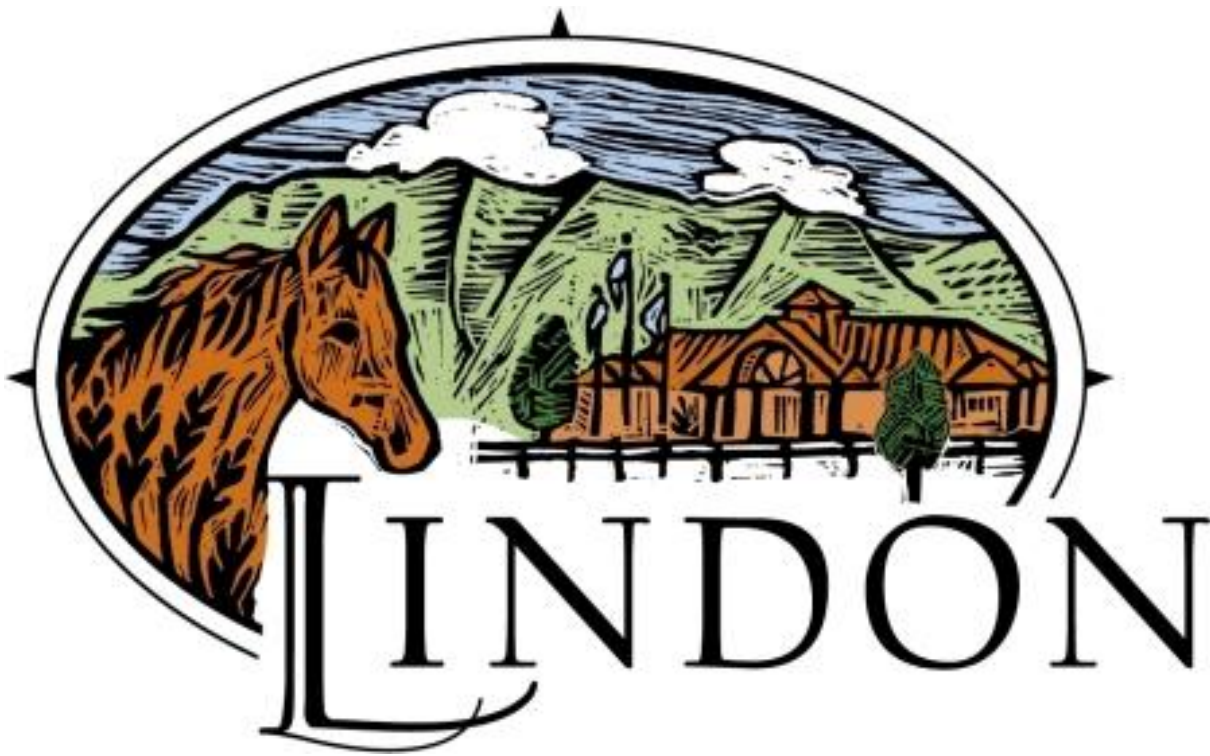


# **Lindon City Planning Commission Staff Report**



March 11, 2014

# Notice of Meeting

## Lindon City Planning Commission



The Lindon City Planning Commission will hold a regularly scheduled meeting on **Tuesday, March 11, 2014** in the Council Room of Lindon City Hall, 100 North State Street, Lindon, Utah. The meeting will begin at **7:00 P.M.** This meeting may be held electronically to allow a commissioner to participate by video or teleconference. The agenda will consist of the following:

### AGENDA

Invocation: By Invitation

Pledge of Allegiance: By Invitation



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

1. **Call to Order**
2. **Approval of minutes from February 25, 2014**
3. **Public Comment**

4. **Training — Planning Commission Rules and Procedures**

(Review times are estimates only.)  
(30 minutes)

The Commission will review the Planning Commission's Rules and Procedures. No changes will be made to the rules.

5. **Training — Commercial Design Guidelines, Section V. Architectural Character**

(30 minutes)

The Commission will review architectural design standards in the Commercial Design Guidelines. No changes to the Design Guidelines will be made.

6. **New Business (Reports by Commissioners)**
7. **Planning Director Report**

Adjourn

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

**Posted By:** Jordan Cullimore

**Date:** March 7, 2014

**Time:** ~2:00 pm

**Place:** Lindon City Center, Lindon Public Works, Lindon Community Center

## **Item I – Call to Order**

March 11, 2014 Planning Commission meeting.

### **Roll Call:**

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

## **Item 2 – Approval of Minutes**

Planning Commission – Tuesday, February 25, 2014.

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

24  
1. **CALL TO ORDER** – The meeting was called to order at 7:03 p.m.

26  
At this time, Chairperson Call introduced and welcomed the newly appointed  
28 Planning Commissioner, Bob Wily. She noted that Mr. Wily has been approved by the  
City Council and is very qualified. Mr. Wily then gave a brief summary of his  
30 background and experience and expressed that he is looking forward to the opportunity to  
serve. Chairperson Call welcomed Commissioner Wily and expressed her appreciation  
32 for his willingness to serve.

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

36  
COMMISSIONER GUNNELL MOVED TO APPROVE THE MINUTES OF  
38 THE REGULAR MEETING OF JANUARY 28, 2014 AS AMENDED.  
COMMISSIONER MARCHBANKS SECONDED THE MOTION. ALL PRESENT  
40 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** –

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 the 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 28<sup>th</sup>. 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

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

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

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

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

1. Organization

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

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

CHAIRPERSON CALL MOVED TO APPOINT MIKE MARCHBANKS AS VICE CHAIR FOR THE REMAINDER OF 2014. COMMISSIONER ANDERSON 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.

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

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

Commissioner Anderson commented on the recently changed billboard ordinance which allowed changeable copy signs which also set limits to regulate the brightness of 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

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Sharon Call, Chairperson

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Hugh Van Wagenen, Planning Director

## Item 3 – Public Comment

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

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

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

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## **Item 4: Training — Planning Commission Rules and Procedures**

**Presenting Staff:** *Hugh Van Wagenen*

### **Summary**

The Commission will review the Planning Commission's Rules and Procedures. Please review the document below summarizing the procedures of a typical meeting.

## **Planning Commission – Typical Meeting Procedures**

\*Quorum of at least 4 members required to start meeting.

- Chair will ask someone to say prayer and pledge of allegiance.
  - Make sure recorder is turned on.
1. Welcome....state the meeting date
  2. Mention that meeting is recorded
  3. Announce opening prayer and pledge of allegiance
  4. Roll call – audible (Call to Order – Item 1)
    - a. State which commissioners are absent
  5. Recognize special visitors
  6. Approval of minutes (Item 2)
    - a. Call for motion and a second
  7. Public comment (item 3) – opportunity for the public to address any items that are *not on the agenda*.
  8. Agenda Items:
    - a. Announce agenda item and Invite applicant to come forward; write down contact information, use microphone
    - b. As required - Open a “Public Hearing” for ordinance changes, zoning and general plan changes – or as directed by staff
    - c. Ask Staff for presentation on the item
    - d. After staff presentation, ask applicant for any additional information
    - e. Ask for public comment on most items (public hearing=public comment required; other agenda items=public comment not required, but can be taken at discretion of chair)
    - f. After finishing public comment, allow applicant to rebut or address public comments received
    - g. Ask if commissioners have any questions of the applicant or on the item
    - h. \*Close public hearing as required. (Motion & second to close public hearing)
    - i. Call for discussion among commissioners
    - j. Call for a motion when discussion is finished
    - k. Ask for any discussion on the motion
    - l. Ask for a ‘second’ on the motion
    - m. Call for the vote (...All in favor of the motion; any opposed)
      - i. At least 4 votes in favor required for motion to pass
      - ii. If motion fails, ask if there is another motion. If no other passing motion given, the item fails for lack of a motion and/or second on a motion (constitutes denial of application)
    - n. State the outcome of the vote (“The motion passes / fails”)
      - i. Allow commissioners who voted against motion to indicate reason for ‘no’ vote
    - o. Thank the applicant
    - p. \*If not already done, close public hearing. (Motion & second to close public hearing)
  9. New Business (questions, comments by commissioners)
  10. Planning Director report
  11. Motion to Adjourn

## **Item 5: Training — Commercial Design Guidelines, Section V. Architectural Character**

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

### **Summary**

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

Presently, the Commission will review Section V of the Guidelines concerning architectural character. The text of the section is provided below. Please review and prepare to discuss.

## V. Architectural Character

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### 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 guidelines for all development are presented first, followed by guidelines 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 guidelines 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 guidelines is appropriate. The guidelines 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

### 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.



Fig. 4 Artistic design & architectural features can decrease the impact of 'big-box' size and massing.

- 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 balconies and/or alcoves. Staggered bays will also contribute to a greater definition of a façade. Specific guidelines 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 guidelines.)
- 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.

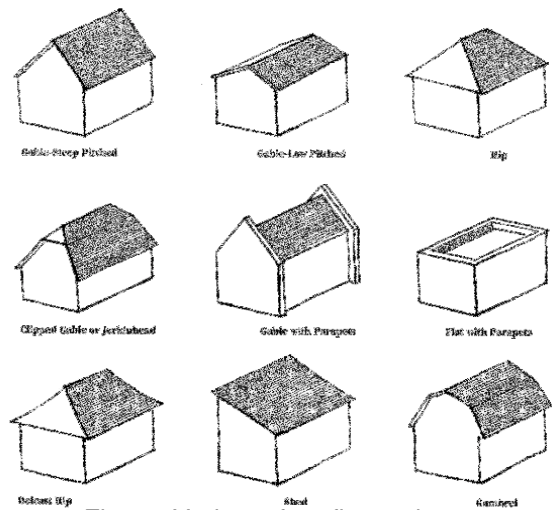


Fig. 15 Variety of roofing styles

### **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 facades.
- 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 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.

## **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 Linton.

#### 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 Linton bungalows.



Fig. 28 Gabled Ell with historic western theme.

## Item 6: New Business (Planning Commissioners Reports)

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

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

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

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## **Item 7: Planning Director Report**

- Examples of 500 foot notice buffer for rezones

**Adjourn**



03/11/2014 29 of 30

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

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

Grant Applications	
Pending	Awarded
<b>CDBG 2014 Grant</b> – Senior Center Computer Lab	<b>Heritage Trail Phase 2</b> – Trail construction grant. Awarded amount \$3,037,433 <ul style="list-style-type: none"> <li>Status – <ul style="list-style-type: none"> <li>Complete</li> </ul> </li> </ul>
<b>Bikes Belong</b> - Trail construction grant. Requested amount: \$10,000 <ul style="list-style-type: none"> <li>Status: NOT SELECTED FOR 2010. WILL RE-APPLY IN 2014.</li> </ul>	<b>EPA STAG Grant</b> – Lindon Hollow Creek Ditch relocation. Awarded \$500,000 <ul style="list-style-type: none"> <li>Van Con awarded bid. Construction has started.</li> </ul>
<b>Land and Water</b> – Trail construction grant. Requested amount: \$200,000 <ul style="list-style-type: none"> <li>Status: NOT SELECTED. RE-APPLY IN 2014.</li> </ul>	<b>Utah State Parks 2011</b> – Non-motorized Trail grant: Awarded \$100,000 <ul style="list-style-type: none"> <li>Status – Environmental docs have been submitted to State</li> <li>Pending property dedication by PacifiCorp</li> <li>Intend to use funds towards completion of additional trail near power plant</li> </ul>
<b>Hazard Mitigation Grant / MAG Disaster Relief Funds-</b> (pipe main ditch)	<b>EDC Utah 2012</b> – Awarded \$2,000 matching grant for 700 North CDA consultant reimbursement. <ul style="list-style-type: none"> <li>Proposed study / CDA creation in fall 2012. Estimated costs ~\$20,000.</li> </ul>
<b>FEMA Hazard Mitigation Grant</b> – (pipe Main Ditch)	<b>State History Grant 2012</b> – New historical markers. Awarded \$800.00 (w/ 50% match from historical commission funds for total project cost of \$1,600).
	<b>MAG Bicycle Master Plan Study</b> Awarded funds to hire consultant to develop bicycle master plan to increase safety and ridership throughout the city.
	<b>Utah Heritage Foundation</b> — Lindon Senior Center Awarded 2013 Heritage Award in the Category of Adaptive Use Project.
	<b>CDBG 2013 Grant</b> – Senior Center Van (\$50,000). Funds dispersed July 2013

Planning Dept - Projects and Committees			
On-going activities (2014 yearly totals)	Misc. projects	UDOT / MAG projects	Committees
Building permits Issued: 27 New residential units: 7	2010-15 General Plan implementation (zoning, Ag land inventory, etc.)	700 North CDA	Utah Lake Commission Technical Committee: Bi-Monthly
New business licenses: 16	Lindon Hollow Creek-Corps of Eng., ditch relocation	Lindon Bicycle Master Plan	MAG Technical Advisory Committee: Monthly
Land Use Applications: 2	Lindon Heritage Trail Phase 3		Lindon Historic Preservation Commission: Bimonthly
Drug-free zone maps: 5	Gateway RDA improvements		North Utah County Transit Study Committee Monthly