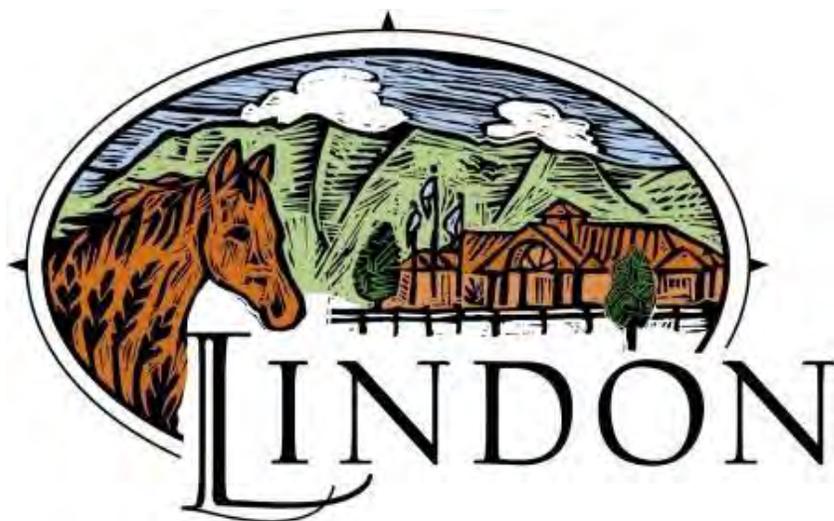


Lindon City Council Staff Report



Prepared by Lindon City
Administration

October 6, 2015

Notice of Meeting of the Lindon City Council



The Lindon City Council will hold a regularly scheduled meeting beginning at **7:00 p.m.** on **Tuesday, October 6, 2015** in the Lindon City Center council chambers, 100 North State Street, Lindon, Utah. The agenda will consist of the following:

REGULAR SESSION – 7:00 P.M. - Conducting: Mayor Jeff Acerson

Pledge of Allegiance: By Invitation
Invocation: Jeff Acerson

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



(Review times are estimates only)

1. **Call to Order / Roll Call**
2. **Presentations and Announcements**
 - a) Comments / Announcements from Mayor and Council members.
3. **Approval of minutes: September 15, 2015**
4. **Consent Agenda – No Items**
5. **Open Session for Public Comment** (For items not on the agenda)
6. **Review & Action — Osmond Assisted Living Phase 2, ~175 N. State Street**

Jared Osmond requests site plan approval of a 23,400 square foot memory care addition to the Osmond Assisted Living facility located at approximately 175 North State Street in the General Commercial (CG) zone. City ordinance requires assisted living facilities to be reviewed and approved by both the Planning Commission and the City Council. The Planning Commission recommends approval of the site plan.
7. **Review & Action — Lindon City Justice Court Recertification, Resolution #2015-7-R**

The City Council will review and consider Resolution #2015-7-R to recertify the Lindon City Justice Court as required by the Utah Judicial Council every four years. Judge W. Brent Bullock and Lindon City Attorney, Brian Haws, certify that the Lindon City Justice Court meets minimum operational standards as required by State Code.
8. **Public Hearing — Lindon Commercial Design Guidelines, Ordinance #2015-23-O**

Lindon City requests approval of Ordinance #2105-23-O outlining amendments to the Lindon City Commercial Design Guidelines to change the recommended Design Guidelines to required Design Standards. Additional review and updates to the Design Standards and city code sections will follow in future meetings. The Planning Commission recommends approval of the changes.
9. **Presentation & Discussion — Fire Station & Police Department facilities update**

Lindon City has contracted with Curtis Miner Architecture to design the new Fire Station and City Center/Police Department remodel projects. The City Administrator will review the status of the design process and update the Council on alternatives being explored and their associated costs.
10. **Review & Action — Appointments to Tree Advisory Board**

The City Council will review and consider recommended appointments to the Lindon City Tree Advisory Board. It is recommended that Lindon residents Terri Kowzer, Jennifer Brown, and Sarah Allred be appointed by the Council to serve four-year terms on the Tree Advisory Board.
11. **Council Reports:**
 - A) MAG, COG, UIA, Utah Lake, ULCT, Budget Committee
 - B) Public Works, Irrigation/water, City Buildings
 - C) Planning, BD of Adjustments, General Plan, Budget Committee
 - D) Parks & Recreation, Trails, Tree Board, Cemetery
 - E) Administration, Com Center Board, Lindon Days, Little Miss Lindon
 - F) Public Safety, Court, Animal Control, Historic Commission, Budget Committee, Chamber of C.
12. **Administrator's Report**

Adjourn

This meeting may be held electronically to allow a council member to participate by video conference or teleconference. Staff Reports and application materials for the agenda items above are available for review at the Lindon City Offices, located at 100 N. State Street, Lindon, UT. For specific questions on agenda items our staff may be contacted directly at (801)785-5043. City Codes and ordinances are available on the City web site found at 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 801-785-5043, giving at least 24 hours notice.

Posted By: Kathy Moosman
Time: ~1:00 p.m.

Date: October 2, 2015
Place: Lindon City Center, Lindon Police Dept, Lindon Community Center

REGULAR SESSION – 7:00 P.M. - Conducting: Mayor Jeff Acerson

Pledge of Allegiance: By Invitation

Invocation: Jeff Acerson

Item 1 – Call to Order / Roll Call

October 6, 2015 Lindon City Council meeting.

Jeff Acerson
Matt Bean
Van Broderick
Jake Hoyt
Carolyn Lundberg
Randi Powell

Staff present: _____

Item 2 – Presentations and Announcements

- a) Comments / Announcements from Mayor and Council members.

Item 3 – Approval of Minutes

- Review and approval of City Council minutes: **September 15, 2015**

2 The Lindon City Council held a regularly scheduled meeting on **Tuesday, September**
4 **15, 2015, at 7:00 p.m.** in the Lindon City Center, City Council Chambers, 100 North
State Street, Lindon, Utah.

6 **REGULAR SESSION** – 7:00 P.M.

8 Conducting: Jeff Acerson, Mayor
Pledge of Allegiance: Dustin Sweeten
10 Invocation: Van Broderick, Councilmember

12 **PRESENT** **ABSENT**

12 Jeff Acerson, Mayor
14 Randi Powell, Councilmember
Matt Bean, Councilmember
16 Van Broderick, Councilmember
Jacob Hoyt, Councilmember
18 Carolyn Lundberg, Councilmember
Adam Cowie, City Administrator
20 Cody Cullimore, Chief of Police
Kathy Moosman, City Recorder

- 22 1. **Call to Order/Roll Call** – The meeting was called to order at 7:00 p.m.
- 24 2. **Presentations/Announcements** –
- 26 a) Mayor/Council Comments – There were no comments at this time.
- 28 3. **Approval of Minutes** – The minutes of the regular meeting of the regular City
30 Council meeting of September 1, 2015 were reviewed.

32 COUNCILMEMBER POWELL MOVED TO APPROVE THE MINUTES OF
THE CITY COUNCIL MEETING OF SEPTEMBER 1, 2015 AS PRESENTED.
34 COUNCILMEMBER HOYT SECONDED THE MOTION. THE VOTE WAS
RECORDED AS FOLLOWS:

36 COUNCILMEMBER POWELL	AYE
COUNCILMEMBER BEAN	AYE
COUNCILMEMBER BRODERICK	AYE
38 COUNCILMEMBER HOYT	AYE
COUNCILMEMBER LUNDBERG	AYE

40 THE MOTION CARRIED UNANIMOUSLY.

- 42 4. **Consent Agenda** – No items.
- 44 5. **Open Session for Public Comment** – Mayor Acerson called for any public
46 comment not listed as an agenda item. There were several residents in
attendance who addressed the council as follows:

2 **Larry Walker, 264 E. Center Street:** Mr. Walker approached the Council at this time.
 Mr. Walker had a question regarding LCC 17.32.220 (utility underground) code. He then
 4 referenced a portion of the code regarding underground utilities. Mr. Cowie stated that
 any new development is required to go underground except in certain circumstances
 6 (relocating or moving a pole). Mr. Walker asked what determines when it is feasible to
 allow above ground utilities and gave an example (development south of Noah's on 700
 8 north) as there are fees involved. Mr. Cowie explained that he has not been involved in
 that development application process and will check with the planning department staff
 10 on how that decision was made.

Mr. Cowie noted the city encourages the use of underground utilities when
 12 required (initial/new developments), but if moving or relocating poles they hope to not
 have a net increase in overhead powerlines. Mr. Walker expressed his opinion that the
 14 city is abusing the code and forcing residents to pay 1200 % over and beyond what it
 would take to get service to their homes if overhead power lines were allowed with an
 16 existing pole on their lot. He feels someone in the city is interpreting the code that is
 costing our residents extra and there should be some common sense used in making these
 18 decisions. Mr. Cowie stated he would encourage developers/owners to come to a
 Development Review Committee meeting in the planning department to discuss with
 20 staff the issues and other possible options.

22 **Randy Hunter, 420 So. 280 West:** Mr. Hunter brought up the issue of the flooding of
 his home and the meeting held when he was told by Libby Lowther from URMMA that
 24 the city has no responsibility to maintain the storm water. He questioned if the city claims
 no responsibility for storm water then why is it a service that residents are billed for.
 26 Mayor Acerson commented that he understood that every city bills to a certain standard
 that doesn't take into account incidents or occurrences where the flow is beyond that
 28 standard. Mr. Cowie added that the city has chosen to develop storm water infrastructure
 to a certain level noting there are not storm drains on every street with some areas having
 30 them while others don't. He noted that new development is required to meet a certain
 standard but each city picks their own level of storm water level and there is nothing in
 32 state code that he is aware of that requires a certain level. Mr. Hunter reiterated if the city
 claims no responsibility to manager storm water it seems irresponsible to bill residents
 34 for it and in his personal situation the level provided is not working. Mayor Acerson
 asked Mr. Hunter if he is following up with this issue based on the last meeting. Mr.
 36 Hunter confirmed that Mr. Cowie is working with Orem City to look at possible
 solutions.

38 **Andrew Ingaman, 733 N 400 E:** Mr. Ingaman commented that he is 100% in favor of
 the proposed fire station. He also mentioned that he would like the Council to include the
 40 fireman in the process and let them have input on the station as it makes a big difference.
 He noted he is excited for the new station and he would be happy to help out. Mr. Cowie
 42 stated the Orem City Fire Chief, Battalion Chief and firemen have all been involved with
 the process.
 44

46 **CURRENT BUSINESS**

2 6. **Review and Action** – ***Appointment of Poll Workers & Polling Location.*** The
4 City Council will review and consider appointment of the receiving and alternate
6 poll workers and polling location for the 2015 General Election. The City
 Recorder recommends all voting occur at the Lindon Community Center located
 at 25 North Main Street.

8 Adam Cowie, City Administrator, opened the discussion by stating pursuant to
10 Section 20A-5-602 of the Utah State Code, the City Council must consider and appoint
 election poll workers at least fifteen days prior to the election. He noted that pursuant to
 code approval of the voting locations must also be approved by the City Council.

12 Mr. Cowie stated the City Recorder, Kathy Moosman, recommends the City Council
 approve by motion the following items:

- 14 1. Appoint the receiving and alternate poll workers for the 2015 General Election as
 shown on the attached list of poll workers; and
- 16 2. Approve the city-wide polling location at the Lindon City Community Center
 located at 25 North Main Street.

18 Mayor Acerson called for any comments or questions from the Council. Hearing
20 none he called for a motion.

22 COUNCILMEMBER POWELL MOVED TO APPOINT THE POLL
24 WORKERS AS LISTED, NOTING THAT THE CITY RECORDER MAY APPOINT
 ADDITIONAL AND/OR ALTERNATE POLL WORKERS AS NEEDED, AND MOVE
 TO APPROVE THE LINDON CITY COMMUNITY CENTER AT 25 NORTH MAIN
26 STREET AS THE POLLING LOCATION FOR ALL OF LINDON CITY.

28 COUNCILMEMBER LUNDBERG SECONDED THE MOTION. THE VOTE WAS
 RECORDED AS FOLLOWS:

- 30 COUNCILMEMBER POWELL AYE
- COUNCILMEMBER BEAN AYE
- COUNCILMEMBER BRODERICK AYE
- 32 COUNCILMEMBER HOYT AYE
- COUNCILMEMBER LUNDBERG AYE
- 34 THE MOTION CARRIED UNANIMOUSLY.

36 7. **Review and Action** – ***Declaration of Surplus Equipment - Resolution***
38 ***#2015-6-R.*** The City Council will review and consider Resolution #2015-6-R to
40 declare surplus city equipment to be auctioned off to the highest bidder through
 the website www.publicurplus.com. Items not sold within a specified time period
 will be disposed of at the discretion of the city administration.

42 Mr. Cowie explained this action is to review and approve the resolution tonight
44 that lists the exhibits with surplus property including photos and descriptions. Mr. Cowie
 then referenced the equipment to be auctioned off. He noted that items not sold will be
46 disposed of at the discretion of staff. There was then some general discussion regarding
 several of the auction items. Mr. Cowie then explained the auction site and bid process.

2 Mayor Acerson called for any further comments or questions from the Council.
Hearing none he called for a motion.

4
6 COUNCILMEMBER HOYT MOVED TO DECLARE SURPLUS CITY
EQUIPMENT AS DESCRIBED IN RESOLUTION #2015-6-R AND AUTHORIZE
STAFF TO AUCTION OFF AND DISPOSE OF THE EQUIPMENT.
8 COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE VOTE WAS
RECORDED AS FOLLOWS:

- 10 COUNCILMEMBER POWELL AYE
 - COUNCILMEMBER BEAN AYE
 - 12 COUNCILMEMBER BRODERICK AYE
 - COUNCILMEMBER HOYT AYE
 - 14 COUNCILMEMBER LUNDBERG AYE
- THE MOTION CARRIED UNANIMOUSLY.

16
18 Mayor Acerson called for any further comments or questions from the Council.
Hearing none he moved on to the next agenda item.

20 8. **COUNCIL REPORTS:**

22 **Councilmember Powell** – Councilmember Powell reported that the Community Center
Advisory Board meeting was postponed. She noted a citizen asked about a public notice
24 regarding the Osmond Senior Living Facility. Mr. Cowie stated they are going to be
starting the Phase II of the facility.

26 **Councilmember Bean** – Councilmember Bean reported there is an opening in the
28 Planning Department with the resignation of Jordan Cullimore, Planning Associate.

30 **Chief Cullimore** – Chief Cullimore reported on the Drill Down for Safety results noting
the plan was to test to see what residents would remember to do on their own without
32 encouragement or advertisement and it turned out amazingly well. He reported that 72%
of the community participated. He noted he is very encouraged by those numbers. He
34 also mentioned that the Everbridge emergency system was utilized and 1,930 people
received the message, which is a pretty good response. Chief Cullimore also reported that
36 they have joined with the Department of Justice and the Utah Attorney General’s office
on the Internet Crimes against Children Task Force. There will be two officers trained
38 and they will be working with Cyber Crimes against children which is very good training
and investigative experience including equipment grants and they will be providing a
40 good service.

42 **Councilmember Lundberg** – Councilmember Lundberg reported that she met with
Hugh Van Wagenen, Planning Director, today regarding the presentation by Bret
44 Overson regarding architectural guidelines. She noted that Mr. Van Wagenen is in the
process of making changes to the guidelines to strengthen different areas.
46 Councilmember Lundberg also mentioned that several years ago the Tree Board put
together a specific plan of how to landscape design the 700 north corridor which would

2 be a great long term idea. She mentioned that a similar common theme (tree plan)
 4 concept to continue on to State Street may also be a great idea. In addition, a lot of
 6 interest is starting to percolate on the 700 north corridor and there are questions of what
 8 we want for the corridor. She would suggest to the Council to create an area specific plan
 10 for 700 north in order to establish and create a detailed development plan and to set goals
 and a vision to achieve long term objectives to market to. She stated this is the gateway to
 the city and feels being proactive is vital. She noted that the Planning Director was in
 favor of a committee. Following discussion the Council was in agreement to move
 forward with creating a site specific committee for the 700 North corridor.

12 **Councilmember Hoyt** – Councilmember Hoyt reported that he met with the Chamber of
 14 Commerce today along with Mayor Acerson and Hugh Van Wagenen. He mentioned
 they reduced the price and they will try to get more involved which will be very
 beneficial.

16 **Councilmember Broderick** – Councilmember Broderick gave Councilmember
 18 Lundberg two names for possible Tree Board members, Sarah Allred and Terry Couser.
 He noted both have expressed interest in serving on the board.

20 **Mayor Acerson** – Mayor Acerson reported that the Utah League of Cities and Towns
 22 Fall conference starts tomorrow.

24 **Administrator’s Report:**

Mr. Cowie reported on the following items followed by discussion.

26 **Misc. Updates:**

- 28 • September City newsletter is posted on the city website
- Project Tracking List
- 30 • Councilmember Bean is Mayor pro tem from July through September 2015
- Councilmember Powell is Mayor pro tem from October through December 2015
- 32 • Employee positions soon to be open: Associate Planner, Police Officer,
 Receptionist
- 34 • Misc. Items

36 **Upcoming Meetings & Events:**

- 38 • Newsletter Assignment: Van Broderick – November newsletter article. *Due by
 last week in October.*
- September 14th – Drill down for safety (city-wide emergency drill)
- 40 • September 16th – 18th – Utah League of Cities and Towns Fall Conference in SLC
- September 25th, 8 pm to Midnight. DUI checkpoint at Geneva Road and Center
 42 Street
- October 22nd at 7:00 pm - Meet the Candidates Night at the Community Center
- 44 • October 30th – “All Hallows Eve” party at the Community Center
- November 3rd – Election night

46

2 9. **Closed Session to Discuss the Sale, Purchase, Exchange, or Lease of Real**
4 **Property** – The City Council will enter into a closed executive session to
6 discuss the sale, purchase, exchange, or lease of real property per Utah Code 52-
 4-205. This session is closed to the general public.

8 COUNCILMEMBER POWELL MOVED TO RECESS THE REGULAR CITY
10 COUNCIL MEETING AND MOVE INTO A CLOSED EXECUTIVE SESSION TO
 DISCUSS THE SALE, PURCHASE, EXCHANGE, OR LEASE OF REAL PROEPRTY
 AT 7:52 P.M. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE
 VOTE WAS RECORDED AS FOLLOWS:

- 12 COUNCILMEMBER POWELL AYE
- COUNCILMEMBER BEAN AYE
- 14 COUNCILMEMBER BRODERICK AYE
- COUNCILMEMBER HOYT AYE
- 16 COUNCILMEMBER LUNDBERG AYE
- THE MOTION CARRIED UNANIMOUSLY.

18 COUNCILMEMBER HOYT MOVED TO ADJOURN THE CLOSED
20 EXECUTIVE SESSION AND RE-CONVENE THE CITY COUNCIL MEETING AT
 8:53 P.M. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE
22 VOTE WAS RECORDED AS FOLLOWS:

- 24 COUNCILMEMBER POWELL AYE
- COUNCILMEMBER BEAN AYE
- COUNCILMEMBER BRODERICK AYE
- 26 COUNCILMEMBER HOYT AYE
- COUNCILMEMBER LUNDBERG AYE
- 28 THE MOTION CARRIED UNANIMOUSLY.

30 At this time Councilmember Broderick commented on the topic of hiring a police
32 officer to replace Alan Purvis who is retiring. He questioned, due to budget difficulties,
 what level of service changes or how it would decrease if the position was not
34 immediately filled. Chief Cullimore stated an investigator or school resource officer
 would be eliminated as there currently are not any spare people. His priority is to cover
36 shifts and he would have to move someone from a current job to patrol which increases
 workloads on investigators or pulls the school resource officer (who is at the schools
 daily). Councilmember Broderick noted that he is just wanting to gather information
38 considering the budget and agrees a school resource officer is a wonderful service
 provided by the police department. Following discussion the Council was in agreement to
40 fill the vacant police officer position.

 Mayor Acerson called for any further comments or discussion from the Council.
42 Hearing none he called for a motion to adjourn.

44 **Adjourn** –

2 COUNCILMEMBER POWELL MOVED TO ADJOURN THE MEETING AT
9:16 PM. COUNCILMEMBER BRODERICK SECONDED THE MOTION. ALL
4 PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

6

Approved – October 6, 2015

8

10

Kathryn Moosman, City Recorder

12

14

Jeff Acerson, Mayor

DRAFT

Item 4 – Consent Agenda – *(Consent agenda items are only those which have been discussed beforehand and do not require further discussion)*

- No Items.

Item 5 – Open Session for Public Comment *(For items not on the agenda)*

6. Review & Action — Osmond Assisted Living Phase 2, ~175 N. State Street (20 minutes)

Jared Osmond requests site plan approval of a 23,400 square foot memory care addition to the Osmond Assisted Living facility located at approximately 175 North State Street in the General Commercial (CG) zone. City ordinance requires assisted living facilities to be reviewed and approved by both the Planning Commission and the City Council. The Planning Commission recommends approval of the site plan.

See attached information from the Planning Department.

Site Plan — Osmond Senior Living Phase II ~175 North State Street

Jared Osmond of Osmond Senior Living requests site plan approval of a two-story, 23,400 square foot addition to the existing Osmond Senior Living site on a 0.81 acre site at approximately 175 North State Street in the General Commercial (CG) zone.

<p>Applicant: Jared Osmond Presenting Staff: Hugh Van Wagenen</p> <p>General Plan: General Commercial Current Zone: General Commercial (CG)</p> <p>Property Owners: 93 South Main LLC and Osmond Development LC Address: ~175 North State Street Parcel ID: 14:069:0291 and 14:069:0292 (current) Lot Size: 0.81 acres</p> <p>Type of Decision: Administrative Council Action Required: Yes Planning Commission Action: Recommended approval in a 6-0 vote with the conditions noted.</p>	<p><u>SUMMARY OF KEY ISSUES</u></p> <ol style="list-style-type: none"> Whether to approve the site plan for a two-story, 23,400 square foot, 32 room addition to the Osmond Senior Living Facility located in the CG zone. <p><u>MOTION</u> I move to (<i>approve, deny, continue</i>) the applicant's request for site plan approval of a two-story, 23,400 square foot addition to Osmond Senior Living with the following conditions (if any):</p> <ol style="list-style-type: none"> An amended plat be recorded so the building is not built over property lines except where allowed by fire and building codes, prior to issuing a building permit. Landscaping standards for parking lots be met, including requirements along residential uses.
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BACKGROUND

- This is a site plan application for a 23,400 square foot, 32 room addition to Osmond Senior Living.
- Mr. Osmond was originally approved for a 90 bed facility with Phase I, but was not able to achieve that number on the first phase. In total, the new phase will bring the facility to 85 rooms with a capacity for 105 residents or beds; up 15 of those residents may be "non-qualifying" individuals per City Code and no more than 90 may be "qualifying" residents.

DISCUSSION & ANALYSIS

Requirements

Large care facilities are *conditionally* permitted in the General Commercial zone and have to meet the following site requirements:

- Facility Separation Requirement.** Large facilities shall not be within one-thousand five-hundred (1500) feet of any other approved small or large care facility, group home for the elderly, group home for persons with a disability, juvenile group home, or transitional/treatment group home as defined by the Lindon City Code.
Requirement met; see attached map.
- Lot Size Requirement.** Lot size shall be according to the zone where proposed.

There are some existing property lines that need to be cleaned up in order for the site to be approved. Mr. Osmond has indicated that an amended plat has been prepared and will presently be submitted to the City for review. It is recommended that a condition of approval be that an amended plat be recorded that satisfies City requirements before a building permit is issued for Phase II.

3. Project Site and Design Requirements. Large facilities shall be subject to the architectural, site plan, height and setback requirements of the commercial zone were proposed.

Setbacks met on frontage (20 feet) and along residential use (40 feet); height verified at time of building permit approval, but appears to be about 33 feet which is well below the 48 foot limit.

4. Landscaping. A minimum of thirty (30) percent of the lot shall be maintained in permanent landscaped open space. Also, a 20 foot landscape strip with a 3 foot high berm along frontages is required with turf grass and trees every 30 feet on center.

In conjunction with the existing site, the requirement is met; 36% in landscaping. The required 20 foot landscape strip with a berm and trees every 30 feet on center is shown.

5. Parking. Off-street parking shall be provided to accommodate staff and one (1) visitor per three (3) residents. If at such time parking is deemed insufficient by the Lindon City Planning Commission and/or City Council, facility operators may be required to increase the number of parking stalls on their site or reduce the number of residents in their facility.

Requirement met for whole site; 56 stalls provided, 35 for visitors and 21 for staff. There are 16 new stalls being added to the site which will require two additional trees in the parking lot landscaping requirement.

6. Facility Size. Large facilities shall provide a minimum of four-hundred (400) square feet of floor area per resident.

Requirement met for Phase II; over 25,000 total square feet provided or about 640 s.f. per resident.

7. Architectural Design. The architectural design of care centers shall comply with architectural design guidelines as established in the respective commercial zone where the facility is proposed.

See elevations. The new phase will match the existing structure; photographs attached.

8. The Code requires that any off-street parking lot adjacent to a residential use or residential zone shall provide a minimum 10' landscaped buffer from the parking lot to the adjacent residential use or zone. Trees shall be planted at least every 10' along the landscaped strip adjacent to the residential use or residential zone. Trees must be a minimum of 2" caliper measured one foot off the ground and at least 6' tall when planted. In addition to any required fencing, trees shall be of a variety that will mature to a height of at least 20' tall in order to provide a visual barrier between the non-residential use and the residential use.

The landscape strip is provided, but the trees are not shown adjacent to the parking stalls located on the southwest corner of the lot. A recommended condition of approval is that this requirement be satisfied. Lindon City Code states: *The Planning Commission has flexibility to grant exceptions to this landscape screening standard if existing vegetation or other existing screening is found to meet the intent of the screening requirements found in this section.*

8. Bike parking is required at 8% of the total number of parking stalls.

Seven total bike stalls are provided and five are required.

Engineering Standards

There are a few engineering issues that will need to be resolved before the plans are finalized and staff will ensure all requirements are met.

PLANNING COMMISSION ACTION

The Planning Commission had some questions about the type of fence being placed along the residential uses to the south of the property and whether fence type would be coordinated with Avalon Senior Apartments. Ultimately, the Commission left the fence design to be decided by Mr. Osmond and encouraged coordination with Avalon. An approval vote of 6-0 was passed for the site plan with the two conditions as noted.

MOTION

See above.

ATTACHMENTS

1. Aerial photo of the site and surrounding area.
2. Buffer distance map to other facilities.
3. Photographs of the existing site.
4. Site Plan
5. Architectural Rendering & Elevations
6. Landscaping Plan
7. Color Palette











NORTH
1" = 30'

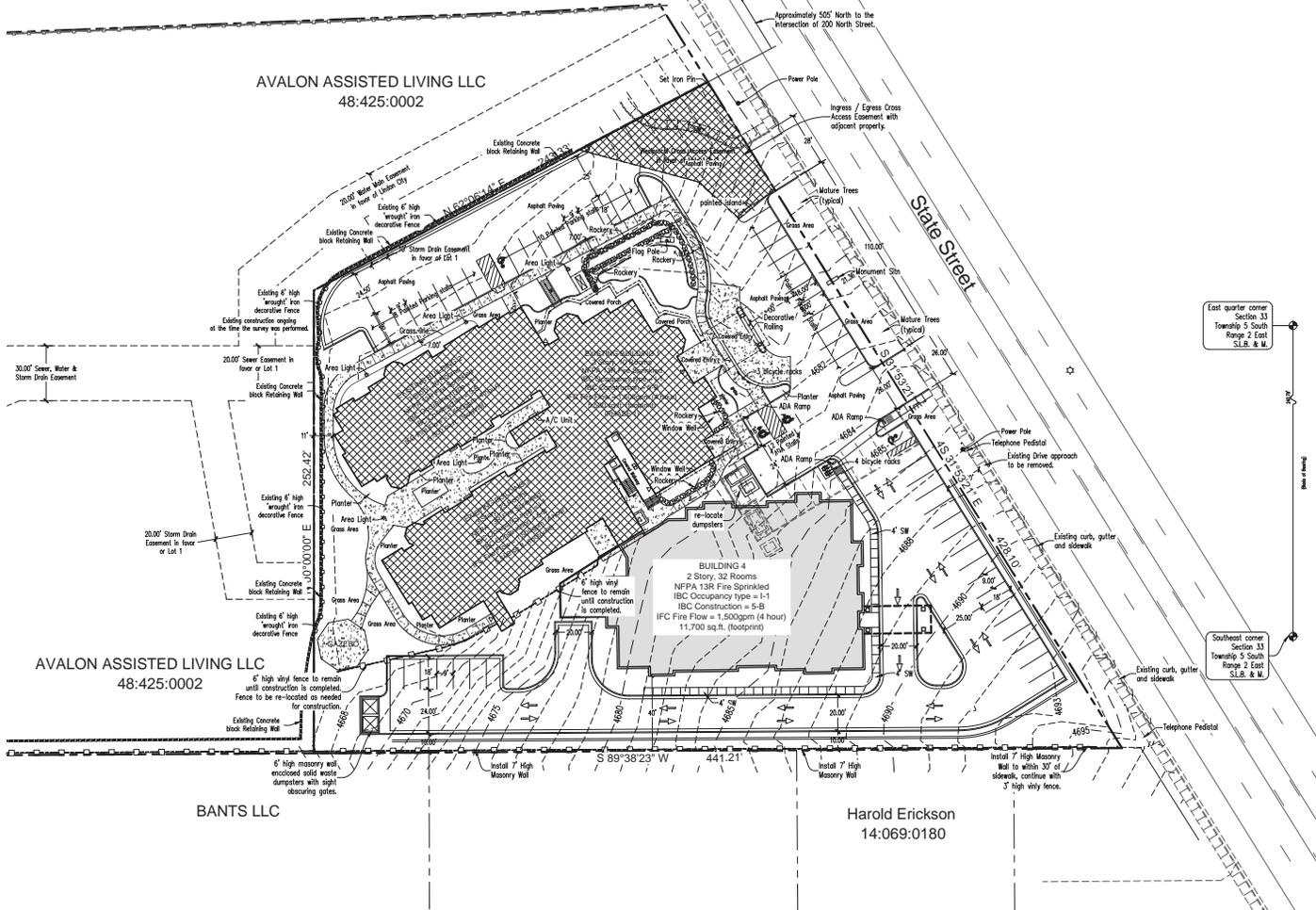
A PERFECT DEVELOPMENT LC
48:358:0011

AVALON ASSISTED LIVING LLC
48:425:0002

AVALON ASSISTED LIVING LLC
48:425:0002

BANTS LLC

Harold Erickson
14:069:0180



East quarter corner Section 33 Township 5 South Range 2 East S.L.B. & M.

Southeast corner Section 33 Township 5 South Range 2 East S.L.B. & M.

	Square Footage	Acreage	Percent of total
Total Area	64,278	1.48	100
Total Building / Pad Area	19,500	0.45	30
Total Hard Surface Area	18,521	0.43	29
Total Impervious Area	38,021	0.87	59
Total Landscaped Area	26,257	0.60	41

Tabulation Table - Existing

	Square Footage	Acreage	Percent of total
Total Area	43,363	0.81	100
Total Building / Pad Area	11,700	0.27	33
Total Hard Surface Area	18,735	0.43	53
Total Impervious Area	30,435	0.70	86
Total Landscaped Area	12,928	0.11	14

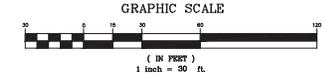
Tabulation Table - Phase 2

	Square Footage	Acreage	Percent of total
Total Area	107,641	2.47	100
Total Building / Pad Area	31,200	0.72	29
Total Hard Surface Area	37,256	0.86	35
Total Impervious Area	68,456	1.58	64
Total Landscaped Area	39,185	0.89	36

Tabulation Table - Combined

Site Data:

Zone = Senior Housing Overlay Zone
 Total Area = 107,641 sq. ft. 2.47 acres
 Total number of beds = 90 (qualifying residents)
 15 (non-qualifying residents)
 Parking Requirements = 1 space/3 beds
 Spaces required = 35
 Spaces provided = 49 (5 VAN accessible)



CAUTION! Notice to contractors

The Contractor is specifically cautioned that the location and/or elevation of existing utilities as shown on these plans is based on records of the various utility companies and where possible from measurements taken in the field. The information is not to be considered exact or complete. The Contractor must notify the utility location center at least 48 hours prior to any excavation to request the exact location of the utilities in the field. It shall be the responsibility of the Contractor to relocate all existing utilities which conflict with the proposed improvements shown on the plan.

Notes:

1. Telecommunication conduit shall be installed to serve this site. Run the conduit to the site from an existing service box at a nearby site as shown in the UTOPA design. Run the conduit within the public right-of-way or secure easements to run it on private property. Lay the conduit at a minimum depth of cover of 24".
2. Install one orange 3/4" diameter SR-11 HDPE conduit meeting ASTM 3035, or in different quantities and sizes as shown in the UTOPA design. A twelve (12) gauge solid THHN tracer wire shall be installed inside all conduits according to NEC standards. Telecommunications conduit shall include a 3" caution tape installed in the piped line trench approximately 12" below the ground surface, with the words "CAUTION: FIBER OPTIC CABLE" printed on it.
3. The applicant is responsible for compliance with all requirements of the "American with Disabilities Act" (ADA).
4. All landscaped areas shall have an automatic, underground sprinkling system with a backflow prevention device and a backflow prevention device to the building, unless landscaping is served by the secondary water system.
5. Water Meters are to be located behind back of walk or back of curb in an area that is accessible, not located behind fenced areas or under covered parking.
6. Linden Standard Specifications and Drawings apply to construction of public improvements that will be owned or maintained by Linden City and take precedence over other standards.

Notes:

1. The applicant is responsible for compliance with all requirements of the "Americans with Disabilities Act" (ADA).
2. All landscaped areas shall have an automatic, underground sprinkling system with a backflow prevention device and a backflow prevention device to the building, unless landscaping is served by the secondary water system.
3. Water Meters are to be located behind back of walk or back of curb in an area that is accessible, not located behind fenced areas or under covered parking.
4. Linden Standard Specifications and Drawings apply to construction of public improvements that will be owned or maintained by Linden City and take precedence over other standards.

Project Benchmark is the South quarter corner of Section 33, Township 5 South, Range 2 East, with an elevation of 4546.42.

Know what's below. Call 811 before you dig.

BLUE STAKES OF UTAH
 UTILITY NOTIFICATION CENTER, INC.
 www.bluestakes.org
 1-800-642-4111

DUDLEY AND ASSOCIATES
 ENGINEERS PLANNERS SURVEYORS
 363 EAST 1200 SOUTH, OREM, UTAH
 801-224-1252

Osmond Assisted Living - Phase 2
Amended Site Plan
 (Utah)
 Orem, Utah

REVISIONS	DATE	DESCRIPTION
1-1-14 (BNA update)		

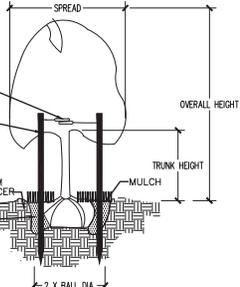
Date: 8-25-2016
 Scale: 1"=30'
 By: [Signature]
 TD: [Signature]
 Tracing No.: [Signature]
 L: [Signature]

Sheet No.
C-2.0



NORTH
1" = 20'

PLANT SO THAT TOP OF ROOT BALL IS EVEN WITH THE FINISHED GRADE
PAINT ALL CUTS OVER 1" DIA.

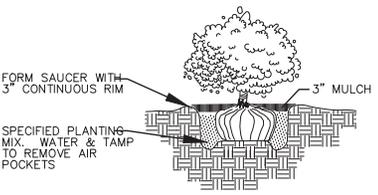


2 STRAND TRISTED 1/2 GAUGE GAL. WIRE ENCASED IN 1" DIA. RUBBER HOSE
(2) GREEN STEEL 1" POST DRIVEN (MIN. 18") FIRMLY INTO SUBGRADE PRIOR TO BACKFILLING
STAKE ABOVE FIRST BRANCHES OR AS NECESSARY FOR FIRM SUPPORT
REMOVE BURLAP OR PULL BACK AWAY FROM TOP OF BALL ROOT
SPECIFIED PLANTING MIX WATER & TAMP TO REMOVE AIR POCKETS

NOTE:
STAKING AS REQUIRED

TREE PLANTING - VERTICAL STAKES
SCALE: NOT TO SCALE

Landscaping along Western Boundary line to remain undisturbed until adjacent property develops, at which time the retaining wall and landscaping will be completed.



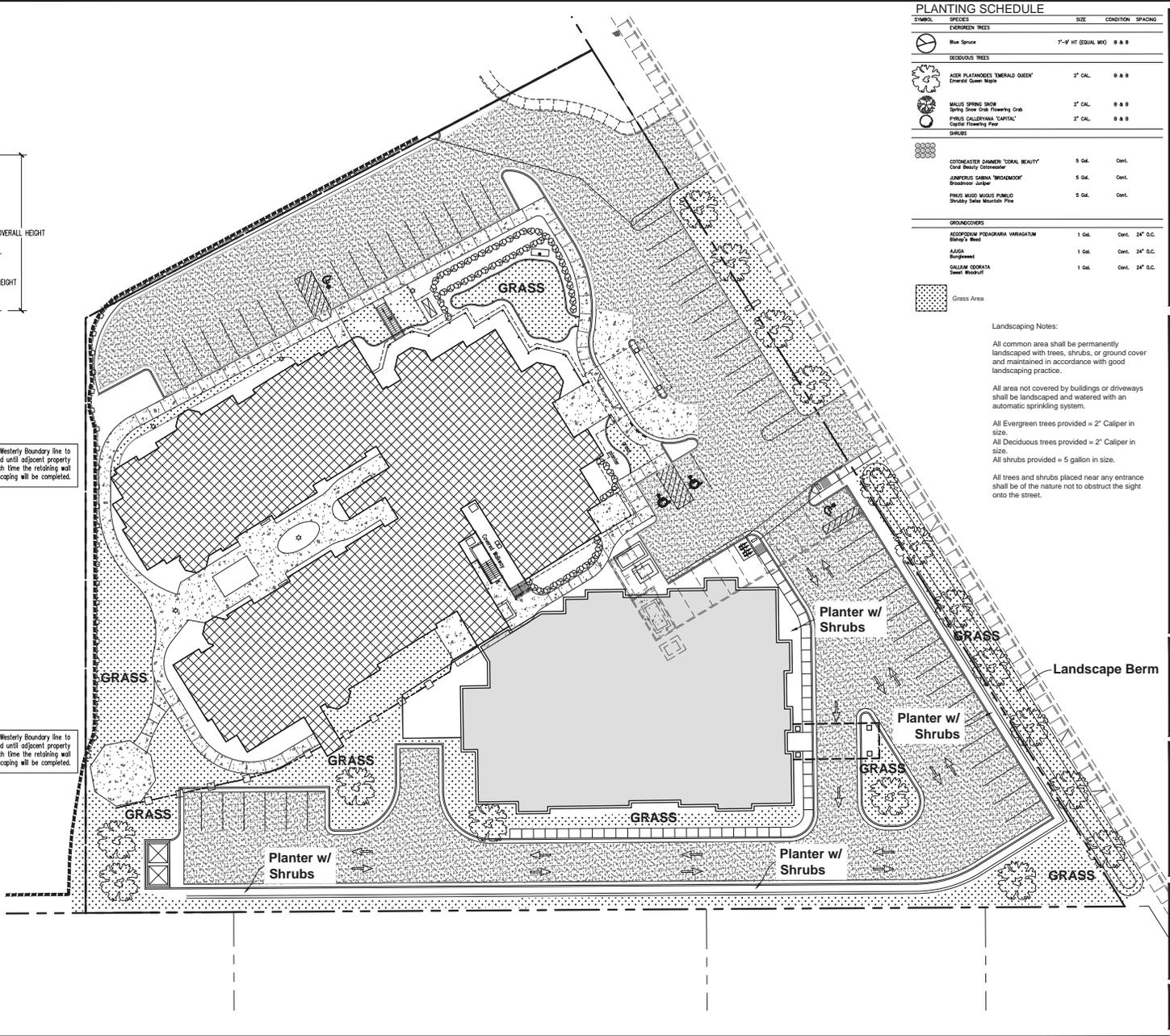
FORM SAUCER WITH 3" CONTINUOUS RIM
SPECIFIED PLANTING MIX WATER & TAMP TO REMOVE AIR POCKETS

SHRUB PLANTING
SCALE: NOT TO SCALE

Landscaping along Western Boundary line to remain undisturbed until adjacent property develops, at which time the retaining wall and landscaping will be completed.

	Square Footage	Acreage	Percent of total
Total Area	107,641	2.47	100
Total Building / Pad Area	33,105	0.76	33
Total Hard Surface Area	34,412	0.79	30
Total Impervious Area	67,518	1.55	63
Total Landscaped Area	40,123	0.92	37

Tabulation Table - Combined



PLANTING SCHEDULE

SYMBOL	SPECIES	SIZE	CONDITION	SPACING
EVERGREEN TREES				
	Blue Spruce	7"-9" HT (EQUAL WID)	8" x 8"	
DECIDUOUS TREES				
	ACER PLATANOIDES 'EMERALD QUEEN' Emerald Queen Maple	2" CAL.	8" x 8"	
	MALUS SPRING SNOW Spring Snow Crab Flowering Crab	2" CAL.	8" x 8"	
	PRUNUS CALIFORNICA 'CAPITAL' Capital Flowering Pear	2" CAL.	8" x 8"	
SHRUBS				
	CORYDALIS JAMNER 'CORAL BEAUTY' Coral Beauty Corydalis	5 Gal.	Cont.	
	JUNIPERUS SABINA 'WIGANMOOD' Shrubbery Juniper	5 Gal.	Cont.	
	FICUS MICRO CAROLINENSIS Shrubbery Ficus	5 Gal.	Cont.	
GROUNDCOVERS				
	ASPIDISTRA FODORIANA 'VIRGATUM' Blunt's Reed	1 Gal.	Cont.	24" O.C.
	ALUMINA Impatiens	1 Gal.	Cont.	24" O.C.
	SAXIFRAGA Saxifrage	1 Gal.	Cont.	24" O.C.
	Grass Area			

Landscaping Notes:
All common area shall be permanently landscaped with trees, shrubs, or ground cover and maintained in accordance with good landscaping practice.
All area not covered by buildings or driveways shall be landscaped and watered with an automatic sprinkling system.
All Evergreen trees provided = 2" Caliper in size.
All Deciduous trees provided = 2" Caliper in size.
All shrubs provided = 5 gallon in size.
All trees and shrubs placed near any entrance shall be of the nature not to obstruct the sight onto the street.

DUDLEY AND ASSOCIATES
ENGINEERS PLANNERS SURVEYORS
363 EAST 1200 SOUTH, OREM, UTAH
801-224-1252

Osmond Assisted Living - Phase 2
Landscape Plan

REVISIONS

Date: 8-26-2015
Scale: 1"=20'
By: TD
Tracing No. L

Sheet No.
C - 6



1
A201
EXTERIOR ELEVATION - EAST
SCALE: 1/8" = 1'-0"



2
A201
EXTERIOR ELEVATION - SOUTH
SCALE: 1/8" = 1'-0"

PROGRESS SET /
NOT FOR
CONSTRUCTION

PRINTED DATE

08.27.2015

Chris Layton & Associates
ARCHITECTURE | PLANNING | INTERIORS



2005 East 2700 South, Suite 201, Salt Lake City, Utah 84109
p:801.487.0715 | f:801.487.0716

LINDON
ASSISTED LIVING
MEMORY CARE
175 North State Street
Lindon, Utah

PROJECT NUMBER

15.079

DATE

CWL

TITLE

EXTERIOR ELEVATIONS

SHEET NUMBER

A201

IV. Utah Mountain Desert Color Palette



Utah Mountain Desert Color Palette

Primary Colors

The main color palette is a large rectangular area with a light beige background. It features the text "Utah Mountain Desert Color Palette" on the left and "Primary Colors" on the right. Below the text are seven horizontal rows of color swatches. Each row contains five swatches of varying shades. The rows represent different color families: blue, grey, brown, dark green, medium green, yellow-green, and tan.

7. Review & Action — Lindon City Justice Court Recertification, Res. #2015-7-R (20 minutes)

The City Council will review and consider Resolution #2015-7-R to recertify the Lindon City Justice Court as required by the Utah Judicial Council every four years. Judge W. Brent Bullock and Lindon City Attorney, Brian Haws, certify that the Lindon City Justice Court meets minimum operational standards as required by State Code.

The Lindon City Justice Court provides a valuable resource to the community. The court processed 1,652 criminal, traffic, and civil cases in the 2014 calendar year and over 1,020 cases so far in 2015. With this level of caseloads the court is considered a Class III court. Every four years the Justice Court is required to be recertified by the State to ensure operational compliance with State law. The attached materials outline the recertification requirements and responses from Judge W. Brent Bullock and City Attorney Brian Haws. Judge Bullock will be available for questions during this agenda item.

The Justice Court operations are largely funded by court fines and traffic school fees. The fines and fees cover about 80% of the court expenditures (attorney fees, bailiffs, employee salaries and benefits, operational and office expenses, etc.). This fiscal year the Lindon City general fund is anticipated to subsidize about 20.1% of the operational costs. This represents a decreased (improved) level of general fund subsidy, with the highest subsidy year being FY2012-13, in which approximately 24.5% of the court was supported by general funds. The Judge, Court Clerks, and City Administration have made positive efforts to improve efficiency and reduce costs of operations in the court.

The City has regularly studied the Justice Court costs/benefits and has, in the past, felt the Justice Court played a critical role in the community. Having a local court to hear cases that originated in Lindon instead of having to attend a court in another jurisdiction has been a key factor in keeping the court operational. Having a Judge appointed by the City Council and who has developed positive relationships with employees and local law enforcement officers has also been a critical benefit for the City.

The city has the option to close the Justice Court and outsource the court functions, but still bears the burden of paying for the court services and attorney's fees for cases that originate within the city. In past evaluations outsourcing court services to another justice court has been calculated to not provide significant cost benefit to the City and would decrease service levels for those being processed by a local justice court.

Staff recommends continuing to operate the Lindon City Justice Court and recommends that the Council approve the resolution to recertify the Justice Court.

Sample Motion: I move to (approve, continue, deny) Resolution 2015-7-R to recertify the Lindon City Justice Court.

RESOLUTION NO. 2015-7-R

A RESOLUTION REQUESTING THE RECERTIFICATION OF THE LINDON CITY MUNICIPAL JUSTICE COURT

WHEREAS, the provisions of U.C.A. 78A-7-103 require that Justice Courts be recertified at the end of each four-year term; and

WHEREAS, the term of the present Court shall expire in February 2016; and

WHEREAS, the members of the Lindon City Municipal Council have received an opinion letter from Brian Haws, City Attorney, which sets forth the requirements for the operation of a Justice Court and feasibility of continuing to maintain the same; and

WHEREAS, the members of the Lindon City Municipal Council have determined that it is in the best interests of Lindon City to continue to provide for a Justice Court.

THEREFORE, BE IT RESOLVED the Lindon City Municipal Council hereby requests recertification of the Lindon City Municipal Justice Court by the Justice Courts Standards Committee and the Utah Judicial Council.

BE IT FURTHER RESOLVED that the Lindon City Municipal Council of Lindon City hereby affirm their willingness to continue to meet all requirements set forth by the Judicial Council for continued operation of the Lindon City Municipal Justice Court for the next four-year term of the court, except as to any requirements waived by the Judicial Council.

APPROVED and signed this _____ day of _____, 2015.

LINDON CITY

By _____
Jeff Acerson, Mayor

ATTEST:

Kathryn A. Moosman, City Recorder

COURT CERTIFICATION AFFIDAVIT

Court Location: LINDON CITY, UTAH

Judge: W. BRENT BULLOCK

Address: 100 NORTH STATE STREET, LINDON, UTAH 84042

Telephone: 801-785-1971

Level of Court (Circle one): I II III IV

Average Case Filings Per Month: 122

Daily Court Hours: 8-5:00 PM

Number of Full-time Clerks: 1
Hours Worked Per Week Per Clerk: 40

Number of Part-time Clerks: 1
Hours Worked Per Week Per Clerk: 20

This form is divided into two parts. Section I contains those requirements that are statutory and are **not** waivable. Section II contains minimum requirements established by the Judicial Council, and those requirements may be waived pursuant to the procedure set forth in the instructions to applicant included with the application for certification.

Comes now Judge W. BRENT BULLOCK,

Justice Court Judge for LINDON CITY

_____ and,

except as specifically noted below, certifies as follows:

SECTION I

**THE FOLLOWING ITEMS ARE STATUTORY AND CANNOT BE WAIVED.
CERTIFICATION WILL NOT BE GRANTED UNLESS EACH REQUIREMENT IS MET.**

Please indicate **Yes or No** to each of the following:

1. All official court business is conducted in a public facility. **YES**
2. Court is open daily. **YES**
3. The hours of court operation are posted conspicuously. **YES**
4. The judge and the clerk attend court at regularly scheduled times based on the level of the court. **YES**
5. The judge is compensated at a fixed rate, within the statutory range. **YES**
6. The responsible governmental entity provides and compensates sufficient clerical personnel necessary to conduct the business of the court. **YES**
7. The responsible governmental entity assumes the expenses of the travel of the judge for purposes of required judicial education. **YES**
8. The responsible governmental entity assumes the expenses of the travel of each clerk for the purposes of attending training sessions conducted by the Judicial Council. **YES**
9. The responsible governmental entity provides the Court with:
 - a. Sufficient prosecutorial support **YES**
 - b. Funding for attorneys for indigent defendants, as appropriate **YES**
 - c. Sufficient local law enforcement officers to attend court as provided by statute **YES**
 - d. Security for the court as provided by statute **YES**
 - e. Witness and juror fees **YES**
 - f. Appropriate copies of the Utah Code, the Justice Court Manual, state laws affecting local governments, local ordinances and other necessary legal reference materials **YES**

10. Fines, surcharges and assessments which are payable to the state are forwarded as required by law. YES
11. Court is held within the jurisdiction of the court, except as provided by law (78A-7-212).
YES
12. All required reports and audits are filed as required by law or Rule of the Judicial Council.
YES

SECTION II

Section II contains minimum requirements established by the Judicial Council, and those requirements may be waived or an extension granted pursuant to the procedure set forth in the instructions to applicant included with this application for recertification.

Please indicate **YES or NO** to each of the following:

1. Court is open each day as appropriate for the classification of the court. **YES**
2. The judge is available to attend court and to conduct court business as needed. **YES**
3. Minimum furnishings in the courtroom include:
 - a. Desk and chair for the judge **YES**
 - b. A six inch riser **YES**
 - c. Desk and chair for the court clerk **YES**
 - d. Chairs for witnesses **YES**
 - e. Separate tables and appropriate chairs for plaintiffs and defendants **YES**
 - f. A Utah State flag **YES**
 - g. A United States flag **YES**
 - h. A separate area and chairs for at least four jurors **YES**
 - i. A separate area with appropriate seating for the public **YES**
 - j. An appropriate room for jury deliberations **YES**
 - k. An appropriate area or room for victims and witnesses which is separate from the public **YES**
 - l. A judicial robe **YES**
 - m. A gavel **YES**
 - n. Current bail schedules **YES**
 - o. A copy of the Code of Judicial Administration **YES**

- p. Necessary forms and supplies YES
- q. Office space for the judge YES
- r. Office space for the court clerk YES
- s. Secure filing cabinets YES
- t. Appropriate office supplies YES
- u. A cash register or secured cash box YES
- v. At least one computer with internet access YES
- w. Access to a copy machine YES
4. The appropriate number of clerks as required by the classification of the court are present during the time court is open each day and as needed during court sessions. YES
5. Does the applicant have a law enforcement department? YES
6. If the applicant does not have a law enforcement department, identify the law enforcement agency which will provide law enforcement services for the applicant: _____

7. A security plan has been filed consistent with C.J.A. Rule 3-414. YES
8. The court electronically reports to the Driver License Division, the Bureau of Criminal Identification and the Administrative Office of the Courts as required. YES
9. If the court is a **Class I** court:
- a. Judge is employed on a full-time basis _____
- b. Dedicated courtroom which meets the master plan guidelines adopted by the Judicial Council _____
- c. Court has a jury deliberation room _____
- d. Judge's chambers, clerk's office, and courtroom are in the same building _____
- e. Judge has his or her own private chambers _____
- f. Clerk's office is separate from any other entity _____

- g. Court is open during normal business hours _____
10. If the court is a **Class II** court:
- a. Court is open (check one)
- ____ 1. 201-300 average monthly filings: at least 4 hrs./day
 ____ 2. 301-400 average monthly filings: at least 5 hrs./day
 ____ 3. 401-500 average monthly filings: at least 6 hrs./day
- b. Trial calendar is set at least weekly _____
- c. Courtroom configuration is permanent _____
- d. Courtroom, judge's chambers, and clerk's office are within the same building _____
- e. Judge has his or her own private chambers _____
11. If the court is a **Class III** court:
- a. Trial calendar is set at least every other week **YES**
- b. Court is opened (check one):
- X** 1. 61-150 average monthly filings: at least 2 hrs./day
 ____ 2. 151-200 average monthly filings: at least 3 hrs./day
12. If the court is a **Class IV** court:
- a. Trial calendar is set at least monthly _____
- b. Court is open at least 1 hour per day _____
13. **If you have responded with a "no" to any item in Section II above, you must request a waiver or extension below and justify that request.** If waiver or extension of any requirement is requested, please specify each requirement and indicate factors which demonstrate a need for the waiver or extension. For any requested extension, please include the requested extension period. (To receive a waiver or extension of any requirement, the information requested in this section must be provided. Remember that statutory requirements cannot be waived or extended).

I am familiar with the minimum operational standards for this court, and except as noted above, those standards are currently met or exceeded. During the current term of the court, I have met with the appropriate governing body of the City to review the budget of the court, review compliance with the minimum requirements and operational standards, and discuss other items of common concern.

DATED this 30th day of September, 2015.

W. Brent Bullock
Justice Court Judge

I declare under criminal penalty of the State of Utah that the foregoing is true and correct.

Executed on this 30th day of Sept., 2015.

Dona F. Haacke



HANSEN WRIGHT EDDY & HAWS, P.C.
ATTORNEYS

233 South Pleasant Grove Blvd., Suite 202
Pleasant Grove, Utah 84062

TELEPHONE (801) 443-2380
FACSIMILE (801) 796-0984

JAMES "TUCKER" HANSEN
KASEY L. WRIGHT
MARK D. EDDY
BRIAN K. HAWS
TIMOTHY G. MERRILL
LARAMIE D. MERRITT
MATTHEW R. CRANE
M. REED ADAMS
CHERYLYN M. EGNER

September 30, 2015

Lindon City
Attn: Adam Cowie and Lindon City Council
100 North State Street
Lindon, UT 84042

Re: Recertification of the Lindon City Justice Court

Dear Mr. Cowie and City Council

As required by statute, I have reviewed the material sent to the City relating to the process and requirements of recertifying the Lindon City Justice Court. In this process I have had discussions with the clerk of the Court regarding the average number of cases, the level of services provided, and the requirements necessary to recertify the Justice Court with the State Administrative Office of the Courts.

Pursuant to state statutes and regulations I am required to advise you as to all requirements for operating a justice court and to provide you with a legal opinion as to the feasibility of Lindon City maintaining a justice court.

All justice courts throughout the state are required to maintain certain minimum standards. These standards and the City's compliance therewith, are listed below:

1. All official court business must be conducted in a facility with a courtroom and/or an office in a public facility, within the boundaries of Lindon City, which is conducive and appropriate to the administration of justice, meeting at least the minimum standards set out in U.C.A. § 78A-7-213, including adequate seating and furniture for the judge, clerk, attorneys, jury, and public.

The Lindon City Council chambers also acts as the court room, with a raised judicial bench for judge and clerks, a jury box, and attorney tables. These facilities meet all of the state's standards. The City's council chambers/courtroom has been noted for its architecture and setting and has been used a model for other justice courts in the state.

2. The Court shall be open and judicial business shall be transacted every day as provided by law as set forth in U.C.A. §78A-7-213, although the judge is not required to be present during all hours is open.

The Lindon City Justice Court is Monday through Friday from 8:00 a.m. to 4:30 p.m.

3. The hours that the Court will be open shall be posted conspicuously at the court and in local public buildings pursuant to U.C.A. § 78A-7-213.

Lindon Court posts its hours of operations at the entrance of the City offices and on the City's website.

4. The judge and clerk of the court shall attend court at regularly scheduled times pursuant to U.C.A. § 78A-7-213.

The Honorable Judge Brent Bullock holds every Wednesday morning from 9:00 am until the court calendar is completed. Appearances before the Court are by appointment only. In addition Judge Bullock sets court to conduct trials and hearing on a case by case basis and sets such times to accommodate the schedule of defendants and attorneys when possible.

5. Lindon City shall provide and compensate a judge and clerical personnel to conduct the business of the courts pursuant to U.C.A. § 78A-7-206 and § 78A-7-207.

Lindon City retains the Honorable Brent Bullock as the justice court judge and compensates Judge Bullock in accordance with the state statute. Lindon City currently employs two judicial clerks to meet the needs of the court.

6. The City must pay the expenses of travel, meals, and lodging for the judge to attend required judicial education and training pursuant to U.C.A. §78A-7-205.

Lindon City pays for the judge to attend the all required judicial council conferences, including the cost of attendance, travel, lodging, and meals.

7. The City must assume the cost of travel and training expenses of the clerical personnel and training sessions conducted by the Judicial Council pursuant to U.C.A § 78A-78-103.

Lindon City pays for the court staff to attend the all required training sessions conducted by the Judicial Council including the cost of attendance, travel, lodging, and meals.

8. The City must provide a sufficient staff of public prosecutors to attend court and perform the duties of prosecution pursuant to U.C.A 78A-7-103.

Lindon City contracts with private attorneys to provide for Prosecutors who are present for all criminal proceeding, other than video arraignments.

9. The City must provide adequate funding for attorneys for defendants where persons are indigent as provided by U.C.S 78A-7-103.

Lindon City contracts with private attorneys to act as defense attorneys for defendants that are indigent and the public defenders are present on an as needed basis.

10. The City must provide sufficient law enforcement to attend court and provide security for the court pursuant to U.C.A 78A-7-103.

Lindon contracts with All-Pro Security to provide bailiffs for the court. All Pro Security retains and uses off duty officers or those who are property trained in court security as bailiffs for the court.

11. The City must pay witness and jury fees for those called to testify or sit on a jury court.

Court staff verifies that all witnesses that are required to attend a hearing qualify for witness fees and provides compensation consistent with state law for those who qualify.

12. The City must establish a system to accurately report and submit fines, surcharges, or assessments owing to the state. All reports and audits shall be filed pursuant to U.C.A. 78A-7-213.

Lindon submits to annual audits and utilizes the state required reporting system to comply with this requirement.

13. The city shall pay the judge fixed compensation within the range provided by U.C.A. 78A-7-206.

Lindon City retains the Honorable Brent Bullock as the justice court judge and compensates Judge Bullock in accordance with the state statute.

14. Pursuant to U.C.A. 78A-7-212, the court must be held within the jurisdiction of the court except as provided by law.

The Lindon Justice Court is held at the Lindon City Center located at 100 North State Street in Lindon Utah.

15. The City must keep current bail schedules and necessary forms and supplies, including copies of the Utah Code, Justice Court Manual, the Code of Judicial Administration, and all other local ordinances and state laws affecting local governments.

Lindon City has provided all required materials and provides updated codes and rules on an annual basis.

16. The City shall file all required reports and audits as mandated by law or by rule of the Judicial Council pursuant to U.C.A. 78A-7-215.

Lindon provides all required reports and audits on an on-going basis.

17. The court must use the state common case management system and disposition reporting system and must provide sufficient computer and internet equipment to effectively comply with the case disposition reporting requirements established by statute or rule.

The Judge and court clerk's offices are equipped with the necessary computers and internet services and the Court has been trained extensively in implementing and following the state requirements.

In addition to the requirement imposed directly by the state statute, and pursuant to the authority granted to it by that same statute, the Judicial Council has promulgated the minimum requirements for the certification of justice courts. These standards and the City's compliance therewith, are listed below:

1. Court must be open for at least one hour each day the court is required to be open as provided by law.

As noted above, the Lindon Justice Court is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

2. The judge must be available to attend court and conduct business as needed.

Judge Bullock attends court on a consistent basis and schedules trial and hearings to accommodate the schedules of attorneys, witnesses and parties appearing before him.

3. The minimum furnishings for the courtroom shall include: a desk and chair for the judge (on a 6 inch riser), a desk and chair for the court clerk, chairs for witnesses, separate tables and chairs for plaintiffs and defendants, Utah State five, United States flag, a separate area and chairs for at least four jurors, separate area with appropriate city public, and appropriate room for jury deliberations, and an appropriate area or room victims and witnesses separate from the public

Lindon Justice Court provides all of the necessary furnishing listed above.

4. Lindon city must provide a judicial robe, a gavel, current schedules, a copy of judicial discretion, and all necessary forms and supplies.

Lindon Justice Court provides and maintains the necessary forms and supplies as well as providing the necessary judicial robes and gavel.

5. The City must provide office space for the judge and clerk, including the necessary furniture and equipment and supplies, as listed in Rule 9-105 in the Code of Judicial Administration, to conduct court business, including a desk the judge and a desk for the clerks, secure filing cabinets for the judge and the clerk, telephone for the judge and telephone for the clerk, appropriate office supplies to conduct court business, cash register or secured cash box, a typewriter or word processor, and access to a copy machine.

Lindon provides separate office space for the judge and clerks and provides both offices with the required supplies, including computer and internet equipment to allow the judge to conduct video conferences with defendant from the county jail.

6. A clerk must be present during the time is open each day and during sessions as a required by the judge.

Lindon City employs two judicial clerks to carry on the work of the court and so as to enable one clerk to be present during court sessions and one clerk to keep the clerk's office open to the public during court.

7. The city must have at least one peace officer.

Lindon City Police department employs more than the required number of officers.

8. The city must have a security plan consistent with Rule 3-414 of the Code of Judicial Administration.

Lindon City has adopted a security plan which has been reviewed and updated in 2015. (See Security plan attached as Exhibit A)

- 9. Each court shall report required case disposition information to the DLD, BCI, and the administrative office of the courts electronically.

Lindon city complies with this requirement through the state required reporting system.

- 10. The court must install a digital audio recording system as specified by the Judicial Council and maintain the audio recordings for a minimum of one year.

The Lindon Justice Court has installed the necessary audio recording system and maintains the recording for the required period of time.

The Judicial Council has also determined that courts with higher case filings require greater support services. To accommodate the great differences in judicial activities between justice courts within the state, courts are divided into classifications based on the average number of monthly filings. Then, based on the classification, the Judicial Council imposes requirements in addition to the general requirements listed above.

Based on the average number of case filings, the Lindon City Justice Court is a Class III Court. There is only one requirement imposed on a Class III Court which is in addition to those listed above. This is that the court be open at least three hours a day. As noted above, to meet the demands of the court's filings Lindon keeps its court open and available to the public far and above this requirement.

In consideration of the above listed information, I am of the opinion, and recommend to you, that the Lindon City Justice Court apply for recertification and continue its operation. It is my opinion that the Justice Court fully complies with the requirements of the Judicial Council and that it has the ability to meet these state guidelines on a continual basis.

Sincerely,

HANSEN, WRIGHT, EDDY & HAWS, P.C



BRIAN K HAWS
Lindon City Attorney

SECURITY PLAN FOR

LINDON CITY MUNICIPAL JUSTICE COURT
LINDON, UTAH

October 2015

Table of Contents

	Page
I. Introduction	
Employee Training	2
II. Emergency Contacts Telephone Numbers	3
III. Courtroom Support:	4
Bailiff: Training/Conduct/Dress	4
Wearing of weapons	4
Responsibilities of bailiffs/transporting officers.....	4
IV. High Profile/risk cases	6
Additional security.....	6
Metal detectors/physical searches	6
High Public Interest	6
News Media	6
V. Building Security	
Description of Lindon City Courthouse	7
Building Security	7
Security Measures of court and personal property	7
Security Measures outside of building.....	7
VI. EMERGENCY SITUATIONS	
Hostile Persons	9
Hostage Situations.....	10
Escaping Prisoner	11
Bomb Threat	12
Fire	12
Earthquake	12
Hazardous Material and Chemical Spills.....	13
Medical Attention.....	13
VII. EVACUATIONS	14
Map of Lindon City Center Building	15

I. INTRODUCTION:

The General goal of the court security system is to establish appropriate protection for the court, staff, general public, property and the judicial process as a whole.

In accordance with Rule 3-414 of the Rules of Judicial Administration, this plan has been developed to establish procedures that will be followed by the staff of the Lindon City Municipal Court ("Court") and the Lindon Police Department ("Police"), which is the agency responsible for security in the event of a disturbance or an emergency situation.

All court employees will receive training on a yearly basis. They will be instructed on the entire security plan. The Police employees who are assigned to court bailiff or provide security for the court will also be trained yearly on this plan and security measures required herein.

Common sense and professional training are needed to determine the most practical method in dealing with court security. A cooperative effort between the police department and the court is the key to good court security.

II. EMERGENCY CONTACTS:

1. Police Department (801) 769-8600 / 911
2. Police/Fire/EMS Dispatch..... (801) 229-7070 /911
3. Highway Patrol (801) 234-8285 /911
4. Fire/EMS..... (801) 229-7021 /911
5. American Fork Hospital (801) 763-3555 or 911

6. Emergency Utility Service
 - Gas 1-800-541-2824
 - Power..... 1-888-221-7070

7. Lindon City Municipal Court (801) 785-1971

III. COURTROOM SUPPORT:

A. Bailiff Requirements/training

Justice Court Bailiff will be present, when required, at all court proceedings. Bailiffs will be qualified as "peace officers" as defined in Section 77-1a-1 U.C.A. or may, at the discretion of the Chief of Police and with the consent of the judge, may be qualified as "special function officers" as defined by Section 77-1a-4 U.C.A. or "correctional officer" as defined by Section 77-1a-2 U. C. A.

B. Bailiff Conduct/dress

Rules and regulation and policies and procedures of the Police Department will be followed by the bailiffs. In all cases, bailiffs must be in uniform as prescribed in Police Department policy.

C. Wearing of Weapons

Bailiffs, transportation officers and other uniformed officers will be allowed weapons in the courtroom and judge's chambers. Any non-uniformed officer will be allowed weapons in the courtroom and judge's chambers but must first check in with the bailiff, if present, or clerk and present current, pictured identification. It is further recommended that non-uniformed officers have identification available while in the courtroom or court offices. Exceptions may be approved on a case-by-case basis at the request of a law enforcement agency and with the approval of the Police Chief and the judge.

D. Responsibility of Court Bailiffs and Transportation Officers

The bailiff is responsible and accountable to the assigned court. The court should inform the bailiff of particular needs, procedures, or special duties.

1. The bailiff shall observe all persons entering the courtroom, their movement and their activities.
2. The bailiff shall assure that criminal defendants who are in custody are prevented from having physical contact with family, friends, or spectators in order to prevent the passing of weapons or contraband.
3. Transportation officers will be responsible for all prisoners in custody and shall remain present at all times during court appearances. The use of restraints will be determined by the transportation officer or bailiff.
4. The bailiff shall be alert for any suspicious person or devices.

5. The bailiff shall maintain order in the courtroom, preventing unnecessary noise, disturbances, or conversations in or immediately adjacent to the courtroom.
6. The bailiff will remove disorderly person.
7. The bailiff shall ensure the safety of the judge and courtroom staff.
8. The bailiff will assist visitors and other person needing services of the court.
9. The bailiff will care for and take custody of juries.

IV. HIGH PROFILE/RISK CASES:

A. Need for additional security.

In cases where is an indication of high risk, extreme disruption, and/or public interest, the judge, clerk, law enforcement officer, prosecutor and defense attorney shall communicate their view of the appropriate level of risk. If there is a need for higher security, the police Chief shall provide a plan for security of that case and provide the same to the judge, the prosecutor, and at the discretion of the judge, to defense counsel.

If potential for violence is a concern of anyone, notification to the court, bailiff and law enforcement shall be made in sufficient time to allow the taking of adequate precautionary measure.

B. Metal detectors and physical searches.

The bailiff or other assigned court security personnel will use a metal detector and/or a physical search of persons desiring to enter the courtroom. Signs will be posted to alert the public that they may be subject to search. Only designated law enforcement officers will conduct physical searches.

C. High community and public interest cases.

When a court hearing is scheduled that may attract community attention and result in large numbers coming to the court, the Police department should be notified at the earliest opportunity in order for sufficient security arrangements to be made.

D. News Media.

Where cases result in high media attention, staff is not to release any information. Members of the news media should be directed to the office of the prosecutor or the judge.

The use of cameras or other recording equipment is not allowed in the courtroom except as may be ordered by the court or allowed by statute.

V. BUILDING SECURITY:

A. Description of the Lindon City Courthouse.

The Lindon Municipal Justice Courtroom and clerk's offices are housed on the ground level of the Lindon City Municipal Building. The courtroom is located on the East side of said building. The ground level floor has one public restroom and one public entrance.

The Court has a private entrance. There are two entrances to the courtroom from a public hallway. The judge enters the area of the bench from his chambers area. The judge's chambers area is secure from the public by key locks.

The courtrooms, the judge's chamber and the clerk's office are all secured when not occupied. Inmates brought to the court come through a private entrance.

B. Building security.

The Police Department is responsible to handle any threat to security in the offices or courtroom of the Court. Department personnel are trained to handle any and all emergencies that might arise.

Absent law enforcement personnel, the judge is in charge. If the judge is not present, the most senior court clerk is in charge.

All personnel are to cooperate in the case of an emergency with the person in charge.

C. Security alarms.

The Police department can be summoned by the use of a panic button in the courtroom. They are located at the judge's bench. Additionally the clerk has a panic button in the clerk's office.

In the event of an emergency or disturbance in the courtroom, the panic button should be used, even if a bailiff is present.

The senior clerk will be responsible to test the panic button system monthly. The test will be pre-arranged with the police department.

Response should be very rapid as the police department is located in the same building as the courthouse.

D. Security measures of court and personal property.

Only when convenient and time permits, the following should be adhered to:

1. Security of records: The clerk of the court is responsible for the security of all court records. Upon notification of any emergency and assuring all persons are out of the office, the room containing court records is to be locked to limit access. In all instances, the entire court staff should do everything reasonable to ensure that the files are kept confidential and safe.

2. Security of court funds: If any emergency arises and the building needs to be evacuated, all monies must be locked up. If time permits, and no threat to the clerks is obvious, the clerk should take the money with them, in an inconspicuous manner, for safe keeping until the emergency is over. The clerk of the court is ultimately responsible to ensure the safe handling of court funds and should be diligent in seeing that none of those funds are lost or stolen.

3. Security of other court property: In all cases, the court staff should take action to protect furniture, equipment, files, etc, as the situation allows. However, at no time should staff risk life or limb to save property.

E. Security measures outside building.

1. The office and courtroom should, at the end of each working day, be checked by court personnel to assure that it is secured and properly locked.

2. During high profile cases, security officials should be mindful of demonstrators or others who may interfere with court proceedings or individuals entering through unmonitored entrances.

VI. EMERGENCY SITUATIONS

During an emergency, the security supervisor (usually the highest ranking police officer present) is in charge of the situation. Employees should follow instructions from any police officer during emergencies.

Supervisor in charge shall:

1. Direct, in an orderly fashion, evacuations of the court portion of the building. All court employees shall be directed to a designated safe area.
2. Once evacuated, account for employees at the safe area.
3. Determine whether to send employees home and when it all is clear allow employees to return to the court building.

A. Hostile persons.

If an employee encounters a hostile person, they should keep calm and, without alarming the person, attempt to indicate the need for help to other employees.

If, upon observing the hostile person or persons, it appears that security is needed, either use the panic button if available or call the Police Department or other available law enforcement on the intercom or telephone. In order to avoid letting the hostile person know what request is being made, the employee should simply use the following codes and identify their location:

Hostile person.....Code 1
 Hostile person with weapon Code 2
 Hostage situation.....Code 3

The Police Department or other available law enforcement will then take over the situation as per their own policy and training.

1. Courtroom Disturbance: If a disturbance takes place in the courtroom that the judge, bailiff or court staff cannot easily defuse, the judge or clerk will activate the panic button or make an intercom or telephone call that will alert the Police Department or other available law enforcement, if possible, that will alert them to the problem. Court personnel should not attempt to disarm hostile persons or otherwise take matters into their own hands. In hostage situations, follow the procedure in section C-Hostage Situations (below) as applicable, until help arrives.

Before entering the courtroom, law enforcement personnel will attempt to determine the type of disturbance taking place by looking through a window. If a gun or other weapon is involved, no one shall enter the courtroom. Once on the scene, law enforcement will be totally in charge and staff shall cooperate with them as requested.

2. Disturbance Outside the Courtroom: If a disturbance or emergency takes place in a court waiting area or clerk's office, a clerk shall assess the situation, and if the situation warrants it, will call the Police Department or other more readily available law enforcement by intercom or telephone.

3. Use of Weapons: If a weapon is visible or used, court personnel will (if possible) notify the Police Department or other more readily available law enforcement that there is a weapon. Court personnel should not attempt to disarm the hostile person(s) or take matters into their own hands, but should attempt to follow the procedures as outlined in the section of this plan entitled Hostage Situations (below) as much as possible.

B. Hostage situations

If a hostage situation develops anywhere in the court portion of the building, the Police Department or other more readily available law enforcement shall be contacted as quickly as possible. If unable to describe the situation, the person making the call should simply state 'code three' to alert law enforcement of the situation.

Instructions for non-hostage personnel

No attempt to free hostages will be taken by court staff.

An attempt will be made to gather as much information as possible about the situation. It should include as much of the following as can be obtained:

- a. Name and description of person(s) holding the hostage;
- b. Name and description of person(s) being held as hostage;
- c. Number of people involved;
- d. Location of situation;
- e. Location of exits and entrances to the area;
- f. Description of any weapons being used; and
- g. Circumstances about the situation

Instruction to hostages

The following are guidelines court staff should follow if they become a hostage. Court staff should be an example to those hostages who are not court employees. Staff should try and calm these individuals, and if possible, explain these guidelines for everyone's protection:

1. Be cautious of heroics. Don't act foolishly;
2. Be cooperative and do not make threats but obey captor's demands without appearing either servile or antagonistic;
3. Keep your cool and attempt to relax by thinking of other things;
4. Keep a low profile but be observant;
5. Be reluctant to give up your identification or clothing and be especially resistant to changing clothing with captors as this could put you in danger in a rescue attempt;
6. If possible, drink water, even if you are not particularly thirsty as it is important to keep up your strength;
7. Be cautious of your body language as well as your words as it is important to not arouse the hostility of your captors;
8. Try to not enter into discussion or activities with them and be cautious of making suggestions to them;
9. Think if persuasive reasons why you should be kept alive if your life is threatened; and
10. If a rescue attempt occurs and shots are fired, get down, take cover if possible, and keep your hands on your head. Do not resist being apprehended until proper identification can be made by law enforcement.

C. Escaping Prisoner

If an escape attempt is made during court, the clerk or judge will activate the alarm or call the Police department. The court staff should be observant as to the prisoner's means of escape, any help he/she received, direction of escape, and other facts that might be helpful to law enforcement. Court staff will not attempt to apprehend the prisoner themselves.

D. Bomb Threat

Extreme caution should always be used with any unusual packages, even when a bomb threat has not been made.

The following steps should be followed by court personnel upon receipt of a bomb threat:

1. During the call, try to learn all you can about the alleged bomb, its location, when it is set to go off, what kind of bomb it is, what it looks like, etc.;
2. Have the caller repeats messages, but do not interrupt the caller, remain calm and do not put them on hold or transfer the call;
3. When the caller hangs up, immediately call 911;
4. Begin an immediate search of the area for unusual objects, but do not touch any suspicious items. Notify law enforcement when they arrive of result of search;
5. Calmly notify the judge of threat received. When directed to evacuate, do so quickly but in an orderly manner; and
6. If you are able, without delaying the need to evacuate, secure all files and money as indicated in Section V, subsection G.

E. Fire

1. Employees will evacuate the building when the fire alarm goes off, closing doors behind them.
2. Any employee who observes dense smoke, fumes or fire in the building will sound the fire alarm and call 911.
3. If time permits, secure all files and money as indicated in Section V, subsection G, and turn off equipment.

F. Earthquake

If an earthquake occurs during working hours, staff should:

1. Stay inside if they are inside and get under something like a desk, table or permanent doorway, or against an inside wall. Stay away from windows and outside walls;
2. Stay outside if outside and move away from buildings, gas meters, power lines, etc.;
3. After the quake is over, stay put until instructed to evacuate or take other action as directed by emergency personnel; and
4. Do not re-enter buildings until instructed to do so by appropriate authorities.

G. Hazardous Material and Chemical Spills

Evacuation of the building or other actions after a hazardous material incident or chemical spill will be determined by the Fire Department and law enforcement and hazardous materials specialist. If you are able, without delaying an evacuation if needed, secure all files and money as indicated in Section V, subsection G.

H. Injury or Person needing Medical Attention

The first person to discover someone needing medical attentions will:

1. Call 911;
2. Administer first aid, seeking competent help from person in the vicinity. Keep the victim as comfortable as possible;
3. Stay with the injured or sick person, reassuring them that help is on the way; and
4. See that someone directs the emergency medical responders to the scene.

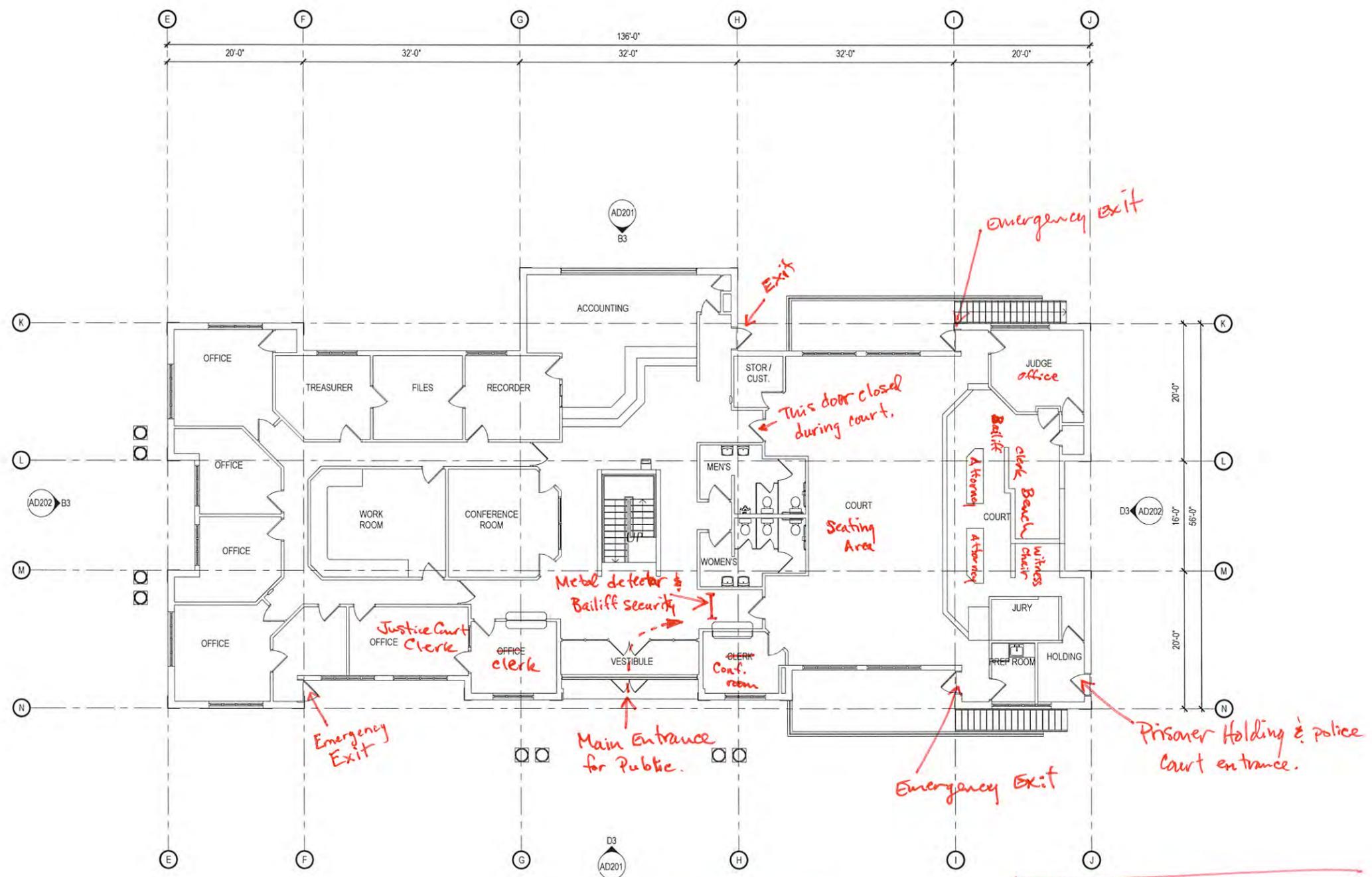
VII. Evacuations

Prior to evacuation of the building and depending on the nature of the emergency, precautionary measures should be adhered to as listed in Section V, subsection G.

Upon direction by responsible authority to evacuate, all persons in the building will be notified to evacuate. Person should evacuate through the nearest safe exit. Employees will then meet in the parking area.

Employees shall note anyone in the building who might need assistance and provide some.

If a safe door is not available to exit through, trapping employees and other persons, employees should go to an external window and signal for help. All doors should be closed and sealed tightly to prevent smoke penetration. The key to evacuation is to remember that human safety must always come first and never be compromised to the security of property.



Lindon City Justice Court
 100 N. State Street
 Lindon, UT 84042

Security Plan
 Revised 30 Sept. 2015

8. Public Hearing — Lindon Commercial Design Guidelines, Ordinance #2015-23-O (10 minutes)

Lindon City requests approval of Ordinance #2105-23-O outlining amendments to the Lindon City Commercial Design Guidelines to change the recommended Design Guidelines to required Design Standards. Additional review and updates to the Design Standards and city code sections will follow in future meetings. The Planning Commission recommends approval of the changes.

See attached information from the Planning Department.

*There will be additional updates and alterations to the guidelines coming soon. An intense review of the proposed document is not intended at this time. Per direction from the City Council in previous discussions, it was deemed prudent to adopt the current guidelines as 'standards' as soon as possible to avoid developments that the City felt were not appropriate for commercial corridors. The Planning Commission will continue to review the standards and will make recommendations for additional minor updates as soon as practicable.

Sample Motion: I move to (approve, continue, deny) Ordinance 2015-23-O amending the Commercial Design Guidelines as presented, with the following conditions:

Public Hearing — Ordinance Amendment Commercial Design Guidelines

Lindon City requests approval of amendments to the Lindon City Commercial Design Guidelines, to change the Design Guidelines to Design Standards.

<p>Applicant: Lindon City Presenting Staff: Hugh Van Wagenen</p> <p>Type of Decision: Legislative Council Action Required: Yes Planning Commission Action: Recommended approval with a 6-0 vote.</p>	<p><u>SUMMARY OF KEY ISSUES</u></p> <p>1. Whether it is in the public interest to approve the proposed amendment.</p> <p><u>MOTION</u></p> <p>I move to (<i>approve, deny, continue</i>) the proposed ordinance amendment (<i>as presented, with changes</i>).</p>
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DISCUSSION

The City Council and Planning Commission recently attended a work session in which a consultant, Brent Overson, gave a presentation about Design Standards for Commercial zones. After the presentation, members of the City Council directed staff to initiate an ordinance amendment to change the Lindon City Design Guidelines to Design Standards.

This change is a first step in a more thorough review of the language in the document, but does give staff more ability to require the concepts described in the document. The only changes at this point are replacing the word “guideline” anywhere in the document with the word “standard” and removing the introductory paragraph that spoke to guidelines and not standards. A proposed draft of the Commercial Design Standards is attached as a separate file.

PLANNING COMMISSION ACTION

The Planning Commission voted 6-0 to recommend approval of the proposed changes to the document.

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ORDINANCE NO. 2015-23-O

AN ORDINANCE OF THE CITY COUNCIL OF LINDON CITY, UTAH COUNTY, UTAH, AMENDING PORTIONS OF THE LINDON CITY COMMERCIAL DESIGN GUIDELINES TO REFLECT THEIR ADOPTION AS REQUIRED DESIGN STANDARDS INSTEAD OF RECOMMENDED GUIDELINES, AND MODIFYING, AMENDING, AND REVISING THE PROVISIONS OF THE COMMERCIAL DESIGN GUIDELINES SECTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Lindon City desires to maintain aesthetically pleasing architectural standards, landscaping, and site layout configurations; and

WHEREAS, Lindon City strives to be regarded as a high-quality business environment in accordance with zoning and economic development goals found within the Lindon City General Plan;

WHEREAS, the Commercial Design Guidelines were originally adopted in 2006 as recommendations for developments to follow to achieve these development goals;

WHEREAS, Lindon City desires for the guidelines to now be adopted as official ordinance standards to enable better authority in implementing these desired standards and development goals;

WHEREAS, the Planning Commission has recommended approval of the proposed ordinance changes;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Lindon City, Utah County, State of Utah, that the Lindon City Commercial Design Guidelines are here forth adopted as official ordinance standards and renamed as the Lindon City Commercial Design Standards and amended to read as follows:

See Commercial Design Standards attached as exhibit "A"

SECTION II: Provisions of other ordinances in conflict with this ordinance and the provisions adopted or incorporated by reference are hereby repealed or amended as provided herein.

SECTION III: The provisions of this ordinance and the provisions adopted or incorporated by reference are severable. If any provision of this ordinance is found to be invalid, unlawful, or unconstitutional by a

29 court of competent jurisdiction, the balance of the ordinance shall nevertheless be unaffected and continue
30 in full force and effect. If a provision of this ordinance is invalid in one or more of its applications, then
31 the provision remains in effect for all applications that are severable from the invalid applications.

32

33 **SECTION IV:** This ordinance does not affect the rights or duties that matured, penalties that were
34 incurred, or proceedings that were begun before its effective date.

35

36 **SECTION V:** This ordinance shall take effect immediately upon its passage and posting as provided by
37 law.

38

39 PASSED and ADOPTED and made EFFECTIVE by the City Council of Lindon City, Utah, this
40 ____ day of _____, 2015.

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Jeff Acerson, Mayor

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46 ATTEST:

47

48

Kathy A. Moosman, Recorder

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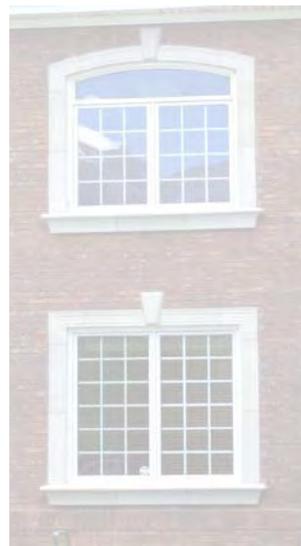
SEAL:



Commercial Design

Guidelines Standards

Adopted Aug. 1, 2006. Revised Nov. 21, 2006
Revised Feb. 2014 (Sections 2.5.2; 4.2; VI Appendices)



Lindon City Community Development
 100 N. State Street
 Lindon, Utah 84042
 (801) 785-7687
 Fax (801) 785-7645
 www.lindoncity.org

Table of Contents

I. Introduction	4
1.1 Lindon History	4
1.2 Intent of Guidelines <u>Standards</u>	5
II. Streetscape	5
2.1 General Intent / Introduction	5
2.2 Layout & Spatial Form	6
2.3 Amenities (Trees, Landscaping, Furnishings)	6
2.3.1 Trees	7
2.3.2 Landscaping, Pedestrian Paving, and Entry Markers	8
2.4 Paths & Walkways	9
2.5 Lighting & Fencing	10
2.5.1 Street Lighting	10
2.5.2 Fencing	11
2.5.3 Pedestrian Scale - Pathway Lighting	11
III. Site Design	12
3.1 Setbacks	11
3.2 Parking	13
3.3 Driveways & Circulation	14
3.4 Site Lighting	14
3.4.1 Building Lighting	15
3.4.2 Landscape Lighting	15
3.4.3 Lighting Levels	15
3.5 Signage	15
3.5.1 Commercial Signs	15
3.5.2 Sign Types and Location	16
IV. Historical Building Forms and Architecture	19
4.1 Historical Architectural Styles of Lindon	19
4.2 Lindon Design Theme	19
4.3 Building Form / Type	20
4.4 Preferred Building Forms	20
4.5 Additional Building Forms (Block forms)	21
V. Architectural Character	22
5.1 General Intent / Introduction	22
5.2 General Guidelines <u>Standards</u>	23

- 5.2.1 Massing and Orientation 23
- 5.2.2 Height..... 24
- 5.2.3 Mixed Use Housing..... 24
- 5.2.4 Exterior Walls and Surfaces: Building Materials 25
- 5.2.5 Texture, Colors, Finishes..... 26
- 5.2.6 Windows and Doors / Fenestration 27
- 5.2.7 Architectural Styles: Exterior Trim & Decorative Detailing 27
- 5.2.8 Roofing..... 28
- 5.2.9 Mechanical and Service Areas 29
- 5.3 Specific ~~Guidelines~~Standards for Recommended Building Forms 29
 - 5.3.1 Building ~~Guidelines~~Standards (for various building forms) 29
 - 1) Massing & Form 29
 - 2) Height and Scale / Size..... 31
 - 3) Roofing..... 31
 - 4) Exterior Walls and Surfaces (Building Materials)..... 32
 - 5) Fenestration (Windows & Doors)..... 33
 - 6) Exterior Trim and Decorative Detailing..... 35
- VI. Appendices 37**
 - I. Preference List..... 37
 - II. Building Materials ~~Guidelines~~Standards..... 37
 - III. Glossary of Architectural terms..... 41
 - IV. Utah Mountain Desert Color Palette 48

~~This document was written to be a guide for builders and developers in the design stages of developing new projects and also to guide proposed upgrades to existing buildings and sites. These guidelines are meant to show some of the architectural characteristics Lindon City desires in order to maintain the small town nostalgia. This document, however, cannot possibly cover all architectural themes and characteristics Lindon City wishes to implement, and is not meant to limit creativity. Instead, these guidelines are meant 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. Due to the fact that these guidelines are flexible in allowing many types of buildings and developments, the Lindon City Planning Commission and City Council reserve the responsibility to interpret these guidelines to guarantee that new developments and remodels of existing sites & buildings promote the theme, “A little bit of country” which Lindon City desires to maintain. Applicants & designers should rely on this document for principle ideas and design standards, with the understanding that broad discretion is given to the City for approval of architectural treatments and site design.~~

I. Introduction

1.1 Lindon History

The Lindon City area was settled in 1861, and was originally known as “Stringtown” because of the line pattern of homes built along the route between Pleasant Grove and Orem. The town incorporated in 1924 with 458 residents, encompassing an area of approximately 3 and one half square miles. Commercial and public buildings were also built during the early years of settlement and the incorporation of the town. However, unlike neighboring Pleasant Grove and many other small Utah towns in the late 1800's and early 1900's, Lindon did not develop a town center or higher intensity core of commercial and public buildings.

The city has experienced significant residential growth in the last few decades with the 2005 population nearing 10,000, and commercial uses have expanded to meet the needs of Lindon's growing population. Lindon wishes to accommodate this commercial growth, yet retain the rural character of the community, as well as preserve the historical and architectural attributes that contribute to the character of Lindon. Several historic residential structures remain in Lindon, with some being used in a commercial capacity. Two of these residential structures, along with the historic Cullimore Mercantile building stand at the intersection of State Street and 400 North. These remaining structures, along with other preferred building styles, provide the historical basis upon which these ~~guidelines~~standards have been developed.

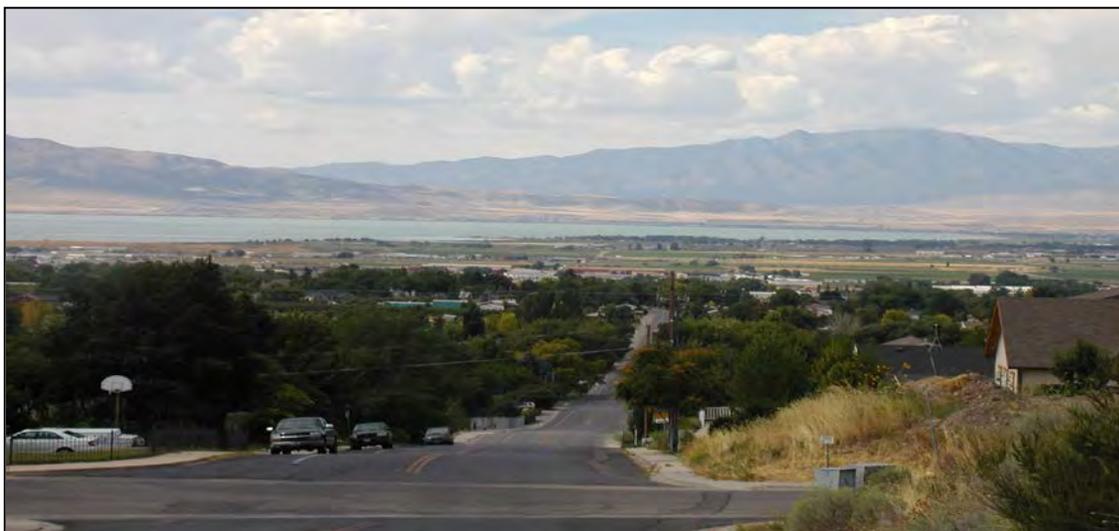


Fig. 1 View of Lindon City, Utah Lake, and Oquirrh Mountain Range.

1.2 Intent of Guidelines Standards

This guideline document is intended to be applied to all areas zoned General Commercial (CG). The Lindon City commercial areas, consisting primarily of the State Street and 700 North corridors, are dynamic areas and are progressing forward. The object of these guidelines is to guide future development that will enhance the character of Lindon City.

In order to respect and reference their heritage, Lindon has chosen to draw primarily upon the historical building types and styles of the town for new commercial structures. See figure 2. City officials and residents also find craftsmen and alpine type construction very appealing.

Fig. 2 Historical residence.



Input from the public, city staff, and elected officials has led to the establishment of guiding principles to promote appropriate development standards (See figure 3) that will create a vibrant commercial corridor as well as small commercial districts that respect and enhances the heritage of the community's identity. Although Lindon does not have a historic town center, there is a desire to create that kind of small town Main Street district or gathering place in Lindon.

Figure 3: Community input.



New structures should affect the area in a positive manner, signifying continued growth, and not be detrimental through use of inappropriate massing, scale, or materials. These guidelines standards utilize approaches that intend to encourage a sense of place and a sustainability of the area. The guidelines standards are not meant to preclude making exception in the case of innovative design, and modifications to the guidelines standards are allowed at the discretion of the Planning Commission and the City Council.

Each of the three subsections in the document provides guidance for various design aspects of building in the Lindon City Commercial District:

- Streetscape
- Site Design
- Architectural Character

Photographs, drawings, and diagrams included in each section illustrate desirable characteristics that describe the general intent of these guidelines standards. Strict adherence to the standards may require some flexibility depending on specific site conditions. Such flexibility, however, should not be contrary to the general intent for each section, as described.

Several useful tools to assist the city and developers are included in the appendices, including a color palette of Utah-based earth tones, a glossary of architectural terms, and a building materials guide.

II. Streetscape

2.1 General Intent / Introduction

Streets are important public spaces that contribute to the character and identity of a commercial area. The intent of streetscape guidelines standards is to create a collective streetscape of buildings, landscaping, and other site design elements that identify the commercial zones of

Lindon City as a cohesive commercial district, rather than a conglomeration of individual commercial structures. The overall streetscape design will be visually attractive, as well as safe and comfortable.

2.2 Layout & Spatial Form

The general pattern of buildings should help define streets as public open spaces. The following guidelinesstandards can be used to enhance spatial definition of the commercial area. Special consideration should be given to further enhance the streetscape and public amenities of key intersections, such as State Street and 400 North, and future key intersections along 700 North. The use of a special overlay district may be used to implement a special streetscape enhancement approach.

- Buildings located on corner lots should orient to both streets. In order to define these corner pad sites, a setback of 20-50 feet is recommended on both street-facing facades as far as sites permit.
- Orient and align the street-facing façade of buildings to the street to help define and shape the street.
- Orient primary entrances to streets and other public spaces, such as plazas, courtyards, and pathways, that have higher levels of pedestrian activity.
- Where possible, maintain and restore contributing historic buildings to conserve historic character in the Commercial District.
- Consolidate driveways and entrances to minimize the amount of breaks, maximize safety and support the continuity of the streetscape design.
- Locate a landscaped parking strip between street and walkway to provide a buffer from traffic. Parking strips are recommended be a minimum of 6 feet wide. A width of 10 feet may be allowed to accommodate a meandering style of walkway/sidewalk.



Fig. 4 When possible use landscaping to maintain a buffer between sidewalks and parking lots.

2.3 Amenities (Trees, Landscaping, Furnishings)

- The use of amenities, such as street trees and planter boxes, are important to an overall streetscape design and can greatly help define a wider street. A consistent landscape and amenity design and theme along the length of a street or block can strengthen the association of unrelated buildings.
- In addition to street trees, other landscaping such as lawn, shrubs, or ground covers provide a buffer between people and cars, as well as providing seasonal colors. Proper maintenance



Fig. 5 Planter boxes/pots add to the color and attractiveness of the streetscape.

is essential to keep the benefits of these areas continuous.

- Where a landscaping strip does not exist, install planter boxes and/or plant trees along sidewalk.
- Hanging baskets or large pots are also encouraged to enhance the façade and provide color and create a more pedestrian friendly atmosphere.
- Coordinated street furnishings, such as fencing, trash receptacles, bollards, bicycle racks, and seating, can be an important component in creating a unified, attractive look to a commercial streetscape. Maintenance, safety, and durability are the main considerations regarding choice and placement of furnishings.



Fig. 6 Planters, benches, parking strips, pots, and trees create an attractive commercial streetscape.

2.3.1 Trees

Street trees can be a critical element in defining the edges of a street. To realize the effect, the correct type of street trees must be installed in a well-designed manner and well maintained over time. Refer to the [“Lindon City Tree Planting Guide”](#) for detailed information on selecting trees for a site.

- Provide a parking strip of street trees between street and walkway, with trees spaced a minimum of every 30 feet. Trees should be placed a minimum of 40 feet from street corners to allow visibility at intersections.
- Select trees and other plant materials based on appearance, hardiness, and appropriateness to site location, solar orientation, and climate. Low-water, low maintenance, and adaptable varieties are desirable. Consult water conservation programs and the Lindon City Tree Planting Guide for recommendations of appropriate tree varieties.
- Keep the choice of street tree(s) consistent for each corridor. Establish a pattern or design that will continue the length of the corridor for greatest effect in defining the space.



Fig. 7 Trees with a large canopy provide shade and help to define a specific corridor.

- Select trees that will provide a large canopy while maintaining a suitable height to keep unobstructed passage of vehicles and pedestrians.
- Space trees appropriately from each other and from buildings and other structures to allow for full canopy growth.
- Street trees should have a consistent, continued spacing without omissions. Design driveways, lamp poles, and other elements around the spacing of the trees.
- Careful consideration should be given when selecting the type and location of trees in front of businesses so as to not obstruct business signage or building identification (See fig. 8).
- Street trees planted along the 700 North corridor shall be specified by the City. Type and location of the required trees can be obtained at the Planning Dept.



Fig. 8 Trees should be appropriately spaced and located so as not to overly obstruct the view of buildings, signage, or entryways (as shown above).

2.3.2 Landscaping, Pedestrian paving, & Entry Markers

- Landscaping along streets, easements, and public corridors should be consistent to reinforce the overall identity of the commercial district.
- All landscaped areas should be regularly maintained in a neat and orderly appearance as appropriate to the plant types. Leaves, clippings, and other debris should be immediately cleared when accumulation occurs.
- A parking strip of lawn may be most appropriate in streetscapes with a large area between the sidewalk and the street, or where a low pedestrian volume exists. Turf should be used in areas where there is a minimum of 4 feet available, in order to accommodate irrigation systems and mowing.
- Pavers and stamped or colored concrete are desired effects around pedestrian foot traffic areas.
- Parking strips should use a system that is permeable, in order to sustain and enhance the survival of street trees.
- Acceptable paving materials include brick, flagstone, or concrete pavers. Colored, scored, or stamped concrete may be considered.
- Identifying a beginning and end of a corridor or district can enhance the definition of the street. Use well-designed entry monuments, statues, or other means to mark the entrance into the Commercial District of Lindon City.
- Use district gateway markers throughout the



Fig. 9 A planted median is a desirable way to define the streetscape, especially on wider streets.



Fig 10 Marked entrances define commercial districts.

commercial zone to define the district. The scale of the markers should relate to the street width and size of buildings nearby. Markers should be effective both for the pedestrian and vehicular traffic (See fig. 10).

2.4 Paths & Walkways

Paths and walkways are used to provide proper separation of pedestrian and vehicular movement in a manner that encourages pedestrian activity, comfort, and safety. Paths and walks within the commercial areas are encouraged to be linked in some way to the overall trail system of Lindon City.

- Crosswalks should be of a paving material different from the rest of the street or drive to emphasize their location and increase the safety of pedestrians.
- Walkways and sidewalks should be separated from travel lanes by either on-street parking or landscape treatments.



Fig. 11 Pedestrian corridors should be marked by landscaping and other treatments. Corridors provide access between buildings and parking areas. Delineating crosswalks using a different paving material or painted stripes enhances pedestrian safety and the overall streetscape.

- Walkway widths will vary depending on intensity of adjacent uses. Recommended minimum requirements are 10 feet for primary walkways in high pedestrian traffic areas (i.e., stores, restaurants, etc.), and 4 feet for secondary walkways in lower traffic areas (i.e., service oriented businesses, public buildings, etc.). All high traffic walkways shall have a minimum of 6' unobstructed walking space (with respect to overhanging of parked vehicles, landscaping, seating, etc.).
- Use wider sidewalks or patios to create additional space for more intensive sidewalk uses such as outdoor dining, rather than greatly encumbering the sidewalk for such uses.
- Provide overhead weather and sun protection, such as canopies, awnings, balconies, or other overhangs, at building entrances.
- Provide pedestrian circulation and access to buildings adjacent to pedestrian corridors.
- Periodically interrupt large blocks and development parcels exceeding 200 feet in length periodically with pedestrian paths, alleys, or driveways. These routes should be provided with appropriate lighting and amenities such as landscaping and seating.
- Develop pedestrian corridors to connect activity centers and blocks throughout the business district and to surrounding residential neighborhoods. This promotes foot traffic and creates a more vibrant commercial district.
- Use walkways between neighboring developments to enhance the flow of pedestrians.

- Where on-street parking is not practical, other types of buffering such as landscaping, street trees, seating, etc., should be used to improve perception of pedestrian safety.
- Articulate and enhance pedestrian ways with furnishings, waste and recycle bins, lighting, paving materials, public art, and landscaping.



Fig. 12 Providing open space for seating creates a more friendly and inviting environment for walking, dining, and lounging.

- Provide for proper collection and drainage of water, snow, and ice from roofs, balconies, etc., to avoid standing water on walkways that may freeze and create a slipping hazard.
- Drainage grates should allow safe passage by bicycles and pedestrians, and should be designed with some redundancy to reduce the possibility of clogging by leaves and other debris.

2.5 Lighting & Fencing

Coordinate streetscape lighting is required throughout the Commercial District, including type of light source, style of poles and fixtures. Lighting styles should be harmonious and complement the architectural and landscape features of the district.

2.5.1 Street Lighting

Street lighting is an important component of the overall character of a commercial district, as well as improving the quality and safety of the street. Street lighting should be consistent throughout the district. Street lighting can also be placed in planted and paved medians.

- If on street parking is provided, street light poles should be located at least 2.5 feet from the curb to avoid contact with car doors and bumpers.
- Light poles should be placed a minimum of 100



Fig.13. Decorative lighting with hanging baskets increases safety and enhances the streetscape.

feet apart.

- Street lights are required along streets in commercial zones. The approved lighting in Lindon is the Holophane Washington Postlite Luminaire on a black post with a total height of 19'-9" (See fig. 13).
- Light fixtures used in parking areas should not exceed 25 feet in height.
- Single globe luminaries are recommended. Multiple globe luminaries may be considered for entryway points or special locations.

2.5.2 Fencing

- A white two rail fence is 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 along public street frontages shall not exceed 36 inches.

2.5.3 Pedestrian Scale/Pathway Lighting

Pedestrian scale lighting plays an important role in the overall character of a commercial district. This type of lighting, such as lower poles and bollards, should be used along walkways, public plazas, and other pedestrian areas to illuminate and identify routes and provide safety at night.

- Align lights with street trees where possible.
- Lights should be spaced 100 feet apart to avoid excess glare and provide room for street trees and other furnishings.
- Lights should be properly located to avoid glare into second story windows.
- Single globe luminaries are recommended. Multiple globe luminaries may be considered for entryway points or special locations.



Fig. 14 Two rail white fence adds continuity and uniformity to the commercial district.



Fig. 15 Lighting adds charm to a shopping district and encourages shopping after dark.

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

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



front of the primary, street-facing façade.

- Side and rear setbacks for structures within a commercial zone shall not be required.
- 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).

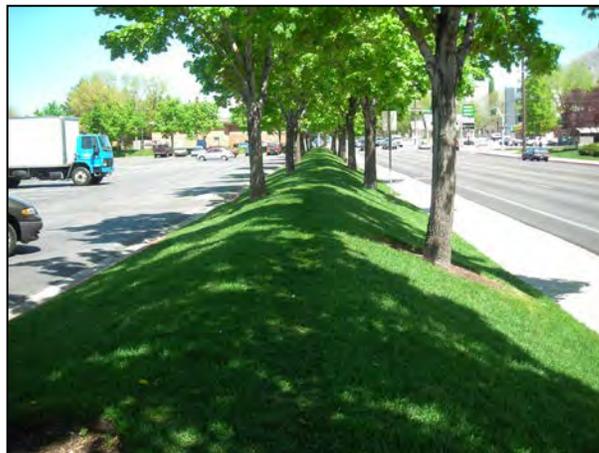


Fig. 2 Landscaping beautifies the area and conceals large parking lots as well as provides shade - thus cooling the urban environment.

- 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.



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.

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.
- 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.

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.
- 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.



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



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



- 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

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

- Pedestrian-scale artistic pole signs are not allowed under 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.

IV. Historical Building Forms and Architecture

4.1 Historic Architectural Styles of Lindon

Architectural styles and the details associated with them are considered secondary characteristics of a structure. Each building form has traditionally accommodated a range of architectural styles, and can also accommodate more contemporary styles of architecture. The architectural styles commonly represented in Lindon's historic structures are Classical, Victorian, and Bungalow, with most buildings using a vernacular version of these styles. Vernacular architecture is basically defined as the regional and local manifestations of a style. It is the architecture that most people build in a given time and place. Vernacular buildings utilize the basic conventions of a style, but are often scaled-down and simplified, and used on a smaller scaled structure. Excessive ornamentation, even in the Victorian-styled buildings, is not commonly seen in Lindon's vernacular architecture. Thus, simple detailing is encouraged for all building types and styles, with an emphasis on enhancing the structure, rather than trying to achieve a "period look" or style through the use of excessive ornamentation.



Fig. 1 Old central passage home

4.2 Lindon Design Theme

The basis of the following [guidelinesstandards](#) 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 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.



Fig. 2 Historic cross wing home now converted to a commercial use.

Multiple options are given for recommended building forms to provide flexibility and variety in design and avoid the development of too many similar structures. Certain forms are more suited for smaller structures, while other forms may accommodate a wide range of building sizes. Care should be taken by developers and the city to work with a building form that is appropriate for the massing and scale of the proposed structure. Variations and adaptations of these basic building forms is expected, although the approach of tacking on different elements to a boxy building to achieve a "period/historic look" should be avoided. Major variations should be considered on a case-by-case basis.

4.3 Building Form / Type

The primary characteristic of a structure is the basic building form or type. Most of Lindon's historic structures are residential buildings, with some currently being re-used in a commercial capacity. Thus, the recommended building forms in these [guidelinesstandards](#), based on those commonly found in Lindon, include both commercial and residential types. Listed below are the general characteristics of these building forms.

Building type refers to the basic form or shape of a building, and is not always associated with a particular architectural style, though some types are more commonly seen in some styles of architecture than others, especially residential buildings. Some building forms are residential in nature, yet may be appropriately adapted for commercial structures. Listed are those most commonly seen in Lindon or are variations of those seen.

4.4 Preferred Building Forms

There are three primary styles of historical homes built in Lindon City. They include Central Passage /Hall-Parlor, Cross Wing/ Gabled Ell, and Bungalow. All three forms are characterized by pitched roofs. These building forms are preferred over flat roofed "block" building forms.

A. A hall-parlor or central passage structure was most commonly used in a residential manner, but may be successfully used for smaller commercial or office structures. As symmetry is an essential component of this form, it is not recommended for uses that may require a covered drive-through area.

B. The cross wing or gabled ell replaced the hall-parlor as most common house type in the years after 1880. This form was most commonly used in a residential manner, but is also seen historically in institutional or public uses and is similar to the central block form in some ways. It may be successfully used for commercial or office structures in a range of sizes. Its asymmetrical form is a departure from the hall parlor/central passage form, and was often seen in association with Victorian styles, which embraced asymmetry and the enhancement of irregular massing forms.

C. The bungalow was the most popular house type in the first quarter of the 20th century. It was also used for smaller civic buildings, such as schools, libraries, city halls, and for small churches. It can be well adapted for use in smaller commercial structures, especially those that are situated near residential areas. Some bungalows often had a porte cochere attached to the side of the house, which would be an ideal form for businesses, such as banks, that require a drive-through area.

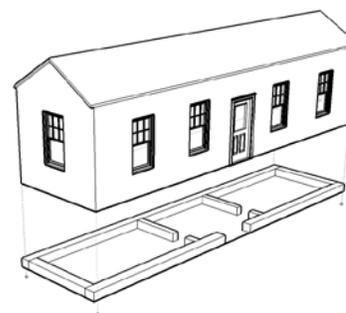


Fig. 3 Hall Parlor or central passage.

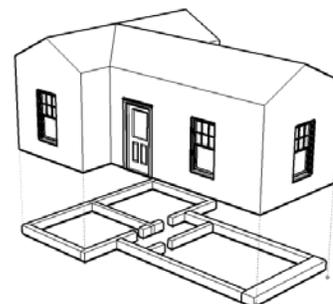


Fig. 4 Cross wing or gabled ell



Fig. 5 Bungalow



Fig. 6 Historic Lindon home (gabled ell)

4.5 Additional Building Forms (Block forms)

Commercial - Block Forms

Some of the historical commercial buildings in Lindon are One-part Block (Cullimore Mercantile; Walker's Service Station) and Central Block with Wings (Old South School).

These buildings are flexible in that they can have a variable number of bays or wings, large plate-glass display windows and are easy to build and replicate. While Lindon City would consider such designs, modern architectural improvements would need to be made to dress up the structure.

A. The one-part commercial block is suitable for a wide range of commercial uses, and can also house multiple businesses. One-part commercial blocks are an attached or freestanding, single street-level structure that is a simple box or rectangular plan. The defining feature of the one-part commercial block is the storefront.

B. Similar to the one-part block, the two-part block can be utilized by a wide range of uses. Two-part commercial blocks are an attached or freestanding structure of a simple box or rectangular plan separated into two distinct zones: the street level and upper. The street-level zone is for public uses, such as retail, while the upper stories are for more private uses such as residential, office, or meeting areas. This type of building form is ideal for incorporating offices or residential above one or more businesses on the street level.

C. A central block with wings is more commonly used for banks or public and institutional buildings, but may be used for commercial and office structures. As symmetry is an essential component of this form, it is not recommended for uses that may require a covered drive-through area.

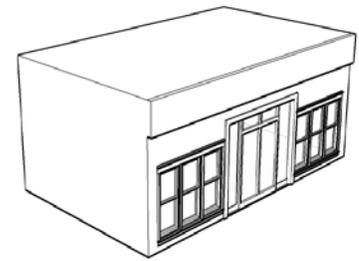


Fig. 7 One-part block

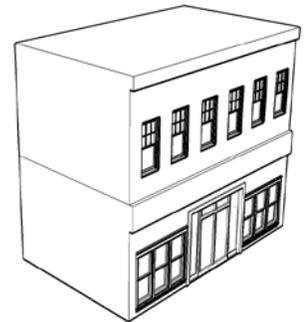


Fig. 8 Two-part block

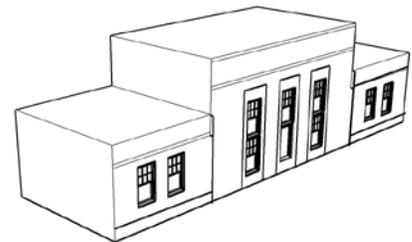


Fig. 9 Central block with wings



Fig. 10 One-part Block



Fig. 11 Two-part block

V. Architectural Character

5.1 General Intent / Introduction

The character of Lindon City should be positively conveyed through the appropriate use of massing, form, and materials in new commercial structures. In this chapter, general [guidelinesstandards](#) for all development are presented first, followed by [guidelinesstandards](#) specific for each recommended building form.

New commercial development should be sensitive and complementary to the heritage of Lindon City yet be balanced with present objectives to encourage development diversity and establish a vibrant commercial area.

The architectural [guidelinesstandards](#) are designed to promote development that is compatible and complementary to the historic built environment of Lindon. However, direct imitation of historic architectural styles and specific details is not recommended, but historical design principles should be incorporated into the design.

Rhythms and proportions of existing buildings should be identified and incorporated into new construction. These include such things as window to wall or solid-void ratio, bay division, proportion of openings, entrance and porch projections, and site coverage.

Exterior surfaces should be compatible with those of historic structures or the collective character of Lindon in regard to scale, type, size, finish, texture, and color. Finishes should complement the existing scheme of Lindon's historic structures. Roof form and style should be similar to or replicate those found in historic buildings and be appropriate for the selected building form.

Contemporary design and architectural expression that follows the basic principles of the [guidelinesstandards](#) is appropriate. The [guidelinesstandards](#) are not meant to preclude making exception in the case of innovative design.



Fig. 1 Massing of a building can be broken up by the variation of depth, texture, and color.



Fig. 2 Pitched roofs and rustic architectural features are preferred design characteristics that are consistent with the historic character of Lindon.

5.2 General **Guidelines**Standards

5.2.1 Massing and Orientation

- Utilizing appropriate massing and orientation can allow new development to complement the heritage of Lindon. New structures should use massing and orientation similar to that of historic structures. Building placement and orientation should also reinforce the connection to primary and secondary streets, contributing in a positive manner to the streetscape of the commercial area.



Fig. 3 Even very large buildings can be broken up into smaller sections and avoid large blank walls.

- Small, individual developments are preferred. Several small developments contribute a greater degree of diversity than a few large developments.
- Where large buildings are unavoidable, they should be located at the rear of a development parcel or staggered with adjacent developments, with smaller individual developments along the street to preserve a consistent streetfront.
- Breaking up large buildings with multiple bays is required, and each façade should provide a meaningful purpose such as individual entrances to the larger building. On large buildings the façade should be broken up every 30' to 40' with color, change of building materials, depth, height, or other architectural characteristics. On smaller buildings, the break in façade should be every 15' to 25'. Appropriate detailing, scale, and proportion area elements that can be addressed through facade design.
- Orient buildings to the main street, either parallel to the street or at a maximum angle of 45 degrees. If a building is on a corner lot, it may have a corner orientation. This is not to preclude entrances or façade detailing to other orientations, such as a side parking lot.



- The perceived width of buildings should be consistent with smaller developments. Divide wider buildings into modules to convey a sense of more traditional construction, yet remain true to the interior layout/programming of the building. This is especially recommended for a series of adjacent businesses built in one development.
- Use courts and atria to help vary the mass of buildings with large floor plates and introduce natural light to the interior.
- Provide for depth and variation in a façade through the use of different colors, materials, and other details.
- Avoid flat looking walls/facades and large, boxy buildings. Break up the flat front effect by introducing projecting elements such as wings, porticos, bay windows, awnings, recessed

Fig. 4 Artistic design & architectural features can decrease the impact of 'big-box' size and massing. balconies and/or alcoves. Staggered bays will also contribute to a greater definition of a façade. Specific [guidelinesstandards](#) for different building forms are given in the recommended building forms section of this chapter.

- Give the greatest consideration in terms of design emphasis and detailing to the street facing façade (or façades if a corner site). Clusters of buildings in a single planned development may utilize common or compatible building forms and/or architectural styles, with a secondary emphasis on the internal relationships of buildings around a shared parking facility, interior court, landscaped yard, or plaza.
- Buildings on corner sites shall orient to both streets. These buildings are encouraged to have an entrance situated at or near the corner.
- Use sculpture, fountains, monuments, and landscape to enhance the three-dimensional quality of outdoor spaces.

Fig. 5 Color changes & variation in material and depth are good tools to break up the massing of a building.



5.2.2 Height

Building heights shall comply with the limits as established in the city code for the underlying zone. Building heights of one to three stories are considered desirable and appropriate to the scale of Lindon City.

5.2.3 Mixed Use Housing

Since Lindon strives to create an attractive & vibrant shopping district along the 700 North corridor, maintaining commercial uses on the ground floor is essential. The second and third floors of commercial buildings can be used for office space, retail and in some cases housing (if specific amenities are provided). Second and third story housing may be feasible along the 700 North corridor if additional public pedestrian amenities are provided such as open space, pocket



Fig. 6 Mixed used developments can be architecturally pleasing, satisfy housing needs, and also create vibrant shopping districts.

parks, plazas, sitting areas, extra landscaping, fountains, etc. A starting recommendation is that for every two square feet of amenities that provide a public benefit, one square foot of livable housing may be added on upper floors. This housing must be utilized as part of a mixed use development, therefore street level commercial elements are required to be part of the project. The Planning commission & City Council must approve any mixed use developments.

5.2.4 Exterior Walls and Surfaces: Building Materials

- Materials for exterior walls and surfaces should be selected based on durability, appearance, timelessness as well as compatibility with those used for the historic structures found in Lindon.



Fig. 7 Emphasis on the detailing of the street-facing façade creates a pleasing experience for the pedestrian as well as the overall character of a commercial district.

- Several notable historic buildings in Lindon are constructed of a locally quarried honeycomb limestone. The limestone was often transported then cut on the construction site, into large blocks. Most of the other notable historic buildings in Lindon are constructed of brick. To complement and be compatible with the character of Lindon, masonry building materials, such as brick, stone, and colored decorative concrete block, are highly preferred for use as the primary building material (85% or greater) of commercial development. Fenestration can also be used to count toward the 85% of the recommended building materials. Many varieties and colors of brick or stone are available and acceptable for use. While use of the same historic honeycomb limestone is not feasible, other masonry materials, such as decorative concrete block and other types of stone may be formed and used in a manner similar to the limestone. Other materials may be considered for use as a primary building material, based on review by the city.
- Secondary building materials may include brick, stone, colored decorative concrete block, stucco, wood/cement fiber siding & timbers. These materials are highly desirable over metals, plastics, vinyl, and faux siding materials including synthetic stucco-type materials.



Fig 8 Wainscoting is encouraged to break up the façade and inhibit a color or material from dominating the building façade.

- Scale, texture, detailing, and fenestration should be greatest at the ground floor, where the level of visibility and adjacency to pedestrian activity is greatest.
- Use materials in a manner that is consistent and visually true to the nature of the building material. (See Appendix A for additional materials [guidelinesstandards.](#))
- Use primary building materials for facades that front onto public ways. Secondary building materials may be used as accents on these facades or on less visible facades.
- Use natural building breaks (such as inside corners) for changes in materials, rather than abrupt changes or changes at outside corners to avoid the appliqué look of a material.
- Avoid the use of synthetic materials.
- Innovative use of other materials may be considered.
- Consider durability and life cycle in the selection of materials.



Fig. 9 Secondary building materials (such as the timbers over this entryway) are encouraged as accents to a primary building design.

5.2.5 Texture, Colors, Finishes

- Design elements such as color and materials should reinforce the scale and character of the Commercial District and the heritage of Lindon. Avoid large areas of the same color and/or materials with no relief. Conversely, avoid the use of too many materials and/or colors, which may create busy or incongruous facades. Use materials that have a modular pattern closest to pedestrian ways to add scale, texture and visual interest.
- Earth tones are generally preferred over harsh or loud colors, except where more vibrant colors are used to create a special effect that is harmonious with the adjacent context. *A color palette of Utah earth tones has been provided in the appendix for use as a reference guide to color selections in developments.*
- The use of color schemes should be compatible with the surrounding areas.
- Simplicity is encouraged regarding color. Excessive amounts of different colors should not be used. Brighter colors are recommended for use as accents only.
- The texture and finish of a structure should convey a modern, yet timeless, building.
- Vary colors and materials to break up the monotony in larger developments.



Fig. 10 Individual businesses can share a larger building but stand out by changing the color or material of the facade.

5.2.6 Windows and Doors/Fenestration

- Windows and doors make important contributions to the appearance of any building and should be of a similar design and style to the general character of Lindon's historic buildings.
- Facades that front on to public ways should contain functional windows and doors, with a balance of solids and voids.
- Windows at the ground level should generally be of clear glass, and placed at a height that relates visual connection of indoor and outdoor environments.
- Avoid blank facades with no fenestration.
- Avoid the use of dark-tinted or reflective glass windows. Where possible, awnings, balconies, eaves, arbors, landscaping, and other shading devices are effective, and can be far more visually interesting.
- Materials for framing windows shall be compatible to the primary exterior material. Aluminum or similar framing materials that do not match are discouraged.
- Consider the use of canopies or awnings on windows that directly abut pedestrian walkways to provide protection from the elements.
- Sun and glare can be controlled with awnings, canopies, balconies, trellises, foliage, and other shading devices that also protect pedestrians from inclement weather.
- The ground floor of the primary façade shall be 60% fenestration at the pedestrian level.
- A significant amount of the primary ground story façade facing public streets, easements and other right-of-way corridors should be transparent glazing, to enhance the pedestrian environment, to connect the building interior to the outside, and to provide ambient lighting at night.
- Dark and obscure glazing should not be used at the ground level, except where harsh solar conditions cannot be controlled with other devices.



Fig. 11 Arches, sills, trim, muntins, and other architectural features can enhance windows.



Fig. 12 Architectural characteristics that do not blend in, such as these 'pasted on timbers', should be avoided.

5.2.7 Architectural Styles: Exterior Trim and Decorative Detailing

While building form is the primary identifying characteristic of a structure, architectural style, represented by the use of exterior trim and detailing, is a secondary characteristic. Different architectural styles can be used on the same basic building form. Many of the historic structures are of a vernacular architecture - smaller residences that use a scaled-down version of styles popular at the time. Thus, in general, most detail is simple in form and application, while still being attractive. This simplified approach to trim and detail should also be utilized for new construction.



Fig. 13 Covered entrances or porches create a more attractive façade.

- Use details and features that work well with the chosen primary and secondary building materials.
- Design details to be visually true and consistent with their materials of construction.
- The use of details can break up uninspiring solid surfaces and helps to avoid the box-like appearance often seen in new construction.
- Trim and details should be simple in material and design. A classic, timeless style should be used.
- Materials for trim and details shall be compatible with the primary exterior material. Detailing should be authentic with the characteristics and capabilities of the materials.
- Excessive ornamentation is not recommended.
- The use of details such as timbers, stones, and beams should be considered.
- Avoid use of pasted on details that do not reflect internal pattern of building or are not proper use of materials (see figure 12 on pg 27).
- Avoid façade appliqué as a method to modulate the façade. Exterior materials, massing, modulation, etc., should relate to the indoor function and use of the structure.



Fig. 14 Variation in rooflines, slope, and plane are very desirable for providing character to a commercial structure.

5.2.8 Roofing

Roofing is a significant design feature. The form, height, color, pattern, materials, configuration and massing of the roof contribute to the success of a structure. Roof mass and form should be consistent with the scale and proportions of the building as well as the architectural character (see Fig 14 above). Use roof materials and patterns that are appropriate to the overall character and form of the building.

- Use no more than two roof types in a single structure i.e. a primary and secondary roof type.
- Roof materials visible from the street (i.e. sloped roofs), should be harmonious in texture, color, and material with other building materials.
- Sloped roofs should be carefully designed to shed snow away from all pedestrian ways.

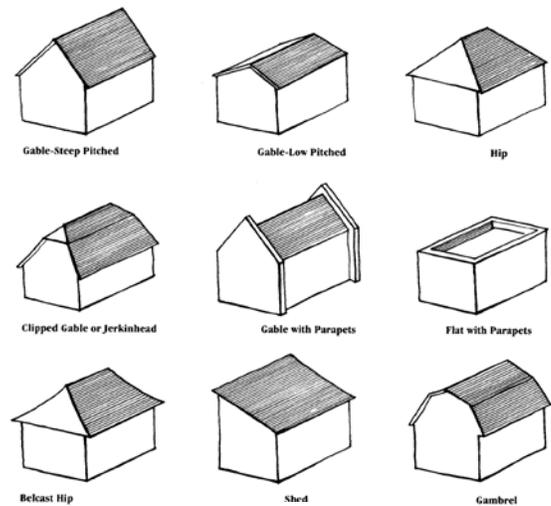


Fig. 15 Variety of roofing styles

5.2.9 Mechanical and Service Areas

Mechanical, electrical, and communications equipment such as heating and cooling units, transformers, control boxes, and antennas should not be located on primary facades.

- Rooftop mechanical units are desirable where possible, and should be screened from view with integrated architectural elements (walls, parapets, etc.).
- Meters, stacks, and service pipes should be located conveniently for service and use, but not on primary façades.
- Loading docks should be located near parking facilities, in alley ways or on side streets, and designed or screened in a way that minimizes their visual impact.

5.3 **Specific GuidelinesStandards for Recommended Building Forms**

The following recommended building forms for new commercial structures in Lindon are based on those common and/or similar to historic structures in Lindon, as depicted in the introduction. Some building forms have a residential basis, yet may be appropriately adapted for commercial structures.

For each building form, guidelinesstandards are given for the following elements:

1. Massing and Form
2. Height and Scale/Size
3. Roofing
4. Exterior Walls and Surfaces (Building Materials)
5. Fenestration (Windows and Doors)
6. Exterior Trim and Decorative Detailing

5.3.1 Building guidelinesstandards: Massing & Form, Height & Scale, Roofing, Exterior Walls & Surfaces, Fenestration, and Exterior Trim & Detailing.

1. Massing and Form

A. One and two-part Commercial Block

- Large plate-glass display windows shall be used to distinguish the front façade or storefront.
- The number of bays can range from one to five when building a One-part Commercial Block (Cullimore Mercantile; Walker's Service Station).
- The façade need not be symmetrical, although bays should be of the same or similar widths.
- If the structure is used for a business requiring a drive-through area (such as a bank or restaurant), use an extension of the roofline detail and supportive elements on the facade to encompass a covered drive-through area that is consistent with the building.
- A linear series of adjacent businesses may be incorporated into one block, utilizing separate bays for each business. Or, a series of adjacent blocks may be used more successfully if the size of the development would exceed five bays in width.

B. Central block with wings (Old South School)

- Use a symmetrical composition of a central block with identical wings.
- The central block will project from the wings and should be accentuated by size and/or height, as well as decoration.
- The wings will generally be lower and recessed from the central block.



Fig. 16 Two-part commercial block building.

C. Hall-Parlor/ Central Passage

- Use a symmetrical building composition, with the long side of the building being the primary façade.
- May be either three or five bays across on the front façade.
- Depth of the building should be one or two rooms deep.
- A covered front porch may be used.



Fig. 17 Gabled Ell with historic western theme and cupola.

D. Cross Wing/ Gabled Ell

- The form will have two or more wings placed at right angles to each other.
- The basic building may take the form of a “T”, “L”, or “H”
- The form/shape could be repeated or mirrored for larger structures or a connected series of stores.

E. Bungalow

- Use a square or rectangular floor plan.
- Use the form for the entire structure, rather than just a bungalow entrance on the front of a block building.
- A variety of form types may be used to create a ‘small gabled cottage’ style of building.
- Narrow end to the street with a hip or gable roof.
- Broad gabled roof that projects out over a front porch, usually with a top half story that has a centrally placed gabled or hip dormer.



Fig. 18 Bungalow with a covered entryway.

2. Height and Scale/Size

A. One and two-part Commercial Block

- Scale and Size may vary from a small building (such as the Cullimore Mercantile) to larger structures.
- Bays should generally range from 15' - 25' in width for small buildings; large buildings 30' - 40'.
- For corner buildings, articulation of the corner with additional height may be considered.
- Scale and Size may vary from a small two-story building of one or two bays to larger structures that would encompass up to five bays.



Fig. 19 Bays & entryways break up this façade.

B. Central block with wings

- Buildings may be one to three stories in height.
- The height of the central block should be higher than that of the wings.

C. Hall-Parlor/ Central Passage

- Buildings may be one, one and a half, or two stories in height.
- This building type is best suited for smaller buildings (a footprint of less than 6,250 square feet)

D. Cross Wing/ Gabled Ell

- Buildings may be one, one and a half, or two stories in height.
- A range of sizes may be accommodated with this form by utilizing additional sections of the projecting and flanking wing form.

Fig. 20 A simple building with appropriate features can create a unique appearance.



E. Bungalow

- Buildings may be one, one and a half, or two stories in height.
- This building type is recommended for smaller buildings (a footprint of less than 6,250 square feet)

3. Roofing

A. One and two-part Commercial Block

- Sloped roofs should be the primary roof form and should use a material that is compatible in material and color with the exterior material of the building and any flat roof material. Wood or faux wood shingles, or architectural asphalt shingles are preferred.

- The flat roof can be used, but should always be used with a parapet and/or decorative cornice. Secondary roof forms, such as gabled, hip, or shed roofs may be considered for use to break up larger structures or for use on the corner of buildings situated on a corner.
- A wide range of roofing materials can be used for the flat roofs.

B. Central block with wings

- The entire structure may have flat roof with parapet or cornice detailing or the central block may be gabled with a flat roof used on the wings. For a structure that has a gabled center block and gabled wings, refer to the cross wing form in the residentially influenced building form section.

C. Hall-Parlor/ Central Passage

- A steeply pitched gable roof (8:12 to 14:12) is the preferred roof form. A hip roof may also be used.
- If a building is more than one story and dormers are used, the roof of the dormer should be of the same form as the primary roof.



Fig. 21 Possible variation of rooflines

D. Cross Wing/ Gabled Ell

- A steeply pitched gable roof (8:12 to 14:12) or a hip roof are the preferred roof forms.
- All sections of the roof should have the same height for the peak.
- If a building is more than one story and dormers are used, the roof of the dormer should be of the same form as the primary roof.

E. Bungalow

- Use a low-pitched gable or hip roof that projects out over the eaves.
- Dormers, if used, may have gable, hip, or shed roofs all work well with either primary roof form.

4. Exterior Walls and Surfaces (Building Materials)

- Brick, Stone, or Colored Decorative Block should be utilized as the primary building material (85% or greater of the building), especially on street-facing facades (Refer to Appendix 6.2).
- If using Stone or Decorative Concrete Block, details such as the texture of the block and the mortar joints should be similar to that of the historic structures of Lindon (Refer to Appendix 6.2).
- All of the above, as well as Cement Stucco, Wood, Architectural Metals, colored or decorative



Fig. 22 Stucco is common but other materials should be used to enhance the appearance.

concrete, and cement board siding may be used as secondary (less than 40%) building materials, and on less visible facades.

- Foundation ribbons may be created from a material complementary to the primary building material.

5. Fenestration (Windows and Doors)

- If using muntins to create the look of paned glass, use an exterior application to create a visible shadow line, lending to an authentic look. Coordinate with an interior application of muntins.
- Avoid center pressed muntins, which lack a look of authenticity

A. One and two-part Commercial Block

- Large, transparent storefront windows are an essential component of the one-part commercial block.
- Storefront windows should be framed with a material complementary to the primary building material(s). Wood or metal are framing materials that work well with brick or stone.
- If storefront windows do not reach to the ground, a projecting sill should be used at the bottom.
- Transom windows should be used above storefront windows. These are often also transparent, but clear, decorative colored glass may be used to add detail to the building façade. Transoms may be either single or multi-paned.
- Awnings, if used, may be either metal or fabric. These should generally be mounted just above or below the transom windows when used on the storefront.
- Use of recessed entries that are flanked by the storefront display windows is encouraged, however flush entries may also be used (See fig. 23).
- Upper levels use more traditional windows with a vertical emphasis. These windows should be inset, with a sill and lintel, and may incorporate some simple detailing to add definition to the upper zone.
- If the building is free-standing, windows on the sides of the building should be vertical in orientation and proportional to the size of the building. These windows should be inset, with a sill and lintel. Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.
- Panes are also encouraged to add character to windows.



Fig. 23 Large open windows add to the façade



Fig. 24 Window trim and awnings add to the visual character of the fenestration.

B. Central block with wings

- Locate the main entrance to the building in central block section.
- Additional entrances are allowed in the wings.
- High, vertical windows should be used in the central block.
- The same style of windows used in the central block should be used in the wings, but usually of a smaller scale. These windows should continue around to the sides and potentially the back of the building, depending on the interior use of the structure.
- Windows should be inset, with a sill and lintel, and should incorporate some simple detailing in the molding or casing elements to add definition to the building.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.

C. Hall-Parlor/ Central Passage

- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins, or detailing in the lintel and/or molding.
- Molding or trim around the windows can be used to enhance a simple window shape.
- Entries may be accented with a covered porch area. Roofing of the entry porch should be of the same form as the main roof.

D. Cross Wing/ Gabled Ell

- Entrances should be located in side facing/flanking wing. These entrances may be protected by a porch or awning, which will add detail to the façade.
- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.
- Molding or trim around the windows can be used to enhance a simple window shape.

E. Bungalow

- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used. Windows and doors may be enhanced with geometric patterns, created in stained or leaded glass, or by the use of wooden muntins. These are often seen only in the top half of windows and doors.



Fig. 25 Addition of muntins, color variations, trim, sills and arches create attractive windows.



6. Exterior Trim and Decorative Detailing

- Some form of detailing or fenestration should be used every 15 to 25 feet along each side of small building (every 30'to 40' for large buildings). Windows, doors, art or architectural detailing at the first floor level are all options for a blank wall.
- Enhance buildings with usable details and accents, such as a covered porch or walkway.
- Avoid trying to incorporate multiple styles in one structure, instead use consistent, continuous detailing.
- Utilize colors, textures, and changes in building material to give definition to the façade.

A. One and two-part Commercial Block

- Use simple decorative detailing to enhance the features of building rather than using excessive decoration or pasted on details.



Fig. 26 These block form buildings have an attractive, modern, clean look achieved through detailing.

- Detailing should be focused on the primary, street-facing façade of the building.
- Utilize colors, textures, and changes in building material to give definition to a building's façade.
- Avoid trying to *excessively* break up a building's façade. Instead use consistent detailing along the façade.
- Two-part commercial blocks often incorporate more detailing than the one-part block. Simple, decorative detailing that evokes an architectural style should be used.
- Most detailing should be focused on the street-level.
- Upper level(s) feature less detailing than the street-level.

B. Central Block with Wings

- The central block portion should be further accentuated through use of detailing.
- Stylistic influences may be incorporated in both the central block and wings, with a greater emphasis on the central block.
- Detailing should be consistent on all sides of the building, although the primary, street-facing façade



Fig. 27 This older two-part block building has been restored to maintain a modern appearance.

may have a greater emphasis of detail.

C. Hall-Parlor/ Central Passage

- Use simple detailing that highlights the structural elements of the building, such as the eaves, windows, and doors.
- Use simplified versions of historic elements seen in Lindon.

D. Cross Wing/ Gabled Ell

- Decoration and detailing should be consistent between the façade of the facing wing and the porch/front of the flanking wing
- Use simple detailing that highlights the structural elements of the building, such as the eaves, windows, and doors.

E. Bungalow

- Use sparse and simple detailing that highlights or exposes the structural elements of the building, such as the eaves, windows, and doors.
- Detailing should be more reserved in decoration and rely on the exposed elements, such as partially exposed framing members in the end of the roof, rather than adding on details.
- Use simplified versions of historic elements seen in Lindon bungalows.



Fig. 28 Gabled Ell with historic western theme.

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
 - i. Where white two-rail fencing is used, the following standards are encouraged: A continuous three (3) foot tall fence with post dimensions of five (5) inches by five (5) inches with rail dimensions of two (2) inches by six (6) inches. The posts should be installed eight (8) feet on center with two (2) rails between posts. The fence should be placed adjacent to any dedicated streets so as to generally appear in a continuous fashion. Placement of the fence should typically be two (2) feet behind the sidewalk within the required landscaping strip.
- 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.”

II. Building Materials **GuidelinesStandards**

The use of details and features that work well with the chosen primary and secondary building materials are most effective. Design buildings such that details are visually true and consistent with their materials of construction. Provided are **guidelinesstandards** for:

- A. Brick
- B. Timbers
- C. Stone
- D. Stucco
- E. Siding/Cement fiber panels
- F. Concrete Block Masonry- split faced or decorative.
- G. Concrete Tilt Up Building
- H. Wood / cement fiber siding

A. Brick

Brick is a modular material and should be used in a manner that achieves a sense of permanence and quality.

- Dimensions of facades and openings should course out with brick modules where possible, to avoid small, cut pieces of brick.
- Trim with appropriate water table detail.
- Brick should appear self-supporting and three-dimensional. Avoid wide spans (over 10') at openings.



- Use some form of header or lintel at all openings. These should be deeper for wider spans.
- Use inset windows, brick jamb returns, and projecting sills at windows. Recess windows.
- Avoid pieces of wall that are less than one brick wide between openings, or less than two bricks wide at a corner.
- Use the range of decorative patterns brick offers. Use combinations of soldiers, headers, stringers, etc. to form patterns that create cornices, wall caps, water tables, and other details. Use patterns in a manner consistent with the material.

Fig 1. Brick is a classic and timeless building material.

B. Timbers

Wood beams or exposed logs can be used to add to the architectural appeal of the building. This type of treatment is often seen in Craftsman & Alpine style construction.

- The use of timbers helps to maintain the historical &



western feel of the city.

- Used as decoration over porches and windows and other overhangs.

C. Stone

Stone is a substantial material rooted in the land. Stone and stone panels must be used in a manner that appears self-supporting and three-dimensional in order to feel genuine.

- Avoid wide spans (over 10') at openings.
- Avoid narrow pieces of stone wall less than 1' wide between openings, and less than 2' wide



Fig. 2 Timbers dress up a building front and entrance and add to the character of Lindon.

at corners.

- Take care in the detailing and construction to create a believable corner.
- Keep mortar joints consistent in width to match apparent breaks between stones with breaks in modules.



- Show some form of header or lintel at all openings. Wider spans should utilize deeper headers and lintels.
- Use inset windows, stone jamb returns, and projecting sill at windows.

Fig. 3 This entryway is oriented to the corner and is emphasized by the use of stone.

D. Stucco

Stucco is traditionally a rough 'plaster type' finish coat over masonry walls. Use in a simple manner over large planar wall surfaces.



- Stucco turns corners without need of trim, so keep clean lines at the corners.
- Emphasize the material with broad overhangs, deep recesses at openings, and delicate details such as thin metal rails.
- Avoid narrow pieces of wall at corners or between windows.
- Create points of emphasis to provide contrast to stucco walls. Use slight changes in plane, changes in texture (walls vs. trim), or inset panels of contrasting finish and color (ceramic tile).
- Use appropriate scoring joints to create smaller panels that allow for natural expansion and contraction without unnecessary cracking. Joints should tie in with natural breaks or openings where cracks might naturally develop.

E. Wood Siding / Cement Fiber Panels

Siding is traditionally a lightweight material over a frame structure. If using a cement-based product, choose those with a genuine appearance and use an authentic manner when detailing.

- Avoid vinyl, plywood, or pressboard siding.
- Critical details, both visually and functionally, are joint sealings at corners, soffits, openings, and between siding pieces.
- Combinations of trim, fascia, subfascia, soffits, eaves and rakes protect the vulnerable joints in a building that is sided. Work to create a functional, unified, and harmonious family of these details.
- Ensure that the scale of details is appropriate to the function.
- Apply details consistently on all sides of the building.

- Stagger vertical joints in horizontal pieces of siding.
- Avoid small sections of siding between openings and at corners.
- Use a base to protect sided walls from the elements. Masonry bases are preferred.
- Provide an attractive and functional transition to the base.

F. Decorative Concrete Block Masonry

A modular material used in a similar manner to brick or cut stone. Many different textures and sizes are available.

- Dimensions of facades and openings should course out with the block modules where possible, to avoid small cut pieces of block.
- Use a stain or color finish for visible areas.
- Consider the use of patterns to enhance the building; create cornices, wall caps, water tables, and other details using patterns.
- Accent with detail blocks of different texture/finish.
- Use inset windows.
- Avoid pieces of wall that are less than one block wide between openings, or are less than two blocks wide at corners.
- Large sections of smooth faced, plain block in highly visible areas is not permitted.

G. Concrete tilt up buildings

A Tilt-up is a building constructed of concrete panels, commonly used for commercial or industrial facilities, such as; office buildings, warehouses, retail centers, manufacturing facilities, etc. Large concrete panels are typically poured on site and raised by a crane in place to form the exterior walls of the building.

- It is strongly recommended that stamped, stained, or textured panels be used to add character and appeal to the building. Plain, blank panels over large expanses of wall will not be permitted.
- Wainscot is also recommended to break of the façade.
- Use change of color or change of material to break up large walls of cement.
- *Plain cement panels without decorative features are not permitted.*
- Windows can also be used to add character and break up the wall area.

III. Glossary of Architectural terms

Readers of this book may find several descriptive architectural terms with which they are not familiar. This glossary of terms is provided to give simple definitions of words used throughout this text.

ADOBE - A large, unfired brick made of clay-based mud and straw binder, handpicked in a form and dried in the sun.

ARCADE - A range of arches supported by piers or columns. A passageway, of which one side is a range of arches supporting a roof.

ARCH - A structural element designed to support the weight above an opening. A true arch consists of wedge-shaped stones or bricks that make a curved bridge spanning an opening.

ASHLAR - Textured, rough-hewn stone; or the simulated appearance of rusticated stone in concrete blocks.

ASTRAGAL - A molding of half-round profile, especially the strip covering the joint between a pair of doors or casements.

BALCONET - A decorative balcony that is too small to stand on.

BALUSTRADE - A railing consisting of a handrail supported on balusters, often built on a base.

BALUSTERS - Lathe-turned or straight spindles that support a handrail as part of a balustrade.

BARGEBOARD - Ornamental trim board along the face of the incline of a roof gable.

BATTERED WALL - A wall that slopes inward as it rises; a tapering pier. Common on Pueblo walls and Bungalow porches.

BAY WINDOW - A window that projects from the outer wall, extending the floor space and creating an alcove in the interior space.

BELCAST ROOF - A roof slope with a convex profile creating a distinctive curve, associated with some Victorian and Bungalow styles.

BELT COURSE - A slightly raised horizontal band marking a division in wall surfaces.

BOARD-AND-BATTEN - Vertical plane siding with joints covered by narrow wood strips.

BRACKET - A supporting member, often L-shaped or triangular, for a projecting roof cave, balcony or shelf.

BROKEN SCROLL - A Colonial decorative motif placed over doors or windows featuring a central ornament flanked by interrupted gable moldings.

CANALE - A waterspout extending beyond the plane of an exterior wall or parapet.

CANTILEVER - Construction in which a beam or structure extends beyond the face of a wall, being supported only at the one end.

CASEMENT - A window with the sashes opening outward on vertical hinges.

CASING - Decorative trim encasing a window or door opening.

CHICAGO STYLE - With reference to windows, a symmetrical, flat-arched, tri-partite gang of windows with a large, fixed picture window in the center, flanked on both side by narrower, operable windows.

CLASSICAL ORDERS - In classical architecture, the design of a column and entablature relating to a specific style and time period, including: Doric, Ionic, Corinthian, Composite and Tuscan.

COPING - The sloped capping or top course of a wall made of stone, metal, wood, or some other material for the purpose of protecting the wall from weather.

CORBEL - A projection of successive level of masonry beyond the wall surface producing a bracket form.

CORNICE - The projecting member at the top of a wall or roof trim.

COLUMN - A vertical round shaft that supports, or appears to support, a load.

CREEPING DAMP - (Sometimes called rising damp) The vertical movement of water through a substance by capillary action. Common on lower levels of masonry buildings

CROSS WING - A house form involving two intersecting rectilinear shapes, one recessed.

CROWN MOLDING - A curved molding used to terminate the trim on cornices, walls, casings and cabinets.

CUPOLA – A small structure built on top of a roof & used as architectural treatment or observation post.

CURVILINEAR PARAPET - The multiple-curving, ornamental motif on the center of the top of a parapet wall, especially in Mission Style architecture.

DEAD LOAD - The uniform, fixed weight inherent in any structure (as opposed to LIVE LOAD).

DECKING - The material used to cover the floor of a porch, balcony or other flat exterior walking surface.

DENTILS - A classical ornamental molding consisting of a horizontal series of block-like projections thought to have been based on the appearance of rows of teeth.

DORIC - The simplest of the classical orders.

DORMER - A projecting gable in a pitched roof with a window or windows on its front vertical side.

DOUBLE HUNG - A window in which both the upper and lower sash are independently operable in vertical movement within the same frame.

EAVE - The edge of a roof that projects over the outside wall.

ELEVATION - A "head-on" drawing of face of a building or object, without any allowance for the effect of the laws of perspective.

ENTABLATURE - In classical architecture, the horizontal member immediately above the columns consisting of the architrave, the frieze and the cornice.

FACADE - The front or principal face of building: any side of a building that faces street or other open space.

FANLIGHT - A semi-elliptical or semicircular window, usually over a door.

FASCIA - A flat board with a vertical face that forms the trim along the edge of a flat roof or along the eaves of a pitched roof.

FEDERAL - A classical American architectural style. Dating from 1780 to the mid-1800's.

FENESTRATION - The arrangement and design of windows in a building.

FINIAL - A terminal form at the top of a spire, gate-post, pinnacle, or other point of relative height.

FLASHING - Metal sheets at the junction of roofs and walls or chimneys used to prevent leaking.

FLUSH - Being even with or in the same plane or line as.

FLUTING - A decoration consisting of long, rounded grooves in columns or casings.

FOOTPRINT - A popular term for the shape of an area within the perimeter of a floor plan.

FRAME - The part of an encasement of an opening supporting a door or window. Also, a method of building construction employing a skeletal system of several repetitive structural components, as in wood-frame or steel-frame, or the work of constructing such a system.

FRONTISPIECE - A classical, ornamental projection, including windows, around a major door. Sometimes refers to a wing extending forward from the facade.

GABLE ROOF - A ridged roof forming a gable at each end. A roof with a single peak.

GABLE - The upper (usually triangular shaped) terminal part of a wall under the eave of a pitched roof.

GAMBREL ROOF - A roof with two slopes on each of two sides, the lower steeper than the upper.

GLAZING - Glass set in windows.

GREEK REVIVAL - A classical American architectural style, or individual components of that style, generally dating from 1820 to 1860, but also used during later decades in the west. Architectural style, or individual components of that style, generally dating from 1820 to 1860, but also used during later decades in the West.

HALF-TIMBER - A form of Medieval construction using exposed wood framing with the intervening spaces filled with stucco or masonry. Ornamental trim that reflects the internal structure.

HIGH STYLE - Common terminology for the most elaborate and formal versions of major architectural styles.

HIP ROOF - A roof with sloping ends and sides, usually with four sides terminating in a ridge or point.

HOOD - A protective, often ornamental cover over doors or windows.

HUE - Generally, color or a particular shade or tint of a given color.

IN-KIND - Matching the original material.

ITALIANATE - An architectural style from the mid-to-late nineteenth century which derived its designs and forms from mansions and villas of the Italian Renaissance.

JACOBEOAN - A seventeenth century English architectural style, revived in America in the early twentieth century, characterized by red brick Wells, and steep, coped, cast concrete gable trim.

JERKINHEAD - A gable roof with the ends of the gables clipped off to form small hips.

JOINERY - The hand-crafted intersecting joints in ornamental woodwork; associated with woodwork, eaves and cabinetry.

LACE WORK - Fine wooden or metal ornamental screens or scrollwork.

LANCET ARCH - A tall, thin, three-centered or pointed arch surrounding a window opening or vent.

LINTEL - A supporting beam placed over a door, window or other opening; usually visible and of a contrasting material from the wall surface.

LIVE LOAD - A moving or inconstant structural load or weight (such as people) that a building's structure carries in addition to its own weight.

LOGGIA - A covered second-story porch, typically cantilevered and framed by a balustrade. Square posts or turned columns usually support a shed roof.

MANSARD ROOF - A roof that slopes in two planes, the lower of which is usually steeper. Typical of the French Second Empire style.

MILL FINISH - The raw, unfinished color and texture of an aluminum or other metal product, such as a window or door frame, as it comes directly from the mill or factory.

MUNTIN - A small piece of wood or metal in a window sash holding in place and separating one piece of glass from another.

ONE-OVER-ONE (1/1) - A double-hung window with one pane of glass in the top sash and one pane in the bottom. 2/2 has two panes over two panes. A likewise 4/4, 6/6, 12/9 and other window patterns.

ORIEL - A projecting corner window supported by brackets.

OXIDATION - In rusting or burning, the chemical union of a substance with oxygen.

PALLADIAN WINDOW - A tri-partite window consisting of a large, central, round headed window flanked by two smaller, rectangular windows.

PARAPET - A low wall at the edge of a roof, porch, or terrace.

PATINA - A thin coating or color change resulting from natural oxidation during aging; for example, the changing of copper to a greenish-blue color over time.

PENDANT - A hanging ornament.

PERGOLA - An arbor or colonnade with columns or posts supporting open roof timber.

PIECE-IN - To add a piece or pieces matching the original in order to repair.

PILASTER - A pier or half-column of shallow depth applied to a wall.

PINNACLE - A terminal ornament or protecting cap, usually tapered upward to a point or knob and used as a high point of a roof.

PITCH - The degree of slope or inclination, as in the steepness of a roof.

PLASTER - A wall finish material, usually made of lime gypsum or cement, sand and water, applied in a plastic state with or without a heavy texture, to exterior or interior surfaces.

PLINTH BLOCK - A small, slightly projecting block at the bottom of the casing around a door opening.

PLUMB - The degree to which a wall is perfectly vertical.

POLYCHROMATIC - Featuring several colors, as opposed to monochromatic or one color.

PORTAL - A principal entrance, usually recessed and arched.

PORTE COCHÈRE - An open-walled but covered structure attached to the side of a building through which a carriage or automobile may pass or under which they may park. Also a roof and supporting projection over a driveway near the entrance to a house; later referred to as a carport.

PRESERVATION - The process of preserving the existing form, character and appearance of a structure through techniques designed to arrest or slow the deterioration of a structure, or to improve structural conditions.

PROJECTING BAY - Typically a three sided extension from the main facade of a building, containing windows and ornamental elements; sometimes called a "pent" or "slanting" bay or **BAY WINDOW**.

QUARREL - A small, diamond-shaped pane of glass, one of many in a window. Associated with English styles.

QUOINS - An ornamental element, usually of masonry, on the corners of buildings that expresses the structural interlocking of the corner.

RAISED PANEL - In wood millwork, a door, cabinet or furniture with beveled panels inset in flat wooden frames. Doors will usually have several raised panels, as opposed to slab or flat panel doors that may have only one panel per door.

RAFTER - A wooden frame member stretching from the ridge to the eave of the roof.

RENOVATION - The introduction of new elements to a building to replace old worn parts.

RESTORATION - To employ treatments aimed at returning a building to its original appearance and condition.

REHABILITATION - To take corrective measures to make a building usable or livable again.

RIDGE - The horizontal top line formed by the meeting of two sloping roof planes.

RIDGE CAP - The wood, tile or metal cap covering the ridge of a roof.

ROMAN ARCH - A semi-circular or "round" arch, invented by the Romans.

ROOF CRESTING - A decorative metal element placed along a ridgeline.

ROOF PITCH - The relative angle of the roof slope.

SASH - The movable frame holding glass in a window opening.

SCONCES - Decorative wall fixtures or lamps. Wrought iron sconces are common to the Spanish Colonial and Mediterranean Revival styles.

SCUPPER - An opening through a wall that allows for roof drainage. Term also refers to the metal funnel which catches runoff water and directs it into the downspout.

SECOND EMPIRE - An American architectural style from the mid-to-late nineteenth century, employing the Mansard roof and related elements from the reign of Napoleon.

SEGMENTAL ARCH - A gently curving arch having the shape of the uppermost segment of a circle.

SHAKE - A thick, wavy, rough, shingle made of wood, used in Ranch Era architecture.

SHED ROOF - A single sloped roof.

SHINGLE STYLE - A turn of the century American architectural style characterized by the use of shingles on most wall surfaces, often paired with Colonial Revival ornamentation.

SIDELIGHTS - Tall, narrow windows with small glass panes flanking a doorway, or picture window.

SOLID CORE - With reference to doors, a slab door made of solid wood rather than several panels with a hollow interior.

SPINDLEWORK - Delicate ornamentation of turned wood spindles, typically from the Victorian Era, often found on porches and as ornamentation for doorways.

SQUARE - Forming a right angle.

STUCCO - Plaster for exterior walls.

SURROUND - Ornamental trim or casing surrounding a door or window opening.

TERRA COTTA - Cast and fired clay units, usually larger and more intricate in form and detail than brick.

THATCH - A Medieval roofing material consisting of matted or woven straw; imitated by undulating wood shingles in Period Revival architecture.

THREE-POINTED ARCH - An elliptically shaped arch with its curve established by three perspective points beneath the arch.

TRANSOM - A window opening over a door.

TRI-PARTITE - Consisting of three similar, joined components, such as windows or ornament.

TRUNCATED - Having the top of a hip roof cut off by a flat plane.

TUDOR ARCH - An English arch which slopes gently upward to a point. Associated with English Revival styles.

TURRET - A small tower, sometimes corbelled from the corner of a building & extending above it.

VENTS - Ventilation openings, pipes or shafts.

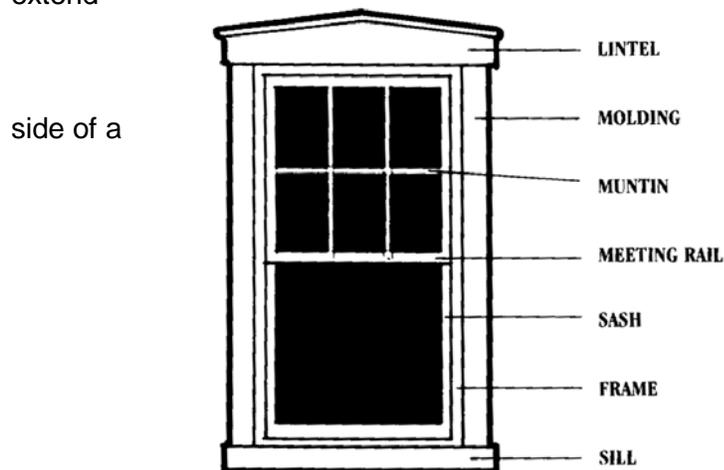
VESTIBULE - A small entrance room or enclosure situated at an exterior entry to a building.

VIGA - A horizontal roof beam, usually a wood log exposed and extending beyond the plane of a wall or parapet.

VERANDA - A long, roofed, gallery-like arcade or porch that spans the width of a facade.

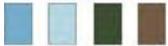
VERNACULAR - Indigenous architecture characteristic of a certain locale.

WAINSCOT – Wood, stone, brick or stucco paneling or some other decorative material that is applied to the lower section of a wall and may extend around the entire facade.



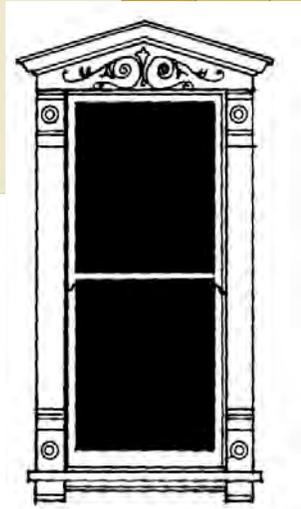
WINGWALL - A non-structural ornamental wall extending out to the building.

IV. Utah Mountain Desert Color Palette



Utah Mountain Desert Color Palette

Primary Colors



9. Presentation & Discussion — Fire Station & Police Department facilities update *(45 minutes)*

Lindon City has contracted with Curtis Miner Architecture to design the new Fire Station and City Center/Police Department remodel projects. The City Administrator will review the status of the design process and update the Council on alternatives being explored and their associated costs.

The City Administrator will present information on the proposed fire station and city center/police department remodel concepts at the meeting. A review of objectives, alternatives, and financial impacts for the projects will be presented at the meeting. (As some of the materials are still in draft form and have not been finalized they are not attached to this staff report for release to the public.)

Sample Motion: No motion necessary for a discussion item.

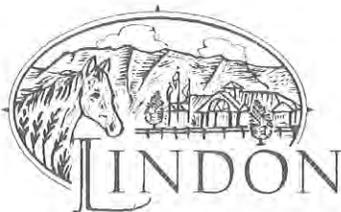
10. Review & Action — Appointments to Tree Advisory Board*(5 minutes)*

The City Council will review and consider recommended appointments to the Lindon City Tree Advisory Board. It is recommended that Lindon residents Terri Kowzer, Jennifer Brown, and Sarah Allred be appointed by the Council to serve four-year terms on the Tree Advisory Board.

The Parks & Recreation Director recommends appointment approval of Terri Kowzer, Jennifer Brown, and Sarah Allred to the Lindon City Tree Advisor Board. All of the individuals have been contacted and are willing to serve on the Board.

Sample Motion: I move to appoint Terri Kowzer, Jennifer Brown, and Sarah Allred to the Lindon City Tree Advisory Board as presented.

LINDON CITY
100 North State Street
Lindon, Utah 84042-1808



TEL 801-785-5043
FAX 801-785-4510

Terri Kowzer
626 N Coulson Drive
Lindon, Utah 84042

September 28, 2015

In an effort to maintain the Tree City U.S.A. designation for the City of Lindon, a Tree Advisory Board has been created to provide recommendations to the City Council regarding tree related issues. You have been nominated and appointed by the City Mayor and Council to serve as a member on this board. It is anticipated that you will serve on this board for a four-year term, until June 2019.

The Tree Board is an active group that plans the annual City Arbor Day activities, tree planting projects, provides recommendations for the types and locations of trees that have been planted in public parks, etc. The board typically meets a 4 times per year and focuses on special events that help get the community involved in tree recognition and tree planting.

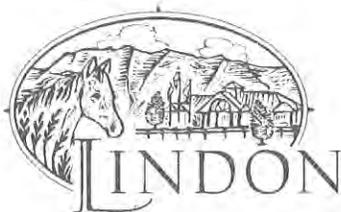
We appreciate your willingness to serve the City of Lindon and look forward to working with you in this position. If you have any questions regarding your responsibilities as a member of this board, your ability to serve on the board, or other City matters, please feel free to contact us.

Sincerely,

Heath G. Bateman
Parks & Recreation Director

Jeff Acerson
Lindon Mayor

LINDON CITY
100 North State Street
Lindon, Utah 84042-1808



TEL 801-785-5043
FAX 801-785-4510

Jennifer Brown
232 W. 200 S
Lindon, Utah 84042

September 28, 2015

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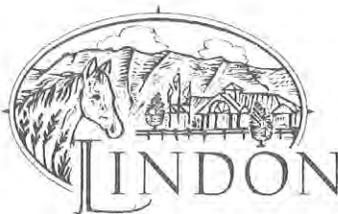
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Sincerely,

Heath G. Bateman
Parks & Recreation Director

Jeff Acerson
Lindon Mayor

LINDON CITY
100 North State Street
Lindon, Utah 84042-1808



TEL 801-785-5043
FAX 801-785-4510

Sarah Allred
742 E 400 N
Lindon, Utah 84042

September 28, 2015

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Sincerely,

Heath G. Bateman
Parks & Recreation Director

Jeff Acerson
Lindon Mayor

II. Council Reports:

(20 minutes)

- | | |
|--|--------------------|
| A) MAG, COG, UIA, Utah Lake, ULCT, Budget Committee | - Jeff Acerson |
| B) Public Works, Irrigation/water, City Buildings | - Van Broderick |
| C) Planning, BD of Adjustments, General Plan, Budget Committee | - Matt Bean |
| D) Parks & Recreation, Trails, Tree Board, Cemetery | - Carolyn Lundberg |
| E) Administration, Com Center Board, Lindon Days, Little Miss Lindon | - Randi Powell |
| F) Public Safety, Court, Animal Control, Historic Commission, Budget Committee | - Jacob Hoyt |

12. Administrator's Report:

(15 minutes)

Misc Updates:

- October City newsletter: <http://siterepository.s3.amazonaws.com/442/october15final.pdf>
- Project Tracking List – Any questions?
- Councilmember Powell is Mayor pro tem from October through December 2015
- DUI checkpoint stats
- Elections – sign location reminder; questions for Meet the Candidate night; Proposition 1 info
- Culinary water – violation notice sent out in utility bills (required by the State). Options for chlorination of wells still be evaluated.
- Questar Gas line project in State Street. Project expected to last up to 8-weeks through Lindon.
- Claims updates
- Misc. Items:

Upcoming Meetings & Events:

- Newsletter Assignment: **Van Broderick** – November newsletter article. *Due by last week in October.*
- October 22nd @ 7:00pm - Meet the Candidates Night @ Community Center
- October 29th 4:30-6:30pm – MAG Transportation & Community Planning Open House, Orem Sen. Center
- October 30th – All Hallows Eve party at Community Center
- November 3rd – Election night
- November 17th – 6:00pm work session with Legislative reps (Dayton, Jackson, Peterson, Stratton)
- November 26th – Community Thanksgiving Dinner, 11am – 2pm at Community Center

Adjourn

As of September 18, 2015

PROJECT TRACKING LIST

APPLICATION NAME	APPLICATION DATE	APPLICANT INFORMATION	PLANNING COMM.	CITY COUNCIL
			DATE	DATE
Site Plan: Lindon Senior Apartments	Sept. 2013	Matt Gneiting	TBD	TBD
<i>Request for site plan approval for senior housing apartments on State & Main</i>				
Amended Site Plan: Wasatch Ornamental Iron	June 2014	Melvin Radmall	N/A	N/A
<i>Request for staff approval of a 16x18 machine cover in the LI zone located at 310 North Geneva Road.</i>				
Property Line Adjustment	Oct. 2014	Steven Merrill	N/A	N/A
<i>Request for a property line adjustment at 455 E 500 N. Staff approved.</i>				
Site Plan: Scott's Provo GM	Jan. 2015	Mandy Ogaz	Feb. 10 (cont.)	N/A
<i>Request to add a small office building to the Scott's Miracle Gro site located at 347 South 1250 West in the LI zone.</i>				
Ordinance Amendment	Mar. 2015	Staff	Mar. 24, Apr. 14	TBD
<i>Request to increase maximum building height in PC zones to 110 feet.</i>				
Plat Amendment: Public Works	Apr 2015	Staff	TBD	N/A
<i>Request to amend Public Works Subdivision to accommodate property exchanges between the City and Nicholson Construction.</i>				
Ordinance Amendment: Water wise landscaping in Commercial zones	May 2015	Staff	June 9, June 23	TBD
<i>Request to modify commercial landscaping requirements to promote water wise landscaping.</i>				
General Plan Amendment: Anderson Farms	June 2015	Ivory Development	TBD	TBD
<i>Request to amend the General Plan to expand the High Density Residential area into what is now planned as Mixed Commercial.</i>				
Zoning Map Amendment: Anderson Farms	June 2015	Ivory Development	TBD	TBD
<i>Request to amend the Zoning Map from Mixed Commercial/Light Industrial to Planned Unit Development.</i>				
Ordinance Amendment: Anderson Farms PUD	June 2015	Ivory Development	TBD	TBD
<i>Request to create a Planned Unit Development Ordinance for a master planned community concept know as Anderson Farms.</i>				
Site Plan: Nicholson Business Park Phase II	July 2015	Mark Clemen	TBD	N/A
<i>Request for site plan approval to construct a 40,000 s.f. office/warehouse building at 150 North Geneva Road in the LI zone.</i>				
Zone Map Amendment: L.A. Lee Enterprises	July 2015	Leonard Lee	August 11	August 18
<i>Request to rezone two parcels at 119 South State from CG to MC.</i>				
Ordinance Amendment: Intermountain Precision Casting	July 2015	John Williams	August 11	August 18
<i>Request to amend the Industrial zone building setbacks to create a "side-yard" setback of 15 feet.</i>				
Ordinance Amendment: Accessory Building Sq. Ft.	July 2015	Lindon City	August 11	August 18
<i>Request to modify residential accessory building dimensional requirements.</i>				
Major Subdivision: Lindon Self Storage	July 2015	Victor	TBD	TBD
<i>Request for approval of a condominium subdivision at approximately 860 West 200 South.</i>				
Site Plan: Lindon Self Storage	July 2015	Victor	TDB	TBD
<i>Request for site plan approval of storage units at approx. 860 West 200 South.</i>				
Misc. Application: Ace Disposal	July 2015	Spencer Robinsion	N/A	N/A
<i>Request to connect to the City storm drain at approximately 1155 West 135 South.</i>				
Misc. Application: WICP West Orem	July 2015	Mark Weldon	N/A	N/A
<i>Request for approval of off-site sewer design for an office complex at approximately 2500 West 600 North.</i>				
Site Plan: Performance Motors	August 2015	Brandon Pierce	August 25	N/A
<i>Request for site plan approval of a used car lot at approx. 53 North State Street.</i>				
Site Plan: Lindon Fire Station	August 2015	Adam Cowie	TBD	N/A
<i>Request for site plan approval of a fire station at approximately 100 North State Street.</i>				
Misc. Application: Sonic Car Wash	Sept 2015	Curtis Roberts	N/A	N/A
<i>Request for site modification to accommodate vacuums.</i>				
Site Plan: Osmond Memory Care Expansion	Sept 2015	Jared Osmond	TBD	N/A
<i>Request for site plan approval of an addition to the Osmond Assisted Living Facility.</i>				
Minor Subdivision: Denali 65 LLC	Sept 2015	Cameron Tea	TBD	N/A
<i>Request for approval of a 3 lot subdivision at approximately 65 South Denali Circle.</i>				
NOTE: This Project Tracking List is for reference purposes only. All application review dates are subject to change.				

PC / CC Approved Projects - Working through final staff & engineering reviews (site plans have not been finalized - or plat has not recorded yet):

Lindon Gateway II	Freeway Business Park II	Old Station Square Lots 11 & 12
Timpview Business Park Site Plan	Keetch Estates Plat A	Lindon Harbor Industrial Park II
Honeysuckle Estates Subdivision	Pen Minor Subdivision	Green Valley Subdivision
NuStar Site Plan	Joyner Business Park Site Plan	Blackcliff Industrial Park
Murdock Hyundai Plat Amendment	Prodigy Promos Site Plan	Eastlake at Geneva North Plat B
Torgersen Heights Subdivision	WICP West Orem Site Plan	Mitchell X Nonconforming Use Alteration
Ferrin Property Line Adjustment		

Board of Adjustment		
Applicant	Application Date	Meeting Date

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) administrator@lindoncare.com	Existing use.	Lindon Care Center Manager: Christine Christensen 801-372-1970.	March 2016 Last Reviewed: 3/15	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) lsmith@housinguc.org	Existing CUP	Housing Auth. Of Utah County Director: Lynell Smith 801-373-8333.	March 2016 Last Reviewed: 3/15	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) info@heritageyouth.com info@birdseyertc.com	Existing CUP	HYS: Corbin Linde, Lynn Loftin 801-798-8949 or 798-9077	March 2016 Last Reviewed: 3/15	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 (16 for Timp RTC) not over the age of 18.</i>				

Grant Applications	
Pending	Awarded
Hazard Mitigation Grant / MAG Disaster Relief Funds- (pipe main ditch) FEMA Hazard Mitigation Grant – (pipe Main Ditch)	CDBG 2014 Grant – Senior Center Computer Lab (\$19,000)
	EDC Utah 2015: Economic Development Study on 700 North (\$3,000)

Planning Dept - Projects and Committees			
On-going activities (2015 yearly totals)	Misc. projects	UDOT / MAG projects	Committees
Building permits Issued: 152 New residential units: 23	2010-15 General Plan implementation (zoning, Ag land inventory, etc.)	700 North CDA	Utah Lake Commission Technical Committee: Bi-Monthly
New business licenses: 85 Land Use Applications: 68	Lindon Heritage Trail Phase 3 Ivory/Anderson Farms Master Plan	Lindon Bicycle Master Plan	MAG Technical Advisory Committee: Monthly Lindon Historic Preservation Commission: Bimonthly
Drug-free zone maps: 8			2015 Utah APA Fall Conference Committee MAG Trails Committee
			Rocky Mountain Power Planning Committee