



Memorandum

To: Certified Local Governments in Wisconsin
From: State Historic Preservation Office (SHPO), Certified Local Government Coordinator
Date: February 2, 2025
Re: *National Register of Historic Places* nominations for properties in CLG jurisdictions

When the *State Historic Preservation Office* (SHPO) receives a *National Register of Historic Places* (NRHP) nomination for a property within the jurisdiction of a *Certified Local Government* (CLG), the preparer will share the nomination with the chief elected official and the Historic Preservation Commission (HPC) in that community at least 60 days prior to the State Review Board's consideration of the nomination. The State Review Board meets quarterly, typically in February, May, August, and November.

This is an opportunity for the HPC to comment on the nomination and contribute local knowledge of the property and its history.

As a CLG, your commission's responsibility is to review the nomination and provide an opinion as to whether the property meets the eligibility criteria for the NRHP. Typically, HPCs do this by placing the nomination on the agenda of a regular meeting and allocating time for public comment as well as commission review. It is not within the HPC's responsibility or authority to require or request edits from the nomination preparer. If the commission has concerns or feedback about the content of the nomination, that information should be transmitted directly to the SHPO.

A summary of public comments and/or a letter of the commission's opinion may be submitted, by postal mail or email, to:

Ian Gort
ian.gort@wisconsinhistory.org

State Historic Preservation Office
Wisconsin Historical Society
816 State St. Rm. 305
Madison, WI 53706

The letter may come from the chair of the HPC, the director of the Planning Department, the chief elected official, or any combination thereof. Regardless of whether the SHPO receives correspondence from the CLG, the SHPO will proceed with the nomination process.