

<b>REDWOOD CITY HISTORIC RESOURCES ADVISORY PROGRAM</b>
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**Minimum Requirements for Certification:**

Redwood City Historic Resources Advisory Committee. (**HRAC**)

**I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.**

**A. Preservation Laws**

What amendments/revisions have you made to the certified ordinance?

None. (**Attachment a**)

**B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance)**

What properties/districts have been locally designated (or de-designated) this past year? Include the date of designation (or de-designated) and date recorded by County Recorder.

Property Name/Address	Type of Designation	Date Designated	Date Recorded
1816 Hopkins Avenue*	Local landmark	Sept. 07 HRAC	12.18.07
2636 Hopkins Avenue*	Local landmark	Sept. 07 Planning Commission Oct. 07 City Council	12.18.07

\* These properties were also submitted in last year’s CLG report because the HRAC’s designation action occurred before October 1, 2007, however the final recordation on the title of the property occurred after September 30, 2007.

**C. Design Review Responsibilities**

***Who takes responsibility for design review? Are some reviewed at staff level, without commission review?  
What is the threshold between staff-only review and full- commission review?***

The **“first tier”** of design review is done at the City Staff level and is based on the following:

- a) The Level of historical significance of the resource
- b) The Scope of the application

a) The Level of historical significance of the resource :

- First, the age of the property (is the resource over 50 years old?) is determined by staff at the public counter via a search inquiry in the City’s database for “year built”.
- The next step involves determining the exterior appearance/architecture of the potential resource (i.e. is the property a Period Revival, Art Deco, a “Rancher”? etc...),
- In addition, because of their relative scarcity, properties 75 years or older are subject to a higher level of scrutiny by Planning staff due to the frequency of post WWII residential, suburban, “rancher-type” development followed by the simple stucco box over parking apartments from the 1950-60’s (see ***Attachment b1***). Additional information regarding the physical characteristics of the subject property is typically requested by staff (called “Appraisal Reports” (***b2***)) these documents include the date and nature of all additions, property layout, construction materials). Copies of “Appraisal Reports” are provided (for approximately \$5) to the public through the nearby offices of the County Assessor’s Office records. Additionally, counter staff provides information to the public on how to obtain additional historical background data (***b3***) on potential historic resources (for example, DPR 523 forms and their purpose), if applicable.
- Assuming that a potential resource is identified, the next step involves determining the historic integrity of the potential resource (i.e. to what level is the property’s exterior altered or architecturally compromised) followed by a visual evaluation (photographs of building exterior and/or “Google Earth-Streetview” and/or site inspection), if applicable.
- If further in-depth information is needed, Staff will review in-house background records through permit archives, Sanborn Map records, past directories and historical aerials, as applicable.

b) The Scope of the application

Depending on the nature of the proposed application potentially affecting the subject resource, Planning staff makes a preliminary determination whether there may, or may not be an environmental Impact on the subject resource (for example: whether the application is eligible for a “CEQA Guideline Section 15331 Class 31 Exemption”, per authority of Section 21083 of the Public Resources Code, as referenced in Section 21084 of the Public Resources Code). The determining **threshold** is whether the project is **minor** (i.e. whose impact on the subject resource can be reduced to a level of insignificance) or **major** (i.e. that the historic resource is significantly affected by a proposal which would not be in compliance with the Secretary of Interior's Standards) thus causing a potential (CEQA) impact on the subject resource.

Design review, insofar as the application affects an historic resource (potential or documented), is done by the Historic Resources Advisory Committee members (HRAC) which utilize the **Secretary Of Interior's Standards (SIS)** to make their evaluation as to whether there is project compliance with the SIS (**second tier**). Additional review tools include the “Seven Aspects of Integrity” as well as other applicable reference documents, such as the various “ITS” publications which are available from the National Park Service. The HRAC will typically provide direction, guidance and seek alternatives to a “non-compliant” proposal in order to have the application meet the above-referenced standards and guidelines. If the project is still determined to be non-compliant to the SIS by the HRAC, a staff report containing the HRAC recommendation (relating to a potential CEQA impact on the resource) would then be forwarded by staff to the Planning Commission who will then take action on the Environmental Assessment.

Summary:

A staff determination is made whether the proposed alterations comply with the applicable standards, (for example: the application of stucco to the original wooden “tear drop” siding of a historic house -- as opposed to siding repair work -- which would consequently affect a character-defining feature of the subject resource and detrimentally impact the resource):

**A) Minor review level (Tier 1):** The "application" is scheduled by staff for review by the HRAC for a determination of compliance to the SIS. The general purpose of this design review process is to protect and preserve the subject resource and addresses the following:

- 1) Whether the application contains sufficient information (i.e. complete and adequate) to review the subject proposal.
- 2) Whether the proposed work complies with the Secretary of Interior's Standards and, I applicable, to provide options and design alternatives that would preserve the historic character defining features of the historic resource, in compliance with the purposes of the Redwood City Historic Preservation Ordinance and Historic Element of the General Plan.

**B) Major review level (Tier 2) :** The "application" still causes a significant impact after undergoing the HRAC process. This level of review (analysis of potential CEQA impact via Initial Study -- Neg. Dec. or EIR) involves the Planning Commission which considers the HRAC recommendation. Otherwise, the proposal is processed at the Planning and Building staff level.

**C) City Council action (Tier 3):** Only occurs in the review process:

- 1) When Statement of Overriding Considerations are involved
- 2) Or, in the case of an appeal of Planning Commission action

***Do all projects subject to design review go to the commission?***

See above

***Are some reviewed at the staff level, without commission review?***

See above

***What is the threshold between staff-only review and full- commission review?***

See above

**D. Environmental Review Responsibilities**

***To what extent do staff and/or commission provide input to and review of CEQA and Section 106 documents?***

CEQA issues are addressed above. Redwood City has a Programmatic Agreement in place to allow the HRAC to review section 106 applications.

***What is the process your local government follows? Be specific; include examples.***

See above.

CEQA related review:

At the time of processing of an Environmental Assessment application for a “project” affecting a historic (and potential) resource, Planning staff forwards all reports, analyses and historic-related documentation to the HRAC; this item is consequently placed on the HRAC agenda for a recommendation on whether there is (or not) an environmental Impact affecting a historic (potential) resource -- i.e. compliance or not to the SIS. As an example, both the draft EIR for the Downtown Precise Plan and the Draft Downtown Precise Plan documents\* were thoroughly reviewed and commented on by the HRAC using the above-referenced criteria before forwarding to the Planning Commission. Staff then incorporated all comments to the environmental record for Planning Commission action. Final action on these documents (FEIR and Final Downtown Precise Plan\*) was ultimately taken by the Redwood City Council because Statements of Overriding consideration were involved. Main steps of the review process:

1. To determine whether the project **would cause a substantial adverse change in the significance of a historical resource as defined in §15064.5** (et al), and if the project causes a CEQA impact;
2. To determine the level and scope of the change on the resource, and if that level and scope is determined to be significant;
3. To consider reasonable alternatives, mitigation measures, as applicable to avoid causing an impact.

\*Copies of the Downtown Precise Plan; Section 2.2.7 “Relation to Historic Resources” on pages 38-40 and Section 2.2.3 “Height Zones”, Introduction section on page 34) were forwarded to SHPO as part of the 2006-2007 CLG report. Due to a recent legal challenge, sections of this report are in the process of

being re-written and additional details included, Downtown Precise Plan consultation proposal contract **Attachment c)**

**II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.**

**A. What is the formal name of your board or commission?**

The Redwood City Historic Resources Advisory Committee (HRAC)

**B. Commission Membership**

***Who are the current members (and alternates, if applicable), the discipline or public member role filled, their date of appointment, and date their appointment expires? Include resumes (Attached) and appropriate Qualifications Review forms for all members. If you do not have two qualified professionals on your commission, why have the professional qualifications not been met and how is professional expertise being provided? If all positions are not currently filled, why is there a vacancy, and when will the position will be filled?***

**Attachment d) is official City roster)**

1. Kenneth Rolandelli  
Discipline Advocate Historian  
Chairperson  
Date Appointed 10/80  
Date Appt. Expires 7/11  
Email Address [kenrolandelli@aol.com](mailto:kenrolandelli@aol.com)

2. Michael Bursak  
Discipline Attorney  
Date Appointed 9/97  
Date Appt. Expires 7/10  
368-4800 (bus), no e-mail available

3. Dee Eva  
Discipline Realtor (ret.) and Preservation Advocate

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Appointed 7/06

Date Appt. Expires 7/09

E mail Address [dee@deeva.com](mailto:dee@deeva.com)

4. James Gernand

Discipline Engineer, special background in Architecture

Date Appointed 7/06

Date Appt. Expires 7/09

E mail Address [jimgernand@sbcglobal.net](mailto:jimgernand@sbcglobal.net)

5. Barbara (Nori) Jabba

Discipline Advocate Preservationist, special background in Fund Raising/Grant Writing

Date Appointed 7/07

Date Appt. Expires 7/10

E mail Address [njabba@dmbinc.com](mailto:njabba@dmbinc.com)

6. Julia Pellizzer

Discipline Advocate Preservationist with a special background in railroad rolling stock restoration

Date Appointed 1/95

Date Appt. Expires 7/11

E mail Address [Jpellizzer@yahoo](mailto:Jpellizzer@yahoo.com)

7. Rachel Holt

Discipline Attorney, Planning Commission representative

Date Appointed 7/07

Term expires 6/30/09

E mail Address [rholtseq@yahoo](mailto:rholtseq@yahoo.com)

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**C. Commission Staff**

**Who are your current commission/CLG staff, their discipline, and their date of appointment/assignment? Is the staff to your commission the same as your CLG coordinator? Include resumes and appropriate Qualifications Review forms for all new staff. If the position(s) is not currently filled, why is there a vacancy?**

The Redwood City CLG coordinator is the staff liaison to the HRAC. Appointed staff liaison to HRAC on March 1987; Redwood City was became a CLG (threshold level) on March 1992.

Name/Title	Discipline	Dept. Affiliation	Email Address
Charles Jany, Principal Planner	Architecture and Planning*	Planning services, Community Development Department	cjany@redwoodcity.org

\*CLG coordinator/HRAC staff liaison’s discipline:

Architecture and Urban Planning (Graduate) UCLA, Urban Design (Post-Graduate) from UCLA, also includes Geography (Major) & History (both Graduate and Undergraduate Degrees from Montpellier University (#III), Paul Valery, FR.). Certified planner (AICP 1987). Supervisory planning duties include but are not limited to managing “Current Planning” activities.

Redwood City is a long term member of the National Trust (Forum) and California Preservation Foundation. **Attachments e)** contains miscellaneous documentation)

**D. Attendance Record**

**Please attach in chart form for each commissioner and staff member, the attendance records for meetings.**

- **Attachment f)** HRAC Attendance Chart
- **Attachments g1)** HRAC minutes G1 & Agendas **g2)**

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**E. Training Received**

***What training has each commissioner and staff member received, including descriptions and dates of training?***

***\*\*\*\*Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one approved training program per year.)***

Commissioner/Staff Name	Training Title and Description	Date
Jabba, Pellizzer, Eva, Mike Bursak, and Gernand, Jany	Redwood City Historic Preservation Workshop sponsored by Redwood City	4.9.2008
California Preservation Workshop series: a) Jabba, Pellizzer, Eva, Gernand and Chairman Rolandelli (Jany ½ day)  b) Bursak , Jany	a) Identifying Historic Integrity b) The SIS Standards for the Treatment of Historic properties	a)11.6.08 b)11.7.08

**III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act**

**A. Historical Contexts**

***Have you initiated, researched, or developed any historical contexts? If you have, list and describe in several sentences each historical context, how it is being used, and the date submitted to OHP (if you haven't done this, submit with this report).***

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<p><u>Draft Historic Inventory:</u> Although the work of identifying and recording historic information relating to all resources in Redwood City is far from complete, this work is nearing completion</p>	<p>A comprehensive update of the 1976 Historic Inventory is underway (this involves removing DPR's which are "obsolete" and assembling and adding new DPR's that the City has obtained over the years, as a result of inquiries or projects see draft "Historic Resources Inventory --Table of Contents" <b>Attachment h</b>) Over the course of the years, all new DPR's were attached as part of CLG reports</p>	<p>Reference documentation listing the location and ratings of known historic resources in Redwood City</p>	<p>12.25.08</p>
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**B New Surveys (excluding those funded by OHP)**

**Have you carried out any surveys or re-surveys? If you have, list the areas surveyed, level (reconnaissance or intensive), acreage, number of properties surveyed, and the date when the survey was submitted to OHP (if you haven't done this, submit with this report).**

Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date
<p>Cultural Evaluation Report Finger Avenue Project Area as part of the Environmental Evaluation <b>attachment i)</b></p>	<p>Yes</p>	<p>Historic resource analysis: DPR and context*</p>	<p>1.4 acres</p>	<p>5</p>	<p>11/07</p>

**C. Changes to Existing Surveys/Inventories**

***Have you made corrections to any surveys/inventories, or have you identified any corrections that need to be made? If you have, what are the reasons for the changes (new information, alteration [approved/not approved], demolition [approved/not approved], etc.)? Submit those changes with this report.***

The current list of “Designated Historic Landmarks and Districts in Redwood City” has been updated to reflect the latest landmarks designations (***Attachment j***).

The list below was submitted with last year’s CLG report (2007) and represents new DPR’s which have been incorporated to the Draft Historic inventory list

2650 Broadway	1402 Main street
830 Middlefield Road	128 Cedar Street
700 Winslow Avenue	321 Fuller Street
2603 Broadway	2317 Broadway
935 Main street	321 Chestnut street
925-929 Main street	329 Chestnut street
1402 Main street	504 Chestnut street
128 Cedar Street	511 Chestnut street
321 Fuller Street	508 Chestnut street
2317 Broadway	519 Chestnut street
321 Chestnut street	527 Chestnut street

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329 Chestnut street	739 Chestnut street
504 Chestnut street	1115 Chestnut street
511 Chestnut street	707 Heller Street
508 Chestnut street	624 Hilton Street
519 Chestnut street	1401 Main street
527 Chestnut street	1502 Main Street
739 Chestnut street	1631-1633 Middlefield Road
1115 Chestnut street	1711 Middlefield Road
707 Heller Street	627 Stambaugh Street
624 Hilton Street	703 Stambaugh Street
1401 Main street	2301-2303 Broadway
1502 Main Street	53-55 Perry Street
1631-1633 Middlefield Road	201 Arch Street
	727 Middlefield Road
	855 Jefferson Avenue
	2620 Broadway

**IV. Provide for Adequate Public Participation in the Local Historic Preservation Program**

**A. Public Education**

***What public outreach, training, or publications program have you undertaken? Please provide copy of all publications or other products not previously provided to OHP.***

Item or Event	Description	Date
National Preservation Month HRAC sponsored, Community Development Department	<ul style="list-style-type: none"> <li>Downtown Historic tours for public school 7<sup>th</sup> grade Downtown Historic Walking Tour, coordinated with lunch and pick up and drop off of groups of student classes and faculty</li> </ul>	May 2008

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Item or Event	Description	Date
	for tour <b>Attachment k)</b> <ul style="list-style-type: none"> <li>• Historic Union Cemetery Tour <b>Attachment l)</b></li> <li>• Coordination of events through City website and link with San Mateo County History Museum. <b>Attachment m)</b></li> </ul>	June 2008 Year long
Historic Preservation Workshop	<ul style="list-style-type: none"> <li>• Historic preservation (Speakers: Marie Nelson -- OHP, (Matt Weintraub -- City of S.F.) <b>Attachment n)</b></li> </ul>	<i>April 9, 2008</i>
PACT program event (City-wide)	Citizen Academy Community outreach program (PACT) by the City to educate the public about its different functions and services. Publication and distribution of PACT book with strong historic component to all participants, includes 1:5 hour Downtown Historic Tour provided by HRAC staff liaison. <b>Attachment o)</b>	May 2008
Historic “Path of History” project	A self-guided Downtown historic walking tour (coordinated with the Redwood City Archives) similar to the “Monterrey or Redondo Beach “Path of History Programs” which includes information plaques, historic photographs framing the time and place events of the specific site as well as a small hard copy guide brochure (Redwood City Redevelopment Department staff graphic support). <b>Attachment p)</b>	underway

**V. State Procedures for Certification**

**A. Preservation Plan**

***Have you made any updates to your historic preservation plan or historic preservation element to your community’s general plan? If you have, please include a narrative summary and a copy of the updated document.***

A new General Plan (Historic element included) is anticipated to be finalized in late 2009. A historic background report was prepared for review by HRAC **Attachment q)** will be incorporated to the Historic Element of the General plan.

**B. Local Incentives**

***Do you have projects that have taken advantage of local incentives for historic preservation, such as loan or grant programs, Mills Act tax reductions, etc.? Yes.***

*For each project/property, list name of program, property name (if applicable) and address, and date approved by local government. For properties taking advantage of Mills Act tax incentives, enclose a copy of contract (if newly entered into during the reporting period for this annual report) for each property.*

Mills Act Contracts adopted <b>Attachment r)</b>	1405 Middlefield Road, 418 Stambaugh Street, 812 Hopkins Avenue, 821 Hopkins Avenue	2008
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**VI. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs**

***What is the current status of preservation in your community?***

Interest and support for Historic Preservation continues to grow in our community, as evidenced by the numerous programs and activities which have filled this year’s calendar, including the promotion of the San Mateo County History Museum’s in Redwood City’s downtown. History remains an attractive and fascinating topic for many of Redwood City’s citizens, staff, decision makers and visitors. The Historic

Resources Advisory Committee (HRAC) serves as the City’s most effective advocacy group for the preservation of our Community’s resources. The HRAC’s members continue to volunteer hundreds of hours of hard work towards the enhancement of Redwood City’s unique historic resources, and under the guidance and organization of their Chairperson, the HRAC accomplishes enormous tasks with relatively little resources. With the continued support of the City Council, Planning Commission and executive staff, the HRAC will continue to spearhead new concepts that support community history and pride.

***What are the most critical preservation planning issues?***

- Finding developers who are willing to tackle the challenge of upgrading or replacing poorly designed-speculative apartment structures constructed in the 1960’s with new and more appropriate infill projects which are compatible to their (often historic) surroundings.
- Planning for the development of guidelines which successfully incorporate new “green” design concepts within traditional neighborhoods (i.e. flat unbroken wall surfaces, lack of detailing, incompatible roofing shapes and materials tend to clash with gable or hip roofed homes with traditional fenestration patterns and finishes).
- Documenting (thousands) of potential properties which may be eligible as resources (over 50 years old).

***What is the single accomplishment of your local government this year that has done the most to further preservation in your community?***

The continuing overwhelming success of the National Preservation Month Program in Redwood City by the HRAC, **Attachment k**, which involves the following:

1. The coordination BY HRAC of the bus drop-off and pick up downtown of hundreds of public school children plus teachers
2. Escorting each class in a downtown tour involving three National Register- listed properties (Lathrop House, Old Courthouse/History Museum, Fox Theater)

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3. Touring each property hosted by trained docents
4. Free lunch program in Historic Courthouse Plaza

The Port of Redwood City plays a noteworthy part of the National Preservation Month program, not only by their support during the fundraising effort (\$500) but also because of the educative handouts (describing port history as well as current activities) which are handed out to all students and faculty. In addition, the City holds its annual Beautification awards, which includes the “Best historic Restoration” category with input from the HRAC.

***How did you meet or not meet the goals identified in your annual report for last year?***

The City continues another key and successful historic preservation program which involves the development the Mills Act Contract program for eligible properties. This year, the City has successfully adopted four new Mills Act contracts. Furthermore, the HRAC is very successful in its development of an open outreach program which promotes historic Preservation at all levels of the community, dozens of traditional homes of different historic levels have been accurately and elegantly restored **Attachment s**). The City purposefully promotes its unique historic resources in the context of public events (such as the historic preservation workshop of April 9, 2008 in Courtroom “A”) as well as numerous open public celebrations focusing in Courthouse plaza Downtown. The Historic Inventory however, is still in the process of being completed and further analysis (relatively small scope) is needed to put in place the Main Street historic district #2 proposal. Staff is also dealing with legal challenges connected with the Downtown Precise Plan and its development review process. In conclusion, it is this author’s opinion that the activities conducted by the HRAC are in conformance with the Redwood City Historic Preservation Ordinance and related standards and policies. Furthermore, the HRAC’s accomplishments respond to the Goals, Policies and Objectives of the Historic Element of the General Plan.

***What are our local historic preservation goals for 2008-2009?***

To apply the current HRAC “template” process used in 2008 to 2009, as applicable i.e. Implement the National Preservation Month Program as in previous years. Update the Redwood City Historic Inventory.

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Adopt the Main Street Historic District #2. Update the Historic Element of the General Plan. Adopt additional Mills Acts. Develop and implement the "Path of History" Program.

***So that we may better serve you in the future, are there areas and/or issues with which you could use technical assistance from OHP? In what subject areas would you like to see training provided by the OHP? How would you like to see the training conducted (workshops, online, technical assistance bulletins, etc.)?***

As CLG coordinator, I appreciate the genuine and open communication channels between OHP staff and Redwood City. The HRAC and liaison are extremely grateful for the solid support and assistance received from OHP staff (particularly C. Woodward, M. Nelson and M. Messinger); both the telephone conversations with OHP staff and a visit this year (including M. Nelson, P. Ambacher and C. Toffelmier) are very much appreciated. The NPS website (& ITS reports) are greatly helpful too.

The HRAC/liaison will need assistance from OHP to insure that the updated inventory is "weaved" within the applicable State's database system (s).

***What incentives are you providing for historic preservation in your community? What programs are you offering, what is the public utilizing, and how successful are the programs in promoting historic preservation?***

1. National Preservation Month Tours, including public press releases in Website, newspaper articles and local television programs, see articles ***Attachment k)***
2. P.A.C.T. Citizen Academy training including downtown historic preservation tours, and documentation ***Attachment o)***
3. Mills Act programs for contributing structures to historic districts and designated landmarks (we respond to frequent inquiries from the public), continuing public outreach via letters and e-mails to eligible properties. ***Attachment r)***
4. Public outreach ***Attachments b)1,2,3)*** and the beginning of HRAC involvement and public outreach on the New Redwood City General Plan -- including the Historic Preservation Element. ***Attachment q)***

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### **XII Attachments**

- a) Current Historic Preservation Ordinance
- b)
  - 1. Design Review process for potential Historic resources
  - 2. “Appraisal Report” documentation
  - 3. Information to public
- c) Downtown Precise Plan consultation proposal
- d) HRAC appointment list
- e) Participation with other organizations
- f) HRAC Attendance Chart
- g)
  - 1. HRAC Agendas
  - 2. HRAC Minutes
- h) Updated draft historic Inventory table
- i) Finger Avenue project information
- j) List of officially designated resources
- k) National Preservation Month Educational Outreach effort
- l) Historic Union Cemetery update
- m) City’s Website information
- n) Historic Preservation Workshop in Redwood City 4.9.08
- o) PACT Community Development Department Book -- historic character
- p) Draft Downtown Path of History self guided tour plan
- q) Historic General Plan Background report
- r) Mills Act Contract Program summary
- s) Samples of historic rehabilitation in Redwood City (1405 Middlefield Road, 1636 brewster, 821 Hopkins)

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