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

APPLICATION # _____ Zoning Officer _____

Date submitted: 11/5/26 Date accepted: _____
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: Dennis Marroquin (New Beginnings Church)
Address: 101 Elizabeth St. Derby Ct. 06418
Email: Rebirthoutreach@gmail.com Phone: 203-540-4509

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

other ☐ _____

B. Owner of property: Gregory Geaski
Address of owner: 232 Amity Rd. Woodbridge Ct. 06525
Email: _____ Phone: 860-490-1035

C. Description of Property
Address of property: 87 Elizabeth St. Derby Ct.

Zone: CDD Assessor's Map No. 8-5 Block _____ Lot 73
Are all adjacent properties within the same zone YES ☐ NO ☐

Total Sq. Footage of lot 5,000 Lot Dimensions: 0.15 Acres
Gross Sq. Footage of proposed building / use: 3,000

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 1:50 pm, Nov 05, 2026

(1)

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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

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 Commissions 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 Commissions 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.

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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.

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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 intendent 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 ENFORCMENT OFFICERS SIGN OFF.**

A. **General Information**				YES	NO	VARIANCE
(1) Application form completed						
B. Site plan map						
(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						

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Statement of use

A. Nature and extent of the proposed use or occupancy:
We are a church currently congregating at 101 Elizabeth St. We have been there for 10 yrs The owner Greg has plans for construction so we agreed to move to his property at 87 Elizabeth St. We are aware that this was a restaurant but we will not be using kitchen area at all. No cooking on sight.

B. Total square feet of proposed building space occupied:
_____

C. Adequacy of utilities to support proposed use:
public Sewer & Water along with other necessary utilities

D. Disclosure of any toxic or hazardous materials to be used or stored in connection with the proposed use or occupancy
None

E. Total employees per shift: 1

F. Anticipated visitations per day 8 visitations at peak hour 30-40

G. Hours of operation: M-T-F 7-9pm / Sun. 10Am-2pm

H. Timetable for development of proposed use
1 month

Applicant signature: D. M

(printed) Dennis Marroquin

Owner(s) of Property signature: Greg G

(printed) Gregory Geaski

Owner(s) of Property signature: _____

(printed) _____

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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: _____
_____

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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: _____

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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	_____	_____

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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: _____

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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.

within 200' of the property affected

Tax Map Lot	Lot Owner and Address	Notice Received By

(11)

PETITION OF NEIGHBORING BUSINESS SUPPORT

Applicant: New Beginnings Church of God

Current Location: 101 Elizabeth St. Derby Ct. 06418

Proposed New Location: 87 Elizabeth St. Derby Ct. 06418

Application Type: Special Use Permit & Site Plan Review

Public Hearing Date: Tuesday, December 15th, 2026 @ 7:00 PM (Derby Planning & Zoning Commission)

Statement of Support:

We, the undersigned neighboring business owners, managers, and property representatives in the City of Derby, Connecticut, acknowledge that **New Beginnings Church of God** has been an established, cooperative, and supportive part of our commercial neighborhood for the past 10 years.

Because their relocation is simply across the shared parking lot and their operational hours, service times, and community impact will remain exactly the same, we have **no objections** to this move. We fully support the approval of their Special Use Permit application by the Derby Planning and Zoning Commission.

Neighboring Business Name	Physical Street Address / Suite	Printed Name of Owner or Manager	Signature	Date
CITY STITCHERS	101 Elizabeth St. Derby Ct. 06418	RON BARTONE	RBartone	11/5/26
AMANDA GAYLES HAIR SALON		AMANDA LARSEN		11/5
Natural Balance Therapeutic Massage		Tonia Parrales		11-05
Derby AIC		Dana Trotman		11/5/
Love Hunter Watches LLC		Lovell Hunter		11/5/2
MJ Nail Spa				

New Beginnings Church of God

101 Elizabeth Street

Derby, CT 06418

December 4th, 2026

Dear **Neighbor**

As you may already know, **New Beginnings Church of God** has been incredibly blessed to be your neighbor here on Elizabeth Street for the past 10 years. We have truly loved being part of this business district alongside you, and we are so grateful for the community we've shared over the last decade.

We are writing to share some exciting updates about our next chapter—which, luckily, keeps us right next door! We are planning to move our chapel and facilities right across the parking lot from our current home at 101 Elizabeth Street into our new space down at **87 Elizabeth Street**.

To make this move official, we are submitting a routine Special Use Permit application to the Derby Planning and Zoning Commission. Because we are an established part of the neighborhood, our hours, services, and impact on the area will remain exactly the same as they have been for the last 10 years:

- **No New Traffic or Parking Changes:** Our main service times will stay exactly the same **(Monday, Tuesday, Friday 7pm-9pm and Sundays 10am-2pm)**. Because these times fall outside your busiest weekday commercial hours, our cross-parking-lot move won't change the parking dynamics or vehicle flows we've successfully shared for a decade.
- **The Same Great Neighbors:** We are completely committed to maintaining our new space at 87 Elizabeth Street beautifully, keeping our shared areas clean, and encouraging our congregation to continue supporting your business before and after our services.

The city will be holding a standard public hearing for our application during the upcoming Planning and Zoning Commission meeting on **Tuesday, December 15th, 2026, at 7:00 PM**. We want to make sure you are fully in the loop and completely comfortable with the transition.

If you have any questions, want to see our layout plans, or just want to catch up about the move, please don't hesitate to pull me aside in the parking lot or reach out to me directly at **203-540-4509** or **Rebirthoutreach@gmail.com**.

Thank you for being such wonderful neighbors to us for 10 great years. We look forward to many more decades working right alongside you!

Warmly,

Dennis Marroquin
Senior Pastor

New Beginnings Church of God

RECEIVED
By Marc J Garofalo MPA, MMC, MCTC at 1:50 pm, Nov 05, 2026