

CALL TO ORDER

Session 24-01 a Regular Meeting of the Comprehensive Plan Steering Committee was called to order by Acting Chair Kathy Carssow at 3:30 p.m. on February 5, 2024 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMITTEE MEMBERS BARNWELL, CARSSOW, ERICKSON, & KIM

ABSENT: COMMITTEE MEMBER DAVIS

STAFF: CITY CLERK JACOBSEN & DEPUTY CITY CLERK PETTIT

CONSULTING: MAYOR CASTNER & CITY PLANNER FOSTER

AGENDA APPROVAL

ERICKSON/BARNWELL MOVED TO APPROVE THE AGENDA.

Committee Member Carssow stated that she desired some changes be made to the agenda.

CARSSOW/BARNWELL MOVED TO AMEND THE AGENDA BY MOVING ITEM C (APPROVAL OF MEETING SCHEDULE) TO THE END OF THE AGENDA, AND MOVING ITEMS D (COMMITTEE SCOPE OF WORK AND EXPECTATIONS) AND E (DRAFT PUBLIC PARTICIPATION PLAN) UP IN FRONT OF ITEM C.

Ms. Carssow explained that she wanted to look at the schedule in respect to the work plan and the consultant schedule, reasoning that she didn't want to meet just for the sake of meeting.

Ms. Carssow called for the question on the amendment.

VOTE (AMENDMENT): NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VOTE (MAIN MOTION): NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

APPROVAL OF MINUTES

VISITORS/PRESENTATIONS

REPORTS

PENDING BUSINESS

NEW BUSINESS

A. Introductions

Committee Members provided their backgrounds and experience to the Committee and members of Agnew::Beck Consulting attending via Zoom. Shelly Wade and Meg Friedenauer of Agnew::Beck also provided their backgrounds and professional experience.

B. Memorandum CPSC-24-001 from City Clerk re: Election of Chair and Vice Chair

BARNWELL/ERICKSON MOVED TO ELECT KATHY CARSSOW AS THE CHAIR OF THE COMMITTEE.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

BARNWELL/KIM MOVED TO ELECT SHELLY ERICKSON AS VICE CHAIR OF THE COMMITTEE.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

C. Memorandum CPSC-24-002 from City Clerk re: Approval of Meeting Schedule

ERICKSON/KIM MOVED TO SCHEDULE A MEETING ON THE 20TH AND THE 27TH OF FEBRUARY.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

D. Committee Scope of Work and Expectations

City Planner Foster noted the corrected resolution that created the committee, and the goals outlined in the resolution. He then alluded to the Draft Public Participation Plan that was to come up later in the meeting, stating that much of the focus of this group would entail refining and executing the public outreach plan.

Committee Member Barnwell stated that Goals #1 and #2 felt a bit redundant to him given that they're both public outreach activities. He questioned why those two goals weren't combined into public outreach. Mr. Foster stated that the public participation plan needs to be figured out before diving into a robust outreach plan. He continued, reasoning that the first task should be finalizing the Draft Public Participation Plan followed by the second task of executing the public outreach plan.

Committee Member Kim questioned whether the time frame set forth for the public outreach period will be adequate enough to capture the necessary data for a population that varies seasonally. Mr. Foster stated that this is the timeframe that was set at the time, and that it's really just a ballpark guesstimate. He added that it's likely that the timeframe has shifted to more of a March-May time period.

Committee Member Erickson shared her concern that the plan only targets input from people that work in Homer, and not people who live here year-round. Mr. Foster stated that the intent behind the plan was to be as inclusive as possible.

Chair Carrsow shared her concern that the scope of work in Agnew::Beck's contract and the plan set out don't match. She added that it was clear to her that the Steering Committee was an afterthought. Ms. Carrsow continued, stating that it's hard to tell where the Steering Committee fits into this project.

Ms. Wade intervened to suggest reviewing the Draft Public Participation Plan with the committee, as she felt this would help to clear up some of the questions that were being asked.

E. Draft Public Participation Plan

Ms. Wade and Ms. Friedenauer reviewed the document with the Committee. Together, they addressed the public participation section of the document, Steering Committee Member's roles, the potential for a bi-weekly schedule at the front end of the process for collecting data, and using public input to stay connected and engage residents. Other discussion topics included:

- Developing a project website before the next meeting.
- Developing a project flyer that explains the what and why for the project.
- Who the core team (coordination and process team) is in reference to the scope of work.
- Providing agendas and topics to Steering Committee Members so that members can have a sense of what the focus is.
- Potential stakeholder interview questions.
- Other case studies and previous work that Agnew::Beck has been a part of in the past and is a part of currently.
- An opportunity for Committee Members to review the 2018 Comprehensive Plan.

INFORMATIONAL MATERIALS

COMMENTS OF THE AUDIENCE

Mayor Castner emphasized the importance of involving key community stakeholders in the process of updating the City's comprehensive plan. He criticized past approaches that lacked community engagement and stressed the need for a broad, aspirational plan that guides decision-making without being overly restrictive. Mayor Castner highlighted the significance of the newly formed Steering Committee, composed of individuals well-versed in the City's processes and aspirations, to ensure effective community input and direction.

COMMENTS OF THE CITY STAFF

COMMENTS OF THE TASK FORCE

Committee Member Erickson thanked the Mayor for his clarification on what the Committee has been tasked with doing. She also said that she is looking forward to working with the group.

Committee Member Kim stated that it's important to recognize that there are a lot of people that aren't part of the public engagement process, and that it's important to keep these people in mind. He added that he's looking forward to Agnew::Beck's expertise

Committee Member Barnwell agreed with Mayor Castner about not getting too deep into the weeds. He also said that he's excited to work with the committee.

Chair Carssow thanked everyone for their help and added that she is looking forward to working with Agnew::Beck.

ADJOURNMENT

There being no further business to come before the Committee, Chair Carssow adjourned the meeting at 5:05 p.m. The next regular meeting is Tuesday, February 20, 2024 at 2:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers and via Zoom Webinar.

ZACH PETTIT, DEPUTY CITY CLERK I

Approved: _____