

DOWNTOWN DOUGLAS / WEST JUNEAU AREA PLAN

Steering Committee Meeting: MINUTES
Douglas Public Library and Zoom Webinar
Tuesday, November 26, 2024, 5 – 6:30 p.m.

I. Call to Order

Chair Vick called the meeting to order at 5:02

II. Roll Call

Joyce Vick Carole Bookless Matt Catterson Frank Delaney

Rebecca Emblar Robert Sewell Linda Snow

Erik Pederson, Planning Commission Liaison (non-voting)

Annette Smith, Docks & Harbors Liaison (non-voting)

Staff Members Present:

Minta Montalbo, CDD Senior Planner Forrest Courtney, CDD Planner II

Scott Ciambor, CDD Planning Manager

Members of the Public:

None

III. Approval of Agenda

Ms. Snow motioned to approve the agenda with no changes, Mr. Sewell seconded. Motion approved 6-0.

IV. Adoption of Minutes: November 13, 2024

Ms. Snow motioned to adopt the minutes with no changes, Mr. Catterson seconded. Motion carried with no consent.

V. Staff Updates

- **Provided CBJ Title 49 code that describes the Comprehensive Planning process with the Land Use code. Which provides important guidance for the steering committee, CBJ staff, and the assembly.**
- **Lots of new material in the packet for this meeting. Updates and refinements from multiple sources: previous committee work, staff recommendations, public comment.**
- **Staff will do research for any tasks or information requested by the steering committee in the meetings and will provide that information at the end of the process, not at the next meeting. Unless specific requests are made ahead of time for the next meeting. This will allow in-person meetings to keep moving forward on plan chapters.**
- **Many graphics in the current plan are draft and input on those is appreciated.**
- **We have 4 applicants for 2 open steering committee seats.**

VI. Liaison Updates

- **Planning commission will assign a liaison.**
- **Ms. Smith provided updates in writing. Would like steering committee input on their vision for what Docks and Harbors should be working on for Douglas.**

- VII. Agenda Topics
- a. Draft DD/WJ Area Plan Comments, p.8-21
- Ms. Snow moved to include previous and updated captions are included for the photo on pg. 8 and to add specific language to caption. Mr. Sewell seconded the motion. Motion approved 6-0.
 - Mr. Catterson had a point of information requesting the source of information be included on figures.
 - Ms. Bookless motioned/point of information that information on this page be checked for accuracy on the student programs. Ms. Montalbo clarified that information came directly from school district and can be provided to steering committee.
 - Ms. Bookless made point of information to correct typos on pg. 10.
 - Ms. Bookless made motion to better define technical terms on pg. 10, this motion was withdrawn. Mr. Sewell motioned to add a technical definitions in a glossary or appendix section at the end of the report. Ms. Snow seconded and amended to allow staff to define technical terms in the plan however made the most sense. Motion passed unanimously.
 - Ms. Bookless made a point of information on which sections should contain certain information. Ms. Montalbo clarified that was up to the steering committee.
 - Ms. Bookless motioned to “preservation” to the vision statement on pg. 11. Ms. Snow seconded. Motion approved 6-0.
 - Ms. Emblar motioned to slightly modify the vision statement on pg. 11. Seconded and approved 6-0.
 - Ms. Snow motioned to add “highway, harbor, and bridge maintenance and improvement” language added to the connected community section. Ms. Bookless seconded. Motion approved 6-0.
 - Ms. Snow made an additional motion to add language to pg. 12. Motion approved.
 - Ms. Snow motioned to add action related to bridges and highways to pg. 13, Mr. Sewell seconded. Motion approved 6-0.
 - Ms. Snow motioned to add additional action related to harbor improvements for commercial fishing and recreation to pg. 13. Ms. Emblar seconded. Motion approved 4-1.
 - Ms. Emblar made a motion to adopt staff recommended changes for pg. 13. Seconded. Motion approved 6-0.
 - Mr. Sewell motioned to strike Action B on pg. 13. Ms. Bookless seconded. Ms. Emblar amended to remove “bench road...” from the action but retain the rest. Ms. Bookless amended to remove “developable land” and add “improve connections”. Motion approved 6-0.
 - Mr. Sewell motioned to strike Action C on pg. 13. Ms. Bookless seconded. Motion failed 2-3.
 - Ms. Emblar motioned to adopt staff recommended changes for this section (1.1 and 1.2). Ms. Snow seconded. Ms. Emblar amended to clarify that changes made at this meeting would be retained. Motion approved 6-0.
 - Work on pg. 13 will commence at the next meeting.
- VIII. Public Comment on Agenda Items – 10 Minutes
None
- IX. Public Comment on Non-Agenda Items – 10 Minutes
None
- X. Action Items for Next Meeting
Staff will update the working draft of the document to include changes made at this meeting. Mr. Sewell requested information regarding the putative “bench road”. Pages 13-21 will be considered at the next meeting.
- XI. Committee Members Comments and Questions
- XII. Next Meeting Date: Wednesday, December 11 @Douglas Public Library
- XIII. Adjournment.
Meeting adjourned at 6:34pm.