



Commission/Board/Committee Name: PLANNING & ZONING COMMISSION

Date of Meeting: Monday, May 18, 2026

Time of meeting: 7:00 PM

Location of Meeting: Village Hall 517 Des Plaines Ave

In-Person and Via Live Stream: Click

<https://us02web.zoom.us/j/87003833317?pwd=n3cf1aPVrQa34bLR2aM67voByBrh8s.1>

AGENDA:

Roll Call

Approval of minutes from the meeting of April 20th 2026

Unfinished Business:

New Business

1. PZC 2026-02 Home Business R-3 Zoned District

Public Comment

Adjournment

| | | |
|--------------------|------------------------|---|
| Off street parking | 1.25 per dwelling unit | 2 |
|--------------------|------------------------|---|



BACKGROUND/DISCUSSION

The Petitioner is seeking conditional use approval for a “Professional office in residence of practicing professional person”. The petitioner is requesting approval of an in-home business for her legal practice.

The residence is located in a R-3 high density residential district. Section 9-3C-2 recognizes “Professional office in residence of practicing professional person” is a conditional use in the R-3 zoned districts. Section 9-1-5 defines professional use as follows:

PROFESSIONAL USE: The rendering of service of a professional nature by:

A. Architects, engineers and surveyors who are licensed by the State of Illinois Department of Professional Regulation.

B. Doctors, osteopaths and dentists who are licensed by the State of Illinois Department of Professional Regulation.

C. Lawyers who are admitted to practice before the courts of the State of Illinois.

D. Certified public accountants who are licensed by the State of Illinois.

E. Consultants and practitioners who are engaged in recognized professional work, or who are recognized by appropriate licensed professions.

Furthermore Section 9-1-5 provides clarification for Home Businesses:

HOME OCCUPATION: An occupation or a profession conducted for monetary gain which:

- A. Is customarily carried on within a dwelling unit; and
- B. Is carried on by a member or members of the family residing in the dwelling unit; and
- C. Is clearly incidental and secondary to the use of the dwelling unit for residential purposes; and
- D. Conforms to the following additional conditions:
 1. The occupation or profession shall be carried on wholly within the principal building.
 2. No one outside of the family resident on the premises shall be employed in a home occupation.
 3. There shall be no exterior display, no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building.
 4. No offensive noise, vibration, smoke, dust, odors, radiations, heat or glare shall be produced.
 5. The activity shall be limited to the hours between seven o'clock (7:00) A.M. and ten o'clock (10:00) P.M.

The petitioner's application does not comply with item D2 "No one outside of the family resident on the premises shall be employed in a home occupation".

SUMMARY/RECOMMENDATION

The petitioner is seeking conditional use approval to use her residence for supervised visits of non-custodial parents and their children.

STANDARDS: No conditional use shall be recommended by the Planning and Zoning Commission, unless they shall find:

1. What measures have been or will be taken to prevent detrimental impact to or endanger the public health, safety, morals, comfort, or general welfare? *(Explain in detail how the proposed conditional use has been designed, located, or proposed so that it will not disturb residents, the neighborhood, or the community-at-large. Explain how the proposed conditional use at the particular location requested is necessary or desirable to provide a service or a facility that will benefit residents, the neighborhood or the community-at-large?)*

See responses exhibit 1

2. How will the proposed conditional use not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood? *(Consider existing uses near the subject property and explain how the proposed conditional use may or may not be compatible with surrounding existing uses.)*

See responses exhibit 1

3. How will the establishment of the proposed conditional use not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district? *(Explain how the proposed conditional use will allow the surrounding area to develop appropriately. Is the use too large for the site? Will it be in a location on the lot that will cause conflicts with adjacent properties? Does the use create noise, odor, smoke, or light that will affect other properties? Will the proposed use have a negative impact on existing adjacent land uses?)*

See responses exhibit 1

4. To what extent will the proposed conditional use be adequately served by essential public facilities and services, and by private utilities? *(Explain the measures that have been or will be taken to provide adequate utilities, access roads, drainage and/or necessary facilities.)*

See responses exhibit 1

5. What measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets? *(Explain how increases to traffic congestion and circulation problems will be address. Also,*

explain the ways that access issues will be improved due to the design, locations, or specific proposal of the conditional use.)

See responses exhibit 1

6. How is the proposed conditional use not contrary to the objectives of the current comprehensive plan for the village of Forest Park? *(Explain how the conditional use is harmonious and compatible with the goals and objectives of the Village's comprehensive planning documents.)*

See responses exhibit 1

7. How does the proposed conditional use conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the PZC? *(Show how the proposed conditional use will comply with as many sections of the Zoning Regulations as possible. The proposed site plan may be a part of this response.)*

See responses exhibit 1.

Should the Planning and Zoning Commission wish to recommend approval of this conditional use, a sample motion is provided herein:

Based on the evidence presented today, the Planning and Zoning Commission recommends conditional use approval for a "Professional office in residence of practicing professional person" at 7625 Harrison St., Forest Park II subject to compliance with all sections of the Home Occupation except subsection D-2 as defined in Section 9-1-5 of the code.

Responses to Conditional Use Standard

1. The proposed use has been specifically designed to promote and protect the public health, safety, and general welfare of the community. The supervised visitation service provides a structured, controlled, and professionally monitored environment for court-ordered parenting time, particularly in situations involving conflict or safety concerns.

All visits are conducted by appointment only and are carefully scheduled to prevent congestion, overlap, or disruption. A limited number of families will be present at any given time, and all interactions are supervised by trained personnel to ensure appropriate conduct and immediate intervention if necessary.

The operation includes strict protocols for arrival and departure, including staggered scheduling, controlled entry and exit, and no loitering outside the property. This ensures that activity remains orderly and does not impact surrounding residents.

The use will be conducted primarily indoors, with only limited, quiet, and supervised outdoor activity in the rear yard on a case-by-case basis. No signage, exterior alterations, or commercial appearance will be introduced, thereby maintaining the residential character of the property.

Importantly, this service fulfills a critical public need by providing a safe alternative to unsupervised exchanges, which often occur in less appropriate settings such as parking lots, police stations, or public spaces. By offering a controlled environment, the proposed use reduces the likelihood of conflict, enhances child safety, and supports compliance with court orders.

For these reasons, the proposed conditional use is not only designed to avoid any detrimental impact, but actively contributes to the safety, stability, and well-being of the community.

2. The proposed conditional use will not be injurious to the use and enjoyment of surrounding properties and will not diminish or impair property values within the neighborhood. The use is designed to operate in a quiet, controlled, and low-impact manner that is fully compatible with the surrounding area.

The subject property is located within a corridor that already reflects a mix of residential and service-oriented uses, including nearby businesses such as a law office, salon, massage establishment, and gym, as well as community-based facilities. Additionally, the property is directly across from public recreational facilities, including a park, softball fields, and a public pool, which generate regular traffic and activity.

In comparison to these existing uses, the proposed supervised visitation service is significantly lower in intensity. It is strictly appointment-based, does not involve walk-in traffic, and includes structured scheduling to prevent congestion or disruption. A limited

number of families may be present at any given time, but they are managed, separated, and supervised to ensure orderly and quiet operations.

The use will be conducted primarily within the existing structure, with no exterior alterations, no signage, and no change to the residential appearance of the property. Outdoor activity, if any, will be minimal, quiet, and fully supervised.

Given these factors, the proposed use is consistent with the existing character of the area and will not negatively impact neighboring properties. To the contrary, the structured and professional nature of the service contributes positively to the community by providing a safe, controlled environment for families, which supports stability and reduces the potential for conflict in less appropriate public settings.

3. The establishment of the proposed conditional use will not impede the normal and orderly development or improvement of surrounding properties for permitted uses within the district. The proposed use is low in intensity, appropriately scaled to the existing residential structure, and designed to operate in a manner that is fully compatible with the surrounding area.

The use will be conducted entirely within the existing home, which is approximately 1,456 square feet, and no additions, expansions, or exterior structural changes are proposed. As such, the use is not oversized for the site and does not alter the physical character of the property or surrounding neighborhood.

All activities will be primarily indoors, with only limited, quiet, and supervised outdoor activity in the rear yard on a case-by-case basis. The use will not generate noise, odor, smoke, glare, or other environmental impacts that would affect adjacent properties.

The property layout and operational plan ensure that families are managed and separated appropriately, with no interaction between unrelated parties, and with controlled entry and exit to prevent disruption. The use will not create conflicts with adjacent properties, as there will be no congregation, no loitering, and no exterior business activity.

Because the proposed use maintains the residential character of the property and operates in a controlled and low-impact manner, it will not hinder surrounding development. Instead, it coexists with existing residential and service-oriented uses and supports the continued orderly development of the area.

4. The proposed conditional use will be fully and adequately served by existing public facilities, services, and private utilities. The property is currently developed as a single-family residence and is already connected to all necessary infrastructure, including public water, sanitary sewer, stormwater drainage, electricity, gas, and telecommunications services.

The proposed use does not require any expansion or modification of existing utilities, as it is low in intensity and operates within the capacity of the current residential systems.

The nature of the service—appointment-only, with controlled scheduling—ensures that utility usage remains consistent with or similar to typical residential use.

The property is accessible via existing public streets, including Harrison Street, which is already designed to accommodate regular residential and recreational traffic associated with nearby municipal facilities. No changes to roadways, access points, or traffic control measures are required.

Existing drainage patterns and stormwater systems will remain unchanged, as no site alterations or additional impervious surfaces are proposed.

Overall, the proposed conditional use will operate entirely within the capacity of existing public infrastructure and utilities, and no additional public services or improvements are necessary to support the use.

5. Measures have been incorporated into the design and operation of the proposed use to ensure that ingress and egress are safe, orderly, and do not contribute to traffic congestion on public streets.

The service operates strictly by appointment, with scheduling structured to stagger arrival and departure times. This prevents multiple vehicles from arriving or leaving simultaneously and minimizes any potential congestion on Harrison Street.

While a limited number of families may be present at any given time, they are scheduled and managed to avoid overlap at entry and exit points. Arrival and departure protocols will be implemented to ensure that clients enter and exit the property promptly, without waiting or congregating outside.

The property is served by an existing driveway accommodating approximately two vehicles, supplemented by available on-street parking consistent with current neighborhood conditions. No changes to access points or curb cuts are proposed.

The surrounding area already experiences regular traffic due to nearby public recreational facilities, including a park, softball fields, and a pool. The proposed use is expected to generate less traffic than these existing uses and will not alter established traffic patterns.

Through controlled scheduling, managed access, and the use of existing infrastructure, the proposed conditional use will minimize traffic impacts and maintain safe and efficient ingress and egress for the property and surrounding streets.

6. The proposed conditional use is consistent with and supports the objectives of the Village of Forest Park's comprehensive planning goals by providing a community-based service that promotes public safety, family stability, and the well-being of residents.

The use is harmonious with the Village's planning objectives, as it maintains the residential character of the property while introducing a low-impact, service-oriented use

that meets a demonstrated community need. The operation is structured, appointment-based, and designed to minimize external impacts, ensuring compatibility with surrounding residential and mixed-use areas.

The proposed use also aligns with broader planning principles that encourage the integration of supportive services within established neighborhoods, particularly where such services contribute to safety, stability, and quality of life. By offering a controlled environment for court-ordered parenting time, the use enhances community welfare and reduces the likelihood of conflict occurring in less appropriate public settings.

Additionally, the location of the property within an area that already includes a mix of residential, service-based, and community-oriented uses further supports its compatibility with the Village's planning framework.

For these reasons, the proposed conditional use is not contrary to the comprehensive plan, but rather advances its underlying goals by providing a beneficial, low-impact service that integrates appropriately within the existing neighborhood context.

7. The proposed conditional use conforms to the applicable regulations of the R-3 Residential District to the greatest extent possible, while appropriately seeking relief only through the conditional use process for the specific service being proposed.

The use will be conducted within the existing residential structure and will not involve any expansion, exterior alteration, or change to the residential character of the property. There will be no signage, no exterior business activity, and no change in the appearance of the home, thereby maintaining full compliance with the district's intent to preserve neighborhood character.

The operation is designed to be low in intensity and consistent with residential use patterns. All services are appointment-based, with controlled scheduling to minimize traffic, noise, and activity levels. Parking will be accommodated through the existing driveway and available street parking, consistent with typical residential use.

The proposed use does not generate noise, odor, glare, or other external impacts, and all activities are conducted primarily indoors, with only limited and supervised outdoor use in the rear yard.

While the specific use is not permitted as of right within the R-3 district, it is appropriate for consideration as a conditional use due to its structured, controlled, and low-impact nature, as well as its clear public benefit. Any minor deviations from strict residential use can be effectively addressed through reasonable conditions imposed by the Zoning Board of Appeals.

As demonstrated in the submitted materials, operational plan, the proposed use complies with the intent and purpose of the zoning regulations and is suitable for approval within the existing district.

LEGAL DESCRIPTION

Lot 32 in Block 5 in Harlem Subdivision of part of the Northeast 1/4 of Section 24,
Township 39 North, Range 12 East of the Third Principal Meridian, in Cook County,
Illinois.

**Village of Forest Park
Conditional Use Permit Application**

APPLICATION COVER SHEET

Date Received: April 7, 2026

A Preapplication Conference with the planning staff is required prior to considering submitting an application for zoning action. The purpose of the Preapplication Conference is to provide the applicant(s) an opportunity to discuss the concept of the proposed subdivision prior to the preparation of detailed plans. The scheduling of a Preapplication Conference does not guarantee approval. Contact the Planning staff at 708-615-6276 to schedule a Preapplication Conference.

Subject Property Information:

Street Address: 7526 Harrison Street, Forest Park, IL 60130

PIN(s): 15-24-402-032-0000

Current Zoning District (circle): R-1 R-2 R-3 B-1 B-2 DBD I-1 I-2

Current Land Use: Single Family Residence

Current Property Size: 1456 square feet

Building size: 1456 square feet

Parking stalls (total): 2

Proposed Development Information

Proposed Development Name: Steppin Stones Professional Supervision, LLC

Proposed Special Use: Supervised Visitation Home

Proposed Building Size: 1456 square feet Square Feet 1456 Acres

Number of building units: One single family home

Parking stalls (total): 2

Proposed Zoning (circle): **(NOTE: If proposed zoning is different than existing zoning, additional approvals are required. Please see Planning staff.)**

R-1 R-2 R-3 B-1 B-2 DBD I-1 I-2

Brief Description of Proposal: Provide details about the zoning action such proposed land use, hours of operation, number of parking spaces, etc. (use additional sheets if necessary) See attached.

Hours of operation: Monday to Friday 3pm to 8pm; Saturday/Sunday 9am to 8pm

**Village of Forest Park
Conditional Use Permit Application**

APPLICATION COVER SHEET continued

Character of surrounding area:

| | Zoning | Jurisdiction | Existing Land Use |
|-------|----------------------------------------------|--------------|--------------------------------------------|
| North | R3 | | park, softball field, pool |
| South | Mixed/residential + service- based | | salon, law office, gym |
| East | R3 | | residential with nearby community services |
| West | Residential transitioning towards commercial | | |

For Office Use Only: Filing Fee: _____ Paid Date: _____
Public Hearing Date: _____

**Village of Forest Park
Conditional Use Permit Application**

CONTACT INFORMATION

Applicant Information:

Name: G. Lisette Serrano
Company: Steppin Stones Professional Supervision, LLC and Serrano Legal Solutions, LLC
Address: 7526 Harrison Street
City, State, Zip Code: Forest Park
Phone: 7089017148 Fax: 7082948276
Email Address: lisette@serranolegalsolutions.com
Applicant Relationship to Property (i.e. Owner, Surveyor, Architect, Attorney): Owner

Owner Information (if different from applicant):

Name: _____
Company: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Fax: _____
Email Address: _____

Project Staff:

Attorney Name: N/A
Company: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Fax: _____
Email Address: _____

Builder Name: N/A - no structural changes

Company: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Fax: _____
Email Address: _____

**Village of Forest Park
Conditional Use Permit Application**

CONTACT INFORMATION continued

Developer Name: N/A

Company: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Fax: _____
Email Address: _____

Engineer Name: N/A

Company: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Fax: _____
Email Address: _____

Landscape Architect Name: N/A

Company: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Fax: _____
Email Address: _____

**Village of Forest Park
Conditional Use Permit Application**

PETITIONER'S AFFIDAVIT

Petitioner acknowledges understanding of application requirements and certifies that application has been completed correctly.

I, G. LISETTE SERRANO, hereby certify that on 6th Day of April, 2026, I have completely read and understand the submittal requirements for an appearance before the Village of Forest Zoning Board of Appeals, Plan Commission (if applicable), and Village Council, and that all the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Location of proposed zoning action: 7526 Harrison St., Forest Park, IL 60130

Project name: Supervised Visitation Home

Petitioner' Name: G. Lisette Serrano

Signature: 

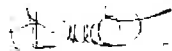
**Village of Forest Park
Conditional Use Permit Application**

OWNER'S AFFIDAVIT

I (We) certify that he/she is the owner of legal representative of the subject property and that
G. Lisette Serrano (Name of petitioner – not the property owner) has been authorized to submit an
application for the following action: to allow the home to be a supervised visitation home
Upon the property at: 7526 Harrison St., Forest Park, IL 60130 and
that the proposed work and all related inspections are hereby authorized.

Name of Petitioner (Applicant)

Signature of Applicant and Date

4.6.26 

Name of Property Owner/Legal Representative

Signature of Property Owner/Legal Representative and Date

NOTARY STATE OF Illinois)

COUNTY OF _____)) SS.

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

G. Lisette Serrano

(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.

Signature of Notary Public

**Village of Forest Park
Conditional Use Permit Application**

RESPONSES TO CONDITIONAL USE STANDARDS

The Forest Park Municipal Code requires that the Zoning Board of Appeals take into consideration the seven findings listed below when making its recommendation to the Village Council. Each factor must be addressed for approval of the proposed conditional use. "Yes" and "No" responses will not suffice. Please be as detailed as possible and explain why the proposed conditional use should be permitted in a district where it is not otherwise permitted. **If a question is not addressed, the application will be considered incomplete.** If additional space is required, please attach a separate sheet. For questions, please contact the Planning staff.

1. What measures have been or will be taken to prevent detrimental impact to or endanger the public health, safety, morals, comfort, or general welfare? *(Explain in detail how the proposed conditional use has been designed, located, or proposed so that it will not disturb residents, the neighborhood, or the community-at-large. Explain how the proposed conditional use at the particular location requested is necessary or desirable to provide a service or a facility that will benefit residents, the neighborhood or the community-at-large?)*

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**Village of Forest Park
Conditional Use Permit Application**

RESPONSES TO CONDITIONAL USE STANDARDS continued

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See attached.
