



Memorandum

TO: Planning Commission Members

FROM: Ian Vanness, City Planner *IV*

DATE: November 6, 2023

SUBJECT: 2024 Planning Commission Application Submittal and Meeting Calendar

Below is the proposed 2024 application submittal and meeting calendar for Planning Commission/Board of Zoning Appeal meetings. The submittal deadlines apply to all types of applications being reviewed by the Planning Commission. The calendar identifies a cut-off date for PDP/FDP/Major Site Plan applications (8 weeks) and all other applications (4 weeks) prior to the corresponding Planning Commission meeting date.

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

Unless otherwise announced*, all meetings in 2024 will begin at **7:00 pm** in City Council Chambers, 100 W. Spring Valley Road, Centerville, OH 45458 on the last Tuesday of each month.

Month	PDP/FDP Major Site Plan Application Deadline	All Other Applications Deadline	Planning Commission Meeting Date
January	12/5/2023	1/2/2024	January 30, 2024
February	1/2/2024	1/30/2024	February 27, 2024
March	1/23/2024	2/20/2024	+ March 19, 2024
April	3/5/2024	4/2/2024	April 30, 2024
May	3/26/2024	4/23/2024	+ May 21, 2024
June	4/30/2024	5/28/2024	June 25, 2024
July	6/4/2024	7/2/2024	July 30, 2024
August	7/2/2024	7/30/2024	August 27, 2024
September	7/30/2024	8/27/2024	September 24, 2024
October	9/3/2024	10/1/2024	October 29, 2024
November	9/24/2024	10/22/2024	+ November 19, 2024
December	10/22/2024	11/19/2024	+ December 17, 2024
January 2025	12/3/2024	12/31/2024	January 28, 2025

+ Modified scheduling due to holidays.
 Centerville Schools Spring Break, Mar 25-29
 Memorial Day, Mon. May 27
 Thanksgiving Day, Thurs. Nov. 28
 Christmas Eve, Tue. Dec. 24
 New Years Eve, Tue. Dec. 31

APPROVED

Approved at 11/21/2023 PC meeting