

# STEILACOOM TOWN COUNCIL

## MINUTES

### Steilacoom Town Hall

Tuesday, October 5, 2021

6:30 p.m.

#### A. Call to Order and Roll Call

1. **Mayor Muri** called the regular meeting of the Steilacoom Town Council to order at 6:30 p.m. on Zoom.
2. In attendance were Mayor Muri, Councilmembers Neal, Henderson, Crumley, and Smith. Staff members in attendance were Town Administrator Loveless, Attorney Hoffman, Public Safety Director Yabe, Public Works Director Burlingame, Town Planner Fortner, and Administrative Assistant Gibelyou.
3. Councilmember Franklin was excused.

#### B. Pledge of Allegiance

1. **Mayor Muri** led the attendees in the Pledge of Allegiance.

#### C. Approval of Agenda

1. **Councilmember Smith** moved and **Councilmember Henderson** seconded to approve the Council Agenda of October 5, 2021.
  - i. **Yes:** All

#### D. Consent Agenda

1. *Minutes of September 21, 2021.*
2. *Approval of Payroll Checks 116513 - #116521 in the total amount of \$165,869.51.*
3. *Approval of Claims Checks #116619 - #116667 in the amount of \$345,659.58 and Manual Check #116613 in the amount of \$14,200.00.*
  - i. **Councilmember Neal** moved and **Councilmember Smith** seconded to approve the following items on the consent calendar.
    1. **Yes:** All

#### E. Audience Input on Non-Agenda Items

1. No public comments.

#### F. Public Hearing

1. **2021-2022 Mid-Biennium Budget Adjustments (AB 3113) (Ord. 1649)**
  - i. **Mayor Muri** opened the public Hearing.
  - ii. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
  - iii. **Mayor Muri** invited public comments.
    1. John Perry – 813 Lewis Lane, Steilacoom: He wanted to bring to everyone’s attention that there may be rebates available for the budgeted energy improvement items. If the Town qualifies for such rebates, he wanted to know if the savings would go back in to the capital projects fund. Administrator Loveless answered yes; it would never leave to begin with.

- iv. **Councilmember Smith** moved and **Councilmember Henderson** seconded to close the public hearing.
    - 1. **Yes: All**
2. **2022 General and EMS Property Tax Levies (AB 3109) (Ord. 1650 & 1651)**
- i. **Mayor Muri** opened the public Hearing.
  - ii. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
  - iii. **Mayor Muri** invited public comments.
    - 1. No public comments.
  - iv. **Councilmember Smith** moved and **Councilmember Crumley** seconded to close the public hearing.
    - 1. **Yes: All**
3. **Accessory Building size (AB 3110) (Ord. 1647)**
- i. **Mayor Muri** opened the public Hearing.
  - ii. **Town Planner Fortner** delivered the staff report and answered questions from the Council.
  - iii. **Mayor Muri** invited public comments.
    - 1. Marianne Bull – 702 Lafayette St., Steilacoom: She is a member of the Preservation and Review Board. Her main concern is about keeping accessory building design subordinate to the main home structure within the historic district. She is concerned that increasing the square footage allowed may compromise their ability to support the design standards when looking at a proposed building. The more square footage accessory buildings are granted, the more difficulty they may have. She is not sure one-size-fits all is the best approach for the Town and wonders if a differentiation could be made between homes located within and outside of the historic district.
    - 2. Craig Hanna – 606 Lafayette St., Steilacoom: He is the townspeople who wanted to discuss accessory building size before Council. He started the process of building a garage two years ago. He went before the Preservation and Review Board, where he does not recall square footage being brought up. After obtaining the necessary permits to do so, he was told he could not build the garage. He believes the design for his garage complies with the goals of the Town’s comprehensive plan and does not see how the current accessory building size restrictions help him meet those goals. He doesn’t see the equitability, fairness, or diversity in the Council’s previous size ruling.
  - iv. **Councilmember Smith** moved and **Councilmember Crumley** seconded to close the public hearing.
    - 1. **Yes: All**
  - v. **Councilmember Smith** moved and **Councilmember Neal** seconded to adopt Ordinance 1647, thereby increasing the gross floor area of an accessory building to 1,000 square feet, and replace the definition of gross floor area and net floor area in the Town’s zoning code with the definition of the Town Building Code.
    - 1. **Yes: All**
4. **Sign Code revisions (AB 3111) (Ord. 1648)**
- i. **Mayor Muri** opened the public Hearing.
  - ii. **Town Planner Fortner** delivered the staff report and answered questions from the Council.

- iii. **Mayor Muri** invited public comments.
  - 1. No public comments.
- iv. **Councilmember Smith** moved and **Councilmember Henderson** seconded to continue the public hearing to the Council Meeting of October 19, 2021.
  - 1. **Yes: All**

G. Action Items

**1. *Parking Regulations (AB 3091) (Ord. 1641)***

- i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Smith** moved and **Councilmember Henderson** seconded to adopt Ordinance 1641 amending SMC 10.16.100 and SMC 10.16.170.
  - 1. **Yes: All**

H. Introduction

**1. *2021-2022 Mid-Biennium Budget Adjustments (AB 3113) (Ord. 1649)***

- i. **Mayor Muri** introduced the agenda bill.

**2. *2022 General and EMS Property Tax Levies (AB 3109) (Ord. 1650 & 1651)***

- i. **Mayor Muri** introduced the agenda bill.

**3. *Union Avenue/Rainier Street Roundabout Project, Change Order #3 (AB 3112) (\*)***

- i. **Public Works Director Burlingame** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Neal** moved and **Councilmember Smith** seconded to authorize the Mayor to sign Change Order #3 to the Union Avenue/Rainier Street Roundabout Project.
  - 1. **Yes: All**

I. Reports

**1. *Staff***

- i. **Town Administrator Loveless** reported the following:
  - 1. The Town is experiencing challenges with our voicemail system. We are not getting voicemails and are unable to transfer calls. We are working with our phone service provider to correct that.
  - 2. Upgrades to the security system are taking place at both the Community Center and Public Works.
  - 3. Staff is looking at upgrading the utility billing portion of the financial system next summer.
- ii. **Public Works Director Burlingame** reported the following:
  - 1. The Roundabout Project continues to move forward. They will begin working on the middle of the roundabout soon. Grade changes will be made. The contractor has been updating Pierce County and the ferry system on traffic impacts. So far, most ferry patrons have not had major difficulties. They also successfully moved the Mary Perkins Park sign, without damaging it, to a new home at the corner of the park.
  - 2. Rick Creger has been working with volunteer Janet Cox in the Cormorant Passage area. She has been instrumental in taking over the Jim Senko Garden area. Jim passed away earlier this summer. Janet Cox stepped up to preserve and enhance

Jim Senko's vision for the garden area. His hat is off to both Rick, his crew, and especially Janet Cox for her diligent work.

3. Rick has also been working with Mary La Tourelle and the Steilacoom Garden Club on various areas downtown. Rick and his crew have been providing support for the Garden Club as they work on Town beautification.

iii. **Attorney Hoffman** reported no new litigation.

iv. **Chief Yabe** reported the following:

1. He met with the new Commander of the 42nd military police brigade, COL Robert McNellis. They discussed ongoing partnerships between our police department and their unit.
2. Tomorrow, officers will be training in taser devices, one of their many less lethal force options.
3. Our newest officer, PJ Palma, graduates the police academy this Thursday.
4. He will be meeting soon with the school district to continue discussions of emergency preparedness.
5. Grant updates: Cops hiring grant – no new information. Body cameras – no new information. Less lethal equipment – still in progress.

## 2. **Council**

i. **Councilmember Smith** had no reports.

ii. **Councilmember Neal** had no reports.

iii. **Councilmember Henderson** reported the following:

1. She asked about what security upgrades are being implemented at the Community Center. Administrator Loveless answered the internal cameras and keypads are being upgraded.
2. She appreciated the comments Director Burlingame made about Janet Cox and our parks crew. She also said a few words about Jim Senko. He was a great ally for parks and trails in Steilacoom.

iv. **Councilmember Crumley** reported the following:

1. He has sent Mayor and Council a brochure on how other cities are using their American Rescue Plan Act (ARPA) funds and made several suggestions. While the Town is investigating restriping tennis courts, pickle ball courts, and redesigning our Town website, ARPA funds cannot be used to hire a Town Clerk.

## 3. **Mayor**

i. **Mayor Muri** reported the following:

1. He is looking forward to attending PJ Palma's graduation from the police academy with Chief Yabe.
2. He received a nice letter from John Ufford, president of the board of directors for Friends of the Steilacoom Library, thanking Town Administrator Loveless, Community Center Service Coordinator Gibelyou, and Councilmember Neal for all their help with the Steilacoom Library Booksale on September 18.
3. He has seen the refurbished Town signs. They look very nice. He thanks those involved in the restoration effort.
4. He expressed sadness over the passing of Jim Senko. He did some great things for our local parks.

J. Adjournment of Regular Meeting

1. **Councilmember Smith** moved and **Councilmember Henderson** seconded to adjourn the Town Council Meeting of October 5, 2021.
2. The October 5, 2021 regular meeting of the Steilacoom Town Council adjourned at 9:09 p.m.

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Town Administrator

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Mayor