

Planning MEMORANDUM

To: Mayor Muri and Members of the Town Council
From: Paul Loveless, Town Administrator
Date: December 2, 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 – January 5, 2023, 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 – January 23, 2023, 6:30 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Public Safety Advisory Committee – January 18, 2023, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

Snow and Ice Control:

Town crews were out early and in force preparing for and responding to the blast of winter weather hitting the Northwest this week. The Town's Snow and Ice Control Plan prioritizes staff efforts as follows:

- School bus routes.
- Pierce Transit bus routes.
- Arterials – first major then minor arterials.
- Hills and other main streets not covered previously.
- Known high use/problematic areas.
- Collectors
- Residential streets (as time and resources allow).

If you see Town plows or the brine trucks out, please leave at least a 200 foot buffer from the vehicles and never pass either the plows or brine truck.

Holiday at Town Hall and Christmas Tree Lighting:

Holiday at Town Hall and Christmas Tree Lighting are scheduled for Friday, December 2, 2022, starting at 6:30 PM at Town Hall, 1717 Lafayette Street, Steilacoom, Washington.

Red Ribbon Bazaar:

The Red Ribbon Bazaar is on Saturday, Dec 3, from 9 AM to 4 PM at Steilacoom High School, 54 Sentinel Way, Steilacoom, Washington. Proceeds support the students of Steilacoom. Email redribbonbazaar@hotmail.com for more information or visit the SHS Facebook or SHS Booster Club Facebook.

Santa Around Town:

Santa Around Town is scheduled for Friday, December 9, 2022. Santa leaves the North Pole (Public Safety Building) at 4:30 PM and is scheduled to stop at Saltar's Point School at 7 PM. A map of his route may be found in the December Around Town or on the Town's official website.

All-Comers Community Sing and Play Along:

The All-Comers Community Sing and Play Along is scheduled for Sunday, December 11, 2022, from 6 PM to 8 PM at Town Hall. Contact Nancy Henderson for additional information.

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

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.

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 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.

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.

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, 87 Public Safety incidents occurred in town, including the following:

Emergency and patrol incidents

- 6 medical aid responses
- 39 suspicious circumstance/security checks
- 3 responses for persons in crisis/welfare checks
- 18 traffic stops
- 1 response for residential/commercial alarms
- 1 response for animal-related incidents
- 1 response for nuisance-related incidents (excessive noise/parties/unruly juveniles/etc.)
- 1 response for a runaway juvenile, who was later located out of the area with other family

Crimes against persons

- 1 incident of domestic violence/disturbance
- 1 incident of threats/harassment

Crimes against property

- 1 incident of vehicle prowling

Significant information:

Freezing temperatures are here. Steilacoom Public Works continues to demonstrate superior commitment to the safety of our roadways, which is crucial to ongoing emergency response operations. Many thanks to the efforts of our partners in Public Works.

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 for more information.

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 an 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 swept streets, cleaned catch basins, responded to weather conditions deploying brine and plowing streets; met with Hunter Tree Services regarding three dangerous trees on 116th Street Southwest at the request of a homeowner; completed annual respirator fit tests and associated medical screening; 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 prepared for sidewalk installation and had two nonworking days due to weather.

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.

Electrical:

Crew Emphasis:

The crew decorated the Christmas tree, hung lights on Town Hall, and hung Christmas banners; coordinated/worked with the contractor on Frederick Street; assisted the contractor on Rigney Road install conduit into vaults; and performed other maintenance activities.

Water/Sewer:

Crew Emphasis:

The crew completed annual respirator fit tests and associated medical screening; repaired the Public Works facility perimeter fence; assisted the Electric crew with the Christmas tree and lights at Town Hall;

completed water purity sampling for the Nisqually/Balch development; continued hydrant maintenance; and performed other maintenance activities.

Parks, Buildings and Grounds:

Crew Emphasis:

The crew assisted the Community Center staff with holiday decorations; cleared sidewalks, walkways, and other areas in response to the inclement weather; completed annual respirator fit tests and associated medical screening; and performed other maintenance activities.

Other:

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.lemaypiercecounityrefuse.com/>. Once on this site, enter your address and view the calendar to show pickup days and other important information.

Christmas Trees:

Scout Troop 71 will be selling Christmas trees from November 22, 2022, through December 18, 2022, (or earlier if the trees sell out) on the multi-purpose court located in downtown Steilacoom. Hours are: Monday – Friday 4 PM – 7PM; Saturday – Sunday 10 AM to 7 PM. 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

Winter Driving:

Winter driving in the PNW ranks among some of the trickiest in the nation thanks to our widely varying topography, changeable weather and drivers who don't get a lot of practice driving in the snow. It's so challenging that in a trucking podcast, professional drivers named Washington and Oregon among the states they'd most like to avoid from December to March!

So how can you keep your usual winter commute or holiday trip from turning into a white-knuckled ordeal?

Here's what to know about navigating slick streets and highways, choosing the right winter tires, putting on tire chains and – if all else fails – abandoning your car in a snowstorm if you get stuck.

Winter Driving Tips for Snow and Ice:

Even if you have winter tires or 4WD, experts agree: If possible, postpone your trip to give road conditions a chance to improve. Your safety on slick roads depends not only on your vehicle and skill, but the choices of other drivers – something you can't control. Delaying trips gives road crews a chance to plow the streets and highways and allows daytime warming and other traffic to help clear a safer path for you.

Once you're on the road:

1. Slow down. Way down. Posted speed limits are meant for optimal driving conditions, not snow and ice. Don't use cruise control. The automatic acceleration or downshifting of cruise control can cause you to lose traction in slippery conditions and it slows your ability to recognize and react to changes in the road.
2. Increase following distances and brake gently. It's a snow-driving myth that hard braking can "jolt" your car out of a slide. It's more likely to land you in the ditch.
3. Keep your low beam headlights on. Their reflection may help you spot icy pavement ahead – especially helpful when snow is beginning to melt and road conditions can change in a matter of yards.
4. Do as little as possible if you hit black ice. Because black ice usually occurs in short patches (often less than 20 feet long), the best strategy may be to try to allow your car to coast over it safely. Keep your steering wheel straight and take your foot off the accelerator. Hard braking or swerving will make things worse. "Black" ice isn't black at all – it's perfectly clear and can look like a harmless stretch of wet roadway. It tends to form overnight and early in the morning when temps are hovering right around the freezing mark.
5. Steer strategically if you start to skid. Ease off the brake or accelerator and gently turn your wheel in the direction you want the front of the car to go. For example, if your rear tires are sliding right and pushing the front of the car to the left, steer to the right. (Sometimes you hear it called "steering into a slide.") Once the car has started to respond and the front is nearly centered again, gently straighten the wheel so you don't inadvertently overcorrect and send the car sliding in the opposite direction. If your car is sliding, it may be a sign you're driving too fast for the road conditions.
6. Change to a flatter route. Even if it adds a bit of distance, choose routes without hills that could leave your wheels spinning, especially if you get stopped mid-hill at a red light.

Which Winter Tires are Best?

The right tire depends on the conditions you're most likely to drive in. Sometimes it helps to think of tires as shoes:

- All-season tires = tennis shoes. They may be fine in urban areas and when drivers can avoid being out in the worst conditions.
- Winter tires = boots. Marked with "mud and snow" or a mountain and snowflake symbol, these tires are good in hilly areas. They have softer rubber that helps the tire stay pliable in the cold and keep more of its surface in contact with the road. They also have deeper treads to push away water and snow buildup, and they have "sipes" or small slits in the tread that help the tires cut deeper into the snow. (Because they're softer, they wear out faster, and you'll want to extend their life by using them only during the coldest months.)
- Studded tires = boots with crampons. Once the gold standard for winter tire traction, studded tires (that is, tires with metal pegs embedded in the tires) have been largely replaced by newer-generation winter tires that perform better in a wider range of winter driving conditions. That said, studded tires still may be the best choice if you often drive on clear ice that's at or near the freezing mark, have a steep icy driveway or live on an unmaintained private road where ice is a problem. They're also good if you have a rear-wheel drive vehicle.

If you decide to go the studded route, know that they're only allowed between Nov. 1 and April 15 because of the damage they inflict on road surfaces. They're also illegal in some states (surprising ones include snowy Illinois, Minnesota and Wisconsin), so if you're planning a cross-country trip, your out-of-state license may or may not save you from a ticket.

Your local tire shop can offer advice on the best tires for your car. But whatever kind you buy, get four. Using the same tires on all four wheels reduces your chance of skidding. Also, inflate them to manufacturer-recommended pressures and ignore the myth that underinflation improves traction; it's more likely to lead to a [blowout](#).

Do I Need Chains if I Have 4WD?

While all-wheel (AWD) or four-wheel (4WD) drive will help you get traction in fresh snow, don't assume you're "ice safe." Regardless of your vehicle, ice leaves your tires with nothing to grab onto.

In general, vehicles with 4WD and AWD don't need to chain up, as long as all wheels are in gear and they have approved traction tires with adequate tread. That includes studded tires and all-season, all-weather or snow tires (look for the M+S or mountain/snowflake symbol on the sidewall). However, those vehicles still must carry chains for at least one set of drive tires.

If you don't have 4WD or AWD, front-wheel drive vehicles need to have chains on the front tires; rear-wheel drive vehicles need them on the back. Important to remember: Chain design varies by manufacturer, so always refer to the instructions that came with your chains even if you've used other types of chains before.

How Do I Put on Tire Chains?

For general tips, we like this [simple two-minute video](#) that shows how to install cable chains on a front-wheel drive car.

We'd also add these reminders for chain-up success:

- Ask a tire professional for help with buying the right size and type of chains for your car.
- Practice inside your garage. It's better to learn there than crouched on a snowy shoulder of a road, likely with freezing fingers, adverse weather conditions and other cars around you.
- Get as far off the road as safely possible before installing your chains. That reduces the chance that another car could slide into you as you're working.
- If you're traversing mountain passes, look for state Department of Transportation chain-on and chain-off locations.
- Stop and check the chains after you've driven for a few minutes. They may need to be tightened.
- Never exceed 25 mph with chains (or the speed recommended by your manufacturer).
- Don't use chains on wet or bare pavement. Remove them once you've left the snow and ice behind.
- Once you are home, let your chains dry out in the garage before packing them away. That will help prevent rust.

What Should I Carry in My Car for Winter Driving?

One of the most surprising things is a full tank of gas! If a snowy commute snarls traffic for hours, you don't want to run out of gas on the road. Or, if you get stuck, the gas in your tank will allow you to run your engine for heat. We recommend that you never let your tank dip below half full once we change the clocks back to standard time.

You'll also want to pick up a couple of bags of old-fashioned non-clumping cat litter and keep them in the trunk. The cat litter will give you emergency traction if your tires start to spin. (If you don't have cat litter, you could sacrifice your floor mats to help you get unstuck.)

Also, buy a lidded plastic container (the type you use to store holiday decorations) and make it your “snow box” to carry in your trunk. It should include a sleeping bag or blanket, snow boots, warm gloves that you’ll use for putting on chains, water, granola bars and a car phone charger.

What Do I Do I Get Stuck in The Snow?

In most cases, it’s best to stay with your car if you’re safely off the road and you think help will come soon.

If your car can still move, get as far off the road as safely possible before you call it quits. You’ll reduce the chance another vehicle will hit your car or that you’ll get an abandoned-car towing fee if road crews must have it removed.

Turn on your emergency flashers and put out warning reflectors if it’s safe to do so.

If you decide it’s best to get out and walk (you’re physically fit, dressed appropriately and your destination is nearby), put a note in your window with your cell phone number so authorities or a towing company can contact you. Take your valuables and personal information (like your car’s registration) that would allow a thief to locate your home or steal your identity. Set the emergency brake and lock the doors. Towing professionals will still be able to safely tow your car.

Questions – Contact Paul Loveless at 253.581.1912 or paul.loveless@ci.steilacoom.wa.us