

October 21, 2025

Mr. Kevin P. White, Zoning Enforcement Officer  
City of Derby  
1 Elizabeth Street  
Derby, CT 06418

SLR Project No.: 141.11563.00023

**RE: AEPM International, LLC – Expansion of St. Vincent de Paul Food Pantry  
237 Roosevelt Drive  
Derby, Connecticut**

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Dear Mr. White,

Pursuant to your request, we have reviewed the maps, plans, and data submitted in support of the above-referenced application. Our office has received the following documents in support of this application:

1. Application with Statement of Use
2. Plans entitled "St. Vincent de Paul Addition & Renovation, 237 Roosevelt Drive, Derby, CT 06418, Planning and Zoning Set," dated August 25, 2025 (unless otherwise noted), prepared by AEPM International, containing the following sheets:
  - a. "Improvement Location Survey & Topographic Survey, prepared for Father McKenna, St. Vincent de Paul, 237 Roosevelt Drive, Derby, Connecticut," scale: 1"=20', dated August 1, 2024, revised to October 10, 2025 prepared by John A. Fanotto, Jr.
  - b. "Site Plan, Sheet AS100," scale: 1/16"=1'
  - c. "Proposed Ground Floor Plan, Programming, Sheet A106," scale: 1/4"=1'
  - d. "Proposed Second Floor Plan, Programming, Sheet A108," scale: 1/4"=1'
  - e. "Proposed Roof Plan, Sheet A301," scale: 1/4"=1'
  - f. "Existing and Proposed – West Elevation, Sheet A401," scale: 1/4"=1'
  - g. "Existing and Proposed – North Elevation, Sheet A402," scale: 1/4"=1'
  - h. "Existing and Proposed – East Elevation, Sheet A403," scale: 1/4"=1'
  - i. "Existing and Proposed – South Elevation, Sheet A404," scale: 1/4"=1'
  - j. "Proposed LULA Elevator, Sheet A601," drawn at varying scales
3. Letter from AEMP International regarding Parking Reduction Request, dated October 2, 2025

## Review Comments

Based upon the documents received in support of this application, we offer the following comments (note that comments that have been addressed from our October 7, 2025 letter are noted as comment addressed in *italics*. Comments that have not been addressed, partially addressed, or new comments are in **bold**):

1. In accordance with Section 195-141 of *Derby Zoning Regulations*, the applicant must

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provide evidence of notice to property owners within 150' of the subject parcel at least 10 days prior to the scheduled public hearing.

*Comment addressed.*

2. The site plan should be prepared by a Land Surveyor or Professional Engineer and must include, but not limited, the following items:

- a. The proposed building expansion and the relationship to abutting property lines

*Comment addressed.*

- b. A zoning data table demonstrating conformance to the bulk standards of the MDD zone (or conformance to variances granted by the Zoning Board of Appeals [ZBA])

**Comment partially addressed. The side setback variance from 2013 should be included to show the reduced setback allowed by ZBA.**

- c. A parking table summarizing the proposed areas of the building dedicated to storage and retail space, with the corresponding parking demand compared to the remaining onsite parking after completion of the building addition

**Comment partially addressed in letter from applicant. See new comment No. 6.**

- d. Any grading or utility modifications needed to support the building addition (if applicable)

**Comment remains. There is a new catch basin shown in the parking areas near Park Avenue, though it seems that this would be a drywell. This should be confirmed by the applicant.**

- e. A summary of existing and proposed impervious surfaces

**No summary of existing or proposed impervious surfaces are provided.**

- f. Landscaping improvements (if applicable)

**No additional landscaping is shown.**

- g. Available accessible parking spaces, signage, and accessible entrances to the building

**Comment partially addressed. It appears that ADA parking spaces are along the Roosevelt Drive frontage. The site plan should confirm that is the case.**

3. The proposed building elevations include proposed drain leaders. The plans should indicate where they will discharge/connect to.

**Comment remains.**

4. The plans should indicate if any bollards are required along the Park Avenue facing (north) side of the addition.

**Comment remains.**

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5. The site plan should also include how vehicular access and continuity with parking will be maintained to 1 Park Avenue. Note that the 2014 approval for a prior addition to the subject parcel included a shared parking arrangement with 1 Park Avenue (plans attached for reference).

*Comment addressed. It appears that 26' from the existing parking space to the building addition will remain unobstructed and allow for vehicular traffic to and from 1 Park Avenue.*

#### **Additional Comment**

6. **The parking reduction request should include four spaces required for storage areas (at 1 space per 1,000 square feet). While the reduction in parking is ultimately at the Commission's discretion, the food pantry program operates on tightly controlled schedules for clients to use the facility, which is unique to the existing and proposed use of the property.**

At the Commission's request, we have provided the applicant and their representatives with a copy of this letter. Should you have any questions or concerns, please do not hesitate to contact our office at 203-271-1773.

Regards,

**SLR International Corporation**



**Ryan McEvoy, PE**  
Principal Civil Engineer  
rmcevoy@slrconsulting.com

Attachment

cc: Mayor Joseph L. DiMartino – City of Derby  
Chief Scott Todd, Chief of Police – Derby Police Department  
Brian Lema, Esq. – Derby Corporation Counsel – Berchem Moses PC  
Michael Marcinek – AEPM International, LLC

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