



**Regular Meeting
Northwest Commission
Tuesday, October 12, 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 regular meetings are held on the 2nd Tuesday of each month

Agendas and related documents are available for public review on the City website at:
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. 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. Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.

Public Participation

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/83084381982>

OR

Phone: 1 (669) 900-6833 – Webinar ID: 830 8438 1982

Public Comment Instructions

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

1. Advance Correspondence, to become part of the record:

Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address: tsabha@cityofpasadena.net. 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. Live Public Comments during the meeting

During the meeting, members of the public may provide live public comment on an agenda item, at the time the Chair solicits public comment, by either (a) if using the Zoom program, selecting the “raise hand” function; or (b) if participating by telephone, pressing *9 to raise your hand. Public comments are limited to 3 minutes each, and the Chair or the Commission may limit this time if reasonable under the circumstances.

Your phone call to the Commission meeting will be recorded as part of the Commission meeting. By staying on the line and making public comment during the Commission meeting, you are agreeing to have your phone call recorded.

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.



Agenda
Regular Meeting
Northwest Commission
Tuesday, October 12, 2021
6:30 P.M.

1. **Call to order**
2. **Roll call**
3. **Public comments**
4. **Approval of minutes**
 - September 14, 2021*
5. **Update from Pasadena Police Department – Lt. Marcia Taglioretti**
6. **New business**
 - Information item**
 - Presentation of PY 2020 Community Development Block Grant (CDBG) accomplishments – Randy Mabson (Program Coordinator, Housing Department)*
 - Action item**
 - Review recommended Capital Improvement Program (CIP) projects – Vice Chair Schnuelle*
7. **Old business**
 - Action item**
 - Commission strategic plan updates and discussion*
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 8th day of October 2021, by 5:30 p.m. The agenda may be viewed at the City's website at www.cityofpasadena.net/commissions/northwest-commission.



Kimberly Douglas, Chair
Northwest Commission



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



Draft Minutes

**Regular Meeting
Northwest Commission
Tuesday, September 14, 2021
6:30 P.M.**

Commissioners Present: Pat Amsbry, Julieta Aragon, Ryan Bell, Michael Anthony Cullins, Kimberly Douglas, Monique Preyer (joined at 6:48 PM), Cindy Schnuelle, Allen Shay, Beverly Sims

Commissioners Absent: Alfred Carr (excused)

Staff Present: Lola Osborne, Tamer Sabha

1. Call to order

Chair Douglas called the meeting to order at 6:32 PM

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 (Cullins) to approve the Minutes of the August 10, 2021 meeting. (Motion carried)

In Favor: Schnuelle, Aragon, Cullins, Shay, Amsbry, Bell

Abstain: Douglas, Sims

Absent: Preyer

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

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

6. New business

- **Presentation on Redistricting Process update – Mark Jomsky (City Clerk, Office of the City Clerk)**

The Commission received a presentation from the City Clerk about the redistricting process. Questions from the Commission followed.

- **Presentation on economic opportunities in Northwest commercial corridors – Dave Klug (Redevelopment Manager, Economic Development Division)**

The presentation from the Economic Development Division was rescheduled to Tuesday, November 9, 2021.

7. Old business

- **Commission work plan updates and discussion**

After discussion, it was moved (Schnuelle) and seconded (Sims) to approve the strategic plan updates as discussed. (Motion unanimously carried)

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

8. Reports/comments from the Chair

Chair Douglas asked Commissioners to contact her individually to schedule an in person meeting to discuss their goals and role on the Commission.

9. Comments from Commissioners

Commissioner Aragon agreed with Chair Douglas' request ~~sentiment~~ about meeting in person to discuss their role and goals for the Commission.

Commissioner Shay commented on enjoying the Commission's interaction at tonight's meeting and shared his thoughts about the Anthony McClain remembrance event on Sunday, August 15.

Commissioner Bell asked Commissioners to share information with their networks about the California COVID-19 Rent Relief program and direct property owners and tenants to www.housing.ca.gov.

10. Staff comments

Staff (Osborne) shared that staff will be sending a flyer to the Commission for the "Coffee with Community Services" event at the Jackie Robinson Community Center on Tuesday, September 21. The event will include onsite consultations with Community Services staff, and representatives from the Library, Water and Power, and Public Health Department will be in attendance.

11. Upcoming meeting agenda items

- Discussion of the draft Housing Element presentation with Planning and Community Development staff
- Presentation of the Program Year 2020 Community Development Block Grant (CDBG) accomplishments
- Review recommendations from the Capital Improvement Program (CIP) ad hoc committee

12. Adjournment

It was moved (Shay) and seconded (Schnuelle) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 9:18 PM.



Non-Public Service Projects

Housing Department

City Manager's Office – Economic Development Emergency Business Grant

Project Award: \$425,000

Project Expenditures: \$424,950

This project will address an urgent need to assist micro-enterprise businesses who have experienced a financial loss due to the COVID-19 health pandemic. Reimbursement grants up to \$7,500 will be provided through this program.

Pasadena Community Foundation was selected to administer the CDBG Business Grant Program. The program supported 52 small business owners in Pasadena with low to moderate household income.



Non-Public Service Projects

Housing Department

City of Pasadena Housing Department Pasadena Single-Family Residential Rehabilitation

Project Award: \$450,000

Project Expenditures: \$264,026

Through the MASH Division, the PSFRR program lead based paint stabilization, and installation of ADA wheel-chair ramps.

The Pasadena Single Family Residential Rehabilitation (PSFRR) provided services in the form of lead hazard mitigation by exterior painting services to 7 properties. Also, 1 wheel chair ramp was built for a senior household.



Non-Public Service Projects

Housing Department

City of Pasadena Public Works Sidewalk Improvement in NW Pasadena

Project Award: \$500,000

Project Expenditures: \$391,042

This project will replace 22,500 square feet of damaged sidewalk in the northwest area of Pasadena. City crews will remove damaged portions of sidewalk, prune and/or shave tree roots as necessary, and replace with smooth concrete per City's sidewalk construction Standard S-421.

The project completed a total of 16,263 square feet of sidewalk replacement at 365 locations in the northwest area of Pasadena. Sidewalk replacement, concrete grinding, asphalt concrete patching, and root pruning took place at: Garfield Ave. from Flower St to E. Mountain St.; Fair Oaks Ave. from north City limits to Washington Blvd.; Atchison St. from Los Robles Ave. to Marengo Ave.; Flower St. from Los Robles Ave. to Marengo Ave.; East Tremont St. from Fair Oaks Ave. to Marengo Ave., Summit Ave. from Penn St. to Montana St.; El Molina Ave. from Mountain St. to Ladera St.



Non-Public Service Projects

Housing Department

City of Pasadena Public Works ADA Push Button Upgrade

Project Award: \$150,000

Project Expenditures: \$63,786

The scope of work includes removing and salvaging existing pedestrian push buttons and installing new ADA compliant audible APS push buttons at nine (9) intersections with leading pedestrian intervals.

Public Works field staff successfully completed removal and salvage of existing non ADA compliant pedestrian pushbuttons and then installed and programmed new ADA compliant APS push buttons at nine (9) intersections with leading pedestrian intervals. The intersections are as follows: Lake Avenue and Colorado Boulevard, Washington Boulevard and Raymond Avenue, Fair Oaks Avenue and Green Street, Fair Oaks Avenue and Union Street, Arroyo Parkway and Cordova Street, Arroyo Parkway and Colorado Boulevard, Bonnie Avenue and Del Mar Boulevard, Allen Avenue and Corson Street, Lake Avenue and Corson Street.



Non-Public Service Projects

Housing Department

City of Pasadena Information Technology Security Enhancements

Project Award: \$217,925

Project Expenditures: \$75,804

This new project will install Public Security Enhancements (surveillance cameras and access control) at Villa Parke Community Center & La Pintesca Library.

The project was awarded to Birdi Systems, Inc. as the lowest qualified bidder on 9/14/2020. Birdi Systems began their work at Villa Parke Community Center on April 5, 2021 and the work at La Pintesca began June 21, 2021. Activities include running network cables to cameras and access control panels, running wiring from access control panel to doors, configuring cameras and attaching camera mounts. The project is targeting to complete in October 2021. The project scope was also expanded to include Villa Parke camera installations.



Important Dates & Deadlines

Housing Department

DATE	ACTIVITY
November 2021	City will release Internal Call for Projects for PY22
February 2021	Proposals Due
March 2021	Proposal Evaluation & Scoring
April 2021	Funding Recommendations to NW Commission
May 2021	City Council Approval of 2021-22 Annual Action Plan

Northwest Commission Community Improvement Project List
2022 – 2023
Subject to Approval by the Northwest Commission

Chapman between Mountain & Lincoln – no sidewalks on N. Side of Street?
No Shade – tall skinny palms only
LOTS of electrical wiring – more than I've ever seen on a street.

Barth between Mountain & Lincoln
Trees need to be trimmed around street lighting

Manzanita
Tall Palms – no shade rest of street has shade trees

Brooks between Barth & Clinton
No Shade

Painter between Fair Oaks & Marengo
Need speed calming measures – racers doing donuts in intersection of Painter & Sunset in front of Community Arms.

N. Marengo – north of Montana
Tree Desert

El Sereno between Washington & Montana
Shade spotty

Crossing Washington @ Sunset Dangerous!! Need traffic to move slower

Hammond @ Morton – behind Jackie Robinson Center
Intersection is a “T”, stop sign on Morton – no signage on Hammond to look both ways.
Kirkwood Street – same as above – across from Kings Village

North Raymond – entire street needs resurfacing from Montana to Washington
Crosswalk at Raymond & Tremont very-very faded.

No. Fair Oaks @ Penn – east side of the street is a tree desert
Crosswalks at n. Fair Oaks in front of New Hope Church and at Tremont extremely faded.

Montana
#185 sidewalk in need of repair
#177 and 169 in need of apron repair

Orange Grove & Los Robles – Tree replacement on corner where the old funeral used to sit.

North Oakland – between Orange Grove & Villa – Street and sidewalks need cleaning!
Lack of street lighting.

CSC APP: Proposal for reporting on CSC app Service Requests in Northwest Pasadena.

City of Pasadena Northwest Commission Strategic Plan: 07/01/2021 – 06/30/2022

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, and 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 2021-2022 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, Aragon

Action Items:

- CIP – Recommend implementation of 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 and shared the topics of discussion with the Commission.

- Staff (Osborne) will be scheduling a presentation for the Commission with Randy Mabson (Housing Department) to discuss the CDBG criteria process.

August 2021:

- The CIP ad hoc committee met on Thursday, July 29 to discuss an action plan to canvas and identify tree and shade deserts, and other possible CIP recommendations.
- Commissioner Amsbry contacted Councilmember Rivas (District 5), who expressed interest in joining the CIP ad hoc committee's walking tour to survey Council District 5 neighborhoods.
- Commissioner Amsbry suggested Commissioners representing Council Districts 1 and 3 contact Councilmembers Hampton (District 1) and Kennedy (District 3) to invite them to participate in the CIP ad hoc committee's walking tour.
- Vice-Chair Schnuelle shared that the HWPAC received an update from the City that the Devil's Gate Reservoir Sediment Removal Project was completed on Tuesday, August 10, one year ahead of schedule.
- Staff (Osborne) will notify the Commission when the Community Police Oversight Commission begins scheduling meetings.

September 2021:

- The CIP ad hoc committee met on Thursday, August 26 to discuss how to canvas Council Districts 1, 3, and 5 to focus on shade deserts and other issues that are shared by members of the community that meet CIP criteria.
- The CIP ad hoc committee met virtually with Public Works staff on Thursday, September 9 to discuss the CIP process, and shared that the CIP Call for Projects will open on Friday, October 1.
- Chair Douglas will submit a proposal based on data that will be sent to the Citizen Service Center Staff.
- The HWPAC toured the annex on Wednesday, August 11 and Tuesday, August 17 and will focus on how the annex can be repurposed.
- Vice-Chair Schnuelle will be putting together a report to share at the next HWPAC meeting on Tuesday, September 28 on how to accommodate the tenants of the annex.
- Vice-Chair Schnuelle shared that there will be a virtual Devil's Gate Reservoir Improvement Project meeting on Monday, September 27, and invited Commissioners to attend the meeting.
- Staff (Osborne) provided an update that the Community Police Oversight Commission has completed their required training, the contract with the independent police auditor has been finalized, and they are currently looking to fill the support staff position. The Community Police Oversight Commission may tentatively hold their first meeting in October 2021.

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 once updated.
- The Northwest Commission Survey will be reviewed and updated by the Commission at the August meeting.

August 2021:

- The Pasadena Neighborhood Network meeting is scheduled for Thursday, August 12, which will include a presentation from the City Clerk about the redistricting process.
- The Commission voted to approve the updated Northwest Commission survey and plans to distribute it electronically and conduct surveys at outreach events.

- The Commission received information from staff about the approval of the draft Housing Element by the City Council on Monday, August 2.
- Staff will provide the Commission with the section of the draft Housing Element referencing the Northwest.

September 2021:

- Vice-Chair Schnuelle virtually attended the North Fair Oaks Empowerment Initiative meeting on Thursday, September 9. The meeting was scheduled to discuss the Capital Improvement Program projects for the Fair Oaks Avenue corridor.

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.

August 2021:

- Commissioner Amsbry shared he has received approval from Councilmember Rivas (District 5) to distribute the Northwest Commission Newsletter and participate in helping to build an email list.
- The Newsletter ad hoc committee will follow-up with Councilmembers from Council Districts 1 and 3 and ask to share the Northwest Commission Newsletter with their mailing lists.
- The Newsletter ad hoc committee will be reaching out to the City's Public Information Officer to have a conversation about social media tools to build their email list.

September 2021:

- The Newsletter ad hoc committee met in September to discuss subject matter to be included in the newsletter.
- Staff (Osborne) provided an update that articles may be distributed through the PRCS Department newsletter, the Public Information Office as a press release, and the City Council District newsletter.
- Commissioner Amsbry suggested the ad hoc committee begin to discuss subject matter for future articles and provide an update at the October meeting.

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 Home State restaurant, a new business in the Northwest, regarding a meeting he had with the manager to introduce the purpose and function of the Northwest Commission.
- Staff (Osborne) confirmed the presentation from Dave Klug (Economic Development Division) for the Commission meeting in August to discuss Economic opportunities in the Northwest.

August 2021:

- Commissioner Carr updated the letter to new businesses in the Northwest and the Commission voted to approve the updated letter.

September 2021:

- Staff (Osborne) shared that the presentation from the Economic Development Division would be rescheduled to the November meeting.
- Staff (Osborne) requested Commissioners send a list of businesses they are interested in seeing along the commercial corridors for Economic Development staff to start a business profile for the presentation in November.
- The Commission requested that staff send the list of new businesses in the Northwest to the entire Commission.

Status:

Northwest Commission Presentation Calendar FY 2021-2022

(updated 10/06/2021)

August 2021:

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

September 2021:

- Presentation on the redistricting process – Mark Jomsky (City Clerk)

October 2021:

- Presentation of PY 2020 CDBG accomplishments – Randy Mabson (Program Coordinator, Housing Department)
- Discussion regarding the draft Housing Element, Planning and Community Development staff

November 2021:

- Presentation on economic opportunities in Northwest commercial corridors – Dave Klug (Redevelopment Manager, Economic Development Division)
- Citizen Service Center presentation about issues reported in Northwest Pasadena – Mandy Templeton (311 Call Center Manager, Citizen Service Center)

December 2021:

- Presentation on bus routes in Northwest Pasadena and Metro Micro (Transportation Department)

January 2022:

- TBD

February 2022:

- TBD

March 2022:

- TBD

April 2022:

- TBD

May 2022:

- TBD

June 2022: Annual Meeting

MEMORANDUM - CITY OF PASADENA
Department of Public Works

DATE: October 1, 2021
TO: Northwest Commission
FROM: Phyllis Hallowell, ^{PH} Management Analyst V
RE: Capital Improvement Program Project Ideas

The Department of Public Works has begun preparation of the FY 2023 – 2027 Capital Improvement Program (CIP) budget. This process begins with the “Call for Projects” which provides the City Council, Commissioners, and City employees with a formal means for submitting new project ideas.

For inclusion, projects must have an estimated cost of over \$75,000 and meet one or more of the following criteria:

- Addresses a particular safety issue;
- Maintenance efforts are no longer satisfactory to keep the facility in good repair; and/or
- The existing facility is no longer adequate to meet the demand.

Project ideas may be submitted in any of the categories within the CIP budget: municipal buildings; streets; street lights; transportation; sewers and storm drains; street lighting and electric system undergrounding; parks and landscaping; the Pasadena Center; the Rose Bowl; technology; water systems; and electric systems.

Please submit all ideas by October 31, 2021. You may submit your ideas electronically at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/capital-improvement-program/#cip-call-for-projects> or via email to phallowell@cityofpasadena.net.

For maintenance issues, please call the Citizen Service Center at (626) 744-7311 or visit the website: <https://www.cityofpasadena.net/citizen-service-center/submit-a-request/>.

Thank you for taking the time to share your ideas for improving our city.

Attachment

cc: Brenda Harvey-Williams, Director of Parks, Recreation and Community Services
Kris Markarian, Acting Director of Public Works

Department of Public Works
Administrative Services Division

SUGGESTIONS FOR CAPITAL IMPROVEMENT PROJECTS

Project Location: (address or City facility)

Project Description: (Give details of requested work to be completed on this project. Use the back of the sheet if you need more room.)

Justification: (Explain why this project is necessary)

Submitted By: _____
Daytime Telephone: _____
Email Address: _____

Please return this form by **October 31, 2021**
to Phyllis Hallowell via email
phallowell@cityofpasadena.net