



BROOKS DESIGN GUIDELINES AND DEVELOPMENT STANDARDS INTRODUCTION AND ADMINISTRATION

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1. Introduction

Located within Loop 410 and encompassing 1,308 acres of contiguous land, Brooks is an asset for San Antonio. The former Air Force Base is unique in its scale and impact potential. With recent investment in Brooks as a Regional Center, Tax Increment Reinvestment Zone (“TIRZ”), Innovation Zone, and Opportunity Zone, the Brooks campus is positioned to advance the region’s transformation into a more vibrant community to live, work, learn, play, and stay — by demonstrating campus-wide innovative strategies that foster cultural, economic, and environmental sustainability.



DN#260018

1.1. Purpose of the Design and Development Standards

The Design and Development Standards (“Standards”) are intended to guide development at Brooks in alignment with the Key Priorities of the Campus Master Plan Framework.



In accordance with the Second Amended and Restated Master Declaration of Covenants, Conditions, and Restrictions of Brooks dated November 16, 2017 and recorded in Book 18885 Page 2131 in the Official Public Record of Bexar County, Texas (“CCRs”), BDA established an Architectural Control Committee (“ACC”). The ACC will approve or withhold approval of all architectural, engineering, platting, planning, and landscape plans for the property, along with all other duties, powers, and responsibilities outlined in Article 5.03 of the CCRs.

The ACC will use the Standards to promote the overall quality of development, aesthetic character, and site design functions of the Brooks campus. The ACC has discretion in the administration and application of the Standards. Because the Standards will provide criteria for the development and redevelopment of all properties at Brooks, the ACC requires that all projects be designed by qualified architects, engineers, landscape architects, and other professionals who will become familiar with the goals of BDA by way of these Standards.

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1.2. Compliance

The Standards will be made available to all Property Owners, Tenants, and Developers (“Applicants”) prior to submitting for approval to the ACC. Compliance with the Standards does not imply compliance with any Local, City, State, Federal, or other jurisdiction’s building code or regulations that may apply.

1.3 Vision, Mission & Brand Statements and Strategic Goals

VISION STATEMENT

A San Antonio Community attracting local, national, and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods, and the region, while respecting our rich and vibrant history.

MISSION STATEMENT

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

BRAND STATEMENT

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn, Play, and Stay.

CORE VALUES

1. Know it is bigger than us.
2. Think big and fantastic
3. Stop. Collaborate & Listen
4. Own it.
5. Get it done.

STRATEGIC GOALS FY2019-2023:

1. Continue to attract high wage employers while supporting the employment needs of our surrounding community.
2. Establish positive operating cash flow and obtain the lowest possible cost of capital.
3. Develop an urban community that utilizes smart innovation and establishes Brooks as a preferred San Antonio destination.
4. Attract high-profile events that brand Brooks as a dynamic and energetic place to be.
5. Become the principal economic development entity for the Brooks region by partnering with key stakeholders.

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2. Administration Of The Design Guidelines And Development Standards

The Architectural Control Committee governs design decisions relating to the character of the built environment at Brooks. Through the administration of the Standards, BDA protects its existing assets while elevating the quality of new and future investments in campus development by advocating for quality buildings, landscapes, and infrastructure.

2.1. Architectural Control Committee (“ACC”)

The ACC will review plans and interpret requirements to assist Property Owners, Tenants, and Developers (“Applicants”) with compliance with the Standards. General ACC correspondence and submittals can be sent to the BDA address below:

Brooks Development Authority
Architecture Control Committee
3201 Sidney Brooks
San Antonio, TX 78235
Email: development@livebrooks.com

2.1.1. Pre-Approval/ Pre-Design Meeting

The purpose of the Pre-Approval/ Pre-Design meeting is to establish a shared purpose relationship between BDA and a prospective Applicant. Prior to beginning planning and design efforts, the Applicant’s team must meet with the ACC to:

- Discuss the proposed development program
- Review the Master Plan, Land Use Plan, and Standards
- Discuss specific criteria established for the proposed site(s)
- Discuss the approval procedures
- Review the checklist of required materials for submittal to the ACC

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2.1.2. Requirements

Refer to the ACC CHECKLIST FOR SUBMITTAL REQUIREMENTS (Appendix A)

2.1.3. Filing Fees

In accordance with the CCRs, the ACC will charge processing fees for professional review of plans and specifications. For the fee schedule, contact the ACC at the address above.

2.1.4. Approval Procedures

The BDA will review all submittals within 10 working days of receipt and notify the Applicant if the submittal is incomplete. The ACC may request more information or request that alternatives be presented to address issues if any with the submittal. The BDA may waive submittal requirements that are not applicable.

The BDA will meet and issue a decision within 30 calendar days after receiving a complete submittal for the Final Design and Landscape Plan Submittal. The ACC may “Approve as Submitted,” “Approve with Conditions,” or “Disapprove” the submission. When a submittal is approved, with or without conditions, the ACC will issue a Letter of Approval (“LOA”).

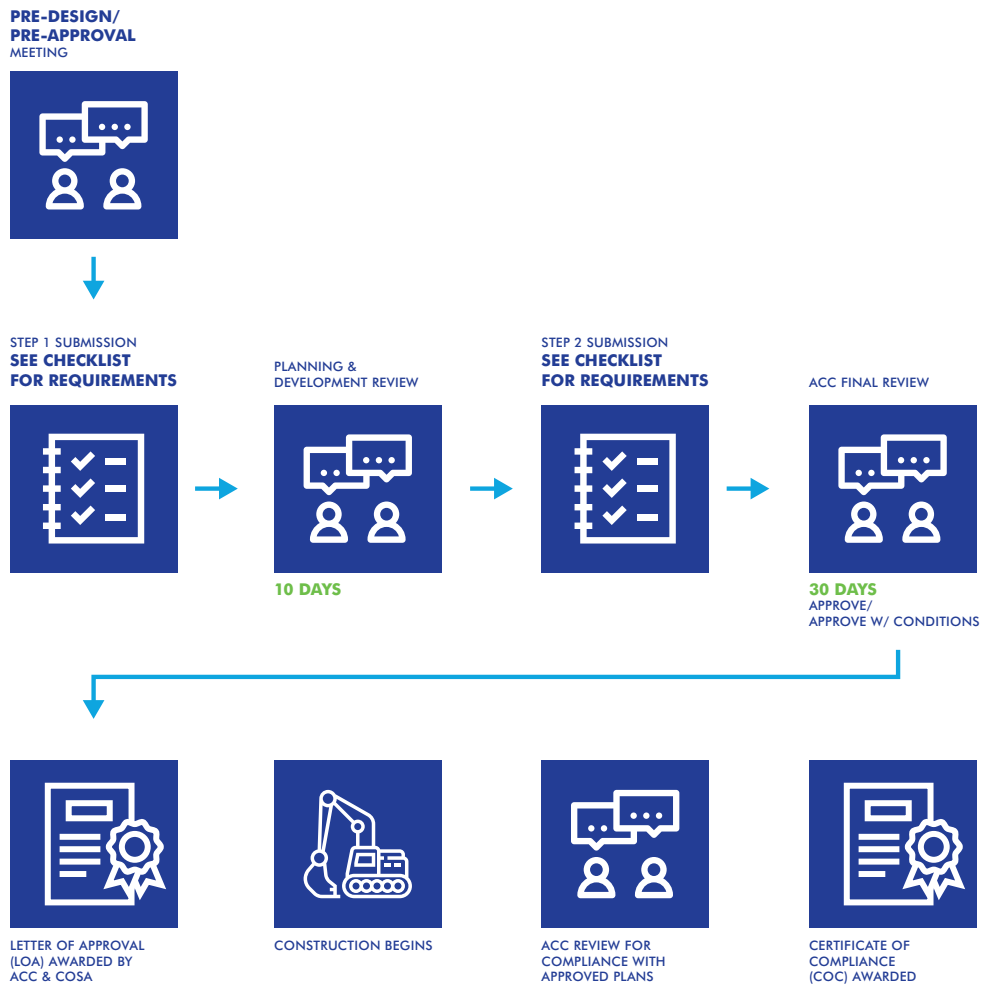
The LOA may be applied for concurrent with the City of San Antonio approval process; however, both approvals must be obtained prior to commencement of construction.

The ACC approval is transferable in ownership and is only valid for one year unless construction is started, or an extension is approved by the ACC.

The Applicant may appeal the ACC’s decision and has 10 business days to submit an appeal to the Planning and Development Committee. The appeal must be in writing and include specific objections or circumstances justifying the appeal. Appeals received 10 business days prior to a regularly scheduled Committee meeting will be considered at that meeting. Project appeals considered by the Committee during regulatory scheduled meetings will receive a final and conclusive decision.

The Applicant must notify the ACC in writing when the approved project has completed construction. Within 10 business days of notification, the ACC will inspect the project for compliance with the approved plans. If the project complies, the ACC will issue a Certificate of Compliance (“COC”). If significant deviations from the approved plans have occurred, the ACC may issue a Notice of Violation. The notice will describe the nature of the violation and may identify recommendations for correction. The COC will not be issued until the Notice of Violation is retracted by the ACC, typically upon implementation of an agreeable resolution.

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Note: the ACC approval process is separate from any approval or permitting process required by the City of San Antonio or other agencies.

2.2. Alterations and Additions

Any elements or conditions not approved by the ACC will be subject to all the rules and sanctions within the Standards, regardless of the means or the time of discovery. It will be the Applicant's responsibility to gain acceptance, in the form of an acceptance letter from the ACC, of all exterior elements or conditions. Approval of submitted plans is only for those elements illustrated. All future improvements or additions that require a building permit must be submitted to the ACC for approval. Any material change, alteration, or improvement to the visible appearance of exterior elements, including, but not limited to, environmental graphics and signage, painting structures a different color or adding exterior sculptures, public art, and wrought iron grills, will also require the approval of the ACC.

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2.3. Minor Alterations and Additions

Any minor change, alteration, or improvement that does not require a building permit, including, but not limited to, exterior monument signs, minor interior remodeling, etc. will require a site plan at minimum. A Pre-Design meeting is also required (See 2.1.1 and 2.1.2) to determine the necessary submittal requirements to seek approval of the ACC.

2.4. Enforcement

Any improvements constructed or made in a manner not consistent with the approval granted by the ACC will be subject to the following at the Applicant's expense:

2.4.1.1. Verbal notice of Violation

2.4.1.2. Written Notice of Violation, consisting of:

- o Cease construction

- o Instructions for resolving issue(s)

- o Deadline and consequences (should the instructions not be met)

2.4.1.3. Fines ranging from \$500 to \$5,000 per day for each day the site is in violation, and legal action if tenant is unresponsive or unresponsive, as the ACC determines is necessary.

2.5. Exculpation of Liability

Neither the BDA Board, nor members of the ACC, nor consultants assisting either the BDA Board or the ACC, will be liable for damages, or otherwise, to anyone submitting plans and specifications for approval, or to any Property Owner, Tenant, or Developer or other person affected by the CCRs or these Standards, by reason of mistake of judgment, negligence, nonfeasance, or otherwise arising out of, or in connection with, the approval or disapproval or failure to approve or disapprove any plans and specifications. Approval by the ACC of any plans, specifications or improvements, does not constitute an approval as to legality, ratification, or endorsement of the quality of architectural or engineering soundness of the proposed improvements and neither the ACC nor its members, nor the BDA Board, nor any professional consultants assisting the ACC or the BDA Board, will have any liability in connection with, or related to, approval of the plans, specifications or improvements.

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