



VILLAGE OF GLENCOE

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www.villageofglencoe.org

Virtual Meeting Information

As the Village of Glencoe and its partner agencies continue to follow social distancing requirements and Governor Pritzker's *Restore Illinois* Plan, the December 7, 2020 Zoning Commission meeting will be held virtually via telephone and video conference (individuals may participate either by telephone or by video conference). Individuals may call the following to participate in the meeting:

By Telephone:

Phone Number: (312) 626-6799
Webinar ID: 931 9474 1523

By Zoom Video Conference:

Zoom video conference link: [Click here](#)

Video conference participants using a computer will be prompted to install the Zoom client; participants using smart phones or tablets must download the Zoom app from their app store.

Public Comment Submittal Options

Option 1: Submit Comments by E-Mail Prior to Meeting

Public comments can be submitted in advance of the meeting by e-mail to glencoemeeting@villageofglencoe.org. Public comments received by 6:30 p.m. or one hour before the start of the Zoning Board of Appeals meeting will be read during the Zoning Commission meeting under Public Comment. Any comments received during the meeting may be read at the end of the meeting.

All e-mails received will be acknowledged. Public comment is limited to 400 words or less. E-mailed public comments should contain the following:

- The Subject Line of the e-mail should include the following text: "December 7th Zoning Commission Meeting Public Comment"
- Name of person submitting comment (address can be provided, but is not required)
- Organization or agency person is submitting comments on behalf of, if applicable
- Topic or agenda item number of interest, or indicate if the public comment is on a matter not listed on the Zoning Commission meeting agenda

Option 2: Submit Comments by Phone Prior to Meeting

Individuals without access to e-mail may submit their comments through a voice message by calling (847) 461-1100. Verbal public comments will be read aloud during the meeting and will be limited to three minutes.



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

**Virtual Meeting
December 7, 2020
7:30pm**

1. CALL TO ORDER AND ROLL CALL

*Howard Roin, Chair
Sara Elsasser
David Friedman
Alex Kaplan
Scott Novack
John Satter*

2. CONSIDER ADOPTION OF THE NOVEMBER 2, 2020 ZONING COMMISSION MEETING MINUTES.

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

4. ADJOURN

The Village of Glencoe is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend the meeting who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Village of Glencoe at least 72 hours in advance of the meeting at (847) 835-4114, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Glencoe to make reasonable accommodations for those persons.



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

Village Hall Council Chamber and Videoconference
675 Village Court
Monday, November 2, 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 7:30 p.m. on the 2nd day of November 2020, held virtually via Zoom web videoconference.

Attendee Name	Title	Status
Zoning Commission		
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
Village Staff		
Taylor Baxter	Development Services Manager	Present
Richard McGowan	Planner	Present

2. CONSIDERATION OF MINUTES OF THE JANUARY 6, 2020 ZONING COMMISSION MEETING

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

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

Taylor Baxter stated that the purpose of tonight's meeting is 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.

Mr. Baxter continued, stating 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."*

Mr. Baxter stated that the intent of this definition may have been to prevent single-family homes from becoming multi-unit buildings. A related topic is Accessory Dwelling Units, also known as ADUs, which Mr. Baxter provided a brief overview of. A zoning code amendment would likely involve several components such as the removal of definitions and references referring to "cooking arrangements", and other components such as specifying the number of cooking arrangements allowed, if applicable. Mr. Baxter added that the Village has not considered outdoor kitchens to be second cooking arrangements.

Mr. Baxter then asked the Zoning Commission to consider if prohibiting a second cooking arrangement in single-family residences is still in the best interest of the Village. Chairman Howard Roin then asked why this matter came before the Zoning Commission. Mr. Baxter confirmed the Village has had several inquiries from residents and developers.

Commissioner David Friedman then asked if any neighboring communities have done anything for home rule. Mr. Baxter stated that Kenilworth and Winnetka do not have this restriction for single-family residences. Chairman Roin stated that it sounds like the definition of a "single-family dwelling" was intended to enforce single-family requirements, and it sounds like kitchens themselves something that the Village should not necessarily care about.

Chairman Roin reiterated that he does not believe this is something the Village should have a rule about, but that the Village should have some way to prevent multi-family dwellings in single-family zoning districts.

Commissioner John Satter brought up the possibility of incorporating a second cooking arrangement into the Special Use Permit process or potentially the inspection process.

Commissioner Alex Kaplan stated that it would be virtually impossible to catch someone if the permit inspection passes or even through a resident complaint.

Chairman Roin added that *"...normally..."* as part of the definition of a "single-family dwelling" makes this requirement difficult to enforce, and that the Village should get rid of that part of the definition. Chairman Roin continued, stating that he is inclined to get rid of references to a second cooking arrangement, but ultimately recommends that the Village

surveys additional municipalities to get a better idea of how neighboring communities regulate a single-family dwelling. Chairman Roin then asked if the Commissioners had any additional comments.

Commissioner Satter agreed with Chairman Roin regarding researching regulations in neighboring municipalities and about the elimination of "...normally..." from the definition of a "single-family dwelling".

Commissioner Kaplan asked if the decision for a second cooking arrangement could be on a case-by-case basis by variation. Mr. Baxter stated that the variation criteria the Zoning Board of Appeals considers are not changeable and that they are unlikely to be a good match for this subject. A Special Use Permit process could potentially be an option, but that process can be quite significant. Chairman Roin added that a Special Use Permit process may be unnecessary if this can be resolved otherwise.

Commissioner Kaplan asked why this matter is coming up now and suggested to defer to the December 7, 2020 meeting in order to get better comparisons from nearby communities. Mr. Baxter confirmed the Village has had several inquiries from residents and developers. Commissioner Kaplan then asked if these inquiries are for religious purposes. Mr. Baxter stated that only the most recent inquiry was for religious purposes.

Chairman Roin reiterated that aside from regulations in Kenilworth and Winnetka, there is a lot that the Zoning Commission does not know, so perhaps this recommendation should be deferred to the December 7, 2020 Zoning Commission meeting as long as the Village Board does not need a decision immediately. Specifically, Chairman Roin requested that Village staff find out what other nearby municipalities do to make sure a residence is still single-family. Commissioner Friedman suggested to reach out to Village President, Larry Levin. Chairman Roin stated that he will reach out to President Levin.

Mr. Roin asked the audience if anyone had a public comment. Mr. Baxter read the following public comment, which was received by email on October 23, 2020:

My wife and I do not now live in Glencoe, but we are in the process of buying a new construction home in Glencoe. One of our sons lives in Skokie. His family keeps kosher.

Having a small kitchenette in the basement would enable us to accommodate their kosher food requirements when they join us for family meals and holidays. This is not a full time kitchen for us, just for the occasional use. The basement can only be accessed by the first floor main stairway in the middle of the house. It would comply with the section E requirements listed on the seventh page of the "Zoning Commission Combined Packet 110220."

Thank you for your consideration.

Mark and Nikki Segall

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 deferred to the December 7, 2020 Zoning Commission meeting.

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

5. MOTION TO ADJOURN

The motion to defer to the December 7, 2020 Zoning Commission meeting was approved unanimously. The meeting was adjourned at 9:28 p.m.



VILLAGE OF GLENCOE MEMORANDUM

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Zoning Commission Memorandum

DATE: November 25, 2020

TO: Zoning Commission

FROM: Taylor Baxter, AICP, Development Services Manager
Rich McGowan, Planner

SUBJECT: Public hearing regarding amendments to the Village’s Zoning Code regarding multiple cooking arrangements in single-family dwellings

UPDATE FOR DECEMBER 7, 2020 MEETING

At its November 2, 2020 meeting, the Zoning Commission deferred acting on the referral from the Village Board regarding multiple cooking arrangements in single-family dwellings to allow staff to provide more information on similar regulations in nearby municipalities. The following chart provides a summary of staff’s findings:

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.

REFERRAL AND REQUEST FOR RECOMMENDATION FROM THE VILLAGE BOARD OF TRUSTEES:

The Village Board of Trustees requests a public hearing before the Zoning Commission to consider amendments to the Glencoe Zoning Code to allow multiple cooking arrangements in single-family dwellings.

After a preliminary discussion at its August 20, 2020 Committee of the Whole meeting, 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.

DEFINITIONS:

The Village's Zoning Code includes the following definitions:

DWELLING, SINGLE FAMILY. A detached dwelling having accommodations for and normally occupied by one family only, with one cooking arrangement.

DWELLING UNIT. Any room or group of rooms located within a dwelling forming a single habitable unit with facilities that are used or intended to be used for living, sleeping, cooking, eating, and sanitation by one family.

FAMILY. Any of the following combinations of persons living together as a single housekeeping unit, together with domestic servants: (1) one or more persons related by blood, marriage, legal adoption, or guardianship; or (2) two groups of persons where all persons in each group are related by blood, marriage, legal adoption, or guardianship; or (3) not more than four persons not so related. A family in either (1) or (2) above may include, in addition to its basic members, a total of not more than two boarders or long-term guests. For the purposes of this definition, "living together as a single housekeeping unit" shall be deemed to mean that all members of the household share common meals, all members have the equal right to use, in common with each other, the areas customarily considered to be common area in a dwelling, and all members share customary household obligations in a manner typical of a traditional nuclear family.

A "cooking arrangement" is not defined by the code. However, Village staff has interpreted "cooking arrangement" to mean a cooking appliance with exhaust, a sink with hot and cold water and a drain connected to a drainage system. Staff doesn't not consider outdoor kitchens to constitute a "cooking arrangement".

BACKGROUND AND ANALYSIS:

The only allowable residential use in the R-A, R-B, and R-C districts is single-family dwellings. Per the definition of "single-family dwelling", the Zoning Code typically prohibits the construction of a second indoor kitchen in a single-family home.

The likely intent of allowing only one cooking arrangement per single-family dwelling is to prevent the conversion of single-family homes into multi-family rental units, which, if done improperly or without a building permit, could pose fire and life safety risks. Having a full second kitchen in a residence could make it easier for a property owner to illegally separate one dwelling unit into two without a permit. However, as multi-generational housing becomes more common, requests for second kitchens are

becoming more common.

Definition Amendments

Allowing more than one kitchen in a single-family dwelling would require amending the definition of “single-family dwelling”. Options for amending this definition include:

1. Deleting the reference to cooking arrangements altogether;
2. Specifying a number of allowable cooking arrangements; and/or
3. Deleting the word “normally”. This would strengthen the requirement that single-family dwellings only be used for one family, thereby prohibiting their conversion into multi-family buildings.

Depending on the other code revisions, a new definition for “accessory cooking arrangement” may be needed. Sample language could include: “A cooking arrangement in a dwelling unit that is located in an accessory structure or in a different room of the principal structure than the primary cooking arrangement.”

Regulation of the cooking arrangement limit currently takes place at the time of permitting. Village staff will deny building permit applications that include multiple cooking arrangements in single-family dwellings. While also deleting the word “normally” from the definition of “single-family dwelling” would allow Village staff to restrict the use of a single-family dwelling to one family, this would be significantly more difficult to enforce than preventing the construction of second kitchens.

Additional Code Requirements

If the reference to “cooking arrangements” in the “single-family dwelling” definition is deleted and the Zoning Commission determines that additional measures are needed to prevent single-family dwellings to be used as multi-family buildings, additional language could be added elsewhere in the zoning code prohibiting cooking arrangements from being located in fully separate or easily separated parts of the residence. For example, a second cooking arrangement could be allowed in a basement accessible from the main living area by internal stairs, but not in a basement only accessible by its own entrance. Language could be added to allow or disallow cooking arrangements in accessory structures such as pool houses.

One potential location in the Zoning Code for new language could be Sec. 3-108, Special Development Regulations:

E. Restrictions on multiple cooking arrangements in single-family dwellings in the RA, RB, and RC districts.

1. No accessory structure with a full bathroom shall have a cooking arrangement.

2. Accessory cooking arrangements shall not be located in a part of a single-family dwelling that is not internally accessible from the remainder of the dwelling space.

3. Accessory cooking arrangements shall not be located in a part of a single-family dwelling that could be converted into a separate dwelling unit by closing a door.

RECOMMENDATION:

Staff seeks to ensure that all new kitchens receive building permits and are inspected prior to occupancy. Allowing multiple cooking arrangements in single-family residences would significantly reduce any incentive to install an accessory kitchen without a permit. If the Zoning Commission determines that allowing second kitchens in single-family dwellings is appropriate, Staff recommends eliminating or amending the reference to “cooking arrangements” in the definition of “single-family dwelling”. If the Zoning Commission determines that it is not appropriate to allow second kitchens, no amendment to the code is necessary.

Staff also seeks to prevent the illegal and unpermitted conversion of single-family residences into multi-family buildings. If the Zoning Commission determines that amending the definition of “single-family dwelling” as noted above would invite such conversions, staff recommends additional language in the zoning code that would reduce the possibility of the conversion of a single-family residence to a multi-family building.

MOTION:

Move to recommend amendments to the Zoning Code as determined to be appropriate.

VILLAGE OF GLENCOE
RESOLUTION NO. _____

A RESOLUTION REGARDING POTENTIAL AMENDMENTS TO THE ZONING CODE
RELATED TO MULTIPLE COOKING ARRANGEMENTS IN SINGLE-FAMILY
DWELLINGS

WHEREAS, the Village of Glencoe's Zoning Code prohibits single-family dwellings from having more than one cooking arrangement; and

WHEREAS, single-family dwellings are the only allowable residential use in the R-A, R-B, and R-C zoning districts; and

WHEREAS, the Village has received multiple requests from builders and homeowners to allow second cooking arrangements in single-family dwellings; and

WHEREAS, changing demographics and home sizes have resulted in evolving needs for kitchen facilities within single-family homes; and

WHEREAS, at its August 20, 2020 Committee of the Whole meeting, the Village Board determined that further discussion of the topic of allowing multiple cooking arrangements in single-family dwellings is warranted;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Glencoe, County of Cook, State of Illinois, as follows:

SECTION 1: Recitals. The foregoing recitals are by this reference incorporated into and made a part of this resolution.

SECTION 2: Direction to Zoning Commission; Notice to Public. The Zoning Commission is hereby directed to hold a public hearing on the following questions:

- A. 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;

B. 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 Zoning Code.

The notice of such hearing shall be given as required by law within 90 days after the effective date of this Resolution. The public shall be deemed to have notice that the Village is considering Zoning Code amendments regarding second kitchens in single-family dwellings as of the effective date of this Resolution.

SECTION 3: Effective Date. This Resolution shall be in full force and effect from and after its passage and publication in pamphlet form as provided by law.

PASSED THIS ___ DAY OF SEPTEMBER, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS ___ DAY OF SEPTEMBER, 2020.

Lawrence R. Levin
Village President

ATTEST:

Philip A. Kiraly
Village Clerk

Posted and Published in pamphlet form on this __ day of September, 2020.

Philip A. Kiraly
Village Clerk

Approved as to form.

Village Attorney

**VILLAGE OF GLENCOE
GLENCOE, ILLINOIS**

ZONING COMMISSION

**NOTICE OF PUBLIC HEARING
NOVEMBER 2, 2020**

Notice is hereby given that a public hearing is to be conducted on Monday, November 2, 2020 at 7:30 p.m., before the Zoning Commission of the Village of Glencoe, Cook County, Illinois, to consider a request for an amendment from the Zoning Code.

This hearing will be held virtually by videoconference. For instructions on how to access and participate in this hearing, visit the Zoning Commission/Board of Appeals page at www.villageofglencoe.org, email glencoemeeting@villageofglencoe.org, or call (847) 461-1118.

- 1) A request for a Zoning Code amendment to allow for a second cooking arrangement in single-family residences.

All persons interested are urged to be present and will be given an opportunity to be heard.