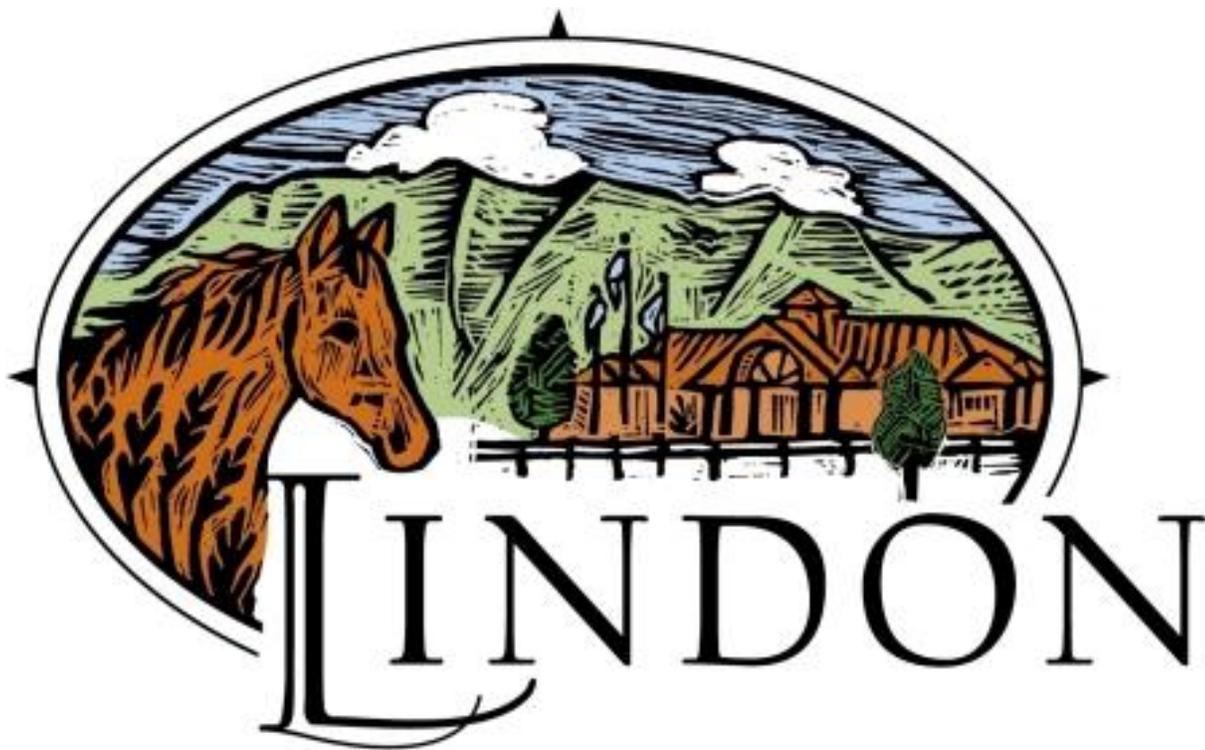


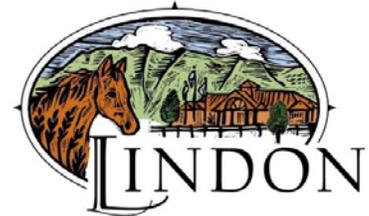
# **Lindon City Planning Commission Staff Report**



February 25, 2014

# Notice of Meeting

## Lindon City Planning Commission



The Lindon City Planning Commission will hold a regularly scheduled meeting on **Tuesday, February 25, 2014** in the Council Room of Lindon City Hall, 100 North State Street, Lindon, Utah. The meeting will begin at **7:00 P.M.** This meeting may be held electronically to allow a commissioner to participate by video or teleconference. The agenda will consist of the following:

### AGENDA

Invocation: By Invitation

Pledge of Allegiance: By Invitation



Scan or click here for link to download agenda & staff report materials.

1. **Call to Order**
2. **Approval of minutes from January 28, 2014**
3. **Public Comment**

4. **Public Hearing — Ordinance Amendment, LCC 17.38 Completion Bonds** *(Review times are estimates only.)*  
*(10 minutes)*  
This is a continued City initiated request to amend Lindon City Code 17.38 Bonds for Completion of Improvements to Real Property. The ordinance is in draft form and it is anticipated that the item will be continued.

5. **Training — Commercial Design Guidelines, Section III - Site Design** *(30 minutes)*  
The Commission will review site design standards in the Commercial Design Guidelines. No changes to the Design Guidelines will be made.

6. **Election of Planning Commission Vice-chair** *(10 minutes)*  
The Commission will elect a new Vice-chair to serve for the remainder of the year.

7. **New Business (Reports by Commissioners)**

8. **Planning Director Report**

Adjourn

Staff Reports and application materials for the agenda items above are available for review at the Lindon City Planning Department, located at 100 N. State Street, Lindon, UT. For specific questions on agenda items our Staff may be contacted directly at (801) 785-7687. City Codes and ordinances are available on the City web site found at [www.lindoncity.org](http://www.lindoncity.org). The City of Lindon, in compliance with the Americans with Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance. Persons requesting these accommodations for City-sponsored public meetings, services programs or events should call Kathy Moosman at 785-5043, giving at least 24 hours notice.

**Posted By:** Jordan Cullimore  
**Time:** ~2:00 pm

**Date:** February 21, 2014  
**Place:** Lindon City Center, Lindon Public Works, Lindon Community Center

## **Item I – Call to Order**

February 25, 2014 Planning Commission meeting.

### **Roll Call:**

Ron Anderson  
Sharon Call  
DelRay Gunnell  
Rob Kallas  
Mike Marchbanks  
Bob Wily

# Item 2 – Approval of Minutes

Planning Commission – Tuesday, January 28, 2014.

2 The Lindon City Planning Commission held a regularly scheduled meeting on **Tuesday,**  
4 **January 28, 2014 at 7:00 p.m.** at the Lindon City Center, City Council Chambers, 100  
North State Street, Lindon, Utah.

6 **REGULAR SESSION** – 7:00 P.M.

8 Conducting: Sharon Call, Chairperson  
Invocation: Del Ray Gunnell, Commissioner  
10 Pledge of Allegiance: Ron Anderson, Commissioner

12 **PRESENT** **ABSENT**

Sharon Call, Chairperson  
14 Ron Anderson, Commissioner  
Del Ray Gunnell, Commissioner  
16 Carolyn Lundberg, Commissioner  
Mike Marchbanks, Commissioner  
18 Rob Kallas, Commissioner  
Hugh Van Wagenen, Planning Director  
20 Jordan Cullimore, Associate Planner  
Kathryn Moosman, City Recorder

22

1. **CALL TO ORDER** – The meeting was called to order at 7:03 p.m.
- 24
2. **APPROVAL OF MINUTES** – The minutes of the regular meeting of January 14,  
26 2014 were reviewed.

28 COMMISSIONER ANDERSON MOVED TO APPROVE THE MINUTES OF  
THE REGULAR MEETING OF JANUARY 14, 2014 AS AMENDED.  
30 COMMISSIONER LUNDBERG SECONDED THE MOTION. ALL PRESENT  
VOTED IN FAVOR. THE MOTION CARRIED.

32

34 3. **PUBLIC COMMENT** –

36

Chairperson Call called for comments from any audience member who wished to  
address any issue not listed as an agenda item. There were no public comments.

38 **CURRENT BUSINESS** –

- 40 4. **MAJOR SUBDIVISION:** *Long Orchard*. This is a request by Bryon Prince, on  
behalf of Ivory Development, for approval of an eleven (11) lot subdivision located at  
42 approximately 400 East and 170 South on approximately 6.7 acres in the Residential  
Single Family (R1-20) zone. Recommendations will be made to the City Council at  
44 the next available meeting.

46

Hugh Van Wagenen, Planning Director, opened the discussion by explaining this  
is a request by Ivory Development for approval of an eleven (11) lot subdivision named

2 Long Orchard on approximately 6.7 acres in the R1-20 zone. He noted that  
3 recommendations will be made to the City Council at their next available meeting.

4 Mr. Van Wagenen further explained that when a subdivision covers only a portion  
5 of a larger un-subdivided area, the applicant is required to submit a sketch proposing a  
6 future street system that demonstrates how the balance of un-subdivided land could be  
7 developed. He went on to say, in order to accomplish this, Ivory spoke with the home  
8 owner to the north, Miles Batty. Following discussion, it was conceived that a road could  
9 be stubbed to Mr. Batty's property, with a temporary turnaround, in order to facilitate  
10 future development. He noted that Mr. Batty hoped to gain two potential lots from the  
11 road passing through his property, however, when the conceptual layout was drawn, there  
12 was not enough acreage to facilitate two lots and the roadway on Mr. Batty's property; at  
13 that point Mr. Batty was not interested in a road being stubbed to his property.

14 Mr. Van Wagenen then presented photos showing the concept sketch. Mr. Van  
15 Wagenen stated that following the discussion with Mr. Batty, Ivory decided to keep the  
16 roadway entirely within the subdivision. He added that a standard cul-de-sac will service  
17 lots 105 and 106 as shown in the preliminary submittal. Mr. Van Wagenen then presented  
18 additional photos depicting the area in question.

19 Mr. Van Wagenen further discussed that the eleven lots proposed in the Long  
20 Orchard Subdivision meet minimum lot size and street frontage requirements. He added  
21 that there are no unusual or unique requests regarding this subdivision and it is pretty  
22 straightforward. He then turned the time over to the applicant.

23 Rob Prince, representing Ivory Homes, addressed the Commission at this time.  
24 He noted that Ivory Homes is excited to build another great community here in Lindon.  
25 He added that the Community Development staff has been great to work with and very  
26 helpful. Mr. Prince commented that he has a catalog of the homes that will be offered for  
27 this subdivision. He noted they will be using a "mainline product" in this subdivision.  
28 Mr. Prince added that they do anticipate, because of the larger lots, the price point has not  
29 been dialed in as yet, but it will be in the 3,000 to 5,000 square foot homes. He added that  
30 the homes will be similar to the Orchard Park subdivision here in Lindon, which were 1/2  
31 acre lots.

32 Chairperson Call invited any residents in attendance to comment at this time.  
33 There were several residents in attendance who addressed the Commission as follows:

34 **Jay Ekstrom:** Mr. Ekstrom inquired what the drainage characteristics of the engineering  
35 will be. He stated that because of the way the flow is, all the drainage will come down.  
36 Mr. Prince stated that he had a meeting today with the City Engineer, Mark Christensen,  
37 regarding the storm drain and they have two (2) proposed ideas on how to accomplish  
38 this. He noted they will essentially bring the storm drain down and tie in from 170 south  
39 to connect to 300 east and then be piped to 200 south.

40 Mr. Ekstrom commented that the irrigation soaks in and if there is concrete and  
41 driveways etc., the water may run in to his backyard. Mr. Prince commented that they  
42 plan to make modifications for the stormdrain system to have it run through and along  
43 170 south to connect and pipe down to 200 south (per conversations with the City  
44 Engineer today) and added that they do need to do some fieldwork. Mr. Ekstrom stated  
45 that it could be a potential problem. Mr. Van Wagenen echoed Mr. Prince's comments  
46 stating that Mark Christensen, City Engineer, said and it will be piped in some fashion so  
47 that it is all underground.

2 **Miles Batty:** Mr. Batty asked which way the storm drain will run. Mr. Prince stated that it  
4 will run along 400 east and will be piped (ditch). He added they don't plan on any of the  
stormwater to flow from 400 east and they plan to discharge it into the piped ditch. He  
noted they are also working with the public works staff.

6 Commissioner Lundberg commented that it is safe to say, with this development,  
there will be no above ground irrigation anymore and the storm runoff is being handled.  
8 Chairperson Call asked for clarification that they will be working with the City Engineer  
so the drainage problems will be mitigated. Mr. Prince confirmed that they are working  
10 with the City Engineer and will bring back a detailed plan. Mr. Van Wagenen stated that  
this is a preliminary plat and staff will be working to solve these engineering details and  
12 issues. Commissioner Kallas commented that obviously there will be curb and gutter  
installed on the cul-de-sac on 170 south and asked if there will be sidewalks on 400 east.  
14 Mr. Prince confirmed that statement.

16 **Don Horton:** Mr. Horton stated that there is already a manhole within 5 ft. of the  
property to develop, so why would they have to dig up the newly paved road.  
18 Commissioner Marchbanks commented that is a sewer manhole not a storm drain  
manhole. Mr. Van Wagenen stated that there will be some construction activity that will  
20 have to occur but they will mitigate any damage.

22 Following some additional general discussion regarding this agenda item  
Chairperson Call called for a motion.

24  
26 COMMISSIONER MARCHBANKS MOVED TO APPROVE THE ELEVEN  
(11) LOT SUBDIVISION TO BE KNOWN AS LONG ORCHARD WITH THE  
CONDITION THAT THE DRAINAGE ISSUES GET WORKED OUT WITH STAFF  
28 AND THE CITY ENGINEER AND RECOMMEND APPROVAL TO THE CITY  
COUNCIL. COMMISSIONER ANDERSON SECONDED THE MOTION. THE VOTE  
30 WAS RECORDED AS FOLLOWS:

32 CHAIRPERSON CALL	AYE
COMMISSIONER ANDERSON	AYE
COMMISSIONER GUNNELL	AYE
34 COMMISSIONER LUNDBERG	AYE
COMMISSIONER MARCHBANKS	AYE
36 COMMISSIONER KALLAS	AYE

THE MOTION CARRIED UNANIMOUSLY.

38  
40 5. **PUBLIC HEARING:** *Ordinance Amendment, LCC 17.38 Completion Bonds.* This  
is a city initiated request to amend Lindon City Code 17.38 Bonds for Completion of  
42 Improvements to Real Property.

44 COMMISSIONER GUNNELL MOVED TO OPEN THE PUBLIC HEARING.  
COMMISSIONER MARCHBANKS SECONDED THE MOTION. ALL PRESENT  
46 VOTED IN FAVOR. THE MOTION CARRIED.

2 Mr. Van Wagenen, Planning Director, explained that this is a City initiated  
3 request to amend Lindon City Code 17.38 Bonds for Completion of Improvements to  
4 Real Property. He stated that this process will make things more standardized and protect  
5 the public and in some cases protect the developer. He added that some of the major  
6 changes will be when a warranty bond can be issued and also to add some line items into  
7 the development manual which will give some flexibility to the developer and will also  
8 follow state code. Mr. Van Wagenen noted that recommendations will be made to the  
9 City Council at their next available meeting.

10 Mr. Van Wagenen further explained that this is a draft only and is anticipated to  
11 change upon further staff review. Mr. Van Wagenen noted that staff will come back  
12 shortly with additional changes and the hope is to have it done by early March. Mr. Van  
13 Wagenen then directed the Commission to continue this item to the next Planning  
14 Commission meeting.

15 Chairperson Call asked if there were any public questions or comments from the  
16 Commission. Hearing none she called for a motion to continue this item.

17 COMMISSIONER KALLAS MOVED TO CONTINUE THE AMENDMENT  
18 TO LINDON CITY CODE 17.38 BONDS FOR COMPLETION OF IMPROVEMENTS  
19 TO REAL PROPERTY AS SHOWN FOR FURTHER REVIEW AND STUDY.  
20 COMMISSIONER GUNNELL SECONDED THE MOTION. THE VOTE WAS  
21 RECORDED AS FOLLOWS:

22 CHAIRPERSON CALL	AYE
23 COMMISSIONER ANDERSON	AYE
24 COMMISSIONER GUNNELL	AYE
25 COMMISSIONER LUNDBERG	AYE
26 COMMISSIONER MARCHBANKS	AYE
27 COMMISSIONER KALLAS	AYE

28 THE MOTION CARRIED UNANIMOUSLY.

29 6. **PUBLIC HEARING:** *Ordinance Amendment, LCC 17.48.100(4)(h) Fencing.* This  
30 is a city initiated request to amend fencing standards in Lindon City Code  
31 17.48100(4)(h) Commercial Zone, to remove the requirement that landscaping along  
32 street frontages in the PC-1 and PC-2 zones must contain white vinyl fencing.

33 Jordan Cullimore, Associate Planner, led the discussion by explaining this is a  
34 Planning Commission initiated request to amend fencing standards in Lindon City Code  
35 17.48.100(4)(h) Commercial Zone, to remove the requirement that landscaping along  
36 street frontages in the PC-1 and PC-2 zones must contain white vinyl fencing. Mr.  
37 Cullimore noted in the previous Planning Commission meeting held on January 14<sup>th</sup>, the  
38 Planning Commission recommended removal of the white vinyl fencing requirement in  
39 Commercial Zones in Lindon due to the fact that it can be difficult to maintain for  
40 property owners. He added that it was also recommended to “encourage the fencing  
41 instead of “requiring” the fencing. Mr. Cullimore stated this amendment will make that  
42 change consistent in the Code and recommendations will be made to the City Council at  
43 their next available meeting.

44 Mr. Cullimore then referenced Section 17.48.100 (4)(h) followed by discussion  
45 by the Commissioners:

17.48.100(4)(h)

2 h. ~~All required landscaping that abuts frontage on a dedicated street in the PC-1~~  
3 ~~and PC-2 zones shall contain a continuous white vinyl ranch style two (2) rail fence. The~~  
4 ~~fence shall be three (3) feet tall with post dimensions of five (5) inches by five (5) inches~~  
5 ~~with rail dimensions of two (2) inches by six (6) inches. The posts shall be installed eight~~  
6 ~~(8) feet on center with two (2) rails between posts. The fence shall be placed adjacent to~~  
7 ~~any dedicated streets so as to generally appear in a continuous fashion. Placement of the~~  
8 ~~fence shall typically be two (2) feet behind the sidewalk within the required landscaping~~  
9 ~~strip. Any variation to the location of this fence requirement may be granted by the~~  
10 ~~Planning Commission.~~

12 Mr. Cullimore noted after the discussion at the last meeting staff recommends  
13 striking the above mentioned section in the code.

14 Chairperson Call asked if there were any public questions or comments from the  
15 Commission. Hearing none she called for a motion.

18 COMMISSIONER MARCHBANKS MOVED TO APPROVE THE  
19 AMENDMENT TO LINDON CITY CODE 17.48.100 (4)(H) AS SHOWN WITH NO  
20 CONDITIONS. COMMISSIONER KALLAS SECONDED THE MOTION. THE  
21 VOTE WAS RECORDED AS FOLLOWS:

22 CHAIRPERSON CALL AYE  
23 COMMISSIONER ANDERSON AYE  
24 COMMISSIONER GUNNELL AYE  
25 COMMISSIONER LUNDBERG AYE  
26 COMMISSIONER MARCHBANKS AYE  
27 COMMISSIONER KALLAS AYE  
28 THE MOTION CARRIED UNANIMOUSLY.

30 7. **PUBLIC HEARING:** *Amendment, Commercial Design Guidelines on Fencing.*  
31 This is a city initiated request to amend the Lindon City Design Guidelines to  
32 encourage, instead of require, the installation of white vinyl fencing in commercial  
33 zones.

34 Mr. Cullimore led the discussion by explaining this is a City initiated request to  
35 amend the Lindon City Commercial Design Guidelines to encourage, instead of require,  
36 the installation of white vinyl fencing in commercial zones. He noted that in the previous  
37 Planning Commission meeting held on January 14, 2014, the Planning Commission  
38 recommended removal of the white vinyl fence requirement in Commercial Zones. Mr.  
39 Cullimore stated this amendment will make that change consistent in the Commercial  
40 Design Guidelines. He added that recommendations will be made to the City Council at  
41 their next available meeting.

44 Mr. Cullimore then referenced the proposed amendments followed by some  
45 general discussion by the Commissioners:

## 46 **2.5.2 Fencing**

- A white two rail fence is required encouraged in all CG, MC, and PC-1-2 zones to enhance the character and consistency of the commercial area of Lindon City.
- Fences should not block access of pedestrians from the sidewalk to a commercial structure(s).
- Fencing height shall be 36 inches.

#### 4.2 Lindon Design Theme

The basis of the following guidelines is respect for Lindon’s historic building forms. Accordingly, the design of future development along State Street and 700 North should incorporate, as much as possible, these historic building forms. Craftsman and alpine style developments are similar to these historical buildings are also acceptable. Individual buildings with smaller footprints better fit this historic theme than larger buildings and “big box” retailers. The historic feel of Lindon can be further enhanced through site design. Streetscapes should include sidewalks, and street trees, and a white split-rail fence to create an attractive and safe environment for pedestrians. Locating most off-street parking on the sides and rear of buildings will help preserve the traditional, small-town feel of Lindon. As the Lindon City slogan “a little bit country” expresses, the community has a desire to preserve its rural heritage. The design of the State street and 700 North corridors should reinforce this desire.

Mr. Cullimore noted that the white vinyl fencing is also discussed in the Appendix to the Commercial Design Guidelines as follows:

#### VI. Appendices

**I. Preference List:** These architectural features are considered desirable and are suggested as “recurring themes” for buildings within the City.

- a. Cupolas
- b. Arched windows with muntins
- c. Exposed Timbers
- d. White two-rail fences along streets & walkways
- e. Pitched roofing styles
- f. Stone wainscot and other stone or brick accents
- g. “Country Accents” in line with the Lindon theme, “A Little Bit of Country.”

Mr. Cullimore noted this reference is already expressed as a preference, so no change is recommended. Commissioner Lundberg suggested including the specifications in the guidelines so there is not random fencing and which will enhance the character and consistency. Commissioner Kallas mentioned the possibility of removing paragraph “2.5.2 Fencing” altogether. Commissioner Lundberg stated if the paragraph is removed, along with bullet point “Fencing height shall be 36 inches” it may allow someone to install a very tall fence right on the sidewalk. Mr. Van Wagenen agreed that could open it up. There was then additional discussion regarding this issue.

Commissioner Kallas suggested striking the first bullet and leaving the other two in. Mr. Van Wagenen stated that option may work. Commissioner Anderson stated he feels it would be alright to leave the first bullet point in, because encouraging is a lot different than requiring, and people are going to love it or hate it and do it one way or the other regardless, but to give them the option.

2 Mr. Van Wagenen commented that the Commercial Design Guidelines are in  
place to just encourage and are not requirements. Commissioner Kallas stated that he sees  
4 so many instances of broken, sagging or unmaintained white vinyl fencing in the city and  
he just does not like to the look of it. Chairperson Call asked if there are any requirements  
6 by the city that the vinyl fencing should be maintained. Mr. Van Wagenen confirmed that  
statement. Commissioner Gunnell stated that a property owner may tear out the fence  
8 rather than be required to maintain it. Commissioner Marchbanks agreed that property  
owners would rather remove it than be required to maintain it, and commented that  
because of that reason, among others, he thinks this requirement may eventually go away.  
10 Commissioner Anderson pointed out that at least they would have that privilege of  
deciding. Chairperson Call commented that if they choose to keep the fence they must  
12 maintain it. Chairperson also suggested leaving the section as written with the language  
“encouraged” included and in the appendices, item d, where it references the white two-  
14 rail fences along streets & walkways, that the specifics be included.

16 Commissioner Lundberg mentioned bullet point number three in the section 2.5.2  
that references the fencing height shall be 36 inches. She inquired if there should be a  
height range included. Mr. Van Wagenen stated that the 36 inch requirement was  
18 specifically for the white two-rail fence so it would be uniform. Mr. Cullimore stated that  
36 inches is not an unusual standard, but they can look at the code to see if there are  
20 specific zoning requirements that are different from what the Design Guidelines state.  
Commissioner Anderson suggested adding the “fencing height shall not exceed 36  
22 inches” to the language. The Commissioners were in agreement to Commissioner  
Anderson’s suggestion.  
24

26 Chairperson Call asked if there were any public comments. Hearing none she  
called for a motion to close the public hearing.

28 COMMISSIONER KALLAS MOVED TO CLOSE THE PUBLIC HEARING.  
COMMISSIONER ANDERSON SECONDED THE MOTION. ALL PRESENT  
30 VOTED IN FAVOR. THE MOTION CARRIED.

32 Chairperson Call asked if there were any further questions or comments from the  
Commission. Hearing none she called for a motion.  
34

36 COMMISSIONER LUNDBERG MOVED TO APPROVE THE AMENDMENT  
TO THE COMMERCIAL DESIGN GUIDELINES 2.5.2 AND 4.2 AS SHOWN WITH  
THE FOLLOWING CONDITIONS: 1. IN SECTION 2.5.2 BULLET POINT NUMBER  
38 THREE (3) FENCING HEIGHT LANGUAGE SHALL BE CHANGED TO “SHALL  
NOT EXCEED 36 INCHES” AND 2. THE WHITE 2 RAIL FENCE PREFERENCED  
40 ARCHITECTURAL ITEM SHALL PROVIDE A SPECIFICATION LIST INCLUDED  
IN THE APPENDICES PREFERENCE LIST OF HOW THE FENCING WILL BE  
42 CONSISTENT WITH THE PREVIOUS LANGUAGE IN AMENDMENT  
17.48.100(4)(H). COMMISSIONER GUNNELL SECONDED THE MOTION. THE  
44 VOTE WAS RECORDED AS FOLLOWS:

CHAIRPERSON CALL	AYE
46 COMMISSIONER ANDERSON	AYE
COMMISSIONER KALLAS	NAY
48 COMMISSIONER LUNDBERG	AYE

COMMISSIONER GUNNELL                    AYE  
2 COMMISSIONER MARCHBANKS            NAY  
THE MOTION CARRIED 4 to 2.

4  
6 *Commissioner Marchbanks noted his nay vote is given because he would like to see the requirement totally stricken.*

8 *Commissioner Kallas noted his nay vote is given because he feels this will make the process itself too cumbersome.*

10  
12 8. **DISCUSSION ITEM:** *Election of Planning Commission Chair and Vice-chair.* The Commission will hold elections for the positions of Chair and Vice-Chair for the upcoming year.

14  
16 Mr. Van Wagenen opened the discussion by noting that the current chair of the Planning Commission is Sharon Call and the current Vice-chair is Ron Anderson. He stated that the election for Chair and Vice-chair are held annually. He then referenced  
18 LCC 17.08.050 Planning Commission Policies and Procedures as follows:

20 1. Organization

22 i) Quorum - A quorum of at least four Planning Commission members must be present to hold a meeting and conduct business according to a legally prepared and posted agenda.

24 iii) Chairman and Vice Chairman - The annual election of the Chairman and Vice Chairman shall take place once each year. Nominations for each office shall be received from the voting Commission members. The Chairman and Vice Chairman shall serve for a term of one year. In the event of absence or disability of the Chairman, the Vice Chairman shall preside. In the absence of both, the members shall appoint a Chairman for the meeting. The Vice Chairman shall succeed the Chairman for the period of the unexpired term if he or she vacates office before the term is completed. A new Vice  
30 Chairman shall be elected at the next regular meeting.

32  
34 Following some general discussion regarding this agenda item Chairperson Call called for a motion.

36 COMMISSIONER ANDERSON MOVED TO APPOINT SHARON CALL AS  
38 THE PLANNING COMMISSION CHAIRPERSON AND CAROLYN LUNDBERG AS VICE CHAIR FOR 2014. COMMISSIONER KALLAS SECONDED THE MOTION.  
THE VOTE WAS RECORDED AS FOLLOWS:

40 CHAIRPERSON CALL                    AYE  
COMMISSIONER ANDERSON            AYE  
42 COMMISSIONER GUNNELL            AYE  
COMMISSIONER LUNDBERG            AYE  
44 COMMISSIONER MARCHBANKS        AYE  
COMMISSIONER KALLAS                AYE  
46 THE MOTION CARRIED UNANIMOUSLY.

48 9. **NEW BUSINESS** – Reports by Commissioners.

2 Chairperson Call called for any new business or reports from the Commissioners.  
4 Chairperson Call mentioned a speed bump located near 140 North and about 980 East.  
6 Apparently the speed bump sign is shielded by a tree so motorists can't see the sign and  
8 consequently hit the speed bump at full force. She stated that the tree needs to be trimmed  
10 so the sign can be seen by motorists. Chairperson Call stated she will email Mr. Van  
12 Wagenen the exact address. Commissioner Gunnell mentioned an advertisement for new  
14 senior housing apartments in Orem (on Center Street). He noted the starting rent is  
16 \$1,900 dollars which is a lot higher than the proposed development in Lindon.  
18 Chairperson Call called for any further comments. Hearing none she moved on to the  
20 next agenda item.

12 **10. PLANNING DIRECTOR'S REPORT**–

14 Mr. Van Wagenen reported on the following City Council updates:

- 16 • Old Rail Estates
- 18 • Storage Definition
- 20 • Amended Site Plans
- 22 • Utopia/Macquarie Partnership
- 24 • Open Council Seat, Interviews on February 18<sup>th</sup>
  - North Utah County Transit Study
  - Bicycle/Pedestrian Master Plan Open House
    - February 12<sup>th</sup>, 5-7 p.m. at Community Center
    - Survey: <https://www.surveymonkey.com/s/lindonwalkbike>

26 Chairperson Call asked if there were any other comments or discussion from the  
28 Commissioners. Hearing none she called for a motion to adjourn.

28 **ADJOURN** –

30 COMMISSIONER MARCHBANKS MADE A MOTION TO ADJOURN THE  
32 MEETING AT 8:55 P.M. COMMISSIONER KALLAS SECONDED THE MOTION.  
34 ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

34 Approved – February 11, 2014

36  
38 \_\_\_\_\_  
39 Sharon Call, Chairperson

40  
42  
44 \_\_\_\_\_  
45 Hugh Van Wagenen, Planning Director

**Item 3 – Public Comment**

**1** - Subject \_\_\_\_\_  
Discussion

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**2** - Subject \_\_\_\_\_  
Discussion

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**3** - Subject \_\_\_\_\_  
Discussion

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## Item 4: Public Hearing — Ordinance Amendment, LCC 17.38 Completion Bonds

**Presenting Staff:** *Hugh Van Wagenen*  
**Applicant:** *City Initiated*

### **Summary**

This is a continued City initiated request to amend Lindon City Code 17.38 Bonds for Completion of Improvements to Real Property. Recommendations will be made to the City Council at the next available meeting. **This is a draft only and is anticipated to change upon further staff review. Please continue this item to the next Planning Commission meeting.** The draft has not significantly changed since the ordinance was brought forward on January 28. If you would like to review the current draft, please refer to the Staff Report from the January 28, 2014 meeting.

**Motion:** I move to (**continue**) the amendment to LCC 17.38 Bonds for Completion of Improvements to Real Property.

## **Item 5: Training — Commercial Design Guidelines, Section III - Site Design**

**Presenting Staff:** *Hugh Van Wagenen & Jordan Cullimore*

### **Summary**

Lindon's Commercial Design Guidelines are intended to provide applicants, builders, developers, and designers with principle ideas and design standards to promote Lindon's "A Little Bit of Country" theme as applied to commercial development within the City. The goal of the Guidelines is to "spark the creative spirit and bring forth designs consistent with the general intent of the document which will enhance the aesthetics of the community." The Planning Commission will review various sections of the Design Guidelines in the coming meetings to increase familiarity with the guidelines and standards. Consider that broad discretion is given to the City for approval of architectural treatments and site design that will ensure consistency with the City's vision and goals.

Presently, the Commission will review Section III of the Guidelines concerning Commercial Site Design. The text of the section is provided below. Please review and prepare to discuss.

# III. Site Design

## 3.1 Setbacks

Front, street-facing setbacks should be compatible with the pattern of Lindon's historic structures being used in a commercial capacity, such as those located at the 400 North and State Street intersection.

- A setback of 20-50 feet is generally desirable on State Street and 700 North.
- Avoid setbacks greater than 50 feet. Buildings that are located too far back from the street generally do not contribute in a positive manner to the overall streetscape of the area.
- A maximum front setback of 50 feet with no more than one row of parking stalls is recommended to avoid a suburban atmosphere of large parking lots fronting the street. A landscaped setback should be located between the sidewalk and the parking area. For large 'big box' buildings, the city may consider increasing the maximum setback.
- Large 'big-box' stores are encouraged to locate towards the rear of a property and provide smaller pad sites closer to the primary public street. These pad sites can consist of secondary buildings with more pedestrian oriented amenities.
- Utilize the front and side setbacks to create usable public gathering spaces, such as plazas or patio/outdoor seating areas, or for landscaping or public art.
- Avoid placing parking in the front setback between building and street; the majority of parking shall be located to the side or rear of a building to maintain the connection between building and street.
- Greater setbacks may be considered for buildings that propose a public park/plaza area in front of the primary, street-facing façade.
- Side and rear setbacks for structures within a commercial zone shall not be required.

Fig. 1 Where street parking exists, wide sidewalks are desirable to provide an uninhibited walkway for pedestrians.



- Setbacks for structures abutting residential uses or zones shall be a minimum of 40 feet.
- Corner sites shall have a recommended setback of 20-50 feet on both street facing facades in order to properly define the intersection if site permits.
- Include a minimum landscaped front setback of 20 feet along 700 N and State Street to retain a sense of openness and small, rural atmosphere. Front landscaping on side streets may include a hard-scaped public plaza, large sidewalk or outdoor patio dining area.
- For narrower side streets off of the main commercial corridors (State Street and 700 North), no minimum landscaped setback is required, but there cannot be a net loss in landscaping. This will allow for a pedestrian scale of buildings that are built closer to the sidewalk, enhancing the sense of a commercial district for an area.
- A 20' setback should be considered between the sidewalk and parking lots that are located to the side of a building.

### 3.2 Parking

- Surface parking should be located so as to minimize the break in streetscape character and design, yet have sufficient visibility for safety and convenience.
- The use of shade trees, landscaping, and low screen walls can help diminish the dominant and often negative visual impact of parking lots, especially near adjacent residences and parks. A minimum of 20% of the parking lot area is required to be landscaped (See fig. 2).



Fig. 2 Landscaping beautifies the area and conceals large parking lots as well as provides shade - thus cooling the urban environment.

- On-street parking provides an effective buffer for the pedestrian as well as easy access to surrounding businesses and reduces the amount of surface lot parking needed. Spaces on side streets provide a positive perception of parking availability.
- Locate the majority of surface parking to the rear of buildings. Side parking lots are allowed, but should be minimized to allow more continuity between adjacent structures. Big box buildings may require surface parking to be located in the front.
- Encourage the use of shared parking lots that provide more efficient parking patterns. Shared parking with all businesses in an area can help reduce the overall amount of surface parking needed in the commercial district.

- On-street parking may be considered where street width and traffic patterns/speed limits allow. Angled parking may be effectively utilized on side streets.
- Parking should be visible from an entrance to the building.
- Avoid access to parking from/through residential areas.
- Design primary access points to avoid traffic conflicts. Wherever possible, they should be located across from existing access drives and streets.
- Minimize the number of access points from the street by encouraging shared/common driveways for multiple buildings or a building complex.
- Encourage the use of side streets or drives for access to parking areas.
- Make parking areas visible enough to discourage crime and vandalism and utilize CPTED (Crime Prevention Through Environmental Design) principles in the design and layout of the parking (resource: <http://www.cpted-watch.com/>).
- Provide perimeter and interior islands throughout parking lots to break up hard-surfaced areas. Islands should be landscaped with shade trees that will provide a canopy as well as other lower level landscape elements and plantings (Refer to Lindon City's Tree Guide for recommended varieties).
- Interior islands should be minimum 6' to 10' in width to allow adequate drip line for trees and landscaping. This minimizes visual impact of expanses of asphalt and controls cross traffic through the lot.
- Locate parking lots back from buildings to allow for pedestrian space, such as walkways benches, and landscaping.
- Separate parking from pedestrian walkways, using landscaping elements.
- Include other amenities such as public art near or within parking areas to add visual interest.

### 3.3 Driveways & Circulation

- Encourage shared driveways, cross easements, and automobile entrances to minimize vehicle trips and conflicts between automobiles and pedestrians. Use a coordinated and shared system to access parking and delivery areas at the rear of buildings where possible.
- Walkway materials perpendicular to the drive shall continue across the drive apron to help alert drivers to possible pedestrian activity.



Fig. 3 In smaller spaces, smaller varieties of trees are required as to not destroy the sidewalk or create extensive maintenance costs.



Fig. 4 This short brick fence separates the sidewalk from the parking lot and obscures the cars from the street view.



Fig. 5 Shaded on-street parking is desirable on small side streets.

- Interior circulation drives should be articulated and reinforced with other site design features such as lighting standards, trees and other plantings, special paving and walkways. Include an interior circulation system that clearly defines the route to parking areas.
- Minimize conflicts between pedestrians, service vehicles, and customer vehicles through proper design and layout of the parking lot.
- Reduce traffic impacts to neighboring residential areas with appropriate landscape buffers between the uses and by proper location and design of all parking areas.
- Clearly delineate crosswalks from parking areas to surrounding businesses/residences with the use of contrasting pavers and/or striping.



Fig 6 Shaded/covered walkways are desirable, especially to promote use in extreme weather.

### 3.4 Site Lighting

Lighting styles within individual developments should complement the architecture and landscape design as well as the overall Commercial District streetscape lighting scheme. Avoid selecting different types of lighting for individual developments.

#### 3.4.1 Building Lighting

- Lighting may be used to highlight and articulate building facades.
- Building facades should be lit primarily at street level.
- Above the first floor, light should only be used to selectively highlight unique building features without lighting the entire structure.



Fig. 7 Lighting enhances architectural characteristics.

#### 3.4.2 Landscape Lighting

- Lighting can be used to accent and highlight plantings and landscaping elements.
- Direct accent lighting upward into trees to achieve appropriate light levels and pleasant accent effects. This provides for a low intensity that offers dramatic illumination of nearby pedestrian areas.
- Reserve special architectural lighting for individual plaza areas to emphasize focal points.



#### 3.4.3 Lighting Levels

- Lighting levels should be sufficient to produce a safe, visible nighttime environment, without producing excess light and glare.

- Lighting levels should not be less than 0.5 footcandles at 5 feet above the ground plane, with an average of approximately 3 footcandles at 5 feet above the ground plane throughout parking areas and pedestrian walks.
- Consider ambient lighting from indoors when determining lighting levels.
- Outdoor building lights and pole lights should not produce obtrusive off-site glare. Use full or partial cut-off fixtures that eliminate direct light pollution.

### 3.5 Signage

- The signs covered in this section cover mainly pedestrian oriented signs. Refer to Title 18 of the Lindon City Code for more details.
- Signs should be used sparingly to provide information, identify businesses, and assist pedestrians and drivers with way-finding. Signs should be compatible with structures and storefronts, and should be simple and straightforward to avoid visual clutter.
- Signs should be located closest to the ground floor of buildings, where pedestrians and drivers most easily see them. Signs should be easy to read.



Fig. 9 Signs can add architectural character and be used to enhance the streetscape.

#### 3.5.1 Commercial Signs

- A variety of shapes, sizes, and materials are possible for most signs. Sign materials and colors should be complementary to the materials, colors and architecture of the related structure. Excessively bright colors should be avoided.
- Simplicity in design, style, and shape is preferred over complex or fancy signs.
- Signs should be large enough to be visible and read with ease, yet not dominate the structure or streetscape by an overly large scale.
- Fully backlit signs are not recommended. Individual backlit or neon letters, or front- or side-lit signs are preferred. Lighting fixtures for signs should be consistent with the architecture and lighting scheme for the building/development.

Fig. 10 Bright colored signs that distract from the façade are not desirable.



- Signage or wording is not permitted on any part of awnings.
- Sign materials should be of high quality, durable materials that will maintain their beauty and appearance for many years. Consider the use of materials such as bronze, brass and copper, that patina naturally, are suitable.
- Signs on historic structures should be designed and attached in such a way that they do not damage or destroy elements of the building.
- Signs within a development should have a common element, such as type of sign, color scheme, or lettering to provide a sense of continuity.

### 3.5.2 Sign Types and Location

Some of the types of signs recommended may be appropriate for use as a primary sign for a business entity. Others may be more appropriate for use as a secondary or pedestrian-scale sign that is better seen while walking by or through a development.

#### Monument signs

- A free-standing, two-sided sign, generally placed in the front setback area between the building and the street
- Appropriate at entry drives or paths for building complexes, and may include identification for multiple businesses.
- Suitable for use with historic structures to avoid unnecessary damage to the structure, which often can occur with sign installation.



Fig. 11 Monument signs are the most desirable sign type.

#### Blade/Bracket Mounted signs

- A two-sided sign, usually mounted by a metal bracket and projecting from a building's façade. Blade/bracket signs do not conform to the current code but may be considered as part of a pedestrian orientated development.
- Can be well suited for both pedestrians and drivers, since they can be viewed from far down a sidewalk or street depending on the size/scale.
- Can also be located on the corner of a building where they can be visible from two directions.
- Often shaped to mimic an architectural element of the building to reinforce the style of the building.
- Simple mounting brackets should be used, so as not to detract from the sign itself.



Fig. 12 Bracket signs should be moderately sized, simple, and easy to read.

#### Signboards/Flush Mounted signs

- Usually a long, narrow panel, located just above the main entrance on a storefront. Sometimes, individual lettering is used directly on the building instead of attached to a signboard panel.
- Generally most suitable as a pedestrian-scale sign, or at an intersection, where signs can be viewed most easily at oblique angles.

#### Pedestrian-scale, artistic pole signs

- Pedestrian-scale artistic pole signs are not allowed under

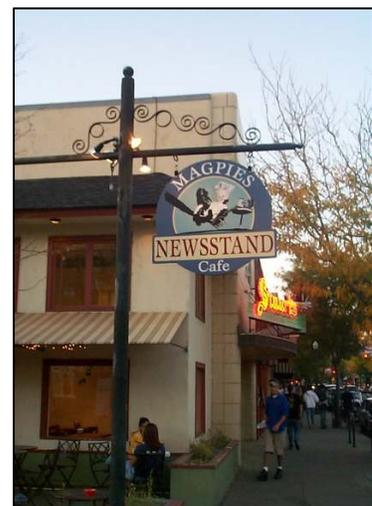


Fig. 13 Small pole signs may be permitted in pedestrian-oriented developments.

current code but may be considered in a pedestrian-oriented development.

- Usually a wooden or metal pole with an extended arm to attach a hanging signboard that is catered to pedestrian traffic.
- Height should be such that the hanging signboard does not interfere with pedestrian traffic. Generally, height does not exceed 8 to 10 feet.
- Suitable at the front of a yard or plaza where businesses may be set back from the street or are not visible.
- Suitable for use with historic structures to avoid unnecessary damage to the structure, which often can occur with sign installation.

### Window and Door Signs

- Simple lettering or motifs that are placed on storefront display windows, glass panels of entry doors, or upper floor windows.
- Traditionally, these were painted signs, but the same look may be achieved through the application of thin, vinyl appliques; another alternative is to hang a sign placed on clear glass or acrylic in the window or door.

### Plaques

- Wall mounted plaques located near an entry or recessed vestibule; often used to direct patrons to upper level offices or businesses.

### Wayfinding Signs

- Directional signs should be low, highly visible, and integrated with other graphic and design systems throughout the district. Directional signage for cars and people on the street should be consistent with any signage within the interior of a development.
- Locate signs to avoid blocking important views for pedestrians or drivers.
- Larger retail developments or complexes may include a single monument at public drive entries noting the names of businesses within the complex.
- Each building within a complex or development should have a legible address sign, visible both day and night. Numbers should be a minimum of 8" high.

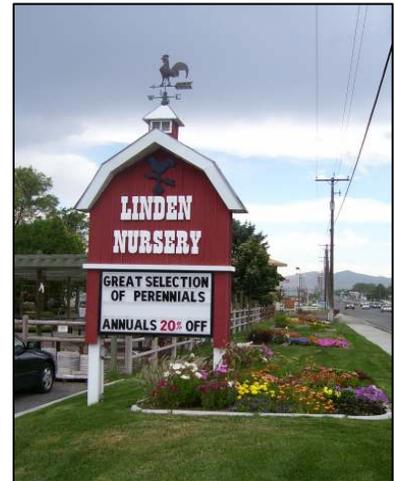


Fig. 14 Reader board signs are adaptable and can be used in many different ways to display information and advertisements.

## **Item 6: Election of Planning Commission Vice-chair**

With the recent appointment of Carolyn Lundberg to the Lindon City Council, the Planning Commission Vice Chair position is now vacant. The Planning Commission will elect a new Vice Chair to replace Ms. Lundberg.

### **LCC 17.08.050(1)**

#### **Organization**

- i) **Quorum** - A quorum of at least four Planning Commission members must be present to hold a meeting and conduct business according to a legally prepared and posted agenda.
- ii) **Chairman and Vice Chairman** - The annual election of the Chairman and Vice Chairman shall take place once each year. Nominations for each office shall be received from the voting Commission members. The Chairman and Vice Chairman shall serve for a term of one year. In the event of absence or disability of the Chairman, the Vice Chairman shall preside. In the absence of both, the members shall appoint a Chairman for the meeting. The Vice Chairman shall succeed the Chairman for the period of the unexpired term if he or she vacates office before the term is completed. A new Vice Chairman shall be elected at the next regular meeting.

**Item 7: New Business (Planning Commissioners Reports)**

Item 1 –Subject \_\_\_\_\_  
Discussion

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Item 2 - Subject \_\_\_\_\_  
Discussion

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Item 3 - Subject \_\_\_\_\_  
Discussion

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## **Item 8: Planning Director Report**

- New Council Member: Carolyn Lundberg
- New Planning Commissioner: Bob Wily
- Long Orchard Subdivision approved by City Council
- White Fencing Amendment passed by City Council
- 700 North Master Plan
- 500 foot notice buffer for rezones
- Bike & Pedestrian Master Plan Open House

## **Adjourn**



Board of Adjustment		
Applicant	Application Date	Meeting Date
Scott Farrer: Minimum Distance between offset roads	September 2013	Oct. 30; continued and subsequently withdrawn.
Lindon City: Bishops Storehouse Variance to Lot Size	January 2014	TBD

Annual Reviews				
APPLICATION NAME	APPLICATION DATE	APPLICANT INFORMATION	PLANNING COMM.	CITY COUNCIL
			DATE	DATE
Annual review - Lindon Care Center 680 North State Street (File # 05.0383.8) <a href="mailto:administrator@lindoncare.com">administrator@lindoncare.com</a>	Existing use.	Lindon Care Center Manager: Christine Christensen 801-372-1970.	March 2014 Last Reviewed: 3/13	N/A
<i>Annual review of care center to ensure conformance with City Code. Care center is a pre-existing use in the CG zone.</i>				
Annual review of CUP - Housing Authority of Utah County - Group home. 365 E. 400 N. (File # 03.0213.1) <a href="mailto:lsmith@housinguc.org">lsmith@housinguc.org</a>	Existing CUP	Housing Auth. Of Utah County Director: Lynell Smith 801-373-8333.	March 2014 Last Reviewed: 3/13	N/A
<i>Annual review of CUP to ensure conformance with City Code. Group home at entrance to Hollow Park was permitted for up to 3 disabled persons.</i>				
Heritage Youth Services - Timpview Residential Treatment Center. 200 N. Anderson Ln. (File # 05.0345) <a href="mailto:info@heritageyouth.com">info@heritageyouth.com</a> <a href="mailto:info@birdseyvertc.com">info@birdseyvertc.com</a>	Existing CUP	HYS: Corbin Linde, Lynn Loftin 801-798-8949 or 798-9077	March 2014 Last Reviewed: 3/13	N/A
<i>Annual review required by PC to ensure CUP conditions are being met. Juvenile group home is permitted for up to 12 youth not over the age of 18.</i>				

Grant Applications	
Pending	Awarded
<b>CDBG 2014 Grant</b> – Senior Center Computer Lab	<b>Heritage Trail Phase 2</b> – Trail construction grant. Awarded amount \$3,037,433 o Status – ▪ Complete
<b>Bikes Belong</b> - Trail construction grant. Requested amount: \$10,000 o Status: NOT SELECTED FOR 2010. WILL RE-APPLY IN 2014.	<b>EPA STAG Grant</b> – Lindon Hollow Creek Ditch relocation. Awarded \$500,000 • Van Con awarded bid. Construction has started.
<b>Land and Water</b> – Trail construction grant. Requested amount: \$200,000 o Status: NOT SELECTED. RE-APPLY IN 2014.	<b>Utah State Parks 2011</b> – Non-motorized Trail grant: Awarded \$100,000 o Status – Environmental docs have been submitted to State o Pending property dedication by PacifiCorp • Intend to use funds towards completion of additional trail near power plant
<b>Hazard Mitigation Grant / MAG Disaster Relief Funds-</b> (pipe main ditch)	<b>EDCUtah 2012</b> – Awarded \$2,000 matching grant for 700 North CDA consultant reimbursement. o Proposed study / CDA creation in fall 2012. Estimated costs ~\$20,000.
<b>FEMA Hazard Mitigation Grant</b> – (pipe Main Ditch)	<b>State History Grant 2012</b> – New historical markers. Awarded \$800.00 (w/ 50% match from historical commission funds for total project cost of \$1,600).
	<b>MAG Bicycle Master Plan Study</b> Awarded funds to hire consultant to develop bicycle master plan to increase safety and ridership throughout the city.
	<b>Utah Heritage Foundation</b> — Lindon Senior Center Awarded 2013 Heritage Award in the Category of Adaptive Use Project.
	<b>CDBG 2013 Grant</b> – Senior Center Van (\$50,000). Funds dispersed July 2013

Planning Dept - Projects and Committees			
On-going activities (2014 yearly totals)	Misc. projects	UDOT / MAG projects	Committees
Building permits Issued: 2 New residential units: 0	2010-15 General Plan implementation (zoning, Ag land inventory, etc.)	700 North CDA	Utah Lake Commission Technical Committee: Bi-Monthly
New business licenses: 12	Lindon Hollow Creek-Corps of Eng., ditch relocation	Lindon Bicycle Master Plan	MAG Technical Advisory Committee: Monthly
Land Use Applications: 1	Lindon Heritage Trail Phase 3		Lindon Historic Preservation Commission: Bimonthly
Drug-free zone maps: 4	Gateway RDA improvements		North Utah County Transit Study Committee