



Memorandum

TO: Planning Commission Members

FROM: Ian Vanness, City Planner

DATE: October 25, 2024

SUBJECT: 2025 Planning Commission Application Submittal and Meeting Calendar

Below is the proposed 2025 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 2025 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	12/3/2024	12/31/2024	January 28, 2025
February	12/31/2024	1/28/2025	February 25, 2025
March	1/28/2025	2/25/2025	March 25, 2025
April	3/4/2025	4/1/2025	April 29, 2025
May	3/25/2025	4/22/2025	+ May 20, 2025
June	4/29/2025	5/27/2025	June 24, 2025
July	6/3/2025	7/1/2025	July 29, 2025
August	7/1/2025	7/29/2025	August 26, 2025
September	8/5/2025	9/2/2025	September 30, 2025
October	9/2/2025	9/30/2025	October 28, 2025
November	9/23/2025	10/21/2025	+ November 18, 2025
December	10/21/2025	11/18/2025	+ December 16, 2025
January 2026	12/2/2025	12/30/2025	January 27, 2026

+ Modified scheduling.
 Memorial Day, Mon. May 26
 Thanksgiving Day, Thurs. Nov. 27
 Christmas Eve, Wed. Dec. 24
 New Years Eve, Wed. Dec. 31

APPROVED

Approved at 10/29/2024 PC meeting