

Salem Evangelical Lutheran Church

Houston, Texas



Master Plan Report
2004



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EXECUTIVE SUMMARY



EXECUTIVE SUMMARY

Salem Evangelical Lutheran Church is a medium-sized congregation with facilities in a prominent location near the intersection of South Post Oak and West Bellfort. Their buildings date primarily from the 1950's with a Family Life Center addition from the 1980's. Although church membership numbers have been stable, new growth and new families in the southwest Houston area have been bringing new members and more activities to the buildings. The congregation embarked on a Master Plan program to address major building issues, and the use of a newly purchased lot near the rear of the property.

The Master Plan was developed through a highly interactive process. Members of the Master Plan Task Force worked diligently with the firm of Heimsath Architects to gain insight and input from the congregation. Issues of code and mechanical deficiencies were studied by the architects and their engineers, Holste and Associates.

A congregation survey garnered a high level of response. Survey data revealed a strong level of interest in upgrading facilities in most areas and planning for long-term improvements, though caution was also expressed about areas that had undergone recent improvements.

An all-congregation meeting, the Community Forum, allowed members to evaluate in small groups the existing facilities based on specific areas of ministry. Members engaged in lively discussions and shared many ideas for improvements.

In a day-long retreat, the Design Retreat Workshop, Task Force members and ministry leaders brainstormed solutions with the architects. Small groups generated a range of possibilities from which a final, consensus solution was derived. The group left the retreat entrusting the architects to expand and develop the solution into the final Master Plan.

A Town Hall presentation was delivered by the architects to review the master plan solution. Comments and suggestions were noted and additional information was exchanged concerning the need to address air conditioning and electrical deficiencies.

The overall Master Plan calls for extensive improvements consisting of renovations and selective additions. When complete, the plan envisions the rejuvenation of the facility. The major issues raised by congregation members are addressed, and a strong image to the community will be prominently visible. Most of the older structures will be adapted or reused in the upgraded plan. Some areas, such as the old children's wing, have reached the end of their useful life and will be removed.

When completed, the Master Plan will provide significant improvements in the following areas:

Worship Expansion

The Worship expansion consists of a major renovation and addition that will switch the orientation of the Nave and create a new, very visible Narthex with easy access to the rest of the facilities. Two new wings will form a dramatic transept crossing within the space that will recall the ancient cruciform churches in plan. Improvements will address acoustics, sight lines, and the use of natural and accent lighting. The new arrangement will allow flexibility for a range of liturgies and gatherings.

The Family Life Center Renovation and Classroom Expansion:

The Family Life Center, new kitchen and a new Classroom wing will be built with a new Gathering Space for entry. This will connect also back to the expanded Fellowship. The new classroom wing will provide large classrooms with views facing West Bellfort and Runnymede. Renovations to the Family Life Center will include new interior finishes and upgrades of the air conditioning and lighting. The new construction, and some exterior enhancements to the FLC, including new windows, will upgrade the look of this side of the property.

Site Issues, Parking and Courtyard

A preliminary layout indicates up to 40 spaces can fit on the new lot. Though the new plaza and covered drop-off will lose some existing parking, the total will be a net increase. Tree planting and landscaping upgrades across the site will have a big visual impact. A circular drive adds activity to the front lawn and paves the way for the long-term location of a new Worship Space. The courtyard improvements are planned in conjunction with the removal of the existing children's classroom wing. Stately trees in the courtyard will frame views from both the enclosed Gathering and Narthex areas and the new hallway connecting them. Drainage issues can be addressed as well.

Fellowship Hall and Administration

In bringing the administrative wing up to code, it will be a cost-effective time to re-organize the layout of the entire building. The new office layout wraps around a centrally located open work area. The new Parlor and Library are located off of the enclosed glass hallway that brings in views of the courtyard and natural light. The Fellowship Hall is to be expanded and given a major interior face-lift. A new gable roof will make this space visually prominent from West Bellfort.

First Phase and Long-Term Issues

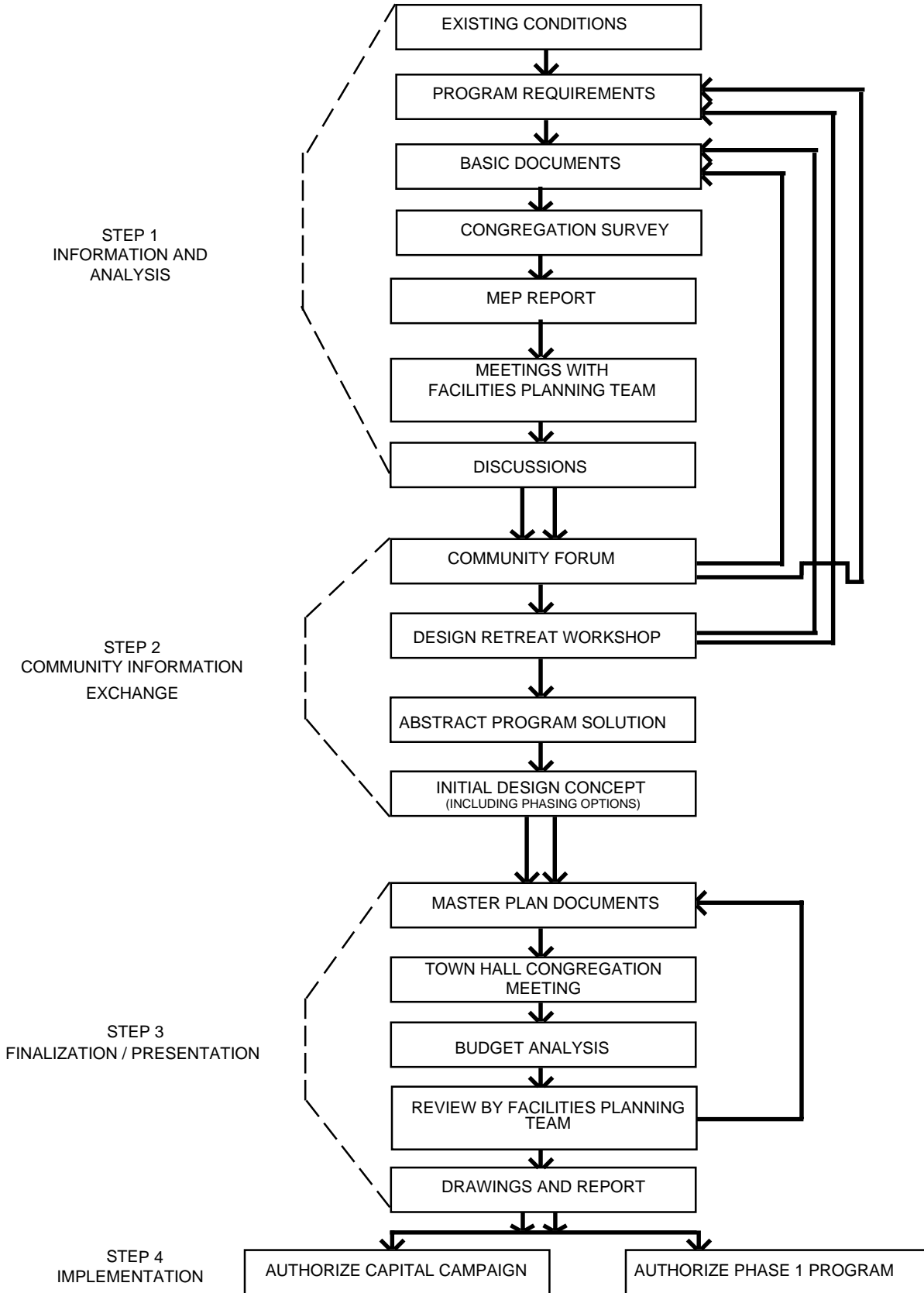
While the focus has justifiably been on how to address the very serious immediate concerns, there has been great progress made in the way the overall plan can and should be developed from each individual stage. With the continued discussion of priorities, the preferred First Phase may well consist of elements from one or more of the described phases.

In the long-term, the phases are envisioned to connect together to create a unified whole. Once complete, the vision of an inviting and inspiring Salem Evangelical Lutheran Church will become uplifting reality.

MASTER PLAN PROCESS



THE MASTER PLAN PROCESS



PROGRAM ANALYSIS



PROGRAM ANALYSIS

The following Analysis is a comparison between existing ministry space allocation, and that recommended in the overall Master Plan. The comparison indicates potential expansion of specific program areas. While additional programming time and effort will be required prior to completing any of the phases of work, the overall information is presented as a starting point for ministry as well as facilities planning. The actual recommendations were developed from the results of the Community Forum, the Congregation Survey, and the architect's analysis of current church programs compared to congregations of similar size.

Many of these items reflect wish list issues or long-term goals. They have, however, proven to be useful as the starting point for discussion. Many details and specifics will continue to be developed during the building implementation program that follows the Master Plan.

In reading the chart, one notes the similarities between the Fellowship figures. This would indicate that the church currently has a reasonable amount of space in this area. The Master Plan suggests only a small expansion to make the Fellowship Hall more useful, and calls primarily for renovations in the existing Activity Center and Fellowship Hall.

In areas of Worship, Administration, and Education, the comparison indicates that overall space should be increased. While some of the Master Plan recommendations allow for better allocation of space, expansion in these areas is projected. The church should take into account not only current needs but also expect to plan and build for reasonable growth in the future.



PROGRAM ANALYSIS CHART

Salem Evangelical Lutheran Church

Ministry Program Spaces

	EXISTING CONDITIONS		DESIGNED	
	Congregation Size:		Congregation Size:	
	411		570	
WORSHIP	Sq. Ft.	Seats/Rms	Sq. Ft.	Seats
Assembly Seating (190 +/- in 2 Services)	2,296	190	3,409	285
Chancel	317		500	
Narthex	1,137		1,791	
Choir/Music Room	911	2	1,310	1
Day Chapel			639	
Sacristy	282		473	
Sub-Total	4,943		8,122	
FELLOWSHIP	Seating or Rooms		Seating or Rooms	
Fellowship Hall	1,762	92	2,213	200
Parlor			860	
Kitchen	230	1	548	
Gathering Space			1,569	
Family Life Center	6,272		6,272	
Outdoor Courtyard	5,240		4,915	
Sub-Total	8,264		11,462	
ADMINISTRATION		Rooms		Rooms
Sexton's Apartment/Storage	713	1	854	2
Admin Offices & workroom	2,293	6	2,935	8
Sub-Total	3,006	7	3,789	10
EDUCATION		Rooms		Rooms
Classrooms	1,974	7	2,782	7
Library	406	1	516	1
Nursery	697	3	524	1
Sub-Total	3,077	13	3,822	9
SUPPORT				
Mechanical Spaces	1,201	6	467	3
Restrooms	850	9	828	9
Circulation	1,222		3,030	
Storage	428	8	1,080	8
Support Spaces (general)			incl above	x20%
Sub-Total	3,701	23	5,405	
Total Program SF	22,991		32,600	
Wall Thickness & Other Misc.	989		incl above	
Total Gross SF	23,980		32,600	

SURVEY



CONGREGATION SURVEY

A congregation survey was developed by the architects in consultation with the Facility Planning Committee. The survey asked members to consider various areas of the church. The first question asked whether or not each area should be improved, upgraded, or changed. The second question asked the respondent to rank the importance of this item on a scale of 1 to 5 with 5 representing the highest importance. Additional questions were asked to solicit written responses to general questions regarding improvements.

The church received 60 responses to the survey. The highest yes response, and highest importance ranking was given to the kitchen. A group of spaces received high positive responses. After the kitchen, the order is as follows: Fellowship Area, Outdoor Courtyard, Worship, Family Life Center, Children's Classrooms, Youth Space, Church Office, Adult Classrooms, Parking.

The highest negative response was given to the Playground. The Narthex also prompted a negative response. Landscaping negatives were only just higher than the positives.

Improvements to the Sexton's Apartment was also close, however, it gained slightly higher positives than negatives.

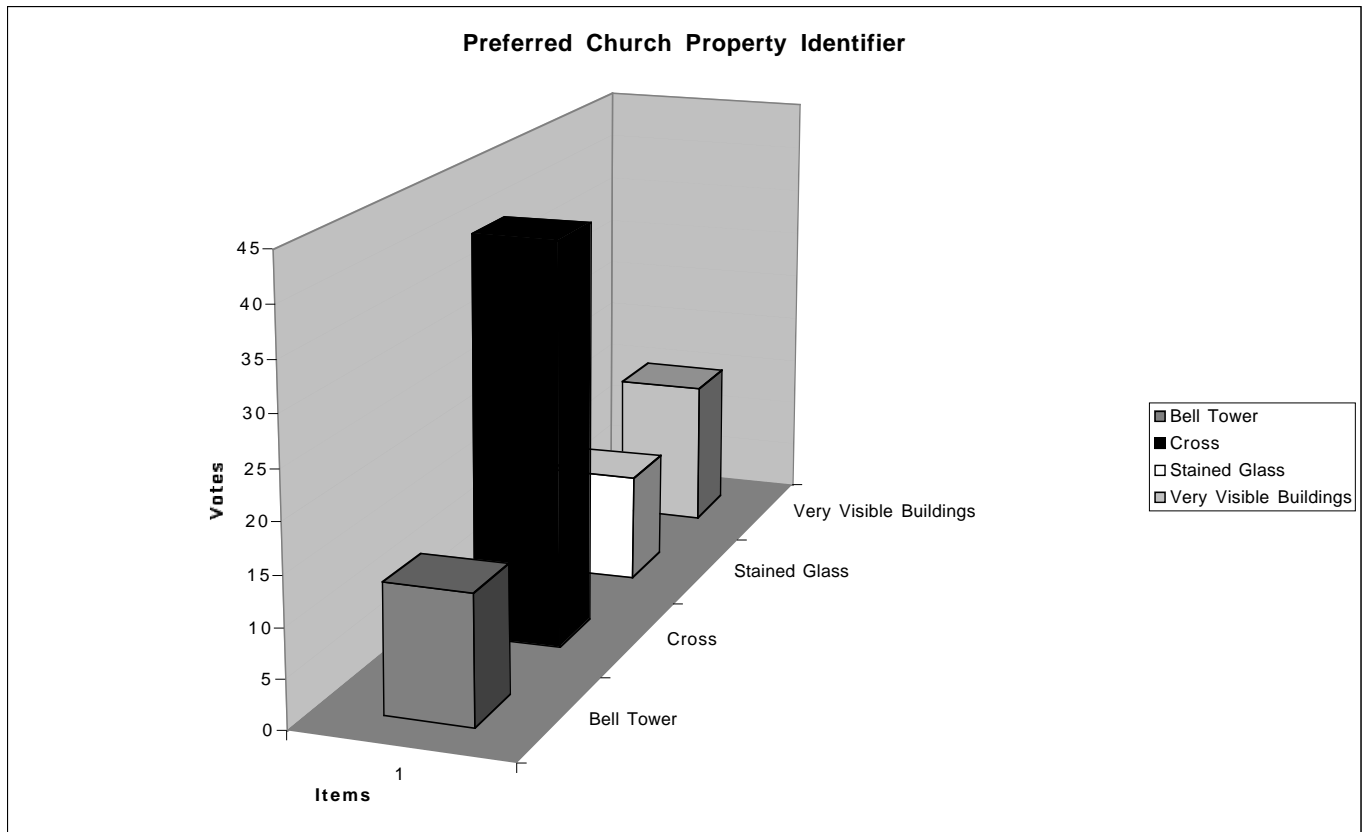
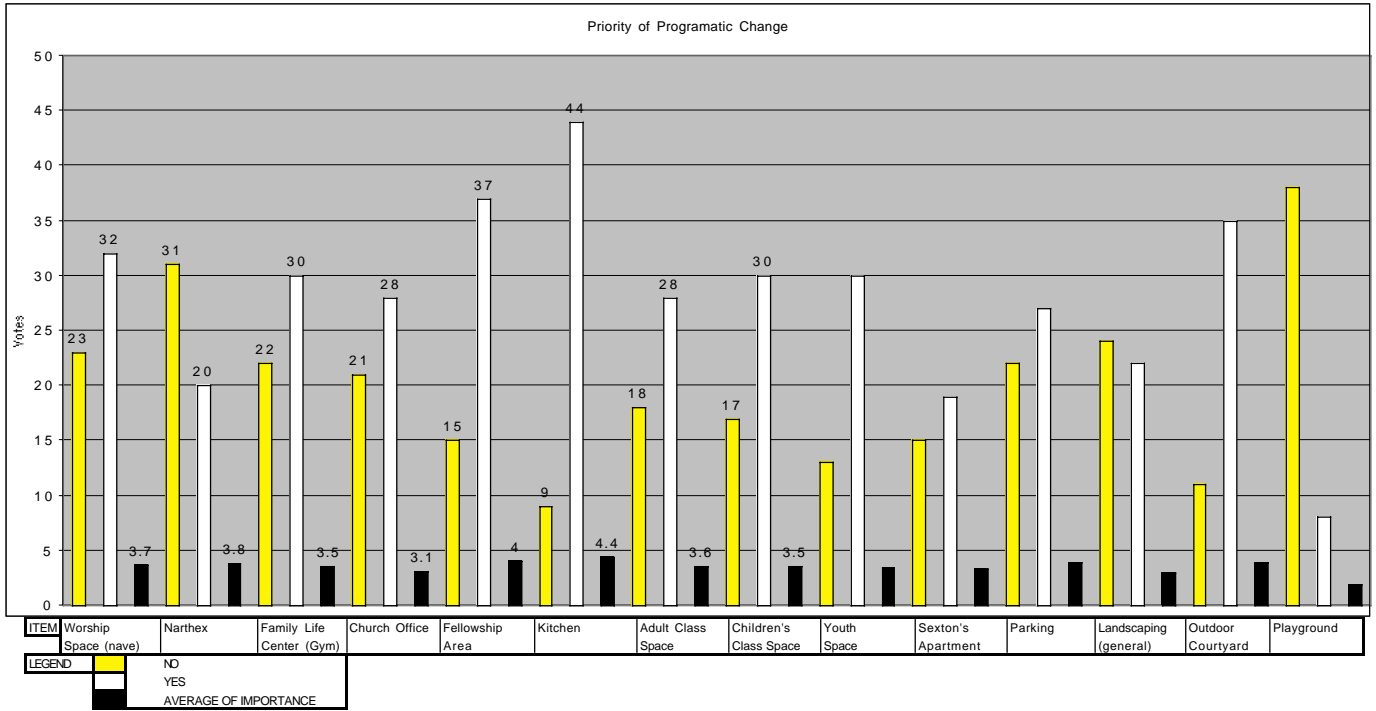
Another question concerned the issue of how to make the church more visible. The respondents were asked to rank the importance of several suggested elements. By far, the most significant response was given to the cross as the primary symbol or sign to the community. Prominent buildings was ranked a distant second.

From the survey, we can conclude that there is broad interest in a range of improvements. The written responses were very illuminating as well. Congregation members expressed concerns about the air conditioning, bathrooms etc. They wanted maintenance and structural issues to be addressed. The kitchen and Fellowship Hall and Courtyard and Family Life Center generated a number of written responses.

The negative votes for making changes to the playground, Narthex and landscaping indicate a recognition that these are the specific areas of the church that have been recently improved.

Written responses also indicated a broad concern about making changes that will loose the warm character of the church, especially the Worship Space. Significant comments were also raised about finances. Members worried the cost of construction would not be achievable, or would prove a burden on the congregation.

These results were presented to the congregation as part of the various congregation meetings. The responses also were discussed in the Design Retreat Workshop. Generally, the feeling is that the congregation must show how to make improvements in the long-range Master Plan while focusing on the most immediate needs. Careful consideration to the anxiety about finances suggest close communication is needed with congregation members as a building program is developed and budgeted.



MEP ISSUES



MECHANICAL AND ELECTRICAL COST PROJECTIONS

The estimates provided for the replacement and/or upgrades of the mechanical and electrical equipment are provided in order to give the church a basis for making reasonable budgets.

The scope of the investigative work was limited to visual inspections by the engineers and the architects. In a walk-through meeting with several church members present, the team assessed the general condition of the equipment and made note of major code issues and/or changes that will be required with the placement of new equipment.

The general observation from the team is that nearly all of the equipment has been in place for several decades, with the majority of the systems dating from the original construction in the 1950's. It is a fair conclusion to make that the equipment has already, or soon will be at the end of its useful life and will need replacement.

There are significant increases in the code requirements that must be met with new or replacement equipment. These extend to many aspects of air quality, energy efficiency and life safety codes. Regardless of which new or replacement system is chosen, these code deficiencies must be addressed and will require architectural renovations beyond the simple replacement systems.

Two items alone indicate the extent of renovations required. The first example is the need to eliminate the return air plenum from the main hallway, administrative offices and fellowship hall. A new ceiling, with room for ducted returns will be needed in order to eliminate the combustible materials from the return air path.

The other issue concerns the clearances and arrangements needed for the electrical panels and other equipment. This means there will need to be new, expanded or reoriented mechanical rooms for all the equipment.

Finally, the permitting and inspection by the City of Houston and other agencies will not limit themselves only to the mechanical and electrical code issues. Before approving the installation of new systems or equipment, potentially, all other code issues will have to be addressed. Depending on scope, even the ADA deficiencies could be triggered, with the need to upgrade door thresholds, bathrooms and other clearances in order to be allowed to proceed. For this reason, the cost chart included in the Master Plan report indicates an overall sum be budgeted for mechanical upgrade.



This number was derived by the architects and engineers through the use of assumptions about the system types, which might be specified depending upon the actual requirements of the church and the extent of its building program. The required renovations were estimated generally, with rough square foot numbers based upon the affected areas. These numbers were then compared generally to overall cost per square foot figures from recently completed or bid projects, as well as general cost for mechanical and electrical components in overall renovation and construction estimates.

Fees and development costs were also general in nature. We estimate the need for sealed engineer and/or architectural drawings, as any extensive intervention will have these required for permitting. These documents also will allow the church to obtain comparative bids from subcontractors or suppliers. In addition, fees for testing and/or selective demolitions and explorations should be anticipated and may be covered with these budgeted items.

Since it is not based on one specific strategy or remedy, the budgeted information is general in nature. However, the team, in providing its best professional judgement, is able to provide these numbers based upon enough contingencies that we believe these represent realistic projections. We anticipate that the church will need to consider these for its preliminary budgeting.

In conclusion, as noted in the Master Plan report, the extensive demolition that will be required to do even the minimal work in upgrading and replacing the existing mechanical and electrical equipment suggests going into the Master Plan improvements at the same time. The major impact on the most significant existing spaces, the Nave, Fellowship Hall, and Administration areas would indicate the cost effectiveness of implementing the equipment upgrades within the overall renovation program.



ESTIMATE OF PROBABLE CONSTRUCTION COSTS FOR BUDGETING PURPOSES
FOR

Existing Facilities
Building Code Violations Repaired
City Inspection Report dated 12/6/00

Salem Evangelical Lutheran Church
Houston, Texas

Note: Estimate is based on current design information, refinements in costs will be necessary as design progresses.

Repair Construction Costs				
COST ITEM	COUNT	UNIT	UNIT COST	COST
Structural Repairs	1	lump sum	\$70,000	\$70,000
Code Upgrades	1	lump sum	\$23,000	\$23,000
Electrical Repairs	1	lump sum	\$72,000	\$74,000
Finishes Repairs	1	lump sum	\$8,000	\$8,000
Construction Cost Subtotal	3	sf		\$175,000
Project Development Costs				
Architectural/MEP/Structural Fees		Percentage	15%	\$26,250
Permits		Allowance	5,000	\$5,000
Printing and Reproduction		Allowance	5,000	\$5,000
Payment & Performance Bond Allowance		Percentage	1%	\$1,750
7% Contractor's General Conditions		Percentage	7%	\$12,250
5% Cost Estimating Contingency		Percentage	5%	\$8,750
10% Owners Contingency		Percentage	10%	\$17,500.00
Subtotal for Development Fees				\$76,500
Total for Code Violation Repairs				\$251,500

ESTIMATE OF PROBABLE CONSTRUCTION COSTS FOR BUDGETING PURPOSES
FOR

Existing Facilities Mechanical System Replacement

Salem Evangelical Lutheran Church
Houston, Texas

Note: Estimate is based on current design information, refinements in costs will be necessary as design progresses.

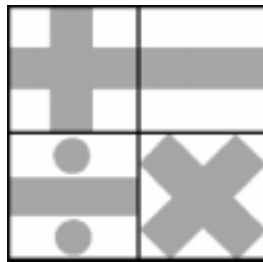
Construction Costs				
COST ITEM	COUNT	UNIT	UNIT COST	COST
Replace entire mechanical system*	1	lump sum	\$250,000	\$250,000
Associated Electrical and Electrical Service Upgrades		Percentage	25%	\$62,500
Mechanical/Electrical Room Enlargement	400	sf	\$80	\$32,000
Architectural Work related to mechanical replacement	1	lump sum	\$40,000	\$40,000
Construction Cost Subtotal				\$384,500
Project Development Costs				
Architectural/MEP/Structural Fees		Percentage	15%	\$57,675
Permits		Allowance	5,000	\$5,000
Printing and Reproduction		Allowance	5,000	\$5,000
Payment & Performance Bond Allowance		Percentage	1%	\$3,845
7% Contractor's General Conditions		Percentage	7%	\$26,915
5% Cost Estimating Contingency		Percentage	5%	\$19,225
10% Owners Contingency		Percentage	10%	\$38,450.00
Subtotal for Development Fees				\$156,110
Total for Mechanical System Replacement				\$540,610

*Note: This figure assumes some ductwork modification, but does not include extensive work or replacement.

HEIMSATH ARCHITECTS

**SALEM EVANGELICAL LUTHERAN CHURCH
4930 WEST BELFORT
HOUSTON, TEXAS**

REPORT DESCRIBING EXISTING MECHANICAL, & ELECTRICAL SYSTEMS



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November 13, 2003



EXECUTIVE SUMMARY

The Salem Evangelical Lutheran Church facilities include an existing single story classroom, sanctuary, and administration complex located in Houston, Texas. The building has been occupied for approximately forty (40) years, and has had numerous facility additions and alterations. The mechanical, electrical and plumbing systems are generally in fair to poor condition as described in this report.

To aid in simplification and expediency in report preparation we used the report received from Mr. Steve Tostengand as a base for this report.

HVAC Systems:

1. One controls A/C and heat to the east Administrative wing (thermostat on the inside wall at the double doors). The second staff office on the west of the administrative office was added during the West Administrative Wing expansion, but for ease in control, was connected to the A/C system of the east Administrative wing. Administrative office has two supply vents and one return vent. The second staff office has one supply and one return vent. Pastor's office has one supply and one return vent. Workroom has one supply and one return vent.

Response: The unit which serves the administration area is apparently a Carrier vertical draw through direct expansion unit with a duct mounted hot water coil. The unit capacity was not observable and it appears that the hot water coil is original. The unit casing is in poor shape, is rusted and the overall condition is poor to very poor. We would recommend replacement of this unit if the administration is remodeled. This cost would be included in the administration area expansion. The supply air distribution may be addressed before remodel if user discomfort is of great concern. The supply air system consists of internally insulated sheet-metal ductwork. The outside air is ducted to the return air plenum at the unit and is uninsulated. The return air appears to originally travel from the corridor to a return air grille in the wall of the main mechanical room. However, it appears that the return air path has been modified to travel from return air grilles located in the individual spaces to a return air duct opening directly in the new mechanical room. THIS PORTION OF THE EXISTING FACILITY IS COMPRISED OF A WOOD STRUCTURE. CURRENT BUILDING CODES DO NOT ALLOW A RETURN AIR PATH TO BE PART OF A WOODEN STRUCTURE. AS A RESULT, ANY REMODEL OF THIS ADMINISTRATION AREA WOULD RESULT IN A COMPLETE RENOVATION OF THIS SUPPLY AND RETURN AIR DISTRIBUTION SYSTEM.

2. The other controls A/C and heat to the nave (thermostat in the nave by the Pastor's chair). Nave has multiple supply ducts in the ceilings and two return vents behind the altar. Choir loft has one vent on west wall. Sacristy also has a large return duct.

Response: The unit serving the Nave is apparently a Carrier 5152400 vertical draw through direct expansion unit with a duct mounted Thermal 16 BCW6-2 hot water coil. The unit has a 20 ton capacity and appears that the hot water coil is original. The unit casing is in poor shape, is rusted and the overall condition is poor to very poor. We would recommend replacement of this unit if the Nave is expanded. This cost would be included in the Nave expansion. The supply air distribution may be addressed before remodel if user discomfort is of great concern.

3. One central system (very small) is located in the nave's choir loft and was intended to A/C the choir loft. One supply and return vent on east wall.

Response: This unit was not able to be observed. However, the unit was operating at the time of inspection and the noise level did not appear objectionable. If the single grille distribution is objectionable, we recommend that a supply duct be constructed in a furr down at the south wall at this choir loft.

4. One central system is located in a room on the north wall of the kitchen and controls A/C and heat to the west Administrative wing (thermostat located by the kitchen). Multiple supply and return vents in the center ceiling duct run to Fellowship Hall. Music room has two supply and one return vents. Conference room has two supply and two return vents (one of each has been blocked off to eliminate acoustical interference from the music room).

Response: This unit is a vertical direct expansion unit of unknown capacity. The unit casing is rusted and is in poor condition. The condensing unit is a Carrier BDP model 566CP135, Serial Number 2685G41299 12.5 ton capacity, manufactured in July 1987. Is located at grade in a mechanical yard adjacent to a hot water boiler. The condensing unit is un-level and has fan shrouds installed. The fan shrouds were apparently installed due to recirculating of hot conditioning unit discharge air and the hot air circulated around the boiler. The heat is provided by a Teledyn Larrs Mighty Therm boiler, with hot water circulating pump. We recommend upgrading this unit as part of a renovation project.

5. One central system is located on the roof of the walkway and at ground level by the Family Life Center (gym), with the thermostat located upstairs in the Youth Loft. One return vent in the Loft.

Response: This unit consists of a single zone 20 ton capacity Carrier air handling unit located above the entry walkway. The supply and return air systems are exposed and penetrate the metal exterior wall system. The main supply trunk duct is routed down the center of the structure and is exposed. The air distribution is poor and the Youth Area is noisy due to the large return air grille. The air cooled condensing unit is a Carrier Model #38AB024, Serial #B095870, and is located in a mechanical

yard at grade. The mechanical yard is cluttered and has insufficient clearances to allow proper condensing air circulation. The unit was manufactured in February 1970 and is in fair to poor condition. We would not recommend replacing this unit unless this work is performed as a part of the gym upgrade.

6. One central system is located in the porte-cochere mechanical room and services the Nursery, Room B and the SCS office.

Response: This unit is a vertical DX with furnace appears to have been replaced in 11/01 with Rheem RGCA36A2GH17BYI, Serial Number M4897 Dx coil. Access space is extremely limited and duct conditions are very poor. The Mechanical room walls are open to the environment in many areas.

7. The Sunday Church School wing has two central units on the room of that wing. One unit supplies Rooms C-G and the other supplies the Sexton's apartment and Room H.

Response: The Sunday School wing units were not observed at this time.

8. The window unit system is in the narthex and consists of two units.

Response: The window units are an "add-on" HVAC system alteration. We recommend that these units be omitted as a part of a renovation project.

Electrical Service Description: The electrical system serving this facility consists of the following:

1. Power company transformer service pole and overhead primary electrical service lines existing onto the property at the northeast area, where there is an overhead service drop to two (2) weatherheads, CT compartment and metering provisions at exterior corner of existing mechanical room.
2. Existing service is 120/240V, 3 phase, 4 wire delta service provision. Estimated service size at 800 amps, on phase A & C, and 400 amps on delta high leg and neutral.
3. Service feeders extend through wall into mechanical equipment room to at service wiring gutter with one (1) emergency exit lighting disconnect switch and six (6) main service disconnect switches serving the entire complex.
4. Each main service disconnect serves a different portion of the existing complex.

Summation of electrical service provision and conditions of equipment:



1. The size of the electrical service load appears to be at its peak or maximum capacity in accordance to fuse sizes and distribution of each main disconnect switch.
2. The location of main service gutter and switches are located in a very hazardous room with water standing on equipment floor along with code violation of clear space in front of switch.
3. Cover falling off of 400 amp disconnect switch.
4. Improper wire sizes in accordance with fuse sizes and wrong connections to “B” phase of “delta high leg” in accordance with NEC code requirements.
5. Grounding not in accordance with NEC code requirements.
6. Electrical equipment is extremely aged with faulty and hazardous conditions at panels and equipment locations.
7. System does not appear to be properly balanced on phases and in accordance with NEC code requirements.
8. Some feeders are aluminum conductors.

Recommendations:

1. We would recommend that the first corrections to the existing system would be correct all code violations as well as any life threatening conditions.
2. Provide existing system evaluation to revise or modify existing equipment to include new feeders, panels, gutters, etc. as required to support any new renovations.
3. Provide a new electrical service provision to feed new construction and provide enough spare capacity in the sizing of same to serve any new additions and possibly back-feed entire complex with further upgrade of service equipment and service provisions for existing buildings to remain in service.

Electrical Inadequacies:

1. Circuits in the kitchen frequently trip during breakfast cooking with multiple griddles plugged in.

Response: Over loading circuiting provisions. We recommend that additional dedicated outlets and circuiting be added in this location (in renovation phase of work).

2. Administrative office has to make excessive use of multiple outlet strips, and may be overloading circuits, although it has no history of tripping breakers.

Response: We recommend that additional outlets and circuiting be added as required (in renovation phase of work).

3. Fellowship Hall needs additional outlets on south side of room. Not all existing outlets are grounded or polarized, requiring the use of adapters.

Response: We recommend that additional outlets and circuiting be added and that all non-grounding outlets be modified with new grounding type outlets and running ground wire be installed for life safety (in renovations phase of work).

4. Family Life Center has had electrical work done which has provided 6 additional outlets, one at each of the metal supports on the north and south sides of the building. Original outlets seem to be unusable due to excessive tripping of breakers. Need additional outlets on the west end. Also, tripping of breakers on the new outlets has occurred during heavy use occasions.

Response: We recommend that outlets and circuiting provisions be modified to add new circuiting to provide no more than (2) 20 amp outlets per circuit to accommodate heavy loading and prevent tripping of breakers (in renovation phase of work).

5. Narthex needs additional outlets on east side of room.

Response: We recommend that additional outlets and circuiting be added as needed (in renovation phase of work).

Mechanical Maintenance Issues

Gas Furnace—Poor Service Access and Conflict with Telephone Wiring.



FLC AHU Unit—Old and Should be Replaced.



FLC—Condenser Unit Lacks Proper Air Circulation.



Fellowship Dual Air Supply—Poor Condition.



Additional Grounding and Bonding of Equipment and Switches will be Required. Top Cover on Wiring Gutter is Missing.



Electric Service Pole—Adequate for Existing Building Demands.



Electric Service Drop—Adequate for Existing Facilities.



Ceiling of Main Mechanical Room—Hole Defeats Fire Rating and Should be Repaired.



Mechanical Code Violations

Violation of Current Code—Must Be Resolved with Administration Renovation.



Floor Under Electrical Gear has Standing Water—
Major Life Safety Issue. Current building codes
does NOT allow water heaters.



Several Code Violations:

1. IMPROPER GROUNDING AND BONDING.
2. IMPROPER CONNECTIONS TO PHASE "A" & "C".
3. STANDING WATER IN EQUIPMENT ROOM AT ELECTRICAL SERVICE METER.
4. FAULTY COVER ON LARGE 400 AMP SERVICE DISCONNECT SWITCHES.
5. CODE VIOLATION SINCE THERE IS A MIXED USE OF ALUMINUM CONDUCTORS AND COPPER CONDUCTORS, WHICH DO NOT HAVE THE SAME AMPACITY.
6. IMPROPER NATIONAL ELECTRICAL CODE CLEARANCES.
7. OVERSIZED FUSES IN SAME DISCONNECTS.
UNDERSIZED CONDUCTORS ON SOME OF THE FEEDERS.

EXISTING CONDITIONS





EXISTING BUILDING CONDITIONS



AERIAL SITE PHOTOGRAPH



PLAN NORTH

EXISTING BUILDING PLAN

COMMUNITY FORUM



COMMUNITY FORUM EVALUATIONS AND PRESENTATIONS





10/06/03

711 Salem Evangelical Lutheran Church Houston, TX
Community Forum Comments

Focus Area: Circulation & Entrances

Question A.: Describe these area(s) as you see them. How do they prepare you for entering into a worshipping community? Do you feel welcome? How do you know where to go?

- Views from Runnymede—Not easy to see it as a church.
- Views from Runnymede—entrance not clear driveway—appears to be a back entrance.
- Entrance from parking lot—Don't know where worship space is.
- Entrance from parking lot—Says, "go away!"
- Views from West Bellfort—Don't know where to go.
- Views from West Bellfort—Can't see the Church.
- Main corridors—Fellowship hall is utilitarian.
- More and larger signage.
- Not very inviting at most entrances.
- No directions to sanctuary.

Question B: What signs, cues or symbols tell you that you have arrived at Salem?

Other entry doors—Only one small sign.

- Entrance from parking lot—No sign for Salem or Worship.
- Entrance from parking lot—No easy sign for worship.
- Entrance from parking lot—Sign needs to be bigger, wooden doors look great.
- Views from West Bellfort—Cross tells us this is a church.
- Views from West Bellfort—Need signs.
- Other entry doors—Need signs pointing to worship.
- Sign on Bellfort and Runnymede.
- Sign on Runnymede needs to be raised so more visible.
- Sign (large).
- Need sign on corner of Runnymede and Bellfort.
- Possibly at an angle to be visible from both streets.
- Signage is needed in better location.
- Have map display to show routes to spaces.
- Runnymede—small sign.
- Runnymede—Could add parking for Salem on either side of driveway.
- Runnymede—Raise existing sign with landscaping.
- Gym—add signs—Salem, worship arrow, office arrow.
- Gym—Have map on wall.
- Admin. Covered parking—need bigger sign in parking lot for worship and church office.



- Admin. covered parking—Not welcoming.
- Admin. covered parking—No signs for when gate is open on Sunday.
- Admin. covered parking—Same words on all signs.
- Admin. covered parking—Taller signs.
- Eastside—not good traffic flow.
- Eastside—Bigger worship entrance sign.
- Front—cross should stand out more.
- Front—Cut down pine tree.
- Front—Add worship to church office, FLC sign.
- Main—need sign for office/worship.
- Main—Put in fence in all the way around; take out brick wall.
- Corner—need big triangle shaped sign.

Question C: How appropriate are these entries and circulation spaces? How successful or unsuccessful are they in gathering people together and preparing them for their activity?

- Views from Runnymede—People miss the entrance and back up.
- Entrance from parking lot—Seems to be a back entrance.
- Entrance from parking lot—Seems mysterious.
- Entrance from parking lot—Traffic congestion occurs.
- Views from West Bellfort—No signs showing where to go.
- Other entry doors—Works well.
- Narthex is open and welcoming.
- A “maze” to get there.
- Not sure where front is.

Question D: What is most noticeable or most memorable about these area(s)?

- Views from Runnymede; Entrance to Administration—Looks like a junior high school.
- Entrance from parking lot—Covered parking/drop off spot.
- Entrance from parking lot—This could be the right place, but signs would confirm this.
- Views from West Bellfort—The Cross but could be bigger.
- Views from West Bellfort—Pretty landscape, but where do you go?
- Views from West Bellfort—Nice view, but doesn’t seem to be a part of the Church.
- Other entry doors—Very welcoming, wood doors welcoming.
- Narthex is good, very welcoming and cozy space.

Question E: Suggest changes you would make to improve these areas.

- Views from Runnymede; Entrance from parking lot—Need better signage—an index map would be great. Close doors to garbage .
- Entrance from parking lot—Lighting is bad.



- Entrance from parking lot—Need sign pointing to Narthex on the Sacristy door. Better signs by wooden doors. Bell tower?
- Views from West Belfort—Trees obscure front, can entrance wall on Belfort be opened up? Not clearly the front of church.
- Views from West Belfort—remove brick wall hiding office, put bigger cross at the Narthex.
- More signs and should be larger.
- Signage saying the same thing.
- Maps around church.

Question F: Additional Comments:

- Entrance from parking lot—nice landscaping near Sacristy.
- Views from West Belfort—again looks like a junior high, not a church.
- Views from West Belfort—put banner or sign on gym.
- Views from West Belfort—playground makes people call the office about day school (there is none).
- Main corridors inside—need signs in courtyard pointing to worship.
- Other entry doors—need restroom in the Narthex.
- Entrances not easy to see, can't tell main entrance.
- Signage not helpful.
- “Kroger Corner” not marked as part of church.
- Narthex seems to be best at what it is suppose to be.
- Pine trees need to be removed from front—view are obstructing view of the church.
- Main entrance—put a bell tower over double doors.
- Need restrooms near entry.
- Education—add classrooms to FLC.

Focus Area: Fellowship

Question A: Describe these area(s) as you see them. Do they feel appropriate to you for fellowship? Do you feel welcomed or invited?

- Education—quiet place.
- Fellowship gathering.
- Patio—grills.
- Memorials.
- Need drainage.
- Take out trees.
- Prettier AC fence.
- More permanent seating.
- More grills.
- Covered patio.



Question B: What signs, cues or symbols tell you that these spaces are for social activities? What tells you these spaces are for ministry?

- Animal blessing days.
- Eastern vigil.
- Pre-service.
- Picnic tables = education space.
- Proximity to kitchen.

Question C: How do these area(s) serve their functions? How are they successful / unsuccessful for these functions?

- Mosquitoes.
- Swampy, muddy.
- Crack caused by tree.
- Take away trash pile by kitchen AC.
- High use, partitions allow for several groups.
- Handy access to patio—BBQ's, etc.
- Community service—meeting, etc.-serve as extra education space.

Successful (Gym):

- Versatile.
- Holds large numbers.
- Frequently used.
- Sports.
- Worship.
- Parties, social functions.
- Available for community.
- Preserve the use of wooden banners.
- Sound system.
- Retractable screen.
- Windows.
- Add classrooms around perimeter.

Unsuccessful (Gym):

- AC.
- Ceiling.
- Lighting produces heat.
- Floor needs lighting.
- Storage.
- Better accessibility for changing light bulbs.
- AC ducts on each side.
- (More permanent) partitions for improved circulation.
- ADA to patio.



Question D: Are there adequate support facilities (i.e. storage, closets, restrooms, sinks, etc.) to serve these functions?

- Need storage.
- Poor lighting.
- Chairs are not comfortable.
- Rectangular tables to facilitate conversation.
- Inadequate restrooms.
- Noisy.
- Fellowship is a large hallway—people walk through it to other parts of the building.

Question E: Suggest changes you would make to better serve fellowship activities.

- Change shape—enlarge.
- Skylights or different lighting—high ceilings.
- Fix crack!
- Add restrooms.
- Change floor so spots are not visible.
- Flat roof causes problems.

Focus Area: Kitchen

- Need better serving bar.
- Storage does not meet fire code.
- Ventilation not good.
- Storage problems.
- Not enough counter space.
- Bigger fridge.
- Want garbage disposal.
- Electrical problems taller faucet.
- Need freezer.
- Need more square footage.
- Can kitchen to somehow connected to gym.
- Storage for tables, chairs, Sunday school materials.
- Number of toilets needs to reflect 150-250 people.

Question F: Additional Comments:

- push out French doors.
- enlarge fellowship hall.
- retractable covered roof.
- AC on roof.
- Drinking water fountain.
- Enlarge fellowship, more lighting.

- Low flat ceilings.
- Need more storage, chairs uncomfortable.

Focus Area: Worship

Question A: Describe these area(s) as you see them. Do they feel appropriate to you? Do you feel welcome? Do they reflect a spiritual character?

- Stained glass untraditional.
- Want more light in church—general, at chancel.
- Very simple—non ornate.
- Choir needs to be in front not back (alt-don't necessarily want to see during worship.)
- Restrooms not convenient to sanctuary.
- Dark—needs better lighting.
- Bring choir downstairs.
- Side area.
- Area in front of altar.
- Backs on pews.
- Sacristy is functional at best—works though.
- Sanctuary is cold—there are no curves only angles.
- Chancel is austere—but the windows are lovely.
- Need better natural light.

Question B: What signs, cues or symbols tell you that this is a worshipping community?

- The Cross
- Altar
- Pews
- Communion rail
- Stained glass windows
- Minor problem with noise in Narthex (doors opening & closing).

Question C: How do these area(s) serve to support communal worship? Individual or reflective worship? How successful or unsuccessful are they in creating worship environment?

- Sacristy—tall storage is tight, robes get wrinkled, not all cabinets space necessary.
- Choir space—small, hot, not good circulation, lighting adequate.
- Chapel—out door worship—Houston? (4-6 people) gathering areas.
- Communal worship works okay, but the acoustics make contemplative worship very difficult.
- Every noise magnified when trying to mediate.
- Communal worship could go better if we could see each other instead of the backs of heads.



Question D: What is most noticeable or most memorable about these area(s)?

- Stained glass windows is beautiful.

Question E: Suggest changes you would make to improve these areas.

- Open up the worship space.
- More natural light.
- Choir downstairs.
- Improve access to both facilities.
- Use the back of Jack in the Box for “contemplative gardens”.
- Sacristy needs more storage for larger items.
- Baptismal area insignificant.
- Pews comfortable.
- Side aisle too narrow.
- Front area too narrow—passing for communions.
- Access to restrooms for visitors.
- Choir loft too small.
- The cross but the fact the Nave is separated from the Narthex by doors denotes a setting apart of the space the windows, the A-frame.
- Area right in front of chancel too small for weddings/funerals.

Question F: Additional Comments:

- More natural light.
- New PA system.
- Choir downstairs.
- Acoustics.
- Baptismal font closer to altar.
- Second set of doors to sanctuary.

Focus Area: Religious Education

Question A: Describe these area(s) as you see them. Do they feel appropriate to you?

Do these spaces feel comfortable for educational activities?

- Classrooms-dark, limited in use.
- Parlor great!
- Parlor—very nice—used as waiting room.
- Library needs more tables and chairs.
- Tile for lower grades.
- Nursery—door security, AC control two doors, water fountain.
- Lighting.
- Library more open/accessible/comfy seating/lighting.



- Adult SS room—noise.
- Need more lighting.

Question B: What signs, cues or symbols tell you that spaces support a worshipping community?

Cross on door(outside).

- Up to teachers to decorate rooms.
- Library is locked, open.
- Classrooms not permanently decorated/inviting.
- Feelings of community—lacking with clutter.

Question C: How do these area(s) serve their functions? How are they successful or unsuccessful in creating a learning environment?

- Nursery & Parlor okay—could have toddler play outside near nursery.
- Central education area.
- Flexible large/small groups.
- SS rooms not used-it's storage!
- Computer facility—library.
- Ample size of SS rooms.

Unsuccessful:

- Lighting.
- Not flexible.
- Moveable walls to accommodate larger groups.

Question D: Are there adequate support facilities (i.e. storage, closets, restrooms, sinks, etc.) to serve these functions?

- Storage-built in.
- Storage! (garage sale?)
- Lower sinks for nursery.
- Drinking fountain by classrooms.

Question E: Suggest changes you would make to improve the spaces for education.

- Covered outdoor gathering place for morning kickoff.
- Central education area—library/Edu. Office/supplies—surrounded by classrooms.
- Outdoor meditation/or gathering areas.
- Central area with computers.
- Respect is needed, not to be over-glorified.

Question F: Additional Comments:

- I grew up here—current space can work. I want it to be better—more inviting—exciting. Look for ways to show education focus through our facility.
- Loft—new carpet/tile; remove some furniture junk.
- Perhaps covered atrium for central gathering area.
- Need responsibility.
- Youth room-pig sty.

Focus Area: Administration

Question A: Describe these area(s) as you see them. Do they feel appropriate to you? Do you feel welcome?

- Too small.
- No adequate storage.
- No work area.
- No computer.
- Not attractive or welcoming.
- Ancient furnishings.

Question B: How do these area(s) serve their functions? How are they successful / unsuccessful for these functions?

- Confusion over exactly what this space should be used for.
- Only storage for supplies or should it be used for enrolling students.

Question C: What is most noticeable or most memorable about these area(s)?

- Junky.
- Ugly carpet.

Question D: What symbols, signs or cues indicate these are spaces supporting church identity?

- Should have more identity on the exterior about the rooms purpose.

Question E: Additional Comments:

- Need easy access to copy machine.
- Mandy's office—yellow paint has to go; size inadequate.
- Pastor's office—good space could use better sound insulation.
- Reception/work room area—security issues—who's in the building?
- No place for guests to sit except in front of secretaries.
- Not enough room for multiple guests.
- Not adequate signage pointing to the office.



- No work space for volunteers.
- Work room is very inadequate.
- Need fire proof storage for records.
- No room for additional staff, music director.
- Need storage for advance purchases.
- Library used for small meeting room.
- Do we really need a library?
- Conference room—adequate size, not the best place for tellers + council boxes.



DESIGN RETREAT WORKSHOP



DESIGN RETREAT WORKSHOP



DESIGN RETREAT WORKSHOP

The Design Retreat Workshop for Salem Evangelical Lutheran Church was held on Saturday, October 11, in a large classroom at Bethany United Methodist Church. Congregation leaders were invited to spend the day with the architects to examine issues of the building and work to develop a plan for the future. The goal of the day was to come up with an overall Master Plan for the church, considering a range of current and future needs, as well as discussing how to address the code and mechanical deficiencies.

Scott – Introduced Heimsath Architects, MEP, Lunch

Ben H – Before starting exercises asked Pastor David for prayer – Psalm 33

Thanks Scott, Steve, for all the preparation for DRW

Expresses viewpoint for something that will work – share your thoughts –

After this – bring Salem into future, something will change

Attitude for change in respect for legacy – faith in future

Been a long time to look at what you have

Collective responsibility to be good stewards

BH introduces himself and staff

Intro to Salem Community

Donna - since 1958 – Methodist/Baptist but Lutheran – Teenagers, senior group, dance

Lois – since 1965 – Christian Scientist/Lutheran – church counsel, camp Salem

Scott – since 1965 – Lutheran – facility planning group

Barbara – since 1973 – Baptist, catholic ELC – Worship and Fellowship

Margaret – since 1955 – Lutheran – Music and Office faculty

Glenn – since 1965 – Catholic until married – helped with add-ons—Narthex

Donna S. – since 1967 – Lutheran – Music Ministry, youth and family ministry

Yordie – since 1992 – Lutheran – Youth and Summer camp

Mandy – since 1975 – Lutheran – Staff family ministry, education

Andy – since 2000 – Episcopalian – music choir, breakfast

Barbara Bone – since 1991 – Lutheran – worship

Russ – for 19 years – Lutheran – do all

David – since 1965 – Lutheran – Fellowship, Education/Youth

John S. – since 1989 – Lutheran – Assistant Minister

Sean S. – since 1966 – Catholic – Youth, Family, outreach



Jay – since 1990 – Episcopalian – Education, property, breakfast
 Tom – 2 years – Mom was Episcopalian, Dad was Catholic but was schooled Presbyterian Lutheran
 Derek – since 1979 – Lutheran - Music
 Donna C. – Since 1959 – Lutheran/Baptist – Youth, Council, Easter brunch
 Ed C. – for 33 years – Catholic, married Lutheran - Management
 Janet – since 1999 – Dutch Reform-then Lutheran – Outreach, Education
 P. David – since 1982 – Lutheran – worship, envisioning, family life minister
 Steve – since 1998 – Lutheran — Worship, Evangelism

Ben H.—trend of church shopping, community worship

Exercise—Ben asked the group to think of the one word that comes to mind when someone says, “Salem Evangelical Lutheran Church.”

Liturgical
 Home
 Inclusive
 Warm
 Community
 Quaint
 Charm
 Family
 Old
 Worship
 Serenity
 Fellowship
 Friendly
 Promise
 Welcoming
 Caring

Ben then asked each participant to describe the picture they see when someone says, “Salem Evangelical Lutheran Church.”

T. Kinkaid portrait w/church in meadow—country church
 Alter/sanctuary
 Warmth through stain glass
 People in narthex
 Beautiful sanctuary—in Europe w/visual—stain glass and arches
 Circle of people facing out
 Together in a group—circle looking out

Front of church and altar interior
 Easter brunch—eating
 Front of nave, people at communion
 Unpretentious
 See stability but movement—dynamic generations
 Communion
 Outside looking over Narthex garden/a-frame and looking interior Narthex at cross
 People not necessarily in church
 See front w/garden and cross
 Cross/altar but stormy day with chorus
 God hugging people
 Choir left looking down at communion
 Inside church seeing Pastor calling to children
 Inside looking through Lutheran heart but no people
 People going through Narthex

Transition from words to images shows picture had nothing to do with words.
 Liturgical action and people are important
 Idea of things to come.
 Survey in a snapshot but things have changed

Randy Holste—intro, church design, saw site, cursory review, and great drawings for church to have preserved

Ben asked each participant to share an important time or a favorite memory of the church.

Russ—walking in and joining choir, good relationship formed
 David—father past away at 8 yr. old; Salem family being there for him
 John—got married, good food, funerals
 Sean—son's Baptism, watching kids and adults enjoying themselves after fellowship hall
 Jay—wedding
 Tom—coming to Salem after Holy Cross and Janet greeting them; daughter coming from Salem school
 Derek— son playing during communion—no sense that people divide, people love children
 Donna C. — Ash Wednesday; reaffirmation of faith at font
 Ed—memory of friends
 Donna C. — friends brought her to Salem—love sanctuary space—feeling of Christian love everywhere
 Pastor David—so many good/sad times/celebration; 50th birthday at Easter brunch, baseball—season tickets to Astros and bat
 Donna—daughter loves Pr. David hugs, called him teddy bear
 Lois—anniversary—20 of them made service; Pr. Blackman help with fixing tire
 Scott—his Dad's community help build church—got into the insulation

Barbara—Derek's son playing volley ball
Margaret—wedding/funerals; directing the choir friends
Glenn—wedding w/kids; watching Scott grow
Donna S. — card from friend telling her how wonderful the music was
Yordie—memory of being welcomed into Salem. Both kids as acolytes
Mandy—outpouring of support while engaged; working w/inner kids
Andy—"We missed you" poster, community recognizes when you are gone
Barbara—son got up and ran to Pastor—he was comfortable—family
Ron—person from El Salvador came in and asked him about fellowship and its importance
Steve—feelings felt from congregation when parents passed away

Ben asked for a one-word response to what is BEST about Salem.

Worship
Fellowship
People
Friendliness
Family
Love
Easter
Nurturing
Yet to come
Communion

Ben asked for a one-word response for what is WORST about Salem.

Courtyard
4th row freezing
Parking lot
Financial
Facility
Office space
Fellowship hall
Acoustics
Water
Old AC
Foundation problems
Freezing/lacking waste disposal; lack of dishwasher
More curb appeal
Cramped—office
No central use
Apathy
Visual identity

Empty corner

Location

Location—to far

Few new people—insular

Dated Sunday school

Group takes a 10 minute break

Randy Holste speaks about church MEP conditions:

Electrical in kitchen, gym?

Overload of circuits

Conduit for additional lines for growth?

If touch the old parts—have to bring the rest to code

Sound system in sanctuary?

Materials, volume control, and design AC to be quiet

Plumbing ratio?

Architects will start occupant load through codes.

Ben asks the group the following question: “What would do if price were no object?”

Russ—work on gym, parking in adjacent property, move sanctuary, parking up front

Mandy—sanctuary would be hub, traditional forms

Steve—fix fellowship, solve middle section—2 story

Yordie—classrooms—bigger, fellowship—gibber, kitchen

Donna—raze building—start over

Glenn—waste of time, reality of renovation is now

Margaret—new sanctuary with admin. wing, redo Sunday school, change fellowship into classrooms

Barbara—worship in middle, fix gym, new worship space near gym, sanctuary turned into meditation

Scott—close to Russ in concept

Lois—like the sanctuary, gym, take out middle, not in favor of front parking

Donna—tear it down except FLC, sanctuary facing Runnymede/ W. Bellfort, kitchen!

Pr. David—sanctuary not up to bar—turn into senior center, tear down education wing, new sanctuary in corner

Janet—education wing, outdoor space

Ed—new Sanctuary, FLC—multi-use w/second floor

Donna—drainage problem solved, remove Sunday school wing, mix edu./admin. together, bigger renovate sanctuary

Derek—fix admin/fellowship

Sean—double gym w/classrooms

John—new sanctuary w/visibility

Pr. David—edu. center/middle area

Ron—like Pastor “crystal theatre”—see what is going on inside to draw people in
 Barbara—new sanctuary curb appeal, hub/spoke concept
 Andy—visibility/outreach, like green lawn, sign

Ben and the architectural team divided the participants into three groups. Each group was assigned one architect to serve as facilitator. The groups were asked to brainstorm plans for the overall site development. Each group was given a site plan and templates based upon the suggested program chart. When a new idea was documented, don't worry it won't be big and fail, it will be incremental
 Don't be distracted by the details

Solutions—evaluations

Solution I—move gym, courtyard and Narthex, visual/tower on street, internal elec. Work, labyrinth

Solution J—keep sanctuary and gym, expand Sanctuary, entrance from Bellfort that bisects garden

Solution A—move sanctuary to center but keep Narthex where it is, fellowship connected to gym, 2 story Sunday school, parking up front

Solution B—angle sanctuary, Narthex is chapel, port cochere, 2nd classroom I back, preserve courtyard, and reuse a-frame for fellowship

Solution C—gym—multifunctional, angle sanctuary, turn existing sanctuary into chapel

Solution D—admin. /classroom on 2nd floor, Narthex, Sanctuary add-on, classroom wing, blow out courtyard

Solution E—sanctuary moved to center, classroom by gym, Narthex garden.

Solution F—fellowship next to new sanctuary, chapel in old Narthex, open up courtyard

Solution G—retain chapel and admin. Wing, new sanctuary/gym

Solution H—new fellowship, modified sanctuary w/ Narthex in middle, new education block w/ playground, lost courtyard but now one next to new choir, parking lot w/landscape in front, not a sea of asphalt.

Conclusion:

Ben—structure retained but upgrade or add—on

Some footprint retained but new construction utilizing site

Don't need 2 story in most solutions

Distance? Not the issue if you know where you're going

Geometry is awkward, but we can clean it up

Vote:

8 for Solution C

8 for Solution D

Both share similar concept, but split on new sanctuary and keeping it

Sentiment to keep the sanctuary in same form

Keep C & D but wait for the new worship

Quality of space will cost the same by either renovating or making new

Richard C—what to do with vacant part of land?
Solution C—more distance from Jack ‘n the Box for Sanctuary
Sound barrier? Can build for it like Cypress Creek
Used laminated glass
Solution D—church towards Bellfort to get street exposure
Pr. David— use a-frame for storage
RC—have to deal with existing structure
2 story justified if not enough space
Pr. David— need storage in gym
Narthex garden—could we move it?
BH—can keep it where it is, moving it is possible.
Solution F—like reused fellowship space for classroom, one story
Solution A—like straightforward unlike B or C at angle
Mandy—parking too far to see front door
BH—the angle is seen and straightforward
Solution J—concerned about where is the real front door
BH—Solution C is good if tower makes connection to parking
Pr. David—like Solution B, concerned with commons flow indoors; accounts for other worship needs like choir
Solution H—like one story, 2 story looks like office building and obtrusive

BH—justified to start new sanctuary
Not 1950’s sanctuary—celebrate the beautiful things there
Master Plan does better to keep the Solution C option
Russ—9 years back had Master Plan—Worship on corner—keep it
People attract people not building
BH—addressing Janet—where they build new and left
Think how easy it would be not to give maps to church or excuses for poor lighting
Ron—all big elements clustered, may secularize sanctuary, need to visually separate them
BH—consensus admired
Budget w/committee members and phase 1 can’t be less than a million dollars
Reality of building program:
Interest rates low, leverage
Building construction in slump

Janet to Pr. David—monetary investment provide by ECLA?
Pr. David—local circumstances dictate what can happen, not ECLA
Ed—no one has built new in the area
New sanctuary –renovate or new—show me the budget
BH—gym-a lot of reuse, classrooms too small
Quick study for committee

Can you support this?

Margaret—yes

Barbara—good job, maintain emotions

Donna—feel good, hard work

Mandy—time well spent

Andy—worked out

Tom—happy, if you need more ideas

Lois—good presentation

Pr. David—very happy, thankful

David—vision to move forward

Derek—real helpful, concerned with cost/max the facilities

Ed—great

Donna—work with fellow Salemites, good job

Janet—I'm fine, plan is flexible

Glenn—procedure—fine, like Ed, renovation of existing as base point, option for phases

Yordie—good day, exciting ideas, support it

Sean—happy with the way it went, interested in phases, fun

Ron—surprised with how much was shared

Russ—invited to dream and communicate

We did think and dream, we started to communicate—we need to continue

BH—if scared and stop communicating—failed

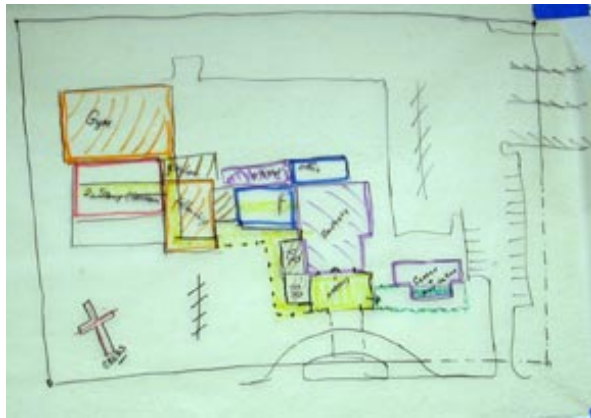
Steve—impressed by process

BH—you're experts on your ministry

Donna—you all handle us with proper warmth

BH—spread the word to the rest

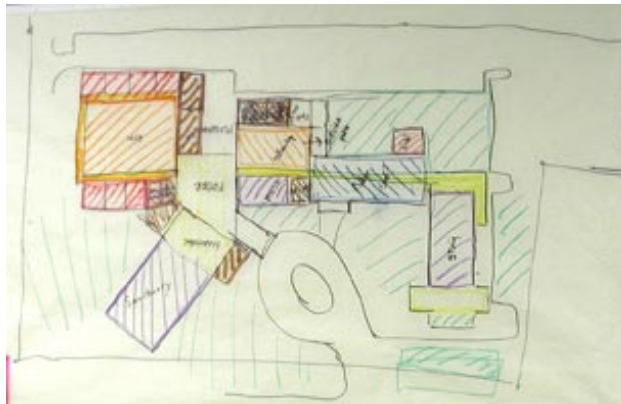
Pr. David—Nov. 16th for presentation



SOLUTION A



SOLUTION B



SOLUTION C



SOLUTION D



SOLUTION E

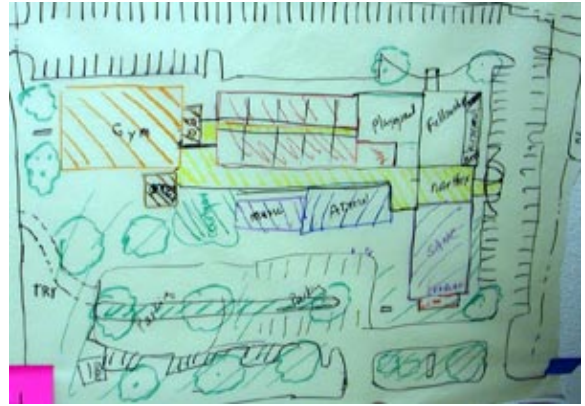


SOLUTION F

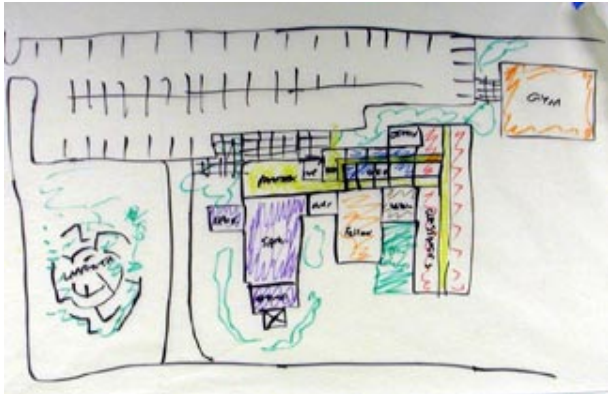
DESIGN RETREAT SOLUTIONS



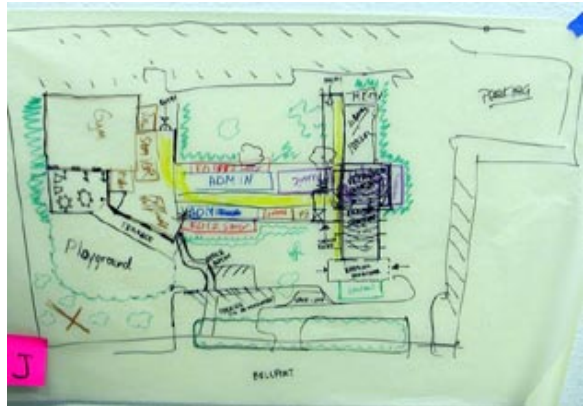
SOLUTION G



SOLUTION H



SOLUTION I



SOLUTION J

DESIGN RETREAT SOLUTIONS

MASTER PLAN OVERVIEW



MASTER PLAN OVERVIEW

Salem Evangelical Lutheran Church is a medium-sized congregation with a long-established presence in the Meyerland, Westbury, Bellaire and University areas. Founded in 1955, the church buildings were developed in a series of construction programs, filling in the prominent West Bellfort site to accommodate early growth. The last major construction consisted of the Family Life Center, built in the early 1980's, which provided a gym for recreational activities.

The congregation began looking towards the future and purchased an available contiguous parcel to the east. They organized a Master Plan Task Force under the leadership of Scott Saenger and Steve Tostengard to develop a plan for improvements. Heimsath Architects was commissioned to develop an overall master plan for the property, looking to the future with the consideration of ministry and building needs. The architect's team included Holste and Associates, Mechanical Engineers, to provide preliminary evaluations of the heating and air conditioning systems.

The Congregation

The congregation size has remained relatively stable over the recent past. However, there has been an influx of younger families and newly active members, matching those members who have moved or are deceased. Meanwhile, there are new residents of all ages moving into and enlivening the Meyerland, Westbury, Bellaire and University areas.

New members come from a wide area of southwest Houston and have responded to Salem's strong foundation in worship and liturgy. They quickly become involved. Food continues to be a large part of congregation gatherings, with the Kitchen, serving many functions, often taxed to the limit.

The Property

The location of the property with its broad frontage along West Bellfort is a major asset. Most of the shopping centers in the area have undergone recent facelifts. With the completion of the South Post Oak overpass, access to the area is greatly improved and there are thousands of cars in the vicinity every day. The property abuts a residential area. Many cars turn into the neighborhood at the intersection of West Bellfort and South Post Oak.

In the recent decades, the congregation has made individual improvements to certain areas. A Narthex addition was added providing badly needed gathering space. The Worship Space (Nave and Chancel) was renovated in 1985. The Kitchen was added in the Fellowship Hall. Extensive planting and landscaping in front and a new playground with new equipment were added. A Sexton's apartment was made from several converted classrooms.

At present, the church makes use of approximately 23,000 square feet of building on a large, rectangular corner lot with the new parcel forming a square pan-handle extension on the east.

Challenges

A number of building issues has caused concern due to the age of the existing construction. Some structural cracking has occurred near the corner of the Fellowship Hall. There are regular complaints about the air conditioning systems, and most units require extensive maintenance or replacement. The City of Houston building inspector sited a checklist of code violations concerning mostly the electrical and mechanical equipment.

The existing Nave, even with its relatively recent Narthex and Chancel upgrades, remains acoustically dead. The vocal and handbell choirs do not fit in the existing space, and the choirs are not visible to musical leadership. The lighting is too low in some areas, and glaring in others. This contributes to a feeling that the space is dark and confining. While members are not certain about the need for more seating, there are some services that fill the space to capacity, suggesting a need to plan for expansion. With its level changes and immovable furnishings, the Chancel area is inflexible and does not allow for alternate configurations or changes in liturgical or musical gatherings.

Continuing pressure from social and family activities have taxed existing spaces, especially the Fellowship Hall and Kitchen. Though some appliances have been upgraded, the Kitchen remains too small for the many groups and uses it serves. Overloaded circuits and poor ventilation make it difficult to function properly. The lack of pantry and storage space is also a continuing problem.

The Fellowship Hall serves as the primary space for social activities of all kinds and is in constant use. Storage remains a serious issue. Also, the expanse of windows frequently causes glare and produces heat, especially in the summertime, which can be a problem for presentations or larger group activities. A further complication is that the space is bisected by foot traffic, which creates great difficulties, especially for large gatherings.

The Family Life Center is somewhat out of the main circulation and has the potential for much greater use. The interior is very dark, with no windows to the outside. The finishes and flooring are in need of replacement. Storage is minimal, so a lot of the space is taken up with tables and chairs.

The church was designed originally to compliment the residential scale of the neighborhood. Unfortunately, it is remarkably unnoticeable from the busy street. The A-frame architecture produces a profile that, at a glance, resembles a residence, or a small institution, such as a school. The fast food restaurant and large trees to the east make the ability to see the church even more difficult.

Parking, circulation and orientation are a perpetual problem. Visitors have trouble finding the entrance and are often lost trying to find the church office. The Family Life Center is accessed near the far end of the back parking lot, through a dark covered entry with an industrial looking gate. The courtyard is

hidden from much of the building activities, and yet, with its mature oak trees, it is one of the most welcoming areas on the property. While individual activity spaces have many nice features, the excessive corridors and walls convey an institutional, cold feeling.

The Process

The Master Plan was developed through a highly interactive process. To start the planning program, the architects held meetings with the Master Plan Task Force and studied the information and existing drawings they had gathered.

Congregation Survey

The architects and task force members developed a congregation survey dealing with how members felt about the conditions of the existing buildings and a potential building program. A high percentage of members participated in the survey and the results showed a broad range of concerns and priorities. The highest response concerned the kitchen and fellowship improvements, but nearly all spaces in the facility were recognized as needing upgrade or renovation. The only negative response data concerned the spaces that had just recently been done, such as the playground and new Narthex.

Community Forum

In the open meeting for all congregation members, called a Community Forum, participants visited all parts of the existing building and evaluated how effective the spaces were for the ministry needs. Participants were separated into working groups and evaluated the spaces based upon issues of worship, fellowship, religious education, administration and outreach.

Design Retreat Workshop

The all-day Design Retreat Workshop was held at a neighboring church in order to develop a consensus scheme for the overall vision of the future church. Representatives of the ministry were able to interface directly with the architects in brainstorming a range of potential solutions. By the end of the afternoon, the group arrived at a final consensus solution. The architects used this as the basis for creating the master plan and developing its recommendations.

Town Hall Meeting

A Town Hall meeting was held in November to allow further discussion about the overall plan. The architects presented the plan in its nearly final form and asked for any last ideas or input. Many members were able to raise questions. This allowed the architects to clarify several issues, especially the items pertaining to the mechanical equipment and its replacement as part of the implementation of the plan.

Recommendations

The overall Master Plan calls for extensive improvements consisting of renovations and selective additions. When complete, the plan envisions a complete rejuvenation of the facility. The major issues raised by congregation members will be addressed, and a strong image to the community will be prominently visible. Most of the older structures will be adapted or reused in the upgraded plan. Some areas, such as the old

children's wing, have reached the end of their useful life and renovation would be prohibitively expensive to provide for those uses in new construction.

By opening up the courtyard to the parking area, the issue of orientation and access is transformed from a liability to an asset. The beauty of the courtyard becomes a welcoming image of the church for visitors, and a perennial drainage problem is solved.

While some improvements should be combined for the initial phase of construction, the discussion here is organized into project areas based upon the major activity spaces. The final consideration of project phasing must also include the mechanical systems as they are projected for replacement due to service life limits.

Worship Expansion

The Worship expansion consists of a major renovation and addition that will switch the orientation of the Nave. The new Chancel will be located in the center of the two side wings added through the end bays of the A-frame structure. The space behind the Chancel, (the current Narthex) will function as a Day Chapel connected to the main worship space, but also having its own outdoor entrance. Some of this space will be enclosed for a new Sacristy.

The re-orientation and expansion of the Nave will address a number of significant complaints. Acoustics, sight line and lighting issues will be addressed. Choir and musician space should be designed with acoustic, storage and equipment needs planned in advance. Natural light, and enhanced general lighting will work with a carefully studied accent and supplemental lighting design.

The two new wings will form a dramatic transept crossing within the space that will recall the ancient cruciform churches in plan. Removal of the old acoustical ceiling material will not only help the acoustics, but will also bring back the beauty of the roof forms and wood beams.

A wide range of liturgical, musical and performance gatherings can be planned in a flexible environment. Since the primary function is for worship, the centers of liturgical focus - the altar, the pulpit or lectern, the baptismal font and the cross - will be carefully designed. A thorough examination of the liturgical and activity needs will determine crucial issues such as seating arrangement, storage locations, lighting and visual focus. Some additional seating capacity is made from this expansion. Also, the new Narthex will have the potential for overflow seating.

A new Narthex will be built to join the re-oriented Nave to the new main corridor along the Courtyard. The new Narthex will open onto a paved plaza leading to the existing drive and additional parking in the east lot. The existing sacristy room may remain, however, all or a portion of the room could be utilized for new mechanical equipment and storage. The existing equipment room will be abandoned, to make room for the new Narthex. This change, however, takes into account that the air handlers and other equipment will need replacement in any event.

From the exterior, the idea has been added for a spire at the transept crossing. The new tower form would elegantly solve much of the visibility problem from West Bellfort. The side gable ends can be designed to match the existing end. As the 3-D rendering shows, the renovated Sanctuary will have the unmistakable look of a church.

The Family Life Center Renovation and Classroom Expansion

Connected to the renovated Family Life Center, the new enclosed gathering space looks out to the trees in the courtyard and will provide a visible entry and hub on this portion of the property. The FLC, new Classrooms, Fellowship Hall and Kitchen are all connected through this new gathering space. The new classroom wing will provide large classrooms with views facing West Bellfort and Runnymede.

Renovations to the Family Life Center will include new interior finishes and upgrades of the air conditioning and lighting. The location of the commercial Kitchen will add greatly to the social as well as recreational activities that can now take place.

Some exterior enhancements, including new windows, may make this building more inviting from the outside. Natural light will also add a welcome look to the inside. While the upper youth area is to remain, it is possible that the balcony could be enclosed so noise is less of a problem. Openings to the new Classroom wing will enhance circulation and provide badly needed storage. Connection to the classroom wing also means the children can gather in preparation for religious education.

Site Issues, Parking and Courtyard

For parking, there can be additional spaces added on the newly acquired east property. A preliminary layout indicates up to 40 new spaces can fit on the site. This improvement will result in a significant net increase of spaces, even though the new plaza and covered drop-off will lose some existing parking.

Planting new trees, and upgrading the landscaping on the site can have a big visual impact. The look of the front lawn from Bellfort appears stark and uninviting. Tree planting and a prominent new entry sign can change the look. A line of trees along Runnymede will also help frame the view. Special spaces, such as the front garden areas can be enhanced and expanded as well. A circular drive will add potential circulation and activity in this area, and will be in place for the long-term placement of the new Worship Space.

The courtyard improvements are planned in conjunction with the removal of the existing children's classroom wing. The beauty of the stately trees in the courtyard will now create an entry image from the back parking area, with views from both the enclosed Gathering areas. The new hallway connecting both the Narthex and the Gathering Space will look into the courtyard with large glass windows. Other Landscaping and drainage issues can be addressed in this phase.

Members of the Master Plan Task Force have been following developments concerning new boundaries of the regional flood plane. The likely determination that all or a major portion of the buildings are in the flood plane will require careful consideration for site improvements and drainage. The flood plane determination could also impact the finish floor elevations for the new additions, and potentially, the existing buildings as well. Most of the components of the Master Plan are interrelated, which means much of the facility will be affected in any construction.

Fellowship Hall and Administration

In bringing the administrative wing up to code, it will be a cost-effective time to re-organize the layout of the entire building. The new office layout wraps around a centrally located open work area. The new Parlor and Library are located off of the enclosed glass hallway that brings in views of the courtyard and natural light.

The Fellowship Hall is to be expanded and given a major interior face-lift. A new gable roof will make this space visually prominent from West Bellfort, and will also fix roof problems from the past. The structural cracking along the courtyard wall can be fixed at this time as well. Though the Kitchen will be relocated, a small coffee bar or kitchenette may be located nearby for smaller functions. Circulation no longer bisects the space, and the potential exists for an outside entry door from the new circular drive off of Bellfort.

First Phase and Long-Term Issues

While the focus has justifiably been on how to address the very serious immediate concerns, there has been great progress made in the way the overall plan can and should be developed from each individual stage. With the continued discussion of priorities, the preferred First Phase may well consist of elements from one or more of the described phases.

One important consideration is the extensive demolition that will be required to do even the minimal work in upgrading and replacing the existing mechanical and electrical equipment. In particular, the existing Nave and the current Fellowship Hall and Administration areas all will have major removal of ceilings, walls and mechanical rooms at the time the equipment is replaced. It is recommended that the Master Plan improvements for these areas be implemented at the same time.

In the long-term, the phases are envisioned to connect together to create a unified whole. The Master Plan even anticipates a future need for a new Sanctuary when the need for seating grows beyond the capacity of the renovated Nave. By careful use of incremental phasing, the church should be able to strategically address building and mechanical deficiencies while at the same time making the envisioned improvements. Once complete, the vision of an inviting and inspiring Salem Evangelical Lutheran Church will become uplifting reality.

MASTER PLAN DRAWINGS

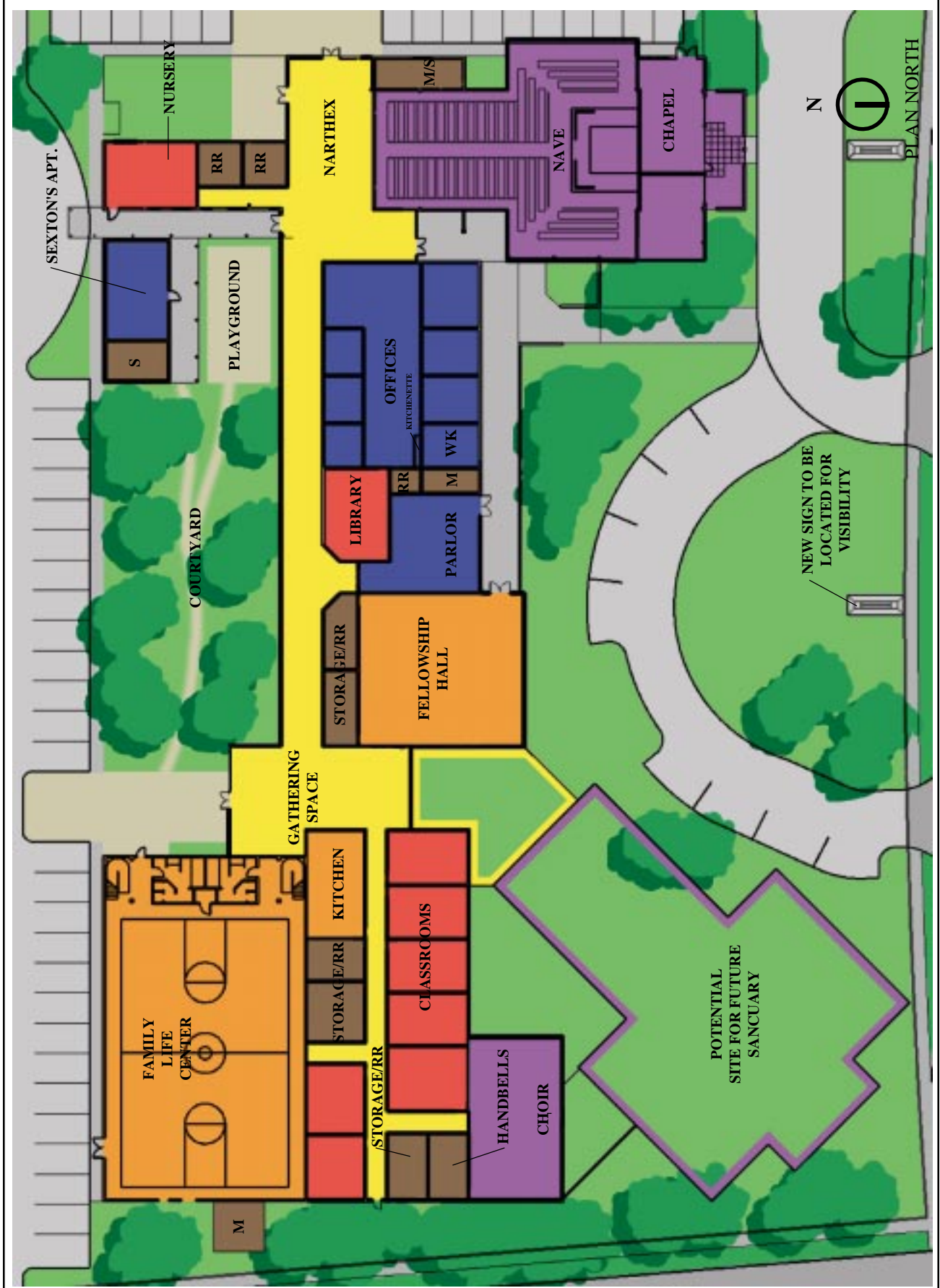




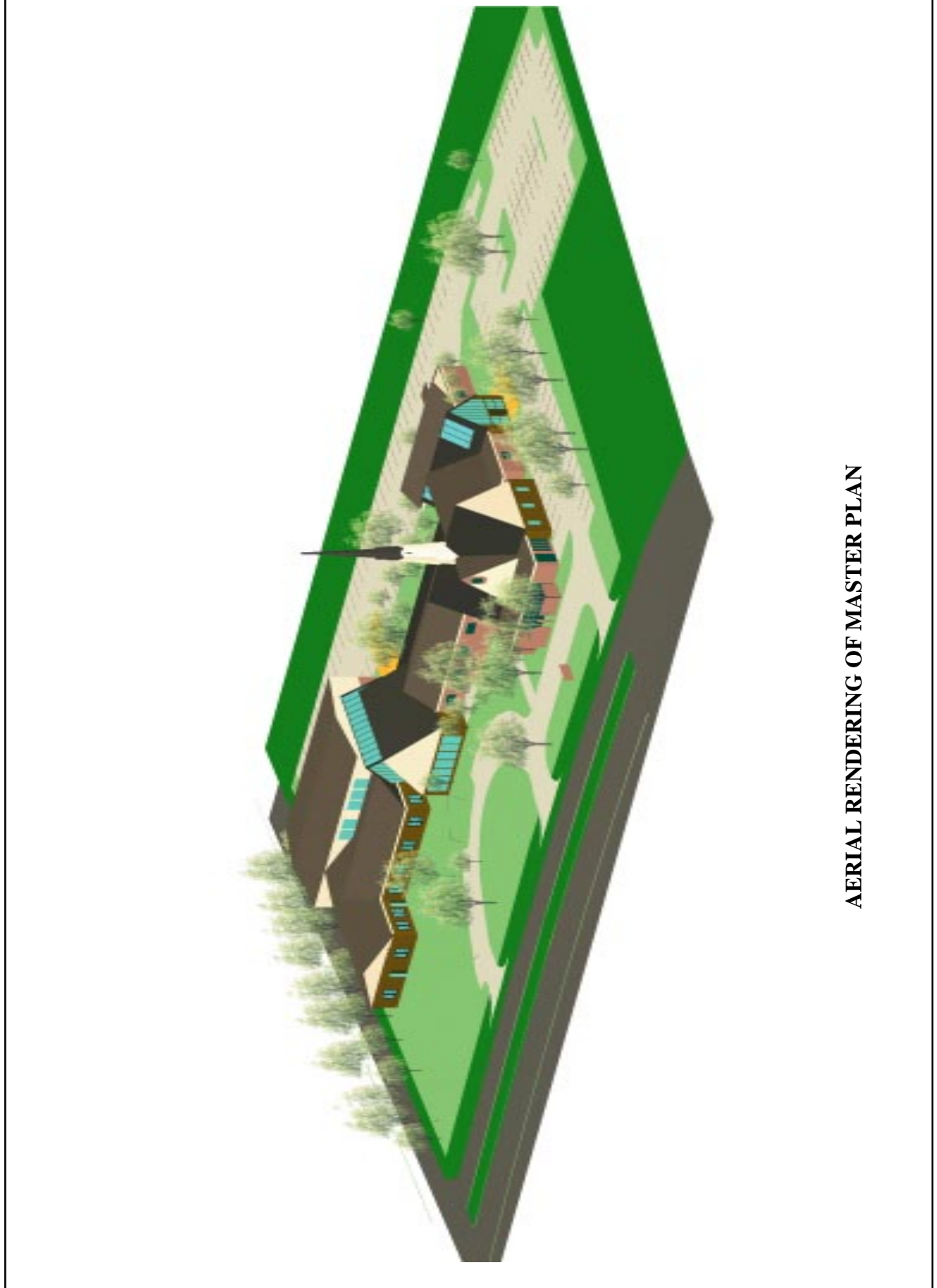
PLAN NORTH

SITE PLAN

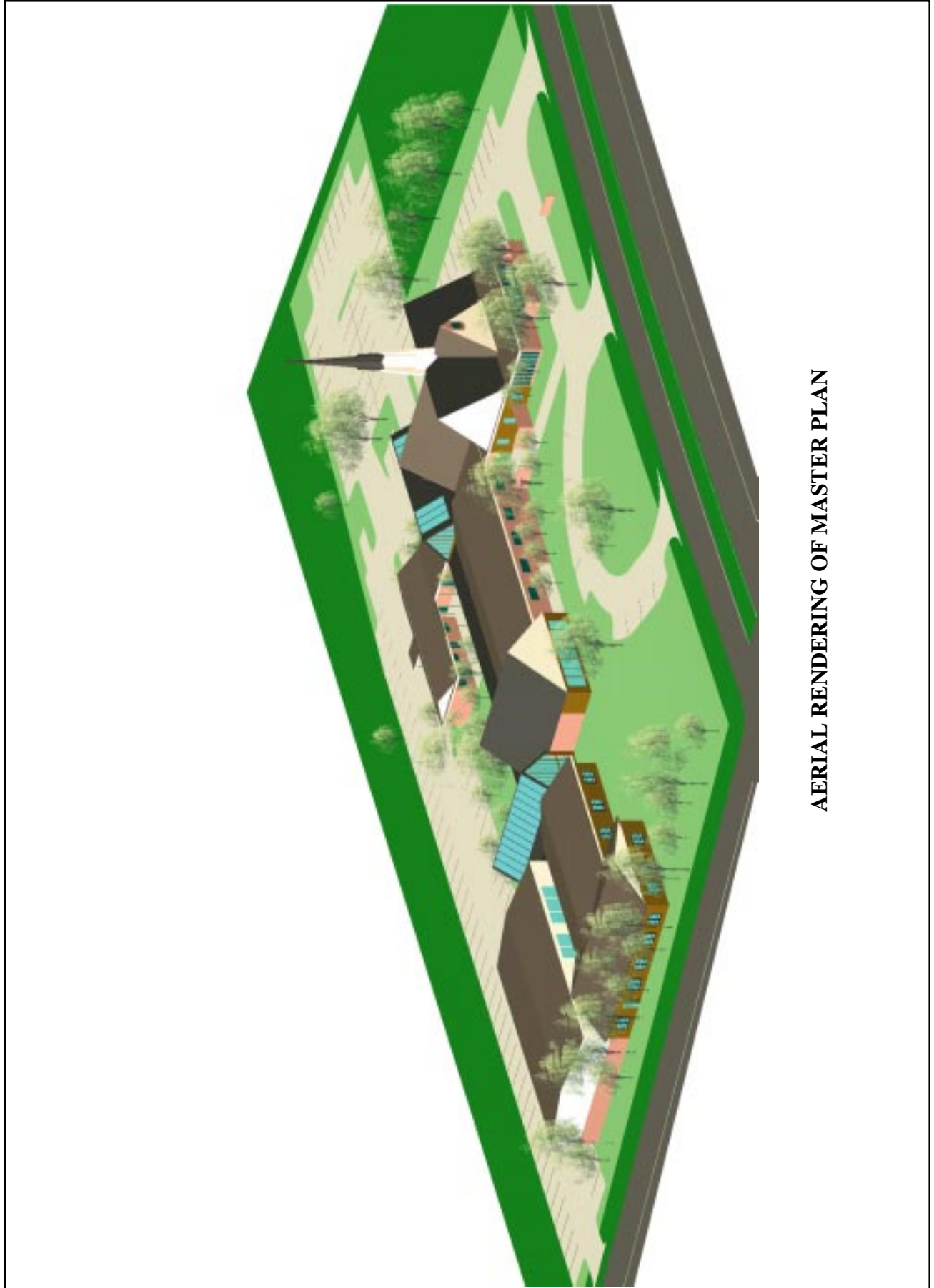
- Administration
- Worship
- Fellowship
- Education
- Support
- Circulation



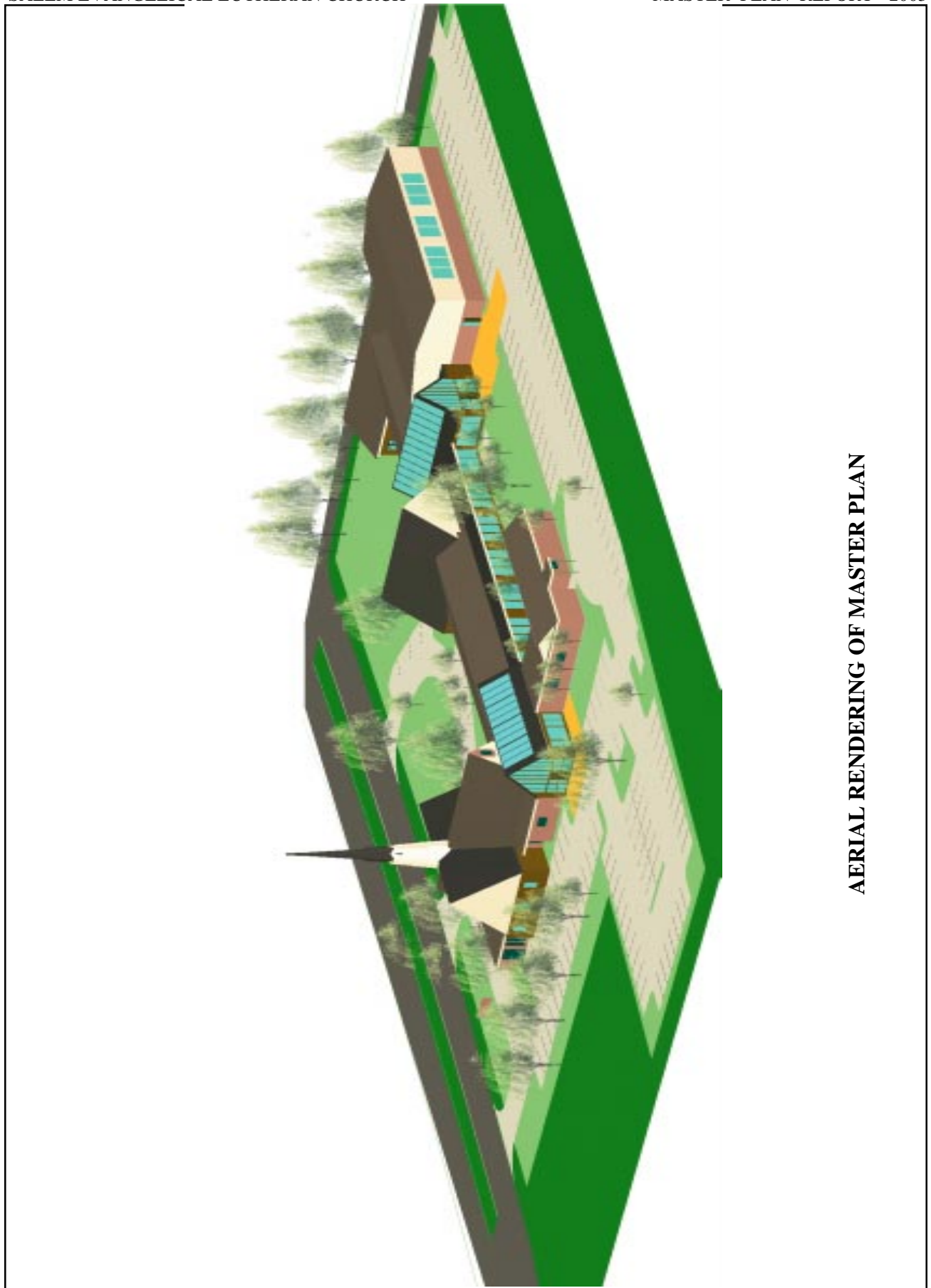
MASTER PLAN - FLOOR PLAN



AERIAL RENDERING OF MASTER PLAN



AERIAL RENDERING OF MASTER PLAN



AERIAL RENDERING OF MASTER PLAN



ESTIMATED BUDGET



PRELIMINARY BUDGET ESTIMATE

The following pages provide preliminary budget information for Salem Evangelical Lutheran Church. These budgets are based upon preliminary planning information and utilize approximate unit costs for specific spaces. Refinements in cost will be necessary as the program and design scope is developed.

Additional recommendations for addressing mechanical deficiencies and code violations in a limited scope program has been included in the MEP section.

Note also that estimates are based upon present construction cost data. Inflation or other factors will influence construction costs and should be included for future budgets.



ESTIMATE OF PROBABLE CONSTRUCTION COSTS FOR BUDGETING PURPOSES
FOR

Summary

Salem Evangelical Lutheran Church
Houston, Texas

Note: Estimate is based on current design information, refinements in costs will be necessary as design progresses.

Construction Costs	COUNT	UNIT	COST
COST ITEM			
Mechanical System Replacement			\$540,610
Youth and Office Renovation	9931	sf	\$779,037
Site Work			\$297,304
Classroom Renovation	14587	sf	\$1,370,328
Worship Expansion	8082	sf	\$1,261,308
Construction Cost Total	32600	sf	\$4,248,587

ESTIMATE OF PROBABLE CONSTRUCTION COSTS FOR BUDGETING PURPOSES
FOR

Fellowship Hall/Administration Renovation/Expansion

Salem Evangelical Lutheran Church
New Additions & Renovations
Houston, Texas

Note: Estimate is based on current design information, refinements in costs will be necessary as design progresses.

Renovation Construction Costs				
COST ITEM	COUNT	UNIT	UNIT COST	COST
Admin./Parlor/Library (Renovation)	5311	sf	\$60	\$318,660
Fellowship Hall Renovation/Expansion	2213	sf	\$70	\$154,910
Sexton's Apartment	854	sf	\$25	\$21,350
Storage/Restrooms/Mechanical Space/Circulation	1553	sf	incl. above	\$0
Existing Admin. Demo	8089	sf	\$10	\$80,890
Construction Cost Subtotal	9931	sf		\$575,810
Additional Building Cost Items				
Kitchen Equipment		Allowance	\$1,500	\$1,500
Tables & Chairs	200	per seat	\$85	\$17,000
Sound System		Allowance	\$15,000	\$15,000
Project Development Costs				
Architectural/MEP/Structural Fees		Percentage	10%	\$57,581
Permits		Allowance	5,000	\$5,000
Testing/Inspections/Air Balance		Allowance	10,000	\$10,000
Printing and Reproduction		Allowance	12,000	\$12,000
Payment & Performance Bond Allowance		Percentage	1%	\$5,758
7% Contractor's General Conditions		Percentage	7%	\$40,307
5% Cost Estimating Contingency		Percentage	5%	\$28,791
5% Owners Contingency		Percentage	5%	\$28,790.50
Subtotal for Development Fees				\$188,227
Total for Youth & Office Renovation				\$779,037

ESTIMATE OF PROBABLE CONSTRUCTION COSTS FOR BUDGETING PURPOSES
FOR

Demo/Site Work

Salem Evangelical Lutheran Church
New Additions & Renovations
Houston, Texas

Note: Estimate is based on current design information, refinements in costs will be necessary as design progresses.

Site Work Construction Costs				
COST ITEM	COUNT	UNIT	UNIT COST	COST
Existing Classroom Demolition	2236	sf	\$10	\$22,360
Cover Portico Entry	0	sf	\$18	\$0
New Plaza	1260	sf	\$3	\$3,780
Courtyard	8357	sf	\$5	\$41,785
Parking	16000	sf	\$4	\$64,000
New Sidewalks	500	sf	\$3	\$1,250
Handicapped Ramps		Allowance		\$5,000
Tree Demolition	3	per tree	\$1,000	\$3,000
Site Utilities		Allowance	\$40,000	\$40,000
Landscaping		Allowance	\$30,000	\$30,000
Construction Costs Subtotal				\$211,175
Project Development Costs				
Architectural/MEP/Structural Fees		Percentage	10%	\$21,118
Permits		Allowance	5,000	\$5,000
Testing/Inspections/Air Balance		Allowance	10,000	\$10,000
Printing and Reproduction		Allowance	12,000	\$12,000
Payment & Performance Bond Allowance		Percentage	1%	\$2,112
7% Contractor's General Conditions		Percentage	7%	\$14,782
5% Cost Estimating Contingency		Percentage	5%	\$10,559
5% Owners Contingency		Percentage	5%	\$10,558.75
Subtotal for Development Fees				\$86,129
Total for Site Work				\$297,304

ESTIMATE OF PROBABLE CONSTRUCTION COSTS FOR BUDGETING PURPOSES
FOR

Classroom Addition

Salem Evangelical Lutheran Church
New Additions & Renovations
Houston, Texas

Note: Estimate is based on current design information, refinements in costs will be necessary as design progresses.

Renovation / Addition Construction Costs				
COST ITEM	COUNT	UNIT	UNIT COST	COST
Family Life Center Renovation	6272	sf	\$50	\$313,600
Kitchen	548	sf	\$135	\$73,980
FLC Gathering Space	1569	sf	\$120	\$188,280
Storage/Restrooms	624	sf	\$135	\$84,240
Classrooms Addition	3550	sf	\$100	\$355,000
Mechanical Space/Circulation	2024	sf	incl. above	\$0
Subtotal	14587	sf		\$1,015,100
Additional Building Cost Items				
New Lobby Furniture	1	Allowance	\$10,000	\$10,000
New Gymnasium Equipment	1	Allowance	\$10,000	\$10,000
New Classroom Furniture	10	Allowance	\$2,000	\$20,000
New Office Furniture	2	Allowance	\$2,000	\$4,000
Subtotal for Add. Bldg. Cost Items				\$44,000
Project Development Costs				
Architectural/MEP/Structural Fees		Percentage	10%	\$101,510
Permits		Allowance	5,000	\$5,000
Testing/Inspections/Air Balance		Allowance	10,000	\$10,000
Printing and Reproduction		Allowance	12,000	\$12,000
Payment & Performance Bond Allowance		Percentage	1%	\$10,151
7% Contractor's General Conditions		Percentage	7%	\$71,057
5% Cost Estimating Contingency		Percentage	5%	\$50,755
5% Owners Contingency		Percentage	5%	\$50,755
Subtotal for Development Fees				\$311,228
Total for Classroom Renovation				\$1,370,328

ESTIMATE OF PROBABLE CONSTRUCTION COSTS FOR BUDGETING PURPOSES
FOR

Existing Worship/Assembly Renovation

Salem Evangelical Lutheran Church
New Additions & Renovations
Houston, Texas

Note: Estimate is based on current design information, refinements in costs will be necessary as design progresses.

New Addition Construction Costs				
COST ITEM	COUNT	UNIT	UNIT COST	COST
Worship Space Renovation/Expansion	3909	sf	\$120	\$469,080
Narthex	1791	sf	\$120	\$214,920
Sacristy	473	sf	\$110	\$52,030
Day Chapel	639	sf	\$110	\$70,290
Sanctuary Demo (1/3)	1100	sf	\$10	\$11,000
Relocated Mechanical Room	120	sf	\$150	\$18,000
Storage/Restrooms	452	sf	\$110	\$49,720
Nursery/Circulation	698	sf	\$25	\$17,450
Construction Cost Subtotal	8082	sf		\$902,490
Additional Building Cost Items				
New Worship Furnishings		Allowance	\$40,000	\$40,000
Seating	333	Each	\$115	\$38,295
New Worship Sound System		Allowance	\$50,000	\$50,000
New Worship Lighting		Allowance	\$14,000	\$14,000
Subtotal for Add. Bldg. Cost Items				\$142,295
Project Development Costs				
Architectural/MEP/Structural Fees		Percentage	10%	\$90,249
Permits		Allowance	10,000	\$5,000
Testing/Inspections/Air Balance		Allowance	10,000	\$10,000
Printing and Reproduction		Allowance	12,000	\$12,000
Payment & Performance Bond Allowance		Percentage	1%	\$9,025
7% Contractor's General Conditions		Percentage	7%	\$63,174
5% Cost Estimating Contingency		Percentage	5%	\$45,125
5% Owners Contingency		Percentage	5%	\$45,124.50
Subtotal for Development Fees				\$216,523
Total for Worship Expansion				\$1,261,308

HEIMSATH ARCHITECTS



ABOUT HEIMSATH ARCHITECTS

An award-winning firm with more than 500 completed projects, Heimsath Architects has developed a long-standing commitment to community participation in design. This focus allows us to bring successful projects to completion under many unique and complex conditions. We specialize in working with churches and nonprofit groups, particularly in the planning and development of new site developments, renovations, mixed-use facilities and multiple or phased programs.

Heimsath Architects began in Houston 45 years ago and rapidly rose to prominence through its outstanding work in religious buildings and design innovation. From 1970 through the mid 80's, the firm was located in rural Central Texas, where it engaged in significant historic preservation and began to creatively work with traditional design elements. In 1985, the firm moved to Austin in order to better service a number of projects in Southwest and Central Texas. Since relocating to Austin, Heimsath Architects has focused on churches, religious programs and community projects and has worked with more than 200 clients in nine states.

As President of our 16 person firm, Ben Heimsath, AIA has personally conducted more than 50 master plan Design Retreat Workshops over the past eight years, each of which has included participatory design sessions. His partner, Richard Calloway, oversees production with overview of the many diverse requirements of construction documents, specifications, and construction administration. The firm's renovations and new construction projects range in size from \$500,000 to more than \$10,000,000, and include everything from Chapel renovations to the construction of 1,500 seat Sanctuaries. Ben leads a staff that includes four registered architects, nine architectural graduates, and two registered interior designers. Each of us at Heimsath Architects share in the energy and creativity the firm brings to our special professional and volunteer efforts.

Heimsath Architects has won wide acclaim for completed projects and has been awarded numerous design and construction quality citations in its history. Over the years our work has appeared in numerous publications, including *Newsweek*, *Architecture*, *Architectural Record*, *America*, *Texas Architect*, and *Metropolis*.

Our guiding philosophy is that the best design comes from both creativity and collaboration. The abilities of each member of our professional staff, and the abilities of the many volunteers with whom we work, are resources for creating both visionary and pragmatic building programs.

