	$ 25,000	$ 3,904	**$ 50,000**	100%
001.700.343	Police Gas Oil Tires	$ 51,830	$ 52,584	$ 59,076	$ 75,000	$ 18,991	**$ 60,000**	-20%
001.700.345	Police Uniforms [8-a]	$ 7,722	$ 8,045	$ 6,627	$ 50,000	$ 34,437	**$ 50,000**	0%
001.700.353	Police Computer Software	$ 10,727	$ 11,478	$ 25,250	$ 31,000	$ 39,078	**$ 45,000**	45%
001.700.570	Police Misc. Expense	$ -	$ -	$ 3,518	$ -	$ -	**$ 2,500**	100%
	Total	**$ 2,049,897**	**$ 2,344,892**	**$ 2,686,146**	**$ 3,096,950**	**$ 1,172,340**	**$ 3,291,450**	**6%**

Account Number	Description	*Actual 6/30/2023*	*Actual 6/30/2024*	*Actual 6/30/2025*	Approved Budget FY2026	Actual thru 12/31/2025	**Proposed Budget FY2027**	*Year Changes (%)*
704 - Crossing Guards								
001.704.103	Crossing Guards Salary (0 Employees)	*$ 13,171*	*$ 19,179*	*$ 8,408*	$ -	$ -	**$ -**	-
001.704.104	Crossing Guards FICA	*$ 1,008*	*$ 1,467*	*$ 643*	$ -	$ -	**$ -**	-
001.704.570	Crossing Guards Misc.	*$ -*	*$ -*	*$ -*	$ -	$ -	**$ -**	-
	Total	***$ 14,179***	***$ 20,646***	***$ 9,051***	**$ -**	**$ -**	**$ -**	**-**
Public Safety [k] Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms	*$ 1,820,935*	*$ 2,098,970*	*$ 2,373,340*	$ 2,705,950	$ 1,053,487	**$ 2,883,950**	*7%*
	Operations Costs (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	*$ 243,141*	*$ 266,568*	*$ 321,857*	$ 391,000	$ 118,853	**$ 407,500**	*4%*
	Total- Public Safety Expenditures	***$ 2,064,076***	***$ 2,365,538***	***$ 2,695,197***	**$ 3,096,950**	**$ 1,172,340**	**$ 3,291,450**	**6%**

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	Proposed Budget FY2027	Year Changes (%)
750 - Streets								
001.750.103	Streets Salary (11 FT employees) [9-a]	$ 486,649	$ 557,539	$ 586,824	$ 683,000	$ 363,011	**$ 772,000**	13%
001.750.104	Streets FICA [9-a]	$ 39,937	$ 44,678	$ 47,685	$ 54,000	$ 29,217	**$ 65,000**	20%
001.750.105	Streets Insurance [9-a]	$ 128,553	$ 153,064	$ 163,152	$ 229,000	$ 108,330	**$ 247,000**	8%
001.750.106	Streets Retirement [9-a]	$ 44,219	$ 50,733	$ 53,095	$ 66,000	$ 31,353	**$ 72,500**	10%
001.750.108	Streets Overtime / Extra Help [9-a]	$ 9,275	$ 12,644	$ 17,003	$ 17,500	$ 5,158	**$ 20,000**	14%
001.750.110	Streets Fringe Benefits [9-a]	$ -	$ -	$ 2,250	$ 2,500	$ 2,500	**$ 2,750**	10%
001.750.211	Streets Telephone	$ 6,072	$ 3,748	$ 5,506	$ 6,750	$ 2,941	**$ 6,750**	0%
001.750.213	Streets Utilities	$ 7,377	$ 8,736	$ 9,336	$ 10,000	$ 4,354	**$ 10,000**	0%
001.750.214	Streets Travel	$ -	$ -	-	$ 1,000	$ -	**$ 1,000**	0%
001.750.215	Streets Maintenance / Repair Building	$ -	$ 1,278	$ 3,934	$ 5,000	$ -	**$ 5,000**	0%
001.750.216	Streets Maintenance / Repair Equipment	$ 8,910	$ 8,783	$ 8,492	$ 15,000	$ 754	**$ 10,000**	-33%
001.750.217	Streets Maintenance / Repair Vehicles	$ 4,089	$ 6,573	$ 10,639	$ 20,000	$ 3,944	**$ 15,000**	-25%
001.750.219	Streets Building and Equipment Rents	$ 3,246	$ 2,408	$ 1,566	$ 5,000	$ 884	**$ 5,000**	0%
001.750.221	Streets Training	$ -	$ 319	$ 73	$ 2,500	$ 168	**$ 2,500**	0%
001.750.222	Streets Dues	$ 132	$ 92	$ 132	$ 500	$ -	**$ 500**	0%
001.750.223	Streets Professional Services	$ -	$ -	$ 167	$ 500	$ -	**$ 500**	0%
001.750.226	Streets Insurance and Bonds	$ 250	$ 250	$ 250	$ 300	$ -	**$ 300**	0%
001.750.230	Streets Contracted Services	$ 132,215	$ 179,065	$ 142,918	$ 216,000	$ 82,268	**$ 215,000**	0%
001.750.341	Streets Supplies and Materials	$ 80,170	$ 41,542	$ 57,744	$ 65,000	$ 29,123	**$ 60,000**	-8%
001.750.343	Streets Gas Oil Tires	$ 29,282	$ 26,485	$ 28,888	$ 30,000	$ 13,671	**$ 30,000**	0%
001.750.345	Streets Uniforms [9-a]	$ 2,534	$ 5,607	$ 3,624	$ 10,000	$ 1,642	**$ 11,000**	10%
001.750.353	Streets Software	$ 5,065	$ 3,969	$ 4,702	$ 7,000	$ 1,488	**$ 7,000**	0%
	Total	**$ 987,975**	**$ 1,107,513**	**$ 1,147,979**	**$ 1,446,550**	**$ 680,803**	**$ 1,558,800**	**8%**
001.751.213	Street Lights - Utilities	$ 99,007	$ 115,301	$ 127,075	$ 130,000	$ 62,397	**$ 130,000**	0%
Streets & Transport [I] Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms	$ 711,417	$ 824,515	$ 873,883	$ 1,062,300	$ 541,210	**$ 1,190,550**	12%
	Operations Costs (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 375,565	$ 398,298	$ 401,171	$ 514,250	$ 201,990	**$ 498,250**	-3%
	Total - Streets & Transportation Expenditures	**$ 1,086,982**	**$ 1,222,814**	**$ 1,275,054**	**$ 1,576,550**	**$ 743,200**	**$ 1,688,800**	**7%**

Account Number	Description	Actual 6/30/2023	Actual 6/30/2024	Actual 6/30/2025	Approved Budget FY2026	Actual thru 12/31/2025	Proposed Budget FY2027	Year Changes (%)
900 - Parks & Recreation								
001.900.100	Parks & Recreation Pass through Hotel Tax	$ 320,093	$ 352,114	$ 261,596	$ 250,000	$ 125,877	$ 275,000	10%
001.900.568	Parks & Recreation Operational Contribution	$ -	$ -	$ -	$ 344,033	$ 344,032	$ -	-100%
	Total	**$ 320,093**	**$ 352,114**	**$ 261,596**	**$ 594,033**	**$ 469,909**	**$ 275,000**	**-54%**
901 - Convention & Visitors Bureau (CVB)								
001.901.100	CVB Pass through Hotel Tax	$ 320,093	$ 352,114	$ 261,596	$ 250,000	$ 125,877	$ 275,000	10%
	Total	**$ 320,093**	**$ 352,114**	**$ 261,596**	**$ 250,000**	**$ 125,877**	**$ 275,000**	**10%**
Culture & Recreation [m] Budget Summary	**Fixed Costs**							
	Pass-Through Tax Transfer & Contributions	$ 640,186	$ 704,227	$ 523,192	$ 844,033	$ 595,786	$ 550,000	-35%
	Total - Parks & Recreation and Cultural & Recreation	**$ 640,186**	**$ 704,227**	**$ 523,192**	**$ 844,033**	**$ 595,786**	**$ 550,000**	**-35%**
General Fund Budget Summary	**Personnel Costs [n]**							
	Salary, Insurance, FICA, Retirement, Uniforms	$ 3,766,366	$ 4,099,301	$ 4,521,458	$ 5,517,825	$ 2,286,058	$ 6,079,060	10%
	Operations Costs (Commodities & Services) [n]							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Commercial Insurance, Contracted Services, Materials, etc.	$ 1,741,626	$ 1,806,029	$ 2,011,427	$ 2,404,750	$ 953,873	$ 2,340,250	-3%
	424 - Contributions - Dispersed [d]	$ 135,540	$ 856,047	$ 190,342	$ 368,000	$ 40,000	$ 400,000	9%
	435 - Regional Development Authority [e]	$ 2,975	$ 4,445	$ 5,107	$ 9,400	$ 9,399	$ 10,000	6%
	444 - Interfund Transfers [h]	$ 2,053,791	$ 1,500,000	$ 4,045,610	$ 1,200,160	$ -	$ 332,486	-72%
	699 - Contingencies [i]	$ -	$ -	$ -	$ 960,452	$ -	$ 1,079,088	12%
	900 - Contributions to Culture & Recreation [m]	$ 640,186	$ 704,227	$ 523,192	$ 844,033	$ 595,786	$ 550,000	-35%
	Total - General Fund Budget Expenditures	**$ 8,340,483**	**$ 8,970,049**	**$ 11,297,136**	**$ 11,304,620**	**$ 3,885,116**	**$ 10,790,884**	**-5%**
	General Fund Revenues	**$ 10,422,188**	**$ 13,830,725**	**$ 14,834,184**	**$ 11,304,620**	**$ 7,405,632**	**$ 10,790,884**	**-5%**
	General Fund Expenses	**$ 8,340,483**	**$ 8,970,049**	**$ 11,297,136**	**$ 11,304,620**	**$ 3,885,116**	**$ 10,790,884**	**-5%**

City of Ranson

Office of Finance

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 724-3880 | Fax (304) 728-8579
Email: bandrews@ransonwv.us

Kenneth Suits - Mayor

Council Members:
Jaden Bound
Andy Colandrea
Wesley Wildrick
Herbert McDaniels
Stephanie Fagan
Jaelyn Wratchford

March 3, 2026

Ranson City Administration staff are pleased to present the proposed FY2027 budget for the General Operating Fund and Coal Severance Fund. Ranson's Finance Department is committed to providing a collaborative experience for the internal and external stakeholders of Ranson as it relates to funding proposals for the upcoming fiscal year. As part of the budget process, the Finance Director prepared proposed departmental budgets for FY2027 that each City director had an opportunity to review and request more/less funding for all expense lines. The feedback from department heads as well as the City Manager is the driving force of how the budget proposal has been designed for the upcoming fiscal year. In addition, staff hosted a FY2027 preliminary budget workshop on February 17th 2026 for Council and the public to discuss the broad budget points that could be impacted by future decisions/actions of Ranson.

After valuable discussion regarding staff benefits, personnel changes, and community priorities, staff is confident the budget proposal aligns with the commentary of the governing body. Finance Director has prepared supplementary handouts for the General Fund Budget discussion; these handouts reflect the same budgeted amounts as the standard budget document in the Council packet, but are formatted to focus on the FY27 budget and current year budget/actuals with a comment section.

Revenues: Total FY2027 Proposed Budget $10,790,884

The City of Ranson FY2027 General Fund Operating Budget Revenues portion is comprised of five core sources: Tax Collections pertaining to Ad Valorem, B&O, Utility monthly returns, Liquor/Club Transactions, Hotel Motel monthly returns, etc.; Police Fines; License & Permit Fees relating to annual business license fees, building permits, U&O permits, zoning permits, franchise fees, IRP distributions, etc.; Intergovernmental Contributions from the City's Sales Tax Fund and external agency payroll reimbursements; and Miscellaneous Collections (banking interest, tax refunds, state purchase card rebates, insurance claims, accident reports, yard sale fees, etc.). Carryover is the 6th source, and is considered a rollover of funds and not "earned" revenues.

Revenues	FY2026 Current Budget	Balances thru 12/31/2025	FY2027 Proposed Budget	% Change	*Comments*
Carryover Fund Balance	$ 3,983,532	$ 3,983,532	$ 2,500,000	-37%	*23% total budget*
Tax Collections	$ 5,573,588	$ 2,872,341	$ 6,352,884	14%	*59% total budget*
Police Fines & Forfeitures	$ 250,000	$ 79,879	$ 250,000	0%	*2.5% total budget*
Licenses & Permits	$ 906,000	$ 426,698	$ 831,000	-8%	*8% total budget*
Intergovernmental	$ 525,000	$ 3,141	$ 775,000	48%	*7% total budget*
Miscellaneous	$ 66,500	$ 40,041	$ 82,000	23%	*0.5% total budget*
Total	***$ 11,304,620***	***$ 7,405,633***	***$ 10,790,884***	***-5%***	

As of the scheduled FY2027 budget workshop, the property tax revenue and levy rates were undetermined. This key revenue piece is tied to the Certificate of Valuation from the County Assessor's and must be calculated using the State Auditor's Office weighted equation to ensure the tax increase doesn't exceed a certain percentage. Information regarding this process can be found in the WVSAO "Municipal Government Guideline to the Budget Process" on pages 16 – 27.
The Certificate of Valuation documents were received by Ranson staff on February 27, 2026.

After utilizing the WVSAO calculation sheets in the required state budget workbook, the maximum FY27 Class 1 levy rate for Ranson without a public hearing is **11.04** cents per $100 assessed value. If Ranson were to follow the public hearing process as defined by the State Auditor's Office, the maximum FY27 Class 1 levy rate for Ranson would be **12.00** cents per $100 assessed value. The projected tax revenue at the 11.04 Class 1 rate is approximately **$1,966,634**; the projected tax revenue at the 12.00 Class 1 rate is approximately **$2,137,649**. Given the minimal difference in revenue projections, as well as the tight timeline to meet the budget due date with a Class II advertisement requirement for the tax increase, staff recommend the **11.04** rate be used in the FY27 budget proposal.

Expenses: Total FY2027 Proposed Budget $10,790,884

The proposed FY2027 General Operating budget is largely unchanged from the figures presented at the February 17th workshop. As it relates to the items discussed at the preliminary workshop, the proposed budget under review contains the following funding allotments:

1) 2.8% Cost of Living Allowance adjustment to the FY2027 pay scale, yielding an additional personnel expense obligation for Ranson projected at $108K.
2) 2.5% merit increase for all current staff members (contingent on permissible performance review and budget approval).
3) Continuing staff insurance benefits 100% paid by employer (health, vision, dental, disability, life/AD&D) with FY2027 premium rate increases.
4) Annual Contribution Funding Support totaling $75K:
    a) *Eastern Panhandle Transit Authority - $20K*
    b) *Independent Fire Co. - $20K*
    c) *Citizens Fire Co. - $20K*
    d) *Charles Town Library - $7.5K*
    e) *County Parks & Rec Summer Firework Event - $7.5K*
5) Program Based Contributions totaling $325K:
    a) *Ranson Bus Route Initiative/Program Funding - $200K*
    b) *Independent Fire Co. Staff Incentive Stipend Program Funding - $65K rollover*
    c) *Ranson Mini Grant Program Funding - $50K*
    d) *Miscellaneous Community Sponsorships - $10K*
6) Converting the previously approved Building Inspector Trainee position within Community Development Department to a Certified Building Inspector & Official position, to support anticipated permitting obligations in a timely manner.
    a) *Vacant trainee position approved in FY2026 budget cycle for $87.5K estimated personnel loaded cost. Converting position to a certified inspector status increases cost estimate by $21.7K to $109.2K.*

7) A staff addition to City Hall/Finance Dept to support operational workload of the Director and general finance responsibilities. Position was historically funded but was phased out under prior Director in 2020/2021, and then converted to a general accounting clerk title.
    a) *Assistant Director: total loaded cost estimate of $92.4K = Grade 15 Salary $56.8K, Taxes $4.6K, Insurances $25K, $6K Retirement.*
8) The Police Department's funding request of $65K for various initiatives relating to the public image/"brand" of Ranson PD and standardizing officers' duty equipment for safety purposes.
9) A crew member staff addition to Public Works Dept to support anticipated streets/highways infrastructure maintenance workload volume with ongoing annexation requests and residential development activity trends.
    a) *Entry Level Streets Laborer: total cost est $69.4K = Grade 5 Salary $36.9K, Taxes $3.5K, Insurances $25K, $4K Retirement.*
10) 100% budget surplus balance of **$332,486** transferred to the Capital Fund for future project/infrastructure investments.

For the overall total budget, **Personnel costs represent approximately 56%** of the proposed expenses; **Operating costs represent approximately 22%** of the proposed expenses. Contribution to Outside Organizations represents approximately 4% of proposed expenses; Transfers to other Funds represent approximately 3% of the proposed expenses; Contingencies represent approximately 10% of the proposed expenses (not actual expense obligation, but component of budget total); Culture & Recreation transfers represent approximately 5% of the proposed expenses.

MUNICIPALITY OF RANSON
CALCULATING REDUCED LEVY RATE
2026 - 2027

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class I	$ 0	X	0.01	=	$ 0
Class 2	332,911,410	X	0.02	=	6,658,228
Class 4	278,466,989	X	0.04	=	11,138,680
Total All Classes	$ 611,378,399		(Total WAV)		$ 17,796,908

Previous year's projected tax revenue	X	101% + % for Assessor:			
		1.90%			
$ 1,909,249		102.90%	%	$	1,964,617

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
(use 4 decimal places here) $ 0.1104

The result of this division is then multiplied x 100 **(use 2 decimal places here)**
and this will = the Class 1 Levy Rate in cents per $100 of assessed value **11.04**

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class I Rate as follows:

					Class 2 Rate:
Class 1 Rate	11.04	¢	X 2	=	22.08
					Class 3 & 4 Rate:
Class 1 Rate	11.04	¢	X 4	=	44.16

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

ASSESSED VALUE (TOTAL WAV) USE 4 DECIMAL POINTS HERE 0.1104

Maximum Class 1 Levy Rate WITHOUT a public hearing. 11.04

Maximum Class 1 Levy Rate WITH a public hearing. 12.00

MUNICIPALITY OF RANSON
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2026 - 2027

Current Year	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/$100	Taxes Levied
Class I			
Personal Property	$ 0	11.04	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 396,379,800	22.08	$ 875,207
Personal Property	66,710		147
Total Class II	$ 396,446,510		$ 875,354
Class IV			
Real Estate	$ 218,021,360	44.16	$ 962,782
Personal Property	63,128,440		278,775
Public Utility	8,240,809		36,391
Total Class IV	$ 289,390,609		$ 1,277,948
Total Value & Projected Revenue	$ **685,837,119**		$ **2,153,302**
Less Delinquencies, Exonerations & Uncollectable Taxes		5.00%	107,665
Less Tax Discounts (use Total Proj. Rev. Less Delinquencies to calculate)		2.00%	40,913
Less Allowance for Tax Increment Financing if Applicable - see worksheet (Subtracted from regular current expense taxes levied only)		.....	0
Total Projected Property Tax Collection		.....	**2,004,724**
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		**1.90%**	38,090
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Amount carries to #301-01 on GF REV tab)		.....	$ **1,966,634**

FY2023 - FY2027 General Operating Fund Budget Analysis by Percentage

Department/Summary Category Expense Amounts vs Total General Operating Fund Budget

Summary Category	FY2023 Budget Ending Balances		FY2024 Budget Ending Balances		FY2025 Budget Ending Balances		FY2026 Current Budgeted Balances		FY2027 Proposed Budget Balances	
Mayor / Council [a]	0.9%	$ 78,415	0.9%	$ 77,683	0.7%	$ 78,364	0.8%	$ 93,110	0.9%	$ 95,860
City Administration [b]	7.5%	$ 622,384	4.4%	$ 394,273	3.4%	$ 388,342	5.3%	$ 603,515	6.2%	$ 670,250
Police Judge (Court) [c]	0.4%	$ 30,681	0.3%	$ 29,731	0.3%	$ 29,831	0.5%	$ 51,300	0.3%	$ 34,300
Contributions [d]	1.6%	$ 135,540	9.5%	$ 856,047	1.7%	$ 190,342	3.3%	$ 368,000	3.7%	$ 400,000
Regional Dev. Authority [e]	0.0%	$ 2,975	0.0%	$ 4,445	0.0%	$ 5,107	0.1%	$ 9,400	0.1%	$ 10,000
Planning & Zoning [f]	7.7%	$ 639,460	9.3%	$ 832,868	7.8%	$ 883,755	10.5%	$ 1,182,650	11.6%	$ 1,254,600
City Hall (Finance) / Elections [g]	11.8%	$ 985,995	11.0%	$ 982,423	10.5%	$ 1,182,341	11.7%	$ 1,318,500	12.8%	$ 1,384,050
Interfund Transfers [h]	24.6%	$ 2,053,791	16.7%	$ 1,500,000	35.8%	$ 4,045,610	10.6%	$ 1,200,160	3.1%	$ 332,486
Contingencies [i]	0.0%	$ -	0.0%	$ -	0.0%	$ -	8.5%	$ 960,452	10.0%	$ 1,079,088
General Government Category [j]	*54.5%*	*$ 4,549,240*	*52.1%*	*$ 4,677,470*	*60.2%*	*$ 6,803,693*	*51.2%*	*$ 5,787,087*	*48.8%*	$ 5,260,634
Police / Crossing Guards [k]	24.7%	$ 2,064,076	26.4%	$ 2,365,538	23.9%	$ 2,695,197	27.4%	$ 3,096,950	30.5%	$ 3,291,450
Streets / Lights (Public Works) [l]	13.0%	$ 1,086,982	13.6%	$ 1,222,814	11.3%	$ 1,275,054	13.9%	$ 1,576,550	15.7%	$ 1,688,800
Parks & Rec / Culture [m]	7.7%	$ 640,186	7.9%	$ 704,227	4.6%	$ 523,192	7.5%	$ 844,033	5.1%	$ 550,000
	100.0%	**$ 8,340,484**	**100.0%**	**$ 8,970,049**	**100.0%**	**$ 11,297,136**	**100.0%**	**$ 11,304,620**	**100.0%**	**$ 10,790,884**

FY2023 - FY2027 General Operating Fund Budget Analysis by Percentage

Department/Summary Category Expense: Personnel vs Operating Costs

Summary Category	FY2023 Budget Ending Balances		FY2024 Budget Ending Balances		FY2025 Budget Ending Balances		FY2026 Current Budget Amounts		FY2027 Proposed Budget Amounts	
	Pers.	Op.	Pers.	Op.	Pers.	Op.	Pers.	Op.	Pers.	Op.
Mayor / Council [a]	100.0%	0.0%	100.0%	0.0%	98.9%	1.1%	94.6%	5.4%	93.7%	6.3%
City Administration [b]	72.3%	27.7%	66.8%	33.2%	87.1%	12.9%	82.8%	17.2%	83.0%	17.0%
Police Judge (Court) [c]	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%	66.9%	33.1%	100.0%	0.0%
Contributions [d]	-		-		-		-		-	
Regional Dev. Authority [e]	-		-		-		-		-	
Planning & Zoning [f]	63.1%	36.9%	57.2%	42.8%	55.8%	44.2%	61.7%	38.3%	63.9%	36.1%
City Hall (Finance) / Elections [g]	27.6%	72.4%	33.4%	66.6%	28.4%	71.6%	30.1%	69.9%	37.7%	62.3%
Interfund Transfers [h]	-		-		-		-		-	
Contingencies [i]	-		-		-		-		-	
General Government - Direct [j~]	52.4%	47.6%	50.7%	49.3%	49.7%	50.3%	53.8%	46.2%	58.3%	41.7%
Police / Crossing Guards [k]	88.2%	11.8%	88.7%	11.3%	88.1%	11.9%	87.4%	12.6%	87.6%	12.4%
Streets / Lights (Public Works) [l]	65.4%	34.6%	67.4%	32.6%	68.5%	31.5%	67.4%	32.6%	70.5%	29.5%
Parks & Rec / Culture [m]	-		-		-		-		-	
Total Budget Personnel/Operational % [n]	**45.2%**	**20.9%**	**45.7%**	**20.1%**	**40.0%**	**17.8%**	**48.8%**	**21.3%**	**56.3%**	**21.7%**
Total Budget Indirect Expense Cat. % [d,e,h,i,m]	*34.0%*		*34.2%*		*42.2%*		*29.9%*		*22.0%*	

Summary Categories with no direct personnel or operational costs built into Ranson's budget, as expenditures are contributional in nature.

Total Budget Indirect Expense Categories Percentage row at bottom of chart reflects sum of contributional category budgets vs. total budgeted fund expenditures

CITY OF RANSON
COAL SEVERANCE FUND BUDGET
FY 2027
Proposed March 3rd, 2026

Account Titles	*6/30/23 ACTUAL*	*6/30/24 ACTUAL*	*6/30/25 ACTUAL*	*FY 2026 CURRENT BUDGET*	*BALANCES THRU 12/31/25*	*FY 2027 PROPOSED BUDGET*	*% CHANGE*
002-299.100 Fund Balance Annual Carryover	*$ 270,379*	*$ 296,416*	*$ 330,486*	$ 357,706	$ 357,706	$ 379,000	*6.0%*
002-310.100 Coal Severance Tax	*$ 25,384*	*$ 17,281*	*$ 17,666*	$ 17,500	$ 3,438	$ 15,000	*-14.3%*
002-380.100 Bank Account Interest Earned	*$ 653*	*$ 10,637*	*$ 9,554*	$ 10,000	$ 4,101	$ 7,500	*-25.0%*
Total Revenues	***$ 296,416***	***$ 324,334***	***$ 357,706***	**$ 385,206**	**$ 365,244**	**$ 401,500**	*4.2%*
002-750.230 Streets Maintenance - Emergency Weather / Snow	*$ -*	*$ -*	*$ -*	$ 385,206	$ -	$ 401,500	*4.2%*
Total Expenses	***$ -***	***$ -***	***$ -***	**$ 385,206**	***$ -***	**$ 401,500**	*4.2%*
Total Ending Balance	***$ 296,416***	***$ 324,334***	***$ 357,706***	***$ -***	***$ 365,244***	***$ -***	

Balance thru 12/31/25 reflects only 2025Q3 distribution, 2025Q4 distribution rcvd 1/27/26. Total FY2026 coal severance tax revenue = $7,666

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Public Hearing - Second reading of an ordinance to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.

ATTACHMENTS:

Legal Notice Cranes Lane 322026.docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

Ranson City Council will hold a public hearing on Tuesday, March 3, 2026, at 7 pm at Ranson City Hall, 312 S. Mildred Street, Ranson, WV. The purpose of the public hearing is to accept public comments on a Petition to rezone parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6. Copies of the proposed zoning amendment are available upon request from the Community Development Department. All persons are invited to attend and make comments about the proposed amendment. If you cannot attend but wish to comment, you may write to the following address prior to March 3, 2026: City of Ranson, 312 S. Mildred Street Ranson, WV 25438 or email to cityclerk@ransonwv.us. Written comments received prior to March 3,2026, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2026-01 -Second reading of an ordinance to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.

City Council is asked to consider on Second reading an ordinance to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.

ATTACHMENTS:

Ordinance 2026- 01 Sleepy Hollow R-6 Rezoning.02272026.docx
Rezoning Application.pdf
25-36-REZ-5122-0101-ZMA_SLEEPYHOLLOW_AcroPlot-compressed.pdf
CRC_Report_25-34-SP.pdf Sleepy Hollow.pdf

Ordinance 2026- 01

AN ORDINANCE AMENDING AND RE-ENACTING THE OFFICAL ZONING MAP OF THE CITY OF RANSON PURSUANT TO RANSON MUNICPAL CODE § 19-20 AND CHAPTER 19, ARTICLE 1: PARCEL 089000200000000 REZONING FROM RURAL RESERVE TO R-6.

AN ORDINANCE to amend certain portions of the official Zoning Map of City of Ranson, West Virginia, for the purpose of rezoning from Rural Reserve to R-6 in place pursuant to Chapter 19-20 of the Ranson Municipal Code;

WHEREAS, West Virginia Code § 8A-7-8 and § 8A-7-9 permits the amendments to the zoning ordinance by the governing body;

WHEREAS, Sleepy Hollow Partnership, has submitted a rezoning petition;

WHEREAS, The Ranson Planning Commission voted to not recommend approval by the City Council on November 3, 2025, recommending the Ranson City Council does not amend the zoning map but did not vote to determine conformance with the Comprehensive Plan.

WHEREAS, pursuant to West Virginia Code § 8A-7-9, proper public notice and public hearings have been provided;

WHEREAS, the City Council finds the rezoning petition is consistent with the 2024 Ranson Comprehensive Plan. The Blended Mixed Use of this application area is an expansion area of the 2024 City of Ranson Comprehensive Plan and encourages the use of various housing types. As such, this rezoning petition conforms to the preferred vision of the Comprehensive Plan.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia:

Section 1. The official City of Ranson Zoning Map be amended to reflect the following parcel 089000200000000 is zoned R-6.

Section 2. Consistent with Chapter 19 and the original rezoning to R-6. The replacement of specific zoning on the official zoning map shall not be considered a zoning amendment pursuant to West Virginia § 8A-7-8 or West Virginia § 8A-7-9.

Resolution: 2026-01

First Reading: February 3, 2026

Public Hearing: March 3, 2026

Second Reading: March 3, 2026

Enacted this 3rd day of March 2026

Adopted by the City Council of the City of Ranson after a 1st reading on February 3, 2026 and a 2nd reading on March 3, 2026 by a vote of ____ in the affirmative, ___ in the negative with __ abstaining.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

City of Ranson

Department of Community Development
312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
Email: permits@ransonwv.us

Rezoning Application

Submittal Date: 10/07/2025	Development District:_____
Official Submittal:_____ (Staff Use Only)	Fee Paid: $4,875.00 (125 of 160.65 AC)
	Rezoning Request: $1,000 plus $100 per acre for first ten (10) acres, then $25.00 per acre thereafter. Proffer Amendments: $1,000 flat fee
Taken By:_____	
Project Number:_____	Payment Type:_____

Development Information

Project Name: Sleepy Hollow			**Total Area (acres):** 160.65
Current Zoning: Rural Reserve	**Proposed Zoning:** Residential (R6)	**Map Number:** 9	**Parcel:** 2

Water Service: **Public** [X] **Private** [ ] **Provider:** Charles Town Utility Board	**Sewer Service:** **Public** [X] **Private** [ ] **Provider:** Charles Town Utility Board	**Sewer Flow:** **(gallons per day at build-out)** **Water Usage:** **(gallons per day at build-out)**

Location of Property (provide landmarks, street address, intersections, etc.):

Situated on the south side of Cranes Lane, approximately 0.6 miles from its intersection with North Mildred Street (Rt. 115). See attached for further information.

What is the existing use of the property?

Farm Land; See attached for further information

What is the proposed use of the property?

Single Family Residential Subdivision; See attached for further information

Rezoning Application Checklist

[X] **A completed application and fee in accordance with the Fee Schedule.**

[X] **A survey plat and a legal description of the property that includes bearings and distances for the area to be rezoned.**

[X] **A proposed development plan outlining the need for a rezoning.**

[ ] **Signed development agreement.**

[ ] **Review agency and general development plan transmittal (as needed).**

___Charles Town Water	___Alleghany Power	___WV Div. of Highway
___Charles Town Sewer	___Comcast	___Norfolk Southern
___Public Service District	___Frontier Comm.	___CSX
___Jefferson Utilities	___WV Dept. of Env. Protection	___Jay Watson (for: Ambulance/F&R)
___Jefferson Co. Health Dept.	___WV Div. of Culture& History	

Owner/Applicant Information

Owner I (Print): SLEEPY HOLLOW PARTNERSHIP **Percent of Ownership:** 100%

Address: 741 E WASHINGTON STREET
CHARLES TOWN, WV 25414

Phone: (304)279-1552 **Fax:** _____ **Email:** rmarcus@marcusenterprises.com

Owner II (Print): _____ **Percent of Ownership:** _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Developer (Print): FORESTAR INC **Percent of Ownership:** 0%

Address: 7021 COLUMBIA GATEWAY DRIVE, SUITE 320
COLUMBIA, MD 21046

Phone: (301)356-0888 **Fax:** _____ **Email:** RyanDaiger@forestar.com

Consultant (Print): INTEGRITY FEDERAL SERVICES INC **Percent of Ownership:** 0%

Address: 148 SOUTH QUEEN STREET
MARTINSBURG, WV 25401

Phone: (304)725-8456 **Fax:** _____ **Email:** bperry@ifs-ae.com

Please Direct Correspondence To: ☐ **Owner** ☐ **Developer** ☑ **Consultant**

As the fee simple owner of this property, recorded in the Jefferson County Circuit Court, I certify that this application is complete and accurate to the best of my knowledge. I understand that any information lacking in such application shall be deemed incomplete and shall not be considered for review. Furthermore, I authorize the City to direct all correspondence to the above noted party who is also authorized and designated as my agent during review of this application.

Signature: Ronald Marcus Ronald Marcus (Oct 9, 2025 11:51:51 EDT) Date: 10/09/2025

Signature: _____ Date: _____

Signature: _____ Date: _____

Procedures for Rezoning Property

Amendments may be undertaken in order to carry out the purposes stated in 19-1 of the Zoning Ordinance. Proposed amendments should consider whether they promote health, safety, and the general welfare and to encourage the most appropriate use of land.

The City Manger may request additional copies of any item listed and may request any additional information needed for an adequate review. At a minimum, the application must include the following:

1.) A complete application form and fee accompanied with all information needed for review. Additional copies of the application form may be specified by the City;

2.) Three copies of a complete description of the request including any proposed development agreements, general development plan, or other conditions for consideration;

3.) Three copies of a description of the property proposed for rezoning including an accurate map with the dimensioned property lines such as a boundary survey. The description shall include:

a.) Adjoining streets and widths, utilities, features, and the location of all structures;

b.) Existing uses of the land, current zoning classification, and the uses of the property under review;

c.) Current zoning classification and uses of all adjacent properties;

d.) Any additional information required by the City Manager or his designee to ensure an adequate review can be done;

e.) A complete description of the request.

Any application that does not contain the minimum submittal requirements or requested information shall neither be reviewed nor considered by Council. Such submittal shall be returned to the applicant.

Development agreements may be submitted with a rezoning application to offset any negative impacts caused by the proposal. For the purposes of this process, a "voluntary proffer" is a written offer by the land owner to the Planning Commission to satisfy certain reasonable conditions of a development project. A condition contained in a voluntary proffer is considered reasonable if (1) the development project results in the need for the conditions; (2) the conditions have a reasonable relation to the development project; and (3) all conditions are in conformity with the Comprehensive Plan adapted pursuant to this article.

The application and any staff comments shall be considered by the Planning Commission who shall submit its recommendations and/or comments to the City Council. The request shall be advertised in accordance with the West Virginia Code 8A requirements.

Unless action is deferred, the application shall be reviewed by the City Council within 60 days of the original submittal date.

SLEEPY HOLLOW

RESIDENTIAL R6

APPLICATION FOR ZONING MAP AMENDMENT

CITY OF RANSON
WEST VIRGINIA

October 13, 2025

Prepared By:
INTEGRITY FEDERAL SERVICES

Prepared For:
FORESTAR, INC.

This page is intentionally blank.

Table of Contents

Part 1 Executive Summary

Part 2 Property Information

Part 3 Proposed Uses

Part 4 Adjacent Lands

Part 5 Transportation and Utilities

Part 6 Public Health, Safety, Welfare

Part 7 Comprehensive Plan Compatibility

SUPPLEMENTAL INFORMATION

Appendix 1 – Existing Conditions

Appendix 2 – Existing Land Use & Zoning

Appendix 3 – Proposed Land Use & Zoning

Appendix 4 – Boundary Exhibit

Appendix 5 – Surveyed Wetlands & Waters Exhibit

This page is intentionally blank.

Part 1 – Executive Summary

Introduction. Forestar, Inc. seeks a rezoning for 125 acres of the approximately 160.65-acre tract of real Property (as further described in this Application, the "Property"). The proposed rezoning would replace the current Rural Reserve (RR) zoning designation, which was assigned to the property upon its annexation into the City of Ranson. The Property is proposed to be rezoned from Rural Reserve (RR) to the R-6 Single Family zoning district.

The remaining acreage (approximately 35.65 acres of 160.65 acres) is intended to retain the current zoning of Rural Reserve (RR). Please see Appendix *3 – Proposed Land Use & Zoning* for a visual depiction of the area to be rezoned. The acreage remaining Rural Reserve fully contains the wetlands present on the site, as identified by the Wetland Delineation completed by TNT Environmental, INC in April of 2025.

For wetlands within the Chesapeake Bay management area a 35' critical area buffer is required. The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.

A Traffic Impact Study was completed in May of 2025 for the property by A. Morton Thomas and Associates, Inc (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

Additionally, the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP) identifies a new 2-lane roadway from Currie Road extending South to Cranes Lane, through the Huntwell West Subdivision, that will serve the Property in the future. This planned roadway is identified as ID: J306.0.

The requested rezoning is consistent with the goals of Ranson's Comprehensive Plan, which acknowledges the importance of a variety of residential unit types, as well as a streamlined development process. These goals not only provide affordability but also foster the vibrant and diverse community that Ranson is known for.

The R-6 Zone is easy to implement, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson. It is the owner's intention for the Property to be developed as a single family (attached and detached) subdivision.

Basis for Rezoning. The R-6 zone is well suited for the development of a single-family subdivision and fits the objectives of the Suburban Residential Future Land Use designation listed in the Comprehensive Plan. The primary uses under this designation are residential uses including single family detached, duplex, single family attached, and apartment buildings.

These uses are aligned with the R-6 District, which allows both single family detached and attached dwellings, providing critical "missing middle" housing stock.

It is clear that the uses identified within the Future Land Use Map's Suburban Residential category of the Comprehensive Plan are consistent with the applicants requested rezoning designation of Residential R-6. This is also supported by the Land Use Goals and Actions identified in the 2024-2034 Comprehensive Plan.

Specifically, the Goal to "[e]ncourage affordable housing through a variety of types of housing options." The 2024-2034 Comprehensive Plan states, "This action is accomplished through zoning code amendments and incentives.". This statement highlights the need for amendments to the existing zoning districts to facilitate this goal.

Zoning Summary. Ranson will benefit both economically and socially from the development of the Property as permitted under the R6 zoning district. The requested rezoning will result in simplified development standards, with opportunity for public input. The rezoning to R-6 will provide flexibility in housing options with the ability to construct single family attached and detached homes.

Housing Action Item 3 of The Comprehensive Plan states, *"Encourage development of housing types that fall between single family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update."*. Housing that falls within these parameters is

considered "missing middle" housing. The requested rezoning to the R6 district will promote the development of "missing middle" housing on the Property.

The following sections of this Application further demonstrate that the proposed zoning map amendment aligns with the optimal utilization of the Property, offering significant benefits to the citizens of Ranson and Jefferson County.

Comprehensive Plan – The proposed zoning amendment is consistent with Ranson's newly adopted 2024-2034 Comprehensive Plan. As discussed in more detail in this application, the Plan proposes that the Property be designated as Suburban Residential, a designation that includes various types of housing. The related zoning districts listed under this designation include R-6

Proposed Use – Residential development, aligned with the R-6 district. The property will be developed as a single family subdivision anticipating single family attached and detached homes.

Benefit Analysis – Ranson will benefit from land zoned for single family residential development, outside of areas zoned under SmartCode. The proposed zoning map amendment is poised to provide an increase in the available stock of homes within the City that are more typical of a traditional suburb, rather than a city block. R6 zoning will provide immediate neighborhood connections, providing housing on the south side of Ranson, and adjacent to an existing public park, Cranes Lane Community Field and Gardens. The Property is one of the closest tracts of land to City Hall anticipated to be developed for Suburban Residential use.

Transportation and Utilities – Existing utility (water and sanitary sewer) and transportation infrastructure support development of the Property. According to the Comprehensive Plan, the development of sites with existing infrastructure should be a strategic objective for the City of Ranson.

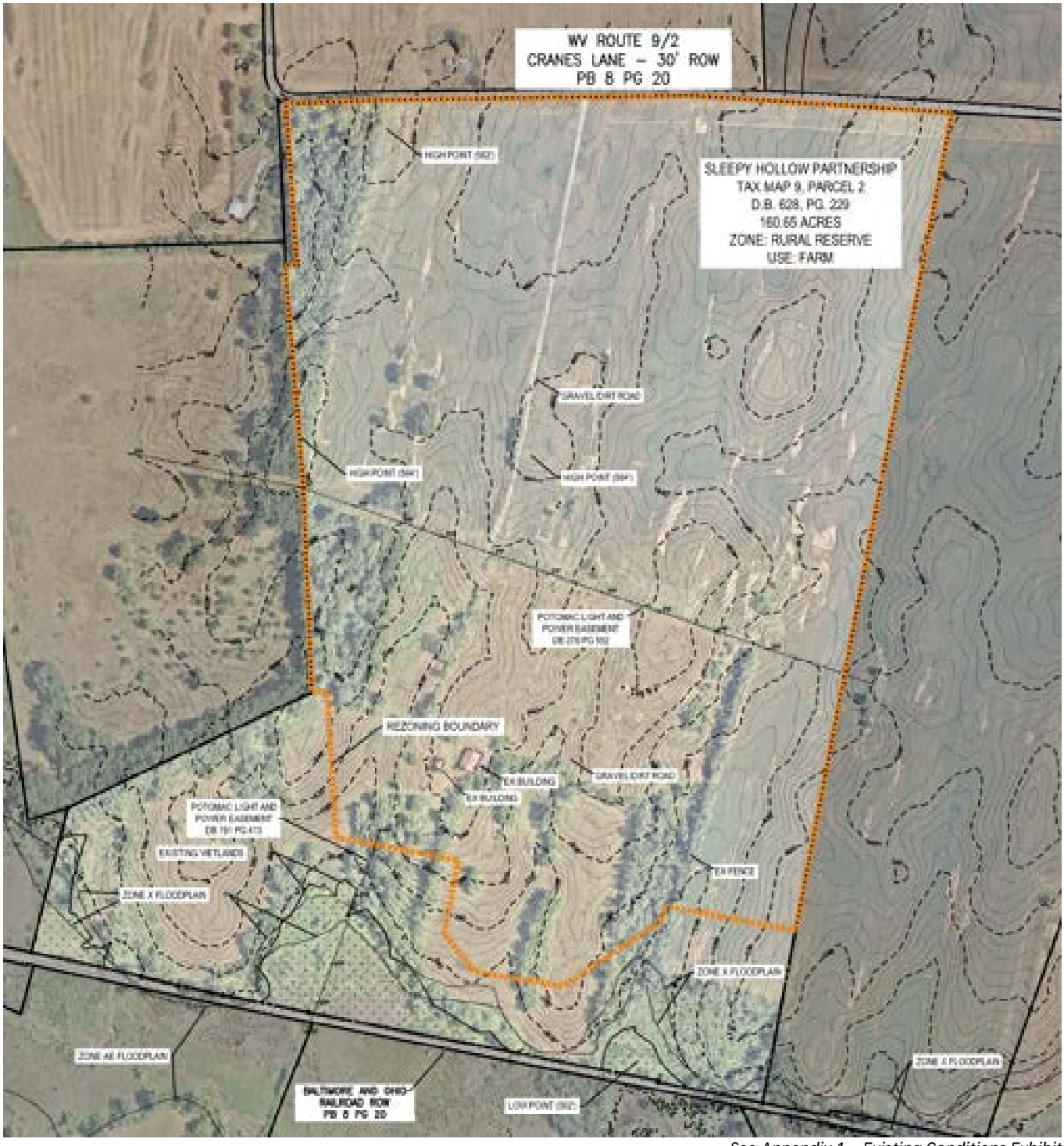
Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Conclusion. Forestar, Inc's application for a zoning map amendment to the R-6 District meets all standards required for approval. The Property is suitable for residential use, aligned with the Future Land Use Map designation of Suburban Residential, is supported by existing infrastructure and planned future infrastructure, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan.

Part 2 – Property Information

SLEEPY HOLLOW



See Appendix 1 – Existing Conditions Exhibit

Parcel Description

DB 628 Page 229
City of Ranson (District 8), Tax Map 9, Parcel 2
160.65 Acres

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from the intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from Ranson City Hall.

Part 2 – Property Information

Existing Conditions

The parcel is predominantly comprised of open farmland, with perimeter trees situated along the southern & western property lines. The northern boundary adjoins Cranes Lane, and the southern boundary adjoins the Baltimore & Ohio Railroad right of way. The eastern and western property lines adjoin farms of similar characteristic.

The parcel contains a gravel road that runs south from Cranes Lane through the center of the property, two farm buildings, and a powerline that runs east to west through the center of the property.

The existing structures are remnants of the farming operations - a wood board corn crib and barn, built in 1910 & 1960 respectively. See Image below.



Historically and presently, the Property has been utilized for agricultural activities including row crops such as corn.

The Property is within the Evitts Run drainage basin. A portion of the parcel along the southern boundary is located within a 100-year FEMA floodplain, identified as Flood Zones AE & X.

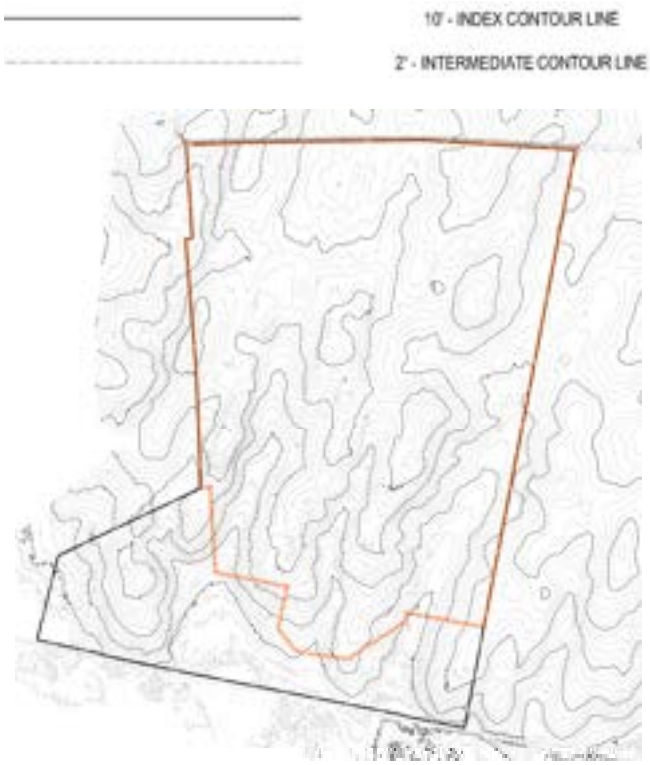
Topography

The Property features sloping topography, with its northwestern corner elevated higher than the southern and eastern portions. There are three (3) ridgelines that run north/south across the property. The highest point reaches an elevation of 564', while the lowest point sits at 502'.

The parcel gradually slopes from northwest to southeast, with a natural drainage swale running along the eastern property line. There is approximately 62 feet of elevation change from the northwest of the property along Cranes Lane, to the southern edge along the B&O Railroad.



Property in relation to FEMA floodplain per WV Flood Tool



See Appendix 1 - Existing Conditions for full scale topographic map

Part 2 – Property Information

Wetlands

No wetlands are located within the 125 acre area of rezoning. The existing parcel contains wetlands located along the southern property line, adjacent to the Baltimore & Ohio railroad right of way. These wetlands are primarily located within the 100 year FEMA floodplain, in Flood Zones AE & X. A small portion of the wetlands overlap the floodplain boundary in the southwest corner of the parcel.

All wetlands present on the Propoerty were delineated by TNT Environmental, Inc. in April, 2025.

The wetlands have been identified as Pasturine Emergent (PEM) Wetlands. See Appendix 5 – Surveyed Wetlands & Waters Exhibit.

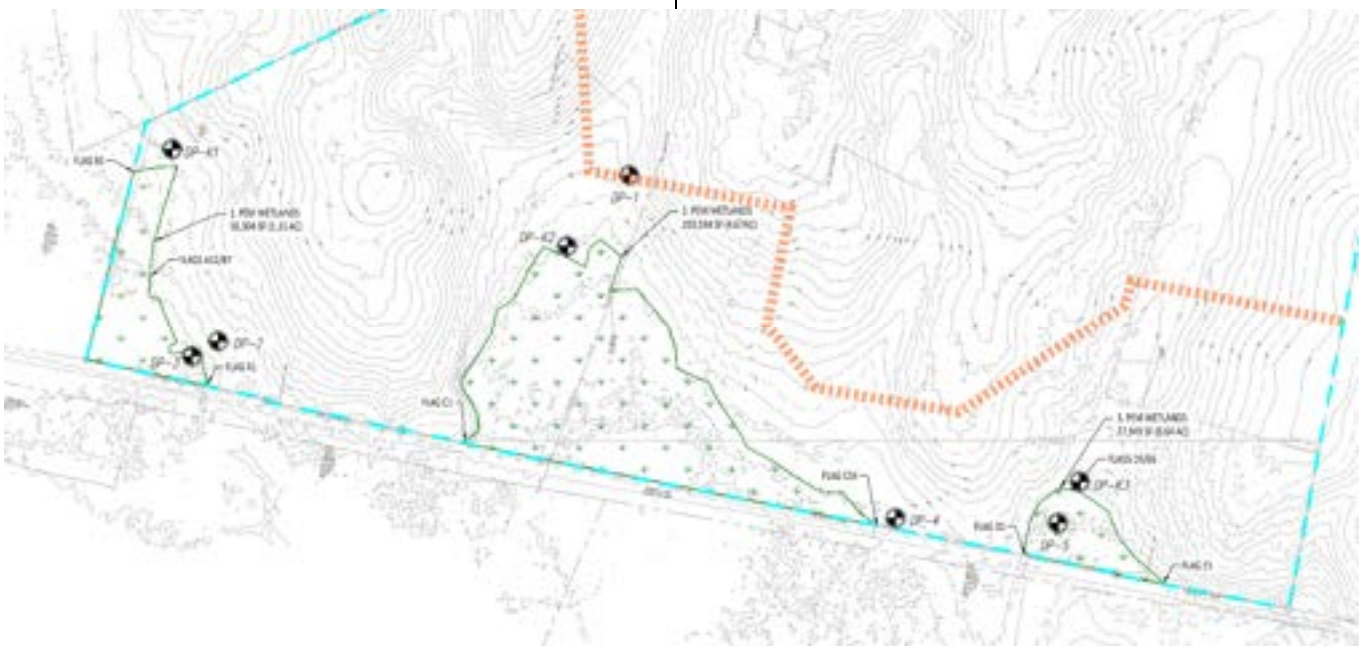
A subdivision is propsed, to locate these wetlands on a separate parcel from the proposed residential development. The parcel that shall contain the wetlands is proposed to be 35.65 acres in size, fully encompassing the 6.47 acres of wetlands as well as the 35' buffer required by the United States Army Corps of Engineers (USACE). The area of rezoning is generally more than 200' from the wetlands. The closest point of the rezoning boundary is 134.5' from the wetlands.



View east showing standing water in a typical emergent wetland



View to south showing railroad culvert connecting wetland area



See Appendix 5 – Surveyed Wetlands & Waters Exhibit

Part 3 – Proposed Uses

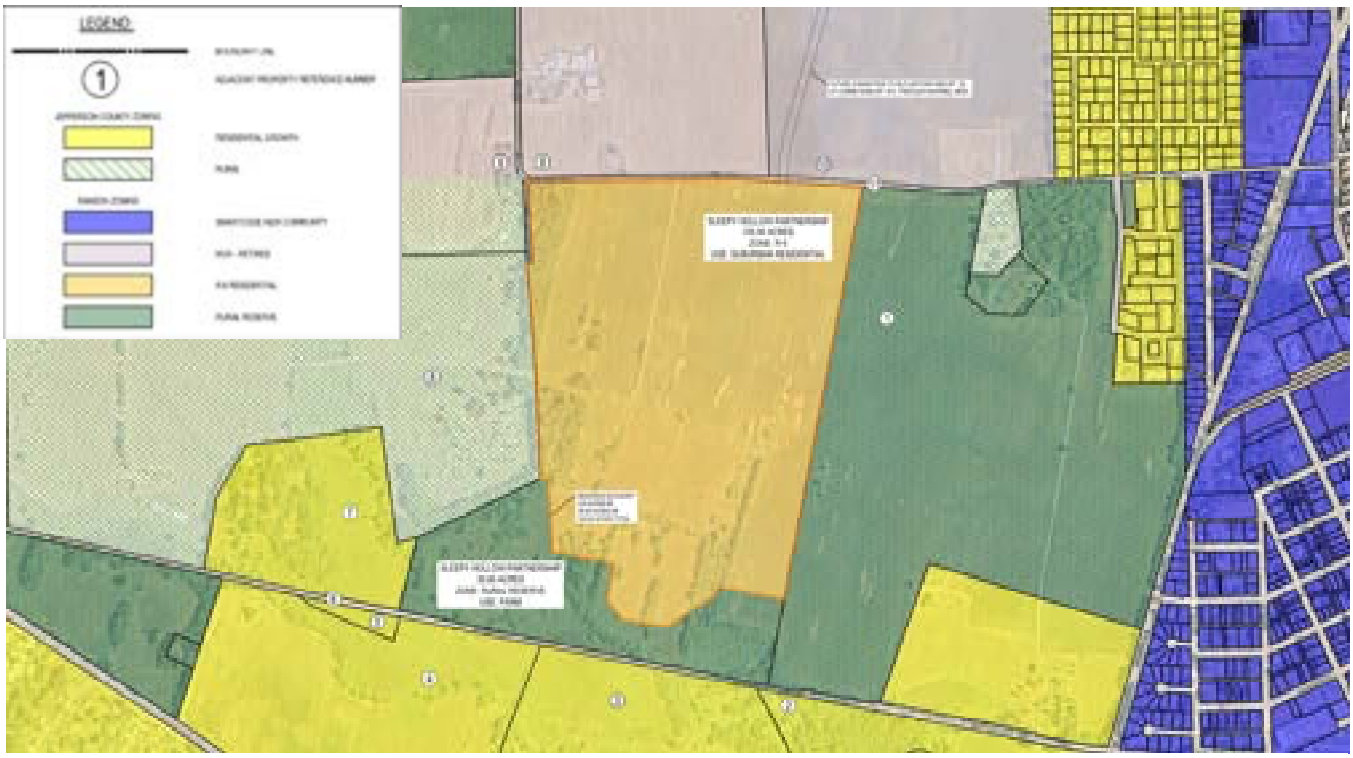
The proposed zoning map amendment will allow the following by-right uses:

Permitted Uses By Right

1. Single-family residential
2. Churches and religious assembly
3. Golf courses, parks, playgrounds and community centers operated on a noncommercial or nonprofit basis for recreational purposes only.
4. Public elementary and secondary schools, and private schools having curricula the same (approximately) as ordinarily given in public schools
5. Reserved
6. Greenhouses and rear yard garden which are incidental to the residential use and conducted on a noncommercial basis
7. Bed and breakfast (up to six rooms)
8. Libraries
9. Home occupations
10. Customary accessory uses
11. Senior housing
12. Apiaries and bees
13. Public utilities

The proposed uses for the subject property will be as follows:

1. Single Family Detached Housing
2. Single Family Attached Housing (duplexes and townhomes)
3. Parks, trails and open space
4. Public roads and streetscapes



See Appendix 3 - Proposed Land Use and Zoning

Part 4 – Adjacent Lands

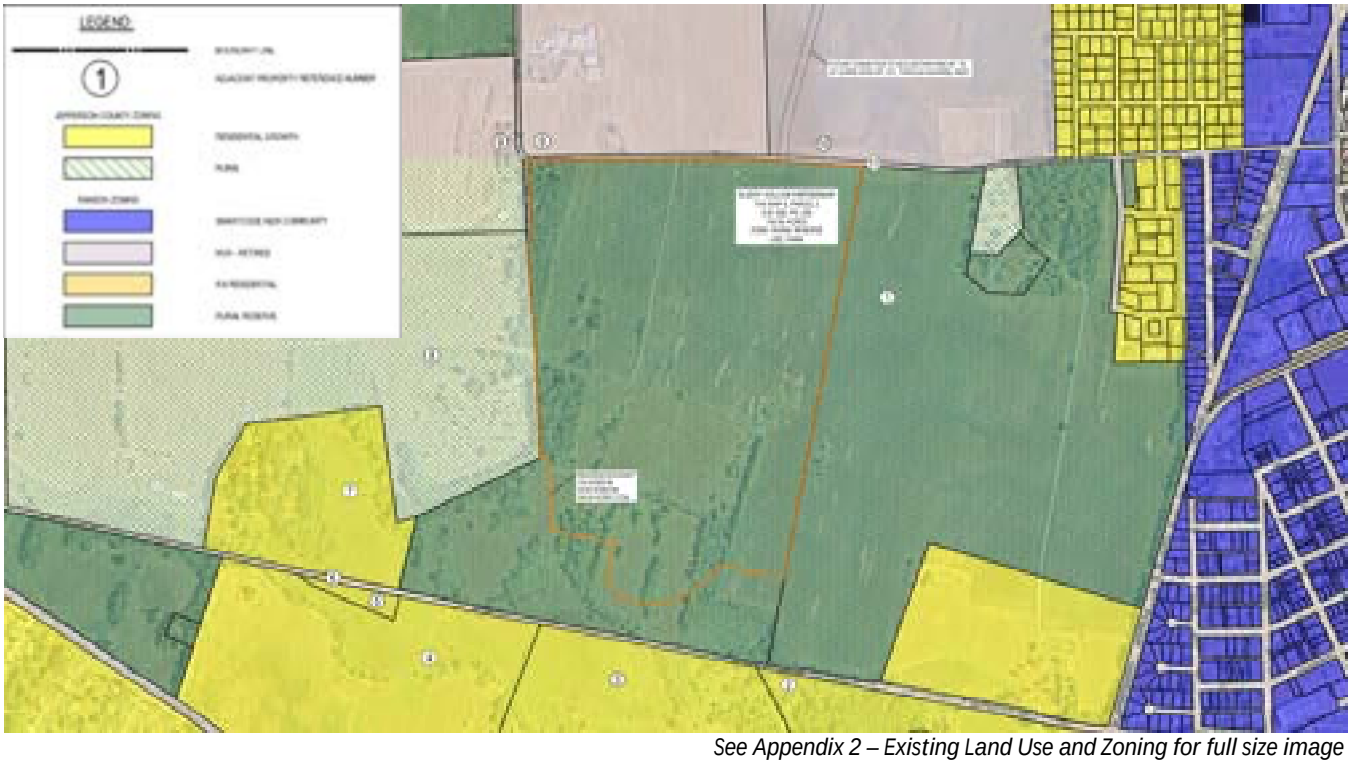
The property is bound by Cranes Lane (Rt. 9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The southern most parcel along the western boundary, owned by Cynthia J. Curtis Trust, is primarily encompassed by a conservation easement. This conservation easement extends from the Curtis property, across the railroad tracks to the south, and continues east along Evitts Run. This impacts Parcel Ref. #'s 2, 3, 4, 5, & 7, as identified in the table below.

The adjoining parcels along the west and south boundary lines are located within Jefferson County, and subject to the County's development standards. The parcels located along the north and east boundary lines are located in the City of Ranson, and subject to the City's development standards.

The abbreviations *"JC" and "R"*, as seen in the table below, represent Jefferson County and Ranson zoning jurisdictions.

Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve *(R)*	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth *(JC)*	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	245	210
5	2	12	6	NATURE CONSERVANCY	Residential Growth *(JC)*	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth *(JC)*	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural *(JC)* / Rural Reserve *(R)*	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired *(R)*	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A



See Appendix 2 – Existing Land Use and Zoning for full size image

Part 5 – Transportation and Utilities

Existing WVDOH Roads

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from its intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from the roundabout at Ranson City Hall. The site benefits from excellent sight distance at the proposed entry along Cranes Lane.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse both directions when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

Residents also have convenient access to Old Town Ranson, Potomac Marketplace, Jefferson Medical Center and other amenities located in Charles Town.



View west along Cranes Lane (Rt. 9/2)



View east along Cranes Lane (Rt. 9/2)

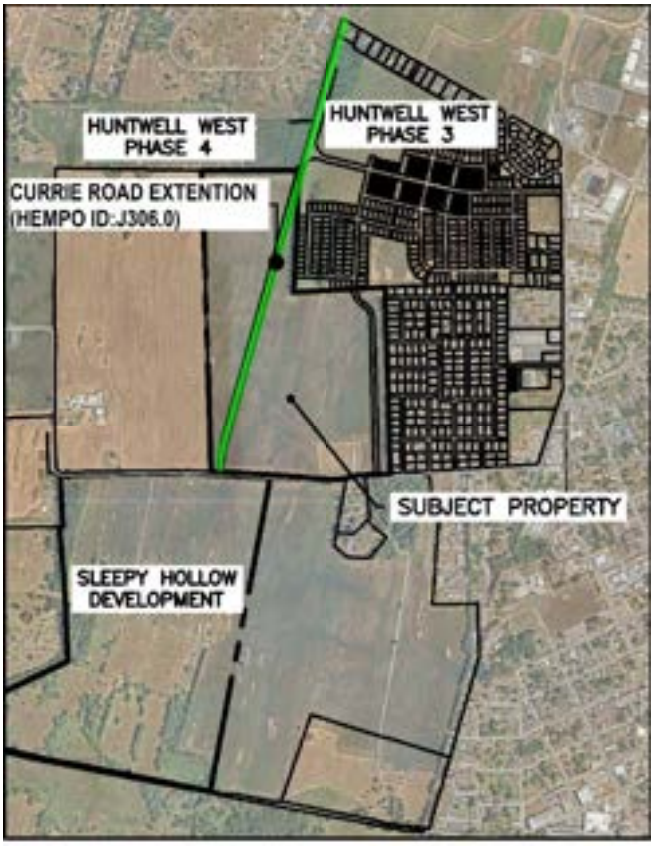
HEPMPO 2050 Long Range Transportation Plan

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), completed in 2022, identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending South to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County. This planned roadway is identified as ID: J306.0 in the 2050 Long Range Transportation Plan by HEPMPO.

The Long Range Transportation Plan is a regional transportation plan intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in the local Comprehensive Plans.

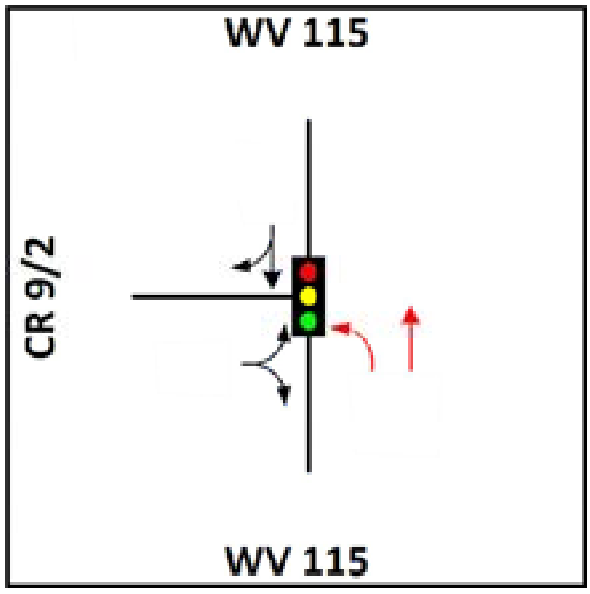
As part of this zoning map amendment application and coordination, meetings were held with the adjoining parcel owner whose land this road is proposed to extend through. This parcel is identified as Ref. #10 in the *Adjacent Property Information* chart found on Page 11 of this document, and on Appendices 2-4. As part of this coordination, two future road options were presented for the property owner's consideration.



Part 5 – Transportation and Utilities

Intersection Improvements

A Traffic Impact Study was completed in May of 2025 for the Property by A. Morton Thomas and Associates, Inc. (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115. The timing of the traffic signal will be coordinated with the Baltimore & Ohio railroad to minimize any queuing conflicts.



Recreation and Sidewalks

The proposed development would require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing park network. This would bring sidewalks within 450 feet of the Park, which does not currently benefit from any pedestrian connections.

Water and Sewer

Water and sewer utilities are located approximately 1,400 feet away from the property, in the Cranes Lane (Rt. 9/2) right-of-way. The Property has access to both public water and sanitary sewer utility lines. These utilities possess adequate capacity for the site's development.

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. A Letter of Availability and confirmation of existing capacity was received on October 3rd, 2025. The area in Purple in the image below represents lots with CTUB service for both public water and sewer service. Sanitary sewer and water lines will be extended by the developer at no cost to the City of Ranson.



Electrical and Communications

Power and communication lines are located in the Cranes Lane (Rt. 9/2) right-of-way, from North Mildred Street until approximately 450' feet from the eastern property line. Additionally, the site is bisected by overhead communication and electric lines, as seen on Appendix 1 - Existing Conditions Exhibit. These lines bisect the adjoining parcel to the east and cross the B&O railroad tracks at West 5th Avenue.

Part 6 – Public Health, Safety and Welfare

Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Part 7 – Comprehensive Plan Compatibility

The 2024-2034 Ranson Comprehensive Plan supports the proposed zoning amendment through its text, Future Land Use Map, Goals and Actions.

The guidance provided by the Comprehensive Plan must be used to evaluate the proposed zoning amendment. The clear guidance in the Comprehensive Plan is that it supports residential use on the Property, that would be facilitated by the zoning amendment.

The following citations are taken from the Ranson Comprehensive Plan.

Chapter 1 – Introduction

Ranson Vision

The choices made in one area, such as transportation infrastructure, directly impact the ability to achieve other goals, like housing diversity and affordability.

Over the years, Ranson and the surrounding communities have capitalized on the proximity to Washington DC and its robust global economy. Recent years have seen Ranson's population growth outpace both Jefferson County and the state.

Despite the growth, over 80% of Ranson's workers commute to jobs outside of town.

The zoning map amendment facilitates residential development on the Property that supports the employment and commuting trends seen in Ranson, while also supporting context sensitive walkability and affordable housing.

The rezoning of the Property will allow the development of the Property to the benefit of Ranson's businesses and residents.

The Property's location ensures convenient access for commuters to major roadways without encroaching upon neighboring residential subdivisions.

Chapter 3 – Land Use

Future Land Use Map, Suburban Residential

Ranson's Suburban Residential context comprises single-family homes, townhouses, and apartments built in a suburban style, reflecting the architectural trends that were popular in the period following the mid-20th century.

These areas of Ranson… echo the national movement towards suburban living and carry a uniform character because of similar street layouts, sidewalks, and residential setbacks.

RELATED ZONING DISTRICTS

R-7, R-6

PRIMARY USES

Single family detached
Duplexes
Townhomes
Apartment buildings

The Future Land Use Map (FLUM) categorizes this parcel as Suburban Residential. The R-6 Single Family District is listed as one of two related zoning districts under this FLUM category. The development of the Property under R6 zoning would facilitate a single family residential community on the south end of Ranson, that reflects the suburban style referenced in the comprehensive plan. R6 zoning would allow for realization of the 3 single family primary uses contemplated for the parcel. Apartment buildings are not currently supported in the R-6 district.

Chapter 3 – Land Use

Land Use Goals

- Optimize Land Use to support efficient Transportation & Infrastructure.
- Promote balanced, context-sensitive growth that respects Ranson's unique community character.
- Encourage affordable housing through a variety of types of housing options.

Transportation

Per the Comprehensive Plan, the proposed development optimizes existing transportation

Part 7 – Comprehensive Plan Compatibility

infrastructure, a strategic objective for the City of Ranson.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse in both directions on Rt. 115 when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending south to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County.

The Long Range Transportation Plan is a regional planning document intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in local Comprehensive Plans.

Infrastructure – Water and Sewer

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. Potable water service is additionally available through WV American Water. A Letter of Availability and confirmation of existing capacity was received from CTUB on October 3rd, 2025.

Development of the property optimizes the use of this existing infrastructure.

Context Sensitive Growth

The R-6 zone on the Property is well suited in terms of compatibility with its existing neighbors. The property is bound by Cranes Lane (9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The adjoining farmland is likely to be developed into similar residential neighborhoods, due to their locations within Suburban Residential and Blended Mixed-use FLUM categories (Ranson) and the Residential Growth zoning district (Jefferson County).

Affordable Housing

The R-6 zone simplifies the infrastructure requirements for residential development. This will reduce development costs and increase the affordability of homes in the development.

Chapter 4 – Housing

Current State of Housing

The demand for affordable and proximate workforce housing is a critical regional issue. Unfortunately, the current housing market, coupled with developmental challenges and the inflation rate, makes meeting these needs a significant concern.

Residential patterns have shifted from the historic homes found in the downtown district to the suburban neighborhoods that have been developed in the more recently annexed lands.

The proposed rezoning will assist meeting Ranson's needs while reducing developmental challenges.

Chapter 4 – Housing

Housing Goals

- Simplify and expedite the housing development review process.
- Improve and increase the availability of affordable housing.

Development under the R-6 Single Family district is a familiar process, that allows for community engagement. R-6 zoning is easy to apply, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson.

The requested rezoning is consistent with the goal to increase the availability of affordable homes. Development of residential housing under the R-6

Part 7 – Comprehensive Plan Compatibility

Single Family zone has reduced infrastructure costs as compared with alternative zoning districts. This reduction in development costs will increase housing affordability.

Chapter 4 – Housing

Housing Actions

- Promote "missing middle" housing: Encourage development of housing types that fall between single-family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update.

The R6 Zoning for the property will promote the development of "missing middle" housing. A critical housing stock to address housing affordability.

This action further highlights the need for zoning updates to support the housing goals of the Comprehensive Plan and identify the current zoning districts that support "missing middle" housing as insufficient to achieve the stated goals.

One way to support "missing middle" housing is through the densities, architectural flexibility, and streamlined processes under the R-6 District. R-6 provides for the development of single family attached and detached dwellings. R-6 zoning provides flexibility to adapt to market fluctuations and facilitates the creation of affordable housing options.

Chapter 5 – Transportation

Transportation Goals

- Maintain and upgrade vehicular, pedestrian, and bicycle infrastructure.
- Promote active transportation and trail connectivity: Expand the network of sidewalks, bike lanes, and trails.
- Foster transportation connectivity to major city features, including Potomac Marketplace and getting across the railroad tracks to the west…

Transportation Actions

- Continuously maintain and upgrade existing streets to accommodate growth.
- Improve pedestrian and bicycle connectivity: Prioritize sidewalks, crosswalks, and cycling amenities …

The development of the Property under R6 zoning will promote active transportation and trail connectivity.

The proposed development will require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing public park network. This would bring sidewalks within 450 feet of the park, which does not currently benefit from any pedestrian connections.

The Traffic Impact Study completed in May of 2025 by AMT indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

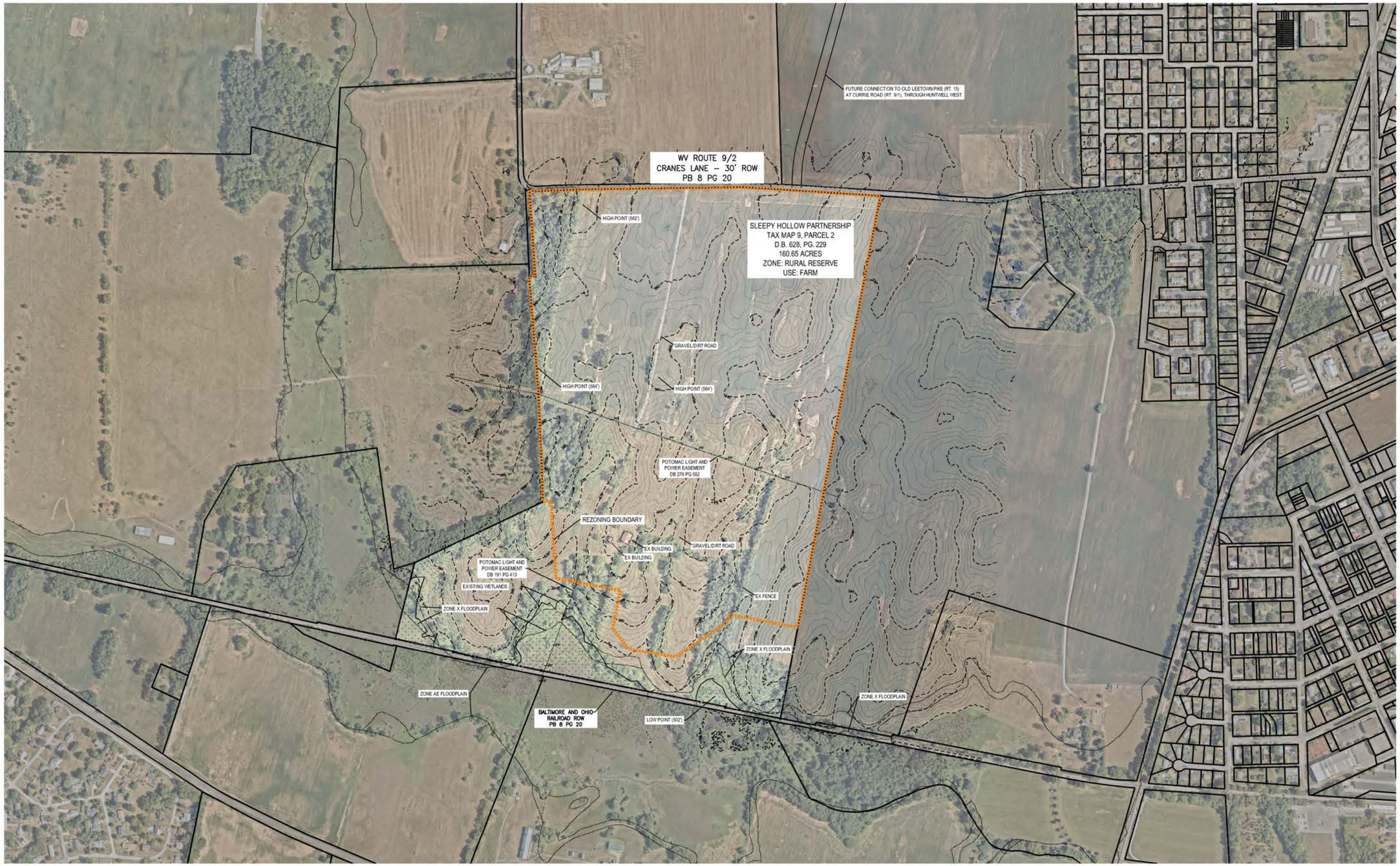
These improvements to the existing transportation network support the transportation goals of connectivity over the B&O railroad tracks to the West of City Hall, and upgrading existing infrastructure.

Part 7 – Comprehensive Plan Compatibility

Forestar, Inc.'s application for a zoning map amendment to the R-6 Single Family District meets all standards required for approval. The Property is suitable for residential use, is supported by existing infrastructure and planned future infrastructure, aligned with the Future Land Use Map designation of Suburban Residential, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan through its text, maps, goals, and actions.

Taking these factors into account Forestar, Inc. respectfully requests the zoning map amendment be approved by the City of Ranson.





LEGEND

- EX. PROPERTY LINE
- EX. ADJ. PROPERTY LINE
- EX. EDGE OF GRAVEL
- EX. EDGE OF PAVEMENT
- EX. WIRE FENCE
- EX. OVERHEAD UTILITY LINE
- EX. FEMA FLOODPLAIN
- 10' INDEX CONTOUR
- 2' INTERMEDIATE CONTOUR
- EX. WETLAND
- FIRE HYDRANT
- POWER POLE
- SIGN
- STORM OUTLET
- (1) ADJACENT PROPERTY REFERENCE NUMBER

IPF	IRON PIPE FOUND
IPS	IRON PIPE SET
RBF	REBAR FOUND
CRBF	CAPPED REBAR FOUND

W. STATE GRID NORTH (NAD83)

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

INTEGRITY FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING
148 S. Queen Street, Suite 201 • Martinsburg, WV 25401 • Phone: 304-725-8456 • www.ifs-se.com

SEAL:

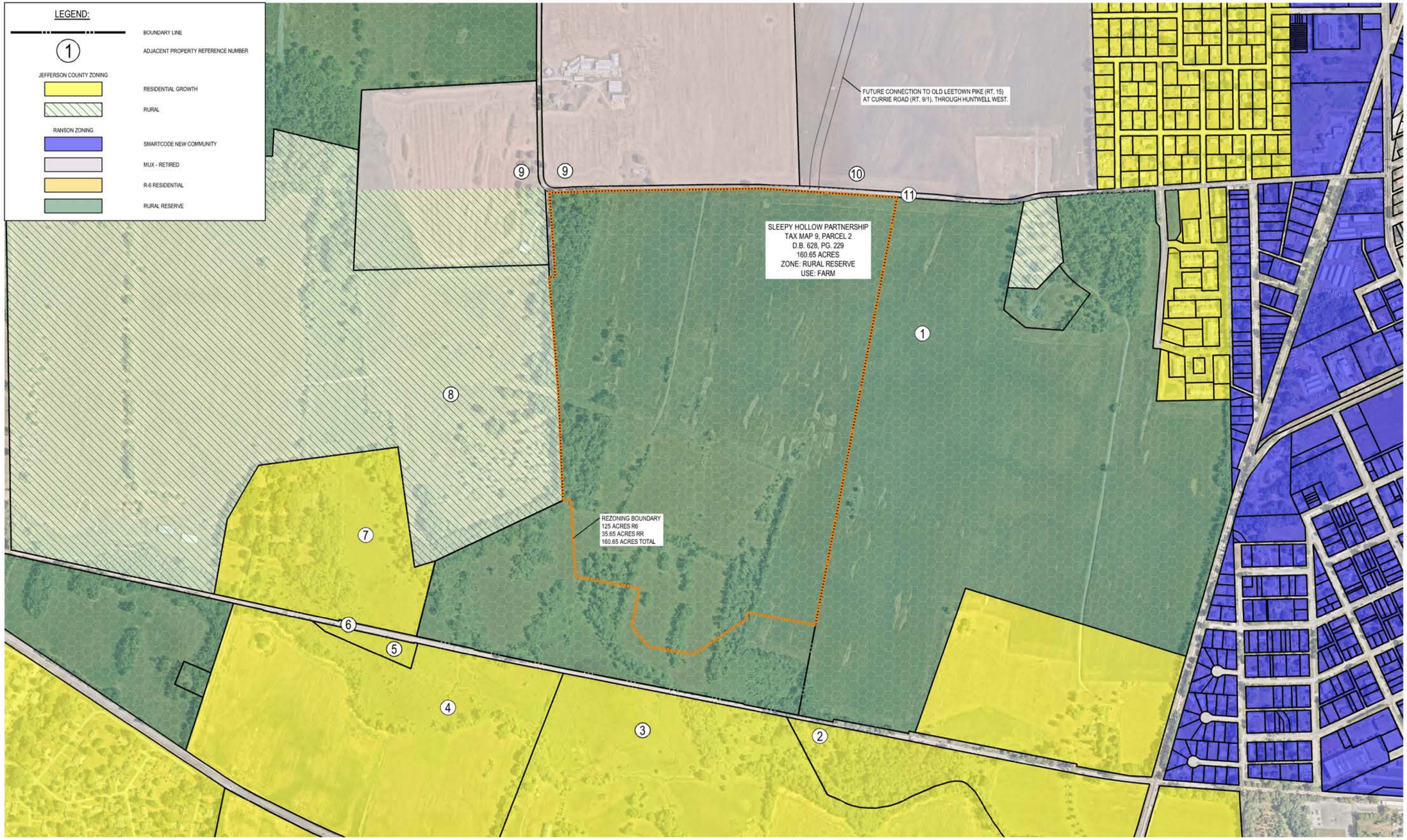
REVISIONS

EXHIBIT 1 - EXISTING CONDITIONS

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN: ABP	CHECK: MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	1 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth (JC)	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	245	210
5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural (JC) / Rural Reserve (R)	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

INTEGRITY
FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING
148 S. Queen Street, Suite 201 • Martinsburg, WV 25401 • Phone: 304-725-8456 • www.ifs-se.com

SEAL:

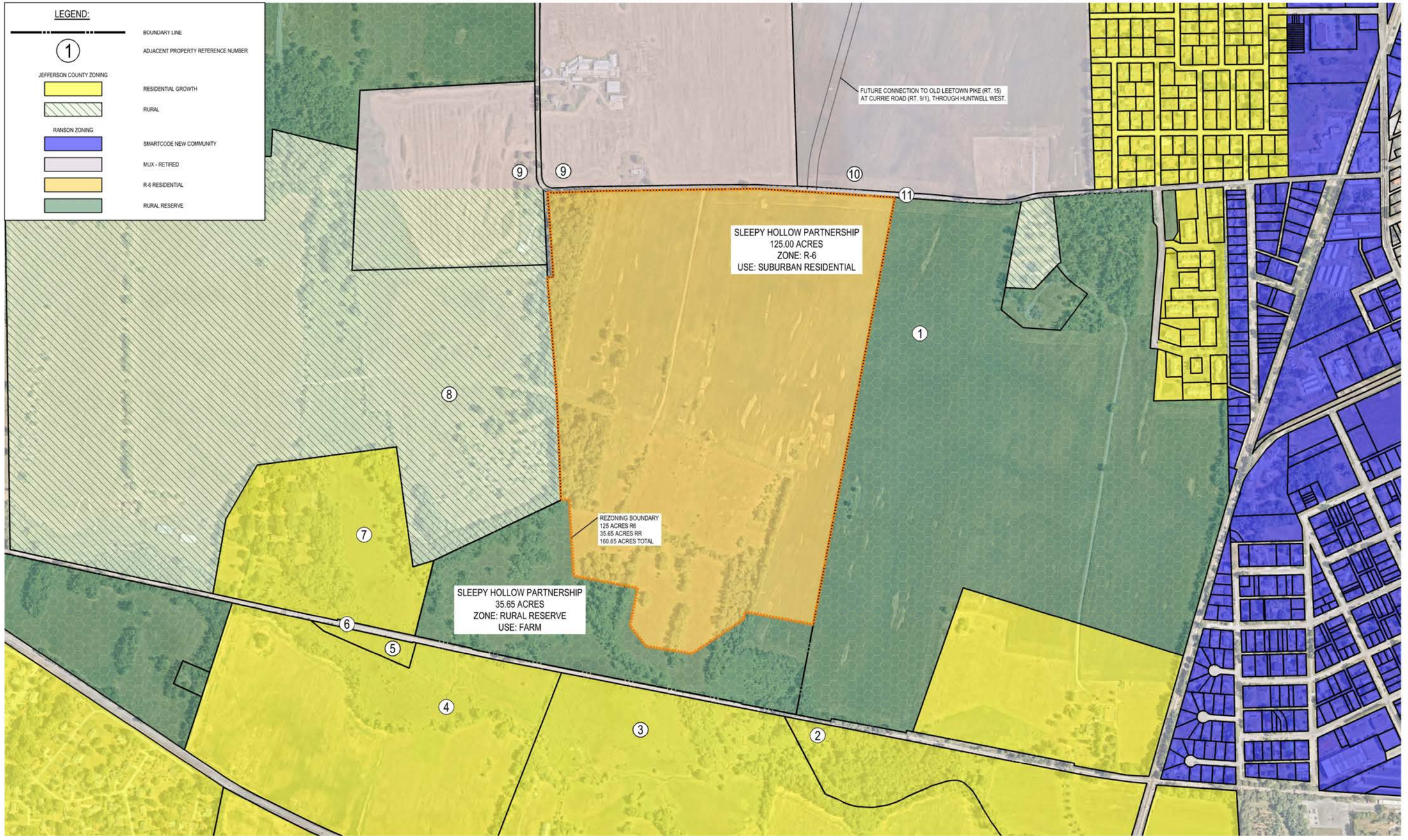
REVISIONS

EXHIBIT 2 - EXISTING LAND USE AND ZONING

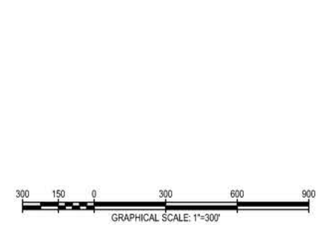
SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (108) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	2 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth (JC)	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	245	210
5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural (JC) / Rural Reserve (R)	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A



INTEGRITY
FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING
148 S. Queen Street, Suite 201 • Phone: 304-725-8456
Martinsburg, WV 25401 • www.ifs-se.com

SEAL:

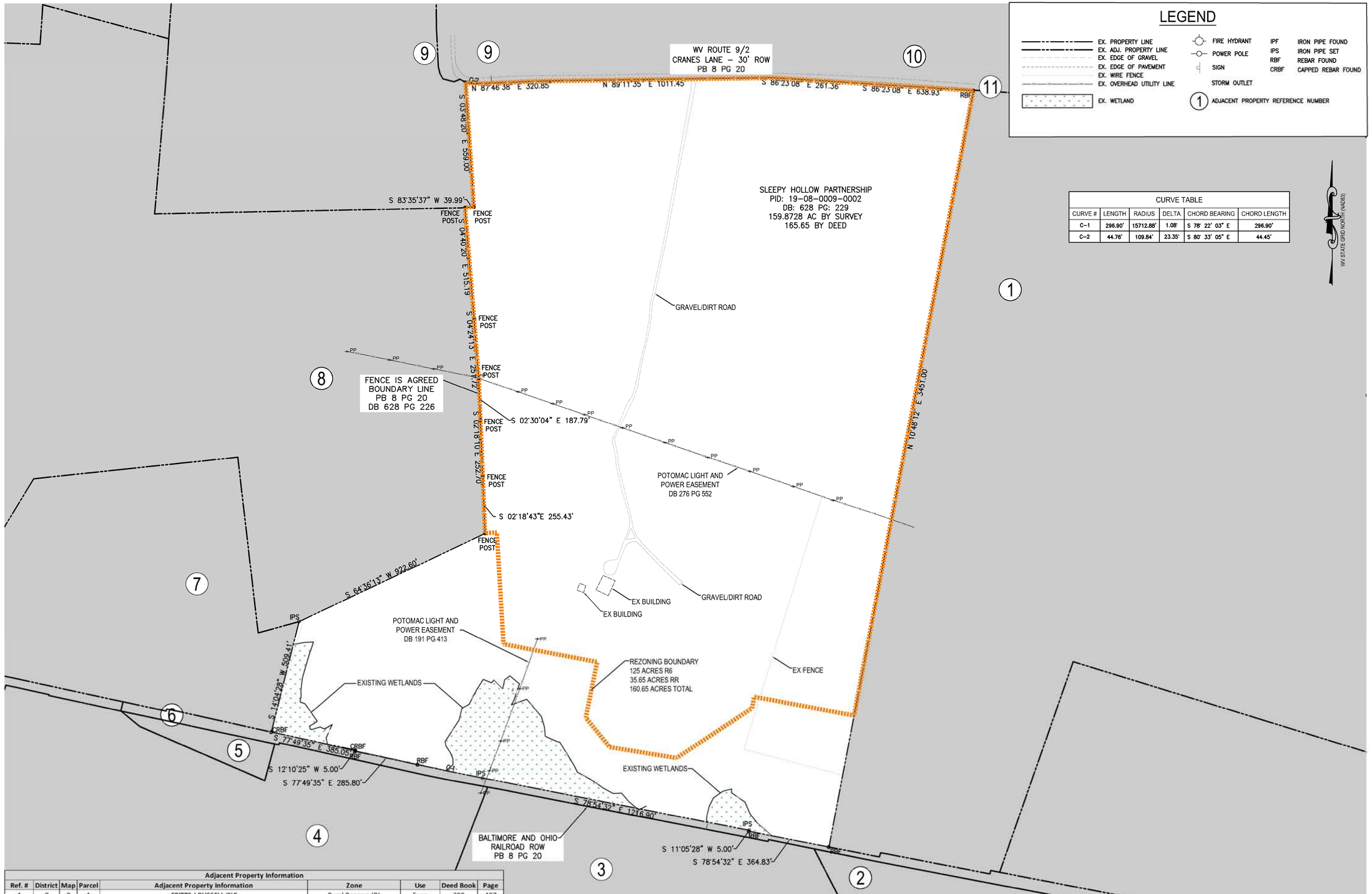
REVISIONS

EXHIBIT 3 - PROPOSED LAND USE AND ZONING

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	3 OF 4



CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C-1	296.90'	15712.88'	1.08'	S 78° 22' 03" E	296.90'
C-2	44.76'	109.84'	23.35'	S 80° 33' 05" E	44.45'

Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth (JC)	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	245	210
5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural (JC) / Rural Reserve (R)	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

INTEGRITY FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING
148 S. Queen Street, Suite 201 • Phone: 304-725-8456
Martinsburg, WV 25401 • www.ifs-ae.com

SEAL:

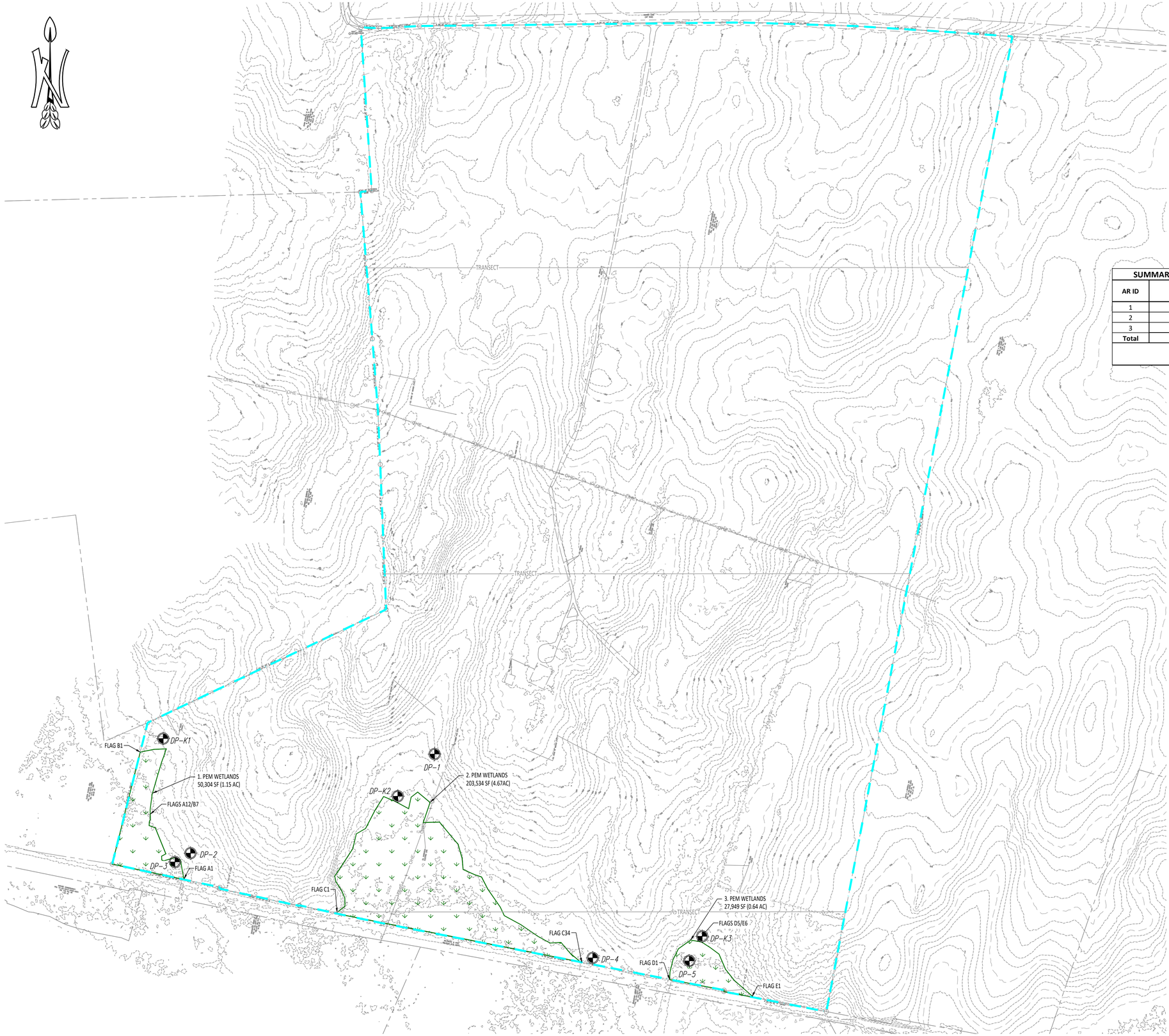
REVISIONS

EXHIBIT 4 - BOUNDARY EXHIBIT

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE: HORIZ.: 1"=200' VERT.:
DATE: OCTOBER 2025
JOB: 5122-0101
DRAWN: ABP CHECK: MD
CADD: 5122-0101-REZONING-10.06.DWG
NCS: N/A
SHEET: 4 OF 4



LEGEND

PALUSTRINE EMERGENT (PEM) WETLAND

STUDY AREA

DP- APPROX. DATAPOINT LOCATION

NOTES:

1. THE WETLAND DELINEATION WAS CONDUCTED BY TNT ENVIRONMENTAL, INC. (TNT) IN APRIL 2025. EXISTING CONDITION, TOPOGRAPHY AND WETLAND FLAGS WERE SURVEYED BY MORRIS & RITCHIE ASSOCIATES, INC.

2. THE WETLAND AND OTHER WATERS BOUNDARIES DEPICTED HEREON ARE PRELIMINARY UNTIL CONFIRMED DURING A JURISDICTIONAL DETERMINATION WITH THE US ARMY CORPS OF ENGINEERS (USACE).

3. THIS DELINEATION WAS PERFORMED PER THE *CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL*, TECHNICAL REPORT Y-87-1 (1987 MANUAL) AND SUBSEQUENT GUIDANCE AND MODIFICATION BY THE *REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL:EASTERN MOUNTAINS AND PIEDMONT REGION* (VERSION 2.0) DATED APRIL 2012. THE STUDY AREA IS APPROXIMATELY 160.62 ACRES; AS SUCH THE ROUTINE ON-SITE WETLAND DETERMINATION METHOD FOR SITES GREATER THAN 5 ACRES WAS USED, WITH MULTIPLE TRANSECTS PERFORMED AS DEPICTED HEREIN.

SUMMARY OF FEDERALLY JURISDICTIONAL WATERS (INCLUDING WETLANDS)

AR ID	PEM (SF)	PEM (AC)
1	50,304	1.15
2	203,534	4.67
3	27,949	0.64
Total	**281,787**	**6.47**

AR- Aquatic Resource, PEM - Palustrine Emergent

Total Wetlands (Acreage):	**6.47**	**Acres**

SCALE (IN FEET)
80 160
160 0

4455 Brookfield Corporate Drive, Suite 100
Chantilly, VA 20151
PH: 703-466-5123 WWW.TNTENVIRONMENTALINC.COM
TNT ENVIRONMENTAL

SLEEPY HOLLOW
JEFFERSON COUNTY, WV

SURVEYED WETLANDS & WATERS MAP

REVISIONS

DATE	COMMENTS

SHEET 1 OF 1

SCALE: 1" = 160'

PROJECT DATE: 05/08/25

DRAFT: RAS | CHECK: AMS

FILE NUMBER: 3932

REZONING
CRCREPORT

SLEEPY HOLLOW REZONING
PROJECT: 25-36-REZ

This report has been prepared by the Consolidate Review Committee (CRC) which includes a technical analysis of this application for compliance with the City's Comprehensive Plan and adopted Ordinances. This report concludes with the recommendation of the CRC and the next steps required to be undertaken by the applicant.

Application Information

Applicant: Integrity Federal Services
Property Owner: Sleepy Hollow Partnership

Project Description

This application is to rezone 125 acres of the total 160.65 from Rural Reserve to R-6 for parcel 089000200000000 located off Cranes Lane, Ranson, WV 25438.

Location and Site Information

Location: 089000200000000 located off Cranes Lane, Ranson, WV 25438
Gross Site Area: 125 acres of the total 160.65 acres

Engineering & Planning Review

No comments.

Next Steps

If there are any questions on the provided comments, please contact Reiley Stanley, rstanley@ransonwv.us, 304-724-3861 to set up a meeting.

Thank you,
City of Ranson
Community Development Department

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: CITIZEN'S PRESENTATIONS/PETITIONS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 2026-05 Resolution of the City Council of Ranson, West Virginia Authorizing the City Manager or their Designees to Execute an Agreement for Fifth Avenue Streetscape Project Funding

ATTACHMENTS:

2026-05 5th Streetscape.docx

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579

Ken Suits, Mayor

Council Members:
Andy Colandrea
Wesley Wildrick
Stephanie Fagan
Herbie McDaniel
Jaden Bound
Jaelyn Wratchford

Resolution 2026 – 05

A RESOLUTION OF THE CITY COUNCIL OF RANSON, WEST VIRGINIA AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEES TO EXECUTE AN AGREEMENT FOR FIFTH AVENUE STREETSCAPE PROJECT GRANT FUNDING

WHEREAS, the city desires to cooperate with the West Virginia Department of Transportation and Division of Highways for Americans with Disabilities compliant sidewalks and streetscape project; and

WHEREAS, the city has received Transportation Enhancement and Transportation Alternatives Grant Awards for Federal Fiscal years 2009; 2016; 2019; and 2021; and

WHEREAS, the City relies on these grant funds to improve cycling and pedestrian traffic along Fifth Avenue, including signage and crosswalks; and

NOW, THEREFORE, BE IT RESOLVED the City Council authorizes and directs the City Manager or their designees to execute, acknowledge, and carry out all functions necessary to administer the said grant funds and agreement.

Signed and approved this 3rd day of March 2026.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL:

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Agreement for Briar Run Park

Agreement regarding Development, Use, Improvement and Maintenance of the Briar Run Park, Phases 5 and 6.

ATTACHMENTS:

Briar Run PARK AGREEMENT 1-27-26.pdf

AGREEMENT FOR PARK AREA IN BRIAR RUN V / VI

This Agreement is hereby executed between the City of Ranson, also known as the Corporation of Ranson ("Ranson") and the Unit Owner's Association of Briar Run, Inc., the managing association for the Briar Run Subdivision, Sections V & VI ("Briar Run") (collectively "Parties").

THE PURPOSE of this Agreement is to govern a mutually beneficial relationship between Ranson and Briar Run regarding the development and maintenance of a park located at _____.

By separate Deed dated _____, attached to and incorporated herein, Briar Run conveyed this "Park Area" to Ranson, containing 0.64869 acres.

THESE TERMS, having been fairly negotiated, are the complete agreement between these Parties regarding the development, use, improvement, and maintenance of this Park Area, and any earlier term or agreement, whether written or oral, is invalid insofar as it may contradict with the terms below.

TERMS AND CONDITIONS:

1. Briar Run shall convey the Park Area to Ranson, as more fully described in the attached Deed. The Parties acknowledge that this transfer has been made.
2. DRB, on behalf of Briar Run, has paid to Ranson the sum of Fifty Thousand Dollars ($50,000.00) for the development of the park. The Parties acknowledge that this amount has been paid in full with a bond offset.
3. Ranson shall provide an opportunity for public input on the planning and design of the park prior to finalizing any development plans. Ranson shall retain final decision making authority over all park design and development matters.
4. As more set forth the attached Deed, Ranson shall operate the entirety of the "Park Area" as a public park, and not for any other use. Any violation of this provision shall trigger the reversionary clause in the Deed.
5. Ranson shall take all reasonable steps to accommodate parking for and traffic control of park visitors.
6. Ranson shall be solely responsible for the maintenance, repair, and upkeep of the Park Area. No homeowners' association, lot owner, or similar person shall have any obligation for the maintenance or repair of the "Park Area." Ranson shall retain final decision making authority over all maintenance and improvement matters related to the Park Area.
7. As Ranson is solely responsible for the operation, maintenance, and improvement of the park, it shall defend and hold harmless Briar Run and its Members in any legal action arising from this responsibility.

8. Ranson shall maintain liability insurance on the entirety of the "Park Area" as may be deemed adequate by a qualified risk management professional.
9. These Parties agree to meet, discuss and attempt to agree upon any issue not otherwise resolved by this Agreement.

Michael Cliett
Unit Owner's Association of Briar Run, Inc.

By: Michael Cliett

Its: Community Manager

Date: 02/13/2026

City of Ranson

By: _____

Its: _____

Date: _____

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Statement from Mayor, Kenneth Suits
Bill Scott Presentation regarding Stop signs at 10th Avenue and Fairfax Blvd.

ATTACHMENTS:

Mayor Statement Regarding PD .pdf
Scott Presentation 10th and Fairfax Stop Signs .pdf

City of Ranson

RANSON
AT THE CENTER OF OPPORTUNITY.

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
Ken Suits, Mayor

Council Members:
Andy Colandrea
Wesley Wildrick
Stephanie Fagan
Herbie McDaniel
Jaden Bound
Jaelyn Wratchford

A Statement from the Mayor and Chief of Police

Accountability and transparency are among the highest priorities of the City of Ranson.

On January 21st, 2026, a member of the Ranson Police Department was indicted by the Jefferson County Prosecuting Attorney on multiple criminal charges related to an incident initially reported on April 8th, 2025.

Following receipt of the report and as the matter progressed, the officer was placed on paid administrative leave, and both criminal and administrative investigations were initiated. The criminal investigation was conducted by the West Virginia State Police and resulted in the filing of felony charges. In parallel, the City completed a thorough internal administrative review.

The City of Ranson takes matters of this nature extremely seriously. Our law enforcement officers are entrusted with significant responsibility and are expected to meet high professional and ethical standards. No individual is above the law.

As part of our response, our Police Department has undertaken, and continues to undertake, a review of policies, supervision, and procedures and has implemented additional measures to strengthen oversight and accountability. Under the leadership of Chief Jeff Cisar, this work is continuing and being strengthened.

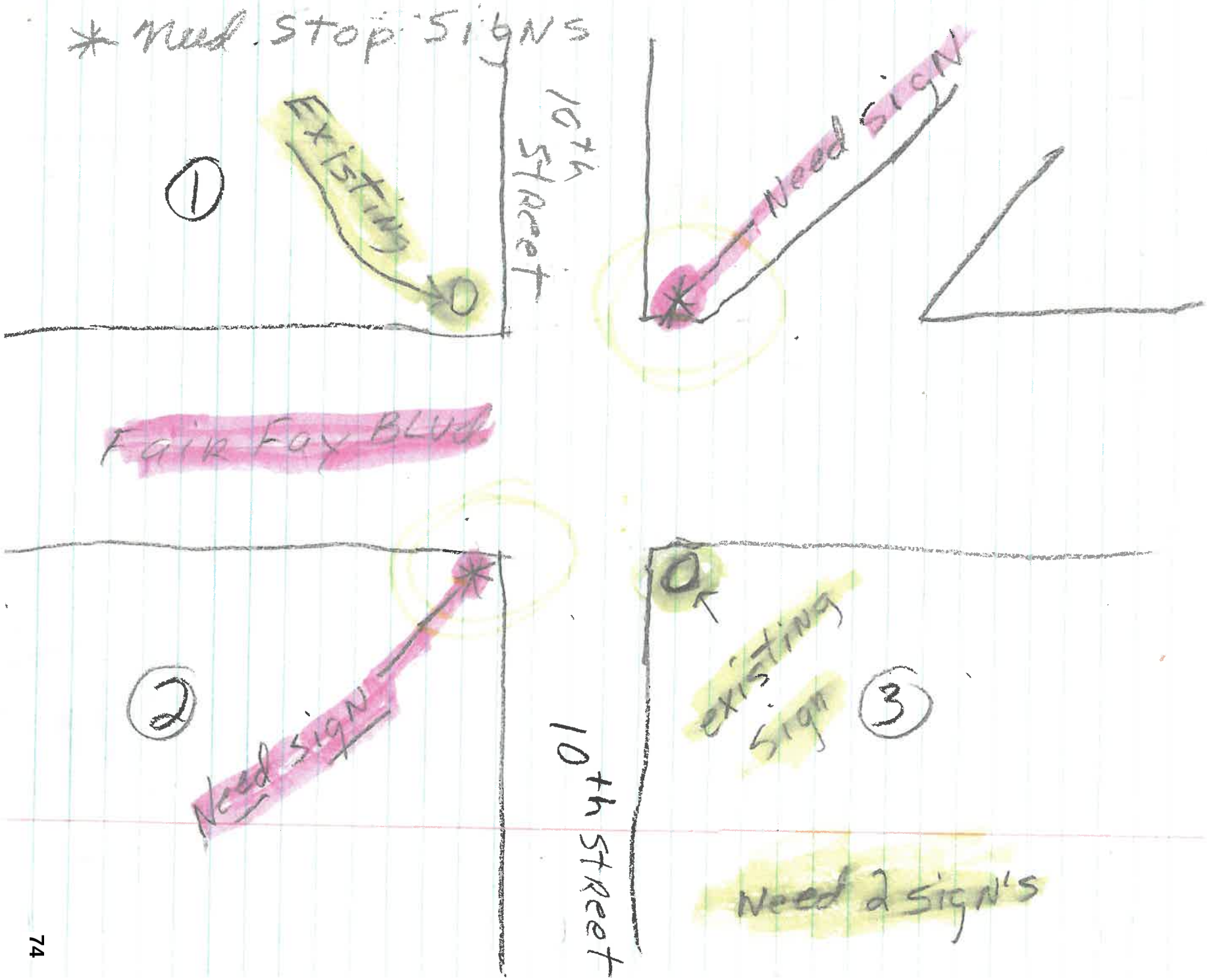
Chief Cisar and I are dedicated to ensuring the continued delivery of professional, lawful, and effective police services to our community.

The authority held by the Ranson Police Department is a privilege granted by the citizens we serve. We recognize that public trust is fragile; it is earned through daily acts of transparency and accountability, and it must be vigilantly protected. Our goal is to create a safer, stronger, and more resilient Ranson. We understand that we cannot fulfill our mission to protect and serve without the cooperation and confidence of the community. By continuing to pursue a path grounded in integrity, the Ranson Police Department reaffirms its commitment to safeguarding individual liberties and maintaining the peace that allows our city to thrive.

Respectfully,

Ken Suits
Mayor, City of Ranson

Jeff Cisar
Chief of the Ranson Police Department


* Need Stop Signs
1
Existing
10th Street
Need sign
Fair Fay Blvd
2
Need sign
10th Street
existing sign
3
Need 2 sign's