

Planning MEMORANDUM

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

Administration:

Upcoming Meetings:

Council Meeting – November 15, 2022, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388 Zoom Invite: <https://us02web.zoom.us/j/85904678976>
Planning Commission – November 14, 2022, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Civil Service Commission – December 1, 2022, at 2:00 PM at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.
Preservation and Review Board – December 28, 2022, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Parks, Community Services, and Environment Advisory Committee – November 21, 2022, 6:30 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Public Safety Advisory Committee – November 16, 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 reviewing building permit applications and inspecting construction activity.

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.

An informational survey has been posted to the Town’s official website at:

<https://townofsteilacoom.org/DocumentCenter/View/3198/First-Survey-2024-Comprehensive-Plan-Update>
 Help us know your priorities by taking our kick-off survey by December 30. This is the first of many steps in a two-year process to update the Town’s Comprehensive Plan and there will be more opportunities for providing feedback and engaging with this process. Follow the link to the survey. When you are done, you can email it to comprehensiveplan@ci.steilacoom.wa.us or print it out and drop it off at the Public Works Building, 1030 Roe Street. Thank you!

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.

We are currently utilizing a “wait list” for both programs.

Public Safety:

Over the past week, 99 Public Safety incidents occurred in town, including the following:

Emergency and patrol incidents

- 8 medical aid responses
- 40 suspicious circumstance/security checks
- 5 responses for persons in crisis/welfare checks

- 27 traffic stops
- 2 responses for residential/commercial alarms
- 1 motor vehicle collision
- 1 response for parking enforcement

Crimes against persons

- 4 incidents of domestic violence/disturbance, protection order violations

Crimes against property

- 1 incident of motor vehicle theft
- 1 incident of vehicle prowling

Significant information:

This week, officers responded to an incident of felony domestic violence assault. Investigation is ongoing. There is no present concern for the broader public as a result of this incident.

Announcements:

In partnership with the West Pierce Emergency Management Coalition, Public Safety is enhancing our Community Emergency Response Team posture. Interested persons should contact cert@westpierce.org for more information. Our first meeting is scheduled for November 8 at 5:30 pm at the public safety building.

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.

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:

Streets and Storm:

Crew Emphasis:

The crew swept streets; cleaned catch basins; performed erosion control inspections on construction sites; cleared culverts and waterways in anticipation of and response to the rains and winds moving through the area; installed brine application equipment in preparation for potential icing conditions; coordinated with the contractor on the Rigney Road project; 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 concentrated on installing storm water piping and basins and electrical conduits.

The overall project includes excavation, pavement removal, grading, cement concrete curb and gutter, sidewalks, storm system improvements, electrical conduit, asphalt paving, landscape restoration, and striping from Steilacoom Boulevard to Lexington Street and is anticipated to continue into February, 2023.

Delays are to be expected in the work zones throughout the project so please plan accordingly. Please use alternate routes whenever possible while driving, biking, or walking.

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

Electrical:

Crew Emphasis:

The crew installed a permanent power service to a single-family residence on Helen Bay Road; worked with the contractor on the Rigney Road project; continued updating system maps; maintained transformers; tested the wayside horns; performed end of line testing; and performed other maintenance activities.

Water/Sewer:

Crew Emphasis:

The crew conducted sewer main testing on the Nisqually/Balch development; trimmed trees near the Roe Street tanks; continued sewer jetting and hydrant maintenance; gathered information for the future Dock Street lift station project; assisted the Parks crew with winterizing irrigation systems; and performed other maintenance activities.

Parks, Buildings and Grounds:

Crew Emphasis:

The crew continued winterizing irrigation systems and drinking fountains at various parks; cleaned roofs, gutters, down spouts, parking lots, and walkways of leaves and other storm debris; and performed other maintenance activities.

Other:

It's Flu Season—Time to Get Your Flu Shot:

Leaves are falling. A morning chill is in the air. Flu season is here.

The flu is a serious respiratory illness that sends thousands of Washingtonians to the hospital each year. You can fight the flu and keep Pierce County in great shape. Get vaccinated, stay home when you're sick and help others around you stay healthy, too!

Flu shots are the way to go! The flu and COVID-19 share many symptoms, like:

- Cough.
- Fever.

- Sore throat.
- Body aches.

Only a test by a healthcare provider can tell if you have the flu. Be sure to get tested if you're not feeling well. Looking for protection? Getting a flu shot is your best protection:

- It can stop you from getting the flu.
- If you do get sick, your illness will be milder and shorter.
- It protects those around you.
- It protects you all season.

Everyone should get a flu shot. But some groups are especially at risk for severe illness:

- Children under 5 years (especially under 2 years).
- Adults 65 years or older.
- Those who are pregnant.
- Anyone living with a health condition like asthma, diabetes or heart disease.

Adults 65 years or older should ask for the flu shot made just for seniors. These products offer a higher dose or an added ingredient to boost effectiveness.

Babies under 6 months old and people who have had severe allergic reactions to flu shots are the only people who should not get a flu shot. People who are allergic to eggs can usually get a flu shot. Have questions? Talk to your healthcare provider.

Visit the Tacoma Pierce County Health Department's website to find your flu shot today!

Other easy steps can help protect you and those around you.

- Wash your hands often with soap and water.
- Cough or sneeze into your elbow or a tissue.
- Stay 6 feet away from people you don't live with.
- When you're sick, stay home and call your healthcare provider.

Many of the healthy habits you learned during the COVID-19 pandemic can help keep you safe during flu season.

The Tacoma Pierce County Health Department monitors flu activity October through April and will post flu activity updates in their blog to help you stay in the know.

Steilacoom Museum's Christmas at the Orr Home:

November 11 and 12, Saturday & Sunday, the community is invited to enjoy a tour of the beautifully decorated historical Orr Home – this year with a nod to our nautical heritage – “Celebrate the SEASON!” We'll have the Museum Store open with lots of interesting items for sale. Hours are 10 am-4 pm on Saturday and 12-4 pm on Sunday. \$10 pr person for adults, payable at the door, to benefit the Museum. For the kids, we'll have a free drop-in event with fun activities on Saturday also at the Museum, 10-4 pm. See the SHMA's website for more information – steilacoomhistorical.org. Hope to see you there!

November Exploration Program:

The November Exploration programs give participants the opportunity to meet two women who are esteemed practitioners of the ancient Japanese art and schools of Ikebana, a cultural form of floral arranging. On November 15 at 12:00 pm the Friends of Steilacoom Library and the Steilacoom Library welcome Sue Stibbe, instructor in the Ikebono School of Ikebana and President of the Northwest Sakura Chapter to the Steilacoom Library Meeting Room. She will give a short history of this style of Ikebana and demonstrate some floral arrangements in the style.

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.

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 253.581.1912 or paul.loveless@ci.steilacoom.wa.us