



COMMUNITY DEVELOPMENT • 1140 Terex Road • Hudson, Ohio 44236 • (330) 342-1790

MEMORANDUM

To: City Council Members and Mayor Anzevino
From: Jena Stasik, Community Relations Manager
CC: Thomas Sheridan, City Manager, Brian Griffith, Assistant City Manager, Greg Hannan, Director of Community Development, Katie Behnke, Economic Development Manager, Shawn Kasson, Fire Marshal
Date: July 16, 2026
Subject: Temporary Special Events

Staff are currently reviewing the temporary special events and vendor requirements of Chapter 872, along with applicable Fire Code provisions that govern the planning and operation of large outdoor assemblies. The purpose of this review is to ensure the regulations remain current, clearly defined, and aligned with operational and public safety needs. Items to be evaluated in the review:

1. **Permitting Process and Administrative Requirements**
Review the current permitting process, including application requirements, approval procedures, administrative responsibilities, and interdepartmental coordination.
2. **Event Organizer Requirements and Responsibilities**
Evaluate the responsibilities of event organizers, including compliance with permit conditions, coordination with participating vendors and agencies, and overall event oversight.
3. **Definition and Scope of Temporary Special Events**
Review and clarify the definition of a temporary special event, including the types of gatherings and activities that require a permit. This review should also incorporate the 2025 Fire Code updates related to large outdoor assemblies to ensure local requirements remain consistent with current code.
4. **Exemption Provisions and Applicability**
Assess existing exemption provisions, their intended purpose, and when they apply to temporary special events. This includes evaluating whether activities such as organized hikes, sports practices, and private gatherings with fewer than 50 attendees should be exempt from permitting requirements.

5. Vendor Requirements and Operational Standards

Review vendor qualifications, operational requirements, fire and life safety standards, and other applicable regulations to ensure consistent implementation and enforcement across all temporary special events.

6. Event Risk Assessment Framework

In partnership with Hudson Fire Department, develop a risk assessment framework that categorizes temporary special events as low, medium, or high-risk based on factors such as attendance, event activities, cooking operations, fuel sources, site conditions, and emergency access. The framework should support consistent permitting requirements, inspection priorities, and resource allocation.

Following the review, staff will develop recommended updates and present any proposed ordinance amendments to City Council for consideration in the Fall. If there are specific topics or regulations Council would like researched, staff can incorporate into the upcoming review.