



**Regular Meeting
Northwest Commission
Tuesday, November 9, 2021
6:30 P.M.**

Members

Kimberly Douglas, Chair, District 7
Cindy Schnuelle, Vice-Chair, District 5
Alfred Carr, District 1
Beverly Sims, District 1
Monique Preyer, District 2
Julieta S. Aragon, District 3
Michael 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: <https://us02web.zoom.us/j/81703544208>

Video Conference:

OR

Phone: 1 (669) 900-6833 – Webinar ID: 817 0354 4208

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 if received by 5:30 p.m. on the day of the meeting, and will become part of the meeting record. They will not be read aloud. Correspondence received after that time will be provided to members of the body later.

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, November 9, 2021
6:30 P.M.

1. **Call to order**
2. **Roll call**
3. **Public comments for items not on the agenda**
4. **Approval of minutes**
 - October 12, 2021*
5. **Update from Pasadena Police Department – Lt. Marcia Taglioretti**
6. **New business**
 - Information items**
 - Presentation of the draft Transit Fleet Electrification Feasibility Study for the Arroyo Verdugo Region Transit Operators – Sebastián Andrés Hernández (Principal Planner, Department of Transportation)*
 - Presentation on economic opportunities in Northwest commercial corridors – Dave Klug (Redevelopment Manager, Economic Development Division)
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 4th day of November 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



Lola Osborne, Deputy Director



Draft Minutes

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

Commissioners Present: Julieta Aragon, Ryan Bell, Alfred Carr, Michael Cullins, Kimberly Douglas, Cindy Schnuelle, Beverly Sims

Commissioners Absent: Pat Amsbry (excused), Monique Preyer (excused), Allen Shay (unexcused)

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 (Schnuelle) and seconded (Bell) to approve the Minutes of the September 14, 2021 meeting. (Motion carried)

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

Abstain: Carr

After review, it was moved (Douglas) and seconded (Schnuelle) to rescind the approval of the Minutes of the September 14, 2021 meeting. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Aragon, Cullins, Bell

After review, it was moved (Douglas) and seconded (Bell) to approve the Minutes of the September 14, 2021 regular meeting as amended below. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Aragon, Cullins, Bell

7. Old business

- **Commission strategic plan updates and discussion**

Staff (Osborne) provided an update that City management directed staff to inform the Commission that the Northwest Commission Newsletter will not be allowed to be produced without approval by the City Council. The Commission has the option of submitting articles, after departmental review, to be included in the various City Council district newsletters, the Parks, Recreation and Community Services Department newsletter, the Public Information Office press releases, and the Pasadena In Focus newsletter.

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

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

The Commission requested a presentation from the Pasadena Police Department about the ShotSpotter gunfire detection system that was approved by the City Council on Monday, October 4, and how the ShotSpotter system will be implemented in Northwest Pasadena.

6. New business

- **Presentation of PY 2020 Community Development Block Grant (CDBG) accomplishments – Randy Mabson (Program Coordinator, Housing Department)**

The Commission received a presentation from the Housing Department about CDBG funding for non-public service projects for Program Year 2020. Questions from the Commission followed.

- **Review recommended Capital Improvement Program (CIP) projects – Vice Chair Schnuelle**

After discussion, it was moved (Cullins) and seconded (Sims) to approve the Northwest Commission recommended 2022-2023 CIP projects list and for staff (Osborne) to submit the CIP list to the Public Works Department. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Aragon, Cullins, Bell

7. Old business

- **Commission strategic plan updates and discussion**

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

In Favor: Douglas, Schnuelle, Carr, Sims, Aragon, Cullins, Bell

8. Reports/comments from the Chair

Chair Douglas commented on attending the “Coffee with Community Services” event, along with Commissioners Aragon and Amsbry, at the Jackie Robinson Community Center on Tuesday, September 21, and shared information about the Pasadena City College Dental Hygiene Clinic.

9. Comments from Commissioners

Vice-Chair Schnuelle provided the following comments:

- The Pasadena Neighborhood Network will be receiving a presentation about the proposed Chick-fil-A on Lake Avenue on Thursday, October 21; and
- Attended the first event of the “Meet Your Neighbor” series, hosted by Mayor Gordo, on Sunday, October 10, where community members listened to stories about the life of Gladys Miles.

Commissioner Carr commented that he will be participating as a “white suiter” volunteer for the Rose Parade.

Commissioner Aragon shared information about the Latino Heritage Celebration concert on Saturday, October 16 at Memorial Park.

10. Staff comments

Staff (Osborne) provided the following comments:

- The City Council extended teleconferencing/videoconferencing for all Commissions with members of the public now being able to submit a live public comment during virtual meetings;
- Asked the Commission if they are interested in reviewing the Conditional Use Permit for the proposed Chick-fil-A restaurant on Lake Avenue; and
- Shared information about the Latino Heritage Celebration on Saturday, October 16 at Memorial Park.

11. Upcoming meeting agenda items

- Presentation from the Economic Development Division about economic opportunities in Northwest Pasadena commercial corridors
- Presentation from the Citizen Service Center about issues reported in Northwest Pasadena

12. Adjournment

It was moved (Carr) and seconded (Schnuelle) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 9:27 PM.

Questions to Department of Transportation from Vice-Chair Cindy Schnuelle

Northwest Commission Transportation Presentation: November 9, 2021
Transit Fleet Electrification

Questions from Vice-Chair Cindy Clark-Schnuelle

Understanding that we have 18-years to complete this task and that it would be a phased roll out as older CNG buses fail, here are my questions:

1. What is the expected life span for each of the new technology buses? Longer than CNG?
2. What is the reliability of the BEB and/or FCEB buses vs CNG?
3. What is the cost to repair BEB and FCEB buses vs CNG?
4. What is the ratio of BEB vs CNG buses? How many electric buses would need to be purchased to replace each CNG bus?
5. Is there a difference in cost for the new maintenance facility for BEB vs FCEB buses?
6. Is the BEB recharging station or the FCEB refilling station expected to be located only in the new maintenance facility?
7. Charging stations for BEB buses would be completely different than those used for cars, how many charging stations for buses would be needed and at what cost?
8. What is the cost of hydrogen storage needs?
 - a. Is any separation from other activities required?
 - b. Are there regulatory requirements that would impact a compressed hydrogen storage facility?
 - c. How readily available is hydrogen, and how reliable is the source?
9. Permanent storage site options: Are there city-owned properties in East Pasadena? North east Pasadena – North of Washington? Along east Walnut where a lot of auto businesses are located?
10. Who owns the old car dealership on East Colorado? It has been vacant for decades.
11. Dial A Ride vans: Pasadena owns 15 unleaded fuel vans, who makes electric vans? Hydrogen vans?

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
- Annual review of Community Development Block Grant (CDBG) submittals for City Set-Aside Projects
- 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.

October 2021:

- The Commission unanimously voted to approve the Northwest Commission recommended 2022-2023 Capital Improvement Program (CIP) list of projects and for staff (Osborne) to submit the CIP list to the Public Works Department.
- The Commission requested a presentation from the Housing Department in January or February 2022 about the Community Development Block Grant (CDBG) scoring criteria process.

- Chair Douglas shared that the Public Safety Committee will be meeting on Wednesday, October 13 that will include a presentation titled “Police Officer-Involved Shooting Investigation Process and Related Policies.”
- Vice-Chair Schnuelle information the Commission that the Hahamongna Watershed Park Advisory Committee will be meeting on Tuesday, November 16 and will be hearing from the tenants of the annex about needed repairs and CIP issues.

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 (**Completed August 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.

October 2021:

- Commissioner Bell will schedule an Outreach ad hoc committee meeting before the next Commission meeting in November to determine next steps for action items.
- Commissioner Bell requested that staff (Osborne) share information to the Outreach ad hoc committee about upcoming in-person events for the ad hoc committee to attend.
- The Northwest Commission survey action item was marked as “Completed” in August 2021.

Status:

Objective #3 – Northwest Commission Newsletter

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

Commissioners: Amsbry, Preyer, Cullins

Action Items:

- Produce newsletter articles.
- Distribution through the Parks, Recreation and Community Services Department newsletter, City Councilmember district newsletters, Pasadena InFocus, and neighborhood associations.
- Commissioners to reach out to the City Council District Liasons to ask about their newsletter policies and report back to the ad hoc committee and Commission.

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.

October 2021:

- The Commission modified the action items for this strategic plan objective and the Newsletter ad hoc committee will meet to discuss any updates to the action items.

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
 - Write articles about new businesses that opened in Northwest Pasadena to be submitted to City staff for inclusion in appropriate newsletters
- 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.

October 2021:

- Chair Douglas virtually attended the EdTech meeting on Tuesday, September 21 and shared that Councilmember Hampton mentioned the letter sent by the Commission about businesses they would like to see in the Northwest.
- Staff (Osborne) requested Commissioners contact her with suggestions for specific businesses or types businesses they would like to see in the Northwest.
- The Economic Development ad hoc committee met and put together an email template with information and resources to send to new businesses in the Northwest.
- Commissioner Carr emailed five new businesses in the Northwest (Dual Crossroads, GeriEats, Pollos Puebla #1, Power Global, and Beauty Club Plus) and encouraged them to contact the Northwest Commission if they needed assistance.
- Commissioner Carr visited Luke Walker's Barbershop, dropped off an application for the Legacy Business Program, and encouraged them to apply.
- Commissioner Carr shared that the EdTech Committee discussed modifying cannabis regulations to allow more than one cannabis store in each City Council District.
- Vice-Chair Schnuelle requested that staff (Osborne) share the list of new businesses in the Northwest with the entire Commission.

Status:

Northwest Commission Presentation Calendar FY 2021-2022

(updated 10/25/2021)

To be scheduled:

- Discussion regarding the draft Housing Element, Planning and Community Development staff

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)

November 2021:

- Draft Transit Fleet Electrification Feasibility Study for the Arroyo Verdugo Region Transit Operators – Sebastián Andrés Hernández (Principal Planner, Department of Transportation)
- Presentation on economic opportunities in Northwest commercial corridors – Dave Klug (Redevelopment Manager, Economic Development Division)

December 2021:

- Citizen Service Center presentation about issues reported in Northwest Pasadena – Mandy Templeton (311 Call Center Manager, Citizen Service Center)
- Presentation from the Public Health Department about the impacts of the pandemic
- Presentation on bus routes in Northwest Pasadena and Metro Micro (Transportation Department)

January 2022:

- TBD

February 2022:

- TBD

March 2022:

- TBD

April 2022:

- CDBG

May 2022:

- TBD

June 2022: Annual Meeting