

## MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: December 10, 2021**  
**Subject: Updates**

### Administration:

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

Council Meeting – January 4, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/85406745609>

Planning Commission – December 13, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/87367708301>

Civil Service Commission – January 6, 2022, at 2:00 PM.

Zoom Invite: <https://us02web.zoom.us/j/81805876078>

Preservation and Review Board – January 26, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/85715346151>

Parks, Community Services, and Environment Advisory Board – December 20, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/81390909621>

Public Safety Advisory Committee – December 15, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/82570861202>

(\* ) Meetings are being conducted via Zoom. Additional information is on the applicable meeting's agenda.

#### ***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 Services:

#### ***Before and After School Care:***

Registration is now open for the Town of Steilacoom's Before/After School Program for 2021-2022.

Club AM and PM is offering before and after school care for Kindergarten - 5th Grade school students every day with the exception of national holidays.

- Location: Cherrydale Elementary
- Pre-registration is required and payments can be made online, by phone, or by check.
- Multiple child discounts are available as well as Military and Free/Reduced Lunch qualified students.
- Discounts cannot be combined.
- Part-time and full-time rates now available!

Additional information and registration is available on the Town's official website at <https://townofsteilacoom.org/156/Youth-Programs>.

#### ***Winter Break Childcare:***

***The Town of Steilacoom is offering Winter Break childcare at Cherrydale Elementary.***

Winter Break Program Info

- Dates: Dec. 20-23 and 27-30
- Times: 6 a.m. - 6 p.m.
- Location: Cherrydale Elementary
- Registration, Information and Policies available at <https://townofsteilacoom.org/156/Youth-Programs>

***Homeless – Cold Weather Assistance Drive:***

The homeless population is growing and can use your help! A complete list of items being collected may be found on the Town’s official website but includes personal care/hygiene, clothing, and outdoor gear. Donations may be delivered to the Steilacoom Community Center by December 17. All donations will be given to the Nativity House Day Shelter

***Free Adult Sewing Class:***

Learn to make a pillowcase with beautiful French seams. Lessons will teach you how to make French seams, quilt, create home décor, make fashionable clothing, and much more. Our instructors have more than 30 years’ experience with a wide variety of sewing projects. Sewing machines and sewing tools are provided. Classes are held every Friday at the Steilacoom Community Center from 9 AM to noon. No experience necessary!

**Community Development:**

***Code Compliance:***

The Code Compliance Officer is focusing on accessory structures, primarily sheds, that are in the setbacks and inspecting construction sites for erosion control measures.

***Conditional Use Permit for Bed & Breakfast Inn:***

The Planning Commission will hold an informational workshop on a request for an Conditional Use Permit for a Bed & Breakfast Inn on Starling Street on December 13 at 6:30 PM.

***Revisions to Zoning Ordinance:***

The Planning Commission will hold a public hearing on certain revisions to the Zoning Ordinance concerning Definitions, Accessory Dwelling Units, Home Occupations, Short Term Lodging, Group Care Facilities and Parking Regulations on December 13 at 6:30 PM.

***2022 Town Comprehensive Plan Amendment:***

The Town is now accepting applications for amendments to the Town’s Comprehensive Plan for 2022. The Comprehensive Plan provides guidance for land use, economic development, housing, transportation, and utilities.

Approved amendments can result in changes to land use and zoning designations and regulations. Please contact Doug Fortner, Town Planner, at [doug.fortner@ci.steilacoom.wa.us](mailto:doug.fortner@ci.steilacoom.wa.us) or at 253.581.1912 for further information. Applications must be received by December 31, 2021

**Public Safety:**

Over the past week, 111 Public Safety incidents occurred in Town, including the following:

Emergency and patrol incidents

- 8 medical aid responses
- 35 suspicious circumstance/security checks
- 2 responses for persons in crisis/welfare checks
- 43 traffic stops
- 2 responses for residential/business alarm
- 1 incident of parking enforcement
- 1 motor vehicle collision

Crimes against persons

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

## Crimes against property

- 1 incident of shoplifting

### A message from the Chief:

A few months ago, I reported our officers having de-escalated an enraged individual suffering from mental health crisis. Our officers spent nearly an hour engaging with the individual and ultimately coordinated him in receiving assistance without using any force. This week, our officers interacted with an individual lingering around a business well after the business was closed. By the report of witnesses who initially reported the individual, our officer was calm and professional, and without any aggression, in helping the individual. This is another example of the compassion and professionalism that our officers regularly demonstrate.

- Tom Yabe, Chief of Police

Our second new officer has graduated the academy and starts his next phase of training this month.

This week, officers attended training in use of force reporting and investigation of sexual assaults.

Our months of longer nights are upon us, which can create increased opportunities for victimization by theft, such as catalytic converter theft and package theft. Please help Public Safety keep an eye out on our streets and report suspicious activity. Additional information about catalytic converter theft, to include tips to protect against theft, may be found here:

- <https://tinyurl.com/3rb8yzm6>
- <https://tinyurl.com/27v2a6ve>

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.

One of the unique aspects of the Town of Steilacoom is our connection with local wildlife. Unfortunately, sometimes that interface occurs when wildlife is found injured or deceased. Please find the following resources regarding injured or deceased wildlife:

- City of Lakewood Animal Control: <https://tinyurl.com/d7n3hjzn>
- Washington Department of Fish and Wildlife: <https://tinyurl.com/579d8k6d>

Please visit our department website (<https://tinyurl.com/2bz3jzey>) for assistance with:

- Concealed pistol license applications
- Online crime reporting
- Anonymous reporting of suspicious activity
- Reporting of persistent traffic concerns

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.

## **Public Works:**

### **Streets and Storm:**

#### Crew Emphasis:

The crew removed Town-owned cones and barricades that were used to relocate the ferry lane as part of the roundabout project; continued stormwater inspections for new developments; maintained storm facilities

including drainage ditches and swales; blew and swept streets and generally cleaned up after the adverse weather; attended pesticide license renewal classes; and performed other maintenance activities.

**Union Avenue Rainier Street Roundabout Project:**

The contractor completed punch list items and opened the roundabout for use. The project has been suspended until backordered streetlights arrived and permanent striping can be performed.

***Electrical:***

**Crew Emphasis:**

The crew worked with Pivetta Brothers on roundabout punch list items; assisted the Water/Sewer crew with a setter replacement; installed a new service in the 2400 block of Chambers Bay; replaced a nonfunctioning meter in the 2700 block of Rigney Road; replaced a broken meter in the 60 block of Queets; installed a temporary power service for lot #10 in Norberg Estates; installed two net meters; and performed other maintenance activities.

***Water/Sewer:***

**Crew Emphasis:**

The crew completed a sanitary survey of the water system as required by the Department of Health – recommendations for water system improvements will be forthcoming; jetted sewer mains throughout Town; inspected a side-sewer replacement in the 1200 block of Chambers Street; provided oversight for the contractor working on the Marietta Street Lift Station project; cleaned up around facilities; and performed other maintenance activities.

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

**Crew Emphasis:**

The crew performed sheet rock repairs at the Public Safety facility; cleaned up storm debris throughout all of the facilities but particularly at Sunnyside Beach; repaired the floating dock at the ferry landing; and performed other maintenance activities.

**Other:**

***Steilacoom Historical Museum Holiday Store Open:***

The Steilacoom Museum Holiday Store is open for shopping from November 13 through December 11 on weekends at 1801 Rainier Street, in Steilacoom. Hours are Saturdays 10-4 and Sundays 12-4. Stop by to find unique and exciting gifts and to support the Museum. Among the offerings are Advent Calendars, Steilacoom ferry ornaments, the Steilacoom Calendars and notecards, toys, books of regional interest, great stocking stuffers and special decorative holiday items will be featured. For many items, members will receive their 10% discount. Unique bird houses by George Rybolt will also be available.

***2022 Steilacoom Calendar Available:***

The new edition of the annual Steilacoom Calendar features photos of the Steilacoom area submitted by members of the community. They capture the landmarks and sights that are familiar to all of us who travel through Steilacoom but often at a particular moment in time when the lighting or details are particularly noteworthy and perspective is altered. They make great gifts for mailing to friends and family not lucky enough to live in this area. The proceeds benefit the Steilacoom Historical Museum Association.

Calendars are available weekends from 10-4 on Saturdays and 12-4 on Sundays at the Steilacoom Museum Holiday Store at 1801 Rainier Street until December 11. They can also currently be purchased at Topside's Coffee Cabin, and online at [www.steilacoomhistorical.org](http://www.steilacoomhistorical.org) Prices are \$12 each or 5 for \$50. Online purchases offer free delivery in the local area, or mailing can be arranged. Online customers will be contacted for method of pick up or delivery.

A new photo contest for the 2023 Calendar will begin in January. Watch for more details to be available then. Call the Steilacoom Museum at 253-584-4133 with any questions.

***Christmas Tree Recycling:***

The annual Christmas Treecycling Drop-Off will be held on January 8<sup>th</sup>, 2022, from 9:00 a.m. to 3:00 p.m. at the Public Works (1030 Roe Street) utility yard. The annual event serves as a primary community recycling event and fund-raiser for Steilacoom Boy Scout Troop #71. A suggested minimum donation of \$3.00 per tree will be collected in support of the Scouts.

We can only accept Christmas trees that have been cleaned of all decorations including lights, tinsel, garland, nailed-on bases, etc. **Sorry, no flocked trees, wreaths or other vegetation accepted at this event.**

Residents who subscribe to the curbside yardwaste recycling may cut up their cleaned trees and place them inside their yardwaste cart for pickup on their regularly scheduled day.

Recycling your tree through our annual event supports both our community conservation efforts and the Scouts from Steilacoom Troop #71. Thank You and Happy Holidays!

***Hand Sanitizer Gel:***

Hand sanitizer gel in 1-gallon containers is available at the Community Center or the Public Works facility free to Town of Steilacoom residents. Limit one per family per week

Questions – Contact Paul Loveless at 253.581-1912 -- Town's Official Website - [townofsteilacoom.org](http://townofsteilacoom.org).



**Steilacoom Kiwanis Foundation  
Invites you to a Zoom Virtual**

# **Wine Hour**

**Friday, December 10<sup>th</sup>, 2021**

**6:30pm**

**Tickets \$50**

**Optional purchase of a charcuterie board \$25**

**From the comfort of your home, taste award-winning wines, learn the history, stories, and winemaking philosophies behind them.**

**Our featured Winery is**



# **AIRFIELD**

**The evening will also include a virtual  
Live Auction & Dessert Dash**

**Wine bag pick up or delivery will be based on your address  
and will take place on December 9<sup>th</sup>**