



**Regular Meeting  
Northwest Commission  
Tuesday, August 10, 2021  
6:30 P.M.**

**Members**

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

**Staff**

Lola Osborne, Deputy Director  
Tamer Sabha, Recording Secretary

**Meeting Information**

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:  
[www.cityofpasadena.net/commissions/northwest-commission](http://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 at (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/86901968067>

**OR**

**Phone:** 1 (669) 900-6833 – Webinar ID: 869 0196 8067

## **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: [www.cityofpasadena.net/commissions/public-comment](http://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, August 10, 2021**  
**6:30 P.M.**

1. **Call to order**
2. **Roll call**
3. **Public comments**
4. **Approval of minutes**
  - July 13, 2021\*
5. **Update from Pasadena Police Department – Lt. Marcia Taglioretti**
6. **New business**
  - Information items**
    - Heritage Square South Project update at 710 North Fair Oaks Avenue – Jim Wong (Senior Project Manager, Housing Department)
    - Presentation of Chick-fil-A project redesign at 790 North Lake Avenue – Kathy Gatherum Lucker (Partner, Dolphin Group)
7. **Old business**
  - Action items**
    - Commission work plan updates and discussion\*
    - Review and update of the Commission Survey\*
    - Review and update the Northwest Commission Letter to New Businesses\*
8. **Reports/comments from the Chair**
9. **Comments from Commissioners**
10. **Staff comments**
11. **Upcoming meeting agenda items**
12. **Adjournment**

\*Attachments

Posting statement: I hereby certify that this Agenda, in its entirety was posted on the City Council Chamber 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 August 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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Kimberly Douglas, Chair  
Northwest Commission



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



**\*Draft Minutes\***

**Regular Meeting  
Northwest Commission  
Tuesday, July 13, 2021  
6:30 P.M.**

**Commissioners Present:** Pat Amsbry, Julieta Aragon\*, Michael Anthony Cullins, Kimberly Douglas, Monique Preyer (joined at 6:42 PM), Cindy Schnuelle (departed at 8:40 PM), Allen Shay, Beverly Sims

\*Due to technical difficulties, Commissioner Aragon departed the meeting at 7:09 PM and rejoined at 7:21 PM.

**Commissioners Absent:** Ryan Bell (excused), Alfred Carr (excused)

**Staff Present:** Lola Osborne, Tamer Sabha

**1. Call to Order**

Chair Douglas called the meeting to order at 6:32 PM, and welcomed new Commissioner Julieta Aragon (District 3).

**2. Roll Call**

Staff (Sabha) called the roll and a quorum was established for the Commission.

**3. Public Comments**

None

**4. Approval of Minutes**

After review, it was moved (Amsbry) and seconded (Schnuelle) to approve the Minutes of the May 11, 2021 and June 8, 2021 meetings. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Sims, Aragon, Cullins, Amsbry

Absent: Shay

**5. Update from Pasadena Police Department – Lt. Marcia Taglioretti**

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

Jay Kamuzar, a Pasadena resident, submitted a question to Staff (Osborne) asking what is the offense category in the police statistical report for weapons found in vehicles during traffic stops. Lt. Taglioretti responded to the question.

## 6. New Business

- **Review and Amend the Document Entitled, Introduction to the Northwest Commission**

After discussion, it was moved (Schnuelle) and seconded (Amsbry) to accept the amendments and new text to the Introduction to the Northwest Commission document. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Sims, Preyer, Cullins, Shay, Amsbry  
Absent: Aragon

- **Brief Overview of the Ralph M. Brown Act – Javan Rad (Chief Assistant City Attorney, Office of the City Attorney)**

The Commission received a presentation from the Chief Assistant City Attorney about the Ralph M. Brown Act. Questions from the Commission followed.

- **Overview of the Northwest Commission Rules and Regulations – Lola Osborne (Deputy Director, Parks, Recreation and Community Services Department)**

The Commission received a presentation from Staff (Osborne) about the Northwest Commission Rules and Regulations. Questions from the Commission followed.

- **Discussion Regarding the Purpose of the Northwest Commission Strategic Plan (Chair Douglas)**

Chair Douglas spoke to the Commission about the importance of the Northwest Commission Strategic Plan and using it as a tool to document what the Commission is accomplishing on a monthly basis.

## 7. Old Business

- **Commission Strategic Plan Updates and Discussion for FY 2021-2022**

After review, it was moved (Amsbry) and seconded (Cullins) to approve the work plan updates as discussed. (Motion unanimously carried)

In Favor: Douglas, Sims, Preyer, Aragon, Cullins, Shay, Amsbry  
Absent: Schnuelle

## 8. Reports/Comments from the Chair

Chair Douglas provided the following comments:

- Thanked Commissioners for attending the July meeting;
- Commented on the one year anniversary of the death of Anthony McClain;
- Commented on the discussion between Councilmembers Hampton and Kennedy, at yesterday's City Council meeting, about Northwest businesses in being invited to bid on the City's contracts; and
- Commented on the Housing Element meeting on Wednesday, July 14.

**9. Comments from Commissioners**

Commissioner Amsbry commented on Councilmember Rivas' innovative District 5 office hours in the community on Saturdays at local parks and businesses.

**10. Staff Comments**

Staff (Osborne) provided the following updates:

- Shared information regarding the City of Pasadena Events Calendar;
- Staff is working to update the Northwest Commissioner binders and will notify the Commission when they are available for pick-up at the Jackie Robinson Community Center;
- Asked about the Commission's preference in continuing to receive work plans from other Commissions staffed by the Parks, Recreation and Community Services Department; and
- Shared that construction at La Pintaresca Park is tentatively scheduled for completion in late August 2021, and staff will be sending invitations for the Grand Re-Opening to the Commission.

**11. Upcoming meeting agenda items**

- Chick-fil-A redesign presentation
- Presentation from Dave Klug (Economic Development Division)
- Update on Heritage Square South Senior Project

**12. Adjournment**

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

**City of Pasadena Northwest Commission  
Work Plan: 07/01/21 – 06/30/22**

**Mission:**

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.

**FY 21-22 Objectives:**

Objective #1 – Advocacy

Objective #2 – Outreach

Objective #3 – Northwest Commission Newsletter

Objective #4 – Economic Development



## Objective #1 – Advocacy

Advocacy via presentations and recommendations to the City Council, city departments and Commissions, and others in the following areas:

Commissioners: Schnuelle (Lead), Douglas, Shay, Amsbry

### Action Items:

- CIP – Recommend implementation of the Capital Improvement Program projects
  - July-September 2021: Receive input from the community for recommended CIP projects
  - October 2021: Commission votes to recommend 2022-2023 CIP list projects to the Public Works department
  - November 2021: Submit 2022-2023 CIP list of projects to Public Works
  - March 2021: Public Works tentative presentation date on proposed projects/priorities
- Review Community Development Block Grant (CDBG) Scoring Criteria for City Set-Aside Projects
  - Presentation from Randy Mabson (Housing Department) on the criteria process
- HWPAC – Advocate for the Hahamongna Watershed Park Advisory Committee:
  - Educational Center CIP Item
  - Habitat Enhancement Plan
  - One Arroyo updates
- Public Safety (Lead: Shay)
  - Establish and maintain open communication and review possible collaborations with the Community Police Oversight Commission
  - Attend Community Police Oversight Commission meetings and report back information to the ad hoc committee
- Review redistricting efforts by City staff and make appropriate recommendations to City Council as they relate to the Northwest

### Work Plan Updates:

July 2021:

- Vice-Chair Schnuelle shared that the HWPAC met on Tuesday, June 22 and elected officers for FY 2021-2022, and the committee requested a tour in August of the annexed properties in Hahamongna.
- Vice-Chair Schnuelle attended Councilmember Rivas' District 5 office hours at a local business on Saturday, June 26.
- Staff (Osborne) will be scheduling a presentation for the Commission with Randy Mabson (Housing Department) to discuss the CDBG criteria process.

**Status:**

## **Objective #2 – Outreach**

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

Commissioners: Bell (Lead), Cullins, Amsbry

### **Action Items:**

- Community Meetings/Events:
  - Attend and present at Councilmember District meetings.
  - Attend Pasadena Neighborhood Network meetings (Commissioner Schnuelle)
  - Provide a calendar of upcoming community events and city meetings
- Northwest Commission Survey:
  - Finalize Northwest Commission survey by August 10, 2021
  - Conduct surveys at community events as allowed per City reopening procedures
- Informational Presentations – Monitor and assess issues of importance from the following presentations, but not limited to:
  - Police Department
  - Housing Department, Affordable Housing Task Force
  - Public Health Department presentations on programs impacting the Northwest
- Communicate regularly with active neighborhood associations in the Northwest

### **Work Plan Updates:**

July 2021:

- Vice-Chair Schnuelle and Commissioner Amsbry attended the Pasadena Neighborhood Network meeting on Thursday, July 1, which included a presentation from Darryl Dunn (CEO and General Manager, Rose Bowl Operating Company) about the financial situation of the Rose Bowl.
- The Commission requested staff to translate the Northwest Commission Survey to Spanish to provide an English and Spanish version.
- The Northwest Commission Survey will be reviewed and updated by the Commission at the August meeting.

### **Status:**

## **Objective #3 – Northwest Commission Newsletter**

Produce a quarterly newsletter that highlights the Northwest Commission's activities, new businesses that have opened, and issues confronting our residents.

Commissioners: Amsbry, Preyer, Cullins

### **Action Items:**

- Produce a quarterly newsletter.
- Distribution through City Councilmember email lists and neighborhood associations.

### **Work Plan Updates:**

July 2021:

- The Newsletter ad hoc committee is scheduled to meet the week of July 19 to discuss priorities.

### **Status:**

## **Objective #4 – Economic Development**

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

Commissioners: Carr (Lead), Sims, Shay

### **Action Items:**

- Receive a presentation from Dave Klug (Economic Development Division)
- Engage and promote new businesses in the Northwest:
  - Staff notifies Northwest Commission of new businesses
  - Commissioners make personal contact with business owners/representatives to learn about the business and introduce them to the role of the Northwest Commission
  - New businesses will be highlighted in the Northwest Commission newsletter
- Share resources from the Small Business Development Center (SBDC)
- Update the Northwest businesses webpage with new businesses

### **Work Plan Updates:**

July 2021:

- Chair Douglas shared an update from Commissioner Carr regarding the HomeState restaurant, a new business in the Northwest, to introduce them to the Northwest Commission.
- Staff (Osborne) confirmed the presentation from Dave Klug (Economic Development Division) for the Commission meeting in August.

### **Status:**

# Northwest Commission Presentation Calendar FY 2021-2022

(updated 08/05/21)

August 2021:

- Presentation on Chick-fil-A redesign at 790 North Lake Avenue
- Update on Heritage Square South project (Housing Department)

September 2021:

- CDBG – Randy Mabson (Housing Department)
- Dave Klug (Redevelopment Manager, Economic Development Division)

October 2021:

- Citizen Service Center
- Transportation Department

November 2021:

December 2021:

January 2022:

February 2022:

March 2022:

April 2022:

May 2022:

June 2022: Annual Meeting

Letter to New Businesses (from FY 2021-2022)

Northwest Commission

Address

Officers: Kimberly Douglas, Chair; Cindy Schnuelle, Vice Chair; Alfred Carr, Parliamentarian

(Business Name)

(Address)

Pasadena, CA (Zip Code)

Dear (Name of Business Owner)

The members of the Northwest Commission welcome you to one of the most vibrant and culturally diverse areas of Pasadena. We are pleased that you have chosen the Northwest as the location for your business.

You've joined a community that is rich in history from the iconic Rose Bowl Stadium to also being the childhood home of Jackie Robinson who broke the color barrier in Major League Baseball with the then-Brooklyn Dodgers as well as historically significant architecture, such as the Gamble House, the Washington Theater, and many distinctive and historic districts.

The Northwest is also known for its active and engaged neighborhoods, of which there are 17 that keep the spirit of civic engagement alive.

As the City's only geographic-based advisory body, the Northwest Commission is comprised of 11 members appointed by the mayor and seven City Council members - with Council Districts 1, 3 and 5 choosing two local residents each. We invite you to become acquainted with the Northwest Commission, which was created by the City in the 1990s to advocate for community needs such as capital improvements. It also advises the City Council on matters pertaining to safety, development, housing, zoning enforcement and other Northwest-related issues.

We wish you all the best in your commercial endeavors. May we refer you to the City's New Business Toolkit: <https://www.cityofpasadena.net/economicdevelopment/business-toolkit/>  
If you have any concerns or ideas you'd like to share, please don't hesitate to bring it to our attention.

Commission meetings start at 6:30pm on the second Tuesday of each month at the Jackie Robinson Community Center, 1020 N. Fair Oaks Ave. We hope to see you soon.

Sincerely,

Alfred L. Carr, Lead

Economic Development ad hoc Committee

# Pasadena Northwest Commission Community Survey

*This information is being requested to assist the Northwest Commission in advocating for community improvement projects. Your input is greatly appreciated.*

Date: \_\_\_\_\_

Are you a resident of Northwest Pasadena?  YES  NO

What is your zip code: \_\_\_\_\_

What street do you live on? \_\_\_\_\_

What are your nearest major cross-streets? \_\_\_\_\_

Do you feel that your neighborhood needs any of the following services? Circle all that apply & please provide the specific street name and cross streets if possible.

1. Repair of sidewalks: \_\_\_\_\_
2. More street lighting: \_\_\_\_\_
3. Pedestrian Cross Walks: \_\_\_\_\_
4. Speeding/traffic signs: \_\_\_\_\_

What do you like best about your community? (Use back of page if you need more space)

What most needs to be fixed or resolved in your community? (Use back of page if you need more space)

On a scale of 1 to 5 how safe do you feel in your neighborhood where 1 is “very safe” and 5 is “very unsafe.”

1                      2                      3                      4                      5

Do you feel comfortable calling the police?  YES  NO

Do you know who represents you on the Pasadena City Council?  YES  NO

Did you know that there is a non-emergency phone number for the Pasadena Police Department (626-744-4241)?  YES  NO

Did you know there is an app—Pasadena Citizen Service Center app—for reporting problems and other key city information?  YES  NO



COMISIÓN DEL NOROESTE DE PASADENA  
ENCUESTA COMUNITARIA

Esta información se solicita para ayudar a la Comisión del Noroeste a abogar por proyectos de  
mejoría de la comunitaria. Su aportación es apreciada.

Fecha: \_\_\_\_\_

¿Es usted un residente del noroeste de Pasadena?  SI  NO    Cual es su zona postal: \_\_\_\_\_

¿En qué calle vives? \_\_\_\_\_

¿Cuáles son sus cruces de calles principales más  
cercanas? \_\_\_\_\_

¿Sientes que tu vecindario necesita alguno de los siguientes servicios? Circula todo lo que aplica y por  
favor proporcione el nombre específico de la calle y cruce de calles si es posible.

1. Reparación de banquetas: \_\_\_\_\_
2. Más alumbrado público: \_\_\_\_\_
3. Pasos peatonales: \_\_\_\_\_
4. Exceso de velocidad / señales de tráfico: \_\_\_\_\_

¿Qué es lo que más te gusta de tu comunidad? (Utilice el fondo de la página si necesita más espacio)

¿Qué es lo que más necesita ser arreglado o resuelto en su comunidad? (Utilice el fondo de la página si  
necesita más espacio)

En una escala de 1 a 5 qué tan seguro se siente en su vecindario donde 1 es "muy seguro" y 5 es "muy  
inseguro".

1 2 3 4 5

¿Te sientes cómodo llamando a la policía?  SI  NO

¿Sabes quién te representa en el Consejo Municipal de Pasadena?  SI  NO

¿Sabías que hay un número de teléfono que no es de emergencia para El Departamento de Policía de Pasadena (626) 744-4241?  SI  NO

¿Sabías que hay una aplicación (vía internet)—Pasadena Citizen Service Center app—para reportar problemas y otra información clave de la ciudad?  SI  NO