



**AGENDA  
CODE ENFORCEMENT COMMISSION  
NOVEMBER 3, 2016**

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

**CODE ENFORCEMENT COMMISSION  
Robert Clinton, Chair  
Imran Chaudhry  
William R. 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**

*Any submitted materials will be made available for public review at the Permit Center, 175 North Garfield Avenue, between 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. Friday. Please contact the Neighborhood Services Division at (626) 744-4633 for specific time and date of availability.*

*Code Enforcement Commission regular meetings are held on the first Thursday of each month.*

*In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available from the City Clerk's Office with a 24-hour advance notice. Please call (626) 744-4633 or (626) 744-4785 to request use of a listening device at least one week in advance of the meeting.*

*Code Enforcement Commission agendas are also available on the internet:  
<http://cityofpasadena.net/planning/meetings/cecomm/homecec.asp>*

**AGENDA  
CODE ENFORCEMENT COMMISSION  
NOVEMBER 3, 2016**

**Special Public Meeting 5:00 P.M.  
City of Pasadena Permit Center  
175 N. Garfield Ave., Pasadena  
Permit Center Hearing Room**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REPORTS AND COMMENTS FROM COMMISSION**

Annual Report – July 2015 through June 2016 and Work Plan for July 2016 – June 2017  
Election of Officers: Chair and Vice Chair of the Code Enforcement Commission.

- 4. ADJOURNMENT**

**POSTING STATEMENT:** I HEREBY CERTIFY that this Agenda, in its entirety was posted on the Council Chamber Bulletin Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on the 27th day of October 2016, by 4:00 p.m. The agenda will also be posted on the bulletin board outside the front entrance of the Hale Building, 175 N. Garfield Avenue, an electronic copy sent to the Central Library for posting and the agenda may be viewed at the City's website at: <http://www.ci.pasadena.ca.us/planning/meetings/notices.asp>. Any items on this agenda will be made available at the Permit Center located at 175 N. Garfield Avenue during normal business hours.



Jon Pollard, Code Compliance Manager



Adrienne Burgess, Recording Secretary

**CITY OF PASADENA CODE ENFORCEMENT COMMISSION  
 WORK PLAN PERFORMANCE 7/1/15 – 6/30/16  
 Year End Report of Accomplishments**

**MISSION:**

The City of Pasadena continues to place a high priority on code compliance in order to ensure adherence to the City's property maintenance standards and land use requirements. To meet the City Council's goal of assuring a safe and secure community, Code Compliance staff assigned to the Code Compliance Division of the Planning and Community Development Department provide proactive and complaint-based code enforcement throughout the City.

An integral part of the code compliance process is the role of the Code Enforcement Commission. The primary purpose of the Commission is to hear and rule on cases and appeals regarding enforcement of particular provisions of Titles 6, 8, 9, 14 and 17 of the Pasadena Municipal Code, and to order action on cases of noncompliance presented by City staff. The Commission hears and rules on matters concerning retailers operating under the auspices of the "Deemed Approved Alcoholic Beverage Retail Sale Ordinance," serves as the hearing body for matters brought by the Pasadena Humane Society, and serves in an advisory capacity to the City Council on code enforcement matters and animal control issues.

**OBJECTIVES:**

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

**STATUS:**

During the last fiscal year the Code Enforcement Commission held seven public hearings to hear 10 different matters regarding violations of the Pasadena Municipal Code. The matrix below identifies the property location, hearing date and hearing matter.

	ADDRESS	HEARING DATE	HEARING MATTER
1	1438 La Loma Road	July 2, 2015	Zoning Code Violation
2	2125 Las Lunas Road	August 6, 2015	Nuisance Dogs
3	567 Pepper Street	September 3, 2015	Confirmation of Abatement Costs
4	2125 Las Lunas Road	October 1, 2015	Nuisance Dogs – Follow Up
5	1638 Kaweah Drive	November 5, 2015	Nuisance Dogs
6	1177 Del Rey Avenue	December 3, 2015	Property Maintenance

7	2794 Woodlyn Road	December 3, 2015	Unpermitted Walls and Gates
8	567 Pepper Street	December 3, 2015	Property Maintenance
9	1470 S. Marengo Avenue	March 3, 2016	Property Maintenance
10	1470 S. Marengo Avenue	March 3, 2016	Unpermitted Construction

- II. Continue to conduct public hearings of matters referred under the auspices of the Deemed Approved Alcoholic Beverage Retail Sales Ordinance.

**STATUS:**

During the last fiscal year the Code Enforcement Commission heard no cases referred under the Deemed Approved Alcoholic Beverage Retail Sales Ordinance.

- III. Continue serving the City Council in an advisory capacity regarding code enforcement matters and animal control issues.

**STATUS:**

The Code Enforcement Commission continues to serve the City Council in an advisory capacity regarding code enforcement matters and animal control issues, although no items were brought forth during the past fiscal year.

**CITY OF PASADENA  
CODE ENFORCEMENT COMMISSION  
PROPOSED WORK PLAN: 07/01/16 – 6/30/17**

**MISSION:**

The primary purpose of the Commission is to hear and rule on cases and appeals regarding enforcement of particular provisions in Title 6, 14, 17, Chapter 8.48, and Chapter 9.58 of the Pasadena Municipal Code, and to order action on cases of noncompliance presented by city staff. The Commission also advises the Council on code enforcement matters and animal control issues.

**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 concerning the operating methods of a "Deemed Approved" activity.
- III. Continue serving the Council in an advisory capacity regarding code enforcement matters and animal control issues.

CODE ENFORCEMENT COMMISSION  
MEETING ATTENDANCE 07/21/15 - 06/21/16

NAME	7/21/2015	Special Meeting 7/16/2015	8/6/2015	9/3/2015	Special Meeting 9/3/2015	10/1/2015	11/5/2015	12/3/2015	1/7/2016	2/4/2016	3/3/2016	4/7/2016	5/5/2016	6/2/2016
CHAUDHRY, Imran	NA	P	NA	NA	E	NA	NA	E	NA	XX	NA	XX	XX	XX
CLINTON, Robert	P	E	NA	NA	P	NA	P	SUB	NA	XX	P	XX	XX	XX
FRANCIS, William R.	NA	P	P	SUB	P	P	NA	NA	P	XX	NA	XX	XX	XX
HARTLEY, Leonard James	NA	P	NA	P	P	NA	NA	P	NA	XX	NA	XX	XX	XX
KING, Barbara	NA	P	P	NA	E	P	NA	NA	NA	XX	NA	XX	XX	XX
PODWAY, Elie	P	P	NA	NA	P	SUB	P	NA	SUB	XX	P	XX	XX	XX
Machado	NA	E	P	NA	P	NA	NA	NA	NA	XX	NA	XX	XX	XX
WARNER, Michael	NA	P	NA	P	P	NA	NA	P	SUB	XX	NA	XX	XX	XX
WONG, Peter	P	E	NA	NA	P	NA	P	NA	NA	XX	P	XX	XX	XX

P = PRESENT  
 E = EXCUSED  
 A = ABSENT  
 SUB = PANEL  
 SUBSTITUTE FOR  
 VACANCY OR ABSENT  
 MEMBER  
 O = Observer  
 XX - MEETING  
 CANCELLED  
 [Q] QUARTERLY  
 MEETING  
 NQ = NO QUORUM, NO MEETING HELD  
 R = RECUSED  
 NA = ATTENDANCE IS  
 NOT APPLICABLE  
 [S] SPECIAL MEETING