# CITY OF DERBY
# PLANNING AND ZONING COMMISSION
# Regular Meeting Minutes
# October 21, 2025

**1. Call to Order**: at 7:07 p.m.

**2. Pledge of Allegiance:** The Commission recited the Pledge of Allegiance.

## 3. Roll Call

**Members Present:** Mr. DiGiovanni, Mr. Bartholomew, Mr. Dinice, Mr. Malerba, Mr. Misiewicz, Mr. Sadlik, and Mr. Sojka (Alt.). Seven regular members and one alternate member were present.
**Members Absent:** Mr. Kopjanski.
A quorum was declared.

## 4. Additions, Deletions, or Corrections to the Agenda

No additions, deletions, or corrections were offered.
**Motion:** Mr. Sadlik moved to accept the agenda as presented.
**Second:** Mr. Misiewicz.
**Vote:** Approved without opposition.

**5. Communications:** No communications were reported.

## 6. Public Portion

The Chair opened the public portion.
**Tim Marin, 195 Sentinel Hill Road,** requested an update regarding the parking lot at the former St. Jude's property, including the shared property line, lighting, and barriers. The Chair stated that correspondence had been sent by Kevin White and that a follow-up email would be sent after the meeting, with Mr. Marin and his wife copied on any response.

**Marc Garofalo, Town Clerk,** requested a response concerning the purpose of a prior special meeting; urged the Commission to finalize and formally adopt the policies and procedures developed by its subcommittee; and emphasized the Commission's responsibility to administer and enforce the City's planning and zoning regulations.
There being no further speakers, the Chair closed the public portion.

## 7. Approval of Prior Minutes

The Commission considered approval of the minutes of March 18, April 15, May 20, June 17, July 15, August 5, September 16, and the September 30 special meeting. The minutes were not available.

**Motion:** Mr. Misiewicz moved to table approval of the listed minutes.
**Second:** Mr. Dinice.
**Vote:** Approved without opposition.
Mr. Misiewicz expressed concern regarding the backlog. It was noted that minutes had not been received since the former clerk retired in March and that a status update would be requested.

## 8. Receipt of Applications

### 8A. Bachelor Kaufman of Derby, LLC — 552 New Haven Avenue

The Commission received a site plan application for demolition of the existing Starbucks building and construction of a Chase Bank.

**Rod Salicki, Site Civil Engineer** for the applicant, provided a preliminary overview. The proposal includes connecting the two plazas, closing curb cuts on Sodom Lane and New Haven Avenue, improving internal circulation, and adding trees, landscaping, and hedgerows. He stated that a full presentation would be made at the next meeting.

Commission members discussed the joint parking arrangement between separately owned properties and the supporting affidavits and lease documentation.
**Motion:** Mr. Misiewicz moved to receive the application.
**Second:** Mr. Sojka.
**Vote:** Approved without opposition.

## 9. Public Hearing

### 9A. St. Vincent de Paul of the Valley — 237 Roosevelt Drive

**Application:** Site plan application to expand the food bank and thrift shop.
Before testimony began, the Commission discussed whether a special exception was also required for reduced parking. The applicant stated that it would proceed using a joint parking arrangement rather than seeking a parking reduction at this time. The legal notice was reported as posted.
**Motion:** Mr. Misiewicz moved to open the public hearing.
**Second:** Mr. Sadlik.
**Vote:** Approved without opposition.

**Michael Marcinek** of AEPM International LLC, 241 Main Street, Ansonia, CT, representing the applicant, presented the proposal. The project would add approximately 1,321 square feet on each of two floors, for a total addition of approximately 2,642 square feet. The first floor would principally expand the food bank, with remaining space used for receiving and sorting; the upper floor would be used for storage. The proposal also includes an elevator, office space, revised entrances, loading doors, and emergency egress.

The applicant stated that food-bank visits are by appointment; existing hours would remain unchanged; deliveries generally occur once per week; and no increase in employees or volunteers is planned.

Commission discussion addressed landscaping, truck access and unloading, architectural plans, accessibility, drainage, parking calculations, accessible parking, and the joint parking agreement with Dew Drop Inn. The applicant agreed to revise the parking table, show accessible parking, and provide or confirm supporting parking documentation.

During public comment, **Marc Garofalo**, Town Clerk, requested that any approval be expressly limited to the proposed use and that any future change in use return to the Commission.

**Motion:** Mr. Kopjanski moved to continue the public hearing to the next meeting.
**Second:** Mr. Sadlik.
**Vote:** Approved without opposition.

## 10. Old Business

### 10A. St. Vincent de Paul of the Valley — 237 Roosevelt Drive

**Motion:** Mr. Sadlik moved to table discussion and possible action on the site plan application to expand the food bank and the thrift shop until the next meeting.
**Second:** Mr. Kopjanski.
**Vote:** Approved without opposition.

### 10B. Planning and Zoning Subcommittee — Pre-Application Checklist

The subcommittee presented its final pre-application checklist. Members discussed its intended use as an informational roadmap for prospective applicants, its application to site plan and special-exception matters, staff handling, review by the Zoning Enforcement Officer, conversion to a fillable form, and posting to the City website.
**Motion:** Mr. Sadlik moved to adopt and implement the pre-application checklist immediately.
**Second:** Mr. Dinice.
**Vote:** Approved without opposition.
The approved form will be provided to staff for conversion to a fillable format and administrative processing through the Zoning Enforcement Officer.

## 11. Payment of Bills

**Motion:** Mr. Misiewicz moved to approve payment of the bills, subject to verification that they were correct.
**Second:** Mr. Dinice.
**Vote:** Approved without opposition.

## 12. Adjournment

**Motion:** Mr. Kopjanski moved to adjourn.
**Second:** Mr. Sadlik.
**Vote:** Approved without opposition.
The meeting adjourned at 7:58 p.m.

# Table of Motions

| Agenda Item | Motion | Moved By | Seconded By | Outcome |
|---|---|---|---|---|
| **4. Agenda** | Accept the agenda as presented. | Mr. Sadlik | Mr. Misiewicz | Approved without opposition. |
| **7. Prior Minutes** | Table approval of the listed minutes. | Mr. Misiewicz | Mr. Dinice | Approved without opposition. |
| **8A. Bachelor Kaufman Chase Bank** | Receive the application. | Mr. Misiewicz | Mr. Sojka | Approved without opposition. |
| **9A. Public Hearing 237 Roosevelt Dr** | Open the public hearing. | Mr. Misiewicz | Mr. Sadlik | Approved without opposition. |
| **9A. Public Hearing** | Continue the public hearing to the next meeting. | Mr. Kopjanski | Mr. Sadlik | Approved without opposition. |
| **10A. St. Vincent de Paul** | Table discussion and possible action on the site plan application until the next meeting. | Mr. Sadlik | Mr. Kopjanski | Approved without opposition. |
| **10B. Pre-Application Checklist** | Adopt and implement the pre-application checklist immediately. | Mr. Sadlik | Mr. Dinice | Approved without opposition. |
| **11. Payment of Bills** | Approve payment of the bills, subject to verification that they were correct. | Mr. Misiewicz | Mr. Dinice | Approved without opposition. |
| **12. Adjournment** | Adjourn the meeting. | Mr. Kopjanski | Mr. Sadlik | Approved without opposition. |

Respectfully submitted,
Jennifer Desroches

RECEIVED
By Marc J Garofalo MPA, MMC, MCTC at 9:16 am, Sep 11, 2026