

## Planning MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: March 24, 2023**  
**Subject: Updates**

### Administration:

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

Council Meeting – April 4, 2023, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388. Zoom invite: <https://us02web.zoom.us/j/82727213333>

Planning Commission – May 8, 2023, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Civil Service Commission – April 6, 2023, at 2:00 PM. at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

Preservation and Review Board – April 26, 2023, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Parks, Community Services, and Environment Advisory Committee – April 17, 2023, 6:30 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Public Safety Advisory Committee – April 19, 2023, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

#### ***Public Works Seasonal Positions Open:***

The Town is currently accepting applications for seasonal positions in the Public Works Department on the Parks, Buildings, and Grounds crew and on the Street/Storm crew. Additional information is available on the Town's official website at <https://townofsteilacoom.org/234/Employment>.

#### ***Medicare Ending Free COVID-19 Tests 5/11/23:***

The Medicare program offering 8 free COVID-19 tests per month is ending on May 11, 2023. This is your last chance to stock up! Tests can be requested at <https://www.tests.milorx.com/>

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

Please join us Saturday, April 1st from 8-9:30 A.M. and help clean Sunnyside Beach.

Steilacoom Public Works will provide grabbers and bags, but we suggest bringing gardening/work gloves if you have them. Please feel free to reach out with any questions to Liz Grasher at [elizabeth.grasher@ci.steilacoom.wa.us](mailto:elizabeth.grasher@ci.steilacoom.wa.us).

Sunnyside Beach Park address: 2509 Chambers Creek Road. Hope to see you then!

#### ***We Love Steilacoom Annual Meeting:***

The We Love Steilacoom Association will hold its annual meeting on April 11 at 5 PM at the Steilacoom Community Center. 2022 activities and 2023 operational plan will be discussed. All are welcome to attend.

#### ***Spring Curbside Clean-up – April 20th:***

One day FREE event - regular garbage/yard waste day. Watch for additional information in the Around Town, on the website, and in the weekly updates in coming months.

#### ***Kiwanis 5K Run/Walk:***

Usher in spring with a healthy and fun Steilacoom event while making an impact on the lives of others at risk of hunger!

**Sunday, 23 April 2023:** Steilacoom Kiwanis 5K Run/Walk and 1 Mile Historic Stroll to support the **We Love Steilacoom Food Pantry**. Suggested minimum donation of \$10/person or \$20/family. Choose your start time between **0900 and 1100**. Courses close at **1200**.

The 5K non-timed, non-competitive event includes scenic views and trails. Local historians and Steilacoom Tribal members will be posted at historic sites along the 1 Mile route, eager to share Steilacoom's fascinating past. Register online at <https://www.kiwanisclubofsteilacoom.org/run-walk-event/>. Register in advance for chance to win a prize drawing. Drawing will be held at the end of the event and need not be present to win. Start and in-person registration will be at the Steilacoom Historical Museum patio at Rainier and Main St. COVID-19 guidelines will be observed. Questions? Contact Nancy Henderson at [nehenders@comcast.net](mailto:nehenders@comcast.net).

***Confidential Document Shredding Event – May 13th:***

Confidential document shredding event May 13 from 9 AM to noon or until the truck is full at the Public Works facility. Watch for additional information in the Around Town, on the website, and in the weekly updates in coming months.

***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:**

**Short Plat application.**

Yohannes Haimanot has applied for a 4-lot short plat at 1310 Union Street. There will be no public hearing. The public is welcome to comment on the application until April 20, 2023. The Town Administrator will issue a decision following the comment period. The decision will be posted on site, at public buildings and mailed to property owners within 500 feet. Additional information is available on the Town's official website at <https://townofsteilacoom.org/297/Public-Notices---Development-Application>

**ADU application.**

Chad & Danielle Carlson have applied for a detached Accessory Dwelling Unit at 1215 Union Avenue. There will be no public hearing. The public is welcome to comment on the application until April 20, 2023. The Town Administrator will issue a decision following the comment period. The decision will be posted on site, at public buildings and mailed to adjacent property owners. Additional information is available on the Town's official website at <https://townofsteilacoom.org/297/Public-Notices---Development-Application>

**Community Services:**

***Bridge and Mahjong Players Wanted!***

Interested in playing bridge or mahjong? Let us know! The Community Center will host games if there is enough interest. Contact 253-581-1076 to add your name to the list.

***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).

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

### **Public Safety:**

Over the past week, 144 Public Safety incidents occurred in town, which included the following:

#### Emergency and patrol incidents

- 8 medical aid responses
- 49 suspicious circumstance/security checks
- 1 response for persons in crisis/welfare checks
- 46 traffic stops
- 3 responses for residential/commercial alarms
- 2 responses for animal-related incidents
- 3 responses for nuisance-related incidents (excessive noise/parties/unruly juveniles/narcotics use/etc.)
- 2 motor vehicle collisions
- 1 runaway teenager

#### Crimes against persons

- 1 incident of assault
- 3 incidents of domestic violence/disturbance

#### Crimes against property

- 2 incidents of fraud/identity theft
- 3 incidents of theft
- 1 incident of vandalism

### **Significant information:**

On March 22, Public Safety was aware of an ongoing criminal justice investigation near the intersection of Sequash Street and Braecrest Circle involving partner agencies from around the region. Public Safety Officers were on scene throughout the event and assessed for any safety concerns for the public. As the investigation is still active, there are no other details currently available to share. A press conference is expected early next week. Once they are available, additional details regarding the press conference will be made available.

Public Safety lobby hours are changing. The front lobby will be open Tuesday through Friday, from 2:30 pm until 5:30 pm. During those hours, Public Safety can also be called at (253) 581-0110.

Prescription drug disposal is temporarily closed at the public safety building. Alternative locations, to include mail-in options, are available at: <https://med-project.org/>

### **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](mailto: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/56bfvf3>

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.

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 concentrated on catch basin cleaning and street sweeping; assisted the Public Safety Department with traffic control in response to an accident on Chambers Creek Road; continued sign maintenance throughout Town; provided inspections for street work at various sites throughout Town; reviewed specifications for a street sweeper; and performed other maintenance activities.

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

The contractor capitalized on the weather window and striped the street and installed extruded curbing near the Sunset Gardens apartments this week. The sidewalk which is subject to WSDOT fabrication inspection is still pending. Next week, staff will work with the contractor to develop a list of remaining items to complete prior to final approval.

#### ***Rainier Street Preservation Project:***

The contractor mobilized on-site; erected erosion and traffic control measures; commenced potholing for potential utility conflicts; and began concrete cutting.

#### ***Old Military Road Preservation Project:***

Survey work continued this week in support of the design of the project.

### ***Annual Town Roadside Herbicide Applications and Vegetation Maintenance:***

The Town's annual application of herbicides to combat weeds along road shoulders has started and will continue through August along with vegetation maintenance. Targeted noxious weeds and brush control applications will occur through the end of November as needed. Only federal and state-approved herbicides are used.

The Town uses Cheetah Pro and Scythe along rights-of-way adjacent to roads and Mirimichi and Scythe on sidewalks. (The Town previously discontinued the use of Round-up.) Both are applied only by certified pesticide applicators using manufacturer's recommendations and under the guidance and inspection of the USDA. The applicable Safety Data Sheets are available on the Town's official website.

### ***Electrical:***

Crew Emphasis:

The crew upgraded transformers in Cambridge Drive in preparation for the upcoming road project; repaired lights at the Community Center; performed a disconnection in the 2100 block of Steilacoom Boulevard for a panel change-out; completed the installation of conduit at the Public Works facility for future EV charging stations; performed utility disconnections/reconnections for nonpayment of utility service charges; and performed other maintenance activities.

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

Crew Emphasis:

The crew assisted the Electric crew with the installation of transformer upgrades on Cambridge Drive; continued hydrant maintenance throughout Town; hauled spoils from previous projects to an approved disposal site; completed a water shutoff on behalf of the Steilacoom Woods Apartments' maintenance crew; continued compiling data for the update of the Water Comprehensive Plan; assisted the geo-tech engineers with soil testing at the Roe Street reservoirs; and performed other maintenance activities.

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

Crew Emphasis:

The crew attended a demonstration of a potential mower under consideration as a replacement for an existing mower; continued mowing and grounds maintenance as weather allowed; and performed other maintenance activities.

### ***Other:***

#### ***SHS Music Program Fundraiser:***

Are you looking for a new mattress? You can get a new mattress and support our music students at the same time. The SHS Music Boosters will be hosting the 4th annual Mattress Fundraiser Saturday April 15th. from 10 am- 5 pm at Steilacoom High School.

#### ***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.

#### ***Safety Messages:***

**Smoke Alarms**—Test your smoke alarms every month and replace the battery at least once a year. If the alarm makes a "chirping" sound, replace the battery immediately.

**Carbon Monoxide Detectors**—Anything that burns fuel can potentially become a source of carbon monoxide, an invisible, odorless gas that can kill. CO alarms should be installed in a central location outside each bedroom and on every level of the home. The safety tips for CO detectors mirror those of smoke alarms: change the batteries and test them.

**Family Emergency Plan**—Every family should have an emergency plan in place in the event of a natural disaster or other catastrophic event. It's recommended that all homes have an emergency kit including the following: one gallon of water per day for each person, at least a three-day supply of food, flashlight, and batteries, first aid kit, filter mask, plastic sheeting and duct tape, and medicines.

**Get Rid of Unwanted Medicines**—NSC recommends you take unwanted or expired medicines to a prescription drop box or take-back event near you.

**Getting the Urge to Clean?**—With the warm weather comes a desire to shine and polish your home. But when warning labels are ignored or chemicals fall into the wrong hands, disaster can occur. Learn what you can do to keep your family safe around poisons in the home.

**Window Safety**—With warmer temperatures arriving, it's important to practice window safety – especially in homes with young children.

***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.

***Edible Gardens – Free Virtual and In-Person Classes in 2023:***

The FREE Edible Gardens series is taught by educators from Harvest Pierce County and Pierce County Planning and Public Works. Classes will be offered either in-person, virtually via zoom, or as a hybrid (both in-person and online). In-person classes are either at the WSU Research and Extension Center or the Fruitland Grange: WSU Puyallup Extension: Allmendinger Center, 2606 W. Pioneer, Puyallup Fruitland Grange: 11102 86th Ave. E., Puyallup Hybrid and in-person classes are on Saturday morning from 10 a.m. to 12 p.m. Zoom-only classes are on Tuesday evenings from 6-7:30 p.m. Register for one or more classes here: <https://www.piercecd.org/499/Edible-Gardens-Workshop-Series>

***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 [paul.loveless@ci.steilacoom.wa.us](mailto:paul.loveless@ci.steilacoom.wa.us)