

## Planning MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: May 19, 2023**  
**Subject: Updates**

### Administration:

#### *Upcoming Meetings:*

Council Meeting – June 6, 2023, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388. Zoom invite: <https://us02web.zoom.us/j/84912827100>

Planning Commission – June 12, 2023, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Civil Service Commission – July 6, 2023, at 2:00 PM. at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

Preservation and Review Board – May 24, 2023, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Parks, Community Services, and Environment Advisory Committee – June 19, 2023, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Public Safety Advisory Committee – June 21, 2023, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

#### *Memorial Day – Wreath Laying:*

Please join us at Steilacoom Town Hall (1717 Lafayette Street) on Friday, May 26th at noon for the laying of a Memorial Day Wreath in honor of U.S. Military Personnel who lost their lives while serving our country.

Questions, please contact Councilmember Liz Grasher at [elizabeth.grasher@ci.steilacoom.wa.us](mailto:elizabeth.grasher@ci.steilacoom.wa.us)

#### *Rainier Street Detour Update:*

Next week, the Contractor (Active Construction Inc.) will attempt to grind and pave Rainier Street between Union Avenue and Puyallup Street. This work is tentatively scheduled for Monday-Wednesday, (weather permitting). Expect long delays as we attempt to complete this work before the holiday weekend.

#### *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:

#### **Summer Pre-Camp & Kindergarten Ready Registration Open!**

Be Prepared to ... have FUN! Summer Pre-Campers will spend a lot of time outdoors, allowing them to connect with nature, use their imaginations, and get lots of exercise. Kindergarten Ready is a week-long class that will prepare your child for the full day Kindergarten schedule. Class activities will develop and build on the skills necessary for classroom success. More information and registration is available online: <https://secure.recl.com/WA/town-of-steilacoom-community-services/catalog>

#### *Steilacoom Piece Makers:*

Steilacoom Piece Makers is looking for new members. Do you enjoy quilting? Do you want to quilt but don't know what to do with your finished projects? Come join us on the 4<sup>th</sup> Tuesday of the month at the Steilacoom Community Center from noon until 2pm.

The Steilacoom Piece Makers do a variety of projects for donation to local charities including doll quilts, baby blankets, and lap quilts. Use up scraps, try something new, and meet others with similar interests in the community. Work at your own pace at home and bring in your projects for show and tell. It's a great place to get inspired and get input on something you need help with. Bring a sack lunch if you like.

### **Public Safety:**

#### **Announcements:**

Public Safety front lobby will be open Tuesday through Friday, from 2:30 pm until 5:30 pm. During those hours, Public Safety can also be called at: (253) 581-0110.

In partnership with the West Pierce Emergency Management Coalition, Public Safety is enhancing our Community Emergency Response Team capabilities. For more information, please visit: <https://tinyurl.com/pswr6fey>

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, people 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.

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

### ***West Pierce Fire and Rescue – Community Emergency Response Team Training:***

West Pierce Fire & Rescue (WPFR) invites community members who live or work in Lakewood, University Place and Steilacoom to attend the next session of CERT (Community Emergency Response Team) classes. The training will be held May 23-June 10, 2023, and registration is now open.

Aimed at preparing groups in the community to prepare for and respond to disasters, these CERT classes follow a model developed by the Federal Emergency Management Agency (FEMA) and are offered in cities across the United States. The idea behind this model is to teach people in neighborhoods how to help each other in the first few minutes or hours following a disaster – before emergency responders are able to get to render professional help. In the classes, students will gain hands-on skills, such as how to put out small fires, render first aid in a disaster situation, perform light search and rescue and much more.

The series of six classes will be held two nights per week (Tuesday and Thursday) for three weeks, from 6:00 – 9:00pm, and will culminate in a practical exercise to be held on a Saturday from 10:00am – 2:00pm. Classes are held at WPFR stations and instructors are personnel with special experience in the particular area, or subject matter experts from other areas. To visit the class schedule, please [click here](#).

Participants must be at least 18 years old. Participants who are at least 14 years old may attend with a parent also registered or at least 16 years old with a parent's permission. The classes are free! For more information or how to register, please visit our website.

### **Public Works:**

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

Crew Emphasis:

The crew continued the traffic counter program on the arterials; swept streets; continued mowing rights-of-way and swales throughout Town; applied herbicides to select rights-of-way; and performed other maintenance activities.

#### ***Rigney Road Nonmotorized Improvements Project:***

WSDOT approved the rail preparation and installation plan. We anticipate this process should be completed within the next three weeks.

#### ***Rainier Street Preservation Project:***

The contractor continued working on sidewalk ramps and installing stamped concrete per design. Next week, the contractor is scheduled to grind and pave the full length of the project.

#### ***Old Military Road Preservation Project:***

Design of the project continued this week. We are currently at about 80% of the design.

#### ***Urban Forestry Management:***

**What:** Request to Top 5-6 Birch Trees to a Height of 15-20 ft. Expenses to be Paid by Proponent(s).

**Where:** Short St. Right of Way, Adjacent to 1100 Diggs Street. Trees Marked with Pink Ribbons

**When:** If Approved, Work Would Commence No Sooner than 10 Days After Posting Date of May 16, 2023

**Proponent:** Theodore & Carmen Santos

**Town Contact:** Mark Burlingame, Public Works Director (253) 581-1912  
Mark.burlingame@ci.steilacoom.wa.us

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

Crew Emphasis:

The crew repaired a leaning streetlight on Marietta Street; installed a junction box at the corner of 7<sup>th</sup> and Lafayette Street to be used for future improvements; prepared scrap/nonfunctioning transformers for surplus and removal; continued transformer maintenance throughout Town; and performed other maintenance activities. Next week, staff will be with representatives from BPA and Tacoma Power on the interconnection project.

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

Crew Emphasis:

The crew repaired a water service in the 1700 block of Adams Street; assisted the contractor completing punch-list items at the Sunnyside pump station; inspected a water line replacement in the 500 block of Roe Street; and performed other maintenance activities.

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

Crew Emphasis:

The crew continued mowing as the weather permitted; worked with an Eagle Scout on an upcoming project; energized irrigation systems and repaired same; and performed other maintenance activities.

**Other:**

***Sunnyside Beach Community Cleanup – June 3rd:***

Please join us Saturday, June 3rd from 8-9:30 A.M. and help clean Sunnyside Beach.

Steilacoom Public Works will provide grabbers and bags, but we suggest bringing gardening/work gloves if you have them. Please feel free to reach out with any questions to Liz Grasher at [elizabeth.grasher@ci.steilacoom.wa.us](mailto:elizabeth.grasher@ci.steilacoom.wa.us)

Sunnyside Beach Park address: 2509 Chambers Creek Road. Hope to see you then!

***Steilacoom Historical School District –Enrollment Open:***

Enrollment for the 2023-2024 school year is now open. Of particular interest is enrollment for kindergarten.

For additional information or to commence the process, visit the District's website

at <https://www.steilacoom.k12.wa.us>

***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.

Questions – Contact Paul Loveless at [paul.loveless@ci.steilacoom.wa.us](mailto:paul.loveless@ci.steilacoom.wa.us)