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**AGENDA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, DECEMBER 10, 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.

*In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available with a 24-hour advance notice.
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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, DECEMBER 10, 2019
6:30 PM
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

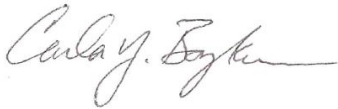
- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**
Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, NOVEMBER 12, 2019***
- 4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 5. NEW BUSINESS**
 - INFORMATION ITEM**
 - **DISCUSSION OF ROBINSON PARK RECREATION CENTER POOL AND POOL HOUSE CONCEPT PLAN – HAYDEN MELBOURN (PRINCIPAL ENGINEER, PUBLIC WORKS)**
 - ACTION ITEMS**
 - **DISCUSSION OF JANUARY RETREAT DATE AND LOCATION**
 - **DISCUSS ADDING A NEW OBJECTIVE FOR THE STRATEGIC PLAN TO OUTREACH TO NEW BUSINESSES IN THE NORTHWEST**
- 6. OLD BUSINESS**
 - ACTION ITEM**
 - **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

- HERITAGE SQUARE SOUTH UPDATE – BILL HUANG (DIRECTOR, HOUSING DEPARTMENT) – JANUARY 14, 2020 MEETING
- DISCUSSION REGARDING THE CULTURAL SIGNAGE PROJECT FOR 100 W. WALNUT – HEATHER LINDQUIST (CONSULTANT) – JANUARY 14, 2020 MEETING
- TOUR OF COMMUNITY GARDENS
- TOUR OF CHAP CARE HEALTH CLINIC LOCATIONS

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 6th day of December 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. Habrá 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, NOVEMBER 12, 2019
6:30 PM
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Carla Boykin, Kimberly Douglas, Sandra Chen Lau, Cindy Schnuelle, Beverly Sims

COMMISSIONERS ABSENT: Ralph Frammolino (excused), Carolina Romo (excused), Allen Shay (excused), Jura Slattery (excused),

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Boykin called the meeting to order at 6:42 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

None.

3. REVIEW AND APPROVAL OF MINUTES, OCTOBER 8, 2019*

After review, it was moved (Chen Lau) and seconded (Schnuelle) to approve the minutes of the October 8, 2019 meeting. (Motion unanimously carried)

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

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

5. NEW BUSINESS

None.

6. OLD BUSINESS

▪ **REVIEW AND APPROVE UPDATED WELCOME LETTER TO NEW BUSINESSES**

After discussion, it was moved (Schnuelle) and seconded (Sims) to approve the updated business letter with the changes that have been noted. (Motion unanimously carried)

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

The Commission provided updates to the six month strategic plan, but no formal action was taken.

7. COMMENTS AND UPDATES

▪ STAFF COMMENTS

Staff (Osborne) made the following comments:

- Provided the date regarding Cultural Signage Project presentation for the January 2020 regular meeting;
- Asked the Commission about scheduling a special meeting in January 2020 to work on the new six month strategic plan;
- Announced that there would be an update from Heritage Square South at the December meeting
- Announced that there would be an informational presentation about the Robinson Park Recreation Center updated pool and pool house design at the December regular meeting
- Asked the Commission about scheduling a special meeting to tour CHAP Care facility in February 2020; and
- Friends In Deed has invited the Northwest Commission to attend a tour on the second Thursday of the month from 10:00AM-11:00AM.

▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

None.

8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Informational presentation from Planning Department about affordable housing and rezoning along North Fair Oaks Ave/North of Washington Blvd

8. ADJOURNMENT

It was moved (Schnuelle) and seconded (Douglas) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:39 PM.

CITY OF PASADENA • NORTHWEST COMMISSION

SIX-MONTH STRATEGIC OBJECTIVES

July 2019 – December 2019 (UPDATED 11/27/19)

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				JUL AUG SEP OCT NOV DEC	 Commissioners Douglas, Shay, and Schnuelle will be meeting on Wednesday, September 10 to discuss Capital Improvement Project (CIP) recommendations. 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 Staff submitted four new CIP projects to Public Works for review on Thursday, November 7.
					JUL	
					AUG	
					SEP	
					OCT	
					NOV	
ACTION STEPS <ul style="list-style-type: none"> CDBG Presentation from Randy Mabson regarding CDBG Set-Aside Projects (October 2019) 	NW Commission				JUL AUG SEP OCT NOV DEC	 The Commission received the FY18-19 CAPER Report for CDBG from Randy Mabson (Program Coordinator, Housing Department). The Commission received the schedule for upcoming dates for the CDBG process.
					JUL	
					AUG	
					SEP	
					OCT	
					NOV	

ACTION STEPS • Youth Engagement (Summer employment slots for NW youth)	NW Commission	X			JUL	Vice-Chair Shay followed-up with City Clerk to get an exact timeframe for Census hiring.
					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				<p>JUL Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, July 29 on the subject of housing and affordable housing.</p> <p>AUG Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, August 5 on the subject of homelessness.</p> <p>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.</p> <p>OCT Commissioner Schnuelle: -Attended the Pasadena Neighborhood Network meeting about Census hard to count areas in Northwest Pasadena. -Attended City Council Meeting on Monday, October 21 and spoke about the Hahamongna Watershed Park Advisory Committee (HWPAC).</p> <p>Chair Boykin tabled at the Latino Heritage Parade and Festival on Saturday, October 19.</p> <p>Commissioner Douglas: - Presented at the Pasadena Neighborhood Network meeting about Census hard to count areas in Northwest Pasadena. - Participated in tabling on the census on Wednesday, October 16 at Pilgrim</p>

						<p>Tower.</p> <p>-Participated with the U.S Census group at the Latino Heritage Parade and Festival on Saturday, October 19.</p>
					NOV	<p>Commissioner Schnuelle attended Pasadena Neighborhood Network meeting about additional CIP issues that have been added to the project list.</p> <p>Chair Boykin and Commissioner Douglas tabled at Councilmember Kennedy's community meeting on Wednesday, November 13.</p> <p>Commissioner Douglas:</p> <ul style="list-style-type: none"> -Attended Councilmember Wilson's monthly breakfast meeting on Thursday, November 7. -Will attend Councilmember Wilson's meeting for Commissioners on Sunday, November 17.
					DEC	
<p>ACTION STEPS</p> <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 informed 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	The Commission discussed adding a section to the newsletter to highlight businesses in Northwest Pasadena.
					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 	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	The Commission approved the updated welcome letter to new businesses in Northwest Pasadena. Commissioner Schnuelle will attend EdTech Meeting on Tuesday, November, 19.		
					DEC			

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ONGOING	REVISED	

MONITOR AND ASSESS ISSUES OF IMPORTANCE THROUGH INFORMATIONAL PRESENTATIONS

ACTION STEPS	LED BY	DONE	ONGOING	REVISED	COMMENTS								
<p>Request presentations to the NWC</p> <ul style="list-style-type: none"> • Police Department • Housing Department • Hahamongna Watershed Park Advisory Committee (HWPAC) 	Staff, NW Commission				<table border="1"> <tr> <td>JUL</td> <td>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for June 2019 and traffic collision information.</td> </tr> <tr> <td>AUG</td> <td></td> </tr> <tr> <td>SEP</td> <td> <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>OCT</td> <td> <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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						<p>and the Area Median Income (AMI) be mixed with a greater degree between 50% and 80%.</p> <p>The Commission approved 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).</p>												
					NOV	<p>Lt. Taglioretti (Pasadena Police) presented the Statistical Report for October 2019 and traffic collision information.</p> <p>Commissioner Schnuelle: - Informed the Commission that all HWPAC meetings have been cancelled until January 2020. - Will attend the Arroyo Seco Canyon Project CEQA Scoping Meeting on Thursday, November 21 at Robinson Park Recreation Center.</p>												
					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 	<p>Commissioner Frammolino</p>					<table border="1"> <tr> <td data-bbox="1757 940 1911 969">JUL</td> <td data-bbox="1911 940 2478 969"></td> </tr> <tr> <td data-bbox="1757 969 1911 1037">AUG</td> <td data-bbox="1911 969 2478 1037">The Commission received surveys completed at Assembly member Holden's Block Party on Saturday, August 3.</td> </tr> <tr> <td data-bbox="1757 1037 1911 1066">SEP</td> <td data-bbox="1911 1037 2478 1066"></td> </tr> <tr> <td data-bbox="1757 1066 1911 1161">OCT</td> <td data-bbox="1911 1066 2478 1161">The Commission discussed updating the Northwest Commission community survey and agendaizing it for the next meeting.</td> </tr> <tr> <td data-bbox="1757 1161 1911 1346">NOV</td> <td data-bbox="1911 1161 2478 1346">Chair Boykin provided feedback to the Commission at the November meeting given to her by members of the community who completed the Northwest Commission survey at the Latino Heritage Parade and Festival on Saturday, October 19.</td> </tr> <tr> <td data-bbox="1757 1346 1911 1377">DEC</td> <td data-bbox="1911 1346 2478 1377"></td> </tr> </table>	JUL		AUG	The Commission received surveys completed at Assembly member Holden's Block Party on Saturday, August 3.	SEP		OCT	The Commission discussed updating the Northwest Commission community survey and agendaizing it for the next meeting.	NOV	Chair Boykin provided feedback to the Commission at the November meeting given to her by members of the community who completed the Northwest Commission survey at the Latino Heritage Parade and Festival on Saturday, October 19.	DEC	
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