

AN ORDINANCE AMENDING CHAPTER 252, "COMMUNITY DEVELOPMENT DEPARTMENT", OF THE CODIFIED ORDINANCES TO ADOPT NEW SECTION 252.04 TO PROVIDE FOR THE PREPARATION OF MINUTES FOR MEETINGS OF THE CITY'S BOARD OF ZONING AND BUILDING APPEALS, PLANNING COMMISSION, AND ARCHITECTURAL AND HISTORIC BOARD OF REVIEW.

WHEREAS, it has been determined by the City's administrative staff and this Council that an inordinate amount of time is spent preparing written minutes of public meetings that are in sufficient detail so as to reflect the discussions and actions at those meetings of the City's Architectural and Historic Board of Review, Board of Zoning and Building Appeals, and Planning Commission; and

WHEREAS, the Ohio Supreme Court has held that a video recording of a public meeting can be a sufficient medium to serve as the minutes of a public meeting pursuant to Ohio Revised Code Section 121.22 and it is hereby determined that a video recording can serve as a permanent record of the detailed discussions of the aforesaid City Boards and Commission and all actions taken during public meetings thereof; and

WHEREAS, this Council has further determined that some degree of a written record of the subject matter of the City's Boards' and Commission's discussions and formal actions needs to continue to be made and that the City's Codified Ordinances should be amended to accommodate both a written record and an audio and video record to serve as the minutes of those Board and Commission meetings;

NOW, THEREFORE, Be It Ordained by the Council of Hudson, Summit County, State of Ohio, that:

Section 1: Chapter 252, "Community Development Department", of the Codified Ordinances is amended to add new Section 252.04 to hereinafter read as follows:

"252.04 MINUTES OF ARCHITECTURAL AND HISTORIC BOARD OF REVIEW, BOARD OF ZONING AND BUILDING APPEALS, AND PLANNING COMMISSION.

(a) The Community Development Department shall be responsible for providing personnel to promptly prepare, file and maintain the minutes of regular, special and emergency meetings of the City's Architectural and Historic Board of Review, Board of Zoning and Building Appeals, and Planning Commission.

(b) The official minutes of any meeting of the City's Architectural and Historic Board of Review, Board of Zoning and Building Appeals and Planning Commission shall consist of a written summary of the topics of discussion by the City's Architectural and Historic Board of Review, Board of Zoning and Building Appeals and Planning Commission and their actions during a meeting, as well as a record of the aforesaid Boards' and Commission's members and City officials in attendance, the starting and ending times of the meeting and any

executive sessions held thereat with the reason therefor. The official minutes of any meeting of the aforesaid Boards and Commission shall also consist of a permanent audio and video recording of the meeting, excluding executive sessions, which permanent audio and video recording shall be referred to in the written summary of the minutes. Unless a reading of the written summary of the minutes of the aforesaid Boards' and Commission's meeting is requested by a member of the Boards or Commission, such minutes may be approved without reading if the Community Development Department has previously furnished each member with a copy of a written summary of such minutes. The Community Development Department shall be responsible for providing for the audio and video recording of the aforesaid Boards' and Commission's meetings and in the event of a failure to audio and video record any such meeting, for preparing written minutes of the meeting in sufficient detail to summarize the content of the discussions and the specific actions taken at the meeting. It shall be the duty of the Community Development Department to furnish an accurate written summary of all items considered and action taken on the items considered at the proceedings of regular, special or emergency meetings of the aforesaid Boards and Commission to each member as soon as practicable and to provide access to the audio and video recorded minutes to each member upon request."

Section 2: This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council or committees, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 3: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

William A. Currin, Mayor

ATTEST:

Elizabeth Slagle, Clerk of Council

I certify that the foregoing Ordinance was duly passed by the Council of said Municipality on _____, 2014.

Elizabeth Slagle, Clerk of Council