

# ST. THOMAS EPISCOPAL CHURCH ANNUAL MEETING 2.25.2026

## Status of the Rector Housing Process

Below are several activities that will be required to build the Rectory on the property donated by the Lane Sisters. To date, some have been completed, and others are in process, or will be addressed at a later time.

1. **Site evaluation** of the property including:
  - a. **Survey** of existing conditions, to assess topography (steep slopes), utility locations, tree locations, site access, easements, etc.
  - b. **Study possible impact** of the conditions the Purchase and Sale Agreement related to maintaining existing trees, preservation of views, existing utilities and timelines.
  - c. **Assess environmental concerns** such as, wetlands, flood zones, and steep slopes.
  - d. **Review Building and Land Use Code** and other requirements of the City of Bellevue, including Fire department.
  - e. **Study the impact on Design** from Setbacks, Fire Truck Access, Steep slope buffers, maintaining existing trees and preservation of views, etc.
2. **Develop Agreements for Transfer of Title** of the land.
3. **Submit agreements for Review and Approval by Diocese**
4. **Develop Architectural Program** of space needs and desired functions for Rector Housing for current as well as future Rectors.
  - a. **Interview** current Rector and spouse for space needs
  - b. Develop and send **Questionnaires** to former Rectors, Rectors of the Olympia Diocese as well as selected Rectors in the U.S., known to live in Rector Housing.
  - c. **Compile Data** and share with Committee, and Vestry to develop a shared vision of the desired size of house, # of & types of rooms, and functions needed to provide a responsive design for Rector Housing to meet the needs of current and future rectors.
5. **Develop Preliminary Project Cost estimates** for:
  - a. **Transfer of title** and subdivision.

- b. **Professional services** needed, e.g. Survey, Architectural. Structural, Civil, Geo-technical Engineer, Landscape Design, Legal services, etc.
  - c. **Permits**
  - d. **Construction Costs**
  - e. **Annual Maintenance Costs** and other potential miscellaneous costs, e.g. utilities, wi-fi, insurance, furniture, etc.
  - f. **Contingency Costs**
- 6. Conceptual design Studies** based on input received and approvals from Rectors, Vestry and Parish.
- 7. Diocese Review and approval of Design**

Preliminary designs for the home were also shared during the Annual Meeting as well as survey results, etc. (anything else to add?)

**Thanks to the Rector Housing Committee**

**Tim Diller**  
**Kim Malcolm**  
**Tera Soelter**  
**Fred Williams**  
**Anne Bentley**  
**Mike Bentley**  
**Margaret Chorlton**

Sincerely,

Mark Nelson