



**Sugar Land Business Park  
Development Guidelines**

**April 2000**



## Project Description

Sugar Land Business Park (SLBP) is a 1,000 acre business community, totally designed for balanced, diversified land use and enduring property improvement values.

The guidelines presented in this document are intended to promote attractive environmental results and desirable visual elements for everyone involved in the SLBP. They will provide direction to the tenant/owner/developer by defining certain

items and areas which should be common to the SLBP and the concepts which Sugarland Properties, as the land developer and participant in the SLBP, will incorporate into its development and the SLBP Association (the "Association") will administer. However, it must also be recognized that in some instances the tenant/owner/developer will have to obtain approvals and/or permits from the City of Sugar Land. In such cases, the

tenant/owner/developer will have to comply with the City requirements, regulations, and codes as they pertain to the tenant/owner/developer's project.

In order to accomplish these desired results, the Architectural Review Committee (the "ARC") of the Association must review all plans for the SLBP.



April 17, 1998



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**Site - General Landscape Concepts**

The overall intent of these landscape guidelines is a simple landscape setting for each facility throughout the SLBP. The landscape design standards are flexible, but an attractive, comprehensive design is important in order to sustain and enhance the overall aesthetics of the SLBP for the benefit of all the property owners and tenants.

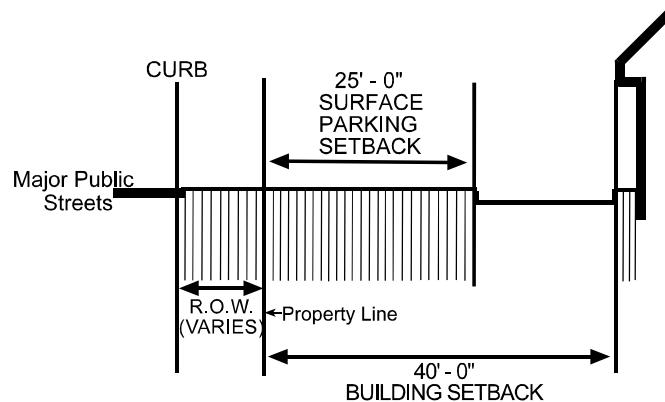
The intent of these guidelines is to achieve a visually and functionally controlled, harmonious environment within which project development can site buildings with a very predictable level of quality.

A complete landscape plan, including irrigation system design, must be

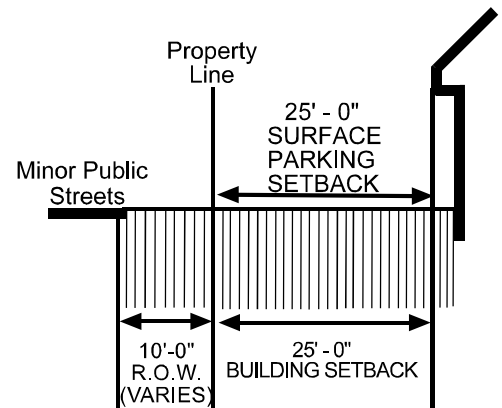
submitted to the ARC with the building plans and must conform to the general standards which appear in these guidelines.

The minimum building setbacks and surface parking setbacks are shown below.

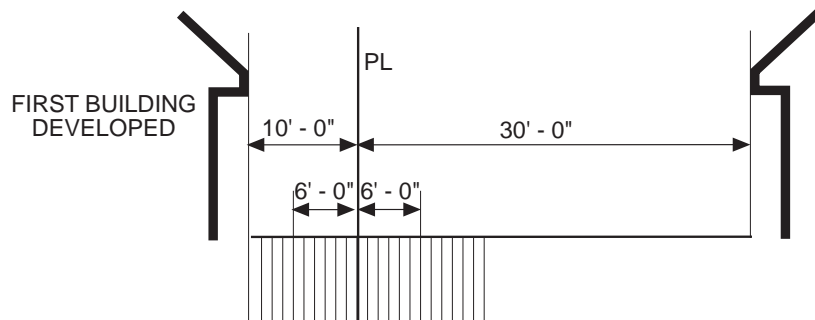
Major public streets shall have a minimum building setback of forty feet (40') from the property line. The minimum surface parking setback on public streets shall be twenty-five feet (25') from the property line.



Minor public streets shall have a minimum building setback of twenty-five feet (25') and a minimum surface parking setback of twenty-five feet (25') from any interior street and six feet (6') from side and rear property lines.



All side and rear property lines shall have a minimum building setback of ten feet (10'), with no two buildings closer than forty feet (40'), and a minimum surface parking setback of six feet (6').



**Irrigation System**

All landscaped areas shall be irrigated by an underground automatic irrigation system of approved design in accordance with the First Colony Irrigation Specifications provided by the Association. The irrigation system shall be of quality design, requiring minimum maintenance and minimizing runoff by utilizing water conservation measures. Sprinkler heads shall be located to effectively water areas with minimum overthrow onto walks, driveways, etc. Sprinkler heads shall produce complete coverage of specific areas to be watered.

Backflow prevention devices shall be installed as required by local codes. Installation of backflow prevention devices shall be out of sight from any street. It is recommended that such devices be located within a shrub mass on the project site.

Select a reliable contractor for installation of the automatic irriga-

tion system. It is required that the irrigation contractor be licensed to do business within the State of Texas.

Gate valves shall be located at scattered locations on the specific project site at no more than one hundred fifty feet (150') on center.

Remote control valves shall be sized to provide adequate pressure drop to insure proper valve operations.

Proper sprinkler nozzles shall be selected to provide water to landscape elements which have been chosen for their compatibility with the respective soils within the project site.

Sprinkler heads shall be flush mounted using high pop ups twelve inches (12") in height for shrubs and groundcover areas and pop ups four inches (4") in height in grass areas.

Swing joints on heads shall be used in all setback areas to avoid and minimize mechanical damage.

All irrigation systems shall be designed to guarantee no greater than twenty percent (20%) operating pressure differential and no less than the manufacturer's recommendation between the farthest head and remote control valve.

Areas planned for future expansion within the project site need not be irrigated. However, these areas must be properly mowed and maintained. Installation of temporary quick couplers to access these areas when needed is recommended.

Tracts adjacent to street rights-of-way shall provide irrigation for that adjacent right-of-way. Alternatively, tract owners adjacent to street rights-of-way will reimburse the Association for the actual costs of irrigating and landscaping in the adjacent road right-of-way if such landscaping has previously been installed by the Association.

All controllers shall be located out of sight.



## Approved Plant List

The following landscape materials are approved for use in the SLBP:

<u>Botanical Name</u>	<u>Common Name</u>	<u>Approved Minimum Installation Size</u>
<b>Shade Trees</b>		
	Red Oak	2-1/2" cal./30 gal.
Quercus Virginiana	Live Oak	2-1/2" cal./30 gal.
Quercus Nigra	Water Oak	2-1/2" cal./30 gal.
Ulmus Parvifolia	Drake Elm	2-1/2" cal./30 gal.
Carya Illinoensis	Pecan	2-1/2" cal./30 gal.
	Chinese Elm	2-1/2" cal./30 gal.
	Laurel Oak	2-1/2" cal./30 gal.
<b>Ornamental Trees</b>		
Magnolia Grandiflora	Southern Magnolia	2-1/2" cal./30 gal.
Betula Nigra	Riverbirch	30 gal./8'-10' ht.
Cercis Canadensis	Redbud	2-1/2" cal./30 gal.
Ilex Opaca	Savannah Holly	2-1/2" cal./30 gal.
Photinia Fraseri	Photinia Tree	2-1/2" cal./30 gal.
Lagerstroemia Indica	Crepemyrtle	30 gal./8'-10' ht.
Pyrus Calleryana	Bradford Pear	2-1/2" cal./30 gal.
	Wax Myrtle	2-1/2" cal./30 gal.
<b>Shrubs for Screening and Buffering</b>		
Ligustrum Japonica	Waxleaf Ligustrum	5 gal. 36" o.c. double row
Photinia Fraseri	Redtip Photinia	5 gal. 36" o.c. double row
	Oleander	5 gal. 36" o.c. double row
	Wax Myrtle	5 gal. 36" o.c. double row
	Burfurd Holly	5 gal. 36" o.c. double row
<b>Shrubs for Mass Plantings</b>		
Raphiolepis Indica	Indian Hawthorn	5 gal. 30" o.c.
Ilex Vomitoria 'Nana'	Dwarf Youpon Holly	5 gal. 30" o.c.
Ilex Cornuta	Dwarf Chinese Holly	5 gal. 30" o.c.
Rhododendron Indica	Azaleas	5 gal. 30" o.c.
Ilex Furfordii	Dwarf Burford Holly	5 gal. 30" o.c.
Pittosporum Tobira	Green Pittosporum	5 gal. 30" o.c.
Pittosporum Variegata	Variegated Pittosporum	5 gal. 30" o.c.
Pittosporum Wheeleri	Dwarf Pittosporum	5 gal. 30" o.c.
Lagerstroemia Indica	Dwarf Crepemyrtle	5 gal. 30" o.c.
Nandina Domestica	Compact Nandina	5 gal. 30" o.c.
Juniperus C. Parsonii	Parson Juniper	5 gal. 30" o.c.
Juniperus C. Tamariscifolia	Tam Juniper	5 gal. 30" o.c.
Juniperus C. Pfitzeranna	Pfitzer Juniper	5 gal. 30" o.c.

Existing native trees are also allowed.

**Groundcover Plantings**

Trachelospermum Asiaticum	Asian Jasmine	1 gal. 15" o.c.
Ophiopogon Japonica	Monkey Grass	1 gal. 12" o.c.
Buxus Macrophylla	Boxwood	1 gal. 18" o.c.
Gelsemium Semperviren	Carolina Jessamine	1 gal. 18" o.c.
Liriope Muscari	Liriope	1 gal. 12" o.c.
	Honeysuckle	1 gal. 12" o.c.

**Grass**

Cynodon Dactylon	Common Bermuda	hydromulch or sod
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**Seasonal Color**

Annuals and perennials are especially recommended for enhancing the landscape of each tract. Seasonal color variety and usage shall be approved by the ARC.

Summer: April through October	Petunias	Verbina	Salvia
	Begonias	Daylillies	Portulaca
	Lantana	Impatiens	Mexican Heather

Winter: November to March	Dianthus
	Pansies



## Landscaping Requirements in General

The primary plant materials to be used in the landscape easements of the Center shall be trees and grass. Trees shall be used generously on the entire tract.

The number of different species of plant materials on a given project shall be kept to a minimum.

### **Plant Quality**

All plant material shall be sound, healthy specimens typical of their species, with well-formed tops and roots, and shall be free from all injurious insects, insect eggs, or larvae, diseases, serious injuries to bark, root or foliage, broken branches, or any other types of disfigurement.

Plant proportions shall be those recognized as normal for a well grown plant of that species and size, as used by the American Standard for Nursery Stock.

### **Plant Selections**

Refer to the Approved Plant List and specific sections of these guidelines for all approved and recommended planting materials to be used within the Center.

**Landscaping Requirements for Parking Area**

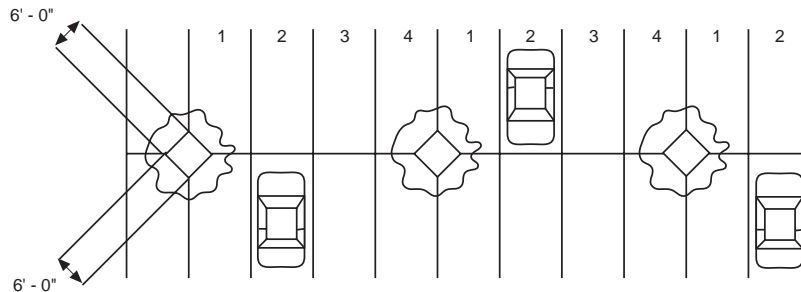
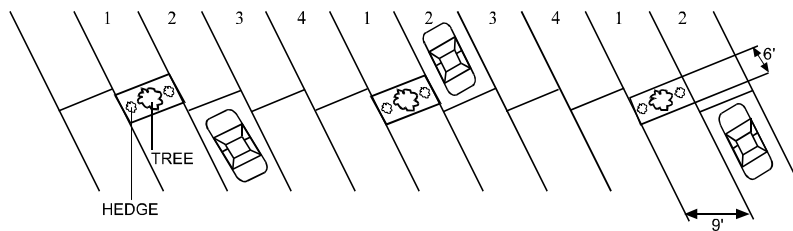
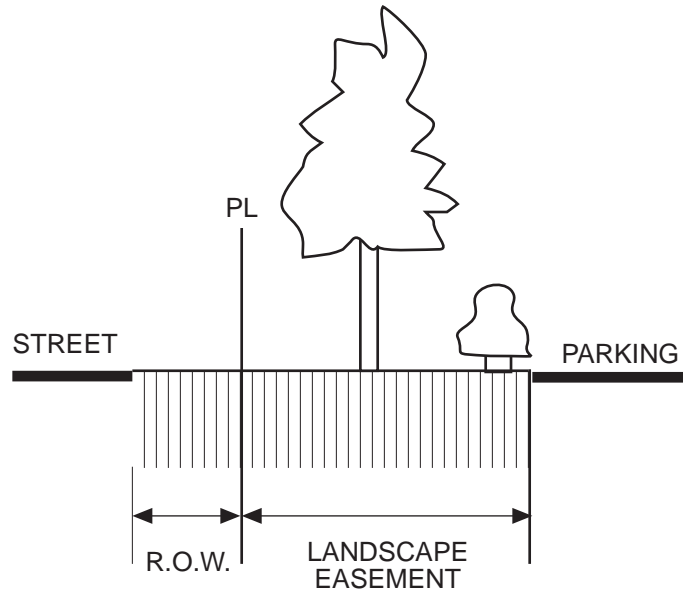
Parking areas must be properly screened from public streets and adjacent properties by the use of hedges, grass berms, trees, and/or other means approved the ARC.

The intent of this screening requirement is to break up the view of the lower portions of cars by the use of

berms or high density shrubs. Large massive areas of uninterrupted surface parking shall not be permitted. Planting islands shall be included at both ends of parking bays.

The landscape areas shall be every four (4) parking stalls. A concrete curbed treewell six feet (6') by nine

feet (9') (outside diameters) in size must be located along the center line of the head to head parking layout. Shade trees thirty gallon (30 gal.), two and one-half inch (2-1/2") caliper, and nine feet (9') to ten feet (10') in height shall be planted in each treewell.



### Landscaping Requirements for Front Property

Specific street tree planting is planned along all streets, and may be either existing or proposed. The landscape design for a facility should incorporate the designated street tree into the proposed plan. Contact Sugarland Properties for the tree planned in your area.

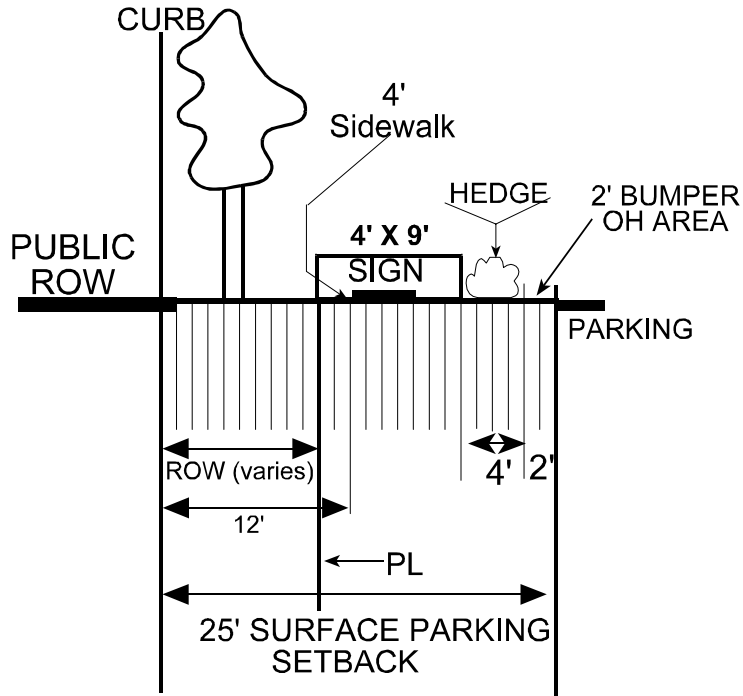
Minimum recommended size for the Live Oaks shall be sixty-five gallon (65 gal.) containers, three and one-half inch (3 1/2") caliper single trunk, and twelve to fourteen feet (12'-14') in height forty feet (40') on center.

A double row of Waxleaf Ligustrum shall be planted in a four foot (4') wide bed on the backside of the

front property landscape easements. Waxleaf Ligustrum shall be five gallons (5 gal.) in size and planted at thirty-six inch (36") on center in a triangular pattern.

The following exhibit shows dimensions for locating the Ligustrum hedge, the bumper overhang area, the trees, the signs (if any), and the sidewalk on those portions of the SLBP abutting public rights of ways.

Front Property Landscaping Diagrams



NOTE:  
Sidewalk meanders around the street side of the 4' x 9' signs when there is a conflict.

**Landscaping Requirements for Side & Rear Property and Near Buildings**

Shade trees as approved by the ARC, thirty gallons (30 gal.), two and one-half inch (2-1/2") caliper, and nine feet (9') to ten feet (10') in height, shall be planted at a spacing of twenty-five feet (25') on center along the side and rear property lines of a Tract.

There shall be a ten foot (10') wide building setback on all side and rear property lines.

A minimum six foot (6') surface parking setback shall be maintained

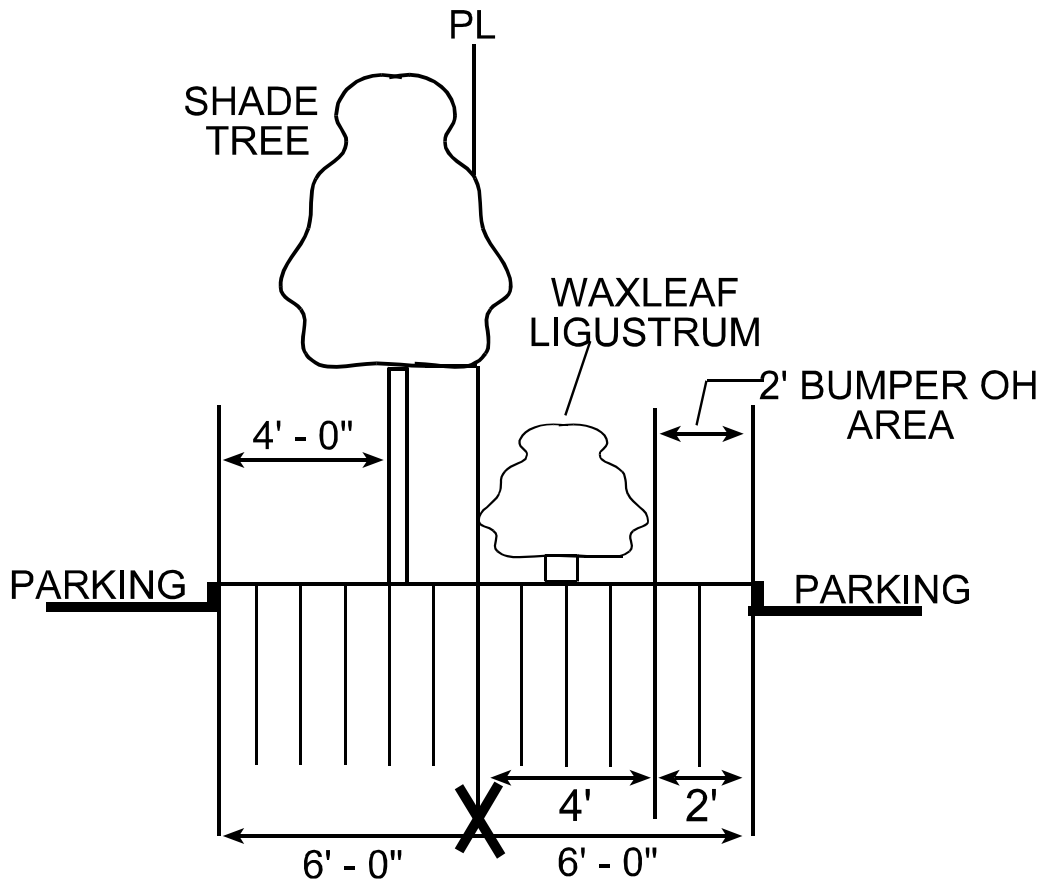
at side and rear property lines, except where property lines fall in a common parking area or common drive. In this case, additional greenspace may be required.

There shall be a double row of Ligustrum on all side and rear property lines beside parking lots as shown below.

The ARC shall determine which property setbacks require a Ligustrum hedge and which require shade trees.

Landscaping is necessary to soften areas where the concrete parking lot visually meets masonry walls. This can be accomplished in several ways depending upon scale, architecture, and materials. Some combination of trees, planting beds, large greenspace areas, hardscaping, and/or waterscaping is necessary to accomplish this goal.

The ARC shall use its discretion to revise these standards if easements present a problem.



### Mounding and Earth Berms

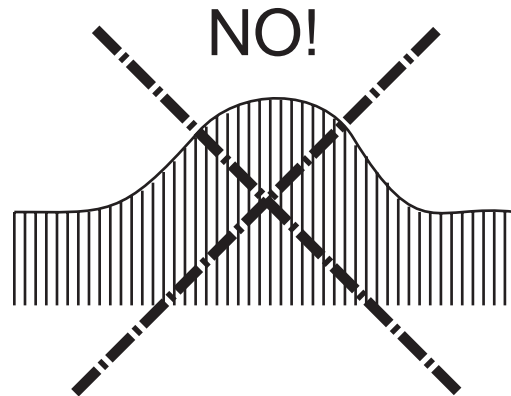
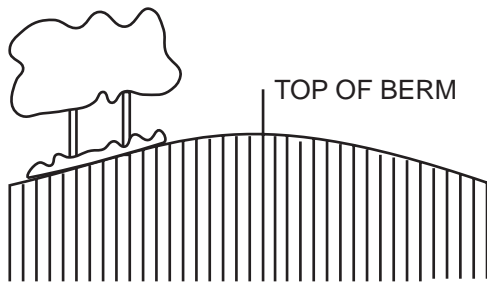
Slopes intended to be covered by mowed grass shall be 5:1 maximum.

The grading of setback berms shall vary in height depending upon locations. The desired effect is one of smooth transition from top of curb to property line. Emphasis shall be on a gentle transition and soft natural form, and not height. Grad-

ing of mounds must not be too lumpy or abrupt.

Where mounding and berms or earth contouring is planned, smooth transitions with soft natural and well rounded forms are desired. Trees and shrubs shall not be planted directly on top of these berms.

All planted areas shall be graded so as to prevent ponding of water. Particular attention should be given to drainage of planting beds to ensure that excess surface and subsurface water drain away rapidly. All drainage structures in planting beds must be connected to the subsurface storm drainage system.



## Screening

### Service and Utility Areas

All service and utility areas shall be screened from public view by screens, fences, and other devices approved by the ARC. Trash areas and dumpster locations shall be permanently fenced or screened with enclosures which shall not be visible from any public street.

All mechanical equipment such as water towers, storage tanks, cooling

towers, heating equipment, air conditioning or ventilating equipment, or electrical equipment shall be mounted and screened from public view by fencing or landscaping approved by the ARC. Rooftop mounted equipment must also be screened with materials that match appropriate building components. A rooftop screening site line study shall be required by the ARC.

The location of loading docks/areas should be in the rear or side of a building whenever possible. No loading dock should be closer than fifty feet (50') from any street. Loading areas should be screened from view by the use of landscape berms or solid masonry walls compatible with the exterior face of the building.

**Grading, Drainage, Water and Sewer**

Surface drainage of each property shall be collected on site and connected to underground storm drain structures.

Care shall be taken to prevent damage to adjacent properties during construction or after completion of the site improvements of any building site.

All sites must be graded and paved to drain into the storm drains interior of the site. Any areas which contribute to storm drain-off shall not carry contaminants from those areas into the storm drains.

Driveways shall be kept swept and clean and free of contaminating spills.

All applicable federal, state, and municipal codes apply.

The plans and specifications for improvement on any property shall reflect the grading, drainage, site stabilization, plumbing system, paving, curb cuts, and all other related works. These drawings will be reviewed and approved by the ARC prior to start of any work.

## Lighting

All lighting shall be high pressure sodium, and area lighting fixtures shall be equal to Sterner lighting Glendale series with a minimum rating of 1000 watts. Fixtures and poles shall have a powder-coated finish and shall be dark bronze.

Buildings must be adequately lighted at night. Light fixtures shall be attractive, efficient, and shall not create glare or spillover into adjacent properties. A lighting photo-

metric drawing shall be submitted to the ARC depicting the design layout and illustrating a point-by-point foot candle lighting level on the site. All lighting shall achieve a minimum average level of five (5) foot candles with a maximum/minimum uniformity ratio of 10 to 1.

No flood lights shall be mounted on buildings except for wall packs at the rear of the buildings as approved in advance by the ARC.

Exterior lighting must enhance the atmosphere and safety of all public parking areas, walkways and entrances. Lighting shall be low key and placement of fixtures shall coincide with major walkway areas.

Site structure lightings shall be illuminated with a concealed, stationary shielded light source.

### Parking Lot Requirements

Parking area requirements shall conform to specific standards governed by land use.

Concrete shall be the standard for paving material, though pavers will be permitted for accenting pedestrian crosswalks or other suitable areas. Thickness of paving and reinforcing requirements shall be governed by use, with light duty paving for automobile traffic and heavy duty paving in truck paths, such as areas behind the retail center building. Paving and base design

shall conform to recommendations by the geotechnical testing engineer.

Striping and pavement markings at paved areas shall be white and equivalent to Pratt and Lambert Alkyd Traffic Marking Paint, one (1) coat, two and one-quarter millimeter (2 1/4 mil.) thickness. Striping shall be four inches (4") in width and sprayed on. Other pavement markings, including directional arrows, handicap symbols, and signage, shall be painted using appropriate templates. Edges of all

symbols and signage shall be crisp, with paint evenly distributed over the entire area and completely opaque.

Heavy truck traffic shall be limited to areas clearly marked and designed for heavy vehicles. No tractor trailer truck shall be allowed in the parking areas designed for automobiles. No overnight parking or storage of tractor trailers, trucks or vehicles of any kind shall be allowed except in truck wells.

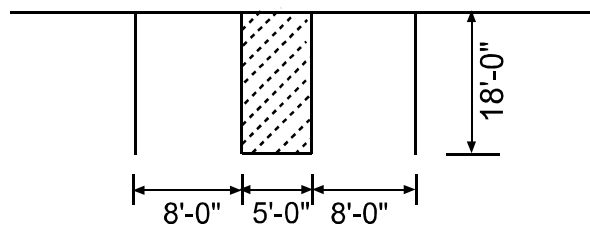
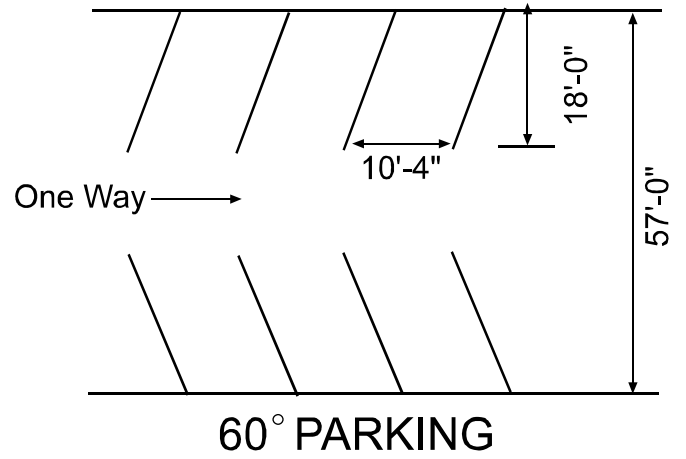
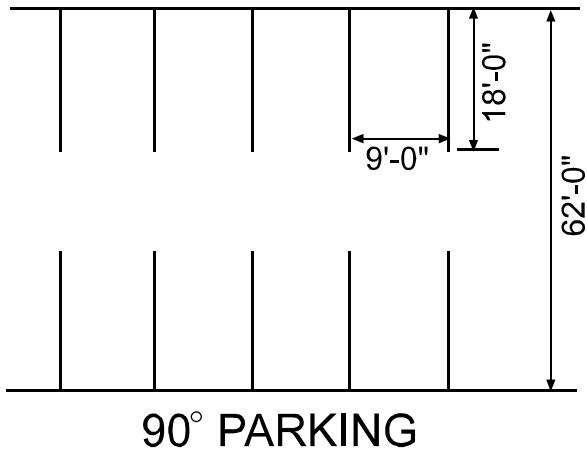
## Parking Space Requirements

1 per 250 sq. ft. of office building area  
 1 per 500 sq. ft. of manufacturing building area  
 1 per 1,000 sq. ft. of warehouse building area

## Handicap Parking Requirements

<u>Total Spaces or Zones</u>	<u>Required Number to be Reserved for Handicapped</u>
up to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of Total
over 1000	20 Plus 1 For Each 100 over 1000

Parking Striping Layouts



HANDICAPPED PARKING

## Utilities Requirements

All electrical service for each site must be underground except where specific allowances are made in these guidelines and where specific approval is given by the ARC. All pad sites shall be unconditionally served by underground electrical service, and any pad mounted equipment shall be screened from view.

In some instances overhead electrical service weatherheads and drops shall be allowed behind the building

provided; however, such service is not highly visible from automobile or pedestrian traffic on or around the site. In such cases, the location of drops shall be subject to approval by the ARC.

All parking areas must be completely curbed, paved, and graded to drain into the internal underground drainage system. Areas that contribute to storm drain run-off shall not

carry contaminants from those areas into the storm drains. If the ARC determines that operations on any site could produce environmentally unacceptable effluent, such as, but not limited to, effluent containing unapproved levels of petroleum derivatives or hydrocarbons, the ARC may require filtration through an appropriate system to remove or reduce the contaminants.

**Structures**

All buildings shall be of a masonry construction and/or glass. Other materials may be used in lieu of those specifics, provided such material is neither inferior in appearance or durability, and is approved by the ARC. No building or other structure shall be covered with sheet or corrugated aluminum, asbestos, iron or steel. No building shall have a pitched roof unless approved by ARC.

## Construction Activity Guidelines

### Site Activity

The location and physical character of temporary structures shall be subject to review and approval by the ARC.

Construction materials shall be stored on-site in an orderly manner that will not interfere with roadway traffic. Material storage methods and locations shall be subject to review by the ARC. Streets shall be maintained in a clean condition and shall be swept and cleaned on a daily basis.

Existing trees to be preserved within the tree screen, street right-of-way, and other open space areas must be adequately protected from damage during construction as noted herein.

Trees designated for preservation must be adequately protected during construction. Those trees selected for preservation within an approved building site must be flagged and encircled with protective fencing; preferably four inch (4") by four inch (4") post on center with three (3) two inch (2") by four inch (4") cross members eighteen inches (18") on center. The fencing must extend beyond the full spread of the tree's branches to provide adequate protection. The clearing of underbrush under a tree's drip line shall not occur until completion of construction activities.

A seven (7)-day written notice is recommended to coordinate this phase of preconstruction activity

between the owner and the Association.

The tenant/owner/developer shall respect a tree's protection area by avoiding the following actions:

- dumping backfill into the protected area;
- excavating soil from the protected area;
- felling trees into the protected area;
- parking under trees;
- driving construction equipment into or through the protected area;
- stacking or storing supplies and/or equipment in the protected area;
- changing the site grading in any manner that allows drainage to flow into or collect in the protected area;
- locating temporary construction buildings in the protected area;
- dumping of paints, thinners and other toxic materials into the protected area;
- burning refuse materials within fifty feet (50') of the protected area.

Whenever it is necessary to trench or bore near protected trees for utilities, the builder should use all possible care to avoid injury to the tree roots. Excavations in areas where roots are two inches (2") or larger in diameter should be done by hand and the roots tunneled under.

In the event any tree designated for preservation is damaged, it shall be repaired or replaced at the tenant/owner/developer's expense as soon as possible in a manner approved by the ARC. If necessary, a tree specialist shall be consulted and appropriate measures taken to prevent

loss of the specimen trees. Any damage to a tree root over two inches (2") in diameter shall be repaired by a tree specialist.

### Controls

There shall be no tree-cutting or clearing out until, upon timely notification, the tenant/owner/developer and an ARC representative meet on-site and identify by mutual consent, in conformance with the approved Plans, those trees which shall be preserved and protected during the construction process. These trees shall be selected on the basis of location, maturity, condition, and appearance. Every consideration shall be given to preserving a maximum number of trees. The selected trees shall be clearly marked with a brightly colored ribbon or equivalent so as to designate clearly the intent to preserve and protect those trees and thereby encourage the cooperation of those involved in the construction project.

The ARC may choose to have a representative present during the clearing activity to ensure adherence to the plans and observance of the tree preservation identification procedure. Rules and regulations for tree preservation must be followed during clearing and construction phase. In that regard, the tenant/owner/developer must give adequate advance notice (3 days) prior to the commencement of any tree cutting and clearing.

## Architectural Review Committee

The ARC is appointed by the Board of Directors of the SLBPA and shall operate in accordance with the provisions established for that Association.

All new construction, subsequent construction, remodeling with exterior exposure, expansion, and demolition of structures must be reviewed and approved by the ARC prior to commencement of any building or construction on-site activity. This approval may be secured in a timely fashion using the procedures set forth herein.

**1.) Preliminary Meeting with the ARC:** Owner/tenant and his architect (for pad sites) shall arrange for a meeting with the ARC before any plans have been drawn. The purpose of the meeting is to discuss concepts and goals of the owner/tenant and the ARC. Call the ARC at (281) 242-2000 (Melanie Pede) to arrange for the preliminary meeting. These Development Guidelines shall be reviewed prior to the preliminary meeting.

**2.) Preliminary Sketch:** After the preliminary meeting, the tenant/owner/developer or his representative shall prepare an easily readable, but preliminary, sketch which depicts building size in square foot and location and parking lot(s) configuration including parking ratio. This sketch shall also include driveway size and location, building and parking setbacks, calculations of

open space requirements, landscaping areas, and preliminary utility layout. The ARC shall respond to this submission in a timely manner and communicate suggestions and comments accordingly.

**3.) Preliminary Plans:** This submission shall incorporate the interaction generated in the preliminary sketches and present a refinement of the surface layout (plot plan) utility service, including exterior design, elevation, materials, and colors. The tenant/owner/developer may submit a rendering of exterior building appearance as a supplement to this submission. These plans shall be presented in the format typically produced by a registered professional architect.

**4.) Final Construction Plans:** These plans must represent finished site layout and completed structural design specifications. Included in these plans shall be landscape, exterior sign, and exterior lighting detail. Refer to Submission Checklist for submission requirements for this specific phase of the pre-construction process.

**5.) Submissions:** Plans shall be prepared and submitted to the ARC. All Final Construction Plans submitted must be accompanied by the appropriate Submission Fee. Call the SLBP Association at (281) 242-2000 for the fee policy of the Board. Checks should be made payable to the SLBP

Association - ARC. Two (2) sets of Plans shall be delivered to:

Architectural Review Committee  
SLBPA  
Attention: Melanie Pede'  
4665 Sweetwater Boulevard, Ste. 100  
Sugar Land, Texas 77479

The ARC shall review and approve or disapprove the submission as soon as possible, usually within three (3) weeks. Incomplete submissions shall not be reviewed.

One (1) set of Plans shall be retained by the ARC.

Submission shall be either approved, conditionally approved, or disapproved by the ARC.

Resubmissions must meet all initial requirements and, in addition, must include a statement outlining the changes and conditions of resubmission.

Tenants/owners/developers must engage registered professional architects, engineers, and landscape architects in the preparation of all project plans and specifications. These professionals shall be engaged in the project from the design development phase, through the construction document development phase, and, finally, through the construction administrative phase of the project.

All plans must conform to City of Sugar Land Building Codes.