

AN ORDINANCE AMENDING SECTION 252.04 OF CHAPTER 252, “COMMUNITY DEVELOPMENT DEPARTMENT,” OF THE CODIFIED ORDINANCES REGARDING THE PREPARATION OF PUBLIC MEETING MINUTES; AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to Ordinance No. 14-52, passed on May 7, 2014, this Council enacted new Section 252.04 of Chapter 252, “Community Development Department,” of the Codified Ordinances to provide that an audio recording and a video recording can serve as a permanent record of the detailed discussions of the City’s Architectural and Historic Board of Review, Board of Zoning and Building Appeals and Planning Commission and all actions taken during public meetings thereof; and

WHEREAS, pursuant to Ordinance No. 14-52, this Council enacted Section 252.04 of Chapter 252, “Community Development Department,” of the Codified Ordinances to require both a written record and an audio and video record to serve as the minutes of those board and commission meetings; and

WHEREAS, during the course of the last year, it has been found, at times, to be burdensome to call in City staff members to operate the audio and video recording equipment for certain City board and commission meetings of a brief and/or routine nature; and

WHEREAS, this Council desires to amend Section 252.04(b) of Chapter 252, “Community Development Department,” of the Codified Ordinances to give certain of the City’s boards and commissions the discretion to have both a written record and an audio and video record to serve as the minutes of the aforesaid Boards and Commission meetings or to only have a written record to serve as the minutes of said Boards or Commission meetings.

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

Section 1: Section 252.04 of Chapter 252, “Community Development Department,” of the Codified Ordinances is amended 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. Notwithstanding the foregoing requirements, it shall be within the discretion of the Boards and Commission to determine that a meeting shall not be audio recorded and/or video recorded in which case the Community Development Department shall be responsible 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 and such written meeting minutes shall serve as the official minutes of the meeting."

Section 2: Section 252.04 of Chapter 252, "Community Development Department," as it existed prior to the effective date of this Ordinance, is hereby repealed.

Section 3: This Ordinance is determined to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the residents and for the further reason that it is necessary for the continued and efficient operation of the City's Boards and Commission, their meetings, and their record keeping practices; wherefore, it shall take effect and be in force immediately upon passage, provided it receives five (5) affirmative votes of Council, except that six (6) affirmative votes are required if all members are present; otherwise, it shall take effect 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 No. 15-____ was duly passed by the Council of said Municipality on _____, 2015.

Elizabeth Slagle, Clerk of Council