

Planning MEMORANDUM

To: Mayor Muri and Members of the Town Council
From: Paul Loveless, Town Administrator
Date: January 13, 2023
Subject: Updates

Administration:

Upcoming Meetings:

Council Meeting – January 17, 2023, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388. Zoom invite: <https://us02web.zoom.us/j/83933718097>
Planning Commission – February 13, 2023, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Civil Service Commission – February 2, 2023, at 2:00 PM. at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.
Preservation and Review Board – January 25, 2023, 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.

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

King Tides:

The next “king tides” are predicated for January 21st – January 26th. Tides are predicted to be higher than the last time subject to rain and whether there is a low- or high-pressure area in the region.

If a low-pressure system – which typically brings in the cloudy, rainy conditions – moves inland, we may see **higher tides than predicted**. High-pressure systems can depress sea levels, so if one moves into the area, we may see tides that are lower than predicted. Local wind direction and speed also affect tidal height.

Sidewalks – Moss Control:

Town crews will commence moss control applications on select sidewalks throughout Town using Wet-N-Forget, a moss control product, weather permitting. Areas of focus include the asphalt walkway in Cormorant Passage and the sidewalks on Lexington Street and Sequalish Street. Areas will be posted both prior to and after application and a notice will also be posted on the Town’s official website. The Safety Data Sheet (SDS) is available on the Town’s official website.

Community Development:

Building Inspection and Code Compliance:

The Building Inspector/Code Compliance Officer focused on reviewing building permit applications and inspecting construction activity along with familiarizing himself with the Town and Town procedures. Additionally, he followed up on several code compliance issues.

Critical Area Permit:

Tyler Hjelseth applied for a critical area permit to reduce the wetland buffer from 80 feet to 60 feet at 2514 Shepard Street, Steilacoom, Washington 98388. Notice of the Development Application and the wetland

report may be found on the Town's official website at <https://townofsteilacoom.org/297/Public-Notices---Development-Application>.

Comprehensive Plan Update

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 January 31, 2023. 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.

We are currently utilizing a "wait list" for Junior Explorers and Little Explorers.

Public Safety:

Over the past week, 115 Public Safety incidents occurred in town, including the following:

Emergency and patrol incidents

- 6 medical aid responses
- 36 suspicious circumstance/security checks
- 3 responses for persons in crisis/welfare checks
- 43 traffic stops
- 2 partner responses with the Department of Social and Health Services Children's Administration (Child Protective Services)
- 4 responses for residential/commercial alarms
- 1 response for animal-related incidents

Crimes against persons

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

Crimes against property

- 1 incident of fraud/identity theft
- 1 incident of vandalism
- 1 motor vehicle theft

Significant information:

Over the past couple of weeks, some of our neighborhoods have suffered vandalism to community mailboxes. Public Safety partners with U.S. Postal Service investigators regarding incidents such as these. Please continue to report suspicious persons and circumstances to 9-1-1 while the incidents are in-progress.

In coordination with the Public Safety Advisory Committee, Public Safety attended a community meeting with the Chambers Bay Drive neighborhood. It was an informative discussion regarding concerns in that area, to include the unincorporated areas of Pierce County immediately north of the town border. Our officers continuously balance our responsibilities within the jurisdiction of our town along with responding to emergencies in our neighboring areas.

Public Safety's Holiday High Visibility emphasis has concluded. Throughout December, your officers conducted over 370 security checks, involving suspicious persons, suspicious vehicles, and closed business and vacation residence checks. Also included were checks upon our local power substation locations, following the incidents that occurred over the holidays.

In the coming months, Lakewood Police Chief Mike Zaro and Fircrest Police Chief John Cheesman are both retiring. Their ongoing partnership with our department has been invaluable and they will both be greatly missed.

Announcements:

In partnership with the West Pierce Emergency Management Coalition, Public Safety is enhancing our Community Emergency Response Team capabilities. 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
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Public Works:

Streets and Storm:

Crew Emphasis:

The crew focused on hauling spoils from the Public Works facility; swept streets; completed continuing education for pesticide applicators; performed stormwater inspections; 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 as weather allowed. This week they completed pouring the remaining sidewalks and driveway approaches. Next week, the contractor will concentrate on the restoration of disturbed areas including placement of top soil, sod, and mulch. Pavement patching will be scheduled based upon weather forecasts.

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.

Rainier Street Preservation Project:

The Rainier Street Preservation Project is out to bid. Bids are scheduled to be opened on January 30, 2023. Staff hopes to bring a proposed contract to Council for award at the February 7, 2023 Council meeting.

Old Military Road Preservation Project:

The Request for Qualifications for design engineering for the Old Military Road Preservation Project commence January 16, 2023. Interviews are tentatively scheduled for February 8, 2023.

Electrical:

Crew Emphasis:

The crew removed an inappropriate power connection in the 500 block of Frederick Street; discussed a permanent power connection on Champion Street; established a date and time for a disconnection in the 2100 block of Lafayette Street; replaced a transformer in the 100 block of Tatoosh Street; pulled primary and secondary wire for a temporary power pole in the 500 block of Frederick Street; and performed other maintenance activities.

Water/Sewer:

Crew Emphasis:

The crew concentrated on sewer jetting; washed and vactored wet wells at lift stations; compiled data for the annual water use efficiency report in accordance with guidelines from the State Department of Health; and performed other maintenance activities.

Parks, Buildings and Grounds:

Crew Emphasis:

The crew repaired stairs in the Community Center; coordinated annual fire extinguisher testing; continued painting signposts for installation at various parks; cleaned up storm debris from buildings and parks; and performed other maintenance activities.

Other:

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.

Fire Safety Checklist:

It's a new year and time for a fresh start when it comes to fire safety. Resolve to spending just a few minutes completing the following checklist to make sure you start your new year off safely. Remember, any items you are not able to mark off this checklist may put you at a higher risk from fire.

1. Smoke Alarms - A working smoke alarm cuts the risk of dying in a home fire by nearly half.
 - A. Smoke alarms are installed on a ceiling or high on the wall outside of the bedroom(s) on each level of your home.
 - B. Consider putting smoke alarms inside bedrooms too.
 - C. Make certain that your smoke alarm battery is changed once a year.
 - D. Test and clean your smoke alarm(s) each month.
2. Smoking - Fires started by smoking materials cause more fatalities than any other type of fire.
 - A. Matches, lighters, and smoking materials are kept out of the reach of small children.
 - B. No Smoking in Bed is a rule in your home.
3. Kitchen - Most cooking fires start when someone has left the kitchen while using the stove.
 - A. Keep your stove and oven clean of grease to prevent the occurrences of a fire.
 - B. In the event of a grease fire, know that the best thing to do is to put a lid on it.
 - C. Always remain in the kitchen while the stove or oven are on. Never leave the stove unattended when cooking.
 - D. Never use your oven to heat your home.

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