



Memorandum

TO: Board of Architectural Review Members
FROM: Ian Vanness, City Planner *IV*
DATE: November 6, 2023
SUBJECT: 2024 Board of Architectural Review (BAR) Application Submittal and Meeting Calendar

Below is the proposed 2024 application submittal and meeting calendar for Board of Architectural Review (BAR) meetings. The submittal deadlines apply to all types of applications being reviewed by the BAR. The calendar identifies a cut-off date for Major Site Plan applications (8 weeks) and all other applications* (4 weeks) prior to the corresponding BAR meeting date.

The calendar offers a clear-cut submittal reference for applicants. It also provides for adequate time to process, advertise, and recommend action on application requests while meeting notice requirements defined by the Unified Development Ordinance.

Unless otherwise announced, all meetings in 2024 will begin at **5:30 pm** in City Council Chambers, 100 W. Spring Valley Road, Centerville, OH 45458 on the first Tuesday of each month.

Month	Major Site Plan Application Deadline	All Other Applications Deadline*	BAR Meeting Date
January 2024	11/14/2023	12/12/2023	+ January 09, 2024
February	12/12/2023	1/9/2024	February 6, 2024
March	1/9/2024	2/6/2024	March 5, 2024
April	2/6/2024	3/5/2024	April 2, 2024
May	3/12/2024	4/9/2024	May 7, 2024
June	4/9/2024	5/7/2024	June 4, 2024
July	5/7/2024	6/4/2024	July 2, 2024
August	6/11/2024	7/9/2024	August 6, 2024
September	7/16/2024	8/13/2024	+ September 10, 2024
October	8/6/2024	9/3/2024	October 1, 2024
November	9/17/2024	10/15/2024	+ November 12, 2024
December	10/8/2024	11/5/2024	December 3, 2024
January 2025	11/12/2024	12/10/2024	January 07, 2025

*External Improvement application deadline is at the discretion of the City Planner.

+ Modified scheduling due to holidays.
(New Year's Day 2024 – Sun. Jan. 1)
(Labor Day – Mon. Sept. 2)
(Election Day – Tues. Nov. 5)

APPROVED

Approved at 11/14/2023 BAR meeting