

**MINUTES
CODE ENFORCEMENT COMMISSION
November 3, 2016**

**Special Meeting 5:00 P.M.
Permit Center, Hearing Room
175 N. Garfield Avenue, Pasadena**

CODE ENFORCEMENT COMMISSION FULL PANEL

**Robert Clinton, Chair
Imran Chaudhry
William Francis
Leonard James Hartley
Ellie Podway
Mary Machado Schammel
Roslyn Simpson
Michael Warner
Peter Wong**

STAFF

**Jon Pollard, Code Compliance Manager
Adrienne Burgess, Recording Secretary**

MISSION STATEMENT

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*Public meeting begins at 4:00 p.m.
Items on the agenda may not be called in order listed.*

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**MINUTES
CODE ENFORCEMENT COMMISSION
SPECIAL MEETING
November 3, 2016
Public Meeting
5:00pm**

**City of Pasadena Permit Center
Hearing Room
175 N. Garfield Avenue
Pasadena, California 91101**

1. CALL TO ORDER

On order of Chair Robert Clinton the special meeting of the Code Enforcement Commission was called to order at 5:01 pm

2. ROLL CALL

Commission Members Present:

Robert Clinton
Leonard Hartley
Ellie Podway
Mary Machado Schammel
Roslyn Simpson
Michael Warner

Staff Present:

Jon Pollard, Code Compliance Manager
Adrienne Burgess, Recording Secretary

3. REPORTS AND COMMENTS FROM COMMISSION

ANNUAL WORK PLAN PERFORMANCE REPORT AND PROPOSED WORK PLAN

It was moved by Commissioner Warner with a second by Commissioner Machado-Schammel to approve the Code Enforcement Commission 2015-2016 Annual Plan Performance Report and the 2016-2017 Proposed Work Plan. The motion passed with a unanimous "yes" vote.

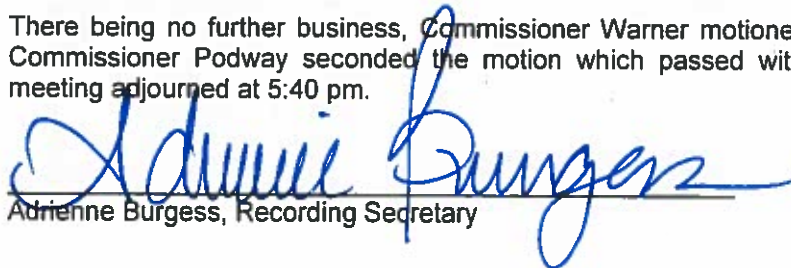
ELECTION OF OFFICERS

It was moved by Commissioner Podley with a second by Commissioner Hartley that Commissioner Clinton be the Chair of the Code Enforcement Commission for the 2016-2017 fiscal year. The motion passed with a unanimous "yes" vote.

It was moved by Commissioner Clinton with a second by Commissioner Podway that Commissioner Machado-Schammel be the Vice-Chair of the Code Enforcement Commission and Chair of Commission Panel No. 3 for the 2016-2017 fiscal year. The motion passed with a unanimous "yes" vote.

4. ADJOURNMENT

There being no further business, Commissioner Warner motioned that the meeting be adjourned. Commissioner Podway seconded the motion which passed with a unanimous "yes" vote. The meeting adjourned at 5:40 pm.

A handwritten signature in blue ink, reading "Adrienne Burgess", is written over a horizontal line. The signature is cursive and extends above and below the line.

Adrienne Burgess, Recording Secretary