



**MINUTES  
VILLAGE OF GLENCOE  
ZONING COMMISSION  
REGULAR MEETING**

Village Hall Council Chamber and Videoconference  
675 Village Court  
Monday, December 7, 2020 – 7:30 PM

**1. CALL TO ORDER AND ROLL CALL**

The Regular Meeting of the Commission of the Village of Glencoe was called to order by the Chair, at 7:53 p.m. on the 7th day of December 2020, held virtually via Zoom web videoconference.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
<b>Zoning Commission</b>		
Howard Roin	ZC Chairman	Present
Sara Elsasser	Member	Present
David Friedman	Member	Present
Alex Kaplan	Member	Present
John Satter	Member	Present
Scott Novack	Member	Present
<b>Village Staff</b>		
Taylor Baxter	Development Services Manager	Present
Richard McGowan	Planner	Present

**2. CONSIDERATION OF MINUTES OF THE NOVEMBER 2, 2020 ZONING COMMISSION MEETING**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>AYES:</b>	Roin, Elsasser, Friedman, Kaplan, Satter, Novack
<b>NAYS:</b>	None
<b>ABSENT:</b>	None

**3. UNFINISHED BUSINESS: CONSIDER A REFERRAL FROM THE VILLAGE BOARD REGARDING POTENTIAL AMENDMENTS TO THE ZONING CODE RELATED TO MULTIPLE COOKING ARRANGEMENTS IN SINGLE-FAMILY RESIDENCES**

Chairman Howard Roin stated that the purpose of tonight’s meeting is a continuation of the November 2, 2020, Zoning Commission meeting in order to make a recommendation for a final decision to the Village Board regarding the allowance of multiple cooking arrangements in single-family residences, which would require a zoning code amendment.

Village Staff provided the Board Members with a comparison of how nearby communities regulate and define single-family residences:

Municipality	Regulations
Wilmette	No specific restriction of kitchens. Multiple “kitchen-like” facilities are common. Permits for second full kitchens are only approved with a letter from the homeowner stating that the house is for single-family occupancy only.
Winnetka	Multiple kitchens are allowed so long as they do not create a separate dwelling unit.
Kenilworth	No specific restriction on multiple kitchens.
Northbrook	More than one kitchen is allowed in a single-family home, so long as the rooms with kitchens are connected and are within the same structure. A separate structure on the same lot with a kitchen is not allowed.
Northfield	Multiple kitchens are not permitted.
Highland Park	Allowed, but there must be a “permanent unlocked communicating space between areas with kitchens”. Second kitchens are not allowed in accessory structures.

Mr. Baxter stated that the Village’s definition of “family” is more extensive than other municipalities in the area, and the Village’s definition of a “single-family dwelling” defines it as “a detached dwelling having accommodations for and normally occupied by one family only, with one cooking arrangement.”. Chairman Roin added that the language limiting the number of kitchens in a single-family dwelling appears to be a proxy to determine what is and what is not a single-family dwelling unit.

Chairman Roin provided hypothetical situations where a single-family may want more than one cooking arrangement; such as a pool house, kids coming home from college, or perhaps parents moving in. Chairman Roin continued, stating that he would be inclined to not prohibit a second kitchen, similar to the Village of Wilmette, where the applicant is required to provide a letter stating that the residence will not be a multi-family dwelling.

Chairman Roin added that if the Village prohibits a second kitchen, then some applicants may just circumvent the permit process, and so it is important to review and inspect when kitchens are being built as a safety concern.

Board Member Scott Novack stated that he is in support of finding a way to make a second cooking arrangement allowed in single-family residences.

Chairman Roin stated that he spoke with Village President, Lawrence Levin, to determine if a Special Use Permit (SUP) would be appropriate for a second kitchen, although enforcement could be tough.

Board Member David Friedman questioned whether the Village of Wilmette's requirement to accompany a second kitchen with a signed letter from the homeowner would be possible should the new homeowner(s) decide to not acknowledge the letter establishing the home as a single-family residence. Chairman Roin added that the reason for the signature is more so for acknowledgement, and that it may be a possibility to have the new homeowner(s) sign an agreement to remain as a single-family residence.

Taylor Baxter added that it is tough with staff capabilities to track the sales of homes, and that he believes the Village of Wilmette's requirement is an administrative policy rather than a code requirement.

Board Member Friedman mentioned that Highland Park's regulations could potentially create a multi-unit setting for Architects, and that he is not necessarily in favor of more bureaucracy in the Village. Chairman Roin added that he thinks the Village of Wilmette's method is elegant, though enforcement may be difficult.

Mr. Baxter noted that a second kitchen would be relatively simple to look for in the permitting process.

Chairman Roin stated that none of the nearby communities' methods are perfect and that they all have their merits.

Board Member John Satter stated that if you look at the Village of Glencoe's definition of "family", there's room for interpretation and it's a gray area. Board Member Satter added that he liked the Village of Winnetka's regulations, and reiterated that the Zoning Commission is a recommending body.

Chairman Roin stated that he would like to get rid of "normally" from the Village of Glencoe's definition of a "single-family dwelling", and that there are several options moving forward.

Board Member Sara Elsasser stated that she is leaning towards regulations similar to Winnetka and Wilmette.

Board Member Alex Kaplan reiterated his question from the previous Zoning Commission meeting, asking why this is coming up now and not 10-15 years ago. Chairman Roin stated that President Levin received a letter from a resident whose relatives are Kosher.

Board Member Satter stated that it is better to allow a second cooking arrangement and to inspect it rather than addressing potential issues that may arise later on. Board Member Kaplan added that he believes the second cooking arrangement will be more of a religious factor, or even a component of an accessory structure. Chairman Roin added that under these circumstances in 2020, such as living in a pandemic, he can imagine a family wanting a second kitchen.

Mr. Baxter added that the Village's definition of "family" can be up to four (4) non-related family members and reiterated the Village's definition of "single-family dwelling":

*"A detached dwelling having accommodations for and normally occupied by one family only, with one cooking arrangement."*

Chairman Roin added that "normally" could be included in there for guests. Mr. Baxter stated that "normally" could be eliminated from the definition as long as guests are allowed, and that some municipalities define a single-family residence by the number of dwelling units, such as the Village of Winnetka. Board Member Friedman asked if this could be prejudice if two friends want to buy a house together. Mr. Baxter clarified that the Village's definition of "family" considers up to four (4) non-related people as a family.

Board Member Scott Novack asked about renting situations. Chairman Roin stated that the family definition was originally changed likely because of political correctness and potentially as an initiative to prohibit renters in a single-family residence. Chairman Roin added that if one person owns a home and the others living there pay rent, it can be a bit challenging. Chairman Roin then asked what the Village of Wilmette's definition of a "single-family dwelling" looks like, and Mr. Baxter stated that it is similar to the Village of Glencoe's:

*"Dwelling, Single-Family: A building that contains one (1) dwelling unit and is developed with open yards on all sides and not attached to any other building or dwelling unit."*

Chairman Roin stated that he likes the Village of Wilmette's definition. Mr. Baxter stated that the municipalities that allow second kitchens or cooking arrangements may have to make the determination as to what is and what is not a "family".

Board Member Novack asked about miniature grills or sinks outside of the home. Mr. Baxter confirmed that the Village only regulates a second cooking arrangement indoors. Board Member Novack then asked how common it is to see proposals for a second kitchen or cooking arrangement, and if there has been an increase in the number of requests since the beginning of the COVID-19 pandemic. Mr. Baxter confirmed that the Village has had about five requests in the past year, and about three of those requests were since the beginning of the pandemic.

Chairman Roin stated that he is still in favor of taking an approach similar to the Village of Wilmette, and that he recommends that the Board is comfortable with the Winnetka/Wilmette methods, although they may be harder to enforce. Chairman Roin

continued, stating that the Northbrook/Highland Park methods may be easier to enforce, but could potentially prohibit components that the Village does not necessarily want to prohibit.

Chairman Roin then reiterated that the Village Board approved a resolution at its September 17, 2020 regular meeting that directed the Zoning Commission to consider the following questions:

- 1) Whether the Zoning Code's current prohibition of multiple cooking arrangements in single-family dwellings remains in the best interests of the health, safety, and welfare of the public; and
- 2) If multiple cooking arrangements in single-family dwellings should be allowed, what Zoning Code amendments should be adopted to permit them while maintaining the overall purpose of the code.

In response to question #1, above, Chairman Roin answered 'no'. In response to question #2, above, Chairman Roin stated that there are two options and that he is O.K. with either option; either the methods utilized by Wilmette/Winnetka, or the methods utilized by Northbrook/Highland Park.

Board Member Satter mentioned that there could be different options interpreted from this response. Board Member Novack asked if the Board should make more specific recommendations. Board Member Friedman asked if the Village would specify the number of kitchens allowed. Board Member Elsasser stated that the Village should not care about the number of kitchens. Mr. Baxter added that prohibiting a third kitchen may encourage unpermitted kitchens. Chairman Roin stated that there are pros and cons with all the definitions in nearby communities.

Following consideration of the testimony and discussion, a motion was made and seconded, that the consideration of a referral from the Village Board regarding potential amendments to the Zoning Code related to multiple cooking arrangements in single-family residences be considered by the Village Board as follows:

- 1) The current Zoning Code's prohibition of multiple cooking arrangements in single-family dwellings does not remain in the best interests of the health, safety, and welfare of the public; and
- 2) If multiple cooking arrangements in single-family dwellings should be allowed, then the Zoning Commission recommends revising relevant definitions that would have jurisdiction over single-families and dwelling units and provides two options for the Village Board to consider: one being the Winnetka/Wilmette less-restrictive option or the second being the Highland Park/Northbrook more specific definition.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>AYES:</b>	Roin, Elsasser, Friedman, Kaplan, Satter, Novack
<b>NAYS:</b>	None
<b>ABSENT:</b>	None

**5. MOTION TO ADJOURN**

There being no further business to come before the Zoning Commission, the meeting was adjourned at 9:01 p.m.