

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

I. Call to Order: Chair Ms. Vick called the meeting to order at 5:01 PM

II. Roll Call

Joyce Vick Carole Bookless Frank Delaney Brian Lieb
 Rebecca Embler Robert Sewell Linda Snow Darren Snyder
 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 Senior Planner
 Scott Ciambor, CDD Planning Manager Joseph Meyers, CBJ Housing Specialist

Members of the Public: No Public present

III. Approval of Agenda: Mr. Lieb motioned and Mr. Snyder seconded, with changes:

- a. Add agenda topic “e. Review new Goal 5.5, pg. 16”
- b. Update Adoption of Minutes to “March 5, 2025”

IV. Adoption of Minutes: March 5, 2025: Ms. Snow motioned and Mr. Delaney seconded, with change:

- a. Add Joseph Meyers to ‘*Staff Members Present*’ section

V. Staff Updates:

- a. Mr. Courtney noted library reserved at 6:30pm, so should aim to adjourn by 6:25pm. Also suggested that additional meeting dates be considered, to be discussed at the end of the meeting.

VI. Liaison Updates:

- a. Mr. Pederson commented that the Comprehensive Plan is getting started, so the working group is being formed and is in the application phase. Also noted that the second crossing study is being wrapped up so documents may be available soon; will provide another update at the next meeting.

VII. Agenda Topics:

- a. Draft DD/WJ Area Plan motions, “Prosperous” pg. 6, continued
- b. Draft DD/WJ Area Plan motions, “Healthy” pg. 8
- c. Draft DD/WJ Area Plan motions, “Cultural” pg. 12
- d. Draft DD/WJ Area Plan motions, “Sustainable” pg. 14
- e. Review new Goal 5.5, pg. 16

5-minute open discussion -- Goal 2.5, Action C:

- Ms. Bookless stated that, coming from her background as an architect, community anchors and the transportation and access between them are important to identify.

Motion 1) Ms. Snow motioned and Mr. Lieb seconded to update 'Action C' to read: "Identify existing and potential new Douglas community anchors, such as theaters, sports arenas, and public buildings. Maintain, improve and publicize community anchors, and enhance physical and virtual connections between those anchors."

Motion passed 7-0

Goal 2.5, Action E was originally introduced by Mr. Lieb, but withdrawn in this meeting. Ms. Snow motioned and Ms. Bookless seconded to add the motion originally submitted by Mr. Lieb, and liaison comments from Ms. Smith and Mr. Pederson were made during motion discussion. Mr. Pederson noted that "lightering" definition includes commercial transport from cruise ships, and Ms. Smith agreed that lightering is a politically-charged term. The motion as presented was withdrawn.

Motion 2) Ms. Snow motioned and Mr. Delaney seconded to add a new 'Action E': "Install a public use dock at the Douglas Harbor for recreational and potential commercial use."

Motion passed 6-1

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

Not in-favor: Ms. Bookless

5-minute open discussion -- Goal 2.6:

- Ms. Vick presented Goal 2.6 as-written, excluding the change from Ms. Bookless to remove "Missing Middle" from 'Action B'. Mr. Lieb agreed with the intent of this goal and stated that housing needs to be diversified.
- Ms. Bookless stated that "Missing Middle" may not be understood by some readers, and that 'Action B' reads well without it. Mr. Delaney agreed that "Missing Middle" is a jargon term. Mr. Meyers clarified the definition of "Missing Middle" as infill housing, which discusses leveraging existing infrastructure and promoting sustainable development, not necessarily income considerations. Ms. Snow asked if "infill" could replace "Missing Middle". Mr. Snyder suggested replacing "Missing Middle" with adding to the end of 'Action B': "to address the needs of middle-income population". It was determined that a definition of "Missing Middle" can be added to an appendix in the Plan.
- Mr. Lieb also asked for clarification about what is needed for liveboards, as referenced in 'Action C'. Ms. Bookless stated that liveboards needs enhancements like year-round bathrooms.

Motion 3) Ms. Vick motioned and Mr. Lieb seconded to accept Goal 2.6 and related Actions A-E as presented (red and black font, excluding Ms. Bookless' proposed motion).

Motion passed 7-0

5-minute open discussion – Goal 3.1:

- Ms. Bookless stated that the Plan needs to have a comprehensive scope, not be restrictive or prescriptive, so the wording should reflect that. Using words like "encourage" allows the Plan to include items or topics that CBJ does not have ownership or control of, like the Fruiting Forest at the end of 4th street.
- Mr. Snyder shared that based on his prior experience with promoting community growing spaces, he would suggest changing "commercial garden" to "community farm", because often gardens are considered small-scale, whereas farms are where food is grown and can be sold.
- Ms. Embler commented that although the main goal mentions "traditional foods", there is no subsequent action that discusses the topic. Ms. Bookless suggested adding a new 'Action H' to address it, and will work with Staff to bring forward a motion at the next meeting.

Motion 4) Ms. Vick motioned and Ms. Snow seconded to accept Goal 3.1 and related Actions A-G as presented (red and black font).

Motion passed 6-0-1

Abstained: Mr. Snyder

5-minute open discussion – Goal 3.2:

- Ms. Bookless asked for clarification on the location of Homestead Park. Mr. Lieb stated that it is off Douglas Highway, across from David Street, where there is a bus stop and vehicle turnaround.

Motion 5) Ms. Vick motioned and Mr. Lieb seconded to accept Goal 3.2 and related Actions A-E as presented (red and black font).

Motion passed 7-0

5-minute open discussion – Goal 3.3:

- Mr. Lieb stated that a pathway for recreation and community connection is important for the health of the community and community members.
- Ms. Bookless asked if this pathway as presented would prohibit a motorized road from being developed on the same location in the future. Mr. Courtney responded that the location of the “Bench Road” is different, and was removed from this Plan due to lack of support for an additional roadway at that location.
- Ms. Embler stated that it could be valuable to add language like “non-motorized” or “pedestrian and biking” before “pathway” in order to express the intent that the recommended pathway is for recreation, not vehicles.

Motion 6) Ms. Vick motioned and Mr. Lieb seconded to accept Goal 3.3 and related Actions A-B as presented (red font).

Motion passed 6-1

Not in-favor: Ms. Bookless

5-minute open discussion – Goal 3.4:

- Ms. Vick recommended removing Actions B & D because there is no identifiable entity to manage the proposed action.
- Ms. Snow says snow removal is State of Alaska and CBJ responsibility, so Action H is impossible. Mr. Delaney suggested that the action be changed to show intent of wanting snow to be cleared more quickly. Ms. Bookless discussed that snow berms often sit for multiple days and even weeks in handicapped parking and bus stops, which is unacceptable.

Motion 7) Ms. Vick motioned and Ms. Embler seconded to accept Goal 3.4 and related Actions A, C, E-J as presented (red and black font), with changes to ‘Action H’ reading: “Develop a snow management plan for removing snow berms in a more timely manner, prioritizing spaces such as bus stops, handicapped parking, sidewalks and bike lanes.”

Motion passed 7-0

5-minute open discussion – Goal 5.5:

- Ms. Bookless stated that the need for this goal has become more evident over the period working on this Plan, and that we should be looking at ways to mitigate climate change and encourage sustainable actions in this Plan.
- Ms. Bookless introduced the new Goal 5.5 and related Actions A-F in full because she will not be present in the next meeting, however it was determined the full goal and actions is a lot of new content for the committee to review, so only the main goal will be introduced at this time and discussion for the actions will be tabled until the next meeting.

Motion 8) Ms. Bookless motioned and Mr. Lieb seconded to add a new Goal 5.5: “Identify, promote and encourage proactive solutions and innovations to address the effects of climate change on infrastructure and life in Douglas and West Juneau.”

Motion passed 7-0

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:

- Complete review of “Healthy and Active Community”, Goal 3.4, Action K
- Review “Cultural and Artistic Community”

c. Review "Sustainable and Green Community"

- XI. Committee Members Comments and Questions: N/A because ran out of time; any comments and questions can be emailed to Staff; discussion about adding a meeting will be emailed to committee members by Staff.
- XII. Next Meeting Date: Wednesday March 26, 2025, 5-6:30 pm @ Douglas Public Library
- XIII. Adjournment: Mr. Snyder motioned and Mr. Lieb seconded to adjourn the meeting; adjourned at 6:28 PM.

DRAFT