



**MINUTES
CODE ENFORCEMENT COMMISSION
August 2, 2018**

**Special Meeting 4:00 P.M.
Permit Center, Hearing Room
175 N. Garfield Avenue, Pasadena**

CODE ENFORCEMENT COMMISSION FULL PANEL

**Robert Clinton, Chair
Imran Chaudhry
Ellie Podway
Mary Machado Schammel
Peter Wong
Patrick Cabral**

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
August 2, 2018
Public Meeting
4:00pm**

**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 4:10 pm

2. ROLL CALL

Commission Members Present:

Robert Clinton
William R. Francis – Not Present/Excused
Ellie Podway
Mary Machado Schammel
Michael Warner – Not Present/Excused
Patrick Cabral
Imran Chaudhry
Peter Wong

Staff Present:

Jon Pollard, Code Compliance Manager
Adrienne Burgess, Recording Secretary

3. REPORTS AND COMMENTS FROM COMMISSION

Annual Report- July 2017 through June 2018 and Work Plan for July 2018 – June 2019
Election of Officers: Chair and Vice Chair of the Code Enforcement Commission

**4. PUBLIC HEARING: WORK PLAN PERFORMANCE 07/2017 – 06/30/18 – YEAR END;
PROPOSED WORK PLAN 7/2018 – 6/30/19;
ATTENDANCE ROSTER 07/2017 – 06/2018**

The Commission reviewed the Work Plan Performance report for fiscal year 2017-2018 which noted that during the 2017-2018 fiscal year the Code Enforcement Commission held eight public hearings to hear 12 matters regarding violations of the Pasadena Municipal Code. Seven of the matters were hearings regarding operation of illegal marijuana dispensaries.

The Commission reviewed the proposed work plan for fiscal year 2018-2019 which includes the following objectives:

- I. Continue to conduct public hearings to resolve zoning, land-use, property maintenance and animal control issues.

- II. Continue to conduct public hearings to resolve matters referred under the auspices of the Deemed Approved Alcoholic Beverage Retail Sales Ordinance.
- III. Continue serving the Council in an advisory capacity regarding code enforcement matters and animal control issues.

The Commission reviewed the Attendance Roster for fiscal year 07/2017 to 06/2018 and made two corrections regarding Commissioner Schammel's attendance on 06/07/2018 from Absent to Present and Commissioner Chaudhry's attendance on 07/06/2017 for the Special meeting from Excused to Present.

It was moved by Commissioner Schammel and seconded by Commissioner Chaudhry on all three matters. The motion carried unanimously.

5. PUBLIC HEARING: ELECTION OF OFFICERS - CHAIR AND VICE CHAIR OF CODE ENFORCEMENT COMMISSION

1. It was moved by Commissioner Clinton with a second by Commissioner Podway, that Commissioner Schammel assume the Chair of the Code Enforcement Commission for the next fiscal year. The motion carried unanimously.
2. It was moved by Commissioner Schammel with a second by Commissioner Wong that Commissioner Chaudhry serve as Vice Chair of the Code Enforcement Commission for the next fiscal year. The motion carried unanimously.

6. ADJOURNMENT

There being no further business, Commissioner Wong moved with a second by Commissioner Schammel that the meeting adjourned at 4:39 pm. The motion carried unanimously.



Adrienne Burgess, Recording Secretary