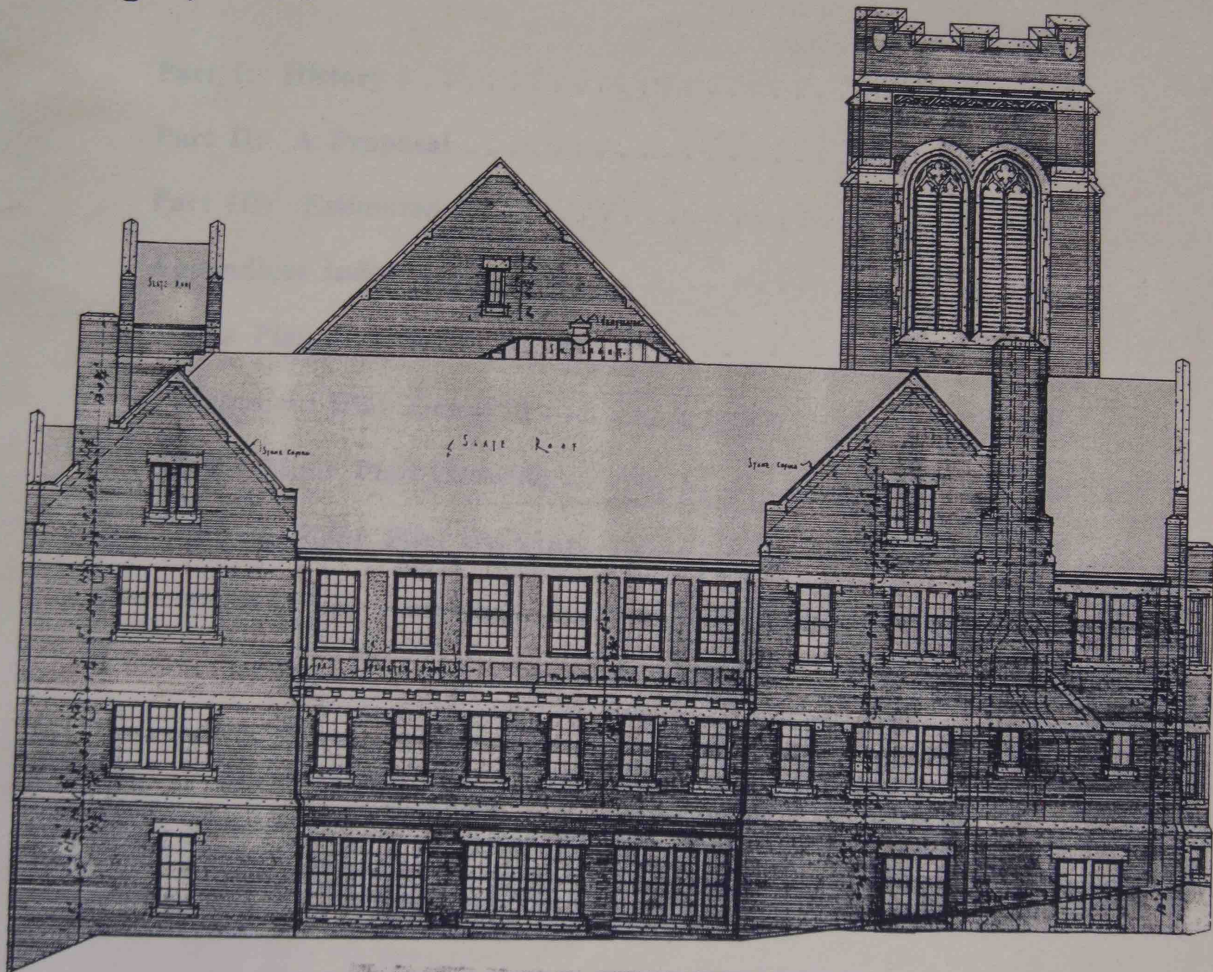


Archive

Long Range Planning Committee on Building and  
Grounds Report to the  
Annual Meeting of  
**PILGRIM CONGREGATIONAL CHURCH**

May 8, 1996



**EAST-ELEVATION**  
SCALE - ONE-EIGHTH" INCH = FEET ONE-FOOT

THE PILGRIM CONGREGATIONAL CHURCH  
CORNER OF 23<sup>RD</sup> AVE. E. AND 4<sup>TH</sup> STREET DULUTH MINN.  
F. G. GERMAN AND LEIF JENSEN, ARCHITECTS, - DULUTH.  
SHEET NO. 9  
MAY 1916

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## Part I: History

The Church Council recommended Pilgrim Church adopt a long range planning process in the Spring of 1994. Goals were set and objectives voted on at the annual meeting. The congregation was invited to participate in one of four working groups. This is the report of the Long Range Planning Committee for Building and Grounds which was commissioned in October, 1994.

The goal set by the congregation for this group was:

**TO DEVELOP A PLAN TO ENHANCE AND MAINTAIN THE CHURCH BUILDING AND ITS SURROUNDING PROPERTY TO FACILITATE THE CONGREGATION'S MISSION AND TO IMPROVE THE CHURCH'S VISIBILITY.**

Objectives for this group were defined as follows:

1. Form a committee by September, 1994 to work cooperatively with the Trustees;
2. Solicit the congregation's ideas regarding the physical and functional needs of the church;
3. Seek professional advice with funding (planning money) as necessary on:
  - a. Structure, interior design, and function;
  - b. Exterior landscaping and land use;
  - c. Visual identity;
4. Develop a prioritized plan including budget;
5. Present plan to the congregation at the 1995 Annual Meeting.

The Long Range Planning Committee for Building and Grounds was duly formed and solicited input from the congregation and church board members and committees. They were asked what they perceived short term and long term needs to be. Contributed ideas were collated resulting in 38 distinct items or ideas to work on.

While this process was in progress, the committee split up into teams of two to visit local churches to get a first hand view on how other buildings work for their respective congregations. Eleven buildings were visited:

Mt. Olive Lutheran Church  
 Glen Avon Presbyterian Church  
 St. Paul's Episcopal Church  
 First Lutheran Church  
 Lakeside Presbyterian Church  
 Bethany Baptist Church

First United Methodist Church  
 Duluth Congregational Church  
 Church of Jesus Christ of Latter-day Saints  
 Lakeview Covenant Church  
 Asbury United Methodist Church

In February, 1995, the committee reviewed its experiences visiting other physical plants and the in-house comments and suggestions that had been received. There was much discussion on how to proceed. It was decided to seek professional consultation for the following areas of concern: interior space utilization, interior/exterior lighting, boiler maintenance, landscaping, building exterior maintenance and cleaning, and signage.

It became clear this process would take additional time and only an interim report was given at the 1995 Annual Meeting. A final report was delayed until the 1996 Annual Meeting.

Subsequently, the Pilgrim Fund granted the committee \$4,000 to engage architect Jon Helstrom to look at our interior and exterior space utilization and need for equipment replacement and updating. In addition, various vendors were approached to give us assessments and approximate cost estimates on restoring and preserving our 1916 physical plant.

Some deficiencies received immediate attention and improvements were funded by the Trustees and the Pilgrim Fund for the following reasons:

- Safety: The over-mature and diseased spruce trees were removed from the grounds.
  - Preservation: The roof and ceiling on the Fourth St. portico were repaired or replaced, and the ceiling was rewired to accommodate proposed external lighting.
  - Maintenance: The two Fourth St. lobbies and front stairway were painted.
  - Visibility: In conjunction with the 125th Anniversary Committee, the Pilgrim Fund was solicited for support for banners, inside and out.
  - Function: The unrepairable dishwasher in the main kitchen was replaced.
- The roof and boiler were professionally inspected and found to be not in need of major repairs.



## Part II: A Proposal

The following is a proposal for the renovation, restoration, and modernization of the Pilgrim Congregational Church property at 2310 E. Fourth St. from the Long Range Planning Committee for Building and Grounds.

- A. The keystone project in this plan is the installation of an elevator which would service three levels of the building:

- Need:
1. While access to the sanctuary level has been provided by an outside ramp on Fourth St., access between floors is difficult or impossible for many of our members. Thus they are unable to participate fully in the life of the church.
  2. Lack of accessibility has deterred active membership by families with a handicapped member.
  3. The stairs limit programmatic possibilities and make it difficult to move heavy equipment from floor to floor.

Plan: The most functional and structurally friendly location to install an elevator has been identified to be the space between the stairway and the senior minister's office. It would use space now occupied by the rest room on that floor and take small amounts of space from the classroom on the upper floor and cloakroom on the Fellowship Hall level.

- B. We can make better use of our lower level space:

- Need:
1. There is a consensus that the lower level men's and women's rest rooms are dismal, inadequate, and unpleasant.
  2. The space between Fellowship Hall and the Fourth St. perimeter of the building is poorly lit and underutilized.
  3. The stage is not handicapped accessible nor directly accessible from Fellowship Hall.
  4. It would be beneficial to have showers available for "lock-ins", visiting youth groups, etc.

Plan: With the installation of the elevator, this lower level space becomes more viable. The current men's rest room and cloakroom would be remodeled into an accessible women's rest room, including shower and changing area. And conversely, the current women's rest room would become an accessible men's rest room, including shower and changing area.

In addition, the stage doors would be widened, steps eliminated, and stage floor lowered and extended to allow better access.

The hall ceiling would be lowered and new lighting installed.

C. Safe, on site parking is an important factor in attracting new members and facilitating member participation on committees and in programs. Easy handicapped parking and automatic doors to facilitate entry are desirable:

- Need:
1. If we are to grow as a congregation, improved parking is a must. Parking on Fourth St. and 23rd Avenue E. can be especially dangerous after dark and in inclement weather.
  2. Our current physical plant denies entry to the independent physically challenged. They cannot get through our doors without assistance.

Plan: The green space on the east side of the church building can be graded and extensively relandscaped to provide parking for 32 cars. A curb cut on Fourth St. would allow entry with the exit planned for the alley. A new entrance to the building would be cut from an existing window opening into the room on the east side of the stage. From there, coat storage could be designed in the existing storage room at the northeast corner of the building and folks would have easy access to the hall leading to the stairs or elevator.

D. Functional changes should be made to Fellowship Hall, the large kitchen, and the smaller, main level kitchen and storage areas to facilitate fellowship and programming:

- Need:
1. The large kitchen layout and equipment is old and outdated. It is difficult for volunteers to have a positive experience in this environment. The area is difficult to clean and is unsafe and unsanitary. The countertops do not meet code.
  2. Fellowship Hall's ceiling has been repaired many times and is showing its age.
  3. The small, main floor kitchen gets heavy use. It is literally a "one person kitchen" in terms of work area and floor space. The wiring is marginal. The hot water, plumbing, and storage areas are inadequate. The asphalt tile floor has worn through and has been temporarily repaired.
  4. We lack secure storage for silver items used for communion, special occasions, and funerals. We need a functional utility closet on this level.
  5. The handicapped accessible rest room displaced by the elevator must be replaced.

Plan: Updating the large kitchen has a good start with the installation of the new dishwashing equipment and accompanying plumbing. New appliances, cupboards that hold the dishwasher racks, improved space utilization, improved traffic flow, dish storage, and dry goods storage, would provide a pleasant, functional environment to support the sense of community our congregation enjoys in preparing and sharing food together.

On the main level, retain an accessible rest room by converting part of the SERRV storage room. The rest of that space can be opened up into the walkway between the parlor and the stairs and contain secure storage, counter space, and a small sink. Working conditions and traffic flow in the small kitchen would be improved by removing the wall and door between the kitchen and walkway, and updating the equipment.



- E. The exterior of our building, landscaping, and lighting has not received major attention in the recent past:

Need: An assessment of the limestone and brick work indicates some tuck pointing is badly needed. The limestone is also discolored and mildewed. Our sign is inadequate to communicate with travelers on Fourth St. Our exterior lighting is an unflattering hodgepodge of piecemeal efforts to provide safety and security.

Plan: Minnesota Power has provided free consultation services and designed a lighting plan for the Fourth St. side of the building which would highlight our unique architecture and improve safety and security.

There would be approximately a fifteen foot buffer of landscaped grounds on either side of the parking lot, and landscaping around the rest of the building would be updated. Parking lot lighting would be the least intrusive possible.

A new sign would be built and placed in a more advantageous location, and the brick and stonework on the building would be restored.

### Part III: Estimated Costs

The estimated costs of these renovations and restorations of Pilgrim Church are:

#### A. Costs

1. Costs based on the proposal by Helstrom Architects, Inc.  
(see copy of letter from Jon Helstrom in appendix)

##### Group 1 - Site Work

Church Identification Sign	\$ 75,000.00
Parking Lot	
Landscaping	
Building Entrance	

##### Group 2 - Elevator Installation

\$ 100,000.00

##### Group 3 - Kitchen

\$ 85,000.00

##### Group 4 - Miscellaneous Interior

\$ 105,000.00

Lower Level Hallway and Coat Room  
Lower Level Women's and Men's Rest Rooms  
Fellowship Hall Ceiling and Stage  
First Floor Kitchen and Handicapped Rest Room

2. Additional Capital Improvements, Renovations, and  
Refurbishments not in Helstrom's proposal

##### Exterior Lighting

\$ 12,500.00

Wiring and fixtures for new parking lot  
Wiring and installation of new fixtures for night lighting of  
the tower, north roof, and north and west facing exterior  
walls

##### Miscellaneous Exterior Building

\$ 12,500.00

Tuck pointing where necessary, replacement of joints  
between limestone blocks, caulking of space between the  
wood siding and brick on east wall and repair of stress  
crack in west wall below the Roberts window

#### Total Estimated Costs (1 + 2)

\$ 390,000.00

The above estimated costs include architect's fees and contingencies.



**B. Funding Proposal as recommended by the Church Council is contingent upon:**

1. Construction beginning by Spring, 1997;
2. Contracting for the proposal in its entirety;
3. Using \$100,000 from the Marshall legacy as seed money to begin the initial phases of the proposed work;
4. Initiating a **Capital Fund Drive** to raise the remaining \$300,000 necessary to complete the proposed work.

## APPENDICES

### Architect Drawings

#### Site Plan

Shows Parking Lot and Handicapped Entrance

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#### Basement Plan

Shows Kitchen, Fellowship Hall, Handicapped Entrance, Stage, Hallway, Women's and Men's Rest Rooms, and Elevator

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#### First Floor Plan

Shows Relocation of Rest Room, Kitchen, Elevator, and Small Kitchen

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#### Second Floor Plan

Shows Elevator

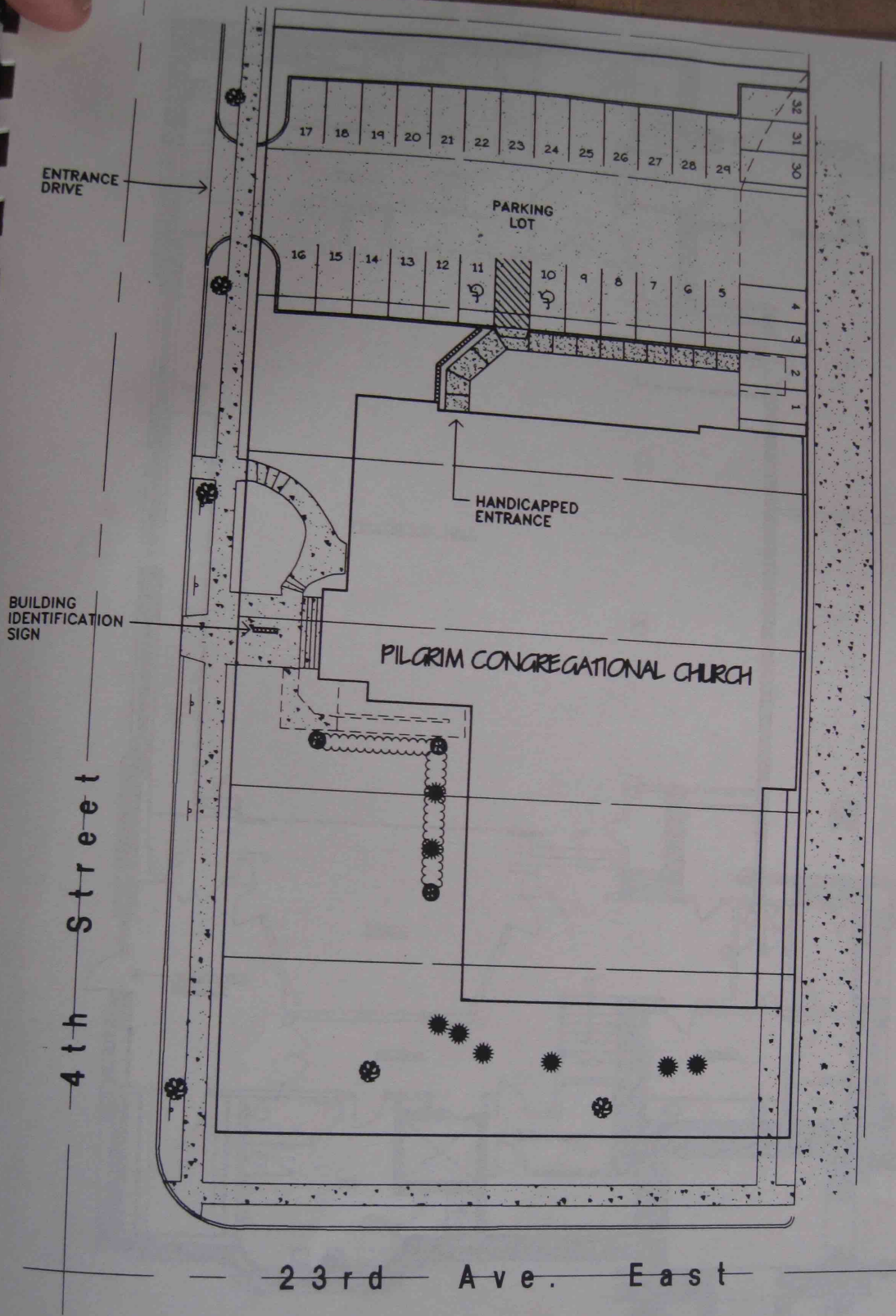
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#### HELSTROM Architects, Inc. letter

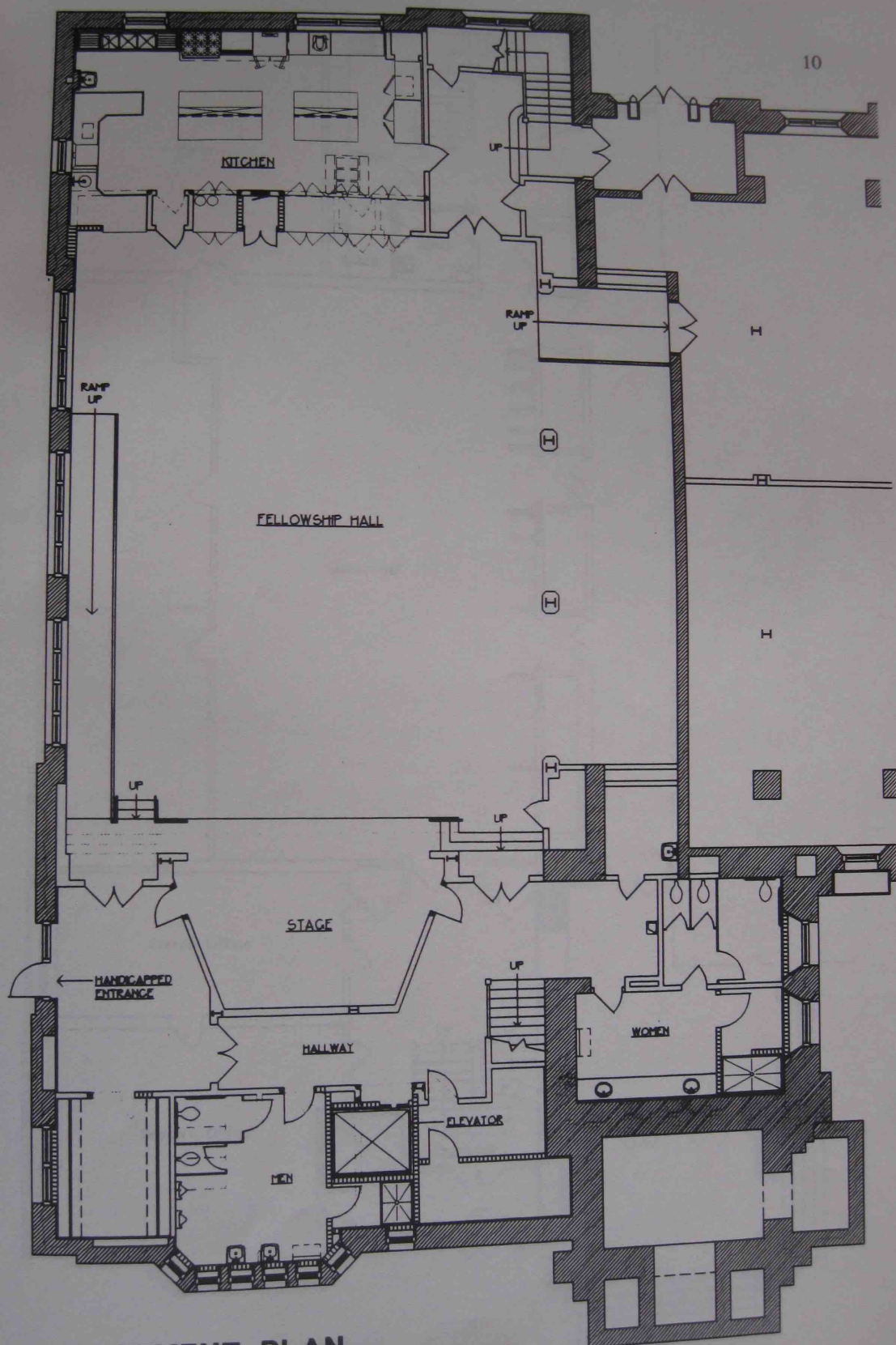
Statement of proposed work with estimated costs by group

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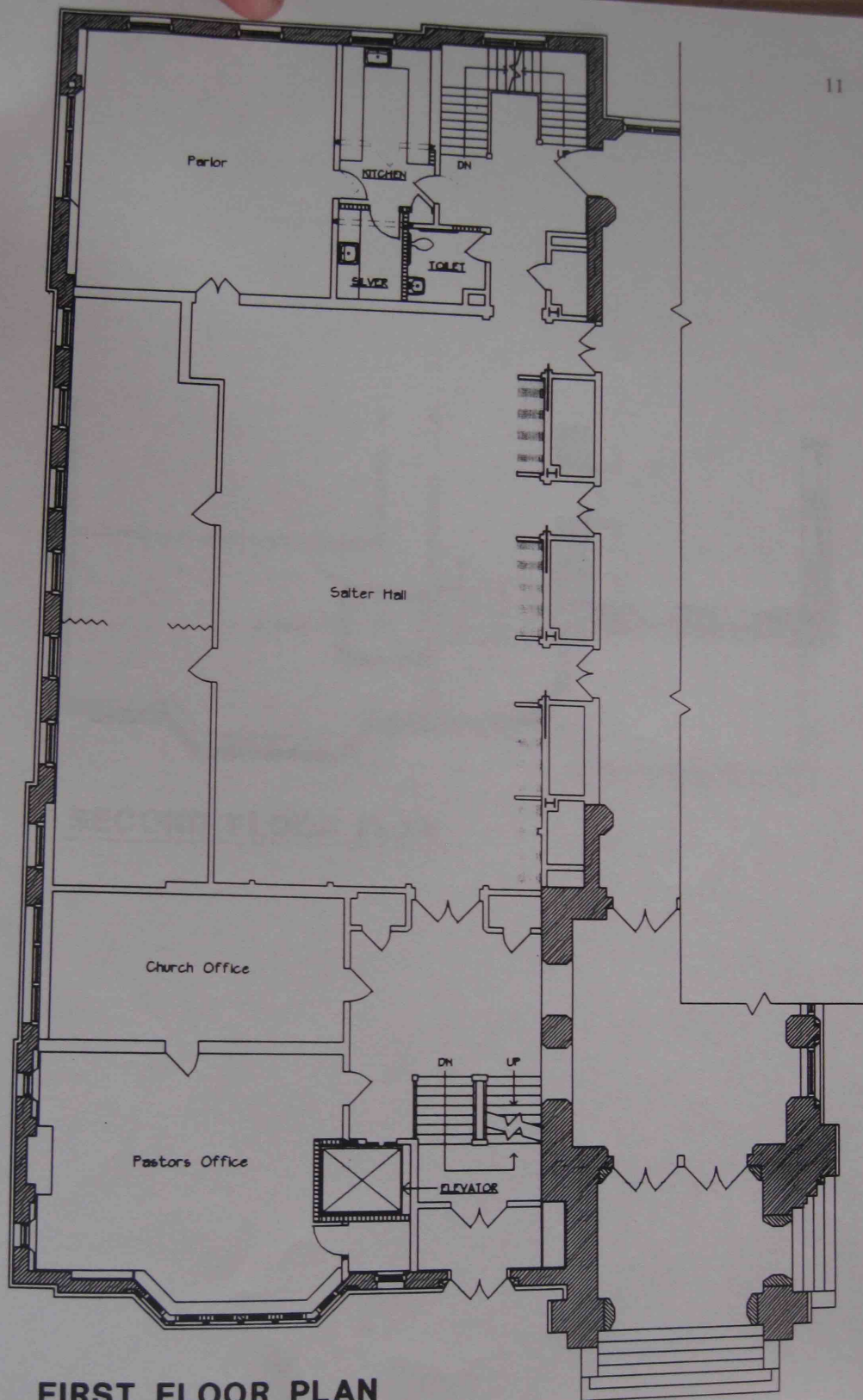


SITE PLAN

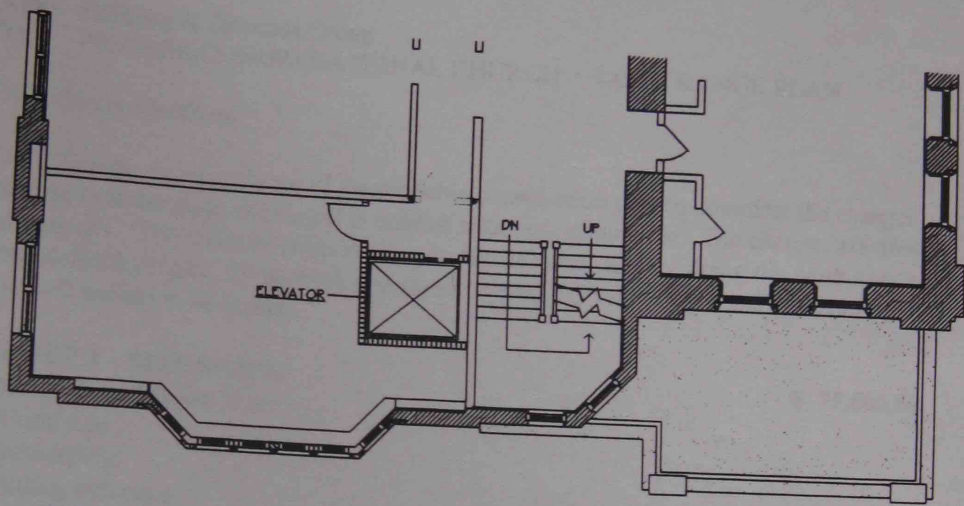


**BASEMENT PLAN**





**FIRST FLOOR PLAN**



SECOND FLOOR PLAN



# HELSTROM Architects, Inc.

900 TORREY BUILDING  
DULUTH, MINNESOTA 55802  
218-722-7707

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9 April 1996

PILGRIM CONGREGATIONAL CHURCH,  
"UNITED CHURCH OF CHRIST"  
2310 East 4th Street  
Duluth, Minnesota 55812

Attn: Building & Grounds Group

Re: PILGRIM CONGREGATIONAL CHURCH / LONG RANGE PLAN

Dear Group Members,

The following is my estimate of the probable construction cost to complete the changes indicated on the plans developed in concert with your committee. The changes are divided into groups. The estimate is based on costs for this year, and for doing the work as one consolidated project. If the work is delayed beyond this year or split and done in stages, the cost will probably be higher.

## GROUP 1 - SITE WORK

Church Identification Sign  
Parking Lot  
Landscaping  
Building entrance

\$ 75,000.00

## GROUP 2 - ELEVATOR

\$100,000.00

## GROUP 3 - KITCHEN

\$ 85,000.00

## GROUP 4 - MISCELLANEOUS INTERIOR

Basement Hallway and Coat Room  
Basement Womens' and Mens' Toilets  
Fellowship Hall Ceiling and Lighting and Stage  
First Floor Kitchen and Handicapped Toilet

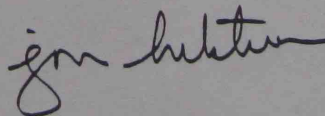
\$105,000.00

## TOTAL RENOVATION BUDGET

\$365,000.00

If you have any questions, please call.

Very truly yours, jon helstrom



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