



**Special Meeting
Northwest Commission
Saturday, June 3, 2023
8:00 A.M.
Victory Park Recreation Center
2575 Paloma Street, Pasadena, CA 91107**

Members

Beverly Sims, Chair, District 1
Alfred Carr, Vice-Chair, District 1
Julieta S. Aragon, District 3
Michael Cullins, District 3
Max Reyes, District 4
Lorena Yopez Hernandez, District 5
Stephanie Nava-Angeles, District 5
Uzoamaka Ogbodo, District 7
Vacant, Mayor
Vacant, District 2
Vacant, District 6

Staff

Lola Osborne, Acting Director
Jane Whitmore, Recording Secretary

Mission Statement

The City of Pasadena is dedicated to delivering exemplary municipal services responsive to our entire community and consistent with our history, culture, and unique character.

Meeting Information

Northwest Commission regular meetings are held on the 2nd Tuesday of each month.

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 meetings begin at 8:00 A.M. Items on the agenda may not be called in the order listed. Agendas and related documents are available on the City website at: www.cityofpasadena.net/commissions/northwest-commission and all branch libraries.

Materials related to an item on this agenda submitted to the Northwest Commission after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave., Pasadena, 91103 and City Hall, N255 at 100 N. Garfield Ave., Pasadena, 91101 during normal business hours.



**Agenda
Special Annual Meeting
Northwest Commission
Saturday, June 3, 2023
8:00 A.M.
Victory Park Recreation Center
2575 Paloma St., Pasadena CA 91107**

- 1. Call to order**
- 2. Roll call**
- 3. Public comments for items on the agenda**
- 4. New business**
 - Action items**
 - Review and approval of Commission Attendance Record for FY 2022-2023*
 - Review and approval of Commission Report of Accomplishments for FY 2022-2023*
 - Report from the Nominating Committee for recommended FY 2023-2024 Commission Officers (oral report)
 - Election of Commission Officers for FY 2023-2024
 - Chair to appoint Parliamentarian for FY 2023-2024
 - Establish Strategic Plan for FY 2023-2024* - Facilitator, Diane Burbie, Aspire
- 5. Old business**
- 6. Reports/comments from the Chair**
- 7. Comments from Commissioners**
- 8. Staff Comments**
- 9. Upcoming Agenda Items**
- 10. Adjournment**

*Attachments



Beverly Sims, Chair
Northwest Commission

Note to Public: An opportunity for public comment will be provided at the time the above items are discussed. In order to facilitate public participation at meetings, the Commission will accept public comment in the following manner:

1. In-person public comments during the meeting:

Prior to or during the meeting, members of the public may provide public comment by submitting a speaker card prior to the start of public comment on that item to the recording secretary.

2. Advance correspondence, to become part of the record:

Members of the public may submit written correspondence of any length prior to the start of the meeting, at the following email address: jwhitmore@cityofpasadena.net. Correspondence will be forwarded to the Northwest Commission prior to the meeting if received at least 30 minutes before the start of the meeting. Any correspondence received later will be forwarded to the Commission by email the next business day.

Posting statement: I hereby certify that this agenda, in its entirety, was posted on the City Council Chamber bulletin board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, and Jackie Robinson Community Center, 1020 North Fair Oaks Avenue, and a copy was distributed to the branch libraries for posting on or before the 2nd of June 2023, by 8:00 A.M.; and that copies were emailed not less than 24 hours prior to the meeting, to each member of the Northwest Commission, to each local newspaper of general circulation, radio, or television station requesting notice in writing, all of which media recipients are identified on the distribution list below. The agenda may be viewed at the City's website at:
www.cityofpasadena.net/commissions/northwest-commission.



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

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Northwest Commission Meeting Attendance Record FY 2022-2023

NORTHWEST COMMISSION MEETING ATTENDANCE RECORD JULY 2022 - JUNE 2023																
MEMBERS	07/12/22	08/09/22	09/13/22	10/11/22	11/15/22	12/13/22	01/10/23	02/14/22	03/14/23	04/11/23	05/09/23	06/03/23	06/13/23	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE	
	REGULAR	REGULAR	REGULAR	REGULAR	SPECIAL	REGULAR	REGULAR	REGULAR	REGULAR	REGULAR	REGULAR	SPECIAL	REGULAR			
BEVERLY SIMS (District 1)	P	P	P	P	P	A	A	P	P	A	P		XX	8	66.67%	
ALFRED L. CARR (District 1)	A	A	A	P	P	P	P	A	A	P	P		XX	6	50.00%	
MONIQUE PREYER (District 2)	U	P	A	U	U	A	A	/	/	/	/	/	/	1	14.29%	
JULIETA ARAGON (District 3)	P	P	P	P	A	P	P	P	P	P	A		XX	9	75.00%	
MICHAEL CULLINS (District 3)	P	P	P	P	P	P	P	P	A	P	A		XX	9	75.00%	
MAX REYES (District 4)	P	A	P	A	P	P	A	A	P	P	P		XX	7	58.33%	
LORENA YEPEZ HERNANDEZ (District 5)	/	/	/	/	P	P	A	P	P	P	P		XX	6	85.71%	
STEPHANIE NAVA ANGELES (District 5)	/	/	/	/	/	P	P	P	P	P	P		XX	6	100.00%	
RYAN BELL (District 6)	P	P	P	P	A	P	P	P	P	A	A	/	/	8	72.73%	
UZOAMAKA OGBODO (District 7)	/	/	/	/	/	/	/	/	P	P	P	P		XX	4	100.00%
VACANT (Mayor)	/	/	/	/	/	/	/	/	/	/	/	/	/	0	0.00%	
VACANT (District 2)	/	/	/	/	/	/	/	/	/	/	/	/	/	0	0.00%	
VACANT (District 6)	/	/	/	/	/	/	/	/	/	/	/	/	/	0	0.00%	

LEGEND
P - PRESENT
A - EXCUSED ABSENCE
U - UNEXCUSED ABSENCE
XX - CANCELED MEETING
NQ - NO QUORUM

Total Meetings Held	12
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City of Pasadena Northwest Commission
Report of Accomplishments: 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 Ad Hoc Committees:

Ad Hoc Committee re: Objective #1: CDBG Funding

Ad Hoc Committee re: Objective #2: Refuse and Dumping

Ad Hoc Committee re: Objective #3: Neighborhood Preservation/Environmental/Public Safety

Ad Hoc Committee re: Objective #4: Economic Development

Ad Hoc Committee re: Objective #5: Housing

Ad Hoc Committee re: Objective #1 – CDBG Funding

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

Commissioners: Sims, Cullins, Yepez Hernandez, Ogbodo

Action Items:

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

Strategic 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.

September 2022:

- The ad hoc committee asked staff (Osborne) to schedule a presentation at the October Commission meeting from Randy Mabson, Housing Department regarding the CDBG program.

October 2022:

- The Commission received a presentation from Randy Mabson, Program Coordinator, Department of Housing, about the Community Development Block Grant (CDBG) funding for non-public service projects for program year 2021-2022.

November 2022:

- The ad hoc committee reported that they are tracking the renovation of the Robinson Park Recreation Center pool that was partially funded through the Community Development Block Grant program. An update on the project will be provided at the December meeting.

December 2022:

- Staff (Osborne) advised the Commission that the Department of Housing issued a Call for Projects from City departments for the Community Development Block Grant (CDBG) funding and will provide an update at the January meeting.

January 2023:

- Staff (Osborne) stated that Randy Mabson, Department of Housing, is available to attend the Commission meeting scheduled for Tuesday, April 11, to present the list of Community Development Block Grant Public Service projects for PY 2023-2024 for review and approval by the Commission.

February 2023:

- Staff (Osborne) stated that Randy Mabson, Department of Housing, requested to attend the Commission meeting scheduled for Tuesday, March 14, to present the list of Community Development Block Grant Non-Public Service projects for PY 2023-2024 for review and approval by the Commission.
- Chair Sims appointed Commissioner Yepez Hernandez and Commissioner Ogbodo to the CDBG Funding ad hoc committee.

March 2023:

- The Commission requested the presentation regarding the recommendation to approve the PY23 Community Development Block Grant (CDBG) staff recommendation for Grant Awards be continued to the regular Commission meeting on April 11, 2023.

April 2023:

- The Commission received a presentation regarding the PY23 Community Development Block Grant (CDBG) staff recommendation for grant awards and unanimously approved the recommendations.
- The ad hoc committee deemed the following action items complete for FY2022-2023:
 - 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).
 - Recommend improvements (based on assessment) for CDBG funding to support.

- The ad hoc committee deemed the following action items discontinued:
 - Engage City Staff of facilities to assess needs and desired improvements.
 - Get community input and/or support for improvements to NW facilities.

Status: Completed

Ad Hoc Committee re: Objective #2 – Refuse and Dumping

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

Commissioners: Bell, Aragon

Action Items:

- **Completed** - Have a 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.
- **Completed** - Learn about responsibilities for property owners versus renters, and services, options, and penalties for non-compliance.
- **Discontinued**: Get community input (property owners, renters, and business owners) on needs, concerns, and desires for addressing ongoing refuse and dumping issues.
- **Ongoing** - Get community input (property owners, renters, and business owners) on needs and concerns for addressing ongoing refuse and dumping issues by reviewing the Citizen Service Center (CSC) request for service map monthly.
- **Completed** - Promote information sharing to community members about refuse requirements, services, and penalties.
- **Discontinued** - Get updates from Code Enforcement on progress and continuing concerns.
- **Discontinued** - Recommend the City reinstitute services in response to needs and concerns from community members.

Strategic 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.

September 2022:

- Staff (Osborne) reported that she will follow up with the Director of Public Works on the proposed marketing and outreach plan for the bulky item pick-up program and will report to the Commission at the October meeting.

October 2022:

- Chair Sims will contact the ad hoc committee to schedule a meeting to discuss the action items and identify a lead for the objective.
- The ad hoc committee requested Staff (Osborne) to verify if Public Works has dedicated staff or a team providing bulky item pick up or residential refuse services in the Northwest community.

November 2022

- The Commission received a memo from Thanos Gauthier, Public Works Administrator, with information about the Marketing and Outreach Plan for multi-family renters for the bulky item pick-up program and will review the information at the December 13 meeting.

December 2022:

- The Commission discussed the memo from Thanos Gauthier, Public Works Administrator, regarding the Marketing and Outreach Plan for multi-family renters for the bulky item pick-up program.
- Commissioner Aragon reported she is working with Thanos Gauthier, Public Works Administrator, to ensure the marketing materials for the bulky item pick-up program are in Spanish and requested copies of the materials to distribute to the community.

January 2023:

- Commissioner Aragon stated she received the marketing materials for the bulky item pick-up program in Spanish from Thanos Gauthier, Public Works Administrator, and has been distributing the information to the community.
- Commissioner Bell stated that he recently noticed the dumpsters at his residence have stickers that provide information on the bulky item pick-up program, and that the City provided information to residents about the options for the disposal of Christmas trees.
- The ad hoc committee reviewed each action item for the Objective and provided the following updates:
 - Recommended the following action item be discontinued: Get community input (property owners, renters, and business owners) on needs, concerns, and desires for addressing ongoing refuse and dumping issues.
 - Recommended the following new action item: Get community input (property owners, renters, and business owners) on needs and concerns for addressing ongoing refuse and dumping issues by reviewing the Citizen Service Center (CSC) request for service map monthly.

February 2023:

- Commissioner Bell reported there is an on-going issue with bulky items being dumped on the corner of Los Robles Avenue and Penn Street. Staff (Osborne) stated she will report the issue to Thanos Gauthier, Public Works Administrator.

March 2023:

- The ad hoc committee reported they are seeing a positive change in the number of bulky items being dumped in the Northwest neighborhoods and shared a flyer regarding the bulky item pick-up program that was distributed by the City.
- The Commission discussed ways to assist with distribution of the flyer including through social media, providing copies to local neighborhood associations, and contacting Councilmembers to include the flyer in their monthly newsletter.

April 2023:

- Commissioner Aragon reported she contacted Councilmember Justin Jones regarding the distribution of the flyer about the bulky item pick-up program to his constituents and continues to share the flyer with community members.
- The ad hoc committee deemed the following action items complete for FY2022-2023:
 - Have a 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.

May 2023:

- The ad hoc committee deemed the following action item complete for FY2022-2023:
 - Promote information sharing to community members about refuse requirements, services, and penalties.
- The ad hoc committee determined the following action items be discontinued for FY2022-2023:
 - Get updates from Code Enforcement on progress and continuing concerns.
 - Recommend the City reinstitute services in response to needs and concerns from community members.

- The ad hoc committee determined the following action item is ongoing:
 - Get community input (property owners, renters, and business owners) on needs and concerns for addressing ongoing refuse and dumping issues by reviewing the Citizen Service Center (CSC) request for service map
- Staff (Whitmore) shared the following updates on behalf of Commissioner Aragon:
 - She met with Lisa Barrios, staff liaison for Councilmember Justin Jones to discuss the issues regarding the dumping of bulky item trash in the Northwest.
 - She met with resident Stephen Lipira to discuss the issue regarding bulky item trash dumping in the Northwest and potential marketing to address the issue.

Status: Completed

Ad Hoc Committee re: Objective #3 – Neighborhood Preservation/Environmental/Public Safety

Purpose: Advance Capital Improvement Program (CIP) issues and monitor projects that require coordination between multiple entities.

Commissioners: Cullins, Ogbodo

Action Items:

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

Strategic 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 the 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.

September 2022:

- The ad hoc committee reviewed the completed Community Surveys and reported the top issues identified: repairing sidewalks, speeding/traffic signs, additional street lighting, increase the visibility of a number of pedestrian cross walks.
- Staff (Osborne) reported that a survey was delivered to the Northwest Programs office and a resident requested repair of Mountain Street between Raymond

- Avenue and Fair Oaks Avenue due to several bumps that have caused damage to her vehicle.
- Staff (Osborne) reported that a virtual meeting is scheduled for Friday, September 16 at 11:00 A.M. for the ad hoc committee to share the results of the surveys with the Public Works staff and get information regarding the CIP timeline.

October 2022:

- The ad hoc committee and Staff (Osborne) attended a virtual meeting on Friday, September 16 with Phyllis Hallowell, Management Analyst, Public Works Department, to discuss the Capital Improvement Program (CIP) Call for Projects.
- The Commission discussed and approved their recommended list of projects for the CIP Call for Projects.

November 2022:

- The ad hoc committee responded to questions from the Department of Transportation requesting clarification about the list of recommended projects submitted by the Commission for the Capital Improvement Program (CIP).
- Staff (Osborne) stated that the Commission will receive a presentation in early 2023 from the Public Works Department to review the status of the recommended CIP project list.

December 2022:

- Staff (Osborne) reported that updates from the Commission to the Capital Improvement Program (CIP) recommended project list were submitted to Public Works and the Commission will receive an update from Public Works staff regarding the recommended projects in early 2023.

January 2023:

- The Commission received a presentation from Eric Mirzaian, Public Works Administrator, regarding an update on the Capital Improvement Program and maintenance projects.
- Commissioner Cullins reported he will attend a meeting hosted by Councilmember Justin Jones for representatives from the Neighborhood Associations within District 3. He stated that he will provide information about the work of the Commission and get input from the representatives regarding their concerns to share with the Commission at a future meeting.
- Staff (Osborne) stated that Public Works staff would like to meet with the ad hoc committee in February and the ad hoc committee suggested Tuesday, February 21 as the meeting date.
- Staff (Osborne) confirmed that Public Works staff will attend the meeting scheduled for Tuesday, March 14, to provide the update on the Capital Improvement Program (CIP) recommended project list submitted by the Commission.

February 2023:

- Staff (Osborne) reminded the ad hoc committee of the meeting scheduled with the Public Works Department on Tuesday, February 21 and will send the committee the Recommended FY 2024 – 2028 Capital Improvement Program (CIP) Budget packet to review.
- Chair Sims appointed Commissioner Ogbodo to the Neighborhood Preservation/Environmental/PublicSafety ad hoc committee.

March 2023:

- Commissioner Ogbodo reported the ad hoc committee met on Tuesday, February 2, and received a presentation from Public Works Department, Department of Transportation and Water and Power staff regarding the FY 2024-2028 Capital Improvement Program (CIP) budget projects.
- The Commission received a presentation regarding the FY 2024-2028 Capital Improvement Program (CIP) budget projects and unanimously approved the recommendations.

April 2023:

- The ad hoc committee deemed the following action items complete for FY2022-2023:
 - 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

Status: Completed

Ad Hoc Committee re: Objective #4 – Economic Development

Purpose: Work with City staff and Councilmembers to support Economic Development activities in the Northwest. Identify and support the needs of businesses in the Northwest and provide resources to meet their needs.

Commissioners: Carr, Reyes, Yopez Hernandez, Cullins

Action Items:

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

Strategic 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.

September 2022:

- Commissioner Reyes reported that he contacted colleagues in the City of Los Angeles Mayor's Office and a local economic development organization to schedule a meeting for the ad hoc committee to discuss best practices for Economic Development incentive programs.

- Staff (Osborne) reported on her meeting with David Sinclair in the Economic Development Division to discuss the Commission’s Strategic Plan.
- The ad hoc committee will meet to update the action items for the Objective. Staff (Osborne) will schedule a meeting for the ad hoc committee with the Economic Development staff to discuss the updated action items.
- The Commission established the Objective Statement and added a new action item: Canvas local businesses to identify their needs.

October 2022:

- Vice Chair Carr reported that Commissioner Reyes contacted the City of Los Angeles Economic Development Department to request a meeting to discuss Los Angeles commercial communities with similar demographics to the Northwest corridor.
- Staff (Osborne) informed the Commission that the City of Pasadena does not have an incentive program for new businesses in Pasadena. Staff (Osborne) will schedule a meeting in January 2023 for the ad hoc committee to meet with David Sinclair from the Economic Development Division.
- Staff (Osborne) reported that the Information Technology Department is working on updating the link for the online Northwest Business Directory and requested the ad hoc committee finalize the form for businesses to submit their information for the directory.

November 2022:

- The Commission received a presentation from Martin Potter, Senior Planner, regarding updates on the North Lake and Fair Oaks/Orange Grove Specific Plans for residential and commercial development in the Northwest.
- Vice Chair Carr reported that the ad hoc committee completed the update to the information form for the Northwest Business Directory and will send a draft of the form to Staff (Osborne) for review.
- Commissioner Reyes reported that the ad hoc committee will meet with the Director of Economic Policy from the Office of Los Angeles Mayor Eric Garcetti on Thursday, November 17 to discuss best practices and strategies to support small businesses and entrepreneurship.
- Staff (Osborne) will send the ad hoc committee the Economic Development Plan update submitted to the Economic Development and Technology Committee for information.

December 2022:

- Commissioner Reyes reported on the meeting with the Director of Economic Policy from the Office of Los Angeles Mayor Eric Garcetti regarding the concept of a “15-minute City” as a best practice for a resident to access, within a short walk, bike or public transportation, all basic amenities such as groceries, a place for lunch, pharmacies, parks, work spaces etc.
- Commissioner Reyes reported the ad hoc committee proposed revisions to the Northwest business welcome letter and will send the document to Staff (Osborne) for review.

- Staff (Osborne) advised the ad hoc committee that the updated information form for the Northwest Business Directory needs to be reviewed by staff and presented to the Commission for approval before sending it to new and existing businesses.
- Staff (Osborne) stated she is working with the Economic Development Division on how to market the Big Lots property (located at Lake Avenue and Claremont Street) to potential new businesses due to the closing of the store and requested the Commission email her with the names of potential businesses that they would recommend for that location.

January 2023:

- The Commission received a demonstration of the Northwest Online Business Directory from Pablo Tover, Supervisor, Department of Information Technology.
- The Commission discussed their marketing strategy to promote the Northwest Online Business Directory to businesses and the community.

February 2023:

- Commissioner Reyes requested the review of the welcome letter for new businesses be continued to the March 14, 2023, agenda.

March 2023:

- The Commission approved the language of the letter from the Commission to new businesses in the Northwest with the addition of information regarding the Northwest Online Business Directory.
- The Commission discussed ways to receive community input on the types of businesses and services desired in the Northwest and recommended the ad hoc committee create a short survey that can be distributed at the next community event.
- The ad hoc committee will present a draft of the survey for review by the Commission at the meeting on April 11.

April 2023:

- The Commission reviewed and approved the Northwest Business Survey to determine the types of businesses residents desire in Northwest.
- The Commission discussed ways to market and distribute the Northwest Business Survey in the community and created the following action items for the Objective:
 - Review the press release created by the Public Information Officer regarding the Northwest Business Survey for residents.
- The ad hoc committee deemed the following action items complete for FY2022-2023:
 - Contact other government entities (City and LA County) regarding best practices for Economic Development Incentives.
 - Disseminate information to businesses about available resources and incentives.
- Vice Chair Carr reported the ad hoc committee is working on a recommendation from the Commission to the City Council to identify an area in the Northwest to develop as a “15-minute City” which he defined as a best practice for a resident to access, within a short walk, bike or public transportation, all basic amenities such as groceries, restaurants, parks, work spaces etc.

- Vice Chair Carr appointed Commissioners Yepez Hernandez and Cullins to the Economic Development ad hoc committee.

May 2023:

- The ad hoc committee deemed the following action items complete for FY2022-2023:
 - Promote and improve Northwest Business Directory as needed (pre/post launch).
 - Create a one-page document to distribute to businesses to provide information for the Business Directory.
- The ad hoc committee determined the following action items as ongoing:
 - Have presentations from the Economic Development department regarding resources and incentives available for new and existing businesses
 - 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.
 - Canvas local businesses to identify their needs
 - Review the press release created by the Public Information Officer regarding the Northwest Business Survey for residents.

Status: Completed

Ad Hoc Committee re: Objective #5 – Housing

Purpose: Promote efforts related to affordable housing and addressing homelessness.

Commissioners: Bell, Nava-Angeles

Action Items:

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

Strategic 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.

September 2022:

- The Commission participated in the Homelessness Plan Listening Session with Diana Trejo (Homeless Programs Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise) that provided information about unhoused constituents in Pasadena and development of the City of Pasadena Homelessness Plan.
- The Commission requested a presentation from the Housing Department regarding services for unhoused constituents in the Northwest, the homeless service response system, and affordable and permanent supportive housing projects in the Northwest.

- The Commission requested Staff (Osborne) to schedule a presentation from the Housing Rights Center about their work to assist constituents with housing issues. The ad hoc committee requested Staff (Osborne) to request information from the Housing Department on the timeline and the placement process for Heritage Square South project.

October 2022:

- Staff (Osborne) reported that a presentation from the Housing Rights Center is scheduled for the Commission meeting in November.
- Staff (Osborne) provided an update to the Commission on the Heritage Square South project timeline and reported that the placement process has not yet been determined.

November 2022:

- The Commission received a presentation from Elana Eden, Director of Media, Outreach and Education, about the services provided by the Housing Rights Center for constituents in Pasadena.
- The Commission received a presentation from Martin Potter, Senior Planner, regarding updates on the North Lake and Fair Oaks/Orange Grove Specific Plans. Martin will send an update regarding the Housing Element to the Commission.
- Commissioner Douglas requested Staff (Osborne) to arrange for a presentation from the Department of Housing with an update about the application and selection process for residents for the Heritage Square South, Homeless Senior Housing project.
- The Commission discussed how to provide information to the Northwest residents about the Accessory Dwelling Unit (ADU) process. The ad hoc committee will discuss the options and provide a recommendation to the Commission at a future meeting.

December 2022:

- The Commission received presentations from Department of Housing regarding the Homelessness Plan Update: Draft Goals and Strategies and the resident application and selection process for Heritage Square South Homeless Senior Housing project.
- Commissioner Douglas reported that the ad hoc committee drafted a letter to the City Council to support the implementation of Measure H to assist with housing in the Northwest and to prevent homelessness. Staff (Osborne) advised the Commission that the letter will need to be reviewed by staff and included as an agenda item for approval by the Commission.

January 2023:

- The Commission received a presentation from Department of Housing regarding affordable housing and permanent supportive housing projects in the Northwest.
- The ad hoc committee reviewed each action item for the Objective and provided the following updates:
 - Recommended the following action item be discontinued: Conduct research about available resources and incentives.

- Recommended the following new action item: Conduct research and disseminate information about available housing resources and incentives.
- Vice Chair Carr appointed Commissioner Nava-Angeles to the Housing ad hoc committee.

February 2023:

- The Commission unanimously approved the letter from the Commission to recommend to City Council the need for a bad weather shelter in Pasadena.

March 2023:

- Commissioner Nava-Angeles reported she attended the Housing Rights Workshop hosted by Councilmember Jessica Rivas and the Housing Rights Center on Thursday, March 9, and shared information she learned about the Measure H Rent Control Charter Amendment and other issues affecting tenants.
- Commissioner Bell encouraged the Commission to contact their Councilmember to recommend hosting a community meeting in their district regarding Article XVIII in the City Charter (Measure H), which is an important issue for the residents of Districts 1 and 3.

April 2023:

- The ad hoc committee deemed the following action items complete for FY2022-2023:
 - Coordinate presentation related to Heritage Square-South and how placements will be made for the previously unhoused residents.
- The ad hoc committee deemed the following action item discontinued for FY2022-2023:
 - Coordinate quarterly reporting on ADU increases and monitor concerns related to population density.
- Commissioner Nava-Angeles provided the following updates:
 - The City released a Request for Information (RFI) seeking information to identify a possible location for the winter shelter for 2023. The Commission was sent an email with information about the RFI.
 - She will attend ConnectPas4 on Thursday, May 4, 2023 at the Pasadena Convention Center to network with local non-profit organizations to research information regarding housing resources.
- Commissioner Cullins requested the Commission receive an update from the Department of Housing regarding the new housing development on the corner of Orange Grove Blvd and Lincoln Ave.

May 2023:

- The Commission received a presentation from William Huang (Department Director, Department of Housing) regarding an update about affordable housing in Northwest Pasadena.
- The ad hoc committee determined the following action item is ongoing:
 - Disseminate information to homeowners regarding the City's ADU program.

Status: **Completed**

Northwest Commission

Presentation Calendar FY 2022-2023

To be scheduled:

- Presentation from Department of Housing regarding update on the final Homelessness Plan (Schedule for FY 2023-2024)
- Presentation from Outward Bound Adventures on their mission, purpose, and possible collaboration with the Northwest Commission (Schedule for FY 2023-2024)
- Presentation from Pasadena Citizens Service Center (CSC) regarding an update and training on the CSC service map – Mandy Templeton, (311 Call Center Manager)

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:

- Presentation regarding the Community Development Block Grant (CDBG) program – Randy Mabson (Program Coordinator II, Department of Housing)

November 2022:

- Presentation from Housing Rights Center about the services provided for constituents in Pasadena - Elana Eden, (Director of Media, Outreach and Education)

- Presentation from Planning and Community Development Department regarding updates on the North Lake and Fair Oaks/Orange Grove Specific Plans for residential and commercial development in the Northwest.
– Martin Potter, (Senior Planner)

December 2022

- Presentation from Department of Housing regarding the Homelessness Plan Update: Draft Goals and Strategies – Jennifer O’Reilly-Jones, (Homeless Programs Coordinator) and Anna Jacobsen,(Consultant, CityWise)
- Presentation from Department of Housing regarding resident application and selection process for Heritage Square South, Homeless Senior Housing project
– Jennifer O'Reilly-Jones, (Homeless Programs Coordinator)

January 2023:

- Presentation from Department of Housing regarding affordable housing and permanent supportive housing projects in development in the Northwest – Jim Wong, (Senior Project Manager)
- Presentation from Urban Forestry Section of the Public Works Department with an update on Capital Improvement Projects – Eric Mirzaian, (Public Works Administrator)
- Demonstration of the Northwest Online Business Directory - Pablo Tovar, (Supervisor, Department of Information Technology)

February 2023:

- Presentation from Public Works Department regarding sidewalk repair update – Brent Maue, P.E., (Assistant City Engineer, Public Works Department)
- Presentation from ChapCare regarding services and programs provided in the Northwest – Magdalena Prado, (Community Outreach Worker, ChapCare)

March 2023:

- Presentation from Public Works Department regarding the recommended Capital Improvement Program (CIP) budget projects – Kris Markarian, (Deputy Public Works Director)
- Status of new construction projects at Robinson Park and Washington Park – Kris Markarian, (Deputy Public Works Director)

April 2023:

- Presentation from Lineage Performing Arts Center to provide information on their classes and productions in the Northwest community - Brian Elerding, Executive Director
- Recommend approval of the PY23 Community Development Block Grant (CDBG) staff recommendation for Grant Award – Randy Mabson, (Program Coordinator, Department of Housing)

May 2023:

- Presentation from Department of Housing regarding an update on Affordable Housing in NW Pasadena – William Huang, (Department Director)

June 2023 Annual Meeting

(updated May 9, 2023)

Draft

City of Pasadena Northwest Commission

Draft Strategic Plan: 07/11/2023 – 06/11/2024

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 2023-2024 Ad Hoc Committees:

Ad Hoc Committee re: Objective #1: XXXXX

Ad Hoc Committee re: Objective #2: XXXXX

Ad Hoc Committee re: Objective #3: XXXXX

Ad Hoc Committee re: Objective #4: XXXXX

Ad Hoc Committee re: Objective #5: XXXXX

Ad Hoc Committee re: Objective #1 –

Purpose:

Commissioners:

Action Items:

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Strategic Plan Updates:

Status:

Ad Hoc Committee re: Objective #2 –

Purpose:

Commissioners:

Action Items:

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Strategic Plan Updates:

Status:

Ad Hoc Committee re: Objective #3-

Purpose:

Commissioners:

Action Items:

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Strategic Plan Updates:

Status:

Ad Hoc Committee re: Objective #4

Purpose:

Commissioners:

Action Items:

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Strategic Plan Updates:

Status:

Ad Hoc Committee re: Objective #5

Purpose:

Commissioners:

Action Items:

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Strategic Plan Updates:

Status:

Northwest Commission Presentation Calendar FY 2023-2024

To be scheduled:

- Presentation from Department of Housing regarding update on the final Homelessness Plan (Schedule for FY 2023-2024)
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- Presentation from Pasadena Citizens Service Center (CSC) regarding an update and training on the CSC service map – Mandy Templeton, (311 Call Center Manager)

July 2023:

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August 2023:

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September 2023:

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October 2023:

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November 2023:

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December 2023:

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January 2024:

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February 2024:

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March 2024:

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April 2024:

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May 2024:

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June 2024 Annual Meeting

July 2024:

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(updated _____, 2023)