



UNIVERSITY  
UNITARIAN  
CHURCH

## Program Requirements

Version New

Date: 03/19/2015

Physical Space Implementation

## Background Information

In 2011, UUC launched a Year of Discernment and that effort produced *Not for Ourselves Alone Strategic Plan for 2012-2020*. Five strategic outcomes were identified, one of which pertained to physical space. That outcome states:

*UUC will have a physical plant with the increased capacity and design function to serve up to 800 Sunday worshippers and live our mission and vision.*

- *Participants take pride in an esthetically welcoming, inspiring, and functional space, which allows UUC to live its mission and vision as a church appropriate to its size.*
- *People have an interest in a comprehensive assessment conducted to determine whether or not we can expand/re-build on our current site. If not, people will support a search for a new site in North Seattle.*
- *Participants endorse with enthusiasm a capital campaign to support our 2020 vision.*

As part of the strategic planning process several group meetings were held with members and a congregational wide survey was conducted. Comments relating to space were captured. In addition, the Physical Space Implementation Team was commissioned to assess building use and facility requirements. Staff members and program directors were interviewed regarding the adequacy of the space available to them for their programs. A workshop was held with church leadership to review the facility requirements and to identify components of bringing the vision for our space to life.

In preparation for the development of the space program, staff members were asked to review the accumulated information and update it based on current and future program needs. They were asked to address the following questions:

1. When imagining your programming area in the future, in a newly realized facility, do you see the church providing generally similar services and experiences to the community? Do you see entirely redefined experiences? Or do you see a combination of both? Please describe.
2. Not including storage or administration requirements, do you see your program being able to occupy and effectively use the space you currently have (either in the same configuration or a new layout)? Do you see realistically needing half again what you currently have? Double?
3. Not including storage or administration, what spaces are simply “missing” for your program from the current facility?
4. Other comments or concerns not raised in 2011 interviews or questions above?

Responses to these questions as well as information from the earlier physical space assessment processes have been incorporated into this document referred to as the program requirements.

## Overview

The existing building has many deficiencies. We are at capacity in the sanctuary, which limits our ability to attract new members. Our planning consultant has told us that research shows when a worship space is 80% occupied, it feels full: people begin to perceive that there is no more space, and newcomers are more likely to feel there is not room for them. Our fellowship hall is woefully inadequate in the amount of space, supporting kitchen, and the provision of an atmosphere conducive to conversation. Our entrances are at best utilitarian and more often simply rude. Every door feels like “the back door” so we are unable to provide a warm and engaging first impression. Our classrooms are over capacity and limited in function, influencing the programs we can offer, particularly on Sunday mornings. We are not providing adequate space for our staff and do not have space for any growth. Lack of storage for all purposes is a major issue. The facility lacks the infrastructure to meet today’s technology requirements. In addition, the physical plant in general has a number of deferred maintenance projects that are becoming issues.

While we currently have a Montessori school that occupies several classrooms during the week, we are considering the option to not continue leasing this space in the future.

The task before us is to determine whether the existing building and adjacent properties can meet UUC’s space requirements for the future. This will entail an in-depth study of what existing spaces can be repurposed, those that need to be replaced and those that will be new and the associated cost of the project. If our existing property can fulfill our dreams, phasing will need to be addressed so that we stay in operation throughout the remodel/building process. This study will be critical for congregational decision making in moving our vision forward.

## Our Vision

We envision a physical space that is respectful of the land, full of natural light and fresh air. Our space will be environmentally responsible and sustainable with low maintenance building and grounds. Our physical space must be flexible and expandable, and accessible to all who come. We want to be respectful neighbors to those around us. We see a simple design that peacefully reflects our legacy and the Northwest and is compatible with the existing sanctuary.

In looking at our program requirements, we have defined three broad categories. The first is dedicated spaces, which are tailored to specific program requirements. These spaces include worship, music, administration, children and youth programs. The second category is the general, flexible spaces, which allow for multiple purpose uses. This includes spaces for adult enrichment, activism and fellowship. The third serve our utilitarian needs and include parking, restrooms, kitchen facilities, storage, maintenance and building support systems.



## Dedicated Space Requirements

Worship, Music, Religious Education, Children and Youth Programs, and Administration are the UUC programs we believe would be best served by having dedicated spaces that are designed for their specific purpose. To this category, we would add the memorial garden and entrances. While we are willing to consider flexible use for these, the feasibility study and master planning should first explore the possibility that they would be dedicated.

### Worship

The sanctuary is a place of hope and reflection. It should be simple, tranquil, and timeless. It should be a place where we can embrace our traditions and explore new ones. The natural world is the most powerful spiritual symbol in the Pacific Northwest therefore, natural light and openness to the sky and mountain is important to the atmosphere within the sanctuary.

Current Sanctuary – The current worship space is a 1950s lecture hall venue, exactly what Unitarianism was then, especially in college/university communities.

	Square Feet	Storage	Net SF	Max Occ.	80% Rule	2011 Use
Sanctuary	2848	570	2278	325	260	220
Loft	433	177	266	38	30	25

From early September to early June we hold two Sunday services; at 9:30 AM and 11:15 AM. During the summer months, there is one service at 9:30 AM. Just before services, parents are often busy taking children to their church school classes, members greeting newcomers and old friends. A beautiful Buddhist temple bell gifted to the church is rung at the beginning of the service, and we light the chalice in front of the pulpit to symbolize our Unitarian Universalist faith. We share readings, prayer and meditation, announcements, sermons, lay testaments, and more from the pulpit and risers at the front of the sanctuary during our services. Rotating art exhibits, curated by a member-run Art Committee, feature local established and emerging artists in the church's Gilmartin Gallery within the sanctuary and the chapel. Their beauty enhances the context of our worship. We desire to continue these and other traditions within our new sanctuary.

Services are filled with music—hymns sung by the congregation and music by the Loft Choir, Intergenerational Choir, or Hand Bell Choir from September through May. The church often resounds with vocal or instrumental solos accompanied by piano or small ensembles. Not surprisingly, the congregation views high-quality music as an important part of the worship service. The music contributes to the themes of the worship services and helps establish and reinforce the emotional undertone.

We are accustomed to our principal choir performing from a rear loft during Sunday services, while occasionally assembling in front or along the outside aisles. The Loft choir shares the loft with an organ, piano, and conductor's platform. The Loft Choir is substantially limited by the size and

weight-bearing capacity of the loft. The Loft Choir is currently over-flowing the loft space within the sanctuary. The limitations of the space mean we currently are unable to add new, talented members who would like to sing in the choir.

Our intergenerational choir, bell choir, Music Sunday ensemble of choir and orchestra, and smaller ensembles perform in front of the congregation.

Because of the extraordinary acoustics within the sanctuary, it is used for music programs outside of Sunday services. We have rented the sanctuary for small musical group performances and music school auditions. This is one way we reach out to the community and we desire to continue this practice.

We have used our sanctuary for purposes other than worship, including weddings, memorials, auctions and dinners, and reconfigured for smaller intimate meditation groups.

[Future Sanctuary](#) – Our future sanctuary should be designed to continue our treasured traditions and inspire prospective members to stay. The arrangement of seating in the new sanctuary should be more akin to an amphitheater and seat 400 worshipers. The space must include a pulpit, comfortable and flexible seating, good lighting, a sound system, video capacity, and excellent acoustics. We desire a design that is spacious, lets in the beauty and light of the Northwest, and provides for the many groups embraced by our music program.

The Music Program will require at least double the space in the sanctuary in order to continue the current program and to allow for growth. A grand piano and organ are essential to the program. Having excellent acoustic properties in the future sanctuary is one of the most important requirements from the Music Program. The current acoustics in the existing sanctuary is absolutely perfect for music and needs to be replicated in any new space. Items such as padded seats or thicker carpeting will adversely affect the acoustic properties, potentially destroying the wonderful acoustics we currently have.

The sanctuary needs to accommodate small and large worship attendance. Location of the choirs and instrumental ensembles will need to be addressed during the design.

Whether it would be designed for single (dedicated) or flexible use should be an outcome of the feasibility study and master planning processes. Our desire would be to dedicate the sanctuary for purposes of worship and reflection.

[Chapel](#) - In addition to the sanctuary, we desire a smaller, quiet chapel for meditation and intimate worship, such as our mid-week contemplative service. The space will foster reflection and bring peace and comfort to those who enter it. Whether or not the smaller space is adjacent to or included in the new sanctuary is an open question.

## [Music Program](#)

The music program at University Unitarian Church has a long history of excellence. It is an integral part of our worship service and congregational life. It inspires the congregation and is a huge draw for visitors. The requirements the Music Program has for the sanctuary are documented within the sanctuary section. Due to their importance to the Music Program and therefore the congregation, we emphasize that the acoustic properties and space within the sanctuary must meet their requirements.

[Current Music Program Space](#) - Outside the sanctuary, the choir does not have existing space for storage or practice. Music for all three choirs is currently scattered in 5 different locations, and the staff spends a great deal of time every week moving music and equipment around.

[Future Music Program Space](#) - The Music Program desires access to a lounge or other comfortable space between Sunday services for use of the choirs or other performers.

The Music Program requires a large space with good acoustic properties and a good piano dedicated for use by the Music Program. This would be a space where all choirs and ensembles could rehearse, and in which all music and Music Program equipment (such as hand bells, tables, music, music stands, etc.) would be securely stored for easy access by participants. This is especially important to the program director, as similar space is a standard feature for most churches.

### Children and Youth Programs

UUC offers a vibrant, high-quality religious education program for children and youth. Our Sunday church school provides engaging, educational curricula for all ages, from infants and toddlers to high school students. Our primary goals for our children and youth are to help them develop a strong Unitarian Universalist identity, to build deep relationships within the UUC community, and to nurture their spiritual lives. We work hard to build strong relationships between students and to cultivate a feeling among our children and youth that UUC is their home. Volunteers from our church are selected and trained to lead the Children and Youth Programs classes. They are supervised by Religious Education staff.

[Current Children and Youth Program Space](#) - The existing classrooms are designed after the 1950's model for classrooms. They are located on the ground floor beneath the Paul Kirk building and administration offices. Knattvold has a small kitchenette area with a sink, counter space, cupboards, refrigerator, and dishwasher at the south end.

The youth group has uniquely designed their space with large sofas and chairs that are conducive to fellowship and camaraderie. Their space is far too small to accommodate the 40 youths in the group.

Additionally, adults use several of these classrooms as meeting spaces, which may cause inadvertent loss of classroom materials and disturbance to classroom displays. Furniture can be moved and not returned to the classroom configuration. Classrooms that are not left in their original configuration impact the smooth operation of the classes on Sunday.

Current Children and Youth

	Square feet	Storage	Net SF	Max Occ.	80% rule	2011 Use
<b>Gound Floor</b>						
Emerson	683	137	546	27	22	25
King	341	68	273	14	11	11
Channing	680	136	544	27	22	25
Priestly	290	58	232	12	10	22
Jefferson	290	58	232	12	10	8
Adams	290	58	232	12	10	8
Dix	389	78	311	16	13	12
Frazee	434	87	347	17	14	25
Alcott	366	73	293	15	12	11
Potter	355	71	284	14	11	11
Bridges	355	71	284	14	11	11
Pennel	355	71	284	14	11	11
Knatvold	1056	211	845	42	34	40

[Future Children and Youth Program Space](#) - Many UU churches are moving away from the traditional classroom model. Although it is possible that we will consider a similar move in the future, we want space that supports our more traditional format. We need spaces that are more flexible than the existing individual classrooms. We want spaces appropriate for study and active movement that help create a bright, engaging, safe, clean, and comfortable environment of fun and liveliness. We desire larger rooms, especially if they can be adjusted to different sizes and configurations.

The high school youth group requires space that is double the size of the existing youth room; enough space for 40 youth. A space for the youth to prepare or reheat food is required, depending on the proximity of the youth programs to other kitchen facilities.

An area dedicated to infant, toddler, and preschool aged children is required. This space needs to be designed specifically as a preschool area and provide flexibility for larger or smaller gatherings of children. A design that allows a smaller number of staff to keep an eye on the children is necessary. We envision either two rooms with relites between or a single large room, divided by a half wall with swinging doors. Sinks are a must and a small refrigerator in the preschool area would also be helpful.

A large space for indoor games and activities is desired. Access to a large gathering space for special events and a small chapel for children's worship services can be potentially accommodated in shared building space.

All spaces need to be designed with built in Audio-Visual capability. Increasingly, our programs are calling for DVDs, on demand streaming through the Internet, YouTube videos, Power Point presentations, etc. Projectors, screens, computers, and sound systems should be incorporated in as many rooms as possible. Relites in all classroom doors are desirable.



A PA/intercom system that connects with all the rooms to facilitate announcements would be a useful feature.

### Administration

Our church employs 21 staff members, including 8 full-time, 5 half-time, and 8 less than half-time. Volunteers are frequently working in the administrative area supporting administrative functions or programs. On Sunday, a volunteer is available in the volunteer workroom adjacent to the office area to answer questions, take messages, hand out forms, and assist with sign-up sheets for church activities.

[Current Administration Space](#) - Staff occupy either single or shared office spaces and common administrative areas during weekdays. Staff schedules vary, and so does office occupancy. They support programming and activities of congregants elsewhere in the church building seven days a week. Volunteers in the office share available computer workstations and desk space. Ministers meet with members in pastoral consultation in their offices, and program directors hold meetings with members and other supporting agencies in the church’s bookstore, which doubles as a small conference room. All-staff events are held in the social hall.

### Current Administration

	<b>Square feet</b>	<b>Storage</b>	<b>Net SF</b>	<b>Max Occ.</b>	<b>80% rule</b>	<b>2011 Use</b>
Office Space	2279	456	1823	18	14	12

[Future Administration Space](#) - The entrance to the office suite should provide an aesthetic similar to other entrances in the building. We want to enhance our ability during the week to receive individuals seeking social support services. While we do not provide such services directly, a receiving space that is welcoming and safe, including hot beverages and water, with a phone for contacting support services that we can recommend, would be a healthy way to respond to such inquiries. An adequate separation, establishing clear boundaries, between this receiving space and the staff offices and equipment space is necessary to make such an arrangement safe and comfortable for everyone.

Office spaces should be transparent and collaborative. Only ministers should have entirely private offices. Rather than our segregation today, boundaries between staff and volunteer workspaces should be fluid and interconnected.

Staff needs an adequate break/lunch room for individual or group use, with appropriate food preparation, serving, and cleanup support. A staff locker room with toilet and shower facilities is required.

Serious Board engagement requires a dedicated Board space in the building. Such a space could also be offered to other elected or appointed committees doing the fundamental business of the church (nominating, stewardship, finance, human resources).



For collaboration with organizations outside the church, the staff needs a video and teleconferencing room. This could be combined with a boardroom to allow the same features and support for lay leaders.

The Raible Library should be integrated into visible, approachable, and possibly multi-use space in the building (conferencing, convening, quiet gatherings). Combined with needed archiving capacity, such a resource space could be a wholly integrated part of UUC.

Retail operations (currently the bookstore and art sales) need dedicated and secure space with adequate technology for secure retail operations (register, credit card swiping, secure connectivity to bank or Apple Pay). They should be considered welcoming spaces in the building, not hidden.

We must either reaffirm or decline to have spaces in the church be available for rent or lease to non-church entities. (See appendix for sample list of organizations that occasionally or regularly rent or lease church space.) If declined, the absence of rental activities would increase the flexibility of the building in new and exciting ways. However, if the ability to rent is reaffirmed, we must exclude space (both usable and storage) from church use to meet terms of rental and lease agreements.

### Memorial Garden

We anticipate that the Memorial Garden will remain in its current location. If it must move, a similar garden space that includes the memorial wall of plaques and communal urn of ashes must be incorporated in the building design

### Entrances and Street Presence

Currently, spaces encountered when entering the building are at best utilitarian and more often simply rude. Every door feels like “the back door.” The main entrance to the church is our first impression to members and visitors alike.

On Sundays before services, greeters have a table in the entrances with unprinted nametags and printed information. Member nametags are located in the entrance, outside the sanctuary. Closets for coats are open and often cluttered during inclement weather. Often other stations are set up in the limited hallway, which restrict flow and discourage conversation.

We believe “if we build it, they will come.” We want a space that conveys openness as it fronts 35<sup>th</sup> Avenue Northeast and imagine that this space will be inviting, drawing people in and encouraging them to return. We want a building that reaches outward to the surrounding community as well as enfolding our UUC community, thereby welcoming people into our building.

Our capacity to provide a warm and engaging first impression must be supported throughout the building, beginning at the entrances. Welcoming spaces throughout should be generous and gracious,



reflecting generosity of spirit, a passion to inspire, and the honest intention to show good will toward friend and stranger alike. “Receive the guest” is an important function of all welcoming spaces, where success is measured through the eyes of the guest alone, not those of integrated members. “Receive the members” is an important function of welcoming spaces, so they can transition their focus to the community within UUC and our mission.

The street presence and welcoming areas must exemplify our spirit that all who enter are welcome here and we are glad they came. It should have a feeling of openness and light, hope and joy, comfort and community. It should demonstrate that we are stewards of our environment and all we hold dear. Facilities to support the functions of reception, coat, member nametag, and literature storage are required. This space must lead comfortably to the sanctuary and ideally, to the fellowship hall, facilitating the flow of people throughout the building on Sunday mornings and during large events.

## General Flexible Space Requirements

Our Congregational Life and Social Justice programs are suited to more flexible and multipurpose spaces.

### Congregational Life

Congregational Life encompasses many important functions of the church and is the thread that knits the congregation together. It starts with Sunday morning welcoming through our greeters, ushers and coffee crew. A Get Connected table in the entryway past the greeters provides information for those seeking a path into our UUC community.

Membership Exploration classes are offered throughout the year. Recognizing that we are a large church, smaller, more intimate opportunities for connection are offered through one-on-one interaction, and the many systems associated with the membership journey. In addition, adult religious education offers many programs for growth and development. Through our website, social media, electronic and printed publications congregants are kept informed of the many happenings and issues pertaining to congregational life.

[Current Rooms Used by Congregational Life](#) – please note, all but the kitchen have appeared above in this document under other programs and activities.

	Square feet	Storage	Net SF	Max Occ.	80% rule	2011 Use
Knatvold	1056	211	845	42	34	40
Sanctuary	2848	570	2278	325	260	220
Social Hall	1472	0	1472	210	168	220
Kitchen	239	191	48	1	1	4

### Fellowship Hall

[Current Fellowship Hall](#)- As noted earlier, our current Nathan Johnson Hall is inadequate in many respects. On Sunday mornings, it feels chaotic, particularly between services and most importantly to newcomers, many of whom choose not to join us for the coffee hour. Congregants from the first service attempt to have coffee and conversation. Others are making their way to the parking lot. Parents are either picking up their children from or delivering them to their classrooms on the lower level. It can be hazardous for little ones and elders navigating this crowded area. Individuals are arriving for the second service. Committees have informational tables set up around the periphery. The tables with coffee and snacks are crowded and difficult to access. All of this activity takes place in this one small area and can be overwhelming. With smaller groups, the space feels cold and utilitarian.

During the week, noise from the Montessori School on the lower level can be heard during meetings. The only access to the kitchen is through the Fellowship Hall and the comings and goings as well as noise from food preparation can be disruptive to the participants using the space.

[Future Fellowship Hall](#)- Our fellowship hall needs to be a large, warm and inviting space in a central location that encourages interaction. Ideally, this space will serve the coffee hours after church services, receptions, lectures, workshops, dinners, fundraisers, and all-church events for at least 400 people. Whether the requirements of a warm and inviting space that facilitates the flow of conversation and connection during coffee hours and those of all-church events can be met in a single space needs to be determined. Within a larger space, we hope it will be possible to create small comfortable, seating arrangements for conversational groupings (e.g., a newcomers' corner, an area where children and parents can hang out) and accessible seating for those who need it.

Areas within the hall to support the work of committees should be available during social gatherings and on permanent exhibition (e.g., displays of activities, events, sign-ups, and fund raising items for sale). Support for a wide range of technologies, such as computers, electronic display screens/monitors, projectors, wireless connectivity, etc. are required. The design must provide flexibility and ease of set-up and take down of buffet tables, dinner tables and chairs, interactive workshop configurations and auditorium seating.

The commercial grade kitchen must be located next to the fellowship hall for ease of food preparation and service. See Utilitarian Space section for more details.

### [Living Room](#)

No living room or similar space currently exists. A small, tastefully appointed living room space is required to provide a private gathering space for use by the ministers and care team when meeting with congregants and for families prior to memorial services and weddings. It should be located near and with easy access to the sanctuary. It should be "homey" in its design. It should comfortably seat 20 people and

have tasteful closets and unobtrusive storage places for books, facial tissues, and other items that may be offered to comfort the occupants.

## Convening Spaces

Current Convening Spaces - In addition to our Sunday services, the congregation of UUC gathers in many forms and for many purposes during the week. For classes involving people of every age, we meet in groups of 12 to 30 around tables and engage in conversation, listen to a presenter or watch a film. We create flexible arrangements where those present can break into small groups for specific work and then reconvene for sharing what we learned. In the spirit of convening for activism and change, we have gatherings of small teams of 5-10 working on projects, and we have open house events that allow scores to interact with and listen to leaders on the issues of today.

The only spaces available today are the classrooms, Nathan Johnson Hall, the Sanctuary, and Bookstore. The building is used heavily throughout the week and the lack of space, particularly on Sundays, limits options for scheduling meetings as well as adult-centered programs. Although the space may be shared with the Children and Youth Program, adequate space on Sunday mornings for adult programs (e.g., parent groups and committee meetings) needs to be available. In addition to committees involved in a wide range of activities, UUC offers many educational opportunities for adult enrichment throughout the year.

Future Convening Spaces – We require meeting facilities (in addition to the church school space) to support our programs.

Spaces to support these meetings and programs are to be comfortable and fully equipped for a broad range of technology. Affinity groups such as Wellspring and Covenant Groups require more intimate space where participants feel “at home.” Spaces for committee meetings need tables and chairs. Larger groups may be either in lecture style seating or in groups around tables. The size of the existing Knatvold space is a good size for many of these functions and ideally there would be three spaces of similar size. If adequate sound separation is obtainable, a larger space can be divided. All of these spaces must be equipped to deal with known and emerging technology.

Additional work is required to get specifics on the amount of space needed and the best configurations for that space.

## Social Justice

Our Social Justice program is based on our current congregational vision statement that calls us to “vocally and actively oppose injustice and stand in prophetic judgment of all that would diminish the equality and dignity of human beings or harm the web of life. We seek partnerships with those who share our goals and creative dialogue with those who challenge us in our search for larger truths.” We have social justice ministry groups at UUC, and we also work in partnership with other organizations and coalitions. The pillars of our program that guide our focus are the following: care for the earth, economic justice, racial and gender justice, peace and reconciliation. In addition, as we work to change the

underlying systems that create and sustain injustice, there’s always a need to care for the hurts of the world. We contribute to efforts that address pressing human needs, through collaborative efforts in our community and our denomination.

[Current Rooms Used by Social Justice Program](#) – please note, all these rooms have appeared elsewhere in this document under other programs and activities.

	Square feet	Storage	Net SF	Max Occ.	80% rule	2011 Use
Emerson	683	137	546	27	22	25
King	341	68	273	14	11	11
Potter	355	71	284	14	11	11
Knatvold	1056	211	845	42	34	40
Sanctuary	2848	570	2278	325	260	220
Social Hall	1472	0	1472	210	168	220
Bookstore	214	43	171	4	3	4

[Future Social Justice Spaces](#) - The spaces required by our Social Justice activities are similar to other program requirements—those of meetings, and educational and organizing events. More flexible multi-use space, which also include technology (wired-in projection and video capabilities, internet access, and easier and more reliable sound systems) as well as whiteboards, chair and table configurations need to be comfortable and easily rearranged to suit the purpose of the activities, The inclusion of some cozy conversation areas is desirable. Along with adult enrichment programs, it is important to have adequate space for some social justice activities on Sunday mornings.

## Utilitarian Space

UUC has reserved little space of utilitarian purposes. This has created concern for safety and efficiency of operations at the church.

### Storage

The lack of storage in our existing facility is a major problem. We require and expect storage space in the new building be designed so:

- Every room has access to generous and well-appointed storage, floor to ceiling height.
- All moveable furniture (tables and chairs) when not in use is stored out of sight.
- Rooms with electric panels, IT equipment, water heaters, and furnaces and their controls are not used as storage spaces under any circumstance.
- Leaseholders have separate storage from the church operations storage. They should not comeingle under any circumstance.

### Custodial and Maintenance Program Spaces

Custodians need double their current working space for materials and supplies. Custodial facilities must

be located convenient to major areas of activity. Additional space must be dedicated for laundry with a washer and dryer.

Maintenance does not have a workshop on the property. There must be an adequate workshop for staff and volunteers to find tools and materials necessary to do light maintenance and repair work inside and outside the building as needed. The workshop should include adequate floor space, tool storage, work surfaces, ventilation, exterior access, and worker safety features.

## Kitchen Areas

Current Kitchens – Existing kitchens and kitchenettes are inadequate in size, equipment, and number.

Future Kitchens - A commercial grade kitchen located adjacent to the fellowship hall should be safe, of sufficient size and functionality to support functions that range from Sunday coffee hour to major event dinners for 400 people. It must be King County Health Department certified. Ideally, it would be accessible through a second entrance when the fellowship hall is in use. In conjunction with the kitchen, a pantry space consisting of cupboards for use by various committees would be ideal. Access to this type of storage space would insure more effective use of staff and volunteer time by reducing buying trips for events involving food.

In addition to the commercial kitchen, a full kitchen to serve the church school area and kitchenettes with a sink in the larger meeting rooms is desirable.

## Building Systems

Future Building Systems - Adequate space that is safe and secure needs to be included for our building systems. These spaces are exclusive to system functions, and will serve no other function, such as storage.

## Parking

Current Parking – We have a small parking area that does not serve the congregation on Sundays or during large occupancy events at the church. As a result, participants park on the residential streets a short distance from the church creating traffic congestion and a shortage of street parking for residents.

Future Parking – Enough parking spaces to meet the requirements of city code and reduce parking impact to our neighbors must be provided. The building, particularly the sanctuary and fellowship hall, needs to be easily accessible from the parking facility. If parking is below grade and/or multiple floors, an elevator must service it.

## Restrooms

[Current Restrooms](#) – Our current restrooms are hidden and cramped. One women’s restroom is so small there is no possibility for women to pass by other women at the sinks to reach the toilets. They are clean and functional, but very industrial in their design. There are an insufficient number of fixtures to adequately serve the building occupants on Sundays.

[Future Restrooms](#) – In addition to meeting building codes, restrooms need to be designed with quality and comfort. There should be several located throughout the building. Those close to the sanctuary and fellowship hall need to be of sufficient size so there are no long lines waiting to use them. One should be designed to serve the needs of a wedding party. They should be environmentally friendly and easily maintained.

## Other Considerations

### Accessibility

Attention to the needs of aging, injured, and disabled individuals beyond ADA requirements must be considered throughout the design of the building. Access between floors needs to be serviced by an elevator as well as stairs. Way finding is difficult now and will become more of an issue in a larger complex.

## Appendices

### Appendix 1: Room and square footage spreadsheet

	<b>Square feet</b>	<b>Storage</b>	<b>Net SF</b>	<b>Max Occ.</b>	<b>80% rule</b>	<b>2011 Use</b>	<b>Notes</b>
<b>Ground Floor</b>							
Emerson	683	137	546	27	22	25	
King	341	68	273	14	11	11	
Channing	680	136	544	27	22	25	Reserved for leaseholder
Priestly	290	58	232	12	10	22	
Jefferson	290	58	232	12	10	8	
Adams	290	58	232	12	10	8	
Dix	389	78	311	16	13	12	
Frazer	434	87	347	17	14	25	Reserved for leaseholder
Alcott	366	73	293	15	12	11	
Potter	355	71	284	14	11	11	
Bridges	355	71	284	14	11	11	
Pennel	355	71	284	14	11	11	
Knatvold	1056	211	845	42	34	40	
Fahs-Mann	819	164	655	33	26	25	Reserved for leaseholder
Howe	270	54	216	11	9	11	Reserved for leaseholder
<b>Total Ground Floor</b>	<b>5884</b>	<b>1177</b>	<b>4707</b>	<b>236</b>	<b>191</b>	<b>220</b>	
<b>Main Floor</b>							
Sanctuary	2848	570	2278	325	260	220	
Loft	443	177	266	38	30	25	
Social Hall	1472	0	1472	210	168	220	
Kitchen	239	191	48	1	1	4	
Bookstore	214	43	171	4	3	4	
<b>Total Main Floor</b>	<b>5216</b>	<b>981</b>	<b>4235</b>	<b>578</b>	<b>462</b>	<b>473</b>	
<b>Offices</b>							
<b>Total Offices</b>	<b>2279</b>	<b>456</b>	<b>1823</b>	<b>18</b>	<b>14</b>	<b>12</b>	
Dedicated Storage	886						Over 50% used by leaseholders
Servetus (library)	290						
Room Storage	2614						
<b>Total Storage</b>	<b>3790</b>						
Total SF	13379						
20% Storage Rule	2675.8						



## Appendix 2: Building Condition Summary

PARCEL 0431000005 (6556 35<sup>th</sup> AVE NE)

The existing structures on the property of University Unitarian Church consist of the original Kirk sanctuary and social hall (1958) and the south administrative wing (1986). The parking lot to the south of the administrative wing has spaces for 65 vehicles (seven with disability access).

The building envelope for both the original structure and the south wing are essentially unchanged from their time of construction. All siding and windows are largely as original. Their condition exhibits infrequent measures for painting/staining or repair of weather-damaged wood taken over the lifetime of the building.

The flat composite roof of the social hall was redone in the late nineties, and the asphalt shingle roofing on the sanctuary was installed in the 2000s. The original composite roof of the south wing was upgraded with a solid membrane surface in the 2000s.

As for the interior, aside from some cosmetics, very little of the Kirk building has changed. On the street level, the original vestibule from the Kirk design, intended for temperature control, was deconstructed. The original administrative offices to the west of the social hall were deconstructed as well to provide additional space for the social hall and connection for the new south wing in 1986. In the sanctuary, the floor of the loft was extended over the originally exposed beam ends to provide more room for choir and organ. And the chancel, originally accessed from behind the wood screen only, was extended and stepped down to the floor, providing increased elevated space and broader access from the floor.

Several ground-floor rooms were reconfigured with separating walls removed to create larger spaces (rooms named Emerson, Channing, Fahs/Mann, and Alcott).

### Significant Exterior Maintenance Undertaken

Several projects were undertaken in the 1990s and 2000s to address water penetration around the extended beams of the sanctuary. Replacement of original laminated beam ends, enhancements to structural bracketing (interior and exterior) and repairs to water-damaged stucco (interior and exterior) were required. Similarly, water penetration around flashing and clerestory windows on southeast corner of the sanctuary required re-installation of windows and ventilation dampers as well as replacement of flashing and roofing. Ceiling leaks between the entry gallery and the sanctuary also required attempts at flashing correction to arrest water damage.

Significant seismic retrofitting was undertaken in the early 2000s for the sanctuary (see bracing on interior clerestory) and social hall (steel strapping retrofitted beneath exterior roofing). While the church survived the Nisqually earthquake shortly after the retrofitting was completed, the social hall roof retrofitting has since compromised the roofing system, resulting in leaks and damage.

Another significant exterior project in the 1990s was the rebuilding of the decorative glass screen on the west face of the sanctuary. Water-damaged wood required complete disassembly and reconstruction of the screen.

No significant maintenance has been taken with the exterior envelope of the south wing since 1986, aside from the membrane roofing, as attested by the condition of wood and wood-framed windows.

### Significant Interior Maintenance Undertaken

For the interior, there were very few maintenance projects (as distinguished from improvements or alterations described earlier). In 2012, the original heating and ventilation system of the Kirk building was completely removed and replaced by contemporary, high-efficiency gas forced air furnaces. (All original ducting retained, reduced to four zones with programmable thermostats.) All wiring is as original, and all plumbing as well. Electric service panels were upgraded as necessary, and natural gas service was installed to accommodate HVAC modifications from oil to gas in the 1980s.

### Significant Current Maintenance Concerns

Given the sporadic attention to maintenance over the past decades, there are elements of the original building and the south wing addition that should be recognized early in any major capital project.

**Kirk Building:** Immediate concerns include continued deterioration of wood framing for large plate glass windows in sanctuary and deterioration of weather-exposed stucco on south exterior wall. While temporary measures are being taken, any capital plan should include short-term approaches to stabilizing these features while the space is occupied prior to more comprehensive restoration.

Of less urgent concern, the social hall composite roofing (damaged during seismic retrofitting) is exhausted and should be replaced with a solid membrane treatment after correcting issues with built-up materials. Also required is complete replacement of all flashing and correction of drainage issues. In addition to ongoing weatherproofing concerns in the social hall, all original clapboard siding requires care and treatment to avoid further weather damage.

**South Wing:** Immediate concerns include the failure of wood-framed windows on south and west offices at street level, as well as significant weather damage to clapboard siding. HVAC system is nearing 30 years old, and should be replaced with high-efficiency equipment.

### [PARCELS 7974200921 \(6522\)](#), [7974200922 \(6518\)](#), and [7974200923 \(6514\)](#)

The three residential properties adjacent to the church parking lot are owned outright by the church and are currently leased to Community Psychiatric Clinic to provide low-income housing for individuals living independently with mental illness. The houses are essentially unchanged from their 1920s configuration, with typical upgrades to roofing, furnaces and wiring found in houses of that vintage.

### Appendix 3: Rentals

The following organizations occasionally rent church facilities for their organizations.

Abe Keller Education Fund, Annual Meeting  
Congregation Beth Shalom, High Holy Days  
Compassion and Choices of Washington, Annual Meeting  
Congregation Eitz Or, monthly services  
Congregation Eitz Or, High Holy Days  
Lawrence University, Auditions  
Oberlin, Auditions  
Paddle Trails Canoe Club, Spring and Fall Celebrations  
Peabody Conservatory, Auditions  
People's Memorial Association, Annual Meeting  
UW Faculty Auxiliary, Fall Reception  
Wedgwood Montessori Preschool, weekdays

Note: Congregation Eitz Or and Wedgwood Montessori have recurring building use leases that are renewed annually.

[Appendix 4: As-Built Drawings](#)

The as-build drawings are in a separate PDF file named “UUC-AsBlt Set 040109.pdf”