
AGENDA
OMAK CITY COUNCIL MEETING
Tuesday, July 5, 2022 – 7:00 PM



ORIGINAL

A. CALL TO ORDER

B. FLAG SALUTE

C. CITIZEN COMMENTS

D. CORRESPONDENCE AND MAYOR'S REPORT

E. CONSENT AGENDA:

1. Approval of minutes from June 21, 2022
2. Approval of 2022 Claims and June '22 Payroll

F. PUBLIC HEARING:

1. Annexation of an Island Territory along Riverside Dr, Quince St & Jonathan Ave.
DISCLAIMER - MAYOR

G. NEW BUSINESS:

1. Ord. 1914 – Annexation of an Island Territory-Riverside Dr, Quince St & Jonathan Ave. 
2. Res. 44-2022 – Approving County Reimbursable Agreement for 2022 Chip Seal Project 

H. OTHER BUSINESS:

1. Council Committee Reports
2. Staff Reports

 **Action by City Council**

In accordance with the order from Governor Inslee, our Council Meeting will be conducted using Zoom Meetings. If you need support or, accommodations to view the meeting at City Hall, contact the City Clerk in advance by phone at 509-826-1170 or by e-mail clerk@omakcity.com for assistance.

**The City of Omak is inviting you to a scheduled Zoom meeting
Tuesday, July 5th, 2022 @ 7:00pm**

Connie Thomas, City Clerk is inviting you to a scheduled Zoom meeting.

Topic: Omak City Council Meeting

Time: Jul 5, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84530881618?pwd=dDY1ZE5sV0gxbjl5ZWpVOERVaUZndz09>

Meeting ID: 845 3088 1618

Passcode: 963205

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Find your local number: <https://us02web.zoom.us/j/84530881618?pwd=dDY1ZE5sV0gxbjl5ZWpVOERVaUZndz09>

MEMORANDUM

To: Cindy Gagné, Mayor
Omak City Council

From: Tyler Wells
Building Official / Permit Administrator

Date: June 29, 2022

Subject: **Ordinance 1914, providing for the annexation of an island of territory along Riverside Drive, Quince Street, and Jonathan Avenue.**

The Attached Ordinance 1914, An Ordinance providing for the annexation of an island of territory along Riverside Drive, Quince Street, and Jonathan Avenue, is forwarded for your consideration.

The City Council of the City of Omak passed Resolution No. 36A-2022 on June 6, 2022, declaring the Council's intention to annex to the city a certain island of territory with all the boundaries of such area contiguous to the city limits of the city.

The City Council determined that the annexed property would benefit from existing city services and facilities such that the annexed property should assume and share in paying the existing City indebtedness.

The property annexed by this Ordinance consists of approximately 5.2 acres of land with all the boundaries of said property being contiguous to the City of Omak.

I support the passage of this Ordinance

ORDINANCE NO. 1914

**AN ORDINANCE PROVIDING FOR THE ANNEXATION OF
AN ISLAND OF TERRITORY ALONG RIVERSIDE DRIVE,
QUINCE STREET AND JONATHAN AVENUE.**

WHEREAS, the City Council of the City of Omak passed Resolution No. 36A-2022 on June 6, 2022, declaring the Council's intention to annex to the City a certain island of territory with all of the boundaries of such area contiguous to the city limits of the City, and

WHEREAS, The City of Omak has determined the appropriate zoning to be applied to the lands within the area to be annexed as set forth in Title 18 OMC, and

WHEREAS, the City Council held a public hearing as called for by Resolution No. 36A-2022 on July 5, 2022, and

WHEREAS, The City Council determined that the annexed property would benefit from existing city services and facilities such that the annexed property should assume and share in paying the existing City indebtedness, and

WHEREAS, the property annexed by this Ordinance consists of approximately 5.2 acres of land with all of the boundaries of said property being contiguous to the City of Omak, the property is within the same county (Okanogan) as the City of Omak and the property is within the City of Omak urban growth area as designated in the Greater Omak Area Comprehensive Plan, and

WHEREAS, the property annexed pursuant to this Ordinance has not heretofore been incorporated as a city or town.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAK AS FOLLOWS:

Section 1. That the following described real property located in Okanogan County, Washington, contiguous to the City of Omak, to-wit:

See Exhibit "A" attached hereto and incorporated herein by reference as is fully set forth;

And each and every part thereof be and the same is hereby annexed to the City of Omak, State of Washington; and that the corporate limits of the City of Omak be and they are hereby extended so as to include the property and territory hereinbefore fully described. That said property be assessed and taxed at the same rate and on the same basis as the property of the City of Omak is assessed

and taxed to pay for the now outstanding indebtedness of the City of Omak contracted prior to or existing at the time of this annexation.

Section 2. That the property described in Section I hereof be and the same is hereby classified and zoned as provided in Title 18 OMC.

Section 3. The Comprehensive Plan be and it is hereby amended to incorporate the provisions of this Ordinance.

Section 4. This Ordinance shall take effect on August 19, 2022. Notice of the proposed effective date of the annexation, together with a description of the property annexed shall be published once a week for two weeks in one or more newspapers of general circulation within the area to be annexed, and further stating that the annexed property shall be assessed and taxed at the same rate and on the same basis as the property of the City of Omak is assessed and taxed to pay for the now outstanding indebtedness of the City of Omak contracted prior to at the time of the annexation and that the property annexed shall be zoned as provided by Title 18 OMC.

Section 5. This Ordinance shall be subject to referendum for 45 days after the passage hereof. Upon filing of a timely and sufficient referendum petition as provided in RCW 35A.14.299, a referendum election shall be held as provided in RCW 35A.14.299, and the annexation shall be deemed approved by the voters unless a majority of the votes cast on the proposition are in opposition thereto. After the expiration of the 45th day from the passage of this ordinance, but excluding the date of passage, if no timely and sufficient referendum petition has been filed, as provided by RCW 35A.14.299, the area annexed shall become part of the City upon the date set forth in Section 4 above.

PASSED AND APPROVED BY THE CITY COUNCIL, this _____ day
of _____, 2022.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Ordinance 1914
July 5, 2022

Michael Howe, City Attorney

Filed with City Clerk: _____
Passed by City Council: 1ST Reading _____
Date Published: _____
Date Effective: _____

On the _____ day of _____, 2022, the City Council of the City of Omak
passed Ordinance No. 1914

DATED this ____ day of _____ 2022.

Connie Thomas, City Clerk

Staff Report

DATE: June 29, 2022

TO: Mayor Cindy Gagné – Omak City Council

FROM: Tyler Wells, Building Official

RE: Riverside Drive-Quince Street Island properties annexation:

Proposal: On June 6, 2022, the Omak City Council approved Resolution 36A-2022 – fixing the time for a public hearing on resolution for the annexation of an area along Riverside Drive, Quince Street, and Jonathan Avenue. The hearing date was set for July 5, 2022 at 7:00 P.M.

RCW 35A.14.295 provides for a streamlined process for the annexation of unincorporated islands within existing city boundaries. An Ordinance to annex the property will follow upon a favorable outcome of the hearing. Final annexation can be completed after 45 days and proper publication has been made. The annexation is subject to referendum for 45 days after passage.

Omak contract planner Kurt Danison has produced a cost/benefit analysis, as recommended in the Omak Comprehensive Plan. This analysis is attached as “Exhibit B”.

This small area of unincorporated land, comprised of 6 parcels, two of which are owned by the state, is surrounded by the City limits and currently benefits from City utilities (primarily water) and services. City staff held an informal meeting and invited all property owner to review and discuss the cost/benefit analysis on March 9, 2022. A zoom link was provided for those that could not attend the meeting in person. There are 4 registered voters residing in the proposed annexation area.

Location Information: The subject property includes parcels #3426250023, #3426250090, #3426250089, #3426250057, #3426250098 and #3426250156 totaling approximately 5.2 acres located between Riverside Drive and Jonathan Avenue. See attached legal description “Exhibit A”

Current use: Current uses of the area proposed for annexation include: 2-single family dwellings; commercial retail sales; mini storage buildings; personal service buildings; office buildings; and, a veterinarian clinic.

Animal Clinics, according to Omak Municipal Code, require a conditional use permit in the Highway business zoning district. Staff recommends that exiting uses be

grandfathered in as long as they remain active in conformance with 18.52.020 OMC.

Current Comprehensive Plan Designation: According to the Comprehensive Plan Map the subject properties are currently designated as Auto-Oriented Commercial and High Density Residential and would be recommended to remain the same.

Current Zoning: Consistent with the designations applied in the Comprehensive Plan, those properties designated as Auto-Oriented Commercial will be zoned Highway Business and those designated as High Density Residential will be zoned Residential Multi-Family.

Floodplains, Shorelines, SEPA, Critical Areas and Other Environmental Constraints: The properties do not lie within a designated floodplain or shoreline area. According to the City of Omak Critical Areas Map, the subject property lies within an area designated as having a "High potential for aquifer recharge". As such any subsequent development shall comply with the City of Omak critical areas regulations as currently adopted or amended. Annexation proceedings are categorically exempt from SEPA review.

Reviewing Agencies: City of Omak Building and Planning and City Administration Staff.

Comments Received: All comments are included in the project file.

Recommendations: City Staff recommends approval of the proposed annexation subject to the following conditions:

1. That it is understood that the owners, heirs or assigns shall be responsible for any extension of streets, sidewalks, or utilities associated with new developments of the annexed property described above.
2. That plans for streets, utilities, sewer, storm drainage, and necessary fire suppression etc... and any other proposed and/or required improvements, shall be prepared by Washington State registered professional engineer and submitted for review and approval by the City Public Works Director and any other agency or department as appropriate (eg. electricity, cable, irrigation), in writing, prior to construction.
3. All improvements shall be inspected by appropriate City Public Works staff during construction, all required tests witnessed by appropriate City Public Works staff with written results provided to the City in a timely manner and reproducible as-built drawings provided to the City upon completion of construction by the developer.

4. That any easements required for extension of city utilities shall be granted to the City in a manner acceptable to the City.
5. That if any archaeological material or human remains are encountered during the course of any new developments, all activity will cease immediately and the Tribal Historic Preservation Officer of the CCT will be contacted as soon as possible. Activity on the undertaking will not resume until satisfactory arrangements have been made between the applicant and the Tribal Historic Preservation Officer.
6. That the owner's will assume their pro rata share of existing city or town indebtedness in the area to be annexed.
7. All current uses will be allowed to continue as long as the use has not been discontinued or abandoned for a period of 12 months. All new and future developments will be required to conform to Omak Municipal Zoning Code.
8. Private septic systems that are currently being utilized will remain acceptable until failure. At the time of failure the owner will be required to hook to the City's sanitary sewer system.
9. Both properties that contain residential dwelling units, (Reid Property & Lange Property) will be zoned Residential Multi-Family (RM) according to the City of Omak Zoning Map. The Washington State DNR property, Washington State Department of Conservation property and, Smith property will be zoned Highway Business (HB). The City of Omak Property will be zoned as Public Use (PU).
10. A seven (7) year franchise agreement with Upper Valley Disposal will be created in accordance with RCW 35.13.280 for the collection of solid waste in the newly annexed area.

Findings of Fact:

1. That all requirements of RCW 35A.14.295 were followed during this process.
2. That the annexation is exempt from review under the State Environmental Policy Act.
3. The subject properties are surrounded by land within the corporate limits of Omak and are located within the Urban Growth Area as identified in the Omak Area Comprehensive Plan.

4. The application of "Highway Business" & "Residential Multi-Family" zoning is consistent with the goals and policies stated in the Omak Area Comprehensive Plan.
5. That the approval of the annexation does not represent a granting of special privileges.
6. That the public interest will be served by approval of this annexation.
7. That all interested persons were given the opportunity to comment on behalf of this proposal during the public hearing before the Omak City Council held on July 5, 2022.

- LEGAL DESCRIPTION -
Property to be Annexed
Page 1 of 3

Parcel No. 3426250023

The East two acres of the South half of the Southeast quarter of the Southwest quarter of the Northwest quarter of Section 25, Township 34 North, Range 26 East, W.M., Okanogan County, Washington.

EXCEPT the East 40 feet and the West 20 feet thereof, **AND EXCEPT** State Highway.

TOGETHER WITH a tract of land lying and being within the North half of the Southeast quarter of the Southwest quarter of the Northwest quarter of said Section 25, described as follows:
commencing at the Southeast corner of said North half of the Southeast quarter of the Southwest quarter of the Northwest quarter;

Thence West parallel to the North line of said Section 25 a distance of 30 feet to the **True Point of Beginning**;

Thence West parallel to the North line of said Section 25 a distance of 204 feet;

Thence North parallel to the West line of said Section 25 a distance of 130 feet;

Thence East parallel to the North line of said Section 25 a distance of 204 feet;

Thence South parallel to the West line of said Section 25 a distance of 130 feet to the **True**

Point of Beginning.

Parcel No. 3426250089

Beginning at the Southeast corner of the Southwest quarter of the Northwest quarter, Section 25, Township 34 North, Range 26 East, W.M.,

Thence West 264.00 feet along the south boundary of said subdivision;

Thence North 185.00 feet running parallel to the east boundary of said subdivision, and the **True Point of Beginning**;

Thence North 145.00 feet running parallel to the east boundary of said subdivision;

Thence West 132.00 feet running parallel to the south boundary of said subdivision;

Thence South 145.00 feet running parallel to the east boundary of said subdivision;

Thence East 132.00 feet running parallel to the south boundary of said subdivision and the **True Point of Beginning.** All within the Southwest quarter of the Northwest quarter of Section 25, Township 34 North, Range 26 East, W.M., Okanogan County, Washington.

Parcel No. 3426250156

Commencing at the Northeast corner of the Southwest quarter of the Northwest quarter of Section 25, Township 34 North, Range 26 East, W.M., Okanogan County, Washington;

Thence run South 630 feet along the East line of said subdivision,

Thence run West 180 feet parallel to the North boundary of said subdivision to the **True Point of Beginning**,

Thence run West 150 feet,

Thence run North 270 feet,

Thence run East 150 feet,

Thence run South 270 feet to the **True Point of Beginning.**

- LEGAL DESCRIPTION -

Property to be Annexed

Page 2 of 3

Parcel No. 3426250090

Beginning at a point on the North line of State Highway #10, which lies 30 feet North and 264 feet West of the Southeast corner of the Southwest quarter of the Northwest quarter of Section 25, Township 34 North, Range 26 East, W.M., Okanogan County, Washington;

Thence North 300 feet;

Thence West 132 feet;

Thence South 300 feet more or less, to the North line of said Highway;

Thence East along said North line to the **Point of Beginning**.

Excepting Therefrom:

Beginning at the Southeast corner of the Southwest quarter of the Northwest quarter of Section 25, Township 34 North, Range 26 East, W.M.;

Thence West 264.00 feet along the South boundary of said subdivision;

Thence North 185.00 feet running parallel to the East boundary of said subdivision, and the **True Point of Beginning**;

Thence North 145.00 feet running parallel to the East boundary of said subdivision;

Thence West 132.00 feet running parallel to the South boundary of said subdivision;

Thence South 145.00 feet running parallel to the East boundary of said subdivision;

Thence East 132.00 feet running parallel to the South boundary of said subdivision and the

True Point of Beginning.

Parcel No. 3426250057

That part of the North half of the Southeast quarter of the Southwest quarter of the Northwest quarter of Section 25, Township 34 North, Range 26 East, W.M., Okanogan County, Washington, described as follows:

Commencing at the Northeast corner of said subdivision,

Thence West along the North line thereof, a distance of 264.0 to the **True Point of Beginning**.

Thence from said **point of beginning**, continue West along the North line a distance of 132.0 feet,

Thence turning an angle of 90 deg. to the left and run a distance of 330.0 feet,

Thence turning an angle of 90 deg. to the left and run a distance of 132.0 feet,

Thence turning an angle of 90 deg. to the left and run a distance of 330.0 feet to the **Point of Beginning**.

Except the North 30.0 feet thereof.

- LEGAL DESCRIPTION -

Property to be Annexed

Page 3 of 3

Existing Street Rights of Way to be Annexed

That portion of the Southwest quarter of the Northwest quarter of Section 25, Township 34 North, Range 26 East, W.M., more particularly described as follows:

Commencing at the Southeast corner of the Southwest quarter of the Northwest quarter of said Section 25;

Thence West along the South line of said Northwest quarter, a distance of 244.00 feet;

Thence North, parallel with the East line of said Southwest quarter of the Northwest quarter, a distance of 30.00 feet to a point on the Northerly Right-of-Way line of State Highway 215, said point also being the Southwest corner of Tax Parcel 3426250023, and the **True Point of Beginning**;

Thence North along the West line of said Tax Parcel a distance of 300.00 feet to the most Northwesterly corner of said Tax Parcel;

Thence East along the North line of said Tax Parcel a distance of 10.00 feet to the Southwest corner of that parcel described in a Warranty Deed filed May 29, 1950, in Volume 124, Page 777, records of the Auditor of Okanogan County, Washington, said parcel also being a portion of said Tax Parcel 3426250023;

Thence North along the West line of the above-mentioned parcel a distance of 130.00 feet to a point on the South line of Tax Parcel 3426250097;

Thence West along said South line a distance of 10.00 feet to the Southwest corner of said Tax Parcel;

Thence North along the West line of said Tax Parcel a distance of 170.00 feet to the Northwest corner of said Tax Parcel;

Thence East along the North line of said Tax Parcel a distance of 64.00 feet;

Thence North parallel with the East line of said Southwest quarter of the Northwest quarter, a distance of 60.00 feet to the Southeast corner of Tax Parcel No. 3426250156;

Thence West along the South boundary line of said Tax Parcel for a distance of 216.00 feet;

Thence South parallel with the East line of said Southwest quarter of the Northwest quarter, a distance of 60.00 feet to the Northwest corner of Tax Parcel 3426250057;

Thence East along the North line of said Tax Parcel a distance of 132.00 feet to the Northeast corner of said Tax Parcel;

Thence South along the East lines of Tax Parcels 3426250057, 3426250089, and 3426250090 a distance of 600.00 feet the Southeast corner of said Tax Parcel 3426250090, said point also being on the Northerly Right-of-Way line of said State Highway 215;

Thence East along said Northerly Right-of-Way line a distance of 20.00 feet to the **True Point of Beginning**.

COST/BENEFIT ANALYSIS

*DNR, Department of Conservation,
Smith, Lange, Reid Properties*

Prepared for: City of Omak

Prepared by: Highlands Associates

October 18, 2021

COST/BENEFIT ANALYSIS

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1.0 GENERAL INFORMATION

1.0 GENERAL INFORMATION

1.1 Background

This report has been prepared to provide a description and analysis of the costs and benefits associated with the annexation of a 4.71 acre unincorporated island comprised of 6 parcels lying north of Riverside Drive (SR 215) and west of Quince Street in the northern part of the city. (See attachment A).

The annexation effort is largely being driven by the request of the DNR to connect to the City's sewer. City policy states that sewer service requires annexation. As a result of the request the city has opted to pursue annexation, not only of the DNR property, but the four other parcels that occupy an unincorporated island. State Statute provides that annexation of such islands does not require the usual petition of landowners but rather can be initiated by the City Council.

The existing businesses and residences within the island have individual septic systems with all of the developed properties connected to city water.

A public workshop was held on March 9, 2022 where every landowner within the affected area was invited. The issues and concerns identified during the workshop and through meetings with the City Administrator and Public Works Director along with comprehensive planning policies provide a focus for this report.

1.2 Purpose

This Cost/Benefit Analysis has been completed in compliance with the policies of the Omak Comprehensive Plan which require such an analysis be completed. The following are Comprehensive Plan Policies for annexation:

- That priority for annexation be given to lands wholly or substantially surrounded by existing corporate limits that lie within the Urban Growth (City Expansion) Area.
- That all lands to be annexed lie within the Urban Growth (City Expansion) Area and be required to connect to City services.
- That all extensions of City services to lands outside the corporate limits require annexation into the city, with the exception of those required to serve Tribal enterprises.
- That annexations be done in a coordinated manner taking in as many parcels as feasible in selected areas.

The purpose of this analysis is to provide an understanding of the costs and benefits to the city, its current residents and the landowners within the area to be annexed.

1.3 Scope

This report includes analysis of tax and rate impacts on landowners, land use analysis considering several build-out scenarios and resulting costs/benefits/impacts, potential costs and benefits for the city and landowners.

The following table contains data on the parcels proposed for annexation.

Parcel #	Current Land Use	Landowner	Parcel Size (Acres)	Address	2021 Assessed Value		Property Tax Paid
					Land	Improvements	
3426250023	67 - Services	State Dept of Conservation	2.01	741 Riverside Dr	\$262,700	\$13,500	\$0
3426250090	55 - Trade	Kevin & Janelle Smith	0.46	675 Riverside Dr	\$60,100	\$100,400	\$1,748.72
3426250089	76 - Recreational	DNR	0.45	-	\$58,800	\$0	\$0
3426250057	11 - Residential	Steven & Tina Reid	0.91	699 Riverside Dr	\$39,600	\$156,500	\$2,136.60
3426250156	11 - Residential	Richard Lange & Jennifer Marsden	0.88	-	\$38,300	\$136,700	\$1,906.71
TOTALS			4.71		\$459,500	\$407,100	\$5,792.03

1.4 Points of Contact

Todd McDaniel
City Administrator
City of Omak
P.O. Box 72
Omak, WA 98841
509 826 1170

Kurt Danison
Highlands Associates
P.O. Box 1431
Okanogan, WA 98840
509 322 4037

2.0 ASSUMPTIONS AND BASELINE DATA

2.0 ASSUMPTIONS

2.1 Overall Assumptions

The following overall assumptions were used to develop and analyze the data contained in this report:

1. Property tax levies and distribution as adopted and in place in for 2021.
2. Projections of new parcels, households and residents represent the maximum potential, it is highly likely that the numbers will be substantially lower for the foreseeable future.
3. No public infrastructure is required for the annexation.
4. Total 2021 Taxable Value of City - \$306,659,748
5. City 2021 Property Tax Revenue - \$865,570
6. Total 2021 Taxable Value of proposed annexation area - \$866,600
7. Total 2021 Property Tax Revenue from proposed annexation area - \$5,792.03
8. City 2021 population - 4,975¹
9. City area - 1,928 acres²
10. Total City 2021 households - 2,236³
11. Average Household Size is 2.22 persons
12. Utility rates and taxes as adopted and place in January 2021
13. Potential build-out (total number of potential parcels and households) of the existing residential and undeveloped properties within the annexed area is based on lot size and density for the High-Density Residential land use designation and RM Zoning.
14. No estimate for potential build-out commercial use as said property is essentially built out at present
15. No build-out projections are made for public-owned properties
16. Five existing water accounts in proposed annexation area
17. Water use⁴ - 636 gallons per capita per day
18. Sewer generation⁴ - 122.37 gallons per capita per day
19. Traffic generation - 9 trips per day per single family household

The following sections provide greater detail on many of the assumptions.

2.2 Land Use Build-Out Assumptions

Two scenarios were developed for the potential residential and commercial build-out of the proposed annexation area based on minimum lot sizes and maximum densities contained in existing and proposed land use designations. The results of the scenarios provide data, primarily a projection of the potential number of additional dwelling units or businesses, for calculation of potential costs and benefits of the annexation over the long term.

Table 2.2.1 provides a summary of parcels in the proposed annexation area (see Attachment I) including size and current land use.

¹ - OFM April 1, 2021 Population number.

² - Omak Comprehensive Plan.

³ - 2021 US Census estimate.

⁴ - this data includes all users, residential, commercial, industrial and institutional.

Table 2.2.1 – Proposed Annexation Area Land Use Summary

Existing Land Use ⁵	# of Parcels	Acres
Single Family Residential	2	1.79
Wholesale/Retail	1	0.46
Services (Public owned)	1	2.01
Undeveloped (Public owned)	1	0.45
TOTALS	5	4.71

2.2.1 Scenario #1 No Annexation – County Land Use Designations/Zoning

This scenario assumes that the project area remains unincorporated and subject to Okanogan County land use and health regulations. The scenario also assumes that parcels presently used for some form of service, commercial or entertainment activity will remain in said use. Minimum lot size is assumed to be 12,000 sq feet for parcels connected to City water. All potential “new” parcels are assumed to be connected to City water with on-site septic systems. Small parcel sizes, potentially with densities as low as 2 to 4 dwellings to the acre, are possible with access to City water. However, this analysis does not assume that the City has the water available to provide for new development outside of the City limits.

Table 2.2.1.1 provides a summary of potential parcels in the proposed annexation area (see Attachment I) calculated using parcel size and acreage by current land use.

Table 2.2.1.1 – No Annexation Scenario #1 Land Use Summary

Existing Land Use ⁶	# of Parcels	Acres	# of Potential New Parcels	# of Potential New Households	# of Potential New People
Single Family Residential	2	1.79	4	4	9
Wholesale/Retail	1	0.46	0	0	0
Services	1	2.01	0	0	0
Undeveloped	1	0.45	0	0	0
TOTALS	5	4.71	4	4	9

While there is the potential to reduce minimum parcel sizes through a variance from the Okanogan County Board of Health, through connection to the City’s water and sewer systems or development of small community septic systems no further analysis is required since this represents the No Action Alternative and beyond the surcharged water rates presently being paid to the City, has no cost or benefit to the City.

2.2.2 Scenario #2 Annexed – RM and HB Zoning

This scenario assumes the area is annexed, sewer service extended, areas designated as High Density Residential will be zoned Residential Multi-Unit (RM) and areas designated as Autor-Oriented Commercial are zoned Highway Business (HB). The RM zone has a minimum lot size

⁵ - based on Okanogan County Assessor’s DOR Code, October 2021.

⁶ - based on Okanogan County Assessor’s DOR Code, October 2021.

for single-unit dwellings: 6,000 sf. Duplexes: 8,000 sf. Apartment buildings: 6,000 sf. plus 1,000 sf. for each additional unit over six, all other uses: 10,000 sf. with densities of up to 36 dwelling units per acre (with Planned Development approval). The HB zone does not contain any minimum lot size or density standards, however with two of the parcels owned by the State of Washington, which are unlikely to be developed for residential uses, and the other parcel presently developed for commercial uses no further development of these parcels are included in this scenario.

Table 2.2.2.1 provides a summary of the maximum potential parcels and dwelling units (for RM parcels only) in the proposed annexation area (see Attachment I).

Table 2.2.2.1 – Annexation Scenario #2 Land Use Summary

Existing Land Use ⁷	Existing # of Parcels	Developable Acres	# of Potential New Parcels ⁸	# of Potential New Households	# of Potential New People
Single Family Residential	2	1.79	10	10	22
Wholesale/Retail	1	0.46	0	0	0
Services	1	2.01	0	0	0
Undeveloped	1	0.45	0	0	0
Totals	5	4.71	10	10	22

2.3 Population Assumptions

The 2021 population estimate for the city is 4,795 in 2,236 households for an average household size of 2.22 persons. There are 2 single-family residences in the proposed annexation area. With the assumption that household size in the proposed annexation area is the same as the city, the population of the area is 4.

Table 2.3.1 uses this data and assumptions to provide population projections based on the land use scenarios presented in Section 2.2.

Table 2.3.1 – Project Area Population Projections

	Scenario #1 Additional Population	Scenario #2 Additional Population
Current Population	9	22
TOTAL CITY POPULATION	No Change	4,817

⁷ - based on Okanogan County Assessor's DOR Code, October 2021.

⁸ - assumes single-family develop with 6,000 sq ft lots.

2.4 Utility and Transportation Assumptions

Table 2.4.1 provides a summary of baseline water, sewer and street system impacts using the assumptions and data in the preceding sections.

Table 2.4.1 – Water, Sewer and Street Baseline

# of Households/ Businesses ⁹	ADT ¹⁰ Traffic	GPD ¹¹ Sewer	GPD ¹² Water
2	18	244.74	1,272
2	36	489.48	1,272

Table 2.4.2 provides projections on the potential impacts to the water, sewer and street systems based on the Scenario #2 described in Section 2.2. The data assumes that the number of new connections will be equal to the number of new households.

Table 2.4.2 – Water, Sewer and Street Projections

Land Use Scenario	# of Additional Households	Additional ADT ¹⁰ Traffic	Total GPD ¹¹ Sewer	Additional GPD ¹² Water
Scenario #1	4	36	489.48	2,544
Scenario #2	10	90	1,223.70	6,360

2.5 City Expenditure Assumptions/Baseline

This section provides detail on the assumptions used to develop estimates of increased city expenditures. Table 2.5.1 provides 2020 City Budget data which is used to develop baseline cost assumptions.

⁹ - number of households as calculated in Section 2.3

¹⁰ - ADT – average daily total traffic based on 9 trips/household/day, with 18 trips/business/day

¹¹ - GPD – gallons per day based on 122.37 gallons per connection/day

¹² - GPD – gallons per day based on 636 gallons per connection/day

Table 2.5.1 – 2020 City Expenditures

City Budget Item	Amount
Police	\$1,725,524.00
Fire	\$292,266.00
Streets	\$2,112,559.50
Water	\$2,809,071.50
Sewer ¹³	\$5,591,831.00
Parks	\$585,439.50
Stormwater	\$725,806.00
Airport	\$762,181.50
Garbage	\$1,228,099.00
General Government ¹⁴	\$4,457,935.40
TOTAL	\$20,290,713.40

Table 2.5.2 provides five alternative methods for the calculation baseline costs for existing services that can be used for estimating the costs and/or benefits of annexation.

Table 2.5.2 – City Baseline Cost Assumptions¹⁵

City Budget Item	Baseline per capita/ 4,795 residents	Baseline per acre/ 1928 acres	Baseline per water accounts ¹⁶ (1921)	Baseline per sewer accounts ¹⁶ (1834)	Baseline per mile of street (11)
Police	\$360	\$895	\$898	\$941	\$156,866
Fire	\$61	\$152	\$152	\$159	\$26,570
Streets	\$441	\$1,096	\$1,100	\$1,152	\$192,051
Water	\$586	\$1,457	\$1,462	\$1,532	\$255,370
Sewer	\$1,166	\$2,900	\$2,911	\$3,049	\$508,348
Parks	\$122	\$304	\$305	\$319	\$53,222
Stormwater	\$151	\$376	\$378	\$396	\$65,982
Airport	\$159	\$395	\$397	\$416	\$69,289
Garbage	\$256	\$637	\$639	\$670	\$111,645
General Government	\$930	\$2,312	\$2,321	\$2,431	\$405,267
TOTALS	\$4,232	\$10,563	\$11,064	\$11,065	\$1,844,610

Table 2.5.2 shows that baseline costs for the city are: \$4,232 per capita; \$10,524 per acre; \$11,064 per water account; \$11,065 per sewer account; or, \$1,844,610 per mile of street.

¹³ - includes debt service

¹⁴ - this category includes all other expenditures less those included in Table

¹⁵ - may include one-time large projects and debt service

¹⁶ - includes all accounts, including those existing in project area (2021 budget data)

2.6 Baseline Property Tax Data

The following table provides data on current property taxes and distribution for low (\$80,000), average (\$160,000) and high (\$300,000) valued properties in the area proposed for annexation. Table 2.6.1 provides baseline data for proposed annexation area properties as they are presently valued and taxed. Table 2.6.2 provides the same data with all properties annexed into the City. Table 2.6.3 provides a bottom line comparison of the two sets of data.

Table 2.6.1 – Current Property Tax Data for Proposed Annexation Area

Okanogan County Property Tax Levy spread	Levy Rates	Tax on Low Valued Property	Tax on Average Valued Property	Tax on High Valued Property
Omak Schools O&M	1.4650637720	\$117	\$234	\$440
Omak Schools Bonds	1.0755985175	\$86	\$172	\$323
County Current Expense	1.4960218501	\$120	\$239	\$449
County roads	1.4940818052	\$120	\$239	\$448
Library	0.3693977329	\$30	\$59	\$111
Fire District 3	0.5511526597	\$44	\$88	\$165
Cemetery	0.00	\$0	\$0	\$0
State Part I	2.2280976210	\$178	\$356	\$668
State Part II	1.1992203294	\$96	\$192	\$360
Hospital District #3 Bonds	0.3667441554	\$29	\$59	\$110
Hospital District #3 Regular	0.6501000995	\$52	\$104	\$195
Omak	0.00	\$0	\$0	\$0
TOTAL LEVY RATE/PROPERTY TAX	10.8954785427	\$872	\$1,742	\$3,269

Table 2.6.2 –Property Tax Data for Project Area if Annexed

Okanogan County Property Tax Levy Spread	Levy Rates	Tax on Low Valued Property	Tax on Average Valued Property	Tax on High Valued Property
Omak Schools M & O	1.4650637720	\$117	\$234	\$440
Omak Schools Bonds	1.0755985175	\$86	\$172	\$323
Fire District #3	0.00	\$0	\$0	\$0
County Current Expense	1.4960218501	\$120	\$239	\$449
County roads	0.00	\$0	\$0	\$0
Library	0.00	\$0	\$0	\$0
Cemetery	0.00	\$0	\$0	\$0
State Part I	2.2280976210	\$178	\$356	\$668
State Part II	1.1992203294	\$96	\$192	\$360
Hospital District #3 Bonds	0.3667441554	\$29	\$59	\$110
Hospital District #3 Regular	0.6501000995	\$52	\$104	\$195
Omak	2.8225745493	\$226	\$452	\$847
TOTAL LEVY RATE/PROPERTY TAX	11.3034208942	\$904	\$1,809	\$3,391

It is important to note that the only revenue to the city would be the Omak portion of the overall levy. The primary differences in the distribution of property taxes for properties when annexed is that Fire District #3, Library and County Road fund no longer get a share, the City does.

Table 2.6.3 –Property Tax Data Comparison

Property Tax	Levy Rate	Tax on Low Valued Property	Tax on Average Valued Property	Tax on High Valued Property
County	10.8954785427	\$872	\$1,742	\$3,269
Omak	11.3034208942	\$904	\$1,809	\$3,391
DIFFERENCE	0.40794235150	\$32	\$67	\$122

2.7 Utility Rates and Taxes

This section provides data on existing utility rates and taxes for the unincorporated and incorporated areas. Utility rates only apply to properties connected to the City's systems. The City has a different rate structure for utility connections outside of the city limits. Table 2.7.1 summarizes existing¹⁷ utility rate and tax data.

Table 2.7.1 –Utility Rate and Tax Data

¹⁷ - 2017 Rates

Utility or Tax	Rate or Tax Depending whether Property is in:	
	County	City
Monthly Water rate ¹⁸	\$58.61	\$39.07
Monthly Sewer rate	\$0	\$81.24
Garbage rate	\$0	\$13.41
Stormwater	\$0	\$4.37
Power tax (each bill)	\$0	10%
Telephone tax (each bill)	\$0	6%
Water/Sewer Tax (each bill)	10%	10%
Water Connection ¹⁹	\$0	\$1,500
Sewer Connection Inspection ²⁰	\$0	\$250.00

2.8 Proposed Infrastructure Project

The proposed annexation does not entail the extension of public utility services, with all properties presently on city water and the annexation being driven by the veterinarian clinic's desire to connect to city sewer, the proposed annexation does not require public improvements. Each property will be required to connect to city sewer when existing septic systems fail or property is developed. The cost of connecting to sewer will be the responsibility of the individual landowner.

The completion of Jonathan Avenue to connect Oak and Quince Streets is a priority that will require city resources however, the intent is to complete this connection whether the proposed annexation is approved or not.

¹⁸ - 1" meter or less---\$39.07. Outside city limits 50% surcharge on base rate and overage charges.

¹⁹ - Water Connection is \$2420.00 for a 3/4 x 5/8 inch service plus additional costs if there are any. Connections in excess of the 3/4 x 5/8 will be \$2420.00 plus additional cost of materials.

²⁰ - Customer required to complete installation and pay City \$250 for inspection.

3.0 DESCRIPTION OF ALTERNATIVES

3.0 DESCRIPTION OF ALTERNATIVES

There are three basic alternatives to consider:

- No Action
- Annexation with no or limited infrastructure

3.1 No Action

The no action alternative results in no annexation and no extension of city utilities or services.

3.2 Annexation with No or Limited Infrastructure

Under this alternative, landowners agree to annexation and there is no or limited expansion of city owned and operated utilities. The result will likely be extension of utilities and improvements to streets on an as needed and piecemeal basis as development occurs. This approach will place the majority if not all of the burden for planning, engineering and financing improvements on landowners as they choose to develop their property and/or business.

4.0 COSTS AND IMPACTS

4.0 COSTS AND IMPACTS

This section provides data on potential basic costs associated with each alternative using the data provided in Section 2.0. It is important to note that the data in Sections 4.1 and 4.2 do not include potential costs associated with financing of infrastructure improvements. Infrastructure costs are examined in Section 4.3.

Basic cost data in Sections 4.1 and 4.2 are divided into two separate areas: costs for landowners; and, costs for the City.

4.1 Landowner Costs

Table 4.1.1 provides a summary of the potential monthly costs to a landowner with an assessed value of \$160,000, with \$150/month phone and \$100/month power bills for the two alternatives. The city currently provides water to 4 connections in the project area.

Table 4.1.1 – Land Owner Monthly Costs Summary by Alternative

Costs	No Action	Annexation
Property Tax Levy Rate	\$145.17	\$150.75
Monthly Water base rate ²¹	\$58.61	\$39.07
Monthly Sewer rate ²²	\$0.00	\$81.24
Stormwater rate	\$0.00	\$4.37
Garbage rate	\$0.00	\$13.41
Power tax (each bill)	\$0.00	\$10.00
Telephone tax (each bill)	\$0.00	\$9.00
Water/Sewer Tax ²³ (each bill)	\$5.86	\$12.44
	\$209.64	\$320.28

4.1.2 Other Landowner Costs by Alternative

4.1.2.1 No Action

Under the no action alternative, landowners will see no changes other than the normal increase in property taxes over time. For those landowners served by City water, periodic rate increases can be expected and potential surcharges for debt service related to needed improvements.

This alternative constrains the landowner's ability to develop their property due to County regulations on minimum parcel sizes and limitations on septic systems. However, as noted, if the

²¹ - 1" meter or less---\$64.67 plus 0.50 each additional 100 cubic feet. Rates (2017) and only apply to the four properties with a water connection. Rates may be increased in the future. Presently 5 water connection in area to be annexed.

²² - only one sewer connection is anticipated upon annexation.

²³ - only applicable for those properties connected to city water or sewer utilities.

City agrees to provide water, minimum parcel sizes can be reduced and the density and type of new development increased.

4.1.2.2 Annexation with utilities

Under this alternative, costs beyond those presented in Table 4.1.2 are difficult to define.

4.2 City Costs

4.2.1 City Baseline Costs

Table 4.2.1 provides projections using the costs detailed in Table 2.5.2 to provide project area baseline costs assuming annexation and service under current land use conditions.

Table 4.2.1 – Project Area Baseline City Annual Costs

City Budget Item	Baseline per capita 4 residents	Baseline per acre 4.71 acres	Baseline per existing water connections ²⁴ (4)	Baseline per existing sewer connections (1)	Baseline per street mile (.15)
Police	\$90	\$190	\$225	\$941	\$23,530
Fire	\$15	\$32	\$38	\$159	\$3,986
Streets	\$110	\$233	\$275	\$1,152	\$28,808
Water ²⁵	\$147	\$309	\$366	\$1,532	\$38,306
Sewer	\$292	\$616	\$728	\$3,049	\$76,252
Parks	\$31	\$65	\$76	\$319	\$7,983
Stormwater	\$38	\$80	\$95	\$396	\$9,897
Airport	\$40	\$84	\$99	\$416	\$10,393
Garbage	\$64	\$135	\$160	\$670	\$16,747
General Government	\$233	\$491	\$580	\$2,431	\$60,790
TOTAL	\$1,060	\$2,235	\$2,642	\$11,065	\$276,692

Table 4.2.1 shows that the projected baseline costs to the City vary depending on the methodology used to determine the number. The cost varies from \$1,060 annually per capita, \$2,235 annually per acre, \$2,642 annually per existing water account, \$11,065 annually per sewer account or \$1,579 annually measured on a per mile basis.

²⁴ - existing water connections, water is already provided and costs for service included in existing budget

5.0 BENEFITS

5.0 BENEFITS

This section provides data on the potential benefits to landowners and the City.

5.1 Landowner Benefits

This section describes landowner benefits under each alternative.

5.1.1 No Action

- Under the no action alternative there are no benefits for landowners, the situation remains static.

5.1.2 Annexation with No Utilities/Transportation Extensions/Improvements

- Under this alternative all lands within the project area would be annexed and city utilities will be available as requested by landowners.
- Existing water customers will see a 50% reduction in their monthly water bills.
- Access to city water and sewer will allow landowners the opportunity to develop their properties for higher density and higher impact uses.

5.2 City Benefits

Table 5.2.1 provides a summary of projected revenues from property taxes, utility rates, connection/inspection fees and surcharges and utility taxes assuming full build-out.

Table 5.2.1 – City Estimated Annual Revenues with Annexation and Full Buildout

Revenue Sources	No Action with City Water	Annexation with sewer
Property Tax ²⁶	\$0.00	\$21,702.57
Water rates ²⁷	\$2,321	\$6,207.84
Water Connection Charge ²⁸	\$0.00	\$24,200.00
Sewer rates	\$0.00	\$11,698.56
Sewer Connection Charge ²⁹	\$0.00	\$2,500.00
Power tax ³⁰	\$0.00	\$1,440.00
Garbage	\$0.00	\$1,931.04
Stormwater	\$0.00	\$629.28
Telephone tax ³¹	\$0.00	\$1,296.00
Water/Sewer tax ³²	\$232	\$1,790.64
Sewer Connection Inspection Fee ³³	\$0.00	\$0.00
TOTALS	\$2,553	\$73,395.93

It is important to note that the numbers for water and sewer rates and charges are based on full build-out which, at present growth rates will not likely occur within the foreseeable future. An increase in retail sales tax from the existing businesses in the annexation area can be expected but no estimate is provided.

²⁶ - assumption that each new household will have a taxable value of \$160,000, no assumptions on commercial, cultural or industrial development. In addition, the actual annual amount received by the City, after new construction, will be limited by the 1% limitation on property tax revenues, therefore the dollar amount provided represents a one-time bump as new construction is added to the tax rolls. The effect of the annexation will add more value to the City as well as new property owners to spread the no more than 1% increase in property taxes each year.

²⁷ - outside City limits \$64.67, inside \$43.11/per month.

²⁸ - one time charge of \$2,420 at time of connection.

²⁹ - one time charge of \$250 at time of connection.

³⁰ - estimates based on 10% utility tax on hypothetical \$100/month power bill.

³¹ - estimates based on 6% utility tax on hypothetical \$150/month phone bill.

³² - only applicable for those properties connected to city water or sewer utilities based on total rate water/sewer rate revenue times 10%.

6.0 COMPARATIVE COST/BENEFIT SUMMARY

6.0 COMPARATIVE COST/BENEFIT SUMMARY

Table 6.0.1 provides a summary of the costs and benefits to the City for each alternative described in Section 3.0. Please note that the numbers are based on the current level of development assuming 6 residents within the annexation area.

Table 6.0.1 – City Cost/Benefit Comparison by Alternative

Costs/Benefits	No Action		Annexation Without Improvements
	With City Water ³⁴	Without City Water	
City Costs	\$588.00	\$0.00	\$588.00
City Benefit	\$3104.16	\$0.00	\$2,069.28
Difference	\$2,516.16	\$0.00	\$1,481.28

It is clear from the data that the City will see a benefit from annexation without any improvements, primarily through the increased retail sales tax captured in the annexation area. If improvements are constructed all at once, the required debt service will eliminate the financial benefit, particularly if the entire amount is financed. However, it is important to note that as new development and connections to city utilities are made, the increased revenue will slowly add to the benefit side of the equation and slowly eliminate the difference between the costs and benefits.

³⁴ - figure based on cost per household times number of households.

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: Wayne Beetchenow
Public Works Director

Date: July 5, 2022

Subject: **Resolution No. 44-2022** Approving a County Reimbursable Agreement
For 2022 Chip Seal Project.

The attached Resolution **44-2022, a Resolution of the Omak City Council Approving a County Reimbursable Agreement Between the City of Omak and Okanogan County Public Works for Chip Seal Project.**

This agreement is needed for the 2022 Chip Sea project funded through TIB. The County is willing to assist the city in the completion of this project. This agreement assures reimbursement to them for their equipment, labor, and materials. The project is expected to be slightly higher in cost than identified in the 2022 budget. TIB is willing to cover 95% of the additional costs.

I support this Resolution and recommend its approval.

RESOLUTION No. 44-2022

A RESOLUTION OF THE CITY COUNCIL OF OMAK, WASHINGTON, APPROVING A COUNTY REIMBURSABLE AGREEMENT BETWEEN THE CITY OF OMAK AND OKANOGAN COUNTY PUBLIC WORKS FOR CHIP SEAL PROJECT

WHEREAS, the Revised Code of Washington, RCW 35.77.020 authorizes units of government within the State to enter into cooperative agreements for the provision of goods and services to each other; and

WHEREAS, the City of Omak Public Works desires to Chip Seal Roads in the North Area of Omak; and

WHEREAS, Okanogan County Public Works has the ability to provide this service to the City of Omak, in conjunction with their current road maintenance program.

WHEREAS, County Reimbursable Agreement Public Agency was entered into on June, 18th,2013.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Omak that the County Reimbursable Agreement, between the City of Omak and Okanogan County Public Works, a copy of which is attached hereto as Exhibit "A", is approved. The Mayor is hereby authorized and directed to execute the same for and on behalf of the City, and the City Clerk is authorized and directed to attest her signature.

INTRODUCED AND APPROVED by the City Council of the City of Omak this _____ day of _____, 2022.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

REQUEST TO COUNTY ROAD DEPARTMENT FOR REIMBURSEMENT OF WORK

To The County Engineer:

Pursuant to terms of an agreement between the county and (Name of Requesting Agency) City of Omak adopted and approved on June 18, 2013 the undersigned hereby requests the county to perform the work listed below at a time and in a manner convenient to the county. The undersigned further requests that the work be completed no later than September 15, 2022 and hereby guarantees reimbursement to the county for all work done up to a maximum of \$234,000.00.

Work requested: Chip Seal for the City of Omak, see attached list.

All terms of said agreement shall apply with the following exceptions:

Listed Exceptions: The City of Omak is responsible for any crack sealing, hand patching, pre-leveling, street sweeping, and covering utilities before the County starts chip seal. After chip seal is applied the City is responsible for street sweeping and striping.

DATE _____ SIGNATURE _____

(Agency Representative) TITLE _____

To The Board of County Commissioners: DATE _____

I have examined the above request and make the following recommendations:

SIGNATURE _____ (County Engineer)

Action of the Board of County Commissioners: DATE _____

- The Engineer's recommendation is hereby approved.
- The Engineer's recommendation is not approved or modified as follows:

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

ATTEST:

Jim DeTro, Member

Laleña Johns, Clerk of the Board

Andy Hover, Chairman

Chris Branch, Vice Chair

	Length	Width
Koala Drive	5940	39
Shumway Rd	1975	39
Quince	1300	39
Omache Dr	1542	39
Oak St	1970	37
Locust St	2500	28
E. Dewberry	3512	35
W. Cherry Ave	1660	37
E. Cherry Ave	743	40
Juniper St	1081	59
E. Dewberry Ave	1173	38
Elberta Ave	1200	23