

MEMORANDUM

To: Zoning Board of Appeals

From: Matt Kowalski, City Planner

Date: November 9, 2011

Re: Annual ZBA Calendar Review

Staff is requesting that the commission modify the ZBA meeting schedule, from the January 1 to December 31 calendar year, to the fiscal year of July 1 to June 30 that is followed by other boards and commissions in the City. This change would be for the convenience of staff in scheduling and tracking meetings and calendars.

The attached calendar is for a six month period from January to June, 2012. A new 12 month calendar will be published for July 2012 through June 2013.