**MEMORANDUM**

**To: Mayor Muri and Members of the Town Council**

**From: Paul Loveless, Town Administrator**

**Date: April 15, 2022**

**Subject: Updates**

***Administration:***

***Upcoming Meetings:***

Council Meeting – April 19, 2022, at 6:00 PM.

Zoom Invite: <https://us02web.zoom.us/j/88660980655>

Planning Commission – May 5, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/83307091988>

Civil Service Commission – May 5, 2022, at 2:00 PM.

Zoom Invite: <https://us02web.zoom.us/j/84136797235>

Preservation and Review Board – April 27, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/81692100448>

Parks, Community Services, and Environment Advisory Committee – April 18, 2022, at

6:30 PM. Zoom Invite: <https://us02web.zoom.us/j/83537511741>

Public Safety Advisory Committee – April 20, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/87106011200>

***Town Positions Available:***

The Town is currently recruiting for Public Works Seasonal Maintenance Worker positions, Before and After School Program Recreation Aide positions, and Summer Camp positions. See the Town’s official website at townofsteilacoom.org for details.

***Public Safety Advisory Committee Online Survey:***

The Public Safety Advisory Committee is requesting your input.  Please complete the online survey at <https://forms.gle/rLGmVksRqwjumu348>.

***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 Development:***

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

The Steilacoom Historical School District has requested that the property at the corner of Sequalish 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. The Town Council will hold a public hearing on April 19, 2022. A determination of non-significance was issued under SEPA on Jan 24.

***Event Venue Proposal:***

The Planning Commission recommended the Town Council not allow daytime outdoor event businesses in residential zones. The Town Council will hold public hearing on this proposal at their meeting April 19, 2022. Written comments may be directed to the Town Council at 1030 Roe Street, Steilacoom WA 98338, or by email to [doug.fortner@ci.steilacoom.wa.us](mailto:doug.fortner@ci.steilacoom.wa.us).

***Zoning Ordinance Amendments:***

The Town Council will continue the public hearing on zoning ordinance text 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 April 19, 2022, at 6:00 PM.

***Bed and Breakfast Application:***

The Town received a request for a Bed and Breakfast Inn at 214 Cedar Street. An informational workshop was held at the Planning Commission meeting on April 11, 2022. A public hearing before the Town Council will be held at a date to be determined. Notice of the workshop and hearing will be posted, mailed and published as required by Town Ordinance.

***Setback Variance Request:***

The Town has received a request for a variance to the street building setbacks for 417 Short Street. A public hearing before the Hearing Examiner will be held in May at a date and time to be determined.  Notice of the hearing will be posted, mailed, and published as required by Town Ordinance.

***Code Compliance:***

The Code Compliance Officer is focused on inspecting construction sites for erosion control measures and reviewing building permit applications.

***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 - 5thGrade school students every day with the exception of national holidays.

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

***Public Safety:***

Over the past week, 116 Public Safety incidents occurred in town, including the following:

Emergency and patrol incidents

* 7 medical aid responses
* 18 suspicious circumstance/security checks
* 5 responses for persons in crisis/welfare checks
* 62 traffic stops
* 2 responses for residential/commercial alarms
* 3 responses for animal-related incidents
* 1 response for juvenile-related incidents
* 1 motor vehicle collision
* 2 responses for parking enforcement

Crimes against persons

* 1 incident of harassment/threats

Crimes against property

* 1 motor vehicle theft
* 1 vehicle prowl
* 1 incident of shoplifting

**Significant information:**

No significant events to report.

**Announcements:**

**CodeRED:**

CodeRED 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 consider signing up. Information on how to sign up may be found in the “Other” section of this update.

**Reminders:**

Please visit our department website (<https://tinyurl.com/2bz3jzey>) for assistance with:

* Online crime reporting
* Anonymous reporting of suspicious activity
* Reporting of persistent traffic concerns
* Unwanted prescription medication
* Concealed pistol licenses

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.

**Helpful links:**

When to call 9-1-1: <https://tinyurl.com/2p9bs3ej>

Department of Licensing disability and medical designation: <https://tinyurl.com/mpfypjsb>

South Sound 911 Emergency Health Profile: <https://tinyurl.com/ycktkeze> (A cell phone is required to use this service)

Injured or deceased wildlife:

* City of Lakewood Animal Control: <https://tinyurl.com/d7n3hjzn>
* Washington Department of Fish and Wildlife: <https://tinyurl.com/579d8k6d>

***Public Works:***

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

Air Systems Engineering continued to work at the Community Center. A portion of this work will be delayed at least 60 days due to a delay in receiving two of the HVAC units. The lighting contractor will commence work once the components arrive.

***Streets and Storm:***

Crew Emphasis:

The crew swept, blew, and cleaned up debris after the spring storms; repaired the John Deere right-of-way mower; removed a fallen tree on Champion Street and 4th Street; vactored and inspected catch basins throughout Town; and performed other maintenance activities.

The roundabout contractor completed installation of the pavement markings this week. Representatives from Gray and Osborne and the Town walked the project and developed a punch list of items to be addressed prior to contract completion.

***Electrical:***

Crew Emphasis:

The crew responded to and replaced a faulty secondary neutral at a residence in the 1800 block of Starling Street; updated system maps; performed maintenance activities at the Public Works Facility; and performed other maintenance activities.

***Water/Sewer:***

Crew Emphasis:

The crew cleaned up around wells, lift stations and other facilities; jetted sewers; inspected a sewer repair in the 1400 block of Randolph Street; inspected a side-sewer replacement in the 50 block of Jackson Street; assisted the Electric crew with a service replacement; repaired a water service in the 1600 block of Washington Street; and performed other maintenance activities.

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

Crew Emphasis:

The crew focused on cleaning up the parks and other Town facilities; mowed as weather allowed; finished repairs to the Community Center roof; supported the Steilacoom High School Honor Society project at the Community Center and at the Jim Senko Garden in Cormorant Park; and performed other maintenance activities.

***Other:***

***Enroll Now for Kindergarten in the 2022-23 school year!***

Full-day Kindergarten is free -- and it's an important part of your child's success!  You can enroll electronically on the Steilacoom Historical School District website, <https://www.steilacoom.k12.wa.us/Page/4179>.

We are already planning for staffing and curriculum needs for the fall.  **Enroll now and receive a Kindergarten Welcome Box!**  You will also receive important district communications over the summer, including food service and transportation information.  Please please contact our Enrollment Department at [enrollment@steilacoom.k12.wa.us](mailto:enrollment@steilacoom.k12.wa.us) or (253) 983-2228 for assistance.

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

Join us Saturday, June 4 from 8-9:30 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!

**GARDEN CLUB PLANT SALE**



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The Steilacoom Garden Club is holding its annual plant sale on Saturday, May 7th 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 downtown, the Scarecrows around town and the Scarecrow contest in the fall, and the Christmas swags for businesses and for the 42nd 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 6th 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.

***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.

***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](https://tinyurl.com/shmagolf)

Cost

* $50 – Individuals
* $180 – Foursome

Prizes

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CodeRED is a new emergency notification system for the Town of Steilacoom. At no cost, persons may opt-in to receive emergency and general notifications, to include:

* Missing persons/children
* Evacuation notices
* Natural disasters
* Boil water advisories
* Inclement weather warnings
* Criminal activities
* Road closures/traffic alerts
* Shelter in place/lockdowns

The Town of Steilacoom will be joining a nationwide network of emergency notifications which can be accessed from the no-cost cell phone app (CodeRED Mobile Alert). Persons may also opt-in to receive notifications from many of our surrounding towns and cities, to include:

* Tacoma
* Lakewood
* Puyallup
* University Place
* Bonney Lake
* Sumner
* Orting
* Buckley
* Carbonado
* Wilkeson

Ways to opt-in:

* Visit https://tinyurl.com/3zumsxsv
* Text “SteilacoomAlert” to 99411
* Call (866) 939-0911

Questions about the program?

* More information can be found on our department website: https://tinyurl.com/2yr6tbv6
* Email Public Safety at: CodeRED@ci.steilacoom.wa.us

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