

## Planning MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: November 18, 2022**  
**Subject: Updates**

### Administration:

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

Council Meeting – December 6, 2022, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388 Zoom Invite: <https://us02web.zoom.us/j/86754428701>

Planning Commission – December 12, 2022, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Civil Service Commission – December 1, 2022, at 2:00 PM at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

Preservation and Review Board – December 14, 2022, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Parks, Community Services, and Environment Advisory Committee – November 21, 2022, 6:30 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Public Safety Advisory Committee – December 21, 2022, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

#### ***Community Work Party – November 20, 2022 from 1 Pm to 3 PM:***

The Parks, Community Services, and Environment Advisory Committee is excited to announce a community Tree Planting Work Party at the Chambers Street entrance to Farrell's Marsh on November 20, 2022, from 1 PM to 3 PM.. Join other volunteers to expand our tree canopy in Steilacoom and improve the natural environment of Farrell's Marsh Park by planting native trees. Shovels, sledgehammers, wire cutters, pliers, work gloves, eye protection, and light refreshments will be provided. Please bring your own tools if you have them. Questions – contact Alex Chaney at [alex.chaney@ci.steilacoom.wa.us](mailto:alex.chaney@ci.steilacoom.wa.us).

#### ***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 reviewing building permit applications and inspecting construction activity.

#### ***Open House Comprehensive Plan Update***

The Steilacoom Planning Commission will host an open house on December 12, 2022, at the Town Hall, 1717 Lafayette Street at 6:00 PM to provide information on the Comprehensive Plan update.

The Comprehensive Plan is a statement of a community's vision, values, and priorities. It guides decision-making, regulations, and investments towards meeting community goals over the coming 20 years. State regulations require a periodic review and revision of the Town's Comprehensive Plan.

The State mandated a thorough review of the Town's housing policies and regulations in this update cycle. Specifically, the Town will need to address:

- Projected housing needs for all economic segments of the population (moderate, low, very low and extremely low income).

- Moderate density housing options within the Town, including but not limited to duplexes, triplexes and townhomes.
  - Examining racially disparate impacts, displacement and exclusion in housing policies and regulations.
- Your input is vital to this process. Information on the Comprehensive Plan update process, including meeting dates and draft proposals, will be posted on the Town’s website, [townofsteilacoom.org](http://townofsteilacoom.org).

**An informational survey** has been posted to the Town’s official website at: <https://townofsteilacoom.org/DocumentCenter/View/3198/First-Survey-2024-Comprehensive-Plan-Update>  
 Help us know your priorities by taking our kick-off survey by December 30. This is the first of many steps in a two-year process to update the Town’s Comprehensive Plan and there will be more opportunities for providing feedback and engaging with this process. Follow the link to the survey. When you are done, you can email it to [comprehensiveplan@ci.steilacoom.wa.us](mailto:comprehensiveplan@ci.steilacoom.wa.us) or print it out and drop it off at the Public Works Building, 1030 Roe Street. Thank you!

**Community Services:**

***Junior Explorers:***

Come explore with us! This class will prepare children, 4 - 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, 2022
- 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).

***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).

There is currently one opening in Little Explorers and we are currently utilizing a “wait list” for Junior Explorers.

**Public Safety:**

Over the past week, 109 Public Safety incidents occurred in town, including the following:

- Emergency and patrol incidents
- 8 medical aid responses
  - 47 suspicious circumstance/security checks
  - 5 responses for persons in crisis/welfare checks
  - 22 traffic stops
  - 3 responses for residential/commercial alarms
  - 3 responses for animal-related incidents
  - 1 response for juvenile-related incidents
  - 1 response for parking enforcement

## Crimes against persons

- 1 incident of harassment

## Crimes against property

- 1 incident of commercial burglary

### **Significant information:**

This week, officers were dispatched to a report of domestic violence involving a firearm. One person was arrested for threatening a family member with a firearm. No physical injuries were suffered, and no force was used by law enforcement.

On November 6, Public Safety investigated a homicide that occurred in town. More information can be located upon our town website: <https://tinyurl.com/mtkc3pwp>.

### **Announcements:**

In partnership with the West Pierce Emergency Management Coalition, Public Safety is enhancing our Community Emergency Response Team posture. Interested persons should contact [cert@westpierce.org](mailto:cert@westpierce.org) for more information.

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.

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:**

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

#### Crew Emphasis:

The crew provided flagging support for Asphalt Patch Systems, Inc, throughout Town while they performed previously authorized permanent patching work; swept streets and blew sidewalks; performed erosion control inspections on construction sites; maintained rights-of-way removing fallen branches and other debris; vactored catch basins; coordinated with the contractor on the Rigney Road project; and performed other maintenance activities.

#### Rigney Road Nonmotorized Improvements Project:

Miles Resources and the Town of Steilacoom continued work on the Rigney Road Non-Motorized Improvements Project. This week, the contractor concentrated on preparation and pouring of curblines throughout the project. Next week, the contractor is scheduled to commence preparation for pouring sidewalks.

The overall project includes excavation, pavement removal, grading, cement concrete curb and gutter, sidewalks, storm system improvements, electrical conduit, asphalt paving, landscape restoration, and striping from Steilacoom Boulevard to Lexington Street and is anticipated to continue into February, 2023.

Delays are to be expected in the work zones throughout the project so please plan accordingly. Please use alternate routes whenever possible while driving, biking, or walking.

Further information may be found on the Town's official website at [townofsteilacoom.org](http://townofsteilacoom.org).

### ***Electrical:***

#### Crew Emphasis:

The crew worked with the contractor on the Rigney Road project; relocated two street light pedestals along Rigney Road; installed a new pedestal in the 1700 block of Commercial Street; coordinated with contractors on Frederick Street (new home), Starling Street (two new homes), and Balch Street/Nisqually Street (subdivision); repaired the school zone flashing lights on Third Street; and performed other maintenance activities.

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

#### Crew Emphasis:

The crew supported the contractor at the Sunnyside Pump station; repaired a water service in the 400 block of Third Street; repaired a water service in the 40 block of Leschi Drive; inspected two new sewer services in the 1900 block of Rainier Street; performed inspections and water main testing at the Balch/Nisqually subdivision; and performed other maintenance activities.

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

#### Crew Emphasis:

The crew concentrated on clearing leaves, branches, and other debris from facilities and prepared for the community work party this Sunday and performed other maintenance activities.

Other:

## **WINTER is Almost Here ! The Town of Steilacoom Has three ways to keep you *WARM***



**#1 Our Ductless Heat Pump program** can help reduce your electric utility bills and mitigate seasonal heat changes. The heat pumps provide your home with higher comfort level as the units provide both **heating** and **air conditioning**.

The current incentives are:

Homes (site built or manufactured homes) with forced air electric furnaces, electric baseboard, electric wall heaters or electric ceiling cable – the Incentive is **\$800**.



**#2 Our Ducted Heat Pump Conversion program** (without PTCS testing & registry) for customers who have an existing electric forced air furnace with duct work and **want lower heating bills in the winter** and the comfort of air conditioning in the summer.

The current incentives are:

### **Air Source Heat Pump Conversions:**

Homes (site built or manufactured homes) with ducted electric forced air furnaces - the Incentive is **\$800**.

### **Variable Speed Air Source Heat Pump Conversions:**

Homes (site built or manufactured homes) with ducted electric forced air furnaces – the incentive is **\$1,000**.



**#3 Our Ducted Heat Pump Conversion program** (with PTCS testing & registry) for customers who have an existing electric forced air furnace with duct work and **want lower heating bills in the winter** and the comfort of air conditioning in the summer.

The current incentives are:

### **Air Source Heat Pump Conversions:**

Homes (site built or manufactured homes) with ducted electric forced air furnaces - the Incentive is **\$1,400**.

### **Variable Speed Air Source Heat Pump Conversions:**

Homes (site built or manufactured homes) with ducted electric forced air furnaces – the incentive is **\$1,600**.

We encourage you to take part in this program now. If you have questions, please call Mike Porter at 1-503-730-3122 or you can reach him via email at [mike.porter@evergreen-efficiency.com](mailto:mike.porter@evergreen-efficiency.com)

### ***LeMay – Pierce County Refuse Information:***

If you are looking for information regarding garbage, recycling, yard waste, or other services from LeMay Pierce County, use the following link <https://www.lemaypiercecounyrefuse.com/>. Once on this site, enter your address and view the calendar to show pickup days and other important information.

### ***Fire Safety Tip - Check your Heating System:***

Here are a few things you can do to reduce the risk of furnace fires:

- Regularly replace furnace filters.
- Keep all areas around the furnace clean and unobstructed.
- Keep the burner area clean and clear of debris.
- Keep all combustible items at least six inches away from the vent pipe.

- Never close off more than 20% of heat registers.
- If there are any issues with your heating system, contact a professional immediately.
- For preventative care, have your central heating system cleaned and serviced by a certified HVAC contractor once annually.

***Christmas Trees:***

Scout Troop 71 will be selling Christmas trees starting November 26<sup>th</sup> on the multi-purpose court located in downtown Steilacoom. Please consider supporting the Troop this holiday season.

***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!

***ATM Services:***

ATM services are available at the Public Works Facility, 1030 Roe Street, Steilacoom, WA during normal business hours – 8 AM to Noon Monday through Friday.

***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.

***Steilacoom Community Church Compassion Closet:***

Shop at the Steilacoom Community Church Compassion Closet  
Saturdays 9:30 AM - 11:30 AM. All clothing is clean and in good shape. Some items are brand new. All sizes. All items are free of charge

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