

Architectural Review Committee MEETING MINUTES

Meeting Date: September 02, 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 **5:35 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

Caleb **Cameron**, HRCA: CIS Specialist

II. REVIEW OF MINUTES

A. The **August 19, 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	2

Notes: The Abstaining Members were not present at the 08/19/2026 ARC Meeting.

ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Two tribunals were held, both regarding covenant violations (one was resolved with a Memorandum of Understanding). A third tribunal regarding a member discipline action was withdrawn by the appellant.

9568 University Blvd, Highlands Ranch, CO 80126

Eastridge Rec Center: Admin Wing

Architectural Review Committee Meeting Minutes

September 02, 2026

Page 2 of 3

IV. RESIDENTIAL APPOINTMENTS

- A. None this meeting.

V. NEW BUSINESS

- A. **2677 Pemberly Avenue: Driveway Expansion / Variance.**

a. **ACTION:**

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

ii. **AVAILABLE REMEDIES:**

- The homeowner may submit a revised driveway expansion substantially consistent with the Staff-recommended configuration shown by the green line in the application materials.
- The revised design may provide a limited maneuvering area adjacent to the side-facing garage extending to approximately nine inches from the south property line.
- Beyond the garage maneuvering area, the driveway expansion shall transition away from the property line and maintain approximately three feet of separation from the south property line.
- All improvements shall remain entirely within the homeowner's property, and the revised design shall maintain appropriate drainage without directing or increasing runoff onto the adjoining property.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES.**

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- B. **5630 Wickerdale Lane: Accessory Building / Storage Shed - Variance.**

a. **ACTION:**

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

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

- Approval is limited to an accessory building approximately 7 feet wide by 20 feet long and approximately 9 feet in maximum overall height, substantially consistent with the final dimensioned exhibit. The final dimensioned exhibit shall control over inconsistent dimensions appearing elsewhere in the application materials. No further increase in building footprint or height is approved.
- The accessory building shall remain substantially in the submitted location and shall maintain a minimum setback of two feet from any property line or fence, as required by RIGs §2.2.
- Exterior siding, trim, roofing, colors, and other visible materials shall be architecturally compatible with and substantially match the residence, consistent with the submitted materials.
- The accessory building and concrete slab shall be positioned so that all required access and working clearances around the existing electrical meter, panel, and other utility equipment are maintained. At a minimum, the installation shall comply with applicable Xcel Energy and electrical-code clearance requirements; where more restrictive requirements apply, those requirements shall govern.

VOTE TALLY		
Concur	Dissent	Abstain
8	0	0

Notes: None.

- iii. Motion **PASSES.**

-
- C. **10039 Silver Maple Drive: Accessory Building / Home Office - Variance.**

a. **ACTION:**

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

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

- The accessory building shall not exceed approximately 10 feet wide by 12 feet long or approximately 10 feet in maximum overall height and shall remain substantially in the submitted location, maintaining a minimum five-foot setback from the adjoining side property line. The principal glazed/window elevation shall be oriented inward toward the homeowner's property and away from the adjoining residence.

Architectural Review Committee

Meeting Minutes

September 02, 2026

Page 3 of 3

- b. Exterior siding shall substantially match the existing siding of the primary residence in material, profile, texture, and color. Roofing shall be asphalt composition shingles substantially matching the existing residence in material, profile, and color.
- c. No plumbing is approved within the accessory building. The structure shall remain an accessory use to the primary residence and shall not be converted or used as a separate dwelling unit.
- d. Exterior lighting shall be low-wattage, shielded and downward-directed to minimize glare and light spill onto adjacent properties and shall not remain continuously illuminated overnight. No café/bistro-style, decorative string, or similar suspended lighting shall be attached to or strung from the accessory building to the primary residence, trees, fences, landscape features, or other structures.

VOTE TALLY		
Concur	Dissent	Abstain
7	1	0

Notes: Dissenting Member felt allowing vertical board & batten was not consistent with the existing home's horizontal board & batten and that the RIGs require them to match.

- iii. Motion **PASSES**.

VI. STAFF COMMENTARY / COMMITTEE DISCUSSION

- A. Staff is working on consolidating the ARC's review comments on the RIGs with a goal to provide the ARC with a redline version of the RIG Update before the next meeting.

VII. ADJOURNMENT

- A. With no further business, the regular meeting **adjourned at 6:00 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the September 16, 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**.