

DOWNTOWN DOUGLAS / WEST JUNEAU AREA PLAN
Steering Committee Meeting: MINUTES
Douglas Public Library and [Zoom Webinar](#)
Wednesday, February 5, 2025, 5 – 6:30 p.m.

I. Call to Order: Chair Ms. Vick called the meeting to order at 5:03 PM

II. Roll Call

Joyce Vick Carole Bookless 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:

No public present

III. Approval of Agenda: Mr. Sewell motioned and Ms. Snow seconded with no changes

IV. Adoption of Minutes: January 22, 2025: Ms. Snow motioned and Mr. Delaney seconded with no changes

V. Staff Updates: Ms. Montalbo informed the committee that she received feedback from CBJ that motion votes must be recorded by-person and how they voted. This will be implemented in the minutes going forward.

VI. Liaison Updates: N/A

VII. Agenda Topics:

a. Draft DD/WJ Area Plan motions, “Prosperous Community” chapter

Mr. Sewell inquired about a Goal 1.4, Action E in the previous section, “Connected Community”, asking if more detail could be added to the action to define or clarify uses for the building. This was tabled and Ms. Montalbo will work with Mr. Sewell on new suggested language to be presented at next meeting.

Also in “Connected Community”, ‘Goal 1.6’ should be labeled ‘Goal 1.5’. Ms. Montalbo took the action to update this.

Motion 1) Ms. Snow motioned and Ms. Bookless seconded to add language at the beginning of the “Prosperous Community” introduction paragraph: “Douglas is located on an island, and transportation connections to goods and services and economic opportunities off-island (highway and bridge connections, and harbor) are essential for economic prosperity.”

Motion passed 6-1

In-favor: Ms. Vick, Ms. Bookless, Mr. Lieb, Ms. Embler, Mr. Sewell, Ms. Snow

Not in-favor: Mr. Delaney

Motion 2) Ms. Bookless motioned and Mr. Delaney seconded to keep the first part of the language added in Motion 1, “Douglas is located on an island”, in the first paragraph and move the remainder of the sentence to the ‘Infrastructure’ subheading.

Motion did not pass 3-4

In-favor: Ms. Bookless, Mr. Sewell, Mr. Delaney

Not in-favor: Ms. Vick, Mr. Lieb, Ms. Embler, Ms. Snow

Motion 3) Mr. Sewell motioned and Ms. Snow seconded to move the new language added in Motion 1 to the very end of the “Prosperous Community” section, under the ‘Infrastructure’ subheading, and add subheading ‘Basic Transportation System’.

Motion passed 7-0

Motion 4) Mr. Lieb motioned and Ms. Snow seconded to remove the word ‘While’ at the beginning of the “Prosperous Community” introduction paragraph.

Motion passed 6-1

In-favor: Ms. Vick, Ms. Bookless, Mr. Lieb, Ms. Embler, Mr. Sewell, Ms. Snow

Not in-favor: Mr. Delaney

Motion 5) Ms. Bookless motioned and Mr. Sewell seconded to add “other commercial enterprises” to the “Prosperous Community” introduction paragraph after ‘fire station’.

Motion passed 7-0

Motion 6) Ms. Bookless motioned and Ms. Snow seconded to add a new ‘Action C’ in Goal 2.1: “Survey existing commercial enterprises to identify what supports are needed to advance more commercial activities.”

Motion passed 6-1

In-favor: Ms. Bookless, Mr. Lieb, Ms. Embler, Mr. Sewell, Ms. Snow, Mr. Delaney

Not in-favor: Ms. Vick

Motion 7) Mr. Delaney motioned and Mr. Lieb seconded to delete Action D in Goal 2.1: “Develop Commercial kitchen space that can be available to rent.”

Motion passed 7-0

Motion 8) Ms. Bookless motioned and Ms. Snow seconded to add a new ‘Action D’ in Goal 2.1: “Survey for underused public properties that could be repurposed and identify potential uses.”

Motion passed 5-2

In-favor: Ms. Bookless, Mr. Lieb, Ms. Embler, Mr. Sewell, Ms. Snow

Not in-favor: Ms. Vick, Mr. Delaney

Motion 9) Ms. Bookless motioned and Ms. Embler seconded to add a new ‘Action E’ in Goal 2.1: “Develop an action plan to act on above surveys.”

Motion passed 6-1

In-favor: Ms. Bookless, Ms. Embler, Mr. Sewell, Ms. Snow, Mr. Delaney, Ms. Vick

Not in-favor: Mr. Lieb

Mr. Sewell inquired about adding language for including the Mt. Jumbo gym location / property explicitly in this Plan. Ms. Montalbo will work with Mr. Sewell on new suggested language to be presented at next meeting.

Motion 10) Mr. Delaney motioned and Mr. Sewell seconded to add a new ‘Action B’ in Goal 2.2: “Establish a Douglas Community website on the City and Borough of Juneau website.”

Motion passed 6-1

In-favor: Ms. Bookless, Ms. Embler, Mr. Sewell, Ms. Snow, Mr. Delaney, Ms. Vick

Not in-favor: Mr. Lieb

- VIII. Public Comment on Agenda Items – 10 Minutes: N/A, no public present
- IX. Public Comment on Non-Agenda Items – 10 Minutes: N/A, no public present
- X. Action Items for Next Meeting: Finish reviewing “Prosperous Community” and begin on “Healthy and Active Community”
- XI. Committee Members Comments and Questions:
Mr. Sewell thanked Ms. Montalbo for her continued hard work.
Ms. Bookless gave her appreciation for Mr. Lieb’s perspective on West Juneau, and Mr. Delaney for his inputs.
Mr. Lieb reflected that the Plan is heavily focused on Downtown Douglas, and would like to highlight importance of focus on West Juneau as well.
- XII. Next Meeting Date: Wednesday February 12, 2025, 5-6:30 pm @Douglas Public Library
- XIII. Adjournment: Mr. Lieb motioned and Mr. Delaney seconded to adjourn the meeting. Meeting adjourned at 6:30 PM.