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**AGENDA  
NORTHWEST COMMISSION  
REGULAR MEETING  
TUESDAY, MARCH 10, 2020**

**MEMBERS**

Chair, Carla Boykin, Mayor Appointee  
Vice-Chair, Allen Shay, District 4  
Beverly Sims, District 1  
Al Carr, District 1  
Vacant, District 2  
Vacant, District 3  
Vacant, District 3  
Ralph Frammolino, District 5  
Cindy Schnuelle, District 5  
Vacant, District 6  
Kimberly Douglas, District 7

**STAFF**

Lola Osborne, Deputy Director PRCS  
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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**AGENDA  
NORTHWEST COMMISSION  
REGULAR MEETING  
TUESDAY, MARCH 10, 2020  
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, FEBRUARY 11, 2020\***
- 4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**

**5. NEW BUSINESS**

**ACTION ITEMS**

- **RECOMMENDATION FOR APPROVAL OF THE RECOMMENDED FISCAL YEAR 2021-2025 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET – KRIS MARKARIAN (CITY ENGINEER, PUBLIC WORKS)**
- **PRESENTATION REGARDING A FUNDING RECOMMENDATION FOR THE HERITAGE SQUARE SOUTH PERMANENT SUPPORTIVE HOUSING PROJECT 710-738 NORTH FAIR OAKS AVENUE AND 19-25 EAST ORANGE GROVE BOULEVARD – JIM WONG (SENIOR PROJECT MANAGER, HOUSING)**
- **DISCUSS DATE, TIME, AND LOCATION OF ANNUAL MEETING**
- **CHAIR TO APPOINT A NORTHWEST COMMISSIONER TO THE HAHAMOGNA WATERSHED PARK ADVISORY COMMITTEE (HWPAC)**

**INFORMATION ITEMS**

- **PRESENTATION REGARDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITY SET-ASIDE PROJECTS – RANDY MABSON (PROGRAM COORDINATOR, HOUSING)**
- **PRESENTATION OF THE PUBLIC HOUSING AGENCY ANNUAL PLAN (2020) AND FIVE YEAR PLAN FOR HOUSING AND URBAN DEVELOPMENT – ANN LANSING (PROJECT PLANNER, HOUSING)**

**6. OLD BUSINESS**

**ACTION ITEM**

- **UPDATE OF SIX MONTH STRATEGIC PLAN\***

**7. COMMENTS AND UPDATES**

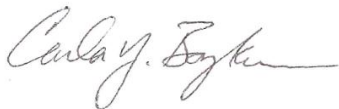
- **STAFF COMMENTS**
  
- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

**8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

- **TOUR OF COMMUNITY GARDENS**
- **TOUR OF CHAP CARE HEALTH CLINIC LOCATIONS**

**9. ADJOURNMENT**

\*Attachment




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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 5<sup>th</sup> day of March 2020, 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.




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Lola Osborne, Deputy Director  
Parks, Recreation and Community Services Department

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

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**\*DRAFT MINUTES\***



**CITY OF PASADENA  
NORTHWEST COMMISSION  
REGULAR MEETING  
TUESDAY, FEBRUARY 11, 2020  
6:30 PM  
JACKIE ROBINSON COMMUNITY CENTER  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Carla Boykin, Al Carr, Cindy Schnuelle, Allen Shay, Beverly Sims

**COMMISSIONERS ABSENT:** Kimberly Douglas (excused), Ralph Frammolino (excused), Sandra Chen Lau (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 6:49 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, JANUARY 14, 2020 AND JANUARY 26, 2020**

After review, it was moved (Schnuelle) and seconded (Carr) to approve the minutes of the January 14, 2020 meeting. (Motion unanimously carried)

After review, it was moved (Schnuelle) and seconded (Carr) to approve the minutes of the January 26, 2020 meeting. (Motion unanimously carried)

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

Lt. Taglioretti presented the Statistical Report on incidents and traffic collision information for January 2020. Questions from the Commission followed.

**5. NEW BUSINESS**

**▪ HERITAGE SQUARE SOUTH UPDATE – BILL HUANG (DIRECTOR, HOUSING DEPARTMENT)**

The Commission received an update on Heritage Square South, a permanent supportive housing project for chronically homeless seniors. Housing Department staff will present a funding recommendation for Heritage Square South for the Commission's approval at the next Northwest Commission meeting before presenting to the City Council. Questions followed.

▪ **DISCUSSION OF AFFORDABLE HOUSING PROJECTS – BILL HUANG (DIRECTOR, HOUSING DEPARTMENT)**

The Commission received an informational presentation about the citywide affordable housing projects. Staff (Huang) provided a handout with information about ten projects that are currently under construction, have committed city funding, or are in review by the City. Questions followed.

Jacquelyn Pulido, a Pasadena resident, provided a public comment on requesting zoning changes in Northwest Pasadena from commercial to mixed use and re-zoning from 32 units to 36-48 units per acre.

Roses Bennet provided a public comment and asked to include disabled persons in the criteria for affordable housing within each organization that provides these opportunities.

▪ **DISCUSSION REGARDING THE CULTURAL SIGNAGE PROJECT FOR 10 W. WALNUT (PARSONS PROJECT) – JENNIFER BRESSLER and HEATHER LINDQUIST (CONSULTANTS)**

The Commission received an informational presentation from Heather Lindquist (Harvest Moon Studio) and Kevin Taylor (Hunt Design) about the 10 West Walnut public signage project, the proposed signage will be a visible and a permanent recognition of the history and contribution of African American businesses, individuals and residents in the area.

The Commission provided feedback and suggestions:

- Consider an alternative to the title of “Hidden Pasadena”
- Plaques should be standing and face-up rather than flat on the sidewalk
- Include a significant number of family names who lived in the area
- Provide a QR code to scan on a smartphone which will redirect to an online testimonial of people who lived in the area
- Content should be reflective of the truth of this portion of Pasadena

Staff (Osborne) advised members of the Commission to contact their councilmember by email, regarding comments, concerns or suggestions for the cultural signage project.

▪ **REVIEW AND APPROVAL OF DRAFT STRATEGIC PLAN JANUARY-JUNE 2020**

After discussion, it was moved (Schnuelle) and seconded (Shay) to adopt and approve the draft Strategic Plan for January-June 2020. (Motion unanimously carried)

**6. OLD BUSINESS**

None

**7. COMMENTS AND UPDATES**

▪ **STAFF COMMENTS**

Staff (Osborne) provided information to the Commission about K Music Academy, a new business that opened in the Northwest (Washington Blvd/Lake Ave), and shared a handout of other Black History celebrations taking place in the month of February.

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Chair Boykin announced the resignation of Commissioner Chen Lau and thanked her for her work on the Commission.

**8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

None

**9. ADJOURNMENT**

It was moved (Schuelle) and seconded (Shay) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 9:10 PM.

**CITY OF PASADENA NORTHWEST COMMISSION**  
**STRATEGIC PLAN 1/1/20 – 6/30/20**  
**(Updated 2/27/20)**

**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

**OBJECTIVES/STRATEGIES:**

**1. ADVOCACY**

**Leads:** Schnuelle (Chair), Boykin, Shay, Carr, Douglas

**Objective:** Advocacy and recommendations via presentations to the city council, city departments & commissions and others in the following areas.

**Action Items:**

- CIP - Recommend implementation of the capital improvement projects
  - Public Works gives presentation of the Commission recommended projects/priorities (March 2020)
  - NWC are invited to attend City Council meetings regarding the CIP budget
- CDBG Set-Asides
  - Presentation from Randy Mabson regarding CDBG City Set-Aside Projects (March 2020)

January 2020: The CIP ad hoc committee will attend a meeting on Tuesday, February 25 to discuss the recommended Fiscal Year 2021-2025 Capital Improvement Program projects.

February 2020: The Commission reviewed and approved the updated six month work plan.

March 2020:

April 2020:

May 2020:

June 2020:

## 2. OUTREACH

**Leads:** Shay (Chair), Carr, Douglas, Frammolino, Slattery

**Objective:** Engage in community outreach, education and engagement to identify needs, share information and promote progress on areas of interest.

### **Action Items:**

- Community Meetings/Events
  - Attend and present at the City Council District meetings, Pasadena Neighborhood Network
  - Encourage participation in the US Census
- NWC Survey
  - Review and revise survey instrument
  - Determine ways to use technology to gather survey input (perhaps in conjunction with The City's current electronic survey)
  - Expand methods for disseminating survey
- NWC Newsletter
  - Commissioners provide articles for quarterly newsletters
  - Publish two quarterly newsletters
- Informational Presentations – Monitor and assess issues of importance through presentations from
  - Police Department
  - Housing Department
  - Hahamongna Watershed Park Advisory Committee (HWPAC)

January 2020:

Community Meetings/Events:

- Commissioners Schnuelle and Douglas attended the Homeless Count Training Orientation on Monday, January 13 and will be participating in the Homeless Count on January 21-22.
- Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Thursday, January 9, with presentations from Julie Gutierrez (Assistant City Manager) and Tim Park (Department of Finance) about the city budget process, FY 2021 Operating Budget Calendar, and Public Engagement Tool for comments and concerns related to Capital Improvement Projects. (<https://www.cityofpasadena.net/finance/operating-budgets/>)
- Commissioner Douglas presented Census information at a resource fair for the formerly incarcerated held at the Flintridge Center, and will also attend the Complete Count committee meeting on Friday, January 24 at Robinson Park Recreation Center.



NWC Survey:

- The Commission discussed revising the community survey to include questions about internet usage and accessibility.

NWC Newsletter:

- Commissioner Frammolino completed the newsletter and is awaiting edits and approval from the Human Services and Recreation Department, and will also:
  - Add a link for the Operating Budget Public Engagement Tool discussed at the January meeting (<https://www.cityofpasadena.net/finance/operating-budgets/>)
  - Add updates from Commissioners Boykin and Sims about local businesses for newsletter
  - Add a list of new businesses in the Northwest

Informational Presentations:

- Lt. Taglioretti (Police Department) presented the Statistical Report and traffic collision information for December 2019
- Commissioner Schnuelle provided an update that the Hahamongna Watershed Park Advisory Committee (HWPAC) will meet on Tuesday, January 28 to review the ordinance for the first reading about the new structure of the HWPAC.

February 2020: The Commission reviewed and approved the updated six month work plan.

March 2020:

April 2020:

May 2020:

June 2020:

### 3. ECONOMIC DEVELOPMENT

**Leads:** Carr (Chair), Schnuelle, Boykin, Sims

**Objective:** Work with City staff and Councilmembers to support economic development activities in the Northwest.

**Action Items:**

- Engage and Promote New Businesses in the Northwest
  - Staff notifies NWC of new businesses in the Northwest
  - Commissioners make personal contact with business owners/representatives to learn about the business and introduce them to the role of the NWC
  - New businesses are highlighted in the NWC newsletter

January 2020: No update.

February 2020: The Commission reviewed and approved the updated six month work plan.

March 2020:

April 2020:

May 2020:

June 2020: