

B. THE LOCAL GOVERNMENT MUST ESTABLISH BY LOCAL ORDINANCE AN ADEQUATE AND QUALIFIED HISTORIC PRESERVATION COMMISSION.

- **Each CLG Historic Preservation Commission (HPC) should have a minimum of five members.**

The HPC's geographic area of authority must be within the boundaries of the local government's jurisdiction.

All HPC members must demonstrate an interest, competence, or knowledge in historic preservation.

- **The HPC should comprise both professional and lay members, and at least 40 percent of its members should be professionals from the fields of history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, American studies, American civilization, cultural geography, cultural anthropology, or related disciplines such as building trades, real estate, or law. Information regarding the credentials of HPC members should be kept on file and available to the public.**

- **If professionals in these fields are not available,** the SHPO can waive this requirement if the local government demonstrates its capability to carry out commission responsibilities. When the disciplines of architecture, history, architectural history, or archaeology are not represented in HPC membership, the HPC should seek additional expertise when considering National Register nominations and any other delegated actions that will affect properties that are normally evaluated by a professional in that discipline.

- **Local governments are required to adopt professional qualification standards for each discipline** to use as guidelines for National Register review and for any other actions that will affect properties that are normally reviewed by historic preservation professionals. Standards for qualifications must not contradict the National Park Service's qualifications, which are found in Appendix 1.

- **Terms of office** of commission members should be staggered and shall be of at least one year in duration.
- The HPC should adopt **rules of procedure or by-laws** that are **available and accessible to the public**

- All HPC meetings should be open to the public with proper public notice, and the HPC must maintain minutes of all meetings that are available for public inspection.

Note: If public disclosure could result in a substantial risk of harm, theft, or destruction to the historic or archaeological resource, an exception to the public meeting and public records policy may apply pursuant to federal and state statutes: 54 U.S.C. 307103 (Formerly Section 304 of the National Historic Preservation Act of 1966, as amended); 16 U.S.C. 470 hh (a) (Section 9 (a) of the Archaeological Resources Protection Act of 1979, as amended); 5 U.S.C. 552 (b) (3) (Section 552 of the Freedom of Information Act of 1966 as amended); CRS 24-72-203 and 204; CRS 24-80-405 and 406.

- HPC meetings should be held at regular intervals at least **four times per year.**
- **HPCs must submit an Annual Report to the SHPO.** These reports must include the number and types of cases reviewed and their outcomes, new designations, progress on survey activities, educational activities, and credentials of new HPC members and staff.
- The SHPO will provide materials and training workshops so HPCs understand the roles and operations of federal, state, and local preservation programs, as well as historic preservation in general. **At least one commission member must attend a SHPO-approved educational session each year,** and minutes should document that the information gained was shared with fellow commissioners.
- All survey and planning activities, as well as other preservation responsibilities, must be carried out by the HPC **in a manner consistent with Colorado's historic preservation planning process.** See the Colorado Survey Manual and the Secretary of the Interior's Standards for Identification and Evaluation for guidance.
- **A copy of the minutes of each meeting shall be sent to the SHPO** at the same time that copies are distributed to commission members.