

SOUTH DOUGLAS-WEST JUNEAU STEERING COMMITTEE MEMBERS – October 2020

		BASIS FOR QUALIFICATION							OTHER INFORMATION				SELECTION
	Applicant	Property Owner within SD-WJ	Business Owner within SD-WJ	Tenant/Resident within SD-WJ	Youth Rep. (16 to 24)	Employee within SD-WJ	Other Community Representative	Community Organizations You Are a Member Of	Commercial/Business Interests You Have in the Area	Personal/Recreational Interests You Have in the Area	Are There Other Interests or Concerns you will be representing during this planning process?	Statements Supporting Application	Statement Supporting Selection
1	Carole Bookless	X		X		(Former employee at Gastineau/Sayeik School)		350 Juneau; Trail Mix; JEA; Nature Conservancy; Sierra Club		Trail walking, biking, beach walking, art and photography	School related issues; Disability issues; Senior issues; Youth and young adult	I am currently a Special Education teacher who taught at Gastineau for 5 ears. I have taught for 7 years at DHMS; both schools have youth and youth with disabilities from Douglas. My first career was an architect and I maintain my license in California. I have training and background in urban design. I also have 2 young adult children whose demographic I would like to represent. I am also an active senior with 2 new knees.	<ul style="list-style-type: none"> Lives and owns property in the study area Understands youth/young adult perspective Understands school issues Has architecture/design background
2	Matt Catterson	X				X (ADFG)		Douglas Community Garden		Trail running; hiking; boating; XC skiing and backcountry downhill skiing; gardening		I do planning and permitting work for ADFG, so I understand the importance of public process. I also worked for 2 years in economic development for the State which informs my understanding of community development and planning.	<ul style="list-style-type: none"> Lives and works in the study area Volunteers with the community garden Has experience with public processes 2 years economic development experience
3	Frank Delaney			X		X (Managing Director, Perseverance Theatre)		Juneau Chamber of Commerce	Perseverance Theatre	Sandy Beach and trails		We (Perseverance) are very interested in this effort, particularly as we look at dealing with issues in our building over the next 5-10 years. I see this as a complimentary effort.	<ul style="list-style-type: none"> Lives and operates a business in the study area Understands arts/culture/placemaking
4	Rebecca Embler			X				Juneau Animal Shelter volunteer		Hiking trails; Sandy Beach; walkability; restaurants/cafes; community areas/events	Tourism impacts and opportunities	I moved to Juneau last May to work for the summer but fell in love with the town and everything the surrounding areas have to offer, so I plan to stay for many years to come. If appointed to the steering committee, I will offer to objective opinion of a newcomer, the passion of an outdoor and community enthusiast, and the dedication of a resident who has vested interest in our collective future.	<ul style="list-style-type: none"> Lives in the study area New to area; will bring a fresh perspective Understands tourism opportunities/benefits/impacts Will bring enthusiasm

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5	Norton Gregory	X		X				Douglas Advisory Board; Douglas Neighborhood Association; Alaska Native Brotherhood	Residential and commercial development of the study area; Development of West Douglas; Douglas boat harbor	Sandy Beach; Treadwell Ditch Trail; Mt. Jumbo; Savikko Park; Treadwell Arena	My employer, Tlingit and Haida Regional Housing Authority (THRHA), owns 20 acres in the Emerald Subdivision.		<ul style="list-style-type: none"> Lives and owns property in the study area Member of Douglas Advisor Board and Alaska Native Brotherhood Will bring a housing perspective through work with THRHA Has experience representing a broad constituency as a past CBJ Assembly member
6	Arnold Liebelt	X		X				(Former member of Douglas Advisory Board and JD Ice Association)		Ice hockey; fishing and boating; running; hiking; family history	A long-term balanced approach	I have lived in Douglas for 30 years. My wife is 3 rd generation Douglas resident. I want to preserve and improve the quality of life and take a balanced approach to issues.	<ul style="list-style-type: none"> Lives and owns property in the study area Long time Douglas resident A long term approach is needed for a 20 year area plan Experience with government functions through work in AK Legislature
7	H. Erik Pederson (Planning Commission liaison)			X				Perseverance Theatre; Juneau Douglas Ice Association		Boating and hiking		I am a professional land surveyor with DOT&PF and have extensive experience in both applying and developing land use zoning. I spent many years working around engineering and construction so I have a good working knowledge of design standards and how they affect projects.	<ul style="list-style-type: none"> Lives in the study area Frequent user of Treadwell Arena and member of Juneau Douglas Ice Association Understands CBJ zoning and land use
8	Robert Sewell	X		X				Douglas Island Neighborhood Association; Healthy Alaskans Coalition		Frequent hiking in the study area		I have a doctorate and work in public health and manage a large inter-agency effort which has proven quite successful. I can and do work in collaborative settings. I am a resident and homeowner. I have been in Alaska since 1985 and on Douglas since 1996. I have served in an organizing capacity for Douglas Island Neighborhood Association for 8 years.	<ul style="list-style-type: none"> Lives and owns property in the study area Long time engaged member of the Douglas community Has experience reaching consensus within a working group
9	Linda Snow	X	X	X		X (self-employed at Southeast Strategies)		Treadwell Historical Society	Southeast Strategies consulting firm	Hiking and walking all over the study area; Perseverance Theatre, Island Pub; tree lighting; 4 th of July	The Douglas Community – keeping it thriving, friendly and safe. Illuminating the interesting history.	See attachment	<ul style="list-style-type: none"> Resident, property owner and business owner in the study area Member of the Treadwell Historical Society Has transportation planning experience through past work with Douglas Indian Association Has economic development experience with Southeast Strategies consulting firm

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													<ul style="list-style-type: none"> • Understands CBJ zoning and land use as a past member of CBJ Planning Commission
10	Joyce Vick	X		X				Douglas Advisory Board; Douglas 4 th of July Committee; CBJ Youth Board; Toastmasters	Residential rentals	High school basketball and football score keeper	My son and his wife live in Juneau. My other son is considering moving back if he could find work in Douglas or Juneau.	I like to see residents get involved in the planning for the future of Douglas Island.	<ul style="list-style-type: none"> • Resident and property owner in the study area • Member of the 4th of July Committee and CBJ Youth Board

STEERING COMMITTEE MEMBER JOB DESCRIPTION

Talented steering committees create remarkable communities. Your consideration to share your expertise and experience with the City & Borough Juneau is appreciated. As a steering committee member, you may look forward to the rich and challenging experience to strengthen the character, livability, and diversity of your community. Through your involvement, service, and fair approach, you will shape Juneau's future, and balance the public good with private rights and interests. This is your opportunity to serve the common good of all the residents of Juneau to create enduring neighborhoods and celebrate shared spaces.

ROLE OF THE STEERING COMMITTEE & ITS MEMBERS:

The primary responsibility of the steering committee is to serve as the voice of the public, and the conscience of the plan; and when necessary makes recommendations on zoning changes, design standards, and other items pertinent to the planning initiative. Additionally, the steering committee may provide guidance to other CBJ Boards and Commissions. An ideal steering committee member must have a willingness and dedication to commit both time and energy to the steering committee; have an interest in planning and development, civic engagement, and the protection of the environment; and possess a willingness to encourage and accept input from residents and those affected by the actions made by the steering committee.

Below are the types of exercises and tasks that you may expect to participate in, or review, as a steering committee member:

PARTICIPATE IN STEERING COMMITTEE MEETINGS

PARTICIPATE IN FORMING THE VISION FOR THE PLANNING INITIATIVE

PARTICIPATE IN COMMUNITY OUTREACH SESSIONS, SUCH AS:

- *Attend some, but not all, public participation sessions*
- *Attend some, but not all, public events related to the plan*

REVIEW ZONING REVISIONS AND MAKE RECOMMENDATIONS TO PLANNING COMMISSION, SUCH AS:

- *Design Standards*
 - Create walkable village-like neighborhoods while maintaining the neighborhood character
 - Streamline the permitting process for abutting property owners and applicants
- *Update Zoning*
 - Implement zoning that promotes and facilitates mixed use development

PARTICIPATE IN THE PREPARATION OF PLAN(S), SUCH AS:

- South Douglas-West Juneau Area Plan

STEERING COMMITTEE MEMBERSHIP:

Steering committees shall be made up of no less than 9 and no more than 15 members consisting of stakeholders from the affected planning area representing property owners, business owners, education, youth, and other relevant groups to the Planning Commission. No more than one Planning Commission member and one Assembly member shall hold a position on the steering committee.

Steering committee members are appointed by the Planning Commission and serve appointments for extent of the planning initiative (approximately 12 to 24 months). The steering committee members shall ensure and commit to the following:

- Reside or own property within the planning area, own a business or other community agency within the planning area, or spend a considerable amount of time in the study area through work or recreation;
- Volunteer their time and commit to attending meetings for the planning initiative;
- Commit to consider compromises that may assist in managing conflict and build consensus;

- Listen and consider testimony from the public and government agencies;
- Commit to develop a plan that represents the affected study area; and
- Commit to distribute accurate information to other community members and clarify misunderstandings or misperceptions.

Should any steering committee member fail to meet the commitments outlined above, or miss 50% of the steering committee meetings, or miss three meetings in a row, he/she may be removed by the Director.

POSITION: Member of the Steering Committee for a Planning Initiative

LENGTH OF TERM: 12-24 months approximately

TIME COMMITMENT: Varies per planning initiatives; typically no more than 1 meeting per 3 weeks

EXPECTED ATTENDANCE:

<u>FUNCTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROXIMATE NUMBER OF HOURS PER MONTH</u>
Steering Committee Meetings	TBD by Staff & SC	TBD	1-3 Hours
Special Meetings	Variable	N/A	1 Hour
Prep Work, Site Visits, Special Presentations	Variable	N/A	2 Hours

“Make no little plans; they have no magic to stir men’s blood and probably themselves will not be realized. Make big plans; aim high in hope and work, remembering that a noble, logical diagram once recorded will not die,” -

Daniel H. Burnham.

Attachment C - Steering Committee Job Description

RULES of ORDER CHEAT SHEET

1st = Planning Commission Rules

2nd = Robert's Rules

3rd = Common Sense

Making a Main Motion

PC Rule 11

Robert's Rules of Order

FIRST: Primary Motion Made

I move _____.

Ex. I move to approve WCF 1234 as presented by the Director of CDD and ask for unanimous consent.

Ex. I move to approve WCF 1234, striking condition 1 and 2.

Ex. I move to approve WCF 1234, amending the findings in item A to state "XYZ."

NEXT: Discussion and Debate on the Motion

If you have made a motion and subsequent discussion changes your mind – you may amend your own motion or withdraw it and yield the floor to another Commissioner to make a new motion. This must be done before the Chair restates and calls for a vote. Once a vote is called, a vote must be taken.

FINALLY: The Chair will call a vote.

If your main motion fails, a new main motion should be made.

If a main motion passes (for permit approval), a NOD will be signed by the Chair and provided to the Clerks.

*After a main motion passes, a Commissioner may provide "notice of reconsideration" per Rule 15. A motion for reconsideration, if made, would be taken up at the next meeting unless there is a motion for immediate reconsideration (per Rule 13), which is taken up immediately.

Robert's Rules on Positive Motions =

Ex. I move to approve XYZ, and ask for a no vote.

Ex. I move to approve XYZ, and ask for a yes vote.

Make a record, explain why yes or no recommendation.

Making an Amendment

PC Rule 11

Robert's Rules of Order

FIRST: Main Motion made

NEXT: A Commissioner may make an amendment to the main motion.

An amendment may

1. Add words or phrases
2. Strike words of phrases
3. Substitute words or phrases

An amendment must be relevant to the underlying motion; it cannot negate the action of the underlying motion. *Think about this question ... What does "amend" mean?

Ex. I move to amend the motion to approve WCF1234 as presented by the Director, by removing the sunset clause.

Ex. I move to amend the motion to approve WCF1234 as presented by the Director, by striking conditions 1 and 2.

*After discussion and debate on the motion, you may modify your own motion or withdraw it completely and defer to another commissioner for a new motion.

Amendments can be amended, but amendments to amendments cannot be amended. *Note: keep in mind that if you are confused – someone else likely is too!

Motion Do's and Don'ts

- DO write down your motions so they are clear.
- DO ask for a short recess if you need time to formulate a motion or want to talk to the attorney.
- DON'T make a "friendly amendments."
- DON'T make seconds.
- DON'T propose an amendment that is the exact opposite of the original motion; just vote.
- DO/N'T add in advisory conditions – a condition must be within the PC's purview and enforceable.

FRAMING QUESTIONS AND MOTIONS

Refer back to your purview

Title 49, Title 53, or other as designated by CDD

If it is not clear, ask CDD staff to id the controlling code.

Other Common Motions

PC Rules 11, 13, and 15

Robert's Rules of Order

Call the Question (Rule 9, Robert's Rules): It is the Chair's job to watch the flow of the meeting and encourage the members to make a motion and vote. If you believe that it is time to take a vote, you may "call the question." However, this simply serves to indicate to the Chair that you think it is time to vote, it does not require a vote to be taken.

Point of Information (Rule 9, Robert's Rules): If you are listening to the motion on the floor and you need information or clarification – ie. you are not trying to debate or comment, you may call the Chair's attention by stating "Mr/Ms. Chair, point of information." Once you are recognized, you may ask for clarification of or information about the motion on the floor.

Point of Order (Rule 9, Robert's Rules): If you believe that something is happening that is not allowed per the rules or is not following the rules you may call this to the Chair's attention by stating "Mr/Ms. Chair, point of order." Once recognized, let them know what rule you believe is not being followed. The Chair can then adjust from there.

Postpone (Robert's Rules): This motion allows you to move a topic to later in the meeting or postpone to the next meeting. This requires a six member vote per Rule 13(c).

Reconsideration (Rule 15): Per Robert's Rules you must have voted for the winning side – this is modified in the PC Rules so that anyone can make the motion. This motion keeps the original motion in play but revisits the vote. The motion must be made in the same meeting. Rule 13(g) can be used to take up the motion at the same meeting, otherwise, it must be heard at the next meeting (failure to do so negates the reconsideration motion).

Rescind (Roberts Rules): The main difference here is that this completely wipes out the underlying motion, so there is no longer a motion in play. Notice is required, but this motion can be made at any time (unless the action which is the subject of the motion is already complete, ie. the house is built). Rule 13(f).

Table (Robert's Rules): This motion allows you to stop activity on an issue and move on to something more urgent. It only postpones to later in the meeting.

Unanimous Consent (Robert's Rules): This can be used for any motion; you will most likely use it when you are sure that there is no opposition (for example, when moving to approve the agenda or minutes). The idea is to keep things moving if there is no need for a roll call vote. If there is an objection, then the response is simple – you don't have unanimous consent and a vote is necessary.

Declaring a Conflict Code provision = 01.45, 01.45.005, 01.45.008

Question: Is it substantial personal interests or substantial financial interests? Is it substantial and material or is it inconsequential and unavoidable in a free society?

CALL the CBJ attorney before the meeting to discuss your potential conflict. When in doubt, declare it.

When to declare? On consent agenda = after the Chair calls the consent agenda. On regular agenda = after the Chair calls the regular agenda item.

Asking Questions

PC Rule 8

- Is it a question or a statement?
- Are you asking the right person?
- Has the question already been asked?
- What finding or recommendation does your question relate to?
- Is your question relevant to the decision you being asked to make?
- Is your question relevant to Title 49?
- Is your question relevant to a public comment that you received?
- Is your question a legal question or a staff question?
Note: keep in mind that as you review the packet if you have questions that may need research – you can contact CDD or Law ahead of time. We will disclose the question and answer at the meeting to ensure everyone has access to the information.

Order of the Meeting – AGENDA ITEMS

1. Chair Calls the Agenda Item
2. Staff Report Presented
3. Questions Directed to Staff Person Who Presented
4. Applicant Presentation (10 minutes)
5. Questions for the Applicant
6. Public Testimony (questions for the public)
7. Applicant Closing Statements & Follow-Up Questions for Applicant
8. Questions for Staff (all CBJ staff – NOT the applicant, ex. Applicant = Lands)
9. Comments and Discussion by Commissioners
10. Motion Made

Robert's Rules – OPTION

11. Chair Calls for a Motion
12. Motion on the Agenda Item Made (And ask to Speak on Motion)
13. Commissioner Who Makes the Motion May Speak to the Motion if he/she wishes
14. Chair will ask if there are Objections
15. Objections Made (if any)
16. Commissioner who makes the Objection May Speak on the Objection
17. Amendment(s) Offered if Any
18. Chair will Call for the Vote
19. Chair will Restate the Motion for Vote
20. Vote Taken on Amendment(s) *If any
21. Vote Taken on Original Motion

IS IT A COMMENT OR A QUESTION?

REMEMBER THAT THE TIME FOR QUESTIONS AND THE TIME FOR COMMENTS ARE DIFFERENT. IF YOU ARE SPEAKING AND THE CHAIR STOPS YOU BECAUSE YOU ARE NOT ASKING A QUESTION, DON'T WORRY – THERE WILL BE TIME LATER.