

## Planning MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: September 30, 2022**  
**Subject: Updates**

### Administration:

#### ***Upcoming Meetings:***

Council Meeting – October 4, 2022, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388 Zoom Invite: <https://us02web.zoom.us/j/85977664551>  
Planning Commission – October 10, 2022, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388  
Civil Service Commission – November 3, 2022, at 2:00 PM at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.  
Preservation and Review Board – October 26, 2022, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388  
Parks, Community Services, and Environment Advisory Committee – October 19, 2022, 6:30 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388  
Public Safety Advisory Committee – October 19, 2022, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

#### ***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)

### Community Development:

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

The Building Inspector/Code Compliance Officer focused on inspecting construction activity and followed up on code compliance issues.

#### ***Comprehensive Plan Update:***

The Town of Steilacoom will begin the review and revision of its Comprehensive Plan this fall. Information regarding the update will be posted on the Town's website shortly.

### 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 currently 1 space available for Junior Explorers and we are utilizing a "wait list" for Little Explorers.

### **Public Safety:**

Over the past week, 117 Public Safety incidents occurred in town, including the following:

Emergency and patrol incidents

- 10 medical aid responses
- 38 suspicious circumstance/security checks
- 2 responses for persons in crisis/welfare checks
- 48 traffic stops
- 1 response for residential/commercial alarms
- 3 responses for animal-related incidents
- 2 responses for parking enforcement

Crimes against persons

- 1 incidents of domestic violence/disturbance
- 1 incident of protection order violation

Crimes against property

- 1 incident of theft
- 1 incident of vehicle prowling

### **Significant information:**

This week, officers investigated a suspicious vehicle at one of our gas stations. Investigation determined the vehicle was stolen and the driver was a convicted felon in possession of a firearm. The stolen vehicle was recovered and the driver was arrested and booked into jail.

Our fourth and final month of the Steilacoom Summer Slowdown is nearing conclusion. So far this month, 160 traffic stops have been performed by your officers. Our areas of emphasis were school zones and Steilacoom Boulevard.

With autumn approaching, hours of darkness will creep earlier into the afternoon. This can give overnight thieves greater opportunity to victimize our residents. Now is the time to verify that outdoor motion lights and external security cameras are functioning properly. Also, please remember to ensure that vehicle and residence doors and windows are properly secured when not in use.

### **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>

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 current schedule for the lighting contractor is:

- Town Hall 10/3-10/7
- Public Works 10/10-10/14 (if there are openings in the schedule, they will fit this in as a buffer)

#### ***Urban Forestry Management:***

1. Request to Top 2 Fir Trees and One Maple Tree on the Slope Within the Right of Way/Easement East of Chambers Creek Rd. Immediately West/Northwest of 90 Tatoosh Place.

The Town of Steilacoom received a request to top two Douglas Fir trees and one maple tree from the slope within the right of way/easement of Chambers Creek Rd. as referenced above. This request cites view preservation as the primary reason for topping these trees.

Consistent with the administrative process outlined at SMC 16.18.160, this request requires the notification of property owners within 100 ft. of the proposal prior to the work occurring. These notifications were mailed on September 27, 2022, and the property was posted also on September 27, 2022.

If approved, the trees would be removed by a Town-contracted Tree Service at the proponent's expense. The work will be monitored by the Public Works Department.

If an appeal is not received within 10 days of this notification, the work will be scheduled to proceed.

If you have any questions about this proposal, you may contact Mark Burlingame at (253) 983-2073. This request may also be appealed to the Town Administrator, consistent with SMC 16.18.160(G) by filing a written appeal with a \$50.00 administrative fee.

2. Request to Remove 1 Large Grand Fir Tree from the Unimproved Alley Adjacent to (North of) 1811 Nisqually Street, Steilacoom, Washington 98388.

The Town of Steilacoom has received a request to remove a large Grand Fir from the unimproved alley north of 1811 Nisqually St. as referenced above. This request cites safety concerns as the primary reason for removal.

Consistent with the administrative process outlined at SMC 16.18.160, this request requires the notification of property owners within 100 ft. of the proposal prior to the work occurring. These notifications were mailed on September 27, 2022, and the property was posted also on September 27, 2022.

If approved, the trees would be removed by a Town-contracted Tree Service at the proponent's expense. The work will be monitored by the Public Works Department.

If an appeal is not received within 10 days of this notification, the work will be scheduled to proceed.

If you have any questions about this proposal, you may contact Mark Burlingame at (253) 983-2073. This request may also be appealed to the Town Administrator, consistent with SMC 16.18.160(G) by filing a written appeal with a \$50.00 administrative fee.

### ***Streets and Storm:***

#### **Crew Emphasis:**

The crew continued sign maintenance and vegetation management along rights-of-way; performed sign and sidewalk maintenance; swept and blew streets; completed receiving bids for asphalt patching and forwarded to the Town Council for consideration; performed erosion control inspections in conjunction with the building inspector; deployed barricades for the Apple Squeeze; and performed other maintenance activities.

#### **Rigney Road Nonmotorized Improvements Project:**

Miles Resources and the Town of Steilacoom will be commencing work on the Rigney Road Non-Motorized Improvements Project on October 3, 2022, weather permitting with an estimated completion date of February 1, 2023.

The work includes excavation, pavement removal, grading, cement concrete curb and gutter, sidewalks, storm system improvements, electrical conduit, asphalt paving, landscape restoration, and striping.

Delays are to be expected in work zones throughout the project so please plan accordingly. Further information may be found on the Town's official website at [townofsteilacoom.org](http://townofsteilacoom.org).

### ***Electrical:***

#### **Crew Emphasis:**

The crew performed 36 utility disconnections and reconnections for nonpayment; disconnected one home in the 1400 block of Randolph Court for a panel change; prepared for the Rigney Road Nonmotorized Improvements project; assisted the Water/Sewer crew repair a leak on Union Avenue; met with SHMA representatives to discuss the Apple Squeeze; and performed other maintenance activities.

### ***Water/Sewer:***

#### **Crew Emphasis:**

The crew repaired the drain pipes on the Roe Street water tanks; repaired a water service in the 1000 block of Linda Lane; performed locates along Rigney Road in preparation for the upcoming project; repaired a

water service in the 700 block of Montgomery Street; installed a water service in the 600 block of 7<sup>th</sup> Street; checked for a potential water leak in the 20 block of Westshore Court; gathered information for various ongoing or planned projects; met with the contractors on the Sunnyside Pump Station project; and performed other maintenance activities.

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

#### **Crew Emphasis:**

The crew mowed, trimmed, and maintained various parks and facilities; supported the Kiwanis Club repainting of the Sunnyside Beach pavilion; removed rotten fascia boards from the Sunnyside Beach pavilion and prepared new ones for replacement; met with SHMA representatives in relation to the Apple Squeeze and prepared for same; removed a large boulder from the boat launch area; weeded round-about landscaped areas; and performed other maintenance activities.

The existing Webber Court playground equipment will be demolished over the next several weeks in preparation for replacement equipment to be installed at the same location.

### **Other:**

#### ***October 2022 Scarecrow Contest:***



The Steilacoom Garden Club is sponsoring their annual scarecrow contest during the month of October. This is a fun event for the community and we encourage folks to participate! There is no application form to fill out but we do need you to enter the contest simply by contacting Mary La Tourelle at [lafannin@msn.com](mailto:lafannin@msn.com) or 253-221-1409 to let her know the location of your scarecrow. Judging will take place by October 15 with prizes awarded shortly thereafter. We will have a category for businesses/organizations and one for residences.

#### ***October Fun for Kids:***

Scarecrow scavenger hunt for kids 12 and under. Find the child sized scarecrows "hiding" within the town limits. Details and entry forms may be picked up at the Steilacoom Museum, week-ends 1-5pm Sponsored by SHMA and Steilacoom Garden Club. POC Lenore Rogers 253-389-3006

#### ***Thanks to "bump-out volunteers":***

Thanks to our great volunteers for maintaining the plantings in the bump-outs along Lafayette Street in downtown Steilacoom! These folks keep them weeded and pruned throughout the year. If you see them around town, give them a high-five. Volunteers are: Carol Dayton, Connie Kirkpatrick, Mary La Tourelle, Jane Light, Jan Lucas, Michael and Judy Peterson, Carol Saynisch, Kathy Stegman, and Dan and Barb Szekely. Good work everyone!

#### ***Confidential Document Shredding Event:***

Pierce County will be hosting a free paper shredding event on October 1 at the West Pierce Fire & Rescue Station 21, 5000 Steilacoom Boulevard Southwest, Tacoma, Washington. Attendees can shred up to 3 shopping bags of sensitive documents. Additional information may be found on Pierce County's website at <https://www.piercecountywa.gov/1536/Shred-Events>.

### ***Apple Squeeze:***

The Steilacoom Apple Squeeze is Back. After being cancelled two years due to health concerns, the Steilacoom Apple Squeeze will return on Sunday, October 2 from 10-4 in downtown Steilacoom.

This 47<sup>th</sup> Squeeze will be a celebration of the apple, sponsored by the Steilacoom Historical Museum Association to raise funds for maintaining historical properties and programs.

Come to press apples into cider the old-fashioned way with hand operated presses. This year, quantities will be limited to two jugs of hand pressed cider per family, but if you need more cider, pre-squeezed Lattins Country Cider will also be available to buy.

Live music will be provided by Cosmo's Dream and Brian Butler Blues. Quality handcraft artists will display their wares at the street fair on Lafayette Street. Activities and games for children will be in the tennis court area. Many food booths relating to the apple include apple butter on bread, apple fritters, caramel apples, hot spiced cider, and cider floats with apple pie, ice cream and cinnamon sauce available in Town Hall. Reproduction and vintage apple labels will also be displayed and sold in Town Hall.

Another feature is the Apple Identification booth, with experts who will look at your apples and try to identify the variety, plus discuss any topic on fruit tree management you may want to explore. Bring along several samples of each variety of apples with leaves and stems and your questions to Pete and John.

Steilacoom resident Nathaniel Orr learned orchard management in Oregon after arriving via the Oregon Trail in the mid 1850's and was responsible for many orchards in Steilacoom and on Anderson Island. Some of his trees still survive today in the Orr Orchard at his home at Main and Rainier Streets in Steilacoom and throughout the town and Island. Nathaniel's Wagon Shop, the Orchard and the Steilacoom Historical Museum with its information on early Steilacoom will be open for visitors. James Wagner, a tinsmith, will demonstrate his craft at the Wagon Shop.

This event benefits and is sponsored by the Steilacoom Historical Museum Association. Call the Museum with any questions at 253-584-4133 or go to [steilacoomhistorical.org](http://steilacoomhistorical.org)

### ***Harvest Festival:***

Steilacoom Community Church is holding a Harvest Festival on October 31, 2022, from 6 PM to 8:30 PM with games, prizes, candy, hot cocoa, and cider. All are invited. The church is located at 1603 Rainer Street.

### ***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](http://KayakShare.com). See [KayakShare.com](http://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)