



**Regular Meeting  
Northwest Commission  
Tuesday, August 9, 2022  
6:30 P.M.**

**Members**

Beverly Sims, Chair, District 1  
Alfred Carr, Vice-Chair, District 1  
Monique Preyer, District 2  
Julieta S. Aragon, District 3  
Michael Cullins, District 3  
Max Reyes, District 4  
Ryan Bell, District 6  
Kimberly Douglas, District 7  
Vacant, Mayor  
Vacant, District 5  
Vacant, District 5

**Staff**

Lola Osborne, Deputy Director  
Jane Whitmore, Recording Secretary

**Meeting Information**

Northwest Commission regular 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 [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Providing at least 72-hour advance notice will help ensure availability.

Language translation services may also be requested with 72-hour advance notice by calling (626) 744-7295 or [jwhitmore@cityofpasadena.net](mailto:jwhitmore@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/85189851441>

**OR**

**Phone:** 1 (669) 900-6833 – Webinar ID: 851 8985 1441

## **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: [jwhitmore@cityofpasadena.net](mailto:jwhitmore@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 [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net).



## **Draft Agenda**

### **Regular Meeting Northwest Commission Tuesday, August 9, 2022 6:30 P.M.**

- 1. Call to order**
- 2. Roll call**
- 3. Public comments for items not on the agenda**
- 4. Approval of minutes**
  - July 12, 2022\*
- 5. New business**
  - Information items**
    - Presentation from Pasadena Police Department regarding Community Service Area Reconfiguration - Acting Deputy Chief, Art Chute.\*
    - Presentation from Public Works regarding refuse and bulky item pick up – Thanos Gauthier, Public Works Administrator.\*
    - Presentation on the purpose and function of the Hahamongna Watershed Park Advisory Committee – Garrett Crawford, Parks Superintendent.\*
  - Action item**
    - Commission to designate a Commissioner to the Hahamongna Watershed Park Advisory Committee.
- 6. Old business**
  - Action item**
    - Commission Strategic Plan Updates and Discussion\*
- 7. Reports/comments from the Chair**
- 8. Comments from Commissioners**
- 9. Staff comments**
- 10. Upcoming meeting agenda items**
- 11. 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 4<sup>th</sup> day of August 2022, 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).

*Beverly Sims*

Beverly Sims, 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 12, 2022**  
**6:00 P.M.**

**Commissioners Present:** Julieta Aragon, Ryan Bell (joined at 6:35 pm), Michael Cullins, Kimberly Douglass, Max Reyes, Beverly Sims

**Commissioners Absent:** Alfred Carr (excused), Monique Preyer (unexcused)

**Staff Present:** Lola Osborne

**1. Call to order**

Chair Sims called the meeting to order at 6:31 PM.

**2. Roll call**

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

**3. Public Comments**

Name: Bee Rooney

Subject Matter: Rent Control Ballot Initiative

**4. Approval of minutes**

After review, it was moved (Reyes) and seconded (Douglas) to approve the Minutes of the June 14, 2022 regular meeting. (Motion unanimously carried)

In Favor: Sims, Aragon, Cullins, Reyes, Douglas

Absent: Carr, Preyer, Bell

After review, it was moved (Cullins) and seconded (Douglas) to approve the Minutes of the June 25, 2022 special meeting. (Motion unanimously carried)

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

Absent: Carr, Preyer

**5. Update from Pasadena Police Department – Lt. Carlo Montiglio**

Lt. Carlo Montiglio gave an oral report to the Commission and responded to questions from the Commission. The Commission requested a presentation on Service Area Reconfiguration

## 6. New business

- **Presentation from the Code Compliance Division about active code enforcement incidents in the Northwest – Israel Del Toro (Neighborhood and Business Services Administrator)**

Israel del Toro gave a presentation regarding code enforcement incidents in the Northwest. Questions from the Commission followed the presentation.

- **Demonstration of the Northwest Business Directory from the Northwest Programs website – Keith Horgan (Information Technology Supervisor)**

Keith Horgan demonstrated the online Northwest Business Directory. Questions from the Commission followed the presentation.

- **Robinson Park Recreation Center Capital Public Art Project update- Rochelle Branch (Cultural Affairs Division Manager) and Corey Dunlap (Public Art Coordinator)**

Corey Dunlap gave a presentation regarding the Capital Art Project at Robinson Park Recreation Center. Questions from the Commission followed the presentation.

## 7. Old business

- **Discussion and approval of the Northwest Commission Draft Strategic Plan for FY 2022-2023**

After discussion, it was moved (Bell) and seconded (Reyes) to approve the Northwest Commission Strategic Plan for FY 2022-2023 as the Final Strategic Plan (Motion unanimously carried)

In Favor: Sims, Aragon, Cullins, Reyes, Bell, Douglas  
Absent: Carr, Preyer

## 8. Reports/comments from the Chair

None

## 9. Comments from Commissioners

Commissioner Bell acknowledged the issue regarding the Rent Control Ballot Initiative addressed during public comment.

Commissioner Douglas thanked Chair Sims for her first meeting as Chair and encouraged the Commissioners to utilize the structure of the Commission meetings to present community issues and concerns.

## 10. Staff comments

Staff (Osborne) is looking forward to working with the Commission on their Strategic Plan during the new Fiscal year.

## 11. Upcoming meeting agenda items

- Presentation from Public Works regarding refuse and bulky item pick up.

- Presentation from the Police Department on Service Area Reconfiguration

## **12. Adjournment**

It was moved (Reyes) and seconded (Bell) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 9:45 PM.

## **City of Pasadena Northwest Commission Strategic Plan: 07/01/2022 – 06/30/2023**

### **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 2022-2023 Objectives:**

**Objective #1:** Funding

**Objective #2:** Refuse

**Objective #3:** Neighborhood Preservation/Environmental/Public Safety

**Objective #4:** Economic Development

**Objective #4:** Housing



## **Objective #1 – CDBG Funding**

Increase the NW Commission’s advisory role related to CDBG funding for improvements to City facilities in NW Pasadena.

Commissioners: Sims, Cullins

### **Action Items:**

- Determine City facilities that fall within the geographic area eligible for CDBG funding.
- Have presentation from Housing regarding application process for CDBG funding.
- Learn what improvements for NW City facilities are on the current list of priorities (if any).
- Engage City Staff of facilities to assess needs and desired improvements.
- Get community input and/or support for improvements to NW facilities.
- Recommend improvements (based on assessment) for CDBG funding to support.

### **Work Plan Updates:**

July 2022:

- Schedule presentation from the Housing Department on the CDBG process for public services.
- Commissioner Cullins recommended that the Commission review the survey to determine the needs of the community to determine priority for funding.

August 2022:

**Status:**

## **Objective #2 – Refuse and Dumping**

Advocate for effective and long-term responses to refuse and dumping issues in NW Pasadena.

Commissioners: Preyer, Bell, Aragon

### **Action Items:**

- Have presentation from Public Works Department to determine the City's past programs, services, and code enforcement for refuse pick-ups and dumping issues.
- Learn about responsibilities for property owners versus renters, and services, options and penalties for non-compliance.
- Get community input (property owners, renters, and business owners) on needs, concerns, and desires for addressing ongoing refuse and dumping issues.
- Promote information sharing to community members about refuse requirements, services and penalties.
- Get updates from Code Enforcement on progress and continuing concerns.
- Recommend the City reinstitute services in response to needs and concerns from community members.

### **Work Plan Updates:**

July 2022:

- Schedule a presentation from the Public Works Department to explain the department's policy on bulky item dumping and pick up.
- The Commission will discuss ways to seek input from residents and businesses on their concerns.

August 2022:

**Status:**

### **Objective #3 – Neighborhood Preservation/Environmental/Public Safety**

Advance Community Improvement Projects (CIP) issues and monitor projects that require coordination between multiple entities.

Commissioners: Cullins, Douglas

#### **Action Items:**

- Assess CIP needs in the NW
- Get community input on NW CIP needs and priorities
- Determine separate groups for Public Works projects versus maintenance
- Submit CIP recommendations
- Have presentations and/or reporting from City entities responsible for addressing CIP efforts

#### **Work Plan Updates:**

July 2022:

- Staff (Osborne) to provide CIP schedule for the new fiscal year.
- Invite Public Works to discuss issues with repairing sidewalks with asphalt patches, uprooted parkway trees and lighting issues due to root invasion.
- Provide a document illustrating the various divisions of the Public Works Department.
- Staff (Osborne) to follow up on the status of tree planting requested during the CIP process.

August 2022:

**Status:**

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

Objective Statement: To be determined

Commissioners: Carr, Reyes

### **Action Items:**

- Have presentations from the Economic Development department regarding resources and incentives available for new and existing businesses.
- Contact other government entities (City and LA County) regarding best practices for Economic Development Incentives.
- Disseminate information to businesses about available resources and incentives.
- Identify any economic development plans or efforts specific to NW Pasadena.
- Get community input on the types of businesses and services desired in NW Pasadena.
- Recommend to the Economic Development Department about supporting local businesses.
- Promote and improve Northwest Business Directory as needed (pre/post launch).
- Canvas local businesses.
- Create a one-page document to distribute to businesses to provide information for the Business Directory.

### **Work Plan Updates:**

July 2022:

- The Commission updated the action items.
- The Objective will be provided after discussion with Commissioner Carr.

August 2022:

**Status:**

## **Objective #5 – Housing**

Promote efforts related to affordable housing and addressing homelessness.

Commissioners: Douglas, Bell

### **Action Items:**

- Disseminate information to homeowners regarding the City's ADU program
- Coordinate quarterly reporting on ADU increases and monitor concerns related to population density.
- Conduct research about available resources and incentives
- Coordinate presentation related to Heritage Square-South and how placements will be made for the previously unhoused residents.

### **Work Plan Updates:**

July 2022:

- Commissioner Douglas mentioned the groundbreaking for Heritage Square-South and the importance of monitoring the project.
- Commission to review the email from the Pasadena Continuum of Care regarding a survey to determine Housing gaps.

August 2022:

**Status:**

## Northwest Commission Presentation Calendar FY 2022-2023

### To be scheduled:

- Discussion regarding the draft Housing Element - Planning and Community Development staff
- Presentation from Metro regarding services changes
- Presentation from Outward Bound Adventures on their mission, purpose, and possible collaboration with the Northwest Commission
- Presentation from Housing Department regarding affordable housing for unhoused residents
- Presentation from Housing Department regarding Community Development Block Grant (CDBG) program
- Presentation from Forestry Division/Public Work Department with update on Capital Improvement Projects

### July 2022:

- Presentation from the Code Compliance Division about active code enforcement incidents in the Northwest – Israel Del Toro (Neighborhood and Business Services Administrator)
- Demonstration of the Northwest Business Directory from the Northwest Programs website – Keith Horgan (Information Technology Supervisor)
- Robinson Park Recreation Center Capital Public Art Project update – Rochelle Branch (Cultural Affairs Division Manager) and Corey Dunlap (Public Art Coordinator)

### August 2022:

- Presentation from Pasadena Police Department regarding Community Service Area Reconfiguration
- Presentation from Public Works- refuse and bulky item pick up
- Presentation on the purpose and function of the Hahamongna Watershed Park Advisory Committee – Garrett Crawford, Parks, Recreation and Community Services Superintendent

### September 2022:

- City of Pasadena Homelessness Plan Listening Session – Diana Trejo (Homeless Programs Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise)

### October 2022:

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### November 2022:

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### December 2022

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January 2023:

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February 2023:

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March 2023:

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April 2023:

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May 2023:

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June 2023 Annual Meeting

July 2023:

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