

PLANNING AND ZONING COMMISSION

Town of Canaan
Falls Village Town Hall
108 Main Street, Falls Village, CT 06031

Regular Meeting Minutes November 18, 2025

Attendance

Members Present

- *In Person:* Zoning Enforcement Officer Janell Mullen; Chairman Greg Marlowe; Vice Chairman Stephen Koshland; Eileen Kinsella; Doug Cohn; Matthew Macchi; Tim Metzger
- *Via Zoom:* Vincent Inconiglios; Kim Mahoney
- *Absent:* None

Alternate Members Present

- *In Person:* Kimberly Clark
- *Via Zoom:* None
- *Absent:* Marc Rosen

Also Present: Carol Flaton

Public Attendance: One in person; one via Zoom

Seating of Alternates: None

1. Call to Order and Approval of Minutes

Chairman Greg Marlowe called the meeting to order at 6:30 p.m.

- **Regular Meeting Minutes – October 23, 2025**
Motion by Doug Cohn to approve; seconded by Eileen Kinsella. Motion carried unanimously.
 - **Special Meeting – Housing Informational, November 5, 2025**
Motion by Matthew Macchi to approve; seconded by Doug Cohn. Motion carried unanimously.
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2. Public Comments

A resident raised concerns regarding the Falls Village Housing Trust:

- Lack of direct answers.
 - Questioned nonprofit status renewal (501(c)(3)).
 - Doubts about capacity, personnel, and town support.
 - Procedural/legal concerns about site plan approval without established lot ownership or surveys.
 - Questions about wells, unit counts (14 vs. 16), and Habitat for Humanity's duplex plan.
 - Insisted funding be secured before clear cutting.
 - Noted absence of traffic study and stormwater management plan.
 - Requested concerns be entered into the record.
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3. New Business

A. Lot Line Modification – Undermountain & Barnes Road (Flaton & Sinclair Properties)

- Application presented for lot line modification/boundary line adjustment.
- Parcel conveyed from Carol Flaton to abutting neighbor Sinclair.
- Prior first cut (2024) already approved and transferred.
- Current adjustment intended to place six-acre parcel under conservation easement with Northwest Connecticut Land Conservancy by year end.
- Easement designates farm use only; building envelope limited to agricultural structures.
- No residential structures permitted.
- Wetlands process would apply if agricultural buildings are proposed.
- Motion by Steve Koshland to approve lot line modification referencing Map 8, Lot 55-1, and site plan/property survey prepared for Carol Flaton dated April 27, 2024.
- Motion seconded by Matthew Macchi. Motion carried unanimously.

B. Review of Regulations – IHZ “Administering Agency” and Number of Units

- Commissioners expressed reservations about P&Z serving as administering agency for IHZ properties.
- Duties (income verification, affordability compliance, rental pricing) deemed beyond commission's scope.
- Consensus: Draft letter to Board of Selectmen declining role as administering agency, while requiring annual compliance reports.
- Discussion of House Bill 8002:
 - Reduces local control; shifts toward regional growth plans.
 - Infrastructure limitations (lack of public water/sewer, wetlands, slopes) noted as natural constraints.
- Unit Count Discussion:
 - Original IHZ approval limited to 14 units, 27 bedrooms.

- Housing Trust referenced 16 units; Habitat proposed larger numbers.
 - Falls Village Housing Trust does not hold active zoning permit; modifications require new application.
 - Consensus: Direct inquiry to DOH (Miguel and Commissioner Bruno) for clarification.
 - Motion by Steve Koshland to authorize ZEO Mullen to draft emails to the Department of Housing, FV Housing Trust, Habitat, and copy First Selectman Dave Barger.
 - Motion seconded by Tim Metzger. Motion carried unanimously.
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4. Old Business

A. Village Center Parking Plan – No updates reported.

B. Solar Committee Update – No updates reported.

C. Old Firehouse Sale – Committee Update

- Delays in scheduling meeting with Attorney.
- First Selectman Barger seeking clarity on proceeding with sale under prior town approval.
- Concern expressed that lack of progress may delay action until spring.

D. Dark Skies – Implementation (LHK and Daycare)

- Spotlight at Kellogg remains problematic despite timer adjustments.
 - Motion by Steve Koshland to draft letters to:
 - L.H. Kellogg School requesting compliance with Dark Sky initiative.
 - South Canaan Historical Society (Meeting House) requesting voluntary compliance.
 - Motion seconded by Eileen Kinsella. Motion carried unanimously.
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5. Other Business

A. POCD Implementation – Subcommittee Update (see attached)

- Subcommittee prepared introductory letter to boards/commissions explaining role and inviting collaboration.
- Workbook now available on town website under P&Z resources.
- Outreach efforts underway; Inland Wetlands expressed interest in collaboration.
- Grant Group hired researcher to identify funding opportunities; commissioners asked to refine POCD categories into specific projects.
- Commissioners to select one or two categories and provide detailed ideas at next meeting.

B. P&Z Monthly Financial Report Review from Town Treasurer (see attached)

- Treasurer's report reviewed.

- Discussion of potential need for legal consultation regarding IHZ complexities.
- Legal budget line item confirmed at \$1,001.

• **Chairman Marlowe proposed the addition of Item C under Agenda Item 5: Other Business.**

- Motion by Steve Koshland; seconded by Doug Cohn. Motion carried unanimously.

C. December Meeting Discussion

- Consensus to cancel December 16 meeting due to lack of applications and scheduling conflicts.
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6. Regulations Review

A. GIS Mapping & Village Business Zone Expansion

- GIS mapping progress reviewed; overlays include wetlands, slopes, ridgelines, flood zones, and zoning maps.
- Proposal: Marvin to prepare beta test layer for Village Business Zone expansion; pricing to be reviewed in January.
- Future overlays may include Historic District if established.

B. Housing Priorities (see attached)

- Memorandum distributed outlining POCD housing action steps and current regulations.
- Commissioners to review over holiday season and revisit in January.
- Key Points:
 - Conflicting language on Accessory Dwelling Units (attached vs. detached).
 - Restrictions on ADUs within multi-family dwellings questioned.
 - Adaptive reuse of barns/garages discussed.
 - State trends noted (some towns allow up to two ADUs).
 - Importance of ADUs for multi-generational housing and rentals emphasized.
- Incentives Discussion:
 - Commissioners suggested exploring tax incentives for property owners creating ADUs.
 - No current state/local incentives identified; possibility of legislative advocacy discussed.
 - Board of Selectmen could propose local measures at town meeting.
- Consensus: Continue exploring regulatory revisions and potential incentives in January.

C. Historic Study Committee Update

- Anticipated overlay mapping if Historic District established; coordination with Marvin discussed.
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7. ZEO Report (see attached)

- Reviewed.
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8. Public Comments & Official Correspondence

- No additional comments or correspondence.
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9. Adjournment

Chairman Marlowe requested a motion to adjourn at 8:40 p.m.

Motion by Eileen Kinsella; seconded by Matthew Macchi. Motion carried unanimously.

Attachments

- Subcommittee introductory letter to boards/commissions
- Memorandum outlining POCD housing action steps and current regulations
- Treasurer's Monthly Financial Report
- ZEO Report

Respectfully Submitted,

Recording Secretary, Patti Fife