

Architectural Review Committee MEETING MINUTES

Meeting Date: May 06, 2026

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 **5:29 p.m.** by J. Wessling

☒ Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused	Notes
Jeff Buttermore	✓			
Patricia Callies	✓			
Patrick Gallagher	✓			
Kate Landauer	✓			
Joe Levin	✓			
Booker Lightman	✓			
Al Pelkowski	✓			
Chris Robinson			✓	
Jeff Rohr	✓			
	8	0	1	

Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services
Jayma **Wessling**, HRCA: Residential Improvement Coordinator

II. REVIEW OF MINUTES

A. The **April 15, 2026 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

i. A Motion to **APPROVE THE MINUTES AS PRESENTED** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	4

Notes: Four members abstained from voting: Three were not present and one was appointed after the 04/16 meeting.

ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. One tribunal was held and a negotiated settlement was reached.

B. Four tribunals are scheduled for May, two are ARC decision related: decorative arbor/pergola over garage doors, commercial vehicle (ladders on roof).

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Eastridge Rec Center: Admin Wing

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IV. RESIDENTIAL APPOINTMENTS

- A. None.

V. NEW BUSINESS

- A. **621 Walden Court: Exterior Paint (Full Repaint).**

a. **ACTION:**

- i. **DENY** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

- B. **1023 Mulberry Lane: Side-Yard Walkway (Setback Variance Request).**

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.

ii. **APPROVAL CONDITION(S):**

- Minimum Clear Width:** The walkway shall maintain an unobstructed clear width of thirty-six inches (36") at all points, including at the fireplace projection.
- Setback Variance:** The walkway is approved at a reduced setback from the property line to allow a consistent, parallel alignment along the fence/property line. The property-line side of the walkway shall include the required curb/flowline described below, and the interior edge of the walkway may vary as necessary to maintain the required clear width around existing structural projections. No portion of the walkway or curb shall encroach onto adjacent property.
- Curb Requirement:** A continuous curb shall be installed along the property line side of the walkway, consisting of a minimum three-inch (3") vertical face and three-inch (3") width, to create a defined flowline.
- Cross Slope:** The walkway shall be constructed with a maximum cross slope of two percent (2%), directed toward the curb/flowline along the property line.
- Drainage Control:** Runoff from the walkway shall be contained and conveyed within the subject property and shall discharge toward the front or rear yard, as applicable. Runoff shall not be directed onto adjacent property.
- Running Slope:** The running slope of the walkway shall follow existing grade conditions and shall not create concentrated discharge points toward the adjacent property.
- Verification:** Staff may require a revised plan or field verification to confirm compliance with these conditions prior to final approval.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

- C. **1551 Meyerwood Lane: In-Ground Pool Installation.**

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.

ii. **APPROVAL CONDITION(S):**

- Jurisdictional Compliance:** All improvements, including the pool, decking, retaining walls, and equipment, shall demonstrate compliance with all applicable Douglas County zoning requirements, including required rear and side yard setbacks. No encroachment into required setbacks is permitted unless approved through the appropriate jurisdictional process.
- Easement Protection:** No portion of the pool, decking, retaining wall, or associated improvements shall be located within a recorded utility or drainage easement. Improvements constructed within easement areas are subject to removal and are undertaken at the homeowner's sole risk.
- Verified Setback Compliance (Revised Plan Required):** Prior to construction, the homeowner shall submit a revised, dimensioned site plan demonstrating that the pool shell, decking, and all associated improvements are located outside of required setback areas and do not encroach into any recorded easements.

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- i. The plan shall include clearly labeled distances from all property lines and easement boundaries.
- ii. The Association reserves the right to require a certified improvement survey or equivalent documentation if necessary to confirm compliance.
- iii. If the current layout cannot meet these requirements, the pool and associated improvements shall be relocated accordingly, including shifting the pool further toward the residence as necessary to achieve compliance.
- d. Retaining Wall Documentation: Final plans shall include material specifications, height confirmation, and general construction details for all retaining walls. Walls shall not adversely impact drainage or encroach into required setbacks or easements.
- e. Drainage: Existing drainage patterns shall be maintained. The installation of the pool, decking, and retaining wall shall not result in ponding or the discharge of runoff onto adjacent properties. The Association may require corrective action if drainage impacts are observed.
- f. Pool Equipment Screening: All pool equipment shall be fully screened from view of adjacent properties. Screening materials shall be compatible with the home and integrated into the overall design. The location of equipment may be subject to relocation if deemed unnecessarily visible or intrusive.
- g. Pool Safety Barrier: All required pool safety barriers shall comply with applicable building code requirements. Open-rail fencing does not constitute an approved barrier unless modified to meet code.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

D. **2024 Chesapeake Lane: Sport Court Expansion, Patio, and Landscape Modifications.**

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** and **DENY (IN PART)** was made and seconded.
- ii. **APPROVAL CONDITION(S):**
 - a. Sport Court Limitation: The existing sport court may remain in its current configuration; however, **no expansion, infill, reconfiguration, or modification that increases the size, usability, or intensity of use within the required seven-foot setback is permitted.**
 - b. Tree Preservation: The mature evergreen tree adjacent to the sport court shall be preserved. **Removal is not approved under this submittal.**
 - c. Artificial Turf: Artificial turf installation shall comply with RIGs §2.42.E and be limited to the area shown, subject to staff verification that it does not dominate the yard or conflict with required setbacks and remains integrated with surrounding landscape elements.
 - d. Patio and Outdoor Kitchen: The rear patio, fire pit, and outdoor kitchen are approved as presented, subject to compliance with all applicable drainage and construction standards.
 - e. Hot Tub Compliance: The existing hot tub may remain in its current location; however, if relocated or otherwise modified, including electrical work, it must be brought into compliance with current setback requirements.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

E. **2478 Bitterroot Place: Louvered Pergola with Retractable Screens.**

a. **ACTION:**

- i. A Motion to **APPROVE AS PRESENTED** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

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F. **3015 Deer Creek Drive:** *Front/Side Yard Patio and Pergola.*

a. **ACTION:**

- i. A Motion to **APPROVE (IN PART)** and **DENY (IN PART)** was made and seconded.

- ii. **ADVISEMENT TO APPLICANT:**

- a. Patio: Approved as presented.
- b. Pergola: **Denied as presented.**
 - i. The homeowner/applicant may submit a revised pergola design for future ARC consideration.
 - ii. Any resubmittal should demonstrate materials, scale, and construction consistent with a permanent pergola structure and the intent of RIGs §2.35.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

G. **3770 White Bay Drive:** *Covered Outdoor Structure and Patio.*

a. **ACTION:**

- i. A Motion to **DENY (ELIGIBLE FOR RESUBMITTAL)** was made and seconded.

- ii. **REQUIRED CURE:**

- a. The unapproved patio slab and any associated improvements shall be removed or modified as necessary to achieve compliance with all applicable Residential Improvement Guidelines, including required setbacks from property lines and avoidance of recorded easement areas.
- b. No covered structure, including posts, caissons, or associated features, may be constructed in the proposed location unless and until a revised application demonstrating full compliance with setback requirements and easement restrictions is submitted and approved.
- c. Any future submittal shall include a dimensioned site plan clearly identifying property lines, easement boundaries, and the location of all proposed improvements.
- d. Any improvements located within a recorded easement are subject to removal and may not be approved absent written authorization from the easement holder

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

H. **9818 Arthur Lane:** *Front Deck and Pergola Addition.*

a. **ACTION:**

- i. A Motion to **APPROVE AS PRESENTED** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- ii. Motion **PASSES**.

I. **10654 Wynspire Way:** *Front Yard Artificial Turf Installation.*

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.

- ii. **APPROVAL CONDITION(S):**

- a. Side Yard Variance (South Side Only): Artificial turf may extend to the south property line only due to the existing adjacent condition.
 - i. The existing edger at the property line must remain and be maintained.
 - ii. The color of the proposed turf must reasonably match the color of the neighbor's turf (hatch height may vary).
- b. Turf Coverage Limitation: The overall design shall be modified as necessary to ensure that artificial turf does not visually or functionally dominate the front yard and remains subordinate to planting areas and other landscape elements.

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- c. Planting Requirement / ColoradoScape Integration: Planting areas shall be of sufficient size, spacing, and distribution to create a visually balanced and integrated landscape composition.
- d. General Compliance: All artificial turf installation shall meet all remaining requirements of RIGs §2.42.E, including materials, installation, and integration into the overall landscape plan.

VOTE TALLY		
Concur	Dissent	Abstain
7	1	0

Notes: Dissenting member felt that the applicant should be required to adhere to the required two-foot offset requirement, regardless of the neighbor's non-compliant installation, and disagreed with the side yard variance.

- iii. Motion **PASSES**.

VI. STAFF COMMENTARY / COMMITTEE DISCUSSION

- A. None.

VII. ADJOURNMENT

- A. With no further business, the regular meeting **adjourned** at **6:35 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the May 20, 2026 Meeting.
 - a. **DISCUSSION**:
 - i. Nothing of consequence.
 - b. **ACTION**:
 - i. A Motion to **APPROVE AS PRESENTED** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
4	0	1

Notes: Abstaining member was not present at the May 06, 2026 Meeting.

- ii. Motion **PASSES**.