



**Regular Meeting
Northwest Commission
Tuesday, September 13, 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 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 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. 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/83538740917>

OR

Phone: 1 (669) 900-6833 – Webinar ID: 835 3874 0917

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. 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.



Draft Agenda

**Regular Meeting
Northwest Commission
Tuesday, September 13, 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**
August 9, 2022*
5. **New business**
Information items
 - City of Pasadena Homelessness Plan Listening Session – Diana Trejo (Homeless Program Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise)*
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 8th day of September 2022, by 5:30 p.m. The agenda may be viewed at the City's website at www.cityofpasadena.net/commissions/northwest-commission.

Beverly Sims

Beverly Sims, Chair
Northwest Commission



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



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

Commissioners Present: Julieta Aragon, Ryan Bell, Michael Cullins, Kimberly Douglas, Monique Preyer, Beverly Sims

Commissioners Absent: Alfred Carr (excused), Max Reyes (excused)

Staff Present: Lola Osborne, Jane Whitmore

1. Call to order

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

2. Roll call

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

3. Public comments for items not on the agenda

None

4. Approval of minutes

After review, it was moved (Douglas) and seconded (Cullins) to approve the Minutes of the July 12, 2022 regular meeting. (Motion unanimously carried)

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

Absent: Carr, Reyes

5. New business

- **Presentation from Pasadena Police Department regarding Community Service Area Reconfiguration - Acting Deputy Chief, Art Chute.**

Acting Deputy Chief Chute gave a presentation regarding the Community Service Area reconfiguration for the police department. Questions from the Commission followed the presentation.

- **Presentation from Public Works regarding refuse and bulky item pick up – Thanos Gauthier, Public Works Administrator.**

Thanos Gauthier gave a presentation regarding the refuse and bulky item pick up program. Questions from the Commission followed the presentation.

- **Presentation on the purpose and function of the Hahamongna Watershed Park Advisory Committee – Garrett Crawford, Parks Superintendent.**

Garrett Crawford gave a presentation on the purpose and function of the Hahamongna Watershed Park Advisory Committee. Questions from the Commission followed the presentation.

- **Commission to designate a Commissioner to the Hahamongna Watershed Park Advisory Committee.**

After discussion, it was moved (Bell) and seconded (Preyer) to approve the designation of Commissioner Cullins to the Hahamongna Watershed Park Advisory Committee (Motion unanimously carried)

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

6. Old business

- **Commission Strategic Plan Updates and Discussion**

After discussion, it was moved (Bell) and seconded (Aragon) to approve the Northwest Commission Strategic Plan updates for August 2022 as discussed. (Motion unanimously carried)

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

7. Reports/comments from the Chair

None

8. Comments from Commissioners

Commissioner Aragon shared her thoughts on the passing of Councilmember John Kennedy and her appreciation that he appointed her to the Commission.

The Commissioners expressed their thoughts about Councilmember Kennedy and agreed to adjourn the August 9, 2022 Commission meeting in his honor.

9. Staff comments

Staff (Osborne) shared the following information:

- The Kennedy family has invited the community to attend a Celebration of Life event for Councilmember John Kennedy on Friday, September 30, 2022 at 5:00 p.m. at City Hall. The invitation will be emailed to the Commission and RSVP's have been requested.
- The Commission will have a table at the Harambee 40th Anniversary Family Reunion Block Party on Saturday, August 27 from 11:00 – 3:00 p.m. An email will be sent to the Commission to request volunteers to staff the table.
- The Community Survey result spreadsheet has been updated with the information from the surveys completed at the community event on July 23, 2022.

- Updated the Commission on the process for filling the City Council seat in District 3.

Staff (Whitmore) provided an update on the Commission name badge order and requested the Commission reply to the email to confirm the name they would like to have on their badge.

10. Upcoming meeting agenda items

- City of Pasadena Homelessness Plan Listening Session
- Presentation from Housing Dept. regarding homeless services and providers in the Northwest.
- Presentation about the Rent Control Campaign and how it would affect residents of the Northwest community.

11. Adjournment

It was moved (Bell) and seconded (Preyer) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:38 PM.

City of Pasadena Northwest Commission
Strategic Plan: 07/12/2022 – 06/13/2023

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: CDBG Funding

Objective #2: Refuse and Dumping

Objective #3: Neighborhood Preservation/Environmental/Public Safety

Objective #4: Economic Development

Objective #5: 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 surveys to determine the needs of the community to determine priority for funding.

August 2022:

- The ad hoc committee will meet to review the completed community surveys to determine the needs of the community and present the information to the Commission at the September meeting.

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.
 - Research how to outreach to multi-family property owners in the Northwest to promote the Bulky item pick up program.
 - Staff (Osborne) will contact the Public Works Director and Public Information Officer to request information about options for marketing that have not been considered to promote the program to multi-family property owners. Information will be provided to the Commission at the meeting scheduled for September 13, 2022.
 - Verify if the marketing materials are provided in multiple languages.
- 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:

- The Commission heard a presentation from Public Works regarding the Bulky Item pick up program and recommended action items for follow up.

Status:

Objective #3 – Neighborhood Preservation/Environmental/Public Safety

Advance Capital Improvement Program 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 program 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:

- The ad hoc committee met and determined they need to review the community survey results to know the priority areas that need repair in order to determine the Public Works divisions to contact for Commission presentations.
- The Commission received a report that shows the tree inventory of the trees that have been planted and the new trees that will be planted in the Northwest area for 2021-2023.
- The Commission received a CIP schedule to provide a planning timeline that will assist in determining the strategy for the CIP recommendations.

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:

- Staff (Osborne) reported that she will be meeting with the Economic Development Department staff to discuss the Northwest commercial corridors and will share the information with the ad hoc committee.

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:

- The ad hoc committee discussed the possibility of the Commission making a recommendation to the City Council to support or endorse pending federal and state legislation that could prevent homelessness or support affordable housing.
- The Commission received the Quarterly Report regarding ADU statistics for the Northwest area.
- The ad hoc committee will ask the Housing Department for a presentation on the homeless services provided in the Northwest by the City and community organizations.

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 Housing Dept. regarding homeless services and providers in the Northwest.
- Presentation from Forestry Division/Public Works 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 - 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.

September 2022:

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

October 2022:

-

November 2022:

-

December 2022

-

January 2023:

-

February 2023:

-

March 2023:

-

April 2023:

-

May 2023:

-

June 2023 Annual Meeting

July 2023:

-

(Updated August 19, 2022)