ORDINANCE NO. 3503

ORDINANCE OF THE CITY OF CHULA VISTA AMENDING THE SPECIFIC PLAN OF THE CHULA VISTA LOCAL COASTAL PROGRAM AND AMENDING CHULA VISTA MUNICIPAL CODE, SECTIONS 19.58.022 (ACCESSORY DWELLING UNIT) AND 19.58.023 (JUNIOR ACCESSORY DWELLING UNITS); AND CHAPTERS 19.22 (RESIDENTIAL ESTATES ZONE); 19.24 (SINGLE-FAMILY RESIDENCE); 19.26 (ONE-AND TWO-FAMILY RESIDENCE ZONE); 19.28 (APARTMENT RESIDENTIAL ZONE); 19.30 (ADMINISTRATIVE AND PROFESSIONAL OFFICE ZONE); 19.36 (CENTRAL COMMERCIAL ZONE); 19.48 (PLANNED COMMUNITY ZONE); AND 19.84 (BAYFRONT SPECIFIC PLAN-LAND USE ZONES)

WHEREAS, in January 2020, the State of California enacted the following laws: Senate Bill 13; Assembly Bill 68; and Assembly Bill 881 that established new provisions for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs); and

WHEREAS, on October 1, 2019, the City Council adopted Ordinance No. 3465, amending the ADU and JADU Ordinances by regulating ADU and JADU development fees and the owner occupancy requirement; and

WHEREAS, on November 27, 2018, the City Council adopted Ordinance No. 3448, amending the ADU and JADU Ordinances to remove the separate water and sewer connection requirement, make minor amendments to clarify content in certain sections, and correct minor grammatical errors; and

WHEREAS, on April 24, 2018, the City Council adopted Ordinance No. 3423, amending the ADU and JADU Ordinances to incorporate new requirements to bring into conformance with new state laws; and

WHEREAS, the new state laws require jurisdictions to adopt the standards provided therein to amend local ADU and JADU ordinances; and

WHEREAS, staff found that the current ADU and JADU Ordinances (CVMC 19.58.022 and 19.58.023 respectively), and Chula Vista Municipal Code (CVMC) Chapters 19.22, 19.24, 19.26, 19.28, 19.30, 19.36, 19.48, and 19.84 are not in compliance with the state laws and need to incorporate the new standards to be in compliance; and

WHEREAS, staff recommends amendments to certain sections in the ADU and JADU Ordinances, and Chapters 19.22, 19.24, 19.26, 19.28, 19.30, 19.36, 19.48, and 19.84 to be in compliance with the new state laws; and

WHEREAS, on October 28, 2020 the City of Chula Vista Planning Commission held an advertised public hearing on the ADU and JADU Ordinances and associated amendments and voted 6-0-0-1 to adopt Resolution No. MPA20-0002 and thereby recommended that the City Council adopt the ADU and JADU Ordinances and associated amendments; and

WHEREAS, the City Council reviewed the proposed legislative action for compliance with the California Environmental Quality Act (CEQA) and determined that the action is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the action is not subject to CEQA. In addition, notwithstanding the foregoing, the City Council has also determined that the action qualifies for an Exemption pursuant to Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Therefore, no further environmental review is required; and

WHEREAS, the City Council set the time and place for a hearing on the subject amendments to the ADU and JADU Ordinances, and CVMC Chapters 19.22, 19.24, 19.26, 19.28, 19.30, 19.36, 19.48, and 19.84 and notice of said hearing, together with its purpose, was given by its publication in a newspaper of general circulation in the City at least ten days prior to the hearing; and

WHEREAS, the City Council held a duly noticed public hearing on said ADU and JADU Ordinance and associated amendments at a time and place as advertised in the Council Chambers located at 276 Fourth Avenue and said hearing was therefore closed.

NOW, THEREFORE, the City Council of the City of Chula Vista does hereby ordain as follows:

Section I.

Section 19.58.022 Accessory Dwelling Units

19.58.022 Accessory dwelling units.

A. The purpose of this section is to provide regulations for the establishment of accessory dwelling units in compliance, inter alia, with California Government Code Section 65852.2. Said units may be located in areas zoned to allow single-family or multifamily dwelling residential use. Accessory dwelling units are a potential source of affordable housing and shall not be considered in any calculation of allowable density for the lot upon which they are located and shall also be deemed consistent with the General Plan and zoning designation of the lot as provided. Accessory dwelling units shall not be considered a separate dwelling unit for the purpose of subdividing the property into individual condominium or lot ownership.

- B. For the purposes of this section, the following words are defined:
- "Above" shall mean an accessory dwelling unit that is attached and built over a primary residence including an attached garage, or above a detached garage or accessory building.
- "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit shall have exterior access from the proposed or existing single-family dwelling. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:
 - 1. An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.
 - 2. A manufactured home, as defined in Section 18007 of the Health and Safety Code.
- "Accessory Structure" means a structure that is accessory and incidental to a dwelling unit located on the same lot.
- "Attached" shall mean a wall, floor, or ceiling of an accessory dwelling unit is shared with the primary residence on the property.
- "Basement" shall mean the same as defined in CVMC 19.04.026.
- "Detached" shall mean an accessory dwelling unit separated from the primary residence as specified in subsection (C)(6)(b) of this section.
- "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
- "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.
- "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.
- "Primary residence(s)" shall mean a proposed or existing single-family dwelling or existing multifamily dwellings constructed on a lot as the main permitted use by the zone on said parcel.
- "Public Street" is any public right-of-way designated for vehicular use.
- "Public Transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

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"Tandem parking" means two or more vehicles parked on a driveway or in any other location on a lot, lined up behind one another.

"Walking distance" means the distance between the Accessory Dwelling Unit and Public Transit as measured along a Public Street. The measurement shall proceed from the Accessory Dwelling Unit in a continuous line to the closest property line of the Public Street, measured perpendicular to the Public Street. The measurement shall then continue along the property lines of the Public Street fronts, and in a direct line across intersections along the shortest pedestrian route toward the Public Transit.

- C. Accessory dwelling units shall be subject to the following requirements and development standards:
- 1. Zones. Accessory dwelling units can be created in areas zoned to allow single-family or multifamily dwelling residential use. A Coastal Development Permit may be required for accessory dwelling units within the coastal zone. Construction of a primary residence can be in conjunction with the construction of an accessory dwelling unit.
- 2. Number of Accessory Dwelling Units Permitted
- a. An accessory dwelling unit is permitted on a lot with a proposed or existing single-family dwelling unit, or;
- b. Multiple accessory dwelling units are permitted within portions of multifamily buildings that are not used as livable space including, but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, or;
- c. A minimum of one accessory dwelling unit, or up to 25% of the existing multifamily units, is permitted within an existing multifamily dwelling, or;
 - d. Up to two (2) detached accessory dwelling units shall be permitted on a lot with an existing multifamily dwelling.
- 3. Unit Size. Accessory dwelling units shall conform to the following size requirements:
 - a. The total floor area for an attached accessory dwelling unit shall not exceed 50 percent of the total floor area of the proposed or existing primary residence, 850 square feet, or 1,000 square feet for a unit that provides more than one bedroom, whichever is greater.
 - b. An accessory dwelling unit of at least 800 square feet shall be permitted regardless of floor area ratio, lot coverage or open space requirements of the underlying zone.
 - c. The total floor area for a detached accessory dwelling shall not exceed 1,200 square feet.

- d. An accessory dwelling unit within an existing accessory structure may be increased by a maximum of 150 square feet beyond the same physical dimensions as the existing accessory structure to accommodate ingress and egress.
- 4. Unit Location. Accessory dwelling units may be attached to or located within a proposed or existing primary residence or accessory structure (including attached garages, storage areas or similar structures). Accessory dwelling units may be detached from the primary residence.
- 5. Height. An accessory dwelling unit, as measured from the ground, shall not exceed the height limit for the primary residence in accordance with the underlying zone, or 16 feet whichever is greater.
- 6. Development Standard Exceptions. Accessory dwelling units shall conform to the underlying zoning and land use development requirements for primary residences with the following exceptions:
 - a. A new attached or detached accessory dwelling unit is allowed a setback of no less than four feet from the side and rear lot lines.
 - b. A new detached accessory dwelling unit shall be located a minimum of six feet from a primary residence.
 - c. No setback shall be required for an existing garage, living area, or accessory structure constructed in the same dimensions that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no less than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above an accessory structure.
 - d. Correction of nonconforming zoning conditions shall not be a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit.
- 7. Parking. Parking for an accessory dwelling unit is not required in any of the following instances:
 - a. The accessory dwelling unit is located within one-half mile walking distance of public transit.
 - b. The accessory dwelling unit is within an architecturally and historically significant historic district.
 - c. The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.
 - d. The accessory dwelling unit is in an area where on-street parking permits are required, but not offered to the occupant of the accessory dwelling unit.

- e. The accessory dwelling unit is located within one block of a car share area.
- 8. Accessory dwelling units not meeting any of the above requirements shall be subject to the following access and parking regulations:
 - a. Parking. Parking requirements for accessory dwelling units shall not exceed one parking space per unit or per bedroom, whichever is less. Parking spaces may be provided in tandem on a driveway, provided that access to the garage for the primary residence is not obstructed. Off-street parking shall be permitted in setback areas in locations or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.
 - b. The required parking space(s) shall be on the same lot as the accessory dwelling unit. This parking is in addition to the parking requirements for the primary residence as specified in CVMC 19.62.170.
 - c. Notwithstanding CVMC 19.62.190, when a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit, or is converted to an accessory dwelling unit that was previously used by the primary residence, replacement parking is not required. If the existing driveway is no longer necessary for access to the converted garage or other required parking, said driveway may be used to satisfy the required parking for the accessory dwelling unit when not exempt from CVMC 19.58.022(C)(7).
 - d. Access to all required parking shall be from a public street, alley or a recorded access easement. Access from a designated utility easement or similar condition shall not be permitted. For any lot proposing an accessory dwelling unit and served by a panhandle or easement access, the access must be a minimum 20 feet in width.
 - e. Curb cuts providing access from the public right-of-way to on-site parking spaces shall be acceptable to the City Engineer. A construction permit from the City Engineer shall be obtained for any new or widened curb cuts.
 - f. Required parking spaces or required maneuvering area shall be free of any utility poles, support wires, guard rails, standpipes or meters, and be in compliance with CVMC 19.62.150.
 - g. When a required parking space abuts a fence or wall on either side, the space shall be a minimum of 10 feet wide. If this area also serves as the pedestrian access from an accessory dwelling unit to the street, the paving shall be a minimum 12 feet wide.
- 9. Utilities. An accessory dwelling unit may be served by the same water and sewer lateral connections that serve the primary residence. A separate electric meter and address may be provided for the accessory dwelling unit.

- 10. Design Standards. Dwelling units on the lot should be complimentary or compatible in appearance with each other by incorporating matching architectural design, building materials and colors of the primary residence with the accessory dwelling unit, and any other accessory structure built concurrently with the accessory dwelling unit. However, the primary residence may be modified to match the new accessory dwelling unit.
- 11. Designated Historical Sites. An accessory dwelling unit may be allowed on designated or historical sites, provided the location and design of the accessory dwelling unit meets corresponding historical preservation requirements in place at the time the accessory dwelling unit is built, and complies with the requirements of this section including the following:
 - a. The accessory dwelling unit shall be located behind a primary residence that is determined to be a historic resource.
 - b. The construction of the accessory dwelling unit shall not result in the removal of any other historically significant accessory structure, such as garages, outbuildings, stables or other similar structures.
 - c. The accessory dwelling unit shall be designed as to have a distinguishable architectural style and finished materials composition from the historic primary residence or structure.
 - d. Construction of an accessory dwelling unit shall not result in demolition, alteration or movement of any historic structures and any other on-site features that convey the historic significance of the structure and site.
 - e. If an historic house/site is under a Mills Act contract with the City, the contract shall be amended to authorize the introduction of the accessory dwelling unit on the site.
- 12. Occupancy Requirement. At the time of building permit submittal, and continuously thereafter, the property owner(s) shall reside on the lot on which the accessory dwelling unit is located or constructed. The Zoning Administrator shall have the authority to suspend this occupancy requirement for a period not to exceed five years when evidence has been submitted that one of the following situations exists:
 - a. The property owner's health requires them to temporarily live in an assisted living or nursing facility.
 - b. The property owner is required to live outside the San Diego region as a condition of employment or military service.
 - c. The property owner is required to live elsewhere to care for an immediate family member.
 - d. The property owner has received the property as the result of the settlement of an estate.

This subsection (C)(12) shall be held in abeyance until January 1, 2025.

- 13. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.
- 14. An application for an accessory dwelling unit that is deemed complete by the City shall be considered and approved within 60 days if there is an existing single-family or multifamily dwelling on the lot. If the application is submitted with an application to create a new single-family dwelling on the lot, the application for the accessory dwelling unit shall be considered and approved within 60 days of approval of the new single-family dwelling.
- 15. Accessory dwelling units that are applied for after the effective date of this ordinance, cannot be rented for less than 30 days.
- 16. Accessory dwelling units are exempt from the requirements of CVMC Section 12.24.030 Dedications-Required.
- 17. An application for an accessory dwelling unit on a private sewage disposal system, shall require approval by the local health officer.

19.58.023 Junior Accessory Dwelling Units.

A. Definition: "Junior accessory dwelling unit" means a unit that is no more than 500 square feet in size and contained entirely within the space of a proposed or existing single-family residence. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing residence.

- B. In single-family residential zones, a junior accessory dwelling unit is permitted and shall meet all of the following:
 - 1. One junior accessory dwelling unit per residential lot zoned for single-family residences with an existing or proposed single-family residence.
 - 2. One junior accessory dwelling unit and one accessory dwelling unit are allowed on a lot with a primary residence.
 - 3. Owner-occupancy is required in the single-family residence in which the junior accessory dwelling unit will be permitted. The owner may reside in either the remaining portion of the residence or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.
 - 4. Recordation of a deed restriction is required, shall run with the land, and shall be filed with the permitting agency, and shall include both of the following:

- a. A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.
- b. A restriction on the size and attributes of the junior accessory dwelling unit that conforms to this section.
- 5. A permitted junior accessory dwelling unit shall be constructed within the existing walls of the single-family residence.
- 6. A separate entrance from the main entrance to the primary structure is required. A permitted junior accessory dwelling may include a second interior doorway for sound attenuation.
- 7. An efficiency kitchen for the junior accessory dwelling unit is required, and shall include:
- a. A cooking facility with appliances.
- b. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
- C. Additional parking is not required for a junior accessory dwelling unit.
- D. For purposes of providing service for water, sewer, or power, including a connection fee, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit.
- E. Correction of nonconforming zoning conditions shall not be a condition for ministerial approval of a permit application for the creation of a junior accessory dwelling unit.
- F. An application for a junior accessory dwelling unit that is deemed complete by the City shall be considered and approved within 60 days if there is an existing single-family dwelling on the lot. If the application is submitted with an application to create a new single-family dwelling on the lot, the application for the junior accessory dwelling unit shall be considered and approved within 60 days of approval of the new single-family dwelling.
- G. Junior accessory dwelling units are exempt from the requirements of CVMC Section 12.24.030 Dedications-Required.

Section II.

Chapter 19.22 – R-E - RESIDENTIAL ESTATES ZONE

19.22.060 Height regulations.

Principal buildings may not exceed two and one-half stories or 28 feet in height. However, an increase in building height may be allowed subject to approval of a conditional use permit. No accessory building shall exceed one and one-half stories or 15 feet in height except as provided in CVMC 19.16.040 and 19.58.022. The height of a residential structure is measured from the highest point of the roof line to finished grade.

Section III

Chapter 19.24 - R-1 - SINGLE-FAMILY RESIDENTIAL ZONE

19.24.060 Height regulations.

Principal buildings may not exceed two and one-half stories or 28 feet in height; however, an increase in building height may be allowed subject to approval of a variance. No accessory building shall exceed one and one-half stories or 15 feet in height except as provided in CVMC 19.16.040 and 19.58.022. The height of a residential structure is measured from the highest point of the roof line to finished grade.

Section IV.

Chapter 19.26 R-2 – ONE- AND TWO-FAMILY RESIDENCE ZONE

19.26.030 Accessory uses and buildings.

The following are the accessory uses permitted in an R-2 zone:

G. Accessory dwelling units on lots developed with a proposed or existing single-family dwelling, or an existing duplex subject to the provisions of CVMC 19.58.022;

19.26.060 Height regulations.

Principal buildings may not exceed two and one-half stories or 28 feet in height; however, an increase in building height may be allowed subject to approval of a variance. No accessory building height shall exceed one and one-half stories or 15 feet in height except as provided in CVMC 19.16.040 and 19.58.022. The height of a residential structure is measured from the highest point of the roof line to finished grade.

Section V.

Chapter 19.28 R-3 – APARTMENT RESIDENTIAL ZONE

19.28.030 Accessory uses and buildings.

Accessory uses and buildings in the R-3 zone include:

- H. Accessory dwelling units on lots developed with a proposed or existing single-family dwelling, or existing multifamily dwelling subject to the provisions of CVMC 19.58.022, or;
- I. A minimum of one accessory dwelling unit, or up to 25% of the existing multifamily units, is permitted within an existing multifamily dwelling subject to the provisions of CVMC 19.58.022, or;
- J. A maximum of two detached accessory dwelling units are permitted on lots with an existing multifamily dwelling where such units are detached from that multifamily dwelling, or;
- K. Multiple accessory dwelling units may be permitted within portions of existing multifamily dwelling buildings that are not used as living space including, but not limited to, storage rooms; boiler rooms; passageways; attics; basements; or garages subject to the provisions of CVMC 19.58.022.

19.28.060 Height regulations.

- A. Height regulations in the R-3 zone and R-3-M, R-3-T and R-3-G classifications are as follows:
- 1. No principal building shall exceed either two and one-half stories or 28 feet in height and no accessory building shall exceed either two stories or 25 feet in height, except as provided in CVMC 19.16.040 and CVMC 19.58.022.

Section VI.

Chapter 19.30 C-O - ADMINISTRATIVE AND PROFESSIONAL OFFICE ZONE

19.30.030 Accessory uses and buildings.

Accessory uses in the C-O zone are as follows:

- B. Accessory uses and buildings customarily appurtenant to a permitted use, such as incidental storage facilities (see CVMC 19.58.020) and Accessory dwelling units as follows:
 - 1. A minimum of one accessory dwelling unit, or up to 25% of the existing multifamily units, is permitted within an existing multifamily dwelling subject to the provisions of CVMC 19.58.022, or;
 - 2. A maximum of two detached accessory dwelling units on lots with an existing multifamily dwelling where such units are detached from that multifamily dwelling subject to the provisions of CVMC 19.58.022, or;

3. Multiple accessory dwelling units may be permitted within portions of existing multifamily dwelling buildings that are not used as living space including, but not limited to, storage rooms; boiler rooms; passageways; attics; basements; or garages subject to the provisions of CVMC 19.58.022.

19.30.060 Height regulations.

No principal building shall exceed three and one-half stories or 45 feet in height, and no accessory building shall exceed one and one-half stories or 15 feet in height, except as provided in CVMC 19.16.040 and 19.58.022.

Section VII.

CHAPTER 19.36 C-C - CENTRAL COMMERICAL ZONE

19.36.022 Accessory uses and buildings.

- B. A minimum of one accessory dwelling unit, or up to 25% of the existing multifamily units, is permitted within an existing multifamily dwelling subject to the provisions of CVMC 19.58.022, or;
- C. A maximum of two detached accessory dwelling units on lots with an existing multi-family dwelling where such units are detached from that multifamily dwelling subject to the provisions of CVMC 19.58.022., or;
- D. Multiple accessory dwelling units may be permitted within portions of existing multifamily dwelling buildings that are not used as living space including, but not limited to, storage rooms; boiler rooms; passageways; attics; basements; or garages subject to the provisions of CVMC 19.58.022.

Section -VIII.

Chapter 19.48 P-C – PLANNED COMMUNITY ZONE

19.48.145 P-C zone – Accessory dwelling units.

Accessory dwelling units and junior accessory dwelling units may be permitted within single-family residential areas within the planned community zone subject to the provisions of CVMC 19.58.022 and CVMC 19.58.023, and the provisions of the respective general development plans and sectional planning area plans for each particular planned community.

Section -IX.

Chapter 19.84 BAYFRONT SPECIFIC PLAN-LAND USE ZONES

19.84.005 Residential Zones.

(A)(2)h. Accessory uses and buildings including:

- i. Customary incidental home occupations, subject to the provisions of CVMC 19.14.490;
- ii. Other accessory uses and accessory buildings customarily appurtenant to a permitted use, subject to the provisions of CVMC 19.58.020;
- iii. Full-time foster homes as defined in CVMC 19.04.098;
- iv. Satellite dish antennas per the provisions of CVMC 19.22.030(F);
- v. Accessory dwelling units pursuant to the provisions of CVMC 19.58.022.

Section -X. Severability

If any portion of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid, unenforceable or unconstitutional, by a court of competent jurisdiction, that portion shall be deemed severable, and such invalidity, unenforceability or unconstitutionality shall not affect the validity or enforceability of the remaining portions of the Ordinance, or its application to any other person or circumstance. The City Council of the City of Chula Vista hereby declares that it would have adopted each section, sentence, clause or phrase of this Ordinance, irrespective of the fact that any one or more other sections, sentences, clauses or phrases of the Ordinance be declared invalid, unenforceable or unconstitutional.

Section XI. Construction

The City Council of the City of Chula Vista intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent.

Section XII. Effective Date

This Ordinance shall take effect and be in force on the thirtieth day after its final passage.

Section XIII. Publication

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

Approved as to form by
CE40650850444BE Glen R. Googins City Attorney
DOPTED by the City Council of the City of Chula Vista, by the following vote:
s: Cardenas, Galvez, Padilla, and Casillas Salas
s: None
s: McCann
Docusigned by: Wey Carlles Salas Mary Casillas Salas, Mayor
nula Vista, California, do hereby certify that the foregoing ng at a regular meeting held on the 25th day of May 2021, at a regular meeting of said City Council held on the 15th shed in summary form in accordance with the requirements
DocuSigned by: Kunykban 30740104EAF342E Kerry K. Rigelow, MMC, City Clerk