

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL

APPLICATION # _____ Zoning Officer _____

Date submitted: 10/15/26 Date accepted: 10/15/26

FEE (as per schedule) 150.00

Action taken: _____

The undersigned hereby applies to the Planning & Zoning of the city of Derby, Connecticut for approval of a site plan application under the city of Derby's Site Plan Regulations and grants the Derby Planning & Zoning Commission, City Engineer, and other perinate city agencies or their authorized agents, permission to enter upon the property under this application for the purpose of inspection and other actions related to the administration of the Site Plan Regulations of the City of Derby. The applicant acknowledges that all documentation related to the application are within Public Domain.

A. Name of Applicant: Debrina Hudson
Address: 131 High Street, Derby, CT, 06418
Email: Debrinahenry@gmail.com Phone: (203)394-3701

Interest in Property: own ☒ Rent ☐ option to buy ☐
other ☐ _____

B. Owner of property: Debrina and Aldaine Hudson
Address of owner: 131 High Street, Derby, CT, 06418
Email: debrinahenry@gmail.com Phone: (203)394-3701

C. Description of Property
Address of property: 131 High Street, Derby, CT, 06418
Zone: R-3 Assessor's Map No. 6-8 Block - Lot 41
Are all adjacent properties within the same zone YES ☐ NO ☐

Total Sq. Footage of lot 1,616 Lot Dimensions: 0.3 acres
Gross Sq. Footage of proposed building / use: 1425 total sq ft -

Application is for the reuse of an existing building without enlargement of the existing structure(s) YES ☒ NO ☐

Documentation to support the application:

- ___ 1) introductory letter of the zoning process and responsibilities
- ___ 2) Application Checklist from Zoning Enforcement Officer
- ___ 3) Statement of use
- ___ 4) Site Plan
- ___ 5) Maps, Plans, Documentation
- ___ 6) Supporting Referral agencies
- ___ 7) Waivers /Extensions / Variances requested by the applicant

RECEIVED

By Marc J Garofalo MPA, MMC, MCTC at 11:20 am, Oct 16, 2026

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL
APPLICATION # _____ Zoning Officer _____

**SPECIAL EXCEPTION APPLICATION PROCESS AND
RESPONSIBILITIES**

1) APPLICANT SUBMISSION OF APPLICATION TO THE CITY OF DERBY

- a. Prior to the submission of a formal zoning application, the applicant shall meet with the Zoning Enforcement Officer for a free consultation to discuss the nature of the application and the zoning application process.
- b. If the Zoning Enforcement Officer deems it appropriate, he may waive the submission of specific information required within the application checklist.
- c. Submit 10 copies of the completed application and all related supporting documentation as well as the initial application fee to the Zoning Enforcement Officer. It is the applicant's responsibility to ensure that the information provided is accurate, complete and to the standards subscribed. Failure to do so can impede the application process or result in the rejection of the application as incomplete by the Planning and Zoning Commission.

Submit to Zoning Enforcement Officer @ 203-736-1481
zoning@derbyct.gov or Building Department Secretary
lnarowski@derbyct.gov

2) REVIEW OF THE APPLICATION by PLANNING AND ZONING COMMISSION

- a) Initial Planning and Zoning Meeting: The Planning and Zoning Commission receives applications forwarded by the Zoning Enforcement Officer at their monthly meetings. The Commission does not act on the application at this time but will receive the application to be reviewed at its next regularly scheduled meeting, with possible action taken. The Commission will schedule a Public Hearing. The applicant does not have to be present at this initial meeting.
- b) Review of application by the City Engineer and effected city agencies should be conducted during the intermission between the initial acceptance of application and the following month's Planning and Zoning Meeting. It is the applicant's responsibility to initiate contact with the required agencies/departments and resubmit any modifications back to the City Engineer prior to the next scheduled P&Z meeting.
- c) Review and Possible Action Planning and Zoning Meeting. The commission will review the application with any revisions received since its acceptance at the initial submittal. The applicant or their representatives should be present to answer any questions the commission members may have. Once all questions have been answered the Commission will move to the Public Hearing where members of the Public may speak regarding the Special Application. If the Commission finds that all required information has been provided and all legal

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL

APPLICATION # _____ Zoning Officer _____

requirements met, the commission may rule for or against the application at this time. If additional information or the need to continue a public hearing is required, the application will be extended to the next monthly meeting or subsequent meeting if both the applicant and Planning and Zoning Commission agree to an extension.

- d) Timeline for a special exception application The Commission shall act on a special exception application not later than 65 days after the date of receipt by the Planning and Zoning Commission. The Commission may approve, modify and approve or deny the application. Notice of the Commission's decision shall be communicated to the applicant, in writing within 15 days after the decision has been rendered. Failure of the Commission to act within the 65 days of the receipt of the application shall be considered as approved and a permit to that effect shall be issued by the Commission upon the applicant's demand. Extensions of the 65-day timeline are permitted by mutual agreement between the Commission and the applicant. Reasons for the Commission's actions must be stated in the meetings minutes.

CONSIDERATIONS FOR APPROVAL OF A SPECIAL EXCEPTION APPLICATION

The Commission, in considering and reviewing the application and arriving at its decision, shall find the following conditions have been or will, by the proposal or conditions attached to the Commission's approval thereof be met:

- a) The location, nature, and size of buildings and architectural design of same shall be compatible with neighboring properties and their uses and shall not hinder or discourage the appropriate development or use of land and buildings nor impair the value thereof.
- b) The location, size, and intensity of the proposed use or uses and the size and location of the site shall be in harmony with the appropriate and orderly development of the district in which it is located.
- c) Streets and other rights-of-way shall be of such size, condition, and capacity to adequately accommodate the traffic to be generated by the particular proposed use(s).
- d) The proposed use(s) shall not impair public health, safety, or welfare.
- e) Where it is proposed to convert a structure designed and built originally for other uses, the applicant shall show how the adaptability of such a structure to the proposed use, particularly in relation to public health and safety.
- f) Where a proposed use abuts or is in a residential zone, the Commission may regulate hours of operation taking into consideration intensity of lighting, noise, and traffic generation.

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL

APPLICATION # _____ Zoning Officer _____

APPLICATION FEES

There is no fee for the initial consultation meeting with the Zoning Enforcement Officer.

At the initial consultation meeting the applicant will be assigned an initial application fee and an initial review fee estimate. These fees are due upon submission of the application for review by the city engineer.

Any applicant who proposes any project to any board, commission, authority or agency of the municipality of Derby shall pay all fees and cost of any consultant or professional who shall be engaged or contracted in order for the board, commission, authority or agency to adequately and appropriately review said project or the effect of said project. These fees and cost must be paid directly to the City Clerk on a monthly basis. No board, commission, authority or agency shall continue review of or approve said project until it receives written verification from the City Clerk that all fees and cost have been timely paid.

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL

APPLICATION # _____ Zoning Officer _____

Special Exception Application Requirement Checklist

The checklist is intended as an aid to expedite the work of the city staff, the Planning and Zoning Commission and the Applicant. It provides a general overview of information required within a site plan application and is not intended to override any information or requirements in the zoning regulations, other applicable city codes, ordinances and procedures. **THIS ATTACHMENT WILL NOT BE ACCEPTED BY PLANNING AND DEVELOPMENT WITHOUT THE ZONING ENFORCEMENT OFFICERS SIGN OFF.**

A. <u>General Information</u>		YES	NO	VARIANCE
(1)	Application form completed			
B. <u>Site plan map</u>				
(1)	Name of applicant			
(2)	Name of owner(s) of record and addresses			
(3)	Signature and seal of P.E. / architect licensed by State of Connecticut			
(4)	Scale not less than 1" = 50'			
(5)	A-2 survey including distances with angles or bearings			
(6)	North arrow			
(7)	Numerical and graphic scale			
(8)	Date of map			
(9)	Key map			
(10)	Zone classification of property			
(11)	Zone classification of adjacent properties and Name of owner(s) of record			
(12)	Table/chart containing: required submitted			
(a)	Lot size			
(b)	Lot width			
(c)	Front yard			
(d)	Side yard			
(e)	Rear yard			
(f)	Parking spaces			
(g)	Buffer area			
(h)	Lot coverage			
(i)	Floor area			
(j)	Bldg. height			
(13)	Boundary dimensions			
(14)	Street lines and names			
(15)	Location, width, purpose of existing and proposed R.O. Ws and easements			

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL

APPLICATION # _____ Zoning Officer _____

Statement of use

A. Nature and extent of the proposed use or occupancy:

Operation of a small, home-based cottage food bakery, specializing in the preparation of baked goods for sale at local farmers markets. Baking and packaging will take place within the residence in accordance with Connecticut Cottage Food regulations. Products will be sold primarily through pre-orders and direct customer sales at farmers markets, with no on-site customer pick up. The proposed use will be limited in scale and will not alter the residential character of the property.

B. Total square feet of proposed building space occupied:

1,616

C. Adequacy of utilities to support proposed use:

Existing utilities, including electricity, potable water, plumbing, and wastewater disposal, will be adequate to support the proposed use. Existing household kitchen appliances and utilities will be used, with no anticipated need for modifications to the property.

D. Disclosure of any toxic or hazardous materials to be used or stored in connection with the proposed use or occupancy

No toxic or hazardous materials will be used or stored in connection with the proposed cottage food bakery. Only standard household cleaning and sanitizing products for routine cleaning and food safety.

E. Total employees per shift: N/A

F. Anticipated visitations per day 0 visitations at peak hour 0

G. Hours of operation: Hours will vary by month/week - Approximately 5 hours / week.

H. Timetable for development of proposed use

Upon approval of the zoning application and completion of all applicable licensing, registration, and regulatory requirements. No construction or major renovations are anticipated, as the business will operate within the existing residential kitchen.

Applicant signature: D. Hudson

(printed) DEBRINA HUDSON

Owner(s) of Property signature: D. Hudson

(printed) DEBRINA HUDSON

Owner(s) of Property signature: A. Hudson

(printed) Aldaine Hudson

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL
APPLICATION # _____ Zoning Officer _____

Site Plan Drawings

The following drawings must be submitted according to the requirements specified within the City of Derby Zoning Regulations, Article V Site Plan Review. Allowing for waivers received from the Zoning enforcement officer, subject to modifications subscribed by the Planning and Zoning Committee.

- 1) General location map showing the location of the site in relation to existing city roads at a scale of one-inch equals 800 feet.
- 2) Site Plan Drawings.

Preliminary Drawings prepared and certified by:

Name: _____

Address: _____

dated: _____

Final Site Plan Drawings prepared and certified by:

Name: _____

Address: _____

dated: _____

Approved by the Derby Planning & Zoning Commission

Final Approval dated: _____

Planning & Zoning Chairperson: _____

Dated: _____

B Expiration Date: _____

Conditional Approval: _____

Planning & Zoning Chairperson: _____

Date: _____

Expiration Date: _____

Planning & Zoning Chairperson: _____

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL
APPLICATION # _____ Zoning Officer _____

Maps, Plans, and Documents

The following documentation must be submitted unless waived by the Zoning Enforcement Officer.

LAND SURVEYOR: _____

Address: _____

Phone: _____ Email: _____

Professional Engineer: _____

Address: _____

Phone: _____ Email: _____

Site Plan (to an accuracy meeting the standards for a Class A-2 Survey):

Name: _____

Address: _____

phone: _____ Email: _____

Architectural Plans: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Stormwater Detention: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Traffic Impact Report: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Other: (if any) _____

Name: _____

Address: _____

Phone: _____ Email: _____

CITY OF DERBY - PLANNING & ZONING COMMISSION

APPLICATION FOR SPECIAL EXCEPTION APPROVAL

APPLICATION # _____ Zoning Officer _____

Supporting Referral Agencies

Evidence must be submitted that the applicant, simultaneously with or prior to submission of the application has transmitted a copy of the application together with plans and documents if so specified, to the following public agencies as required:

Agency Referrals requested	date submitted	received
_____ A. Zoning Enforcement Officer	_____	_____
_____ B. City Engineer	_____	_____
_____ C. Inland Wetlands Commission	_____	_____
_____ E. Fire Marshal	_____	_____
_____ F. Chief of Police	_____	_____
_____ E. Water Pollution Control Authority	_____	_____
_____ F. Street Commissioner	_____	_____
_____ G. Board of Alderman	_____	_____
_____ H. Connecticut Department of Transportation	_____	_____
_____ I. Naugatuck Valley Council of Governments	_____	_____

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL
APPLICATION # _____ Zoning Officer _____

Waivers / Extensions / Variances requested by the applicant

- (1) waivers received from the Zoning Enforcement officer during the initial site plan checklist review meeting.

- (2) waiver requested by the applicant to Planning & Zoning Committee

date requested: _____
☐ Approved ☐ Denied response date: _____

date requested: _____
☐ Approved ☐ Denied response date: _____

- (3) extension requested by the applicant to Planning & Zoning Committee

date requested: _____
☐ Approved ☐ Denied response date: _____

- (4) Variance requested by the applicant to other agencies

date requested: _____
☐ Approved ☐ Denied response date: _____

date requested: _____
☐ Approved ☐ Denied response date: _____

CITY OF DERBY - PLANNING & ZONING COMMISSION
APPLICATION FOR SPECIAL EXCEPTION APPROVAL
APPLICATION # _____ Zoning Officer _____

Applicants Notice to Property Owners

The applicant is required to give notice of pendency of this Special Exception Application to the owners of all property adjacent to and directly across from the tract to be developed. List each property owner and address requiring notice (from current Assessors records of the City) , transmit a copy of this application to each owner by certified mail, Return Receipt Requested (attach receipts to this application) or obtain signed receipts demonstrating delivery.

Tax Map Lot	Lot Owner and Address	Notice Received By
	<i>See attached</i>	

6-8-40
GAROFALO RICHARD L & CHRISTINE M
133 HIGH ST
DERBY CT 06418

6-8-41
HUDSON ALDAINE & HUDSON DEBRINA
131 HIGH ST
DERBY CT 06418

6-8-51
FORWARDS MANAGEMENT LLC
214 BENTON ST
STRATFORD CT 06418

6-8-38
SCHUELER RICHARD J JR & MARIA A
135 HIGH ST
DERBY CT 06418

6-8-39A
BARTONE JOHN & ELIZABETH
394 SENTINEL HILL RD
DERBY CT 06418

6-8-43
POUGH TERI A
123 HIGH ST
DERBY CT 06418

6-8-39
FIGUEROA JASON R & REBECCA C
390 SENTINEL HILL RD
DERBY CT 06418

6-8-34
PADILLA KATHERINE &
20 MCLAUGHLIN TERR
DERBY CT 06418

6-8-50
VOYTEK THOMAS M
126 HIGH ST
DERBY CT 06418

6-8-55B
IACUONE MARY
70 CRESCENT ST
DERBY CT 06418

6-8-53
FROSCENO SALVATORE F
132 HIGH ST
DERBY CT 06418

6-8-42
JACKSON EDWARD C
127 HIGH ST
DERBY CT 06418

6-8-41A
MONACO RICHARD A & PATRICIA A
131A HIGH ST
DERBY CT 06418

6-8-56C
ALLEN CARLOS
10 RIDGE RD
DERBY CT 06418

6-8-55
BIRMINGHAM UTILITIES INC
90 SARGENT DR
NEW HAVEN CT 06418

RECEIVED

By Marc J Garofalo MPA, MMC, MCTC at 11:20 am, Oct 16, 2026