

Planning MEMORANDUM

To: Mayor Muri and Members of the Town Council
From: Paul Loveless, Town Administrator
Date: October 14, 2022
Subject: Updates

Administration:

Upcoming Meetings:

Council Meeting – October 18, 2022, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388 Zoom Invite: <https://us02web.zoom.us/j/86831070625>.
Planning Commission – November 14, 2022, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Civil Service Commission – November 3, 2022, at 2:00 PM at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.
Preservation and Review Board – October 26, 2022, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Parks, Community Services, and Environment Advisory Committee – October 17, 2022, 6:30 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Public Safety Advisory Committee – October 19, 2022, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

Open Positions:

The Town is currently advertising for the following positions:

1. Building Inspector/Code Compliance Officer
2. Town Planner
3. Payroll Technician

Information on the positions and an application may be obtained by calling the Human Resources Coordinator Micki Sterbick at 253.983.2053 or by visiting the Town's official website at <https://townofsteilacoom.org/>

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

Community Development:

Building Inspection and Code Compliance:

The Building Inspector/Code Compliance Officer focused on inspecting construction activity and followed up on code compliance issues. Additionally she prepared for the transition to a contracted service while the Town advertises the position.

Open House Comprehensive Plan Update

The Steilacoom Planning Commission will host an open house on November 14, 2022, at the Town Hall, 1717 Lafayette Street at 6:00 PM to provide information on the Comprehensive Plan update.

The Comprehensive Plan is a statement of a community's vision, values, and priorities. It guides decision-making, regulations, and investments towards meeting community goals over the coming 20 years. State regulations require a periodic review and revision of the Town's Comprehensive Plan.

The State mandated a thorough review of the Town's housing policies and regulations in this update cycle. Specifically, the Town will need to address:

- Projected housing needs for all economic segments of the population (moderate, low, very low and extremely low income).
- Moderate density housing options within the Town, including but not limited to duplexes, triplexes and townhomes.
- Examining racially disparate impacts, displacement and exclusion in housing policies and regulations. Your input is vital to this process. Information on the Comprehensive Plan update process, including meeting dates and draft proposals, will be posted on the Town’s website, townofsteilacoom.org.

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.

A \$50, non-refundable, deposit is required to hold a space for the beginning of the 2022-2023 school year.

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.

A \$50, non-refundable, deposit is required to hold a space for the beginning of the 2022-2023 school year.

There are currently 2 spaces available for Junior Explorers and we are utilizing a “wait list” for Little Explorers.

Public Safety:

Over the past week, 132 Public Safety incidents occurred in town, including the following:

Emergency and patrol incidents

- 9 medical aid responses
- 26 suspicious circumstance/security checks
- 2 responses for persons in crisis/welfare checks
- 59 traffic stops
- 1 response for residential/commercial alarms
- 1 response for animal-related incidents
- 1 response for juvenile-related incidents
- 1 report of motor vehicle hit-and-run collision
- 1 response for nuisance-related incidents (excessive noise/parties/etc.)
- 3 responses for parking/abandoned vehicle enforcement

Crimes against persons

- No significant events to report

Crimes against property

- 1 incident of burglary
- 1 incident of vehicle prowling

Significant information:

With autumn approaching, hours of darkness will creep earlier into the afternoon. This can give overnight thieves greater opportunity to victimize our residents. Now is the time to verify that outdoor motion lights and external security cameras are functioning properly. Also, please remember to ensure that vehicle and residence doors and windows are properly secured when not in use.

Announcements:

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 a new 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

Public Works:

Building Energy Efficiency/Replacement Project:

The lighting contractor focused on the Public Works facility; outdoor lights; and punch-list items.

Streets and Storm:

Crew Emphasis:

The crew cutback trees and brush along 5th Street and Chambers Street; performed sign and sidewalk maintenance; swept and blew streets; performed erosion control inspections in conjunction with the building inspector; coordinated with the contractor on the Rigney Road project; sent traffic counters in for maintenance; 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. This week, the contractor addressed utility conflicts, ground the center line, installed temporary striping, and moved the lanes of traffic, ground asphalt, and continued clearing activities. The work is scheduled for 80 working days with an estimated completion date of February 1, 2023. Next week, the contractor is scheduled to commence trenching activities.

The work includes excavation, pavement removal, grading, cement concrete curb and gutter, sidewalks, storm system improvements, electrical conduit, asphalt paving, landscape restoration, and striping.

Delays are to be expected in the work zones throughout the project so please plan accordingly.

Further information may be found on the Town's official website at townofsteilacoom.org.

Electrical:

Crew Emphasis:

The crew responded to an unplanned outage and repaired the primary wire on Oak Street; coordinated with the contractor on the Rigney Road project; performed locates throughout Madrona Park for an upcoming gas main replacement; met the contractor on Frederick Street; continued planning efforts on the substation project; disconnected a service in the 100 block of Montgomery Street for a panel change; and performed other maintenance activities.

Water/Sewer:

Crew Emphasis:

The crew assisted the Electric crew with the wire repair on Oak Street; inspected a water service in the 1200 block of Union Avenue; hauled dirt from the lower yard to the disposal facility; continued valve box maintenance; inspected a sewer repair in the 1200 block of Sequalish Street, the 900 block of Pierce Street, and the 200 block of Martin Street; replaced a water meter in the 60 block of Puget Drive; and performed other maintenance activities.

Parks, Buildings and Grounds:

Crew Emphasis:

The crew mowed, trimmed, and maintained various parks and facilities; demolished the existing playground equipment at Webber Court Park in preparation for replacement; and performed other maintenance activities.

Other:

October 2022 Scarecrow Contest:



The Steilacoom Garden Club is sponsoring their annual scarecrow contest during the month of October. This is a fun event for the community and we encourage folks to participate! There is no application form to fill out but we do need you to enter the contest simply by contacting Mary La Tourelle at lafannin@msn.com or 253-221-1409 to let her know the location of your scarecrow. Judging will take place by October 15 with prizes awarded shortly thereafter. We will have a category for businesses/organizations and one for residences.

October Fun for Kids:

Scarecrow scavenger hunt for kids 12 and under. Find the child sized scarecrows "hiding" within the town limits. Details and entry forms may be picked up at the Steilacoom Museum, week-ends 1-5pm Sponsored by SHMA and Steilacoom Garden Club. POC Lenore Rogers 253-389-3006

Harvest Festival:

Steilacoom Community Church is holding a Harvest Festival on October 31, 2022, from 6 PM to 8:30 PM with games, prizes, candy, hot cocoa, and cider. All are invited. The church is located at 1603 Rainer Street.

Kayak Rentals:

KayakShare.com is a self-serve kayak rental available at Sunnyside Beach Park in Steilacoom in cooperation with the Town. You may reserve in advance or rent on the spot (when available) during daylight hours year-round by going to KayakShare.com. See KayakShare.com for details, make sure to wear a lifejacket, and have fun!

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.

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