

# Highlands Ranch Town Center Design Guidelines

Shea Properties

Douglas County

Highlands Ranch Community Association

June, 2003

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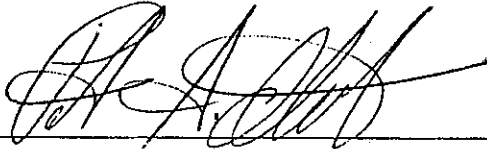
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## CERTIFICATION STATEMENT

These Design Guidelines are accurate and complete as of June 2003 as certified by the following.

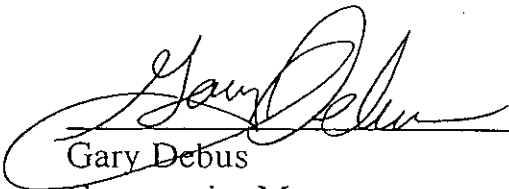
For Douglas County



Peter Italiano  
Director of Community Development

Date 7/1/03

For Highlands Ranch Community Association



Gary Debus  
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Date 7/16/03

For Shea Properties



John Kilrow  
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Date 7/17/03

# INTRODUCTION

## Purpose of the Guidelines

The Highlands Ranch Town Center is located in the west central portion of Highlands Ranch and is bound by Broadway on the east, Highlands Ranch Parkway on the north and Lucent Blvd. on the south and west.

The Design Guidelines for the Highlands Ranch Town Center were prepared by Shea Properties and its consultants RLA Design, Norris Dullea, RNL Design, and Street Works in consultation with the Town Center Work Team. The Town Center Work Team, consisting of representatives from Highlands Ranch Community Association, Highlands Ranch Metro Districts, Douglas County Planning, Douglas Public Library District, Regional Transportation District, and Shea Properties, has worked since 1998 to establish the vision for the Highlands Ranch Town Center. The Design Guidelines for the Highlands Ranch Town Center sets forth planning and design direction for all new development in the Highlands Ranch Town Center. Its purpose is to guide the physical development of the Town Center by:

- Establishing a Town Center identity and vocabulary of design elements,
- Implementing an overall coherent planning framework for the Town Center, consistent with the Town Center vision and concept,
- Protecting the investments in public improvements and private development in the Town Center, and enhancing property values,
- Helping to obtain consistently high levels of design quality in the new buildings of the Town Center, and
- Assisting developers in obtaining approvals by understanding the expectations of the approval process.

These guidelines establish a framework through which a continuity of visual elements can be achieved within the Town Center while accommodating varying tastes and building methods which enrich the built environment.

The Design Guidelines is one of several documents that provide development guidance within the Town Center. In addition to these Design Guidelines, these include, but are not limited to:

- Highlands Ranch Development Guide
- Douglas County Zoning Resolution
- Douglas County Subdivision Resolution
- Douglas County Site Improvement Plan Package
- CC&R's and restrictions contained in the Purchase and Sale agreements, deeds and easements.

Please refer to these documents for design direction not included in these Design Guidelines. Whenever there is a conflict between provisions in these Design Guidelines and the Highlands Ranch Development Guide or the Douglas County Zoning Resolution, the Development Guide and the Zoning Resolution shall prevail.

## **TOWN CENTER VISION**

The vision for the Highlands Ranch Town Center is as follows:

“Develop a Town Center, which will serve as the heart and cultural center of Highlands Ranch. Create the framework for architecture and pedestrian oriented streetscapes unique to the entire community, and encourage uses which will encourage gathering and socializing. Develop a plan, which is economically feasible and market driven, to ensure overall success of the project.”

## **TOWN CENTER CONCEPT**

The Town Center is intended to be the distinctive, identifiable focal point and heart of Highlands Ranch. The Town Center will be a concentration of professional office, retail, multi-family residential, civic and recreational uses. It will contain a small town “main street”, a library, the civic green, a cultural center, other retail and employment and high density residential uses. It provides an opportunity for people to live, work, shop and play in a vital downtown area. The Town Center will provide a sense of place for Highlands Ranch, a gathering place, which gives the residents of Highlands Ranch an opportunity to participate in community civic activities.

## **TOWN CENTER CONCEPT PLAN**

The Town Center Concept Plan takes the vision and the concept and organizes the Town Center to achieve the desired planning goals. Figure 1 illustrates the concept plan for the town center and subsequent section highlight various characteristics of the plan.



# Concept Plan

Future Mixed Use

Highlands Ranch Parkway  
Highlands Ranch Parkway

Retail/Entertainment District

Retail/Future Office District

Town Hall

RTD Park-N-Ride

Civic District

Library

Cultural Center

Civic Green

Existing Retail

Burgundy Street

Multi-Family Residential Neighborhood

Existing Apartments

Broadway

Existing Residential

October 15, 2002

## Town Center

Highlands Ranch, Colorado

A Development by Shea Properties

RLA design, LLC

North

Architectural/Urban Design  
1700 E. Dry Creek Road, Suite 6-200  
Englewood, Colorado 80110  
(303) 943-8000



Lucent Boulevard

Existing Residential



## **CIRCULATION**

The pedestrian and vehicular circulation system is designed to make it easy to walk from place to place in the Town Center and from other neighborhoods, see Figure 2. The pedestrian system is focused on linking major town center land uses with one another to provide an alternative to using the automobile. Key features such as the library, civic green, park-n-ride and "retail/entertainment district" are all linked by walks that reinforce this concept. Pedestrianways are emphasized with design treatments that enhance the walking experience. Streets and drives are designed to further reinforce this integrated design structure in a grid-like pattern that is unique to Highlands Ranch, see Figure 3.



## Pedestrian Circulation

Primary Pedestrian Sidewalks

Secondary Pedestrian Sidewalks

Highlands Ranch Parkway

Burgundy Street

Broadway

Lucent Boulevard

January 20, 2003

Highlands Ranch

# Town Center

Highlands Ranch, Colorado

A Development by Shea Properties

RLA design, LLC

North

Architectural/Urban Design  
1720 E. Dry Creek Road, Suite 200  
Englewood, Colorado 80112  
(303) 843-0676

0 200 400



## Automobile Circulation

Primary Streets

Secondary Streets

Highlands Ranch Parkway

Burgundy Street

Broadway

Lucent Boulevard

January 20, 2003

Highlands Ranch

# Town Center

Highlands Ranch, Colorado

A Development by Shea Properties

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North



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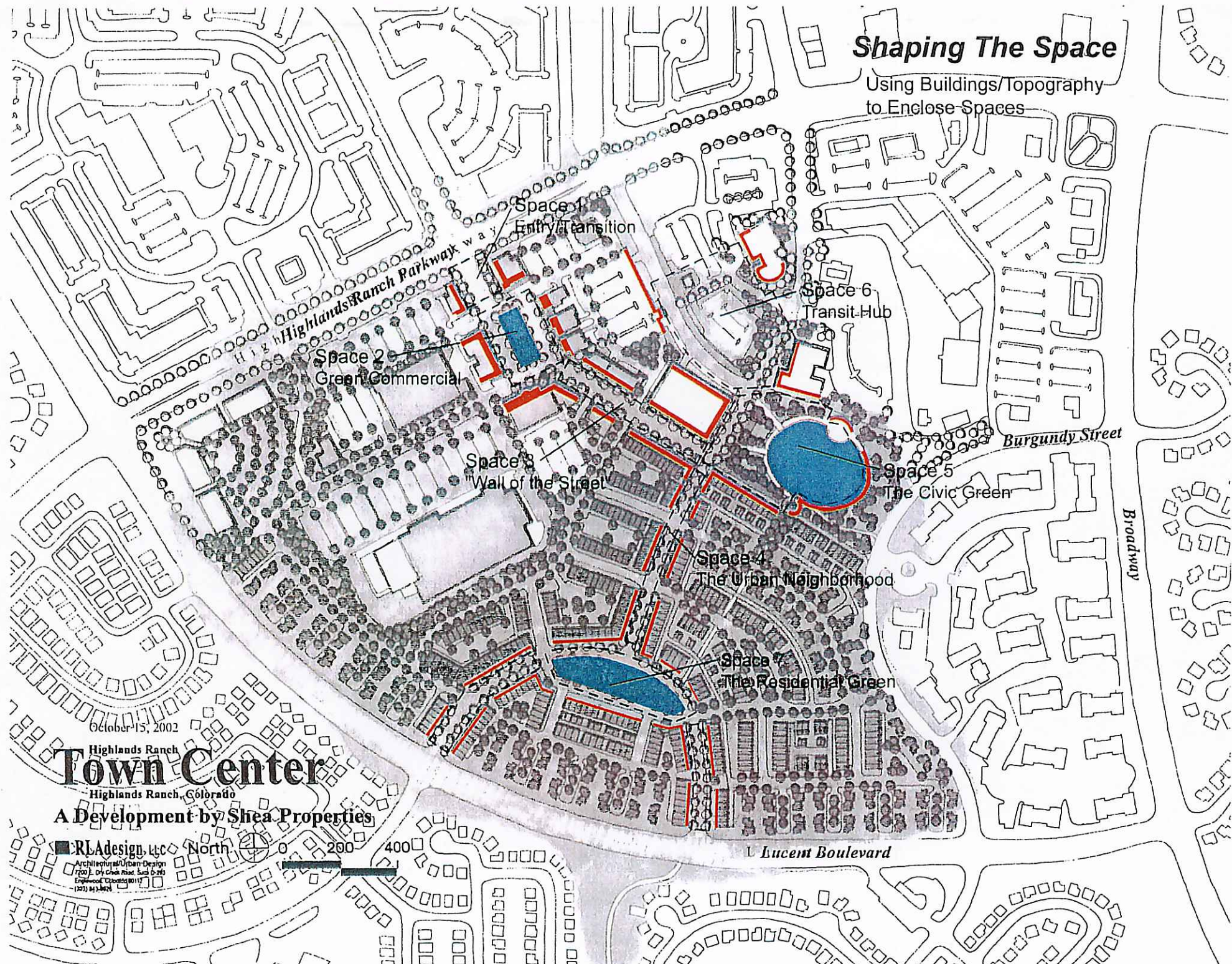
## SHAPING THE SPACE

The town center concept plan with its integrated pedestrian and vehicular framework provides the ideal method for shaping public and private spaces. This shaping of spaces leads to the creation of "outdoor rooms" where the civic life of Highlands Ranch can find a home and flourish, see Figure 4. The clustering of buildings around the 5-acre civic green park and the 1/4-acre town square in the "retail/entertainment district" establish the desired outdoor civic spaces that animate the public realm. Such areas can be programmed with civic activities and adjacent land uses such as the library, cultural center, restaurants, and high density residences help to bring the community together in these gathering places.



## Shaping The Space

Using Buildings/Topography  
to Enclose Spaces





## MONUMENTATION

The town center concept plan offers many opportunities for landmarks that help people find their way and enjoy the visual experience. Monumentation includes gateways and landmarks that create identity and visual orientation, see Figure 5.

- Gateways – these monuments provide a sense of arrival at the Town Center and provide the traveler with the sense that they are entering a special place within Highlands Ranch.
- Landmarks – these monuments provide a sense of visual identity to the Town Center while orienting the traveler as they make their way through the Town Center.



# Monumentation

- Gateways ■ ■
- Sight Lines — — —
- Landmarks ●

Highlands Ranch Parkway

RTD

Town Hall

Town Green

Clock Tower

Signature Building

Specimen Tree

Fountain

Burgundy Street

Broadway

Neighborhood Landmark

Lucent Boulevard

October 15, 2002

## Town Center

Highlands Ranch, Colorado

A Development by Shea Properties

RLA design, LLC

North

0 200 400

Architectural/Urban Design  
7700 E. Dry Creek Road, Suite 5-203  
Englewood, Colorado 80112  
(303) 453-0676



## **TOWN CENTER STREETScape**

The Town Center Concept Plan provides the framework and the streetscape provides the design enhancements that help to reinforce the pedestrian and vehicular circulation network that is so vital to integrating the land uses within the town center. These Design Guidelines provide a hierarchy of streetscape treatments that together help to create a unifying character yet distinguish special places within the town center. Streetscape elements include street trees, light fixtures, signage, waste receptacles and paving to help establish the unique identity of the town center.

### **Streetscape for Local Streets**

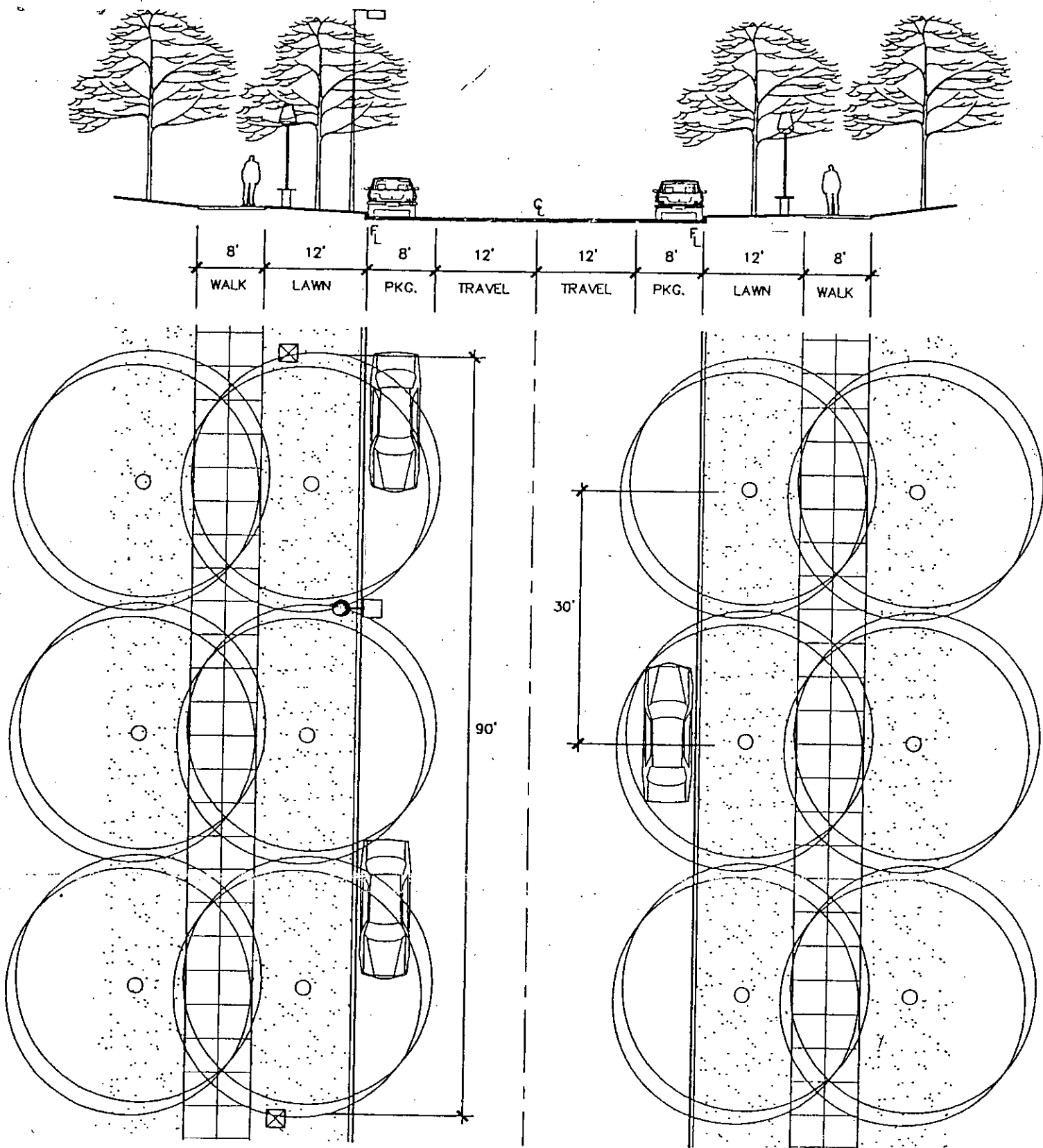
The local streets with Highlands Ranch Town Center include Ridgeline Blvd., Ridgeline Circle, and Burgundy Street. The streetscape for these local streets is depicted on Figure 6.

### **Streetscape for Drives**

Various public and private drives link land uses to one another and provide access to the local streets and major arterial streets within and surrounding the town center. The streetscape for these drives is depicted on Figures 6A, 6B, and 6C.

### **Streetscape for "Retail/Entertainment District"**

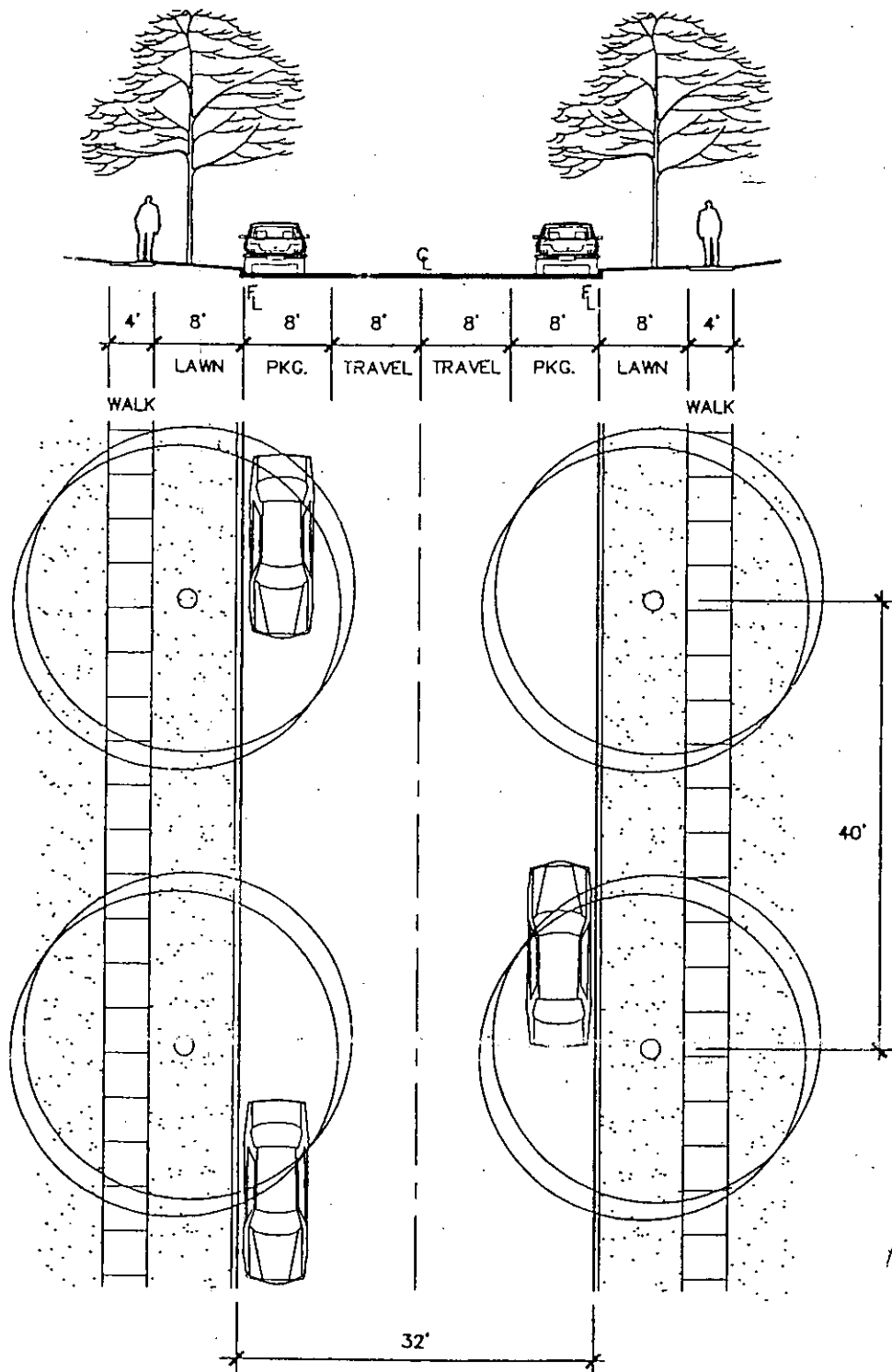
The "Retail/Entertainment District" is a special place with its own identity that helps to animate the town square and the activities that will occur there. The streetscape for the "Retail/Entertainment District" is depicted on Figure 7.



*This figure is conceptual in nature and any dimensions shown are for illustration purposes and require final approval from Douglas County Engineering at the appropriate approval stage in the development process.*

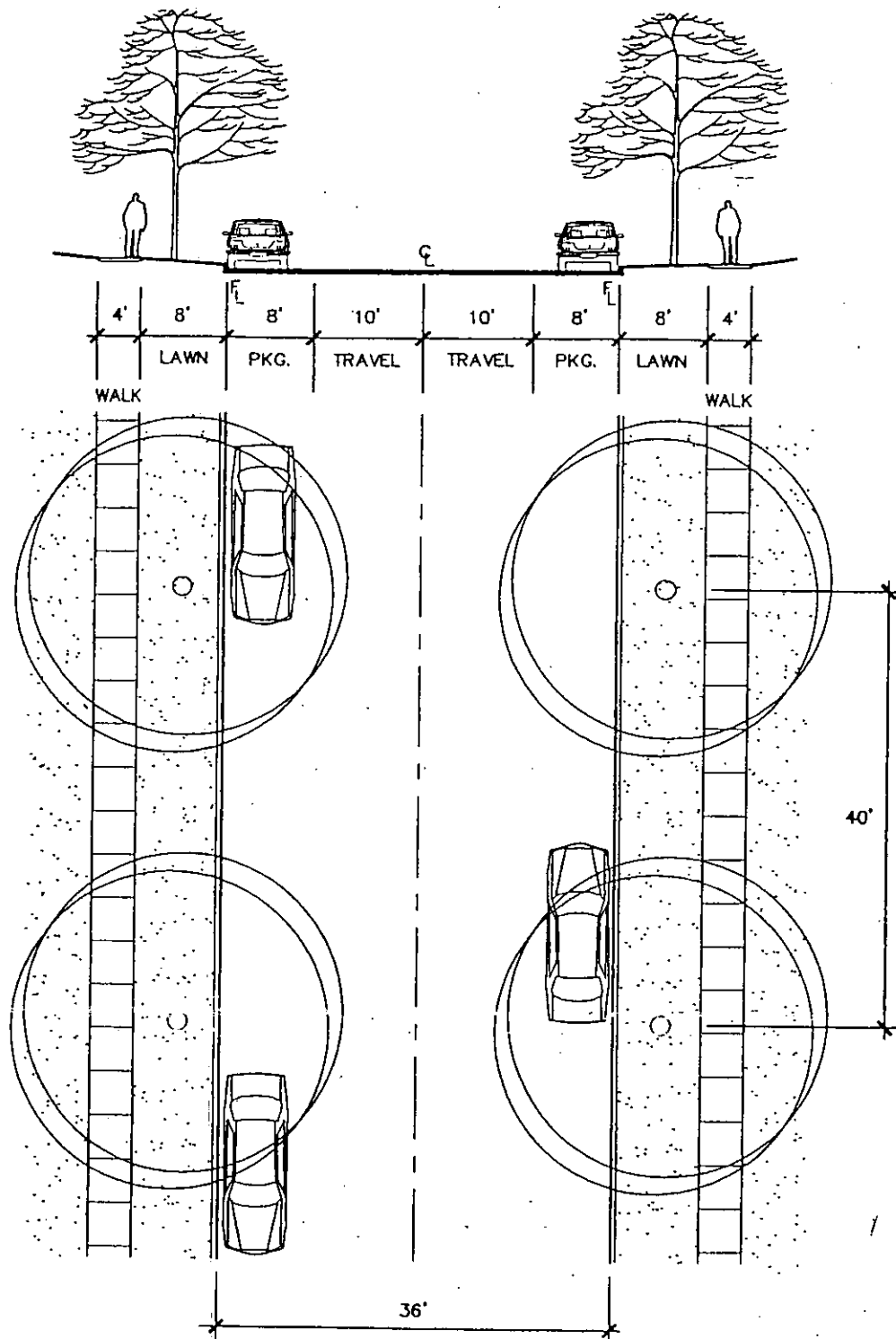
Figure 6

# Streetscape - Burgundy Street and Ridgeline Blvd. at Commercial Section



*This figure is conceptual in nature and any dimensions shown are for illustration purposes and require final approval from Douglas County Engineering at the appropriate approval state in the development process.*

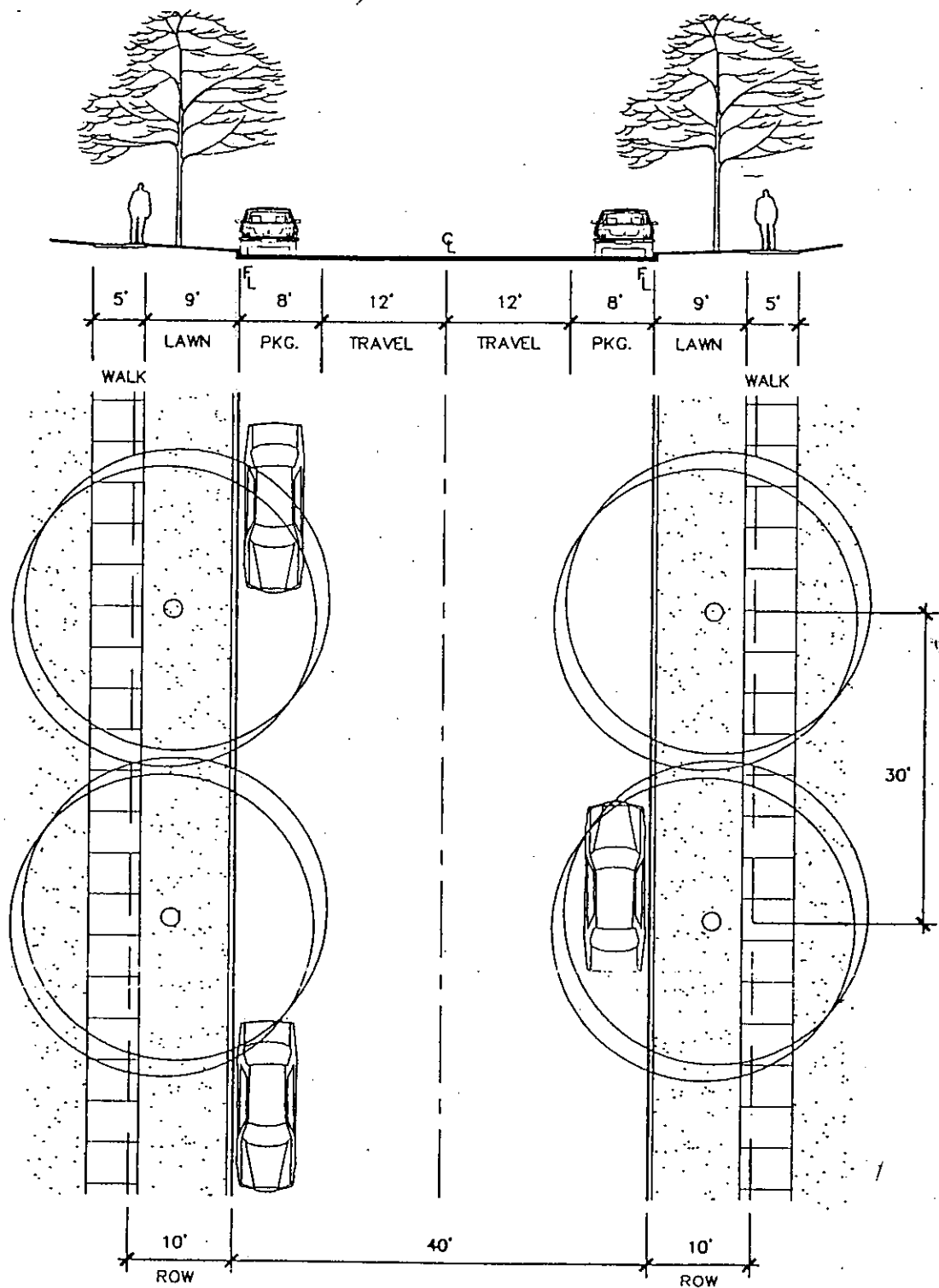
Figure 6 A  
Streetscape - Drives



*This figure is conceptual in nature and any dimensions shown are for illustration purposes and require final approval from Douglas County Engineering at the appropriate approval state in the development process.*

Figure 6 B  
Streetscape - Drives

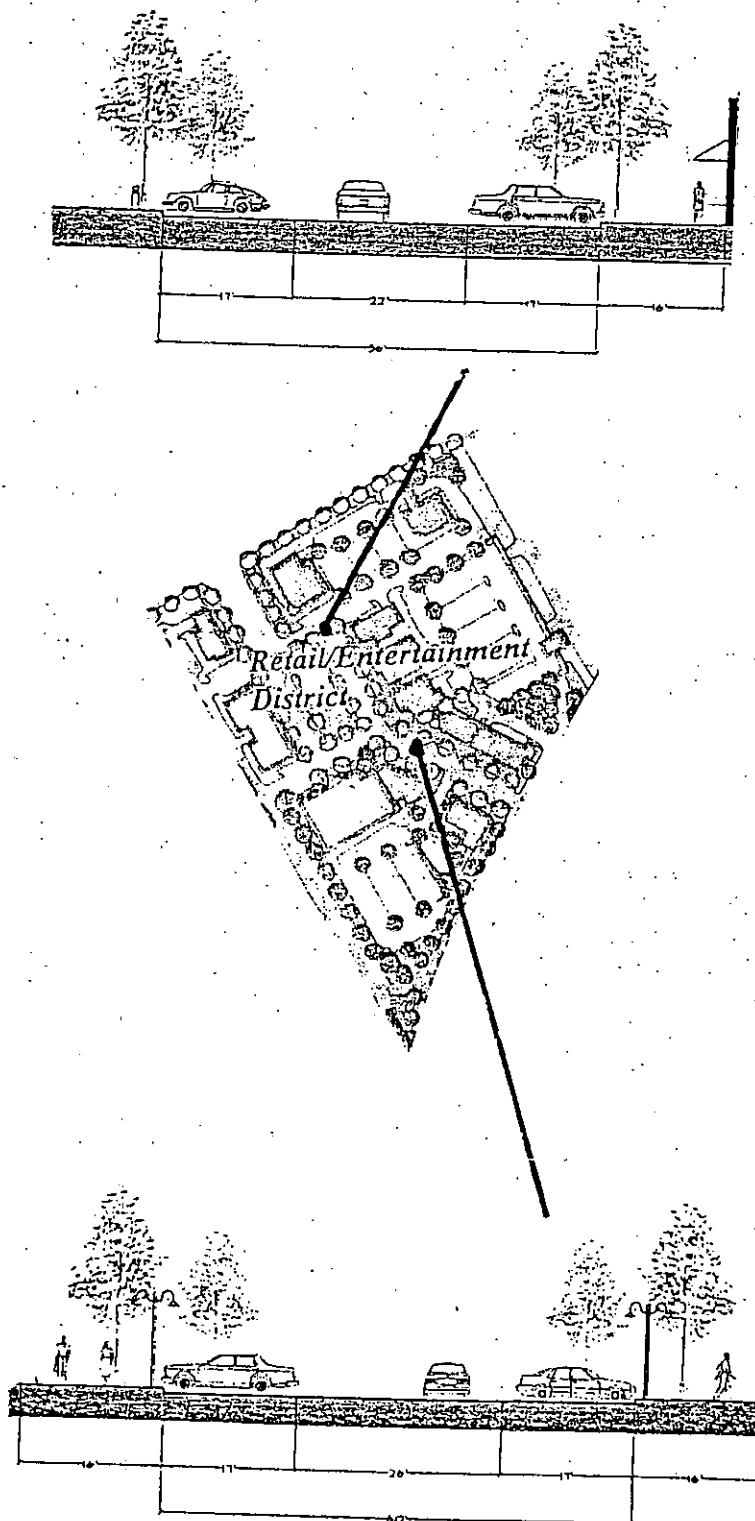




*This figure is conceptual in nature and any dimensions shown are for illustration purposes and require final approval from Douglas County Engineering at the appropriate approval state in the development process.*

Figure 6 C

# Streetscape - Drives Ridgeline Blvd. at Residential Section



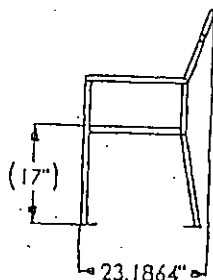
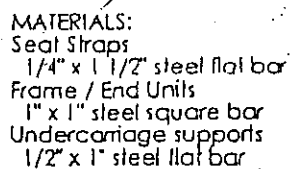
*This figure is conceptual in nature and any dimensions shown are for illustration purposes and require final approval from Douglas County Engineering at the appropriate approval state in the development process.*

Figure 7  
Streetscape –  
Retail/Entertainment District

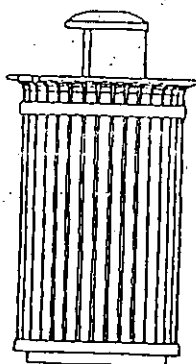
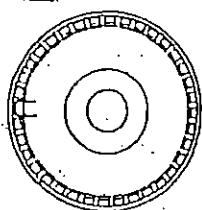
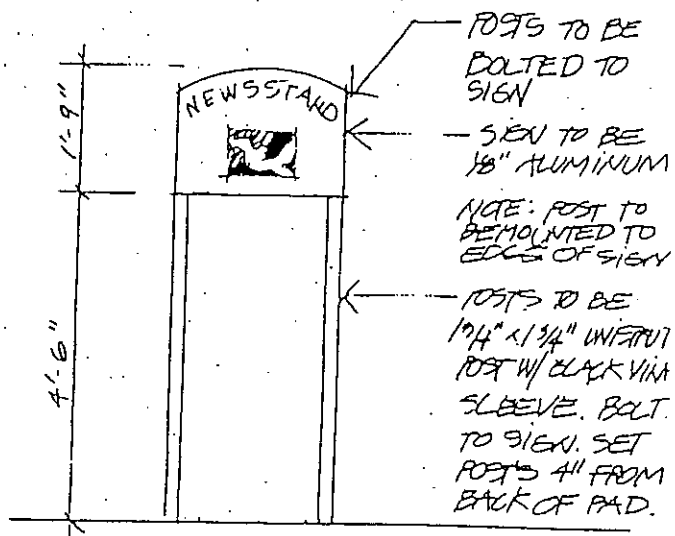
## Street Furniture

These Design Guidelines provide direction in the use of specific street furniture to be used with town center.

- Benches – The bench to be used in town center is illustrated on Figure 8 and is a Steelsites 6' length bench, black or forest green in color, manufactured by Victory Stanley, Inc., P.P. Drawer 330, Dunkirk, MO, 303-855-8300, or the equivalent.
- Waste Receptacles – The waste receptacle to be used in town center is illustrated on Figure 8 and is an Ironsites Model S-42 or Model S-424, black or forest *green in color*, manufactured by Victor Stanley (see above) or other model sizes in the same design by the same manufacturer.



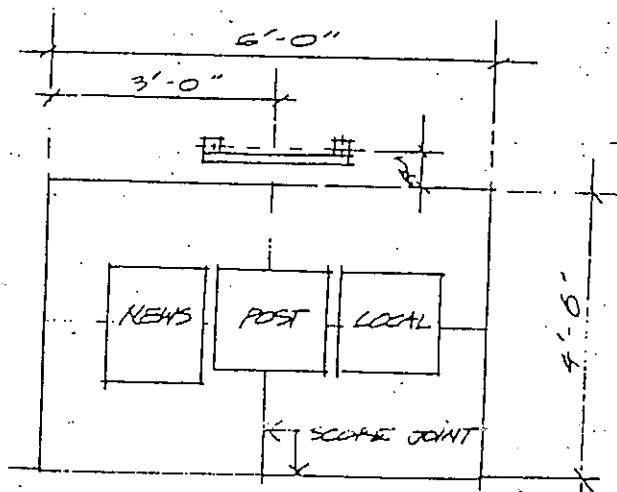
Bench



MC 402-FI

MC 402-AF

Trasher



## Newspaper Racks

## Figure 8

### Street Furniture

### **Paving Materials**

- The patterns and materials of sidewalks and other publicly accessible walkways will help to establish the character of the Town Center. Since the developer will be responsible for installing the paving materials in and adjacent to each development, it is important that the design objectives be understood and implemented in the Town Center.
- Patterned and/or colored concrete should be used as appropriate on the streets within the "Retail/Entertainment District".



# TOWN CENTER DESIGN GUIDELINES

## **Architectural Design**

The architectural design for town center uses indigenous materials and design forms to evoke a timeless, high quality, genuine identity for the town center. The design approach suggests forms that are of this area, where the prairie meets the mountains. The goal is to create new expressions of timeless traditions that respond both to the design influence of historic buildings such as the Highlands Ranch Mansion as well as the already established design elements throughout the Highlands Ranch community (e.g. sandstone monuments, streetscape treatments, civic building architecture, etc.). Architectural design within the 'retail/entertainment district' area shall be diverse mix of style and form to add a unique character to this area.

## **Bicycle Racks and Lockers**

Bicycle racks and lockers should be placed so as not to impede pedestrian traffic.

## **Building Articulation**

Building facades and entries shall be articulated with the use of one or more of the following methods:

- Wall offsets
- Architectural detailing
  - Pilasters
  - Coping
  - Cornices
- Recessed building openings
- Grouping of windows.
- Sufficient architectural detailing and design for all visually prominent building facades.

## **Building Materials**

Buildings shall have a palette of materials including the following:

- Stone at the base of the building facades. Recommended stone includes Red Lyons Sandstone and rhyolite.
- Brick on the building facades.
- Dryvit, plaster and stucco on the upper portions of building facades, above the stone or brick.
- Split-faced block and other accent CMU.
- Limited amounts of concrete poured in place or precast, smooth or sandblasted or textured may be used.
- Wood may be used in doors, door and window trim, exposed structural members and other accent and trim applications; however, care must be taken to protect the wood for weather elements.
- Wood or metal siding, fiberglass or raw concrete block can be used on building facades on alleyways and courtyards only.

Workmanship and materials on all construction, assemblies, finishes and other architectural elements shall be of high quality. Materials shall be durable and have a record of low maintenance and replacement cost. Materials of roofs and walls shall be non-reflective.

### **Building Orientation on "Retail/Entertainment District"**

The building façade fronting these drives shall contain the primary building entry. Secondary entrances or alleys may be used to provide access to those parked to the rear of the building.

### **Colors**

The palette of building colors shall be generally warm and rich in tone, in the range of natural colors and earth tones, however, primary colors are allowed within the "Retail/Entertainment District".

- Accent colors may be used to highlight entries, bases or special areas in a very limited application. Accent colors may also be used on building details such as mullions, awnings, cornices, column capitals and selected trim.
- Deep gray, black or pure colors shall not cover more than 10% of the opaque portion of any building façade. These colors may be used on building details as described above.
- Finish colors shall be natural in tone, with the natural material exposed, stained or sealed.
- Primary, high intensity, metallic and fluorescent colors are prohibited except as approved by the Review Committee.
- The use of corporate colors, if different in nature than described herein, shall only be permitted by the Review Committee.

### **Glazing**

- Non-reflective glass is permitted. Highly reflective and metallic finishes are discouraged.

### **Grading and Slope Transitions**

- Grading

Graded slopes for landscaped areas shall not exceed 3:1 slope. Retaining walls shall not be too tall without stepping back in a series of walls. The setback areas of such walls shall be landscaped. Berms shall be smooth, rounded and continuous, with gently rounded contours, and blended from one property and development to another.
- Slope Transitions

The Town Center site has an elevation difference of 128' from the lowest to the highest point. This creates a series of grade differentials between development pads. As the pads should remain relatively flat, the transitions between may with appropriate design, range up to 30'. While these grade differentials could present obstacles to pedestrian movement, they are also opportunities for creative transitions and viewpoints that enhance the pedestrian experience.

Acceptable alternative methods for making slope transitions include:

- Place a building so that it is accessible from both high and low levels of the site it faces.
- Creating view overlooks, sitting areas, external stairs and ramps. Ramps may be no steeper than allowed by current A.D.A. and F.H.A. guidelines.

## Landscaping

The purpose of this section is to provide continuous landscaped corridors, landscape features and highlights that will provide continuity and quality in town center. The landscape will promote compatibility between parcels, provide an overall pedestrian amenity, and minimize impact of the parking areas. All landscaping within the public right-of-way will need to follow Douglas County criteria, except as modified by applicable provisions of these Design Guidelines or the Highlands Ranch Development Guide.

- Installation and Maintenance
  - Landscape installation will comply with Douglas County standards.
- Coverage
  - Landscaping shall be installed on a minimum of 15% of the acreage of each lot or project, except where expressly noted otherwise in the guidelines and the Highlands Ranch Development Guide. In these areas, landscape contribution shall consist of street trees and planting associated with the building, such as window boxes, planters, pots, boxes and other planting in patio and courtyard setbacks. Adjacent parkway landscaping may be used to satisfy all or part of the 15% requirement, only if approved by the Douglas County Planning Director.
- Materials
  - Landscape material in later phases of a development should be compatible with that of material planted in earlier phases.
  - The following shall be the minimum acceptable plant size and spacing:
    - Canopy tree                2-1/2"
    - Ornamental tree        1-1/2"
    - Evergreen tree        6' height
- Landscaping in Parking Areas at Streets
  - Landscaping shall be installed along all property lines abutting streets. The landscaping shall conform to the specific requirements of the abutting street. Unless otherwise indicated, installation of street trees shall be the responsibility of the adjacent property owner.
  - Landscaping for developments that front on Burgundy Street, Ridgeline Blvd., Highlands Ranch Parkway, Broadway and Lucent Blvd. shall be coordinated and compatible with the street right-of-way landscaping that is installed per Highlands Ranch Metropolitan District standards. All landscaping within the public right-of-way will need to follow Douglas County criteria, except as modified by applicable provisions of these Design Guidelines or the Highlands Ranch Development Guide.

- All landscaping in parking areas shall be separated from driving surfaces by curbs of at least 6 inches in height to protect the landscaping.
- All parking shall be screened by landscaping buffers at parking lot edges. These buffers may be supplemented by a combination of the following elements:
  - Earthen berm with average side slopes no greater than 3:1,
  - View-obscuring fence with plant materials in front of the fence,
  - Decorative masonry wall a minimum of 3' in height.
- Parking areas shall be designed for ease of maintenance including snow plowing and storage, cleaning and drainage and landscape maintenance and care.
- Landscaped parking islands, equivalent in area to two parking spaces, shall be provided for parking lots with 40 parking stalls or more per Douglas County standards.

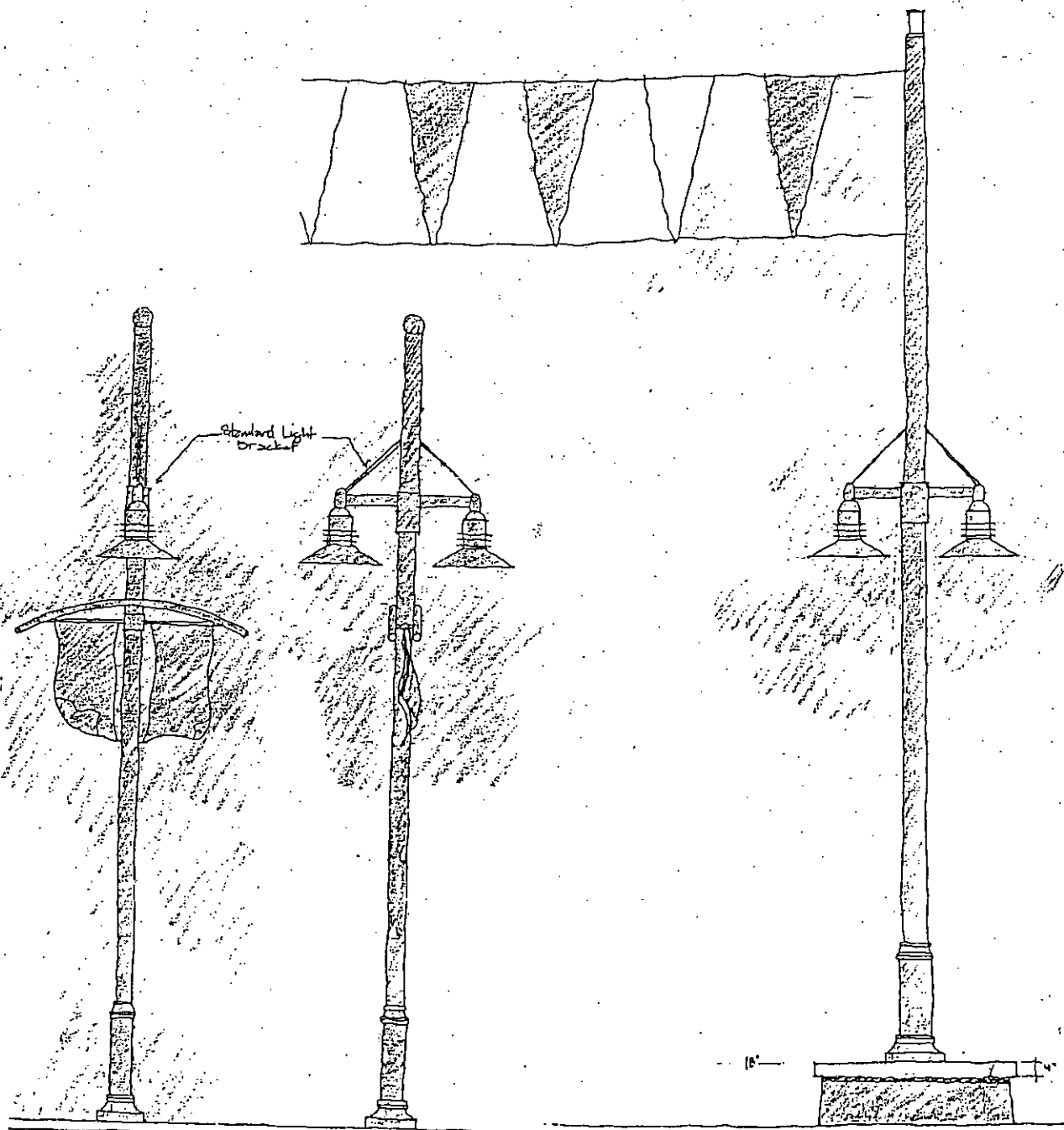
## Lighting

The purpose of this section is to provide for safe and adequate lighting for nighttime safety and convenience for drivers and pedestrians, and to provide a pleasant and attractive evening environment and unique character in the Town Center.

- Allowed Lighting Fixtures
  - Lighting fixtures allowed in the Town Center are depicted on Figure 10.
- Cutoff Lighting Fixtures
  - Exterior lighting exclusive of the pedestrian light fixtures shall be designed and located to confine direct light rays to the premises and to be compatible with lighting on adjacent parcels and streets.
- Power Consumption
  - All lighting shall be designed and located to reduce power consumption to its lowest practical level.
- Color Factors
  - Light sources shall be color-correct types such as high pressure sodium and metal halide. Light types of limited spectral emission, such as low pressure sodium or mercury vapor lights are prohibited.
- Minimum Lighting Levels
  - Lighting levels should conform with the provisions of Section 30, of the Douglas County Zoning Resolution .
- Exterior Building Lighting
  - General building lighting or other building lighting is permitted only by approval of the Review Committee. Where building exteriors are lighted, the lighting shall articulate the particular building design as well as provide for safety and ease of pedestrian movement. Exterior building lighting shall conform with the provisions of Section 30, of the Douglas County Zoning Resolution.
  - Accent lighting of building features and entries is permitted.
  - Building illumination shall be indirect, with no light source visible.

- Parking Lot Lighting
  - Maximum fixture height for pole mounted parking lot lighting shall be 24' except for large parking fields where 30' poles may be allowed with approval by the Review Committee.
  - All parking lot lighting shall be extinguished within one hour after the end of business hours and remain extinguished until one hour prior to the commencement of business hours. For security, a maximum of 25% of the parking lot fixtures may remain in operation during this period.
  - Fixtures, light color, and levels of illumination shall be consistent within each area of the Town Center. On-site lighting shall complement and reinforce the architecture and site design of each project and maintain design continuity from parcel to parcel.
- Service Area Lighting
  - Service area lighting shall be confined to the service area as described in Section 30 of the Douglas County Zoning Resolution.
- Neon Lighting
  - Neon accent lighting shall be subject to review and approval by the Review Committee pursuant to Section 30 of the Douglas County Zoning Resolution.





STREETLIGHT WITH BANNERS

Elevation Perpendicular  
To Curb

Elevation Parallel  
To Curb

STREETLIGHT WITH CABLE SUPPORT BANNER  
AND BASE SUITABLE FOR USE AS SEATING

Figure 9  
Lighting

## **“Retail/Entertainment District” Storefronts**

The goal of the “Retail/Entertainment District ” area is to create a critical mass of retailers within a pedestrian scale retail district.

Storefronts shall be continuous and closely spaced to encourage shopper and pedestrian movement.

- First floor commercial and retail frontages shall consist of at least 60% transparent glass.
- Storefront design shall achieve an intimate scale, by breaking up the storefront into small units, related to pedestrian scale. Surfaces shall be divided by mullions, awnings, signage, decorative elements and other devices.
- Awnings shall be mounted at least 8’ above the sidewalk, and shall project no more than 4’ from the face of the building. Awning slope shall be no more than 10:12, and the front face of the awning shall be no more than 33% of the total height of the awning. Awnings shall not consist of tall illuminated structures with no more than 50% of the surface devoted to signage. Awnings may have a single color, or a variety of colors with contrasting lettering or symbols all subject to review and approval by the Review Committee.

## **Parking**

- Provision of Parking
  - Parking space requirements can be found in Section XVI of the Highlands Ranch Development Guide.
  - Parking should be sited behind buildings within the “retail/entertainment district”.
  - Where appropriate, surface parking lots should be built to accommodate later expansion to structured parking.
  - Parking structures should be no taller than surrounding buildings.
  - Parking for a development need not be located on the same lot, provided that the total parking requirement for each use is satisfied.
  - Commercial parcels fronting on Broadway, Lucent Blvd and Highlands Ranch Parkway may locate primary parking lots along this frontage.
  - Parking curbs shall be positioned so that vehicles do not overhang onto adjacent parcels, pedestrian sidewalks or the public right-of-way.
  - Bicycle parking spaces shall be provided at the rate of one rack space for every 20 required automobile parking spaces.
- Circulation
  - Common and individual access drives shall be shared with other access drives. Access drives shall be combined to provide a full intersection at the street, or they shall be separated by no less than 300 feet. Individual access points along internal drives shall be shared when possible.
  - Access drives shall be aligned across local streets to facilitate traffic flows and organization of landscaping.
  - Access drives and parking areas shall be designed to incorporate efficient vehicle stacking within the parcel during peak periods.

- Except for shared driveways and cross access, all vehicular circulation shall be internal to the site.
- Vehicular connections shall be provided between lots to enable parking lots to be combined with lots on adjacent parcels.
- The design of off-street parking shall not allow or encourage drivers to back vehicles onto the public right-of-way from these parking areas.
- Shared Parking
  - Common, shared or joint use parking shall be permitted, provided that it is demonstrated that total overall parking supply or accessibility is not compromised for the uses involved and is in accordance with the provisions of Section 30 of the Douglas County Zoning Resolution, as amended.
  - Required parking spaces may be reduced by up to 25% upon approval of a Transportation Management Plan by the Douglas County Planning Department.
- Maintenance
  - All parking lots and driveways shall be maintained in a neat and clean manner in order to reduce particulate and nonpoint source pollution.

## Screening

The objective of this section is to ensure that building equipment, stored materials, trash and other materials are stored safely and screened from public view.

- Exterior mechanical equipment and duct work and appurtenances
  - Mechanical equipment and ductwork should be located on the ground whenever possible. It shall be screen from view by materials and architectural features which are an extension of the building.
  - When roof-mounted, the equipment and all ductwork shall be integrated into the architecture of the building and screened from view by any street and any abutting residential use by integral building elements. Cross sections will be used to demonstrate compliance with this standard
  - Parapet profiles shall, at a minimum, equal the height of adjacent rooftop equipment and all mechanical and utility equipment (e.g., ducts, vents, fans, etc.). The inside of the parapet shall be painted in colors compatible with the color of the roof.
  - Meters, electrical cabinets and switch gear shall be located within the building they serve, where possible. Ground mounted utility vaults, transformers, and detector check valves shall be screened with landscape or incorporated into trash enclosures.
  - Antennas, including but not limited to earth satellite stations, are permitted with specific approval of the Review Committee and are subject to the cell sit regulations of the Douglas County Zoning Resolution, as amended. Location of antennas shall minimize their impact on the appearance of the immediate area. Antennas shall be properly screened.
  - Trash and storage areas shall be shielded from view by placement within buildings, or by enclosure within opaque walls or fences not less than 6 feet in height, but in no case lower than trash containers within the

enclosure. Wall and fence materials of the enclosures shall complement the exterior building materials, and shall have metal doors. No trash enclosures shall be allowed to front on the private drives within the "retail/entertainment district", Ridgeline Blvd. or Burgundy Street.

- Screening shall consist of a combination of the following methods:
  - A wall consisting of concrete block, stone, brick, tile or other solid masonry material. Walls shall be an integral part of the building or project.
  - Lath or chain link fence is prohibited.
- Enclosure of uses
  - All permitted uses and their resulting products which are not required to be contained entirely within a fully enclosed structure, shall be screened from view from streets and neighboring properties.
- Off-street loading and service areas
  - All off-street loading and service areas and platforms shall be screened from view from adjacent streets and residential areas as described in this section.
  - These areas shall be screened using architectural materials compatible with the adjoining building or topography, and/or by landscaping.
  - Circulation and parking for service areas shall not disrupt the normal flow of on-street or off-site traffic. Off-street loading areas shall be designed to include adequate space for ingress, egress and maneuvering.
- On-street loading
  - No on-street loading is allowed on any town center street except for those within the "retail/entertainment district", except by approval from the Review Committee.
- Storage and refuse areas
  - Such areas shall be located on interior side and rear yards and may not extend into setbacks. They may not be located within side or front setbacks.
- Utilities
  - The location and placement of utility structures or devices shall be coordinated with public/private utility companies to maximize screening of such devices from public view. All utility distribution systems shall be underground. All utilities and services to building shall be screened.
- Walls
  - Walls between the landscape setback and building frontages shall not exceed a height of 3-feet, except for enclosures herein described.
  - Walls shall be constructed with materials complementary to the style of adjacent buildings, except that no wood retaining walls will be permitted.

## Signage

The purpose of this section is to provide clear, attractive communication of direction and other information and identification of businesses and projects within the Town Center,

compatible with the design objectives of the Town Center. Section XV, Signs, of the Highlands Ranch Development Guide is summarized in these design guidelines for the complete text.

#### Permitted Signs

- Signs permitted within the Town Center are described in Section XIV of the Highlands Ranch Development Guide.

#### Sign Design Guidelines

- Building Identification Signs
  - Maximum letter height 24" for buildings less than 10,000 square feet, and up to 36" for buildings over 10,000 square feet.
  - Corporate logotypes are permitted but are not allowed to extend above the parapet.
  - Up to two building identification signs may be permitted if the signs are not on the same wall, and are separated by 35% of the building perimeter or are not readily seen at the same time.
  - Sign letters shall be no closer than  $\frac{1}{2}$  the letter height from the top, sides and bottom of the parapet or top of the window line below the graphics or no closer than 2ft. from the top of the parapet, whichever is less.
  - Building identification signs shall be individual metal channel letters attached directly to the building wall. These letters may be illuminated internally.
- Tenant Identification Signs
  - Signs are permitted to identify tenants occupying substantial portions of ground floor space in multi-story buildings, or those tenants occupying space in a building designated for multi-tenant uses.
  - Tenant identification signs should be located at exterior entry doors.
  - One tenant identification sign is allowed per tenant with street or parking lot frontage in a commercial complex.
  - Logotypes or symbols are permitted.
  - Up to two window signs are allowed per establishment so long as they cover no more than 33% of the window area.
  - Projecting blade signs may project from the wall surface no more than 4', and must be mounted with a minimum of 8' clearance above the sidewalk.
- Awning Signs
  - Awning signs are permitted only with approval by the Review Committee. Signs on awnings may only be placed on the vertical face of the awning as it faces the street and shall not be illuminated, see Figure 11.

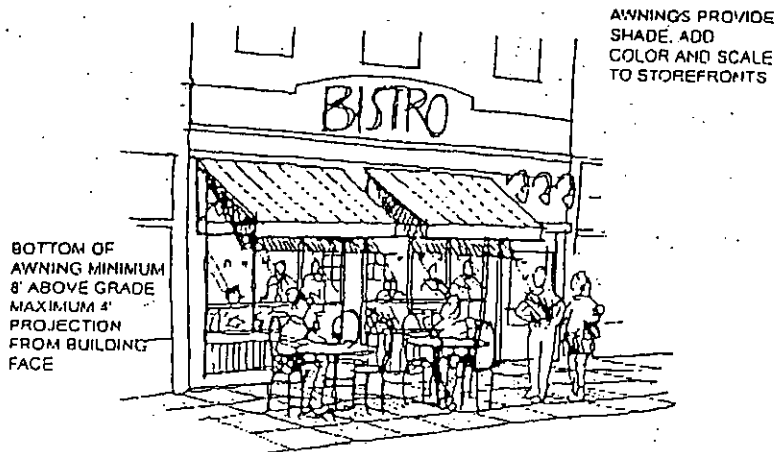
- Information Signs
  - Information signs are allowed to give directions to traffic or pedestrians, or to give instructions about special conditions.
  - Maximum size for information signs is 6 square feet for two faces.
- Special Business Signs
  - Signs of unusual design, color, placement, etc. must be approved by the Review Committee and will only be considered in the "Retail/Entertainment District" area. These signs may include, but not be limited to, signs that add unique character to storefronts using three-dimensional representations of the product or products sold at the business or large scale icons that clearly identify the store theme, and neon see Figure 11.
- Banners
  - With approval from the Review Committee, one temporary banner may be installed on any two walls (for a total of two banners), on a commercial property for the sole intent of announcing the grand opening of a business. Such banners shall be removed no later than one month after the opening of the business.
  - With approval from the Review Committee and a permit from Douglas County, the following banners may be installed only in the "retail/entertainment district" area:
    - Cable supported banner system with consistent spacing for overhead banners announcing special events, See Figure 11.
    - Seasonal or town center theme banners mounted to light poles.
- Maintenance
  - Signs shall be maintained in good and safe repair, structurally and electrically, and shall be maintained in "like new" appearance. Failure to keep signs maintained can result in removal of the sign at the owner's expense, subject to the provisions of Section XV B.10 of the Highlands Ranch Development Guide and applicable CC&R's.
  - Signs identifying businesses no longer at this location shall be removed within 15 days from the last day of business.
- Materials and Construction
  - Permitted sign materials are the following:
    - Monolithic: aluminum sign on accent stone base to match existing Town Center signage.
    - Address numbers: aluminum.
    - Individual letters: backed with acrylic plexiglas.
    - Paint: linear polyurethane such as Sterling Chemical Coatings U1262.
    - Vinyl: 3m Corporation or equivalent product.



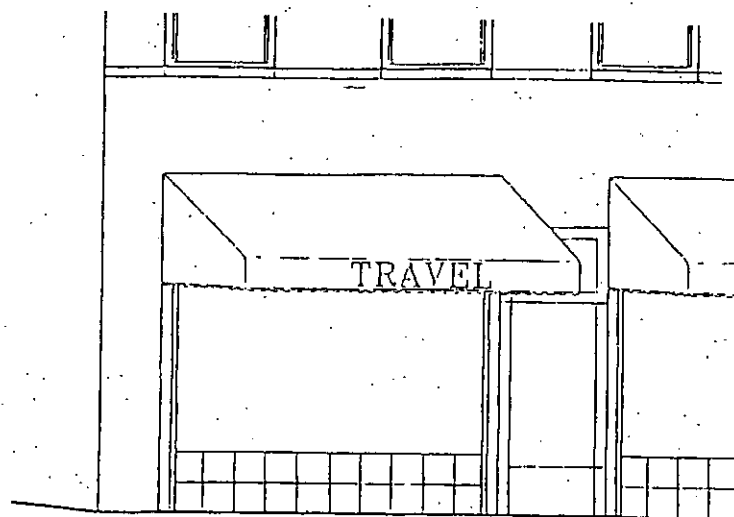
- Junction boxes, conduits, raceways, transformers, electrode boxes, disconnect switches, access hatches, or wiring shall be hidden from view.
  - Flat surfaces shall not exhibit bulges, oil canning or other distortions.
- Design
  - No light from an illuminated sign may cause glare or reflection on drives, public street, access drive or sidewalk that will cause a safety hazard.
- Other Regulations
  - State of Colorado Roadside Advertising Regulations
  - Douglas County Sign Regulations: structural safety, materials and design.

### **Newspaper Racks and Lockers**

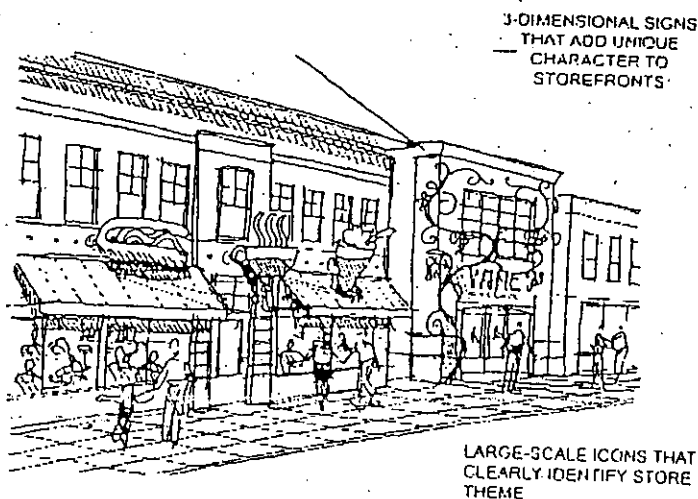
Newspaper racks are to be used to cluster newspaper boxes as depicted in Figure 8.



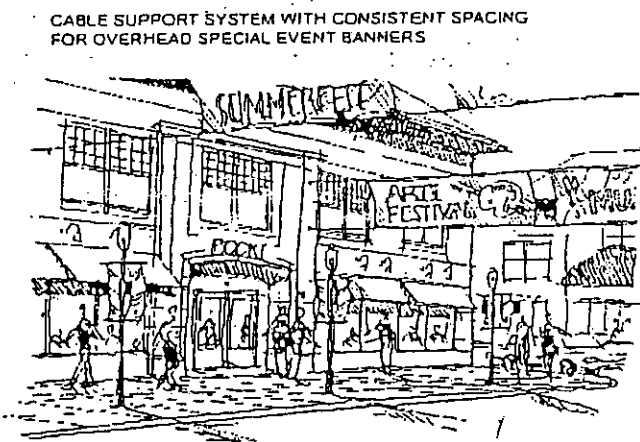
Awnings



Awning Signs



Special Business Signs



Banners

## ADMINISTRATION

The provisions of the Design Guidelines are administered by the Review Committee. The purpose of this body is to guide and assist the buyer/developer and agents in the interpretation of and compliance with the Design Guidelines. The Review Committee does not perform the functions of a public agency, but will assure compliance with the Design Guidelines and adherence to the review principles to avoid delays and to achieve the purposes of the Town Center vision and concept. Meetings of the committee are called by the Administrator. The address of the Review Committee and the Administrator is:

John Kilrow, Review Committee Administrator  
Shea Properties  
9135 S. Ridgeline Boulevard, Suite 100  
Highlands Ranch , Colorado 80129  
720-348-3004  
Fax: 303-791-8558  
e-mail: [john.kilrow@sheaproperties.com](mailto:john.kilrow@sheaproperties.com)

The Design Guidelines are administered through a review process described below. The complete project and review approval process includes the Review Committee , Highlands Ranch Community Association and Douglas County. The Design Guidelines provide criteria for project review and a basis for the decisions and recommendations of the Review Committee.

Modifications to these Design Guidelines shall be made with the mutual consent of Shea Properties, Douglas County Planning and Community Development Director and the Highlands Ranch Community Association Board of Directors, with such consent not unreasonably withheld. Applicants should check with the Review Committee to be certain of having the latest edition.

Review and approval of plans, drawings, models or other materials by any of the approving groups or Shea Properties does not create or imply and warranty, representations, or guarantee regarding compliance with County, State or Federal laws or regulation or any warranty, representation or guarantee regarding the adequacy of design or specifications so reviewed. In granting any such approvals, none of the above-

referenced entities assumes any liability with respect to any aspect of the development or improvements constructed thereon.

The Design Guidelines is one of several documents that provide development guidance within the Town Center. In addition to these Design Guidelines, these include, but are not limited to:

- Highlands Ranch Development Guide
- Douglas County Zoning Resolution
- Douglas County Subdivision Resolution
- Douglas County Site Improvement Plan Package
- CC&R's and restrictions contained in the Purchase and Sale agreements, deeds and easements.

### **Plan Submittal Requirements and Review**

The procedure for plan review and approval by the Review Committee is as follows:

#### **Site Improvement Plan Review**

- **Submittal Requirements** – the project applicant is to provide the Review Committee Administrator with three complete sets of the following plans. The Administrator will not schedule the proposal for review until all required plans are complete and are in the possession of the Administrator.
- **Site Plan** – The site plan must include dimensions indicating building footprint, number of parking spaces, parking areas, driveways, points of access, circulation pattern, fences, screens, walls, mechanical equipment, outdoor lighting, sign location, areas to be landscaped, trash enclosures, loading areas, finished grades including spot elevations, retaining and other walls, building coverage, total site coverage and percentage of site landscaped, and utility equipment and structures.
- **Exterior Building Elevations** – Exterior building elevations including roof plan and details showing the materials, colors, finishes and location of exterior design elements, including loading areas. Plans should include all roof equipment and screening devices.
- **Color Selection** – A color rendering, color board or material samples.
- **Schematic Landscape** – Schematic landscape plans showing landscape features, locations, size and type of plant materials, grading concept including any proposed or required earth berms, any walkways, walls, retaining or otherwise, showing height and materials, and treatment of ground plane (i.e. turf, groundcover, and paving types).

- **Signage Plans** – Plans for signage should include proposed sign types, areas, design scheme, colors, materials, locations, proposed illumination, and tenant sign program, if applicable.
- **Grading and Drainage Plan** – Plans should show how storm water drainage will be handled on the site, plus all modifications to any existing drainage patterns. Details showing pipe sizes and drainage structures and existing and proposed elevations must be shown. A Phase III Drainage Report and erosion control plan prepared in accordance with Douglas County criteria is also required.
- **Lighting Plan** – A lighting plan shall be submitted showing the photometrics of the proposed lighting fixtures, the type of fixtures used and their location.
- **Optional Plans** – A view analysis or cross sections to determine possible impact on adjacent buildings or residential areas and necessary mitigation measures for any visual conflicts that the development creates.

Include a narrative with submittal stating how compliance with regulations is achieved, and specifically explaining any variance requests.

- **Review Process**

- Three complete sets of drawings are to be submitted to the Review Committee to the address above, together with a cover letter officially submitting and describing the plans. The applicant may request and obtain a receipt for the plans at the time of submittal.
- Upon receipt of the above-mentioned plans, the Review Committee will review the plans submitted and make comments as to compliance with standards and requirements contained in this document. The Administrator may then schedule a meeting with the applicant to discuss any concerns and/or problem areas. The process will be expedited in order to avoid undue hardship to the applicant.
- The applicant shall then make any changes or modifications as required by the Administrator.
- A Review Committee meeting will be scheduled as soon as possible after revised plans are received by the Administrator. At the request of the Review Committee, the applicant may attend this meeting and may make a presentation to the Review Committee.
- If plans are found unacceptable or conditionally accepted, the applicant shall be required to submit a new cover letter and new plans

to the Review Committee or agree to the conditions placed on the acceptance.

- When these requirements are satisfied, the Administrator will provide the applicant with written confirmation of plan approval and any conditions of that approval.
- Unless otherwise provided in the Purchase and Sale Agreement, the applicant shall not submit to Douglas County for Site Improvement Plan approval until the Review Committee has approved these plans.

