

Chinese Church in Christ - 935 Sierra Vista Avenue
Proposed Office, Meeting, and Recreation Spaces in Existing Office Building

Design Intent Narrative

Chinese Church in Christ, located at 920 Sierra Vista Avenue, is looking to improve their existing services through the proposal of converting a newly acquired office building across the street at 935 Sierra Vista Avenue. The renovated space will provide office spaces for their current staff, provide more flexible fellowship meeting spaces, and integrate recreational facilities for the church members in the form of two large recreation rooms with a pickleball court and ping pong tables that can also serve as a flexible multi-purpose space. The intention is to enhance the church's existing programs and provide more breathing room for their current activities and staff.

The 39,150 s.f. site is located near the corner of Sierra Vista Ave. and Leghorn St. with a zoning designation of MM. It has been used by businesses such as print shops, advertising, electronics, and also the offices of another local congregation. The tenants have vacated the building and CCiC staff is only minimally utilizing the space. The building is separated into 4 units with outdated restroom facilities and divided spaces. Their current goal is to convert the existing 11,456 s.f. office building to provide offices, flexible fellowship/"Sunday school" meeting spaces, and low intensity recreation rooms for their congregants without increasing the footprint of the existing building or that of the church. 935 Sierra Vista will also provide 49 parking spaces, and two accessible spaces, so this proposal will not create a burden of providing parking at the 920 Sierra Vista site.

In 1990, the original two-story church facility at 920 Sierra Vista was permitted and constructed, consisting of approximately 18,164 s.f. and 102 surface parking stalls. In 2007, under zoning permit 200-04-UPA, a 2,040 s.f. ground floor addition was constructed to house a youth social hall. At that time, the City underwent an update to their parking ratio requirements, which would have required 12 additional parking spaces to support the additional square footage. The findings were that there would be no significant impact to parking given there was no change in the average number of congregants attending the church.

In 2022, CCiC went through a separate Formal Planning review for a new gymnasium with a similar program of adding a recreation building that could also serve as a multi-purpose space. The church decided to forgo the major undertaking of this new building due to cost reasons and to reduce the disruption to the neighborhood and their congregants. Instead, CCiC acquired the existing building across the street in the hopes of meeting their needs without disrupting the operations of the church. Therefore, it is the intent of the church to abandon the approvals they received for PL-2022-177 and PL-2023-161.

The existing building is a multi-tenant space with multiple entrances at the front and side of the building. Though this is important for egress, it can create confusion for the church congregants when approaching the building. Some new exterior elements to help improve the appearance of the building and help the church congregants navigate the building is to add a new entry awning and extend the paved entry over two parking spaces. New bicycle parking will also be added next to the existing path approaching the sidewalk to be used by both the staff and the congregants.

The design intent would be to keep the existing materials and textures, such as painted cement plaster, Spanish clay tile roof, and black metal windows but to create a relationship with the church by repainting the cement plaster to match. Other exterior additions like the entry

awning, exterior lighting replacements, and sidewalk bollards are intended to be subtle and timeless. There will be a separate signage proposal that will help distinguish the two buildings as the main campus and the ancillary building.

There will be no changes to the current landscape, and all trees will remain. There is an ongoing proposal for a crosswalk that will connect the two facilities, located next to the driveways on either side of Sierra Vista. The traffic team at the Public Works Department has determined that safer access between the two buildings is necessary and will review our crosswalk design for approval. New LED-enhanced signs will also be located at the sidewalk that will increase the safety of the congregants during evening hours.

As shown on the schematic plans, the office and library is approximately 3,003 s.f. and the meeting and recreational rooms are a combined 5,454 s.f. with the most occupants on Friday evenings and Sundays. The majority of the occupants will be congregants who arrive at the church for worship services, who will then migrate to 935 Sierra Vista for training classes, fellowship meetings, and recreational activities. The church is closed on Mondays and from Tuesdays to Fridays there are 10-15 church staff who will occupy the offices during office hours of 8:30am to 5:30pm. The church has provided an attachment for your review, detailing their schedule of worship services, and intended uses for the new spaces. Additionally, a Parking Study was conducted to indicate the existing 49 parking stalls will be sufficient for this ancillary facility.

Chinese Church in Christ
Proposed Operation Plan for 935 Sierra Vista Avenue
Date: June 11, 2025

Current Operations

Chinese Church in Christ has been meeting at 920 Sierra Vista Avenue since 1992.

Our property is primarily used on Sunday mornings for worship services and training classes. We have two language congregations. Our English congregation is known as “Redeemer Bible Fellowship,” while our Mandarin Chinese congregation uses our official church name, “Chinese Church in Christ.” We stagger the Sunday meeting times for our two congregations in order to manage the usage of our building and parking lot. We also see usage of our campus for smaller fellowship meetings throughout the week, with higher activity on Friday nights.

Our staff members are on site from 8:30am-5:30pm from Tuesday-Friday.

Our church is typically closed on Mondays.

Travel and Parking Patterns

Currently, most of our congregants carpool to church as we have many families, and many of our singles are housemates. Some drive individual vehicles to our church, some also bike, and some utilize ride-sharing services. We have not noticed a parking deficiency at our church.

Acquisition of 935 Sierra Vista Avenue

In May 2024, we acquired 935 Sierra Vista Avenue. The existing building at that site is a multi-tenant space. As of January 2025, there are no longer any active tenants after Palo Alto Vineyard Church completed its office space lease and moved out. Since then, we have primarily been using the building as storage.

Proposed Operations at 935 Sierra Vista Avenue

We acquired 935 Sierra Vista Avenue with the hope of providing additional recreation options, classroom space, and office space for our church. We wish to renovate the existing building so that the space can be used as an extension of our main church site at 920 Sierra Vista Avenue. Our plan includes some larger recreational rooms, smaller classrooms, additional offices, and a kitchen.

We anticipate that the recreational rooms will mainly be used for activities like table tennis or pickleball, with the highest usage on Fridays and Sunday afternoons and evenings. The smaller classrooms will be used for fellowship meetings and training classes, with the highest anticipated usage on Fridays and Sundays. The offices will be used by our church staff during business hours on weekdays, with incidental usage at other times. Since we already have a commercial kitchen at 920 Sierra Vista Avenue for more extensive food prep, the kitchen will only be used occasionally to prepare refreshments for recreational activities or fellowship meetings.

The building will be made available to our church congregants. We do not plan to open up the building for use by the general public.

Relationship to 920 Sierra Vista Avenue

Our main worship gatherings on Sundays will still be held at 920 Sierra Vista Avenue. The building at 935 Sierra Vista Avenue will function as an ancillary space for recreational activities, fellowship meetings, training classes, and office use. We expect that our congregants will use both buildings depending on the activity they are attending, but the majority of the pedestrian traffic between each building crossing Sierra Vista Avenue will occur on Sunday mornings as some congregants move from our worship services to training classes, and vice versa. We also expect that some congregants will park at 935 Sierra Vista and walk over to 920 Sierra Vista Avenue to attend our Sunday morning worship services. We do not anticipate significant pedestrian traffic between buildings at other times of the week, including the evenings. We also do not envision our usage of 935 Sierra Vista Avenue as a means of increasing our total congregational count.

Hours of Operations

We foresee the building at 935 Sierra Vista Avenue being available between the hours of 8am-10pm every day of the week. However, the peak usage would occur on Friday nights between 7-10pm and Sundays between 8am-10pm when the majority of our church meetings take place.

Proposed Weekly Schedule

Below is a schedule based on our current operations that reflects our proposed operations after the potential renovations.

Time	Estimated People on Site			Activity*
	Current Building (920 Sierra Vista)	New Building (935 Sierra Vista)	Total	
Sunday				
8:00am-9:00am	25	5	30	Pre-Service Activities
9:00am-10:15am	310	40	350	English Worship Service & Training Classes
11:00am-12:15pm	250	100	350	Chinese Worship Service & Training Classes
12:30pm-1:30pm	230	0	230	Lunch (2x per Month)
1:30pm-5:30pm	20	50	70	Choir Practice & Recreation Activities
5:30pm-6:30pm	200	0	200	Dinner
6:30pm-7:30pm	200	0	200	Fellowship Meetings
7:30pm-10:00pm	0	50	50	Recreation Activities

Monday				
8:30am-5:30pm	0	0	0	Church Closed
5:30pm-10:00pm	75	50	125	Fellowship Meetings & Recreation Activities
Tuesday				
8:30am-5:30pm	5	10	15	Staff Office Hours
5:30pm-10:00pm	75	50	125	Fellowship Meetings & Recreation Activities
Wednesday				
8:30am-5:30pm	5	10	15	Staff Office Hours
5:30pm-10:00pm	75	50	125	Fellowship Meetings & Recreation Activities
Thursday				
8:30am-5:30pm	5	10	15	Staff Office Hours
5:30pm-10:00pm	75	50	125	Fellowship Meetings & Recreation Activities
Friday				
8:30am-5:30pm	5	10	15	Staff Office Hours
9:30am-11:30am	40	0	0	Fellowship Meetings
5:30pm-10:00pm	150	75	225	Fellowship Meetings & Recreation Activities
Saturday				
8:30am-5:30pm	0	50	50	Recreation Activities
5:30pm-10:00pm	75	50	125	Fellowship Meetings & Recreation Activities

***Description of Activities**

- **Pre-Service Activities:** This includes setting up the church for the various meetings of the day, preparing refreshments, and a prayer meeting.
- **English Worship Service:** This is the worship service for our English-speaking congregation held in our church sanctuary. Attendance is typically around 225-275 people.
- **Chinese Worship Service:** This is the worship service for our Chinese-speaking congregation held in our church sanctuary. Attendance is typically around 150-200 people.
- **Training Classes:** We offer “Sunday school” training classes on a variety of topics related to the Christian faith. These classes are targeted toward both children and adults and are held in smaller meeting spaces in both buildings.
 - *We offer multiple training classes on Sunday mornings at both the 9:00-10:15am the 11:00am-12:15pm time slots. Our children’s classes are divided based on age, and we often offer multiple class choices to adults based on topics of interest.*

- *The attendees of these classes are almost exclusively a subset of the people who attend our worship services. These attendees decide to come early to or stay after their respective language service to receive additional training.*
- *Our children's classes would be held at 920 Sierra Vista, so that children would not need to cross Sierra Vista before or after our worship services to attend Sunday school.*
- *Our adult classes would be held mostly at 935 Sierra Vista. Since the majority of these adult attendees would also be attending one of our worship services, we anticipate that they would need to cross Sierra Vista either before or after their service, depending on where they parked.*
- *If the future demand for our training classes were to exceed our capacity on Sunday mornings, we would consider offering some of these classes at other times during the week to mitigate these operational issues.*
- **Lunch and Dinner:** We serve lunch twice a month on Sundays to those in our church who wish to stay. Our English congregation also hosts a dinner on Sunday nights.
- **Choir:** Our Chinese congregation has a choir that practices in our current church building on Sunday afternoons.
- **Recreation Activities:** We would like to allow our congregation to use our new building at 935 Sierra Vista Avenue for various recreation activities (e.g., table tennis, pickleball, etc.). We anticipate that most of these activities will occur on Sunday afternoons and evenings, as well as on the evenings of the other days of the week. *We do not plan to offer access to recreational activities during Sunday mornings as we desire to reserve that time for worship and teaching.*
- **Fellowship Meetings:** We often have smaller fellowship meetings for various groups in our church. These groups include Bible study groups, female support groups, children's ministry programs, and youth ministry programs. These meetings currently occur on evenings throughout the week and on Friday mornings in various rooms.
- **Staff Office Hours:** We currently have a staff team of 9 individuals who keep regular office hours at our church from Tuesday-Friday. Members of our church will visit on occasion to meet with our staff members. *Incidental usage of office space may also occur at other times, including Sunday mornings, but we do not anticipate this to be a significant amount of usage.*