

## Subcommittee to Update Zoning Procedures Minutes 9/16/2025

1. Call to order 6:00PM By William Harris
2. Pledge of Allegiance by all present
3. Roll Call
  - a. William Harris
  - b. Albert Misiewicz
  - c. David Kopjanski
  - d. Paul Dinice
4. Communications – email from Lisa Narowski suggesting changes to checklist
5. Public Portion – Marc Garofalo requested time to speak to the subcommittee on other suggestions for improving the application process. See item 7c for comments.
6. Approval of Minutes
  - a. 7/15 Minutes Motion by Al Misiewicz; 2<sup>nd</sup> by Paul Dinice, motion carried
7. Pre-application check list
  - a. Lisa Narowaski suggested a revision to item 4 of checklist regarding most recent use/business of proposed space.
  - b. Subcommittee open to the suggestion and is requesting Lisa prepare a checklist with revised wording developed with Kevin White input for subcommittee review.
  - c. Marc Garofalo comments on further improvements to the application process, specifically establishing timelines for the submission of applications and related data as well as any subsequent revisions to that data. Discussion surfaced an additional recommendation that the submission of applications and any necessary revisions or additional documents be made to the Zoning Enforcement Official or designee. It was suggested that adoption of these suggestions into Derby Zoning Regulations or embedded in the application forms would ensure that the Commission would have sufficient time to review the application and data ahead of meetings where decisions would need to be made. Engaging the ZEO or designee ensures that the submission is timely and ready for any reviews including those by other departments and engineering.
  - d. Motion made by Dave Kopjanski and 2<sup>nd</sup> by Paul Dinice to recommend to the full Commission that a timeline be incorporated for applications or revisions to applications of not less than 7 days to provide for publication of the material and review by commission members prior to the meeting scheduled for action on the application. Motion carried unanimously.
  - e. Expectation is that there will be considerable discussion and input from the Commission and Legal on the final wording of the regulation as well as where the regulation needs to reside.
8. Site Plan and Special Exception applications
  - a. To be voted on for adoption at 7PM Planning and Zoning Commission meeting. Any actions will be addressed at next subcommittee meeting.
9. Next meeting: October 21, 2025, 6PM.
10. Motion to Adjourn at 6:51 PM by Dave Kopjanski, 2<sup>nd</sup> by Al Misiewicz; motion carried

**RECEIVED**

By Marc J. Garofalo, MPA, MCC, MCTC at 2:51 pm, Oct 14, 2025