

DRAFT Working Group Agenda – January 28, 2025

2035 Ketchikan Gateway Borough Comprehensive Plan Update

DRAFT STATEMENT ABOUT OPEN MEETINGS ACT

The State of Alaska's Open Meetings Act (AS 44.62.310-.312) requires that all meetings of a public entity's governing body be open to the public and that the body provide reasonable notice of its meetings. The Working Group is not a governing body; however, it becomes one IF more than three commissioners or more than three assembly members attend a working group meeting. Please contact Talya Stek prior to attending the meeting if you foresee a conflict with the Open Meetings Act.

Tuesday, January 28; 2-3:30 PM at Planning Department Conference Room and via WebEx link below.

Virtual Link & Password:

Join from the meeting link

<https://kgb.webex.com/kgb/j.php?MTID=m20e7e6fc1f54968cf2952e0b0f59ddb>

Join by meeting number:

Meeting number (access code): 2492 361 8293

Meeting password: ciVzTuEB743 (24898832 when dialing from a video system)

For questions about meeting location or virtual connect, contact: Talya Stek, Ketchikan Gateway Borough Associate Planner | (907) 228-6618 | talyas@kgbak.us

Meeting Objectives

- Confirm the approach for the comprehensive planning process, schedule and roles.
- Share ideas about the public participation process, including the first community open house.
- Review the background information collected so far and identify knowledge gaps.

Invited Participants

Name	Organization & Title
Alma Parker	Filipina Community Representative
Diane Gubatayao	Ketchikan Gateway Borough, Planning Commission
Ginger McCormick	City of Saxman, Clerk
Jaimie Palmer	Ketchikan Gateway Borough, Assembly
Lacey Simpson	City of Ketchikan, Assistant Manager
Kathy Bolling	Ketchikan Gateway Borough, Assembly
Michael Martin	Ketchikan Gateway Borough, Planning Commission Chair
Richard Harney	Ketchikan Indian Community, Tribal Planner
Rob Arnold	Ketchikan Gateway Borough, Planning Commission
Sharli Arntzen	Ketchikan Gateway Borough, Assembly
Frank Maloney	Ketchikan Gateway Borough, Planning Director
Talya Stek	Ketchikan Gateway Borough, Associate Planner

Meg Friedenauer	Agnew::Beck Consulting, Project Manager
Holly Smith	Agnew::Beck Consulting, Associate

DRAFT Agenda

Time	Activities, Guiding Topics
2:00 pm – 2:20 pm 20 Minutes	<p>A. Welcome & Connecting – Who is here and what do we hope to achieve today?</p> <p>Guiding Topics:</p> <ol style="list-style-type: none"> 1. Land Acknowledgement 2. Introductions 3. Meeting Purpose, Agreements, & Open Meetings Act
2:20 pm – 2:35 pm 15 Minutes	<p>B. Project Goals, Schedule, and Key Deliverables – What is the proposed approach and timeline for the planning process?</p> <p>Guiding Topics:</p> <ol style="list-style-type: none"> 1. Desired outcomes and potential challenges
2:35 pm – 2:50 pm 15 Minutes	<p>C. Project Roles & Communication – What are the key differences and similarities between the Working Group, Planning Commission, and Assembly?</p> <p>Guiding Topics:</p> <ol style="list-style-type: none"> 1. Core Team Working Group Planning Commission Assembly and others 2. Bi-weekly check-ins and project status updates
2:50 pm – 3:15 pm 25 Minutes	<p>D. Public Participation Plan – What are your ideas about engaging the Ketchikan community?</p> <p>Guiding Topics:</p> <ol style="list-style-type: none"> 1. Goals, target audiences, and tools for initial and ongoing engagement 2. Community open house & first site visit 3. Website, interviews, focus groups, and community survey
3:15 pm – 3:25 pm 10 Minutes	<p>E. Background Research – What have we learned so far?</p> <p>Guiding Topics:</p> <ol style="list-style-type: none"> 1. Literature review, community demographics, and interviews
3:25 pm – 3:30 pm 5 Minutes	<p>F. Next Steps & Wrap Up – What have you valued most about this gathering and what would make your experience better next time?</p> <p>Guiding Topics:</p> <ol style="list-style-type: none"> 1. Confirm next meeting time and action items.