

PLANNING & ZONING COMMISSION

Town of Canaan (Falls Village)
Regular Meeting Minutes – January 22, 2026
108 Main Street, Falls Village, CT

Attendance

Members

- **In Person:** Zoning Enforcement Officer Janell Mullen; Chairman Greg Marlowe; Eileen Kinsella; Doug Cohn; Matthew Macchi; Tim Metzger; Kim Mahoney
- **Via Zoom:** member Vincent Inconiglios
- **Absent:** Vice Chairman Stephen Koshland

Alternate Members

- **In Person:** —
- **Via Zoom:** Marc Rosen; Kimberly Clark
- **Absent:** —

Also Present: Engineer Keith Bodwell; Habitats President Bob Whalen; FVHT President Jandi Hanna; Vice President Tracy Atwood

Via Zoom: Selectman Christopher Kinsella; Selectman Judy Jacobs; Director LCCHO Joyclyn Ayer

Seating of Alternates:

Marc Rosen was seated for Vice Chairman Stephen Koshland.

Motion: Matthew Macchi; **Second:** Kim Mahoney; **Vote:** Unanimous.

1. Call to Order & Approval of Minutes

The meeting was called to order at **6:31 PM**.

The Commission reviewed the minutes of the **November 18, 2025** regular meeting.

Motion to approve: Eileen Kinsella; **Second:** Matthew Macchi; **Vote:** Unanimous.

2. Public Comments-None

3. New Business

A. Follow-Up from DOH Regarding Allowable Units Within the IHZ

The Commission concluded that the IHZ *minimum* density figure is likely a typo and that *maximum* density is the true regulatory control. Jocelyn Ayer confirmed that nonprofits may seek waivers for 100% affordable projects, which require a 30-year affordability restriction. Commissioners agreed the density language needs clarification and discussed related water, septic, and state approvals.

The Housing Trust noted that its application covers only the 10-acre parcel, with no additional units planned; the remaining acreage is unbuildable and largely for conservation.

B. Lot Line Modification – River Road (FVHT Parcel)

Engineer Keith Bodwell presented the proposed first cut: a 10-acre subdivision from the 66-acre parent parcel, with the remainder staying under Habitat’s ownership. He reviewed frontage, parcel configuration, and anticipated future lot line adjustments. State-level septic and well approvals are in place; the only outstanding item is the TAHD B100a letter.

The Commission reviewed the subdivision as an administrative, informational item. Final stamping will occur once all required materials, including the TAHD letter, are received. Broader questions about future development were acknowledged as outside the scope of this application.

C. Letter to the Board of Selectmen – IHZ Administering Agency

(See attached)

The Commission reviewed a draft letter stating that Planning & Zoning is not the appropriate administering agency for IHZ affordability requirements and requesting that the Board of Selectmen designate a qualified housing entity.

Motion to forward letter: Eileen Kinsella; **Second:** Tim Metzger; **Vote:** Unanimous.

D. 8-24 Referral Concerning 107 Main Street Lease

The Commission reviewed the advisory 8-24 referral for leasing 107 Main Street and confirmed that final authority rests with the Board of Selectmen. A public hearing for the new tenant, Wild Root Wellness, was scheduled for February 26, 2026 at 6:15 PM, prior to the regular P&Z meeting. The Commission will assist the applicant with required notices and paperwork.

Motion to schedule hearing: Matthew Macchi; **Second:** Tim Metzger; **Vote:** Unanimous.

4. Old Business

A. Village Center Parking Plan-No new updates.

B. Solar Committee Update-No new updates.

C. Old Firehouse Sale – Committee Update-No new updates.

D. Dark Skies – Implementation (LHK and Daycare)

The Commission will send a letter to LHK regarding a problematic spotlight and will draft a template for future lighting issues. Members also noted excessive lighting at the Eversource staging area and will relay concerns to the utility, despite it being outside P&Z jurisdiction.

5. Other Business

A. POCD Implementation – Subcommittee Update

The Subcommittee reported limited responses from boards and commissions. A formal letter will be sent to each chair requesting updates, with correspondence entered into each board's official record. An updated workbook is expected by March. Some implementation items may require budget allocations, though certain tasks may be eligible for STEAP funding.

B. Monthly Financial Report

The Commission reviewed the monthly report and found expenditures in line with expectations.

C. FY 2026–27 Budget

The Commission reviewed each budget line and agreed that most can remain unchanged. GIS mapping services—currently grant-funded—may require an annual allocation of approximately \$1,500–\$2,000, potentially under “Miscellaneous,” with possible cost-sharing across departments.

Motion to forward proposed budget: Kim Mahoney; **Second:** Eileen Kinsella; **Vote:** Unanimous.

6. Regulations Review

A. GIS Mapping & Village Business Zone Expansion

Staff presented updated zoning concepts aligned with the new POCD, including expanded special-permit uses such as mixed-use buildings, multifamily housing, and small-scale manufacturing. Commissioners discussed appropriate lot sizes, setbacks, and frontage requirements, noting that dimensional standards must reflect existing village parcel patterns. GIS data will be used to determine realistic averages.

Members agreed to remove building and impervious coverage limits in the village center due to historic lot constraints. The draft framework will be refined and brought back for further review.

B. Housing Priorities

The Commission reviewed POCD housing action items and discussed regulatory changes to support them. Members expressed support for enabling:

- Multifamily housing
- Mixed-use development
- Cluster housing
- Tiny homes
- Conversion of large homes into duplexes/triplexes

Members noted that deed-restricted affordability may be difficult without state incentives.

For rural zones, the Commission discussed revising residential compound rules to allow multiple detached units on a single lot without requiring future subdivision.

Accessory dwelling units (ADUs) were reviewed, with support for making all ADUs permitted by zoning permit—eliminating special permits, size thresholds, and attached/detached distinctions—to reduce cost and encourage aging in place. Short-term rentals may require special-permit review.

Septic capacity remains a limiting factor in the village, but the Commission agreed it is better to modernize zoning now rather than wait for a future sewer system.

C. Historic Study Committee Update

The Committee continues refining its report and expects to finalize it soon. GIS support will be available for mapping the proposed district.

7. ZEO Report *(See attached)*

- **NOTE:** Under **Zoning Inquiries**, Item 2 should state **166 Undermountain Road (Flaton)** rather than 116.
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8. Public Comments & Official Correspondence

Residents asked about the River Road lot line adjustment. The ZEO confirmed the application is incomplete until the TAHD B100a letter and Mylar are received; lot line revisions are administrative and do not require a Commission vote. The ZEO will notify residents when the TAHD letter arrives.

Residents also raised concerns about Dark Sky compliance and excessive lighting from Eversource. The Commission reiterated its plan to address town-owned properties first and will contact Eversource once a direct contact is provided.

Additional comments included upcoming commission term expirations and confirmation that TAHD approval is standard for any land division.

A lengthy public discussion followed regarding IHZ maximum density. Commissioners acknowledged the need to consider whether the regulations should be amended to establish a clear maximum unit cap to protect the town from overly dense future proposals and to align with the POCD. The matter will be placed on a future agenda.

9. Adjournment

Motion to adjourn: Eileen Kinsella; **Second:** Matthew Macchi; **Vote:** Unanimous.
The meeting adjourned at **8:32 PM**.

Respectfully Submitted,

Recording Secretary, Patti Fife

Motions

#	Motion	Made By	Seconded By	Vote
1	To seat Alternate Marc Rosen for Vice Chairman Stephen Koshland	Matthew Macchi	Kim Mahoney	Unanimous
2	To approve the minutes of the November 18, 2025 regular meeting	Eileen Kinsella	Matthew Macchi	Unanimous
3	To add Item 3D to New Business: 8-24 referral concerning 107 Main Street lease	Doug Cohn	Eileen Kinsella	Unanimous
4	To forward the IHZ administering-agency letter to the Board of Selectmen	Eileen Kinsella	Tim Metzger	Unanimous
5	To schedule a Public Hearing on February 26, 2026 at 6:15 PM concerning the lease of 107 Main Street	Matthew Macchi	Tim Metzger	Unanimous
6	To forward the proposed FY 2026–27 budget to the Board of Selectmen and Board of Finance	Kim Mahoney	Eileen Kinsella	Unanimous
7	To adjourn the meeting	Eileen Kinsella	Matthew Macchi	Unanimous

Attachments

- ZEO Report
 - Letter to the Board of Selectmen – IHZ Administering Agency
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Hearing

A public hearing for the prospective tenant, Wild Root Wellness, was set for February 26, 2026 at 6:15 PM, immediately preceding the regular P&Z meeting.