



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

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

**CODE ENFORCEMENT COMMISSION PANEL 1**

**Michael Warner, Chair  
Leonard Hartley  
Ellie Podway, Alternate**

**STAFF  
Jon Pollard, Code Compliance Manager  
John Barbour, Code Compliance Officer  
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  
November 3, 2016  
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 Michael Warner the regular meeting of the Code Enforcement Commission was called to order at 4:05 pm

**2. ROLL CALL**

**Commission Members Present:**

Michael Warner  
Leonard Hartley  
Ellie Podway

**Staff Present:**

Jon Pollard, Code Compliance Manager  
John Barbour, Senior Code Compliance Officer  
Adrienne Burgess, Recording Secretary

**3. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - NONE**

**4. PUBLIC HEARING: REGULAR CASE**

**Case No. CTP2015-01861 – 403 Atchison Street**

**Council District # 1**

**Code Compliance Officer: John Barbour**

**Property Owner: Guy A. Robertson c/o Janice Collins**

Code Compliance Officer John Barbour presented Code Compliance Case No. CTP2015-01861 to the Code Enforcement Commission which pertained to a dead tree in the front yard of the residential property located at 403 Atchison Street. Mr. Barbour described the sequence of code compliance efforts that had been taken in an effort to bring the property into compliance and reported that despite those compliance efforts, the violation remained.

Janice Collins appeared before the Code Enforcement Commission on behalf of her brother, Guy Robertson and acknowledged that Mr. Robertson was aware of the dead tree and that the tree required removal. Ms. Collins testified that Mr. Robertson had obtained some information from an arborist regarding removal of the tree but that her brother had faced some physical and financial constraints and had been unable to remove the tree.

The Commission heard testimony from both Staff and Ms. Collins and asked various questions of both. At the conclusion of the hearing it was moved by Commissioner Warner with a second by Commissioner Podway that the Commission order Guy A. Robertson to take the following corrective action within ninety (90) calendar days from the mailing date of the Order of the Code Enforcement Commission: (1) (A): Obtain an arborist report from a City

approved arborist that confirms the condition of the protected oak tree in the front yard area; (B) Submit the arborist's report and a completed "Private Tree Removal Request" along with all required fees to the Planning and Community Development Department; (C) After having received City approval to remove the protected tree, do so; (2) Contact Code Compliance Officer John Barbour at (626) 744-6894 to schedule a re-inspection of the site.

The members of Panel No. 1 voted on the motion and it passed unanimously.

**5. PUBLIC HEARING: REGULAR CASE**

**Case No. CTP2016-00863 – 1050 N. Hudson Avenue**

**Council District # 5**

**Code Compliance Manager: Jon Pollard**

**Property Owner: Emelia Huber (deceased) c/o Shyla Huber**

Code Compliance Manager Jon Pollard presented Code Compliance Case No. CTP2016-00863 to the Code Enforcement Commission on behalf of Code Compliance Officer Ruth Guitron. Mr. Pollard reported that the code compliance matter related to overgrown vegetation along the parkway areas adjacent to the residential property at 1050 N. Hudson Avenue, and he described the sequence of code compliance efforts that Ms. Guitron had taken in an effort to bring the property into compliance. Mr. Pollard reported that despite those efforts the property remained in violation of the Pasadena Municipal Code.

Mr. Pollard reported that the property title remains in the name of Emelia Huber who is deceased, but that the home is occupied by the decedent's daughter, Shyla Huber and that Ms. Huber is the responsible party for maintaining the property. Shyla Huber did not attend the Commission hearing nor did any other party attend in her behalf.

The Commission heard testimony from staff and asked various questions regarding the matter. At the conclusion of the hearing it was moved by Commissioner Warner with a second by Commissioner Hartley that the Commission order Shyla Huber as the responsible party and current resident of 1050 N Hudson Avenue to take the following corrective action within thirty (30) calendar days from the mailing date of the Order of the Code Enforcement Commission: (1) Cut and remove all overgrown weeds in the parkway areas, and (2) Contact Code Compliance Manager Jon Pollard at (626) 744-6831 to schedule re-inspection of the site.

The members of Panel No. 1 voted on the motion and it passed unanimously.

**6. REPORTS AND COMMENTS FROM COMMITTEES - None**

**7. REPORTS AND COMMENTS FROM STAFF – None**

**8. REPORTS AND COMMENTS FROM COMMISSION – None**

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:40 pm.

  
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Adrienne Burgess, Recording Secretary