

Second Kitchen Review Steps

August 2017

1. Obtain a detailed set of building plans. Often this will already be in Accela, but if not you'll need to request from applicant. Look at the overall design to determine if the second kitchen appears to be arranged as part of a potential second dwelling unit (external access, internal connections to other living areas, proximity of bathrooms and bedrooms, etc.). Note that second kitchens in detached accessory buildings will be referred to the BOA.
2. Evaluate the neighborhood setting. Is the proposed construction typical of the area? Are rentals common, and is there a high demand for additional dwelling units for rental purposes?
3. Ask the applicant the following questions –
 - a. What is the purpose of the proposed second kitchen? Convenience? Entertainment? Hobby/specialty cooking (e.g., canning)? Additional dwelling unit desired? To provide semi-independent living arrangement (e.g., for elderly parents or a handicapped family member)? Needed for rental purposes?
 - b. Is the living area that includes the second kitchen currently served by, or will it be served by, any utility meters (e.g., water or electric) separate from the main dwelling?
4. Once all needed information is obtained, consult with the ZCP team to confirm a final decision.
5. If approved, condition on the following:

“The second kitchen and associated living area cannot be rented or otherwise used as a second dwelling unit.”

“Unobstructed access to the second kitchen from all living areas of the dwelling shall be maintained.”