



## City of Derby Planning & Zoning Commission Site Plan Pre-Application Checklist

This is a pre-application checklist used by the ZEO and a first-time or occasional applicant to help prepare a Site Plan Application. The regulatory “clock” does not start.

- 1) Address of the project property:  
237 ROOSEVELT DRIVE DERBY CT
- 2) Applicant name: ST. VINCENT DE PAUL OF THE VALLEY  
THRIFT STOPPE & FOOD BANK
  - A) Owner: Yes  No
  - B) If not the owner, a letter from the owner authorizing intended use is required.
- 3) Proposed use of property
- 4) Current or most recent use of property  
Is the proposed use conforming to the zone: Yes  No
- 5) Maps and drawings to scale
  - A) Property Line
  - B) Existing Building
  - C) Proposed Building
  - D) Parking Spaces
    - a. Historical or existing capacity and layout
    - b. Proposed capacity and layout
  - E) Layout/Floor plans of proposed building/space
- 6) Printouts (see <https://derby.mapxpress.net>>portal)
  - a. Parcel Details
  - b. Quick Map
  - c. Summary Card
  - d. Assessor Tax Map

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By Marc J. Garofalo, MPA, MCC, MCTC at 11:21 am, Sep 15, 2025



## STATEMENT OF USE

Applicant's Name: AEPM International LLC

Applicant's Phone Number: 203-257-3608

Applicant's Email: M.Marcinek@AEPMI.Net

Name of Proposed Business: St. Vincent DePaul of the Valley  
Thrift Shoppe & Food Bank

Address of Proposed Business: 237 Roosevelt Drive Derby CT

Owner of the Building of Proposed Business:

St. Vincent DePaul of the Valley

Detailed Description of Proposed Business:

Current use of building and expansion is for Food Bank  
Sales for residents of the valley

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DERBY PLANNING & ZONING COMMISSION

APPLICATION FOR SPECIAL EXCEPTION USE AND/OR SITE PLAN APPROVAL

Planning & Zoning Commission – City of Derby 1 Elizabeth Street Derby, CT 06418

DATE: 8-29-25

NAME OF APPLICANT: AEPM International LLC

ADDRESS OF APPLICANT: 241 MAIN ST. ANSONIA, CT 06401

TELEPHONE: 203-308-0028

INTEREST IN PROPERTY: Own  Rent  Option to Buy  Other

OWNER OF PROPERTY: St Vincent DePaul of the Valley

ADDRESS OF PROPERTY OWNER: 237 Roosevelt Dr. Derby, CT

LOCATION OF PROPERTY: \_\_\_\_\_

Zone MDD Map 9-4 Block \_\_\_\_\_ Lot 10

Size (SQ.FOOTAGE) & DIMENSIONS OF PROPERTY: 21,600 SF

GROSS FLOOR AREA (SQ.FOOTAGE) OF PROPOSED BUILDING/USE: Current 6208<sup>SF</sup> + Expansion 1403<sup>SF</sup> plus 2 story Addition

CITY STREET FRONTAGE: 141<sup>LF</sup> Roosevelt Drive & 75<sup>LF</sup> PARK AVE

CITY WATER & SEWERS: YES

INTNEDED USE AND/OR PROPOSED SPECIAL EXCEPTION USE (Describe in detail, if multi-family housing, state

# of bedrooms in each apartment): Expansion of Food Bank and Thrift Shoppe

SUBMIT TO THE ZONING OFFICER:

Ten complete packets consisting of the following documents:

1. Site Plan, accompanied by this application
2. Statement of Use
3. Preliminary architectural plans of all proposed buildings, structures & signs, including general exterior elevation, Prospective drawings and generalized floor plans.

A fee as described on the Derby P & Z Fee Schedule shall accompany this application. Attach legal description of property.



REFER TO DERBY ZONING REGULATIONS ARTICLE V-SITE PLAN REVIEW FOR DETAILED INFORMATION.ON SITE PLAN REQUIREMENTS.


EXTRAORDINARY EXPENSES:

Following the initial application fee and review fee, the applicant will be required to reimburse the commission for any additional charges which result from associated consultant fees for the further review of any plan requiring modifications/observations including, but not limited to drainage, retaining walls, soil removal, land surveying, impact analysis, advertising, mailing, or inspection fees.

CITY OF DERBY CODE-CONSULTANT & PROFESSIONAL REVIEW FEE

SEC 85-3. Monthly payment review

Any applicant who proposes any project to any board, commission, authority or agency of the municipality of Derby shall pay all fees and costs of any consultant or professional who shall be engaged or contacted 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 costs 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 costs have been timely paid.

  
Applicant's Signature

*AEPH International LLC*  
Company Name (if applicable)

FOR OFFICIAL USE:

Application Submitted: \_\_\_\_\_

Forwarded for Review: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Initial Review Fee \_\_\_\_\_

Public Hearing Fee \_\_\_\_\_

Total Fee \_\_\_\_\_

Comments: \_\_\_\_\_

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# ST. VINCENT DE PAUL OF THE VALLEY THRIFT SHOPPE & FOOD BANK

237 ROOSEVELT DRIVE, DERBY CT 06418

203-734-7577

email: [stvincentshoppe@sbcglobal.net](mailto:stvincentshoppe@sbcglobal.net)

## BOARD MEMBERS

Jamie Fiatarone, *President*

Jim Guarrera

Bob Lally, *President Emeritus*

Julie Lank

Karen Minopoli, *Secretary*

James Prestiano, *Vice President*

Rayna Salemme

Robin Schrade

David Stowe

Patricia Tarasovic

Mark Uliasz, *President Emeritus*

Charlie Wilson, *Treasurer*

## HONORARY BOARD MEMBERS

David Casseti,  
*Mayor of Ansonia*

Richard Dziekan  
*Mayor of Derby*

Mark Lauretti,  
*Mayor of Shelton*

Annmarie Drugoms,  
*1<sup>st</sup> Selectman of Seymour*

George Temple,  
*1<sup>st</sup> Selectman of Oxford*

## EXECUTIVE DIRECTOR

Remy Kocurek

## ASSISTANT DIRECTOR

Melissa Lydon

## SHOPPE MANAGER

Cindy Barbian

## PANTRY MANAGER

James Fedak

The ST. VINCENT DE PAUL Food Bank has been extremely tight on space for the past few years as food insecurity has driven up demand significantly. Our intent with this proposal is to increase the square footage of our building, enabling us to increase the number of people served by 300%. This new space and layout will allow us to welcome visitors into the pantry to choose their own food as they “shop” with a volunteer, rather than the current cramped pantry which does not allow for public entry. Full client choice in this new manner is considered best practices as it ensures the recipient chooses each item of food themselves, meaning less waste, and allows us to at least triple the number of people streaming through the aisles obtaining food at any given time.

St. Vincent de Paul Thrift Shop and Food Bank has served the community for 43 years watching food insecurity rise, but much more steeply in recent years. For example, from 2021 to 2024 the numbers of people receiving food assistance from us rose to 6,279 in 2024 – up 74% from 2021, with a 21% increase in just one year from 2023 to 2024. The first half of 2025 has followed this same pattern of increased need from residents of the Valley. This upward trajectory is unsustainable in our current building. Due to our limited space, our existing layout and size allows us to handle only 1 household appointment every 30 minutes, requiring us to stretch our pantry hours each day, Monday thru Friday, and adding three Saturdays per month. Currently there are not enough hours in the day to satisfy this burgeoning need at our present handling rate of 1 household per half hour.

This proposal will extend our building 23 feet out from the rear, spanning the entire back wall, on the ground floor and one level up. A smaller portion of this project will also expand the adjacent intake and sorting area for our attached thrift shop, the proceeds of which directly support our food pantry. The current space has gotten so congested with increased donations, that it is not only unsafe for our volunteers, but impedes proper and efficient handling of those donations.

We appreciate the support of our Community and invite that the Derby Planning & Zoning Commission to see our operations to better understand the needs of the community.

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HELP US TO HELP OTHERS

JKG LLC  
Dew Drop Inn  
1 Park Ave  
Derby, CT 06418  
203-735-7757

July 19, 2025

St Vincent de Paul of the Valley  
237 Roosevelt Drive  
Derby, CT 06418

Subject: Permission to Use Parking Lot  
To Whom It May Concern:

This letter serves as a formal notification of our willingness to grant St Vincent de Paul permission to use the .72 acre parking lot located at 16 North Ave, Derby, CT (on the corner of Park Ave and North Ave) (the "Premises").

Please note the following conditions that will govern the use of the Premises:

**1. Lease Agreement Requirement:**

There will be a written lease agreement between both parties which will outline the specific terms of use. This lease will outline the specific terms of use, including but not limited to the duration, number of permitted vehicles (no less than 25), permitted hours of use, maintenance responsibilities, and termination conditions.

**2. Insurance Requirements:**

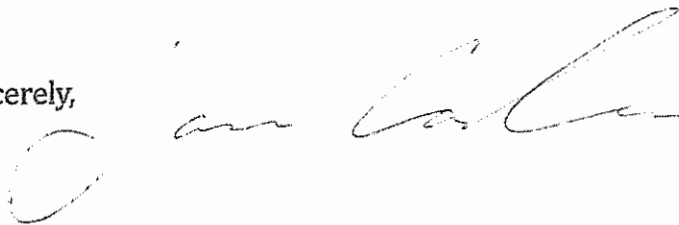
St Vincent de Paul shall provide proof of insurance coverage, including general liability and property damage insurance, naming JKG LLC as an additional insured. The insurance policy must be maintained in full force and effect throughout the term of the lease and must meet the minimum coverage limits as specified in the lease agreement.

**3. Compliance and Responsibility:**

St Vincent de Paul agrees to use the Premises in compliance with all applicable laws and regulations and shall be solely responsible for any damage to the Premises resulting from its use.

We look forward to working together and establishing a clear and mutually beneficial agreement.

Sincerely,



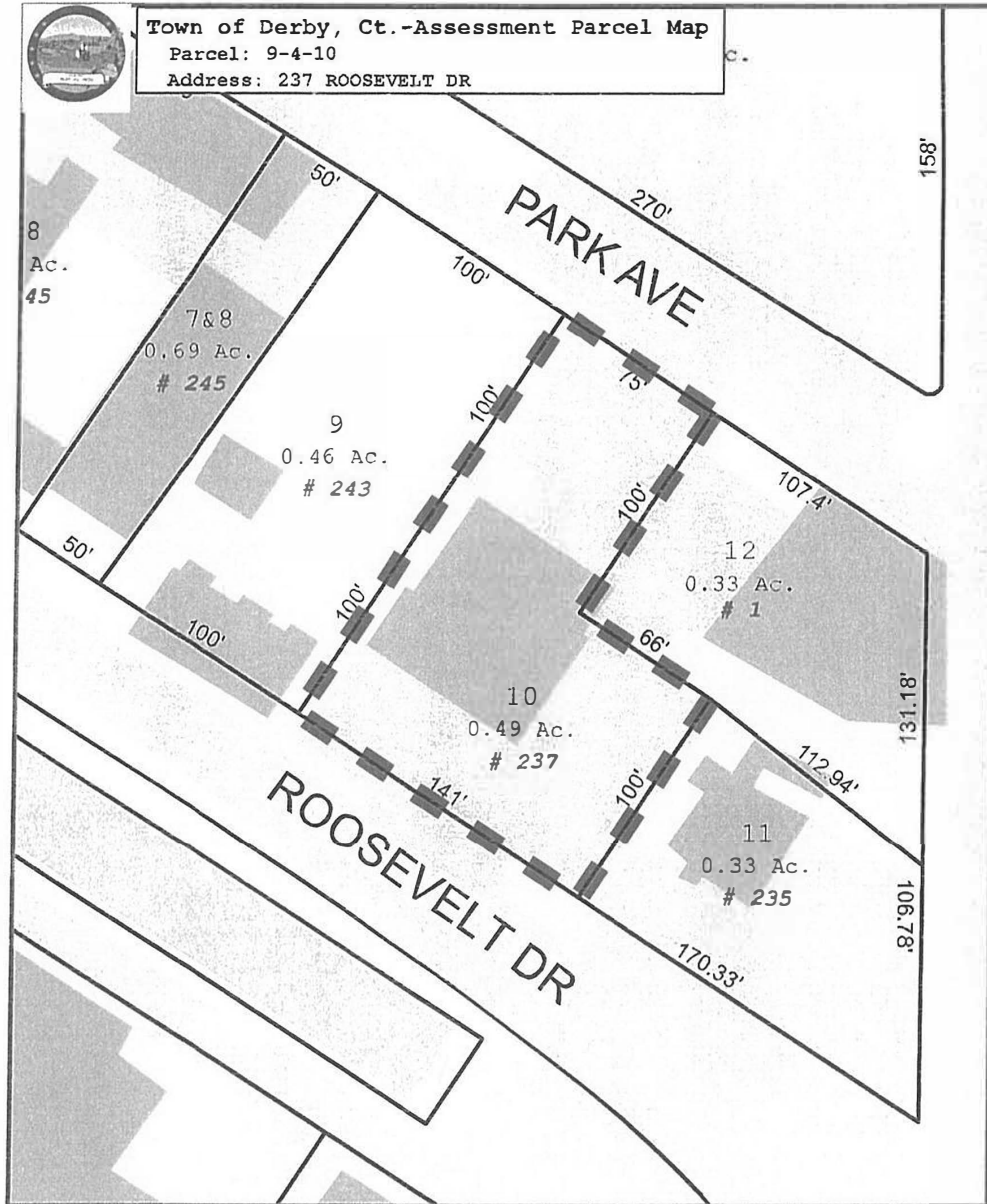
JKG LLC  
Dew Drop Inn

**RECEIVED**

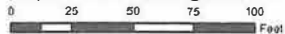
By Marc J. Garofalo, MPA, MCC, MCTC at 11:22 am, Sep 15, 2025



Town of Derby, Ct.-Assessment Parcel Map  
 Parcel: 9-4-10  
 Address: 237 ROOSEVELT DR



Map Produced: August 2021



Disclaimer:

This map is for informational purposes only. All information is subject to verification by any user. The Town of Derby and its mapping contractors assume no legal responsibility for the information contained herein.

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# City of Derby Derby Connecticut

GIS & Real Property  
Information

City Offices  
1 Elizabeth Street  
Derby, CT 06418  
203-736-1450

## Property Search

Name: ex. Smith

House No:

Street:

MBL Id: ex. 8-5 80



## Detailed Parcel Information

GIS ID  
9-4-10

Parcel ID  
9-4-10

Unique ID  
6027

Owner  
FATHER MCKENNA'S ST  
VINCENT DE PAUL

Location  
237 ROOSEVELT DR

MAILING ADDRESS  
237 ROOSEVELT DR  
DERBY CT 06418



### Quick Links:

[Quick Map](#) [Assessor Tax Map](#) [Summary Card](#)

Scroll Down For Complete Property Detail

## Information Updates

GIS Parcels Updated  
August 2021

Property Info Data Updated  
Every Sunday

Current Parcel Count  
3,535 +/-

## PARCEL VALUATIONS

Appraised Value

Assessed Value

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# City of Derby Connecticut

GIS & Real Property Information

City Offices  
1 Elizabeth Street  
Derby, CT 06418  
203-736-1450

## Property Search

Name: ex. Smith

House No:

Street:

MBL Id: ex. 8-5 80

Scroll Down For Complete Property Detail

PARCEL VALUE INFORMATION

	Appraised Value	Assessed Value
Buildings	131900	
Land	104000	
TOTAL:	235900	165100

PROPERTY INFORMATION

## Information Updates

GIS Parcels Updated

Property Info Data Updated

Current Parcel Count

Total Acres	0.5
Land Use	
Land Class Code	E
Zoning	MOD
Census Tract	
Neighborhood	103
Lot Description	
Lot Utilities	ALL PUBLIC

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### Property Information

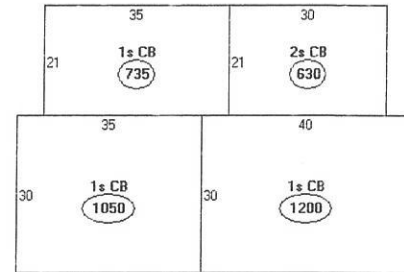
Owner	FATHER MCKENNA'S ST VINCENT DE PAUL
Address	237 ROOSEVELT DR
Mailing Address	237 ROOSEVELT DR DERBY CT 06418
Land Use	
Land Class	E E

Neighborhood	103
Zoning	MDD
Acreage	0.5
Utilities	ALL PUBLIC ALL PUBLIC
Lot Description	LEVEL
Census Tract	1202

### Photo



### Sketch



Descriptor/Area  
A: 1s CB  
1050 sqft  
B: 1s CB  
1200 sqft  
C: 1s CB  
735 sqft  
D: 2s CB  
630 sqft

### Construction Details

Year Built	1952
Stories	
Building Style	
Building Condition	NORMAL
Total Rooms	
Bedrooms	
Bathrooms	
Roof Style	
Primary Ext. Wall	
Heating Type	
Heating System	
Heating Fuel	
First Floor Area	
Total Living Area	

### Parcel Valuations

(Assessed value = 70% of Appraised Value)

	Appraised	Assessed
Buildings	131900	
Land	104000	
<b>Total</b>	<b>235900</b>	<b>165100</b>

### Sales History:

Sale Date	20050302
Sale Price	315000
Book/ Page	433 129

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