

Architectural Review Committee MEETING MINUTES

Meeting Date: June 03, 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 **5:31 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	✓			Remote via ZOOM, Arrived at §IV.A
Joe Levin	✓			
Booker Lightman	✓			
Al Pelkowski	✓			
Chris Robinson	✓			
Jeff Rohr	✓			
	9	0	0	

Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services

Jayma **Wessling**, HRCA: Residential Improvement Coordinator

Caleb **Cameron**, HRCA: CIS Specialist

Kelsy **Wheeler** and Matthew **Bacon**, Homeowners re: §IV.A

James **Remley**, Homeowner re: §IV.B

Timothy **Rose**, Homeowner re: §IV.C via ZOOM

Susan **Weimer**, Homeowner re: §V.C via ZOOM

II. REVIEW OF MINUTES

A. The **May 20, 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
5	0	3

Notes: JB, JL, and JR were not present at the 05/20 Meeting and abstained from voting.

ii. Motion **PASSES**.

9568 University Blvd, Highlands Ranch, CO 80126

Eastridge Rec Center: Admin Wing

    [HRCAonline.org](https://www.HRCAonline.org)

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III. REVIEW OF TRIBUNAL HEARINGS

- A. The Rulings from the May 21, 2026 Tribunal Hearings are expected before the June 17, 2026 ARC Meeting. Results, regarding Tribunals affecting ARC decisions, will be shared once received.

IV. RESIDENTIAL APPOINTMENTS

- A. **914 Garden Drive** – Residential Addition.

a. **ACTION:**

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

ii. **COMMITTEE RECOMMENDATION:**

- a. The applicant and/or contractor should confirm the applicable building-code editions with Douglas County Building Division before permit issuance, particularly because the plan set includes a Code Summary that may need to align with Douglas County's current adopted codes.

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

- iii. Motion **PASSES**.

-
- B. **9745 Bucknell Way** – Metal Gate.

a. **ACTION:**

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

ii. **REQUIRED CURE/RESUBMITTAL REQUIREMENTS:**

- a. The revised gate design may use metal, composite, wood, or another alternative material, provided the applicant submits sufficient product information and the finished installation is visually compatible with the standard gate and fence appearance contemplated by the Residential Improvement Guidelines.
- b. The revised gate shall substantially match or closely emulate the visual character of the standard gate and fence design, including vertical picket/slat orientation, compatible rail/trim/cap detailing, compliant gate width, and Highlands Ranch Fence Brown or another ARC-approved compatible finish.
- c. The revised gate shall comply with applicable gate-width requirements under RIGs §2.30.G.

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

- iii. Motion **PASSES**.

-
- C. **8616 Forrest Drive** – Residential Addition.

a. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

- ii. Motion **PASSES**.

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V. NEW BUSINESS

A. 2904 Rockbridge Drive – Cover Deck / Deck Roof / Glass Panel Enclosure.

a. ACTION:

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

ii. APPROVAL CONDITION(S):

- The rebuilt deck, roof-cover structures, glass panel enclosure, columns, railings, fascia, trim, stone, stucco, and other visible exterior materials shall be constructed substantially as submitted and shall match or closely complement the existing residence.
- The gabled roof component shall use roof shingles, fascia, gutters, downspouts, and related exterior materials that match or closely complement the existing home.
- The low-slope roof component shall not be constructed as a dead-flat roof. It shall be designed and installed with positive slope to direct runoff to gutters and downspouts.
- The low-slope roofing membrane shall be screened from ordinary off-site view by parapet, fascia, edge trim, or other architectural detailing so the exposed condition presents as a finished architectural element compatible with the home.
- Skylights shall comply with RIGs §2.72 unless specifically approved otherwise by the ARC, including applicable size and number limitations per roof slope.
- The project approval does not include additional exterior lighting unless shown in the approved submittal. Any added or revised exterior lighting shall comply with the applicable Residential Improvement Guidelines.
- Any change that materially alters the approved deck footprint, roof form, roof pitch, visible roofing material, parapet/edge treatment, skylight configuration, glass enclosure, railing design, or exterior appearance shall be resubmitted to HRCA for review before construction of the revised exterior element.

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

iii. Motion **PASSES**.

B. 6395 Shannon Trail – Rear Deck Replacement and Enlargement.

a. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
2	7	0

Notes: Dissenting members felt the impact of having the stairs on the side of the deck, as presented, did not create a significant aesthetic detractor and that the mitigating factors (existing tree, location of neighbor's home) were sufficient mitigating reasons to allow the design as presented.

ii. Motion **FAILS**.

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

VOTE TALLY		
Concur	Dissent	Abstain
7	2	0

Notes: Dissenting members felt the mitigating factors to allow the stairs on the side of the deck were not sufficient to vary from RIGs §2.22's requirement that the "standard deck location is directly behind the house."

iv. Motion **PASSES**.

C. 9219 Ironwood Street – Side Yard Landing / Deck and Exterior Door Access.

a. ACTION:

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

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

ii. Motion **PASSES**.

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D. 9291 Rockport Lane – Accessory Building / Exercise Space and Concrete Patio.

a. ACTION:

- i. A Motion to **DENY (ELIGIBLE FOR RESUBMITTAL)** was made and seconded.
- ii. **REQUIRED CURE/RESUBMITTAL REQUIREMENTS:**
 - a. The homeowner shall remove the proposed second accessory structure from the application or remove the existing shed and submit a revised accessory-building proposal for ARC review.
 - b. Any revised accessory-building proposal shall comply with RIGs §2.2, including the one-accessory-building limitation, maximum size, maximum height, material compatibility, screening, utility, and location requirements, unless a variance is specifically requested and approved by the ARC.
 - c. The homeowner shall submit a corrected site plan clearly identifying the front, side, and rear lot lines, applicable setbacks, property lines, street right-of-way lines, easements, existing accessory structures, proposed accessory structures, and all proposed hardscape areas.
 - d. If the homeowner wishes to pursue the proposed concrete patio independently, the patio shall be submitted as a separate or revised request for review under RIGs §§2.52 and 2.54, including dimensions, location, setbacks, intended use, and relationship to the overall site plan.

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

- iii. Motion **PASSES**.

E. 9932 Gwendelyn Place – Artificial Turf and Front Yard Rock Landscape Area.

a. ACTION:

- i. A Motion to **APPROVE WITH CONDITIONS** the artificial turf as installed and **DENY (ELIGIBLE FOR RESUBMITTAL)** the proposed rock landscape area as submitted.
- ii. **APPROVAL CONDITION(S):** for the artificial turf, as installed.
 - a. The artificial turf is approved as installed, including a limited variance from the two-foot (2') property-line separation requirement under RIGs §2.42.E, based on the atypical adjacent drainage/stormwater overflow condition.
 - b. The artificial turf shall be maintained in good condition at all times and shall not be allowed to become torn, displaced, wrinkled, faded, uneven, poorly drained, or otherwise deteriorated.
 - c. The artificial turf installation shall not create adverse drainage, ponding, erosion, runoff concentration, or discharge impacts onto adjacent properties or drainage areas.
- iii. **REQUIRED CURE/RESUBMITTAL REQUIREMENTS:** for the rock landscape area
 - a. The proposed rock landscape area east of the driveway is denied as submitted.
 - b. The homeowner shall submit a revised front-yard landscape plan for the rock area that complies with RIGs §2.94, either by selecting an applicable pre-approved ColoradoScape design or by submitting an alternative ColoradoScape plan with sufficient drought-tolerant live plant material, appropriate plant groupings, and an integrated landscape composition.
 - c. The revised landscape plan shall not rely primarily on rock or mulch as the dominant landscape treatment and shall include sufficient live plant material to avoid a large-expanse rock/mulch condition inconsistent with RIGs §2.94.

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

- iv. Motion **PASSES**.

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F. 10567 Wildhurst Circle – Exterior Paint Scheme.

a. **ACTION:**

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

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

- a. The existing front entryway pillar and the front elevation, second story peak, that are currently painted "Calm, OC-22" shall be repainted "Van Courtland Blue, HC-145" (the main body color).
- b. Continued use of "Classic Burgundy, HC-182" for all trim elements is approved.

VOTE TALLY		
Concur	Dissent	Abstain
9	0	0

Notes: None.

iii. Motion **PASSES**.

VI. STAFF COMMENTARY / COMMITTEE DISCUSSION

- A. Staff noted that the BOD will be reviewing committee appointments for 2026-2027 at the next BOD Meeting. Current members do not need to submit applications, letters of interest, resumes, etc... as done in past years.
- B. JR and PC noted that they will be out-of-town for the June 17, 2026 meeting and will not be in attendance.

VII. ADJOURNMENT

- A. With no further business, the regular meeting **adjourned at 7:18 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the June 17, 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	0

Notes: None.

ii. Motion **PASSES**.