

PLANNING MEMORANDUM

To: Mayor Muri and Members of the Town Council
From: Paul Loveless, Town Administrator
Date: March 29, 2024
Subject: Updates

Administration:

Upcoming Meetings:

Council Meeting- April 2, 2024, 6:00 PM. (Hybrid) at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388. Zoom invite: <https://us02web.zoom.us/j/82272842290>

Planning Commission – April 8, 2024, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Civil Service Commission – April 11, 2024, at noon at the Steilacoom Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

Preservation and Review Board – April 24, 2024, at 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Parks and Environment Advisory Committee – April 15, 2024, 6:00 PM. at Town Hall, 1717 Lafayette Street, Steilacoom, Washington, 98388.

Public Safety Advisory Committee – April 17, 2024, at 6:00 PM. at the Public Safety Facility, 601 Main Street, Steilacoom, Washington 98388.

Steilacoom Alert:

SteilacoomAlert is an emergency notification system for the Town of Steilacoom. At no cost, individuals may opt-in to receive emergency and general notifications. To sign up or obtain additional information, please visit our town website at [Public Safety | Steilacoom, WA - Official Website \(townofsteilacoom.org\)](https://www.townofsteilacoom.org)

Townwide Power Outage

At approximately 4:20 PM on Thursday, March 21, 2024, the Town experienced a Townwide power outage. Town crews responded as did a BPA crew due to the substation being involved.

At approximately 10:05 PM, we began to reenergize the Town feeder by feeder. (The Town has four feeders.) Upon reenergizing the Cherrydale feeder, the entire system went back down indicating there was a fault somewhere in the Cherrydale feeder.

Crews coordinated with BPA and reenergized the other three feeders and isolated the Cherrydale feeder into two sections. Upon reenergizing these sections, one-half of the Cherrydale feeder came back on, the other remained deenergized.

Crew members continued to look for the faulty wire throughout Thursday night.

On Friday afternoon, March 22, 2024, at approximately 2 PM, the faulty direct-buried wire was located on Chambers Street. To isolate the area, staff was required to deenergize the entire Town. This occurred at that time and staff proceeded to fix the faulty wire. (This area continues to be isolated until a more permanent repair may be achieved.)

At approximately, 2:45 PM Friday, the Town was reenergized, and staff began responding to spot outages.

At approximately 3:00 PM Friday, it was discovered that a significant outage was occurring on Third Street which resulted in the replacement of three (3) transformers and the isolation of some faulty direct-buried wire.

Power was restored to all residences at approximately 1 AM Saturday morning, March 23, 2024.

Due to the length of the outage, staff activated our mutual aid agreement with Lakeview Light and Power who provided a crew Friday night starting at approximately 8 PM through 1 AM Saturday morning.

The Water/Sewer crew utilizing a portable emergency generator cycled through the sewer system's lift stations pumping down holding tanks as needed throughout the outage.

Chief Yabe sent out several notifications through Steilacoom Alert along with posting information on the Department's Facebook page. Other staff members posted information to the Town's official webpage along with the Steilacoom Uncensored Facebook page.

Positions Available:

Streets and Storm Crew Leader:

The Town is currently advertising the Streets/Storm crew leader full-time position. Information is available on the Town's official website at <https://townofsteilacoom.org/>.

Public Works Seasonal Workers:

The Town is currently advertising for Seasonal Maintenance Workers for the Parks and Street crews. Information is available on the Town's official website at <https://townofsteilacoom.org/> and applications are available at the Community Center and Public Works facility.

Steilacoom Historical Community Garden Volunteer Opportunities:

Garden Teams

As you may know, we have formed Teams to help manage various internal and external garden activities: Food Bank Donation, Settlers' Kitchen Garden, Garden Grounds Maintenance, Education, Tribal Native Plants, and Sponsorships/Partnerships.

All teams on the list need more folks to round out their teams. SHCG gardeners are encouraged to choose a team...but you don't have to be a registered SHCG gardener to volunteer:

If you are interested in serving on the **Food Bank Donation Team** to help process, package and deliver fresh garden produce weekly to the We Love Steilacoom Association's Food Pantry to help our neighbors struggling with food insecurity, please contact Team Lead **Kathy Stegman** kathy.sue.stegman@gmail.com

If you wish to learn more about our Town's garden history and how to grow the heirloom vegetables and flowers Steilacoom settlers grew in the 19th century, please email **Settlers' Kitchen Garden Team Lead Susan Cable** bbaunme@gmail.com

If you want to help keep our garden, its buildings, common areas, and infrastructure tidy and in good working order, please consider contacting **Garden Grounds Maintenance Team Lead Steve Drennan** mcquinn.drennan@comcast.net

If learning and teaching others about gardening, heirlooms, our Town's Settlers' gardening history, and how community gardens can help people experiencing food insecurity sounds interesting to you, the **Education Team** is a good place to be. This Team focuses internally on educating SHCG gardeners and externally by reaching out to schools and the wider community. Please contact Team co-leads, **Stephanie Hulcher** sjhulcher@comcast.net or **Marlee Blua** marlenablua@yahoo.com

If learning more about the Steilacoom Tribe's culture and the role edible and medicinal native plants have played in it for centuries, the **Tribal Native Plants Team** welcomes nontribal volunteers to join them in planting, weeding and generally maintaining their display garden. Please reach out to Steilacoom Tribal Chair, **Becca Unzueta** becca.u.2013@gmail.com, if you'd like to help.

If your super power is convincing people or organizations to donate to nonprofits like the SHCG or creating mutually beneficial alliances with other community organizations, the **Sponsorship/Partnership Team** would love to hear from you - especially if you have spreadsheet/budgeting skills. Please contact Team Lead and Garden Coordinator **Carol Saynisch** carol.saynisch@ci.steilacoom.wa.us

Joining a Team is a great way to be involved with the garden and help the community even if you don't have a garden bed...or especially if you do!

Community Development:

Planning Commission Open House:

The Steilacoom Planning Commission will hold a Public Open House to consider proposed revisions to various sections of the Steilacoom Municipal Code required to implement the Comprehensive Plan

Date: April 8, 2024
Time: 6:00 PM
Location: Town Hall, 1717 Lafayette Street

The Town of Steilacoom is in the process of completing the required periodic update of its Comprehensive Plan. As part of the update process, the Town is considering changes to various sections of the Steilacoom Municipal Code to implement the Comprehensive Plan and comply with changes in state law. The Planning Commission public open house provides the public with an opportunity to review and comment on the proposed implementing regulations in the draft stage.

The proposed revisions and staff report are found in the meeting's packet, available on the Town's website (<https://townofsteilacoom.org/archive.aspx>).

Following public input, copies of the proposed updated Comprehensive Plan and implementing regulations will be made available on the Town's website for public review. Additional public hearings before the Planning Commission and Town Council on these items will then be scheduled for consideration and adoption.

For further information, contact:
Tanner Fuller, Town Planner
1030 Roe Street, Steilacoom, WA 98388
Telephone: (253) 581-1912
E-mail: tanner.fuller@ci.steilacoom.wa.us

Persons requiring special accommodations should contact the ADA Coordinator, Micki Sterbick, at 581-1076

Urban Forestry Management Applications:

Sunnyside Beach Park:

The Town received an application under our Urban Forestry Management program for the removal of four (4) trees at Sunnyside Beach Park. Staff is currently evaluating the request.

Middle Housing Survey:

New state law requires changes to the Town's housing regulations to allow for more "middle housing" throughout Steilacoom. Middle housing means housing types such as duplexes, triplexes, townhouses, courtyard apartments, and groups of small "cottage" homes.

The Town is seeking to gather information and input from Steilacoom residents and property owners about their housing experiences and thoughts on middle housing through a housing survey.

Please use the QR code below to take the survey:



Or enter the following URL into your internet browser to take the survey:

<https://forms.office.com/r/C3bTXnX2UQ>

Paper copies of the survey are also available at the Public Works Building (1030 Roe St, Steilacoom, WA 98388). The survey will close on April 30, 2024.

Questions? Contact the Town Planner at:

tanner.fuller@ci.steilacoom.wa.us and visit the Town's Middle Housing webpage at

<https://townofsteilacoom.org/311/Middle-Housing>

Parks, Trails, and Active Transportation Webmap:

The Town has created a webmap for public use to view the network of parks, trails, sidewalks, and bike lanes in Steilacoom. Additional information available on the map includes historic buildings, historic monuments, and points of interest such as public restrooms and schools. Use the link below to view the webmap and a document containing instructions for using the webmap and an explanation of available features.

[Town Maps | Steilacoom, WA - Official Website \(townofsteilacoom.org\)](https://townofsteilacoom.org)

Custom maps may be created and exported using the webmap. A printable PDF of the parks, trails, and active transportation facilities town-wide is available on the Town's official website.

Community Services:

Yoga Instructor Wanted:

A yoga instructor is needed for Chair Yoga Stretch and Yoga classes at the Community Center. The schedule is flexible, and there is established student participation. For more information or questions please call the Community Center. 253-581-1076

Senior Activities:

Mah Jongg:

Play Mah Jongg every Tuesday at the Community Center from 1 PM to 3 PM. Beginners welcome.

Bridge:

Enjoy playing bridge and looking for others to play with? Ever wanted to learn how to play but didn't know where to start. Join the weekly bridge players group at the Community Center on Thursday at 1 PM.

Senior Bingo:

Join us for a FREE session of Bingo every Friday at the Community Center. Humana will host this Bingo session for Seniors following Lunch Bunch every Friday.

Ice Cream Social:

Humana will be hosting a Senior Ice Cream Social at the Community Center, on the Last Wednesday of every month. This FREE event begins right after lunch so bring your sweet tooth. There will be a different variety of ice creams and toppings. Come ready to chat, laugh and eat some tasty desserts.

Junior Explorers:

The Junior Explorers class has two openings. Obtain some classroom experience before starting Kindergarten this Fall. Register them for the remainder of the school year and receive priority registration for fall. Sign up available on CivicRec:
<https://secure.rec1.com/WA/town-of-steilacoom-community-services/catalog?filter=c2VhcmNoPTI4NjkxNjk=>

Public Safety:

Over the past week, 137 Public Safety incidents occurred in town, which included the following:

Emergency and patrol incidents

- 8 medical aid responses
- 54 suspicious circumstance/security checks
- 6 responses for persons in crisis/welfare checks
- 34 traffic stops
- 3 responses for residential/commercial alarms
- 1 response for animal-related incidents
- 4 responses for nuisance-related incidents (excessive noise/parties/unruly juveniles/narcotics use/fireworks/littering/etc.)
- 1 report of a runaway juvenile, who was quickly located and returned home
- 4 responses for parking/abandoned vehicle enforcement

Crimes against persons

- 2 incidents of domestic violence/disturbance/protection order violation
- 2 incidents of threats/harassment

Crimes against property

- 1 incident of theft
- 1 incident of vehicle prowling
- 3 incidents of vandalism

Significant information:

Late last week, the town suffered an extended unexpected power outage. Many thanks to our public works teams who worked continuously to restore power throughout town, despite many setbacks along the way. The power outage also allowed for the extended use of our SteilacoomAlert emergency notification system. For more information about SteilacoomAlert, to include how to sign up, please visit:
<https://tinyurl.com/39rpfs7x>.

Over the past few weeks, incidents of vandalism at Sunnyside Beach have increased. Please help our officers by calling 911 to report suspicious incidents while they are in-progress.

We have new hours at the public safety building. Tuesday through Friday, 2:30 pm until 5:30 pm.

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

- Online crime reporting
- Applications for protection orders
- Emergency and community notification
- Missing persons information
- Anonymous reporting of suspicious activity
- Reporting of persistent traffic concerns
- 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
- Unwanted prescription medication disposal
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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

Public Works:

Streets and Storm:

Crew Emphasis:

The crew primed and repainted the hand rail on Starling Street; assisted the Electric crew on Third Street; inspected stormwater outfalls; performed right-of-way maintenance throughout Town; swept streets; and performed other maintenance activities.

Rainier Street Preservation Project:

The physical completion letter was issued to the contractor and closeout paperwork is in process.

Pedestrian Safety Improvements Project:

The Town will be installing pedestrian activated rectangular rapid flashing beacons (RRFB) similar to the ones at the Union Avenue roundabout at three locations: Union Avenue and Sequash Street, Puyallup Street curve, and Steilacoom Boulevard at the library. Staff reviewed and approved all the product submittals and it is our understanding the products have been ordered. Once received, a preconstruction meeting will be scheduled.

Old Military Road Pavement Preservation Project:

The contractor is currently preparing the road for the overlay.

Delays, detours, and periodic one-way alternating traffic can be expected throughout the project timeline. If possible, it is advised to use alternative routes to the extent feasible. Local access will be maintained, however, through traffic is prohibited.

If you have specific questions or concerns, please contact the Steilacoom Public Works Department at (253) 581-1912.

Electrical:

Crew Emphasis:

The crew repaired a partial power issue impacting one home in the 300 block of Champion Street; performed a customer requested utility disconnection for a panel and meter change out in the 300 block of Steilacoom Street; continued repairing the Town's system after the outage; and performed other maintenance activities.

Water/Sewer:

Crew Emphasis:

The crew assisted the Electric crew with repairs in the 300 block of Champion Street; assisted the contractor rebuild/maintain the pressure relief valve (PRV) on Hewitt Drive and Puget Drive; determined a schedule water outage will be required to install additional parts on the Hewitt Drive PRV; maintained waterways; assisted a contractor make repairs to the motor controls for pump #2 at the Dock lift station; and performed other maintenance activities.

Parks, Buildings and Grounds:

Crew Emphasis:

The crew delivered wood chips to the Senko Garden and the Bair museum; started repairing a sink at Sunnyside Beach Park that was heavily vandalized; reset clocks; assisted the Water/Sewer crew at the Dock lift station; changed reader board messages; reviewed damage done to the Perkins Park fence and scheduled an estimator for evaluating needed repairs; continued working on the irrigation system at Sunnyside Beach Park; completed playground inspections; emptied garbage cans; picked up litter; cleaned restrooms; and performed other maintenance activities.

Other Projects:

Tribal Cultural Center and Museum:

The project's bid opening occurred on March 27, 2024. Staff will be recommending to the Town Council at their April 2, 2024, the contract be awarded.

Other:

Kindergarten Registration:

If you know a child that will be 5 years old by August 31, 2024, now is the time to enroll them in one of Steilacoom Historical School District's kindergarten programs for the 2024-25 school year. Early enrollment helps District officials plan for the school year and ensures families receive communications throughout the spring and summer.

Enrollment can easily be completed online. Check out the District's website for more info:

www.steilacoom.k12.wa.us/enrollment. If you have questions, the District's Enrollment Department is always available to help! You can reach them at enrollment@steilacoom.k12.wa.us.

Kiwanis Easter Egg Hunt – March 30, 2024 – Cherrydale School – 10 AM:

The Kiwanis Club of Steilacoom presents the annual Easter Egg Hunt on Saturday March 30 starting promptly at 10 AM at Cherrydale Primary School. Toddler to 9 years old.

For anyone who can help Jan Lucas put candy in the eggs, help hide the eggs that morning, or act as traffic control, please go to this link to let her know. Thanks.

<https://www.kiwanisclubofsteilacoom.org/volunteer-easter.../>

Friends of Steilacoom Library Events:

The Friends of the Steilacoom Library (FOSL) have several activities coming up!

The April 3 meeting will be a book discussion on [A Homemade Life](#) by Seattle author and blogger Molly Wizenburg.

The Book Sale is Friday, April 5 from 11 A.M.-4 P.M. and continues on Saturday, April 6 from 11 A.M. - 3 P.M. at the Steilacoom Community Center. Contact jlaufford@msn.com for information.

Set aside Saturday, May 18th, 4 P.M. at the SHMA Museum's education room (lower level) for a special program, "Coming Home: How the Nez Perce Tribe Regained Their Cultural Heritage" with Dr. Trevor Bond of WSU. This program is made possible by Humanities Washington and FOSL, with assistance from SHMA.

Meetings are on the first Wednesday of the month, September through May, at 5:15 P.M. in the Steilacoom Library meeting room.

Sunnyside Beach Community Clean-up:

Please join us Saturday, April 6th 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. Sunnyside Beach Park address: 2509 Chambers Creek Road. Hope to see you then!

Curbside Clean-Up – April 18, 2024:

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.

Steilacoom High School (SHS) Music Booster's Fundraiser:

The SHS Music Booster 5th annual mattress fundraiser is Saturday, April 20 from 10 a.m.-5 p.m. at Steilacoom High School. Save big on top name brands while supporting the SHS Band Program. Visit Steilacoom High School Music Boosters on Facebook to print a copy of a flyer to bring in for free gift with purchase. All money raised with this event goes to support the Band Program.

Confidential Document Shredding Event:

The annual confidential document shredding event is May 11 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.

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