

*The Washington State Boundary Review Board  
For King County*

***AGENDA***

***REGULAR MEETING***

***7:00 P.M.***

***Thursday, July 9, 2026***

***Bellevue Fire Department Station 9 a/k/a Newcastle Fire Station  
12412 Newcastle Way, Bellevue, WA 98006***

***Hybrid Option: Zoom Meeting ID: 869 0339 3324, Passcode: 446243***

***NOTE TO THE PUBLIC:***

***This meeting is open to the public pursuant to the Open Public Meetings Act (OPMA).***

***I. CALL TO ORDER – 7:00 PM***

***Cheryl Scheuerman, Chair***

***II. ROLL CALL***

Mary Lynne Evans
Matthew Everett
Chandler Felt
Jay Hamlin
Ken Hearing
Karen Howe
Teresa Platin
Stephen Toy

***III. PUBLIC COMMENT***

***IV. MINUTES:***

***Regular Meeting of June 11, 2026***

**AGENDA**

**July 9, 2026**

**Page Two**

**V. ADMINISTRATION**

- A. Chair’s Report
- B. Executive Secretary’s Report
  - 1. Board Vacancies
- C. Committee Reports
  - 1. Steering Committee & Nominating Committee Joint Report

**VI. WATCH AND DISCUSS – WASHINGTON STATE HOUSE OF REPRESENTATIVES LOCAL GOVERNMENT COMMITTEE WORK SESSION – JUNE 11, 2026**

- A. [Local Government Annexations](#)

**VII. TRAINING**

- A. Petition Methods of Annexation – Non-City
- B. Orientation to Potential Annexation Areas – Part 1

**VIII. OLD BUSINESS**

- A. None

**IX. NEW BUSINESS:**

- A. New File: None
- B. [Masterlist](#)
- C. Upcoming Actions/Other Updates

**X. ADJOURNMENT**

**COMMITTEE MEMBERSHIP LIST**

Steering Committee*
CHAIR: Jay Hamlin
Karen Howe

Nominating Committee*
CHAIR: Teresa Platin
Stephen Toy
Matthew Everett

Personnel Committee*
CHAIR: Ken Hearing
Teresa Platin
Mary Lynne Evans

Legislative Committee*
CHAIR: Mary Lynne Evans
Chandler Felt
Stephen Toy
Karen Howe

Budget Committee*
CHAIR: Chandler Felt
Ken Hearing
Matthew Everett

\*Cheryl Scheuerman, as Board Chair, is an ex officio member on all committees

**WASHINGTON STATE BOUNDARY REVIEW BOARD  
FOR KING COUNTY  
REGULAR MEETING**

**June 11, 2026**

**MINUTES**

**I. CALL TO ORDER**

Chair Cheryl Scheuerman convened the meeting at 7:00 P.M.

**II. ROLL CALL**

The following members were present:

Mary Lynne Evans

Matthew Everett

Chandler Felt

Karen Howe

Jay Hamlin

Ken Hearing

Teresa Platin

Stephen Toy

Other attendees: Rey Sugui, King County Department of Local Services, Robert C. Kaufman, Board Counsel, Shelby Miklethun, Angelica Velasquez

**III. PUBLIC COMMENT**

There were no public comments.

**IV. MINUTES**

**REGULAR MEETING – APRIL 9, 2026**

Chair Scheuerman presented the minutes of the Regular Meeting of April 9, 2026, for review and action by the members.

*Action: Jay Hamlin moved and Ken Hearing seconded the motion to adopt the draft minutes for the Regular Meeting of April 9, 2026.*

*Board members voted eight in favor of approving this record of the Regular Meeting. Mary Lynne Evans abstained as she did not attend the April 9, 2026, Regular Meeting.*

**V. ADMINISTRATION**

**A. CHAIR'S REPORT**

Chair Scheuerman shared her excitement for the Board's continued focus on training. She added that there may be additional possibilities for the Board to share training opportunities with other partners and groups.

**B. EXECUTIVE SECRETARY'S REPORT**

Ms. Miklethun provided a report regarding the Board's vacant position and her related conversations to date with the King County Executive's Office and the

City of Seattle. Members and Ms. Miklethun discussed potential options regarding the Mayors' vacant position in addition to upcoming re-appointment processes in 2027. She then provided an update regarding County email accounts for members that indicated a desire to have one set up and provided additional information regarding the Microsoft suite of products included in the account. Next, she reminded Members to take the [WSABRB 2026 Annual Survey](#) if they had not yet done so. She and Jay Hamlin mentioned that the [WSABRB 2026 Annual Conference](#) will be held via Zoom on October 1, 2026, and will be discounted to \$0. They encouraged all Members and staff to attend. Ms. Miklethun then reported that the WA State House Local Government held a work session earlier in the day regarding annexations and that the July Regular Meeting Agenda would feature information from that session.

**C. COMMITTEE REPORTS**

**1. LEGISLATIVE COMMITTEE**

Legislative Committee Chair Mary Lynne Evans shared additional information regarding the House Local Government Committee work session. She also reported that the WA Chapter of the American Planning Association is working on an issue paper regarding annexations which will touch on topics such as annexation processes and methods, governance in Urban Growth Areas, fiscal frameworks and the role of special purpose districts. She then shared how those issues affect local governments, special purpose districts and Boundary Review Boards.

**VI. ANNEXATIONS IN KING COUNTY**

Rey Sugui, Deputy Chief of Staff of the King County Department of Local Services, provided a report regarding the state of annexations from the King County Executive Branch's perspective. He described his new role at the King County Department of Local Services and detailed several potential upcoming city annexations. He then added that many potential annexation discussions with cities currently include the potential use of an interlocal agreement method of annexation. Finally, he and the members discussed their questions.

**VII. TRAINING – [PETITION METHODS OF CITY ANNEXATION](#)**

Members and Ms. Miklethun discussed petition methods of city annexation available to code cities, non-code cities and towns. She and the members then discussed future training ideas, including an orientation to the [King County Potential Annexation Areas](#).

**VIII. DISCUSSION – OUTREACH METHODS AND OPPORTUNITIES**

Chair Scheuerman and the Members discussed potential training and outreach ideas and opportunities for the Board. Further, the Members discussed alternative options for the appointment of mayoral board member appointments and decided to explore reaching out to the Sound Cities Association regarding its potential interest in leading the process. Members also directed Ms. Miklethun to reach out to Lenora Blauman to seek additional historical information regarding the mayoral appointment process. Finally, Members decided that certain representatives from the Steering Committee and Nominating Committee should meet on June 12, 2026, to discuss communication and next steps with both the City of Seattle and the Sound Cities Association.

**IX. OLD BUSINESS:**

**A. FILE 2423**

Ms. Miklethun shared that a link to the [Closure Letter](#) was included in the Amended Agenda.

**X. NEW BUSINESS:**

**A. NEW FILES: NONE**

**B. THE MASTERLIST**

Ms. Miklethun noted that she had updated the Masterlist.

**C. UPCOMING ACTIONS: NONE**

**XI. ADJOURNMENT**

Chair Scheuerman adjourned the Regular Meeting at approximately 9:08 P.M.

**From:** [Hamlin, Jay](#)  
**To:** [Robert Feldstein](#); [Leah Willoughby](#)  
**Cc:** [Amanda Hebert](#); [tlatin@outlook.com](mailto:tlatin@outlook.com); [klnhowe](#); [Miklethun, Shelby](#)  
**Subject:** RE: Boundary Review Board for King County Mayoral Positions  
**Date:** Monday, July 6, 2026 9:26:00 AM

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Excellent! Thank you.

Teresa is the best contact and so I will let her respond. If for some reason these times don't work for her, I am available.

Thanks again and hope you have safe travels.

Jay Hamlin

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**From:** Robert Feldstein <[robert@SoundCities.org](mailto:robert@SoundCities.org)>  
**Sent:** Monday, July 6, 2026 9:23 AM  
**To:** Hamlin, Jay <[n-jhamlin@kingcounty.gov](mailto:n-jhamlin@kingcounty.gov)>; Leah Willoughby <[Leah@SoundCities.org](mailto:Leah@SoundCities.org)>  
**Cc:** Amanda Hebert <[Amanda@SoundCities.org](mailto:Amanda@SoundCities.org)>; [tlatin@outlook.com](mailto:tlatin@outlook.com); [klnhowe](#) <[klnhowe@gmail.com](mailto:klnhowe@gmail.com)>; Miklethun, Shelby <[Shelby.Miklethun@kingcounty.gov](mailto:Shelby.Miklethun@kingcounty.gov)>  
**Subject:** RE: Boundary Review Board for King County Mayoral Positions

[EXTERNAL Email Notice! ] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Thank you, Jay!

We would be happy to help with this function. We happen to have a board meeting coming up next Wednesday (7/15), and I would love to discuss it with them. I am still traveling until 7/13.

In anticipation, I would love to meet with someone online 7/13 or 7/14 so that I can better understand the process. Sounds like Teresa is the best person to talk to, so hoping Leah and I can connect with her that Monday or Tuesday. Amanda Herbert, cc'd, can help with the calendaring on our end, but just in case, here's my availability:

Monday, 7/13:  
10 am – 11am  
1:30pm – 4:30 pm

Tuesday, 7/14:  
9 – 10:30  
1 -2

Hopefully one of those windows works!

Looking forward to connecting,  
Robert

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**From:** Hamlin, Jay <[n-jhamlin@kingcounty.gov](mailto:n-jhamlin@kingcounty.gov)>  
**Sent:** Monday, July 6, 2026 8:07 AM  
**To:** Robert Feldstein <[robert@SoundCities.org](mailto:robert@SoundCities.org)>; Leah Willoughby <[Leah@SoundCities.org](mailto:Leah@SoundCities.org)>  
**Cc:** [tlatin@outlook.com](mailto:tlatin@outlook.com); klnhowe <[klnhowe@gmail.com](mailto:klnhowe@gmail.com)>; Miklethun, Shelby <[Shelby.Miklethun@kingcounty.gov](mailto:Shelby.Miklethun@kingcounty.gov)>  
**Subject:** Boundary Review Board for King County Mayoral Positions

**To:** Robert Feldstein, Executive Director, Sound Cities Association; Leah Willoughby, COO, Sound Cities Association

***Action Needed***

The Washington State Boundary Review Board (BRB) of King County is requesting assistance from Sound Cities Association with mayoral appointments to our Board. This assistance may occur yearly or as infrequently as every four years. Karen Howe, BRB Steering Committee, has contacted you regarding our request. Teresa Platin, BRB Nominating Chair would be able to discuss the details with Sound Cities Association.

The Washington State legislature enacted chapter 36.93 RCW, which established Boundary Review Boards. The BRB for King County reviews proposals for boundary changes by cities, fire districts, and water/sewer districts within King County, including city or district creations and annexations, new city incorporations, and district mergers. The BRB for King County is mandated to appoint the following: “Four persons shall be appointed by the mayors of the cities and towns located within the county”. RCW 36.93.051 does not define an entity to appoint the mayoral positions, but historically it has been done through the City of Seattle, in concert with other mayors of King County. The City of Seattle is no longer acting as the coordinator.

Please let us know your thoughts at the earliest opportunity. We have a vacancy and excellent candidates ready to be considered.

Thank You,

Jay Hamlin, Boundary Review Board of King County Steering Committee Chair

Teresa Platin, Boundary Review Board of King County Nominating Committee Chair  
Karen Howe, Boundary Review Board of King County Steering Committee  
Shelby Miklethun, Executive Secretary, Boundary Review Board of King County

# **Annexation in Washington State: A Current Look**

for House Local Government Committee

**June 11, 2026**



# Presenters



## **Jill Dvorkin**

Legal Consultant,  
MRSC

## **Carl Schroeder**

Deputy Director  
Government Relations,  
AWC

## **Alon Bassok**

Long Range Planning  
Manager,  
Pierce County

# Annexation Overview



**Annexation  
Basics**



**Relevant  
Statutes**



**Annexation  
Methods**



**Annexation by  
the Numbers**



**Challenge**



# The Basics

- Annexation is a **legislative decision** (all methods)
- Annexed land must be within an **urban growth area** (UGA)
- Annexed land must be **contiguous** to the city boundary, unless a municipal purpose annexation
- Annexations are **exempt from SEPA review**
- Some annexations subject to review by **Boundary Review Board**
- No process in state law to change **county boundaries**
- All annexations must be **certified by the Office of Financial Management**



# Relevant Statutory Chapters

- Chapter 35.13 RCW – Annexations, first and second-class cities and towns
- Chapter 35A.14 RCW – Annexations, code cities
- Chapter 35.02 RCW / Chapter 35A.03 RCW – Incorporation
- Chapter 35.10 RCW – Consolidation/annexation of cities and towns
- Chapter 35.16 RCW/ Chapter 35A.16 RCW – Reducing city boundaries / de-annexation
- Chapter 36.93 RCW – Boundary Review Boards



# Annexation Methods

- 60% Petition Method (Direct Petition Method)
- Alternative Petition Method
- Election Method (Initiated by Petition or by Resolution)
- Unincorporated Islands Method
- Unincorporated Island-Interlocal Agreement Method
- Municipal Purpose Method
- Interlocal Agreement Methods (Code Cities ONLY)
- Interlocal Agreement Method for Annexation of Areas Served by Fire Districts
- Annexation of Federal Areas
- Boundary Line Adjustments Associated with Rights-of-Way or Split Parcels



# Interlocal Agreement Methods

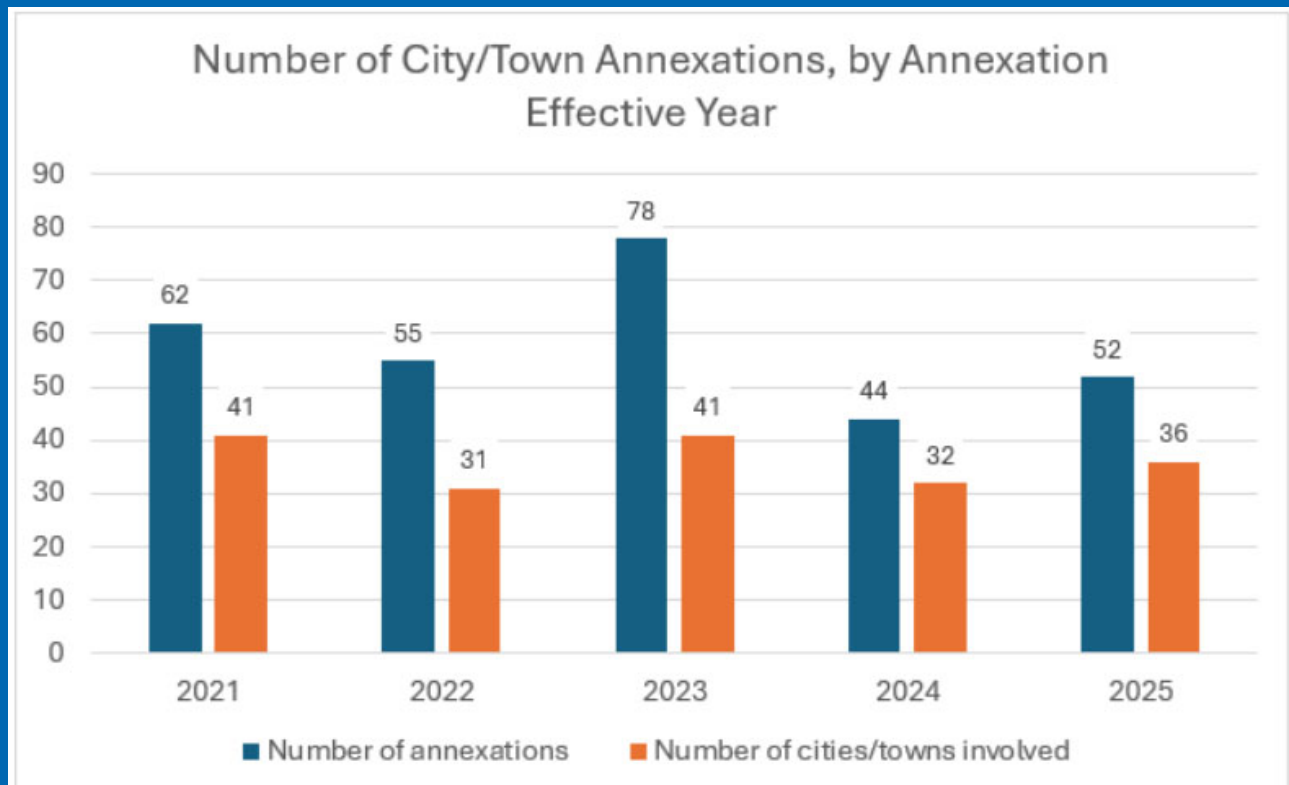
## RCW 35A.14.472

- Robust public participation and notice requirements
- Must address balance of commercial, industrial, and residential properties to understand tax revenue impacts
- Must address infrastructure
- Potential revenue sharing

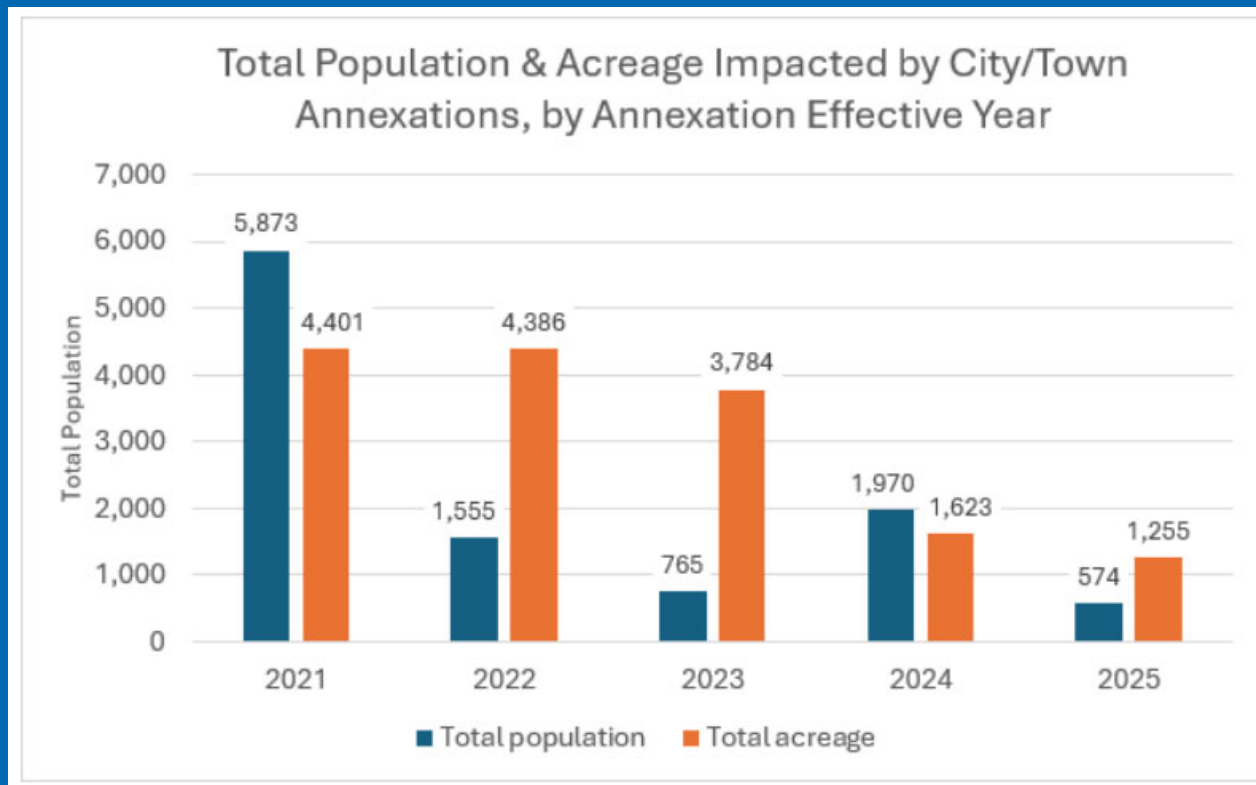
## • RCW 35A.14.296

- Written notice to impacted special purpose districts and adjacent city with opportunity for those entities to join ILA
- If impacted districts disagree with annexation, method cannot be used.
- Public hearings by each legislative body
- No change in residential-zoning for five years

# Annexation – By the Numbers



# Annexation – By the Numbers





# Annexation – By the Numbers

- MRSC Website – 1,111 annexation-related searches (2 years)
- Inquiry Database
  - 130 coded under “annexation” in last five years (roughly 25/year)
  - 307 total using search: annex\* and interlocal

# Annexation and Incorporation– In the News



- [Dash Point and Browns Point \(near Tacoma\)](#)
- [New Birch Bay incorporation study released](#)
- [Chehalis City Council approves settlement with Lewis County Fire Districts 5, 6 concerning annexation effort | The Daily Chronicle](#)
- [City of Sequim moves towards annexation of Flaura's Acres | Sequim Gazette](#)



# The Challenge

## ***Growth Management Act (GMA) premise:***

*Urban growth should occur in urban areas where municipal services can be efficiently provided. Ideally urban growth adheres to existing cities.*

## ***Annexation:***

*Often difficult to accomplish, despite several statutory methods available. Practical barriers.*



# Annexation Related Inquiries

- “...the County has attempted to apply the City's standards in the UGA. This has brought some struggles due to fragmented and/or "unfair" infrastructure. For example, no connection to sidewalks or the ability for the county to maintain stormwater systems that are built to city street standards (basically ditches in the county vs. curb, gutter and other treatment in the city).”

# Thank You!

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06/11/2026

# Annexation & Incorporation

**Alon Bassok**

**Pierce County Planning Manager**



[Alon.Bassok@PierceCountyWA.gov](mailto:Alon.Bassok@PierceCountyWA.gov)

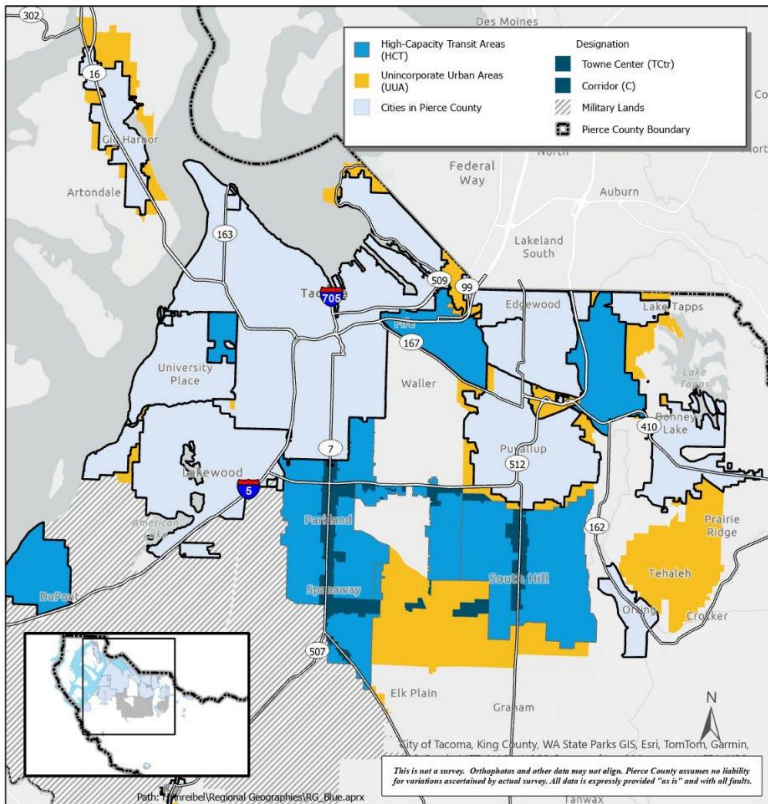


253-924-9649



**PLANNING & PUBLIC  
WORKS**

# Comprehensive Plan



## ENCOURAGE GROWTH NEAR TRANSIT




- Upzones within ½ mile of transit in urban areas
- Streamlined development regulations
- Encourage walkable communities

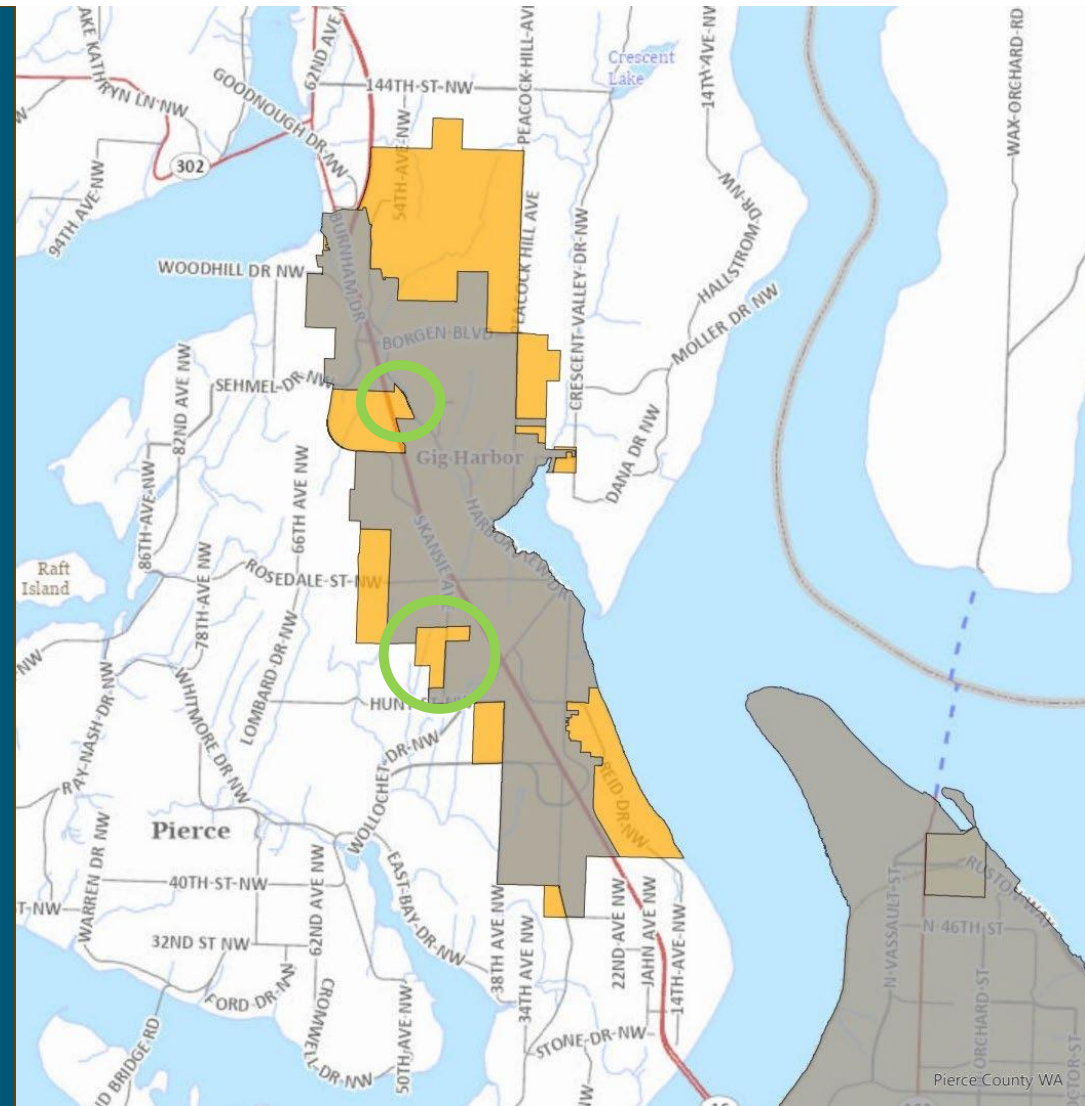


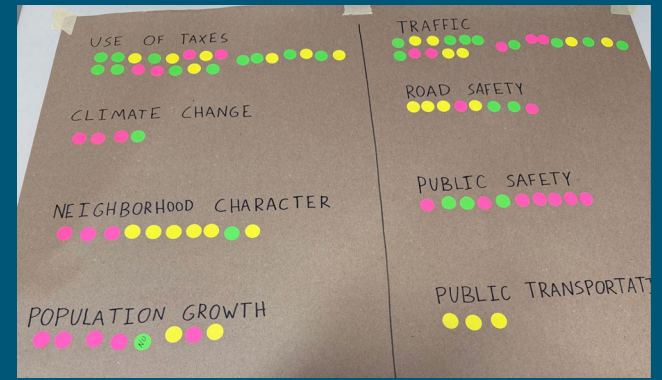
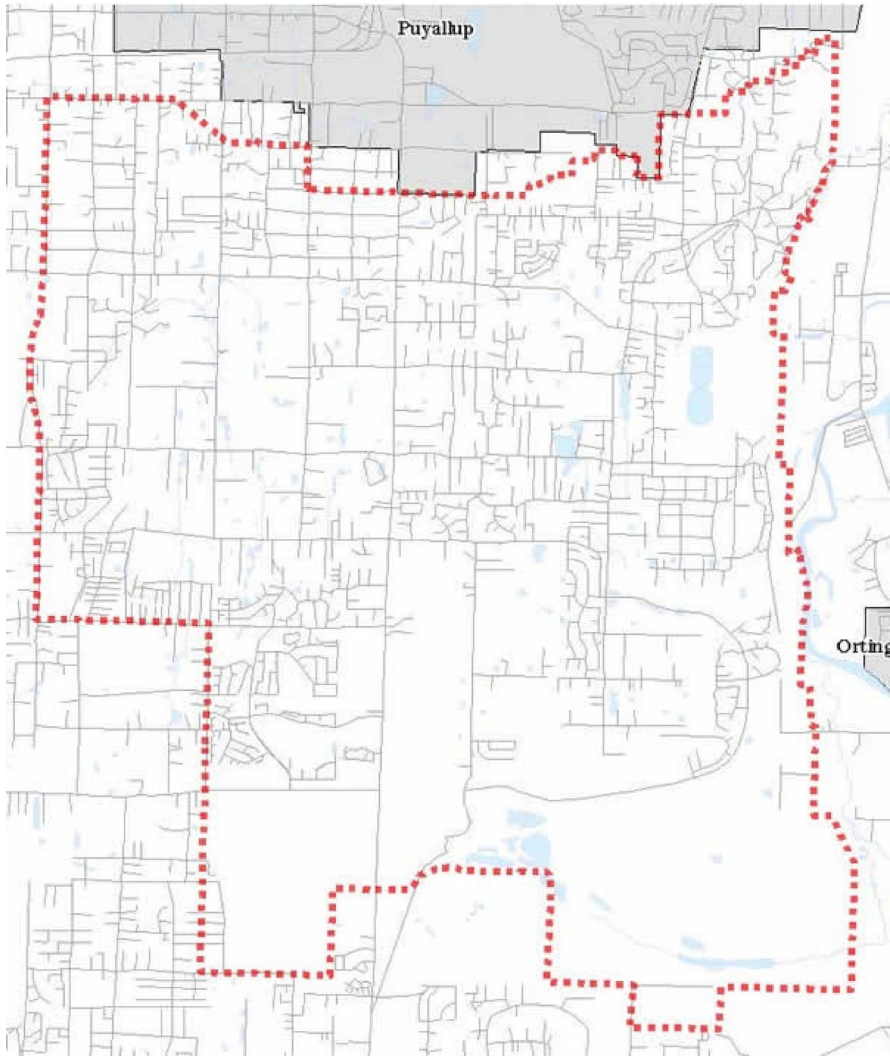
## PRESERVE RURAL CHARACTER

- Retracted the Urban Growth Area
- Eliminated rural density bonuses

# Gig Harbor Potential Annexation Areas

-  Municipal
-  Potential Annexation Area
-  Initial Annexation Phase





# Challenges



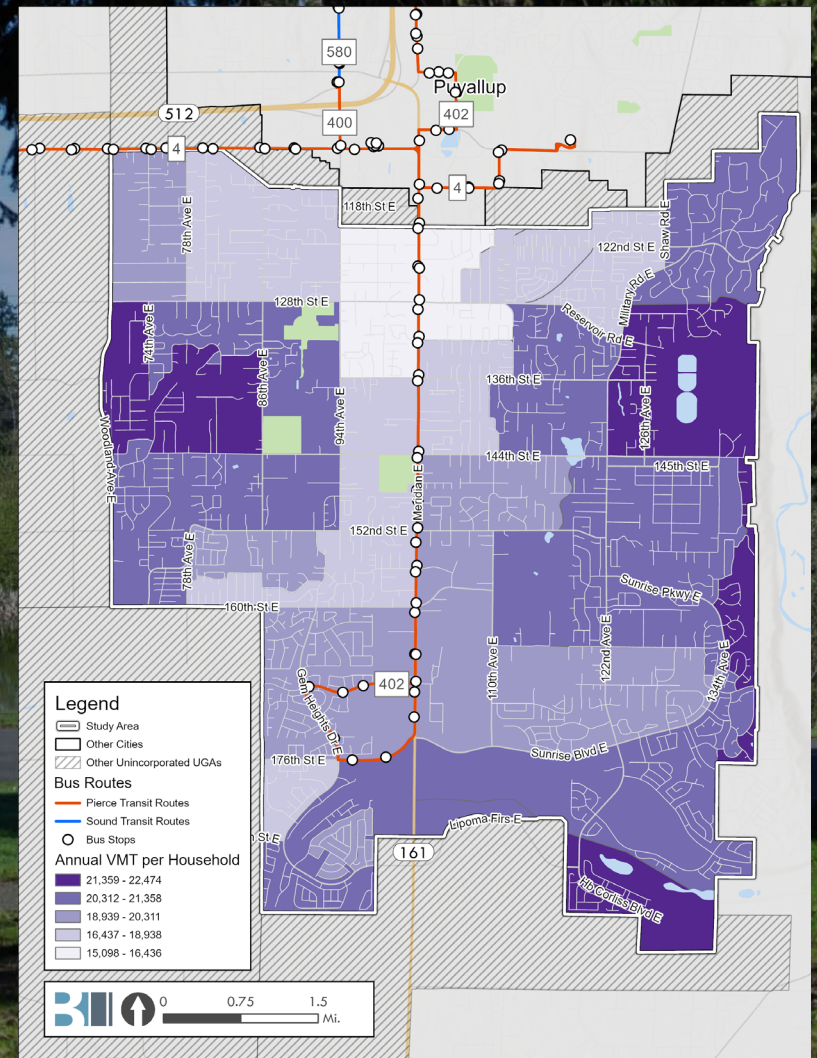
Consistency with cities



Funding



Census





PLANNING & PUBLIC  
**WORKS**

**Thank you!**

