

March 18, 2026 Regular Meeting of the McKinleyville Incorporation Exploration Subcommittee

McKinleyville is an unincorporated community of approximately 17,000 people where services are provided by the County of Humboldt and the McKinleyville Community Services District. Members of the McKinleyville community have explored the feasibility of incorporation multiple times; most recently a feasibility study was conducted in 2000. In September 2022, the McKinleyville Municipal Advisory Committee (MMAC) voted to form a subcommittee to conduct research and outline current findings to inform the MMAC and the community about the feasibility of incorporation. The Subcommittee meets and conducts business in accordance with MMAC bylaws that include publicly noticed and publicly held meetings.

Time: 4:00 p.m.

Location: McKinleyville Community Services District, Conference Room, 1656 Sutter Road,
McKinleyville, California

TELECONFERENCE Via ZOOM & TELEPHONE:

<https://us02web.zoom.us/j/89758241699>

Meeting ID: 897 5824 1699 or DIAL IN: 1 (669) 444-9171

Agenda

A. Call to order

1 Roll Call

2 Approval of the Agenda

**3 Consider Approval of Draft Minutes from the January 21, 2026 Meeting and
February 25, 2026 Special Meeting**

Attachment 1 – Draft Minutes from January 21, 2026

Attachment 2 – Draft Minutes from February 25, 2026

B. Public Comment and Written Communications

Any person may address the Subcommittee at this time upon any subject not identified on this Agenda but within the jurisdiction of the Incorporation Exploration Subcommittee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or McKinleyville Municipal Advisory Committee meeting. As to matters on the Agenda, an opportunity will be given to address the Subcommittee when the matter is considered. Comments are limited to 3 minutes. Letters should be used for complex issues.

C. Continued and New Business

1 Legislative Updates

2 Presentation of Consolidated Timeline of Ongoing Subcommittee Work

Summary: Subcommittee members proposed creating a consolidated timeline of ongoing projects. Progress on the creation of the timeline will be presented.

3 Continued Discussion of the Development of the Initial Feasibility Analysis (IFA)

Summary: This item will focus on the development of the Initial Feasibility Analysis. The IFA is a preliminary report to determine if incorporation is viable, practical, and feasible. \$50,000 in funding has been secured through State Senator McGuire to support in the report's development.

4 Continued Discussion of the Community Planners Assistance Team (CPAT) Project

Summary: The Subcommittee has engaged with Planners Emeritus Network (PEN) to help identify the needs of a potential city. This item focuses on identifying upcoming phases of the CPAT project and strategies for meaningful community outreach to ensure broad involvement in the planning process.

5 Update on the Cal Poly Humboldt McKinleyville Economic Development Study

Summary: The Subcommittee will discuss the status of the Cal Poly Humboldt Economic Study. Discussion may include how the study informs incorporation discussions and what follow-up steps are needed.

6 Discussion of Plans for Video Outreach Project to Support Initial Feasibility Analysis (IFA) Gap Funding

Summary: The Subcommittee has proposed the idea of producing an informational video around the incorporation process as a means of engaging the community.

Discussion may include production planning and potential for the video to assist in raising funds for gap funding the IFA.

D. Future agenda items

E. Member Announcements

F. Adjournment

Posted 5:00 p.m. on March 13, 2026

Pursuant to California Government Code Section 54957.5. this agenda and complete Board packet are available for public inspection on the web at <https://humboldt.gov.org/238/McKinleyville-Municipal-Advisory-Committ> or upon request at the Humboldt County Clerk, 825 5th Street, Eureka. If you would like to receive the complete packet via email, free of charge, contact the Clerk of the Board at cob@co.humboldt.ca.us to be added to the emailing list. The MMAC will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Clerk of the Board at cob@co.humboldt.ca.us. Notification 48 hours prior to the meeting will enable the Clerk to make reasonable arrangements for accommodation.

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McKinleyville Incorporation Exploration Sub-Committee (MIESC)
Regular Meeting
January 21, 2026– 4:00 p.m.

Committee Members Present: Mary Burke, Lisa Dugan, Pat Kaspari

Guests: Jesse Miles, Executive Director, McKinleyville Chamber of Commerce
(via Zoom)

Alyson Hunter, Planner, Planners Emeritus Network (PEN) (via Zoom)

Absent: Kevin Jenkins

Call to order at 4:00 p.m.

A.1 Roll Call

A.2 Approval of agenda:

Motion: It was moved to approve the agenda.

Motion: Burke **Second:** Kaspari

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

A.3 Approval of Draft Meeting Minutes from October 15, 2025

Motion: It was moved to approve the draft meeting minutes.

Motion: Burke **Second:** Kaspari

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

B. Public Comment

Public comment was provided by Tom Boyer, McKinleyville resident and Carol Schmitt, McKinleyville resident.

C.1 Welcome New Subcommittee Member

Carol Schmitt, applicant for the Subcommittee, introduced herself and gave a brief overview of her past experience.

C.2 Legislative Updates

Lisa Dugan and Mary Burke gave a brief recap of a recent meeting they had with Supervisor Madrone had with Senator McGuire's staff regarding the \$50,000 in state funding earmarked for supporting the Initial Feasibility Analysis to overview administrative requirements and process for the funding.

C.3 Consider Approval of Scope of Work for Initial Feasibility Analysis State Funding

The Subcommittee reviewed the scope of work for the initial feasibility analysis (IFA), considering potential contractors. They discussed the timeline for the IFA, data collection needs, and the importance of consolidating various data sources into a cohesive report. The group also discussed coordinating with Josh Zender regarding Cal Poly Humboldt's Economic Development Study, which will include community engagement through surveys and focus groups, and community outreach by the Planners Emeritus Network Community Planning Assistance Team currently engaged by the Subcommittee.

The assignment of a project manager was also discussed, and it was determined a discussion would need to be had with County staff to determine the appropriate party.

Motion: It was motioned for Pat Kaspari to make suggested edits to the scope of work document for the IFA study, submit it to Mary Burke for review before submission to Collete Santsche, Humboldt LAFCo Executive Director, and Jessica Maciel, Deputy County Administrative Officer.

Motion: Kaspari **Second:** Dugan

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

C.4 Discussion of American Planners Association Team and Community Engagement

Lisa Dugan gave a brief report out of a meeting between her, Mary Burke, and Alyson Hunter on January 16. Alison Hunter gave an update on contact she has had with the County regarding data procurement and confirmed that she will work on coordination with Josh Zender.

C.5 Update on Cal Poly's Research Grant

There were no further updates to discuss.

C.6 Discussion of Video Project and Initial Feasibility Analysis Gap Funding

Mary Burke gave a brief review of the discussion on the project idea to date including seeking willing participants and a place to store potential donation funds raised.

C.7 Consider Subcommittee Role Assignments

The subcommittee determined that it would be appropriate for new applicants to the Subcommittee be seated before assigning roles.

D. Future Agenda Items

E. Member Announcements

Jesse Miles provided a reminder of the State of McKinleyville Event at 5:30 p.m. at Azalea Hall on January 29, 2026.

F. Adjournment

Meeting adjourned at 5:27 p.m.

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**McKinleyville Incorporation Exploration Sub-Committee (MIESC)
Special Meeting
February 25, 2026– 4:00 p.m.**

Committee Members Present: Lisa Dugan, Kevin Jenkins, Pat Kaspari, Carol Schmitt

Guests: Jesse Miles, Executive Director, McKinleyville Chamber of Commerce
(via Zoom)

Tracy Welston, Student, Cal Poly Humboldt

Absent: Mary Burke

Call to order at 4:00 p.m.

A.1 Roll Call

A.2 Approval of agenda:

Motion: It was moved to approve the agenda.

Motion: Jenkins **Second:** Schmitt

Ayes: Dugan, Jenkins, Kaspari, Schmitt

Nays: None.

Absent: Burke

A.3 Approval of Draft Meeting Minutes from October 15, 2025

Motion: It was moved to approve the draft meeting minutes.

Motion: Burke **Second:** Kaspari

Ayes: Burke, Dugan, Kaspari

Nays: None.

Absent: Jenkins

B. Public Comment

Elaine, McKinleyville resident, gave public comment.

C.1 Welcome New Subcommittee Member

Lisa Dugan introduced and welcomed Carol Schmitt, new Subcommittee member. Ms. Schmitt introduced herself and gave a brief overview of her experience.

C.2 Legislative Updates

There were no legislative updates to discuss.

C.3 Discuss Next Steps of Initial Feasibility Analysis (IFA) Grant Funding and IFA

Lisa Dugan reviewed the process of obtaining the \$50,000 in state support for the IFA by way of Senator McGuire and the County's administration of the funding. The Subcommittee reviewed the revised scope of work document for the initial feasibility analysis (IFA). Kevin Jenkins requested that tracking funds for transparency be ensured.

Motion: It was moved to approve the scope of work document and send it to the County

Motion: Jenkins **Second:** Kaspari

Ayes: Dugan, Jenkins, Kaspari, Schmitt

Nays: None.

Absent: Burke

Motion: It was motioned for Pat Kaspari to make suggested edits to the scope of work document for the IFA study, submit it to Mary Burke for review before submission to Collete Santsche, Humboldt LAFCo Executive Director, and Jessica Maciel, Deputy County Administrative Officer.

Motion: Kaspari **Second:** Dugan

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

C.4 Discuss Next Steps of Community Planners Assistance Team (CPAT) Project and Community Engagement

Lisa Dugan reported that the CPAT team has met with Professor Josh Zender's team at Cal Poly Humboldt to coordinate Cal Poly's Economic Development study with their efforts.

C.5 Discuss Cal Poly Humboldt McKinleyville Economic Development Study

Lisa Dugan gave an overview of the ongoing Cal Poly study.

Tracy Welston, student at Cal Poly Humboldt collaborating with Professor Zender, gave a brief update of the current progress of the study.

Jesse Miles confirmed that students have been visiting McKinleyville businesses, informing them about the survey for the study.

C.6 Discussion of Video Project and Initial Feasibility Analysis Gap Funding

Lisa Dugan gave a brief overview of the previous discussion on the project. Pat Kaspari mentioned the intent would be to accompany the video with a link for the option to donate funds that could provide gap funding for the IFA. Kevin Jenkins reiterated that it is challenging to get folks in front of the camera and reiterated that the content of the video is neutral and intended to inform the public about the incorporation process. Subcommittee discussion ensued.

C.7 Consider Subcommittee Role Assignments

The Subcommittee discussed and determined roles would remain constant for the time being.

C.7 Consider Subcommittee Role Assignments

The Subcommittee had a brief discussion around the change of meeting time. No decisions were made.

D. Future Agenda Items

Carol Schmitt requested a discussion of creating a consolidated timeline of the Subcommittees work to date and ongoing projects.

E. Member Announcements

Jesse Miles provided a reminder of the State of McKinleyville Event at 5:30 p.m. at Azalea Hall on January 29, 2026.

F. Adjournment

Meeting adjourned at 5:27 p.m.