



Memorandum

TO: Board of Architectural Review Members

FROM: Ian Vanness, City Planner *IV*

DATE: September 26, 2024

SUBJECT: 2025 Board of Architectural Review (BAR) Application Submittal and Meeting Calendar

Below is the proposed 2025 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 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 2025	11/12/2024	12/10/2024	January 07, 2025
February	12/10/2024	1/7/2025	February 4, 2025
March	1/7/2025	2/4/2025	March 4, 2025
April	2/4/2025	3/4/2025	April 1, 2025
May	3/11/2025	4/8/2025	May 6, 2025
June	4/8/2025	5/6/2025	June 3, 2025
July	5/6/2025	6/3/2025	July 1, 2025
August	6/10/2025	7/8/2025	August 5, 2025
September	7/15/2025	8/12/2025	+ September 9, 2025
October	8/12/2025	9/9/2025	October 7, 2025
November	9/16/2025	10/14/2025	+ November 11, 2025
December	10/7/2025	11/4/2025	December 2, 2025
January 2026	11/11/2025	12/9/2025	January 06, 2026

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

+ Modified scheduling due to holidays.
 (Labor Day – Mon. Sept. 2)
 (Election Day – Tues. Nov. 5)

APPROVED

Approved at 10/1/2024 BAR meeting.