

## MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: March 4, 2022**  
**Subject: Updates**

### Administration:

#### *Upcoming Meetings:*

Council Meeting – March 15, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/88265745655>

Planning Commission – March 14, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/84302953143>

Civil Service Commission – April 7, 2022, at 2:00 PM.

Zoom Invite: <https://us02web.zoom.us/j/85820825323>

Preservation and Review Board – March 23, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/84202063258>

Parks, Community Services, and Environment Advisory Committee – March 21, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/81125091906>

Public Safety Advisory Committee – March 16, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/83419700106>

#### *Town Positions Available:*

The Town is currently recruiting for Seasonal Maintenance Worker positions, Community Center Facility attendant, and a Before and After School Program Recreation Aide position. See the Town's official website at [townofsteilacoom.org](http://townofsteilacoom.org) for details.

#### *Farrell's Marsh Community Work Party:*

Our next work party in Farrells Marsh is this coming **Sunday, 6 March, from 1 to 3 PM**. The meet up place will be a little down the main trail at the Chambers Street entrance. Hand tools and light refreshments will be available. Bring your own favorite tools if you have them.

Long sleeves, protective gloves and eye protection, and small tools such as hand clippers and cutters are recommended. The weather should be perfect. I look forward to seeing you there. Questions? Contact Nancy Henderson at [nehenders@comcast.net](mailto:nehenders@comcast.net).

#### *Free Masks and Hand Sanitizer:*

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

#### *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).

#### *Utility Fraud/Scams:*

According to the Federal Trade Commission, fraud complaints were received from more than 2.8 million people in 2021, showing a total loss of \$5.8 billion, \$2.3 billion of which were from impostor scams. Many of these scams are utility scams where scammers pretend to be representatives of utility companies and demand immediate payment to avoid service disconnects.

## **Learn How to Spot a Utility Scam with These Tips**

1. The Town will never request a payment or other personal information over the phone or through email.
2. Town staff will not ask for gift cards, prepaid cards, or money transfers as forms of payment.
3. The Town will not contact you threatening to disconnect service or ask for immediate payment over the phone or email.
4. Scammers can fake emails or phone numbers. If you have any questions about your account, contact Town staff directly at 253.581.1912.

Have you noticed a scam or has someone attempted a scam on you? Please contact Paul Loveless, Town Administrator, at 253.581.1912. This can happen to you, your loved ones, and your neighbors.

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

Join us Saturday, April 2nd from 8-10 A.M.

Steilacoom Public Works will provide grabbers and bags, but it is suggested to bring gardening/work gloves if you have them. Please feel free to reach out to Liz Grasher with any questions at [elizabeth.grasher@ci.steilacoom.wa.us](mailto:elizabeth.grasher@ci.steilacoom.wa.us). Sunnyside Beach Park address: 2509 Chambers Creek Road. See you then!

## **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.

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

## **Community Development:**

### ***Code Compliance:***

The Code Compliance Officer is focusing on following up on out-of-compliance properties which have now exceeded the grace period; inspecting construction sites for erosion control measures; and reviewing building permit applications.

### ***Sign Code:***

The Town Council reviewed revisions to the Town's sign code at their meeting on January 4, 2022, and continued the public hearing to March 15, 2022. At the March 15, 2022 meeting, Council will be requested to continue the public hearing to the April 5, 2022 Council meeting. The updated proposed revisions are posted to the Town's website at <https://townofsteilacoom.org/CivicAlerts.aspx?AID=302> for public review. Please send any comments to Doug Fortner at [doug.fortner@ci.steilacoom.wa.us](mailto:doug.fortner@ci.steilacoom.wa.us).

### ***Zoning Ordinance Amendments:***

The Town Council will hold a public hearing regarding zoning ordinance verbiage amendments regarding accessory dwelling units, home occupations, short- and long-term lodging or care facilities, parking standards, group care facilities and definitions at the meeting on March 15, 2022, at 6:30 PM. Public testimony will be taken.

### ***Rezone and Comprehensive Plan re-designation of School Property:***

The Steilacoom Historical School District has requested that the property at the corner of Sequash and Chambers Streets, formerly used as a football field and bus barn, be re-designated for Housing under the Comprehensive Plan and rezoned to R-7.2. A hearing before the Town Council will be set in April. A determination of non-significance was issued under SEPA on Jan 24. [SEPA DNS](#)

### ***Event Venue Proposal:***

The Town Council directed the Planning Commission to consider the possibility of allowing daytime outdoor event businesses in residential zones on parcels of greater than one acre. The Planning Commission will continue the hearing on this proposal at their meeting March 14, 2022. Written comments may be directed to the Planning Commission at 1030 Roe Street, Steilacoom WA 98338, or by email to [doug.fortner@ci.steilacoom.wa.us](mailto:doug.fortner@ci.steilacoom.wa.us).

### **Public Safety:**

#### **Announcements and Reminders:**

Unwanted prescription medication can be turned in at Public Safety for disposal. Additionally, mail-back services for expired or unwanted medicines are available, free of charge, to all residents upon request. More information can be located here: <https://tinyurl.com/2p9b54ht>

A frequent question asked to public safety officers is when to call 9-1-1 versus the non-emergency number. According to our dispatch agency, South Sound 911, "Call 911 when it is an emergency and a prompt response is needed. Emergencies requiring 911 are life-threatening or a crime that is in-progress. Examples include a fight or assault occurring at the time, a burning fire or a possibly life-threatening medical problem." More information can be found here: <https://tinyurl.com/2p9bs3ej>

Drivers in Washington have the option to include disability and medical designations in the Department of Licensing driver license and identification card system. These designations can give first responders information about how you communicate or inform them that you have one or more conditions that might affect a health emergency. More information can be found here: <https://tinyurl.com/mpfypjsb>

South Sound 911 announced their Emergency Health Profile program, which allows for crucial life-saving information to be automatically shared with 911 during call or text without saying a word. Information can include pre-existing medical conditions, disabilities and allergies; behavioral health information; emergency contacts; and other relevant information about the caller or members of the caller's household. More information can be found here: <https://tinyurl.com/ycktkenze>

\*A cell phone is required to use this service.

Although day light hours are starting to increase, the hours of darkness can still 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.

The Town of Steilacoom maintains a 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:**

#### ***Building Energy Efficiency/Replacement Project:***

Air Systems Engineering continued working in Town Hall this week. We anticipate work will continue in this facility for through March 11<sup>th</sup>. After that, they will return to the Community Center to work on system controls. Unfortunately, they also notified us this week of supply chain issues which are going to delay completion of the project at the Center.

#### ***Streets and Storm:***

Crew Emphasis:

The crew continued clean-up of the lower yard at the Public Works facility; performed erosion control inspections; cleared debris in ditches, catch basins and other stormwater facilities impacted by the recent adverse weather; attended a pesticide licensing class; and performed other maintenance activities.

Pivetta Brothers installed streetlights in the vicinity of the roundabout and called in a survey request for striping. Weather permitting, the striping may be placed next week.

#### ***Electrical:***

Crew Emphasis:

The crew installed infrastructure for future power needs at the corner of Union Avenue and Lafayette Street; met with an electrical contractor concerning a meter tampering issue; installed a permanent power and a temporary power service in Norberg Estates; installed a net meter in the 700 block of Gove Street; adjusted lighting in the lower yard of the Public Works facility to increase security; and performed other maintenance activities.

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

Crew Emphasis:

The crew responded to the dock lift station during the heavy rains resulting in high flow levels at that facility to ensure the pumps continued operating through the night; pressure washed the Cormorant lift station roof and washed down wet wells at other lift stations; assisted the street crew with storm drain maintenance during the heavy rains; jetted sewers throughout Town; reviewed plans for upcoming developments; and performed other maintenance activities.

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

#### **Crew Emphasis:**

The crew continued installation of refurbished parks and Welcome to Steilacoom signs; supported various work parties in Farrell's Marsh; repaired a door lock in the DSHS building; and performed other maintenance activities.

### **Other:**



The Steilacoom Garden Club is holding its annual plant sale on Saturday, May 7<sup>th</sup> from 9:00 to 12:00 in the Multipurpose Court on Lafayette Street next to the Bair Bistro. There will be a variety of plants: perennials, annuals, groundcovers, shrubs, bulbs, and vegetable and herb starts. This is a great time to fill up your garden with some new and different plants. Garden-related items will also be on sale. And do not forget Mother's Day is the next day!!!

Proceeds from the Plant Sale support the Garden Club civic projects including the flowerpots in downtown, the Scarecrows around town and the Scarecrow contest in the fall, and the Christmas swags town for businesses and for the 42<sup>nd</sup> Military Memorial. The Garden Club has been providing civic beautification projects for Steilacoom since the 1920's, so this is an organization you want to support.

DONATIONS OF PLANTS are needed! We appreciate your support by bringing plants to the site the previous day with a label (so we know how to sort them). We ask that no invasive plant species be donated, e.g., Shasta Daisies. Plants can be brought to the Multipurpose Court between 4:00-6:00 on Friday May 6<sup>th</sup> or at 7:30 Saturday morning.

### ***Steilacoom Kiwanis 5K Run/Walk and 1 Mile Historic Stroll:***

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

**Sunday, 24 April 2022:** 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 with your donation at <http://www.kiwanisclubofsteilacoom.org/run-walk-registration/> by 21 April for a chance to win the prize drawing. One ticket for each \$10 donation. Drawing will be held 24 April at noon at the SHMA patio. Need not be present to win. All donors receive a gift of appreciation. 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).

### ***Little Free Pantry:***

The Town of Steilacoom in partnership with the We Love Steilacoom Association and the Lakewood Rotary are sponsoring a Little Free Pantry at the Community Center. Stop by and drop a nonperishable food item off or if in need, pick something up.

***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.

***Emergency Food Network – Home Delivery:***

Since May 2020, EFN has expanded its services to include food delivery for people living in Pierce County who are high-risk or facing barriers to access their local food pantries.

EFN is adding community members to their delivery schedule based on their location in Pierce County. A Home Deliver Request Form is available at <https://efoodnet.org/resources/home-delivery/>. After you complete your request form, you will receive a phone call from the Home Delivery line (253-290-7172) within 2 business days to confirm your information and begin your deliveries. **EFN must make contact with you via phone or email before they begin your deliveries.**

If you are unable to use the request form or if you are in an immediate crisis, please call 253-290-7172

***Ron Lucas Classic Golf Tournament:***

The Steilacoom Historical Museum Association presents the 2022 Ron Lucas Classic Golf Tournament on May 14, 2022. The 9-hole scramble will take place at the Meadow Park Golf Course.

Register and pay online by May 11 at [tinyurl.com/shmagolf](http://tinyurl.com/shmagolf)

Cost

- \$50 – Individuals
- \$180 – Foursome

Prizes

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, March 18, 2022**

**6:30pm**

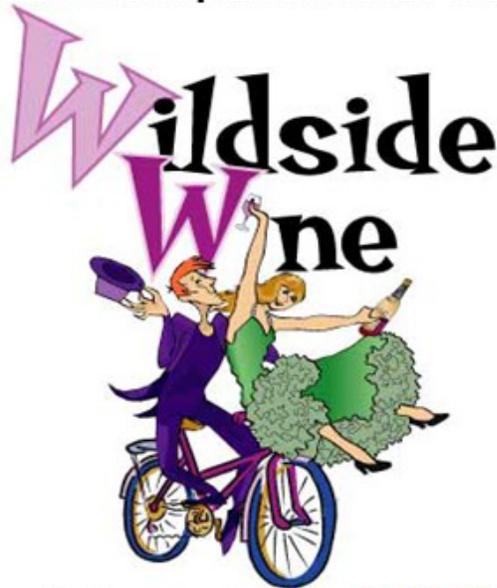
**Tickets \$50** (Includes 2 bottles of Wine)

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



**This Edition of Wine Hour we are pleased to Showcase a local  
Tacoma Wine Shop and Wines from Italy**

**Argillae Orvieto**  
White Wine from Italy



**Nuraghe Crabioni  
Cannonau**  
Red Wine from Sardinia

**Stop by for a taste of the "Wildside"**

**608A S Oxford St, Tacoma**

The evening will also include a  
Live Auction & Dessert Auction

Wine bag pick up or delivery will be based on your address  
and will take place on March 17<sup>th</sup>

For more information email [RL54K@aol.com](mailto:RL54K@aol.com) and to register  
<http://www.kiwanisclubofsteilacoom.org/wine-hour/>