

Letter to Board and Commissions of Falls Village (Town of Canaan)

Dear POCD Partners and Leaders of the Town of Canaan,

The Planning and Zoning Commission has established a subcommittee to oversee the implementation of the town's Plan of Conservation and Development. The POCD is a mandate of the state. The community came together to express their priorities for the next 10 years; these are represented in the POCD. The planning and zoning commission is here to help and assist your commissions and boards implement these priorities. We have created a workbook with priorities and strategy it is available on the town website under the PnZ resources. Here is a link to the workbook.

<https://docs.google.com/spreadsheets/d/1-k5hWDxxnpJA0kZ66L0eLXiQK-bC2amdgmSigqsltnk/edit?gid=1014415905#gid=1014415905>

The workbook is a tool to help facilitate the implementation of the POCD. We would like the boards and commissions to use the workbook and let us know what they feel should be added to their parts of the workbook. These additions will need to be sent to Kim Mahoney as she is the only one with editing access. Her email is planningandzoning.mahoney@gmail.com.

We are looking to attend an upcoming meeting of your commission or board and be an agenda item so that we can discuss the POCD and the implementations of the action steps that the community wishes to be accomplished. Thank you for your time and attention to this important issue for the town.

Planning and Zoning Commission of the Town of Canaan

POCD Priorities / Possible Areas for Grant Funding (5/9/24)

(Falls Village 2024-2034 Plan of Conservation and Development)

- Affordable Housing Initiatives – (new development, strategic planning, ??)
- Support Services for Lower Income Residents – (food banks, clothing, more services?)
- Attracting Economic Development (strategic planning or ??)
- Historical Preservation (which buildings and why?)
- Youth / Senior / Community Programming
- Promoting a Diverse Community – how?
- Preservation of Natural Resources
 - Open Space / Trails (build trails, obtain open space ??)
 - Waterways (do what with them? Build, fix, ??)
- Sustainability Programs and Education (more specifics)
- Building Climate Resilience
 - Water conservation – where, why, what are the issues?
 - Support transitions to new (more sustainable) energy systems. Many grants available for schools. What building are we looking for?
 - Disaster management and business continuity - ??
 - Flood protection – from? Any specific areas?
 - Infrastructure upgrades – (which type)
- Waste Reduction – does the new food waste take care of this – STEAP grant? Are there additional areas?
- Wastewater Planning (POCD Action Step on page 27 is to apply for a CT DEEP wastewater planning grant to determine possible wastewater management solutions and costs)

2:39 PM

11/12/25

Accrual Basis

Town of Canaan
Account QuickReport
July through October 2025

Type	Date	Num	Name	Memo	Split	Amount
1011 Planning & Zoning Comm						
1011-101 Zoning Enforce Officer						
Bill	10/06/2025	1349	Janell Mullen Consul...	Inv. 1349	Accounts Paya...	0.00
Total 1011-101 Zoning Enforce Officer						0.00
1011-104 Secretary						
Paycheck	07/07/2025	49186	CATHERINE BUSH...	VOID:	Checking	0.00
Paycheck	07/21/2025	49286	PATRICIA G FIFE		Checking	160.00
Total 1011-104 Secretary						160.00
1011-473 Consultant/Eng						
Bill	10/06/2025	1349	Janell Mullen Consul...	Inv. 1349 - Se...	Accounts Paya...	1,500.00
Total 1011-473 Consultant/Eng						1,500.00
ZEO/Planner						
Bill	08/04/2025	1341	Janell Mullen	July	Accounts Paya...	1,500.00
Bill	09/08/2025	1347	Janell Mullen		Accounts Paya...	1,600.00
Total ZEO/Planner						3,100.00
Total 1011 Planning & Zoning Comm						4,760.00
TOTAL						4,760.00

2:31 PM
11/12/25
Accrual Basis

Town of Canaan
Profit & Loss Budget vs. Actual
July through October 2025

	<u>% of Budget</u>
1011 Planning & Zoning Comm	
1011-101 Zoning Enforce Officer	0.0%
1011-104 Secretary	12.5%
1011-107 Clerical Expenses	0.0%
1011-201 Postage	0.0%
1011-211 Misc	0.0%
1011-401 Attorney	0.0%
1011-403 Publication Exp	0.0%
1011-473 Consultant/Eng	150.0%
1011-801 Mileage	0.0%
ZEO/Planner	11.85%
Total 1011 Planning & Zoning Comm	15.07%

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11/12/25
Accrual Basis

Town of Canaan
Profit & Loss Budget vs. Actual
July through October 2025

	<u>Jul - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
1011 Planning & Zoning Comm			
1011-101 Zoning Enforce Officer	0.00	1.00	-1.00
1011-104 Secretary	180.00	1,280.00	-1,120.00
1011-107 Clerical Expenses	0.00	100.00	-100.00
1011-201 Postage	0.00	100.00	-100.00
1011-211 Misc	0.00	1,000.00	-1,000.00
1011-401 Attorney	0.00	1,001.00	-1,001.00
1011-403 Publication Exp	0.00	750.00	-750.00
1011-473 Consultant/Eng	1,500.00	1,000.00	500.00
1011-801 Mileage	0.00	200.00	-200.00
ZEO/Planner	<u>3,100.00</u>	<u>26,160.00</u>	<u>-23,060.00</u>
Total 1011 Planning & Zoning Comm	4,780.00	31,592.00	-26,832.00

Town of Canaan (Falls Village) Planning and Zoning

POCD Implementation – Regulations Review

Memorandum – Housing Priorities

Prepared for November 18th 2025

Background

At its October meeting (2025), the P&Z was asked to revisit the action steps that were assigned to the Commission in the Plan of Conservation & Development (POCD). As a part of the POCD's implementation, the P&Z is regularly reviewing and proposing updates to its zoning regulations.

Members of the P&Z listed the action steps in order of priority and lumped several action steps related to housing together. These action steps have emerged as the P&Z current priority and include the following:

1. Modify the Zoning Regulations to allow multi-family housing in the Village Center including new construction and the rehabilitation and conversion of existing buildings into housing.
2. Modify the Zoning Regulations to allow for the conversion of larger homes into 2 or 3 family homes provided at least one of the units is deed-restricted as affordable.
3. Modify the Zoning Regulations that allow for co-housing/cooperative housing and cluster housing as well as opportunities for smaller houses.
4. Review the Zoning Regulations regarding accessory dwelling units to see if improvements could be made.

Existing Conditions

The current regulations allow for **Two-Family Housing**:

Village Residential	Residential/Agricultural	Mountain Residential
Zoning Permit	Special Permit	Not Permitted

A **residential compound** is allowed by Special Permit (in the Residential/Agricultural and Mountain Residential Zone) provided:

- a. No more than four dwellings are proposed on a single lot
- b. There is at least five (5) times the land area for the number of units provided
- c. The dwellings are served by one driveway unless modified by the Commission
- d. The land is capable of being subdivided in the future
- e. Permanent provision for the preservation of open space and the protection of natural features is made at time of approval.

Accessory apartments (**accessory dwelling units** or ADUs) are allowed in the following manner:

- a. An internal/attached accessory apartment containing no more than 1,000 sf – Zoning Permit
- b. An internal / attached accessory apartment containing more than 1,000 sf – Special Permit

- c. An accessory apartment in an detached building – Special Permit

Section 2.6 Special Residential Regulations also addresses Accessory Apartments by requiring the following:

- a. The owner shall occupy either the principal dwelling unit or the accessory dwelling unit.
- b. Only one accessory dwelling unit will be permitted on each lot.
- c. The lot shall equal or exceed the minimum lot requirement for the zone in which the property is located.
- d. No accessory apartment shall be established as part of a two-family dwelling or any multi-family use.
- e. Both the accessory apartment and the principal dwelling shall meet the requirements of the Building and Public Health Codes.
- f. Except as specifically approved by the Commission by Special Permit, no accessory apartment within or attached to the principal dwelling shall exceed 1,500 sf or 40% of the floor area of the principal building, whichever is greater.
- g. The accessory apartment shall be accessible from the main dwelling by an operable door along a common wall.
- h. The exterior appearance of the entire building shall be designed to reflect the architectural style of a single-family unit.
- i. Except as specifically approved by the Commission by Special Permit, no accessory apartment shall exceed 1,500 sf.
- j. Any detached accessory apartment shall be secondary in size to the principle building.
- k. A Special Permit for an accessory apartment may be subject to renewal.

Application materials include:

- a. A letter stating that the owner will occupy either the principal dwelling unit or the accessory apartment
- b. A set of floor plans
- c. A detailed site plan

ZONING REPORT

Town of Canaan (Falls Village) Planning and Zoning Commission
108 Main Street| Falls Village, CT 06031

Prepared for and issued at the regular meeting on November 18, 2025

Zoning permits issued:

1. 23 Route 7N - Signage related to shop and storage contractor

Zoning Inquiries:

1. 133 Railroad Street - request for zoning letter of compliance. ZEO will not issue without an on-site inspection.
2. 15 Miner Street & FVHT - meeting with David Mallison to discuss prospective land swap (lot line modification)
3. GIS - Zoning Layer - communication with Marwin and Conservation District regarding zoning layer. Follow up call with Marwin.
4. 61 Route 7N- Fence question involving neighbors - call with property owner
5. Inquiry from Chris Hopkins (Route 63) involving site plan requirements for development

Referrals:

1. Historic District Study Committee to P&Z - Anticipate Historic District Study Report sometime in the New Year

Public Ads:

None at this time.

Training Opportunities:

UConn's Land Use Academy: <https://clear.uconn.edu/training/land-use-commissioner-training/>

****Please use planningandzoning@canaanfallsvillage.org as my address email for all functions associated with Planning and Zoning and the Town of Falls Village.****

*Respectfully submitted,
Janell M Mullen, Planning Consultant*