


**Staff Memorandum
Action Requested**

DATE: November 02, 2022

TO: Honorable Mayor and City Council

FROM: Chris Johnson, Contract Planner 

REF: Meeting to initiate Annexation Process

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BACKGROUND

The City of Okanogan has received Notice of Intent from Okanogan County and the Okanogan Senior Citizens to initiate annexation proceedings for two properties at the southern extent of the current city boundaries.

Staff has reviewed the proposal and has deemed the materials to be adequate pursuant to RCW 35A.14 (Annexation by code cities).

The Notice has been reviewed by the Planning Commission (October 09, 2023) and by the Planning and Development Committee of the Council (November 02, 2023).

Pursuant to RCW 35A.14.120, the next step in the process is for the Council to schedule a public meeting to determine whether to accept the petition. The City is required to review the following four questions and ensure that the Petitioners understand and required actions. Staff recommendations are indicated by blue text below each of the four required determinations.

1. *Whether the City will accept, reject, or geographically modify the proposed annexation;*

Staff finds the boundaries to be appropriate and recommends approval

2. *Whether it will require the simultaneous adoption of a comprehensive plan update, if such a plan has been prepared and filed as provided for in RCW 35.13.177 and 35.13.178;*

The area is adequately described in the current Comprehensive Plan and given the lack of needed improvements or any proposed change in land use does not recommend a comprehensive plan update

3. *Whether it will require the assumption of all or any portion of existing City indebtedness by the area to be annexed; and*

While this sounds onerous, the assumption of debt simply means that the newly annexed properties are required to accept the pro rata share of the annexing city's then outstanding indebtedness that had been approved by the voters, contracted, or incurred prior to, or existing at, the date of annexation – the same as all other properties in the city.

4. *Whether any specific infrastructure or improvements will be required as a condition of annexation to the City of Okanogan.*

Staff has reviewed the proposal with the Public Works and Fire Department directors and does not recommend any specific infrastructure or improvements will be required as a condition of annexation.

ACTION NEEDED

Staff has reviewed Annexation Notice of Intent and believes it to be consistent with the City Comprehensive Plan objectives for this area.

In order to move the annexation process forward as requested by Petitioners, Staff recommends acceptance of the Annexation Petition and for the council to schedule a public hearing to allow public input, establish any conditions that should be applied and establish the appropriate Zoning and Comprehensive Plan designations.

SUGGESTED MOTION

“I move to accept Petitioner’s Notice of Intent to initiate Annexation of the subject properties, subject to assumption of their pro rata share of existing City indebtedness, and application of the City’s existing Comprehensive Plan and Zoning Designations for the area. The city directs the Planning and Clerk’s offices to complete required advertisements and Notices to the public and set the date for a Public Hearing for the City Council to accept, reject or modify the Annexation petition.”