



HIGHLANDS RANCH
COMMUNITY ASSOCIATION

COMMERCIAL DESIGN & RESTRICTIONS CDR'S



The Commercial Design & Restrictions have been prepared by the Development Review Committee (DRC) and adopted by the Board of Directors of the Highlands Ranch Community Association. The Development Review Committee reserves the right to add to or modify these design & restrictions at its discretion. Please check the HRCA website for updates.

ADOPTED APRIL 10, 2023

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- E. All required documents must be submitted no later than noon (12 p.m.) on the Tuesday three weeks prior to the next scheduled DRC meeting for the project to be placed on the monthly agenda.
- F. Project approval is contingent upon submittal of materials, presentations to the DRC, and payment of applicable fees. No improvements may be made without the prior written approval of the DRC.
- G. A notice from the DRC will be sent to each applicant within a maximum of thirty (30) days after the date of the DRC review. This notice will state whether the project has received approval or disapproval and outline any conditions associated.
- H. The DRC does not represent or warrant that its approval of any project complies with any applicable contractual or governmental land use restrictions.

III. NOTICE OF DESIGN

To help reviewers understand the design concept, applicants are asked to submit a “Notice of Design” along with a proposed listing of materials. This is a narrative description (maximum two-pages), that outlines how the project is responsive to the CDR’s. It is an opportunity to identify key aspects, unique features, or distinguishing characteristics of the design. It is also an opportunity to illustrate any project constraints that pose challenges to meeting key guidelines and how the design balances those challenges with the HRCA standards.

IV. REVIEW FEES

Review fees are required for all DRC submittals. Fees are determined on the complexity of the project being submitted. Fees are required at the time of submittal; the Notice of Committee Action will not be issued until all fees are paid. If the DRC required the applicant to attend additional meetings due to incomplete, inadequate, or improper submittals, the applicant may be responsible to additional review fees. No submittals will be processed until all appropriate fees have been paid.

V. COMPLIANCE

The Douglas County Comprehensive Plan and Zoning Code calls for projects to be “in conformance with the Commercial Design and Restrictions”. Projects are found to be in conformance with CDR’s when all concepts are responsive to the overall intent and vision embodied in the CDR’s, as adopted by the HRCA. Variations may be addressed by the DRC based on the unique use, characteristics, and considerations of each project.

The DRC is responsible for reviewing plans for all development, including construction of any type, landscaping, lighting, signage and all other exterior improvements. All plans are reviewed to determine their compliance with the Covenants, Master Plan, and Design Criteria. This ensures harmony and compatibility throughout the development.

If, during the review/approval process, there are any questions as to the intent or meaning of any word, phrase, section, or chapter of the CDR’s, the final decision-making entity (the Design Review Committee and the Board of Directors, as applicable) shall render the official interpretation.

NON-COMPLIANCE/FINES

1. Fines are assessed in the event of Non-Compliance issue. Please refer to www.hrcaonline.org for more information regarding our Non-Compliance violation process.

VI. CHARACTERISTICS

- A. Relative to the context and characteristics of the natural surroundings and previously approved developments, the CDR's herewith reinforce the desirable components and features in the area by providing an efficient, functional, and attractive project that is well-integrated with the surrounding area.



1. Highlands Ranch is a community of many different neighborhoods with unique and distinctive development characteristics, each with their own qualities and attributes. These areas include traditional residential neighborhoods, a centralized shopping center, numerous commercial pods located within neighborhood corridors, and transit-oriented developments within commercial centers.

2. Thoughtful consideration of all neighborhood characteristics must take place to truly appreciate the overall concept of our planned community. The HRCA supports the plans and designs that will enhance and complement the existing infrastructure in relationship to the community at-large. For example: applicants should be familiar with the uses, amenities, important views and transportation options in the surrounding area; observe how people access and use the area at various times of day; note the architectural features and development patterns that define the character of the area and be familiar with plans and sub-association leases and "Supplemental Declarations" that govern the proposed site.



3. Projects should provide comfortable transitions of scale and character with the surrounding area. Adjoining sites and buildings should relate in terms of building massing and heights, landscape patterns and connections, fostering a comfortable and inviting environment.
4. Projects should be designed in a way that complements and contributes to the uniqueness of the Community. This may include adaptation of the site plan template or corporate prototype architecture and colors that would respond to centers character conditions. Projects should demonstrate a balance between the need for strong, corporate, or branding identity (as applicable), yet support the integrity of local character.
5. Creation of a distinctive and unique setting: Development should be inclusive of concepts that promote defined projects as attractive destinations within the community. All projects should create or link with open spaces, trails and amenities that promote active or passive public uses. The design of amenities that provide distinction to the project such as artistic bike racks, public seating, artwork, and creative landscaping approaches are highly encouraged.
6. Site characteristics: Utilization of site location prominent features and unique characteristics to guide how the plan is integrated into site should take advantage of certain elements that could add distinction, while eliminating undesirable aspects. Design considerations should also promote strategies that enhance and preserve the views of prominent natural or built landmarks.

VII. PLANNING

- A. Visibility: Projects that are highly visible from street venues should relate to the street in both visual and functional viability; emphasizing pedestrian connections, coordinated landscaping and aesthetic presence. Some sites may contain “high profile” designs with a need for prominent identity; while other sites may be better suited to a less complicated, but nonetheless high quality design that relates to the center or area as a whole.



- B. Entrance: Consideration of things like entry monuments, landscaped medians, special lighting, unique paving, fencing, low walls, artwork, planters or other landscape elements to aid in defining an entrance setting.
- C. Projects Continuation (Phased): All phased projects will be constructed with the perimeters of the sites visible to the public and shall be finished with final landscaping, lighting and streetscape elements as approved with the SIP. Future development shall be graded and seeded with natural grasses along with temporary irrigation.



VIII. RELATIONSHIP TO STREETS

- A. Enhance street corridors and views: The relationship to the street can contribute and enhance the visual strength of the overall street corridor and draw people into the project. Consideration of extending “similar” types trees, landscape strip treatment, artwork, streetscape elements and lighting to complement the area overall. The creation of focal points through building placement, special architecture, special landscaping, mountain views, amenities or similar landmarks lends to strong aesthetic relationships of existing street venues.



- B. Street edge: Notwithstanding applicable zoning regulations governing setbacks, the arrangement of one-and two-story buildings should be at or near the street edge to screen parking, define street edges, reinforce a sense of place, and activate

pedestrian activity. Taller buildings may be set back or stepped-back farther from the street to provide a comfortable pedestrian scale and relate to the scale of adjacent buildings.

- C. Corner sites. Corner sites should relate to the street. Buildings situated at the corner can serve as gateways or focal points and should be used to their greatest advantage including considerations for pedestrian access. Frame the intersection with appropriate building massing, landscape treatment and high-quality architectural design. Service areas should be located away from the corner.



IX. BLENDING OF ARCHITECTURE

- A. A concentrated effort of design should be prevalent to garnish a good fit between old and new or redeveloped projects, particularly in places where similar architectural character or themes have been applied. Take care to introduce fresh, updated solutions that also respect the overall scale and character of the area. This may include use of compatible building proportions, a complementary color or material, unified signage, way finding or streetscape elements, or similar measures.



- B. Design quality is an important metric in the continued development of Highlands Ranch. Some venues may require more distinctive, artistic or creative architecture than others. For example, some shopping center areas may have separate design standards with unified themes and similar characteristics that lend themselves to certain design strategies. Consultation with staff will help to ensure your project meets the noted standards found at www.hrcaonline.org.

X. ENVIRONMENTAL CONCERNS

Native environmental features on and around the site should be considered at the earliest phase of the project development. The preservation of such will enhance the project while mitigating impacts of development.

A. Mitigation of environmental impacts:

1. Considerations of environmental factors, such as topography, drainage, vegetation, solar orientation, natural ventilation, and natural day lighting of interior and exterior spaces, protection from snow and wind to reduce environmental impacts. Considerations about the site and building designs and energy consumption costs as well as providing comfortable public spaces should be prevalent.
2. Natural drainage should be integrated into the project design by incorporating them as project amenities, identification features, connections to trails, etc.
3. Retaining walls:
 - a. The visual impacts of retaining walls should be minimized by distributing them throughout the site and/or terracing them and incorporating landscaping on spaces between terraces.
 - b. Retaining walls shall consist of materials and colors that blend with the natural or constructed environments, as applicable, based on the context of the site. Wall finishes should consist of cut stone or architectural block and should be capped with a ledge stone for a finished appearance and dimension.
 - c. Where sculpted “shotcrete” walls are formed for retaining walls, special consideration shall be given to the application of forms, textures and colors to ensure blending of the walls with the natural landscape to the extent possible. The verticality of taller walls should further be reduced by incorporating horizontal ridges, patterns and shadowing effects.
 - d. Implement effective measures to reduce water consumption for every aspect of the project; i.e.; appropriate drainage and detention design; efficient irrigation/plumbing systems; and, use of minimal water-consumptive vegetation within landscape design.
 - e. Surface water and runoff of the pervious surface on-site is highly suggested. Vegetative ground cover, permeable pavers, decomposed granite and similar materials are encouraged. Use plant materials, bio-swales, and landform techniques.
 - f. Design storm water detention in ways that integrate into the overall landscape system and are visually appealing on the site. Encourage multiple uses such as



passive recreation or wildlife habitat on detention and retention efforts. Develop detention areas as amenities for enjoyment or active play areas while incorporating the landscaping plan throughout the site to provide a more natural and aesthetic appearance.

XI. ACCESS

- A. Projects should promote convenience, efficiency, and mobility in all multi-modal transportation and safety designs that affect all users.
- B. Mitigate conflicts between vehicles and pedestrians by limiting curb cuts along certain streets and building frontages. Share curb cuts and driveway access points among multiple developments or buildings when possible.
- C. Design well-defined circulation systems within the sites and link users directly with entries, public spaces, and connections to adjoining uses, trails, transit, and other pedestrian systems.
- D. Sidewalks should be designed with ample width, accommodating pedestrian flow and circulation. Particularly in retail or mixed-use areas, sidewalks should be planned to accommodate multiple potential uses and functions at peak times, considering outdoor seating, landscaping, and lighting and related amenities. Ensure that site amenities do not impede the path of travel.
- E. We encourage projects that are conducive to walking, bicycling and transit use by providing safe pedestrian environments and convenient amenities such as shade, seating, bike racks, etc. Avoid drive-through lanes; instead, use site design to encourage pedestrian access ease.

XII. PARKING

- A. Design parking areas that serve both automobiles and pedestrians in a safe, convenient and attractive setting and eliminate/mitigate negative impacts with appropriate screening and design.
- B. Designs should not underestimate or overstate the average demand levels. Projects proposing significantly more parking than the County's minimum requirements may be subject to a parking variance and may be required to construct parking structures to minimize the land area devoted to parking, create more walkable areas, and limit visual and environmental impacts of surface parking.



- C. Surface parking should be designed to reduce the visual domination of all vehicles. Building configuration, landscaped parking islands and pedestrian routes should be utilized to break up surface lots.
- D. The integration of systems for pedestrian routes within a project as well as connections to surrounding uses should be employed. Sidewalks, separated pathways, designated crosswalks and similar measures should be utilized to guide pedestrians and enhance routes with things like landscaping, low walls, signage, lighting or special paving.
- E. Mitigate the visual impact of parked vehicles from streets and open space areas by locating parking at the rear of buildings, using low walls, berms, and landscaping inclusive of evergreen and deciduous trees.
- F. Designs should be made to minimize heat island effects of paved areas by using medians, peninsulas, courtyards, and pedestrian walkways landscaped with shade trees, and using paving materials such as concrete, with high solar reflectance, enhancing the visibility of the project.
- G. Provisions must be made for snow storage on site. Pushing snow into streets, sidewalks, and median areas is not permitted. All site owners are responsible for timely snow removal.

XIII. Equipment Storage/Service Areas

- A. Reduce the visual impact of service, storage and mechanical areas and related equipment from public spaces and ensure a well-maintained property.
- B. Designs that are visible to the public need to provide an appropriate level screening of such features through walls, plantings, or other design treatments. ATM's and similar public functions may be designed in more prominent locations for safety.
- C. Air conditioners, fans, vents, antennas photovoltaic panel arrays and network dishes will need to be effectively screened from adjacent grade-level views. All mechanical rooftop equipment shall be shown to scale on all building elevations and cross sections to adequately illustrate how effective screening will be achieved. Here is a listing of examples:
 - 1. Placing units in the center of the roof area or away from prominent vantage points.
 - 2. The parapet should be raised on all sides of the building to be as high as or higher than the highest mechanical unit or vent.
 - 3. Secondary roof screening systems should be designed to be as high as or higher than the highest mechanical unit or vent.
 - 4. Implement screening systems that enclose groups of units rather than each individual unit and that appears as an architectural feature of the overall building, using materials and colors compatible with the building.
- D. Screening of ground-mounted equipment and components: These should be incorporated into the design of the building, located away from public areas or

screened from public view with landscaping and/or screen walls.

1. Building drainage systems such as downspouts and pipes should be internal when/where possible and should be incorporated into the building design and screened or painted to be compatible with the building design.
 2. Electrical transformers, photovoltaic panel arrays and similar above-ground utility equipment should be located to minimize visibility and/or should be painted or screened to reduce visual impacts; outdoor generators, coolers, permanent storage and similar functions should be located to minimize visibility and/or should be screened with masonry walls and/or landscaping that is compatible with the design of the project.
- E. Trash/recycling receptacles should accommodate both standard trash and recycling services and shall be adequately sized and may be shared with other sites when feasible. These areas should be located to provide convenient access for service trucks without conflicting with pedestrian and vehicular circulation.
- F. Trash dumpsters must be enclosed with an approved enclosure design consistent with the materials and colors of the building. Enclosure walls should include a cap or ledge along the tops. The enclosure must have a solid (or perforated) metal gate system that effectively screens the view of dumpsters and is powder coated or factory-finished in a complementary color to the project. The enclosure must be at least 20" higher than the dumpster or the enclosure shall have an approved cover. The enclosure shall be sized adequately to accommodate all dumpster types.
- G. Drive-through lanes are not favorable and generally should be avoided to promote more walkable, compact development patterns. If necessary, drive-through lanes should be located and screened to reduce the prominence of the canopy and lighting, if any, and to reduce the visibility of stacked cars from the street. Strategies may include a combination of strategic location, integrated design, landscaping, berms and low walls. Canopies, menu boards, bollards and similar features related to drive-through areas should be coordinated with the design of the building and detailed on the Site Improvement Plan.
- H. Shopping carts should have designated areas for short and long-term storage and returns to provide convenience for customers yet avoid conflict with pedestrians, parking or landscaping.
1. When exterior cart storage is located near an entry, it should be screened behind a masonry wall that matches the building materials and colors.
 2. Cart returns in parking lots should relate to the design of the building or center they serve. Materials should be durable, resistant to chipping or fading and convey a sense of quality and permanence. Signage attached to cart returns must be of professional quality with messaging relating to products and services of the business for which the parking is provided.

XIV. PUBLIC SPACES

- A. Parks, courtyards, pedestrian corridors, sidewalk cafes, outdoor seating, plazas and similar spaces for active or passive public use are highly encouraged with all project

designs. Understandably, there will be variation(s) with the scope and size of the spaces depending on the use and character of the project.

- B. Public spaces should be in prominent, accessible and safe locations and take advantage of adjacent amenities, pedestrian connections, views, and focal points.
- C. Year-around activity areas should be oriented and designed to avoid intense direct sunlight in the summer and should provide features that account for varying seasonal and daylight/evening conditions.
- D. Design strategies should consider providing protection from sun and wind, moveable furnishings, climate control elements such as overhead weather protection or outdoor heaters, as well as pedestrian scaled lighting, water features, and site elements such as snow melt and removal.
- E. All public spaces should offer safe and convenient access for wheelchairs (that meet current ADA standards) and strollers; provide simple way finding cues through signage, landscaping and paving; provide tactile experiences with changes in texture and surfaces; and provide adequate lighting and comfortable seating.
- F. Materials utilized should be attractive, quality, durable materials such as stone, brick, integrally colored concrete and powder-coated/factory finished metals, as well as anti-graffiti coated elements, and other materials that resist chipping and fading. Patio umbrellas and awnings should be comprised of durable fabrics or other materials that relate to the design character of the project.
- G. Water features should be designed to conserve and recycle water. With the exception of interactive spray fountains designed for children's play areas, avoid fountain sprays due to evaporative loss. Avoid the appearance of dead space when a water feature is not in use.

XV. STREET/SIDEWALK EXPERIENCE

- A. Create accessible, safe and inviting environments conducive to human interaction and activity at the street and sidewalk levels, with clear connections to building entries and edges.
- B. Employ design strategies that foster accessibility. Projects should provide access for people of all ages and abilities in a way that is fully integrated with the project design (not tacked on). Consider including features that assist pedestrians in way finding and mobility such as level grades, textured paving surfaces, ample seating, appropriate lighting, clear signage and ramps for wheeled devices (wheelchairs, walkers, strollers, bicycles).
- C. Projects shall incorporate streetscape features and amenities into the project that relate to the overall character of the project such as bike racks, trash receptacles, designated re-cycling receptacles, seating, and similar features for the convenience and comfort of the public. The use of streetscape design is recommended where projects interface with public areas such as along streets or open space areas, to help strengthen the relationship between the site and the larger community.
- D. Foster safe environments through measures that allow for "eyes on the street". Consider how sight lines, placement of doors, windows, balconies, street level uses,

landscaping and lighting can encourage natural surveillance. Create or maintain unobstructed views at corners and along pathways. Walls and seating elements should be designed to deter skateboarding.

- E. Weather protection should include elements such as awnings, canopies and shade trees that protect pedestrians from rain, snow or sun at places of concentrated activity, i.e. entries, transit stops or retail corridors. Such elements should complement the character and design of the building or area.
- F. Consider a range of elements (overhead features, landscaped courtyards, arcades, raised planters, special paving, landscaping and lighting) near building entries and along storefronts that promote safe and comfortable interfaces between buildings and the public realm. Awnings, arcades, dining areas and galleries may encroach into the public sidewalk to within 5 feet of the curb, provided that structures clear the sidewalk vertically by at least 8 feet. Restrictions may apply based on right-of-way location and strong licensing provisions, as applicable.
- G. Provide opportunities for interaction among residents and neighbors in residential projects. Residential projects should consider locating commonly used features or amenities such as group mailboxes, outdoor seating, clubhouses, or open spaces, in ways that encourage interaction.
- H. Projects should consider enhancing the overall image of a property by upgrading utilitarian site elements such as sign posts, crosswalks, light pole bases and bollards beyond basic design. For example, if safety bollards are necessary in highly visible areas, they should be designed and colored to coordinate with the design of the project. Utilitarian bollards painted with bright colors are not acceptable except in less visible service areas.

XVI. LIGHTING

- A. Provide a coordinated program of lighting design. A hierarchy of project lighting should be provided, ranging from lighting of parking lots, pedestrian paths, landscaped areas and exterior building lighting. Main building entries and canopies should have the highest illumination levels on the site, followed by pedestrian spaces and routes.
- B. Relate light fixture designs to the character of project. Accent lighting may be used to reinforce special architectural building features, blend into landscaping, or emphasize special design elements or art features. Lighting should be subdued and tasteful. Use parking lot and decorative pedestrian light poles and fixtures that are a design and color that complements the building and surrounding areas. Generally, black and silver colors are permitted.
- C. Projects should limit overall site lighting to a low-level intensity and provide cut-off and powder coated finishes on shielded fixtures. The use of energy efficient fixtures is required. Avoid yellow lights. Color specifications must be noted in the submittal.
- D. Lighting design should generally provide subdued lighting, except in cases where more



- festive, dramatic, or innovative lighting designs may be appropriate such as commercial areas intended for entertainment and dining. In all cases, lighting should be tasteful and sensitive to impacts on surrounding areas.
- E. Projects should incorporate pedestrian lights in ways that enhance community identity and pedestrian safety. Consider how mounted banners or planters can enhance vibrancy of the overall area. These elements should be mounted for safety and durability and detailed through the SIP process.
 - F. Incorporate accent lighting into the building design to create visual interest, depth and shadows. Focus and direct building lighting to accentuate architectural elements and landscaping with a subdued wash of light while limiting upward directed light.
 - G. Decorative light fixtures should complement the style, materials and colors of the building and may be coordinated with surrounding site and pedestrian lighting where appropriate. The source of illumination should be hidden or otherwise shielded by acceptable opaque material.
 - H. Lighting must be directed, shielded, and cut off so as not to cause light trespass, glare or off-site impacts. Lighting under entry canopies, gas/service stations and similar applications should be flush-mounted.
 - I. The safety and security of the building and surrounding area should be enhanced through lighting design.
 - J. Commercial buildings may elect to decorate for the holidays. A cohesive, unified look should be utilized between all buildings within a shopping center or retail area. Lights should be removed within 30 days after the holiday.

XVII. LANDSCAPING, IRRIGATION and MAINTENANCE

A. Overall Intent:

Develop an approach to landscaping that takes into account both the regional climate and the microclimate of the site, important views to and from the site, and relationships with surrounding landscapes. Design the landscape to reinforce desirable community landscape patterns and characteristics, while enhancing the use and characteristics of the project.

- B. Submittal: All submitted plans for DRC review shall provide landscape plans, that as a minimum, conform to Douglas County Zoning Resolution, Chapter 2708 LANDSCAPE PLAN, [DCZR - Section 27 \(douglas.co.us\)](https://www.douglas.co.us/DCZR-Section-27).
- C. Review: The DRC will review project landscapes that align with these Guidelines, the HRCA Metro District requirements and Green initiatives in Forestry, as well as local resource and water conservation programs (these programs can be found at www.hrcaonline.org In addition, and due to the unique nature of each project, the DRC may provide further guidance upon review of the submitted landscape plans.

D. Landscape

1. Design Goals:

- a. Projects should use native and drought tolerant plant materials in conjunction with high quality site design, to reduce water consumption. Select plants for their adaptability to the site (including microclimate, soils, sun, moisture, slope, and maintenance) and group plants by their water-use need to ensure efficient irrigation. Information on Xeriscape principles and a recommended plant list are available at www.hrcaonline.org/plantlist.
- b. Use landscaping strategically to enhance the project design. Use thoughtful landscape design to create and reinforce visual gateways, pedestrian paths and destination focal points to and around the site. Strategically locate and select appropriate plant material to provide shade and human comfort in parking lots and public spaces, enhance building architecture, and to define transitions between public and private spaces. Landscaping should also be designed to screen or buffer views of more utilitarian functions of the site, soften vertical walls and similar applications. This can be accomplished with creative use of plants, structures (such as screens, fencing, walls, and monuments), and natural materials such as boulders and landforms/berms.
- c. Ensure year-round visual interest. Plant material should provide a varied yet cohesive palette of deciduous and evergreen plant materials that are carefully selected and located to create visual interest throughout the seasons. Create layered compositions of plant material with varied heights, colors and textures, both evergreen and deciduous.
- d. Promote safe environments through proper plant placement, soil preparation and amendments. Restrict evergreen trees immediately adjacent to the southern or western edge of pedestrian pathways to mitigate ice building in their shadow. Plant material should be used to effectively enhance or screen elements of a project, as appropriate, but should not interfere with vehicle and pedestrian sight lines or reasonable surveillance of parking lots, entries, service areas, ATM's, and similar pedestrian areas. Locate thorny trees and shrubs so that at maturity they do not encroach into walkways and/or high use pedestrian areas. Consider mature size and growth habits of the plant material as a part of the overall landscape design to ensure a long-term, healthy and manageable site landscape.
- e. Projects Continuation (Phased): All phased projects where sites are visible to the public shall ensure all perimeters will be constructed and finished with final landscaping, lighting and streetscape elements as approved with the SIP. Pad sites shall be graded and seeded with natural grasses along with temporary irrigation for timely establishment.

2. Plant Materials:

- a. Visit www.hrcaonline.org/plantlist for the most current, Suggested Plant List, which will offer guidance on selecting plant material that is appropriate for Highlands Ranch.
- b. The following additional resource links are provided for reference and consideration:
 - [Rabbit and Deer Resistant Plants, Flowers, Shrubs and Trees in Colorado](#)

- [Plant Select](#)
- [Sterling-Ranch-Recommended-Planting-List-2020-08-26-PDF \(sterlingranchcab.com\)](#)

3. Plant Location

- a. Locate plants and trees to allow for mature growth, in consideration of structures, signs, light poles, parked cars, sight distance triangles, fire hydrants, and adjacent landscape of adjacent properties. Landscaping should not interfere with key views of commercial buildings or signage. Plants should generally be spaced to ensure that no more than 1/3 of the plant's mature canopy (spread) will overlap into another plant's canopy. To allow trees in tree grates to grow to maturity, build a continuous planting strip beneath the sidewalk, use underground tunnels filled with soil, or use a structural soil mix in vaults. Keep as much of the surface unpaved as possible or use permeable pavement systems as applicable.
- b. Consider planting deciduous trees to shade the west, south and east sides of buildings in summer, and evergreen trees to provide winter windbreaks on the west and north edges of the site.
- c. Position large trees appropriately. Locate canopy and other large trees no closer than four feet from the back of curbs or sidewalks, driveways, and other hard surfaces to buffer trees from stress caused by salt, snow piling, vehicle overhang and compacted soils, and to allow trees to mature without buckling hard surfaces.
- d. Consider slope treatment and where appropriate, locate trees, shrubs (specifically those that help bind the sloped soil) and native grasses on slopes 3:1 or greater (use drip irrigation for trees and shrubs and temporary irrigation for native or drought-tolerant grasses).
- e. Coordinate the characteristics and spacing of trees along streets and adjoining properties to provide a cohesive pattern and promote a sense of place. If mixing species, alternate them in a pleasing pattern.
- f. Provide adequate clearance around utilities. While screening of utility boxes and other mechanical equipment is desirable, care should be taken to ensure that plant selection and location does not functionally obstruct access to utility boxes, fire hydrants, and similar elements. Consult with utility providers for specific landscape standards.

4. Other Landscape Materials:

- a. Mulches: An organic or inorganic mulch material is required on all exposed landscape areas without hardscape or plantings.
 1. Wood Mulch – Shredded wood mulch is the preferred organic wood mulch as it tends to “knit” together to hold it in position better than park or chipped wood.

2. Depth of 3" (minimum) to help mitigate weeds and hold moisture in the ground.
 3. Weed fabric is discouraged under wood mulch, especially on sloped planting beds, and is not allowed in perennial and annual specific beds.
 4. No shredded aspen or pine needles shall be allowed.
 5. Rock Mulch – Typically one or a combination of varying sizes of rock, pebbles, and gravel.
 6. Depth of 2" (minimum) help mitigate weeds and hold moisture in the ground.
 7. Weed fabric is required as separation medium between rock mulch and soil. Weed fabric on slopes may require larger rock cobble. Cobble that is angular tends to be much more stable than round gravel or cobble. Larger rock that is angular should be considered for sloped surfaces.
 8. Rock and weed fabric are not suggested for annual planting beds and any perennial should have a saucer of wood mulch initially during the plants establishment period.
- b. Soil Amendment: Appropriate soil amendment should be applied to planting areas due to compacted soil, allowing for good plant establishment, and easier infiltration of surface water back into the soil. Appropriate soil amendments quantity and type can be determined by GeoTech reports of the site and through Colorado State University Soil Testing Lab at www.soiltestinglab.edu.
- c. Edger: Typically metal with stakes to secure to the ground and to separate different landscape mediums.
1. Metal roll-top edging shall be 6" tall, minimum 7-gauge thickness (3/16") and colored black or green for commercial applications, unless otherwise approved.
 2. Edging appearance should create consistently smooth arcs and straight lines. Edging should not be visible above the medium it is separating nor sit on top of grade.
 3. Composite plastic type edging is not recommended for use in Highlands Ranch.

E. Irrigation

- a. Plan landscapes with irrigation system requirements in mind. Permanent, functioning, automatic irrigation systems are generally required in all cases, with the exception that hand watering may be used for plantings in seasonal containers such as flowerpots and hanging baskets. Temporary irrigation may be used for the establishment of native grasses, but keep in mind the irrigation must be maintained in working order during this period and removed once establishment is complete.
- b. Design irrigation based on slope aspect, sun/shade/wind micro-climates, and provide separate valve zones (hydro zones), as appropriate, based on grouped

plants that require similar water demand. Incorporate the use of drip systems or other low-volume application systems and use smart controllers and rain sensors to conserve water. Spray heads must minimize over-spray to non-pervious areas including sidewalks, buildings and roadways. Shrubs and trees should be irrigated by drip, bubbler, or low volume spray heads. Drip irrigation is suggested for annual, perennial and ground cover areas; however should pop-up spray heads be used in these areas consideration shall be given to the appropriate height to ensure proper coverage and limit overspray. Above ground, fixed spray heads are only allowed for the temporary native grass establishment period only.

- c. Outdoor irrigation is not allowed between the hours of 10 am and 6 pm from May 1st through September 30th, or with additional restrictions as specified by Centennial Water.
- d. Determine appropriate irrigation schedules. Irrigation schedules should be set at night or early morning to minimize evaporative loss and also when pedestrians are less likely to be present. Contact Centennial Water for additional resources on water use regulations and potential water wise rebates.

F. Maintenance

- a. In order to assure all owners of a quality level of finish in Highlands Ranch, regular maintenance of each site is required. Each owner shall maintain all areas of their property, keeping sites in neat and orderly condition, including the replacement of dead and unhealthy plant materials.
- b. Property owners shall remove dead, diseased, and broken tree limbs, especially those near streets and pedestrian pathways.
- c. Remove dead and diseased plants in a timely manner. It is better to remove the plant than await its replacement.
- d. Remove tree limbs that obscure regulatory, parking, pedestrian, wayfinding and warning signs in ROW and tree-lawns.
- e. Native grass areas should have an establishment plan along with scheduled mowing at least twice a year prior to weeds going to seed.
- f. Weeds shall be removed in a timely manner, especially in drainage swales.
- g. Volunteer plants that do not appear on the unapproved plant list are acceptable in open space naturalized areas.
- h. No exposed soil shall be acceptable on a site. The exception to this is user created pedestrian trails through public Open Space tracts and corridors. The surfaces within the property shall be covered completely with native grass (or provide proof of seed establishment program), hardscape, mulch, playground surfacing, sod, synthetic turf or some other material as shown on the approved landscape plan.

XVIII. Building Form and Composition

- A. Provide appropriate relationships of scale within context of the area. Building massing and form should be modulated to reduce bulk appearances and create interest.

Projects should provide gradual transitions of building height and mass such that no building appears “out of place” relative to the overall context of the area.

1. Taller buildings should establish gradual scale relationships with the surrounding area by varying building heights and aligning similar architectural features and patterns, particularly at pedestrian levels.
 2. Where multiple, free-standing buildings are proposed as part of a single project, the massing of buildings should be coordinated but varied enough to provide for interest and distinction among buildings.
- B. Apply base, middle, top compositional strategy. This tradition of architectural expression can be applied in a number of ways such as through variations in building forms, wall planes, horizontal and vertical elements, window patterns and building materials, provided they are proportionate to the building scale and combine to form a cohesive composition. For example:
1. A building “base” should be scaled, articulated and treated with materials that reinforce the building’s placement within the site and relationship with the pedestrian zone.
 2. The “middle” of the building typically responds to the function of the building through fenestrations and design expressions.
 3. The “top” of the building is an opportunity to complete the building forms, provide varied rooflines for interest, and contribute to unique silhouette against the sky. For example, use articulated cornices, eaves, canopies, bracket supports, trim in contrasting materials and colors, and variations in roof heights and forms.
 4. The traditional base, middle, top composition should be applied to most retail, office and commercial projects. Some multi-family buildings, buildings with highly contemporary architecture or innovative design and other circumstances may dictate alternative ways to compose building forms and reduce massing.
- C. Reduce building mass through proportioning strategies. A well-proportioned building has components (windows, for example) that have the same proportion as the other components (structural bays, panels, façade sections, etc.). Consistent proportional compositions should be provided throughout the building massing and façade composition.
- D. Transition building height to reduce mass and relate to adjoining buildings. Taller buildings may have forms or façade elements that “step down” or “step-back” to create relationships of scale with the street or adjoining buildings.
- E. Provide a human-scale through design strategies. Mass may be reduced in a number of ways including: variations in the building envelope; jogs in the wall planes; creation of architectural focal points at important corners or vantage points; angled or curved corners; varied rooflines; and similar measures that break down the basic geometry of the building.
- F. Use generous balconies and terraces to reduce mass. Where appropriate to the use,

balconies and terraces should be incorporated into vertical and horizontal shifts in building forms. The character and function of these elements should be evident from the street.

XIX. FAÇADE

Buildings should convey a high quality, inviting and enduring aesthetic that complements the character of the surrounding area.

A. Context

1. Design should fit within context and character of the area. Take cues from the architectural attributes, character and vision of the area to develop a complementary yet unique design aesthetic. Creativity and unique design expression is encouraged. However, projects should relate architecturally to their surroundings by incorporating



complimentary forms, materials, color palettes, or scaling patterns.

2. Adapt corporate formulas and design standards to reinforce the Highlands Ranch Community as a unique place. Prototypical site plans and architecture may need to be modified to reflect the context of the area. Staff will work with applicants to respect standard building footprints and maintain corporate recognition, while also confirming to these local guidelines.

B. Facades:

1. The design of all building facades should combine to create a high quality, unified architectural composition. The level of design detail on each façade may correspond to the degree of visibility and interaction with the public. Facades visible from streets, pedestrian routes, parking areas, parks, trails, and adjacent neighborhoods shall have the highest degree of architectural attention and quality materials. At a minimum, street-facing wall treatments should “wrap” around the corner of less prominent sides to the extent that they coincide with an architectural form or feature. Arrange façade elements to create a sense of proportion, rhythm, and pattern. Create an interesting, tasteful, and cohesive composition of elements. Arrange bays, fenestrations, columns, pilasters, arcades, and similar features to create interest. Repetitive patterns should accent (not define) a building façade. Asymmetrical rhythms may be desirable, particularly on larger walls.
2. Apply architectural elements and patterns both horizontally and vertically. Consider using vertical elements to break up the scale of predominantly horizontal masses and horizontal elements to define vertical massing. Score lines, control joints and similar features should be scaled and detailed appropriately so as to be discernible from a distance.
3. Design buildings such that the primary functions and uses can be readily appreciated, making the building easy to access and understand. At the same

time, incorporate design flexibility so that the building remains useful over its life span.

4. Building facades should incorporate depth, where appropriate, by using architectural projections, balconies, decks, artistic elements, and similar measures provided they are integrated into the overall design. Architectural features should be based on authenticity of building form and character with a high degree of design integrity, artful purpose and craftsmanship. Avoid “tacked-on,” unrelated elements.
5. Where large expanses of blank walls are unavoidable, consider uses or design treatments to soften the wall and provide interest at the pedestrian level. For example, incorporate wall setbacks or indentations, water tables, landscaped walls, public art, raised planters, trellises, seating or other secondary elements.
6. Building mounted or façade mounted 5G antennas and other such units are not permitted. Rooftop units must be screened.
7. Coordinate design with project signage.
 - a. Consider how the placement, sizing, mounting and illumination requirements of the sign will work within the context of the building design as a whole.
 - b. Mixed-use buildings should designate locations for planned signage on the building elevations. Demonstrate how changeable tenant signs will be accommodated including wall, projecting and awning signs, as applicable.

C. Building Entries

1. Design obvious, pedestrian-scaled entries.
 - a. Building design should orient primary entries to streets, plazas, public drop-off areas or other public spaces. Consider dual or shared entries, as appropriate, for buildings located at the edge of streets with parking in the rear.
 - b. Larger buildings should employ variations in architectural forms, height and massing to guide users to the building entrance(s).
 - c. Building entries should be sized proportionately to the building and surrounding uses, but also be reduced in scale where necessary to provide an inviting pedestrian level.
 - d. Entries should be clearly distinguished from the façade bay and be given prominence through recess/projection, weather protection, articulation, arcades/colonnades, architectural details, materials, colors, accent lighting and other measures to create an inviting pedestrian-scaled experience.
 - e. Avoid deep recessed entries where shadowing will interfere with visibility or cause icy surfaces.

D. Windows

1. Window fenestrations should be integrated into the function and design of the building.
 - a. Provide a unified, hierarchical composition of windows that corresponds to the building's base, middle and top.
 - b. Proportion windows vertically wherever possible to convey a traditional, urban character. Verticality can be emphasized through window scaling, spacing patterns, mullions and architectural trim and detailing.
 - c. Articulate window design through architectural ornamentation that complements the character of the building. Consider recessing windows and providing distinctive framing, lintels, sills and mullions to create depth and interest.
 - d. Use windows for natural, indoor lighting as much as possible.
 - e. A high degree of transparency at the street level is encouraged in retail settings.
 - f. to provide interest and activity at the street and sidewalk level.
2. Glazing
 - a. Low-E coatings are encouraged to provide energy conservation while maintaining a high degree of transparency.
 - b. Fritting (bonding of opaque coating on the inside surface of the glass) or shade devices at least eight feet above the ground floor level may be provided to address solar heat gain.

XX. MATERIALS/COLORS

Design projects with a cohesive mix of durable materials, colors and finishes that convey a sense of permanence and richness of detail.

- A. Provide a diverse, yet unified mix. A mix of contrasting textures, color and materials is encouraged, provided the overall palette results in a cohesive appearance (not stark, unrelated changes in materials or colors).
- B. Encouraged Materials. Encouraged materials include masonry (stone, brick, architectural pre-cast concrete, cast stone, integrally colored (not painted) architectural concrete block, and prefabricated brick panels), cement fiber siding, metal, glass, and cement stucco.
 1. Wood siding or wood elements should generally be limited to accent areas and must be of a composite or finished/treated wood that conveys high quality and longevity. Where wood fencing is installed abutting a street, park, school, or residential or commercial property it must be stained "Highlands Ranch Fence Brown," available at most hardware and paint stores within Highlands Ranch.
 2. Shading devices such as awnings, canopies, trellises, sunshades, and other elements must consist of durable, high-quality materials such as tile, canvas or metal in a matte finish.

3. Building materials that are not permitted include highly reflective glass curtain wall systems, unfinished/grey concrete masonry units, vinyl, or vinyl siding.
 4. Natural stone, brick or integral-colored blocks cannot be painted or stained. The use of stucco or similar synthetic coating systems should be avoided at ground level or where there will be regular contact with people, maintenance equipment, irrigation systems, etc. to avoid damage or discoloration over time.
- C. Address proportions of scale and detail through materials. The scale of building material components should correspond with the overall scale of the building to reinforce a sense of permanence.
1. Large and/or tall buildings should use large brick or stone units to form a building “base” rather than small brick units or thin stacked stone. Similarly, large buildings or portions of buildings that will be viewed primarily from a distance should employ larger scale materials to enhance legibility of the building.
 2. Smaller buildings, buildings seen from the street, and the portions of a building where pedestrians will be present should incorporate texture, variation in materials and colors, and detailing that can be seen and appreciated at close range.
 3. A discernible change in plane should be provided where different materials meet, such as a recessed or projected wall, ledge or reveal.
- D. Color palettes should complement the architecture of the building and complement the character of the surrounding natural and built environments.
1. To convey a sense of timelessness and quality, building colors should consist primarily of warm earth tone colors. Draw inspiration from natural Colorado landscapes including but not limited to browns, creams, warm grays, mossy greens, gold, terra cotta and some reds.
 2. Colors should be tasteful and complement the area but need not match the colors of adjacent buildings. Avoid monotony of colors within an area by selecting colors that relate to, yet are varied to some degree, from adjacent projects within the surrounding area.
 3. Colors should have low reflective characteristics.
 4. Tone down or shade brighter hues and integrate them into the overall earth tone color palette. For example, rather than bright red, use a deeper tone or shade.
 5. When beige, tan, cream, or similar colors are used, the underlying hue should generally be toward yellow rather than red to avoid the appearance of pink buildings in certain light.
 6. Brighter, bolder colors (including corporate branding colors) may be applied to areas or elements of the building where they are secondary in application compared to the main body or features of the building or are otherwise applied in ways that do not dominate the overall color palette or cause the building to look out of place relative to the area. Counteract stronger colors by integrating natural materials and textures into the overall design.

XXI. SIGNAGE

Professionally designed commercial signs, coordinated with building architecture, promote Highlands Ranch as a great place to conduct business.

Signage Guidelines Purpose:

1. Enhance the appearance and economic value of the community.
2. Promote safety by limiting distractions and confusion for drivers and pedestrians.
3. Avoid sign clutter that detracts from the character and quality of commercial areas.
4. Preserve the right of free speech and expression.

An application must be submitted to the HRCA prior to submitting it to Douglas County for any installation permit. All signage must meet the general "spirit and intent" of these guidelines, as well as criteria set forth in the Highlands Ranch Planned Development Guide.

Commercial centers often have their own set of sign guidelines for businesses. Tenants should check with their property managers or owners to determine if there are restrictions on signs and advertising in addition to those in this document.

For answers to questions about these guidelines, email commercialreview@hrcaonline.org.

A. General Requirements

1. Wall Signs (Permanent signs identifying a business, erected against the wall of a building where the display surface is parallel to the face of the building to which it is attached.)
 - a. Sign length may be no longer than 70% of the linear sign band/fascia for that tenant. If a sign is restricted to a portion of the tenant's sign band, then the 70% rule will not apply to that specific area but the sign will still have to comply with other requirements noted below.
 - b. All signs shall maintain a minimum distance of one-half the letter height from all architectural features, parapets and building corners, etc.
 - c. All signs shall be internally illuminated individual letter types.
 - d. Signage must be approved by property manager/landlord prior to review by HRCA.
 - e. No exposed raceways, crossovers, ballasts, or conduit will be permitted unless existing or specific approval from the Property Manager, Landlord, or Building Owner is given and the HRCA approves an Administrative Variance.

- f. All signs shall be limited to individual Pan Channel letters, no more than 5” deep, which will be centered horizontally and vertically on the respective fascia (unless otherwise approved).
 - g. Cabinet signs are not allowed outside of Town Center South unless a part of a registered trademark or logo.
 - 1. Logo may not exceed 24” in height.
 - 2. Business name and logo must be as is registered with the Secretary of State or other authority (Proof of registration of business name/logo may be required).
 - h. No single letter may exceed 20” in height; overall stack height cannot exceed 26” in height.
 - i. Illumination of signage shall comply with Section 30-Lighting Standards of the Douglas County Zoning Resolution.
 - j. A tenant shall be permitted to place upon its entrance gold leaf or white decal lettering not to exceed 2” in height and no more than 144 square inches, indicating hours of business, emergency telephone numbers, etc.
 - k. Per §XV Signs of the Highlands Ranch Planned Development Guide, latest edition, signs, and sign structures shall be always maintained in a state of reasonably good repair, with all braces, bolts, clips, supporting frame and fastenings reasonably free from deterioration, insect infestation, rot, rust or loosening. Signs shall be able to withstand anticipated wind pressures for the area in which they are located.
 - l. Certain business or commercial areas are subject to additional signage criteria. Please email commericalreview@hrcaonline.org with questions regarding specific areas.
2. Monument signs: (Permanent, free-standing signs allowed on a case-by-case basis to identify a shopping center or public facility.)
 - a. Monument Signs are allowed per site on a case-by-case basis. A shopping center will be allowed a sign per street and no more than one sign per entrance. No monument sign shall exceed 6' in height or 12' in width, including the base or side columns. All signs must have a base, and the base and any additional architectural feature must match the building's material/color. Monument signs may not utilize LED (light emitting diode) or LCD (liquid crystal display) to display a changing image, either in a series of still images or full motion animation, or any combination of them.
 3. Directional Signs on the interior of a shopping center or pad site directing traffic to a tenant or access way, providing information such as “exit” or “entrance.”

- a. Directional signs are allowed on the interior of a shopping center or pad site that are needed to guide traffic. There may be no more than four (4) directional signs per site. These signs can be no taller than 4' high by 3' wide and must have a base and color that matches the building. Directional signs are for the purpose of directing traffic to a tenant or in a direction and can give information such as "exit" or "entrance". Directional signs may not contain signage for a business that has color, logo, or verbiage specific to that business.
 - b. All designs must be approved.
4. Window Signs (Signs attached to the interior of a window, which can be seen from the exterior of the building).
- a. Window signage is allowed for use on pad sites and in-line retail tenants. A window sign is any sign affixed to or otherwise placed within 18 inches of a street-facing window or transparent door in a manner such that the sign is visible from the outside of the building.
 - b. Window sign design should be simple and clean and cover a limited area of window glazing. High visibility in and out of businesses should be maintained to ensure safety and reflect the vibrancy of businesses to passersby. Open sight lines are recommended to enable law enforcement professionals to view the interior of stores they may have to enter. All signage requires approval by the HRCA.
 - c. Window signs should provide supplemental information on products, services, and atmosphere.
 - d. Total window coverage in all cases must not exceed 25% of the total window surface.
 - e. Up to three window signs are allowed for each business if the building face at the main entrance is equal to or less than 50 lineal feet in length. Up to 6 window signs are allowed if the building face at the main entrance is greater than 50 lineal feet and equal to or less than 300 lineal feet in length. Six window signs plus one additional window sign per additional 50 lineal feet are allowed if the building face exceeds 300 lineal feet.
 - f. Signs of six square feet in area or less (such as 2' by 3') meeting the criteria below are exempt from HRCA approval. Regardless of sign sizes, it is required that 75% of the available window space remains open.



- g. In addition to signs with solid backing and measuring 6 square feet or less, businesses may apply non-backed white lettering to windows without committee approval for the purpose of advertising general products and services. (Example: a dry cleaner has script lettering on glass front window indicating that “comforters”, “bridal dresses”, and “carpets” are among the items they service). Total cumulative window coverage by all signs must not exceed 25%.
- h. All signs must be professionally made. Use of bright and neon colors should be limited. No signage may be attached to the outside of the window surface. Window painting requires special review; please contact commercialreview@hrca.org for more information about window painting.
- i. Full coverage window graphics (“decals”) are prohibited as they may prevent visual access into the interior of stores and other businesses to the disadvantage of law enforcement officials who may need to enter the business. Opaque window covers also create a “closed” appearance by shielding the visibility of activity within businesses regardless of the quality of the graphics.

5. Temporary Signage for leasing, sales, and new tenants

A. “For lease or sale:” Freestanding temporary signs may be used on a pad site for the purpose of advertising “For Lease”, “For Sale”, and the arrival of a new business. If you are a medical/office type building, you may have a freestanding sign for the building, but not for individual tenants. The following guidelines apply:

- a. Sign board may be no larger than four feet high by 8 feet wide.
- b. Overall height cannot exceed 6’
- c. Sign board must be installed on two 4” by 4” posts
- d. Sign board must be professionally made and may not use neon colors; and
- e. You must maintain the sign until it is removed (i.e. repaint, make sure it is standing)
- f. Submit for approval to:

Commercial Improvements
 Highlands Ranch Community Association
 9568 University Blvd., Highlands Ranch, CO 80126
 Phone: 303-471-8821
 Email: commercialreview@hrcaonline.org

B. “Coming Soon:” Non-illuminated temporary signage to announce “Coming Soon” followed by the name of the business, up to six (6) square-feet in area may be posted on the inside window of the store frontage for up to four weeks after date of approval by the landlord and the Highlands Ranch Community Association.

C. “Opening/Reopening:” Non-illuminated temporary signage, of a size no greater than what the permanent signage would allow, announcing the name of the business opening/re-opening may be placed in the location that the permanent signage will be

located for a maximum period of four weeks after date of approval by the landlord and the Highlands Ranch Community Association. This non-illuminated temporary signage must be constructed of weather resistant material and be kept in good condition. This non-illuminated temporary signage must be removed when the permanent signage is installed or after four weeks, whichever occurs first.

- a. Pad site owners may use a professionally made 4' x 8' wooden sign on two 4" x4" posts.
- b. All businesses may use a banner announcing, "Now Open", "Grand Opening" or "Open" containing no other advertising, no larger than 3' x 12' for 30 days after the business is open on the front of the building at the entrance area. The fascia may not be penetrated unless approved by the property owner.

6. Freestanding Temporary Signage

A. Portable Signs – one (1) non-illuminated portable "sidewalk" sign (also known as an "a-frame" sign) of up to eight square feet (i.e. 24" by 48") may be displayed on the sidewalk by each business or tenant. Sidewalk signs:

- a. Must be placed within 20 feet of business entry while leaving at least 5" clearance for pedestrian passage along sidewalk and into business entry.
- b. Must have a finished appearance.
- c. Must not have a highly luminescent, reflective, or "day-glo" surface.
- d. Must be removed at the end of each business day.

B. Temporary banners - for messaging pertaining directly to the operation of businesses, temporary banners may be approved by the committee. Examples: "On-line ordering and delivery now available," or "Hiring now." The committee will review applications for this signage on a case-by-case basis with consideration given to the neighboring businesses and economic conditions as they impact retail activity in Highlands Ranch. Banners are permitted for up to 90 days, after which a new approval is required.

7. Prohibited Signage - The following signs or types of signage are prohibited:

- a. Signs and banners attached to any of the following:
 1. Building walls and roofs, other than described in Section 1, "Wall Signs" and Section 6, "Temporary banners."
 2. Adjacent fences.
 3. Live trees and landscaping.
 4. Light poles, excepting holiday decorations approved by Design Review Committee.

- b. Painting on the exterior of building walls.
 - c. Animated, moving, rotating or sound-emitting signs, including “air dancer” or “tube man signs” activated by electronic or mechanical means; inflatable signs and figures; balloons; streamers; as well as any flag, banner or other device (“feather” flags, for example) designed to wave, flap, or otherwise move with the wind (excepting any flag or emblem of any government or governmental agency or any civil, charitable, religious, or fraternal organization).
 - d. Billboards.
 - e. Benches utilized for signage.
 - f. Vehicles (delivery or otherwise) utilized for de facto site signage, as opposed to those regularly used in the course of daily business with current registration and tags. Such vehicles may not be parked in areas adjacent to street frontages, and/off the premises of the businesses they serve.
 - g. “Going out of Business”/ “Moving” signage displayed for more than 30 days
 - h. Off-premises signs.
 - i. Roadway median signage.
 - j. Any sign which could be mistaken or confused with a traffic control sign, signal, or device.
 - k. Portable plastic (“coroplast”) or cardboard signs and banners attached to ground surface or landscaping, other than “Garage Sale” signs and real estate and vendor signs approved by the Development Review Committee.
8. Submitting for Sign Approval

Provide the following information with your submittal: - A drawing of the sign including dimensions, letter style, layout, colors; - Location where sign is to be installed.

Commercial Improvements
 Highlands Ranch Community Association
 9568 University Blvd., Highlands Ranch, CO 80126
 Phone: 303-471-8821
 Email: commercialreview@hrcaonline.org

Commercial improvement and sign applications can be submitted on-line. To view or submit an on-line application form, go to hrcaonline.org/property-owners/commercial/commercial-improvement-application.

The Board of Directors will use whatever means necessary and available to enforce these guidelines, including filing legal action, recording a Notice of Non-Compliance and

assessing fines pursuant to Section 5.17 of the Community Declaration.

XXII. APPEALS

In the event a property owner wishes to formally object to terms and conditions attendant to a Development Review Committee Decision or Notice of Non-Compliance, the following process shall apply:

The appeal must:

1. Be made in writing by either the property owner or legal counsel and addressed to the Development Review Committee.
2. Be filed and postmarked seven (7) calendar days prior to Committee Decision expiration date or Notice of Non-Compliance resolution due date.
3. Identify the specific term or condition being objected to along with justification as to the basis for the appeal.
4. Provide recommended alternative means of mitigation or resolution of the element of concern.
5. Be accompanied by any required review fee (see Fee Schedule).

Property owners are advised that, in all cases (either conditions relevant to the Committee Decision or Notice of Non-Compliance) evaluation of appeals will be based on demonstrated unique and extraordinary hardships or inapplicability of criteria of condition imposed versus subjective preference or simply not adhering to established criteria for self-induced hardship reasons.

Normally, the Committee will respond in writing to an appeal within 15 days of receipt. In the event a formal hearing is requested with the Committee, the hearing will be set within 30 days of the postmarked date of the Appeal, and the Committee will respond in writing within 15 days of said hearing.

VARIANCES The Development Review Committee, in its sole discretion, may authorize a variance from compliance with any of the criteria set forth herein when circumstances such as topography, natural obstructions, hardships (non-self-imposed) aesthetic, planning or environmental objectives may warrant. Variances must be specifically itemized, rationalized and documented as such by a committee decision.