



Delegate Meeting Agenda

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| I. Board Executive Session: Consultation with legal counsel regarding matters that are privileged or confidential between attorney and client. | 5:30 p.m. |
| II. Call to Order | 6:10 p.m. |
| III. Speaker – Douglas County Assessor <i>Toby Damisch</i> | 6:02 p.m. |
| IV. Pledge of Allegiance | 6:20 p.m. |
| V. Proof of Notice of Meeting | 6:22 p.m. |
| VI. Roll Call/Establishment of Quorum | 6:23 p.m. |
| VII. Approval of Minutes from the Preceding Meeting of the Delegates
April 18, 2023 | 6:25 p.m. |
| VIII. Member Forum <i>Sign-up in advance; 3-minute time limit</i> | 6:25 p.m. |
| IX. Board of Directors Report | 6:35 p.m. |
| X. General Manager Report <i>Mike Bailey</i> <ul style="list-style-type: none">• Douglas County Sheriff's Department Updates | 6:40 p.m. |
| XI. Department Updates <ul style="list-style-type: none">• No Updates | 6:45 p.m. |
| XII. Continued/New Business | 6:50 p.m. |
| XIII. Delegate Forum <i>Sign-up in advance; 3-minute time limit</i> | 6:55 p.m. |
| XIV. Adjournment | 7:00 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.
The Next Delegate and Board meeting will be held on Tuesday, June 20, 2023.

Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate. Some documents or information may have been unavailable when this agenda was prepared. For additional information, contact: theresa.hill@hrcaonline.org. The Board Working Session, Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our members.



Delegate Meeting Minutes

Agenda item: Call to Order **Presenter:** Jim Allen

Jim Allen called the meeting to order at 6:02 p.m.

Agenda item: Speaker – Douglas County Public Works Department **Presenter:**

The Douglas County Public Works department gave a presentation regarding upcoming projects in Douglas County and Highlands Ranch.

Mike Woodland | Delegate District #111 wanted the concerns that he expressed to DC Commissioner Laura Thomas and other Commissioners who were not present regarding the Winter Fireworks display near the Backcountry Wilderness area noted in these minutes. Due to the remote location, fire risk, and disruption to wildlife, this event should not occur in this area.

Agenda item: Pledge of Allegiance **Presenter:** Jim Allen

Jim Allen led the meeting in the Pledge of Allegiance.

Agenda item: Proof of Notice of Meeting **Presenter:** Kurt Huffman

Kurt Huffman confirmed the Proof of Notice of Meeting.

Agenda item: Roll Call/Establishment of Quorum **Presenter:** Brian Sheppelman

Conclusions:

A quorum was established; 18,538 lots of 31,934 lots were present.

Agenda item: Approval of Minutes for the Meeting of the Delegates for the February 21, 2023 Meeting **Presenter:** Jim Allen

Conclusions:

February 2023 minutes were approved—motioned by Elizabeth Strock, representing District 16, and seconded by Dennis Epperly, representing District 2. Motion carried.

Agenda item: Member Forum **Presenter:** N/A

Discussion:

Sarah Joe Light – Gave a presentation regarding the water crises and asked for votes for the Metro District election.



Agenda item: Board of Directors Report

Presenter: Jim Allen

Conclusions:

Jim Allen presented a PowerPoint. He updated Delegates that HRCSF selected 20 recipients to receive \$2,500 scholarships, with four recipients from Highlands Ranch High School, five from Mountain Vista High School, four from Rock Canyon High School, five from ThunderRidge High School, one from Valor Christian High School, and one from another High School.

He updated the Delegates on the first Delegate election and welcomed three new Delegates and 21 returning Delegates. He also mentioned six Delegates who are not returning and thanked them for their service to HRCA. He informed Delegates about the process for the 2nd Delegate Election to fill the remaining vacant districts.

Jim reminded the Delegates of the Quarterly Board Review meeting that will be held on April 28, 2023.

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

Mike Bailey presented a PowerPoint. He thanked Frank Adams, the HRCA Tennis Instructor, for his service to the HRCA, presented him with an award, and acknowledged that he was the recipient of the International Master Professional designation that recognizes people who have made significant contributions to the game of tennis. Frank is the 57th individual worldwide ever to receive this award.

Mike updated Delegates on an expansion proposal that UC Health presented to the Design Review Committee.

Mike outlined the HRCAs contract management review process and the savings made to the HRCA over the last year. He informed the Delegates of the Toyota Rav 4 lease buyout going before the Board. He also outlined that staff was working on a Pro Forma plan to provide direction in future budgeting endeavors.

Agenda item: Department Updates

Presenter: HRCA Staff

Conclusions:

Mark Gunther presented a PowerPoint outlining projects the Operations Department is working on starting in May.

Agenda item: Continued/New Business

Presenter: N/A

Conclusions:

Bylaw Committee didn't have anything from legal yet and hopes to have information to present at the next Delegate meeting.

Agenda item: Delegate Forum

Presenter: Delegates

Discussion:

Andy Jones | District 25: Discussion regarding airplane noise and how to make complaints.

Colin Campbell | District 115: Discussion about delegate meetings allowing Zoom participants to interact with the meeting and be counted.

Nancy Smith | District 62: Discussed her role and accomplishments on the Metro District board and asked all to ensure they vote.

Agenda item: Adjournment

Presenter:

Conclusions:

The Meeting of the Delegates was adjourned at 7:38 p.m.

Respectfully submitted,

Kurt Huffman, Secretary



Board Meeting Agenda

May 16, 2023

Southridge Rec Center

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
 - Approval of Board Meeting Minutes of Action from April 2023
 - Approval of Architectural Review Committee Minutes from April 2023
 - Approval of Design Review Committee Minutes from April 2023
 - Approval of the Finance Committee Minutes from April 2023
 - Approval of Bylaw Committee Minutes from April 2023
 - Approval of Finance Committee Member Reappointments
 - Approval of Account Delinquency Notices
 - Approval of DRC Applicant Kyle Matthews
 - Approval of Updated CDRs
- V. Member Forum | *Sign-up in advance; 3-minute time limit*
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee
 - Review of the April 2023 Finances
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
- XI. Delegate Forum | *Sign-up in advance; 3-minute time limit*
- XII. Adjournment

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.
The Next Delegate and Board meeting will be held on Tuesday, June 20, 2023.

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Board Meeting Minutes

April 18, 2023
Southridge Rec Center

Agenda item: Call to Order **Presenter:** Jim Allen

Conclusions:

The meeting was called to order at 7:39 p.m.

Agenda item: Establishment of Quorum/Roll Call **Presenter:** Kurt Huffman

Conclusions:

A quorum was established. Directors Jim Allen, Monica Wasden, Melissa Park, Dan DeBacco, and Kurt Huffman were present.

Agenda item: Proof of Notice of Meeting **Presenter:** Kurt Huffman

Conclusions:

Kurt Huffman confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda **Presenter:** Jim Allen

Action Items:

- Approval of Board Meeting Minutes of Action from March 2023
- Approval of Architectural Review Committee Minutes from March 2023
- Approval of Design Review Committee Minutes from March 2023
- Approval of Finance Committee Minutes from March 2023
- Approval of Bylaw Committee Minutes from March 2023
- Approval of ARC & DRC Committee Member Reappointments
- Approval of the purchase of the Rav 4 vehicle

Conclusions:

A motion was made by Monica Wasden and seconded by Dan DeBacco to approve the Consent Agenda. Motion carried.

Agenda item: Member Forum **Presenter:**

Discussions: None

Agenda item: Director Comments **Presenter:** Board of Directors

Discussions:

Dan DeBacco: Loved the Delegate election upgrade to election buddy.

Kurt Huffman: Encouraged everyone to remind homeowners of open volunteer opportunities. He would like more information on future changes to the Delegate election.

Agenda item: Committee Reports **Presenter:** N/A

Discussions:

Delegate Meeting: No report

Finance Committee: Brice Kahler presented the March 2023 Finance Committee updates. Everything looks good for the recreation and administrative funds; cash is also sufficient.

A Motion was made by Dan DeBacco and seconded by Melissa Park to approve the March HRCA financials as presented. Motion carried.

Agenda item: General Manager Report **Presenter:** Mike Bailey

Discussions:

Mike Bailey updated the board on the upcoming financial forecast that staff will present at QBR. Mike thanked Ken for bringing Frank Adams

Agenda item: Continued Business **Presenter:** N/A

Discussions: None

Agenda item: New Business **Presenter:** N/A

Discussions:

None

Agenda item: Delegate Forum **Presenter:** N/A

Discussions:

Homar Alvarado | District 68: Inquired about the Delegates getting an opportunity to purchase Beer Festival tickets early. Board members will discuss during QBR.

Agenda item: Adjournment **Presenter:** Melissa Park

Conclusions: 7:56 p.m.

Respectfully submitted,

Kurt Huffman, Secretary



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: April 5, 2023

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Jerry Jeter, Chair	✓		
Elizabeth Bryant	✓		
Jason Pickett, Vice Chair	✓		
Tony Perrone	✓		
Laurie Allred	✓		
Jeff Rohr	✓		
Don McCandless	✓		
Mollie Anderson, Secretary	✓		

Also in attendance:

Kurt Huffman – Board Member, guest
 Lisa James – Homeowner
 Dan Ferber – Homeowner
 Torval Keller – Contractor
 Elite Landscape - Contractor
 Jayma Wessling CIS Coordinator

II. VOTING OF ARC POSITIONS

1. Nomination for ARC Chair

a. T. Perone nominated J. Jeter, J. Pickett second, with all in favor.

2. Nomination for ARC Vice Chair

a. M. Anderson nominated J. Pickett, J. Jeter second, with all in favor.

3. Nomination for ARC Secretary

a. T. Perone Nominated M. Anderson, J. Jeter second, with all in favor.

III. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

4. 371 Winterthur Way – Paint

a. The request to paint the brick using a solid color was approved with six (6) in favor and two (2) denying, resulting in an approval.

5. 9562 Desert Willow Way – Curtains/Shade Sails

a. The request was unanimously denied.

6. 10814 Evergold – Pool & Court

a. The request was approved as submitted with seven (7) in favor and one (1) opposed.

7. 611 Red Spruce – Deck Cover

a. The request was unanimously approved.

IV. RESIDENTIAL IMPROVEMENTS

1. 8643 Woody Way – Siding

a. The request was unanimously denied.

2. 2226 Mountain Sage – Solid Fencing

a. The request was unanimously conditionally approved by all – the drawing of the standard fencing must be included in the approval; fencing must match the requirements of 2.30.

3. 8844 Forrest Dr – Fence

a. The fence request was unanimously approved.

4. 142 Plum Creek – Artificial Turf

a. The request was unanimously approved.

5. 8872 Chestnut Hill - Lighting

- a. The request was conditionally approved by all – lights must face downward and light cone remain in yard and be 40 watts or less.

6. 10115 Shadowbrook – Artificial Turf

- a. The request was approved by all.

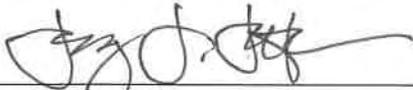
7. 477 Arden Cir – Artificial Turf

- a. The request was unanimously approved.

V. DISCUSSION

1. Review the RIGS
2. No view rights unless on the Deed

With no further business, the regular meeting adjourned at 8:19p.m



Jerry Jeter, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: April 19, 2023

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:37 p.m.

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Jerry Jeter, Chair	✓		
Elizabeth Bryant	✓		
Jason Pickett, Vice Chair	✓		
Tony Perrone	✓		
Laurie Allred	✓		
Jeff Rohr	✓		
Don McCandless	✓		
Mollie Anderson, Secretary	✓		

Also in attendance:

Gerarde, Christine – Homeowner
Jason Sunahara – Homeowner
Jayma Wessling CIS Coordinator

II. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. **3608 Seramonte** – Re-build
 - a. The request to rebuild was approved unanimously.
2. **10228 Brentwood** – Expanded Driveway
 - a. The Committee partially approve with a unanimous vote.

III. RESIDENTIAL IMPROVEMENTS

1. **4507 Lyndenwood** – Concrete walkway/border
 - a. The Committee partially approved the concrete request.
2. **1930 Fox Fire** – Artificial Turf
 - a. The Committee unanimously approved
3. **9694 Westbury** – Shed
 - a. The Committee conditionally approved with a unanimous vote.
4. **142 Plum Creek** – Artificial Turf
 - a. The Committee unanimously approved.

V. DISCUSSION

1. Painting brick

With no further business, the meeting adjourned at 8:10p.m

Jerry Jeter, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

DEVELOPMENT REVIEW COMMITTEE

April 12, 2023

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:00 p.m. by **Chairperson, Zell Cantrell**.

Roll call was taken by **Ariel Madlambayan, Secretary**

Member Name	Present	Absent	Excused
Zell Cantrell, Chairperson	✓		
Ariel Madlambayan, Secretary	✓		
Greg Banks	✓		
Henry Hollander	✓		
Michael Burmeister	✓		
Jerry Jeter	✓		

Also in attendance:

HRCA: Woody Bryant, DRC Consultant; Diana Sklenar, Community Improvement Services Manager; John Mezger, Commercial Technician for HRCA; Kurt Huffman, Board of Directors

UCHealth and design team: Akshay Sangolli (Page Southerland Page /PSP), Scott Stoll PSP. Sonal Desai PSP, Gus Blanco (zoom call) PSP, Kurt Meyer Remedy Medical Properties RMP, Darrel Phillips RMP, Jason Messaros BHA Design, Dan Bearse Martin/Martin Engineers, Cathleen Ehrenfeucht UCHealth, Matt Justiniano UCHealth, Craig MacPhee CivTrans Engineering

Residents: Rebecca Rothwell, Jennifer Harris (Zoom)

II. Review and Approval of March 8, 2023 meeting minutes

Action:

A motion was made by **A.Madlam** to accept the March 8,2022,_seconded by **J.Jeter**

- **6** member(s) **Concur;**
- **0** member(s) **Dissent;**
- **0** member(s) **Abstain.**

III. UCHealth Medical Campus, 1500 Park Central Drive- Hospital Expansion & Medical Office Building

a. Hospital Expansion

- Scope of Project: A one-story addition on the north-east side of the existing Medical Office Building (MOB) consisting of approximately 14,719 SF.
- A six-story addition on the east side of the existing Hospital consisting of approximately 156,399 GSF
- The project also includes the renovation of approximately 29,998 GSF on Levels G1, 1, and 2 between the existing Hospital and the existing Central Utility Plant (CUP)

b. Medical Office Building (MOB20): New Construction

- Overall grading and leveling of the site to enable placement of the MOB2 and

provide flexibility for future development on the HR Hospital Campus. This also will enable a simple/efficient connection from the MOB2 to the existing Hospital

- Integration with existing hospital site circulation and parking configuration
- Development to areas East of proposed MOB2
 - Two (2) curb cuts off SSG Chris Falkel Drive which will align with surrounding roadways, provide two (2) main entrances and exits onto the east side of site.
 - The east side is the main entry for the MOB2 and includes a covered patient and user drop off area
 - Landscaped areas around the patient/user drop off area
 - Asphalt paved accessible parking stalls, concrete sidewalks and landscaping
- Development to South of MOB2
 - Asphalt paved accessible parking, concrete sidewalks and landscaping
- Development to West of MOB2
 - Staff entrance and delivery entrance
 - Two (2) trash enclosures
 - Emergency generator enclosure; space for 2 generators
 - Asphalt paved accessible parking, concrete sidewalks and landscaping
- Development to North of MOB2
 - Asphalt paved accessible parking, concrete sidewalks and landscaping

Woody Bryant presented opening introduction of the project along with staff recommendations

IV. Presentation by UCHHealth & UCHHealth Design Team

V. DRC Questions and Comments

- The committee agreed the coordination of materials was ‘seamless’ to the existing buildings.
- Clarification about the proposed height of new structure in comparison to existing structure. The applicant indicated that the height of the hospital wing addition would be the same as the existing structure. Once graded, the ground elevation of the four- story MOB will be close to that of the hospital, and at about an even elevation with the nearby residences.
- Staff identified three (3) sources of possible light pollution: automobile headlights, office lighting at night, and parking light poles. Extensive discussion about possible ways to mitigate these concerns. Considerations included: adding parking structure and adjustment of the building. Staff recommend the down-lit parking lighting includes house side shields to protect residences from direct lighting.
- EVG Charging is being considered for future installation; it is not part of this proposal.
- Concern overall parking is not adequate for visitors, handicap parking, and access to healing garden. The HR Planned Development Guide provides minimum requirements for parking. The area is designed as a combined campus parking approach.
 - UCHHealth has requested a 2% variance in available parking from Douglas County: 1,876 vs. 1,941 “required” for the overall medical campus.
- The penthouse on the sixth floor hospital expansion was a point of discussion, including its features and impact for stairs, elevator systems and noise control from air conditioning condensing towers.
- Discussion for the height of the structures and possible loss of views to residents. It was stated that ‘there is no such thing as a view corridor in Highlands Ranch’
- Conversation about the ‘healing garden’. Its purpose, access and clarification that this area is not a ‘destination’ but intended as a feature for existing patients.

- The MOB2 has a north south orientation. The DRC requested an east/west orientation be considered.
- Discussion of possible crosswalk(s) between the buildings.
- Landscape discussion to encourage planting palate and irrigations that would minimize water usage. Area comes complete with master drainage system. Possible analysis may be needed.
- Traffic Engineer alleviated concerns over impact on the area.

IV Action:

- Community project will be tabled until further information described below presented to the DRC. This was motioned by **A.Madlambayan** and seconded by **H.Hollendar**
 - Possible cleaner path of travel between the UCHHealth Hospital and the MOB2 Building
 - Consideration of the changing the orientation of the building- East/west orientation for MOB2
 - Request of full building 3D elevations
 - Confirmation that a Noise Study was completed
 - Address penthouse height

IV. Non-Agenda Resident Comments

- Rebecca Rothwell commented on the focus for mountain views the obstruction through the height and the location of the building.

With no further business, a motion was made by J.Jeter to adjourn the meeting. Seconded by M.Burmeister. The meeting adjourned a 9:02 pm.

Zell Cantrell, Chairperson

Ariel Madlambayan, Secretary



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

**April 17, 2023, Finance Committee Meeting
Highlands Ranch Community Association,
Inc.
Eastridge Recreation Center**

FC Members Present:

Dan DeBacco, Chair
Jennifer Harris
Leighton Stephenson
Mikell Wilcox
Shane Callahan
Michael Flower

FC Members Absent:

Ron Welk

Staff Members Present:

Brice Kahler, CFO
Brian Sheppelman, Corporate Compliance Director
Emily Arnold, Finance Manager

Board Members and Visitors Present:

Kurt Huffman, Board Member

1. The Finance Committee meeting was called to order at 6:00 p.m. by Dan DeBacco. A quorum of the Finance Committee was present.
2. The Finance Committee reviewed the March 20, 2023, Finance Committee meeting minutes.

A motion was made to approve the March 20, 2023, HRCA Finance Committee meeting minutes as amended. The motion was approved unanimously.

Motion: Leighton Stephenson Second: Shane Callahan

3. The Finance Committee reviewed and discussed the March 31, 2023, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed. The Finance Committee asked various questions regarding Balance Sheet and Income Statement line items including cash reserves, legal fees, and program performance.

A motion was made to recommend that the HRCA Finance Committee accept the March 31, 2023, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Jennifer Harris Second: Leighton Stephenson

4. The Finance Committee next reviewed the Q1 2023 Highlands Ranch Community Association 501(c)3 Financial Statements. Actual to budget variances were discussed for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund.

A motion was made to recommend that the HRCA Finance Committee accept the March 31, 2023, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Michael Flower Second: Shane Callahan

5. Brice Kahler presented the quarterly update of cash and investments. HRCA is highly liquid with the majority of investments in cash, money market funds, and short-term CDs.
6. The Finance Committee reviewed the 2023 HRCA Finance Committee Calendar for the remainder of the year. There will be no FC meeting in December.
7. The Finance Committee reviewed the Finance Department's Project List. Completed projects include automation of monthly financials and new program analyses included with the March financial statements. Ongoing projects include updating HRCA Procurement Policy, replacing corporate credit cards with Wells Fargo PCards, assessment payment upgrades, and creating a 10-year Forecast.
8. With no further business, the meeting was adjourned.

A motion was made to end the April 17, 2023, Finance Committee meeting. The motion was approved unanimously.

Motion: Dan DeBacco Second: Jennifer Harris

Respectfully Submitted,

Emily Arnold, Accounting Manager



HIGHLANDS RANCH COMMUNITY ASSOCIATION

BYLAW COMMITTEE
April 11, 2023
MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:30 PM by Mark Dickerson

Roll call was taken

Member Name	Present	Absent	Excused
Mark Dickerson- Chairman	*		
Nancy Smith- Vice Chair	*		
Frank Tezak	*		
Pattie McGuiness	*		
Michael Petruccelli	*		
Clinton Cave			*
Dennis Epperly	*		
Rosabel Harrington		*	

Also in attendance:

- Brian Sheppelman, Director of Compliance
- Greg Herman, District Delegate
- Monica Wasden, Board Member
- Kurt Huffman, Board Member

II. Greg Herman, a Delegate, expressed concerns about the Delegates’ losing some of their power. Committee Members discussed that having the Delegates run their own meetings and set their own meeting agenda might help with this.

III. Approval of minutes:

- March minutes with the change to “If more than 90 days remain...”
5 – 0 - 1 abstain
- January minutes 3 -0 – 3 abstain
- February minutes 5 – 0 -1 abstain

IV. Review of proposed recommended changes

- 5.3 Qualification for Director and for Delegate - alignment of language completed by Legal
- 6.12 Delegates to run their own meetings – Legal to add a vice chair who will serve as chair in the absence of the Chair
- Section 6.7 quorum requirement to be 50% plus one lot. Legal to add

- 7.4 Seven Directors on Board – **to be corrected by Legal** decision reconfirmed by committee members
- 7.4 Staggering of elections **to be corrected by Legal**
2024 - 3 Directors elected.
2025 - 2 Directors elected.
2026 - 2 new Director positions up for election
- 7.4 Only one Director can be elected from any Delegate District **to be added by Legal**
- 7.5A Three Year terms for Directors - **to be added by Legal**
- 7.5B? Term limits for Directors - **to be added by Legal**
limited to three 3 year terms
“No more than three (3) consecutive three (3) year terms, not including partial terms. Three (3) years or one (1) term must be observed before a candidate can re-run for office”
- 7.8 Filling Vacancies in Directors - **to be added by Legal:**
“Filing vacancies- If ninety (90) days or less remain before the end of the term, the position will not be filled. If more than ninety (90) days remain in the term, the Delegates will hold a ‘special’ meeting of the Delegates to fill the position for the remainder of the term.”

V. Dennis Epperly, Committee member, expressed his concern that when a Delegate is running for a Director position on the Board it is a conflict of interest for that Delegate to vote only for himself and abstain his other votes. The Committee discussed the fact that residents are always able to direct their Delegate on how the resident wants his lot voted. In terms of a conflict of interest however, it seemed that there might not be a solution.

VI. Future plans are to meet with the attorney on May 9th to review the wording of the recommended changes, followed by a presentation to the Delegates on May 16th, and a vote by the Delegates on June 20th.

VII. Mark and Nancy will work on listing the pros and cons of the recommended changes with input from the Committee Members to follow.

VIII. Next meeting is May 9th at 6:30 at Eastridge. **Legal will be present.**

IX. Meeting was adjourned at 8:36

Summary of the recommended eight changes to be voted on by the Delegates:

1. Alignment of language on qualifications for Director and for Delegate
2. Delegates to run their own meetings with their own Chair
3. Seven Directors on Board
4. Staggering of elections
5. Only one Director can be elected from any Delegate District
6. Three Year terms for Directors
7. Term limits for Directors
8. Filling Vacancies in Directors
9. Quorum is 50% plus one vote



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

2023: FINANCE COMMITTEE MEMBERS SEEKING REAPPOINTMENT

Shane Callahan

Michael Flower

Jennifer Harris

Leighton Stephenson

Mikell Wilcox

Ron Welk



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Account Delinquencies Seeking Board Approval to Send to Legal Counsel	
Customer Number	Assessment Balance
CUS18171	1,967.84
CUS42063	766.44
CUS34579	746.44
CUS0782	766.44
CUS41722	775.49
CUS7235	746.44
CUS33689	746.44
CUS31244	746.44
CUS43073	746.44
CUS20360	746.44
CUS13113	786.44
CUS15689	711.44
CUS5149	746.44
CUS38623	907.29
CUS4100	766.44
CUS11716	766.44



Letter of Interest

To Those Considering my Application for the HRCA DRC,

I'd like to start by explaining that I have been a resident of Highlands Ranch since 2007. My family enjoys the benefits of living in a well designed and convenient community. I have a good understanding of what our community members enjoy about the place we live, while also understanding the complexities of design and construction projects and the constraints those projects must work within.

I am a licensed architect with 20 years of experience. I hold licenses in 9 states and also hold an NCARB certificate and I am an American Institute of Architects member. I hold an accredited Bachelor of Architecture (BArch) from California Polytechnic University San Luis Obispo. I have worked architectural firms of various size, been a shareholder and owner at a large multi-disciplinary firm, worked for the federal government, and now own and operate my own small firm in Highlands Ranch.

A few years back I presented a project to the DRC and enjoyed the experience. I feel I would be a benefit to the DRC because as a resident I can understand the need to protect the community from problematic development. But as an architect I can also understand the constraints of development and what the DRC can reasonably expect from applicants. I have spent much of my own career making similar presentations to DRC-type groups all over the country and feel that I would be helpful in narrowing in on the important information from each presentation that the DRC must review.

In the interest of disclosure, it should be noted that I worked with Zell Cantrell for 8 years at a previous job. Zell is a friend and a great mind in the world of development. I would have no problem working with him, but felt that I should mention our past working relationship.

I hope to be considered for the appointment and have the chance to give back to a community that my wife, four children and I have enjoyed living in for 16 years! Please feel free to reach out with any further questions.

Kyle Matthews, AIA/ NCARB





HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Kyle

Last Name: Matthews

Home Phone #: 720-323-1493

Email Address: kyle@justarchitectureanddesign.com

Address: 9815 Westbury Ct

City: Highlands Ranch, CO Zip Code: 80129

1. Are you a home owner in Highlands Ranch? Yes No

2. Please check the committee for which you are applying:

Architectural Committee **Development Review Committee** Finance Committee Tribunal Hearings Panel

Other _____

3. Will you have the time required to fulfill the duties of this position? Yes No

4. Are you able to attend the necessary meetings? Yes No

5. Have you volunteered for a HRCA Committee Before? Yes No

6. Do you currently hold a committee position? Yes No

7. If yes, which committee and when?

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?

See Attached resume and Letter of Interest

9. Please attach a current resume.

10. Please attach a letter of interest or statement of qualifications and experience indicating (a) why you are interested in serving on this committee (b) state how your background, experience, qualifications, and education are best suited to serving on the committee, and (c) why you should be considered for appointment.

11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

I certify that this report is true, complete, and correct to the best of my knowledge. (Please print and sign.)

Signature: _____ Date 5/1/2023

For office use only:

Received by: _____	Date: _____
<input type="checkbox"/> Application	<input type="checkbox"/> Resume
<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> COI Disclosure

KYLE MATTHEWS

9815 Westbury Ct, Highlands Ranch, CO 80129

kyle@justarchitectureanddesign.com

EXPERIENCE

2004 – 2008

PROJECT ARCHITECT, KTG

This was my first full time position after graduating college. I grew from an intern to a licensed architect during this job.

2008 – 2014

SPACE & FACILITIES PROJECT MANAGER, 10TH CIRCUIT COURT OF APPEALS

I spent the economic downturn working for the federal government acting as an owner rep for various court units on design and construction projects throughout the Circuit.

2014 – 2022

PRINCIPAL, GALLOWAY & COMPANY

I managed a large team of architects and engineers on projects throughout the country. I ran nationwide programs with large clients and also ran all of the federal building projects for the company.

2022 – 2023

OWNER, JUST ARCHITECTURE & DESIGN, LTD.

In February of last year I started my own company in the interest of spending more time with my family.

EDUCATION

MAY 2004

BACHELOR OF ARCHITECTURE, CAL POLY, SAN LUIS OBISPO

My degree is NAAB accredited and is a 5-year bachelor degree.

SKILLS

- I have good interpersonal and communication skills
- I understand design drawings, including MPE, civil, structural, and landscape drawings
- I volunteer at our church youth group
- I like to mountain bike on the trails of Highlands Ranch
- I am volunteering at my children's school career expo

**RESOLUTION 17-01-03
OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

SUBJECT: Establish Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc. ("HRCA").

PURPOSE: To approve and adopt Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.

AUTHORITY: The Declaration, Articles and Bylaws of the Association and Colorado law.

EFFECTIVE DATE: 2/21/2017

RESOLUTION:

WHEREAS, the Board of Directors ("Board") of HRCA is responsible for the management and affairs of the Community Association; and

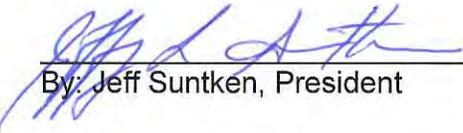
WHEREAS, HRCA desires to adopt Duties and Responsibilities of Directors, Delegates and Committee Members of Highlands Ranch Community Association, Inc. to assist in their roles which duties and responsibilities are attached hereto.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of HRCA hereby adopts the attached Duties and Responsibilities of Directors, Delegates and Committee Members of Highlands Ranch Community Association, Inc.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors on 2/21/2017, 2017 and in witness thereof, the undersigned has subscribed his/her name.

**HIGHLANDS RANCH COMMUNITY
ASSOCIATION, INC.**


By: Jeff Suntken, President

Resolution 17-01-03
Duties and Responsibilities of Directors, Delegates and Committee Members
of the Highlands Ranch Community Association, Inc.

The Board of Directors ("Board") of Highlands Ranch Community Association, Inc. ("HRCA") is responsible for the management of all aspects of HRCA and has the obligation and duty to make decisions for the entire community. In order to assist the Board, the Delegates and Committee Members of HRCA in their official capacity as defined below, the Board hereby sets forth these guidelines summarizing the duties and responsibilities of directors, delegates and committee members of HRCA.

GENERAL DUTIES OF BOARD MEMBERS, DELEGATES AND COMMITTEE MEMBERS

All directors, delegates and committee members have the following duties:

1. The **DUTY OF DUE CARE** requires the directors and officers to:
 - a. Act in good faith;
 - b. With the care an ordinary prudent person in a like position would exercise under similar circumstances; and
 - c. In a manner the directors and officers reasonably believes to be in the best interest of HRCA

This means you must be reasonably informed and actively participate in those affairs as are set forth. The duty of due care must be discharged diligently, honestly and in good faith. You must act with knowledge. You must conduct yourself with the level of care, skill and diligence exercised by "reasonably prudent persons" in the handling of their own affairs. Where you know the facts, analyze the probable result of an action, exercise sound judgment and keep reasonable records, you act prudently and fulfill your important duty of due care. You should generally exercise their duty of due care by reviewing the agenda and reading related materials in advance of each meeting, attending meetings, being prepared to discuss the business before the meeting and voting on matters that come before the meeting.

2. The **DUTY OF UNDIVIDED LOYALTY** requires the interests of HRCA take priority over your personal interests. You must treat all information learned in your role as confidential unless there has been public disclosure, the information is included in HRCA's records, such as recorded in the minutes, or the information is common knowledge and must not speak as an individual on behalf of HRCA or the Board unless authorized by the Board of Directors. You are prohibited from borrowing money from HRCA.
3. The **DUTY TO ACT WITHIN THE SCOPE OF AUTHORITY** as set forth in the governing documents or policies of HRCA;
4. The **DUTY OF COMPLIANCE** with the governing documents of HRCA;
5. The **DUTY TO ABIDE** by all federal, state and local laws;
6. The **DUTY TO TREAT** all others with respect and dignity, ensuring an environment free from discrimination or harassment on the grounds of race, color, religion, pregnancy, sex/gender, sexual orientation, national origin, age, disability, marital or military service status, or any other category protected by applicable law;

CONFLICTS OF INTEREST

All directors, delegates and committee members must adhere to the following with respect to conflicts of interest.

1. Definitions.
 - a. "Conflicting interest transaction" means a contract, transaction, or other financial relationship between the Association and you, or between the Association and a party related to you, or between the Association and an entity in which you are a director or officer or have a financial interest.
 - b. "Party related to a You" means a spouse, a descendant, an ancestor, a sibling, the spouse or descendant of a sibling, an estate or trust in which you or a party related to you has a beneficial interest, or an entity in which a party related to you is a director or officer or has a financial interest.
2. Any conflicting interest transaction on the part of you or any party related to you must be disclosed. You should disclose you financial or other interest whenever you or a party related to you proposes to enter into a business or financial relationship with HRCA. You may be counted in determining quorum at the meeting and may participate in the discussion but shall not vote on the matter. The minutes of the meeting shall reflect the disclosure made, the abstention from voting, the composition of the quorum and record who voted for and against. Following disclosure of or otherwise learning of a conflict of interest, the disinterested board members, delegates or committee members shall act in the best interests of HRCA in addressing any such conflict.
3. No conflicting interest transaction shall be voidable by the Association if:
 - a. The facts about the conflicting interest transaction are disclosed, and a majority of the disinterested board members, delegates or committee members, even if less than a quorum, in good faith approves the conflicting interest transaction; or
 - b. The conflicting interest transaction is fair to the Association.
4. In addition to the above, each director, delegate and committee member shall adhere to the following Code of Ethics:
 - a. You shall not use your position for private gain, including for the purpose of enhancement of your financial status through the use of certain contractors or suppliers.
 - b. You shall not solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.
 - c. You shall not accept a gift or favor made with the intent of influencing a decision or action on any official matter.
 - d. You shall not receive any compensation from the Association for acting as a volunteer.
 - e. You shall not willingly misrepresent facts to the Members of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on a committee to the Board, delegates, Board of Directors or the HRCA Staff Members to advance a personal cause.
 - f. You shall not interfere with a contractor engaged by the Association while a contract is in progress.
 - g. You shall not harass, threaten, or attempt through any means to control or instill fear in any Member or agent of the Association.
 - h. You shall not make any promise of anything not approved by you, the Board as a whole, the delegates or committee to any subcontractor, supplier, or contractor during negotiations.
 - i. You shall voluntarily resign from your position if convicted of a felony.
 - j. You shall not knowingly misrepresent any facts to anyone involved in anything with the community which would benefit yourself in any way.
 - k. Language and decorum at meetings will be kept professional. Personal attacks against owners, residents, managers, service providers, committee members or board members are prohibited and are not consistent with the best interest of the community.

PROTOCOL FOR EMAIL COMMUNICATION

Emails that are distributed by directors, delegates or committee members in their official capacity are official Association business and must conform with the following protocol.

1. You shall not send any inappropriate content such as hate speech; sexually explicit or sexually oriented materials; materials related to any illegal activities; bullying or harassment or material that ridicules or could reasonably be considered as being discriminatory towards others on the basis of race, creed, religion, color, sex, disability, national origin, age or sexual orientation.
2. All emails sent by you from your HRCA email account shall include the following:

LEGAL DISCLAIMER

This email and its attachments may be confidential and are intended solely for the use of the intended recipient. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy them to anyone. Please contact the sender if you believe you have received this email in error. Please note that any views or opinions expressed are solely those of the author and do not necessarily represent those of the Highlands Ranch Community Association (HRCA). Finally, the recipient should check this email and any attachments for the presence of viruses. The HRCA accepts no liability for any damage caused by any virus transmitted by this email.

3. At the request of the Manager, any email sent under this section shall be made available to the Manager.
4. Anyone who violates this email protocol or the Code of Ethics at Paragraph 4 under Conflicts of Interest will be revoked of their HRCA email account privileges as well as other appropriate action.

SPECIFIC DUTIES OF BOARD MEMBERS, DELEGATES AND COMMITTEE MEMBERS

One of the most important functions of the Board of Directors, Delegates and Committee Members are to keep the resources and its efforts focused on HRCA's mission. This requires the directors, delegates and committee members to have an adequate understanding of HRCA's governing documents, programs, people and the various resources which are available to achieve HRCA's goals. Being a board member, delegate or a committee member requires active participation. Persons who do not have the time to keep reasonably informed and to regularly and actively participate should not agree to be a director, delegate or a committee member.

1. Definitions.

- a. "Official Capacity" as used in the Bylaws shall mean only the actions taken as part of the individual's position in the Highlands Ranch Community Association, Inc. and only those actions which have a nexus to that position. Specifically, Official Capacity shall mean the following with respect to certain positions within the Highlands Ranch Community Association, Inc.:
 - i. With respect to Directors Official Capacity shall mean any action taken as a part of fulfilling the duties and responsibilities of a Director as set forth in the governing documents of HRCA and state and federal law.
 - ii. With respect to Delegates Official Capacity shall mean any action taken as a part of fulfilling a Delegates duties as set forth in the governing documents of HRCA and state and federal law and more specifically described in Paragraph 3a below.

2. Board Members.

- a. The Official Capacity of the Board Members' is to act as the steward of HRCA's assets. These assets are held by HRCA to be used only to further the common interests of the Members of HRCA. HRCA may not be operated for the personal benefit of the directors.

- b. The directors are responsible to the Board and the Board, in turn, is legally responsible for the management of the affairs of HRCA. The Board is not expected to manage the day-to-day activities of HRCA. For those duties, the Board has hired a community manager to which the Board may delegate any of its duties, powers or functions. However, it is the Board's responsibility to oversee the community manager's work, to see that HRCA is fulfilling its mission and to review and assess the community manager's performance.

3. Delegates.

- a. The Official Capacity of Delegates is to elect the Board of Directors at the annual meeting of Delegates. Delegates also vote on those limited items set forth in the governing documents for Delegate voting as follows:
 - i. Election of Board of Directors (Bylaws Section 6.2)
 - ii. Removal of Directors (Bylaws Section 7.6)
 - iii. Amendments to the Articles (Articles of Incorporation, Article X1)
 - iv. Amendments to the Bylaws (Bylaws, Section 11.1)
 - v. Encumber Association Properties (Community Declaration, Section 5.24)
 - vi. Certain assessment increases (Community Declaration, Section 8.21)
 - vii. Special assessments (Community Declaration, Section 8.31)
 - viii. Amendments to the Declaration (required by Governmental Entity) (Community Declaration, Section 11.4)
 - ix. Conveyance of Association Properties (Community Declaration, Section 5.23)
 - x. Review of application process for Backcountry Development Proposals (Bylaws, Section 13.2)
 - xi. Act in an advisory capacity with respect to the operation and maintenance of Recreation Cost Centers (Bylaws, Section 6.2.1)

3. Committee Members.

- a. The Official Capacity of Committee Members is to serve the HRCA Board of Directors in an advisory capacity to ensure that the best and most accurate information and advice is provided to the Board for use in their deliberations. The Committee Members shall have and exercise such authority as specified in the resolution creating such committee. Each Committee Resolution will detail the specific duties of the Committee Members.

**Statement of Acknowledgment of Duties and Responsibilities
of Directors, Delegates and Committee Members of
the Highlands Ranch Community Association, Inc.**

I have received, read and understand the document entitled, " Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.", a copy of which is attached hereto as Exhibit "A", and I agree to abide by and comply with same, including the guidelines set forth therein, in the course of fulfilling my duties as a director, delegate or committee member of HRCA.



Signature

Kyle Matthews

Print Name

5/1/2023

Date

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: MARCH 2023

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I. APPLICABILITY

- A. The CDR's apply to new development and redevelopment within the Highlands Ranch Planned Development that is subject to a Site Improvement Plan (SIP) or SIP amendment.
- B. The CDR's are not meant as an all-inclusive, one-size-fits-all document. Certain guidelines may be more appropriate than others, depending on the context, scale and use of the project or unique circumstances.

It is emphasized that the DRC Review Process is both qualitative and quantitative. Attainment of a minimum quantitative standard does not in and of itself infer approval unless an acceptable level of quality is achieved. Each project will be reviewed based on its planning and design merits and conformity to the intent of these Commercial Design and Restrictions and all other applicable authorities, including the Planned Development for Highlands Ranch. 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. A current Schedule of Fees is included within the Appendix. This fee schedule may be revised from time to time by the DRC as conditions necessitate. 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 call 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, in the course of 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

A Schedule of Fines is in effect in the event of Non-Compliance. Property owners are advised that any overdue fines will be required to be paid as a condition of processing any new applications for review or prior to responding to any requests for an Estoppel Certificate. Refer to Fine Schedule, included in the Appendix.

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, and 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.

- a. Projects should be designed in a way that compliment and contribute 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.
- b. 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.
- c. 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 lend 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 in order to screen parking, define street edges, reinforce a sense of place and activate

pedestrian activity. Taller buildings may be setback 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 a 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.
4. 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.
 5. 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.
 6. 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 street, 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 uses 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 located 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.

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.

- D. 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.
- E. 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.
- F. 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. 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 Will create dedicated page with link). In addition, and due to the unique nature of each project, the DRC may provide further guidance upon review of the submitted landscape plans.



A. 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.
 - 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.
 - Depth of 3” (minimum) to help mitigate weeds and hold moisture in the ground.
 - Weed fabric is discouraged under wood mulch, especially on sloped planting beds, and is not allowed in perennial and annual specific beds.
 - No shredded aspen or pine needles shall be allowed.
 - Rock Mulch – Typically one or a combination of varying sizes of rock, pebbles, and gravel.
 - Depth of 2” (minimum) help mitigate weeds and hold moisture in the ground.
 - 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.
 - 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.
5. 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.



b. Edger: Typically metal with stakes to secure to the ground and to separate different landscape mediums.

- 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.
- 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.
- Composite plastic type edging is not recommended for use in Highlands Ranch.

B. Irrigation

6. 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.

7. 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.

8. 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.

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.

C. Maintenance

9. 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.



10. Property owners shall remove dead, diseased, and broken tree limbs, especially those near streets and pedestrian pathways.
11. Remove dead and diseased plants in a timely manner. It is better to remove the plant than await its replacement.
12. Remove tree limbs that obscure regulatory, parking, pedestrian, wayfinding and warning signs in ROW and tree-lawns.
13. Native grass areas should have an establishment plan along with scheduled mowing at least twice a year prior to weeds going to seed.
14. Weeds shall be removed in a timely manner, especially in drainage swales.
15. Volunteer plants that do not appear on the unapproved plant list are acceptable in open space naturalized areas.
16. 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 roof-lines; 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.



2. 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.



3. 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.
4. 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.
5. 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.
6. 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.
7. Building mounted or façade mounted 5G antennas and other such units are not permitted. Rooftop units must be screened.
8. 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 in particular 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 pre-fabricated 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 blacks 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 a 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 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.

The purpose of these sign guidelines is to:

- Enhance the appearance and economic value of the community.
- Promote safety by limiting distractions and confusion for drivers and pedestrians.
- Avoid sign clutter that detracts from the character and quality of commercial areas.
- 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.

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. 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 maintained at all times 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@hrca.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.)

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 (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.”)

Directional signs are allowed on the interior of a shopping center or pad site that needs 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. 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).

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.

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.

A. Window signs should provide supplemental information on products, services, and atmosphere.

B. Total window coverage in all cases must not exceed 25% of the total window surface.

C. 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.

D. 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.



- E. 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%.
- F. 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.
- G. 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

“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

“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.

“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 property owner.

6. **Freestanding Temporary Signage**

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:

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

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:
 - Building walls and roofs, other than described in Section 1, “Wall Signs” and Section 6, “Temporary banners.”
 - Adjacent fences
 - Live trees and landscaping
 - 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 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**

B. 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.