

Architectural Review Committee MEETING MINUTES

Meeting Date: May 20, 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	✓			Arrived @ §IV.B
Chris Robinson	✓			
Jeff Rohr		✓		
	6	1	2	

Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services
Jayma **Wessling**, HRCA: Residential Improvement Coordinator
Caleb **Cameron**, HRCA: CIS Specialist

II. REVIEW OF MINUTES

A. The **May 06, 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	1

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

ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Five Tribunals scheduled for Thursday May 21st. Two are ARC Decision Related: 2167 Gold Dust Lane (Denial of Commercial Work Van w/Roof Top Ladders), 10045 Ridgfield Lane (Denial of Front

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Eastridge Rec Center: Admin Wing

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Elevation Decorative Arbor/Pergola Structure - Over Garage Door Application). The other three are non-ARC related cases. Results of the ARC related Tribunals will be presented at the June 17th ARC Meeting.

IV. RESIDENTIAL APPOINTMENTS

A. None.

V. NEW BUSINESS

A. **322 Rose Finch Circle:** *Twig/Branch Tree-Ring Enclosure.*

a. **ACTION:**

- i. A Motion to **DENY** was made and seconded.
- ii. **REQUIRED CURE TO IMPROVEMENT CONSTRUCTED WITHOUT APPROVAL:**
 - a. The homeowner shall remove the twig/branch enclosure from around the front-yard tree.
 - b. The homeowner may maintain a conventional mulch bed, planting bed, or tree ring around the tree, provided it is maintained in a neat and finished condition.
 - c. If the homeowner wishes to install a replacement tree-ring enclosure or border, the replacement shall consist of a more durable, permanent, and visually compatible landscape material, such as stone, masonry, paver edging, metal landscape edging, or another material approved by the ARC.
 - d. Any replacement enclosure or border shall be maintained in good condition and shall not create an unkempt, deteriorated, or temporary appearance.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

iii. Motion **PASSES.**

B. **1904 Chesapeake Lane:** *Pondless Waterfall & Stream Feature.*

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.
- ii. **APPROVAL CONDITION(S):**
 - a. The pondless waterfall and stream feature shall be installed substantially as submitted, using natural boulders, cobble, river rock, gravel, and concealed liner/reservoir components.
 - b. The feature shall remain a pondless, closed-loop recirculating system and shall not discharge water onto adjacent property, into the greenbelt, or into any drainage facility.
 - c. The feature shall not create standing or stagnant water, mosquito breeding conditions, erosion, ponding, odor, or drainage impacts.
 - d. All pump, reservoir, liner, electrical, and mechanical components shall be concealed from view to the extent practicable and installed in compliance with applicable code requirements.
 - e. The feature shall be maintained in good condition at all times, including maintenance of rock placement, liner concealment, pump operation, reservoir function, and surrounding landscape materials.
 - f. If the water feature is discontinued, shut off long-term, or no longer maintained as an operating water feature, it shall be maintained as an integrated dry-stream/rockscape feature and shall not be allowed to become deteriorated, exposed, displaced, or unfinished.
 - g. Any lighting, if included or later added, shall be low-profile, shielded, and subject to all applicable Residential Improvement Guidelines.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

iii. Motion **PASSES.**

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C. **7271 Palisade Drive:** *Paver Driveway Replacement.*

a. **ACTION:**

i. A Motion to **DENY** was made and seconded.

ii. **DENIAL FINDINGS:**

- The submittal does not provide sufficient construction detail to confirm that the paver driveway will be installed to a standard appropriate for vehicular use.
- The application does not identify subgrade preparation, base depth, edge restraint, drainage slope, compaction, or transition details necessary to evaluate long-term driveway performance.
- The proposed paver driveway is visually distinct from typical driveway treatments in the immediate neighborhood and may not provide sufficient consistency with the surrounding streetscape.
- Without additional installation detail, the proposed improvement may create future concerns related to settlement, displacement, drainage, edge failure, or long-term maintenance.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

iii. Motion **PASSES**.

D. **9202 Gold Lace Place:** *Rear Yard Patio & Landscape Installation.*

a. **ACTION:**

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

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

- Prior to installation, the homeowner shall submit a complete rear-yard site plan showing the full limits and dimensions of all proposed concrete patio areas, steps, paver steppers, rockscapes, cobble, mulch, planting beds, trees, shrubs, and other landscape elements.
- The final plan shall clearly identify the existing/required drainage swale alignment and shall demonstrate that the swale will remain functional after installation.
- The proposed improvements shall not fill, block, flatten, obstruct, redirect, or concentrate flow within the existing drainage swale.
- Finished grading shall maintain positive drainage through the rear yard and shall not create ponding, erosion, or discharge of runoff onto adjacent properties in a manner inconsistent with the approved drainage pattern.
- All concrete, paver, and hardscape improvements shall be located a minimum of two feet (2') from all property lines unless otherwise specifically approved by the ARC.
- The final landscape plan shall include sufficient live plant material to create a balanced landscape composition and shall not result in a rear yard dominated by concrete, rock, cobble, or granite.
- Rockscapes and cobble areas shall be integrated into the overall landscape plan and shall comply with RIGs §3.9, including limitations on large expansive areas of rock coverage.
- Any required modification to the approved grading, drainage swale, or drainage pattern shall be the homeowner's responsibility and may require review or approval by the applicable jurisdiction.
- All landscape and hardscape areas shall be maintained in good condition, including replacement of dead plant material, control of weeds, maintenance of mulch/rock areas, and correction of any settlement, ponding, erosion, or drainage impacts.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

iii. Motion **PASSES**.

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E. **9622 Sterling Drive: Garage/Storage Addition.**

a. **ACTION:**

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

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

- The addition shall be constructed in accordance with the updated, dimensioned plot plan demonstrating compliance with the required 16.5-foot garage-front setback, 11.5-foot dwelling-front setback, 5-foot side setbacks, and 20-foot rear setback.
- The addition shall be constructed substantially in accordance with the updated plot plan and approved architectural materials. No expansion, relocation, or alteration of the approved footprint is permitted without further ARC review and approval.
- The homeowner shall obtain all required Douglas County permits and approvals prior to construction.
- The addition shall match or closely complement the existing residence in roof form, roof shingles, siding, brick, trim, paint, windows, and overall architectural detailing.
- The garage door shall match or closely complement the existing garage doors in material, color, panel style, window configuration, and overall appearance.
- If any submitted rendering, elevation, or materials board conflicts with the existing home or final approved design, the final construction shall conform to the ARC-approved materials and conditions.
- Drainage from the addition, including roof runoff, downspouts, and grading changes, shall be managed on the subject property and shall not adversely impact adjacent properties.
- The homeowner shall identify whether any existing tree will be removed or impacted by construction. If the existing front-yard tree is to remain, construction activity shall avoid unnecessary disturbance within the tree dripline/root zone. No material storage, equipment staging, soil stockpiling, or unnecessary excavation shall occur within the dripline to the extent practicable.
- If the existing front-yard tree is damaged or removed as part of construction, the homeowner shall submit a replacement landscape plan for Staff review.
- Any exterior lighting associated with the addition shall comply with applicable Residential Improvement Guidelines and shall not create glare onto adjacent properties

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

iii. Motion **PASSES**.

VI. STAFF COMMENTARY / COMMITTEE DISCUSSION

A. None.

VII. ADJOURNMENT

A. With no further business, the regular meeting **adjourned at 5:58 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

A. These minutes were reviewed by the Architectural Review Committee at the June 03, 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
5	0	3

Notes: JB, JL, and JR were not present at the May 20th meeting and abstained from voting.

ii. Motion **PASSES**.