

January 22,  
2025

Dear Board of Selectmen,

TOWN OF CANAAN (FALLS VILLAGE)  
PLANNING & ZONING COMMISSION 108 Main  
Street, Falls Village, CT 06031

In light of the Housing Informational Session held on November 5th, 2025 and recent Planning & Zoning Commission discussions, the P&Z writes to express their position on particular details of the Incentive Housing Overlay Zone (Section 4.4 of the [Zoning Regulations](#)).

According to the Regulations: *The Planning & Zoning Commission* shall be designated to review and implement the Affordability *requirements affecting* Incentive Housing Developments. The Planning & *Zoning* Commission shall be designated as the administering agency for any unit subject to an Incentive *Housing Restriction*. In a case where *the* Administering Agency *cannot* adequately carry out its administrative *duties*, upon certification of this fact by *the* Board of *Selectmen* such *duties* shall devolve *to* and thereafter be administered by a qualified housing entity designated by *the* Board of *Selectmen*.

The Administering Agency shall ensure the following:

- a. Prices of Incentive Housing *Homeownership* Units are properly computed, rental amounts of Incentive Rental Units are properly computed;
- b. Income *eligibility* of household applying for *Incentive* Housing is properly and reliably determined;

*The* housing marketing and resident selection plan conforms to all requirements and are properly administered; Resident *selection* plan will *include* preference for persons currently living, working, or volunteering in the Town as allowed

by applicable law;

d. Sales and rentals are made to Eligible Households chosen in accordance with the housing marketing and **resident selection** plan with appropriate unit size for each household being properly *determined* and proper preference being **given**; and

e. Incentive **Housing Restrictions** *meeting* the requirements of this section are recorded with the proper registry of

deeds

The P&Z does not find it appropriate nor deem themselves properly qualified to act as Administering Agency to administer the affordability requirements of housing within the IHZ. This letter is intended to communicate that the BOS. The next step for the BOS would be to actively identify and designate a housing entity able to carry out the duties **as** set forth in the Zoning Regulations.

Thank you for your  
consideration,

Town of Canaan (Falls Village) Planning and Zoning  
Commission