

**NOTICE
CHANGES TO ZONING REGULATIONS**

At its regular meeting of July 7, 2025, the Planning and Zoning Commission approved the addition of subsection G to Section 341.1 including appended Special Permit Guidelines. Ancillary Kitchen Use, with an effective date of July 10, 2025. The added section is underlined (and in red letters where color is visible).

Section 341. Additional Special Permit Standards and Requirements. *(Amended 5/26/11)*

The following additional standards and requirements shall apply to the issuance of Special Permits, provided that the provisions of this Section 341 shall not apply to the Village District. *(Amended 10/18/21)*

341.1 Place of Worship. *(Amended 5/26/11)* The Commission may issue a Special Permit for the operation of a Place of Worship on the following terms and conditions:

- A. Location:** All such uses shall be permitted only on a minimum lot area of three (3) acres and only in locations fronting on or having direct, safe and convenient access to, a major or collector road as determined by the Planning and Zoning Commission and shown on the Town Plan of Development map.
- B. Coverage:** A minimum rectangle shall be contained within the lot of 300 feet by 300 feet. Minimum road frontage shall be 200 feet and there shall be dual access to the public road. Building coverage shall not exceed 10% of the site area nor shall the sum total land covered with buildings and parking (including driveways) be permitted to exceed 30% of the site area.
- C. Setbacks and Parking:** Minimum setback of all principal structures shall be 100 feet from the front line, sidelines and back lot line. Minimum parking setback for structures, land uses, or facilities shall be 100 feet from the front line and 50 feet from the side lines and back lot line. Minimum required parking space shall be as provided in Section 363. *(Amended 6/3/13)*
- D. Buffer Zone:** A buffer area shall be required along all lot lines of at least 50 feet in depth and contain evergreen planting of such type, height, spacing and arrangement as will screen the activity on the lot from adjacent properties. A wall or fence of location, height, design, and materials approved by the Commission as providing equivalent screening may be substituted for all or part of the required planting. *(Amended 2/1/84)*
- E. Additional Requirements:** Maximum intensity of use and/or membership limit shall be as limited by the Fire Marshal. Maximum structure height shall be 35 feet, 2½ stories. Sale of products or materials shall be restricted to only those products or materials which are customarily incidental to the principal use as determined by Special

Permit. Dwelling use on the same lot is permitted but an additional two acres shall be required for the dwelling and all requirements for the dwelling and lot must meet the Zoning Regulations.

F. Established Houses of Worship: Notwithstanding any terms of subsection (c) to the contrary, for churches, temples and places of worship established prior to August 1, 2007, the minimum setback of all structures shall be 50 to 100 feet from the front lot line and 30 to 100 feet from the side lot lines and the back lot line, as determined in the Commission's discretion. A buffer area within the approved setback area containing plantings and/or a wall or fence shall be established and maintained by the applicant. The location and size of the buffer is subject to prior review and approval by the Commission. *(Amended 7/26/07)*

G. Ancillary Kitchen Use: Places of Worship may rent their kitchen facilities to kitchen users in order to support local entrepreneurship through the limited rental of kitchen space, while maintaining the primary religious use of the property and minimizing impacts on surrounding properties as determined by Special Permit. For the purposes of this provision, (1) "Ancillary Kitchen" refers to a kitchen facility within a Place of Worship intended for food preparation and not used as a principal commercial food service establishment; (2) "Ancillary Kitchen Use" means the limited rental of such a kitchen to individuals or small business entities engaged in culinary-related activities under a Special Permit; (3) "Kitchen User" is an individual or small business entity utilizing the kitchen for food preparation, production, or other permitted purposes in accordance with health regulations; and (4) "Congregation-Sponsored Event" is an event organized and directly overseen by the religious institution, such as religious celebrations, fundraisers, community service events, and educational programs. Permissible activities in an Ancillary Kitchen may include food preparation and similar culinary activities that support local businesses and community needs, provided all activities comply with applicable health department regulations and permits. (See Appendix B for Guidelines) *(This subsection G added 7/7/25, effective 7/10/25)*

[...]

APPENDIX B

Special Permit Guidelines for Section 341.1 G. Ancillary Kitchen Use

1. Operational Limitations:

- a. Kitchen use shall be limited to the hours of 7:00 AM to 9:00 PM, in accordance with Section 330 criteria regarding nuisance, traffic, and harmony with neighboring land uses

- b. Maximum number of Kitchen Users in compliance with the Fire Code and Fire Marshall rules and regulations
- c. No individual Kitchen User may use the facility for more than eight (8) hours in one day or thirty (30) hours per week
- d. No overnight use is permitted
- e. No on-site sales or food pickups (including, without limitation, food delivery services) shall be permitted except during congregation-sponsored events
- f. Maximum three (3) different Kitchen Users may utilize the facility within a 24-hour period

2. Parking Requirements:

Parking shall comply with Sections 360-363. Existing parking facilities as required under Section 363 shall be deemed sufficient for Ancillary Kitchen Use, provided that kitchen rentals do not occur simultaneously with major worship services or events that utilize more than 75% of the available parking spaces.

3. Performance Standards:

- a. No outdoor storage of materials, equipment, or waste shall be permitted
- b. All activities must be conducted entirely within the existing building
- c. No signage related to Kitchen User activities shall be permitted on the property
- d. No noise, odor, vibration, illumination, pollution, unsightly or unsanitary condition caused by such accessory use shall be noticeable beyond the property boundary, nor shall the use create interference with radio or television reception in the vicinity
- e. Waste management shall comply with all applicable Health Department standards, with specific attention to proper disposal of cooking oils, food waste, and packaging materials
- f. The buffer and screening requirements of Section 341.1(d) shall apply to any kitchen rental activities that create new traffic patterns, additional vehicle trips, or increased parking intensity beyond what is typical for the Place of Worship's regular activities

4. Health and Safety Compliance:

- a. The Ancillary Kitchen facility must be inspected and approved by the Health Department specifically for the proposed ancillary use prior to commencement of any kitchen rental activities
- b. Each individual Kitchen User utilizing the facility must obtain and maintain appropriate Health Department permits and certifications prior to using the facility
- c. Kitchen Users must provide documentation of such permits to the Place of Worship, which shall maintain these records for potential review
- d. Fire Marshal capacity certifications shall be required for the Ancillary Kitchen rental operations in accordance with Section 341.1(e)

5. Review and Reporting:

- a. The Commission may request a report from the religious institution regarding Ancillary Kitchen Use from time to time

- b. If requested, the report shall contain information about Kitchen Users, their activities, and general terms of agreement
- c. The Commission may revoke this permission if it determines that the Ancillary Kitchen Use has created a nuisance or has significantly altered the primary use of the property

6. Special Permit Approval:

The Commission may approve a Special Permit application for Ancillary Kitchen Use provided all conditions of this subsection and Section 330 (General Special Permit criteria) are met. Special Permits for Ancillary Kitchen Use shall be valid for five (5) years and shall automatically renew for successive five-year terms unless the Commission identifies compliance issues and provides written notice to the permit holder at least 60 days prior to the renewal date.]

7. Relationship to Principal Use:

- A. Ancillary Kitchen Use must remain secondary and incidental to the primary use as a Place of Worship. (Guidelines added 7/7/25, effective 7/10/25)