



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
DECEMBER 12, 2024

2025 Meeting Calendar

Adoption of 2025 Zoning Adjustments Board Meeting Schedule

City Council, Boards, Commissions, and various Committees must take a formal action to adopt a schedule of regular meetings for each calendar year. The proposed 2025 meeting schedule for the Zoning Adjustments Board (ZAB) is attached (Attachment A).

On October 12, 2021, the City Council adopted Resolution No. 70,066-N.S. setting the City's policy to avoid scheduling meetings on significant religious holidays. The City Clerk's department compiled a list of religious and cultural observances and their dates for 2025 (Attachment B). These dates, along with the City's observed holidays need to be considered when adopting ZAB's 2025 regular meeting schedule.

ZAB generally meets on the second and fourth Thursday of each month at 7:00 p.m., and does not have a set minimum or maximum number meetings per year¹. There are two ZAB meeting dates that coincide with City observed and significant religious holidays, and two dates that are traditionally held for a summer and winter recess (Attachment A). To prevent a month-long gap between meetings, one meeting is proposed for the fifth Thursday in October. The exceptions to the regularly scheduled twice-monthly ZAB meetings are as follows:

- August: one meeting scheduled on the second Thursday (August 14, 2025)
- October: second meeting scheduled for the fifth Thursday (October 30, 2025)
- November: one meeting scheduled for the second Thursday (November 13, 2025)
- Decemeber: one meeting scheduled for the second Thursday (December 14, 2025)

Attachments:

1. Attachment A: Draft 2025 ZAB Meeting Dates
2. Attachment B: City Council List of Religious / Cultural Observances

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¹ Per Resolution No. 69,127-N.S.

Draft 2025 Zoning Adjustments Board (ZAB) Meeting Dates

ZAB meets regularly on the second and fourth Thursday of each month at 7:00 p.m.. The table below lists the 24 second and fourth Thursdays for the 2025 calendar year, corresponding holidays, summer and winter recesses, and which applicable dates ZAB will or will not hold a regularly scheduled meeting. One meeting is scheduled for the fifth Thursday in October.

2025 Meeting Dates

Month	Meeting Day and Date	City Holidays, Religious Holidays, and Recesses
January 2025	Thursday, 1/9/2025	
	Thursday, 1/23/2025	
February 2025	Thursday, 2/13/2025	
	Thursday, 2/27/2025	
March 2025	Thursday, 3/13/2025	
	Thursday 3/27/2025	
April 2025	Thursday, 4/10/2025	
	Thursday, 4/24/2025	
May 2025	Thursday, 5/8/2025	
	Thursday, 5/22/2025	
June 2025	Thursday, 6/12/2025	
	Thursday, 6/26/2025	
July 2025	Thursday, 7/10/2025	
	Thursday, 7/24/2025	
August 2025	Thursday, 8/14/2025	
	No meeting	Summer Recess
September 2025	Thursday, 9/11/2025	
	Thursday, 9/25/2025	
October 2025	Thursday, 10/9/2025	
	No Meeting	Birth of Baha'u'llah 10/23/2025
	Thursday, 10/30/2025 ¹	
November 2025	Thursday, 11/13/2025	
	No meeting	Observed Holiday
December 2025	Thursday, 12/11/2025	
	No meeting	Winter Recess

¹ Fifth Thursday of the month