

Planning MEMORANDUM

To: Mayor Muri and Members of the Town Council
From: Paul Loveless, Town Administrator
Date: January 27, 2023
Subject: Updates

Administration:

Upcoming Meetings:

Council Meeting – February 7, 2023, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388. Zoom invite: <https://us02web.zoom.us/j/89280481464>
Planning Commission – February 13, 2023, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Civil Service Commission – February 2, 2023, at 2:00 PM. at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.
Preservation and Review Board – February 22, 2023, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Parks, Community Services, and Environment Advisory Committee – February 27, 2023, 6:30 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.
Public Safety Advisory Committee – February 15, 2023, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

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

Fraud Alert:

The Town will never threaten to turn off your utilities unless you pay immediately with gift cards, cryptocurrency, or somewhere other than at the Public Works facility or Town's official website utility portal. When in doubt, please contact Town staff at 253.581.1912.

Annual Town Sidewalk Moss Control Applications:

An initial application of herbicides to combat moss on select sidewalks has started and will continue into the Spring. Only federal and state-approved herbicides are used. Sidewalks currently scheduled for treatment include:

The sidewalks on Lexington and Sequalish streets.

The Town uses Wet-and Forget Moss Control on sidewalks with significant moss build-up to decrease the potential for slips and falls. The moss control is applied under the supervision of certified pesticide applicators using manufacturer's recommendations and under the guidance and inspection of the USDA. The applicable Safety Data Sheets are available on the Town's official website. Treated sidewalks will be posted immediately upon treatment and postings will remain in place for at least three days following application.

Spring Curbside Clean-up – April 20th:

One day FREE event - regular garbage/yard waste day. Watch for additional information in the Around Town, on the website, and in the weekly updates in coming months.

Confidential Document Shredding Event – May 13:

Confidential document shredding event May 13 from 9 AM to noon or until the truck is full at the Public Works facility. Watch for additional information in the Around Town, on the website, and in the weekly updates in coming months.

Community Development:

Building Inspection and Code Compliance:

The Building Inspector/Code Compliance Officer focused on reviewing building permit applications, inspecting construction activity, and familiarizing himself with the Town and Town procedures. Additionally, he followed up on a residence where construction was being performed without a permit (red-tagged) and several other code compliance issues.

Critical Area Permit:

Tyler Hjelseth applied for a critical area permit to reduce the wetland buffer from 80 feet to 60 feet at 2514 Shepard Street, Steilacoom, Washington 98388. Notice of the Development Application and the wetland report may be found on the Town's official website at <https://townofsteilacoom.org/297/Public-Notices---Development-Application>.

Comprehensive Plan Update

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 January 31, 2023. 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!

Code Compliance:

2746 Cambridge Drive abatement update as of January 27, 2023:

1. A residential fire occurred in June 2017, rendering the home unoccupiable.
2. Repeated attempts were made to contact the homeowner listed in the Pierce County Auditor's property records to no avail. It was eventually determined that the listed party died in 1978 with his heirs never updating the property tax records.
3. Attempts were also made to contact the individual who had been living in the home, one of the three sons of the listed owner, with limited and sporadic success.
4. Given the lack of response or action, the Town proceeded to work through the nuisance abatement notification process outlined in the Steilacoom Municipal Code.
5. Once the notification process was completed, the Town arranged for lead and asbestos testing of the remains of the structure.
6. Town staff received and reviewed the report on January 10, 2023. The report indicated we would need to treat the entire structure as if it contained lead and asbestos.
7. Given this conclusion, a scope of work for removing the structure's remains and clearing the property are currently being drafted. Once completed and approved, the project will be bid using the Town's small works roster.
8. Assuming responsive bids are received, a proposed contract will be taken to Council for award.
9. The estimated timeline assuming responsive bidders/bids is 3-6 months.

Community Services:

Bridge and Mahjong Players Wanted!

Interested in playing bridge or mahjong? Let us know! The Community Center will host games if there is enough interest. Contact 253-581-1076 to add your name to the list.

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.

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.

We are currently utilizing a “wait list” for Junior Explorers and Little Explorers.

Public Safety:

Over the past week, 109 Public Safety incidents occurred in town, which included the following:

Emergency and patrol incidents

- 6 medical aid responses
- 33 suspicious circumstance/security checks
- 5 responses for persons in crisis/welfare checks
- 38 traffic stops
- 2 partner responses with the Department of Social and Health Services Children's Administration (Child Protective Services)
- 3 responses for animal-related incidents
- 3 responses for parking enforcement

Crimes against persons

- 1 incident of assault
- 2 incidents of threats/harassment

Crimes against property

- 1 motor vehicle theft
- 1 incident of theft
- 1 vehicle prowl
- 2 incidents of vandalism

Significant information:

Over the past few weeks, some of our neighborhoods have suffered vandalism to community and residential mailboxes. Public Safety partners with U.S. Postal Service investigators regarding incidents such as these. Please continue to report suspicious persons and circumstances to 9-1-1 while the incidents are in-progress.

Announcements:

In partnership with the West Pierce Emergency Management Coalition, Public Safety is enhancing our Community Emergency Response Team capabilities. Interested persons should contact cert@westpierce.org for more information.

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 an 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 applied moss killer to a portion of the sidewalk on Lexington/Sequalish Street; removed graffiti from the guard rail on Martin Street; trimmed trees on rights-of-way throughout Town; blew sidewalks and swept streets throughout Town; continued removing spoils from the lower yard at the Public Works facility; attended pesticide training; 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 as weather allowed. This week they completed pouring the remaining sidewalks and driveway approaches. This week, the contractor installed topsoil and sod behind the sidewalks and continued clean-up activities. Pavement patching will be scheduled as weather allows.

Rainier Street Preservation Project:

The Rainier Street Preservation Project is out to bid. Bids are scheduled to be opened on January 30, 2023. Staff hopes to bring a proposed contract to Council for award at the February 7, 2023 Council meeting.

Old Military Road Preservation Project:

The Request for Qualifications for design engineering for the Old Military Road Preservation Project are due February 3, 2023. Interviews are tentatively scheduled for February 8, 2023.

Electrical:

Crew Emphasis:

The crew potholed for utilities along Rainier Street in preparation for the upcoming project; performed 30 utility disconnections and 26 reconnections as of 9 AM Friday for nonpayment; installed a utility hand-hole in the 1000 block of Rowell Street; performed a utility line trench inspection in the 500 block of Stevens Street; met with a contractor to discuss a panel/meter base change out in the 1000 block of Rowell Street; and performed other maintenance activities.

Water/Sewer:

Crew Emphasis:

The crew inspected a side-sewer replacement in the 2300 block of Pamela Place; assisted the Parks crew with sign installation at Manitoba Park; assisted the contractor at the Sunnyside pump station with control testing and pump operations; responded to a water service leak in the 2300 block of Oxford Court that was determined to be on the homeowner's side of the meter; performed lift station maintenance; and performed other maintenance activities.

Parks, Buildings and Grounds:

Crew Emphasis:

The crew restored wheel ruts in Harlock Place Park; assisted the contractor installing the Webber Court playground equipment; continued installation of park name signs at Manitoba Park and other parks; and performed other maintenance activities.

Other:

SHS Music Boosters:

Enjoy a night out and Support our SHS Music Booster Club February 11th 5:30-8:30 at Steilacoom Community Center Dinner provided by Topside Swing Dance Lessons provided by T-Town Swing. Our Jazz Band will also be playing. You can purchase tickets at shsmusicboosters.ticketsprice.com

Calling All Singers:

Calling all singers!! After four long years, Steilacoom Community Church will once again be hosting an open festival chorus opportunity for anyone who likes to sing! This year for Good Friday, SCC is putting together a festival chorus along with a professional orchestra to perform the Dan Forrest, "Requiem for the Living". SCC is opening their doors to any singers in the area who would like to join in this project!

This requiem differs from traditional settings in that instead of being a prayer for the dead, this one is a prayer of hope for those left behind. A very fitting setting in the context of Good Friday! This is going to be a very powerful evening that everyone involved will carry with them for a very long time!

The rehearsal commitment is short term and does allow for some flexibility. There will be just six rehearsals from 1:00 PM – 4:30 PM on the following dates. 2/19, 2/26, 3/5, 3/12, 3/19, 3/26 4/2. Then one dress rehearsal on Wednesday, April 5th from 7 PM – 9PM. The performance will be on Friday, April 7th at 7:00 PM.

Join SCC for this amazing event! If you are not a singer but are still intrigued, please attend the performance and enjoy the music! For any questions or to sign up, please reach out to:

Jeremy Shilley

Director of Music

Steilacoom Community Church

253-307-1226

Jeremy.shilley@gmail.com

Friends of the Steilacoom Library Exploration Series:

The Friends of Steilacoom Library (FOSL) and Steilacoom Library Exploration Series returns with a story from Tacoma's past, a historical account of the expulsion of Chinese residents and the destruction of the "Chinatown" of Tacoma in 1885. These activities by the then Tacoma Mayor and residents became known as "The Tacoma Method" in Northwest history. The presentation by Dr. Greg Youtz, Pacific Lutheran University, and Zhang Er is the story behind their new opera "The Tacoma Method", which has its world premiere in April. Join us on Saturday Feb 18 at 2:00 pm at the Steilacoom Library Meeting Room, 2950 Steilacoom Blvd, Steilacoom. The March program by long time Steilacoom resident, Dave Hall, is "Hitting the Links in the Old Sod: A Chambers Bay Caddie's Irish Golf Adventure" takes place on Friday March 10 at 2:00 pm in the Steilacoom Library Meeting Room. Mark your calendar for both events.

Need more space? Donate your gently used books on Feb 18 and Mar 3, 11:00 am to 1:00 pm, in the Steilacoom Library Meeting Room. Please no textbooks, training manuals, encyclopedias, reference books, management guides, travel guides older than three years and self-help books. The FOSL Book Sale takes place March 24-25 11:00 am to 4:00 pm in the Library Meeting room.

ATM Services:

ATM services are available at the Public Works Facility, 1030 Roe Street, Steilacoom, WA during normal business hours – 8 AM to Noon Monday through Friday.

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.

Fire Safety Checklist:

It's a new year and time for a fresh start when it comes to fire safety. Resolve to spending just a few minutes completing the following checklist to make sure you start your new year off safely. Remember, any items you are not able to mark off this checklist may put you at a higher risk from fire.

1. Smoke Alarms - A working smoke alarm cuts the risk of dying in a home fire by nearly half.
 - A. Smoke alarms are installed on a ceiling or high on the wall outside of the bedroom(s) on each level of your home.
 - B. Consider putting smoke alarms inside bedrooms too.
 - C. Make certain that your smoke alarm battery is changed once a year.
 - D. Test and clean your smoke alarm(s) each month.
2. Smoking - Fires started by smoking materials cause more fatalities than any other type of fire.
 - A. Matches, lighters, and smoking materials are kept out of the reach of small children.
 - B. No Smoking in Bed is a rule in your home.
3. Kitchen - Most cooking fires start when someone has left the kitchen while using the stove.
 - A. Keep your stove and oven clean of grease to prevent the occurrences of a fire.
 - B. In the event of a grease fire, know that the best thing to do is to put a lid on it.
 - C. Always remain in the kitchen while the stove or oven are on. Never leave the stove unattended when cooking.
 - D. Never use your oven to heat your home.