

MASTER PLAN CRITERIA
FOOTHILLS UNITED METHODIST CHURCH
RESCUE, CA
November 16, 2009

Prepared by Pastor Dave Bunje and the following committees and their conveners and other members of the congregation assisted by architect, Robert H. Amor:

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INTRODUCTION FROM THE ARCHITECT

We have entered into a Master Plan design process. I have been asked to design a Master Plan to prepare a design for the full utilization of the site. Modifications, additions and new building/buildings will be used to meet the needs and desires of the congregation. Before I can design the Master Plan it is important that I completely understand the church activities and desires for the present and future. On September 13 I spoke to the congregation explaining the Master Plan process and the importance of participation of the congregation. I provided letters to each of the proposed committees for study prior to my meeting with them. The week of November 2nd I had twelve meetings with various committees and two meetings with the County Planning Department and a meeting with the County Environmental Health Department.

The following is my interpretation of the information I received during that week. It is not a report outlining what I received from each committee individually; instead I have translated it into an intermediate form toward the architectural design of the Master Plan. Participants in the meetings were dedicated to the particular subject and provided me with valuable insight.

The report has been reviewed, modified and organized by the Building Committee and will be brought to the congregation at the November 16 Charge Conference for their review, discussion, adjustment and approval. It is important that I, the architect, have a clear understanding of the criteria for the design of the Master Plan prior to my start of the design of the Master Plan.

I. GENERAL:

A. THE PURPOSE OF THE MASTER PLAN:

1. Historical Highlights of the church facilities:
 - a. The church was established in 1978 and met in a school gymnasium until the first unit was built.
 - b. Property at 3301 Green Valley Road was purchased.
 - c. Robert Amor, Architect was retained to design a building to accommodate the many functions of the new church.
 - d. The new building was designed with considerable multi-use of space but with emphasis on a quality, beautiful worship space.
 - e. The new building was completed and the first service was held November 18, 1984.
 - f. The Education Building was designed by Herbert w. Angel in 1988 and a Use Permit issued. It was first occupied 1989.
 - g. The Youth Storage building was built in 1994.
 - h. September 2009 we started this Master Plan process.

2. Growth Projection:
 - a. There is a determination to move on to greater things! Building modifications, additions and a new building are seen as necessary to allow Foothills Church to continue to grow, especially with additional families with children. A master plan will show how the growth in numbers and better function of the building facilities will be accomplished. It will be designed to the details of this written program and will be the plan in which future building modification and new construction will follow. This will allow for this work to proceed in phases. However, the maximum of the build out of the property will be the goal in the next phase because it is the most cost and energy efficient. To have to enter into another building program in 2 or 3 years would mean a considerable amount of time of the members of the congregation having to be devoted to the planning and carrying out of the next construction. Also the cost of two building programs in a short period of time would be considerably more than one larger building project. The master plan will provide the vision of what is planned, an estimated cost, and a goal for the congregation to evaluate with their pledges to support the project.

 - b. Potential growth of the Rescue/Cameron Park area is considerable. Right now members live as far away as Placerville and Fair Oaks. Certainly the potential for the growth of the Foothills Church will not be limited by the size of the surrounding area.

B. MASTER PLAN DESIGN PROCEDURES:

1. The design procedure for the Master Plan will be first to analyze the existing buildings to make them most functional with respect to the building needs as dictated by the "Master Plan Criteria". Second, additions to the existing buildings will be considered to satisfy additional needs of the "Master Plan Criteria". Third, a new separate building will be considered to satisfy the remaining needs of the "Master Plan Criteria". This will include consideration of acceptable multi-use of space and other innovations. Primary design criteria will be cost effectiveness in meeting the requirements.
2. The proposed Master Plan will be presented first to the Building Committee. Then, after adjustments are made, the architect and the Building Committee will prioritize the building improvements based upon perceived need, benefit and relative costs.
3. The proposed Master Plan, with building improvements prioritized, will be presented to the congregation.

II. EXTERIOR CONSIDERATIONS:

A. SITE:

1. Requirements of the County of El Dorado County Planning and Building Departments and the Fire Marshall will be complied with, including evaluation of existing Use Permits.
2. Plan site now for future expansion of buildings, landscaped areas and parking lots. This should be done utilizing the property without allowing for any purchase of additional property. The maximum size of the church for the purposes of the Master Plan will be to design for the criteria as described elsewhere in this document.
2. The number of existing parking spaces is considered adequate for most Sundays at this time. Attendance for Worship Services is expected to increase and the existing parking spaces may not be sufficient. Must satisfy the parking requirements of the County. Use of compact spaces will be utilized as per allowed by the Planning Department. When new parking lot is built correct the problems of the existing driveway at the entrance. Investigate the possibility of an additional entrance.
3. Provide storm drain system for the rear parking lot.
4. The existing sheds should be replaced with consideration for the required storage.
5. Provide enclosure for the refuse and recycle bins.

6. Provide for a columbarium in a memorial garden for placing the cremated ashes of loved ones. It should be in a quiet place with a bench and nice landscaping.
7. Provide drop off covers at the main entrances.
8. Provide additional landscaping including at new building.
9. A patio shall be provided between the buildings that can provide additional fellowship space. It should be almost level while considering drainage and circulation. The patio area shall have a gazebo like structure and/or arbors along with the covered walkways. Consider a water feature and a gas fire feature in the patio area.
10. The walkways between buildings are to be covered.
11. Provide an outdoor volleyball court with sand on a visqueen weed barrier and a grass perimeter.
12. Eliminate the basketball support at the rear parking area. Provide new basketball support at front parking lot.
13. Improve the parking lot lighting.

B. EXTERIOR OF BUILDING:

1. The modifications to the exterior of the buildings and additions and any new construction should be accomplished by complimenting the existing.
2. Replace the main entrance doors to the Sanctuary Building.
3. The new kitchen should be located next to the patio but convenient to deliveries.
4. Follow all the requirements of the State and Local Agencies for green construction. Investigate the feasibility of installing solar panels on the new building or on the covered walkways.

III. INTERIOR CONSIDERATIONS:

A. GENERAL: The modifications and additions to the buildings should incorporate the following:

1. The general overall feeling of the building facilities should express warmth, welcome, friendliness, and a feeling of the presence of a loving God. It should encourage maximum use of the buildings and maximum opportunity to do God's work.
2. It is important at this time to reduce the necessity of using the main worship area for multi-use. This requires new construction to accommodate most of the fellowship activities elsewhere. As good stewardship of time and money, ways should be found for multi-use of space and flexibility of space in new construction in order to fully utilize the structure and to accommodate the activities.
3. There should be consideration for the handicapped throughout the facility. This includes providing access to the platform in the worship space.
4. Any new movable walls should provide a good sound separation between classrooms, offices and other important areas.
5. Problem with the inefficient heating and air conditioning of the large space of the sanctuary when used for meetings will be solved with new construction that provides new meeting space.

B. NARTHEX:

1. The worship space can accommodate continued growth by opening up the movable walls and/or two services. However, if the time comes when the back movable walls have to be open almost every Sunday it would be good to have a new larger "Narthex". A large enough narthex recognizes that much of the church's ministry happens among the members and people in attendance at worship, including during informal visiting and sharing times, such as before and after worship services.
2. There should be plenty of space for posting announcements and displaying pictures of new members, youth activities, etc.
3. An area should be provided for refreshments near the Sanctuary. Consideration should be given to making it convenient and inviting so that people are encouraged to stay. As a minimum there should be a 6 to 8-foot long kitchenette with a refrigerator, sink, microwave, dishwasher and cabinets. As a minimum an under counter commercial dishwasher would be necessary if coffee is to be served in porcelain cups.

4. There should be some seating available in the narthex for the elderly, disabled, and parents with small children.
5. Replace the front entrance doors and provide a vestibule.

C. WORSHIP CENTER:

1. Because there will be less multi-use of space it can be more consistently the Worship Center. The main space and décor should remain, except new chairs are desired. These chairs should be ones that are movable, stackable and gang-able. They should look like pews from the back and the front and be comfortable. They should have provisions for storage of hymnals and bibles and communion cups. Movable chairs will still allow some variation of seating arrangements. It is suggested that one of the arrangements can be seating in a large radius so that more of the seats will face to the center of the platform.
2. The choir as presently located has problems with the sound projection and the wood light valance across the choir presents visual problems. The size of the choir space should be increased to allow more people in the choir. The temporary screen behind the choir is not satisfactory and should be replaced with a solid wall and a sloping ceiling to reflect the sound into the main space. The light valance should be relocated to the new wall. To solve the problems it is best to keep the choir in the present location so that the choir feels like part of the congregation but not be a performance. The present location is such that the choir joins the rest of the congregation gathering around the Communion Table. They are now in a position to see the pastor when the Word is spoken. The choir approach into the choir location from behind is best. Even if there are changes to the choir area the movable walls in that area are to remain. Improve the lighting for the choir area.
3. The Praise Band is planned to be in a similar location on the side.
4. Accessibility for the handicapped to the platform is desired. (Throughout the facilities.)
5. The bell choir will continue to be located in the area to the left side of the worship center.
6. The storage for the bells, tables, pads and music where now located is too small. Because the storage cabinets next to the area where the bells will be played is now being used for storage of many tables that will be located to the new buildings this would be a good new location.
7. Provide for lowering the cross to allow for placing cloths on it or for movement at an appropriate time.

8. Improve lighting to the platform.
9. A new lighting and sound control console is needed to accommodate new modern complete media requirements with room for the future.

D. CHOIR ROOM:

1. Provide a room for the Choir where they can meet and rehearse. For acoustical purposes, provide a higher ceiling than for a classroom. Provide risers so that the choir can rehearse in a position similar to that in the sanctuary. The risers should be wide enough to allow for chairs and standing. Provide storage space for robes, sheet music, hymnals, and musical instruments.
2. The music office should be located adjacent to Choir Room. It should have room for two desks and a piano.
3. Provision should be made for warm up of musicians with instruments. Instrument storage may be there also.

E. BRIDE'S ROOM:

Provide for a Bride's Room for the bride's party to prepare for a wedding. It can be in a room for other uses. It must be in the main building and preferably next to a toilet room. A sink in the room is important. There should be a full-length mirror and comfortable seating.

F. CRY ROOM:

A Cry Room should be provided. It should have some comfortable chairs and a sound-reducing window to the Worship Center. The actual view to the platform of the Worship Center from the Cry Room will be limited because of the existing movable walls, unless they are open for additional seating as will happen more in the future. It can be used for other purposes such as Brides Room, Meeting Room.

G. NEW FELLOWSHIP AREA:

1. The Worship Center will no longer be used for the many fellowship activities and a new space provided. Some of the activities are Spaghetti Dinner/Variety Show/Auction/Dance; Women's Tea/Fashion Show; Senior Thanksgiving Dinner; Sewing Bee of Quilts, Prayer Shawls; Ladies' Night Out; Wedding Receptions; Memorials; Membership Luncheon, Men's Monthly Meeting; UMW Meetings; Charge Conferences; Potluck First of the Month; Youth Plays; Youth Lock-ins, once a month; etc. The maximum attendance at any of these in the past was 196 at a Spaghetti Dinner.

Provide a new space for church dinners seating 200 to 250 persons. If the extra space can be provided adjacent as multi-use it can be combined to provide the seating numbers.

2. There was speculation that the great success of so many fellowship activities was due to the enthusiasm of the participants but also the beautiful space that the activities were held in – the Worship Center. If possible, the new fellowship space should have a warm, beautiful space without a high ceiling as required by basketball activities. If this is accomplished the ambiance, acoustics, lighting and intimacy will be enhanced.
3. Provide an elevated Stage for presentation of youth plays, contemporary worship service, musicals, talent shows, Christmas pageant, etc. It should have a proscenium, curtains, good lighting and sound system, wings, and backstage space that might be multi-use for other purposes.
4. Provide a large retractable screen.
5. If there is to be any multi-use space it shall utilize good sound reduction type movable partitions.
6. Need storage for stackable chairs and tables. They should be moved on carts. Provide round tables with seating for 8.

H. KITCHEN:

1. A new Kitchen in the new building will be provided in the new building. The new Kitchen & serving area shall have good traffic patterns and generous work and storage space.
2. The Architect met with Sander Thomas, Registered Environmental Health Specialist with the County Environmental Management Department. Mr. Thomas said that if the Kitchen is to be used solely for the congregation only, commercial equipment can be installed and the detailed requirements in the “El Dorado County Plan check Guide for Retail Food Facilities” do not have to be followed. However, when inviting the public by way of advertising a Temporary Permit would be required. There would be no fee but an inspection. The new Kitchen will incorporate some commercial type kitchen equipment.
3. Provide a commercial type 6 burner range with hood, Ansel system, exhaust fan and make-up air.
4. Provide commercial built in ovens, ice maker, pot sink and storage.

5. The commercial type dishwasher and stainless steel counter in the existing Kitchen will be used in the new Kitchen if it fits into the arrangement.
6. Provide a separate commercial refrigerator and freezer.
7. Provide a stainless steel island that doesn't move.
8. Provide movable dish carts that can be loaded from the dishwasher, stored under the serving window and moved to set tables.
9. Provide a microwave.
10. Locate the Kitchen next to the Fellowship area and the patio between the buildings.

J. THE YOUTH AREAS:

1. Message from the youth, "We would like a place where we can hang out and know it is a place of our own." They are ready to share the Fellowship areas requested by others however, they considered a half court basketball court , however the other features listed below have higher priority and will be satisfied with a relocated exterior basketball standard in the parking lot nearer Green Valley Road.
2. The Youth requested a number of features that could be accommodated in a separate Youth Room. They would undoubtedly use the Fellowship area when the activity was more appropriate such as movies, lock-outs, play rehearsals and presentations, luncheons, and kitchen. They would also be able to use the other toilet rooms, showers in the building that are provided for other purposes.
3. Features to be provided in the Youth Room are: vending machines, drinking fountain, chest freezer, large refrigerator, couches, TV with cable or surround around sound, tables for meetings, white board, pool table, ping pong table, stereo, computer area for multiple computer gamers, etc.
4. The interior décor will be especially for the youth. Flexibility of space to be provided to maximize the ability to meet these criteria.
5. Storage of musical instruments, sporting equipment, etc.

K. RESTROOMS AND SHOWERS:

1. The restrooms in the existing buildings will be examined to see if any corrections have to be made to satisfy accessibility codes.

2. Toilet rooms to be provided in the new building to accommodate the expected attendance. Two showers should be installed in each of Men & Women's toilets. This should be designed with the idea that there would be youth lock-ins, visiting youth groups that would stay overnight, etc.
3. Provide fold-up changing tables in the main restrooms.

L. AREAS FOR CHRISTIAN EDUCATION:

1. The existing classroom buildings have adequate classroom space for Nursery through Grade 5. The two smaller rooms now used for the Junior High and Senior High will become available when the new building is complete.
2. Add a toilet room in the Nursery with a potty training toilet.
3. Provide additional signage for locations and class identification and a general information board on Education Building behind glass.
4. Review all storage available and required.

M. CHURCH ADMINISTRATION AREAS:

1. The present church offices don't have space for present plus anticipated additional staff. Offices for future staff may include 2 Pastors, 1 Administrative Assistant, 1 Finance person, 1 Choir Director (P.T.), Director of Youth and Education, 1 Pastoral Intern, and 1 Secretary. Recognizing that some can use the same office, provide a total of two private offices in addition to the existing. The size could be approximately the size of the existing pastor's office. There is a sharing of office space for other offices with individual space to be approximate 6 ft x 8 ft. Plan for these extra rooms but they can be used for other purposes until full time staff is added.
2. The finance office space to include secure, fireproof record storage and filing cabinets for record storage.
3. The existing location of the Administrative Assistant's office is well located because the reception area can be easily seen from the entrance. The size is adequate, but waiting area is needed.
4. The offices shall have space for computers, printers, several comfortable chairs, a small table, plenty of book space, filing cabinets and cabinet space.
5. The offices should be convenient to the Administrative Assistant's office.

6. The computers should be networked.
7. The Music office should be near or inside the Choir Room and need not be near the reception area. It should include space for music storage, 2 desks, and a rehearsal piano.
8. A Meeting Room shall be provided for meetings. This should be near the office areas if possible.
9. The administration area shall have a separate heating, ventilating and air conditioning system.
10. Alarm system is required for the offices.

N. STORAGE ROOMS:

1. Need better storage for many purposes. There will be an overall storage plan to identify the storage requirements for each purpose. "A place for everything and everything in its place."
2. The architect has heard of the needs of the various committees and will develop a plan for the storage. Storage to be located reasonably close to area of the majority of use.

IV ARCHITECT'S GENERAL DESIGN CONCEPT FOR THE NEW BUILDING:

After hearing from all the committees, as the architect, I am suggesting that I design a space for the fellowship activities with intimate scale and some extra warmth and ambiance on the order of the existing Sanctuary space being used. It can have windows, good acoustics, good lighting etc. that will enhance the many activities.

Then I will design a special Youth Room, capturing the request of the youth: "We would like a place where we can hang out and know it is a place of our own." This can be designed for them with colors, space for the special requests of the youth but without a ½ basketball court. Of course the youth will be able to use the main fellowship area for the activities that are appropriate there. The special youth activities will be in the Youth Room. The Youth can even give it a distinctive name.

Signed, Bob Amor, Architect

V RECOMMENDATIONS OF BUILDING COMMITTEE:

A. DESIGN ASSIGNMENT:

The architect be asked to design a master plan solution for church facilities on the site utilizing the existing facilities and the reasonable maximum utilization of the site considering requirements for set backs, open space, parking, recreation, circulation, landscaping, etc. and using this written program for the design criteria.

B. GRAPHICS:

The architect will present the proposed master plan using computer rendered site and floor plans and photo-realistic renderings or animations of the proposed design in relation to the existing. The design will be presented to the Building Committee first and then to the congregation. These materials can be put on the church's website for communication with the congregation.

C. BUILDING FUND DRIVE:

No decision has been made to proceed with a building program. The Master Plan will provide a plan that will be followed with decisions on what part of the Master Plan to build. The Master Plan is intended to build a vision to provide an incentive to proceed with a building program. A Building Fund Drive will be held at the appropriate time. It hasn't been determined if and when a professional fundraiser will assist in a capital fund campaign for the next phase building project.

D. FINANCING:

Alternative financing possibilities will be investigated.

E. DECISIONS WHEN AND WHAT TO BUILD:

After the fund drive is complete, alternate financing possibilities investigated and estimates made of construction costs, the Church Council and the congregation will make decisions as to how much of the building project will be included in the next phase.