

## Planning MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: August 19, 2022**  
**Subject: Updates**

### Administration:

#### *Upcoming Meetings:*

Council Meeting – September 6, 2022, at 6:00 PM. (Virtual only)

Zoom Invite: <https://us02web.zoom.us/j/83465196864>

Planning Commission – September 12, 2022, at 6:00 PM. (Virtual only)

Zoom Invite: <https://us02web.zoom.us/j/85422912776>

Civil Service Commission – September 1, 2022, at 2:00 PM. (Virtual only)

Zoom Invite: <https://us02web.zoom.us/j/84317002931>

Preservation and Review Board – September 28, 2022, at 6:00 PM. (Virtual only)

Zoom Invite: <https://us02web.zoom.us/j/86477094815>

Parks, Community Services, and Environment Advisory Committee – September 19, 2022, at 6:30 PM. (Virtual only) Zoom Invite: <https://us02web.zoom.us/j/82834040473?>

Public Safety Advisory Committee – September 21, 2022, at 6:00 PM. (Virtual only)

Zoom Invite: <https://us02web.zoom.us/j/81747319092>

#### *Positions Available:*

The Town currently has openings for facility attendants (part time). Additional information is available on the Town's official website at <https://townofsteilacoom.org/234/Employment>.

#### *Farmers' Market:*

The Town of Steilacoom's 2022 Farmers' Market continues every Wednesday through August 31, 2022.

The Market runs from 3 PM to 7 PM along Lafayette Street between Pacific Street and Main Street and Wilkes Street between Lafayette Street and Commercial Street. Those streets will be closed from noon through 8 PM.

#### *Summer Concerts:*

Summer concerts will continue August 24, 2022, with Danny Vernon, the Illusion of Elvis. Concerts are held at Pioneer Park in downtown Steilacoom and start at 6:30 PM. The Steilacoom Community Center acts as the alternate location in case of adverse weather. The 2022 schedule is also available on the Town's official website. No alcohol, marijuana, or fireworks are allowed in the park. If you bring an animal, it must be on a leash (not voice control) and well behaved in crowds.

Thank you to our Summer Concert sponsors Pacific Northwest Towns and Sound, LLC, and Waste Connections.

#### *See Something – Say Something:*

If you see something suspicious or if you have been a victim of a crime, please contact the Department of Public Safety. For in-process emergencies, call 911. For non-emergencies, please call either (253) 287-4455 or (800) 562-9800 or email [crimetips@ci.steilacoom.wa.us](mailto:crimetips@ci.steilacoom.wa.us)

#### *Utility Billing:*

Our software provider's business partner Wright Business Graphics, who handles our secure printing and mailing of utility bills, is experiencing service delays. Staffing shortages at Wright, equipment maintenance vendors, and the USPS are impacting delivery of our mailed utility bills.

Our software provider met with Wright to understand how to remedy these issues. Although they cannot address the issues with slower mail delivery by USPS, Wright has agreed to:

- Prioritize our print and mail projects which will expedite delivery to USPS
- Implement new streamlined production methods to move mail through the system faster
- Build a notification process alerting us when our mail batch was delivered to USPS

Bill amounts may be viewed online at the Town's official website once posted/sent to the mailing company, at <https://townofsteilacoom.org/> - Utility Payment Portal link. Bills are usually posted by the 25<sup>th</sup> of the month.

### ***Burn Ban:***

A countywide burn ban in Pierce County is announced effective Friday, Aug. 5 at 12 a.m. until further notice. The burn ban is also effective within the Town of Steilacoom.

The Pierce County Fire Marshal, in partnership with the Pierce County Fire Chiefs' Association, has declared a county-wide burn ban. This ban is due to current and predicted dry weather conditions. The burn ban applies to all land clearing and yard debris outdoor burning. This ban does not apply to small recreational fires in established fire pits at approved campgrounds or private property with the owner's permission. The use of gas and propane self-contained stoves and barbecues are allowed under the ban.

### **Recreational fires must:**

- Be built in a metal or concrete fire pit, such as those typically found in designated campgrounds and not be used as debris disposal.
- Grow no larger than three feet in diameter.
- Be located in a clear spot free from any vegetation for at least 10 feet in a horizontal direction, including at least 25 feet away from any structure and allow 20-foot vertical clearance from overhanging branches.
- Be attended at all times by an alert individual and equipment capable of extinguishing the fire like hand tools and a charged garden hose or not less than two five-gallon buckets of water.
- No burning when winds exceed 5 mph.

Please see the Pierce County Fire Prevention Bureau's website for additional information at [www.piercecountywa.gov/fpb](http://www.piercecountywa.gov/fpb).

If you have an approved DNR burn permit and/or your property falls under the jurisdiction of the department of Natural resources, you are advised to call 1-800-323-BURN for more information.

### **Community Development:**

#### ***Land Use Applications:***

Puyallup Street Partial Vacation:

The Town received a petition to vacate the eleven feet abutting 211 Puyallup Street. The street vacation process is required to have a public hearing, as opposed to a public meeting. (RCW 35.79.020, and SMC 12.08.070) There are strict procedural requirements and standards for the Council to consider in making its decision. The process is also considered quasi-judicial so the Mayor and Council should avoid contact or discussions (ex parte contact) on this matter outside of the public hearing. The Town Council set a public hearing for September 6, 2022, to hear the vacation request.

#### ***Building Inspection and Code Compliance:***

The Building Inspector/Code Compliance Officer focused on inspecting construction activity, meeting with abutting neighbors concerning an alleyway access dispute, resolved several vehicle-related issues, and followed up on other outstanding code compliance issues.

## **Community Services:**

### ***Junior Explorers:***

Come explore with us! This class will prepare children, 5 - 6 years old, for school success. We'll sing, dance and explore new things while learning letters, numbers, making new friends and so much more!

- Junior Explorers must be at least age 4 by Aug 31, 2020
- Hours: Monday - Thursday, 9:00 a.m. - 1:00 p.m.
- Location: Steilacoom Community Center
- Cost: \$385/month
- For questions, email Ms. Melody at [melody.davis@ci.steilacoom.wa.us](mailto:melody.davis@ci.steilacoom.wa.us).

A \$50, non-refundable, deposit is required to hold a space for the beginning of the 2022-2023 school year.

### ***Little Explorers:***

Little Explorers was created for 3- and 4-year-olds to have a first time preschool experience. Children will be introduced to a classroom environment, but still with lots of playtime that includes outside. They will learn how to share, cooperate and communicate while making new friends. We'll sing, dance, create and explore new things while being introduced to letters, numbers and so much more!

It's possible that your child makes a long time, even lifetime, friend. But many parents also find that they also develop friendship and support that lasts well beyond the preschool years.

- Little Explorers must be at least age 3 by Aug 31, 2022
- Hours: Tuesday, Thursday; 1:30 p.m. - 4:00 p.m.
- Location: Steilacoom Community Center
- Cost: \$165/month
- For questions, email Ms. Melody at [melody.davis@ci.steilacoom.wa.us](mailto:melody.davis@ci.steilacoom.wa.us).

A \$50, non-refundable, deposit is required to hold a space for the beginning of the 2022-2023 school year.

There is still one space left in each class.

## **Public Safety:**

Over the past week, 174 Public Safety incidents occurred in town, including the following:

### Emergency and patrol incidents

- 12 medical aid responses
- 43 suspicious circumstance/security checks
- 1 response for persons in crisis/welfare checks
- 77 traffic stops
- 5 responses for residential/commercial alarms
- 6 responses for animal-related incidents
- 5 responses for nuisance-related incidents (excessive noise/parties/etc.)
- 2 motor vehicle collisions
- 1 arrest for lewd sexual conduct

### Crimes against persons

- 2 incidents of domestic violence/disturbance
- 1 incident of sexual assault between familiar parties, investigation is ongoing

### Crimes against property

- 1 incident of vehicle theft
- 1 incident of theft

### Significant information:

Earlier this week, our officers used force upon a dog. Our officers responded to a report of the dog having bitten one of the children within the home. Following the bite, the dog was surrendered to Lakewood Animal Control by the family. While animal control was attempting to seize the dog, it broke loose from control and began approaching one of our officers. Our officer fired a Taser at the dog, which startled the dog into a confined area, after which the dog was seized by animal control. There were no injuries suffered on scene by anyone other than the original dog bite to the child.

Over the past week, our officers have experienced at least 3 incidents of vehicles fleeing from our officers. Regionally, this trend shows no signs of slowing down.

Public Safety has concluded month 2 of the Steilacoom Summer Slowdown:

- Nearly 200 traffic stops were conducted in June, with emphasis toward speeding along Union Avenue.
- Over 250 traffic stops were conducted in July, with emphasis toward speeding along Lexington Street and Roe Street.

During the coming months, in response to concerns expressed by our residents, expect to see increased presence of your public safety officers on our roadways helping to reacquaint some our drivers with our posted speed limits. Please slow down.

Increased patronage of Sunnyside Beach is welcome to see during the summer. However, please remember that parking is prohibited within marked bicycle lanes throughout town. Illegally parked vehicles may be subject to fines and impound.

With summer here, please find the following information regarding recreational fires within the Town of Steilacoom:

- For concerns regarding the safety of a fire, please call 911.
- For concerns about air quality related to a recreational fire, please call the Puget Sound Clean Air Agency at (800) 552-3565, or visit <https://pscleanair.gov/>
- For additional information, visit West Pierce Fire and Rescue at: <https://tinyurl.com/2md3h2j7>
- Announcements:

Public Safety is hiring! Please visit our town website for information about how to apply to become our next public safety officer: <https://tinyurl.com/56bfbvf3>

This week, advance announcement of coming high temperatures was disseminated via SteilacoomAlert. SteilacoomAlert is a new emergency notification system for the Town of Steilacoom. At no cost, persons may opt-in to receive emergency and general notifications. Please visit our town website for more information.

### Reminders:

In-progress emergencies can be reported directly to 911. To reach a police officer NOT during an emergency, please call either (253) 287-4455 or (800) 562-9800.

The lobby of Public Safety is open Tuesdays through Fridays, from 9:00 am until 12:00 pm. Staff remain available by phone and appointment from 1:00 pm until 5:00 pm.

Please visit our department website (<https://tinyurl.com/2bz3jzey>) for resources and assistance with:

- Online crime reporting
- Anonymous reporting of suspicious activity
- Reporting of persistent traffic concerns
- Unwanted prescription medication
- Concealed pistol licenses

- Mental health support for youth
- When to call 9-1-1
- Department of Licensing disability and medical designation
- South Sound 911 Emergency Health Profile (A cell phone is required to use this service)
- Injured or deceased wildlife

**Public Works:**

***Building Energy Efficiency/Replacement Project:***

The HVAC portion of the project is complete except for some punch list items. The lighting contractor will commence work once the components arrive which is projected to be sometime in September at this time.

***Streets and Storm:***

Crew Emphasis:

The crew worked on reconfiguring the ditch line on the west side of Short Street south of Powell Street to enhance drainage in that area; performed final inspections on the Worthington Street extension east of Galloway Street; conducted right-of-way maintenance on Chambers Creek Road; vegetation maintenance in the lower yard at the Public Works facility; and performed other maintenance activities.

***Electrical:***

Crew Emphasis:

The crew installed permanent power to a new home in the 30th block of Silver Beach; installed a temporary power service to a new home on Helen Bay Road; installed new primary wire along Worthington Street east of Galloway Street; met with Peninsula Light officials to review possible reclosure equipment for the substation; repaired street lights for the City of Lakewood in accordance with our interlocal agreement; and performed other maintenance activities.

***Water/Sewer:***

Crew Emphasis:

The crew concentrated on sewer jetting problem sewer mains; repaired a sunken manhole on Second Street south of Gove Street; met with the contractor to review the Sunnyside Pump station project; repaired a bollard damaged by a garbage truck near the Public Safety facility; and performed other maintenance activities.

***Parks, Buildings and Grounds:***

Crew Emphasis:

The crew mowed, trimmed, and maintained various parks and facilities as the weather allowed; supported the Farmers' Market and Summer Concert series; adjusted irrigation systems as needed; and performed other maintenance activities.

***Sunnyside Beach Community Clean-up:***

Join us Saturday, September 10, from 8 - 9:30 A.M.

Steilacoom Public Works will provide grabbers and bags, but it is suggested to bring gardening/work gloves if you have them. Please feel free to reach out to Liz Grasher with any questions at [elizabeth.grasher@ci.steilacoom.wa.us](mailto:elizabeth.grasher@ci.steilacoom.wa.us). Sunnyside Beach Park address: 2509 Chambers Creek Road. See you then!

**Other:**

***Apple Squeeze:***

Save the date. The Apple Squeeze is scheduled for October 2, 2022, in downtown Steilacoom.

***Kayak Rentals:***

KayakShare.com is a self-serve kayak rental available at Sunnyside Beach Park in Steilacoom in cooperation with the Town. You may reserve in advance or rent on the spot (when available) during daylight hours year-round by going to KayakShare.com. See KayakShare.com for details, make sure to wear a lifejacket, and have fun!

***We Love Steilacoom Association – Steilacoom Food Bank:***

The We Love Steilacoom Association operates a food pantry/bank located at the Steilacoom Community Church, 1603 Rainier Street, Steilacoom, Washington, 98388. You do not need to be a member of the Church to obtain assistance through the Food Pantry.

The Food Pantry has weekly distributions on Saturdays from 9:30 AM to 11:30 AM. Preregistration is not required. For an emergency food need or if you would like additional information, contact Paul Loveless at 253.581.1912.

Questions – Contact Paul Loveless at 253.581.1912 or [paul.loveless@ci.steilacoom.wa.us](mailto:paul.loveless@ci.steilacoom.wa.us)