

DOWNTOWN DOUGLAS / WEST JUNEAU AREA PLAN
Steering Committee Meeting: MINUTES
Douglas Public Library and [Zoom Webinar](#)
Wednesday, December 11, 2024, 5 – 6:30 p.m.

I. Call to Order- 5:01pm

II. Roll Call

Joyce Vick Carole Bookless Matt Catterson ___ Frank Delaney
 Rebecca Emblar Robert Sewell Linda Snow Brian Lieb Darren Snyder
___ 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:

Jack Query, Merry Ellefson, Rodney Mitchell, Emily Suarez, Andres Delgado, Cathy Coghill, Ellen Ferguson

III. Approval of Agenda- **Mr. Sewell motioned to approve without changes, Ms. Bookless seconded**

IV. Adoption of Minutes: November 26, 2024- **Ms. Snow motioned to approve, Mr. Catterson seconded**

V. Staff Updates

- **Mr. Ciambor announced new steering committee members Darren Snyder and Brian Lieb**
- **Mr. Ciambor clarified that Mr. Pederson will remain the Planning Commission Liaison until January when the Planning Commission will consider changing the liaison**
- **Mr. Ciambor provided background and summarized this planning process for the benefit of new committee members and public attendees**

VI. Liaison Updates- **None**

VII. Agenda Topics

- a. Reconsideration of Previous Action
 - **Ms. Bookless motioned to change goal 1.1, Mr. Sewell seconded. Motion failed: 1-6**
 - **Ms. Bookless motioned to action 1.1 D, Ms. Emblar seconded and amended the motion. Motion passed 4-3**
- b. Meeting Structure
 - **Staff clarified that written motions should be submitted to staff the Friday prior to the meeting for distribution to steering committee members the following Monday. This does not prohibit members from making motions during a meeting.**

- c. Action/Goal Format
 - **Staff discussed and clarified the issue of repeating action items in different chapters. This occurred in the Blueprint Downtown plan, but the assembly did not support that structure**
- d. Draft DD/WJ Area Plan Comments, p.13-21
 - **Ms. Bookless motioned to change 1.2 B. No second**
 - **Ms. Bookless motioned to change 1.1 F, Ms. Embler seconded. Motioned failed: 2-4**
 - **Ms. Bookless motioned add a new action to 1.2, Mr. Sewell seconded. Motioned carried: 6-1**
 - **Ms. Bookless motioned to add a new action to 1.2, Ms. Snow seconded and amended the motion. Motion was tabled until the next meeting because of time limitations**

VIII. Public Comment on Agenda Items – 10 Minutes

- **All members of the public provided public comment that were supportive of this planning effort**

IX. Public Comment on Non-Agenda Items – 10 Minutes

- **Member of the public, Ms. Ferguson, made a comment inquiring when a similar process to this would occur for the North Douglas area**

X. Action Items for Next Meeting

- **Steering Committee work will start with section 1.2 at the next meeting**

XI. Committee Members Comments and Questions

XII. Next Meeting Date: Wednesday, January 8 @Douglas Public Library

XIII. Adjournment- **6:30pm**