



Z O N I N G
A D J U S T M E N T S
B O A R D
M E M O R A N D U M

FOR BOARD ACTION
May 11, 2023

2023 Meeting Calendar

Request to Revise the 2023 Zoning Adjustments Board Meeting Schedule

The purpose of this memorandum is to identify additional meeting dates that could be added to the 2023 Zoning Adjustments Board (ZAB) Meeting Schedule, adopted by the ZAB on December 8, 2022 (Attachment 1). The ZAB meets on the second and fourth Thursday of each month and does not have a set minimum or maximum number of meetings per year.¹ Planning staff received communication from a number of interested parties, requesting that we increase the number of hearings included in the 2023 ZAB Meeting Schedule. Individuals indicated that the number of hearings limited an applicants ability to take their item before ZAB; thereby prolonging the overall project approval process.

In drafting the 2023 ZAB Meeting Schedule, the ZAB considered City Council Resolution No. 70,066-N.S. (Attachment 2) which requires that City legislative bodies avoid scheduling meetings on significant religious holidays. In practice, the ZAB also generally avoids scheduling meetings on designated Voluntary Time Off (VTO) days and dates that are reserved for other boards and commissions meetings (i.e., City Council, Planning Commission, Landmarks Preservation Commission, and Design Review Board) (Attachment 3).

There are three potential ZAB meeting dates in 2023 that ZAB can consider adding to the Meeting Schedule. The potential meeting dates conflict with significant religious holidays, VTOs, and other observed dates. However, the additional dates would provide more flexibility for applicants. Table 1 lists possible dates for the ZAB to consider including in the 2023 Meeting Schedule.

Table 1, ZAB Potential Meetings Dates

Potential Meeting Date	Significant Religious Holiday, VTOs, and Other Observances
Thursday, July 27	Jewish/Tish'a B'Av (July 26 and July 27)
Thursday, November 9	City VTO Day
Thursday, November 30	Fifth Thursday in November

Attachments:

1. Attachment 1: 2023 ZAB Meeting Dates
2. Attachment 2: City Council List of Religious / Cultural Observances
3. Attachment 3: Commission Calendar

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¹ Resolution No. 69,127-N.S.

Draft 2023 Zoning Adjustments Board (ZAB) Meeting Dates

ZAB meets regularly on the second and fourth Thursday of each month at 7 pm. The table below lists the 24 second and fourth Thursdays for the 2023 calendar year, corresponding holidays, summer and winter recesses, and which applicable dates ZAB would not hold a regularly scheduled meeting. One meeting is proposed on the fifth Thursday in March to address a seven-week gap between meeting dates.

2023 Meeting Dates

Month	Meeting Day and Date	City Holidays, Religious Holidays, and Recesses
January 2023	Thursday, 1/12/2023	
	No meeting	1/21-1/27 Chinese New Year
February 2023	Thursday, 2/09/2023	
	Thursday, 2/23/2023	
March 2023	Thursday, 3/09/2023	
	No meeting	3/22-3/23 Ramadan (eve and first night)
	Thursday 3/30	Make up meeting (Fifth Thursday)
April 2023	No meeting	4/5-4/13 Passover
	Thursday, 4/27/2023	
May 2023	Thursday, 5/11/2023	
	No meeting	5/25-5/27 Shavuot
June 2023	Thursday, 6/08/2023	
	Thursday, 6/22/2023	
July 2023	Thursday, 7/13/2023	
	No meeting	7/26-7/27 Tish'a B'Av
August 2023	Thursday, 8/10/2023	
	No meeting	Summer Recess
September 2023	Thursday, 9/14/2023	
	Thursday, 9/28/2023	
October 2023	Thursday, 10/12/2023	
	Thursday, 10/26/2023	
November 2023	No meeting	Observed City VTO
	No meeting	Observed Holiday
December 2023	Thursday, 12/14/2023	
	No meeting	Winter Recess

Internal

City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays

Pursuant to Resolution No. 70,066-N.S., it is the policy of the City to avoid scheduling meetings of City Legislative Bodies (City Council, Commissions and Boards, Council Policy Committees, Task Forces) on religious holidays that incorporate significant work restrictions.

City legislative bodies must avoid scheduling meetings on the religious holidays listed below.

Religion	Holiday	Date	2023 Date
Christian	Good Friday	Varies (March or April)	4/7/23
Christian	Easter Sunday	Varies (March or April)	4/9/23
Christian	Christmas	December 25	12/25/23
Jewish	Rosh Hashanah	Varies (Sept. or Oct.)	9/15/23-9/17/23
Jewish	Yom Kippur	Varies (Sept. or Oct.)	9/24/23-9/25/23
Jewish	Sukkot - first and last day	Varies (Sept. or Oct.)	9/29/23, 10/6/23
Jewish	Shmini Atzeret/ Simchat Torah	Varies (Sept. or Oct.)	10/6/23-10/8/23
Jewish	Chanukah (1 st night)	Varies (Nov. or Dec.)	12/7/23
Jewish	Passover (Nights 1, 2, 7, 8)	Varies (March or April)	4/5,4/6,4/12,4/13
Jewish	Shavuot	Varies (May or June)	5/25/23-5/27/23
Jewish	Shabbat	Weekly	Friday sunset to Saturday sunset
Jewish*	Purim	Varies (February or March)	3/6/23-3/7/23
Jewish*	Tish'a B'Av	Varies (July or August)	7/26/23-7/27/2023
Jewish*	Yom HaShoah	Varies (April or May)	4/17/23-4/18/23
Buddhist	Vesak	Varies (April or May)	5/5/23
Hindu	Diwali	Varies (Oct. or Nov.)	11/12/23
Hindu	Dussera	Varies (Oct.)	10/24/2023
Hindu	Holi	Varies (March)	3/8/23
Hindu	Makar Sankranti	Varies (January or February)	1/14/2023
Islam	Eve & First Night of Ramadan	Varies	3/22/23 – 3/23/23
Islam	Eid al-Fitr	Varies	4/21/23-4/22/23
Islam	Eid al-Adha	Varies	6/28/23-6/29/23
Shinto	New Year	January 1-3	1/1/23-1/3/23
Shinto	Obon Ceremony	August 13-15	8/13/23-8/15/23
Baha'i Faith	Birth of Baja'u'llah	Varies	10/16/23-10/17/23
Baha'i Faith	Birth of Bab	Varies	10/16/23-10/17/23
Cultural	Chinese New Year (Day 1-7)	Varies (Jan. 21 – Feb. 20)	1/21/23-1/27/23
Cultural	Kwanzaa	Dec. 26 – Dec. 31	12/26/23-1/1/24

* No work restriction, but avoid scheduling meetings if possible

Internal

City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays

Observances in Chronological Order

Religion	Holiday	Date	2023 Date
Shinto	New Year	January 1-3	1/1/23-1/3/23
Hindu	Makar Sankranti	Varies (January or February)	1/14/2023
Cultural	Chinese New Year (Day 1-7)	Varies (Jan. 21 – Feb. 20)	1/21/23-1/27/23
Jewish*	Purim	Varies (February or March)	3/6/23-3/7/23
Hindu	Holi	Varies (March)	3/8/2023
Islam	Eve/ First Night of Ramadan	Varies	3/22/23 – 3/23/23
Jewish	Passover (Nights 1, 2, 7, 8)	Varies (March or April)	4/5,4/6,4/12,4/13
Christian	Good Friday	Varies (March or April)	4/7/2023
Christian	Easter Sunday	Varies (March or April)	4/9/2023
Jewish*	Yom HaShoah	Varies (April or May)	4/17/23-4/18/23
Islam	Eid al-Fitr	Varies	4/21/23-4/22/23
Buddhist	Vesak	Varies (April or May)	5/5/2023
Jewish	Shavuot	Varies (May or June)	5/25/23-5/27/23
Islam	Eid al-Adha	Varies	6/28/23-6/29/23
Jewish*	Tish'a B'Av	Varies (July or August)	7/26/23-7/27/23
Shinto	Obon Ceremony	August 13-15	8/13/23-8/15/23
Jewish	Rosh Hashanah	Varies (Sept. or Oct.)	9/15/23-9/17/23
Jewish	Yom Kippur	Varies (Sept. or Oct.)	9/24/23-9/25/23
Jewish	Sukkot - first and last day	Varies (Sept. or Oct.)	9/29/23, 10/6/23
Jewish	Shmini Atzeret/Simchat Torah	Varies (Sept. or Oct.)	10/6/23-10/8/23
Baha'i Faith	Birth of Baha'u'llah	Varies	10/16/23-10/17/23
Baha'i Faith	Birth of Bab	Varies	10/16/23-10/17/23
Hindu	Dussera	Varies (Oct.)	10/24/2023
Hindu	Diwali	Varies (Oct. or Nov.)	11/12/2023
Jewish	Chanukah (1 st night)	Varies (Nov. or Dec.)	12/7/2023
Christian	Christmas	Dec. 25	12/25/2023
Cultural	Kwanzaa	Dec. 26 – Dec. 31	12/26/23-1/1/24
Jewish	Shabbat	Weekly	Friday sunset to Saturday sunset

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