



**SPECIAL MEETING  
NORTHWEST COMMISSION  
Tuesday, November 10, 2020  
6:30 P.M.**

**MEMBERS**

Alfred L. Carr, Chair, District 1  
Allen Shay, Vice-Chair, District 4  
Carla Boykin, Mayor Appointee  
Beverly Sims, District 1  
Christina Budai, District 3  
Cindy Schnuelle, District 5  
Jessica Rivas, District 5  
Ryan Bell, District 6  
Kimberly Douglas, District 7  
Vacant, District 2  
Vacant, District 3

**STAFF**

Lola Osborne, Deputy Director  
Tamer Sabha, Recording Secretary

Northwest Commission meetings are held on the 2<sup>nd</sup> Tuesday of each month.

Agendas and related documents are available for public review on the City website at:  
<https://www.cityofpasadena.net/commissions/northwest-commission>

*To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Providing at least 72-hour advance notice will help ensure availability.*

*Language translation services may also be requested with 72-hour advance notice by calling (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.*

## **PUBLIC PARTICIPATION**

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE **SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**.

MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING.

ACCESS TO THE MEETING IS AS FOLLOWS:

**Video Conference:** <https://us02web.zoom.us/j/88617044121>

**OR**

**Phone:** 1 (669) 900-6833 - Webinar ID: 886 1704 4121

## **PUBLIC COMMENT INSTRUCTIONS**

If you wish to provide comments, you may do so as follows:

**1. ADVANCE CORRESPONDENCE, TO BECOME PART OF THE RECORD:**

Submit public comment of any length to [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net) prior to the meeting day. Please be aware that, while these comments will be provided to the members of the body and will become part of the meeting record, they will not be read aloud.

**2. COMMENTS TO BE READ ALOUD AT THE MEETING:**

Submit public comment of up to 200 words regarding items on the agenda to: <https://www.cityofpasadena.net/commissions/public-comment/>. The body reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All comments in their entirety will become part of the meeting record.

Public comments will be limited to matters on this agenda.

If you need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act because you are unable to participate electronically as set forth above, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net).



**AGENDA  
SPECIAL MEETING  
NORTHWEST COMMISSION  
Tuesday, November 10, 2020  
6:30 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
- 2. APPROVAL OF MINUTES**
  - OCTOBER 13, 2020\*
- 3. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 4. NEW BUSINESS**
  - INFORMATION ITEMS**
    - PRESENTATION ON THE LINCOLN AVENUE SPECIFIC PLAN – ANITA CERNA (SENIOR PLANNER, PLANNING & COMMUNITY DEVELOPMENT)
    - DISCUSS THE PROCESS FOR MODIFICATION OF THE COMMISSION RULES AND REGULATIONS – STAFF (LOLA OSBORNE)\*
- 5. OLD BUSINESS**
  - INFORMATION ITEM**
    - DISCUSSION REGARDING THE CULTURAL SIGNAGE PROJECT FOR 10 W. WALNUT (PARSONS PROJECT) – HUNT DESIGN AND LINCOLN PROPERTIES (PRESENTER)
  - ACTION ITEM**
    - UPDATE OF STRATEGIC PLAN FOR FY 2020-2021\*
- 6. COMMENTS AND UPDATES**
  - STAFF COMMENTS
  - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 8. ADJOURNMENT**

\*Attachment

Note to Public: Public comment is limited to items on this special meeting agenda and will be heard at the time the item is considered.

POSTING STATEMENT: I HEREBY CERTIFY that this Agenda, in its entirety was posted on the City Council Chamber Bulletin Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 5<sup>th</sup> day of November 2020, by 5:30 p.m. The agenda may be viewed at the City's website at: [www.cityofpasadena.net/commissions/northwest-commission](http://www.cityofpasadena.net/commissions/northwest-commission)



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Alfred L. Carr, Chair  
Northwest Commission



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



**\*DRAFT MINUTES\***

**CITY OF PASADENA  
NORTHWEST COMMISSION  
SPECIAL MEETING  
Tuesday, October 13, 2020  
6:30 P.M.**

**COMMISSIONERS PRESENT:** Ryan Bell, Carla Boykin, Christina Budai (joined at 7:00pm), Alfred Carr, Kimberly Douglas, Jessica Rivas, Cindy Schnuelle (departed at 7:45pm), Allen Shay

**COMMISSIONERS ABSENT:** Beverly Sims (excused)

**STAFF PRESENT:** Lola Osborne, Tamer Sabha

**1. CALL TO ORDER; ROLL CALL**

Chair Carr called the meeting to order at 6:35 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. WELCOME**

- **WELCOME TO NEW COMMISSIONER JESSICA RIVAS (DISTRICT 5)**  
The Commission welcomed Jessica Rivas, from District 5, who shared her background and experience.

**3. APPROVAL OF MINUTES**

After review, it was moved (Schnuelle) and seconded (Bell) to approve the minutes of the September 8, 2020 meeting. (Motion carried) (Abstain: Rivas)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>	<b>ABSTAIN</b>
Carr	X	
Shay	X	
Boykin	X	
Schnuelle	X	
Rivas		X
Bell	X	
Douglas	X	

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

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

**5. NEW BUSINESS**

- SLOW STREETS NEIGHBORHOOD PROTECTION PLAN – DONSON LIU (ASSOCIATE TRANSPORTATION ENGINEER, DEPARTMENT OF TRANSPORTATION)  
City staff (Donson Liu) presented the “Next Steps for Slow Streets Neighborhood Protection Plan”, to improve safety for pedestrians and motorists and maintain a safe social distance for residents that are walking, running, or biking. Questions from the Commission followed.
  
- HERITAGE SQUARE SOUTH PROJECT UPDATE – JIM WONG (SENIOR PROJECT MANAGER, HOUSING DEPARTMENT)  
The Commission received an informational presentation about the Heritage Square South housing project for homeless seniors. Questions and comments from the Commission followed.

Presenters:

City Staff: Bill Huang, Jim Wong (Housing Department)  
BRIDGE Housing: Rose Cuyno, Anna Slaby, Ron Carter  
Union Station Homeless Services: Shawn Morrissey, Sarah Tower  
KTTY Architecture: Keith McCloskey, Erin Ettinger

- UPDATE TO STRATEGIC PLAN FOR FY 2020-2021  
After discussion, it was moved (Douglas) and seconded (Bell) to accept the 2021-2022 Capital Improvement Project list of recommendations. (Motion unanimously carried)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>
Carr	<b>x</b>
Shay	x
Boykin	x
Budai	x
Rivas	x
Bell	x
Douglas	x

**6. OLD BUSINESS**

- NONE

## **7. COMMENTS AND UPDATES**

### **▪ STAFF COMMENTS**

Staff (Osborne) commented on:

- Confirming a quorum for the Commission's November 10 and December 8 meetings due to the holidays; and
- The Commission will receive updated copies of the six other Parks, Recreation and Community Services Department Commission work plans every month.

### **▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Chair Carr recommended inviting Union Station Homeless Services to present at the December meeting.

Commissioner Douglas commented on work plan objective #1 discussing the Community Police Oversight Commission.

## **8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETING**

- Presentation from Union Station Homeless Services (December 2020)

## **9. ADJOURNMENT**

It was moved (Bell) and seconded (Shay) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 9:12 PM.



## MEMORANDUM

**DATE:** NOVEMBER 4, 2020

**TO:** NORTHWEST COMMISSION

**FROM:** DAVID W. REYES, DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT

**SUBJECT:** SPECIFIC PLAN UPDATE PROGRAM – DRAFT LINCOLN AVENUE SPECIFIC PLAN VISION AND DEVELOPMENT STANDARDS

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This memo is intended to provide background information on the Specific Plan Update Program and overall process. Program team will present draft vision and development standards on the Lincoln Avenue Specific Plan to the Northwest Commission to solicit feedback during the third round of the community engagement process. Feedback received will help inform the preparation of proposed plans that will be presented to Planning Commission for their review and recommendation to City Council.

### **BACKGROUND:**

In 2015, the City adopted a comprehensive update to the Land Use Element of the General Plan. The 2015 Land Use Element reaffirmed prior core values, including focusing new housing and employment opportunities with a mix of uses and amenities within Pasadena's Specific Plans and former redevelopment areas. The Land Use Element continues to promote a pedestrian-friendly built environment that contributes to distinct and quality places for living, working, shopping entertainment, and recreation within its Specific Plan areas. The Land Use Element identifies a list of tools in order to implement goals and policies of the General Plan. Specifically, it identifies a program, which requires the City to update its Specific Plans and applicable Zoning Code sections as a key action item to ensure consistency with the updated Land Use Element and to further the goals of the General Plan.

In 2018, the City initiated a program to update Pasadena's Specific Plans. The program's primary objective is to update existing development and design standards and guidelines within Pasadena's eight Specific Plan areas in order to implement a number of goals within the General Plan. Specifically on urban design, the new Specific Plans aim to achieve the following goals: (1) a built environment that evolves while maintaining Pasadena's unique sense of place, character, and the urban fabric, (2) encourage an architecturally distinguished city with a diversity of building styles, (3) further contribute to a safe, well-designed, accessible city with a diversity of uses and forms that are walkable, cohesive, and unique, and (4) new development that contributes to pedestrian vitality and facilitates bicycle use within Specific Plan areas.

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### *Engagement Synopsis:*

Since the launch of the program, a growing number of community members have engaged in the process by viewing the program website, [OurPasadena.org](http://OurPasadena.org), signing up for email updates, following Our Pasadena on [social media](#), participating in a pop-up event or youth activity, attending a plan-area workshop, and/or participating in a virtual open house.

### *Community-Wide Open House:*

In March 2018, the Planning Department hosted a series of educational community-wide open houses to introduce the program and solicit broad input on community values and concerns for each of the Specific Plan areas.

### *Round 1 Specific Plan Area Workshops:*

In May through July of 2018, the Planning Department held the first round of Specific Plan Area workshops to solicit input on plan vision, desired land uses, and urban form for each of the areas. The Round 1 workshop for Lincoln Avenue Specific Plan was held on June 14, 2018.

### *Round 2 Specific Plan Area Workshops:*

In January through July of 2019, the Planning Department held the second round of Specific Plan Area workshops to solicit input on preliminary land use concepts based on input received during the first round of workshops for each of the plan areas. The Round 2 workshop for Lincoln Avenue Specific Plan was held on February 28, 2019.

### *Walking Tours:*

In October 2018 through February 2019, the Planning Department co-hosted several walking tours with the Council Offices to solicit input on the pedestrian experience of each the plan areas. The Walking Tour for Lincoln Avenue Specific Plan was held on February 2, 2019.

### *Pop-Up Events:*

In addition, the Planning Department held three pop-up events (at ArtCenter South Campus, Pasadena City College, and Playhouse Block Party) to solicit general input on desired uses and improvements in the relevant Specific Plan areas.

### *Youth Engagement:*

The Planning Department has also engaged youth primarily by partnering with existing community youth programs and by reaching out to schools, including City of Pasadena Youth Ambassador Program, Adelante Youth Alliance, and John Muir High School. In addition, on October 19, 2019, the Planning Department hosted a Student Summit at Jackie Robinson Community Center in order to generate excitement for the Our

Pasadena program and encourage youth to share their unique perspective on what will make Pasadena a better place now and in the future.

*Round 3 Virtual Specific Plan Open Houses, Webinars, and Commission Discussions:*

In an effort to slow the spread of COVID-19 while continuing to engage the community, the Planning Department is hosting the last round of community workshops virtually in an open house format with a live webinar to solicit input on draft development standards for each of the Specific Plans. The following is a draft schedule of Round 3.

	East Colorado	Lincoln Ave	Fair Oaks Orange Grove	North Lake	South Fair Oaks	Central District	East Pasadena	Lamanda Park
<b>Open House</b>	7/16/20	8/20/20	9/24/20	10/8/20	10/29/20	11/19/20	12/3/20	12/17/20
<b>Webinar</b>	8/13/20	8/24/20	10/8/20	10/15/20	11/5/20	12/2/20	12/10/20	1/14/21
<b>Northwest Commission</b>	-	11/10/20	TBD	TBD	-	-	-	-

During this phase of the community engagement process, the program team will present drafts of the Lincoln Avenue, Fair Oaks Orange Grove, and North Lake Specific Plan areas to the Northwest Commission for feedback, starting with Lincoln Avenue in November. Please review the virtual open house on the Lincoln Avenue Specific Plan to prepare to provide feedback on the draft standards at <https://ourpasadena.consultation.ai/lincolnavenue/>

- D. Members should be committed to improving the quality of life in the northwest community and possess a sensitivity and understanding of the diversity of that community.

(Ord. 6404 § 1 (part), 1990)

#### 2.95.050 - Absences and vacancies.

- A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.
- B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.95.030.

(Ord. 6820 § 45 (part), 2000; Ord. 6404 § 1 (part), 1990)

#### 2.95.060 - Election of officers.

At the first meeting of the commission, and there-after at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and the vice chair, the commission may designate a temporary chair.

(Ord. 6404 § 1 (part), 1990)

#### 2.95.070 - Meetings—Records.

- A. The commission shall meet at least once a month and all its meetings shall be open to the public pursuant to the Ralph M. Brown Act. Special meetings may be called by the chair or a majority of the commission.
- B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least four members.
- C. The commission shall keep a record, which shall be available for public inspection, of all its resolutions, proceedings and other actions.

(Ord. 6675 § 1 (part), 1996; Ord. 6442 § 2, 1991; Ord. 6404 § 1 (part), 1990)

#### 2.95.080 - Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 6 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council.

(Ord. 6820 § 28, 2000; Ord. 6442 § 3, 1991; Ord. 6404 § 1 (part), 1990)

ARTICLE X

AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the commission by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting: Proposed amendments must be submitted to the Board of Directors for final approval.

**CITY OF PASADENA NORTHWEST COMMISSION  
STRATEGIC PLAN 08/01/20 – 06/30/21**

**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:**

<b>1.    ADVOCACY</b>	<p>Schnuelle (Lead), Bell, Carr, Shay</p> <p><b>Objective:</b> Advocacy and recommendations via presentations to the City Council, city departments and Commissions, and others in the following areas:</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• CIP – Recommend implementation of the capital improvement projects.</li><li>• CDBG Set Aside</li><li>• HWPAC – Advocate for the Hahamongna Watershed Park Advisory Committee (HWPAC):<ul style="list-style-type: none"><li>○ Educational Center CIP Item</li><li>○ Habitat Enhancement Plan</li><li>○ One seat on the committee</li></ul></li><li>• Public Safety – Review Police Commission Oversight plan and make recommendation to the City Council.</li></ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020:</p> <ul style="list-style-type: none"><li>• The Commission approved the Strategic Plan for FY 2020-2021.</li><li>• Commissioner Schnuelle updated the Commission that HWPAC:</li></ul>
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	<ul style="list-style-type: none"> <li>○ Met last month and elected officers for FY 2020-2021;</li> <li>○ Received an update from Los Angeles County Department of Public Works on the Devil’s Gate Sediment Removal Project; and</li> <li>○ Received information from Tim Brick (Managing Director, Arroyo Seco Foundation).</li> </ul> <p>September 2020:</p> <ul style="list-style-type: none"> <li>● Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for August 2020.</li> <li>● The Commission requested race and gender information of officers and persons involved during police traffic stops, as well as information of additional incidents related to COVID-19.</li> <li>● The Commission requested information about the CIP process and project calendar</li> <li>● The Commission recommended approval of the concept design for the Washington Park Community House and Restroom Project.</li> </ul> <p>October 2020:</p> <ul style="list-style-type: none"> <li>● Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for September 2020.</li> <li>● The Commission voted to accept the 2021-2022 CIP list of recommendations.</li> </ul>
2.	<p><b>OUTREACH</b></p> <p>Boykin (Lead), Douglas, Bell, Budai</p> <p><b>Objective:</b> Engage in community outreach to identify needs, share information and promote progress on areas of interest.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>● Community Meetings/Events: <ul style="list-style-type: none"> <li>○ Attend and present at Council District Meetings, Pasadena Neighborhood Network. (Commissioner Schnuelle)</li> </ul> </li> <li>● NWC Survey – review NWC Survey</li> <li>● NWC Newsletter (Commissioner Bell)</li> <li>● Informational Presentations – Monitor and assess issues of importance from presentations from: <ul style="list-style-type: none"> <li>○ Police Department</li> <li>○ Housing Department</li> <li>○ Public Health Department</li> </ul> </li> <li>● Research neighborhood associations currently active in the Northwest. (Commissioners Douglas and Budai)</li> </ul>

**Work Plan Updates:**

August 2020:

- The Commission approved the Strategic Plan for FY 2020-2021.
- Commissioner Boykin attended Councilmember Kennedy’s virtual town hall meeting to discuss the Community Police Oversight Commission with Police Chief John Perez and City Manager Steve Mermell.
- Commissioners Schnuelle and Douglas reviewed and updated the Northwest Commission survey and requested that staff translate the survey into Spanish.

September 2020: The Commission requested information about the cost associated with a Survey Monkey account in an effort to send the Northwest Commission survey through email.

October 2020:

- The Commission received a presentation from the Housing Department about updates with the Heritage Square South project for homeless seniors located at 768 North Fair Oaks Avenue.
- Commissioners Budai and Douglas have been working on an updated list of neighborhood associations and have contacted over 50% of the associations.
- Commissioner Bell provided an update to the Northwest Commission newsletter and suggested using Mailchimp to create it.

**3. ECONOMIC DEVELOPMENT**

Carr (Lead), Schnuelle, Sims, Shay

**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.

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**Work Plan Updates:**

August 2020: The Commission approved the Strategic Plan for FY 2020-2021.

September 2020: The Commission received an informational presentation from Jennifer Daw (Principal Development Lead, West Region Development & Construction) about the proposed Chick-Fil-A restaurant at 790 North Lake Avenue. The Commission provided comments.

October 2020: Staff (Osborne) reported that no new businesses were included in the September 2020 monthly report for Northwest. Staff (Osborne) reported about the façade rehabilitation for a mini-retail center at 823 North Lake Avenue.