

2 The Lindon City Planning Commission held a regularly scheduled meeting on **Tuesday,**  
3 **March 11, 2014 at 7:00 p.m.** at the Lindon City Center, City Council Chambers, 100  
4 North State Street, Lindon, Utah.

6 **REGULAR SESSION** – 7:00 P.M.

8 Conducting: Ron Anderson, Commissioner

Invocation: Bob Wily, Commissioner

10 Pledge of Allegiance: Rob Kallas, Commissioner

12

**PRESENT**

14 Ron Anderson, Commissioner

Del Ray Gunnell, Commissioner

16 Rob Kallas, Commissioner

Bob Wily, Commissioner

18 Hugh Van Wagenen, Planning Director

Jordan Cullimore, Associate Planner

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**ABSENT**

Sharon Call, Chairperson

Mike Marchbanks, Commissioner

Kathy Moosman, City Recorder

22 1. **CALL TO ORDER** – The meeting was called to order at 7:00 p.m.

24 2. **APPROVAL OF MINUTES** – The minutes of the regular meeting of February 25,  
2014 were reviewed.

26 COMMISSIONER GUNNELL MOVED TO APPROVE THE MINUTES OF  
28 THE REGULAR MEETING OF FEBRUARY 25, 2014. COMMISSIONER KALLAS  
30 SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION  
32 CARRIED.

34 3. **PUBLIC COMMENT** –

36 Commissioner Anderson called for comments from any audience member who  
38 wished to address any issue not listed as an agenda item. There were no public  
40 comments.

42 **CURRENT BUSINESS** –

44 4. **TRAINING**: *Planning Commission Rules and Procedures*. The Commission will  
46 review the Planning Commission’s Rules and Procedures. No changes will be made  
to the rules.

Commissioner Anderson suggested continuing this agenda item to the next  
meeting in order to have Chairperson Call and Commissioner Marchbanks in attendance  
for the training. Hugh Van Wagenen, Planning Director, agreed that continuing the item  
would be beneficial as to present the training to a full quorum.

COMMISSIONER KALLAS MOVED TO CONTINUE THE TRAINING  
REGARDING THE PLANNING COMMISSION RULES AND PROCEDURES TO  
THE NEXT PLANNING COMMISSION MEETING WHEN ALL COMMISSIONERS  
ARE PRESENT. COMMISSIONER GUNNELL SECONDED THE MOTION. THE  
VOTE WAS RECORDED AS FOLLOWS:

COMMISSIONER ANDERSON	AYE
COMMISSIONER GUNNELL	AYE
COMMISSIONER KALLAS	AYE
COMMISSIONER WILY	AYE

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Anderson asked if there were any comments or questions from the Commissioners. Hearing none he moved on to the next agenda item.

5. **TRAINING**: *Commercial Design Guidelines, Section V – Architectural Character.*  
The Commission will review architectural design standards in the Commercial Design Guidelines. No changes to the Design Guidelines will be made.

Mr. Van Wagenen 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. Commissioner Kallas asked for clarification on what vision the planning department has on how to implement that. Mr. Van Wagenen stated that historic architecture through out town has the historic feel and the building forms referenced in the guidelines, which gives a lot of leeway to incorporate different types of architecture. He noted that the goal of the guidelines is intended to generate the creative spirit and bring designs consistent with the general intent of the guidelines, which will ultimately enhance the aesthetics of the community.

Commissioner Anderson also gave a brief history stating that in the past there were not any guidelines in place because of different ideas and opinions of the Commissioners. At that time it was agreed, and thought to be beneficial, to formulate a set of Design Guidelines, on paper, for a basis of architectural guidelines and requirements to maintain a traditional (timeless) look in the city, and to help guide not only the developers but the Commissioners and the Council as well in making decisions and recommendations.

Jordan Cullimore, Associate Planner, stated that the Planning Commission will be reviewing various sections of the Design Guidelines in the coming meetings to increase familiarity with the guidelines and standards of which section V of the Guidelines concerning architectural character will be discussed tonight. Mr. Cullimore directed the Commission to consider that broad discretion is given to the City for approval of architectural treatments and site design that will ensure consistency with the City's vision and goals. Mr. Cullimore then referenced the text of the section as stated below including various photos depicting architectural character for discussion.

## **V. Architectural Character**

2 **5.1 General Intent** - The character of Lindon City should be positively conveyed  
through the appropriate use of massing, form, and materials in new commercial  
structures.

4 **5.2 General Guidelines**

6 **5.2.1 Massing and Orientation**

8 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  
10 of historic structures. Building placement and orientation should also reinforce the  
connection to primary and secondary streets, contributing in a positive manner to the  
12 streetscape of the commercial area.

14 **5.2.2 Height**

16 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.

18 **5.2.3 Mixed Use Housing**

20 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  
22 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  
24 feasible along the 700 North corridor if additional public pedestrian amenities are  
provided such as open space, pocket parks, plazas, sitting areas, extra landscaping,  
26 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  
28 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  
30 commission & City Council must approve any mixed use developments.

32 **5.2.4 Exterior Walls and Surfaces: Building Materials**

34 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.

36 **5.2.5 Texture, Colors, Finishes**

38 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  
40 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  
42 pattern closest to pedestrian ways to add scale, texture and visual interest.

44 **5.2.6 Windows and Doors/Fenestration**

46 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.

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### 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.

### 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. Use roof materials and patterns that are appropriate to the overall character and form of the building.

### 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.

## 5.3 Specific Guidelines 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, guidelines 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 guidelines: Massing & Form, Height & Scale, Roofing, Exterior Walls & Surfaces, Fenestration, and Exterior Trim & Detailing.

There was then some lengthy general discussion by the Commission of Section V of the Guidelines regarding Architectural Character including the bullet points listed above and the various photos presented. Mr. Van Wagenen re-iterated that the Design Guidelines are not intended for use as city code but simply as guidelines for reference and direction. Following discussion Commissioner Anderson asked if there were any further questions or comments. Hearing none he moved on to the next agenda item.

## 6. NEW BUSINESS – Reports by Commissioners.

Commissioner Anderson called for any new business or reports from the Commissioners. Commissioner Anderson mentioned the bright billboard sign discussed at the last meeting. Mr. Cullimore stated that he and Mr. Van Wagenen have been

2 following up with that issue and will be going to the location to measure and monitor the  
lumens of the sign after the meeting. There was then some additional discussion  
4 regarding projects coming through the “pipeline” in the Community Development  
Department. Commissioner Anderson asked if there were any other comments or  
discussion from the Commissioners. Hearing none he moved on to the next agenda item.

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7. **PLANNING DIRECTOR’S REPORT**–

8 Mr. Van Wagenen reported on the following items:

- 10 • Examples of 500 foot notice buffer for rezones
- 12 • City Council meeting for March 18<sup>th</sup> has been canceled
- Bicycle & Pedestrian Committee Meeting

14 Commissioner Anderson called for any further comments. Hearing none he called  
for a motion to adjourn.

16 **ADJOURN** –

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

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24 Approved – March 25, 2014

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Ron Anderson, Commissioner

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Hugh Van Wagenen, Planning Director