

DOWNTOWN DOUGLAS / WEST JUNEAU AREA PLAN

Steering Committee Meeting: Agenda  
Douglas Public Library and [Zoom Webinar](#)  
Wednesday, January 8, 2025, 5 – 6:30 p.m.

I. Call to Order **5pm**

II. Roll Call

Joyce Vick       Carole Bookless       Matt Catterson       Frank Delaney  
 Rebecca Embler       Robert Sewell       Linda Snow       Darren Snyder  
 Brian Lieb       Annette Smith, Docks & Harbors Liaison (non-voting)  
 Erik Pederson, Planning Commission 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:

**3 community members from North Douglas:** Cinda Stanek, Wayne Carns, Kathy Coghill

---

III. Approval of Agenda: **motion to approve by Mr. Sewell, seconded by Mr. Lieb**

IV. Adoption of Minutes: December 11, 2024: **motion to adopt by Ms. Snow, seconded by Mr. Snyder**

V. Staff Updates

- **Mr. Ciambor updated the committee that the Blueprint Downtown plan was approved by the Assembly**
- **The Comprehensive Plan Update project consultant should be under contract soon**
- **Mr. Snyder asked how individual area plans relate to master Comprehensive Plan. Mr. Ciambor responded that if an area plan is adopted by the Assembly, it becomes part of the Comprehensive Plan and is used by decision makers as the more specific and more current guidelines.**

VI. Liaison Updates

- **Ms. Smith read through the proposed changes to the plan and has solutions to offer, but would appreciate more details about what the committee wants so Docks and Harbors can take action.**

VII. Agenda Topics

- a. Meeting Schedule – **added March dates- 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month, Douglas Library room should also be reserved for February 5**
  - b. Draft DD/WJ Area Plan motions, “Connected Community” and “Prosperous Community” chapters
- **Ms. Bookless motioned to amend 1.2.F with a new section, amendment carried 6-1**
  - **Ms. Bookless motioned to revise 1.3.B, Ms. Snow seconded. Motion carried 7-0**
  - **Staff recommendation to also revise 1.3.B also carried**
  - **Mr. Lieb motioned to remove action 1.3.C based on action taken on 1.3.B, Mr. Snyder seconded- carried 7-0**

- **Ms. Bookless motioned to revise 1.4.C, Mr. Sewell seconded- committee discussion**
  - **Mr. Snyder suggests tabling- more information needed**
  - **Ms. Bookless withdrew motion and the revision was tabled for the next meeting when more information will be provided by staff**
- **Staff provided uplands definition for 1.4.C.**
- **Ms. Bookless motioned to add 1.4.E, Mr. Snyder seconded- motion failed 2-5**
- **Mr. Sewell motioned to revised 1.4.A, Ms. Embler seconded- motioned carried 6-1**
- **Mr. Catterson asked for point of information to clarify what a “wayfinding plan” in 1.4.B- staff will provide definition**
- **Ms. Bookless asked for clarification on 1.4.F on what a “water taxi” is. Ms. Embler suggested clarifying language. Ms. Bookless withdrew her request due to lack of time to discuss.**

**VIII. Public Comment on Agenda Items – 10 Minutes- 2 members of the public communicated their thanks and support for this process**

IX. Public Comment on Non-Agenda Items – 10 Minutes - **None**

X. Action Items for Next Meeting- **committee work on plan revisions and staff will provided requested information**

XI. Committee Members Comments and Questions

- **Mr. Sewell supported adding February 5<sup>th</sup> meeting and suggested longer meetings so more progress could occur**
- **Mr. Catterson communicated concerns about work of the committee and the pace of these revisions**

XII. Next Meeting Date: Wednesday, January 22, 2025, @Douglas Public Library

**XIII. Adjournment- motioned by Ms. Snow, seconded by Ms. Embler- 6:31pm**