

PUBLIC PARTICIPATION PLAN

Proposed Cruise Ship Waiver Program

Task 1: Scoping Process: Releasing the Preliminary Draft

- a. Create a List of Planholders
 - List currently includes:
 - Tourism Advisory Board
 - Assembly's Commerce Committee
 - Chamber of Commerce
 - Port and Harbor Committee
 - Chilkat Valley News
 - KNHS Radio
 - List will be expanded as more people request getting added to the list (attached)
- b. Identify Issues and Concerns
 - Ask the Commerce Committee and the Tourism Advisory Board to have a joint, public meeting to discuss the proposed waivers.
 - Present the Staff Report in detail to the Commerce Committee
 - Gather and respond to comments and concerns

Task 2: Establishing How To Move Forward

- Confirm with City Clerk, Manager & Mayor how they would like to process the Assembly's approval of this plan.
 - Suggested route: Commerce Committee -> Assembly
 - Note: Cruise Ship Waiver Program may require drafting and adopting an ordinance
 - Adoption Process:
 - Resolution selecting an option
 - Ordinance to create a 3 Year Waiver Program
- Schedule for Assembly Approval
 - pick a date to present to the Assembly (e.g. June 8)
 - work backwards from this date to create a schedule
 - Draft a schedule for adoption

Task 3: Citizen Participation and Public Review

- a. Public Access to Information
 - create a separate webpage and put it on the Borough's site.
 - create a "listserve" from the list of planholders
 - post and publish public notices regarding meetings and public hearings
- b. Draft the proposed legislation to create a Cruise Ship Waiver Program
 - conduct additional research in response to public comments
 - setting up a waiver program will require an ordinance (see HBMC 2.12.020(d)
(NOTE: The ordinance to create the program will be drafted during the summer and introduced to the Assembly at their first meeting in September.)
- b. Gather Public Comments
 - Arrange for the Commerce Committee to have another public meeting to discuss the merits, issues and concerns regarding the proposed program.
 - Prepare a list of issues and concerns along with a written response

Task 4: Decision Making Process

- a. Ask the Commerce Committee to put on the proposed program on the Assembly Agenda
 - Present the staff report to the Commerce Committee
 - Revise staff report and plan based on Committee comments
 - Ask the Committee to introduce the plan to the Assembly
- b. Public Hearing
 - Introduce the proposed program to the Assembly and ask them to schedule a public hearing
 - Conduct a public hearing
 - List concerns and issues along with a written response
 - Revise the program and staff report based on public comments
- c. Finalize the Plan
 - present the revised program and staff report to the Assembly
 - conduct a second public hearing
 - seek adoption of the proposed program

TASK 5: Wrapping It Up

- Prepare a Press Release regarding Waiver Program
- Start work on Waiver Program Ordinance & send copies to planholders
- Prepare a questionnaire or monkey survey to get feedback regarding the process to draft the plan, seek public participation and Assembly approval.

SUGGESTED SCHEDULE

The following schedule will need to be redeveloped through the public participation process. The “Completion Dates” will very likely change. This schedule is presented solely to start discussion.

Task / Key Dates	Completion Date
Task 1: <u>Scoping Process</u>	
X Send staff report to the initial list of planholders	
X Determine how to adopt the proposed program	May 18
o Commerce Committee Meeting	May 18
Task 2: <u>Citizen Participation & Public Review</u>	
o News Release & Public Notice re: 2 nd Public Meeting	May 20
o Create website to provide public access to information	May 22
o Joint Commerce / TAB Public Meeting	June 4
o Gather and respond to public comments	June 10
Task 3: <u>Decision Making Process</u>	
o Prepare revised staff report w/ response to public comments	June 10
o Intro Resolution w/ Commerce Committee Recommendation	June 23
o First Public Hearing	July 14
o Second Public Hearing & Adoption of Resolution	July 28
Task 4: <u>Wrap It Up</u>	Sometime in Sept
o Draft Press Release (if adopted)	August 3
o Get feedback on process	August 10
o Release PPP on the Waiver Ordinance (if resolution adopted)	August 10

PLANHOLDER LIST

DL-02 Cruise Ship Waiver Listserve

COMMERCE COMMITTEE

- George Campbell
- Diana Lapham
- Ron Jacksonr

- Shawn Bell
- Terry Pardeen

TOURISM ADVISORY BOARD

- Barbara Mulford
- Jeff Butcher
- Julie Cozzi
- Karen Hess
- Michael Marks
- Scott Sunberg
- Sean Gaffney
- Rhonda Hinson

OTHERS

- Kay Clemens
- Leslie Ross
- Margaret Friedenauer
- Mike Case
- Bill Kurtz
- David Sosa
- Debra Schnabel
- Harriett Brouillette
- Jan Hill
- Julie Cozzi
- Tom Morphet

DL PORT AND HARBOR COMMITTEE

- Bill Rostad
- Brad Badger
- Don Turner
- Fred Gray
- Glen Jackson
- Joanne Waterman
- Norm Hughes