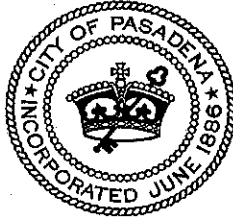


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**AGENDA  
NORTHWEST COMMISSION**

**TUESDAY, DECEMBER 13, 2016**

**MEMBERS**

Chair, Allen Shay, District 4  
Vice-Chair Cindy Schnuelle, District 5  
Carla Boykin, Mayor Appointee  
Barbara Richardson King, District 1  
Steve Darden, District 1  
Carolina Romo, District 2  
Craig L. Washington, District 3  
Rogelio Ramirez, District 3  
Victoria Dominguez, District 5  
Sandra Chen Lau, District 6  
Kimberly Douglas, District 7

**STAFF**

Lola Osborne, Northwest Manager

**MISSION STATEMENT**

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

*In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available from the City Manager's Office with a 24-hour advance notice. Please call 626-744-4791 to request use of a listening device.*

*Language translation services are available for this meeting by calling 626-744-4791 at least 24 hours in advance.*

*Habr  servicio de interpretaci n disponible para  stas juntas llamando al 626-744-4791 por lo menos con 24 horas de anticipaci n.*

*Agendas and supporting documents are available on the Internet at [www.cityofpasadena.net/commissions](http://www.cityofpasadena.net/commissions)*

*Materials related to an item on this Agenda submitted to the NORTHWEST COMMISSION **after** distribution of the agenda packet are available for public inspection in the CITY MANAGER'S OFFICE at 100 North Garfield Avenue, S228, Pasadena, CA 91109, during normal business hours.*



**MEETING AGENDA  
NORTHWEST COMMISSION**

**JACKIE ROBINSON CENTER  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**Tuesday, December 13, 2016**

**6:30 PM**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** – November 8 and November 10, 2016
4. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (3 minutes per speaker)**
5. **UPDATE FROM THE POLICE DEPARTMENT** – Lt. Johnny Mercado
6. **NEW BUSINESS**

**ACTION ITEMS (60 minutes)**

- A. Review and update of the Northwest Commission Strategic Plan for the next six months (Chair Shay)

**INFORMATION ITEMS (40 minutes)**

- A. Heritage Square Senior Housing project signage and other updates (Staff: Jim Wong, Senior Project Manager)
- B. Presentation on John Muir High School College and Career pathways, Judy Turner, Consultant
- C. Northwest Commission Survey update (Commissioner Steve Darden)
- D. Discussion on alternating meeting locations for 2017 (Chair Shay)

**7. COMMENTS/UPDATES FROM THE COMMISSION (10 minutes)**

Welcome new Commissioner Rogelio Ramirez, Council District 3 Appointee

**8. STAFF COMMENTS (5 minutes)**

Events and Information  
2017 Commission Calendar

**9. FUTURE AGENDA ITEMS**

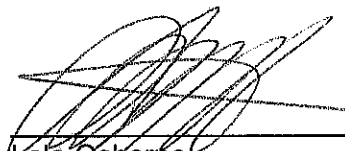
- Presentation on programs at La Pintoresca and Villa Parke Libraries
- Presentation from Touchstone Climbing – new business in the former postal facility at Hammond and Fair Oaks Avenue (Mark Melvin, CEO)
- Presentation of Tobacco Reach Program - Public Health
- Presentation by Career Services Division (Staff: Dianne Russell)
- Presentation on Historic Districts in Northwest (Staff: Leon White)

**10. ADJOURNMENT**

Bilingual translation will be provided upon request within 24 hours of the meeting; call (626) 744-4791. For more information, on accessibility and to request reasonable accommodations, call (626) 744-4791 or (626) 744-4371 (TDD) at least 24 hours in advance.

**POSTING STATEMENT:** I HEREBY CERTIFY that this Agenda, in its entirety was posted on the Council Chamber Bulletin Board S249 and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue and Jackie Robinson Center at 1020 North Fair Oaks Avenue on December 8, 2016 by 5:00 pm and an electronic copy sent to the Central Library for posting and the agenda may be viewed at the City's website at <http://www.ci.pasadena.ca.us/planning/meetings/notices.asp>.

  
\_\_\_\_\_  
Allen Shay  
Northwest Commission Chair

  
\_\_\_\_\_  
Lola Osborne  
Northwest Manager



## DRAFT MINUTES

**NORTHWEST COMMISSION MEETING  
JACKIE ROBINSON CENTER  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**Tuesday, November 8, 2016**

### 1. **CALL TO ORDER and ROLL CALL at 6:41 pm**

#### **COMMISSIONERS PRESENT:**

CHAIR ALLEN SHAY, VICE-CHAIR CINDY SCHNUELLE, STEVE DARDEN, CARLA BOYKIN, BARBARA RICHARDSON-KING, KIMBERLY DOUGLAS, SANDRA CHEN LAU and CAROLINA ROMO

**COMMISSIONERS ABSENT:** CRAIG WASHINGTON and VICTORIA DOMINGUEZ

2. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA** –Don Trask inquired about the Heritage Senior Housing project regarding the use of the Community room. Michelle Richardson-Bailey inquired about the signage on the Heritage Square Building.
3. **UPDATE FROM THE POLICE DEPARTMENT-** Lt. Johnny Mercado provided updates on incidents in the Northwest and responded to questions from the Commission regarding the Body camera policy.
4. **APPROVAL OF MINUTES** – The Commission approved the minutes from October 11, 2016 with a motion by Commissioner Romo and seconded by Commissioner Schnuelle. Motion passes.
5. **NEW BUSINESS**

#### **ACTION ITEMS**

- A. Review and update the Northwest Commission Strategic Plan – The Chair and the Commission reviewed the strategic plan and discussed new information to be added and clarified tasks that were not on track.
- B. Commission to review CIP project ideas- Commissioner Schnuelle discussed some of the proposed project ideas and suggested that the Commission include projects from the Fair Oaks Improvement team who was presenting their request tonight. A final list would be sent out to be included in the November 8<sup>th</sup> packet for review and approval by the Commission.
- C. Acknowledgement of a letter from the Department of Water and Power to apply for a grant to provide free equipment for heavy electrical and water users in the Northwest such as: rehabilitation centers and care facilities.

#### **INFORMATION ITEMS**

- A. Presentation from Heritage Square Project manager, Anna Slaby who spoke on the reasons for three signs at Heritage Square that read: "Community Center". Ms. Slaby agreed to return to the next meeting with a solution and update on the occupancy of the new residents, art work status and reservation policy.
- B. Presentation on PUSD facilities in the Northwest Area. Anson Rane, Project Manager provided the presentation on behalf of Mr. Cayabyab and responded to questions from the Commission.
- C. Presentation from Kaz Doi regarding the pollution in Pasadena and the Rose Bowl Aquatic Center. Mr. Doi made his presentation and the Commission suggested that he speak with his councilmember, Tyron Hampton and contact the SCQAMD for answers to some of his questions.
- D. Presentation from Executive Director Melanie Goodyear from Jericho Road regarding Non-Profit Board leadership connection.

### 6. **COMMENTS/UPDATES FROM THE COMMISSION (10 minutes)**

The Commission welcomed the newest Commissioner, Sandra Lau Chen from District # 6.

### 7. **STAFF COMMENTS (5 minutes)**

Staff provided updates on relevant meetings and events in the community.

8. **FUTURE AGENDA ITEMS** - The Commission discussed the future agenda items and agreed to a number of presentations for December.

9. **ADJOURNMENT**

The meeting was adjourned at 8:42 pm. Motion by Commissioner Schnuelle and seconded by Commissioner Romo.

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Lola Osborne  
Northwest Manager



**DRAFT MINUTES**

**SPECIAL MEETING**

**NORTHWEST COMMISSION  
Housing Tour:  
143 Mar Vista Avenue  
762 North Fair Oaks Avenue**

**Thursday, November 10, 2016**

**1. CALL TO ORDER and ROLL CALL at 5:30 pm**

**COMMISSIONERS PRESENT:**

CHAIR ALLEN SHAY, VICE-CHAIR CINDY SCHNUELLE, STEVE DARDEN, CARLA BOYKIN, BARBARA RICHARDSON-KING, KIMBERLY DOUGLAS, and SANDRA CHEN LAU

**COMMISSIONERS ABSENT:** CRAIG WASHINGTON, CAROLINA ROMO and VICTORIA DOMINGUEZ

**2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA – Michelle Richardson- Bailey commented on the open courtyards.**

**3. NEW BUSINESS**

**INFORMATION ITEMS**

A. The Commission toured the Heritage Square Project and met the on-site manager. Bill Huang provided the tour and responded to questions.

B. The Commission toured Marv's Place which is a permanent supportive housing project for formerly homeless families.

**4. COMMENTS/UPDATES FROM THE COMMISSION (10 minutes)**

The Commission welcomed the newest Commissioner, Sandra Lau Chen from District # 6.

**5. STAFF COMMENTS (5 minutes)**

Staff provided updates on relevant meetings and events in the community.

**6. FUTURE AGENDA ITEMS - The Commission discussed the future agenda items and agreed to a number of presentations for December.**

**7. ADJOURNMENT**

The meeting was adjourned at 6:31 pm. Motion by Commissioner Schnuelle and seconded by Commissioner Douglas.

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Lola Osborne  
Northwest Manager

**CITY OF PASADENA • NORTHWEST COMMISSION**  
**SIX-MONTH STRATEGIC OBJECTIVES**

June 2016 – December 2016 (UPDATED 11-22-16)

**CITY OF PASADENA MISSION:**

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community, and consistent with our history, culture and unique character.

**NORTHWEST COMMISSION ROLES AND PURPOSES**

1. Serve as monitoring and advisory body for the Northwest Community.
2. Work with the City staff on updating and revising the Northwest Community Strategic Plan.
3. Provide ongoing oversight of the Implementation of the Strategic Plan.
4. Provide advice and recommendations to the City Council on Northwest issues.
5. Work with the City staff and City Council to promote economic development activities in Northwest Pasadena.
6. Present an annual review of the Strategic Plan projects and programs to the City Council and community.

CITY OF PASADENA • NORTHWEST COMMISSION  
**SIX-MONTH STRATEGIC OBJECTIVES**

June 2016 – December 2016 (UPDATED 11-22-16)

**THREE-YEAR GOAL:**

**ADVOCATE TO THE CITY COUNCIL ON BEHALF OF THE NEEDS  
OF THE NORTHWEST COMMUNITY**

*The work of the Commission is strategically anchored – for the next six months - in three areas:*

- 1. Advocate for the Northwest Community by*
  - Staying informed on issues of concern to the NW community*
  - Representation on various advisory and policy groups*
  - Providing advice and making recommendations to the City Council*
- 2. Partner with existing groups to:*
  - Establish ongoing community participation with community groups and gather feedback*
  - Increase awareness of the role of the Northwest Commission in the community*
- 3. Promote Economic Development and Infrastructure Improvements in the Northwest Community*



**CITY OF PASADENA • NORTHWEST COMMISSION**  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 June 2016 – December 2016 (UPDATED 11-22-16)

STRATEGIES	LED BY	STATUS			RESOURCES	COMMENTS
		DONE	ON TARGET	REVISED		
<p><i>Advocate for the Northwest Community</i></p> <p><b>Objective</b> <i>Request presentations to the NWC</i></p> <p><b>Action Steps</b> Advocacy Agenda</p> <ul style="list-style-type: none"> <li>• Requested presentations:                             <ul style="list-style-type: none"> <li>Police -- monthly presentations</li> <li>Economic Development updates</li> <li>CDBG update on approved projects</li> <li>Robinson Park Relocation of Staff and Program</li> <li>Youth Groups</li> </ul> </li> <li>• PUSD -- Facilities / Infrastructure Beautification Projects</li> <li>• NW and adjacent Non-profits</li> </ul> <p><b>Objective</b> <i>Present Recommendations to the City Council</i></p> <ul style="list-style-type: none"> <li>• In person presentations during public comment at Council meetings</li> </ul>	<p>Lola Osborne/NW Commissioners</p> <p>Chief or designated officer Economic Dev. staff Housing Department Human Services &amp; Rec NW Commission</p> <p>PUSD</p> <p>NW Commission</p> <p>NWC Commissioners</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Ideal Youth, OBA, NATHA , LA Plintoresca Teen Center, Boys &amp; Girls Club, Day One, Youth Advisor Program, Youth Build, Aspires West and Youth of promise</p> <p>Latino Coalition , Alkebulan Cultural Center , Leaders Up, Pasadena Art Center and Pasadena City College</p> <p>Workflow chart</p>		

CITY OF PASADENA • NORTHWEST COMMISSION  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 June 2016 – December 2016 (UPDATED 11-22-16)

STRATEGIES	LED BY	STATUS			RESOURCES	COMMENTS
		DONE	ON TARGET	REVISED		
<p><b>Advocate for the community</b></p> <p><b>Objective</b>  <i>Learn community needs from Council Districts 1, 3 and 5</i></p> <p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>• Working with councilmembers on their current community activities.</li> <li>• Review surveys and compile them into a report for review and action by the Commission.</li> <li>• Participate in community events. Bring invitations to participate in events to the NWC</li> </ul>	<p>(Steve Darden), Craig Washington, Cindy Schnuelle, and Carolina Romo</p> <p>Staff: Lola Osborne</p>		X			
			X			

**CITY OF PASADENA • NORTHWEST COMMISSION**  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 June 2016 – December 2016 (UPDATED 11-22-16)

STRATEGIES	LED BY	STATUS			RESOURCES	COMMENTS
		DONE	ON TARGET	REVISED		
<p><b>Outreach to the Community</b></p> <p><b>Objective</b></p> <p><i>Northwest Commission Newsletter</i></p> <p><b>Action Steps</b></p> <p>Develop a sub-committee to oversee the production of a newsletter</p>	<p>Allen Shay, Barbara Richardson-King, Kimberly Douglas and NW Commission</p>		X			<p>Electronic distribution                      Post on RBOC website                      NW Connections to distribute to NA                      City Council members                      Water and Power</p>



**CITY OF PASADENA • NORTHWEST COMMISSION**  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 June 2016 – December 2016 (UPDATED 11-22-16)

STRATEGIES	LED BY	STATUS			RESOURCES	COMMENTS
		DONE	ON TARGET	REVISED		
<p><i>Monitor implementation of the Capital Improvement Projects</i></p> <p><b>Objective</b> <i>Monitor CIP process</i></p> <p><b>Action Steps</b> Participate in the CIP process as a CIP Subcommittee Review quarterly CIP report at __December, 2016 __NWC meeting Submit Capital Improvement projects on time to City:</p> <ul style="list-style-type: none"> <li>• Define CIP parameters at __September 27, 2016 __NWC meeting</li> <li>• Commissioners submit ideas to NWC by __October 11, 2016 __</li> <li>• Review full list at __October 11, 2016 __NWC meeting</li> <li>• Compile and submit final list by __November 8, 2016 __</li> <li>• PW staff presentation to NWC __February 14, 2017 __</li> <li>• CIP subcommittee meets with PW staff __Early February, 2017</li> </ul>	(Cindy Schnuelle, Kimberly Douglas ) and NW Commissioners	X				CIP projects recommended by the Northwest Commission and the Fair Oaks Avenue Improvement Team were submitted to Public Works on November 10, 2016.

CITY OF PASADENA • NORTHWEST COMMISSION  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 June 2016 – December 2016 (UPDATED 11-22-16)

STRATEGIES	LED BY	STATUS			RESOURCES	COMMENTS
		DONE	ON TARGET	REVISED		
<p><b>Advocate for the Northwest Community</b></p> <p><b>Hahamogna Watershed Project</b> Two members of the NW Commission shall be designated to participate on the Hahamonga Watershed Park Advisory Committee. Their purpose is to lend a voice and view point of the residents of the Northwest.</p> <p><b>Vision 20/20</b> Pasadena-Altadena Vision 20/20 Initiative is a coalition of community-based, faith-based, philanthropic, business, civic, and educational organizations working to stop gang and community violence. The broad based, grassroots collaborative develops and implements strategic action solutions for violence prevention and intervention that focus on the highest risk, highest need and gang-impacted youth, young adults and families.</p> <p><b>Northwest Neighborhood Associations</b></p> <p><b>Action Steps</b> Attend regular meetings and report to the Commission</p> <p><b>Objective</b> <i>Monitor private projects, new business licenses and summary code enforcement cases</i></p> <p><b>Action Steps</b> Distribute development reports at NWC meetings</p>	<p>Cindy Schnuelle and Victoria Dominguez</p> <p>Victoria Dominguez Steve Darden</p> <p>NW Commission Barbara Richardson-King Kim Douglas and Carolina Romo</p> <p>Staff: Lola Osborne</p>					<p><b>Meeting dates:</b></p> <p>TBD Loren Pluth to present on Arroyo Seco projects and programs</p> <p>Request a presentation from 20/20</p>
			X			
				X		

**CITY OF PASADENA • NORTHWEST COMMISSION**  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 June 2016 – December 2016 (UPDATED 11-22-16)

STRATEGIES		STATUS			RESOURCES	COMMENTS
		LED BY	DONE	ON TARGET		
<p><b><i>Support Economic Development Activities</i></b></p> <p><b>OBJECTIVE</b> Work with the City staff and City Council to promote economic development activities in Northwest Pasadena.</p> <p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>• Explore internship opportunities with Rose Bowl Operating Company, PUSD, local businesses and AEG for youth.</li> <li>• Work with community stakeholders to enhance and implement the existing economic development plan.</li> </ul>		Barbara Richardson- King, Kimberly Douglas, Cindy Schnuelle and Steve Darden		X		Meeting In December with Economic subcommittee

**2017 NORTHWEST COMMISSION**  
**MEETING DATES**

**January 10, 2017**

**February 14, 2017 - New Date? February 21.**

**March 14, 2017**

**April 11, 2017**

**May 09, 2017**

**June 13, 2017**

**July 11, 2017**

**August 8, 2017**

**September 12, 2017**

**October 10, 2017**

**November 14, 2017**

**December 12, 2017**



