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**AGENDA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, NOVEMBER 12, 2019**

MEMBERS

Chair, Carla Boykin, Mayor Appointee
Vice-Chair, Allen Shay, District 4
Beverly Sims, District 1
Vacant, District 1
Carolina Romo, District 2
Jura Slattery, District 3
Vacant, District 3
Ralph Frammolino, District 5
Cindy Schnuelle, District 5
Sandra Chen Lau, District 6
Kimberly Douglas, District 7

STAFF

Lola Osborne, Deputy Director HS&R
Tamer Sabha, Recording Secretary

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.

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Habr  servicio de interpretaci n disponible para  stas juntas llamando al 626-744-7295 por lo menos con 24 horas de anticipaci n.

*Agendas and supporting documents are available on the Internet at 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 HUMAN SERVICES AND RECREATION OFFICE at 100 North Garfield Avenue, N255, Pasadena, CA 91109, during normal business hours.*

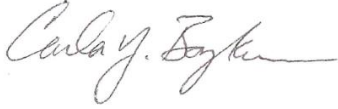


**AGENDA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, NOVEMBER 12, 2019
6:30 PM
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**
Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, OCTOBER 8, 2019***
- 4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 5. NEW BUSINESS**
None
- 6. OLD BUSINESS**
ACTION ITEMS
 - REVIEW AND APPROVE UPDATED WELCOME LETTER TO NEW BUSINESSES
 - UPDATE OF SIX MONTH STRATEGIC PLAN*
- 7. COMMENTS AND UPDATES**
INFORMATION ITEMS
 - STAFF COMMENTS
 - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- 8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
 - DISCUSSION REGARDING THE CULTURAL SIGNAGE PROJECT FOR 100 W. WALNUT – HEATHER LINDQUIST (CONSULTANT) – JANUARY 14, 2020 MEETING
 - UPDATE ON HERITAGE SQUARE SOUTH PROJECT– BILL HUANG (DIRECTOR, HOUSING DEPARTMENT) – DECEMBER 10, 2019 MEETING
 - TOUR OF COMMUNITY GARDENS

9. ADJOURNMENT

*Attachment



Carla Boykin, Chair
Northwest Commission

Note to Public: An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library as well as the Jackie Robinson Community Center for posting on this 7th day of November 2019, by 6:30 p.m., and that copies were emailed or delivered, and/or notice accepted by telephone not less than 72 hours prior to the meeting, to each member of the Northwest Commission and emailed to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which media recipients are identified on the distribution list below.



Lola Osborne, Deputy Director
Human Services and Recreation Department

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-7295. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. Language translation services are available for this meeting by calling (626) 744-7295 at least 24 hours in advance. Habra servicio de interpretación disponible para éstas juntas llamando al (626) 744-7295 por lo menos con 24 horas de anticipación.

Items on the agenda may not be called in the order listed.

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City Attorney			

DRAFT MINUTES



**CITY OF PASADENA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 8, 2019
6:30 PM**

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

COMMISSIONERS PRESENT: Carla Boykin, Kimberly Douglas, Ralph Frammolino, Sandra Chen Lau, Carolina Romo, Cindy Schnuelle, Allen Shay, Beverly Sims

COMMISSIONERS ABSENT: Jura Slattery (excused)

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Boykin called the meeting to order at 6:34 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Alice Williams, a Pasadena resident representing the Bethel Missionary Baptist Church of Pasadena, commented on traffic on North Fair Oaks Ave and the vacant convalescent hospital on Fair Oaks Ave/Howard St.

Bert Newton, a Pasadena resident representing the Greater Pasadena Affordable Housing Group, commented on affordable housing and presented 43 signatures from 2 churches on North Fair Oaks Ave/north of Washington Blvd asking for that area to be rezoned (currently 16 units of housing per acre, below of Washington Blvd 32 units of housing per acre).

3. REVIEW AND APPROVAL OF MINUTES, SEPTEMBER 10, 2019*

After review, it was moved (Romo) and seconded (Shay) to approve the minutes of the September 10, 2019 meeting with the correction of listing Commissioner Chen Lau's absence as excused. (Motion unanimously carried)

4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)

Lt Taglioretti presented the Statistical Report for September 2019, as well as traffic collision information. Questions from the commission followed.

5. NEW BUSINESS

▪ REQUEST FOR COMMISSION RECOMMENDATION TO CITY COUNCIL ON KEY TERMS FOR LA VILLA LAKE SENIOR APARTMENTS REHAB LOAN AGREEMENT (1070 N. LAKE AVE) – JIM WONG (HOUSING DEPARTMENT) (10 MINUTES)

After discussion, it was moved (Schnuelle) and seconded (Romo) to approve the request of the key business terms of an affordable housing loan agreement with CNS La Villa Lake, LCC and a budget amendment for funding an amount not to exceed \$580,000 for the rehabilitation of the La Villa Lake Project at 1070 N. Lake Avenue as amended that

the 114 units be considered as a whole and the Area Median Income (AMI) be mixed with a greater degree between 50% and 80%. (Motion carried) (Abstain: Chen Lau)

Vote:

Boykin - In Favor

Shay - In Favor

Sims - In Favor

Romo - In Favor

Frammolino - In Favor

Schnuelle - In Favor

Chen Lau - Abstain

Douglas - In Favor

▪ **REQUEST FOR COMMISSION RECOMMENDATION TO CITY COUNCIL TO INCREASE LOAN TO HERITAGE HOUSING PARTNERS BY \$50,000 FOR REHABILITATION OF THE DECKER HOUSE AT THE DECKER COURT AFFORDABLE HOMEOWNERSHIP PROJECT (1661 N. FAIR OAKS AVE.) – JIM WONG (HOUSING DEPARTMENT) (10 MINUTES)**

After discussion, it was moved (Schnuelle) and seconded (Sims) that the Northwest Commission approve the recommendation to City Council to increase loan to Heritage Housing Partners by \$50,000 for rehabilitation of the Decker House at the Decker Court Affordable Homeownership Project (1661 N. Fair Oaks Ave). (Motion unanimously carried)

▪ **REVIEW OF LETTER TO NEW BUSINESSES**

After discussion, it was moved (Romo) and seconded (Schnuelle) for Commissioner Frammolino work on revising the letter to new businesses and present it to the commission at the next regular meeting. (Motion unanimously carried)

▪ **PRESENTATION ON COMMUNITY PEACE RIDE AND RALLY – NEIGHBORHOOD SURVANTS (5 MINUTES)**

Michelle White (Neighborhood Survants) presented information to the commission about the Community Peace Ride, Walk, and Rally taking place on Sunday, October 27 starting at Brookside Park and ending at Pasadena City Hall. Questions followed.

▪ **PRESENTATION ON FY18-19 CAPER REPORT FOR CDBG AND UPDATE ON 1015 LAKE AVENUE BUILDING RENOVATION – RANDY MABSON (HOUSING DEPARTMENT) (15 MINUTES)**

Randy Mabson (Program Coordinator, Housing Department) presented the FY18-19 CAPER Report for CDBG and provided an update on the 1015 Lake Avenue building renovation. Questions from the commission followed.

6. OLD BUSINESS

▪ **UPDATE OF SIX MONTH STRATEGIC PLAN***

After discussion, it was moved (Douglas) and seconded (Frammolino) for the commission to accept the CIP list with the addition of the two items presented at the October meeting and for staff to submit the form. (Motion unanimously carried)

Additions:

- Stop sign on El Molino Ave at Ladera St (North and South)

- Stop sign at Washington Blvd and Raymond Ave

7. COMMENTS, UPDATES

▪ STAFF COMMENTS

Staff (Osborne) made the following comments:

- At the November meeting, Heather Lindquist (representing the Parsons Group) will speak to the commission and gather information about the history of African American residents who moved from the Parson's site to Northwest to include in the project, and requested friends and family to be invited to the meeting;
- The Latino Heritage Parade and Festival will take place on Saturday, October 19 from 10:00AM-4:00PM and requested four commissioners commit to tabling the event; and
- Invited the commission to attend Art Night on Friday, October 11.

▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Chair Boykin announced Commissioner Ramirez' resignation from the Northwest Commission.

Commissioner Schnuelle commented on:

- Homelessness In Our Community Town Hall at Rosebud Coffee on Saturday, October 19 from 2:00PM-4:00PM; and
- Encouraged the commission to volunteer in tutoring a youth in a nearby school through Reading Partners.

Commissioner Chen Lau commented on her term being up in October 2019 and was asked to stay on the commission until a replacement is found.

8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Update on Heritage Square South Working Group – Bill Huang (Director, Housing Department)
- Tour of community gardens
- "Hidden Pasadena" – cultural signage project for Lincoln/Parsons at 100 W. Walnut

8. ADJOURNMENT

It was moved (Chen Lau) and seconded (Shay) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 9:13 PM.

CITY OF PASADENA • NORTHWEST COMMISSION

SIX-MONTH STRATEGIC OBJECTIVES

July 2019 – December 2019 (UPDATED 10/28/19)

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 body and voice for the Northwest Community and to provide periodic advice to the City Council on Northwest issues.
- 2. Provide ongoing oversight of the implementation of the Northwest Strategic Plan.
- 3. Work with the City Manager and staff to promote economic development activities in Northwest Pasadena.

STRATEGIES	LED BY	STATUS			COMMENTS												
		DONE	ONGOING	REVISED													
ADVOCACY AND RECOMMENDATIONS VIA PRESENTATIONS TO THE CITY COUNCIL, CITY DEPARTMENTS & COMMISSIONS AND OTHERS IN THE FOLLOWING AREAS																	
ACTION STEPS RECOMMEND IMPLEMENTATION OF THE CAPITAL IMPROVEMENT PROJECTS <ul style="list-style-type: none"> Hear from residents and follow up on CIP needs (July-Sept.) NWC formulates and submits recommendations (October) Commissioners share the CIP recommendations with their Council member Public Works vote (November) 	Commissioners: Schnuelle , Douglas, Shay, Boykin				<table border="1"> <tr><td>JUL</td><td></td></tr> <tr><td>AUG</td><td></td></tr> <tr><td>SEP</td><td>Commissioners Douglas, Shay, and Schnuelle will be meeting on Wednesday, September 10 to discuss Capital Improvement Project (CIP) recommendations.</td></tr> <tr><td>OCT</td><td>The commission approved the 2019-2020 CIP list with the addition of the two items presented at the October meeting and for staff to submit the form. Additions: - Stop sign on El Molino Ave at Ladera St (North and South) - Stop sign at Washington Blvd and Raymond Ave</td></tr> <tr><td>NOV</td><td></td></tr> <tr><td>DEC</td><td></td></tr> </table>	JUL		AUG		SEP	Commissioners Douglas, Shay, and Schnuelle will be meeting on Wednesday, September 10 to discuss Capital Improvement Project (CIP) recommendations.	OCT	The commission approved the 2019-2020 CIP list with the addition of the two items presented at the October meeting and for staff to submit the form. Additions: - Stop sign on El Molino Ave at Ladera St (North and South) - Stop sign at Washington Blvd and Raymond Ave	NOV		DEC	
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ACTION STEPS <ul style="list-style-type: none"> CDBG Presentation from Randy Mabson regarding CDBG Set-Aside Projects (October 2019) 	NW Commission				<table border="1"> <tr><td>JUL</td><td></td></tr> <tr><td>AUG</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>OCT</td><td>The commission received the FY18-19 CAPER Report for CDBG from Randy Mabson (Program Coordinator, Housing Department).</td></tr> <tr><td>NOV</td><td></td></tr> <tr><td>DEC</td><td></td></tr> </table>	JUL		AUG		SEP		OCT	The commission received the FY18-19 CAPER Report for CDBG from Randy Mabson (Program Coordinator, Housing Department).	NOV		DEC	
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<ul style="list-style-type: none"> Youth Engagement (Summer employment slots for NW youth) 						AUG	Vice-Chair Shay reported that the summer jobs available for youth would not begin until after the school year began.
						SEP	Objective marked as done.
						OCT	
						NOV	
						DEC	

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ONGOING	REVISED	
COMMUNITY OUTREACH, EDUCATION & ENGAGEMENT					
ACTION STEPS <ul style="list-style-type: none"> • Participate and/or Present at Council District Meetings, Pasadena Neighborhood Network & community events <ul style="list-style-type: none"> ○ Provide monthly recap of Commissioners' activities ○ U.S Census 	NW Commission				JUL Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, July 29 on the subject of housing and affordable housing.
					AUG Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, August 5 on the subject of homelessness.
					SEP Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, September 9 and will attend Homelessness In Our Community Town Hall at Rosebud Café on Saturday, October 19.
					OCT Commissioner Schnuelle attended and Commissioner Douglas presented at the Pasadena Neighborhood Network meeting about Census hard to count areas in Northwest Pasadena.
					NOV
					DEC
ACTION STEPS <ul style="list-style-type: none"> • Northwest Commission Newsletter <ul style="list-style-type: none"> ○ Issue two (2) quarterly newsletters and distribute broadly ○ U.S. Census 	Commissioner Frammolino				JUL
					AUG
					SEP Commissioner Frammolino updated the commission that the second edition of the newsletter will be released this month.
					OCT Commissioner Frammolino released the Northwest Commission Fall 2019 Newsletter. Commissioner Douglas volunteered to write an article about the U.S Census and Commissioner Chen Lau volunteered to write an article for the next newsletter to be released at the end of this

						quarter.	
						NOV	
						DEC	
ACTION STEPS <ul style="list-style-type: none"> ○ Work with City staff and Councilmembers to support economic development activities in the Northwest. ○ Support the economic strategic plan update and implementation ○ Attend EdTech ○ U.S Census 	Commissioners: Schnuelle, Frammolino, Shay, Romo					JUL	Staff has mailed out letters to new businesses to introduce the Northwest Commission and offer assistance from the Northwest staff.
						AUG	Staff has mailed out letters to new businesses to introduce the Northwest Commission and offer assistance from the Northwest staff.
						SEP	Staff has mailed out letters to new businesses to introduce the Northwest Commission and offer assistance from the Northwest staff.
						OCT	The commission updated the business letter to send to new businesses in the Northwest.
						NOV	
						DEC	

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ONGOING	REVISED	

MONITOR AND ASSESS ISSUES OF IMPORTANCE THROUGH INFORMATIONAL PRESENTATIONS

<p>ACTION STEPS</p> <p>Request presentations to the NWC</p> <ul style="list-style-type: none"> • Police Department • Housing Department • Hahamongna Watershed Park Advisory Committee (HWPAC) <p>Enforce 15-minute time limit for presentations</p>	<p>Staff, NW Commission</p>				<table border="1"> <tr> <td data-bbox="1757 386 1911 516">JUL</td> <td data-bbox="1911 386 2483 516">Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for June 2019 and traffic collision information.</td> </tr> <tr> <td data-bbox="1757 516 1911 548">AUG</td> <td data-bbox="1911 516 2483 548"></td> </tr> <tr> <td data-bbox="1757 548 1911 857">SEP</td> <td data-bbox="1911 548 2483 857"> <p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for August 2019 and traffic collision information.</p> <p>Jim Wong (Senior Project Manager, Housing Department) provided a presentation and staff recommendation for 136-138 West Howard Street. The commission voted to approve the staff recommendation.</p> </td> </tr> <tr> <td data-bbox="1757 857 1911 1435">OCT</td> <td data-bbox="1911 857 2483 1435"> <p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for September 2019 and traffic collision information.</p> <p>Commissioner Schnuelle provided an update on the request to restructure the Hahamongna Watershed Park Advisory Committee.</p> <p>The commission recommended approval to the City Council the request of the key business terms of an affordable housing loan agreement with CNS La Villa Lake, LCC and a budget amendment for funding an amount not to exceed \$580,000 for the rehabilitation of the La Villa Lake Project at 1070 N. Lake Avenue as amended that the 114 units be considered as a whole</p> </td> </tr> </table>	JUL	Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for June 2019 and traffic collision information.	AUG		SEP	<p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for August 2019 and traffic collision information.</p> <p>Jim Wong (Senior Project Manager, Housing Department) provided a presentation and staff recommendation for 136-138 West Howard Street. The commission voted to approve the staff recommendation.</p>	OCT	<p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for September 2019 and traffic collision information.</p> <p>Commissioner Schnuelle provided an update on the request to restructure the Hahamongna Watershed Park Advisory Committee.</p> <p>The commission recommended approval to the City Council the request of the key business terms of an affordable housing loan agreement with CNS La Villa Lake, LCC and a budget amendment for funding an amount not to exceed \$580,000 for the rehabilitation of the La Villa Lake Project at 1070 N. Lake Avenue as amended that the 114 units be considered as a whole</p>
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						NOV
						DEC
<p>ACTION STEPS</p> <p>Enhance survey quality:</p> <ul style="list-style-type: none"> • Explore collaboration with entity that has expertise in survey design and administration to enhance this data collection process 	Commissioner Frammolino					<p>JUL</p> <p>AUG</p> <p>SEP</p> <p>OCT</p> <p>NOV</p> <p>DEC</p>
						<p>The commission received surveys completed at Assembly member Holden's Block Party on Saturday, August 3.</p> <p>The commission discussed updating the Northwest Commission community survey and agendaizing it for the next meeting.</p>