

DOWNTOWN DOUGLAS / WEST JUNEAU AREA PLAN

Steering Committee Meeting Minutes
Douglas Public Library and [Zoom Webinar](#)
Wednesday, April 16, 2025, 5 – 6:30 p.m.

I. Call to Order

Chair Vick called the meeting to order at 5:07 PM.

II. Roll Call

☒_x_ Joyce Vick ☒_x_ Carole Bookless ☒_x_ Frank Delaney ☒_x_ Brian Lieb
☐_Rebecca Embler ☒_x_ Robert Sewell ☒_x_ Linda Snow ☒_x_ Darren Snyder
☐_Annette Smith, Docks & Harbors Liaison (non-voting)
☐_Erik Pederson, Planning Commission Liaison (non-voting)

Staff Members Present:

☒_x_ Minta Montalbo, CDD Senior Planner ☒_x_ Forrest Courtney, CDD Senior Planner
☒_x_ Scott Ciambor, CDD Planning Manager

Members of the Public:

Malinda Sandcamp

III. Approval of Agenda

Ms. Snow motioned to approve the agenda as amended, Mr. Sewell seconded. Motion approved 7-0.

IV. Adoption of Minutes: March 19, 2025

Mr. Lieb motioned to adopt the March 19, 2025, meeting minutes as submitted, Ms. Snow seconded the motion. Motion approved 7-0.

V. Staff Updates

Mr. Ciambor congratulated the committee on its progress and discussed the timeline moving forward, from the upcoming open house to the transition to the Planning Commission.

VI. Liaison Updates

No liaison updates were given.

VII. Agenda Topics

a. Review draft layout for final edits before Open House

Ms. Snow provided feedback that the font was too small and there were numerous color contrast issues throughout the plan.

Ms. Bookless questioned why the Visioning Exercise mapping did not include recommendations made by the committee. It was determined to move these maps to the appendix to reduce confusion about their purpose.

Several members noted that the “Traffic Calming Examples” were more confusing than helpful.

Mr. Snyder will define “Fruiting Forest” for staff to use in the plan’s glossary.

b. Counter Mapping

Ms. Bookless introduced the concept of Counter Mapping to the committee and requested that it be used during the Open House to engage with the public.

VIII. Public Comment on Agenda Items – 10 Minutes

No public comment was given.

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

Ms. Sandcamp provided feedback for the committee and noted she appreciated the public process.

X. Action Items for Next Meeting

Attend the Open House.

XI. Committee Members Comments and Questions

Mr. Sewell requested that the committee consider having more than one meeting following the Open House.

XII. Next Meeting Dates: Public Open House, 5:30-7:30 pm on May 7, at Sayiek: Gastineau Community School Commons

XIII. Adjournment

Ms. Snow motioned that the meeting be adjourned at 6:30, Mr. Lieb seconded. Motion approved 7-0.