

Architectural Review Committee MEETING MINUTES

Meeting Date: September 17, 2025

Aspen/Vail Conference Room: Eastridge Recreation Center

9568 S University Blvd – Highlands Ranch, CO 80126



**HIGHLANDS
RANCH**
COMMUNITY ASSOCIATION

I. CALL TO ORDER

The meeting was **called to order** at **5:32 p.m.** by **J. Wessling (JW)**

☒ Roll call was taken by JW, and a quorum was established.

Member Name	Present	Absent	Excused	Notes
Jeff Buttermore (JB)	✓			
Patricia Callies (PC)	✓			
Russell Clark (RC)	✓			
Patrick Gallagher (PG)	✓			
Dawn Keating (DK)	✓			Attended via ZOOM
Kate Landauer (KL)	✓			
Joe Levin (JL)	✓			
Chris Robinson (CR)			✓	
Jeff Rohr (JR)	✓			

Also in attendance:

Jayma **Wessling** (JW), HRCA: Residential Improvement Coordinator
Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
Caleb **Cameron** (CC), HRCA: Residential Specialist
Rocio **Lucey** (RL), Homeowner re: §IV.A
Rudy **Olave** (RO), Contractor re: §IV.A
Tina **Ruggiero** (TR), Homeowner re: §IV.B
Bryan **Sousa** (BS), Homeowner re: §IV.B

II. REVIEW OF MINUTES

A. The **September 03, 2025 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

i. Motion (by: PC, 2nd by: PG) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	3

Notes: Abstentions were from members not in attendance at the 09/03/2025 ARC Meeting.

ii. Motion **PASSES**.

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Eastridge Rec Center: Admin Wing

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III. REVIEW OF TRIBUNAL HEARINGS

- A. Tribunal Hearing scheduled for Thursday, September 18, 2025 regarding ARC Actions:
- a. ARC Denial (08/06/2025) of miscellaneous back yard and side yard concrete areas.

IV. RESIDENTIAL APPOINTMENTS

- A. **3258 Oak Leaf Pl** (Lucey) – Sunroom & Deck.

a. **DISCUSSION:**

- i. Staff noted the following to the Committee:
 - a. A sunroom is treated as a habitable enclosed structure under both Douglas County Building Code and the Highlands Ranch Planned Development Guide. Unlike decks or porches, which are specifically allowed limited encroachments into required setbacks, a sunroom must comply with the full setback, lot coverage, and height standards of the Planning Area where it is located. Because it is enclosed and designed for year-round occupancy, the County classifies it as an addition to the dwelling, not as an accessory encroachment.
 - b. Accordingly, while an open deck may extend into setbacks per County allowances, a sunroom cannot. Any proposal for a sunroom must be reviewed as a building addition, requiring compliance with front, side, and rear yard setbacks, submission of appropriate County building permits, and ARC approval. Approval from the PA-20 Sub-Association may also be required.
- ii. The homeowner described their proposal and described meeting with the Committee as a "fact finding" submittal on what would be allowed.
- iii. The Committee reiterated what Staff noted. There was discussion about possible solutions to make "sun room" a non-habitable area (e.g., deck with screens).
- iv. The Committee agreed that there was insufficient final design information presented for a motion. Staff recommended the application review by tabled until the applicant has had the opportunity to further define their proposal. Staff also noted that they would work with the Applicant (not further Application Review Fee would be assessed) to bring a final design product back to the Committee.

b. **ACTION:**

- i. Motion (by: PG, 2nd by: JR) to **TABLE REVIEW.**

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

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- B. **6 Red Tail Dr** (Ruggiero) – RV Garage.

a. **DISCUSSION:**

- i. Staff Noted the following to the Committee:
 - a. A proposed detached RV garage (30'x20' footprint, 20' height) falls under accessory building standards in both Douglas County zoning and the Highlands Ranch PDG. At the County level, accessory garages must comply with the Planning Area 29 development standards (setbacks, lot coverage, max 20' height). While Douglas County allows detached garages by right within these limits, placement in the front yard is only permissible if the full front setback is met.
 - b. HRCA's Residential Improvement Guidelines (RIGs) are more restrictive. They limit accessory buildings to one small shed (≤8'x10'x8.5'), require placement in the most unobtrusive location (typically rear/side yard), and mandate screening. Any structure of the size proposed would require a variance and is unlikely to meet the RIG criteria, especially if located in the front yard. County compliance is necessary, but ARC review will apply the stricter RIG standards. In addition, approval from the Falcon Hills Sub-Association may be required.
- ii. The homeowner presented their project and described various structure positions they reviewed with their neighbors, including the addition of a second driveway connection to Red Tail Drive with the RV Garage being parallel to their property line. The homeowner felt that option was more visually intrusive, especially to the neighbor.

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- iii. The homeowner noted that they'd recently installed landscaping parallel to their property line to better define their property limits for the neighbor (long distance owner, property is a rental) and prevent trespass.
- iv. The homeowner described their intent to tie select architectural elements from their main home into the RV Garage detailing.
- v. The Committee was concerned with the size of the structure; however, they recognized the size of the property and that all required setbacks were being met. The Committee discussed recent "accessory building" applications that were reviewed (e.g., large pool house) but noted those were all "rear yard" improvements. In contrast, this proposal is a "front yard" improvement.
- vi. The Committee acknowledged the mature landscaping near the home, which prevents the garage from being closer to/parallel to the main home. The Committee recognizes that the current alignment utilizes the existing driveway "turn around" well.
- vii. Necessary Variance: Per RIGs §2.2.B, the maximum size allowed for an "Accessory Structure" is 8' by 10' by 8½' in height. The proposed structure is 20' x 30' by 20' in height.

b. **ACTION:**

- i. Motion (by: JL, 2nd by: KL) to **APPROVE WITH VARIANCE**.

VOTE TALLY		
Concur	Dissent	Abstain
7	1	0

Notes: Dissenting member was concerned with size and siting (too close to property lines, distant from home).

- ii. Motion **PASSES**.

V. NEW BUSINESS

A. **651 Emberglow Ln** – Exterior Shades.

a. **DISCUSSION:**

- i. Nothing of consequence.

b. **ACTION:**

- i. Motion (by: PC, 2nd by: JC) to **APPROVE AS PRESENTED**.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

B. **703 Emberglow Ln** – Drainage.

a. **DISCUSSION:**

- i. The Committee was concerned with the combined roof-drains in the rear of the homes creating a "point discharge" near the rear property line.
 - a. "Point discharge" may cause erosion, which will create an unsightly area. The Committee recommends that the discharge point be relocated into the lawn area to allow the discharge to dissipate.
- ii. The Committee was concerned with the combined roof-drain and trench drain in the front of the home.
 - a. Although the project narrative notes that this system will connect to existing infrastructure, there was nothing shown on the plans showing this connection. There is no "point of discharge" shown.
 - b. The Committee recommends that the homeowner's engineer show this connection and ensure the connection is to a storm system, not a sanitary sewer system. Highlands Ranch Metro District does not allow exterior storm sewer system to connect to the sanitary sewer infrastructure.
- iii. **APPROVAL CONDITION**. Relocate rear yard discharge point into grassed area. Show front yard discharge point into existing infrastructure (or other point of discharge - ensuring neighboring properties are not adversely affected).

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b. **ACTION:**

- i. Motion (by: PC, 2nd by: RC) to **APPROVE, WITH CONDITIONS.**

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

C. **1491 Beacon Hill** – Storage Shed.

a. **DISCUSSION:**

- i. The proposed location (back yard, next to house, at walk-out basement level) is well hidden and there is existing landscaping that will screen it.
- ii. Necessary Variance: Per RIGs §2.2.B, the maximum size allowed for an "Accessory Structure" is 8' by 10' by 8½' in height. The proposed structure is 10' x 12' by 8' in height.

b. **ACTION:**

- i. Motion (by: JR, 2nd by: PC) to **APPROVE WITH VARIANCE.**

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

D. **2680 Rockbridge Dr** – Permanent Lighting.

a. **DISCUSSION:**

- i. Nothing of consequence.

b. **ACTION:**

- i. Motion (by: DK, 2nd by: PG) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

E. **8762 Mourning Dove Ln** – Swim Spa.

a. **DISCUSSION:**

- i. Nothing of consequence.

b. **ACTION:**

- i. Motion (by: PG, 2nd by: JR) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

F. **9953 Clairton St** – Patio Cover.

a. **DISCUSSION:**

- i. Nothing of consequence.

b. **ACTION:**

- i. Motion (by: JL, 2nd by: JB) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES.**

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VI. STAFF COMMENTARY

- A. None.

VII. ADJOURNMENT

- A. With no further business the meeting was **adjourned** at **7:06 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the October 01, 2025 Meeting.

a. **DISCUSSION:**

- i. Nothing of consequence.

b. **ACTION:**

- i. Motion (by: JB, 2nd by: PG) to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
7	0	1

Notes: CR Abstained since he was not present at this Meeting.

- ii. Motion **PASSES.**