

**23 Mill Lane-Belfast United Methodist Church**

**Midcoast Maine Homeless Coalition Application 4/30/2025**

**Overview and current status of Site Plan Findings of Facts dated 8/11/2000.**

Observation that the building , as built to the Findings of Facts 8/11/2000 was built to accommodate a much larger congregation then currently exists .

**Chapter 90- Site Plan Compliance**

The site is in compliance with the 8/11/2000 Findings of Facts. No changes have been made. In compliance with and no changes to 8/11/2000 Findings of Facts for Sec. 90-43 , b # 1-30.

**Chapter 98** There are approximately 94 parking spaces in total with more than adequate capacity to handle parking needs. Two handicap parking spaces , marked with signage, at lower level center door for access to Elevator in center lower lobby.. Also a minimum 5 handicap spaces with signage in upper paved lot near main and fellowship hall entrances. See attached daily schedule of uses and parking needs

**Chapter 102 Environmental Standards**

There have been no changes and no issues with environmental standards i.e., erosion control, subsurface wastewater disposal, storm water runoff, erosion, pollution, heating systems, oil storage tanks and all other items in Sec 102. #1126-#1137.

**Summary;**

Current status of building is in compliance with 8/11/2000 Findings of Facts with no changes to the building exterior . No changes expected going forward ,beyond current proposed interior renovations, due to this application for Transitional housing in lower level.

**Narrative concerning past and current uses of the  
Belfast United Methodist Church**

**Original use of 23 Mill Lane building based on approved Findings of Facts  
adopted 8/11/2000.**

**Upper level;** would be used for church related purposes. Primary use for Sunday worship services ( two services) and coffee/fellowship gathering after second service. Attendance in total for those services was approximately 150-175 people with approximately 50 attending fellowship time after service in Fellowship Hall. Church had one full time Pastor and two part-time office staff. Office staff worked approximately 12-15 hours per week. (typically, 3 days at 4-5 hours a day). Occasional church gatherings occurred for meetings, church suppers and fundraising events. Usually on evenings and on weekends.

**Lower Level;** housed Waldo County Daycare (Broadreach) and a food pantry. Broadreach leased approximately 4000 square feet of lower level serving large numbers of children with full time staff and offices. The food pantry operated out of approximately 700 square feet with one full time staff and occasional volunteers. Food was distributed twice a month with clients parking and coming in to pick up donated foods.

**Current Uses as of 4/30/2025, 23 Mill Lane**

**Sunday:** Worship service and Fellowship time 9:00am – 12:00pm. in attendance are 50-60 people. ( one service). Worship service in the Sanctuary is 9:30am , with fellowship in the fellowship hall from 10:30am to 12:00pm. Sunday school classes in the lower level during worship service.

**Church Staff:** One full time Pastor and two part-time office staff. Pastor tSunday mornings and during office hours and randomly 10 – 15 additional hours during the week. Pastor serves two churches, Belfast, and Camden, so some hours weekly are spent in Camden. Office hours with two part-time staff are Tuesday, Thursday, and Friday 8:30am – 12:00pm.

**Sunday Continued:**

Northeast wing of lower level: Approximately 2500SF of space use for Midcoast Maine Homeless Coalition. Accommodating up to 15 clients max, including children (3-4 families max) and paid staff of Two people or volunteers 24/7. Anticipated parking usage to be 8-10 spaces daily.

Northern Light Acadia; Closed

Food Cupboard; Closed

**Monday:**

Church Closed (typical Pastors day off)

**Lower Level:**

Northern Light Acadia : 9:00am – 5:00pm, 3-4 employees typically present.

Northeast wing of lower level: Approximately 2500SF of space use for Midcoast Maine Homeless Coalition. Accommodating up to 15 clients max, including children (3-4 families max) and paid staff of Two people or volunteers 24/7. Anticipated parking usage to be 8-10 spaces daily.

Food Pantry : 9:00am – 3:00pm, 1 person present

Food pantry details; Full time manager typically there most weekdays. Random 1-2 volunteers once a week. Food distributed 2<sup>nd</sup> and 4<sup>th</sup>. Friday of each month, from 9:00am – 12:00pm. With an average of 6 volunteers (parking in upper lot) during distribution days. Recipients get food distribution in drive thru method. They do not park and enter the building typically.

**Tuesday:**

Church office open 8:30 to 12:00pm, 3 employees including Pastor.

**Lower Level:**

Northern Light Acadia : 9:00am to 5:00pm, 3 to 4 employees typically.

Food Pantry: 9:00am to 3:00pm, 1 person.

Church meeting/Sunday school rooms vacant.

Northeast Wing: Approximately 2500SF of space use for Midcoast Maine Homeless Coalition. Accommodating up to 15 clients max, including children (3-4 families max) and paid staff of Two people or volunteers 24/7. Anticipated parking usage to be 8-10 spaces daily.

**Wednesday:**

Church closed.

**Lower Level:**

Northern Light Acadia : 9:00am to 5:00pm, 3-4 employees typically.

Food Pantry: 1 person typically.

Church meeting/Sunday school rooms: vacant.

Northeast Wing: Approximately 2500SF of space use for Midcoast Maine Homeless Coalition. Accommodating up to 15 clients max, including children (3-4 families max) and paid staff of Two people or volunteers 24/7. Anticipated parking usage to be 8-10 spaces daily.

**Thursday:**

Church office open 8:30am to 12:00pm, 3 employees (including Pastor).

**Lower Level:**

Northern Light Acadia : 9:00am to 5:00pm 3 to 4 employees typically.

Food Pantry: 1 person typically.

**Church meeting rooms/Sunday School room:**

12 Step group meets in one room (approximately 350 square feet). 6:00pm to 8:00pm ( 6 to 10 people).

Northeast Wing: Approximately 2500SF of space use for Midcoast Maine Homeless Coalition. Accommodating up to 15 clients max, including children (3-families max) and paid staff of Two people or volunteers 24/7. Anticipated parking usage to be 8-10 spaces daily.

**Friday:**

Church office: 8:30am to 12:00pm, 3 employees (including Pastor).

**Lower Level:**

Northern Light Acadia : 9:00am to 5:00pm, 3 to 4 employees typically.

Food Pantry: 1 person typically, Food distribution 2<sup>nd</sup>. & 4<sup>th</sup>. Friday each month.

**Church meeting/Sunday School rooms: Vacant.**

Northeast Wing: Approximately 2500SF of space use for Midcoast Maine Homeless Coalition. Accommodating up to 15 clients max, including children (3-4 families max) and paid staff of Two people or volunteers 24/7. Anticipated parking usage to be 8-10 spaces daily.

**Saturday:**

Church closed.

**Lower level**

Northern Light Acadia : Closed

Food Pantry: Closed

Church meeting/Sunday School rooms: Vacant.

Northeast Wing of Lower Level); Approximately 2500SF of space use for Midcoast Maine Homeless Coalition. Accommodating up to 15 clients max, including children (3-4 families max) and paid staff of Two people or volunteers 24/7. Anticipated parking usage to be 8-10 spaces daily.

**Miscellaneous uses building space:**

Historically from the beginning of Belfast United Methodist Church at 23 Mill Lane the church has rented space ( at no charge or a nominal fee), to other non-profits. Use of space is random throughout the upper level. Church office staff manage these space use requests to not conflict with other church functions and to insure adequate parking. Some examples: City of Belfast voting polling , American Red Cross blood drives, Belfast Senior College, Maine BMV, Waldo Cap. meetings, and other functions.

**Summary of the use of parking spaces based on daily use schedule provided.**

Church use of parking is predominately done on Sunday mornings when there are no other uses occurring in the building. Upper parking area have been more than adequate to accommodate church members parking.

Weekday uses of parking is mixed between upper & lower lots, with excess spaces available in the upper lot for church office staff when office is open and other incidental comings and goings of church staff and members.

Lower lot is used by other entity uses during the weekdays. The 30+ parking spaces are never at capacity and typically have less than 1/3 of capacity in use. (See daily schedule).

**Summary of uses by square feet**

**Church (upper-level entire space):** 8000 square feet (approximately)

**Lower level:**

Acadia (Northernlight): 720 square feet

Food Pantry: 700 square feet.

Church meeting/Sunday school use: 1400 square feet.

Northeast Wing( Midcoast Maine Homeless Coalition): 2500 square feet.

