

2 The Lindon City Planning Commission held a regularly scheduled meeting on **Tuesday,**
4 **February 25, 2014 at 7:00 p.m.** at the Lindon City Center, City Council Chambers, 100
North State Street, Lindon, Utah.

6 **REGULAR SESSION** – 7:00 P.M.

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

12 **PRESENT** **ABSENT**

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

22 Special Attendee: Councilmember Bean

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26 1. **CALL TO ORDER** – The meeting was called to order at 7:03 p.m.

28 At this time, Chairperson Call introduced and welcomed the newly appointed
Planning Commissioner, Bob Wily. She noted that Mr. Wily has been approved by the
30 City Council and is very qualified. Mr. Wily then gave a brief summary of his
background and experience and expressed that he is looking forward to the opportunity to
32 serve. Chairperson Call welcomed Commissioner Wily and expressed her appreciation
for his willingness to serve.

34 2. **APPROVAL OF MINUTES** – The minutes of the regular meeting of January 28,
2014 were reviewed.

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38 COMMISSIONER GUNNELL MOVED TO APPROVE THE MINUTES OF
THE REGULAR MEETING OF JANUARY 28, 2014 AS AMENDED.
40 COMMISSIONER MARCHBANKS SECONDED THE MOTION. ALL PRESENT
VOTED IN FAVOR. THE MOTION CARRIED.

42 3. **PUBLIC COMMENT** –

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

46 **CURRENT BUSINESS** –

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4. **PUBLIC HEARING:** *Ordinance Amendment, LCC 17.38 Completion Bonds.* This is a continued City Initiated request to amend Lindon City Code 17.38 Bonds for Completion of Improvement to Real Property. The ordinance is in draft form and it is anticipated that he item will be continued.

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

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

Mr. Van Wagenen further explained that this is a draft only and is anticipated to change upon further staff review. Mr. Van Wagenen noted that this draft has not been changed significantly since the ordinance was brought forward on January 28th. He also stated if the Commissioners would like to review the current draft, to refer to the staff Report from the January 28, 2014 meeting. Mr. Van Wagenen then directed the Commission to continue this item to the next Planning Commission meeting.

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

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

Chairperson Call asked if there were any comments from the Commissioners. Hearing none she called for a motion.

COMMISSIONER KALLAS MOVED TO CONTINUE THE AMENDMENT TO LINDON CITY CODE 17.38 BONDS FOR COMPLETION OF IMPROVEMENTS TO REAL PROPERTY TO THE NEXT PLANNING COMMISSION MEETING. COMMISSIONER MARCHBANKS SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

CHAIRPERSON CALL	AYE
COMMISSIONER ANDERSON	AYE
COMMISSIONER GUNNELL	AYE
COMMISSIONER MARCHBANKS	AYE
COMMISSIONER KALLAS	AYE
COMMISSIONER WILY	AYE

THE MOTION CARRIED UNANIMOUSLY.

5. **TRAINING:** *Commercial Design Guidelines, Section III – Site Design.* The Commission will review site design standards in the Commercial Design Guidelines. No changes to the Design Guidelines will be made.

Jordan Cullimore, Associate Planner, gave a brief summary of this agenda item. He explained that Lindon's Commercial Design Guidelines are intended to provide applicants, builders, developers, and designers with principle ideas and design standards to promote Lindon's "A Little Bit of Country" theme as applied to commercial development within the City. Mr. Cullimore further explained that the goal of the Guidelines is intended 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." He noted that the Planning Commission will review various sections of the Design Guidelines in the coming meetings for discussion and to increase familiarity with these guidelines and standards.

Mr. Cullimore stated that broad discretion is given to the City for approval of architectural treatments and site design which will ensure consistency with the City's vision and goals. Mr. Cullimore stated that tonight the Commission will review Section III, specifically, of the Guidelines regarding Commercial Site Design. Mr. Cullimore then presented his power point presentation including photos, maps, etc., and referenced the text of the section for discussion with the following topics being covered:

- **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.
- **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.
- **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.
- **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.
- **3.5 Signage -** 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.

There was then some lengthy general discussion by the Commission of Section III of the Guidelines regarding Commercial Site Design including the bullet points listed

2 above. Following the discussion Chairperson Call asked if there were any further
3 questions or comments. Hearing none she moved on to the next agenda item.

4 6. **DISCUSSION ITEM:** *Election of Planning Commission Vice-Chair.* The
5 Commission will elect a new Vice-chair to serve for the remainder of the year.

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7 Mr. Van Wagenen opened the discussion by noting with the recent appointment
8 of Carolyn Lundberg to the Lindon City Council, the Planning Commission Vice Chair
9 position is now vacant. He stated that the Commission now needs to elect a new Vice
10 Chair to replace Ms. Lundberg.

11 Mr. Van Wagenen then referenced LCC 17.08.050 Planning Commission Policies
12 and Procedures as follows:

13 1. Organization

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

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

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27 Following some general discussion regarding this agenda item Chairperson Call
28 called for a motion.

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30 CHAIRPERSON CALL MOVED TO APPOINT MIKE MARCHBANKS AS
31 VICE CHAIR FOR THE REMAINDER OF 2014. COMMISSIONER ANDERSON
32 SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

33 CHAIRPERSON CALL AYE
34 COMMISSIONER ANDERSON AYE
35 COMMISSIONER GUNNELL AYE
36 COMMISSIONER MARCHBANKS AYE
37 COMMISSIONER KALLAS AYE
38 COMMISSIONER WILY AYE
39 THE MOTION CARRIED UNANIMOUSLY.

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41 7. **NEW BUSINESS** – Reports by Commissioners.

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43 Chairperson Call called for any new business or reports from the Commissioners.
44 Chairperson Call mentioned the location of a obscured speed bump sign discussed at the
45 last meeting. She noted that she will send Mr. Van Wagenen the exact address.

46 Commissioner Anderson commented on the recently changed billboard ordinance
47 which allowed changeable copy signs which also set limits to regulate the brightness of
48 the signs. He mentioned a sign on the freeway that is too bright and noted that something

has recently changed and it is not meeting the code. Mr. Cullimore stated that there have been several calls regarding this billboard and noted that he will follow up on this issue.

Chairperson Call called for any further comments. Hearing none she moved on to the next agenda item.

8. PLANNING DIRECTOR'S REPORT

Mr. Van Wagenen reported on the following updates:

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

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

ADJOURN

COMMISSIONER KALLAS MADE A MOTION TO ADJOURN THE MEETING AT 8:35 P.M. COMMISSIONER ANDERSON SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Approved – March 11, 2014

Sharon Call, Chairperson

Hugh Van Wagenen, Planning Director