



City of Tacoma

City Council Action Memorandum

**TO:** Hyun Kim, Interim City Manger  
**FROM:** Wesley Rhodes, Senior Planner, Planning and Development Services  
Peter Huffman, Director, Planning and Development Services *PH*  
**COPY:** City Council and City Clerk  
**SUBJECT:** Resolution – Setting a Public Meeting on a Notice of Intention to Commence Annexation in Fife Heights – April 14, 2026  
**DATE:** March 30, 2026

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**SUMMARY AND PURPOSE:**

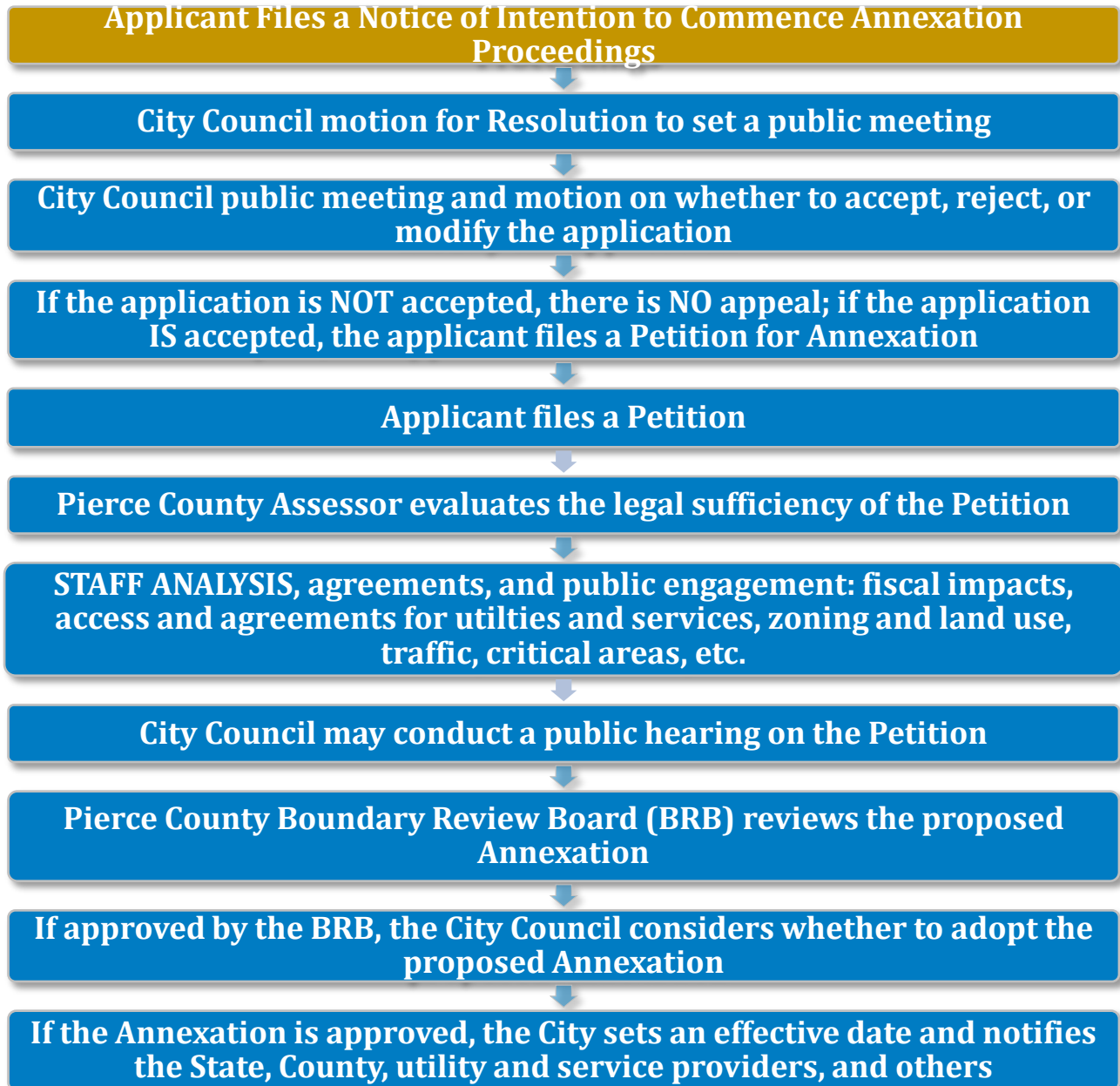
A resolution acknowledging receipt of a Notice of Intention to Commence Annexation Proceedings from the Heiberg family for 10 parcels of land located adjacent to the City of Tacoma in the Fife Heights Potential Annexation Area; and setting April 28, 2026, as the date for a public meeting to assist the Council in determining whether to accept, reject, or geographically modify the proposed annexation, whether it shall require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the comprehensive plan, and whether it shall require the assumption of all or any portion of existing City indebtedness by the area to be annexed.

**BACKGROUND:**

Pursuant to State law (RCW 35.13.125 and RCW 35.13.130), on March 11, 2026, the Heiberg family filed with the City of Tacoma a Notice of Intention to Commence Annexation Proceedings for ten parcels of land in unincorporated Pierce County, as provided in Exhibit A, attached hereto, indicating their desire to begin annexation proceedings for said properties. The annexation includes the following parcel numbers: 0421312075, 0421312042, 0421316031, 0421316054, 0421312076, 0421316055, 0421316005, 0421312057, 0421312043, and 0421313068.

Of the seven methods of annexation available to first class cities, the applicant is applying the "Sixty Percent Petition Annexation Method." For this annexation method, State law requires that the City Council set a date, not later than sixty days after the filing of a Notice of Intent to Commence Annexation Proceedings, for a public meeting with the applicant to determine whether the City will accept, reject, or geographically modify the proposed annexation, whether it shall require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the comprehensive plan, and whether it shall require the assumption of all or any portion of existing City indebtedness by the area to be annexed.

As outlined in State law, this annexation method generally consists of the following sequential steps (step one is complete and this resolution addresses step two):



To complete the above-mentioned process, it is estimated that it would require 24 months, or longer, to fulfill certain mandated steps, while allowing an adequate amount of time for staff analysis, review by service providers, discussion about zoning and land use, community outreach and engagement, and other appropriate and necessary procedures.

Staff is actively engaged with the applicants to best determine the applicants reasoning for filing the Intent to Annex Notification. It is staff's understanding that annexation is being sought in order to allow access to the City's sewer system to support the development of 55 single-unit homes.



The approximately 40-acre subject area is part of the Fife Heights Potential Annexation Area, which is an Urban Growth Area (UGA) as designated in both the City's and the County's comprehensive plans, where annexation to the City of Tacoma is expected and encouraged by the State Growth Management Act and regional planning policies.

Consideration of annexations is subject to numerous laws and standards, including review by the Pierce County BRB. The BRB's standards of review, as outlined in State law (RCW 36.93.180), include the following objectives:

- (1) Preservation of natural neighborhoods and communities;
- (2) Use of physical boundaries, including but not limited to bodies of water, highways, and land contours;
- (3) Creation and preservation of logical service areas;
- (4) Prevention of abnormally irregular boundaries;
- (5) Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas;
- (6) Dissolution of inactive special purpose districts;
- (7) Adjustment of impractical boundaries;
- (8) Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character; and
- (9) Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority.

#### **COMMUNITY ENGAGEMENT:**

Staff has worked with the applicants to ensure they are aware of and are following due legal procedure to file a Notice of Intent and that they are aware of the upcoming procedural dates as well as the overall process.

Additionally, staff has had initial conversations with the applicants about the potential need for an annexation agreement to facilitate a permitting process for the new development with Pierce County prior to the annexation into the City of Tacoma taking effect.

Public notice and involvement is included at several points throughout the process including, but not limited to:

- Public meeting as part of the decision to accept, reject, or modify the application
- Public hearings/notifications as part of the process to establish the land use and zoning
- City Council may conduct a public hearing on the petition
- Public comment on motion to accept, reject, or modify the annexation and set the effective date
- Notifications/engagement with utility and service providers as well as the public to notify of the effective date

#### **2025 STRATEGIC PRIORITIES:**

Setting the date for a meeting with the applicant is best aligned to the following strategic policy priority:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

**Civic Engagement:** While the area is not currently part of Tacoma, the overall Equity Index Score is: Moderate Opportunity

Increase the number of residents who participate civically through volunteering and voting.

Representation at public meetings will reflect the diversity of the Tacoma community



**ALTERNATIVES:**

There is only one feasible alternative to the date of April 28, 2026, for the required public meeting, which is May 5, 2026. May 5, 2026 is the last regularly scheduled meeting date of the Council before the expiration of the mandatory 60-day period since the filing of the annexation request. Setting a public meeting earlier than April 28, 2026, does not allow adequate time for public notification of the meeting.

**STAFF RECOMMENDATION:**

Staff recommends the City Council conduct a public meeting on this annexation request on April 28, 2026.

**FISCAL IMPACT:**

There is no significant fiscal impact from setting this public meeting. Regarding the annexation, specific fiscal and financial impacts of the proposed annexation to the City and the applicant would need to be evaluated if the request for annexation is accepted and moves forward. If the annexation is completed, the City will be required to provide services to the property. The City will also collect property and other taxes from the property.

**ATTACHMENTS:**

- Exhibit A: Notice of Intention to Commence Annexation Proceedings