

KETCHIKAN GATEWAY BOROUGH

Joint Assembly – Planning Commission Meeting

December 3, 2024

Assembly Chambers

Call to Order – Pledge of Allegiance – Roll Call

The special joint meeting of the Ketchikan Gateway Borough Assembly and Planning Commission was called to order at 5:30 p.m. on December 3, 2024, by Mayor Dial in Assembly Chambers. The Pledge of Allegiance was recited.

The roll was called for the Assembly:

PRESENT: ARNTZEN, BOLLING, MATTSON, PALMER, THOMPSON
ABSENT: OTOS
OTHER: ONE VACANCY

The roll was called for the Planning Commission:

PRESENT: MARTIN, GOVAARS, ARNOLD, D-SVENSON (via teleconference), GUBATAYAO, MEDFORD, SHAW
ABSENT: NONE

Staff in attendance included: Manager Duran, Attorney Brown, Planning Director Maloney, Associate Planner Johnson, Associate Planner Stek, Zoning Clerk Vail, Deputy Clerk Anderson, and Clerk Paxton.

Introduction by Presiding Officers

Mayor Dial welcomed the members and explained the purpose of the meeting was to begin the process for updating the Borough's Comprehensive Plan which would guide the development of the community. He provided an overview of the meeting and instructions to the members.

Planning Commission Chair Martin explained the goal to develop the comprehensive plan as a road map for the future of the community and its growth, and to utilize the plan as a working tool.

Work Session¹ to Discuss the Development Process for the Comprehensive Plan

ASSEMBLY M/S: THOMPSON/ARNTZEN to enter into work session to discuss the development process for the Comprehensive Plan

Upon roll call the vote on the MOTION was:

¹ *KGBC 2.10.090 (d): Work sessions are informal discussion sessions held for purposes of exchanging and gathering information, and formal rules of order are relaxed. Work sessions are not required to be recorded, and minutes are not required to be kept. No votes may be taken and no decisions may be made in work session. The topics to be addressed in a work session shall be included in the published agenda.*

YES: ARNTZEN, THOMPSON, BOLLING, MATTSON, PALMER
Other: OTOS (ABSENT), VACANCY

MOTION DECLARED CARRIED

PLANNING COMMISSION M/S: SHAW/GUBATAYAO to enter into work session to discuss the development process for the Comprehensive Plan

YES: ARNOLD, GUBATAYAO, MEDFORD, D-SVENSON, SHAW, GOVAARS, MARTIN

MOTION DECLARED CARRIED

The Assembly and Planning Commission entered work session at 5:36 p.m.

During work session, Planning Director Maloney provided a summary of the strategy for development of the Comprehensive Plan using a series of collaborative meetings with community partners, stakeholders and incorporating multiple methods of citizen engagement.

Shelly Wade, Consultant, and Meg Friedenauer, Project Manager, Agnew::Beck, provided a presentation on the objectives of the development of the Comprehensive Plan, and responded to questions.

- Reviewed the overall purpose and legal basis for comprehensive plans.
- Shared examples, success stories, and challenges of developing and implementing a comprehensive plan.
- Confirmed the KGB Comprehensive Plan Revision proposed approach, including process, timeline, outreach strategies, final products.
- Shared examples, success stories, challenges, and models of advisory group approaches.
- Explained role of Comprehensive Plan Working Group.
- Presented proposed Look and Feel of Plan.
- Deliverable to include three products: Executive Summary, Core Comprehensive Plan, Appendices.
- Website created for Comprehensive Plan updates: www.kgbcompplan.com
- Project Timeline and Key Milestones:
 1. Phase 1: Project Initiation and Research
 2. Phase 2: Analysis and Plan Development
 3. Phase 3: Public Engagement & Plan Refinement
 4. Phase 4: Finalization and Adoption

The Assembly and Planning Commission reconvened in regular session at 7:38 p.m.

Citizen Comments

There were no citizen comments.

Mayor, Assembly Member, and Planning Commissioner Comments

Mayor Dial thanked the Planning Department staff, consultant team, and reported he was looking forward to the final product.

Commission Chair Martin thanked the consultants for the presentation and said he looked forward to working together for collective goals.

Commissioner Medford commented it was an exciting process and he looked forward to a meaningful product for community and business use.

Assembly Member Mattson thanked the Planning Department staff for their dedication and hard work.

Assembly Member Thompson recalled the adoption of the 2009 Comprehensive Plan and noted the intent for an update every five years with an annual revision. He said he was encouraged by the commitment of current staff and officials, and was hopeful that the new plan would be a useful tool going forward.

Commissioner Govaars shared his excitement with moving forward with the plan and the opportunity for businesses to be involved.

Assembly Member Palmer noted the changes in the community since 2009 and said she was grateful to be able to participate in the project.

Commissioner Gubatayao expressed her appreciation for being involved in the project, noting it was an important task for the community to improve the quality of life.

Assembly Member Arntzen appreciated the analogy of the plan as goal posts, with tasks to move the ball down the field with a target of a great product with community involvement.

Commissioner Shaw shared his excitement and hope to review the plan more frequently. He emphasized the need to include the Chamber of Commerce and to have broad private sector involvement.

Assembly Member Bolling expressed her gratitude to Planning staff and the consultant team and shared her excitement about being part of the project.

Commissioner Arnold commented on the opportunity for a legacy to make things better for the community. He emphasized the need to invest in education and housing as economic development projects.

Commissioner D-Svenson voiced her appreciation to the consultants and looked forward to the development of the plan.

Planning Director Maloney thanked the Assembly and Commission members for their participation and the opportunity to pursue the project for the benefit of the community.

Adjournment

The meeting was adjourned at 7:53 p.m.

Rodney Dial, Borough Mayor

Michael Martin, Planning Commission Chair

ATTEST:

Kacie Paxton, Borough Clerk

Crystal Vail, Zoning Clerk

APPROVED: