



**RESOLUTION CREATING THE BOTETOURT COUNTY CITIZEN COMMISSION  
FOR PRESERVATION OF HISTORICAL PROPERTIES**

During its regular meeting on September 27, 2022, the Botetourt County Board of Supervisors took the following action:

<u>NAME</u>	<u>VOTE</u>
Richard A. Bailey, Chairman	YES
Donald M. Scothorn, Vice Chairman	YES
Steven P. Clinton	YES
Billy W. Martin, Sr.	ABSENT
Amy S. White	YES

**WHEREAS**, the Botetourt County Board of Supervisors, with input from the citizens of Botetourt County, Virginia, has concluded that it is appropriate to engage in a concerted and sustained effort to identify, prioritize, and facilitate the preservation of historically important properties and sites throughout Botetourt County, Virginia; and

**WHEREAS**, the Board of Supervisors believes this effort will not only help preserve Botetourt County's history, but will promote economic development through enhanced tourism and property values, while also providing enhanced educational opportunities for school children and interested adults; and

**WHEREAS**, it is the Board of Supervisors' intent to sustain such preservation efforts through the use of both citizen volunteers and County staff to support and provide professional analysis and planning; and

**WHEREAS**, Botetourt County's 2022-2023 Fiscal Year Budget provides for the utilization of a part of a planning department position within the Department of Development Services and for minor expenses associated with coordinating meetings and activities of the Botetourt County Citizen Commission for Preservation of Historical Properties (hereinafter the "Commission").

**NOW, THEREFORE, BE IT RESOLVED** by the Botetourt County Board of Supervisors that on this day the Commission is hereby formally established and shall consist of, operate as, and provide as follows:

1. **Membership:** There shall be no less than five (5) and no more than nine (9) citizen members of the Commission who shall be selected and appointed by the Board of Supervisors. Members shall be selected with reasonable geographic diversity to best reflect the interests of all citizens of Botetourt County, Virginia. The Board of Supervisors may appoint one of their members as a non-voting liaison member of the Commission for

a term of one (1) year, renewable at the discretion of the Board of Supervisors. Initial appointments made by the Board of Supervisors shall be staggered such as at least one third (1/3) of the initial members shall be appointed to one-, two- or three-year terms respectively, with succeeding appointments of three (3) years each to maintain a three-year staggered reappointment schedule.

2. **Meetings:** Meetings shall be scheduled as determined by a majority of the Commission members at their annual organizational meeting to be held every January. Such schedule may be modified at the discretion of the Commission as deemed necessary.
3. **Leadership:** The Commission members shall elect a Chair and Vice-Chair from the membership at their annual organizational meeting. The Chair and Vice-Chair may be reappointed as deemed appropriate by the Commission members.
4. **By-Laws:** The Commission shall develop and adopt appropriate by-laws or a charter within six (6) months of their initial organizational meeting which shall be presented to the Board of Supervisors for review and ratification.
5. **Proposed Work Plan:** The following is intent to guide the Commission as it relates to the roles and responsibilities of the members and County staff assigned to assist the Commission:

a. *Commission Responsibilities:*

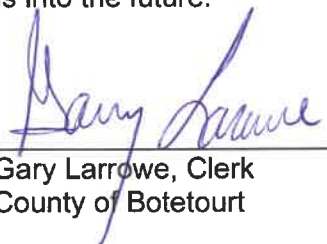
- i. Collect and review existing historical properties and site studies and surveys previously conducted to create a comprehensive central listing of identified sites and properties. As appropriate, to add previously not listed sites or properties brought to the attention of the Commission;
- ii. Use the developed central listing to carry out an initial evaluation process to identify and prioritize a list of properties that appear to have high preservation value and are in need of intensive analysis as to ownership, condition and potential for functional preservation actions;
- iii. Submit a prioritized list to the Board of Supervisors of properties and sites with recommendations for next steps;
- iv. Establish an outreach program for working with property owners to help facilitate preservation actions, historic registry applications and such other actions as deemed necessary;
- v. Conduct a review of preservation funding resources potentially available for use, ranging from agencies and philanthropic organizations to direct fundraising solicitations for preservation projects that might warrant such activities and where the County or an affiliated entity may own preservation properties or sites; and
- vi. Provide for periodic reporting to the Board of Supervisors on the activities of the Commission.

b. *Staff Responsibilities:*

- i. Support the Commission in its work planning, meeting and deliberation activities;
- ii. Establish a central contact place, both in person and online, for property owners to obtain preservation information and potential sources of assistance;
- iii. Develop an expertise in national historic registry issues and application procedures to serve as an information and guidance resource for County property owners and organizations;
- iv. Develop a database of professionals available to assist County property owners and organizations with historical tax credit applications and administration efforts;
- v. Develop appropriate amendment proposals for the County Comprehensive Plan where needed to better incorporate preservation needs into the County's long-term planning and zoning process; and
- vi. Serve as a liaison between the Commission, the County Department of Economic Development, the Botetourt County Economic Development Authority, and the County's Towns and other organizations interested in historical preservation and tourism opportunities and promotions.

**BE IT FURTHER RESOLVED** by the Board of Supervisors that this establishment and necessity of the Commission shall be reviewed in ten (10) years to evaluate the success of the Commission and to determine if the Commission shall continue operations into the future.

  
Richard Bailey, Chairman  
Board of Supervisors

  
Gary Larowe, Clerk  
County of Botetourt