

## Planning MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: February 24, 2023**  
**Subject: Updates**

### Administration:

#### ***Upcoming Meetings:***

Council Meeting – March 7, 2023, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388. Zoom invite: <https://us02web.zoom.us/j/85807896609>

Planning Commission – March 13, 2023, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

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

Preservation and Review Board – March 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 – March 15, 2023, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

#### ***Position Open:***

Meter Reader – part-time. Closes February 28, 2023. Details on the Town's official website.

#### ***Steilacoom Tribal Cultural Center and Museum:***

The Preservation and Review Board approved the design renovation concept for the Steilacoom Tribal Cultural Center and Museum at their February 22<sup>nd</sup> meeting. The next step is for the completion of the plan specifications and bid documents by the design architect and engineer. Once those are completed, we will put the project out to bid.

#### ***Well City Award:***

The Town of Steilacoom employees who receive their medical benefits through the AWC Employee Benefit Trust again earned the 2023 WellCity distinction by making an outstanding commitment to employee health. Each 2023 WellCity recipient receives a 2% premium discount on their AWC Employee Benefit Trust active medical premiums in 2024.

While a 2% discount on medical premiums is significant, the rewards of a healthy workplace can be felt across the organization and have a positive impact on the community as well.

- WellCities are great places to work, with quality, sustainable benefits, and a workplace that supports employee wellbeing.
- A healthy workplace culture leads to happy, healthy, and productive employees, that are fully engaged in serving their communities.
- Reduced costs with decreased sick days, disability, health care claim costs, and workers' comp claims is a win for everyone.

Congratulations and a special thank you to Kristal Gibelyou, Denise Bollman, and Micki Sterbick who coordinated this year's program and 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 13th:***

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.

### ***Kiwanis 5K Run/Walk:***

Usher in spring with a healthy and fun Steilacoom event while making an impact on the lives of others at risk of hunger!

**Sunday, 23 April 2023:** 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 at <http://www.kiwanisclubofsteilacoom.org/run-walk-registration/>. 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](mailto:nehenders@comcast.net).

### ***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:**

#### ***Building Inspection and Code Compliance:***

The Building Inspector/Code Compliance Officer contacted a property owner in the 600 block of Stephens Street concerning a shed in the set-back area; sent a nuisance compliance letter to a homeowner in the 600 block of Galloway Street concerning vehicles, appliances, and other debris in the yard; sent a compliance letter to a homeowner in the 2300 block of Maple Lane concerning multiple unlicensed vehicles in disrepair in the right-of-way; reviewed building permit applications, inspected construction activity, and inspected construction sites to ensure appropriate erosion control measures were in place.

#### ***Chambers Place Development:***

Council at their March 7, 2023, meeting will be requested to set a public hearing for the Chambers Place Development (the former School District play field on Chambers Street) for March 21, 2023. Public Notices will be distributed in accordance with the Municipal Code after the hearing date is set.

### **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](mailto: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](mailto: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, 145 Public Safety incidents occurred in town, which included the following:

#### Emergency and patrol incidents

- 9 medical aid responses
- 55 suspicious circumstance/security checks
- 6 responses for persons in crisis/welfare checks
- 50 traffic stops
- 4 responses for residential/commercial alarms
- 1 response for animal-related incidents
- 1 response for nuisance-related incidents (excessive noise/parties/unruly juveniles/narcotics use/etc.)
- 1 response for parking/abandoned vehicle enforcement
- 1 stolen vehicle recovery

#### Crimes against persons

- 2 incidents of domestic violence/disturbance
- 1 incident of harassment/threats

#### Crimes against property

- 2 incidents of theft

### **Significant information:**

In response to the rise in thefts of Hyundai and Kia vehicles, the Puget Sound Auto Theft Task Force secured free steering wheel locks, which will be distributed through participating local law enforcement agencies.

The locks are now available to be picked up at many locations throughout Pierce County, to include at Steilacoom Public Safety. To receive a free lock, owners will need to bring their registration and key to show that they own a 2011-2021 key-start Hyundai or Kia. It is important to note that the Puget Sound Auto Theft

Task Force, in partnership with Kia and Hyundai, is providing these devices to aid in deterring vehicle theft. The locks do not guarantee protection from theft. For additional information, please visit: <https://tinyurl.com/43ssxs3>.

This week marks the third anniversary of the shutdown of much of our state's operations due to COVID-19. During this week's council meeting, our Council thanked our police officers for their continued service to our community, to include their efforts during the COVID shutdown. Every one of our officers was exposed to COVID-19 in some manner while on-duty, and many experienced multiple exposures during the phases of the pandemic prior to the availability of a vaccine. Public Safety appreciates the patience and support of our community as our pandemic environment continues to evolve.

Public Safety lobby hours are changing. The 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.

### **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](mailto: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 swept and blew streets in response to the winds that swept through Town early in the week; applied brine in response to the cold and snowy weather; and performed other maintenance activities.

***Rainier Street Preservation Project:***

Council awarded the Rainier Street construct management and construction contract at their February 7, 2023, meeting. Contracts are currently being routed for signatures. A pre-construction meeting is being scheduled for next week.

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

Council approved the design engineering contract at the February 21, 2023, meeting. Upon WSDOT concurrence with the award, staff will schedule the design kick-off meeting.

***Pedestrian Safety Enhancement Project:***

The initial surveying for the design of the rectangular rapid flashing beacons (RRFBs) is in process. Upon completion of the survey, preliminary design will commence.

***Electrical:***

Crew Emphasis:

The crew met with the contractor concerning permanent power to two new homes in the 1900 block of Starling Street; repaired a streetlight on Leschi Drive; performed a transformer disconnection in the 1000 block of Roe Street in accordance with a customer request for a panel change out; installed new motion detectors in the rest rooms at the Community Center; and performed other maintenance activities.

***Water/Sewer:***

Crew Emphasis:

The crew drained one of the two reservoirs on Roe Street to allow an interior inspection of the tank; coordinated with the contractor working on the Sunnyside pump station; continued gathering data for the water system plan update; commenced work on the water use efficiency annual report; jetted sewers throughout Town; and performed other maintenance activities.

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

Crew Emphasis:

The crew completed installing signs at various parks; supported the contractor installing the Webber Court playground equipment; performed snow and ice control at various facilities; and performed other maintenance activities.

***Other:******Working Family Tax Credit Coalition:***

The Town of Steilacoom joins the [Working Families Tax Credit Coalition](#) in announcing the launch of the [Working Families Tax Credit, a historic program from the Washington State Department of Revenue](#) designed to provide eligible individuals and families across Washington state cash payments of \$50 – \$1,200 per year. Eligibility details are available now through the Washington State Department of Revenue, and applications will be accepted starting today.

Unlike federal tax credits like the Earned Income Tax Credit, consideration for the Working Families Tax Credit will be extended to undocumented immigrants and others who file taxes without a social security number. Eligible individuals and families are encouraged to claim their tax credit when they do their taxes this year.

Free tax preparation and assistance is available through community organizations like the [United Way of Pierce County](#). Requests for information about the Working Families Tax Credit in alternate formats, as well as requests for assistance with the Working Families Tax Credit application process, can be directed to the Washington State Department of Revenue at (360) 763-7300.

***Community Emergency Response Training (CERT):***

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 February 28 – March 18, 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 10:00 am – 2:00 pm. 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, go to the WPFR website at [www.westpierce.org](http://www.westpierce.org)

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, go to [www.westpierce.org](http://www.westpierce.org).

***Blood Donations:***

The need for blood donations across the state is at a critical level and [@crbs1946](https://twitter.com/crbs1946) makes the process quick and easy. Find a time and place to donate: [crbs.net](https://www.crbs.net).

***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 5<sup>th</sup> from 7 PM – 9PM. The performance will be on Friday, April 7<sup>th</sup> 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](mailto:Jeremy.shilley@gmail.com)

***Friends of the Steilacoom Library Exploration Series:***

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.

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