



**REGULAR MEETING  
NORTHWEST COMMISSION  
Tuesday, May 11, 2021  
6:30 P.M.**

**MEMBERS**

Alfred L. Carr, Chair, District 1  
Allen Shay, Vice-Chair, District 4  
Beverly Sims, District 1  
Monique Preyer, District 2  
Michael Anthony Cullins, District 3  
Pat Amsbry, District 5  
Cindy Schnuelle, District 5  
Ryan Bell, District 6  
Kimberly Douglas, District 7  
Vacant, Mayor  
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>

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## **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/85040707734>

**OR**

**Phone:** 1 (669) 900-6833 - Webinar ID: 850 4070 7734

## **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.

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  
REGULAR MEETING  
NORTHWEST COMMISSION  
Tuesday, May 11, 2021  
6:30 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
- 2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (PLEASE FOLLOW PUBLIC COMMENT INSTRUCTIONS)**
- 3. APPROVAL OF MINUTES**
  - APRIL 13, 2021\*
- 4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 5. NEW BUSINESS**
  - ACTION ITEMS**
    - ESTABLISH NOMINATING COMMITTEE FOR ELECTION OF FY 2021-2022 COMMISSION OFFICERS
    - SELECT DATE AND TIME OF ANNUAL MEETING
- 6. OLD BUSINESS**
  - ACTION ITEM**
    - UPDATE OF STRATEGIC PLAN FOR FY 2020-2021\*
- 7. COMMENTS AND UPDATES**
  - STAFF COMMENTS
  - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- 8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 9. ADJOURNMENT**

\*Attachment

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 6<sup>th</sup> day of May 2021, 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  
REGULAR MEETING  
Tuesday, April 13, 2021  
6:30 P.M.**

**COMMISSIONERS PRESENT:** Pat Amsbry, Ryan Bell, Alfred Carr, Michael Anthony Cullins, Kimberly Douglas, Monique Preyer, Cindy Schnuelle, Allen Shay, Beverly Sims (joined at 6:40pm)

**COMMISSIONERS ABSENT:** None

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

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

Chair Carr called the meeting to order at 6:32 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. WELCOME**

- WELCOME TO NEW COMMISSIONERS MONIQUE PREYER (DISTRICT 2) AND PAT AMSBRY (DISTRICT 5)  
The Commission welcomed Monique Preyer (District 2) and Pat Amsbry (District 5), who shared their background and experience.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (PLEASE FOLLOW PUBLIC COMMENT INSTRUCTIONS)**

None

**4. APPROVAL OF MINUTES**

After review, it was moved (Schnuelle) and seconded (Douglas) to approve the minutes of the March 9, 2021 meeting. (Motion carried) (Abstain: Amsbry, Preyer)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>	<b>ABSTAIN</b>
Carr	X	
Shay	X	
Preyer		X
Cullins	X	
Amsbry		X
Schnuelle	X	
Bell	X	
Douglas	X	

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

Lt. Taglioretti presented the Statistical Report on incidents and traffic collision information for March 2021. Questions from the Commission followed.

## **6. NEW BUSINESS**

- **PRESENTATION ON THE NORTH LAKE AVENUE SPECIFIC PLAN – (STAFF, ANITA CERNA, SENIOR PLANNER)**

The Commission received a presentation from the Planning and Community Development Department about the North Lake Avenue Specific Plan. Questions from the Commission followed.

### Presenters:

Anita Cerna – Planning and Community Development Department  
Martin Potter – Planning and Community Development Department  
Steven Counts – Planning and Community Development Department  
Susan Ambrosini – AECOM  
Rachel Lindt – AECOM  
Mike Peterson – AECOM

### Public Comments:

Liberty McCoy, a Pasadena resident, submitted a public comment in support of building protected bike lanes in the North Lake area.

Jonah Kanner, a Pasadena resident, submitted a public comment in support of building protected bike/mobility lanes on North Lake Avenue (Mountain St to Maple)

Cary Belling, a Pasadena resident, submitted a public comment in support of building protected bike lanes with landscaped barriers on the North Lake Avenue corridor.

Dan Huynh, a Pasadena resident, submitted a public comment in support of adding protected bike lanes as landscaped buffers on North Lake Avenue.

- **PRESENTATION ON THE FAIR OAKS/ORANGE GROVE SPECIFIC PLAN – (STAFF, ANITA CERNA, SENIOR PLANNER)**

The Commission received a presentation from the Planning and Community Development Department about the Fair Oaks/Orange Grove Specific Plan. Questions from the Commission followed.

### Presenters:

Anita Cerna – Planning and Community Development Department  
Martin Potter – Planning and Community Development Department  
Steven Counts – Planning and Community Development Department  
Susan Ambrosini – AECOM  
Rachel Lindt – AECOM  
Mike Peterson – AECOM

- UPDATE ON THE PUBLIC PARTICIPATION PROCESS FOR THE HOUSING ELEMENT – (STAFF, DAVID SANCHEZ, ZONING ADMINISTRATOR) AND (STAFF, ARLENE GRANADOSIN-JONES, PLANNER)

The Commission received an update on the public participation process for the Housing Element from the Planning and Community Development Department. Questions from the Commission followed.

Presenters:

Arlene Granadosin-Jones – Planning and Community Development Department  
David Sanchez – Planning and Community Development Department

- PROPOSED CHANGE FOR THE NORTHWEST COMMISSION REGULAR MEETING START TIME – CHAIR CARR

After discussion, it was moved (Amsbry) and seconded (Schnuelle) to move the Northwest Commission meeting start time to begin at 6:00pm.

(Motion failed) (Opposed: Bell, Douglas, Schnuelle) (Abstain: Shay, Sims)

COMMISSIONER	IN FAVOR	OPPOSED	ABSTAIN
Carr	X		
Shay			X
Sims			X
Preyer	X		
Cullins	X		
Amsbry	X		
Schnuelle		X	
Bell		X	
Douglas		X	

**7. OLD BUSINESS**

- UPDATE OF STRATEGIC PLAN FOR FY 2020-2021

After discussion, it was moved (Douglas) and seconded (Schnuelle) to accept the work plan updates as discussed. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Carr	X
Shay	X
Sims	X
Preyer	X
Cullins	X
Amsbry	X
Schnuelle	X
Bell	X
Douglas	X

## **8. COMMENTS AND UPDATES**

### **▪ STAFF COMMENTS**

Staff (Osborne) provided the following comments:

- The Robinson Park Outdoor Basketball Courts Renovation and Lighting Improvement project was completed in March 2021, with a small reopening event on Friday, April 9, attended by Councilmember Kennedy;
- In response to Commissioner Bell's request at the April meeting, Staff (Osborne) spoke to Pasadena Water and Power staff and shared:
  - Pasadena Water and Power does not have a balance forgiveness program due to COVID-19, but the City is applying any deposits that a customer may have been assessed as a credit back to their account if it was paid prior to February 2020.
  - There is an item going to the City Council that if approved, would increase some of the Public Benefit Charge (PBC) funds through Pasadena Water and Power.
  - If a customer is delinquent, the Low Income Home Energy Assistance (LIHEAP) program can help tenants with their past due utility bills.
  - Tenants and landlords can apply for rent and utility bill payment relief through the California Business, Consumer Services and Housing Agency.
- Asked Commissioners to complete and submit their 700 Form. The deadline was extended to Friday, April 16;
- Due to limited staff resources, please send questions and concerns directly to Staff (Osborne); and
- Shared information about the virtual Art Night on Friday, April 16.

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

Vice-Chair Shay commented that the McClain family has retained Benjamin Crump as their new attorney and he has reached out to the community and asked that the Northwest Commission support the McClain family.

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

- Presentations from the Department of Transportation and Public Works Department on their role with the North Lake Avenue Specific Plan and Fair Oaks/Orange Grove Specific Plan
- Presentation from the Pasadena Complete Streets Coalition about their proposal for the North Lake Avenue Traffic and Pedestrian Safety Enhancement Plan

## **10. ADJOURNMENT**

It was moved (Amsbry) and seconded (Bell) to adjourn the regular meeting. The meeting was adjourned at 9:53 PM.



**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 a monitoring body for the Northwest community.
2. Work with the City Manager and staff on updating and revising the Northwest Strategic Plan.
3. Provide ongoing oversight on the implementation of the plan.
4. Provide periodic advice to the City Council on Northwest issues.
5. Work with the City Manager and staff to promote economic development activities in Northwest Pasadena.
6. Provide periodic advice to the Council on economic development activities in Northwest Pasadena.
7. Present an annual review of the implementation of the plan's projects and programs to the City Council and the community
8. Recommend policies, procedures, programs and legislation to promote and ensure communication, civic involvement, social and cultural environments to the Northwest residents of Pasadena.
9. Consult and cooperate with other public agencies and commissions on matters relevant to the Commission.

**OBJECTIVES/STRATEGIES:**

<b>1.</b>	<p><b>ADVOCACY</b></p> <p>Schnuelle (Lead), Douglas, Shay, Bell</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 Funding for City Set Aside Projects</li><li>• HWPAC – Advocate for the Hahamongna Watershed Park Advisory Committee:<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 Oversight Commission and make recommendations to the City Council. Lead: Bell</li></ul>
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## **Work Plan Updates:**

### August 2020:

- The Commission approved the Strategic Plan for FY 2020-2021.
- Commissioner Schnuelle updated the Commission that HWPAC:
  - Met last month and elected officers for FY 2020-2021;
  - Received an update from Los Angeles County Department of Public Works on the Devil's Gate Sediment Removal Project; and
  - Received information from Tim Brick (Managing Director, Arroyo Seco Foundation).

### September 2020:

- The Commission requested information about the CIP process and project calendar.
- The Commission recommended approval of the concept design for the Washington Park Community House and Restroom Project.

### October 2020:

- The Commission voted to accept the 2021-2022 CIP list of recommendations.

### November 2020:

- The Advocacy ad hoc committee met to review comments from by Public Works personnel regarding request of status reports for past CIP submittals.
- Commissioner Schnuelle will draft a calendar list of expected project dates.

### December 2020:

- The CIP ad hoc committee submitted the 2021-2022 list of recommendations.
- The HWPAC did not meet in December 2020, but will meet in January 2021.
- Commissioner Schnuelle will meet with city staff on Wednesday, December 9 to discuss the annex portion in the Hahamongna (educational center, habitat enhancement plan).
- The Commission voted to approve a statement and attachment to submit to the City Council regarding the composition of the Police Oversight Commission, with modifications.

### January 2021:

- The Commission approved an amended letter regarding the composition of the Police Oversight Commission to include a footnote that references Pasadena Organizing for Progress' (POP) criteria.
- The CIP ad hoc committee will meet with Public Works staff in February to go over CIP project requests and receive updates about past CIP submittals.
- Staff (Osborne) requested Public Works staff provide an updated calendar, including the date for CIP ad hoc committee meeting with staff.
- Staffing for the HWPAC was moved from the Public Works Department to the Parks, Recreation and Community Services Department.

- The HWPAC meeting in January was cancelled, and the next meeting is scheduled for March 2021.

February 2021:

- A virtual meeting with the Capital Improvement Program (CIP) ad hoc committee and Public Works staff is scheduled for Thursday, February 25 to discuss CIP project requests and to receive updates about the 2020-2021 CIP projects.
- The Commission received a letter from the North Fair Oaks Empowerment Initiative with their recommendations for CIP projects.
- The Housing Department presented an update on CDBG City set-aside projects for 2020-2021.

March 2021:

- The Commission received a presentation regarding the fiscal year 2022-2026 Capital Improvement Program (CIP) budget and recommended support of the CIP FY 2022-2026 budget.
- The Commission received a presentation from the Housing Department and recommended approval of the staff ranking recommendations for the Community Development Block Grant (CDBG) City Set-Aside projects for program year 2021-2022.
- Commissioner Schnuelle virtually attended the Design Commission meeting on Tuesday, March 9, to listen to the presentation regarding Heritage Square South and provided an update on the project to the Commission.
- Vice-Chair Shay shared that he received phone calls from Northwest Pasadena residents asking the following:
  - What is the Commission is doing to advocate for more accountability and a receiving enough response from the City on local issues?
  - What is the Commission doing to advocate in relation to the Youth Master Plan?Chair Carr requested that the Advocacy ad hoc committee provide a response to the questions above and present at the next Commission meeting. Staff (Osborne) recommended that Commissioners read the Youth Master Plan to determine their areas of authority.
- Staff (Osborne) recommended that the Commissioners review the work plans of other PRCS Commissions to see if there is a collaboration that could take place between the Northwest Commission and other PRCS Commissions.

April 2021:

- Commissioner Schnuelle attended the Hahamongna Watershed Park Advisory Committee meeting on Tuesday, March 23, where the Committee received an update on the Arroyo Seco Canyon project.
- Commissioner Bell provided an update that members of the City Council have been interviewing potential appointees to the Community Police Oversight Commission, and that the Public Safety Committee will be interviewing potential community organization appointees on Wednesday, April 14.

## 2. OUTREACH

Bell (Lead), Douglas, Cullins, Amsbry

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

### **Action Items:**

- Community Meetings/Events:
  - Attend and present at Council District Meetings, Pasadena Neighborhood Network. (Commissioner Schnuelle)
- NWC Survey – review NWC Survey
- NWC Newsletter (Commissioners Bell, Amsbry, Preyer, Cullins)
- Informational Presentations – Monitor and assess issues of importance from presentations from:
  - Police Department
  - Housing Department
  - Public Health Department
- Research neighborhood associations currently active in the Northwest. (Commissioners Douglas, Cullins)

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### **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:

- Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for August 2020.
- 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.
- 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:

- Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for September 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.

November 2020:

- Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for October 2020.
- The Outreach ad hoc committee will meet on Saturday, November 14 to discuss Commissioner Douglas' experience with the Northwest Commission newsletter.
- Commissioner Budai shared that the review and update to the list of Northwest Pasadena neighborhood associations and community organizations is almost completed. There are currently 25 groups active and 8 that are not active.

December 2020:

- Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collisions for November 2020.
- The Outreach ad hoc committee met to discuss the Northwest Commission newsletter, with a plan to release the first issue in January 2021.
- Commissioner Budai is contacting neighborhood associations to confirm if they are active and interested being added to the Northwest Commission newsletter distribution list, and is also drafting a list of other groups (non-profits, advocacy groups, etc.) to add to a master list of contacts.

January 2021:

- Commissioner Bell received seven biographies and five photographs from Commissioners to be included in the Northwest Commission newsletter.
- Staff (Osborne) clarified that the Commission can vote on bullet points of what will be included in the newsletter, and staff will review the content before it is published.
- Commissioner Budai shared that the updated email list of neighborhood associations is almost completed, and is working to add other groups to the list.
- Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collisions for December 2020, and shared a report of all incidents that have taken place at Villa Parke from 2019-2020.

February 2021:

- Commissioner Cullins volunteered to join the Outreach ad hoc committee and assist in researching neighborhood associations that are active in Northwest Pasadena.

	<ul style="list-style-type: none"> <li>• Commissioner Budai completed updating the list of neighborhood associations in the Northwest and the list will be used to distribute the Northwest Commission newsletters and for other outreach efforts.</li> <li>• Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for January 2021.</li> </ul> <p>March 2021:</p> <ul style="list-style-type: none"> <li>• Chair Carr requested the Outreach ad hoc committee review the Northwest Commission survey template and provide an update at the next meeting.</li> <li>• Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for February 2021.</li> </ul> <p>April 2021:</p> <ul style="list-style-type: none"> <li>• Commissioner Schnuelle provided an update on the Pasadena Neighborhood Network meeting on Thursday, April 1, that included a presentation from Councilmember Rivas, who also requested an updated list of neighborhood associations once it is completed.</li> <li>• The Outreach ad hoc committee met and discussed suggestions for updating the Northwest Commission survey and will be presenting an updated draft survey at the May meeting for the Commission to review.</li> <li>• Chair Carr appointed Commissioner Amsbry to the Outreach ad hoc committee.</li> <li>• Chair Carr appointed Commissioners Amsbry, Preyer, and Cullins to the Northwest Commission Newsletter ad hoc committee.</li> <li>• The Commission received presentations from the Planning and Community Development Department on the North Lake Avenue Specific Plan and the Fair Oaks/Orange Grove Specific Plan</li> <li>• The Commission received an update on the public participation process for the Housing Element from the Planning and Community Development Department.</li> <li>• Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for March 2021.</li> </ul>
3.	<p><b>ECONOMIC DEVELOPMENT</b></p> <p>Carr (Lead), Schnuelle, Sims, Shay</p> <p><b>Objective:</b> Work with city staff and Councilmembers to support economic development activities in the Northwest.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Engage and promote new businesses in the Northwest: <ul style="list-style-type: none"> <li>○ Staff notifies NWC of new businesses in the Northwest.</li> <li>○ Commissioners make personal contact with business owners/representatives to learn about the business and introduce them to the role of the NWC.</li> <li>○ New businesses will be highlighted in the NWC newsletter.</li> </ul> </li> </ul>

**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.

November 2020:

- Chair Carr informed the Commission that no new businesses have opened in Northwest Pasadena this month.
- Chair Carr virtually attended the EdTech Committee meeting on Tuesday, October 20 and suggested that the Economic Development ad hoc committee research and recognize local businesses that have stayed open during COVID-19.
- Staff (Osborne) recommended approaching local businesses in Northwest Pasadena who meet the criteria for the Business Legacy Recognition Program and provide the application for them.

December 2020:

- Chair Carr shared information about the Pasadena Fire Department career training program at Pasadena High School, and will request also implementing the program at John Muir High School.
- Staff (Osborne) shared a list of legacy businesses in Northwest Pasadena that have been operating for 40+ years.

January 2021:

- Chair Carr contacted Councilmember Hampton about the Pasadena Fire Department career training program at Pasadena High School and was told that they will try to implement the program at John Muir High School when in person classes resume in 2021.
- Chair Carr and Commissioner Bell discussed interviewing Luke Walker (Luke Walker's Barber and Beauty) as a special interest story in the newsletter, and to highlight a legacy business in Northwest Pasadena.
- Chair Carr volunteered to contact Home State, a new restaurant opening in Northwest Pasadena to offer the Commission's assistance.

February 2021:

- Chair Carr contacted two new businesses in Northwest Pasadena (Bed Bath & Barks, and Kibela Thrift Boutik) to share information about the Northwest Commission's purpose and function.

- Several Commissioners attended a virtual presentation from Summerhill Apartment Communities, who are developing the site at Villa St/Los Robles Ave to learn about the proposed residential project.
- The Economic Development ad hoc committee is drafting a letter to share the concerns of residents living in the area near Villa St/Los Robles Ave.
  - Concerns: Where are residents going to shop? What types of businesses will be in the area? Will there be affordable housing?

March 2021:

- Chair Carr virtually attended a meeting of the North Fair Oaks Empowerment Initiative on Monday, February 1 to discuss their vision for North Fair Oaks Avenue (Washington Blvd to Montana St).
- Chair Carr virtually attended the EdTech Committee meeting on Thursday, February 25, which included discussions about the Business Legacy Program, Pasadena Local Preference and Priority System Guidelines, the Micro Grant Program, and shared the potential economic impact of these programs for Northwest.
- Chair Carr sent two emails and eight letters to local businesses to share information about the Business Legacy Program:
  - Emails: Luke Walker’s Barber Shop, Woods Valentine Funeral Home
  - Letters: EF Lyons Real Estate, Berry & Sweeney Pharmacy, West Coast Commercial Inc., Johnny’s Sport Shop, Pasadena Fish Market Fresh Fish, F&M Business Center

April 2021:

- Chair Carr shared the San Gabriel Valley Habitat for Humanity affordable homeownership projects flyer and the Housing Element Update flyer on social media.