

ERIE HISTORIC PRESERVATION ADVISORY BOARD

“Exhibit A”

BYLAWS (REVISED 9/2016)

ARTICLE I

Pursuant to Section 3-3-5 C.2 of the Code of Ordinances of the Town of Erie, Colorado, The Historic Preservation Advisory Board (“Advisory Board”) hereby adopts the following Bylaws. The Bylaws shall become effective on the date of approval of the Bylaws by the Board of Trustees of the Town of Erie (“Board of Trustees”).

ARTICLE II

Annual Report/s

1. A Colorado Certified Local Government Annual Report is due each year on August 1 to History Colorado so long as the Town of Erie retains its status as a Certified Local Government. The Annual Report shall contain information as requested by History Colorado on their current year forms. The forms will include the following information:

- The number and types of cases of reviewed and their outcomes.
- New Designations.
- Progress on Survey activities.
- Educational activities.
- Credentials of new EHPAB members and Staff.

2. The Historic Preservation Advisory Board shall, bi-annually, prepare a written report which shall be presented orally to the Board of Trustees at a Board of Trustees meeting. The first report and presentation occurring after the first of the year and the second prior to the start of the Town’s budget consideration for the following year.

ARTICLE III

Minutes

1. The Special and/or Regular Meeting Minutes shall be corrected/approved at the following Regular Meeting. The Minutes are sent by the Historic Preservation Advisory Board Secretary to the Town Clerk, History Colorado and to the Digitized Files to be Archived.

2. The Historic Preservation Advisory Board Minutes shall be available for public access in the Town Hall by an appointment with the Town Clerk during business hours or on the Town's Website.

ARTICLE IV

Survey and Inventory

1. The Historic Preservation Advisory Board must maintain a system for survey and inventory of Historic Properties.

Signed By: _____

Date: _____