

DOWNTOWN DOUGLAS / WEST JUNEAU AREA PLAN
Steering Committee Meeting: MINUTES
Douglas Public Library and [Zoom Webinar](#)
Wednesday, February 12, 2025, 5 – 6:30 p.m.

I. Call to Order: Chair Ms. Vick called the meeting to order at 5:09 PM

II. Roll Call

Joyce Vick Carole Bookless Frank Delaney (*virtual*)
 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. Embler seconded with no changes.

IV. Adoption of Minutes: February 5, 2025: Mr. Sewell motioned and Mr. Lieb seconded with no changes.

V. Staff Updates: Mr. Ciambor expressed thanks to the committee for pushing forward, and encouraged to continue doing so to get draft plan completed. One additional meeting will be added March 5th. (Note: Mr. Sewell will not be available for the month following the March 5th meeting).

VI. Liaison Updates: N/A

VII. Agenda Topics:

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

Chair Ms. Vick announced adoption of a new meeting format, where for each Goal section there will be five minutes given at the beginning of the section for general discussion and questions. The justification is to be able to speak on topics before formal motions are made, in order to facilitate more efficient motion-making and voting.

5-minute open discussion -- Goal 2.2:

- Ms. Montalbo removed suggested staff language for Actions G and H.
- Mr. Courtney introduced parking zoning options, including “no parking overlay” which allows flexibility in zoning (regarding Action F). He mentioned this can also be used for other topics such as “convenience store overlay” to support changes without calling out specific businesses or properties. Ms. Bookless asked if Douglas Breeze Inn is privately owned, and staff confirmed that it is.
- Mr. Sewell mentioned that the committee should be considering private and public properties in the plan, even if no direct ability to impact private.

Motion 1) Ms. Bookless motioned and Mr. Sewell seconded to add a new 'Action E' in Goal 2.2: "Lobby or offer incentives to telecommunications companies to boost telephone and internet signals to Douglas."

Motion did not pass 3-3 (tie does not pass)

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

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

Motion 2) Mr. Lieb motioned and Mr. Sewell seconded to add a new 'Action E' in Goal 2.2: "Enhance telecommunications services to Downtown Douglas and West Juneau."

Motion passed 6-0

Motion 3) Ms. Bookless motioned and Ms. Embler seconded to add a new 'Action F' to Goal 2.2: "Embark on a study to increase parking opportunities, such as cooperative agreements with owners of downtown parking lots to open spaces in off hours."

Motion passed 6-0

A motion by Mr. Lieb regarding the Douglas Breeze Inn area was removed / tabled. Mr. Courtney will work with Mr. Lieb to write a more general statement to address this area, which then will be brought forward as a motion in a future meeting.

5-minute open discussion -- Goal 2.3:

- Ms. Montalbo noted that any notes from the "Tourism Office Staff Rationale" is from CBJ Tourism Alix Pierce.
- Mr. Sewell commented that he is not against enterprise and business growth in Plan area, but is against development of larger scale development, and what the definition of that might entail. Ms. Bookless expressed the same concern, specifically with bringing too much tourism to Douglas.

Motion 4) Mr. Lieb motioned and Mr. Sewell seconded to accept staff changes in Goal 2.3 and all subsequent Actions as proposed (blue text).

Motion passed 5-0

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

Withheld vote: Ms. Bookless

5-minute open discussion -- Goal 2.4:

- Ms. Montalbo noted that this goal stemmed from discussion in previous sections, so there is no new language; suggested to break-out from previous sections to bring more focus to the topic.
- Mr. Sewell commented that there is a lot of potential in this area.

Motion 5) Mr. Lieb motioned and Ms. Bookless seconded to adopt Goal 2.4 as proposed (blue text).

Motion passed 6-0

Mr. Sewell withdrew his motion to add "The intersection between the current Douglas commercial strip and the waterfront should be improved to include more residential and light commercial buildings." onto the end of Goal 2.4.

Motion 6) Mr. Sewell motioned and Mr. Lieb seconded to add a new 'Action A' in Goal 2.4: "Develop new and improve existing Douglas Harbor public amenities, such as paved parking, lighting improvement (i.e. period-artistic) and restrooms."

Motion passed 6-0

Motion 7) Mr. Lieb motioned and Ms. Embler seconded to add a new 'Action B' in Goal 2.4: "Facilitate commercial activity designed to attract visitors and residents from other areas of the borough, such as food trucks and light, small scale tourism by providing dedicated vendor space, access to potable water, and other amenities."

Motion passed 6-0

- 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: Continue reviewing “Prosperous Community”, starting at Goal 2.4, Action C
- XI. Committee Members Comments and Questions:
- Mr. Lieb commented that he thought the meeting flow went better this time, Mr. Sewell concurred.
 - Ms. Bookless thanked Mr. Delaney for attending virtually.
 - Ms. Montalbo and Mr. Sewell are still working together to address new suggested language for including the Mt. Jumbo gym location / property explicitly in this Plan, to be presented at next meeting.
 - Mr. Pederson asked about the maps work (done earlier in the Plan process). Mr. Ciambor and Ms. Montalbo commented that the maps and associated notes will be combined with the Goals and Actions being reviewed now and presented to the public for comments.
- XII. Next Meeting Date: Wednesday February 26, 2025, 5-6:30 pm @Douglas Public Library
- XIII. Adjournment: Mr. Lieb motioned and Mr. Sewell seconded to adjourn the meeting; adjourned at 6:31 PM.