

Development Review Committee MEETING MINUTES

Meeting Date: August 13, 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 5:57 p.m. by W. **Bryant**

- ☒ Roll call was taken by W. **Bryant**, and a quorum was established.

Member Name	Present	Absent	Excused
Greg Banks	✓		
Michael Burmeister	✓		
Kyle Matthews	✓		
Erik Okland	✓		
Jason Pickett	✓		
Dawn Vaughn	✓		
Vacant			

- ☒ Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services
John **Mezger**, HRCA: Commercial Compliance Technician
Trevor **Brannan**, Design Forum Architects (Discount Tires), via ZOOM
Angela **Chaplin**, Branson **Steward**, and Jim **Hendricks**, CHCC
Aurom **Mahobian** and Pejmon **Mahobian**, SK Design (CHCC)
Ben **Barella**, Haselden Construction (CHCC), via ZOOM
Tim **Layendecker**, Kirksey Architecture (CHCC), via ZOOM

II. PREVIOUS BUSINESS

A. Review of June 11, 2025 DRC Meeting Minutes.

a. DISCUSSION:

- i. Nothing of significance.

b. ACTION:

- i. A motion was made to **Approve as Presented**, the June 11, 2025 Meeting Minutes by D. **Vaughn** seconded by M. **Burmeister**.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	2

Notes: K. Matthews (not in attendance at the 06/11 meeting) and J. Pickett (not a member of the Committee at the 06/11 meeting) abstained.

- ii. Motion **PASSES**.

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III. NEW BUSINESS

A. **Discount Tire Store** (COS #14), 1990 E County Line Rd.

- a. The applicant proposes expanding the sales floor by relocating the glazing on the eastern elevation so that it is aligned flush with the edge of the mansard roof.
- b. Staff presentation by W. **Bryant**.
 - i. Reference Staff Memo to DRC dated August 11, 2025.

c. **DISCUSSION:**

- i. The Committee took no exceptions to the expansion of the sales area by relocating the eastern elevation glazing so it is flush with the edge of the mansard roof, as proposed.
- ii. The Committee took no exceptions to the minor site work (e.g., removal of a portion of the existing sidewalk, asphalt, parking striping, and landscape rock and replacing these items with new materials that match the existing design).
- iii. The Committee was pleased that the parapet was going to be repainted "Sherwin Williams Cotton White (SW 7104)" to match the rest of the building and took no exceptions with the inclusion of a smaller "accent band" of "Sherwin Williams Tricorn Black (SW 6258)."
- iv. The consensus of Committee was that all three of the existing grey painted masonry areas (base band and the two "stripes" near the top of the wall that will be above and below the smaller Tricorn Black "accent band") must remain.

d. **ACTION:**

- i. A motion was made by K. **Matthews** that **Approve with Conditions**. Seconded by M. **Burmeister**.
 1. **Condition:** The existing grey painted masonry areas must be protected and maintained during the repainting of the parapet and painting of the new accent band.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

B. **Cherry Hills Community Church** (Missions Building Project), 3900 Grace Blvd.

- a. The applicant proposes the construction of a new 7,415 sq. ft. Missions Building on its campus to house a food pantry, retail area, walk-in cooler/freezer, dry storage, administrative offices, and a classroom for community education.
- b. Staff presentation by W. **Bryant**.
 - i. Reference Staff Memo to DRC dated August 11, 2025.
- c. Applicant presentation by B. **Steward**, A. **Chaplin**, and J. **Hendricks**.

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d. **DISCUSSION:**

- i. Program Appreciation
 - 1. The Committee expressed appreciation for the work of Manna Ministries and recognized its importance to the community.
- ii. Landscape Design and Sun Exposure
 - 1. The Committee observed that the landscape design (Site Improvement Plans, reference #6) may have missed an opportunity to address afternoon sun exposure.
 - 2. Suggested adding more landscape coverage—such as planting additional trees or upsizing initial plantings—to provide shade sooner, noting that as designed, it may take several years for trees to mature and be effective.
- iii. Parking Lot Landscaping
 - 1. The Committee recommended adding landscaping within both new and existing parking lot islands surrounding the improvement area.
 - 2. Noted that “non-functional” turf will be prohibited by state law after January 2026, and plant choices should comply.
- iv. ADA Parking
 - 1. The Committee recommended that one of the two ADA parking spaces be sized to accommodate a van for greater accessibility.
- v. Truck Loading Area
 - 1. The Committee expressed concern about the proposed truck loading area; the applicant noted that only panel trucks, consistent with current operations, would be used.
- vi. Perishable Waste and Odor Control
 - 1. The Committee raised concerns about handling perishable waste and potential odors.
 - 2. The applicant stated that, as in current practice, perishables will be transported to the main church’s trash area and disposed of in a compactor to minimize odor issues.
- vii. Loading Area Screening
 - 1. The Committee suggested adding a landscaped berm to screen the loading area from neighboring homes.
 - 2. The applicant explained that significant grade changes and the stormwater sand filter placement limit berm feasibility.
 - 3. In lieu of a berm, the Committee suggested adding more evergreen trees or using larger specimens to provide year-round screening.
- viii. Building Materials
 - 1. The Committee recommended incorporating more “warm” exterior materials that tie into the main building and reducing the amount of metal siding.
 - 2. The applicant confirmed that any metal siding will have a matte finish to reduce glare.

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ix. Mechanical Equipment Noise

1. The Committee expressed concern about noise from ground-level mechanical equipment located within an open overhang area and the potential for sound echo.
2. The Project Architect noted they may consider “wrapping” the wall in this area to provide screening and sound mitigation.

e. **ACTION:**

- i. A motion was made by D. **Vaughn** that **Approve as Presented, with Comments & Suggestions Offered.** Seconded by M. **Burmeister**.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- ii. Motion **PASSES**.

IV. NON-AGENDA RESIDENT COMMENTS

- A. No “Non-Agenda Resident Comments” were offered.

V. STAFF COMMENTARY

- A. Update on remediation efforts to Grease Monkey (8665 S Quebec St).
- a. J. **Mezger** provided an update on the removal of the unapproved paint on the masonry.
 - b. The Committee was pleased with the results.

VI. ADJOURNMENT

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

VII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed during the December 10, 2026 DRC Meeting.
- a. A motion was made by M. **Burmeister**, seconded by D. **Vaughn** to **APPROVE AS PRESENTED.**

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: One Concur via Proxy Email.

- b. Motion **PASSES**.