

Architectural Review Committee MEETING MINUTES

Meeting Date: August 05, 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 **5:30 p.m.** by J. **Wessling**

☒ Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused	Notes
Jeff Buttermore	✓			Attended via ZOOM, Arrived @ §III
Patricia Callies	✓			
Patrick Gallagher			✓	
Kate Landauer	✓			Arrived @ §III
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

Caleb **Cameron**, HRCA: CIS Specialist

Alexander **Hamrick** and Christine **Weingart**, Homeowners re: §IV.A.

II. REVIEW OF MINUTES

A. The **July 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
6	0	0

Notes: Two members arrived at meeting after motion and vote.

ii. Motion **PASSES**.

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III. REVIEW OF TRIBUNAL HEARINGS

- A. Two tribunals were held.
- ARC Denial for oversized "shed"/patio. Memorandum of Understanding for resubmittal requirements issued by Tribunal Officer.
 - NOV for failure to repaint the exterior of home. Appellant was a no-show; awaiting ruling from Tribunal Officer.

IV. RESIDENTIAL APPOINTMENTS

- A. **10233 Silver Maple Circle:** *Main-Level Deck, Upper-Level Deck, Stairs, and Side Access Gangway.*

a. **ACTION:**

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

VOTE TALLY		
Concur	Dissent	Abstain
6	2	0

Notes: The dissenting members were not in favor of allowing the deck on the side of the home at this elevated location.

- Motion **PASSES**.

V. NEW BUSINESS

- A. **562 Arden Circle:** *Replacement Wing Fence and Gate with Integrated Lattice.*

a. **ACTION:**

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

- APPROVAL CONDITION(S):**

- The entire fence and gate shall be stained "Highlands Ranch Fence Brown" in accordance with RIGs §2.30.D. The white finish shown in the conceptual rendering is not approved.
- The fence and gate shall be constructed so that the finished side faces outward toward the public right-of-way and adjacent front-yard area.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- Motion **PASSES**.

- B. **6721 Eagle Place:** *Driveway Repair and Expansion.*

b. **ACTION:**

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

- DENIAL REMEDIES:**

- Eligible for resubmittal. The homeowners may submit a revised driveway-expansion plan generally following the staff-identified alignment from the existing driveway bend to the sidewalk expansion joint.
- The revised submittal shall include a survey or similarly reliable site plan identifying the exact side property line and dimensions of the proposed expansion.
- The revised expansion shall remain entirely within the homeowners' property and maintain the two-foot property-line separation required by RIGs §2.28, except for any limited transition expressly approved by the ARC and/or staff.
- The new concrete shall match or complement the existing driveway, and the completed work shall be graded so that runoff is not directed onto the neighboring property.

VOTE TALLY		
Concur	Dissent	Abstain
7	0	1

Notes: Abstaining member is the District Delegate for this address and knows the applicant.

- Motion **PASSES**.

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C. **8901 South Coyote Street:** *Rear-Yard Sport Court and Coordinated Landscape Improvements.*

c. **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**.

D. **8933 Stonecrest Way:** *Installed Sport Court, Basketball Goal, Boundary Netting, and In-Ground Trampoline.*

d. **ACTION:**

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

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

- a. Within 30 days, the homeowner shall provide an as-built survey prepared by a qualified surveyor (or equivalent, acceptable to staff) showing all property lines, easements, court edges, basketball equipment, netting posts, trampoline, and measured setbacks.
 - i. The court must remain at least seven feet from all property lines and outside applicable easements.
 - ii. If it is found that the existing sport court encroaches into these required setbacks, mitigation measures (e.g., sawcut and remove) may be required, at the discretion of the ARC and/or staff.
- b. All freestanding boundary netting and associated posts shall be removed unless a revised, limited containment-netting design is specifically approved by the ARC.
- c. The homeowner shall submit for and install a professional landscape-screening plan providing substantial year-round screening from the neighboring residence.
 - i. Screening shall include, at a minimum, appropriately spaced, broad-form evergreen trees of substantial installed size (e.g. 10' to 12' height), together with complementary shrubs and plantings.
 - ii. It is recommended that a minimum of two broad-form evergreen trees (initial planting size to be 10' to 12' in height) be placed along the shared property line, between the rear plane of the home and the existing deciduous tree, at that one additional broad-form evergreen tree (initial planting size to be 10' to 12' in height) be placed along the shared property line between the existing deciduous tree and the end of the sport-court closest to the rear property line.
- d. No court lighting is approved.
- e. Failure to obtain approval of the required as-built and screening plans, or to complete the approved corrections within the established period, shall require removal of the court and related improvements.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

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E. **10501 Tracewood Circle:** *Driveway Replacement, Driveway Expansion, and Side-Yard Walkway.*

e. **ACTION:**

- i. A Motion to **DENY (ELIGIBLE FOR RESUBMITTAL)** was made and seconded.
- ii. **DENIAL REMEDIES:**
 - a. Eligible for resubmittal. The homeowner shall provide a revised site plan showing the exact property line and dimensions from the proposed driveway and walkway to the property line.
 - b. The driveway expansion and walkway shall be revised to maintain the applicable property-line separations required by RIGs §§ 2.28 and 2.54.
 - c. The revised plan shall include existing and proposed grades and demonstrate that the established side-yard drainage swale will remain functional and will not direct runoff onto the neighboring property.
 - d. Any retaining wall required to accommodate the proposed improvements shall be shown with its location, length, height, materials, setbacks, and drainage details in accordance with RIGs §§ 2.62 and 3.5.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

F. **10732 Windridge Court:** *Exterior Solar Screens.*

f. **ACTION:**

- i. A Motion to **DENY (ELIGIBLE FOR RESUBMITTAL)** was made and seconded.
- ii. **DENIAL REMEDIES:**
 - a. Eligible for resubmittal. The homeowner shall provide manufacturer cut sheets identifying the proposed solar-screen product, material, frame, attachment method, and installation details.
 - b. The resubmittal shall identify the screen and frame colors and provide the product's visible-light-transmittance or openness data.
 - c. The resubmittal shall confirm whether the proposed screens are fixed, operable, or motorized and identify any housing, tracks, cables, or mechanisms.
 - d. The revised application shall demonstrate that the window shape, trim configuration, and architectural appearance will be maintained.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES**.

VI. STAFF COMMENTARY / COMMITTEE DISCUSSION

- A. Discussion of the ARC's RIGs comments and suggestions for 2026 RIGs update was tabled until the August 19, 2026 meeting to afford the ARC additional time to review.

VII. ADJOURNMENT

- A. With no further business, the regular meeting **adjourned at 6:27 p.m.**

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VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the August 19, 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
6	0	1

Notes: Abstaining Member was not present at the August 05, 2026 Meeting.

- ii. Motion **PASSES**.