

Urban Design Commission Secretary's 2025 Year in Review

FEBRUARY 4, 2026



2025 Statistics

UDC by the Numbers 2025

22 UDC meetings

91 total applications

- 26 Informational Presentations
- 6 Initial Approvals
 - All development related
 - All returning to UDC for final approval
- 55 Final Approvals
 - 22 of which were related to signage
 - 33 of which were development related
 - 21 of the 33 Final Approvals were only at UDC the one time

UDC by the Numbers 2024 - 2025

UDC By the Numbers – 2023-2024

	2024	2025	Trend
Total # of Meetings	22	22	0
Total # of Applications	98	91	-7
Informational Presentations	18	26	+8
Initial Approvals	14	6	-8
Final Approvals	41	33	-8
Signage	17	22	+5



2025 Key Projects

3565 Tulane Avenue
Planned Development
Mixed Use
Residential/Community
Center







3357-3375 E Washington Ave +
922-930 N Fair Oaks Ave
Mixed Use Development
UDD 5









139 W Wilson St
Multi-family Residential
UMX Zoning





Miscellaneous Administration Items

Refresher: Robert's Rules for Running an Effective Meeting

1. Open the public hearing

- Technically this happens when the UDC takes an item up

2. Applicant Presentation

3. Public Comment

4. Questions of the Commission

- Commission may ask questions to the applicant or public to clarify facts or testimony
- Once complete, the public hearing is closed and there is no further engagement with the public or applicant

5. Commission Deliberation and Discussion

- Closes the public hearing
- No more questions or input from applicant or public
- The Commission may engage staff at any time
- The Commission may suspend their rules and reopen the public hearing

6. Commission Action

Robert's Rules Applied to Informational Presentations



Applicant Presentation



Questions of the
Applicant/Public



Commission Comments

Motions

Motion Intent – Approval vs. Advisory

Example Approving Motion Language:

- “Motion for Initial/Final Approval...with the following conditions...”

Example Advisory Motion Language:

- “UDC recommends to the Plan Commission that the development proposal be approved/denied with the following findings and conditions...the project return to UDC for Final review and approval”

Comments and Conditions

Clear, concise, and specific

Purview/"Staying in our lane..."

Action words – shall vs should, consider vs revise

Potential condition language:

- *"The applicant shall...."*
- *"Revise the front entry to remove the canopy..."*

Miscellaneous Administration Items



What is UDC's Purview?



Staff Reports



Bookkeeping
Items

Contact Information
City Residency
Attendance - Quorum

Any thoughts or
questions?

Thank you!